

23 May 2025

Dear Owner,

RE: The Owners of 3 Norman St, Fremantle - Strata Scheme 63910
Notice of Annual General Meeting

Please find enclosed notice of your Strata Company's Annual General Meeting to be held at 3 Norfolk Street, Fremantle, WA, 6160 on 17 June 2025, commencing at 05:30 PM.

Electronic attendance via Zoom is available:

<https://us06web.zoom.us/j/89807355784?pwd=I5h3N0xPpH8mvyO0wwU2Wwwf5aHU1X.1>

Meeting ID: 898 0735 5784

Password: 63910

Dial in by telephone: (08) 7150 1149 and follow the prompts

The AGM is integral to the management of your Strata Scheme and we encourage all lot owners to participate.

For your convenience electronic attendance via Zoom is available. If you are attending in person, please RSVP by email to info@jdstrata.com.au.

Important Health Notice: *To protect the health of all attendees at the meeting, we ask that if you are unwell or experiencing any flu like symptoms that you **do not** attend the meeting in person. Please attend electronically via Zoom or complete a proxy form and email your vote to your strata manager.*

We remind you that the AGM is your opportunity to decide on the budget for the forthcoming financial year, upon which levies are based. Those in attendance will also be given the opportunity to elect a Council of Owners who will be empowered to manage the maintenance of the common property within the constraints of the budget set for the forthcoming financial year.

The Strata Titles Act requires attendance of at least 50% of owners in person or by proxy to constitute a quorum for the meeting. If you are unable to attend the meeting you can assist the Strata Company by providing a proxy, either enduring or otherwise to the Chairperson or any other person who will be attending the meeting.

If your lot is owned as a co-proprietorship (two or more owners listed on the title) or the lot is owned in the name of a corporate entity, you must complete a proxy form regardless of whether you are attending the meeting or not in order to be eligible to vote.

Please see relevant proxy forms enclosed within this notice of meeting, or alternatively you may **complete a proxy form online** using the following link: <https://jdstrata.com.au/proxy-form-enduring/>

If you intend to nominate yourself as a candidate for election to the Council of the strata company and you are unable to attend the meeting, please ensure to also complete a **council nomination form**, available here: <https://jdstrata.com.au/council-nomination-form/>

You are reminded that in order to vote on motions other than a *Resolution Without Dissent* or a *Unanimous Resolution* you **must have paid all levies to date**. Please allow at least 3 business days for levy payments to clear prior to the date of the meeting. If your payment has not cleared your vote will not be counted on the day of the meeting.

Should you require any further information please contact our office. We look forward to meeting with you and thank you for your anticipated participation.

Yours sincerely,



HARRY KAYE | STRATA MANAGEMENT

NOTICE OF ANNUAL GENERAL MEETING

The Owners of 3 Norman St, Fremantle - Strata Scheme 63910

Notice is hereby given that the Annual General Meeting of the above Strata Company will be held at 3 Norfolk Street, Fremantle, WA, 6160 on 17 June 2025, commencing at 05:30 PM.

Electronic attendance via Zoom is available:

<https://us06web.zoom.us/j/89807355784?pwd=I5h3N0xPpH8mvyO0wwU2Wwwf5aHU1X.1>

Meeting ID: 898 0735 5784

Password: 63910

Dial in by telephone: (08) 7150 1149 and follow the prompts

This notice is issued pursuant to the by-laws of the Strata Company on 23 May 2025, being not less than 14 days prior to the holding of the meeting.

The attention of proprietors is drawn to the following documents enclosed with this combined notice and agenda for this meeting:

CONTENTS

1. Annual General Meeting Agenda
2. Proxy Forms & Council Nomination Information
3. Minutes of the previous General Meeting
4. Strata Manager's Report
5. Statement of Accounts for the last Financial Year
6. Important Insurance Information and the Strata Manager's Disclosure Statement
7. Certificate/Schedule of Insurance
8. Quote for Security Access
9. Proposed budget of estimated expenditure and levy contributions for the coming Financial Year

The following matters are required to be considered as General Business for each and every annual general meeting of the Strata Company: *election of council members; consideration of accounts; presentation of insurance certificates*. All other business transacted at the meeting is taken to be Special Business.

Owners are also advised that any of the notified motions may be amended at the meeting and this may significantly affect the outcome. This may apply to the budget and proposed levied contributions for example. Attendance at the meeting enables participation in the debate and voting on each motion, amended or not. It is also possible to instruct your appointed proxy to provide your input and/or to vote for or against any matter put to a vote.

Note: The conduct of this meeting will be subject to the *Schedule of Standing Orders for Conduct of General Meetings*, available on our website: <https://jdstrata.com.au/forms/>

- Electronic voting is only available to those in attendance at the meeting via electronic means, unless otherwise advised.

1. PRELIMINARY MATTERS

John Dethridge Strata Services respectfully acknowledge the Whadjuk Nyoongar people as the Traditional Custodians of the land on which we meet today. We acknowledge their enduring connection to the lands, waterways and communities and pay our respects to Elders past, present and emerging.

Quorum:

- Registration of proprietors and proxy holders
- Verification of valid proxies received
- Verification of those eligible to vote and personally present

Appointment of Chairperson for the meeting

Motion under notice:

That the Strata Manager be authorised to act as Chairperson of the Strata Company for the purposes of this meeting.

Announcement of those present by invitation and any apologies received

2. Confirmation of previous minutes for the Last General Meeting

Motion under notice:

1. That by Ordinary Resolution, the minutes of the General Meeting held on 19th of June 2024 be verified as an accurate record of those proceedings.
2. Consideration of any matters arising not otherwise provided for by this agenda.

3. Acknowledgement of Strata Manager's Report

Motion under notice:

That by Ordinary Resolution the Strata Manager's Report, as attached to the notice of meeting, be received.

4. Statement of Accounts

(Questions of a financial nature must be notified to the strata company not less than 3 business days prior to the meeting).

Motion under notice:

That by Ordinary Resolution, the Statement of Accounts for the financial year ending 31st of March 2025, as attached to the notice of meeting, be adopted as presented.

5. Constitution of Council

Motion under notice:

1. That by Ordinary Resolution, the Council of the strata company consist of 4 owners.
2. Call for nominations of candidates for election to the Council
3. The conducting of a ballot, if necessary, to elect members of the Council
4. Appointment of Office Bearers – Chairperson, Secretary & Treasurer
5. Appointment of "Invoice Approvers" for authorising payment of non-routine invoices

6. Insurance Obligations of the Strata Company

Copies of insurance certificates, important insurance information and the Strata Manager's disclosure statement are enclosed together with the SCA Insurance Disclosure Consumer FactSheet. A copy of the relevant Financial Services Guide and Product Disclosure Statement are available electronically from the Strata Manager upon request.

Motions under notice:

That by Ordinary Resolution -

1. The Strata Company acknowledge receipt of the insurance certificates, insurance requirements and important information attached to the notice of meeting, detailing a general advice warning and disclosure relating to John Dethridge Strata Services' arrangement with the insurer.
2. The Strata Company resolve to review the replacement value by utilising the services of a valuer/ quantity surveyor to assess the current replacement value of improvements. *Note - the last valuation was carried out in 2022 and came in at \$3,509,000.00.*
3. The Strata Company resolve to renew the policy of insurance at the replacement value as indexed by the insurer or in line with a recent valuation, taking into consideration the date of the valuation and subsequent inflationary factors.

7. Non-Routine/ 10 Year Plan Maintenance

Motion under notice:

That by Ordinary Resolution, the Council be authorised to proceed with the following non-routine maintenance works as identified in the strata company's 10 Year Maintenance Plan and/or requested by owners:

1. Consultancy Services - Building Report
2. Upgrade Security System

8. Proposed Budget and Levy Contributions

8.1. Consideration of Budget of Estimated Expenditure

Motion under notice:

That by Ordinary Resolution -

1. The budget of estimated expenditure totalling \$8,281.00 for the Administrative Fund and \$14,200.00 for the Reserve Fund, as attached to the notice of meeting, be adopted as the budget of the Strata Company for the financial year ending 30th of June 2025.
2. The provisional budget of estimated expenditure totalling \$32,464.00 for the Administrative Fund and \$7,000.00 for the Reserve Fund, as attached to the notice of meeting, be adopted as the budget of the Strata Company for the following financial year ending 30th of June 2026.

**If the strata company is registered for GST, the budget of expenditure items, as listed, are GST exclusive*

As resolved at a previous general meeting of the strata company, to accommodate the transitional provisions under the Strata Titles Amendment Act 2018 - this year the financial year end for the strata scheme is changing to 30 June 2025. As such this year we will adopt a budget for the period 1 April - 30 June and then a new budget to commence from 1 July 2025. Levy contributions are proposed to be set accordingly.

8.2. Determination of Levy Contributions for the Administrative Fund

Motion under notice:

That by Ordinary Resolution -

1. The strata company resolve that the levy contributions on proprietors for the Administrative Fund be payable in advance, by quarterly instalments, due and payable in the amounts and on the first day of the month as shown below:

| Levy Status | Per Lot Entitlement | Period From | Period To | Admin Fund | Due |
|----------------|---------------------|----------------------|---------------------|-------------------|---------------|
| Already Issued | \$8.50 | 01 April 2025 | 30 June 2025 | \$8,500.00 | 01 April 2025 |
| Total | \$8.50 | 01 April 2025 | 30 June 2025 | \$8,500.00 | |

2. The levy contributions will continue on a quarterly basis from 30th of June 2025 at the rate of \$8.50 per unit entitlement, to raise \$8,500.00 per subsequent quarter, until otherwise determined by the strata company in general meeting.

**If the strata company is registered for GST, the levy contributions as listed are inclusive of GST.*

8.3. Determination of Levy Contributions for the Reserve Fund

Motion under notice:

That by Ordinary Resolution -

1. The strata company resolve that the levy contributions on proprietors for the Reserve Fund be payable in advance, inclusive of GST, by quarterly instalments, due and payable in the amounts and on the first day of the month as shown below:

| Levy Status | Per Lot Entitlement | Period From | Period To | Reserve Fund | Due |
|----------------|---------------------|----------------------|---------------------|-------------------|---------------|
| Already Issued | \$1.50 | 01 April 2025 | 30 June 2025 | \$1,500.00 | 01 April 2025 |
| Total | \$1.50 | 01 April 2025 | 30 June 2025 | \$1,500.00 | |

2. The levy contributions for the Reserve Fund will continue on a quarterly basis from 30th of June 2025 at the rate of \$1.80 per unit entitlement, to raise \$1,800.00 per subsequent quarter, until otherwise determined by the strata company in general meeting.

**If the strata company is registered for GST, the levy contributions as listed are inclusive of GST.*

9. Execution of Documents & Use of Common Seal

Motion under notice:

That by Ordinary Resolution, the Council and/or the Strata Manager on instruction by the Council, be authorised pursuant to Section 118 of the Strata Titles Act 1985 to;

1. Enter into and, if required to, execute contracts, agreements, commitments, undertakings or other legally binding arrangements, which are either desirable or necessary for the achievement of the strata company's objectives and the performance of the functions of the strata company; and,
2. If the strata company has a common seal, and when desirable or necessary to do so, to use the common seal which must be attested to by the signatures of two members of the Council of the strata company.

Explanatory notes:

Contracts, agreements, commitments, undertakings or other legally binding arrangements may include issuing workorders to engage contractors or service providers to carry out work and arranging placement of your strata company's policy of insurance.

Section 137 of the Act provides that council members must at all times act honestly, with loyalty and in good faith in the performance of functions as a member of the council or an officer of the strata company; and not make improper use of the person's position to gain directly or indirectly an advantage for the person or any other person, or to cause detriment to the strata company. The same also applies to a strata manager of a strata company pursuant to Section 146 of the Act.

10. Matters Without Notice for Discussion and Referral to the Council:

Note: Such matters only to be raised at the discretion of the Chair and with leave of the meeting.

PROXY FORMS & COUNCIL NOMINATION

IMPORTANT

COMPLETION OF PROXY FORM

Please complete a proxy form if the following circumstances apply:

If you are the owner of a lot, and you are unable to attend the meeting

OR

If you are a co-owner of a lot (i.e. the certificate of title is in the proprietorship of more than one person or entity), regardless of if you are attending the meeting or not.

Note - you are not entitled to vote without the proxy of each of the co-owners in your favour, even if the co owner(s) also attend the meeting.

OR

If the certificate of title is registered in the name of a corporate entity, any natural person may be granted a proxy form by a person with the proper authority of the corporate entity. The person granted the proxy by a corporate entity does not have to be an owner of a lot in the strata scheme, nor have any legal interest in the corporate entity.

Please complete and forward the proxy to our office in advance of the notified date and time of the meeting.

Email: info@jdstrata.com.au

Fax: 08 9335 6055

Post: PO Box 687 Fremantle WA 6959

Your cooperation may prevent the inconvenience and expense of your strata company either reconvening or requisitioning another meeting.

FINANCIAL INFORMATION

Should you have queries regarding financial information provided please submit your queries in writing to the Strata Manager not less than 48 hours prior to the date of meeting. It will not be practical nor possible to provide detailed information without prior research and consideration.

PROXY FORM

The Owners of 3 Norman St, Fremantle - Strata Scheme 63910

I/We _____ being the owner/s of

Lot/s _____ Unit/s _____ of the above strata scheme hereby appoint:

Select and complete only one of the following options 1 to 3

- ☐ **Option 1**
Name of proxy holder _____ only, or,
- ☐ **Option 2**
The Chairperson of the general meeting, or if not at a general meeting, the Chairperson of the Council only, or,
- ☐ **Option 3**
Name of proxy holder _____
or, failing their attendance/participation, the Chairperson of the general meeting, or if not at a general meeting, the Chairperson of the Council.

To speak and act as my/our proxy holder and to vote for me/us in my/our name, as proxy:

Select and complete only one of the following options A to C:

- ☐ **Option A**
At all general meetings, and for all votes taken outside general meetings (circular resolutions).
- ☐ **Option B**
At the general meeting to be held on _____ [insert date of meeting] and any adjournment of that meeting.
- ☐ **Option C**
For the vote to be taken outside of a general meeting (circular resolution) under a notice dated _____ [insert date of notice].

Dated _____ [insert date of execution]

Signatures of Sole owner or all co-owners

| | |
|----------------|----------------|
| _____ Owner | _____ Co-Owner |
| _____ Co-Owner | _____ Co-Owner |

SECTION BELOW FOR USE ONLY BY A CORPORATE OWNER

In the case of a corporate owner, this form requires the signature of a person duly authorised by its constitution to sign.

Director/Secretary/Attorney/Officer/Agent (Delete those not applicable)

IMPORTANT NOTES

1. A proxy holder does not have to be an owner but must be an adult of full age and capacity.
2. A corporate owner (e.g. a corporate super fund trustee) can only vote by a proxy holder.
3. Co-owners of a lot (eg. husband and wife) can only vote by a proxy holder, appointed by **all** the co-owners (the proxy holder can be one of the co-owners).
4. If a sole adult owner (not a co-owner) and his or her proxy holder both attend/participate, only the owner can vote.

INFORMATION GUIDE ON VOTING RIGHTS & ELECTION OF COUNCIL OF OWNERS

ELIGIBILITY TO EXERCISE VOTING RIGHTS

Subject to any mortgagee's rights, notified to the Strata Company, owners are at all times entitled to exercise their power of voting on matters requiring a Unanimous Resolution or a Resolution without Dissent.

However, owners may not exercise their power of voting on any Special or "Ordinary" Resolutions put to a meeting of the Strata Company, unless all contributions levied in respect to their lot/s or other moneys recoverable by the Strata Company, at the date of the giving of notice of the meeting, have been duly paid before the meeting proceeds to the consideration of business.

Owners' powers of voting may be affected by an appointment made, or notification given, pursuant to Sections 120 - 126 of the Strata Titles Act 1985. The rights of a duly appointed proxy holder may be affected by the provisions of section 125 of the Strata Titles Act 1985 (incorporating 2018 amendments) where the proxy holder has a financial interest in a matter put to a vote.

VOTING METHOD

On a show of hands – *note: where applicable, those attending the meeting electronically must have video camera enabled to display their vote; or the chairperson may, at their discretion, permit equivalent voting means by avatar hand gestures, oral communication, or live chat – provided that the authenticity and integrity of the vote can be verified.*

VOTING RIGHTS

1. On a show of hands each owner has one vote in respect of each lot owned by that owner.
2. On a poll each owner has the same number of votes as the unit entitlement of the respective lots owned by that owner.
3. On a show of hands or on a poll, votes may be given either personally or by duly appointed proxy.

Please also refer to the important notes on the enclosed proxy forms.

ELIGIBILITY TO NOMINATE AND TO BE NOMINATED AS A CANDIDATE FOR ELECTION TO THE COUNCIL

1. A person (which term includes a corporation) is entitled to nominate a candidate for election as a member of the council only if that person is entitled to vote at the election.
2. Any person entitled to nominate may nominate themselves.
3. A nomination does not need to be seconded.
4. In the event that there are co-owners of a lot one only of the co-owners shall be eligible to be nominated as a candidate and the co-owner who is so eligible must be nominated by all of the co-owners of the lot including the nominee.
5. A corporation which is an owner or co-owner of a lot is eligible to be nominated to be candidate and would need to provide written consent to its nomination even if it were to nominate itself as a candidate.
6. A nominee who will not be present at the meeting must complete the consent portion of the form to be eligible for election.
7. In accordance with the by-laws the procedure for nomination of candidates for election to the Council is as follows:
 - i. The Chairperson of the General Meeting shall call upon those persons present and entitled to nominate candidates to nominate candidates for election to the council.
 - ii. A nomination is ineffective unless supported by the consent of the nominee to his nomination, given — in writing, and furnished to the Chairperson at the meeting; or orally by a nominee who is present at the meeting.

Please also refer to the enclosed forms of nomination and acceptance of nomination.

COUNCIL NOMINATION FORM

To the Chairperson / The Owners of 3 Norman St, Fremantle - Strata Scheme 63910

I/we being the owner/co-owner of lot ____ hereby nominate (please print)

____ (name of the person or corporate owner being nominated) as a candidate for election to the council at the forthcoming annual general meeting for the strata company.

Name(s) of nominator(s)
including all co-owners of the lot

Signature(s) of nominator(s)

* Director / Secretary / Attorney / Officer / Agent

(In the case of an incorporated owner please delete those not applicable)

CONSENT TO NOMINATION FOR ELECTION TO COUNCIL

I hereby CONSENT to being nominated as a candidate for election to the council of the strata company at the Annual General Meeting to be held on 17 June 2025.

Name of nominee: _____ of Lot ____ (insert lot number)

Note – for a corporate owner, the nominee is the name of the corporation and must be signed by an authorised director, secretary, attorney, officer or agent of the corporation.

Signature of nominee _____

Dated _____

Section below for use of incorporated owners:

We also hereby appoint _____ (name of **natural person**) to speak and act on our behalf at any future meeting or resolution of the Council as a representative for the above-mentioned corporation until this enduring proxy is revoked.

Signature of authorised person _____

* Director / Secretary / Attorney / Officer / Agent (please delete those not applicable)

IMPORTANT NOTES:

1. This form of nomination and consent to nomination must be provided to the Chairperson prior to the close of nominations for that election. Email: info@jdstrata.com.au
2. In the case of a **sole owner**, written consent is only required if the candidate, being a natural person is not personally present at the meeting.
3. In the case of a **co-owner** of a lot, the nomination must be in favour of one of the co-owners as listed on the certificate of title for the lot and be signed by all co-owners, including the nominee.
4. In the case of an **incorporated owner**, the nomination and consent must be in writing and signed by a properly authorised person.

MINUTES OF ANNUAL GENERAL MEETING

Minutes of the Annual General Meeting of the above Strata Company held at 3 Norfolk Street, Fremantle, WA, 6160 on Wednesday 19 June 2024, commencing at 05:30 PM.

Present:

| | |
|-------|---------------|
| Lot 1 | Owner present |
| Lot 2 | Owner present |
| Lot 3 | Owner present |
| Lot 4 | Owner present |
| Lot 6 | Owner present |
| Lot 7 | Owner present |
| Lot 8 | Proxy present |

Persons present as proxies for proprietors:

Lot 1
Lot 8

Persons present by invitation of the meeting:

Harry Kaye – John Dethridge Strata Services

Apologies –

1. PRELIMINARY MATTERS

It was resolved that Harry Kaye be authorised to act as Chairperson of the Strata Company for the purposes of this meeting.

The Chairperson announced that all proxies had been verified as valid, a quorum was present either by one half of the persons entitled to vote or by duly elected proxy, and the meeting was validly constituted and declared open at 5.45pm.

Mover: Nicole Ann Chambers , Seconder: Adrian Moyle

2. Confirmation of previous minutes for the Last General Meeting

Motion under notice:

1. That by Ordinary Resolution, the minutes of the General Meeting held on 14th of June 2024 be verified as an accurate record of those proceedings.
2. Consideration of any matters arising not otherwise provided for by this agenda.

Passed by Simple Majority In favour: 6 Against: 0 Abstain: 0

Mover: Seconder:

3. Acknowledgement of Strata Manager's Report

Motion under notice:

That by Ordinary Resolution the Strata Manager's Report, as attached to the notice of meeting, be received.

Passed by Simple Majority In favour: 6 Against: 0 Abstain: 0

Mover: Nconder:

4. Statement of Accounts

Motion under notice:

That by Ordinary Resolution, the Statement of Accounts for the financial year ending 31st of March 2024 and interim period ending 21st of May 2024, as attached to the notice of meeting, be adopted as presented.

Passed by Simple Majority In favour: 6 Against: 0 Abstain: 0

Mover: Seconder:

5. Constitution of Council

Motion under notice:

1. That by Ordinary Resolution, the Council of the strata company consist of 4 owners.
2. The following owners were nominated and declared duly elected to the Council:
Nelson Smith (Lot 2); Nicole Chambers (Lot 3); Kai Hellberg (Lot 6); Adrian Moyle (Lot 8)
3. Appointment of Office Bearers – Adrian Moyle elected as Chairperson

Passed by Simple Majority In favour: 6 Against: 0 Abstain: 0

Mover: Seconder:

6. Insurance Obligations of the Strata Company

Motions under notice:

That by Ordinary Resolution -

1. The Strata Company acknowledge receipt of the insurance certificates, insurance requirements and important information attached to the notice of meeting, detailing a general advice warning and disclosure relating to John Dethridge Strata Services' arrangement with the insurer.
2. The Strata Company resolve to renew the policy of insurance at the replacement value as indexed by the insurer or in line with a recent valuation, taking into consideration the date of the valuation and subsequent inflationary factors.

Note - the last valuation was carried out in 2022 and came in at \$3,509,000.00.

Passed by Simple Majority In favour: 6 Against: 0 Abstain: 0

Mover: Seconder:

7. Non-Routine/ 10 Year Plan Maintenance

Motion under notice:

That by Ordinary Resolution, the Council be authorised to proceed with the following non-routine maintenance works as identified in the strata company's 10 Year Maintenance Plan and/or requested by owners:

1. Engage consultant/engineer to provide advice on cracks to building and boundary walls (reported by SB Construction) and provide report on any other visible defects including recommended remedial scope of works.

An amendment to the motion was moved by Nelson Smith and seconded by Adrian Moyle that:

That by Ordinary Resolution:

1. The Council be authorised to engage a building consultant/engineer to provide advice on cracks to building and boundary walls (reported by SB Construction) and to inspect wet areas and balconies for all units to identify any waterproofing defects and provide report including recommended remedial scope of works.
2. The Strata Manager be instructed to obtain quotes for Unit 2 for consideration of the Council/strata company in a future general meeting to:
 - a. Remedy bathroom waterproofing as identified by Major Loss Builders
 - b. Investigate other causes of moisture affecting timber flooring (noting timber has warped in other areas that are not adjacent to bathroom)
 - c. Replace damaged timber flooring

Passed as amended by Simple Majority In favour: 6 Against: 0 Abstain: 0

Mover: Seconded:

8. Review By-Laws of the Strata Company

Motion under notice:

That by Ordinary Resolution, the strata company resolve to engage a lawyer to review the by-laws currently registered on the Strata Plan and provide advice regarding any by-laws that should be added or removed to clarify responsibilities and improve the management of the strata scheme, taking into account the recent amendments to the Strata Titles Act 1985.

Defeated by Simple Majority

Mover: No seconder. Motion not put.

9. Maintaining Strata Company's Financial Year

Motion under notice:

That by Ordinary Resolution -

1. The strata company resolve to adopt the following Schedule 1 Governance by-law by application to Landgate (numbering subject to by-law consolidation):
Schedule 1 Governance By-laws
 1. Financial year
 - 1.1. That the financial year for the strata company be the period of 12 months ending on 31 March
2. The strata company resolve to engage a lawyer to lodge this change of bylaw together with a consolidated set of bylaws as required by Regulations 56 and 175 of the Strata Titles (General) Regulations 2019.

Defeated by Simple Majority, no mover or seconder.

10. Adopt New Governance By-laws

Motion under notice:

That, by **Resolution Without Dissent**, the governance by-laws of the strata company be amended by:

1. deleting the following by-laws as they appeared in schedule 1 of the Strata Titles Act 1985 as it was immediately prior to the commencement of the Strata Titles Amendment Act 2018: by-laws 1(1) and (1a) and 3 to 10 inclusive;
2. inserting the following new by-laws, as they appear in schedule 1 of the Strata Titles Act 1985 as at 1 May 2020: by-laws 1 and 3 to 10 inclusive.

Defeated by Simple Majority, no mover or seconder.

11. Adopt New Conduct By-laws

Motion under notice:

That, by **Special Resolution**, the conduct by-laws of the strata company be amended by:

1. deleting those conduct by-laws as they appeared in schedule 1 of the Strata Titles Act 1985 as it was immediately prior to the commencement of the Strata Titles Amendment Act 2018 as schedule 1 by-laws 1(2) and 2 (and which were reclassified as conduct by-laws upon commencement of the Strata Titles Amendment Act 2018).
2. deleting the following conduct by-laws as they appeared in schedule 2 of the Strata Titles Act 1985 as it was immediately prior to the commencement of the Strata Titles Amendment Act 2018: by-laws 1 to 4 inclusive and 6 to 14 inclusive;
3. inserting the following new by-laws, as they appear in schedule 2 of the Strata Titles Act 1985 as at 1 May 2020: by-laws 1 to 4 inclusive, and 6 to 15 inclusive.

Defeated by Simple Majority, no mover or seconder.

12. Proposed Budget and Levy Contributions

12.1. Consideration of Budget of Estimated Expenditure

Motion under notice:

That by Ordinary Resolution -

1. The budget of estimated expenditure totalling \$33,541.00 for the Administrative Fund and \$9,000.00 for the Reserve Fund, as attached to the notice of meeting, be adopted as the budget of the Strata Company for the financial year ending 31st of March 2025.
2. The provisional budget of estimated expenditure totalling \$31,441.00 for the Administrative Fund and \$0.00 for the Reserve Fund, as attached to the notice of meeting, be adopted as the budget of the Strata Company for the following financial year ending 31st of March 2026.

An amendment to the motion was moved by REDACTED seconded by REDACTED that:

- Administrative Fund budget allocation for legal fees (\$2,500) be deleted
- Reserve Fund budget allocation for Consultants be increased to \$5,000.00.

The Chairperson put the substantive motion to the vote and it was resolved that by Ordinary Resolution:

1. The budget of estimated expenditure totalling \$31,041.00 for the Administrative Fund and \$12,000.00 for the Reserve Fund, as attached to the notice of meeting, be adopted as the budget of the Strata Company for the financial year ending 31st of March 2025.
2. The provisional budget of estimated expenditure totalling \$31,441.00 for the Administrative Fund and \$0.00 for the Reserve Fund, as attached to the notice of meeting, be adopted as the budget of the Strata Company for the following financial year ending 31st of March 2026.

**If the strata company is registered for GST, the budget of expenditure items, as listed, are GST exclusive*

Passed as amended by Simple Majority In favour: 6 Against: 0 Abstain: 0

Mover: Seconded: **Notes**

Move - remove legal fees \$2,500

12.2. Determination of Levy Contributions for the Administrative Fund

Motion under notice:

That by Ordinary Resolution -

1. The strata company resolve that the levy contributions on proprietors for the Administrative Fund be payable in advance, by quarterly instalments, due and payable in the amounts and on the first day of the month as shown below:

| Levy Status | Per Lot Entitlement | Period From | Period To | Admin Fund | Due |
|----------------|---------------------|--------------------|--------------------|--------------------|-------------|
| Already Issued | \$7.06 | 01 Apr 2024 | 30 Jun 2024 | \$7,060.00 | 01 Apr 2024 |
| To be Issued | \$8.50 | 01 Jul 2024 | 30 Sep 2024 | \$8,500.00 | 01 Jul 2024 |
| To be Issued | \$8.50 | 01 Oct 2024 | 31 Dec 2024 | \$8,500.00 | 01 Oct 2024 |
| To be Issued | \$8.50 | 01 Jan 2025 | 31 Mar 2025 | \$8,500.00 | 01 Jan 2025 |
| Total | \$32.56 | 01 Apr 2024 | 31 Mar 2025 | \$32,560.00 | |

2. The levy contributions will continue on a quarterly basis from 31st of March 2025 at the rate of \$8.50 per unit entitlement, to raise \$8,500.00 per subsequent quarter, until otherwise determined by the strata company in general meeting.

**If the strata company is registered for GST, the levy contributions as listed are inclusive of GST.*

Passed by Simple Majority In favour: 6 Against: 0 Abstain: 0

Mover: Second:

12.3. Determination of Levy Contributions for the Reserve Fund

Motion under notice:

That by Ordinary Resolution -

1. The strata company resolve that the levy contributions on proprietors for the Reserve Fund be payable in advance, inclusive of GST, by quarterly instalments, due and payable in the amounts and on the first day of the month as shown below:

| Levy Status | Per Lot Entitlement | Period From | Period To | Reserve Fund | Due |
|----------------|---------------------|--------------------|--------------------|-------------------|-------------|
| Already Issued | \$1.50 | 01 Apr 2024 | 30 Jun 2024 | \$1,500.00 | 01 Apr 2024 |
| To be Issued | \$1.50 | 01 Jul 2024 | 30 Sep 2024 | \$1,500.00 | 01 Jul 2024 |
| To be Issued | \$1.50 | 01 Oct 2024 | 31 Dec 2024 | \$1,500.00 | 01 Oct 2024 |
| To be Issued | \$1.50 | 01 Jan 2025 | 31 Mar 2025 | \$1,500.00 | 01 Jan 2025 |
| Total | \$6.00 | 01 Apr 2024 | 31 Mar 2025 | \$6,000.00 | |

2. The levy contributions for the Reserve Fund will continue on a quarterly basis from 31st of March 2025 at the rate of \$1.50 per unit entitlement, to raise \$1,500.00 per subsequent quarter, until otherwise determined by the strata company in general meeting.

**If the strata company is registered for GST, the levy contributions as listed are inclusive of GST.*

Passed by Simple Majority In favour: 6 Against: 0 Abstain: 0

Mover: Secnder:

13. Debt Recovery Policy

Motion under notice:

That by Ordinary Resolution, the Strata Company adopt the debt recovery policy attached to the notice of meeting and acknowledge that all costs associated with debt recovery from an owner will be on-charged to the relevant owner.

Passed by Simple Majority In favour: 6 Against: 0 Abstain: 0

Mover: Secnder:

14. Execution of Documents & Use of Common Seal

Motion under notice:

That by Ordinary Resolution, the council be authorised to;

1. Enter into and, if required to, execute contracts, agreements, commitments, undertakings or other legally binding arrangements, which are either desirable or necessary for the achievement of the strata company's objectives and the performance of the functions of the strata company; and,
2. If the strata company has a common seal, and when desirable or necessary to do so, to use the common seal which must be attested to by the signatures of two members of the Council of the strata company.

Passed by Simple Majority In favour: 6 Against: 0 Abstain: 0

Mover: Secnder:

15. Matters Without Notice for Discussion and Referral to the Council:
Nicole (Unit 3) reported that her new door handle to store room seems to be difficult to unlock and key mechanism is not working correctly. Strata Manager to liaise with SB Construction to address.

The Strata Manager was asked to remind owners who placed an order for a new gate remote who have not yet collected a remote from the Strata Manager's office that they should make contact with JDSS to organise billing/collection.

Post script: JDSS have 2x spare remotes available for owners to purchase.

The Strata Manager was instructed to issue work order to the regular gardener, Scotties Mowing & More to prune back olive trees in the driveway on his next visit.

The Strata Manager was instructed to obtain quotes for the Council's consideration for:

- Repair/replacement of bollard lights
- Removal and replacement of dead plants in common areas
- Reticulation service/ repairs to be carried out prior to summer

The meeting closed at 07:41 PM.

STRATA MANAGER'S REPORT

As at 15 April 2025

The Owners of 3 Norman Street, Fremantle Strata Scheme 63910

Dear Owner,

It has been a pleasure managing your strata scheme over the past 3 years.

Below is a summary of work undertaken over the course of your strata company's last financial year.

Accounting/ Secretarial Services

- Dispatch of levy notices and arrears reminders
- Receipting of funds and processing payment of creditor invoices
- Preparation and transmission of Monthly Financial Statement & Service Reports
- Archiving of all incoming/outgoing correspondence and documentation associated with the strata company's business in electronic database and hard copy files, as required
- Preparation of Section 110 Certificates upon sale of lots and issuing of welcome packages to new owners

Annual General Meeting

- Prepare draft notice of Annual General Meeting with proposed budget and funding proposal for the forthcoming financial year for consideration of the council of owners.
- Finalise, collate and distribute notice of Annual General Meeting to proprietors with proposed budget and funding proposal for the forthcoming financial year.

Completed Maintenance

- Fire Shield carried out routine fire services as per requirements.
- Maxwell Robinson & Phelps Pest Control attended on several occasions to carry out a termite inspection and rat treatment.
- A plumber attended on 2 x occasions with respect to:
 - Backflow Device Testing as per Water Corp requirements
 - Blocked drain in Unit 3 courtyard (cost recovered from owner)
- Scotties Mowing & More attended to cleaning of common area and maintenance of lawns as per agreement.
- ABA Automatic Gates attended to supply and code new remotes in bulk.
- AAA Irrigation attended to service and repair the reticulation before Summer.

Ongoing Maintenance – Works in Progress

- Quotes for a building defect report/ inspection were obtained and circulated to the COO.
- Blueforce attended on several occasions in relation to the key pad not working. They advised that the current system is no longer manufactured and the required parts cannot be sourced to repair the key pad. They quoted to replace the entire system. Further quotes were sourced and a work-order was issued to Techwest to repair the keypad as they had a part available. Following issue of the work-order, Techwest advised that the part was no longer available and that the system will require replacement. A third quote has also been requested from Rock & Wire.

Insurance Renewal

- We arranged for your strata company's policy of insurance to be renewed in accordance to the instructions from the last AGM.

Balance Sheet

As at 31/03/2025

The Owners of 3 Norman Street, Fremantle Strata Scheme 63910 3 Norman Street, Fremantle WA 6160

| | Current period |
|------------------------------------|--------------------|
| Owners' funds | |
| Administrative Fund | |
| Operating Surplus/Deficit--Admin | 5,485.33 |
| Owners Equity--Admin | 5,902.91 |
| | 11,388.24 |
| Reserve Fund | |
| Operating Surplus/Deficit--Sinking | 304.15 |
| Owners Equity--Sinking | 18,618.38 |
| | 18,922.53 |
| Net owners' funds | \$30,310.77 |
| Represented by: | |
| Assets | |
| Administrative Fund | |
| Cash at Bank--Admin | 16,031.46 |
| Receivable--Levies--Admin | 416.50 |
| Receivable--Owners--Admin | 92.98 |
| | 16,540.94 |
| Reserve Fund | |
| Cash at Bank--Reserve | 19,739.25 |
| Receivable--Levies--Sinking | 73.50 |
| Receivable--Owners--Sinking | 19.08 |
| | 19,831.83 |
| Unallocated Money | 0.00 |
| <i>Total assets</i> | 36,372.77 |
| Less liabilities | |
| Administrative Fund | |
| Prepaid Levies--Admin | 5,152.70 |
| | 5,152.70 |
| Reserve Fund | |
| Prepaid Levies--Sinking | 909.30 |
| | 909.30 |
| Unallocated Money | 0.00 |
| <i>Total liabilities</i> | 6,062.00 |
| Net assets | \$30,310.77 |



Income & Expenditure Statement for the financial year to 31/03/2025

The Owners of 3 Norman Street, Fremantle Strata 3 Norman Street, Fremantle WA 6160
Scheme 63910

Administrative Fund

| | Current period 01/04/2024-31/03/2025 | Annual budget 01/04/2024-31/03/2025 |
|--|---|--|
| Revenue | | |
| Interest on Arrears--Admin | 295.28 | 0.00 |
| Levies Due--Admin | 32,560.00 | 32,560.00 |
| Recovery--Remotes & Keys | 180.00 | 0.00 |
| Total revenue | 33,035.28 | 32,560.00 |
| Less expenses | | |
| Admin--Accountant Fees | 180.00 | 0.00 |
| Admin--Agent Disburst--Archive Charge | 75.00 | 150.00 |
| Admin--Agent Disburst--Email Correspondence | 945.81 | 1,100.00 |
| Admin--Agent Disburst--Financial/Service Reports | 63.00 | 126.00 |
| Admin--Agent Disburst--Maintenance Orders | 718.65 | 400.00 |
| Admin--Agent Disburst--Meeting Fees | 535.78 | 600.00 |
| Admin--Agent Disburst--Photocopying | 5.00 | 0.00 |
| Admin--Agent Disburst--Postage&Petties | 24.00 | 0.00 |
| Admin--Agent Disburst--Preparation | 1,089.45 | 1,395.00 |
| Admin--Agent Disburst--Software Licence Fee | 100.02 | 0.00 |
| Admin--Agent Disburst--Telephone Calls | 320.48 | 200.00 |
| Admin--Agent Disburst--Trades Monitoring | 60.00 | 120.00 |
| Admin--Management Fees--Standard | 2,251.62 | 1,850.00 |
| Insurance--Excesses | 0.00 | 500.00 |
| Insurance--Premiums | 8,466.25 | 8,100.00 |
| Maint Bldg--Building Report | 550.00 | 0.00 |
| Maint Bldg--Cleaning Common Area | 1,740.00 | 1,500.00 |
| Maint Bldg--Electrical | 0.00 | 500.00 |
| Maint Bldg--Fire Protection | 2,347.06 | 1,500.00 |
| Maint Bldg--General Maintenance | 0.00 | 2,000.00 |
| Maint Bldg--Gutters & Downpipes Cleaning | 0.00 | 900.00 |
| Maint Bldg--Intercom | 231.00 | 0.00 |
| Maint Bldg--Pest/Vermin Control | 552.69 | 0.00 |
| Maint Bldg--Plumbing & Drainage | 308.00 | 3,000.00 |
| Maint Bldg--Security Gate Repairs | 393.95 | 600.00 |
| Maint Bldg--Security Remotes & Keys | 718.50 | 0.00 |
| Maint Bldg--Security/ Surveillance Equipment | 231.00 | 0.00 |
| Maint Grounds--Irrigation Systems | 199.43 | 200.00 |
| Maint Grounds--Lawns & Gardening | 2,625.00 | 2,800.00 |
| Utility--Electricity | 205.95 | 500.00 |

| Administrative Fund | | |
|---------------------|-----------------------|-----------------------|
| | Current period | Annual budget |
| | 01/04/2024-31/03/2025 | 01/04/2024-31/03/2025 |
| Utility--Water | 2,612.31 | 3,000.00 |
| Total expenses | 27,549.95 | 31,041.00 |
| Surplus/Deficit | 5,485.33 | 1,519.00 |
| Opening balance | 5,902.91 | 5,902.91 |
| Closing balance | \$11,388.24 | \$7,421.91 |

Reserve Fund

| | Current period 01/04/2024-31/03/2025 | Annual budget 01/04/2024-31/03/2025 |
|--------------------------------------|---|--|
| Revenue | | |
| Interest on Arrears--Sinking | 129.18 | 0.00 |
| Levies Due--Sinking | 6,000.00 | 6,000.00 |
| Total revenue | 6,129.18 | 6,000.00 |
| Less expenses | | |
| Maint Bldg--10 Year Plan Maintenance | 1,882.63 | 3,000.00 |
| Maint Bldg--Capital Works | 3,942.40 | 4,000.00 |
| Maint Bldg--Consultants | 0.00 | 5,000.00 |
| Total expenses | 5,825.03 | 12,000.00 |
| Surplus/Deficit | 304.15 | (6,000.00) |
| Opening balance | 18,618.38 | 18,618.38 |
| Closing balance | \$18,922.53 | \$12,618.38 |

John Dethridge Strata Services
Attachment to Insurance Schedule provided with the notice of
Annual General Meeting



Insurance requirements and important information for your Strata Company

Your strata company is required to comply with various insurance provisions of the Strata Titles Act 1985 (WA) ("Act"). These requirements are insured under the current policy, details of which are shown on the attached Insurance Schedule issued by the insurer.

In the case of the sum insured in respect of buildings this must be for the replacement value as defined by the Act. Although not required by the Act, we recommend that an independent valuation be carried out at a minimum of three yearly intervals to ensure that this cover is kept in line with current and projected building replacement costs.

In the case of public liability risks the minimum amount under the Act is \$10,000,000.00 and your current sum insured is \$10,000,000.00. Some strata companies choose to insure for a minimum of \$20 million in residential schemes and as much as \$50 million where there is any commercial use of lots or common property.

We also strongly recommend that every strata company effects insurance in respect to possible liability under the Workers Compensation and Injury Management Act 2023. The strata company has the discretionary power to further insure for other risks such as personal accident for voluntary workers, fidelity guarantee, office bearers' liability, machinery breakdown, catastrophe cover, legal defence costs, government audit costs, and lot owners' fixtures and improvements.

The enclosed insurance schedule will show which risks have been selected as currently insured and the sum insured where applicable.

General Advice Warning

The information provided is factual information or general advice. That means that we don't make personal recommendations or suggestions, or give advice about the suitability of a particular insurance product for a customer's specific needs. Rather, we encourage our customers to evaluate their needs, objectives and situation to decide which products are suitable for them, and recommend that they read the relevant Product Disclosure Statement. The strata company has been provided with a copy of the relevant Financial Services Guide and Product Disclosure Statement and these are held as part of the records of the strata company and are open to personal inspection by owners pursuant to section 107 of the Act.

Disclosure

John Dethridge Strata Services are authorised representatives/distributors for the following insurance underwriters and brokers:

- CHU Underwriting Agencies Pty Ltd (CHU) AFS Licence 243261 – Authorised Representative
- Strata Community Insurance Agencies Pty Ltd (SCI) AFS Licence 457787 – Distributor
- Lync Insurance Brokers Pty Ltd (Lync) AFS Licence 344648 – Distributor
- Body Corporate Brokers Pty Ltd (BCB) AFS Licence 244529 – Authorised Representative
- Honan Insurance Group Pty Ltd (Honan) AFS Licence 246749 – Distributor

The Strata Manager's role is to provide *General Advice* and/or *Factual Advice* to the Council or lot Owners in regard to insurance products and to assist with other insurance related services as listed in your strata management contract. In this respect, the Strata Manager and their employees undertake regular training in respect to the provision of insurance products and services.

Strata managers undertake 47 unique services in relation to strata insurance to their clients, including, but not limited to:

- Procurement
- Placement and renewal
- Claims management
- Insurance record keeping
- Correspondence
- Negotiation and liaison

In return for this service, the Strata Manager will be compensated by the insurer or broker by payment of a commission of between 10% and 20% of the Strata Company's insurance premium (excluding duties, taxes & government charges). The dollar value of commission received is disclosed within each notice of annual general meeting of the Strata Company and within insurance quotations/renewal certificates provided to the Council.

This commission forms part of your strata management agreed services fees payable under your strata management contract.

General Advice: Financial advice concerning insurance products given pursuant to Subsection 776B (4) of the Financial Services Reform Act 2001.

Factual Advice: Objectively ascertainable information, the truth or accuracy of which cannot reasonably be questioned.

Commission Paid to John Dethridge Strata Services for Placement of Your Current Insurance Policy
\$1,289.39

What is Best Practice for strata insurance disclosure, and what is SCA doing for consumers?

- ✓ **Building understanding** – To ensure strata committees understand their choices, options and fee breakdowns as they relate to their insurance policy.
- ✓ **Positive consumer outcomes** – To improve relationships, conversations, understanding and outcomes for consumers of strata insurance.
- ✓ **Transparency and choice** – To raise the bar of strata insurance transparency, choice and communication.
- ✓ **Timely communication** – To provide clear and timely communication, with a minimum of three touch points for communication of strata insurance placement between strata manager and committee – at time of quote, invoice and the AGM.
- ✓ **Concise information** – To provide clear and concise information that explains in simple terms the roles and responsibilities of the strata manager, broker and insurer and the strata insurance process.
- ✓ **Remuneration disclosure** – FAQs and information about who is paid what, and why, in dollar values and included with invoices, quotes and at the AGM.

SCA's **3** Principles of Best Practice Strata Insurance Disclosure

SCA members will be delivering transparent, timely clear information to consumers based on the following three principles:



DISCLOSE

Strata committees can clearly see what actions are being taken, the parties involved and all remuneration for their insurance policy.



DOCUMENT

Strata committees understand their choices, options and fee breakdowns as they relate to their insurance policy.



COMMUNICATE

Strata committees receive clear, timely, accurate information about their insurance policy.

Standardisation of the information provided on quotes and invoices, such as on the SCA template below, will ensure that strata committees are provided with transparent, timely information to inform their choices.

Invoice template

| Itemised Insurance Costs | Previous year Name | Current year Name |
|---|--------------------|-------------------|
| Base Premium Gross (includes commission if applicable) | | |
| ESL or FSL | | |
| Stamp Duty | | |
| Underwriting Agency Fee | | |
| Broker Fee | | |
| GST – all items | | |
| Total insurance costs including GST | | |
| Commission | | |
| Allocation of strata insurance remuneration (where applicable) <ul style="list-style-type: none"> • Strata manager • Broker | | |
| Conflicts of interest | | |
| Best interests declaration | | |
| Total strata insurance remuneration | | |

What do strata managers do in relation to strata insurance and why do they receive remuneration?

Strata managers undertake or participate in 47 different services in relation to strata insurance to their clients, including, but not limited to:

- ▶ Quotation
- ▶ Procurement
- ▶ Placement and renewal
- ▶ Claims management
- ▶ Insurance record keeping
- ▶ Correspondence
- ▶ Negotiation and liaison
- ▶ Advice based on insurance knowledge

The value of strata manager and insurance brokers in the insurance process

- ▶ The knowledge and experience the strata manager holds of the insurance landscape as well as the building is an asset to the strata committee and the policy outcome.
- ▶ Increased legislative and regulatory requirements, along with buildings which are often complex, mean strata manager and broker expertise is incredibly valuable.
- ▶ Insurance brokers provide general and personal advice, drawing on their specialist skills and working closely with the strata manager when involved.
- ▶ Specialist brokers work to understand the unique aspects of the building being insured and provide a tailored quote based on the building's particular set of circumstances.

What is strata insurance remuneration?

Strata insurance remuneration is the total value of the remuneration paid to the parties involved in the process of insuring a strata building.

Who is paid strata insurance remuneration?

The two most common parties who receive remuneration will be the strata manager and the insurance broker, however who receives remuneration is based on the arrangement the strata committee chooses:

- ▶ Many use a strata manager who works closely with one or more insurance brokers.
- ▶ Some contact an independent broker to aid their insurance choice.
- ▶ Some strata communities choose to take out insurance directly with insurers.

Do strata communities have choice about remuneration models?

Yes. Strata communities have the choice of several remuneration models, and it is advisable if they wish to alter their current remuneration model to discuss it with their strata manager to fully understand their personal circumstances.

Are all parties who are remunerated as part of the insurance process listed in this section?

Yes. No matter which remuneration model is chosen, all parties who are involved in the insurance process will usually receive remuneration, and you will receive details about how much remuneration they receive.

What about potential conflicts of interest or business arrangements?

If any parties to the insurance process have conflicts of interest, or are receiving other remuneration as part of the transaction, they will list it clearly.



Scan this code to access the guide.



STRATA COMMUNITY INSURANCE



stratacommunityinsure.com.au

T 1300 SCINSURE (1300 724 678)

E myenquiry@scinsure.com.au

A PO Box Z5111, St Georges Terrace, WA 6831

STRATA COMMUNITY SCHEDULE

Please ensure that You carefully review this Schedule, including the Important Information section which outlines Your Duty to take reasonable care not to make a misrepresentation, together with Your PDS and Policy Wording.

THE INSURED

| | |
|------------------------|--|
| POLICY NUMBER | WRSC14000859 |
| OUR REFERENCE | QTE10370771 |
| PDS AND POLICY WORDING | Residential Strata Product Disclosure Statement and Policy Wording SCI034-Policy-RS-PPW-02/2021 Supplementary Product Disclosure Statement SCIA-036_SPDS_RSC-10/2021 |
| THE INSURED SITUATION | The Owners of 3 Norman Street Fremantle Strata Plan 63910 3 Norman Street, Fremantle, WA, 6160 |
| PERIOD OF INSURANCE | Commencement Date: 4:00pm on 01/12/2024 Expiry Date: 4:00pm on 01/12/2025 |
| INTERMEDIARY | Body Corporate Brokers |
| ADDRESS | PO Box 5655, St George's Terrace WA, 6831 |
| DATE OF ISSUE | 21/11/2024 |

POLICY LIMITS / SUMS INSURED

| | | | |
|-----------|---------------------------|--|--------------|
| SECTION 1 | PART A | 1. Building | \$3,868,673 |
| | | Common Area Contents | \$38,687 |
| | PART B | 2. Terrorism Cover under Section 1 Part A2 | Applies |
| | | Loss of Rent/Temporary Accommodation | \$580,301 |
| | OPTIONAL COVERS | 1. Flood | Included |
| | | 2. Floating Floors | Not Included |
| SECTION 2 | Liability | | \$10,000,000 |
| SECTION 3 | Voluntary Workers | | Included |
| SECTION 4 | Workers Compensation | | Selected |
| SECTION 5 | Fidelity Guarantee | | \$100,000 |
| SECTION 6 | Office Bearers' Liability | | \$250,000 |
| SECTION 7 | Machinery Breakdown | | Not Included |
| SECTION 8 | Catastrophe | | Not Included |
| SECTION 9 | PART A | Government Audit Costs – Professional Fees | \$25,000 |
| | PART B | Appeal Expenses | \$100,000 |
| | PART C | Legal Defence Expenses | \$50,000 |

| | | |
|------------|---------------------------------------|--------------|
| SECTION 10 | Lot Owners' Fixtures and Improvements | \$300,000 |
| SECTION 11 | Loss of Lot Market Value | Not Included |

EXCESS

You must pay or contribute the amount of any Excess and/or Contribution as specified below or in accordance with the relevant Section of the Policy wording for each claim. Should more than one Excess be payable for any claim arising from the one Event, such excesses will not be aggregated and the highest single level of Excess only will apply.

| | | |
|-----------|---------|---|
| SECTION 1 | \$2,500 | Impact Damage |
| | \$1,000 | Insured Property |
| SECTION 9 | \$1,000 | Legal Defence Expenses and 10% Contribution |

PREMIUM

| Base Premium | Levies | Premium GST | Stamp Duty | PREMIUM | Admin Fee | Admin Fee GST | TOTAL |
|--------------|--------|-------------|------------|------------|-----------|---------------|------------|
| \$6,546.89 | \$0.00 | \$654.69 | \$709.17 | \$7,910.75 | \$130.00 | \$13.00 | \$8,053.75 |

| | |
|-------------------------|-----------------------------|
| Intermediary Commission | Intermediary Commission GST |
| \$1,289.39 | \$128.94 |

This document has been issued by Strata Community Insurance Agencies Pty Ltd (ABN 72 165 914 009) and will be a tax invoice for GST purposes when you make a payment.

PAYMENT OPTIONS

The amount of \$6,635.42 is due by 01/12/2024.

Pay in 3 easy steps



Please check

- All documents
- Refer to 'Important Information' attached
- Advise us if anything needs changing



To make changes

- Please call 1300 SCINSURE (1300 724 678)
- Email yourcover@scinsure.com.au



To pay

- Follow the 'How to Pay' instructions, please contact us for further payment methods

How to Pay



EFT / DIRECT DEPOSIT

Strata Community Insurance Trust Account
Our Reference QTE10370771
ANZ Bank BSB: 012-013
Account number: 215745659



Telephone & Internet Banking - BPAY®

Please contact our office to get your unique reference code.

Biller Code: 236620

Ref: 100682129

Contact your bank or financial institution to make this payment from your cheque, savings, debit or transaction account.

More info: www.bpay.com.au



CHEQUE

Send your cheque, together with the payment slip below to:

Payable to: Strata Community Insurance
Mail to: PO Box 631, North Sydney, NSW, 2059



CREDIT CARD at

www.stratacommunityinsure.com.au

Invoice Number QTE10370771



STRATA COMMUNITY INSURANCE

PAYMENT SLIP *Please complete this slip for cheque payments only*

Reference Number QTE10370771
The Insured The Owners of 3 Norman Street Fremantle
Strata Plan 63910
Address 3 Norman Street
Fremantle
WA 6160

Amount Due:

\$6,635.42

Amount paid:

\$

Please add amount paid

IMPORTANT INFORMATION

This Policy has been issued by Strata Community Insurance Agencies Pty Ltd ABN 72 165 914 009 AFS Licence No. 457787 on behalf of the insurer Allianz Australia Insurance Limited, ABN 15 000 122 850, AFS Licence No. 234708. It forms part of Your contract of insurance and You should refer to it together with the Product Disclosure Statement and insurance Policy wording (PDS and Policy) to consider whether the benefits, terms, conditions and exclusions of your Policy remain relevant and suitable for Your needs and circumstances. The PDS and Policy are available from our website [www.stratacommunityinsure.com.au](http://stratacommunityinsure.com.au) this is also where You can locate Your workers compensation documentation (if applicable) <http://stratacommunityinsure.com.au/products/forms-documents/> alternatively You can contact us for a copy. If You have previously provided a Workers Compensation wages declaration and Your circumstances have changed please provide an updated wages declaration, which can also be found on our website.

Your Duty to take reasonable care not to make a misrepresentation

You must take reasonable care not to make a misrepresentation to Us. This responsibility applies until We issue You with a Policy for the first time or agree to renew, extend, vary/change, or reinstate Your Policy.

You must answer Our questions honestly, accurately and to the best of Your knowledge. A misrepresentation includes a statement that is false, partially false, or which does not fairly reflect the truth. It is not misrepresentation if You do not answer a question or if Your answer is obviously incomplete or irrelevant to the question asked.

The responsibility to take reasonable care not to make a misrepresentation applies to everyone who will be insured under the Policy. If You are answering questions on behalf of anyone, We will treat Your answers or representations as theirs.

Whether or not You have taken reasonable care not to make a misrepresentation is to be determined having regard to all relevant circumstances, including the type of insurance, who it is intended to be sold to, whether You are represented by a broker, Your particular characteristics and circumstances We are aware of.

If You do not meet the above Duty, We may reject or not fully pay Your claim and/or cancel Your Policy. If the misrepresentation was deliberate or reckless, this is an act of fraud, and We may treat Your Policy as if it never existed.

If Our information or questions are unclear, You can contact Strata Community Insurance on 1300 724 678 or visit stratacommunityinsure.com.au.

Cooling Off Period

You have 21 days after buying or renewing Your Policy to decide if it meets Your needs and You wish to continue. If You notify Us within this period that You wish to cancel Your Policy as from its start date, we will refund Your premium less any government taxes or duties that are non-refundable or remain payable by Us but we will not refund any Policy administration or instalment fees. This cooling off right does not apply if You have made or are entitled to make a claim. Even after the cooling off period ends You still have cancellation rights, however we may deduct certain amounts from any refund (see "Cancelling Your Policy" in the PDS and Policy).

Claims made notice

Section 6 of the Policy operates on a 'claims made and notified' basis. This means that, subject to the provisions of Section 6, where You give notice in writing to Us of any facts that might give rise to a claim against You as soon as reasonably practicable after You become aware of those facts but before the expiry of the Period of Insurance, You may have rights under Section 40(3) of the *Insurance Contracts Act 1984* (Cth) to be indemnified in respect of any claim subsequently made against You arising from those facts notwithstanding that the claim is made after the expiry of the Period of Insurance.

Any such rights arise under the legislation only, in that the terms of the Policy and the effect of the Section, subject to the continuous cover special conditions, is that You are not covered for claims made against You after the expiry of the Period of Insurance.

Proposed Budget 1 April 2025-30 June 2025

The Owners of 3 Norman St Fremantle
Strata Scheme 63910

3 month budget --- EOFY Reverts to 30/06/25

| Administrative Fund | | Proposed budget (inc GST) | |
|---|--|--------------------------------------|-----------------|
| Revenue | | | |
| Levies Due--Admin | | \$ | 8,500.00 |
| <i>Total revenue</i> | | \$ | 8,500.00 |
| Less expenses | | | |
| Administration | | | |
| Admin--Management Fees--Standard | | \$ | 647.50 |
| Admin--Agent Disburst--Meeting Fees | | \$ | 150.00 |
| Admin--Agent Disburst--Preparation | | \$ | 300.00 |
| Admin--Agent Disburst--Email Correspondence | | \$ | 275.00 |
| Admin--Agent Disburst--Telephone Calls | | \$ | 87.50 |
| Admin--Agent Disburst--Maintenance Orders | | \$ | 200.00 |
| Admin--Agent Disburst--Software Licence Fee | | \$ | 36.00 |
| Professional Fees | | | |
| Admin--Accountant Fees | | \$ | 45.00 |
| Utilities | | | |
| Utility--Electricity | | \$ | 125.00 |
| Utility--Water | | \$ | 750.00 |
| Insurance | | | |
| Insurance--Premiums | | \$ | - *Due 12/25 |
| Insurance--Excesses | | \$ | 500.00 |
| Insurance--Valuation | | \$ | 440.00 |
| Building | | | |
| Maint Bldg--General Maintenance | | \$ | 500.00 |
| Maint Bldg--Cleaning Common Area | | \$ | 450.00 |
| Maint Bldg--Gutters & Downpipes Cleaning | | \$ | 900.00 |
| Maint Bldg--Pest/Vermin Control | | \$ | 600.00 |
| Maint Bldg--Intercom | | \$ | 500.00 |
| Maint Bldg--Plumbing & Drainage | | \$ | 750.00 |
| Maint Bldg--Security Gate Repairs | | \$ | 150.00 |
| Maint Bldg--Electrical | | \$ | 125.00 |
| Grounds/Landscaping | | | |
| Maint Grounds--Lawns & Gardening | | \$ | 700.00 |
| Maint Grounds--Irrigation Systems | | \$ | 50.00 |
| Total expenses | | \$ | 8,281.00 |

| Reserve Fund | | Proposed budget (inc GST) | |
|-------------------------------|--|--------------------------------------|----------|
| Revenue | | | |
| Levies Due--Sinking | | \$ | 1,500.00 |
| Levies Due (Special)--Sinking | | \$ | - |

Proposed Budget 1 April 2025-30 June 2025

The Owners of 3 Norman St Fremantle
Strata Scheme 63910

3 month budget --- EOFY Reverts to 30/06/25

| | | |
|-------------------------------------|-----------|------------------|
| <i>Total revenue</i> | \$ | 1,500.00 |
| Less expenses | | |
| Maint Bldg--Consultancy Services | \$ | 5,000.00 |
| Maint Bldg--Upgrade Security System | \$ | 9,200.00 |
| <i>Total expenses</i> | \$ | 14,200.00 |

Proposed Budget 1 April 2025-30 June 2025

The Owners of 3 Norman St Fremantle
Strata Scheme 63910

3 month budget --- EOFY Reverts to 30/06/25

Administrative Fund - Levy Contributions

| | | | | | |
|--------------------------------|------------|----|-----------|----|-----------|
| Net owners funds | 31/03/2025 | \$ | 11,388.24 | \$ | 11,388.24 |
| Proposed Income - Regular Levy | | \$ | 8,500.00 | \$ | 19,888.24 |
| Transfer from Reserve Fund | | \$ | - | \$ | 19,888.24 |

Less

| | | | | | |
|-------------------------|--|----|----------|----|----------|
| Anticipated Expenditure | | \$ | 8,281.00 | \$ | 8,281.00 |
|-------------------------|--|----|----------|----|----------|

| | | | | | |
|----------------------------------|-------------------|--|--|-----------|------------------|
| ANTICIPATED BALANCE AS AT | 30/06/2025 | | | \$ | 11,607.24 |
|----------------------------------|-------------------|--|--|-----------|------------------|

| | | | | | |
|---------------------------------|--|--|------------------|----|-------|
| Note: unpaid levy contributions | | | | \$ | - |
| | | | Aggregate of u/e | | 1,000 |

| | | |
|---|----|------|
| Strata Levies per unit entitlement per annum | \$ | 8.50 |
| Strata Levies per unit entitlement per quarter (if equal) | \$ | 2.13 |

| QUARTERS | | \$/UE | |
|-------------------|----|-------|----------------|
| 01/04/25-30/06/25 | \$ | 8.50 | already raised |
| Total | \$ | 8.50 | |

| | | Levy per quarter at | |
|-------|-----|---------------------|--------|
| UNIT | U/E | \$8.50/ UE | |
| 1,6 | 102 | \$ | 867.00 |
| 2,3,4 | 95 | \$ | 807.50 |
| 5 | 110 | \$ | 935.00 |
| 6 | 102 | \$ | 867.00 |
| 7,8,9 | 99 | \$ | 841.50 |
| 10 | 104 | \$ | 884.00 |

Proposed Budget 1 April 2025-30 June 2025

The Owners of 3 Norman St Fremantle
Strata Scheme 63910

3 month budget --- EOFY Reverts to 30/06/25

Reserve Fund - Levy Contributions

| | | | | | |
|--|------------|----|-----------|----|-----------|
| Net owners funds | 31/03/2025 | \$ | 18,922.53 | \$ | 18,922.53 |
| Proposed Income - Regular Reserve Levy | | \$ | 1,500.00 | \$ | 20,422.53 |
| Proposed Income - Special Levy | | \$ | - | \$ | 20,422.53 |

Less

| | | | | | |
|-------------------------|--|----|-----------|----|-----------|
| Anticipated Expenditure | | \$ | 14,200.00 | \$ | 14,200.00 |
|-------------------------|--|----|-----------|----|-----------|

| | | | | | |
|----------------------------------|-------------------|--|--|-----------|-----------------|
| ANTICIPATED BALANCE AS AT | 30/06/2025 | | | \$ | 6,222.53 |
|----------------------------------|-------------------|--|--|-----------|-----------------|

| | | | | | |
|---------------------------------|--|--|------------------|----|-------|
| Note: unpaid levy contributions | | | | \$ | - |
| | | | Aggregate of u/e | | 1,000 |

| | | | | | |
|---|--|--|--|----|------|
| Strata Levies per unit entitlement per annum | | | | | 1.5 |
| Strata Levies per unit entitlement per quarter (if equal) | | | | \$ | 0.38 |

| QUARTERS | | \$/UE | |
|-------------------|----|-------------|----------------|
| 01/04/25-30/06/25 | \$ | 1.50 | already raised |
| Total | \$ | 1.50 | |

| | | Levy per quarter at | |
|-------|-----|---------------------|--------|
| UNIT | U/E | \$1.50/ UE | |
| 1,6 | 102 | \$ | 153.00 |
| 2,3,4 | 95 | \$ | 142.50 |
| 5 | 110 | \$ | 165.00 |
| 6 | 102 | \$ | 153.00 |
| 7,8,9 | 99 | \$ | 148.50 |
| 10 | 104 | \$ | 156.00 |

Proposed Budget 1 July 2025-30 June 2026

The Owners of 3 Norman St Fremantle
Strata Scheme 63910

| Administrative Fund | | Proposed budget (inc GST) |
|---|--|--------------------------------------|
| Revenue | | |
| Levies Due--Admin | | \$ 34,000.00 |
| <i>Total revenue</i> | | \$ 34,000.00 |
| Less expenses | | |
| Administration | | |
| Admin--Management Fees--Standard | | \$ 2,590.00 |
| Admin--Agent Disburst--Meeting Fees | | \$ 600.00 |
| Admin--Agent Disburst--Preparation | | \$ 1,200.00 |
| Admin--Agent Disburst--Email Correspondence | | \$ 1,100.00 |
| Admin--Agent Disburst--Telephone Calls | | \$ 350.00 |
| Admin--Agent Disburst--Maintenance Orders | | \$ 800.00 |
| Admin--Agent Disburst--Software Licence Fee | | \$ 144.00 |
| Professional Fees | | |
| Admin--Accountant Fees | | \$ 180.00 |
| Utilities | | |
| Utility--Electricity | | \$ 500.00 |
| Utility--Water | | \$ 3,000.00 |
| Insurance | | |
| Insurance--Premiums | | \$ 8,600.00 |
| Insurance--Excesses | | \$ 500.00 |
| Building | | |
| Maint Bldg--General Maintenance | | \$ 2,000.00 |
| Maint Bldg--Cleaning Common Area | | \$ 1,800.00 |
| Maint Bldg--Gutters & Downpipes Cleaning | | \$ 900.00 |
| Maint Bldg--Pest/Vermin Control | | \$ 600.00 |
| Maint Bldg--Intercom | | \$ 500.00 |
| Maint Bldg--Plumbing & Drainage | | \$ 3,000.00 |
| Maint Bldg--Security Gate Repairs | | \$ 600.00 |
| Maint Bldg--Electrical | | \$ 500.00 |
| Grounds/Landscaping | | |
| Maint Grounds--Lawns & Gardening | | \$ 2,800.00 |
| Maint Grounds--Irrigation Systems | | \$ 200.00 |
| Total expenses | | \$ 32,464.00 |

| Reserve Fund | | Proposed budget (inc GST) |
|-------------------------------|--|--------------------------------------|
| Revenue | | |
| Levies Due--Sinking | | \$ 7,200.00 |
| Levies Due (Special)--Sinking | | \$ - |
| <i>Total revenue</i> | | \$ 7,200.00 |

Proposed Budget

1 July 2025-30 June 2026

The Owners of 3 Norman St Fremantle
Strata Scheme 63910

Less expenses

| | | |
|--------------------------------------|----|----------|
| Maint Bldg--10 Year Maintenance Plan | \$ | 5,000.00 |
|--------------------------------------|----|----------|

| | | |
|------------------------------|-----------|-----------------|
| <i>Total expenses</i> | \$ | 5,000.00 |
|------------------------------|-----------|-----------------|

Proposed Budget 1 July 2025-30 June 2026

The Owners of 3 Norman St Fremantle
Strata Scheme 63910

Administrative Fund - Levy Contributions

| | | | | | |
|--------------------------------|------------|----|-----------|----|-----------|
| Net owners funds | 30/06/2025 | \$ | 11,607.24 | \$ | 11,607.24 |
| Proposed Income - Regular Levy | | \$ | 34,000.00 | \$ | 45,607.24 |
| Transfer from Reserve Fund | | \$ | - | \$ | 45,607.24 |

Less

| | | | | | |
|-------------------------|--|----|-----------|----|-----------|
| Anticipated Expenditure | | \$ | 32,464.00 | \$ | 32,464.00 |
|-------------------------|--|----|-----------|----|-----------|

| | | | | | |
|----------------------------------|-------------------|--|--|-----------|------------------|
| ANTICIPATED BALANCE AS AT | 30/06/2026 | | | \$ | 13,143.24 |
|----------------------------------|-------------------|--|--|-----------|------------------|

| | | | | | |
|---------------------------------|------------------|--|--|----|-------|
| Note: unpaid levy contributions | | | | \$ | - |
| | Aggregate of u/e | | | | 1,000 |

| | | |
|---|----|-------|
| Strata Levies per unit entitlement per annum | \$ | 34.00 |
| Strata Levies per unit entitlement per quarter (if equal) | \$ | 8.50 |

| QUARTERS | | \$/UE |
|---------------------|-----------|--------------|
| 01/07/25 - 30/09/25 | \$ | 8.50 |
| 01/10/25 - 31/12/25 | \$ | 8.50 |
| 01/01/26 - 31/03/26 | \$ | 8.50 |
| 01/04/26 - 30/06/26 | \$ | 8.50 |
| Total | \$ | 34.00 |

| | | Levy per quarter at | |
|-------|-----|---------------------|--------|
| UNIT | U/E | \$x/ UE | |
| 1,6 | 102 | \$ | 867.00 |
| 2,3,4 | 95 | \$ | 807.50 |
| 5 | 110 | \$ | 935.00 |
| 6 | 102 | \$ | 867.00 |
| 7,8,9 | 99 | \$ | 841.50 |
| 10 | 104 | \$ | 884.00 |

Proposed Budget 1 July 2025-30 June 2026

The Owners of 3 Norman St Fremantle
Strata Scheme 63910

Reserve Fund - Levy Contributions

| | | | | | |
|--|------------|----|----------|----|-----------|
| Net owners funds | 30/06/2025 | \$ | 6,222.53 | \$ | 6,222.53 |
| Proposed Income - Regular Reserve Levy | | \$ | 7,200.00 | \$ | 13,422.53 |
| Proposed Income - Special Levy | | \$ | - | \$ | 13,422.53 |

Less

| | | | | | |
|-------------------------|--|----|----------|----|----------|
| Anticipated Expenditure | | \$ | 5,000.00 | \$ | 5,000.00 |
|-------------------------|--|----|----------|----|----------|

| | | | | | |
|----------------------------------|-------------------|--|--|-----------|-----------------|
| ANTICIPATED BALANCE AS AT | 30/06/2026 | | | \$ | 8,422.53 |
|----------------------------------|-------------------|--|--|-----------|-----------------|

| | | | | | |
|---------------------------------|------------------|--|--|----|-------|
| Note: unpaid levy contributions | | | | \$ | - |
| | Aggregate of u/e | | | | 1,000 |

| | | |
|---|----|------|
| Strata Levies per unit entitlement per annum | \$ | 7.20 |
| Strata Levies per unit entitlement per quarter (if equal) | \$ | 1.80 |

| QUARTERS | | \$/UE |
|---------------------|-----------|-------------|
| 01/07/25 - 30/09/25 | \$ | 1.80 |
| 01/10/25 - 31/12/25 | \$ | 1.80 |
| 01/01/26 - 31/03/26 | \$ | 1.80 |
| 01/04/26 - 30/06/26 | \$ | 1.80 |
| Total | \$ | 7.20 |

| | | Levy per quarter at | |
|-------|-----|---------------------|--------|
| UNIT | U/E | \$1.80/ UE | |
| 1,6 | 102 | \$ | 183.60 |
| 2,3,4 | 95 | \$ | 171.00 |
| 5 | 110 | \$ | 198.00 |
| 6 | 102 | \$ | 183.60 |
| 7,8,9 | 99 | \$ | 178.20 |
| 10 | 104 | \$ | 187.20 |

QUOTE NUMBER: 42907



you're in safe hands.

Did you know?

Blueforce provide security and medical alarm services to over 180 villages across Australia!

THE 3G SHUTDOWN IS COMING. IS YOUR TECHNOLOGY READY?

Telstra's 3G network is being switched off across Australia. Life critical 3G devices such as medical, duress, security, and fire alarms will be redundant by June 2024.

Contact us to develop a technology roadmap to tackle the shutdown.



QUOTE NUMBER: 42907



John Dethridge Strata Services
PO Box 687
FREMANTLE WA 6959

Site Name: 3 Norman Street Fremantle
Site Contact:
Prepared By: Kyle Taylor
Date Sent: 19/12/2024
(Valid for 30 Days)

Intercom Upgrade

Supply, installation and commissioning of access control/security system inclusive of the following:

- Aiphone GT Audio/Video Intercom System
- 10 Apartment 7" Touch Screens

Intercom Upgrade

| | |
|---------------------------|-----------|
| Subtotal (ex GST): | \$8284.77 |
| Tax (GST): | \$828.48 |
| Total (inc GST): | \$9113.25 |

Your total investment

| | |
|-------------------------|-----------|
| Total (ex GST): | \$8284.77 |
| Tax (GST): | \$828.48 |
| Total (inc GST): | \$9113.25 |



This quote was sent to you by:

Kyle Taylor
Business Development Executive
kyle.taylor@blueforce.com.au

"Please contact us if you have any further queries."

Thank you for the opportunity to provide this quote!

DRAWINGS: Standard CAD drawings are included. This quotation is based upon any drawings supplied. In the case where the drawings differ from the client's specifications, the drawing supplied with this quotation takes precedence. **SITE ACCESS:** All work is considered to be undertaken during standard business hours (7:00am – 4:00pm). We will require access to ALL required areas (including individual tenancies and apartments) when and as required to complete this installation. If access is hindered in any way, additional costs will be incurred. **EXCLUSIONS:** All exclusions are deemed to be provided by third parties or will otherwise be charged as a variation upon request. Unless directly stipulated in the quotation description above, pricing excludes supply and/or installation of following: **(1)** All works required to add or modify existing lock and door hardware; **(2)** All electric locks required for this installation; **(3)** All Mode 3 telephone sockets required for this installation; **(4)** All 240V power outlets required for this installation; **(5)** All EWP's (Elevated Works Platforms) required for this installation; **(6)** Any site allowances or inductions required for this installation; **(7)** All conduit required for the cabling; **(8)** All communications, containment, and electrical infrastructure services (e.g. DGPOs, UPS systems, conduit, chasing, hearing loop chasing, cable outlets, draw wires, catenary wire, cable tray etc.); **(9)** Provision of all IT&T infrastructure (e.g. WLAN, LAN, WAN, IP-PBX/TDM-PBX, Load balancers, PoE Switches, fibre optics, 19" racks & furniture etc.); **(10)** Patching, painting, making good, etc. **(11)** Door / frame cut outs / coring for electric locks; **(12)** Supply and installation of internal lift trailing system, trailing cabling, and transitional supports and associated cut outs; **(13)** Supply and installation of auto doors and controllers; Blue Force will provide an interface to these items; **(14)** Supply and installation of car park egress loop, gates, motorised barriers & controllers; Blue Force will provide an interface to these items. **(15)** Supply and installation of audio visual equipment and technology (including TV sets, TV Brackets, fly leads, IP TV smart boxes, IPTV subscriptions, Foxtel decoders and Foxtel subscriptions); **(16)** Cable fire wall penetrations and fire rated sealing; **(17)** Drafting services (BIM / REVIT 3D Modelling / Rendition drafting and clash detection services). **(18)** Fire alarm interfacing to auto doors, roller doors, motorised door openers or other types of 240v powered door controllers.

Quote Acceptance

I accept this quotation as detailed above. I acknowledge that I have read and understand and agree to the inclusions and exclusions.

Signed on behalf of John Dethridge Strata Services:

Signature:

Name:

Date:

Purchase Order No:

Purchase Order Value:

How to Pay



Bank Deposit

Use quote number as reference.

Bank: Westpac
Acc Name: Blue Force Pty Ltd
BSB No: 036-073
Acc No: 155921



Direct Debit

If you wish to set up automatic payments for recurring services, contact us to request a payment authorisation form.



Credit Card

Call 1300 731 716 to make your payment over the phone.



BPAY

Bill Code: 295592
Customer Ref: 2733 4150



Cheque

Details

Account

Blue Force

PO Box

TUART HILL

TERMS AND CONDITIONS: (1) INTERPRETATION: In these conditions: "Blueforce" means Blue Force Pty Ltd (ACN 101 791 897) and any person acting on its behalf and with its authority. "Buyer" means the purchaser of the Goods and/or Services. "Goods" means the materials, equipment and products provided or to be provided to the Buyer by Blueforce as listed on the Quotation or any written variation thereto; "Quotation" means a written quotation from Blueforce for the supply of Goods and/or Services to the Buyer; "Practical Completion" means the Goods and/or Services provided by Blueforce have payable net and payment of the amount plus GST is due on the day of delivery of the reached the stage where they have been completed, except for minor omissions. "Services" means the services provided or to be provided to the Buyer as listed by Blueforce on the Quotation or any variation thereto; "Variation" means Goods and Services provided by Blueforce to the Buyer that do not form part of the Goods and Services in the Quotation. "Work Site" means the location for delivery and/or installation as specified on the Quotation or as agreed between Blueforce and the Buyer in writing. **(2) TERMS:** The Goods and/or Services are sold on the terms and conditions herein. These terms and conditions attach to each and every supply of Goods and/or Services by Blueforce to the Buyer. **(3) QUOTATIONS:** Unless previously withdrawn, any Quotation is open for acceptance within 14 days of the period stated therein or, when no period is so stated, within 30 days after its date. Blueforce reserves the right to refuse for any reason any order based on the Quotation within 7 days after the receipt of the same. All Quotations are based on the delivery and installation of Goods during the hours of 8:00am and 5:00pm Monday to Friday and specifically exclusive of public holidays. Unless otherwise stated all prices quoted by Blueforce are net, exclusive of Goods and Services Tax (GST). **(4) ACCEPTANCE:** Full payment or part payment, placing an order for any Goods or Services, providing instructions to Blueforce in relation to the supply, receipt of, use of and verbal or written agreement to accept the Goods and/or Services shall all constitute acceptance of the terms and conditions herein, whether or not the Buyer acknowledges or signs these terms and conditions. **(5) DEPOSIT:** Blueforce may request that the Buyer pays a deposit before undertaking any work, supplying any Good or providing any Services. If a deposit is requested by Blueforce, Blueforce is under no obligation to undertake any work until the deposit is received in full by Blueforce and when all details pertaining to contract are finalised. In the event of default as to payment owing to Blueforce on the part of the Buyer, Blueforce shall be entitled to forfeit the deposit and claim any profit or margin contemplated by or allowed for in the contract in addition to any remedy available to Blueforce at law or in equity. **(6) SHORTAGE/ DEFECT:** The Buyer will inspect the Goods and Services upon receipt and notify Blueforce of any defects or shortages within five (5) days from the date of receipt of the Goods and Services and upon failing to do so, the Buyer waives any claim against Blueforce for defects in, or shortage of, any Goods and Services. **(7) CANCELLATION BY BLUEFORCE:** Blueforce may in its sole discretion cancel delivery of Goods and/or Services at any time before they are receipted by the Buyer by giving written notice to the Buyer and upon giving such notice shall not be liable for any loss or damage arising whatsoever from such cancellation. **(8) CANCELLATION BY THE BUYER:** No order for Goods and/or Services may be cancelled by the Buyer without consent in writing from Blueforce. **(9) DRAWINGS/SPECIFICATIONS:** All specifications, drawings, and particulars submitted by Blueforce are approximate only and any deviation does not vitiate any contract with Blueforce or form grounds for any claim against Blueforce. The descriptions, illustrations and performances contained in catalogues, price lists and other advertising matter do not form part of these terms and conditions of sale or of the description applied to the Goods and/or Services. **(10) PERFORMANCE:** Any performance figures given by Blueforce are estimates only and are typical results that are not guaranteed. There are a number of factors which can influence the overall accuracy of various Goods and Services provided by Blueforce, including but not limited to bodily contact, satellite signal strength and objects that impede signals such as buildings and trees, and signal reflections off surrounding objects. Blueforce is under no liability for damages for failure of the goods to attain such performance unless specifically guaranteed in writing. Any such written guarantees are subject to recognised tolerances applicable to such

only and Blueforce is not liable for loss, damage or delay arising from late delivery or non-delivery or late installation or non-installation of the Goods and/or Services. Blueforce may at its option provide the Goods and/or Services to the Buyer in any number of instalments. If Blueforce delivers any Goods or Services by instalments, and any one of those instalments is defective for any reason, then it is not a repudiation of the whole of the order and the defective instalment is a severable breach that gives rise only to a claim for compensation and/or to the value of the Goods and/or Services. **(12) WORK SITE:** The Buyer shall ensure that the Work Site is safe and clear of any hazards. Any delay or obstructions caused to the supply of the Goods and/or Services that are outside of the control of Blueforce shall give rise to a Variation. Blueforce shall not be liable for any loss or damage caused in accessing the Work Site including, but not limited to, damage to any walls, flooring and ceiling. Where Goods are to be installed by Blueforce and, for any reason, are unable to be installed at the time of delivery, the Buyer shall provide a locked and well is to provide Services at the Worksite, the Buyer shall provide all 240-volt AC GPO outlets terminating at the electronic equipment as required by Blueforce. **(13) FORCE MAJEURE:** Blueforce will not be liable for any default due to a condition that is out of the reasonable control of Blueforce including flood, fire, storm, strike. **(14) GUARANTEE AND WARRANTY:** Blueforce's liability for Goods and/or Services supplied to the Buyer is limited to making good any defects or at Blueforce's election by replacement, within a period not exceeding twelve (12) calendar months after receipt or installation of the Goods and/or Services and such liability is only enforceable by the Buyer where the defects have arisen solely from faulty materials or workmanship and the Goods have not received maltreatment, inattention, incorrect use or interference and the defective Goods are promptly returned free of cost to Blueforce. Unless otherwise agreed in writing, any works to be performed by reason of such liability shall be performed between 9:00am and 5:00pm Monday to Friday exclusive of public holidays. Where the Goods have not been manufactured by Blueforce, the guarantee and warranty of the manufacturer of the Goods is accepted by the Buyer and is the only guarantee and warranty given to the Buyer in respect of the Goods. Blueforce agrees to assign to the Buyer on request made by the Buyer the benefit of any warranty or guarantee that the manufacturer has granted to Blueforce to the extent that the benefit of any warranty or guarantee is assignable. Blueforce's liability for breach of a condition or warranty implied by the Competition and Consumer Act 2010 is limited to: in the case of Goods, the replacement of the goods, supply of equivalent goods, repair of the goods, payment of the cost of replacing the goods or acquiring equivalent goods or the payment of the cost of having the goods repaired; or in the case of services, the supplying of the services again or payment of the cost of having the services supplied again. **(15) PAYMENT:** Blueforce will charge and the Buyer will pay as per the amount in the Quotation plus any additional costs communicated to the Buyer that are incurred in Blueforce providing Goods and/or Services plus any amount for a Variation. The final invoice provide to the Buyer may vary from the Quotation. The invoice amount is payable net and payment of the amount plus GST is due on the day of delivery of the Goods unless other terms of payment are agreed in writing by Blueforce. An additional charge ("Additional Charge") will be made where: additional Goods and Services are required to be supplied or undertaken to complete the work; the Buyer alters the specifications after Blueforce's quote has been accepted; the Buyer fails to provide Prompt Plumbing and Electrical with suitable access to the site where Goods are to be delivered or Services are to be provided; or the Customer requires Blueforce to deliver Goods or perform work urgently. Where an Additional Charge will be required, Blueforce will endeavour to advise the Buyer prior to supplying the additional Good(s) or Service(s). The Buyer acknowledges and agrees that in some circumstances Blueforce will be unable to advise the Buyer of the Additional Charge and the Buyer agrees to pay all urgent and unforeseen Additional Charges. **(16) PAYMENT INDEMNITY:** The Buyer shall not be treated as having paid for Goods and/or Services until such time as cleared funds are received by Blueforce. All payments that are due to Blueforce by the Buyer are to be made without deduction or set-off, whether legal or equitable. The Buyer agrees to indemnify Blueforce against all costs and expenses (including legal costs on an indemnity basis) incurred by Blueforce and/or its agents in respect

figures. **(11) DELIVERY:** Any delivery times made known to the Buyer are estimates

of the Buyer, relating to any

enforcement of obligations and recovery of money is due to Blueforce or possession of Goods. Blueforce may at any time set off amounts owed by Blueforce to the Buyer from any money owing by the Buyer to Blueforce. Any error in an invoice supplied to the Buyer by Blueforce for must be communicated in writing to Blueforce within 14 days of receiving the invoice. Notwithstanding the communication, the full amount of the invoice shall remain as the amount owed by the Buyer to Blueforce. **(17) ASSIGNMENT:** Blueforce has the right to assign to a third party any obligations that it has to the Buyer in relation to the supply of Goods and/or Services. **(18) VARIATION:** If there is a Variation, the amount payable by the Buyer for the Variation is to be agreed between the parties and, if the amount cannot be agreed, is to be calculated on a unit rate basis according to the unit price set out in the Quotation and in the absence of unit prices, according to the reasonable market value of the Goods and/or Services. **(19) PRACTICAL COMPLETION:** In the event that Goods are to be installed by Blueforce at the Work Site and in the event that the Buyer seeks to use any part or portion of the Goods prior to completion of the installation, the Buyer must issue Blueforce with a Certificate of Practical Completion for the part or portion of the Goods completed and the defects liability period for that part or portion shall commence from that date. **(20) DEFAULT:** Interest of 7% per annum calculated daily will accrue on any unpaid amounts for the supply of Goods and/or Services from the date upon which the amount is payable in accordance with these terms until the date upon which the purchase price and all accrued interest is received as cleared funds by Blueforce. The Buyer agrees to indemnify Blueforce against all costs and expenses (including legal costs on an indemnity basis) incurred by Blueforce and/or its agents in respect of the Buyer, relating to any enforcement of obligations and recovery of money is due to Blueforce. The Buyer consents to Blueforce lodging a caveat to protect any monies owing to Blueforce pursuant to these terms and conditions. If a demand is made by Blueforce, the Buyer agrees to immediately execute a mortgage or other instrument of security, on terms satisfactory to Blueforce to further secure the payment of the guaranteed debts. **(21) RIGHTS IN RELATION TO GOODS:** The risk of loss of or damage to the Goods will pass to the buyer on delivery. Blueforce reserves the following rights in relation to the Goods and any materials used in supply of Services until all amounts owed by the Buyer to Blueforce are fully paid: Ownership and title in the Goods; to enter the Buyer's premises (or the premises of any associated company or agent whether goods are located) without liability for trespass any resulting damage and retake possession of the Goods; to keep or resell any Goods repossessed pursuant to the terms herein; and if the Goods are resold, or products manufactured using the goods are sold, the buyer shall hold such part of the proceeds of any such sale as represents the invoice price of the Goods and/or Services sold or used in the manufacture of the goods sold in a separate identifiable account as the beneficial property of Blueforce and shall pay such amount to Blueforce upon request. Notwithstanding the provisions above, Blueforce shall be entitled to maintain an action against the Buyer for any unpaid Goods and/or Services. **(22) DEALINGS WITH GOODS:** Until it has paid for them in full: the Buyer must keep the Goods separately stored and marked as the property of Blueforce; the Buyer must not (without Blueforce's prior written consent): create or allow any interest in, or dispose or part with possession of the Goods; allow the Goods to be taken outside of Australia; or allow the Goods to become an accession to or commingled with any other property. **(23) STORAGE:** Blueforce reserves the right to make a reasonable charge to the Buyer for storage of Goods if delivery instructions are not provided by the Buyer or the Buyer fails to collect the Goods within 14 days of request by Blueforce for the same. The parties agree that Blueforce may charge for storage from the first day after Blueforce request the Buyer to provide delivery instructions or collect the Goods. **(24) RETURNED GOODS:** Blueforce is not under any duty to accept Goods returned by the Buyer and will do so only on terms to be agreed in writing in each individual case. If Blueforce agrees to accept return Goods from the Buyer, the Buyer must return the Goods to Blueforce at Blueforce's selected location. **(25) LIABILITY AND INDEMNITY:** The Buyer acknowledges that the Goods and/or Services may be required in a life-

qualified medical advice, medical machinery, emergency medical assistance or the seeking of emergency services. Blueforce customers using any form of medical, panic, or security alarm should also attempt to seek further assistance by telephone or calling for help; acknowledges that Blueforce is reliant upon the Buyer to provide and maintain accurate information and records to Blueforce which will be used in case of emergency, and Blueforce is not liable for any death or injury resulting from a failure by emergency services or another responder or contact to respond to emergency alerts including text messages or calls resulting from the use of any Goods or Services; Blueforce is not liable for any loss, injury or damage caused by emergency services or other persons responding to emergency alerts; acknowledges that it is the responsibility of the Buyer to maintain, replace and repair any Goods, including charging and changing any batteries when necessary; acknowledges that the Goods and Services supplied by Blueforce may require access to a cellular network to communicate, and the availability of the Global Positioning System satellite network to determine its location; acknowledges the Goods and Services supplied by Blueforce may not function correctly, or at all, in any of the following situations: the Goods and Services will not be able to send an alert, or its location, if it is in an area with no coverage from a cellular network of the telecommunications provider that it has been established with, or if there is a transmission failure; the Goods and Services will not work on any other cellular network than the network that it is established with; the Goods and Services cannot be taken overseas as they will not work in any other country; Global Positioning System technology can be affected by certain atmospheric conditions, radio interference, buildings or other forms of interference which can block the Goods and Services connection to Global Positioning System satellites. The Goods and Services location information may not be available if Global Positioning System satellites are unavailable, or the Global Positioning System signal is blocked; location information may not be able to be displayed to Blueforce if the location mapping service used by Blueforce is unavailable; communication between the Goods and Services and a base unit may be affected by distance or radio frequency interference; and indemnifies and releases Blueforce from all liabilities, losses, actions, proceedings, costs, fees, expenses and damages claim by any person or entity, including the Buyer whatsoever incurred, arising out of or in connection with, or in consequence of any default of breach by the Buyer of any of its obligations owed to Blueforce under or in connection with these terms and conditions, with respect to loss or damage to property or personal injury or death arising directly or indirectly in connection with: the negligence or breach of these terms and conditions by any person, employee, agent or subcontractor of Blueforce in the provision of the Goods and/or Services; any malfunction or fault in the Goods and/or services; any force of nature or matter outside of the control of Blueforce; network failures, satellite failures, electrical or mechanical failures and or interruption including, but not limited to electrical disturbance, spike, brownout, blackout, outages to telephone, cable, telecommunications or other infrastructure; a failure to charge, test or incorrect usage of the Goods and/or Services, including but not limited to a failure to follow the various warnings described in any manual, instruction or direction provided by Blueforce; and any malfunction or fault in the Goods and/or Services. **(26) PLACE OF CONTRACT:** This contract for sale of Goods and/or Services is made in the State of Western Australia and the Buyer agrees to submit all disputes arising between it and Blueforce to the courts or tribunals of Western Australia. **(27) VALIDITY:** If any provision of these terms and conditions is deemed invalid, void, illegal or unenforceable, the validity, existence, the Galilee and enforceability of the remaining provision shall not be affected, prejudiced or impaired. **(28) PERSONAL PROPERTY SECURITIES ACT:** The Buyer acknowledges that: if Blueforce determines that any contract incorporating these terms and conditions (or a transaction in connection with it) is or contains a security interest for the purposes of the Personal Property Securities Act 2009 ('PPSA'), the Buyer consents to Blueforce effecting and maintaining a registration on the Personal Property Securities Register (in any manner Blueforce considers appropriate) in relation to any security interest contemplated or constituted by these terms

threatening situation and: acknowledges that Blueforce does not provide any medical advice or services, and the use of any Goods or Services is not intended to replace

any security interest that it considers to arise from these terms and conditions and agrees to sign any documents and provide all assistance and information to Blueforce required to facilitate the registration and maintenance of any security interest to ensure that the security interest is enforceable, perfected and otherwise effective and has priority over all other security interests. Neither the Buyer nor Blueforce will disclose information of the kind mentioned in section 275(1) of the PPSA or any information contained in these terms and conditions and the Buyer will not authorise and will ensure that no other party authorises the disclosure of such information. This sub-clause does not prevent disclosure where such disclosure is required under section 275 of the PPSA because of the operation of section 275(7) of the PPSA. To the extent permitted by law, the Buyer waives its right to receive any notice (including notice of a verification statement) that is required by the PPSA. This sub-clause does not prevent Blueforce from giving a notice under the PPSA. To the extent the law permits, Blueforce need not comply with, and the Buyer may not exercise rights under, any provisions of Chapter 4 of the PPSA that may be contracted out of, if Blueforce exercises a right, power or remedy in connection with these terms and conditions or a security interest that the terms and conditions provide for, that exercise is taken not to be an exercise of a right, power or remedy under the PPSA unless Blueforce states otherwise at the time of exercise. However, this sub-clause does not apply to a right, power or remedy which can only be exercised under the PPSA. The Buyer must notify the Seller at least 14 days before it does any of the following: changes its name; changes its place of registration or incorporation; changes or applies for an ACN, ABN, ARBN or ARSN under which an interest in any of the Goods is or will be held. The Buyer must notify the Seller if anything mentioned in sub-clause (vii) occurs immediately upon becoming aware of it. **(29) GOVERNING LAW:** Any contract between Blueforce and a Buyer is governed by the laws of Western Australia and of the Commonwealth of Australia. **(30) DEED OF GUARANTEE AND INDEMNITY:** If the Buyer is a company, rather than an individual, then this guarantee applies to these terms and conditions and in consideration of Blueforce providing the Goods and Services at the request of the guarantor(s), each director of the Buyer agrees to separately sign this deed of guarantee to personally guarantee the payment of all money payable by the Buyer to Blueforce, and: Blueforce is entitled to require the directors to pay any money due from the Buyer to Blueforce without being required to institute any proceedings against the Buyer; This guarantee is a continuing security and shall not be wholly or partially discharged as long as any money due by the Buyer to Blueforce is owing or payable or which in the opinion of Blueforce may become owing or payable; The rights of Blueforce against any guarantor shall not be affected, prejudiced or discharged by: any indulgence or extension of time granted by Blueforce to the Buyer or the guarantor(s); any contract incorporating these terms and conditions or the liability of the Buyer becoming invalid or unenforceable for any reason; the death, bankruptcy or winding up of the Buyer or a director of the Buyer as the case may be. If for any reason any of the obligations of the Buyer to Blueforce are rendered unenforceable against the Buyer, the guarantor(s) shall indemnify Blueforce against any resulting loss, cost or expense which Blueforce may suffer or incur including payment of any third-party disbursements. The guarantor(s) charge all of the guarantor(s) right, title and interest in any land and personal property held now or in the future by the guarantor(s) or any one or more of them to secure the payment of the guaranteed debt. The guarantor(s) consent to Blueforce lodging a caveat to protect Blueforce's interest under this sub-clause. If a demand is made by Blueforce, the guarantor(s) agree to immediately execute a mortgage or other instrument of security, on terms satisfactory to Blueforce to further secure the payment of the guaranteed debts. The guarantor(s) agree to pay all legal costs, on an indemnity basis, disbursements and expenses incurred by the law practice arising from a breach of this deed of guarantee by the guarantor(s). This deed of guarantee is governed by the law of Western Australia. A certificate signed by an authorised officer of Blueforce stating the sum due and owing by the guarantor(s) at the date specified in the certificate will be a conclusive statement and will be binding on the parties

and conditions in the collateral and the proceeds arising in respect of any dealing in Blueforce's collateral and the Buyer consents to Blueforce

or towards discharging any liability arising under any contract incorporating these terms and conditions. If the Buyer is subject to any external insolvency administration, the guarantor(s) will not prove in that external insolvency or administration in competition with Blueforce. The guarantor(s) authorise Blueforce to prove for all monies owing to the guarantor(s) by the Buyer and to appropriate any dividends otherwise payable to the guarantor(s) until Blueforce has received 100 cents in the dollar to the guaranteed debts. If a clause in this deed of guarantee is void, illegal or unenforceable, it may be severed without affecting the enforceability of any other provision.

(31) DIRECT DEBIT AUTHORITY: By submitting a direct debit authority, you authorise Blueforce to deduct funds from your nominated credit card. By providing credit card details, you authorise Blueforce to charge ongoing recurring payments from the nominated credit card. Blueforce will only deduct funds from your nominated credit card as authorised by this authority. Blueforce will keep all information into your nominated account at your financial and douching confidential except to the extent that is required to utilise that information to process a direct debit transaction or if disclosure is required by law. Ongoing recurring payments will be charged monthly in advance. Ongoing recurring payments will be deducted on the first day of each month unless otherwise agreed by Blueforce. If a nominated debit day falls on a weekend or public holiday, funds may be deducted on the first business day thereafter. You may request that Blueforce modify your direct debit authority by email transmitted to admin@blueforce.com.au. Blueforce will only action requests to modify direct debit authorities which are made by recognised account contacts. Any modification to direct debit authorities must be made at least seven (7) days prior to any modifications taking effect. Such modifications may include deferring a debit, altering the nominated debit date, altering the recurring payment schedule, stopping an individual debit, suspending the direct debit arrangement, or cancelling the direct debit completely. It is the responsibility of the account holder named in this authority to have sufficient clear funds available in their nominated payment account on the date that payments are debited pursuant to this authority. Blueforce is not liable to reimburse an account holder for any fees or charges levied by the account holders nominated financial institution, such as those incurred from insufficient clear funds to enable this direct debit authority to function. In the event that a payment student to this authority is dishonoured for whatever reason, Blueforce will contact the account holder to arrange payment by another method or range for sufficient funds to be deposited into their account by an agreed time to enable the dishonoured payment to be levied. Blueforce may terminate this authority and any related service contract between the account holder and Blueforce where the account holder defaults on any of the terms of this authority. **(32) CCTV MONITORING:** A "fair use policy" does apply to avoid exploitation of this service. In the event activations are clearly caused by an environmental condition (such as the movement of foliage, animals, etc) the monitoring centre reserves the right to suspend this service until the customer has corrected the situation.

QUOTE NUMBER: 42907



at the date of that certificate in the absence of a manifest error. Blueforce may appropriate any moneys received by from or on behalf of the Buyer in

MINUTES OF ANNUAL GENERAL MEETING

Minutes of the Annual General Meeting of the above Strata Company held at 3 Norfolk Street, Fremantle, WA, 6160 on Tuesday, 17 June 2025, commencing at 05:30 PM.

Present:

| | | |
|-------|-----------------------|---------------|
| Lot 1 | Tarryn Maree Gibson | Proxy present |
| Lot 2 | Nelson Smith | Owner present |
| Lot 4 | Tarryn Maree Gibson | Owner present |
| Lot 6 | Kai Hellberg | Owner present |
| Lot 7 | Bonnie Lucinda McLeod | Owner present |
| Lot 8 | Yvette Moyle | Proxy present |

Persons present as proxies for proprietors:

| | | |
|-------|--|---------------------------------|
| Lot 1 | Terence Reinhardt Low | Proxy Name: Tarryn Maree Gibson |
| Lot 3 | Nicole Ann Chambers | Proxy Name: Chairperson |
| Lot 8 | Adrian David Moyle & Yvette Kylie Tulloch | Proxy Name: Yvette Moyle |

Persons present by invitation of the meeting:

Harry Kaye – John Dethridge Strata Services

Apologies – Nicole Ann Chambers & Kamma Chapman

1. PRELIMINARY MATTERS

John Dethridge Strata Services respectfully acknowledge the Whadjuk Nyoongar people as the Traditional Custodians of the land on which we meet today. We acknowledge their enduring connection to the lands, waterways and communities and pay our respects to Elders past, present and emerging.

It was resolved that Harry Kaye be authorised to act as Chairperson of the Strata Company for the purposes of this meeting.

The Chairperson announced that all proxies had been verified as valid, a quorum was present either by one half of the persons entitled to vote or by duly elected proxy, and the meeting was validly constituted and declared open at 5.45pm.

Motion CARRIED.

VOTES

Yes : 6

No: 0

Abs: 0

Inv: 0

Mover: Bonnie Lucinda McLeod, Seconded: Yvette Moyle

2. Confirmation of previous minutes for the Last General Meeting

Motion under notice:

1. That by Ordinary Resolution, the minutes of the General Meeting held on 19th of June 2024 be verified as an accurate record of those proceedings.
2. Consideration of any matters arising not otherwise provided for by this agenda.

Motion CARRIED.

VOTES

Yes : 6

No: 0

Abs: 0

Inv: 0

Mover: Bonnie Lucinda McLeod, Seconded: Tarryn Maree Gibson

3. Acknowledgement of Strata Manager's Report

Motion under notice:

That by Ordinary Resolution the Strata Manager's Report, as attached to the notice of meeting, be received.

Motion CARRIED.

VOTES

Yes : 6

No: 0

Abs: 0

Inv: 0

Mover: Bonnie Lucinda McLeod, Seconded: Yvette Moyle

4. Statement of Accounts

Motion under notice:

That by Ordinary Resolution, the Statement of Accounts for the financial year ending 31st of March 2025, as attached to the notice of meeting, be adopted as presented.

Motion CARRIED.

VOTES

Yes : 7

No: 0

Abs: 0

Inv: 0

Mover: Yvette Moyle, Seconded: Kai Hellberg

5. Constitution of Council

Motion under notice:

1. That by Ordinary Resolution, the Council of the strata company consist of 4 owners.

An amendment to the motion was moved by Kai Hellberg and seconded by Yvette Moyle that the number of Council positions be set at 3 owners.

2. The following owners were nominated and declared elected to the Council:

Yvette Moyle – Lot 8

Nelson Smith – Lot 2

Kai Hellberg – Lot 6

3. Appointment of Office Bearers – Yvette Moyle was elected as Chairperson & Treasurer

Motion CARRIED.

VOTES

Yes : 6

No: 0

Abs: 1

Inv: 0

Mover: Kai Hellberg, Seconded: Yvette Moyle

6. Insurance Obligations of the Strata Company

Motions under notice:

That by Ordinary Resolution -

1. The Strata Company acknowledge receipt of the insurance certificates, insurance requirements and important information attached to the notice of meeting, detailing a general advice warning and disclosure relating to John Dethridge Strata Services' arrangement with the insurer.
2. The Strata Company resolve to review the replacement value by utilising the services of a valuer/ quantity surveyor to assess the current replacement value of improvements. *Note - the last valuation was carried out in 2022 and came in at \$3,509,000.00.*
3. The Strata Company resolve to renew the policy of insurance at the replacement value as indexed by the insurer or in line with a recent valuation, taking into consideration the date of the valuation and subsequent inflationary factors.

Motion CARRIED.

VOTES

Yes : 6

No: 0

Abs: 1

Inv: 0

Mover: Yvette Moyle, Seconder: Kai Hellberg

7. Non-Routine/ 10 Year Plan Maintenance

Motion under notice:

That by Ordinary Resolution, the Council be authorised to proceed with the following non-routine maintenance works as identified in the strata company's 10 Year Maintenance Plan and/or requested by owners:

1. Consultancy Services - Building Report
2. Upgrade Security System

Motion CARRIED.

VOTES

Yes : 7

No: 0

Abs: 0

Inv: 0

Mover: Yvette Moyle, Seconder: Kai Hellberg

Notes

The meeting confirmed instructions for the Strata Manager to approve quote from Rick Martelli to proceed with writing up the building defect report as circulated to the Council.

Strata Manager to confirm whether quote from Blueforce is for a wired intercom system with handsets rather than a mobile system, and provide comparison with other quotes received.

8. Proposed Budget and Levy Contributions

8.1. Consideration of Budget of Estimated Expenditure

Motion under notice:

That by Ordinary Resolution -

1. The budget of estimated expenditure totalling \$8,281.00 for the Administrative Fund and \$14,200.00 for the Reserve Fund, as attached to the notice of meeting, be adopted as the budget of the Strata Company for the financial year ending 30th of June 2025.
2. The provisional budget of estimated expenditure totalling \$32,464.00 for the Administrative Fund and \$7,000.00 for the Reserve Fund, as attached to the notice of meeting, be adopted as the budget of the Strata Company for the following financial year ending 30th of June 2026.

**If the strata company is registered for GST, the budget of expenditure items, as listed, are GST exclusive*

Motion CARRIED.

VOTES

Yes : 6

No: 0

Abs: 1

Inv: 0

Mover: Yvette Moyle, Seconder: Kai Hellberg

8.2. Determination of Levy Contributions for the Administrative Fund

Motion under notice:

That by Ordinary Resolution -

1. The strata company resolve that the levy contributions on proprietors for the Administrative Fund be payable in advance, by quarterly instalments, due and payable in the amounts and on the first day of the month as shown below:

| Levy Status | Per Lot Entitlement | Period From | Period To | Admin Fund | Due |
|----------------|---------------------|--------------------|--------------------|-------------------|-------------|
| Already Issued | \$8.50 | 01 Apr 2025 | 30 Jun 2025 | \$8,500.00 | 01 Apr 2025 |
| Total | \$8.50 | 01 Apr 2025 | 30 Jun 2025 | \$8,500.00 | |

2. The levy contributions will continue on a quarterly basis from 30th of June 2025 at the rate of \$8.50 per unit entitlement, to raise \$8,500.00 per subsequent quarter, until otherwise determined by the strata company in general meeting.

**If the strata company is registered for GST, the levy contributions as listed are inclusive of GST.*

Motion CARRIED.

VOTES

Yes : 6

No: 0

Abs: 1

Inv: 0

Mover: Yvette Moyle, Seconder: Kai Hellberg

8.3. Determination of Levy Contributions for the Reserve Fund

Motion under notice:

That by Ordinary Resolution -

1. The strata company resolve that the levy contributions on proprietors for the Reserve Fund be payable in advance, inclusive of GST, by quarterly instalments, due and payable in the amounts and on the first day of the month as shown below:

| Levy Status | Per Lot Entitlement | Period From | Period To | Reserve Fund | Due |
|----------------|---------------------|--------------------|--------------------|-------------------|-------------|
| Already Issued | \$1.50 | 01 Apr 2025 | 30 Jun 2025 | \$1,500.00 | 01 Apr 2025 |
| Total | \$1.50 | 01 Apr 2025 | 30 Jun 2025 | \$1,500.00 | |

2. The levy contributions for the Reserve Fund will continue on a quarterly basis from 30th of June 2025 at the rate of \$1.80 per unit entitlement, to raise \$1,800.00 per subsequent quarter, until otherwise determined by the strata company in general meeting.

**If the strata company is registered for GST, the levy contributions as listed are inclusive of GST.*

Motion CARRIED.

VOTES

Yes : 6 No: 1 Abs: 0 Inv: 0

Mover: Yvette Moyle, Seconder: Nelson Smith

9. Execution of Documents & Use of Common Seal

Motion under notice:

That by Ordinary Resolution, the Council and/or the Strata Manager on instruction by the Council, be authorised pursuant to Section 118 of the Strata Titles Act 1985 to;

1. Enter into and, if required to, execute contracts, agreements, commitments, undertakings or other legally binding arrangements, which are either desirable or necessary for the achievement of the strata company's objectives and the performance of the functions of the strata company; and,
2. If the strata company has a common seal, and when desirable or necessary to do so, to use the common seal which must be attested to by the signatures of two members of the Council of the strata company.

Motion CARRIED.

VOTES

Yes : 6 No: 0 Abs: 1 Inv: 0

Mover: Yvette Moyle, Seconder: Bonnie Lucinda McLeod

10. Matters Without Notice for Discussion and Referral to the Council:

Council of Owners to follow up with City of Fremantle as to when verge tree will be planted.

Council of Owners to arrange meeting once building defect report has been received.

The meeting closed at 06:50 PM.

Approved Budget 1 April 2025-30 June 2025

The Owners of 3 Norman St Fremantle
Strata Scheme 63910

3 month budget --- EOFY Reverts to 30/06/25

| Administrative Fund | | Proposed budget (inc GST) |
|---|--|--------------------------------------|
| Revenue | | |
| Levies Due--Admin | | \$ 8,500.00 |
| <i>Total revenue</i> | | \$ 8,500.00 |
| Less expenses | | |
| Administration | | |
| Admin--Management Fees--Standard | | \$ 647.50 |
| Admin--Agent Disburst--Meeting Fees | | \$ 150.00 |
| Admin--Agent Disburst--Preparation | | \$ 300.00 |
| Admin--Agent Disburst--Email Correspondence | | \$ 275.00 |
| Admin--Agent Disburst--Telephone Calls | | \$ 87.50 |
| Admin--Agent Disburst--Maintenance Orders | | \$ 200.00 |
| Admin--Agent Disburst--Software Licence Fee | | \$ 36.00 |
| Professional Fees | | |
| Admin--Accountant Fees | | \$ 45.00 |
| Utilities | | |
| Utility--Electricity | | \$ 125.00 |
| Utility--Water | | \$ 750.00 |
| Insurance | | |
| Insurance--Premiums | | \$ - *Due 12/25 |
| Insurance--Excesses | | \$ 500.00 |
| Insurance--Valuation | | \$ 440.00 |
| Building | | |
| Maint Bldg--General Maintenance | | \$ 500.00 |
| Maint Bldg--Cleaning Common Area | | \$ 450.00 |
| Maint Bldg--Gutters & Downpipes Cleaning | | \$ 900.00 |
| Maint Bldg--Pest/Vermin Control | | \$ 600.00 |
| Maint Bldg--Intercom | | \$ 500.00 |
| Maint Bldg--Plumbing & Drainage | | \$ 750.00 |
| Maint Bldg--Security Gate Repairs | | \$ 150.00 |
| Maint Bldg--Electrical | | \$ 125.00 |
| Grounds/Landscaping | | |
| Maint Grounds--Lawns & Gardening | | \$ 700.00 |
| Maint Grounds--Irrigation Systems | | \$ 50.00 |
| Total expenses | | \$ 8,281.00 |

| Reserve Fund | | Proposed budget (inc GST) |
|-------------------------------------|--|--------------------------------------|
| Revenue | | |
| Levies Due--Sinking | | \$ 1,500.00 |
| Levies Due (Special)--Sinking | | \$ - |
| <i>Total revenue</i> | | \$ 1,500.00 |
| Less expenses | | |
| Maint Bldg--Consultancy Services | | \$ 5,000.00 |
| Maint Bldg--Upgrade Security System | | \$ 9,200.00 |
| Total expenses | | \$ 14,200.00 |

Approved Budget 1 April 2025-30 June 2025

The Owners of 3 Norman St Fremantle
Strata Scheme 63910

3 month budget --- EOFY Reverts to 30/06/25

Administrative Fund - Levy Contributions

| | | | | | |
|--------------------------------|------------|----|-----------|----|-----------|
| Net owners funds | 31/03/2025 | \$ | 11,388.24 | \$ | 11,388.24 |
| Proposed Income - Regular Levy | | \$ | 8,500.00 | \$ | 19,888.24 |
| Transfer from Reserve Fund | | \$ | - | \$ | 19,888.24 |

Less

| | | | | | |
|-------------------------|--|----|----------|----|----------|
| Anticipated Expenditure | | \$ | 8,281.00 | \$ | 8,281.00 |
|-------------------------|--|----|----------|----|----------|

| | | | | | |
|----------------------------------|-------------------|--|--|-----------|------------------|
| ANTICIPATED BALANCE AS AT | 30/06/2025 | | | \$ | 11,607.24 |
|----------------------------------|-------------------|--|--|-----------|------------------|

| | | | | | |
|---------------------------------|--|--|------------------|----|-------|
| Note: unpaid levy contributions | | | | \$ | - |
| | | | Aggregate of u/e | | 1,000 |

| | | |
|---|----|------|
| Strata Levies per unit entitlement per annum | \$ | 8.50 |
| Strata Levies per unit entitlement per quarter (if equal) | \$ | 2.13 |

| QUARTERS | \$/UE | |
|-------------------|---------|----------------|
| 01/04/25-30/06/25 | \$ 8.50 | already raised |
| Total | \$ 8.50 | |

| | | Levy per quarter at | |
|-------|-----|---------------------|--------|
| UNIT | U/E | \$8.50/ UE | |
| 1,6 | 102 | \$ | 867.00 |
| 2,3,4 | 95 | \$ | 807.50 |
| 5 | 110 | \$ | 935.00 |
| 6 | 102 | \$ | 867.00 |
| 7,8,9 | 99 | \$ | 841.50 |
| 10 | 104 | \$ | 884.00 |

Approved Budget 1 April 2025-30 June 2025

The Owners of 3 Norman St Fremantle
Strata Scheme 63910

3 month budget --- EOFY Reverts to 30/06/25

Reserve Fund - Levy Contributions

| | | | | | |
|--|------------|----|-----------|----|-----------|
| Net owners funds | 31/03/2025 | \$ | 18,922.53 | \$ | 18,922.53 |
| Proposed Income - Regular Reserve Levy | | \$ | 1,500.00 | \$ | 20,422.53 |
| Proposed Income - Special Levy | | \$ | - | \$ | 20,422.53 |

Less

| | | | | | |
|-------------------------|--|----|-----------|----|-----------|
| Anticipated Expenditure | | \$ | 14,200.00 | \$ | 14,200.00 |
|-------------------------|--|----|-----------|----|-----------|

| | | | | | |
|----------------------------------|-------------------|--|--|-----------|-----------------|
| ANTICIPATED BALANCE AS AT | 30/06/2025 | | | \$ | 6,222.53 |
|----------------------------------|-------------------|--|--|-----------|-----------------|

| | | | | | |
|---------------------------------|--|--|------------------|----|-------|
| Note: unpaid levy contributions | | | | \$ | - |
| | | | Aggregate of u/e | | 1,000 |

| | | |
|---|----|------|
| Strata Levies per unit entitlement per annum | | 1.5 |
| Strata Levies per unit entitlement per quarter (if equal) | \$ | 0.38 |

| QUARTERS | \$/UE | |
|-------------------|----------------|----------------|
| 01/04/25-30/06/25 | \$ 1.50 | already raised |
| Total | \$ 1.50 | |

| | | Levy per quarter at | |
|-------|-----|---------------------|--------|
| UNIT | U/E | \$1.50/ UE | |
| 1,6 | 102 | \$ | 153.00 |
| 2,3,4 | 95 | \$ | 142.50 |
| 5 | 110 | \$ | 165.00 |
| 6 | 102 | \$ | 153.00 |
| 7,8,9 | 99 | \$ | 148.50 |
| 10 | 104 | \$ | 156.00 |

Approved Budget 1 July 2025 - 30 June 2026

The Owners of 3 Norman St Fremantle
Strata Scheme 63910

| Administrative Fund | Proposed budget (inc GST) |
|---|--------------------------------------|
| Revenue | |
| Levies Due--Admin | \$ 34,000.00 |
| <i>Total revenue</i> | \$ 34,000.00 |
| Less expenses | |
| Administration | |
| Admin--Management Fees--Standard | \$ 2,590.00 |
| Admin--Agent Disburst--Meeting Fees | \$ 600.00 |
| Admin--Agent Disburst--Preparation | \$ 1,200.00 |
| Admin--Agent Disburst--Email Correspondence | \$ 1,100.00 |
| Admin--Agent Disburst--Telephone Calls | \$ 350.00 |
| Admin--Agent Disburst--Maintenance Orders | \$ 800.00 |
| Admin--Agent Disburst--Software Licence Fee | \$ 144.00 |
| Professional Fees | |
| Admin--Accountant Fees | \$ 180.00 |
| Utilities | |
| Utility--Electricity | \$ 500.00 |
| Utility--Water | \$ 3,000.00 |
| Insurance | |
| Insurance--Premiums | \$ 8,600.00 |
| Insurance--Excesses | \$ 500.00 |
| Building | |
| Maint Bldg--General Maintenance | \$ 2,000.00 |
| Maint Bldg--Cleaning Common Area | \$ 1,800.00 |
| Maint Bldg--Gutters & Downpipes Cleaning | \$ 900.00 |
| Maint Bldg--Pest/Vermin Control | \$ 600.00 |
| Maint Bldg--Intercom | \$ 500.00 |
| Maint Bldg--Plumbing & Drainage | \$ 3,000.00 |
| Maint Bldg--Security Gate Repairs | \$ 600.00 |
| Maint Bldg--Electrical | \$ 500.00 |
| Grounds/Landscaping | |
| Maint Grounds--Lawns & Gardening | \$ 2,800.00 |
| Maint Grounds--Irrigation Systems | \$ 200.00 |
| Total expenses | \$ 32,464.00 |

| Reserve Fund | Proposed budget (inc GST) |
|--------------------------------------|--------------------------------------|
| Revenue | |
| Levies Due--Sinking | \$ 7,200.00 |
| Levies Due (Special)--Sinking | \$ - |
| <i>Total revenue</i> | \$ 7,200.00 |
| Less expenses | |
| Maint Bldg--10 Year Maintenance Plan | \$ 5,000.00 |
| Total expenses | \$ 5,000.00 |

Approved Budget 1 July 2025 - 30 June 2026

The Owners of 3 Norman St Fremantle
Strata Scheme 63910

Administrative Fund - Levy Contributions

| | | | | | |
|--------------------------------|------------|----|-----------|----|-----------|
| Net owners funds | 30/06/2025 | \$ | 11,607.24 | \$ | 11,607.24 |
| Proposed Income - Regular Levy | | \$ | 34,000.00 | \$ | 45,607.24 |
| Transfer from Reserve Fund | | \$ | - | \$ | 45,607.24 |

Less

| | | | | | |
|-------------------------|--|----|-----------|----|-----------|
| Anticipated Expenditure | | \$ | 32,464.00 | \$ | 32,464.00 |
|-------------------------|--|----|-----------|----|-----------|

| | | | | | |
|----------------------------------|-------------------|--|--|-----------|------------------|
| ANTICIPATED BALANCE AS AT | 30/06/2026 | | | \$ | 13,143.24 |
|----------------------------------|-------------------|--|--|-----------|------------------|

| | | | | | |
|---------------------------------|------------------|--|--|----|-------|
| Note: unpaid levy contributions | | | | \$ | - |
| | Aggregate of u/e | | | | 1,000 |

| | | |
|---|----|-------|
| Strata Levies per unit entitlement per annum | \$ | 34.00 |
| Strata Levies per unit entitlement per quarter (if equal) | \$ | 8.50 |

| QUARTERS | | \$/UE |
|---------------------|-----------|--------------|
| 01/07/25 - 30/09/25 | \$ | 8.50 |
| 01/10/25 - 31/12/25 | \$ | 8.50 |
| 01/01/26 - 31/03/26 | \$ | 8.50 |
| 01/04/26 - 30/06/26 | \$ | 8.50 |
| Total | \$ | 34.00 |

| | | Levy per quarter at | |
|-------|-----|---------------------|--------|
| UNIT | U/E | \$x/ UE | |
| 1,6 | 102 | \$ | 867.00 |
| 2,3,4 | 95 | \$ | 807.50 |
| 5 | 110 | \$ | 935.00 |
| 6 | 102 | \$ | 867.00 |
| 7,8,9 | 99 | \$ | 841.50 |
| 10 | 104 | \$ | 884.00 |

Approved Budget 1 July 2025 - 30 June 2026

The Owners of 3 Norman St Fremantle
Strata Scheme 63910

Reserve Fund - Levy Contributions

| | | | | | |
|--|------------|----|----------|----|-----------|
| Net owners funds | 30/06/2025 | \$ | 6,222.53 | \$ | 6,222.53 |
| Proposed Income - Regular Reserve Levy | | \$ | 7,200.00 | \$ | 13,422.53 |
| Proposed Income - Special Levy | | \$ | - | \$ | 13,422.53 |

Less

| | | | | | |
|-------------------------|--|----|----------|----|----------|
| Anticipated Expenditure | | \$ | 5,000.00 | \$ | 5,000.00 |
|-------------------------|--|----|----------|----|----------|

| | | | | | |
|----------------------------------|-------------------|--|--|-----------|-----------------|
| ANTICIPATED BALANCE AS AT | 30/06/2026 | | | \$ | 8,422.53 |
|----------------------------------|-------------------|--|--|-----------|-----------------|

| | | | | | |
|---------------------------------|--|--|------------------|----|-------|
| Note: unpaid levy contributions | | | | \$ | - |
| | | | Aggregate of u/e | | 1,000 |

| | | |
|---|----|------|
| Strata Levies per unit entitlement per annum | \$ | 7.20 |
| Strata Levies per unit entitlement per quarter (if equal) | \$ | 1.80 |

| QUARTERS | | \$/UE |
|---------------------|-----------|-------------|
| 01/07/25 - 30/09/25 | \$ | 1.80 |
| 01/10/25 - 31/12/25 | \$ | 1.80 |
| 01/01/26 - 31/03/26 | \$ | 1.80 |
| 01/04/26 - 30/06/26 | \$ | 1.80 |
| Total | \$ | 7.20 |

| | | Levy per quarter at | |
|-------|-----|---------------------|--------|
| UNIT | U/E | \$1.80/ UE | |
| 1,6 | 102 | \$ | 183.60 |
| 2,3,4 | 95 | \$ | 171.00 |
| 5 | 110 | \$ | 198.00 |
| 6 | 102 | \$ | 183.60 |
| 7,8,9 | 99 | \$ | 178.20 |
| 10 | 104 | \$ | 187.20 |



CERTIFICATE OF CURRENCY

THE INSURED

| | |
|------------------------|---|
| POLICY NUMBER | WRSC14000859 |
| PDS AND POLICY WORDING | Residential Strata Product Disclosure Statement and Policy Wording SCI034-Policy-RS-PPW-02/2021 Supplementary Product Disclosure Statement SCIA-036_SPDS_RSC-10/2021 |
| THE INSURED SITUATION | The Owners of 3 Norman Street Fremantle Strata Plan 63910 3 Norman Street, Fremantle, WA, 6160 |
| PERIOD OF INSURANCE | Commencement Date: 4:00pm on 01/12/2024 Expiry Date: 4:00pm on 01/12/2025 |
| INTERMEDIARY | Body Corporate Brokers |
| ADDRESS | PO Box 5655, St George's Terrace, WA, 6831 |
| DATE OF ISSUE | 22/07/2025 |

POLICY LIMITS / SUMS INSURED

| | | | |
|------------|---------------------------------------|--|--------------|
| SECTION 1 | PART A | 1. Building | \$3,050,000 |
| | | Common Area Contents | \$30,500 |
| | | 2. Terrorism Cover under Section 1 Part A2 | Applies |
| | PART B | Loss of Rent/Temporary Accommodation | \$457,500 |
| | OPTIONAL COVERS | 1. Flood | Included |
| | | 2. Floating Floors | Not Included |
| SECTION 2 | Liability | | \$10,000,000 |
| SECTION 3 | Voluntary Workers | | Included |
| SECTION 4 | Workers Compensation | | Selected |
| SECTION 5 | Fidelity Guarantee | | \$100,000 |
| SECTION 6 | Office Bearers' Liability | | \$250,000 |
| SECTION 7 | Machinery Breakdown | | Not Included |
| SECTION 8 | Catastrophe | | Not Included |
| SECTION 9 | PART A | Government Audit Costs – Professional Fees | \$25,000 |
| | PART B | Appeal Expenses | \$100,000 |
| | PART C | Legal Defence Expenses | \$50,000 |
| SECTION 10 | Lot Owners' Fixtures and Improvements | | \$300,000 |
| SECTION 11 | Loss of Lot Market Value | | Not Included |

This certificate of currency has been issued by Strata Community Insurance Agencies Pty Ltd, ABN 72 165 914 009, AFSL 457787 on behalf of the insurer Allianz Australia Insurance Limited, ABN 15 000 122 850, AFSL 234708 and confirms that on the Date of Issue a policy existed for the Period of Insurance and sums insured shown herein. The Policy may be subsequently altered or cancelled in accordance with its terms after the Date of Issue of this notice without further

notice to the holder of this notice. It is issued as a matter of information only and does not confer any rights on the holder. This certificate does not amend, extend, replace, negate or override the benefits, terms, conditions and exclusions as described in the Schedule documents together with the Product Disclosure Statement and insurance policy wording.

Maintenance Plan Forecast Report

3 Norman Street
3 Norman Street, Fremantle, WA 6160
Scheme Number: 63910



COMPILED BY SIMON VINCENT

**On 15 March 2022 for the
15 Years Commencing: 1 April 2022
QIA Job Reference Number: 170468**

Professional Indemnity Insurance Policy Number 96 0968886 PLP
© QIA Group Pty Ltd

PO Box 1280,
Beenleigh QLD 4207

P 1300 309 201
F 1300 369 190
E info@qiagroup.com.au
W www.qiagroup.com.au

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REPORT TABLE OF CONTENTS

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INTRODUCTION

We have estimated that the Maintenance Plan Levies as proposed in this report will be adequate to accumulate sufficient funds to meet anticipated long term costs, with essentially only an adjustment for inflation being required.

LOCATION

3 Norman Street, Fremantle, WA 6160

REPORT SUMMARY

We have estimated that the Maintenance Plan Levies as proposed in this report will be adequate to accumulate sufficient funds to meet anticipated long term costs, with essentially only an adjustment for inflation being required.

We recommend that the Maintenance Plan Report be regularly updated to ensure that an accurate assessment of how the scheme land, building and facilities are aging and to incorporate into the Report any major changes brought about by legislation, or pricing.

| | |
|---|------------|
| The Maintenance Plan Levy per entitlement already set is: | \$0.33 |
| Number of Lot/Unit Entitlements: | 1000 |
| Opening Balance: | \$6,510.88 |
| The proposed Maintenance Plan Levy per entitlement is: | \$10.51 |

METHODOLOGY

The nominal forecast period of this report is 15 years and the costs anticipated during each of the years are detailed line by line on a yearly basis. The nominal time frame of the Report is to a large extent driven by the fact that many elements in a building's structure have a life beyond 15 years. Therefore an amount has been taken up for each item that would require replacement or substantial repair outside of the 15 year forecast period to account for these anticipated expenses. The basis for the accrual of these funds is that Owners use or consume the common property during their period of ownership and so are responsible for funding their eventual replacement. The manner in which the land, buildings and facilities actually age cannot be accurately determined without regular inspections which take into account the size, location and use of the scheme.

The report will generally categorise costs as follows:

1. Costs that occur in a predictable timeframe, in one tranche or as one project and within the 15 years forecast – a typical example of this kind of cost may be external painting or external door replacement. These items are generally described as straight costs e.g. repaint building or replace door.
2. Costs that occur in a predictable timeframe, in several tranches within the 15 years forecast – a typical example of this kind of cost may be boundary fence replacement, light fitting replacements or tree removal/lopping. These costs are generally described as an ongoing or partial replacement or provision cost.
3. Costs that occur in a predictable timeframe in one tranche or multiple tranches but will be outside the 15 years forecast – a typical example of this would be driveway resurfacing, gutter or downpipe replacements. These costs will only appear as annual accruals in the **Itemised Accruals by Year** section of the report, or may appear as a “partial” provision if there is a need for some allowance in the duration of the report.
4. Costs that are not predictable and may occur in one tranche or multiple tranches – a typical example of this cost is a burst water pipe. These costs are generally shown in the report as a repairs and replacement cost or an allowance.

The levy income has been determined by forecasting the expenditure requirement to replace or renew assets or finishes that have an effective life and making an allowance for items that do not have a finite lifespan. The levy income is initially increased each year by a variable inflationary factor to smooth the effects of major cost fluctuations given the initial fund balance and income.

No allowance has been made for interest receivable on the Maintenance Plan Account, possible bank charges or tax obligations arising from bank interest.

Future replacement costs have been calculated by assessing the current replacement cost for each item to a standard the same or better than the original. These anticipated costs are increased each year at a rate of 5.0% per annum, this rate is reflective of building price indices which are historically higher than the general inflation rate. A contingency of 10.0% per annum has been applied to anticipated costs and it is applied to each individual cost in the year the cost (e.g. painting) is expected to occur (e.g. 2035), the contingency rate is not an annual compounding cost.

The effective life for each item identified is based on its material effective life, therefore no consideration has been made for the economic life of plant, equipment, finishes or upgrades.

We have included a line item called Capital Replacement – General which is a yearly provision for unforeseen and/or unknown capital costs and expenses. This provision will allow Owners to expend funds on items which are not specifically allowed for, without the need to call an Extraordinary General Meeting to raise a special levy to pay for those otherwise unspecified items.

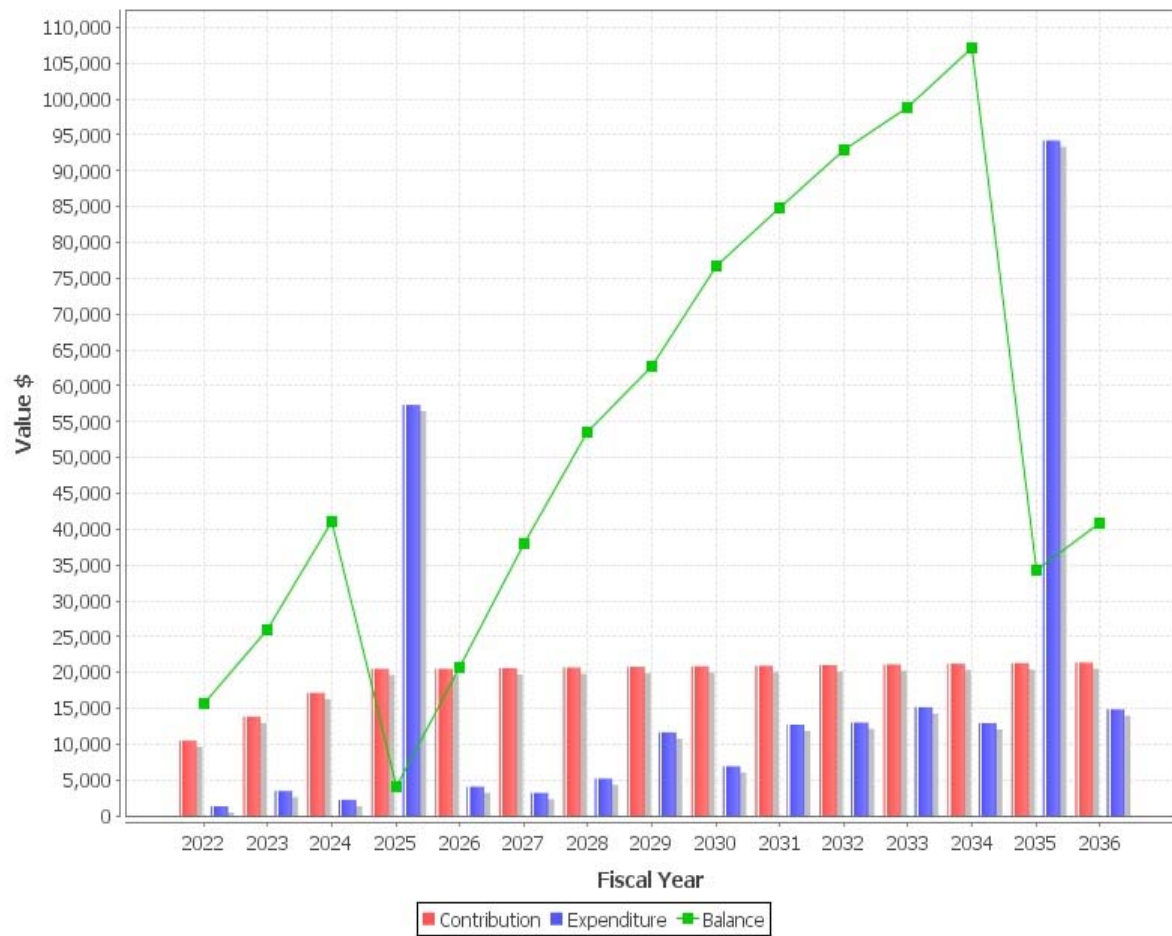
If the amounts provided for are not expended in any one year they will be accumulated to meet expenditures in future years although it has been our experience that some form of capital expenditure occurs every year and not all of it is accounted for via the specific line items in our report.

No allowance has been made for buildings Registered for Goods and Services Tax (GST) and GST will need to be applied to the levies proposed in this report.

This report assumes that all plant and equipment will be maintained under comprehensive maintenance agreements. Expenditure incurred for maintenance agreements is taken to be covered within the Administrative Fund Budget, as are any smaller items that would be considered routine replacement items.

MAINTENANCE PLAN FINANCIAL SUMMARY

| Year | | Opening Balance | Income | | Expenses | Closing Balance |
|-------------|-------------|-------------------|-------------------------|------------------------------|---------------------------|-------------------------------|
| Report Year | Fiscal From | Beginning of Year | Contribution Total P.A. | Contribution per Entitlement | Est Expenditure (Inc GST) | Closing Balance (End of Year) |
| 1 | 01/04/2022 | \$6,511 | \$10,507 | \$10.51 | \$1,335 | \$15,683 |
| 2 | 01/04/2023 | \$15,683 | \$13,844 | \$13.84 | \$3,476 | \$26,051 |
| 3 | 01/04/2024 | \$26,051 | \$17,181 | \$17.18 | \$2,236 | \$40,996 |
| 4 | 01/04/2025 | \$40,996 | \$20,518 | \$20.52 | \$57,341 | \$4,173 |
| 5 | 01/04/2026 | \$4,173 | \$20,525 | \$20.52 | \$4,066 | \$20,632 |
| 6 | 01/04/2027 | \$20,632 | \$20,612 | \$20.61 | \$3,193 | \$38,051 |
| 7 | 01/04/2028 | \$38,051 | \$20,699 | \$20.70 | \$5,210 | \$53,540 |
| 8 | 01/04/2029 | \$53,540 | \$20,786 | \$20.79 | \$11,646 | \$62,680 |
| 9 | 01/04/2030 | \$62,680 | \$20,873 | \$20.87 | \$6,930 | \$76,623 |
| 10 | 01/04/2031 | \$76,623 | \$20,960 | \$20.96 | \$12,732 | \$84,851 |
| 11 | 01/04/2032 | \$84,851 | \$21,047 | \$21.05 | \$13,017 | \$92,881 |
| 12 | 01/04/2033 | \$92,881 | \$21,134 | \$21.13 | \$15,144 | \$98,871 |
| 13 | 01/04/2034 | \$98,871 | \$21,221 | \$21.22 | \$12,950 | \$107,141 |
| 14 | 01/04/2035 | \$107,141 | \$21,308 | \$21.31 | \$94,230 | \$34,219 |
| 15 | 01/04/2036 | \$34,219 | \$21,395 | \$21.39 | \$14,844 | \$40,771 |

MAINTENANCE PLAN FORECAST MOVEMENT

SUMMARY OF ANNUAL FORECAST EXPENDITURE

| April 2022 | | Expense Inc GST |
|--|--|--------------------|
| SUPERSTRUCTURE | | |
| - Capital Replacement - General | | \$1,000 |
| FURNITURE & FITTINGS | | |
| - Ongoing partial replacement of exterior lighting | | \$335 |
| <u>Total Forecast Expenditure for year - April 2022 (Inc GST):</u> | | <u>\$1,335</u> |
| Includes GST amount of : | | \$121 |
| April 2023 | | Expense Inc GST |
| SUPERSTRUCTURE | | |
| - Capital Replacement - General | | \$1,050 |
| DRIVEWAY | | |
| - Replace entry gate motor in 2 years | | \$2,426 |
| <u>Total Forecast Expenditure for year - April 2023 (Inc GST):</u> | | <u>\$3,476</u> |
| Includes GST amount of : | | \$316 |
| April 2024 | | Expense Inc GST |
| SUPERSTRUCTURE | | |
| - Capital Replacement - General | | \$1,103 |
| EXTERNAL WORKS | | |
| - Ongoing partial maintenance of pathways 5% of total | | \$764 |
| FURNITURE & FITTINGS | | |
| - Ongoing partial replacement of exterior lighting | | \$369 |
| <u>Total Forecast Expenditure for year - April 2024 (Inc GST):</u> | | <u>\$2,236</u> |
| Includes GST amount of : | | \$203 |

| | |
|-------------------|----------------------------|
| April 2025 | Expense Inc GST |
|-------------------|----------------------------|

SUPERSTRUCTURE

| | |
|--|----------|
| - Repaint building | \$34,416 |
| - Repaint balcony ceilings | \$4,279 |
| - Repaint soffits | \$1,872 |
| - Scaffold/access equip allowance | \$7,354 |
| - Repaint door face | \$3,610 |
| - Provision to replace external door/frame | \$936 |
| - Capital Replacement - General | \$1,158 |

FENCING

| | |
|----------------------------------|---------|
| - Repaint boundary walls/fencing | \$1,337 |
|----------------------------------|---------|

STAIRWELL

| | |
|---------------------|---------|
| - Repaint walls | \$1,604 |
| - Repaint ceiling | \$535 |
| - Repaint door face | \$241 |

| | |
|--|-----------------|
| <u>Total Forecast Expenditure for year - April 2025 (Inc GST):</u> | <u>\$57,341</u> |
|--|-----------------|

| | |
|--------------------------|---------|
| Includes GST amount of : | \$5,213 |
|--------------------------|---------|

| | |
|-------------------|----------------------------|
| April 2026 | Expense Inc GST |
|-------------------|----------------------------|

SUPERSTRUCTURE

| | |
|---|---------|
| - Provision to replace balustrade fixings | \$140 |
| - Capital Replacement - General | \$1,216 |

FURNITURE & FITTINGS

| | |
|--|-------|
| - Ongoing partial replacement of exterior lighting | \$407 |
| - Provision to replace door closer | \$197 |

ROOF

| | |
|---|---------|
| - Maintain metal roof fixings/flashings | \$2,106 |
|---|---------|

| | |
|--|----------------|
| <u>Total Forecast Expenditure for year - April 2026 (Inc GST):</u> | <u>\$4,066</u> |
|--|----------------|

| | |
|--------------------------|-------|
| Includes GST amount of : | \$370 |
|--------------------------|-------|

| | |
|-------------------|--------------------|
| April 2027 | Expense Inc GST |
|-------------------|--------------------|

SUPERSTRUCTURE

| | |
|--|---------|
| - Provision to replace external door/frame | \$1,032 |
|--|---------|

| | |
|---------------------------------|---------|
| - Capital Replacement - General | \$1,277 |
|---------------------------------|---------|

EXTERNAL WORKS

| | |
|---|-------|
| - Ongoing partial maintenance of pathways 5% of total | \$884 |
|---|-------|

| | |
|--|----------------|
| <u>Total Forecast Expenditure for year - April 2027 (Inc GST):</u> | <u>\$3,193</u> |
|--|----------------|

| | |
|--------------------------|-------|
| Includes GST amount of : | \$290 |
|--------------------------|-------|

| | |
|-------------------|--------------------|
| April 2028 | Expense Inc GST |
|-------------------|--------------------|

SUPERSTRUCTURE

| | |
|---|-------|
| - Provision to replace balustrade fixings | \$155 |
|---|-------|

| | |
|---------------------------------|---------|
| - Capital Replacement - General | \$1,340 |
|---------------------------------|---------|

EXTERNAL WORKS

| | |
|----------------------------|---------|
| - Maintain common pipework | \$1,672 |
|----------------------------|---------|

FURNITURE & FITTINGS

| | |
|------------------------------------|---------|
| - Replace clothes lines in 7 years | \$1,053 |
|------------------------------------|---------|

| | |
|--|-------|
| - Ongoing partial replacement of exterior lighting | \$449 |
|--|-------|

STAIRWELL

| | |
|-------------------------------|-------|
| - Maintain tiles 20% of total | \$542 |
|-------------------------------|-------|

| | |
|--|----------------|
| <u>Total Forecast Expenditure for year - April 2028 (Inc GST):</u> | <u>\$5,210</u> |
|--|----------------|

| | |
|--------------------------|-------|
| Includes GST amount of : | \$474 |
|--------------------------|-------|

| | |
|-------------------|--------------------|
| April 2029 | Expense Inc GST |
|-------------------|--------------------|

SUPERSTRUCTURE

- | | |
|--|---------|
| - Provision to replace external door/frame | \$1,138 |
| - Capital Replacement - General | \$1,407 |

DRIVEWAY

- | | |
|------------------------------------|---------|
| - Maintain entry gate running gear | \$1,788 |
|------------------------------------|---------|

FURNITURE & FITTINGS

- | | |
|--|---------|
| - Provision to upgrade intercom systems & associated equipment | \$7,313 |
|--|---------|

| | |
|---|-----------------|
| Total Forecast Expenditure for year - April 2029 (Inc GST): | <u>\$11,646</u> |
|---|-----------------|

| | |
|--------------------------|---------|
| Includes GST amount of : | \$1,059 |
|--------------------------|---------|

| | |
|-------------------|--------------------|
| April 2030 | Expense Inc GST |
|-------------------|--------------------|

SUPERSTRUCTURE

- | | |
|---|---------|
| - Replace window fixtures and fittings | \$896 |
| - Provision to replace balustrade fixings | \$171 |
| - Capital Replacement - General | \$1,478 |

EXTERNAL WORKS

- | | |
|---|---------|
| - Ongoing partial maintenance of pathways 5% of total | \$1,024 |
|---|---------|

FURNITURE & FITTINGS

- | | |
|--|-------|
| - Ongoing partial replacement of exterior lighting | \$495 |
|--|-------|

ROOF

- | | |
|---|---------|
| - Provision to replace down pipes in 25 years (partial accrual) | \$2,867 |
|---|---------|

| | |
|---|----------------|
| Total Forecast Expenditure for year - April 2030 (Inc GST): | <u>\$6,930</u> |
|---|----------------|

| | |
|--------------------------|-------|
| Includes GST amount of : | \$630 |
|--------------------------|-------|

| April 2031 | Expense Inc GST |
|--|----------------------------|
| SUPERSTRUCTURE | |
| - Provision to replace external door/frame | \$1,254 |
| - Capital Replacement - General | \$1,552 |
| DRIVEWAY | |
| - Replace entry gate motor in 2 years | \$3,584 |
| FENCING | |
| - Provision to replace colorbond fencing in 30 years (partial accrual) | \$3,655 |
| ROOF | |
| - Maintain metal roof fixings/flashings | \$2,688 |
| <u>Total Forecast Expenditure for year - April 2031 (Inc GST):</u> | <u>\$12,732</u> |
| Includes GST amount of : | \$1,157 |
| April 2032 | Expense Inc GST |
| SUPERSTRUCTURE | |
| - Provision to replace balustrade fixings | \$188 |
| - Capital Replacement - General | \$1,629 |
| FURNITURE & FITTINGS | |
| - Ongoing partial replacement of exterior lighting | \$546 |
| ROOF | |
| - Provision to replace guttering in 25 years (partial accrual) | \$9,996 |
| STAIRWELL | |
| - Maintain tiles 20% of total | \$658 |
| <u>Total Forecast Expenditure for year - April 2032 (Inc GST):</u> | <u>\$13,017</u> |
| Includes GST amount of : | \$1,183 |

| | |
|-------------------|--------------------|
| April 2033 | Expense Inc GST |
|-------------------|--------------------|

SUPERSTRUCTURE

| | |
|--|---------|
| - Provision to replace external door/frame | \$1,383 |
| - Capital Replacement - General | \$1,711 |

EXTERNAL WORKS

| | |
|---|---------|
| - Ongoing partial maintenance of pathways 5% of total | \$1,185 |
|---|---------|

FIRE PROTECTION SYSTEMS

| | |
|--|----------|
| - Provision to upgrade Fire Panel & associated detection equipment | \$10,865 |
|--|----------|

| | |
|---|-----------------|
| Total Forecast Expenditure for year - April 2033 (Inc GST): | <u>\$15,144</u> |
|---|-----------------|

| | |
|--------------------------|---------|
| Includes GST amount of : | \$1,377 |
|--------------------------|---------|

| | |
|-------------------|--------------------|
| April 2034 | Expense Inc GST |
|-------------------|--------------------|

SUPERSTRUCTURE

| | |
|---|---------|
| - Replace window fixtures and fittings | \$1,089 |
| - Provision to replace balustrade fixings | \$207 |
| - Capital Replacement - General | \$1,796 |

DRIVEWAY

| | |
|---------------------------------|---------|
| - Maintain driveway 3% of total | \$5,772 |
|---------------------------------|---------|

FURNITURE & FITTINGS

| | |
|--|-------|
| - Ongoing partial replacement of exterior lighting | \$602 |
|--|-------|

ROOF

| | |
|---|---------|
| - Provision to replace down pipes in 25 years (partial accrual) | \$3,485 |
|---|---------|

| | |
|---|-----------------|
| Total Forecast Expenditure for year - April 2034 (Inc GST): | <u>\$12,950</u> |
|---|-----------------|

| | |
|--------------------------|---------|
| Includes GST amount of : | \$1,177 |
|--------------------------|---------|

| April 2035 | Expense Inc GST |
|------------|--------------------|
|------------|--------------------|

SUPERSTRUCTURE

| | |
|-----------------------------------|----------|
| - Repaint building | \$56,060 |
| - Repaint balcony ceilings | \$6,969 |
| - Repaint soffits | \$3,049 |
| - Scaffold/access equip allowance | \$11,979 |
| - Repaint door face | \$5,880 |
| - Capital Replacement - General | \$1,886 |

EXTERNAL WORKS

| | |
|----------------------------|---------|
| - Maintain common pipework | \$2,352 |
|----------------------------|---------|

FENCING

| | |
|----------------------------------|---------|
| - Repaint boundary walls/fencing | \$2,178 |
|----------------------------------|---------|

STAIRWELL

| | |
|---------------------|---------|
| - Repaint walls | \$2,614 |
| - Repaint ceiling | \$871 |
| - Repaint door face | \$392 |

| | |
|--|-----------------|
| <u>Total Forecast Expenditure for year - April 2035 (Inc GST):</u> | <u>\$94,230</u> |
|--|-----------------|

| | |
|--------------------------|---------|
| Includes GST amount of : | \$8,566 |
|--------------------------|---------|

| April 2036 | Expense Inc GST |
|------------|--------------------|
|------------|--------------------|

SUPERSTRUCTURE

| | |
|---|---------|
| - Provision to replace balustrade fixings | \$229 |
| - Capital Replacement - General | \$1,980 |

EXTERNAL WORKS

| | |
|---|---------|
| - Ongoing partial maintenance of pathways 5% of total | \$1,372 |
|---|---------|

FENCING

| | |
|--|---------|
| - Provision to replace colorbond fencing in 30 years (partial accrual) | \$4,665 |
|--|---------|

FURNITURE & FITTINGS

| | |
|---|---------|
| - Provision to replace mail boxes in 20 years (partial accrual) | \$1,384 |
| - Ongoing partial replacement of exterior lighting | \$663 |
| - Provision to replace door closer | \$320 |

ROOF

| | |
|---|---------|
| - Maintain metal roof fixings/flashings | \$3,430 |
|---|---------|

STAIRWELL

| | |
|-------------------------------|-------|
| - Maintain tiles 20% of total | \$800 |
|-------------------------------|-------|

| | |
|--|-----------------|
| <u>Total Forecast Expenditure for year - April 2036 (Inc GST):</u> | <u>\$14,844</u> |
|--|-----------------|

| | |
|--------------------------|---------|
| Includes GST amount of : | \$1,349 |
|--------------------------|---------|

ITEMISED EXPENDITURE BY YEAR

| Item | Current Cost | Year 1st Applied | Remain Life/ Next Interval | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 |
|--|--------------|------------------|----------------------------|------|------|------|-------|------|------|------|------|------|------|------|------|------|-------|------|
| SUPERSTRUCTURE | | | | | | | | | | | | | | | | | | |
| - Repaint building | \$25,740 | 2025 | 10 | | | | 34416 | | | | | | | | | | 56060 | |
| - Repaint balcony ceilings | \$3,200 | 2025 | 10 | | | | 4279 | | | | | | | | | | 6969 | |
| - Replace window fixtures and fittings | \$525 | 2030 | 4 | | | | | | | | | 896 | | | | 1089 | | |
| - Repaint soffits | \$1,400 | 2025 | 10 | | | | 1872 | | | | | | | | | | 3049 | |
| - Scaffold/access equip allowance | \$5,500 | 2025 | 10 | | | | 7354 | | | | | | | | | | 11979 | |
| - Repaint door face | \$2,700 | 2025 | 10 | | | | 3610 | | | | | | | | | | 5880 | |
| - Provision to replace external door/frame | \$700 | 2025 | 2 | | | | 936 | | 1032 | | 1138 | | 1254 | | 1383 | | | |
| - Provision to replace balustrade fixings | \$100 | 2026 | 2 | | | | | 140 | | 155 | | 171 | | 188 | | 207 | | 229 |
| - Capital Replacement - General | \$866 | 2022 | 0 | 1000 | 1050 | 1103 | 1158 | 1216 | 1277 | 1340 | 1407 | 1478 | 1552 | 1629 | 1711 | 1796 | 1886 | 1980 |
| | | | | | | | | | | | | | | | | | | |
| DRIVEWAY | | | | | | | | | | | | | | | | | | |
| - Maintain entry gate running gear | \$1,100 | 2029 | 13 | | | | | | | | 1788 | | | | | | | |
| - Replace entry gate motor in 2 years | \$2,000 | 2023 | 8 | | 2426 | | | | | | | | 3584 | | | | | |
| - Maintain driveway 3% of total | \$2,782 | 2034 | 5 | | | | | | | | | | | | | 5772 | | |
| | | | | | | | | | | | | | | | | | | |
| EXTERNAL WORKS | | | | | | | | | | | | | | | | | | |
| - Maintain common pipework | \$1,080 | 2028 | 7 | | | | | | | 1672 | | | | | | | 2352 | |
| - Ongoing partial maintenance of pathways 5% of total | \$600 | 2024 | 3 | | | 764 | | | 884 | | | 1024 | | | 1185 | | | 1372 |
| | | | | | | | | | | | | | | | | | | |
| FENCING | | | | | | | | | | | | | | | | | | |
| - Provision to replace colorbond fencing in 30 years (partial accrual) | \$2,040 | 2031 | 5 | | | | | | | | | | 3655 | | | | | 4665 |

| Item | Current Cost | Year 1st Applied | Remain Life/ Next Interval | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 |
|--|--------------|------------------|----------------------------|------|------|------|-------|------|------|------|-------|------|-------|-------|-------|-------|-------|-------|
| - Repaint boundary walls/fencing | \$1,000 | 2025 | 10 | | | | 1337 | | | | | | | | | | 2178 | |
| | | | | | | | | | | | | | | | | | | |
| FURNITURE & FITTINGS | | | | | | | | | | | | | | | | | | |
| - Replace clothes lines in 7 years | \$680 | 2028 | 12 | | | | | | | 1053 | | | | | | | | |
| - Provision to replace mail boxes in 20 years (partial accrual) | \$605 | 2036 | 5 | | | | | | | | | | | | | | | 1384 |
| - Ongoing partial replacement of exterior lighting | \$290 | 2022 | 2 | 335 | | 369 | | 407 | | 449 | | 495 | | 546 | | 602 | | 663 |
| - Provision to upgrade intercom systems & associated equipment | \$4,500 | 2029 | 13 | | | | | | | | 7313 | | | | | | | |
| - Provision to replace door closer | \$140 | 2026 | 10 | | | | | 197 | | | | | | | | | | 320 |
| | | | | | | | | | | | | | | | | | | |
| FIRE PROTECTION SYSTEMS | | | | | | | | | | | | | | | | | | |
| - Provision to upgrade Fire Panel & associated detection equipment | \$5,500 | 2033 | 17 | | | | | | | | | | | | 10865 | | | |
| | | | | | | | | | | | | | | | | | | |
| ROOF | | | | | | | | | | | | | | | | | | |
| - Provision to replace guttering in 25 years (partial accrual) | \$5,313 | 2032 | 7 | | | | | | | | | | | 9996 | | | | |
| - Maintain metal roof fixings/flashings | \$1,500 | 2026 | 5 | | | | | 2106 | | | | | 2688 | | | | | 3430 |
| - Provision to replace down pipes in 25 years (partial accrual) | \$1,680 | 2030 | 4 | | | | | | | | | 2867 | | | | 3485 | | |
| | | | | | | | | | | | | | | | | | | |
| STAIRWELL | | | | | | | | | | | | | | | | | | |
| - Repaint walls | \$1,200 | 2025 | 10 | | | | 1604 | | | | | | | | | | 2614 | |
| - Repaint ceiling | \$400 | 2025 | 10 | | | | 535 | | | | | | | | | | 871 | |
| - Maintain tiles 20% of total | \$350 | 2028 | 4 | | | | | | | 542 | | | | 658 | | | | 800 |
| - Repaint door face | \$180 | 2025 | 10 | | | | 241 | | | | | | | | | | 392 | |
| | | | | | | | | | | | | | | | | | | |
| Total | | | | 1335 | 3476 | 2236 | 57341 | 4066 | 3193 | 5210 | 11646 | 6930 | 12732 | 13017 | 15144 | 12950 | 94230 | 14844 |
| Includes GST amount of | | | | 121 | 316 | 203 | 5213 | 370 | 290 | 474 | 1059 | 630 | 1157 | 1183 | 1377 | 1177 | 8566 | 1349 |

ITEMISED ACCRUALS BY YEAR

| Item | Current Cost | Year 1st applied | Remain Life/ Next Interval | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 |
|---|--------------|------------------|----------------------------|------|-------|-------|-------|------|------|-------|-------|-------|-------|-------|-------|-------|-------|------|
| SUPERSTRUCTURE | | | | | | | | | | | | | | | | | | |
| - Repaint building | \$25,740 | 2025 | 10 | 7985 | 16369 | 25172 | 34416 | 4457 | 9137 | 14051 | 19210 | 24628 | 30316 | 36289 | 42561 | 49146 | 56060 | 7260 |
| - Repaint balcony ceilings | \$3,200 | 2025 | 10 | 993 | 2035 | 3130 | 4279 | 554 | 1136 | 1747 | 2388 | 3062 | 3769 | 4511 | 5291 | 6109 | 6969 | 902 |
| - Replace window fixtures and fittings | \$525 | 2030 | 4 | 81 | 167 | 256 | 350 | 449 | 553 | 662 | 776 | 896 | 253 | 518 | 797 | 1089 | 307 | 629 |
| - Repaint soffits | \$1,400 | 2025 | 10 | 434 | 890 | 1369 | 1872 | 242 | 497 | 764 | 1045 | 1339 | 1649 | 1974 | 2315 | 2673 | 3049 | 395 |
| - Scaffold/access equip allowance | \$5,500 | 2025 | 10 | 1706 | 3498 | 5379 | 7354 | 952 | 1952 | 3002 | 4105 | 5263 | 6478 | 7754 | 9094 | 10502 | 11979 | 1551 |
| - Repaint door face | \$2,700 | 2025 | 10 | 838 | 1717 | 2640 | 3610 | 467 | 958 | 1474 | 2015 | 2583 | 3180 | 3806 | 4464 | 5155 | 5880 | 761 |
| - Provision to replace external door/frame | \$700 | 2025 | 2 | 217 | 445 | 685 | 936 | 503 | 1032 | 555 | 1138 | 612 | 1254 | 675 | 1383 | | | |
| - Provision to replace balustrade fixings | \$100 | 2026 | 2 | 25 | 52 | 80 | 109 | 140 | 76 | 155 | 83 | 171 | 92 | 188 | 101 | 207 | 112 | 229 |
| - Capital Replacement - General | \$866 | 2022 | 0 | 1000 | 1050 | 1103 | 1158 | 1216 | 1277 | 1340 | 1407 | 1478 | 1552 | 1629 | 1711 | 1796 | 1886 | 1980 |
| | | | | | | | | | | | | | | | | | | |
| DRIVEWAY | | | | | | | | | | | | | | | | | | |
| - Maintain entry gate running gear | \$1,100 | 2029 | 13 | 187 | 384 | 590 | 807 | 1035 | 1274 | 1525 | 1788 | 190 | 390 | 600 | 820 | 1052 | 1294 | 1550 |
| - Replace entry gate motor in 2 years | \$2,000 | 2023 | 8 | 1183 | 2426 | 375 | 769 | 1183 | 1618 | 2074 | 2553 | 3056 | 3584 | 555 | 1137 | 1748 | 2390 | 3064 |
| - Maintain driveway 3% of total | \$2,782 | 2034 | 5 | 326 | 668 | 1027 | 1405 | 1801 | 2216 | 2653 | 3112 | 3593 | 4099 | 4629 | 5187 | 5772 | 1333 | 2733 |
| | | | | | | | | | | | | | | | | | | |
| EXTERNAL WORKS | | | | | | | | | | | | | | | | | | |
| - Maintain common pipework | \$1,080 | 2028 | 7 | 205 | 421 | 647 | 885 | 1135 | 1397 | 1672 | 289 | 592 | 911 | 1245 | 1596 | 1965 | 2352 | 406 |
| - Ongoing partial maintenance of pathways 5% of total | \$600 | 2024 | 3 | 242 | 497 | 764 | 280 | 575 | 884 | 325 | 666 | 1024 | 376 | 771 | 1185 | 435 | 892 | 1372 |
| | | | | | | | | | | | | | | | | | | |

| Item | Current Cost | Year 1st applied | Remain Life/ Next Interval | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 |
|--|--------------|------------------|----------------------------|------|------|------|------|------|------|------|------|------|------|------|-------|------|------|------|
| FENCING | | | | | | | | | | | | | | | | | | |
| - Provision to replace colorbond fencing in 30 years (partial accrual) | \$2,040 | 2031 | 5 | 291 | 596 | 916 | 1252 | 1606 | 1977 | 2366 | 2775 | 3204 | 3655 | 844 | 1731 | 2661 | 3639 | 4665 |
| - Repaint boundary walls/fencing | \$1,000 | 2025 | 10 | 310 | 636 | 978 | 1337 | 173 | 355 | 546 | 746 | 957 | 1178 | 1410 | 1654 | 1909 | 2178 | 282 |
| | | | | | | | | | | | | | | | | | | |
| FURNITURE & FITTINGS | | | | | | | | | | | | | | | | | | |
| - Replace clothes lines in 7 years | \$680 | 2028 | 12 | 129 | 265 | 408 | 557 | 715 | 880 | 1053 | 119 | 244 | 375 | 512 | 656 | 808 | 967 | 1134 |
| - Provision to replace mail boxes in 20 years (partial accrual) | \$605 | 2036 | 5 | 64 | 131 | 202 | 276 | 354 | 436 | 522 | 612 | 707 | 807 | 911 | 1021 | 1136 | 1257 | 1384 |
| - Ongoing partial replacement of exterior lighting | \$290 | 2022 | 2 | 335 | 180 | 369 | 199 | 407 | 219 | 449 | 241 | 495 | 266 | 546 | 294 | 602 | 323 | 663 |
| - Provision to upgrade intercom systems & associated equipment | \$4,500 | 2029 | 13 | 766 | 1570 | 2414 | 3301 | 4232 | 5209 | 6235 | 7313 | 778 | 1596 | 2454 | 3355 | 4302 | 5295 | 6338 |
| - Provision to replace door closer | \$140 | 2026 | 10 | 36 | 73 | 112 | 154 | 197 | 25 | 52 | 80 | 110 | 141 | 173 | 207 | 243 | 281 | 320 |
| | | | | | | | | | | | | | | | | | | |
| FIRE PROTECTION SYSTEMS | | | | | | | | | | | | | | | | | | |
| - Provision to upgrade Fire Panel & associated detection equipment | \$5,500 | 2033 | 17 | 683 | 1399 | 2152 | 2942 | 3772 | 4643 | 5558 | 6518 | 7527 | 8586 | 9698 | 10865 | 964 | 1976 | 3038 |
| | | | | | | | | | | | | | | | | | | |
| ROOF | | | | | | | | | | | | | | | | | | |
| - Provision to replace guttering in 25 years (partial accrual) | \$5,313 | 2032 | 7 | 704 | 1442 | 2218 | 3033 | 3888 | 4786 | 5729 | 6719 | 7758 | 8850 | 9996 | 1727 | 3541 | 5446 | 7446 |
| - Maintain metal roof fixings/flashings | \$1,500 | 2026 | 5 | 381 | 781 | 1202 | 1643 | 2106 | 486 | 997 | 1534 | 2097 | 2688 | 621 | 1273 | 1957 | 2675 | 3430 |
| - Provision to replace down pipes in 25 years (partial accrual) | \$1,680 | 2030 | 4 | 260 | 533 | 820 | 1121 | 1437 | 1769 | 2117 | 2483 | 2867 | 809 | 1658 | 2549 | 3485 | 983 | 2015 |
| | | | | | | | | | | | | | | | | | | |
| STAIRWELL | | | | | | | | | | | | | | | | | | |
| - Repaint walls | \$1,200 | 2025 | 10 | 372 | 763 | 1173 | 1604 | 208 | 426 | 655 | 896 | 1148 | 1414 | 1692 | 1985 | 2292 | 2614 | 338 |
| - Repaint ceiling | \$400 | 2025 | 10 | 124 | 254 | 391 | 535 | 69 | 142 | 218 | 298 | 383 | 471 | 564 | 661 | 764 | 871 | 113 |

| Item | Current Cost | Year 1st applied | Remain Life/ Next Interval | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 |
|-------------------------------|--------------|------------------|-------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------|-------|-------|
| - Maintain tiles 20% of total | \$350 | 2028 | 4 | 67 | 136 | 210 | 287 | 368 | 453 | 542 | 153 | 313 | 481 | 658 | 186 | 380 | 585 | 800 |
| - Repaint door face | \$180 | 2025 | 10 | 56 | 115 | 176 | 241 | 31 | 64 | 98 | 134 | 172 | 212 | 254 | 298 | 344 | 392 | 51 |
| | | | | | | | | | | | | | | | | | | |
| TOTAL ACCRUALS | | | | 18665 | 36017 | 54722 | 19370 | 30206 | 42684 | 53925 | 59550 | 70316 | 76699 | 84118 | 90960 | 100086 | 29755 | 40006 |

* Bold blue items listed above are expense items that occur in that year.

REPORT INFORMATION

The values included in the report are for budgeting purposes and have been obtained from a number of sources including building cost information guides, painting contractors, plant and equipment suppliers, manufactures and installers and working knowledge of each buildings configuration at the time of inspection.

Every endeavour has been undertaken to accurately compile a budget for the maintenance, repair, renewal or replacement of the items of a non-routine nature that have been identified in this report. However as there is no definitive scope of works for maintenance, repair, renewal or replacement of the items contained in this report it is expected that if said items were put to tender, the quotations received would vary significantly dependent upon the timing and scope of works to that will be undertaken. For this reason it is recommended that several quotations are sourced as far in advance of any anticipated work as possible.

The installation date, present condition and estimated life of each item is determined at the time of the site inspection from a visual inspection, the age of the building (where this information is provided) and any other relevant information provided by the Owners at the time of inspection. This information is then communicated in the report by way of nominated total life cycle in comparison with expected remaining life. The life cycles of each of the items will vary depending upon where the building is located, for example buildings near a salt environment tend to have a lesser life cycle and a higher maintenance requirement.

This Maintenance Plan plan is not a building dilapidation report, building diagnostic report, warranty inspection, defects report, engineering report or structural assessment of the building. Where information in respect of any of these items at time of ordering, it has been incorporated into the report wherever possible. We recommend that a periodic survey be carried out by qualified building contractors to assess the building condition, if required. The inspection of the common property of the scheme is a cursory visual inspection only limited to those areas of the common property that are fully accessible and visible to the inspector from floor or ground level at the time of inspection. The primary purpose of the inspection is to determine the materials used in the construction of the building that need to be maintained, estimate the quantities of same, identify the plant and equipment in the common areas of the building and make a recommendation as to the timing of the repairs and replacements identified for restorative purposes only. The inspection did not include breaking apart, dismantling, removing or moving any element of the building and items located on the common property.

The report does not and cannot make comment upon: defects that may have been concealed; the assessment of which may rely on certain weather conditions and the presence or absence of timber pests. The report will allow for ordinary inclusion, but does not consider or make recommendations as to the specific condition of specialist items and equipment such as gas fittings and supply systems; heritage listing conditions or requirements; fire protection fittings and systems; HVAC fittings and systems site drainage; electrical or data systems or wiring, building plumbing systems including sewerage, potable and stormwater pipe work and fittings; security concerns; detection and identification of illegal building work; and the durability of exposed finishes.

The inspector did not identify and assess safety hazards and did not carry out a risk assessment relating to any hazards upon the common property as part of this report. The report is not an Asbestos report and no assessment was made of asbestos products. The report is not Pool Safety or Window Safety report and no assessment was made as to the compliance or otherwise of any pool barrier or common property windows.

AREAS NOT INSPECTED

- Part or parts of the common property building interior that were not readily accessible
- Part or parts of the building exterior were not readily accessible
- Part or parts of the roof exterior that were not readily visible from ground or floor level or obstructed at the time of inspection because of exceeding height, vegetation or neighbouring buildings.
- Part or parts of the Common Property plant and equipment where specialised knowledge or equipment is required to carry out the inspection, particularly in respect of its' operation.
- Part or parts of the retaining walls, fencing where not readily accessible or inaccessible or obstructed at the time of inspection because of on alignment, vegetation.

