



NEWCASTLE
STRATA INSPECTIONS PTY LTD

Pre-Purchase Strata Inspection Report

Strata Plan: 91174

Address: 18 Throsby Street, WICKHAM NSW 2293

Building Name: "Life @ Throsby"

Lot Number: 20 Unit 120



Client Name: Your Agency

Your Reference: Chris Rousos

Purchaser: Proposed Sale

Vendor: Swain

Date of Inspection: 17th of October 2025

Date of Report: 21st of October 2025

Invoice Number: 84044



NEWCASTLE
STRATA INSPECTIONS PTY LTD

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REPORT OVERVIEW

Quarterly Contributions & Balances:

Quarterly levy contributions were last resolved on the 18th of September 2025 and are payable on the 20th of June, September, December & March.

Administration Fund

\$1,352.48 per quarter

Administration Fund Balance

\$68,388.57 DR

Capital Works Fund

\$107.71 per quarter

Capital Works Fund Balance

\$148,346.55 CR

Lot 20 has paid to the 19th of September 2025 – refer to “Other Matters”.

There were no current special levies, however, refer to “Other Matters”.

Annual General Meeting

The most recent Annual General Meeting (AGM) was held on the 18th of September 2025.

Strata Committee (SC) Members

T.Daley, T.Dybell (S), G.Anderberg, P.Satchell (C), J.Madden, A.Noon & V.Lovecchio

Insurance Policy

The insurance policy is next due on the 31st of March 2026.

Major Building Defects

The books & records inspected did disclose building defects.

Litigation

The books & records inspected did disclose previous/recent litigation relating the Owners' Corporation.



CERTIFICATE OF TITLE & STRATA ROLL

1.1 Was the Certificate of Title sighted at the time of the search?	Yes
Date of the Certificate of Title?	23rd of July 2024
Edition number?	5
Number of Lots?	51
Address for notices for the Owners' Corporation?	18 Throsby Street, WICKHAM NSW 2293
Unit Entitlement noted for the subject Lot?	203/10,000
1.2 Do the Owners' Corporation maintain a strata roll?	Yes
If no, why not?	N/A
Book or electronic form?	Electronic
1.3 The Owner/s name as recoded in the strata roll:	Cameron Andrew Swain
Owners Address	120/18 Throsby Street, WICKHAM NSW 2293
Managing Agent/Nominee	Managing Agent: Your Agency
Mortgagee (1)	N/A
1.4 Did the Strata Roll Comply with the ACT in regard to the following:	
Unit Entitlement recorded?	Yes
Original proprietor recorded?	Yes
Being in book/electronic form?	Yes
By-Laws recorded?	Yes
Current insurance noted?	Yes
Individual pages for Common Property?	Yes
The Strata Management company name recorded?	Yes
Has the Initial Period expired?	Yes
1.5 The date of the First Annual General Meeting was noted as being:	16th of June 2015
1.6 The date of registration of the plans was noted as being:	14th of May 2015



INSURANCES & VALUATION

2.1 Name of Insurer/Broker:	Insurance Australia Limited trading as CGU Insurance
<i>Policy Number</i>	06S7953130
<i>Premium</i>	\$2,889.00
<i>Date of renewal</i>	31st of March 2026
2.2 Details of Building Insurance:	
<i>Sum Insured</i>	Insured by the BMC
2.3 Details of Contents Insurance:	
<i>Sum Insured</i>	Insured by the BMC
2.4 Details of Public Liability Insurance:	
<i>Sum Insured</i>	\$20,000,000
2.5 Details of Voluntary Workers Insurance:	
<i>Sum Insured</i>	\$200,000/\$2,000
2.6 Details of Workers Compensation Insurance:	
<i>Sum Insured</i>	Not Selected
2.7 Details of Fidelity Guarantee Insurance:	
<i>Sum Insured</i>	\$100,000
2.8 Details of Office Bearers Liability Insurance:	
<i>Sum Insured</i>	\$10,000,000
2.9 Details of Loss of Rent Insurance:	
<i>Sum Insured</i>	Insured by the BMC
2.10 Details of Machinery Insurance:	
<i>Sum Insured</i>	Not Selected
2.11 Details of Government Audit Costs Insurance:	
<i>Sum Insured</i>	\$25,000
2.12 Details of Lot Owners Fixtures & Improvement Insurance:	
<i>Sum Insured</i>	Not Selected
2.13 Has a Valuation been carried out on the property?	Yes
<i>If yes, by who and what was the date of said valuation?</i>	Humby Property Consultants provided a cost of reinstatement as at the 31st of January 2023 - BMC
<i>What was the valuation amount recorded?</i>	\$26,681,000



OWNERS' CORPORATION RESPONSIBILITIES & BY-LAWS

3.1 <i>Are the minutes of Owners' Corporation and the Executive meetings kept for the prescribed period?</i>	Yes
3.2 <i>Are the notices of Owners' Corporation and the Executive meetings kept for the prescribed period?</i>	Yes
3.3 <i>Are the proxies retained for the prescribed period?</i>	Yes
3.4 <i>Are the prescribed accounting and financial records prepared and retained?</i>	Yes
3.5 <i>Is correspondence retained for the prescribed period?</i>	Yes
3.6 <i>Are Section 118 notices received by the Owners' Corporation?</i>	Yes
3.7 <i>Are records served under section 31 retained for the prescribed period?</i>	Yes
3.8 <i>Do the Minutes of the Meetings suggest that the By-Laws have been altered in the last two years?</i>	Yes
<i>If yes, what was the nature of the changes?</i>	Refer to the attached minutes
<i>If yes, does it appear these changes have been registered?</i>	Yes
3.9 <i>Do the records disclose any exclusive use By-Laws/Approvals for the subject Lot within the last two years?</i>	Nothing sighted
3.10 <i>Is the "Keeping of Animals" By-Law enforced?</i>	Yes
<i>If yes, when was the last approval for a pet?</i>	Nothing sighted
<i>Was option "A", "B" or "C" on the certificate of title?</i>	Wasn't covered on the Certificate of Title



CONTRIBUTIONS & FUND BALANCES

4.1 <i>When were the current quarterly contribution struck?</i>	At the AGM dated 18th of September 2025
4.2 <i>When are the quarterly contributions due?</i>	20th of June, September, December & March
4.3 <i>Do the contributions appear to be correct?</i>	Yes
<i>If no why not?</i>	N/A
4.4 <i>What is the current Administration Fund levy per quarter?</i>	\$1,352.48 per quarter
4.5 <i>What is the current Capital Works Fund levy per quarter?</i>	\$107.71 per quarter
4.6 <i>What is the current balance of the Administration Fund?</i>	\$68,388.57 DR
4.7 <i>What is the current balance of the Capital Works Fund?</i>	\$148,346.55 CR
4.8 <i>How were the balances determined?</i>	From the Balance Sheet provided at the time of the search
4.9 <i>What was the date of the last increase in levies?</i>	20th of June 2025
4.10 <i>Are there any current special levies due?</i>	No
<i>If yes, what amount?</i>	N/A
<i>When are they due?</i>	N/A
<i>What is the purpose of the levy?</i>	N/A
4.11 <i>Do the books and records suggest any future special levies?</i>	Nothing sighted
<i>If yes, what is the purpose of the levy?</i>	N/A



MANAGING AGENT & INCOME TAX

5.1 <i>Has there been a Managing Agent Appointed?</i>	Yes
<i>If yes, was an agency agreement sighted?</i>	Yes
<i>Name of Managing Agent?</i>	Bright & Duggan Pty Ltd
<i>Who made the appointment?</i>	Owners' Corporation
<i>Date of Appointment?</i>	24th of June 2025
<i>Term of Appointment?</i>	36 months
<i>License Number?</i>	10092609
<i>Phone Number?</i>	(02) 9902 7100
5.2 <i>Does the Owners' Corporation declare a taxable income?</i>	No
<i>If yes, what was the source of the taxable income?</i>	N/A
<i>Are tax returns lodged?</i>	Yes
<i>Date of last lodgement?</i>	Refer to the attached copy



ATTACHMENTS & OTHER MATTERS

Particulars of matters discovered from the books and records generally which may adversely affect either the Owners Corporation or the subject lot from the point of view of a purchaser or a mortgagee, or which otherwise may be of interest to a purchaser or mortgagee are:

Attachments:

- 1) Financials
- 2) Minutes
- 3) Sinking Fund Forecast Report
- 4) Audit Report
- 5) AFSS Information
- 6) Window Locking Device Compliance Certificate
- 7) Invoice Various Leaks - 2025
- 8) Leak Investigation Report & Quotation - 2024
- 9) Defect Reports & Legal Information
- 10) Pinkslip Building Reports
- 11) Fire System Reports
- 12) Certificate of Title
- 13) By-Laws
- 14) Insurance Policy
- 15) Strata Plan
- 16) Tax Return
- 17) DP 1204114 Insurance Policy & Valuation Report

Other Matters:

Note – A Sinking Fund Forecast Report has been provided by Quanto Pty Ltd on the 14th of June 2016 (refer to the attached copy). This report should be updated/reviewed every five (5) years and is now referred to as a Capital Works Fund Plan.

Note – The last Audit Report was provided by WSC Group as at the 31st of March 2024 (refer to the attached copy).

Note – The Annual Fire Safety Statement (AFSS) had not been completed for the current period. The owners' corporation have been granted two (2) "Stay of Infringement" covering until the 26th of January 2023 & then the 31st of April 2024. It appears via one of the attached documents, the owners' corporation are attempting to include fire door defects into a defect claim against the developer/builder (refer to the attached information & quotations found on file at the time of the inspection of the books and records).

Note – A letter of compliance for the installation of window locking devices was provided on the 06th of July 2018 (refer to the attached copy).



Note – The date of registration of the plans was noted as being made on the 14th of May 2015 & the First Annual General Meeting (FAGM) was held on the 16th of June 2015.

Note – This scheme (residential) forms part of, and contributes to, a Building Management Committee (BMC). The BMC books and records were NOT searched at the time of the inspection as a separate search is required to access this information.

Note – At the General Meeting (GM) dated 09th of April 2025, the owners' corporation terminated Lake Group Strata Management Pty Ltd & appointed Bright & Duggan (Hunter) Pty Ltd as strata managers of the scheme. A change in management significantly disrupts the continuity/history of the books and records & this can result in a loss of information. We were provided access to files from when Lake Group Strata Management Pty Ltd administered the scheme, however, we don't believe all the documents were available, they were unlabelled & all held the same date. We reviewed where we could, however, we didn't review every file. It appears Bright & Duggan (Hunter) Pty Ltd took over the scheme at the end of June 2025. There were only 285 files in total saved under the Bright & Duggan (Hunter) Pty Ltd system at the time of the inspection of the books and records.

Note – We have searched this property previously and have used the information gained during that inspection to construct this report.

Note – As per the attached balance sheet, the administration fund has a debit balance of \$68,388.57. Low or debit fund balances may lead to higher quarterly levies and/or the possibility of calling for special levies. It appears the quarterly levies due on the 20th of September 2025 are not actually due until the 01st of December 2025 due to the delay in holding the Annual General Meeting (AGM). Using the resolved budgets, the administration fund will benefit \$76,125.10 & benefit the capital works fund \$5,397.86. The balance sheet also revealed "Levies in Arrears" currently stands at \$21,070.78 & "Levies in Advance" currently stands at \$5,634.43.

Note – At the Annual General Meeting (AGM) dated the 18th of September 2025, it was resolved that quarterly levy one (1) differs from quarter levies two (2), three (3) & four (4). The remaining three (3) quarterly levies for Lot 20 will be \$1,545.34 per quarter for the administration fund (\$1,352.48 currently) & \$109.58 per quarter for the capital works fund (\$107.71 currently).

Note – We have included a copy of "Draft" by-law changes in relation to solar panels. This was ongoing at the time of the inspection of the books and records.

Note – We have attached a copy of a "Leak Investigation Report" & a subsequent quotation for repairs based on this report which details water entry at Units 3, 118, 205, 220, 221, 209 & 217. This was ongoing at the time of the inspection of the books and records. Large expenditure may put pressure on fund balance which could lead to higher quarterly levies and/or the possibility of calling for special levies.

Note – At the Extraordinary General Meeting (EGM) dated the 03rd of July 2023, Lot 46 was approved flooring changes.

Note – Correspondence dated the 17th of November 2023 revealed HWS are a Lot Owners' responsibility.

Note – Correspondence dated the 13th of November 2023 revealed the police requested CCTV footage for an incident on the 05th of November 2023.



Note – Correspondence dated the 04th of October 2023 revealed a noise complaint against Unit 220 due to the parents and child running around and playing later in the evening.

Note – Correspondence dated the 26th of September 2023 revealed defects in relation to Units 114, 220 & 221 are not part of the current claim.

Note – It appears there is an ongoing court case against the developer/builder in relation to defects. We have included a copy of an email providing a defect legal update on the 22nd of June 2024. Due to the change in management, we could see anything further on this issue except the financials reveal payments for legal counsel.

Note – Pinkslip Building Reports provided a Rectification Works Assessment dated the 03rd of February 2022 in relation to defect repairs (refer to the attached copy and the below history).

Note – At the Annual General Meeting (AGM) dated the 15th of May 2023, "Motion 9" resolved to confirmed the resolution at General Meeting (GM) dated the 16th of March 2023 to continue Supreme Court Proceedings against the builder for major building defect rectification. The meeting directed Wilde Legal to obtain an expert report that complies with the requirements of the NSW Court detailing the defects at the property and continue to pursue a remedy for their rectification from the Supreme Court.

Note – At the EGM dated the 16th of March 2023, "Motion 5" resolved to raise an Administrative Fund Special Levy in the sum of \$40,000.00 (including GST) to cover additional legal and expert costs to file and serve expert reports to pursue the building defects claim with the builder RPF Building. This levy was due and payable in two equal instalments according to unit entitlement which were due on or before the 30th of April 2023 & the 31st of July 2023.

Note – Correspondence dated the 30th of March 2023 discussed a skylight leak at Unit 222. This was ongoing at the time of the inspection of the books and records.

Note – Correspondence dated the 17th of March 2021 discusses a water leak at Unit 224 which has been referred to the insurer. More recent correspondence discusses water leaks at Units 101, 118 & 223. It is believed the water leak at Unit 223 has been repaired.

Note – Correspondence revealed there has been discussion around short-term letting at the property. At the time of the inspection of the books and records, there are no by-laws or DA conflicts prohibiting short-term letting. It was noted that an owner/s should advise the strata manager that the Lot is being for this type of use.

Note – Daracon have returned and made repairs to the garden beds in the sum of \$26,145.59.

Note – The owners' corporation settled a defect claim with the original developer on the 10th of August 2020 (refer to the attached deed of settlement). It appears the developer has made the \$30,000.00 payment to the owners' corporation and was to return to make the agreed repairs. At the Annual General Meeting (AGM) dated the 18th of June 2019, the owners' corporation had been predominately handling the defect claim directly with the developer. We have included correspondence from court documents and expert reports in relation to this matter. It appears that the Scott Schedule provided by Pinkslip building Reports totalled in excess of \$4,000,000.00. The developer/builder had made previous offer/s to settle this matter in the sum of just over \$500,000.00 (refer to the attached letter). We have included a copy of the EGM minutes dated the 27th of November 2019, which rejects to that offer.



Note – A “Consent Order” was dated the 13th of July 2021, whereby it appears both parties agreed to allow an extension up until the 28th of August 2021 for the completion of defect repairs due to the outlined reasons (refer to the attached copy).

Note – Pink Slip Building Reports have provided a defect report in relation to the claim (refer to the attached copy). There was also a report on the fire system provided by BCP on the 20th of March 2017 (refer to the attached) & Warringtonfire also provided reports (commissioned by Pinkslip Building Report - refer to the attached copies).

Note – Correspondence also revealed that Unit 221 was the most impacted unit and during the defect claim period.

Note – At the EGM dated the 29th of October 2018, it was resolved to raise a special levy in the sum of \$60,781.00 for Pinkslip Building Reports to provide a costing of the rectification works required. The levy was split via unit entitlement and was due on or before the 01st of December 2018. It was further resolved to raise a special levy in the sum of \$20,000.00 for expected legal fees. The levy was split via unit entitlement and was due on or before the 01st of April 2019.

Note – At the EGM dated the 10th of November 2016, it was resolved to appoint Wilde Legal in relation to a defect rectification claim. It was further resolved to raise a special levy in the sum of \$50,000.00 to provide funds for this claim. The levy was split via unit entitlement and was due on or before the 01st of December 2016.

Note – We have attached copies of the EGM dated the 17th of August 2015 & the AGM dated the 12th of July 2017 which resolved by-law changes.

Note – The insurer paid the owners’ corporation \$8,863.34 on the 04th of July 2024 following impact damage which occurred on the 11th of February 2024.

Note – The insurer paid the owners’ corporation \$607.31 on the 02nd of September 2015 for burst pipe repairs which occurred on the 08th of July 2015.

Note – We have NOT included all reports as the files are too large. Some reports date back to 2017, and we have only included the more recent reports for your information. If you would like additional reports, please let us know.

Note – We have attached the annual income & expenditure statement summaries for the administration fund & the capital works fund from the 01st of April 2020 through to the current period for your perusal.

Note – In the 2020/21 financial year the administration fund expensed \$95,724.23 under “Contribution to BMC”, \$25,580.00 under “Consultants” (legal costs) & \$5,865.14 under “General Repairs” (lock repairs, signage, investigate leak, lift, doors, Unit 209 downlight, garage doors, electrical & HWS repairs).

Note – In the 2019/20 financial year the administration fund expensed \$94,284.20 under “Contribution to BMC”, \$85,594.55 under “Consultants” (\$27,450.00 for fire system report/repairs, \$33,540.00 for Pinkslip Building reports, \$1,570.00 barrister costs & \$23,024.55 for legal costs) & \$2,316.87 under “General Repairs” (lock repairs, signage, investigate leak Units 123 & 226, lighting repairs, Aerial repairs, irrigation repairs & smaller general repairs). During the same period, the capital works fund expensed \$2,074.55 under “General Repairs/Replacement” (\$1,260.00 security camera upgrade, \$304.55 HWS & \$510.00 sensor replaced).



Note – In the 2018/19 financial year the administration fund expensed \$86,284.20 under "Contribution to BMC", \$49,470.20 under "Consultants" (\$22,150.00 for the Pinkslip Building Reports, \$2,205.00 fire compliance & \$17,735.20 for legal costs) & \$6,110.49 under "General Repairs" (\$1,130.00 CCTV cameras, \$1,100.00 lighting repairs, pump repairs, CCTV, locks, roller doors, signs, etc). During the same period, the capital works fund expensed \$2,928.51 under "General Repairs/Replacement" (\$545.00 heat exchangers, \$1,147.38 Unit 212 replace glass, \$995.00 auto timer & \$241.13 sensor replaced).

Note – In the 2017/18 financial year the administration fund expensed \$81,007.98 under "Contribution to BMC", \$30,127.12 under "Consultants" (\$20,440.00 for the Pink Slip Report/s & \$9,339.85 for legal costs) & \$3,935.75 under "General Repairs" (\$2,780.00 lighting repairs, pump repairs, CCTV & Unit 111 sliding door repairs). During the same period, the capital works fund expensed \$2,540.78 under "General Repairs/Replacement" (garden box leaks 01st floor).

Note – In the 2016/17 financial year the administration fund expensed \$82,143.56 under "Contribution to BMC", \$10,280.00 under "Consultants" (\$2,320.00 for a sinking fund forecast report & \$8,960.00 for the BCA assessment), \$2,790.34 under "General Repairs" & \$440.00 under "Pest/Vermin Control" (spray).

Note – In the 2015/16 financial year the administration fund expensed \$50,047.60 under "Contribution to BMC", \$5,989.23 under "Security System", \$4,106.51 under "General Repairs" & \$440.00 under "Garage Doors".



EXCLUSIONS & QUALIFICATIONS

The information contained in this report was extracted from the books and records of the Owners' Corporation and, so far as was possible, from conversations with officers of the Owners Corporation. Special procedures were followed to minimise the possibility of records not being made available. However, your attention is directed to the possibility that all of the records of the Owners Corporation may not have been made available for inspection, or alternatively, that the records may not have contained all of the information of interest to a Purchaser or Mortgagee.

During the course of the inspection no attempt was made to ascertain whether any Managing Agent has complied with the detailed accounting requirement of the Property, Stock and Business Agents Act 2002 or whether the prescribed accounting and prescribed financial statement requirements are being complied with by the Owners' Corporation. As these requirements are particularly complex, an additional inspection by a specially trained inspector would be necessary before we could report on these matters.

This report is issued to the named client and if that person is a solicitor or conveyancer, the client of that solicitor or conveyancer. Newcastle Strata Inspections Pty Ltd will not accept any responsibility to any other person who relies upon this report to their detriment, unless it has agreed in writing to accept such responsibility.

We make no warranty or representation as to the accuracy of information provided by managing agent/secretary of the owners' corporation and the purchaser should make his own enquiries of the managing agent/secretary of the owners' corporation and the vendor's solicitors in relation to these matters. Newcastle Strata Inspections Pty Ltd will not be responsible for loss or damage due to any cause whatsoever, including negligence whether in connection with information supplied by the managing agent/secretary of the owners' corporation or otherwise.



2/15 Wickham St, Wickham NSW 2293 | P:02 9902 7100

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Strata Plan No. 91174

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Strata Plan No. 91174

BALANCE SHEET

AS AT 15 OCTOBER 2025

	ACTUAL 15/10/2025	ACTUAL 31/03/2025
<u>OWNERS FUNDS</u>		
Administrative Fund	(68,388.57)	4,903.44
Capital Works Fund	148,346.55	143,503.36
<u>TOTAL</u>	<u>\$ 79,957.98</u>	<u>\$ 148,406.80</u>

THESE FUNDS ARE REPRESENTED BY

CURRENT ASSETS

Bank Balance Admin Fund	(99,631.71)	(13,936.62)
Bank Balance Capital Works	158,126.92	153,769.65
Levies In Arrears	21,070.78	0.00
Other Arrears	60.00	0.00
Interest Accrued On O/D Levies	90.99	0.00
Levies In Arrears Prior	0.00	15,134.85
Prepayments	572.00	572.00
<u>TOTAL ASSETS</u>	<u>80,288.98</u>	<u>155,539.88</u>

LIABILITIES

G S T Clearing Account	(541.88)	0.00
Gst At Handover	(4,797.91)	1,676.20
Levies In Advance	5,634.43	0.00
Levies In Advance Prior	36.36	5,456.88
<u>TOTAL LIABILITIES</u>	<u>331.00</u>	<u>7,133.08</u>

NET ASSETS

<u>\$ 79,957.98</u>	<u>\$ 148,406.80</u>
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Strata Plan No. 91174

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 APRIL 2025 TO 15 OCTOBER 2025

	ACTUAL 01/04/25-15/10/25	BUDGET 01/04/25-31/03/26	VARIANCE %	ACTUAL 01/04/24-31/03/25
<u>ADMINISTRATIVE FUND</u>				
<u>INCOME</u>				
Levies - Administrative Fund	60,567.95	295,000.00	20.53	242,276.96
Interest On Overdue Levies	246.48	0.00		1,122.43
<u>TOTAL ADMIN. FUND INCOME</u>	60,814.43	295,000.00		243,399.39
<u>EXPENDITURE - ADMIN. FUND</u>				
Audit Accounting G S T Fees	25.00	1,990.00	1.26	381.36
Bank Charges	46.64	350.00	13.33	(1,869.25)
Strata Hub	0.00	350.00	0.00	133.64
Bmc Contributions	41,170.45	180,000.00	22.87	144,803.73
Cleaning	12,144.46	28,000.00	43.37	25,693.78
Consulting-Fees	0.00	3,500.00	0.00	38,616.25
Fire Protection Testing	1,432.50	0.00		7,863.00
Grounds-Gardening	1,960.00	3,500.00	56.00	3,360.00
Insurance Premiums	0.00	2,818.18	0.00	2,646.50
Legal Fees	38,734.50	10,000.00	387.34	451.78
Arrears Letters	17,252.72	0.00		(7.24)
Lift-Maintenance	1,346.19	6,000.00	22.44	5,305.56
Lift-Registration Fees	0.00	0.00	0.00	86.00
Community Ass Levy	0.00	0.00	0.00	37,373.95
Management Fees	7,120.27	11,809.09	60.29	11,891.12
Accounting & Finance	63.64	0.00		0.00
Asset Maintenance	114.52	400.00	28.63	0.00
Building Consultant	0.00	10,000.00	0.00	9,785.65
Creditor Compliance	0.00	318.18	0.00	136.36
Strata Manager Consultancy	3,514.75	4,000.00	87.87	781.81
Disbursements	1,840.90	2,900.00	63.48	6,473.55
Pest Control-Service	0.00	0.00	0.00	686.36
Plumbing-General	260.00	0.00		0.00
Rep & Maint-Garage Door	300.00	0.00		(350.00)
Rep & Maint-Hot Water Service	1,027.50	0.00		0.00
Rep & Maint-General Building	1,560.00	6,818.18	22.88	6,646.79
Rep & Maint-Locks	104.55	0.00		0.00
Rep & Maint-Security System	760.00	500.00	152.00	295.00
Services-Water Usage	3,327.85	8,500.00	39.15	8,252.33
<u>TOTAL ADMIN. EXPENDITURE</u>	134,106.44	281,753.63		309,438.03



Strata Plan No. 91174

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 APRIL 2025 TO 15 OCTOBER 2025

	ACTUAL 01/04/25-15/10/25	BUDGET 01/04/25-31/03/26	VARIANCE %	ACTUAL 01/04/24-31/03/25
<u>SURPLUS / DEFICIT</u>	<u>\$ (73,292.01)</u>	<u>\$ 13,246.37</u>		<u>\$ (66,038.64)</u>
Opening Admin. Balance	4,903.44	4,903.44	100.00	70,942.08
<u>ADMINISTRATIVE FUND BALANCE</u>	<u>\$ (68,388.57)</u>	<u>\$ 18,149.81</u>		<u>\$ 4,903.44</u>



Strata Plan No. 91174

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 APRIL 2025 TO 15 OCTOBER 2025

	ACTUAL 01/04/25-15/10/25	BUDGET 01/04/25-31/03/26	VARIANCE %	ACTUAL 01/04/24-31/03/25
<u>CAPITAL WORKS FUND</u>				
<u>INCOME</u>				
Levies - Capital Works Fund	4,823.57	19,545.00	24.68	19,300.60
Interest On Arrears	19.62	0.00		90.72
<u>TOTAL CAPITAL WORKS INCOME</u>	<u>4,843.19</u>	<u>19,545.00</u>		<u>19,391.32</u>
<u>EXPENDITURE - CAPITAL WORKS</u>				
<u>TOTAL CAP. WORKS EXPENDITURE</u>	<u>0.00</u>	<u>0.00</u>		<u>0.00</u>
<u>SURPLUS / DEFICIT</u>	<u>\$ 4,843.19</u>	<u>\$ 19,545.00</u>		<u>\$ 19,391.32</u>
Opening Capital Works Balance	143,503.36	143,503.36	100.00	124,112.04
<u>CAPITAL WORKS FUND BALANCE</u>	<u>\$ 148,346.55</u>	<u>\$ 163,048.36</u>		<u>\$ 143,503.36</u>

INSURANCE REPORT

Strata Plan No. 91174

18 Throsby Street
WICKHAM NSW 2293

Type BUILDING	Sum Insured 27,484,071	Premium \$83,604.00	Date Last Paid
Company/Broker Strata Unit Underwriters Ausure Insurance Newcastle linda.mcinnnes@ausure.com.au	Telephone 02 4941 0011	Policy Number 06S7953129	Due Date 31 March 2026
	Facsimile	Excess/Comments \$2,000 all claims & as per policy \$2,500 storm and tempest Ref DP1204114	

Type PUBLIC LIABILITY	Sum Insured 20,000,000	Premium \$2,889.00	Date Last Paid
Company/Broker Strata Unit Underwriters Ausure Insurance Newcastle linda.mcinnnes@ausure.com.au	Telephone 02 4941 0011	Policy Number 06S7953130	Due Date 31 March 2026
	Facsimile	Excess/Comments As per policy	

Type COMMON AREA CONTENTS	Sum Insured 274,841	Premium Included	Date Last Paid
Company/Broker Strata Unit Underwriters Ausure Insurance Newcastle linda.mcinnnes@ausure.com.au	Telephone 02 4941 0011	Policy Number 06S7953129	Due Date 31 March 2026
	Facsimile	Excess/Comments Ref DP1204114	

Type LOSS OF RENT	Sum Insured 4,163,837	Premium Included	Date Last Paid
Company/Broker Strata Unit Underwriters Ausure Insurance Newcastle linda.mcinnnes@ausure.com.au	Telephone 02 4941 0011	Policy Number 06S7953129	Due Date 31 March 2026
	Facsimile	Excess/Comments Ref DP1204114	

Type FIDELITY GUARANTEE	Sum Insured 100,000	Premium Included	Date Last Paid
Company/Broker Strata Unit Underwriters Ausure Insurance Newcastle linda.mcinnnes@ausure.com.au	Telephone 02 4941 0011	Policy Number 06S7953130	Due Date 31 March 2026
	Facsimile	Excess/Comments	

Type VOLUNTARY WORKERS	Sum Insured 200,000/2,000	Premium Included	Date Last Paid
Company/Broker Strata Unit Underwriters Ausure Insurance Newcastle linda.mcinnnes@ausure.com.au	Telephone 02 4941 0011	Policy Number 06S7953130	Due Date 31 March 2026
	Facsimile	Excess/Comments	

INSURANCE REPORT

Strata Plan No. 91174

18 Throsby Street
WICKHAM NSW 2293

Type OFFICE BEARERS	Sum Insured 10,000,000	Premium Included	Date Last Paid
Company/Broker Strata Unit Underwriters Ausure Insurance Newcastle linda.mcinnnes@ausure.com.au	Telephone 02 4941 0011 Facsimile	Policy Number 06S7953130	Due Date 31 March 2026
		Excess/Comments	

Type MACHINERY BREAKDOWN	Sum Insured 100,000	Premium Included	Date Last Paid
Company/Broker Strata Unit Underwriters Ausure Insurance Newcastle linda.mcinnnes@ausure.com.au	Telephone 02 4941 0011 Facsimile	Policy Number 06S7953129	Due Date 31 March 2026
		Excess/Comments \$1,000 all claims Ref DP1204114	

Type CATASTROPHE	Sum Insured 4,163,837	Premium Included	Date Last Paid
Company/Broker Strata Unit Underwriters Ausure Insurance Newcastle linda.mcinnnes@ausure.com.au	Telephone 02 4941 0011 Facsimile	Policy Number 06S7953129	Due Date 31 March 2026
		Excess/Comments Ref DP1204114	

Type GOVERNMENT AUDIT COS	Sum Insured 25,000	Premium Included	Date Last Paid
Company/Broker Strata Unit Underwriters Ausure Insurance Newcastle linda.mcinnnes@ausure.com.au	Telephone 02 4941 0011 Facsimile	Policy Number 06S7953130	Due Date 31 March 2026
		Excess/Comments	

Type WH&S APPEAL EXPENSES	Sum Insured 100,000	Premium Included	Date Last Paid
Company/Broker Strata Unit Underwriters Ausure Insurance Newcastle linda.mcinnnes@ausure.com.au	Telephone 02 4941 0011 Facsimile	Policy Number 06S7953130	Due Date 31 March 2026
		Excess/Comments	

Type LEGAL EXPENSES	Sum Insured 50,000	Premium Included	Date Last Paid
Company/Broker Strata Unit Underwriters Ausure Insurance Newcastle linda.mcinnnes@ausure.com.au	Telephone 02 4941 0011 Facsimile	Policy Number 06S7953130	Due Date 31 March 2026
		Excess/Comments	

INSURANCE REPORT

Strata Plan No. 91174

18 Throsby Street
WICKHAM NSW 2293

Type LOT OWNERS IMPROVEME	Sum Insured 250,000	Premium Included	Date Last Paid
Company/Broker Strata Unit Underwriters Ausure Insurance Newcastle linda.mcinnnes@ausure.com.au	Telephone 02 4941 0011	Policy Number 06S7953129	Due Date 31 March 2026
	Facsimile	Excess/Comments Ref DP1204114	

Type FLOOD	Sum Insured Insured	Premium Included	Date Last Paid
Company/Broker Strata Unit Underwriters Ausure Insurance Newcastle linda.mcinnnes@ausure.com.au	Telephone 02 4941 0011	Policy Number 06S7953129	Due Date 31 March 2026
	Facsimile	Excess/Comments Ref DP1204114	

Type GLASS	Sum Insured Insured	Premium Included	Date Last Paid
Company/Broker Strata Unit Underwriters Ausure Insurance Newcastle linda.mcinnnes@ausure.com.au	Telephone 02 4941 0011	Policy Number 06S7953129	Due Date 31 March 2026
	Facsimile	Excess/Comments \$2,000 all claims Ref DP1204114	

Type THEFT	Sum Insured Insured	Premium Included	Date Last Paid
Company/Broker Strata Unit Underwriters Ausure Insurance Newcastle linda.mcinnnes@ausure.com.au	Telephone 02 4941 0011	Policy Number 06S7953129	Due Date 31 March 2026
	Facsimile	Excess/Comments \$2,000 all claims Ref DP1204114	

Type	Sum Insured	Premium	Date Last Paid
Company/Broker	Telephone	Policy Number	Due Date
	Facsimile	Excess/Comments	

Type	Sum Insured	Premium	Date Last Paid
Company/Broker	Telephone	Policy Number	Due Date
	Facsimile	Excess/Comments	

Strata Schemes Management Act 2015

STRATA ROLL (Section 177)

Strata Plan No. 91174

LOT NO. 20 UNIT NO. 120 PLAN NO. 91174 TYPE S.P. ACCOUNT NO. 02100020

ORIGINAL OWNER		
Name of Original Owner of Lot	Residential Address of Original Owner	Address for service of notices on Original Owner
No Information	xxx	xxx

ENTITLEMENTS	
Entitlements	Date of Registration
203.00	24-Mar-15

PARTICULARS OF SUBSEQUENT OWNERS			
Full Name of Owner(s)	Residential Address	Address for service of notices on Owner(s)	Date of notice
CA Swain	120/18 Throsby Street WICKHAM NSW 2293	120/18 Throsby Street WICKHAM NSW 2293	15/07/25

cameron_swain@hotmail.com

LETTING AGENT			
Full Name of representative	Address for service of notices	Date of receipt of withdrawal notice	Date of notice
C/- Your Agency	3/102 Tudor Street HAMILTON NSW 2303		15/07/25

Income & Expenditure Statement for the financial year-to-date 01/04/2025 to 30/05/2025



LakeGroupStrata
Strata & Community Title Managers

The Owners - Strata Plan 91174

Life @ Throsby, 18 Throsby Street, WICKHAM NSW
2293

Administrative Fund

Current period

01/04/2025-30/05/2025

Previous year

01/04/2024-31/03/2025

Revenue

Interest on Arrears--Admin	162.19	1,122.43
Levies Due--Admin	0.00	242,276.96
<i>Total revenue</i>	162.19	243,399.39

Less expenses

Admin--Accountancy Fees	25.00	381.36
Admin--Agent Disbursements	1,161.82	6,473.55
Admin--Application Fee--Loan	0.00	(1,869.25)
Admin--Consultants	0.00	9,785.65
Admin--Contribution to BMC	0.00	144,803.73
Admin--Creditor Compliance	0.00	136.36
Admin--Legal & Debt Collection Fees	17,252.72	(7.24)
Admin--Levy Contribution--Community Assoc	0.00	37,373.95
Admin--Management Fees - Schedule B	545.46	781.81
Admin--Management Fees--Standard	2,013.78	11,891.12
Admin--Miscellaneous	(22.72)	(36.36)
Admin--Strata Hub Registration	0.00	133.64
Insurance--Premiums	0.00	2,646.50
Legal Expenses	6,797.00	451.78
Maint Bldg--Cleaning	4,084.82	25,693.78
Maint Bldg--Consultants	0.00	38,616.25
Maint Bldg--Fire Protection--Contract	477.50	7,863.00
Maint Bldg--Garage Doors	150.00	(350.00)
Maint Bldg--General Repairs	0.00	6,646.79
Maint Bldg--Lift--Maintenance Contract	0.00	5,305.56
Maint Bldg--Lift--Registration Fees	0.00	86.00
Maint Bldg--Pest/Vermin Control	0.00	686.36
Maint Bldg--Security Systems	150.00	295.00
Maint Grounds--Lawns & Gardening	560.00	3,360.00
Utility--Electricity	26,750.00	0.00
Utility--Water & Sewerage	0.00	8,252.33
<i>Total expenses</i>	59,945.38	309,401.67

Surplus/Deficit

	(59,783.19)	(66,002.28)
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Opening balance	4,939.80	70,942.08
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Closing balance

	-\$54,843.39	\$4,939.80
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Capital Works Fund		
	Current period	Previous year
	01/04/2025-30/05/2025	01/04/2024-31/03/2025
Revenue		
Interest on Arrears--Capital Works	12.92	90.72
Levies Due--Capital Works	0.00	19,300.60
Total revenue	12.92	19,391.32
Less expenses		
Total expenses	0.00	0.00
Surplus/Deficit	12.92	19,391.32
Opening balance	143,503.36	124,112.04
Closing balance	\$143,516.28	\$143,503.36

Income & Expenditure Statement for the financial year to 31/03/2024



The Owners -- Strata Plan 91174

Life @ Throsby, 18 Throsby Street, WICKHAM NSW
2293

Administrative Fund

	Current period 01/04/2023-31/03/2024	Annual budget 01/04/2023-31/03/2024	Previous year 01/04/2022-31/03/2023
Revenue			
Interest on Arrears--Admin	1,467.11	0.00	565.73
Levies Due (Special)--Admin	36,363.68	36,363.64	0.00
Levies Due--Admin	223,621.80	223,619.00	188,691.92
Total revenue	261,452.59	259,982.64	189,257.65
Less expenses			
Admin--Accountancy Fees	220.00	235.00	357.50
Admin--Agent Disbursements	7,215.90	5,400.00	4,860.47
Admin--Consultants	0.00	10,000.00	0.00
Admin--Contribution to BMC	234,543.86	146,125.00	0.00
Admin--Creditor Compliance	136.36	110.00	109.09
Admin--Legal & Debt Collection Fees	69.14	0.00	30.93
Admin--Management Fees - Schedule B	1,542.73	1,000.00	557.72
Admin--Management Fees--Standard	11,599.16	12,658.00	11,927.97
Admin--Miscellaneous	0.00	0.00	225.00
Admin--Strata Hub Registration	133.64	0.00	0.00
Insurance--Premiums	2,566.33	2,600.00	2,164.94
Maint Bldg--Cleaning	20,338.68	18,631.00	18,267.29
Maint Bldg--Consultants	0.00	0.00	15,766.91
Maint Bldg--Contract Maintenance	0.00	700.00	0.00
Maint Bldg--Defect Rectification Work-Roof Works	0.00	0.00	2,152.50
Maint Bldg--Garage Doors	150.00	0.00	600.00
Maint Bldg--General Repairs	(4,063.91)	10,000.00	7,814.53
Maint Bldg--Insurance Repairs	(5,388.80)	0.00	5,079.71
Maint Bldg--Lift--Maintenance Contract	5,201.49	5,176.00	5,171.46
Maint Bldg--Lift--Registration Fees	83.00	74.00	159.50
Maint Bldg--Lift--Repairs	1,311.00	0.00	0.00
Maint Bldg--Pest/Vermin Control	440.00	450.00	0.00
Maint Bldg--Plumbing--Backflow Prevention Device	981.82	0.00	0.00
Maint Bldg--Security Systems	355.00	0.00	120.00
Maint Bldg--Telephone Lines	0.00	700.00	432.00
Maint Grounds--Lawns & Gardening	4,630.50	3,360.00	4,238.40
Special Levy	22,897.50	36,363.64	0.00
Utility--Water & Sewerage	6,706.39	6,400.00	6,271.76
Total expenses	311,669.79	259,982.64	86,307.68

Administrative Fund

	Current period 01/04/2023-31/03/2024	Annual budget 01/04/2023-31/03/2024	Previous year 01/04/2022-31/03/2023
Surplus/Deficit	(50,217.20)	0.00	102,949.97
Opening balance	121,159.28	121,159.28	18,209.31
Closing balance	\$70,942.08	\$121,159.28	\$121,159.28

Capital Works Fund

	Current period	Annual budget	Previous year
	01/04/2023-31/03/2024	01/04/2023-31/03/2024	01/04/2022-31/03/2023
Revenue			
Interest on Arrears--Capital Works	121.65	0.00	61.27
Levies Due--Capital Works	19,051.72	19,047.00	18,805.84
<i>Total revenue</i>	19,173.37	19,047.00	18,867.11
Less expenses			
Maint Bldg--General Repairs/Replacement	1,842.00	20,000.00	7,890.34
<i>Total expenses</i>	1,842.00	20,000.00	7,890.34
Surplus/Deficit	17,331.37	(953.00)	10,976.77
Opening balance	106,780.67	106,780.67	95,803.90
Closing balance	\$124,112.04	\$105,827.67	\$106,780.67

The Owners -- Strata Plan 91174				Life @ Throsby, 18 Throsby Street, WICKHAM NSW 2293			
Date	Details	Payee	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
Capital Works Fund							
Maint Bldg--General Repairs/Replacement 70							
05/07/2023	Install remote receiver	SSM Services	1,842.00	Paid	DE	13563	000646
			\$1,842.00				
Total expenses			\$1,842.00				

Where an invoice status is Paid and no payment number is displayed the payment has been made outside of the reporting period.



Income & Expenditure Statement for the financial year to 31/03/2023

The Owners -- Strata Plan 91174

Life @ Throsby, 18 Throsby Street, WICKHAM NSW
2293

Administrative Fund

	Current period 01/04/2022-31/03/2023	Annual budget 01/04/2022-31/03/2023	Previous year 01/04/2021-31/03/2022
Revenue			
Interest on Arrears--Admin	565.73	0.00	399.30
Levies Due--Admin	188,691.92	188,688.00	157,945.32
Total revenue	189,257.65	188,688.00	158,344.62
Less expenses			
Admin--Accountancy Fees	357.50	235.00	235.00
Admin--Agent Disbursements	4,860.47	5,400.00	5,424.78
Admin--Consultants	0.00	4,000.00	2,450.00
Admin--Contribution to BMC	0.00	122,345.00	100,579.28
Admin--Creditor Compliance	109.09	110.00	109.09
Admin--Legal & Debt Collection Fees	30.93	0.00	(99.95)
Admin--Management Fees - Schedule B	565.22	1,200.00	718.88
Admin--Management Fees--Standard	11,927.97	12,055.00	11,524.23
Admin--Miscellaneous	225.00	0.00	0.00
Insurance--Premiums	2,164.94	2,600.00	2,164.94
Maint Bldg--Cleaning	18,267.29	17,682.00	17,381.20
Maint Bldg--Consultants	15,766.91	0.00	0.00
Maint Bldg--Contract Maintenance	0.00	700.00	450.00
Maint Bldg--Defect Rectification Work-Roof Works	2,152.50	0.00	0.00
Maint Bldg--Garage Doors	600.00	0.00	0.00
Maint Bldg--General Repairs	2,434.82	7,000.00	6,598.30
Maint Bldg--Insurance Repairs	5,079.71	0.00	0.00
Maint Bldg--Lift--Maintenance Contract	5,171.46	4,787.00	5,888.76
Maint Bldg--Lift--Registration Fees	159.50	74.00	74.00
Maint Bldg--Pest/Vermin Control	0.00	440.00	440.00
Maint Bldg--Security Systems	120.00	0.00	0.00
Maint Bldg--Telephone Lines	432.00	700.00	648.00
Maint Grounds--Lawns & Gardening	4,238.40	3,360.00	1,759.27
Utility--Water & Sewerage	6,271.76	6,000.00	5,464.45
Total expenses	80,935.47	188,688.00	161,810.23
Surplus/Deficit	108,322.18	0.00	(3,465.61)
Opening balance	18,209.31	18,209.31	21,674.92
Closing balance	\$126,531.49	\$18,209.31	\$18,209.31

Capital Works Fund

	Current period	Annual budget	Previous year
	01/04/2022-31/03/2023	01/04/2022-31/03/2023	01/04/2021-31/03/2022
Revenue			
Interest on Arrears--Capital Works	61.27	0.00	44.49
Levies Due--Capital Works	18,805.84	18,802.00	18,566.36
<i>Total revenue</i>	18,867.11	18,802.00	18,610.85
Less expenses			
Maint Bldg--General Repairs/Replacement	7,890.34	18,802.00	9,901.56
<i>Total expenses</i>	7,890.34	18,802.00	9,901.56
Surplus/Deficit	10,976.77	0.00	8,709.29
Opening balance	95,803.90	95,803.90	87,094.61
Closing balance	\$106,780.67	\$95,803.90	\$95,803.90

The Owners -- Strata Plan 91174**Life @ Throsby, 18 Throsby Street, WICKHAM
NSW 2293**

Date	Details	Payee	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
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Capital Works Fund**Maint Bldg--General Repairs/Replacement 70**

03/05/2022	Install wireless gateway	Kone Elevators Pty Ltd	3,014.54	Paid	DE	198059381	000533
20/09/2022	Install new pump - carwash bay	SMS Plumbing	3,440.00	Paid	DE	00015921	000574
23/01/2023	Rear door carpark - 20% deposit	Big Boys Newcastle Pty Ltd	1,435.80	Paid	DE	147860	000602
			\$7,890.34				

Total expenses \$7,890.34

Where an invoice status is Paid and no payment number is displayed the payment has been made outside of the reporting period.

Income & Expenditure Statement for the financial year to 31/03/2022



The Owners -- Strata Plan 91174

Life @ Throsby, 18 Throsby Street, WICKHAM NSW
2293

Administrative Fund

	Current period 01/04/2021-31/03/2022	Annual budget 01/04/2021-31/03/2022	Previous year 01/04/2020-31/03/2021
Revenue			
Interest on Arrears--Admin	399.30	0.00	574.46
Levies Due--Admin	157,945.32	157,943.00	178,844.36
Total revenue	158,344.62	157,943.00	179,418.82
Less expenses			
Admin--Accountancy Fees	235.00	200.00	218.00
Admin--Agent Disbursements	5,424.78	5,200.00	6,293.41
Admin--Bank Charges--Account Fees	0.00	0.00	(5.00)
Admin--Consultants	2,450.00	0.00	0.00
Admin--Contribution to BMC	100,579.28	97,583.00	95,724.23
Admin--Creditor Compliance	109.09	110.00	109.09
Admin--Legal & Debt Collection Fees	(99.95)	0.00	0.04
Admin--Management Fees - Schedule B	718.88	1,300.00	1,795.63
Admin--Management Fees--Standard	11,524.23	11,547.00	11,410.92
Insurance--Premiums	2,164.94	2,650.00	2,115.45
Maint Bldg--Cleaning	17,381.20	18,000.00	16,994.40
Maint Bldg--Consultants	0.00	0.00	25,580.00
Maint Bldg--Contract Maintenance	450.00	4,853.00	240.00
Maint Bldg--General Repairs	6,598.30	6,000.00	5,865.14
Maint Bldg--Lift--Maintenance Contract	5,888.76	0.00	3,450.15
Maint Bldg--Lift--Registration Fees	74.00	0.00	73.00
Maint Bldg--Pest/Vermin Control	440.00	0.00	0.00
Maint Bldg--Telephone Lines	648.00	800.00	648.36
Maint Grounds--Lawns & Gardening	1,759.27	2,000.00	1,036.92
Utility--Water & Sewerage	5,464.45	7,700.00	7,274.08
Total expenses	161,810.23	157,943.00	178,823.82
Surplus/Deficit	(3,465.61)	0.00	595.00
Opening balance	21,674.92	21,674.92	21,079.92
Closing balance	\$18,209.31	\$21,674.92	\$21,674.92

Capital Works Fund

	Current period	Annual budget	Previous year
	01/04/2021-31/03/2022	01/04/2021-31/03/2022	01/04/2020-31/03/2021
Revenue			
Interest on Arrears--Capital Works	44.49	0.00	58.81
Levies Due--Capital Works	18,566.36	18,561.00	18,326.36
<i>Total revenue</i>	18,610.85	18,561.00	18,385.17
Less expenses			
Maint Bldg--General Repairs/Replacement	9,901.56	18,561.00	(26,045.51)
Maint Grounds--Landscaping	0.00	0.00	26,145.59
<i>Total expenses</i>	9,901.56	18,561.00	100.08
Surplus/Deficit	8,709.29	0.00	18,285.09
Opening balance	87,094.61	87,094.61	68,809.52
Closing balance	\$95,803.90	\$87,094.61	\$87,094.61

The Owners -- Strata Plan 91174**Life @ Throsby, 18 Throsby Street, WICKHAM
NSW 2293**

Date	Details	Payee	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
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Capital Works Fund**Maint Bldg--General Repairs/Replacement 70**

22/11/2021	Garage Door Motor/Roller Drum	Macquarie Garage Doors	9,901.56	Paid	DE	60583	000494
			\$9,901.56				

Total expenses \$9,901.56

Where an invoice status is Paid and no payment number is displayed the payment has been made outside of the reporting period.

bright & duggan



australia's strata leader

Minutes of

Annual General Meeting

To The Owners of – Plan No. 91174

18 THROSBY STREET, WICKHAM, NSW, 2293



Meeting Date:	18 September 2025
Time:	06:00 PM
Address:	Newcastle Yacht Club, 95 Hannell St, WICKHAM, NSW, 2293
Present:	A. Noom (Lot 1) K. Hendrix (Lot 2) J. Madden (Lot 8) A. Edser (Lot 12) P. Satchell (Lot 28) F. & S. Anderberg (Lot 34) A. Daley (Lot 36) T. Dybell (Lot 37) V. Lovecchio (Lot 44) D. Young (Lot 46)
By proxy:	Nil
In attendance:	J. Stoker & C. Blakeman of Bright & Duggan (Hunter) Pty Ltd
Chairperson:	J. Stoker under delegated authority
Apologies:	Nil
Quorum:	The chairperson declared present at 6:30 pm, in accordance with the provisions of the Strata Schemes Management Regulations.

Motions

1. Minutes

RESOLVED

That the Owners Corporation resolves to confirm the minutes of the last general meeting, held on 9 April 2025, as a true and accurate record of the proceedings of that meeting.

2. Acknowledgements and Agent Disclosures

That the Owners Corporation resolves, acknowledges and tables:

2.1 Insurance - Certificate of Currency

RESOLVED

That the Owners Corporation resolves, acknowledges and tables in accordance with Section 9(d) of Schedule 1 of the Strata Schemes Management Act 2025 ('The Act'), the particulars of each insurance policy of the Owners Corporation expiring on 31st of March 2026, as detailed in the certificate of currency attached to the notice of this meeting, and the Managing Agent is delegated authority to renew the insurances taken out by the Owners Corporation.

2.2 Commissions and Training

RESOLVED

1. In accordance with Section 60 (1)(a) of the Act, the statement of commissions and training services provided to or paid for the Agent in connection with the exercise by the Agent of functions for the strata scheme during the preceding 12 months and particulars of any such commissions and training services is outlined in the Strata Managing Agent's Disclosure Schedule annexed and marked **AA**.
2. In accordance with Section 60(1)(b) of the Act, the statement of the estimated amount or value of any commissions or training services that the agent believes are likely to be provided to or paid for the agent in the following 12 months is outlined in the Strata Managing Agent's Disclosure Schedule annexed and marked **BB**.
3. In accordance with Section 60(1)(c) and 60(1)(d) of the Act, the statement of the suppliers of goods or services or the original owner for the strata scheme which are or have become connected with the agent during the preceding 12 months along with the information required to be disclosed by the Act is outlined in the Strata Managing Agent's Disclosure Schedule annexed and marked **CC**.
4. in accordance with Section 57 of the Strata Schemes Management Act 2015 to approve the Strata Managing Agent receiving commissions and training services as outlined in the Strata Managing Agent's Disclosure Schedule annexed and marked **DD**.

3. Capital Works Fund Plan - Review & Implement

RESOLVED

That the Owners Corporation resolves to delegate to the strata committee to review the existing 10-year capital works fund plan, prepared by Quanto, dated 18th of May 2016, and implement it as part of the approved budget for the financial year ending on 31st of March 2026.

4. Capital Works Fund Plan - Revise or Replace

RESOLVED

That the Owners Corporation resolves to revise or replace the 10-year capital works fund plan, for commencement from 1 April 2026, and:

1. Obtain quotations from suitably qualified consultants to prepare a 5-year review or a 10-year replacement of the capital works fund plan;
2. Delegate to the strata committee to consider the quotations and engage a consultant;
3. Delegate to the strata committee to appoint a liaison to meet with the consultant; and
4. Delegate to the strata committee authority to instruct the managing agent any functions, pursuant to the strata management agency agreement (additional services schedule where applicable), to undertake any of the above.

5. Financial Statements

RESOLVED

That the Owners Corporation resolves to adopt the unaudited statements of key financial information, for the financial year ending on 31 March 2025, for the administrative fund, the capital works fund and any other fund held by the strata scheme.

6. Financial Audit

RESOLVED

That the Owners Corporation resolves to audit the financial statements for the financial year ending on 31 March 2026.

7. Administrative & Capital Works Funds Estimates

RESOLVED AS AMENDED

That the Owners Corporation estimates that, for the financial year period from 1 April 2025 to 31 March 2026, it will need to credit to its Administrative Fund and Capital Works Fund the amounts set out in the budget, and resolves that the following amounts to be levied as a contribution:

Administrative Fund: \$295,000.00 GST Exclusive
Capital Works Fund: \$21,499.50 GST Inclusive

8. Levy Contributions

RESOLVED AS AMENDED

That the Owners Corporation resolves that the contributions are to be payable in regular periodic instalments, due on and specified as follows, and continue on the same periodic instalments, based on the interim quarterly period and contributions, in accordance with the same budget and estimates approved at this meeting, until the next annual general meeting:

Levy Status	Period From	Period To	Due	Admin Fund	Capital Works Fund
Already Issued	1/04/2025	19/09/2025	10/09/2025	\$66,624.74	\$5,305.93
To be issued	20/09/2025	30/09/2025	1/12/2025	\$76,125.10	\$5,397.86
To be issued	1/10/2025	31/12/2025	1/12/2025	\$76,125.10	\$5,397.86
To be issued	1/01/2026	31/03/2026	1/02/2026	\$76,125.10	\$5,397.85
Total	1/04/2025	31/03/2026		\$295,000.00	\$21,499.50

Interim Periods

Levy Status	Period From	Period To	Due	Admin Fund	Capital Works Fund
To be Issued	1/04/2026	30/06/2026	1/04/2026	\$73,750.00	\$5,374.88
Total	1/04/2026	30/06/2026		\$73,750.00	\$5,374.88

9. Recovery of Contributions

RESOLVED

That the Owners Corporation resolves, in accordance with the provisions of the *Strata Schemes Management Act 2015 (NSW)*, including Section 103, for the purpose of recovery of unpaid contributions, to authorise and instruct the Managing Agent and/or the Strata Committee to do any one or more of the following:

1. Issue arrears notices, reminder notices and/or letters to seek recovery of unpaid contributions and the recovery of other debts, including penalties, interest, legal and other costs/expenses, and arrange and monitor payment plans;
2. Engage or appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation and/or experts on behalf of the Owners Corporation;
3. Issue demands, commence, pursue, continue or defend any court, tribunal or any other proceedings against any lot owner, mortgagee in possession and/or former lot owner in relation to all matters arising out of the recovery of unpaid contributions and the recovery of other debts, including penalties, interest, legal and other costs/expenses;
4. Enter and enforce any judgment obtained in the collection of unpaid contributions, including issuing writ for levy of property (personal and real property), garnishee orders, examination notices/orders/hearings, bankruptcy notices, statutory demands, and commencing and maintaining the bankruptcy proceedings or winding up proceedings;
5. Filing an appeal or defending an appeal against any judgment concerning the collection of unpaid contributions; and
6. Liaise, instruct and prepare all matters with the Owners Corporation's debt collection agents, lawyers and experts in relation to any contributions recovery proceedings.

10. Payment Plans

RESOLVED

That the owners corporation resolves to agree to enter into payment plans for matters involving arrears of unpaid contributions or other amounts, including interest, legal and other costs/expenses thereon, and delegates to the managing agent and/or strata committee authority to enter into, arrange and monitor each such payment plan, limited to a period of 12 months per plan, with any further or subsequent payment plan to be entered into as agreed by the owners corporation or strata committee by resolution.

11. Building Defects & Rectification

RESOLVED

That the Owners Corporation resolves to consider the building defects and rectification within the applicable statutory warranty period commencing from the date of the first applicable Occupation Certificate for the building or part of the building dated the 1st of January 2001, including its rights and obligations at law, and delegates to the Strata Committee authority to:

1. Determine whether it will take or pursue further action;
2. Engage or retain solicitors and building experts to provide advice and assistance to the Owners Corporation; and

3. Instruct the Managing Agent any functions, pursuant to the Strata Management Agency Agreement (additional services schedule where applicable), to undertake any of the above.

12. Annual Fire Safety Statement

RESOLVED

That the Owners Corporation resolves to:

1. Acknowledge the Annual Fire Safety Statement, dated 29th of May 2025, attached to the notice of this meeting.
2. Engage a suitably competent fire safety practitioner to assess each essential fire safety measure specified in the statement and submit a corrective actions report;
3. Delegate to the strata committee to determine and resolve the corrective actions (if any), engage a suitably qualified contractor to complete any works and to prepare and sign the statement;
4. Lodge the statement with the local Council and Fire Commissioner;
5. Delegate to the Strata Committee authority to instruct the managing agent any functions, pursuant to the Strata Management Agency Agreement (additional services schedule where applicable), to undertake any of the above; and
6. Instruct the Managing Agent, acting in the capacity as agent for the Owners Corporation, to sign the Annual Fire Safety Statement, based on certification provided by a competent fire safety practitioner engaged by the Owners Corporation.

13. Utility Supply Agreements

RESOLVED

That the Owners Corporation resolves to consider any agreements for the supply of electricity, gas or any other utility relevant to the scheme, at the time of the agreement renewal, and delegates to the Strata Committee authority to:

1. Engage a suitably qualified broker or consultant as may be reasonably required;
2. Provide any utility bills and specific usage data for the purpose of obtaining competitive pricing;
3. Enter into utility supply agreements on behalf of the Owners Corporation; and
4. Instruct the Managing Agent any functions, pursuant to the Strata Management Agency Agreement (additional services schedule where applicable), to undertake any of the above.

14. Functions of the Strata Committee

RESOLVED

That the Owners Corporation resolves that no additional matter or type of matter is to be determined only by the Owners Corporation in general meeting.

15. Election of the Strata Committee

RESOLVED

The Owners Corporation received nominations for election to the Strata Committee as follows:

Nomination	Lot No	Nominated By	Lot No
Tara Dybell	37	Self-Nominated	37
Adrian Noom	1	Self-Nominated	1
Jack Madden	8	Self-Nominated	8

Vince Lovecchio	44	Self-Nominated	44
Phillip Satchell	28	Self-Nominated	28
George Anderberg	34	Self-Nominated	34
Anthony Daley	36	Self-Nominated	36

Resolved that the Strata Committee consist of nine members and the following candidates were elected:

- Tara Dybell (Lot 37)
- Jack Madden (Lot 8)
- Vince Lovecchio (Lot 44)
- Phillip Satchell (Lot 28)
- Vacancy
- Adrian Noom (Lot 1)
- Anthony Daley (Lot 36)
- George Anderberg (Lot 34)
- Vacancy

16. Election of the Building Management Committee Representative

RESOLVED

That the Owners Corporation **specially resolves**, in accordance with the provisions of Schedule 4(3) of the *Strata Schemes Development Act 2015 (NSW)*, to nominate and elect a main representative and alternate representative to the Building Management Committee, in accordance with the provisions of the Strata Management Statement - Life @ Throsby Strata Management Statement registered on 24th of March 2015.

Main representative: Tara Dybell

Alternate representative: Jack Stoker (Under Delegated-Authority)

17. Consideration of Environmental Sustainability

RESOLVED

That the Owners Corporation resolves to consider environmental sustainability within the scheme and delegates the authority to the Strata Committee to:

1. Obtain quotations from suitably qualified consultants or experts to prepare and provide sustainability reporting on the common property energy, gas, water and/or other utility consumption and expenditure,
2. Engage or retain such suitably qualified consultants or experts,
3. Receive, review and action any recommendations included within such sustainability reporting, and
4. Instruct the Strata Managing Agent to carry out any functions necessary, pursuant to the Strata Management Agency Agreement, to undertake any of the above.

18. Strata Hub

RESOLVED

That the Owners Corporation resolves to:

1. Provide all mandatory information and documents relating to the Office of Fair Trading "Strata Hub";
2. Pay \$3.00 per lot annual administration fee to the Office of Fair Trading (or such other amount as determined by the Regulation from time to time); and
3. Instruct the Managing Agent any functions, pursuant to the Strata Management Agency Agreement (additional services schedule where applicable), to undertake any of the above.

19. Residential Driveway Ramp

RESOLVED

That the Owners Corporation resolve via Special Resolution to install a driveway access ramp from Throsby Street into the residential carpark, any approval granted by the Owners Corporation would be subject to approval from the City of Newcastle due to the installation being made on part of council/crown land.

Note: The meeting delegated authority to approach the council with the request to the owner of lot 40, who initially requested the motion be added to the agenda.

There being no further business the meeting closed at 06:55 PM.

Bright & Duggan (Hunter) Pty Ltd

Managing Agents for Plan No. 91174

Minutes of

Strata Committee Meeting

To The Owners of – Plan No. 91174

18 THROSBY STREET, WICKHAM, NSW, 2293



Meeting Date:	Immediately after AGM
Time:	6:55 PM
Address:	Newcastle Yacht Club, 95 Hannell St, WICKHAM, NSW, 2293
Present:	A. Noom (Lot 1) J. Madden (Lot 8) P. Satchell (Lot 28) F. Anderberg (Lot 34) A. Daley (Lot 36) T. Dybell (Lot 37) V. Lovecchio (Lot 44)
In attendance:	J. Stoker & C. Blakeman of Bright & Duggan (Hunter) Pty Ltd K. Hendrix (Lot 2) A. Edser (Lot 12) S. Anderberg (Lot 34) D. Young (Lot 46)
Chairperson:	J. Stoker under delegated authority
Apologies:	Nil
Quorum:	The chairperson declared present at 6:55 pm.

1. Conflict of Interest

RESOLVED

That the members of the Strata Committee make a Disclosure of Pecuniary Interest in relation to any agenda item, if relevant.

No disclosures were made.

2. Election of the Chairperson

RESOLVED

That the Strata Committee, in accordance with Strata Schemes Management Act 2015 (NSW) elects J. Stoker as chairperson to preside at this meeting.

3. Minutes

RESOLVED

That the minutes of the last Strata Committee meeting be adopted as a true and accurate record of the proceedings of that meeting.

4. Election of Officers

RESOLVED

That the Strata Committee, in accordance with Regulation 11, resolves to elect a Chairperson, Secretary and Treasurer of the Committee.

Chairperson: P. Satchell

Secretary: T. Dybell

Treasurer: J. Madden

5. Adoption of Invoice Hub

DEFEATED

That the Strata Committee resolve to adopt the use of Invoice Hub through StrataMax for all invoice processing and management activities effective immediately, noting that costs are pursuant to Schedule D of the Strata Management Agency Agreement.

6. Acknowledgement Motions - Plant Item Registration

RESOLVED

That, as the Owner of plant item(s), the Strata Committee resolves to delegate to the Managing Agent the signing of any renewal registration or application form on behalf of the Strata Committee and lodge with SafeWork NSW the Safe to Operate Statement, based on certification provided by one of the below:

- a. Independent Consultant: A suitably qualified and independent consultant to provide a statement as to whether the plant item is adequately maintained;

- b. Maintenance Contractor: The engaged maintenance contractor to provide a statement confirming that the plant item has been inspected by a competent person and adequately maintained.

7. Window Safety Devices

DEFEATED

That the Strata Committee resolves to do the following:

1. Engage a suitably qualified consultant or contractor to carry out an inspection and submit a corrective actions report, in compliance with Regulation 30;
2. Delegate to the Building Manager and/or Strata Committee to determine and resolve the corrective actions (if any), engage suitably qualified contractor to complete any works and submit a compliance statement; and
3. Delegate to the Managing Agent any functions pursuant to the Strata Management Agency Agreement (additional services schedule where applicable) to undertake any of the above.

NOTE: External Windows are a shared facility and the responsibility of the BMC.

8. Common Property Safety Audit

DEFEATED

That the Strata Committee resolves to do the following:

1. Engage a suitably qualified consultant or contractor to carry out an inspection and submit a corrective actions report, in compliance with the Work Health & Safety Act 2011 (NSW);
2. Delegate to the Building Manager and/or Strata Committee to determine and resolve the corrective actions (if any) and engage suitably qualified contractor to complete any works; and
3. Delegate to the Managing Agent any functions pursuant to the Strata Management Agency Agreement (additional services schedule where applicable) to undertake any of the above.

NOTES: The elected BMC Representatives were instructed to raise this matter with the BMC.

9. Consideration of Environmental Sustainability

DEFEATED

That the Strata Committee resolves to instruct the Strata Managing Agent to:

1. Obtain quotations from suitably qualified consultants or experts to prepare and provide sustainability reporting on the common property energy, gas, water and/or other utility consumption and expenditure,
2. Present those quotations to the Strata Committee for their consideration,
3. Engage the chosen consultant or expert to carry out the above and assist the Strata Committee in implementing any recommendations made in such sustainability reporting.

NOTES: The elected BMC Representatives were instructed to raise this matter with the BMC.

10. Appoint Contact and Substitute Contact

RESOLVED

That the Strata Committee resolves to appoint a member of the Strata Committee to liaise with the strata manager and be the strata manager's primary point of contact. Further, an alternate member of the Strata Committee be nominated to liaise with the strata manager as a substitute contact in the event of the absence of the primary contact.

11. Other Business

RESOLVED

That the Strata Committee discuss any further items of business that attendees wish to raise at the meeting and resolve how those will be dealt with at a later meeting (noting that depending on the nature of the item, it may not be able to be resolved at the meeting).

12. Next Meeting

RESOLVED

That the Strata Committee determined to reconvene on 15 October at 5:00 PM

There being no further business the meeting closed at 7:11 PM

**Bright & Duggan (Hunter) Pty Ltd
Managing Agents for Plan No. 91174**

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF STRATA PLAN 91174
HELD ON 24 JUNE 2024 AT 03:00 PM**

18 THROSBY STREET, WICKHAM

Meeting Date	24 June 2024		
Meeting Location	Lake Group Strata, 34 Smith Street, CHARLESTOWN, NSW, 2290		
Lots Represented	Lot 2	Karen Hendrix	Owner present
	Lot 8	Jack Madden	Owner present
	Lot 21	Geoffrey Devos	Owner present
	Lot 28	Philip Satchell	Owner present
	Lot 34	George Anderberg	Owner present
	Lot 36	Anthony Daley	Owner present
	Lot 37	Tara Dybell	Owner present
	Lot 44	Vince Lovecchio	Owner present
	Lot 47	Luke Baker	Owner present
Chairperson	Heidi Thomas representing Lake Group Strata		
Additional Attendees	Nil		
Apologies	Nil		
Quorum	The Chairperson declared that quorum has been achieved		

MOTIONS IN ACCORDANCE WITH THE NOTICE OF BUSINESS:

Motion 1		
MINUTES	Ordinary Resolution	
That The Owners - SP 91174 approve the minutes of the last General Meeting held on 03/07/2023.		
Passed by Simple Majority		

Motion 2		
FINANCIALS	Ordinary Resolution	
That The Owners - SP 91174 accept the annual Financial Statements for the period ending 31/3/24.		
Defeated by Simple Majority		

Notes
Noting further structure and detail required with respect to the BMC including levy payments.

Motion 3		
AUDIT	Ordinary Resolution	
That The Owners - SP 91174 appoint an auditor for the period ending 31/3/25.		
Passed by Simple Majority		

Motion 4		
INSURANCE VALUATION	Ordinary Resolution	
That The Owners - SP 91174 conduct a valuation of the building for insurance purposes in accordance with section 161 of the Strata Schemes Management Act (NSW) 2015. Last Valuation - 24/02/2022 - \$26,681,000.00		
Defeated by Simple Majority		

Motion 5				
INSURANCES	Ordinary Resolution			
That The Owners - SP 91174 ancillary insurances as detailed below be considered and after any amendments be confirmed. Broker: Ausure Coastal Pty Ltd				
INSURANCE CO.	TYPE OF POLICY	POLICY NO.	COVER	DUE DATE
Strata Unit Underwriters	Building & Common Contents	06S7953129	\$27,214,620.00	31/03/2025
	Loss of Rent		\$4,082,193.00	
	Catastrophe		\$4,082,193.00	
	Glass		Included	
	Theft		Included	
	Public Liability		\$20,000,000.00	
	Fidelity Guarantee		\$100,000.00	
	Office Bearers Liability		\$10,000,000.00	
	Voluntary Workers		\$2,000.00 / \$200,000.00	
	Government Audit Costs		\$25,000.00	
	Legal Expenses		\$50,000.00	
	Health & Safety Breaches		\$100,000.00	

	Machinery Breakdown		\$100,000.00	
	Lot Owner F&I (per Lot)		\$250,000.00	
	Flood Cover		Insured	
INSURANCE CO.	TYPE OF POLICY	POLICY NO.	COVER	DUE DATE
Strata Unit Underwriters	Public Liability	06S7953130-	\$20,000,000.00	31/03/2025
	Fidelity Guarantee		\$100,000.00	
	Office Bearers Liability		\$10,000,000.00	
	Voluntary Workers		\$2,000.00 / \$200,000.00	
	Gov Audit Costs		\$25,000.00	
	Legal Expenses		\$50,000.00	
	Workplace Health & Safety Breaches		\$100,000.00	
Passed by Simple Majority				

Motion 5 Alternatives	
Alternatives for INSURANCES	Motion Alternatives
(Option A) The Strata Managing Agent is to obtain quotations based on a CPI increase. The quotations are to be forwarded to the Strata Committee for the consideration and determination of the Strata Committee prior to renewal. (Option B) The Strata Managing Agent is to organise quotations based on the valuation. Quotations are to be forwarded to the Strata Committee for their consideration and determination prior to renewal. (Option C) The Strata Managing Agent is to renew the insurances with the current insurer based on the current level of cover.	
'OPTION A' has been selected with the highest votes.	

Motion 6		
COMMISSIONS AND TRAINING	Ordinary Resolution	
That The Owners - SP 91174 acknowledge that the Managing Agent received \$0.00 in commissions from insurance policy placements and that no other commissions or training was paid for by other parties with respect to the Managing Agents management of this The Owners - SP 91174. The Managing Agent anticipates receiving \$0.00 commission upon the policy renewal, if there are no changes to the insurer and the premium paid equals the budgeted amount for insurance.		
Passed by Simple Majority		

Motion 7		
PEST CONTROL	Ordinary Resolution	
That The Owners - SP 91174 authorise the Strata Managing Agent to organise pest control for the common property.		
Passed by Simple Majority		

Motion 7 Alternatives	
Alternatives for PEST CONTROL	Motion Alternatives
(Option A) That the Strata Managing Agent obtain a general pest spray treatment of common areas only. (Option B) That the Strata Managing Agent obtain a termite inspection report of all units and common areas. (Option C) That the Strata Managing Agent is to obtain a termite inspection of all units and common areas and a pest spray treatment of common areas only.	
'OPTION A' has been selected with the highest votes.	
Notes	
Pest Control due July 2024.	

Motion 8		
CAPITAL WORKS FUND PLAN	Ordinary Resolution	
That The Owners - SP 91174 appoint suitably qualified consultants to provide a Capital Works Fund Plan to assist in estimating the requirements of the Capital Works Fund. Last Capital Works Fund Plan Prepared - 18 May 2016		
Defeated by Simple Majority		

Motion 9		
WH & S REPORT	Ordinary Resolution	
That The Owners - SP 91174 appoint qualified consultants to conduct inspections of the property to meet its Workplace Health & Safety obligations under the Workplace Health & Safety Regulation 2017.		
Defeated by Simple Majority		

Motion 10		
CONSTRUCTION DEFECTS	Ordinary Resolution	
That The Owners - SP 91174 take action with respect to construction defects.		
Passed by Simple Majority		

Notes
The meeting confirmed proceedings against the builder, RPF for major defects claim continuing in the Supreme Court. Wilde Legal, representing the Owners Corporation last attendance in Court June 2024. Additional expert reports pending.

Motion 11		
ANNUAL FIRE SAFETY STATEMENT	Ordinary Resolution	
That The Owners - SP 91174 accept the existing Annual Fire Safety Statement (where applicable) and determine to engage a suitably qualified contractor to report on the requirements of the next statement if applicable, the Committee is to authorise any corrective action required and the Strata Managing Agent is instructed to sign the statement on behalf of the Owners Corporation upon completion of works.		
Passed by Simple Majority		

Motion 12

MAA APPOINTMENT

Ordinary Resolution

That The Owners - SP 91174 RESOLVES by ordinary resolution to appoint Lake Group Property Services t/a Lake Group Strata as Agent on the terms and conditions set out in the proposed Management Agency Agreement (**Agreement**) for a term of One (1) Year, with a copy to be tabled at the meeting or available in advance by contacting the office of Lake Group Strata and that the following be delegated to the Agent:

1. All of the functions of the Plan (other than its power to make a delegation, to make a decision on a matter that is required to be decided by the Plan or to make a determination relating to the levying or payment of contributions); and
2. The functions of chairperson, secretary and treasurer necessary to enable the Agent to carry out the 'Primary Services/Agreed Services' and the 'Further Services/Additional Services' as defined in the Agreement;
with effect from the date determined for that purpose by the Committee, provided that:
3. the delegation to the Agent is subject to the conditions and limitations listed in the Agreement;
4. the Plan is to execute the Agreement to give effect to this appointment and delegation; and
5. authority is given to two members of the Committee to affix the common seal of the Plan to the Agreement.

Passed by Simple Majority

Motion Amended

Amendment to One Year term.

Motion 13

BUDGETS

Ordinary Resolution

That The Owners - SP 91174 amend the proposed Administrative Fund Levy in the amount of \$242,271.73 and approve the Capital Works Fund Levy in the amount of \$19,294.00 with contributions then being levied in accordance with the approved budgets.

Levies based upon the above sums will be due and payable quarterly as per unit entitlement on the following dates:

20/6/24

20/9/24

20/12/24

20/3/25

Passed by Simple Majority

Motion Amended

Increase budget item "Consultants" for Defect claim from \$10,000 to \$20,000.

Motion 14		
MAINTENANCE - U221 SHOWER BASE	Ordinary Resolution	
That The Owners - SP 91174 approve the quotation from Jalbar Constructions in the sum of \$17,600.00 to re-waterproof and re-tile floor to main shower base Unit 221. The works to be carried out in order to comply with section 106 of the Strata Schemes Management Act (NSW) 2015. To be paid from the Capital Works Fund.		
Motion Withdrawn. Noting the “Base Building Structure” including “floors” was a Shared Facility under the Management Statement and the BMC therefore responsible for the waterproofing attached to the flooring.		

Motion 15		
SPECIAL BY LAW 1 - MINOR RENOVATIONS	Special Resolution	By Poll
That The Owners - SP91174 SPECIALLY RESOLVE in accordance with Section 110 of the Strata Schemes Management Act to adopt Special By Law 1. Special By Law 1 - The Owners Corporation in accordance with Section 110 of the Strata Schemes Management Act delegate authority to the Strata Committee to approve Minor Renovations.		
Passed by Special Resolution U/E in favour : 1909 U/E against : Nil U/E total : 1909		

Motion 16		
HARD FLOORING - UNIT 224	Ordinary Resolution	
That The Owners - SP91174 grant approval to the Owner of Unit 224 to install hard flooring in accordance with Section 110 of the Strata Schemes Management Act.		
Passed by Simple Majority		

Motion 17		
HARD FLOORING - UNIT 222	Ordinary Resolution	
That The Owners - SP91174 grant approval to the Owner of Unit 222 to install hard flooring in accordance with Section 110 of the Strata Schemes Management Act.		
Passed by Simple Majority		

Motion 18		
RESTRICTED MATTERS	Ordinary Resolution	
That The Owners - SP 91174 determine that there be no additional restrictions placed on the Committee other than those currently imposed by the Act.		
Passed by Simple Majority		

Motion 19		
LEVY COLLECTION & PAYMENT PLANS	Ordinary Resolution	
That The Owners - SP 91174 determine the Managing Agent should do all things necessary to commence and maintain debt collection proceedings for collecting outstanding levy contributions in conjunction with further instructions that may be given by the Committee. Recovery of expenses in collection actions is to be sought from the Owner of the offending Lot in accordance with the Act. Further, that The Owners - SP 91174 authorise the Committee to negotiate and accept payment plans that may be offered by Lot Owners with respect to their outstanding contributions.		
Passed by Simple Majority		

Motion 20		
COMMITTEE SIZE	Ordinary Resolution	
That The Owners - SP 91174 call for nominations for election to the Strata Committee and determined the size of the Strata Committee at Eight (8).		
Passed by Simple Majority		

ELECTION OF COMMITTEE	
Election of Ordinary Member	
George Anderberg, Luke Baker, Anthony Daley, Craig Dennison, Tara Dybell, Vince Lovecchio, Jack Madden, Philip Satchell have been elected to the committee.	
Name	Outcome
George Anderberg	Elected, reason: Elected Unopposed
Luke Baker	Elected, reason: Elected Unopposed
Anthony Daley	Elected, reason: Elected Unopposed
Craig Dennison	Elected, reason: Elected Unopposed
Tara Dybell	Elected, reason: Elected Unopposed
Vince Lovecchio	Elected, reason: Elected Unopposed
Jack Madden	Elected, reason: Elected Unopposed
Philip Satchell	Elected, reason: Elected Unopposed

Motion 22		
BMC REPRESENTATIVE	Special Resolution	
That The Owners - SP91174 Specially Resolve to appoint : • George Amderberg as Representative to the Building Management Committee and; • Tara Dybell as Substitute Representative to the Building Management Committee.		
Passed by Special Resolution U/E in favour : 1909 U/E against : Nil U/E total : 1909		

Motion 23		
STRATA HUB	Ordinary Resolution	
That The Owners - SP 91174 appoint Tara Dybell as Emergency Services Contact, for the purposes of the Strata Hub and authorise Lake Group Strata to provide the annual return to Strata Hub on behalf of the Owners Corporation.		
Passed by Simple Majority		

CLOSURE:

There being no further business the Chairperson declared the meeting closed at 04:30 PM and thanked all those present for their attendance and contribution to the meeting.

 CHAIRPERSON

 CONFIRMED

**MINUTES OF THE STRATA COMMITTEE MEETING OF THE OWNERS OF STRATA PLAN 91174
 HELD ON 24 JUNE 2024 AT 4:40PM**

18 THROSBY STREET, WICKHAM

Meeting Date	24 June 2024		
Committee Members	Lot 8	Jack Madden	Committee member present
	Lot 23	Craig Dennison	Committee member present
	Lot 28	Philip Satchell	Committee member present
	Lot 34	George Anderberg	Committee member present
	Lot 36	Anthony Daley	Committee member present
	Lot 37	Tara Dybell	Committee member present
	Lot 44	Vince Lovecchio	Committee member present
	Lot 47	Luke Baker	Committee member present
Chairperson	Heidi Thomas representing Lake Group Strata		
Apologies	Nil		

MOTIONS IN ACCORDANCE WITH THE NOTICE OF BUSINESS:

Motion 1		
MINUTES	Ordinary Resolution	
That the Minutes of the Strata Committee Meeting held on 9/5/24 be approved.		
Passed by Simple Majority		

Motion 2		
APPOINT OFFICE BEARERS	Ordinary Resolution	
That the Committee elect office bearers of Chairperson, Secretary and Treasurer for the ensuing period as follows:-		
Chairperson - Phillip Satchell		
Secretary - Tara Dybell		
Treasurer - Jack Madden		
Member - Tony Daley		
Member - Craig Dennison		
Member - George Anderberg		
Member - Vince Lovecchio		
Member - Luke Baker		
Passed by Simple Majority		

CLOSURE:

There being no further business the Chairperson declared the meeting closed at 04:45 PM and thanked all those present for their attendance and contribution to the meeting.

CHAIRPERSON

CONFIRMED

Lake Group Strata Residents Committee Special Meeting 15/01/24

Meeting commenced at 5:30 pm

Present: Phil Satchel, Tara Dybel, Tony Daley, George Anderberg

Apologies: Geoff DeVos

Agenda: Discuss the application for a Dog Bathroom on the internal verandah of unit 104.

Meeting Notes

Robust discussion on the impact on other residents in the block including odour control and the visual impact.

Concern that the grass will not survive due to the lack of natural light, suggestions that the external balcony might be a better location.

Unanimous concern that the bamboo and Plastic coverings on the railings are unsightly and should be removed.

Discussion on the pros and cons of a live grass dog toilet based on information obtained from the internet.

Concern that the proposed dog bathroom is considerably larger than the commercially available ones we were able to obtain from the internet. We think that the larger unit would be more time consuming and expensive to maintain.

The committee decided to allow the proposal to go ahead provided the following conditions are adhered to:

Conditions for the Dog Bathroom at unit 104

1. The applicant guarantees that there will be no odours, if there are persistent odours the applicant undertakes to remove the dog bathroom.
2. The soil is completely contained within the frame.
3. The applicant has a maintenance schedule and a copy is provided to Lake Group Strata? This should include odour control, removal of faeces, grass cutting where necessary and general tidying and cleaning of the whole area.
4. No dangerous chemicals to be used.
5. The applicant has a turf replacement system in place should the grass die.
6. The area is properly drained
7. The coverings on the Stainless Steel railing are removed

Other Business

The garbage bins are being used for non-domestic waste by some residents and now are so full other residents are unable to get rid of their garbage.

Resolved to ask Heidi to send a letter to resident owners and agents requesting that:

1. The bins be used only for domestic waste. Do not put restaurant waste, workshop waste, large items of furniture, pieces of machinery etc in bins. This is not an industrial waste centre.
2. Please break down your boxes before you put them in the yellow bins.
3. Could you please not put out recycling on Monday nights. That is the night they go out for emptying

Meeting ended at 6:00 pm

**MINUTES OF THE EXTRAORDINARY GENERAL MEETING OF THE OWNERS OF STRATA
PLAN 91174 HELD ON 03 JUL 2023 AT 10:00 AM**

18 THROSBY STREET, WICKHAM

Meeting Date	3 July 2023		
Meeting Location	Lake Group Strata, 34 Smith Street, CHARLESTOWN, NSW, 2290		
Lots Represented	Lot 2	Karen Hendrix	Electronic vote
	Lot 12	Andrew Edser	Electronic vote
	Lot 14	Todd & Brooke Hamilton	Electronic vote
	Lot 24	Josephine Adamson	Electronic vote
	Lot 29	Scot & Carolyn Weeks	Electronic vote
	Lot 33	Simon Whitcher & Anita Quinn	Electronic vote
	Lot 34	Frederick Anderberg	Electronic vote
	Lot 37	Anthony & Tara Dybell	Electronic vote
	Lot 46	Haylie West	Electronic vote
Chairperson	Heidi Thomas representing Lake Group Strata		
Additional Attendees	Nil		
Apologies	Nil		
Quorum – 10:30am	The Chairperson of the meeting declared no quorum present and upon discussion with those present at the meeting, determined to proceed with the agenda pursuant to Schedule 1 Part 3 Clause 17 (4)(b) of the Strata Schemes Management Act 2015 and as such the Chairperson declared that the persons present constitute a quorum for the consideration of all motions on the agenda.		

MOTIONS IN ACCORDANCE WITH THE NOTICE OF BUSINESS:

Motion 1				
MINUTES		Ordinary Resolution		
That The Owners - SP 91174 approve the minutes of the last General Meeting held on 15/05/2023.				
Motion CARRIED.				
VOTES		Yes : 7	No: 0	Abs: 2
				Inv: 0

Motion 2				
MINOR RENOVATION - U223 INSTALL HARD FLOORING		Ordinary Resolution		
That The Owners - SP 91174 grant retrospective approval to the owner of LOT 46 (UNIT 223) to install hybrid Hard Flooring in accordance with the Section 110 of the Strata Schemes Management Act (NSW) 2015.				
Motion CARRIED.				
VOTES	Yes : 9	No: 0	Abs: 0	Inv: 0

CLOSURE: There being no further business the Chairperson declared the meeting closed at 10:45am.

CHAIRPERSON

CONFIRMED

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF STRATA PLAN 91174
HELD ON 15 MAY 2023 AT 04:00 PM**

18 THROSBY STREET, WICKHAM

Meeting Date	15 May 2023		
Meeting Location	Lake Group Strata, 34 Smith Street, CHARLESTOWN, NSW, 2290		
Lots Represented	Lot 2	Karen Hendrix	Owner present
	Lot 8	Jack Madden	Owner present
	Lot 11	Chairperson	Proxy present
	Lot 18	Ron Spiteri	Owner present
	Lot 21	Geoffrey Devos	Owner present
	Lot 23	Craig Dennison	Owner present
	Lot 28	Philip Satchell	Owner present
	Lot 34	George Anderberg	Owner present
	Lot 36	Anthony Daley	Owner present
	Lot 37	Tara Dybell	Owner present
Chairperson	Heidi Thomas representing Lake Group Strata		
Additional Attendees	Nil		
Apologies	Nil		
Quorum: 4:30PM	The Chairperson of the meeting declared no quorum present and upon discussion with those present at the meeting, determined to proceed with the agenda pursuant to Schedule 1 Part 3 Clause 17 (4)(b) of the Strata Schemes Management Act 2015 and as such the Chairperson declared that the persons present constitute a quorum for the consideration of all motions on the agenda.		

MOTIONS IN ACCORDANCE WITH THE NOTICE OF BUSINESS:

Motion 1		
MINUTES	Ordinary Resolution	
That The Owners - SP 91174 approve the minutes of the last General Meeting held on 16/03/2023.		
Passed by Simple Majority		

Motion 2		
FINANCIALS	Ordinary Resolution	
That The Owners - SP 91174 accept the annual Financial Statements for the period ending 31/3/23.		
Passed by Simple Majority		

Notes	
Amendment to reflect accrued expense for Garage Door Insurance claim.	

Motion 3		
AUDIT	Ordinary Resolution	
That The Owners - SP 91174 appoint an auditor for the period ending 31/3/24.		
Defeated by Simple Majority		

Motion 4		
INSURANCE VALUATION	Ordinary Resolution	
That The Owners - SP 91174 conduct a valuation of the building for insurance purposes in accordance with section 161 of the Strata Schemes Management Act (NSW) 2015. Last Valuation - 24/2/2022 - \$26,681,000.00		
Defeated by Simple Majority		

Motion 5				
INSURANCES	Ordinary Resolution			
That The Owners - SP 91174 insurances as detailed below be considered and after any amendments be confirmed. Broker: Ausure Coastal Pty Ltd				
INSURANCE CO.	TYPE OF POLICY	POLICY NO.	COVER	DUE DATE
Strata Unit Underwriters	Building & Common Contents	06S7953129	\$26,681,000.00	31/03/2023
	Loss of Rent		\$4,002,150.00	
	Catastrophe		\$4,002,150.00	
	Glass		Included	
	Theft		Included	
	Public Liability		\$20,000,000.00	
	Fidelity Guarantee		\$100,000.00	
	Office Bearers Liability		\$10,000,000.00	
	Voluntary Workers		\$2,000.00 / \$200,000.00	

	Government Audit Costs		\$25,000.00	
	Legal Expenses		\$50,000.00	
	Health & Safety Breaches		\$100,000.00	
	Machinery Breakdown		\$100,000.00	
	Lot Owner F&I (per Lot)		\$250,000.00	
INSURANCE CO.	TYPE OF POLICY	POLICY NO.	COVER	DUE DATE
Strata Unit Underwriters	Public Liability	06S7953130-	\$20,000,000.00	31/03/2024
	Fidelity Guarantee		\$100,000.00	
	Office Bearers Liability		\$10,000,000.00	
	Voluntary Workers		\$2,000.00 / \$200,000.00	
	Gov Audit Costs		\$25,000.00	
	Legal Expenses		\$50,000.00	
	Workplace Health & Safety Breaches		\$100,000.00	
Passed by Simple Majority				

Motion 6		
COMMISSIONS AND TRAINING	Ordinary Resolution	
That The Owners - SP 91174 acknowledge that the Managing Agent received \$0.00 in commissions from insurance policy placements and that no other commissions or training was paid for by other parties with respect to the Managing Agents management of this The Owners - SP 91174. The Managing Agent anticipates receiving \$0.00 commission upon the policy renewal, if there are no changes to the insurer and the premium paid equals the budgeted amount for insurance.		
Passed by Simple Majority		

Motion 7		
CAPITAL WORKS FUND PLAN	Ordinary Resolution	
That The Owners - SP 91174 appoint suitably qualified consultants to provide a Capital Works Fund Plan to assist in estimating the requirements of the Capital Works Fund. Last Capital Works Fund Plan Prepared - 18 May 2016		
Defeated by Simple Majority		

Motion 8		
MAA APPOINTMENT	Ordinary Resolution	
That The Owners - SP 91174 RESOLVES by ordinary resolution to appoint Lake Group Property Services t/a Lake Group Strata as Agent on the terms and conditions set out in the proposed Management Agency Agreement (Agreement) for a term of 1 years, with a copy to be tabled at the meeting or available in advance by contacting the office of Lake Group Strata and that the following be delegated to the Agent: 1. All of the functions of the Plan (other than its power to make a delegation, to make a decision on a matter that is required to be decided by the Plan or to make a determination relating to the levying or payment of contributions); and 2. The functions of chairperson, secretary and treasurer necessary to enable the Agent to carry out the 'Primary Services/Agreed Services' and the 'Further Services/Additional Services' as defined in the Agreement; with effect from the date determined for that purpose by the Committee, provided that: 3. the delegation to the Agent is subject to the conditions and limitations listed in the Agreement; 4. the Plan is to execute the Agreement to give effect to this appointment and delegation; and 5. authority is given to two members of the Committee to affix the common seal of the Plan to the Agreement.		
Passed by Simple Majority		
Motion Amended		
Amend term to 1 Year.		

Motion 9		
CONSTRUCTION DEFECTS	Ordinary Resolution	
That The Owners - SP 91174 confirmed the resolution at General Meeting 16 March 2023 to continue Supreme Court Proceedings against the builder for major building defect rectification. The meeting directed Wilde Legal to obtain an expert report that complies with the requirements of the NSW Court detailing the defects at the property and continue to pursue a remedy for their rectification from the Supreme Court.		
Passed by Simple Majority		
Motion Amended		
Confirmed proceedings against the builder for major defects claim continuing in the Supreme Court.		

Motion 10		
ANNUAL FIRE SAFETY STATEMENT	Ordinary Resolution	
That The Owners - SP 91174 accept the existing Annual Fire Safety Statement (where applicable) and determine to engage a suitably qualified contractor to report on the requirements of the next statement if applicable, the Committee is to authorise any corrective action required and the Strata Managing Agent is instructed to sign the statement on behalf of the Owners Corporation upon completion of works.		
Passed by Simple Majority		

Motion 11		
TERMITE REPORT / PEST SPRAY	Ordinary Resolution	
That The Owners - SP 91174 authorise the Strata Managing Agent to organise pest control for the common property.		
Passed by Simple Majority		

Motion 11 Alternatives				
Alternatives for TERMITE REPORT		Motion Alternatives		
(Option A) That the Strata Managing Agent obtain a general pest spray treatment of common areas only.				
(Option B) That the Strata Managing Agent obtain a termite inspection report of all units and common areas.				
(Option C) That the Strata Managing Agent is to obtain a termite inspection of all units and common areas and a pest spray treatment of common areas only.				
'OPTION A' has been selected with the highest votes.				
VOTES	A : 10	B: 0	C: 0	Inv: 0

Motion 12		
WH & S REPORT	Ordinary Resolution	
That The Owners - SP 91174 appoint qualified consultants to conduct inspections of the property to meet its Workplace Health & Safety obligations under the Workplace Health & Safety Regulation 2017.		
Defeated by Simple Majority		

Motion 12 Alternatives	
Alternatives for WH & S REPORT	Motion Alternatives
(Option A) That The Owners - SP 91174 obtain quotations from a suitably qualified consultant to provide a Work Health and Safety Audit report on the property. The quotations are to be forwarded to the Committee for consideration and determination.	

(Option B)

That The Owners - SP 91174 obtain quotations from suitably qualified consultants to undertake an Asbestos Inspection and prepare an Asbestos Management Plan if asbestos containing material is found to be located in the building and arrange for a document register box to be installed on common property.

Motion lapsed as WH & S REPORT was LOST

Motion 13

BUDGETS

Ordinary Resolution

That The Owners - SP 91174 approve the proposed Administrative Fund Levy in the amount of **\$223,619.00** (exc.GST) and the Capital Works Fund Levy in the amount of **\$19,047.00** (exc.GST) with contributions then being levied in accordance with the approved budgets.

Levies based upon the above sums will be due and payable quarterly as per unit entitlement on the following dates:

20/6/23

20/9/23

20/12/23

20/3/24

Passed by Simple Majority

Motion 14

RESTRICTED MATTERS

Ordinary Resolution

That The Owners - SP 91174 determine that there be no additional restrictions placed on the Committee other than those currently imposed by the Act.

Passed by Simple Majority

Motion 15

LEVY COLLECTION & PAYMENT PLANS

Ordinary Resolution

That The Owners - SP 91174 determine the Managing Agent should do all things necessary to commence and maintain debt collection proceedings for collecting outstanding levy contributions in conjunction with further instructions that may be given by the Committee. Recovery of expenses in collection actions is to be sought from the Owner of the offending Lot in accordance with the Act. Further, that The Owners - SP 91174 authorise the Committee to negotiate and accept payment plans that may be offered by Lot Owners with respect to their outstanding contributions.

Passed by Simple Majority

ELECTION OF COMMITTEE		
Election of Ordinary Member		
George Anderberg, Anthony Daley, Craig Dennison, Geoffrey Devos, Tara Dybell, Jack Madden, Philip Satchell, Ron Spiteri have been elected to the committee.		
Name		Outcome
George Anderberg		Elected, reason: Elected Unopposed
Anthony Daley		Elected, reason: Elected Unopposed
Craig Dennison		Elected, reason: Elected Unopposed
Geoffrey Devos		Elected, reason: Elected Unopposed
Tara Dybell		Elected, reason: Elected Unopposed
Jack Madden		Elected, reason: Elected Unopposed
Philip Satchell		Elected, reason: Elected Unopposed
Ron Spiteri		Elected, reason: Elected Unopposed

Motion 17		
STRATA HUB	Ordinary Resolution	
That The Owners - SP 91174 appoint a person as Emergency Services Contact, for the purposes of the Strata Hub and authorise Lake Group Strata to provide the annual return to Strata Hub on behalf of the Owners Corporation. Tara Dybell		
Passed by Simple Majority		

Motion 18		
ELECTION - REPRESENTATIVE TO BUILDING MANAGEMENT COMMITTEE	Special Resolution	By Poll
Elected Representative to the Building Management Committee - George Andeberg Elected Substitute Representative to the Building Management Committee – Tara Dybell.		
Passed by Special Resolution U/E in favour 1909 U/E against <u>Nil</u> Total 1909		

CLOSURE: There being no further business the Chairperson declared the meeting closed at 5:30 PM and thanked all those present for their attendance and contribution to the meeting.

CHAIRPERSON

CONFIRMED

**MINUTES OF THE STRATA COMMITTEE MEETING OF THE OWNERS OF STRATA PLAN 91174
HELD ON 15 MAY 2023 AT 5:30 PM**

18 THROSBY STREET, WICKHAM

Meeting Date	15 May 2023
Committee Members	Jack Madden Committee member present Ron Spiteri Committee member present Geoffrey Devos Committee member present Craig Dennison Committee member present Philip Satchell Committee member present George Anderberg Committee member present Anthony Daley Committee member present Tara Dybell Committee member present
Additional Attendees	Nil
Chairperson	Heidi Thomas representing Lake Group Strata
Apologies	Nil

MOTIONS IN ACCORDANCE WITH THE NOTICE OF BUSINESS:

Motion 1		
MINUTES	Ordinary Resolution	
That the Minutes of the Strata Committee Meeting held on 9/2/23 be approved.		
Passed by Simple Majority		

Motion 2		
APPOINT OFFICE BEARERS	Ordinary Resolution	
That the Committee elect office bearers of Chairperson, Secretary and Treasurer for the ensuing period as follows:-		
Chairperson	- Phillip Satchell	
Secretary	- George Anderberg	
Treasurer	- Geoff Devos	
Member	- Anthony Daley	
Member	- Tara Dybell	
Member	- Craig Dennison	
Member	- Ron Spiteri	
Member	- Jack Madden	
Passed by Simple Majority		

CLOSURE:

There being no further business the Chairperson declared the meeting closed at 05:40 PM and thanked all those present for their attendance and contribution to the meeting.

CHAIRPERSON

CONFIRMED

**MINUTES OF THE EXTRAORDINARY GENERAL MEETING OF THE OWNERS OF STRATA
PLAN 91174 HELD ON 16 MAR 2023 AT 04:00 PM**

18 THROSBY STREET, WICKHAM

Meeting Date	16 March 2023		
	Wilde Legal and Pink Slip Building addressed the meeting prior to commencement to provide update on current position of the building defects claim against RPF Building and deficiencies in remedial repairs in particular relating to fire services.		
Meeting Location	Lake Group Strata, 34 Smith Street, CHARLESTOWN, NSW, 2290 and VIA Zoom.		
Lots Represented	Lot 2	Karen Hendrix	Owner present
	Lot 9	Chairperson - Lake Group Strata	
	Lot 13	Rhonda Morrison	Owner present
	Lot 15	John Deadman	Owner present
	Lot 18	Ron Spiteri	Owner present
	Lot 21	George Anderberg	Proxy present
	Lot 23	Craig Dennison	Owner present
	Lot 28	Philip Satchell	Owner present
	Lot 29	Scott Weeks	Owner present
	Lot 34	Frederick George Anderberg	Owner present
	Lot 36	Anthony Daley	Owner present
	Lot 37	Tara Dybell	Owner present
	Lot 47	Phillip Matthews	Owner present
Chairperson	Heidi Thomas representing Lake Group Strata		
Additional Attendees	Lot 18	Leny Abendanio	
Apologies	Nil.		
Quorum	The Chairperson declared that quorum has been achieved		

MOTIONS IN ACCORDANCE WITH THE NOTICE OF BUSINESS:

Motion 1		
MINUTES	Ordinary Resolution	
That The Owners - SP 91174 approve the minutes of the last General Meeting held on 08/06/2022.		
Passed by Simple Majority		

Motion 2		
PINK SLIP BUILDING DEFECTS RECTIFICATION SCHEDULE - DEFECTS	Ordinary Resolution	
That The Owners - SP91174 consider and place on record Pink Slip Building Defects Rectification Schedule.		
Passed by Simple Majority		

Motion 3		
SUPREME COURT LEGAL PROCEEDINGS / EXPERT REPORTS	Ordinary Resolution	
That The Owners - SP 91174 directs Wilde Legal to obtain an expert report that complies with the requirements of the NSW Court detailing the defects at the property and continue to pursue a remedy for their rectification from the Supreme Court. The Owners Corporation authorises a further \$40,000 in legal and expert costs for the purpose of that instruction to file and serve expert reports.		
Passed by Simple Majority		

Motion 4		
SUPREME COURT PROCEEDINGS - DEFECTS	Ordinary Resolution	
If motion 3 is defeated That The Owners - SP91174 determines to discontinue the Supreme Court Proceedings on the basis of no order as to costs.		
Defeated by Simple Majority		

Motion 5		
ADMINISTRATIVE FUND SPECIAL LEVY - LEGAL COSTS / EXPERT REPORTS	Ordinary Resolution	
Provided Motion 3 above be resolved, That The Owners - SP 91174 raise an Administrative Fund Special Levy in the sum of \$40,000.00 (inc.GST) due and payable in two equal instalments according to unit entitlement on 30 April 2023 and 31 July 2023 to cover additional legal and expert costs to file and serve expert reports to pursue the building defects claim with the builder, RPF Building.		
Passed by Simple Majority		

CLOSURE:

There being no further business the Chairperson declared the meeting closed at 05:15PM and thanked all those present for their attendance and contribution to the meeting.

CHAIRPERSON

CONFIRMED

**MINUTES OF THE VOTE OUTSIDE COMMITTEE MEETING OF THE OWNERS OF STRATA PLAN
91174 HELD ON 09 FEB 2023 AT 10:00 AM**

18 THROSBY STREET, WICKHAM

Meeting Date	09 Feb 2023		
Committee Members	Lot 21	Geoff Devos	Electronic vote
	Lot 28	Phillip Satchell	Electronic vote
	Lot 34	George Anderberg	Electronic vote
	Lot 36	Tony Daley	Electronic vote
	Lot 37	Tara Dybell	Electronic vote
Additional Attendees	Nil		
Chairperson	Heidi Thomas representing Lake Group Strata		
Apologies	Lot 23 Craig Dennison		

MOTIONS IN ACCORDANCE WITH THE NOTICE OF BUSINESS:

Motion 1				
MINUTES		Ordinary Resolution		
That the Minutes of the Strata Committee Meeting held on 17/11/22 be approved.				
Motion CARRIED.				
VOTES		Yes : 5	No: 0	Abs: 0
				Inv: 0

Motion 2				
WARRINGTON FIRE REPORT		Ordinary Resolution		
That The Owners - SP91174 approve the fee proposal from Warrington Fire in the sum of \$25,987.50 (inc.GST) to undertake a review of the fire engineering strategy documented in AED Consulting's Report, as well as to inspect completed defect works onsite to confirm that they have been completed in accordance with the requirements of the report.				
Motion CARRIED.				
VOTES	Yes : 5	No: 0	Abs: 0	Inv: 0

CLOSURE:

There being no further business the Chairperson declared the meeting closed at 10:30AM and thanked all those present for their attendance and contribution to the meeting.

CHAIRPERSON

CONFIRMED

Minutes resident's committee meeting 11th January 2023

Meeting to be held in Italy's Kitchen Starting at 5:00 pm

Meeting opened at 5:10 pm			
Present: George, Phil, Tony, Geoff, Andrew (Representing the CC), Jerome			
#	Who	Description	Action
	GA	Matters arising from previous Minutes 1. Cleaning Contracts 2. Outside cleaning 3. Lift Maintenance costs	Heidi has been contacted and asked to call for quotes. GA to follow up BMC has agreed to pay costs In principal agreement from Domonic. GA to follow up
1	TD	Melanie Wilde's Meeting request	This was deferred and changed several times, latest date was 10:30 on Thursday 19 th January but we have had no confirmation from Melanie
2	TD	TV Antennae power Supply Units	Committee approved the purchase of 9 additional power supply units. Tony to purchase and install these units as required. Tony to be reimbursed any costs incurred.
3	GA	Roller door remote operation	Committee approved and accepted the SSM quote for \$2026.20 (attached). The quote provides for the installation of a control receiver and door expander. Owners will be able to purchase a remote which reports through the access control system. Remotes can be purchased for \$80 at the time of installation.
4	TD/ GA	Building Rectification costs	The building was left with a large number of rectification issues. As RPF were reluctant to make good on these issues the residents were forced to seek legal redress. As many of these issues also affect the commercial areas the RC feels that these legal costs should be shared on an 80/20 basis. That is the Commercial pay 20% of the legal costs incurred in ensuring that all defects were made good.
5	GA	Garage PA door	Quote is with Heidi, no further action as yet
6	GA	Poor finish on tiles at western end of level 2	I have contacted Griptek several times with no response. I will ask Heidi to write to them
7	GA	Light in TV room	I will ask Electrician to investigate
8	TDy	Garden in commercial area	Tara to respond on progress with Daracon.

9	GD	Driveway exit	This exit is causing damage to small cars with a low clearance. Geoff is to investigate the feasibility of inserting a HD rubber ramp	
10	GD	Accounts	Geoff has picked up on a number of accounts paid from the Residential account which should have been paid by the Building account. (lift costs and the building fire phone) Geoff is following this up	
	Meeting Finished 6:30 pm			

Minutes resident's committee meeting 17th November 2022

Meeting to be held in Italy's Kitchen Starting at 5:00 pm

Meeting opened at 5:10 pm			
Present: George, Phil, Tara, Tony, Craig, Andrew (Representing the CC)			
#	Who	Description	Action
1	GA	Matters arising from previous Minutes 1. Outside cleaning 2. Contribution to building sinking fund 3. Carwash 4. Massage ad 5. Garbage bins 6. Adamstown Cleaners 7. Lift 8. Entry doors	 BMC agreed to cover costs 80% residential 20% commercial Fixed Gone Sorted Call for tenders for a new cleaning contract to begin in 2023. Prepared scope of works to be considered by committee members and amendments to George by early Dec. BMC agreed that Commercial should contribute but no action as yet. George to check with Dominic to see where he is up to with this. Committee decided to proceed with the back door replacement and accepted the "Big Boys" quote for \$7896.90. George to get the ball rolling.
	Meeting Finished 6:15 pm		

Cleaning Scope of works for 18 Throsby Street Wickham

Responsibility	OC	BMC	CC	
Frequency Over a week	Regular cleaning of all common residential areas including hobs on either side of walkways Clean stairs and stairway including walls Remove cobwebs Wipe down louvers			
As per pick up schedule	Putting out bins			
Monthly	Cleaning of bin room		Cleaning of commercial bin room	
Quqrterly	Clean Bins		Clean commercial bins	
March and August	Blowing and vacuuming of Garage		Blowing and vacuuming of Commercial Garage	
December and June	Blowing, vacuuming and hosing of garage, washing of roller doors		Blowing, vacuuming and hosing of commercial garage, washing of roller doors	
Quarterly		Cleaning of footpath, front wall and bicycle rack area		
Once only	One off clean of stainless steel			
Weekly	Wiping down stainless steel			

SP 91174

Minutes of resident's committee meeting 12th July 2022

Meeting to held in Italy's Kitchen Starting at 5:00 pm

Minutes Residents Strata Committee Meeting 12/07/2022			
Meeting opened at 5:15			
Present: George Anderberg, Craig Denison, Geoff Devos, Phil Satchel			
Apologies: Tara Dybel Tony Daley			
#	Who	Description	Action
1	GA	<u>Matters arising From Previous Minutes</u> Still to be done: a. New parking cards b. Oryx Wall Washing c. Untidy stuff left in visible locations	George and Tara to deal Wait until RPF are finished Distribute Tony Daley's letter
2		Tiles: Discuss Griptek's proposition and Nick Vincent's Reply	Under no circumstances can we afford to let RPF off the hook as Nick Vincent suggests. RPF are responsible for the laying of the incorrect tiles and it is their responsibility to correct the problem. This being the case we cannot accept Griptek's proposal unless RPF support it.
3		Approve the payment of Pinksip's Invoice	Approved
4	GA	Garbage Bin Cleaning	Accept Adamstown's quote. George to contact Heidi
5	GA	a) Carwash pump b) Ensure that complete cleaning of the pit is included, if not get a quote to do so	a) Accept Quote for carwash pump b) Ensure that pit emptying and cleaning is also done. George to contact Heidi
6		Suggestion that we welcome observers to our meetings	Agreed

7	GA	Book Exchange; Impromptu one already started. Suggestion that we get hold of a reasonable set of shelves and erect them in the corner of the Atrium opposite the garage PA door.	Agreed All members to startscouting
Motions without notice			
8	GA	BMC to be asked to justify RSC's contribution of \$122344 to the Building sinking fund.	George to bring up at next BMC meeting
9	PS CD	Discussion on how to manage the PA door to the Garage (not working properly) and the front door (not complying with fire regulations.	Phil and Craig to investigate possible solutions
10	PS	Lift Curtains: An eyesore and should be removed and store	Phil Satchel to deal with the issue
11	GA	Storage of large garbage bins prior to pick up. Suggestion that the area near bike racks would be suitable and not obstruct the footpath	GA to investigate
12	PS	Large pots on Level 2 walkways to provide some greenery; Pots generally uniform in size but should vary in cross section shape and Color.	Phil to investigate and to Liaise with Tara and Daracon
13		Condition of Throsby street. Large potholes need to be repaired and gutter needs to be raised. Should be a speed limit (40 Kpa) and load limit (3 Tonne)	Committee members agreed to attend GLOW meeting on Sat 16 July to gather information about Newcastle Council's future intentions
14		SS Balustrades need to be cleaned.	Phil to investigate and get quotes for cleaning.
Meeting closed at 6:45 pm pm			

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF STRATA PLAN 91174
HELD ON 08 JUN 2022 AT 04:00 PM**

18 THROSBY STREET, WICKHAM

Meeting Date	8 June 2022		
Meeting Location	by teleconference and also at, 34 Smith Street, Charlestown, NSW, 2290		
Time	04:00 PM	Opened: 05:14 PM	Closed: 05:25 PM
Lots Represented	Lot 11 Chairperson Proxy present Lot 15 John Deadman Owner present Lot 21 Phillip Satchell Proxy present Lot 28 Philip Satchell Owner present Lot 34 George Anderberg Owner present Lot 36 Anthony Daley Owner present Lot 37 Tara Dybell Owner present		
Chairperson	Heidi Thomas representing Lake Group Strata		
Additional Attendees	Nil		
Apologies	Nil		
Quorum – 4:30PM	The Chairperson of the meeting declared no quorum present and upon discussion with those present at the meeting, determined to proceed with the agenda pursuant to Schedule 1 Part 3 Clause 17 (4)(b) of the Strata Schemes Management Act 2015 and as such the Chairperson declared that the persons present constitute a quorum for the consideration of all motions on the agenda.		

MOTIONS IN ACCORDANCE WITH THE NOTICE OF BUSINESS:

Motion 1		
MINUTES	Ordinary Resolution	
That The Owners - SP 91174 approve the minutes of the last General Meeting held on 27 May 2021 as enclosed with the notice of meeting.		
Passed by Simple Majority		

Motion 2		
FINANCIALS	Ordinary Resolution	
That The Owners - SP 91174 accept the annual Financial Statements for the period ending 31/3/22.		

Passed by Simple Majority

Motion 3		
AUDIT	Ordinary Resolution	
That The Owners - SP 91174 appoint an auditor for the period ending 31/3/23.		
Defeated by Simple Majority		

Motion 4		
INSURANCE VALUATION	Ordinary Resolution	
That The Owners - SP 91174 conduct a valuation of the building for insurance purposes in accordance with section 161 of the Strata Schemes Management Act (NSW) 2015.		
Defeated by Simple Majority		

Motion 5				
INSURANCES	Ordinary Resolution			
That The Owners - SP 91174 insurances as detailed below be considered and after any amendments be confirmed.				
Broker: Ausure Coastal Pty Ltd				
INSURANCE CO.	TYPE OF POLICY	POLICY NO.	COVER	DUE DATE
Strata Unit Underwriters	Building & Common Contents	06S7953129	\$26,681,000.00	31/03/2023
	Loss of Rent		\$4,002,150.00	
	Catastrophe		\$4,002,150.00	
	Glass		Included	
	Theft		Included	
	Public Liability		\$20,000,000.00	
	Fidelity Guarantee		\$100,000.00	
	Office Bearers Liability		\$10,000,000.00	
	Voluntary Workers		\$2,000.00 / \$200,000.00	
	Government Audit Costs		\$25,000.00	
	Legal Expenses		\$50,000.00	

	Health & Safety Breaches		\$100,000.00	
	Machinery Breakdown		\$100,000.00	
	Lot Owner F&I (per Lot)		\$250,000.00	
INSURANCE CO.	TYPE OF POLICY	POLICY NO.	COVER	DUE DATE
Strata Unit Underwriters	Public Liability	06S7953130	\$20,000,000.00	31/03/2022
	Fidelity Guarantee		\$100,000.00	
	Office Bearers Liability		\$10,000,000.00	
	Voluntary Workers		\$2,000.00 / \$200,000.00	
	Government Audit Costs		\$25,000.00	
	Legal Expenses		\$50,000.00	
	Health & Safety Breaches		\$100,000.00	
Passed by Simple Majority				

Motion 5 Alternatives				
Alternatives for INSURANCES		Motion Alternatives		
(Option A) The Strata Managing Agent is to obtain quotations based on a CPI increase. The quotations are to be forwarded to the Strata Committee for the consideration and determination of the Strata Committee prior to renewal.				
(Option B) The Strata Managing Agent is to organise quotations based on the valuation. Quotations are to be forwarded to the Strata Committee for their consideration and determination prior to renewal.				
(Option C) The Strata Managing Agent is to renew the insurances with the current insurer based on the current level of cover.				
'OPTION A' has been selected with the highest votes.				
VOTES	A : 7	B: 0	C: 0	Inv: 0

Motion 6

COMMISSIONS AND TRAINING	Ordinary Resolution	
That The Owners - SP 91174 acknowledge that the Managing Agent received \$0.00 in commissions from insurance policy placements and that no other commissions or training was paid for by other parties with respect to the Managing Agents management of this The Owners - SP 91174. The Managing Agent anticipates receiving \$0.00 commission upon the policy renewal, if there are no changes to the insurer and the premium paid equals the budgeted amount for insurance.		
Passed by Simple Majority		

Motion 7		
CAPITAL WORKS FUND PLAN	Ordinary Resolution	
That The Owners - SP 91174 appoint suitably qualified consultants to provide a Capital Works Fund Plan to assist in estimating the requirements of the Capital Works Fund. Last Capital Works Fund Plan Prepared - 18 May 2016 - Quanto		
Defeated by Simple Majority		

Motion 8		
MAA APPOINTMENT	Ordinary Resolution	
That The Owners - SP 91174 RESOLVES by ordinary resolution to appoint Lake Group Property Services t/a Lake Group Strata as Agent on the terms and conditions set out in the proposed Management Agency Agreement (Agreement) for a term of One (1) year, with a copy to be tabled at the meeting or available in advance by contacting the office of Lake Group Strata and that the following be delegated to the Agent: 1. All of the functions of the Plan (other than its power to make a delegation, to make a decision on a matter that is required to be decided by the Plan or to make a determination relating to the levying or payment of contributions); and 2. The functions of chairperson, secretary and treasurer necessary to enable the Agent to carry out the 'Primary Services/Agreed Services' and the 'Further Services/Additional Services' as defined in the Agreement; with effect from the date determined for that purpose by the Committee, provided that: 3. the delegation to the Agent is subject to the conditions and limitations listed in the Agreement; 4. the Plan is to execute the Agreement to give effect to this appointment and delegation; and 5. authority is given to two members of the Committee to affix the common seal of the Plan to the Agreement.		
Passed by Simple Majority		
Motion Amended		
Amendment to One (1) Year term		

Motion 9

CONSTRUCTION DEFECTS	Ordinary Resolution	
That The Owners - SP 91174 consider construction defects and their rectification.		
Passed by Simple Majority		

Motion 10		
ANNUAL FIRE SAFETY STATEMENT	Ordinary Resolution	
That The Owners - SP 91174 accept the existing Annual Fire Safety Statement (where applicable) and determine to engage a suitably qualified contractor to report on the requirements of the next statement if applicable, the Committee is to authorise any corrective action required and the Strata Managing Agent is instructed to sign the statement on behalf of the Owners Corporation upon completion of works.		
Passed by Simple Majority		

Motion 11		
TERMITE REPORT	Ordinary Resolution	
That The Owners - SP 91174 authorise the Strata Managing Agent to organise a general pest spray treatment for the common property. To be carried out in January 2023.		
Passed by Simple Majority		

Motion 12		
WH & S REPORT	Ordinary Resolution	
That The Owners - SP 91174 appoint qualified consultants to conduct inspections of the property to meet its Workplace Health & Safety obligations under the Workplace Health & Safety Regulation 2017.		
Defeated by Simple Majority		

Motion 13		
BUDGETS	Ordinary Resolution	
That The Owners - SP 91174 approve the proposed Administrative Fund Levy in the amount of \$188,688.00 (exc.GST) and the Capital Works Fund Levy in the amount of \$18,802.00 (exc.GST) with contributions then being levied in accordance with the approved budgets.		
Levies based upon the above sums will be due and payable quarterly as per unit entitlement on the following dates:		

20/6/22	20/9/22	20/12/22	20/3/23
Passed by Simple Majority			

Motion 14		
LEVY COLLECTION & PAYMENT PLANS	Ordinary Resolution	
That The Owners - SP 91174 determine the Managing Agent should do all things necessary to commence and maintain debt collection proceedings for collecting outstanding levy contributions in conjunction with further instructions that may be given by the Committee. Recovery of expenses in collection actions is to be sought from the Owner of the offending Lot in accordance with the Act. Further, that The Owners - SP 91174 authorise the Committee to negotiate and accept payment plans that may be offered by Lot Owners with respect to their outstanding contributions.		
Passed by Simple Majority		

Motion 15		
RESTRICTED MATTERS	Ordinary Resolution	
That The Owners - SP 91174 determine that there be no additional restrictions placed on the Committee other than those currently imposed by the Act.		
Passed by Simple Majority		

Motion 16		
ELECTION - REPRESENTATIVE TO BUILDING MANAGEMENT COMMITTEE	Special Resolution	
That The Owners - SP91174 Specially Resolve to appoint: * George Anderberg as Representative to the Building Management Committee, and * Tara Dybell as Substitute Representative to the Building Management Committee. Special Resolution U/E in favour 1569 U/E Against <u>Nil</u> U/E Total 1569		
Passed by Simple Majority		

ELECTION OF COMMITTEE

Election of Ordinary Member

Anthony Daley, Tara Dybell, George Anderberg, Craig Dennison, Geoff Devos, Phillip Satchell have been elected to the committee.

Name		Outcome
Anthony Daley		Elected, reason: Elected Unopposed
Tara Dybell		Elected, reason: Elected Unopposed
George Anderberg		Elected, reason: Elected Unopposed
Craig Dennison		Elected, reason: Elected Unopposed
Geoff Devos		Elected, reason: Elected Unopposed
Phillip Satchell		Elected, reason: Elected Unopposed

CLOSURE:

There being no further business the Chairperson declared the meeting closed at 05:25 PM and thanked all those present for their attendance and contribution to the meeting.

CHAIRPERSON

CONFIRMED

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF STRATA PLAN 91174 HELD
IN THE OFFICES OF LAKE GROUP STRATA, 34 SMITH STREET, CHARLESTOWN
ON 27 MAY 2021 AT 3:00PM**

18 THROSBY STREET, WICKHAM

27 MAY 2021 AT 3:00PM

PRESENT & VOTING:

Lot 11	Cassandra McLean as Proxy for Mark & Toni Williams
Lot 13	Rhonda Morrison (Via Audio Conferencing)
Lot 21	Geoffrey Devos
Lot 23	Craig Dennison (Via Audio Conferencing)
Lot 33	Anita & Simon Whitcher (Via Audio Conferencing)
Lot 34	Frederick (George) Anderberg
Lot 36	Tony Daley (Via Audio Conferencing)
Lot 37	Tara Dybell

IN ATTENDANCE: Chris Seckold representing RPF (departed at 3:45pm)
Cassandra McLean representing Lake Group Strata.

APOLOGIES: Nil.

CHAIRPERSON: Cassandra McLean acted as Chairperson.

3:30PM - QUORUM:

The Chairperson of the meeting declared no quorum present and upon discussion with those present at the meeting, determined to proceed with the agenda pursuant to Schedule 1 Part 3 Clause 17 (4)(b) of the Strata Schemes Management Act 2015 and as such the Chairperson declared that the persons present constitute a quorum for the consideration of all motions on the agenda.

PRESENT & VOTING:

Lot 11	Cassandra McLean as Proxy for Mark & Toni Williams
Lot 13	Rhonda Morrison (Via Audio Conferencing)
Lot 21	Geoffrey Devos
Lot 23	Craig Dennison (Via Audio Conferencing)
Lot 33	Anita & Simon Whitcher (Via Audio Conferencing)
Lot 34	Frederick (George) Anderberg
Lot 36	Tony Daley (Via Audio Conferencing)
Lot 37	Tara Dybell

IN ATTENDANCE: Chris Seckold representing RPF (departed at 3:45pm)
Cassandra McLean representing Lake Group Strata.

APOLOGIES: Nil.

CHAIRPERSON: Cassandra McLean acted as Chairperson.

MOTIONS IN ACCORDANCE WITH THE NOTICE OF BUSINESS:

Chris Seckold from RPF provided an update to the meeting on the progression of the defect works. Chris noted that the passive fire compliance works was progressing with a number of units still to provide access.

The meeting noted that RPF are still to provide the tile samples to the Owners Corporation for approval prior to carrying out rectification works.

MOTION 1:
MINUTES

RESOLVED that the Minutes of the Annual General Meeting held on 2 June 2020 be confirmed.

MOTION 2:
VOTING
METHODS

RESOLVED that the Owners Corporation authorise audio conferencing and pre-meeting electronic voting as valid methods of attending and voting at General and Strata Committee Meetings in accordance with Sch 1 Clause 28 of the Strata Schemes Management Act (NSW) 2015.

MOTION 3:
STRATA
COMMITTEE
NOMINATIONS

The following nominations of candidates for election to the Strata Committee of the Owners' Corporation were received and accepted by the Chairperson.

George Anderberg
Tony Daley

Craig Dennison
Geoff Devos

Tara Dybell

NUMBER OF
MEMBERS

RESOLVED that the number of members of the Strata Committee be determined as five (5).

STRATA
COMMITTEE
ELECTION

As the number of candidates equalled the number of members of the Strata Committee determined by the Owners' Corporation, the Chairperson declared the mentioned persons elected without a ballot.

The meeting further **RESOLVED** that **George Anderberg** and **Tara Dybell** be appointed the Owners Corporation representative to the Building Management Committee.

All members of the Committee to receive a copy of the Regulation 39 Report on behalf of the Owners Corporation

MOTION 4:
RESTRICTED
MATTERS

RESOLVED that at this stage there be no restricted matters for the purposes of Section 36(3) of the Strata Schemes Management Act 2015 ('the Act').

MOTION 5:
FINANCIALS

RESOLVED that the annual financial statements made up to 31/03/2021 be adopted.

MOTION 6:
AUDIT

MOTION LOST

That the Owners' Corporation appoint an auditor in accordance with Section 95 of the Strata Schemes Management Act 2015.

MOTION 7:
INSURANCES

RESOLVED that the Owners' Corporation insurances as detailed below be confirmed. The Strata Managing Agent was instructed to renew the Owners' Corporation insurances at the current levels.

INSURER: Strata Unit Underwriters – Strata Plan 91174

BROKER: Ausure Pty Ltd

Cover	Policy No.	Amount	Date Due
Public Liability	06S7953129	\$20,000,000	31/03/2022
Voluntary Workers	06S7953129	\$200,000/\$2,000	31/03/2022
Fidelity Guarantee	06S7953129	\$100,000	31/03/2022
Office Bearers'	06S7953129	\$1,000,000	31/03/2022

Gov Audit Costs	06S7953129	\$25,000	31/03/2022
Legal Expenses	06S7953129	\$50,000	31/03/2022
INSURER: Strata Unit Underwriters – BMC DP1204114			
BROKER: Ausure Pty Ltd			
Cover	Policy No.	Amount	Date Due
Building & Common Contents	06S7953129	\$25,554,010	31/03/2022
Catastrophe	06S7953129	\$3,833,101	31/03/2022
Loss of Rent	06S7953129	\$3,833,101	31/03/2022
Legal Liability	06S7953129	\$20,000,000	31/03/2022
Voluntary Workers	06S7953129	\$200,000/\$2,000	31/03/2022
Fidelity Guarantee	06S7953129	\$100,000	31/03/2022
Office Bearers'	06S7953129	\$1,000,000	31/03/2022
Gov Audit Costs	06S7953129	\$25,000	31/03/2022
Appeal Expenses	06S7953129	\$100,000	31/03/2022
Machinery Breakdown	06S7953129	\$100,000	31/03/2022
Legal Expenses	06S7953129	\$50,000	31/03/2022
Lot Owners Fixtures & Improvements (per Lot)	06S7953129	\$300,000	31/03/2022

MOTION 8:
STRATA
MANAGEMENT
COMMISSIONS
AND
MANAGEMENT

RESOLVED that the Owners Corporation was advised that the Strata Managing Agent received Nil in commissions from insurance policy placements and that no other commissions or training was paid for by other parties with respect to the Strata Managing Agents management of this Owners Corporation. The Strata Managing Agent anticipates receiving Nil commission upon the policy renewal, if there are no changes to the insurer and the premium paid equals the budgeted amount for insurance.

MOTION 9:
TERMITE REPORT

RESOLVED that the Owners' Corporation would carry out a general pest treatment for cockroaches, ants and spiders to the common areas of residential Strata Plan 91174. These areas would include carparks, entry foyers and atrium. The Strata Managing Agent was instructed to obtain two (2) quotations which are to be forwarded to the Strata Committee for consideration and determination.

MOTION 10:
CAPITAL WORKS
FUND PLAN

MOTION LOST

That the Owners' Corporation appoint a suitably qualified consultant to prepare a detailed Capital Works Fund Plan to assist in estimating the needs of the Capital Works Fund. (Last Capital Works Fund Plan - 2016).

MOTION 11:
WH & S REPORT

MOTION LOST

That the Owners Corporation appoint a qualified consultant to conduct an inspection of the common property to meet its obligations under the Workplace Health & Safety Regulation 2011.

MOTION 12:
ANNUAL FIRE
SAFETY
STATEMENT

RESOLVED that Owners Corporation considered the existing Annual Fire Safety Statement and authorised the Strata Managing Agent to engage suitable contractors to assess all measures required on the next Annual Fire Safety Statement. The Strata Committee was authorised to ensure that any corrective actions necessary are actioned so that the Strata Managing Agent may sign the statement on behalf of the Owners Corporation at the completion of works.

MOTION 13:
CONSTRUCTION
DEFECTS

RESOLVED that the rectification works in accordance with the Deed of Settlement was coming to conclusion and that in accordance with the Deed, Peter Shepherd to be booked for a final inspection so he can prepare a report for the Directions hearing if there are non-compliances that remain.

MOTION 14:
MANAGEMENT
AGENCY
AGREEMENT

RESOLVED that Lake Group Property Services Pty Ltd trading as Lake Group Strata be re-appointed pursuant to Section 49 of the Strata Schemes Management Act 2015 as the Strata Managing Agent of The Owners - Strata Plan 91174 for a term of one (1) year in accordance with the Agreement tabled at the meeting which delegates to the Agent the powers, authorities, duties and functions to deliver the agreed services and additional services and with the power for the Agent to affix the Common Seal to Section 184 Certificates and other documents as directed by the Strata Committee.

Further that two (2) members of the Owners Corporation's Strata Committee be authorised to sign the Common Seal pursuant to Section 273 of the Strata Schemes Management Act 2015 on the Agency Agreement in the preceding resolution.

MOTION 15:
BUDGETS

RESOLVED that the Administrative Fund Budget be approved to the sum of \$173,737.30 including GST as listed below.

Accountancy Fees (Tax Returns, BAS)	200.00
Agent Disbursements	5,200.00
Management Fees - Standard	11,547.00
Management Fees – Schedule B	1,300.00
Creditor Compliance	110.00
Contribution to BMC – DP1204114	97,583.00
Insurance Premiums	2,650.00
Cleaning	18,000.00
General Repairs	6,000.00
Lift Maintenance - Contract	4,853.00
Telephone Lines	800.00
Gardening	2,000.00
Water & Sewerage	7,700.00
Subtotal	\$ 157,943.00
GST	\$ 15,794.30
Total including GST	\$ 173,737.30

RESOLVED that the Capital Works Fund budget be approved to the sum of \$20,417.10 including GST as listed below.

In accordance with the Sinking Fund Forecast (Quanto 2016)	18,561.00
Subtotal	\$ 18,561.00
GST	\$ 1,856.10
Total including GST	\$ 20,417.10

Levies based upon the above sums will be due and payable quarterly as per unit entitlement on the following dates:

20/06/2021

20/09/2021

20/12/2021

20/03/2022

MOTION 16:
LEVY
COLLECTION

RESOLVED that the Strata Managing Agent do all things necessary to commence and maintain debt collection proceedings for collecting outstanding levy contributions in conjunction with further instructions that may be given by the Strata Committee. Collection proceedings generally to follow the following process:

1. Where contributions of more than \$200 are overdue by more than 30 days - issue a levy reminder letter.
2. Where contributions of more than \$200 are overdue by more than 51 days – issue a final notice
3. Where contributions of more than \$200 are overdue by more than 72 days – instruct a mercantile agent to commence proceedings

Recovery of the Owners Corporations expenses in collection actions is to be sought from the Owner of the offending Lot in accordance with Section 86 of the Strata Schemes Management Act 2015

FURTHER RESOLVED that the Owners Corporation authorise the Strata Committee to negotiate and accept payment plans that may be offered by Lot Owners with respect to their outstanding contributions to the Owners Corporation.

MOTION 17:
BLIND
INSTALLATION
UNIT 123

RESOLVED the Owners Corporation approve for Lot 23 (being Unit 123) to erect a blind to protect the partially enclosed space on the southern side of the unit in woodland grey under the following terms:

- Using a spring balanced galvanised steel coil spring and travelling vertical in aluminium tracks.
- The blind will have a static wind resistance of at least 80 km/h.
- The blind will not protrude beyond the line of the building and will have no horizontal component (ie it always remains at 90 degrees to the floor).

MOTION 18:
BLIND
INSTALLATION
FIRST FLOOR

RESOLVED that the Owners Corporation approve for all owners on the 1st Floor units on the southern side of the building to erect a blind to protect the partially enclosed space in woodland grey. under the following terms:

- Using a spring balanced galvanised steel coil spring and travelling vertical in aluminium tracks.
- The blind will have a static wind resistance of at least 80 km/h.
- The blind will not protrude beyond the line of the building and will have no horizontal component (ie it always remains at 90 degrees to the floor).

The Strata Manager to arrange a Cost Agreement to have the By Law for the blinds prepared and then be approved at the next General Meeting.

**GENERAL
BUSINESS:**

Elegant Landscaping

The meeting agreed that Elegant Landscaping be terminated and that the Owners of Lot 37 would carry out the garden maintenance.

CLOSURE:

There being no further business the Chairperson declared the meeting closed at 4:40pm and thanked all those present for their attendance and contribution to the meeting.

CHAIRPERSON

CONFIRMED

**MINUTES OF STRATA COMMITTEE MEETING OF THE OWNERS OF STRATA PLAN 91174 HELD IN
THE OFFICE OF LAKE GROUP STRATA ON 27 MAY 2021 AT 4:41PM**

'LIFE AT THROSBY', 18 THROSBY STREET, WICKHAM

**PRESENT
& VOTING:**

Tony Daley
Tara Dybell
Craig Dennison
Geoff Devos
George Anderberg

**ALSO IN
ATTENDANCE:**

Cassandra McLean representing Lake Group Strata

APOLOGIES:

Nil

CHAIRPERSON:

Cassandra McLean acted as Chairperson.

MOTIONS IN ACCORDANCE WITH THE NOTICE OF BUSINESS:

**MOTION 1:
MINUTES**

RESOLVED that the Minutes of the Strata Committee Meeting held on 18 June 2019 be confirmed.

**MOTION 2:
OFFICE BEARERS**

RESOLVED that the following members be elected as Office Bearers' of the Strata Committee.

Chairperson – Tony Daley
Secretary – George Anderberg
Treasurer – NIL

CLOSURE:

There being no further business the Chairperson declared the meeting closed at 4:45pm and thanked all those present for their attendance and contribution to the meeting.

CHAIRPERSON

CONFIRMED

AGENDA Residents committee meeting 13th April 2010

Item:

1. Apologies
2. In principle acceptance of previous minutes
3. Discussion of matters arising from the minutes, see attached minutes and comments
4. Establish a set of standards governing the erection of blinds on the southern side of the building, this is a consequence of the application for a blind at unit 123. We should have a general set of criteria in preparation for future applications.
5. Parcel/book exchange cupboard and shelves. See attached photo.
6. Other general business

Minutes of Resident's Strata Meeting for 18 Throsby St, SP: 91174. 13/04/2021

Meeting opened at 5:00 pm

Present: Tony Daley, Craig Dennison, Phil Satchel, George Anderberg. Observers: Sandra Anderberg,

		Comments	Follow up
1	Apologies	Rhonda Morrison	
2	Matters arising from the previous minutes		
4.1	Organisation of the non-assigned parking spots to deter their use by non-residents. This includes the wording of the general letter to residents. Letter and ID card approved but parking time still under discussion <i>Report from Phil that generally the system appears to be working but a windscreen letter needs to be prepared.</i>	George and Tara to organise printing and distribution of resident's letter and parking ID card. <i>George to prepare the letter, Phil and Sue to put it on windscreens where necessary</i>	TaD GA GA PS, SS
5.1			
6.1	Gardens, where are we up to? <i>Gardens completed but a number of plants need some care.</i>	<i>Tony to contact Tara to contact Daracon to conduct routine maintenance as per the contract. Payment for this has been approved</i>	TaD
7.1	Blind for number 123	Craig to supply George with the blind specifications.	CD

	Erection of a blind on within the confines of the veranda of unit 123 approved in principal subject to the approval of the Building Committee. <i>Contacted Cassandra</i> <i>This matter has to be approved by a General meeting Cassandra suggested waiting until the AGM</i>	George to draft a letter to Cassandra outlining the details. Letter to be sent once committee has approved it. <i>George to develop a general criteria for blinds on the southern side of the building, to present to the AGM this will then allow other residents to erect a blind if they wish</i>	GA GA
8.1	Tiles in the letterbox area: they are slippery when wet and are accessible to the general public. <i>ongoing</i>	Tony and Craig are to explore possibilities of coating the tiles with a non-slip product,	TD CD
	Other General Business We need Water taps on each floor to allow the cleaners to properly do their job. A cleaner's cupboard and sink were on the original plan but were not installed. George and Tara to explore possibilities to install these taps <i>Not Discussed, no action taken as yet</i>		GA TaD
1	Parcel/book exchange cupboard and shelves. See attached photo. George found a possibly suitable piece of furniture	Committee decided the suggested cupboard was unsuitable. Also fire and movement issues need to be checked out Ongoing	GA
2	Remote for roller door	George to discuss possibilities with Cassandra	GA
3	Driveway exit mirror	George to discuss possibilities with Cassandra	GA
	Meeting closed at 6:00 pm		

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF STRATA PLAN 91174 HELD
IN THE OFFICE OF LAKE GROUP STRATA, SHOP 9 / 128 LAWES STREET, EAST MAITLAND
ON 2 JUNE 2020 AT 10:00AM**

LIFE AT THROSBY, 18 THROSBY STREET, WICKHAM

PRESENT & VOTING: Lot 9 Chairperson as Proxy for Brolin Constructions Pty Limited
Lot 36 Chairperson as Proxy for Tony Daley & Melissa Spruce

IN ATTENDANCE: Cassandra McLean representing Lake Group Strata.

APOLOGIES: Lot 13 Rhonda Morrison.

CHAIRPERSON: Cassandra McLean acted as Chairperson.

MOTIONS IN ACCORDANCE WITH THE NOTICE OF BUSINESS:

MOTION 1: **RESOLVED** that the Minutes of the Extraordinary General Meeting held
MINUTES on 20 May 2020 be confirmed.

MOTION 2: **RESOLVED** that the Owners Corporation authorise audio conferencing
VOTING and pre-meeting electronic voting as valid methods of attending and
METHODS voting at General and Strata Committee Meetings in accordance with
Sch 1 Clause 28 of the Strata Schemes Management Act (NSW) 2015.

PRESENT & VOTING: Lot 4 James Greenhalgh (Via Audio Conferencing)
Lot 14 Zoe Sainsbury (Via Audio Conferencing)
Lot 15 John Deadman (Via Audio Conferencing)
Lot 23 Craig Dennison (Via Audio Conferencing)
Lot 24 Rachel Brien (Via Audio Conferencing)
Lot 28 Phillip Satchell (Via Audio Conferencing)
Lot 33 Anita Quinn (Via Audio Conferencing)
Lot 34 George Anderberg (Via Audio Conferencing)
Lot 36 Tony Daley (Via Audio Conferencing)
Lot 37 Tara Dybell (Via Audio Conferencing)
Lot 44 Vince Lovecchio (Via Audio Conferencing)
Lot 45 Phillip Handley (Via Audio Conferencing)
Lot 50 Matthew Hull (Via Audio Conferencing)

IN ATTENDANCE: Lot 34 Sandra Anderberg (Via Audio Conferencing)

MOTION 3: The following nominations of candidates for election to the Strata
STRATA Committee of the Owners' Corporation were received and accepted
COMMITTEE by the Chairperson.
NOMINATIONS

Tara Dybell	George Anderberg	Tony Daley
Phillip Satchell	Craig Dennison	Rhonda Morrison

George Anderberg – Chairperson
Tara Dybell – Secretary
Rhonda Morrison – Treasurer

It is to be noted that George Anderberg would not be available to carry out his office bearer position until November 2020 due to other commitments.

NUMBER OF MEMBERS

RESOLVED that the number of members of the Strata Committee be determined as six (6).

STRATA COMMITTEE ELECTION

As the number of candidates equalled the number of members of the Strata Committee determined by the Owners' Corporation, the Chairperson declared the mentioned persons elected without a ballot.

The meeting further **RESOLVED** that **George Anderberg** and **Tara Dybell** be appointed the Owners Corporation representative to the Building Management Committee.

MOTION 4: RESTRICTED MATTERS

RESOLVED that at this stage there be no restricted matters for the purposes of Section 36(3) of the Strata Schemes Management Act 2015 ('the Act').

MOTION 5: FINANCIALS

RESOLVED that the annual financial statements made up to 31/03/2020 be adopted.

MOTION 6: AUDIT

RESOLVED that the Owners' Corporation obtain an independent audit of the accounts and financial records of the strata scheme in accordance with Section 95 of the Strata Schemes Management Act 2015.

MOTION 7: INSURANCES

RESOLVED that the Owners' Corporation insurances as detailed below be confirmed. The Strata Managing Agent was instructed to renew the Owners' Corporation insurances at the current levels.

INSURER: Strata Unit Underwriters – Strata Plan 91174

BROKER: Ausure Pty Ltd

Cover	Policy No.	Amount	Date Due
Public Liability	06S7953129	\$20,000,000	31/03/2021
Voluntary Workers	06S7953129	\$200,000/\$2,000	31/03/2021
Fidelity Guarantee	06S7953129	\$100,000	31/03/2021
Office Bearers'	06S7953129	\$1,000,000	31/03/2021
Gov Audit Costs	06S7953129	\$25,000	31/03/2021
Legal Expenses	06S7953129	\$50,000	31/03/2021

INSURER: Strata Unit Underwriters – BMC DP1204114

BROKER: Ausure Pty Ltd

Cover	Policy No.	Amount	Date Due
Building & Common Contents	06S7953129	\$25,554,010	31/03/2021
Catastrophe	06S7953129	\$3,833,101	31/03/2021
Loss of Rent	06S7953129	\$3,833,101	31/03/2021
Legal Liability	06S7953129	\$20,000,000	31/03/2021
Voluntary Workers	06S7953129	\$200,000/\$2,000	31/03/2021
Fidelity Guarantee	06S7953129	\$100,000	31/03/2021
Office Bearers'	06S7953129	\$1,000,000	31/03/2021
Gov Audit Costs	06S7953129	\$25,000	31/03/2021
Appeal Expenses	06S7953129	\$100,000	31/03/2021
Machinery Breakdown	06S7953129	\$100,000	31/03/2021

Legal Expenses	06S7953129	\$50,000	31/03/2021
Lot Owners Fixtures & Improvements (per Lot)	06S7953129	\$300,000	31/03/2021

MOTION 8:
STRATA
MANAGEMENT
COMMISSIONS
AND
MANAGEMENT

RESOLVED that the Owners Corporation was advised that the Strata Managing Agent received NIL in commissions from insurance policy placements and that no other commissions or training was paid for by other parties with respect to the Strata Managing Agents management of this Owners Corporation. The Strata Managing Agent anticipates receiving NIL commission upon the policy renewal, if there are no changes to the insurer and the premium paid equals the budgeted amount for insurance.

MOTION 9:
TERMITE REPORT

RESOLVED that the Owners' Corporation would carry out a general pest treatment for cockroaches, ants and spiders to the common areas of residential Strata Plan 91174. These areas would include carparks, entry foyers and atrium.

The Strata Manager was requested to liaise with the BMC Manager in relation pest control to the bin room.

MOTION 10:
CAPITAL WORKS
FUND PLAN

MOTION LOST

That the Owners' Corporation appoint a suitably qualified consultant to prepare a detailed Capital Works Fund Plan to assist in estimating the needs of the Capital Works Fund. (Last Capital Works Fund Plan - 2016).

MOTION 11:
WH & S REPORT

MOTION LOST

That the Owners Corporation appoint a qualified consultant to conduct an inspection of the common property to meet its obligations under the Workplace Health & Safety Regulation 2011.

MOTION 12:
ANNUAL FIRE
SAFETY
STATEMENT

RESOLVED that Owners Corporation considered the existing Annual Fire Safety Statement and authorised the Strata Managing Agent to engage suitable contractors to assess all measures required on the next Annual Fire Safety Statement. The Strata Committee was authorised to ensure that any corrective actions necessary are actioned so that the Strata Managing Agent may sign the statement on behalf of the Owners Corporation at the completion of works.

MOTION 13:
UTILITY SUPPLY
AGREEMENTS

MOTION LOST

That the Owners Corporation enter into a utility supply agreement for common area electricity and gas supply following a tender process managed by Energy Action Brokers.

MOTION 14:
CONSTRUCTION
DEFECTS

RESOLVED that the Owners Corporation have defect proceedings underway and the matter has been determined at the EGM held 20 May 2020.

MOTION 15:
MANAGEMENT
AGENCY
AGREEMENT

RESOLVED that Lake Group Property Services Pty Ltd trading as Lake Group Strata be re-appointed pursuant to Section 49 of the Strata Schemes Management Act 2015 as the Strata Managing Agent of The Owners - Strata Plan 91174 for a term of two (2) years in accordance with the Agreement tabled at the meeting which delegates to the Agent the powers, authorities, duties and functions to deliver the agreed services and additional services and with the power for the Agent to affix the Common Seal to Section 184 Certificates and other documents as directed by the Strata Committee.

Further that two (2) members of the Owners Corporation's Strata Committee be authorised to sign the Common Seal pursuant to Section 273 of the Strata Schemes Management Act 2015 on the Agency Agreement in the preceding resolution.

10:41AM - NO QUORUM:

Lots 23, 24 & 36 departed the meeting due to other commitments and the Chairperson of the meeting declared no quorum present. Following discussions with those present at the meeting, determined to proceed with the agenda pursuant to Schedule 1 Part 3 Clause 17 (4)(b) of the Strata Schemes Management Act 2015 and as such the Chairperson declared that the persons present constitute a quorum.

MOTION 16:
BUDGETS

RESOLVED that the Administrative Fund Budget be approved to the sum of \$196,726.00 as listed below.

Accountancy Fees (Tax Returns, BAS)	200.00
Agent Disbursements	5,071.00
Management Fees - Standard	11,456.00
Management Fees – Schedule B	1,300.00
Creditor Compliance	110.00
Contribution to BMC – DP1204114	92,060.00
Insurance Premiums	2,250.00
Cleaning	18,000.00
Consultants	15,000.00
Consumables	500.00
Contract Maintenance (Garage Doors & Hot Water service)	1,042.00
Consultants	10,000.00
General Repairs	6,000.00
Lift Maintenance - Contract	4,853.00
Telephone Lines	800.00
Gardening	2,000.00
Water & Sewerage	8,200.00
Subtotal	\$ 178,842.00
GST	\$ 17,884.20
Total including GST	<u>\$ 196,726.20</u>

RESOLVED that the Capital Works Fund budget be amended and approved to the sum of \$20,155.00 as listed below.

In accordance with the Sinking
Fund Forecast (Quanto 2016)

Subtotal

GST

Total including GST

20,155.00

\$18,322.73

\$1,832.27

\$ 20,155.00

Levies based upon the above sums will be due and payable quarterly
as per unit entitlement on the following dates:

20/06/2020

20/09/2020

20/12/2020

20/03/2021

MOTION 17:
LEVY
COLLECTION

RESOLVED that the Strata Managing Agent do all things necessary to
commence and maintain debt collection proceedings for collecting
outstanding levy contributions in conjunction with further instructions
that may be given by the Strata Committee. Collection proceedings
generally to follow the following process:

1. Where contributions of more than \$200 are overdue by more
than 30 days - issue a levy reminder letter.
2. Where contributions of more than \$200 are overdue by more
than 51 days – issue a final notice
3. Where contributions of more than \$200 are overdue by more
than 72 days – instruct a mercantile agent to commence
proceedings

Recovery of the Owners Corporations expenses in collection actions is
to be sought from the Owner of the offending Lot in accordance with
Section 86 of the Strata Schemes Management Act 2015

FURTHER RESOLVED that the Owners Corporation authorise the Strata
Committee to negotiate and accept payment plans that may be
offered by Lot Owners with respect to their outstanding contributions to
the Owners Corporation.

GENERAL
BUSINESS:

No General Business was discussed.

CLOSURE:

There being no further business the Chairperson declared the meeting
closed at 11:01am and thanked all those present for their attendance
and contribution to the meeting.

CHAIRPERSON

CONFIRMED

**MINUTES OF THE EXTRAORDINARY GENERAL MEETING OF THE OWNERS OF STRATA PLAN 91174 HELD
IN THE OFFICES OF LAKE GROUP STRATA, 34 SMITH STREET, CHARLESTOWN
ON 20 MAY 2020 AT 10:00AM**

LIFE AT THROSBY, 18 THROSBY STREET, WICKHAM

PRESENT & VOTING: Lot 9 Chairperson as Proxy for Brolin Constructions Pty Limited
Lot 36 Chairperson as Proxy for Tony Daley & Melissa Spruce

IN ATTENDANCE: Cassandra McLean representing Lake Group Strata.

APOLOGIES: Nil.

CHAIRPERSON: Cassandra McLean acted as Chairperson.

MOTIONS IN ACCORDANCE WITH THE NOTICE OF BUSINESS:

MOTION 1: **RESOLVED** that the Minutes of the Extraordinary General Meeting
MINUTES held on 27 November 2019 be confirmed.

MOTION 2: **RESOLVED** that the Owners Corporation authorise audio
VOTING conferencing and pre-meeting electronic voting as valid methods of
METHODS attending and voting at General and Strata Committee Meetings in
accordance with Sch 1 Clause 28 of the Strata Schemes
Management Act (NSW) 2015.

PRESENT & VOTING: Lot 11 Mark Williams (Via Audio Conferencing)
Lot 13 Rhonda Morrison (Via Audio Conferencing)
Lot 14 Zoe Sainsbury (Via Audio Conferencing)
Lot 15 John Deadman (Via Audio Conferencing)
Lot 16 Christopher Kepreotes (Via Audio Conferencing)
Lot 21 Geoff Devos (Via Audio Conferencing)
Lot 25 James Brown (Via Audio Conferencing)
Lot 28 Philip Satchell (Via Audio Conferencing)
Lot 29 Carolyn Weeks (Via Audio Conferencing)
Lot 33 Anita Quinn (Via Audio Conferencing)
Lot 34 George Anderberg (Via Audio Conferencing)
Lot 36 Tony Daley (Via Audio Conferencing)
Lot 37 Tara Dybell (Via Audio Conferencing)
Lot 45 Phillip Handley (Via Audio Conferencing)
Lot 46 Jillian Harvey (Via Audio Conferencing)
Lot 47 Phillip Matthews (Via Audio Conferencing)
Lot 50 Matthew Hull (Via Audio Conferencing)

IN ATTENDANCE: Peter Shepard representing PinkSlip Building Reports
Melaine Wilde representing Wilde Legal
Cassandra McLean representing Lake Group Strata

MOTION 3: **RESOLVED** that the Owners Corporation determine to approve the Final
FINAL JOINT Joint Schedule after further clarification be sourced by Melaine Wilde and
SCHEDULE Peter Shepard in relation to the agreed Halstead Report. It was

further **RESOLVED** that sum for reimbursement of costs associated with the Legal Proceedings against RPF Building be NIL.

MOTION 4:
LEGAL COSTS
FROM RPF

MOTION LOST

That the Owners Corporation determine to proceed with legal proceedings should the sum for reimbursement of legal costs not be accepted by RPF Building.

CLOSURE:

There being no further business the Chairperson declared the meeting closed at 10:54am and thanked all those present for their attendance and contribution to the meeting.

CHAIRPERSON

CONFIRMED

**MINUTES OF THE EXTRAORDINARY GENERAL MEETING OF THE OWNERS OF STRATA PLAN 91174 HELD
IN THE OFFICES OF LAKE GROUP STRATA, 34 SMITH STREET, CHARLESTOWN
ON 27 NOVEMBER 2019 AT 3:00PM**

"LIFE AT THROSY" - 18 THROSBY STREET, WICKHAM

PRESENT & VOTING:

Lot 1 Dan Talor as Company Nominee for A L Jordan
Custodians Pty Ltd atf Jordan Superannuation Fund
Lot 2 Paul Taylor
Lot 8 Glenn McDonald
Lot 9 Bob Brown as Company Nominee for Brolin
Constructions Pty Limited
Lot 12 James Brown as Proxy for Tanya Flannery
Lot 13 Chairperson as Proxy for Ronda & Rodney Morrison
Lot 14 Marilyn as Proxy for Zoe Sainsbury
Lot 15 John Deadman
Lot 16 Christopher Kepreotes
Lot 18 Ron Spiteri
Lot 19 David Stuart
Lot 21 Carla Dellwo
Lot 23 Craig Dennison
Lot 25 James Brown
Lot 28 Philip Satchell
Lot 29 Scot Weeks
Lot 33 Martin Witcher as Proxy for Anita Quinn & Simon Witcher
Lot 34 Frederick (George) Anderberg
Lot 36 Anthony (Tony) Daley
Lot 37 Anthony (Tony) Dybell
Lot 38 Corey Condon
Lot 40 Emma O'Donnell
Lot 44 Tony Daley as Proxy for Victoria & Vince Lovecchio
Lot 45 Phillip Handley as Proxy for Thomas Handley
Lot 46 Cassandra McLean as Proxy for Jillian Harvey
Lot 47 Phillip Matthews
Lot 50 Matthew Hull

IN ATTENDANCE:

Lot 8 Melinda McDonald
Lot 11 Cassandra McLean as Proxy Mark & Toni Williams
Lot 29 Carolyn Weeks
Lot 34 Sandra Anderberg
Lot 44 Victoria Lovecchio by teleconference
Melanie Wilde representing Wilde Legal (left at 4:00pm)
Cassandra McLean representing Lake Group Strata.

APOLOGIES:

Nil.

CHAIRPERSON:

Cassandra McLean acted as Chairperson.

MOTIONS IN ACCORDANCE WITH THE NOTICE OF BUSINESS:

MOTION 1:
MINUTES

RESOLVED that the Minutes of the General Meeting held on 18 June 2019 be confirmed.

MOTION 2:
WILDE LEGAL
ATTENDANCE

RESOLVED that the Owners Corporation allow Melanie Wilde from Wilde Legal to attend the EGM for the purposes of providing a progress update on the proceedings and the state of the Plaintiff's evidence, in particular as it relates to the quantum of damages.

MOTION 3:
HEADS OF AGREEMENT

The meeting noted that there had been another offer Nexus Lawyers following the proposed Heads of Agreement which was issued in August and it was **RESOLVED** that the Owners Corporation **NOT** to approve the Heads of Agreement proposed by Nexus Lawyers.

The meeting discussed the latest offer from Nexus Lawyers received 25 November 2019 which had been forwarded to all owners prior to the meeting.

After extensive discussion it was established that there are concerns with the Working Scope Of Works Schedule particularly the "uncertain items" outlined in this report. It was further **RESOLVED** that Pink Slip Building Report review the Working Scope of Works Schedule and provide advice to the Strata Committee as to his position on this scope.

The meeting approved for the Strata Committee to have the delegated authority to negotiate on behalf of the Owners Corporation in relation to the defect items and once a firm agreement between the Committee and RPF Building has been reached, this would then be taken to General Meeting for final approval.

The meeting noted that they would like the defects rectified in the most cost effective manner and would work with the builder in relation to access into the building providing prior consultation including date, time and reason for attending has been provided to the Strata Managing Agent.

MOTION 4:
JOINING
PROCEEDINGS

MOTION DEFERRED

That the Owners Corporation allows individual lot owners to consider joining the proceedings.

GENERAL BUSINESS:

No General Business was discussed.

CLOSURE:

- There being no further business the Chairperson declared the meeting closed at 4:30pm and thanked all those present for their attendance and contribution to the meeting.

CHAIRPERSON

CONFIRMED

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF STRATA PLAN 91174 HELD
IN THE OFFICES OF LAKE GROUP STRATA, 34 SMITH STREET, CHARLESTOWN
ON 18 JUNE 2019 AT 4:00PM**

'LIFE AT THROSBY', 18 THROSBY STREET, WICKHAM

**PRESENT &
VOTING:**

Lot 9 Bob Brown as Company Nominee for Brolin Constructions Pty Limited
Lot 11 Cassandra McLean as Proxy for Mark & Toni Williams
Lot 13 Rhonda Morrison
Lot 15 John Deadman
Lot 16 Christopher Kepreotes
Lot 23 Craig Dennison
Lot 25 James Brown
Lot 28 Phillip Satchell
Lot 36 Anthony (Tony) Daley
Lot 37 Anthony (Tony) Dybell
Lot 47 Phillip Matthews
Lot 50 Matthew Hull

IN ATTENDANCE: Cassandra McLean representing Lake Group Strata.

APOLOGIES: Lot 34 Frederick (George) Anderberg

CHAIRPERSON: Cassandra McLean acted as Chairperson.

MOTIONS IN THE FOLLOWING ORDER:

**MOTION 1:
MINUTES**

RESOLVED that the Minutes of the Annual General Meeting held on 29 October 2018.

**MOTION 2:
STRATA
COMMITTEE
NOMINATIONS**

The following nominations of candidates for election to the Strata Committee of the Owners' Corporation were received and accepted by the Chairperson.

George Anderberg
Bob Brown

Craig Dennison
Rhonda Morrison

Tony Daley
Phillip Satchell

**NUMBER OF
MEMBERS**

RESOLVED that the number of members of the Strata Committee be determined as six (6).

**STRATA
COMMITTEE
ELECTION**

As the number of candidates equalled the number of members of the Strata Committee determined by the Owners' Corporation, the Chairperson declared the mentioned persons elected without a ballot.

The meeting further **RESOLVED** that **Tony Daley** and **Phillip Satchell** be appointed the Owners Corporation representative to the Building Management Committee.

**MOTION 3:
RESTRICTED
MATTERS**

RESOLVED that at this stage there be no restricted matters for the purposes of Section 36(3) of the Strata Schemes Management Act 2015 ('the Act').

MOTION 4:
FINANCIALS

RESOLVED that the annual financial statements made up to 31 March 2019 be adopted.

MOTION 5:
AUDIT

RESOLVED that the Owners' Corporation obtain an independent audit of the accounts and financial records of the strata scheme in accordance with Section 95 of the Strata Schemes Management Act 2015.

MOTION 6:
INSURANCES

RESOLVED that the Owners' Corporation insurances as detailed below be confirmed. The Strata Managing Agent was instructed to renew the Owners' Corporation insurances at the current levels.

INSURER: Strata Unit Underwriters – Strata Plan 91174

BROKER: Ausure Pty Ltd

Cover	Policy No.	Amount	Date Due
Public Liability	06S7953129	\$20,000,000	31/03/2020
Voluntary Workers	06S7953129	\$200,000/\$2,000	31/03/2020
Fidelity Guarantee	06S7953129	\$100,000	31/03/2020
Office Bearers'	06S7953129	\$1,000,000	31/03/2020
Gov Audit Costs	06S7953129	\$25,000	31/03/2020
Legal Expenses	06S7953129	\$50,000	31/03/2020

INSURER: Strata Unit Underwriters – BMC DP1204114

BROKER: Ausure Pty Ltd

Cover	Policy No.	Amount	Date Due
Building & Common Contents	06S7953129	\$25,554,010	31/03/2020
Catastrophe	06S7953129	\$3,833,101	31/03/2020
Loss of Rent	06S7953129	\$3,833,101	31/03/2020
Legal Liability	06S7953129	\$20,000,000	31/03/2020
Voluntary Workers	06S7953129	\$200,000/\$2,000	31/03/2020
Fidelity Guarantee	06S7953129	\$100,000	31/03/2020
Office Bearers'	06S7953129	\$1,000,000	31/03/2020
Gov Audit Costs	06S7953129	\$25,000	31/03/2020
Appeal Expenses	06S7953129	\$100,000	31/03/2020
Machinery Breakdown	06S7953129	\$100,000	31/03/2020
Legal Expenses	06S7953129	\$50,000	31/03/2020
Lot Owners Fixtures & Improvements (per Lot)	06S7953129	\$300,000	31/03/2020

MOTION 7:
STRATA
MANAGEMENT
COMMISSIONS
AND
MANAGEMENT

RESOLVED that the Owners Corporation was advised that the Strata Managing Agent received NIL in commissions from insurance policy placements and that no other commissions or training was paid for by other parties with respect to the Strata Managing Agents management of this Owners Corporation. The Strata Managing Agent anticipates receiving NIL commission upon the policy renewal, if there are no changes to the insurer and the premium paid equals the budgeted amount for insurance.

MOTION 8:
TERMITE REPORT

MOTION LOST

That the Owners' Corporation obtain an inspection of the property for termite activity.

MOTION 9:
CAPITAL WORKS
FUND PLAN

MOTION LOST

That the Owners' Corporation appoint a suitably qualified consultant to prepare a detailed Capital Works Fund Plan to assist in estimating the needs of the Capital Works Fund. (Last Capital Works Fund Plan – 2016).

MOTION 10:
WH & S REPORT

MOTION LOST

That the Owners Corporation appoint a qualified consultant to conduct an inspection of the common property to meet its obligations under the Workplace Health & Safety Regulation 2011.

MOTION 11:
ANNUAL FIRE
SAFETY
STATEMENT

RESOLVED that Owners Corporation considered the existing Annual Fire Safety Statement and authorised the Strata Managing Agent to engage suitable contractors to assess all measures required on the next Annual Fire Safety Statement. The Strata Committee was authorised to ensure that any corrective actions necessary are actioned so that the Strata Managing Agent may sign the statement on behalf of the Owners Corporation at the completion of works.

MOTION 12:
WINDOW SAFETY
ASSESSMENT

MOTION LOST

That the Owners Corporation conduct an assessment of window safety at the property and address any requirements under Section 118 of the Strata Schemes Management Act 2015.

**the meeting noted that they have complied with the legislation by installing the window safety devices and ALL owners have been requested to conduct a self-assessment and email the Strata Managing Agent at cassandra@lakegroupstrata.com to confirm that the devices remain in place and have not been tampered with by 31/08/2019*.*

MOTION 13:
CONSTRUCTION
DEFECTS

The Owners Corporation had reached the stage of mediation with RPF Building and onsite meeting is scheduled to take place on Friday 19 July 2019 with the Committee. It was **RESOLVED** that Committee would obtain a preliminary proposal from RPF Building as to the defects they are prepared to rectify and the final acceptance of the defects would be resolved at an Extraordinary General Meeting. It was further agreed that Wilde Legal attend the Extraordinary General Meeting so that the Owners Corporation could be advised as to their options.

MOTION 14:
MANAGEMENT
AGENCY
AGREEMENT

RESOLVED that Lake Group Property Services Pty Ltd trading as Lake Group Strata be re-appointed pursuant to Section 49 of the Strata Schemes Management Act 2015 as the Strata Managing Agent of The Owners - Strata Plan 91174 for a term of one (1) year in accordance with the Agreement tabled at the meeting which delegates to the Agent the powers, authorities, duties and functions to deliver the agreed services and additional services and with the power for the Agent to affix the Common Seal to Section 184 Certificates and other documents as directed by the Strata Committee.

Further that Tony Daley and Rhonda Morrison two (2) members of the Owners Corporation's Strata Committee be authorised to sign the Common Seal pursuant to Section 273 of the Strata Schemes

Management Act 2015 on the Agency Agreement in the preceding resolution.

MOTION 15:
BUDGETS

RESOLVED that the Administrative Fund Budget be approved to the sum of \$194,373.30 including GST as listed below.

Accountancy Fees (Tax Returns, BAS)	100.00
Agent Disbursements	5,071.00
Management Fees - Standard	11,276.00
Management Fees – Schedule B	1,300.00
Creditor Compliance	110.00
Contribution to BMC – DP1204114	90,060.00
Insurance Premiums	1,622.00
Cleaning	19,000.00
Consultants	15,000.00
Consumables	500.00
Contract Maintenance (Garage Doors & Hot Water service)	1,042.00
Consultants	10,000.00
General Repairs	6,000.00
Lift Maintenance - Contract	4,622.00
Telephone Lines	800.00
Gardening	2,000.00
Water & Sewerage	8,200.00
Subtotal	\$ 176,703.00
GST	\$ 17,670.30
Total including GST	\$ 194,373.30

RESOLVED that the Capital Works Fund budget be approved to the sum of \$19,869.80 including GST as listed below.

In accordance with the Sinking Fund Forecast (Quanto 2016)	18,088.00
Subtotal	\$ 18,088.00
GST	\$ 1,808.80
Total including GST	\$ \$19,896.80

Levies based upon the above sums will be due and payable quarterly as per unit entitlement on the following dates:

20/06/2019 20/09/2019 20/12/2019 20/03/2020

MOTION 16:
LEVY
COLLECTION

RESOLVED that the Strata Managing Agent do all things necessary to commence and maintain debt collection proceedings for collecting outstanding levy contributions in conjunction with further instructions that may be given by the Strata Committee. Collection proceedings generally to follow the following process:

1. Where contributions of more than \$200 are overdue by more than 45 days - issue a levy reminder letter.
2. Where contributions of more than \$200 are overdue by more than 75 days – issue a final notice

3. Where contributions of more than \$200 are overdue by more than 100 days – instruct a mercantile agent to commence proceedings

Recovery of the Owners Corporations expenses in collection actions is to be sought from the Owner of the offending Lot in accordance with Section 86 of the Strata Schemes Management Act 2015

MOTION 17:
PAYMENT PLANS

RESOLVED that the Owners Corporation authorise the Strata Committee to negotiate and accept payment plans that may be offered by Lot Owners with respect to their outstanding contributions to the Owners Corporation.

MOTION 18:
BY-LAW REVIEW

RESOLVED that the Owners Corporation has reviewed the By-laws and considers that no further action is necessary to seek proposed amendments.

GENERAL
BUSINESS:

No General Business was discussed.

CLOSURE:

There being no further business the Chairperson declared the meeting closed at 5:15pm and thanked all those present for their attendance and contribution to the meeting.

CHAIRPERSON

CONFIRMED

**MINUTES OF THE EXTRAORDINARY GENERAL MEETING OF THE OWNERS OF STRATA PLAN 91174 HELD
IN THE OFFICES OF LAKE GROUP STRATA, 34 SMITH STREET, CHARLESTOWN ON
29 OCTOBER 2018 AT 3:00PM**

LIFE AT THROSBY, 18 THROSBY STREET, WICKHAM

**PRESENT &
VOTING:**

Lot 9 Bob Brown as Company Nominee for Brolin Constructions Pty Limited
Lot 13 Rhonda Morrison
Lot 14 Zoe Sainsbury
Lot 16 Christopher Kepreotes
Lot 23 Craig Dennison
Lot 24 Craig Dennison as Proxy for Colin Tapp
Lot 26 Tony Daley as Proxy for Robert & Belinda Johnson
Lot 34 Frederick (George) Anderberg
Lot 36 Anthony (Tony) Daley
Lot 44 Cassandra McLean as Proxy for Vince & Victoria Lovecchio
Lot 45 Phillip Handley as Proxy for Thomas Handley
Lot 50 Matthew Hull

IN ATTENDANCE:

Lot 44 Vince Lovecchio by teleconference
Cassandra McLean representing Lake Group Strata

APOLOGIES:

Lot 28 Philip & Susan Satchell

CHAIRPERSON:

Cassandra McLean acted as Chairperson.

MOTIONS IN ACCORDANCE WITH THE NOTICE OF BUSINESS:

**MOTION 1:
MINUTES**

RESOLVED that the Minutes of the Annual General Meeting held on 21 June 2018 be confirmed.

**MOTION 2:
PINKSLIP
BUILDING
REPORT**

RESOLVED that the Owners Corporation determine to accept the quotation from PinkSlip Building to the value of \$60,781 including GST to prepare a detailed costing for the rectification of all defective work as contained in the PinkSlip expert report.

**MOTION 3:
SPECIAL
ADMINISTRATIVE
FUND LEVY**

RESOLVED that the Owners Corporation determine to raise a Special Administrative Fund Levy of \$60,781 including GST to cover the detailed costing report as outlined in Motion 2. This levy is to be due and payable in shares according to Unit Entitlement and payable in one instalment 1 December 2018.

**MOTION 4:
SPECIAL
ADMINISTRATIVE
FUND LEVY**

RESOLVED that the Owners Corporation determine to raise a Special Administrative Fund Levy of \$20,000 including GST to cover the costs anticipated to be spent further legal fees and building reports. This levy is to be due and payable in shares according to Unit Entitlement and payable in one instalment 1 April 2019.

CLOSURE:

There being no further business the Chairperson declared the meeting closed at 3:25pm and thanked all those present for their attendance and contribution to the meeting.

CHAIRPERSON

CONFIRMED

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF STRATA PLAN 91174 HELD
IN THE OFFICES OF LAKE GROUP STRATA, 34 SMITH STREET, CHARLESTOWN
ON 21 JUNE 2018 AT 4:00PM**

'LIFE AT THROSBY', 18 THROSBY STREET, WICKHAM

The Chairperson of the meeting advised that no quorum was present as quorum would be 11 Lots represented however upon discussion with those present at the meeting, it was determined to proceed with the agenda pursuant to Schedule 1 Part 2 Clause 17 (4b) and as such the Chairperson declared that the persons present constitute a quorum.

**PRESENT &
VOTING:**

Lot 9 Bob Brown as Company Nominee for Brolin Constructions Pty Limited
Lot 13 Rhonda Morrison
Lot 14 Marilyn Sainsbury as Proxy for Zoe Sainsbury
Lot 23 Colin Tapp as Proxy for Craig Dennison
Lot 24 Colin Tapp
Lot 28 Phillip Satchell
Lot 34 Frederick (George) Anderberg
Lot 36 Anthony (Tony) Daley
Lot 42 Graham Edwards
Lot 47 Cassandra McLean as Proxy for Phillip & Lynette Matthews

IN ATTENDANCE:

Lot 28 Sandra Anderberg
Melanie Wilde representing Wilde Legal (departed at 4:15pm)
Peter Shepherd representing PinkSlip Building (departed at 4:15pm)
Cassandra McLean representing Lake Group Strata.

APOLOGIES:

Nil.

CHAIRPERSON:

Cassandra McLean acted as Chairperson.

MOTIONS IN THE FOLLOWING ORDER:

**MOTION 13:
CONSTRUCTION
DEFECTS**

An update was provided by Melanie Wilde and Peter Shepherd with respect to building defects. It was advised that the solicitors representing RPF Building had indicated that they were going to put an offer to the Owners Corporation for the defect rectification however this has not yet been received. It was suggested that the Owners Corporation proceed with either the tender process for the defects or obtaining a comprehensive expert report on quantum.

It was **RESOLVED** that the Owners Corporation would wait for the outcome of the next court hearing which is due to take place on the 05/07/2018 before determining the next course of action which will be resolved at an Extraordinary General Meeting.

**MOTION 1:
MINUTES**

RESOLVED that the Minutes of the Annual General Meeting held on 12 July 2017 be confirmed.

MOTION 2:
STRATA
COMMITTEE
NOMINATIONS

The following nominations of candidates for election to the Strata Committee of the Owners' Corporation were received and accepted by the Chairperson.

George Anderberg
Bob Brown

Craig Dennison
Rhonda Morrison

Tony Daley
Phillip Satchell

NUMBER OF
MEMBERS

RESOLVED that the number of members of the Strata Committee be determined as six (6).

STRATA
COMMITTEE
ELECTION

As the number of candidates equalled the number of members of the Strata Committee determined by the Owners' Corporation, the Chairperson declared the mentioned persons elected without a ballot.

The meeting further **RESOLVED** that **Tony Daley** and **Bob Brown** be appointed the Owners Corporation representative to the Building Management Committee.

MOTION 3:
RESTRICTED
MATTERS

RESOLVED that at this stage there be no restricted matters for the purposes of Section 36(3) of the Strata Schemes Management Act 2015 ('the Act').

MOTION 4:
FINANCIALS

RESOLVED that the annual financial statements made up to 31 March 2018 be adopted.

MOTION 5:
AUDIT

MOTION LOST

That the Owners' Corporation appoint an auditor in accordance with Section 95 of the Strata Schemes Management Act 2015.

MOTION 6:
INSURANCES

RESOLVED that the Owners' Corporation insurances as detailed below be confirmed. The Strata Managing Agent was instructed to renew the Owners' Corporation insurances at the current levels. The meeting requested a quotation for the Officer Bearers Liability cover to be increased to the amounts of \$5,000,000.00 and \$10,000,000.00. Once received, the quotations are to be forwarded to the Strata Committee for further instructions.

INSURER: Queensland Underwriting Solutions – Strata Plan 91174

BROKER: Ausure Pty Ltd

Cover	Policy No.	Amount	Date Due
Public Liability	QUSS040190	\$20,000,000	31/03/2019
Voluntary Workers	QUSS040190	\$200,000/\$2,000	31/03/2019
Fidelity Guarantee	QUSS040190	\$100,000	31/03/2019
Office Bearers'	QUSS040190	\$1,000,000	31/03/2019
Gov Audit Costs	QUSS040190	\$25,000	31/03/2019
Legal Expenses	QUSS040190	\$50,000	31/03/2019

INSURER: Longitude Insurance Pty Ltd – BMC DP1204114

BROKER: Ausure Pty Ltd

Cover	Policy No.	Amount	Date Due
Building	QUSS040190	\$25,301,000	31/03/2019
Common Contents	QUSS040190	\$253,010	31/03/2019
Loss of Rent	QUSS040190	\$3,795,150	31/03/2019
Legal Liability	QUSS040190	\$20,000,000	31/03/2019
Voluntary Workers	QUSS040190	\$200,000/\$2,000	31/03/2019

Fidelity Guarantee	QUSS040190	\$100,000	31/03/2019
Office Bearers'	QUSS040190	\$1,000,000	31/03/2019
Gov Audit Costs	QUSS040190	\$25,000	31/03/2019
Appeal Expenses	QUSS040190	\$100,000	31/03/2019
Legal Expenses	QUSS040190	\$50,000	31/03/2019
Lot Owners Fixtures & Improvements (per Lot)	QUSS040190	\$300,000	31/03/2019

MOTION 7:
STRATA
MANAGEMENT
COMMISSIONS
AND
MANAGEMENT

RESOLVED that the Owners Corporation was advised that the Strata Managing Agent received NIL in commissions from insurance policy placements and that no other commissions or training was paid for by other parties with respect to the Strata Managing Agents management of this Owners Corporation. The Strata Managing Agent anticipates receiving NIL commission upon the policy renewal, if there are no changes to the insurer and the premium paid equals the budgeted amount for insurance.

MOTION 8:
TERMITE REPORT

MOTION LOST

That the Owners' Corporation obtain an inspection of the property for termite activity.

MOTION 9:
CAPITAL WORKS
FUND PLAN

MOTION LOST

That the Owners' Corporation appoint a suitably qualified consultant to prepare a detailed Capital Works Fund Plan to assist in estimating the needs of the Capital Works Fund. (Last Capital Works Fund Plan – 2016).

MOTION 10:
WH & S REPORT

MOTION LOST

That the Owners Corporation appoint a qualified consultant to conduct an inspection of the common property to meet its obligations under the Workplace Health & Safety Regulation 2011.

MOTION 11:
ANNUAL FIRE
SAFETY
STATEMENT

RESOLVED that Owners Corporation considered the existing Annual Fire Safety Statement and authorised the Strata Managing Agent to engage suitable contractors to assess all measures required on the next Annual Fire Safety Statement. The Strata Committee was authorised to ensure that any corrective actions necessary are actioned so that the Strata Managing Agent may sign the statement on behalf of the Owners Corporation at the completion of works.

MOTION 12:
WINDOW SAFETY
ASSESSMENT

RESOLVED that the Owners Corporation conduct an assessment of window safety at the property and address any requirements under Section 118 of the Strata Schemes Management Act 2015.

MOTION 14:
MANAGEMENT
AGENCY
AGREEMENT

RESOLVED that Lake Group Property Services Pty Ltd trading as Lake Group Strata be re-appointed pursuant to Section 49 of the Strata Schemes Management Act 2015 as the Strata Managing Agent of The Owners - Strata Plan 91174 for a term of one (1) year in accordance with the Agreement tabled at the meeting which delegates to the Agent the powers, authorities, duties and functions to deliver the agreed services and additional services and with the power for the Agent to affix the Common Seal to Section 184 Certificates and other

documents as directed by the Strata Committee.

Further that Tony Daley and Rhonda Morrison two (2) members of the Owners Corporation's Strata Committee be authorised to sign the Common Seal pursuant to Section 273 of the Strata Schemes Management Act 2015 on the Agency Agreement in the preceding resolution.

MOTION 15:
BUDGETS

RESOLVED that the Administrative Fund Budget be approved to the sum of \$172,949 including GST as listed below.

Accountancy Fees (Tax Returns, BAS)	100.00
Agent Disbursements	5,071.00
Management Fees - Standard	11,088.00
Management Fees – Schedule B	1,300.00
Creditor Compliance	110.00
Contribution to BMC – DP1204114	85,772.00
Insurance Premiums	1,622.00
Cleaning	19,000.00
Consumables	500.00
Contract Maintenance (Garage Doors & Hot Water service)	1,042.00
Consultants	10,000.00
General Repairs	6,000.00
Lift Maintenance - Contract	4,622.00
Telephone Lines	800.00
Gardening	2,000.00
Water & Sewerage	8,200.00
Subtotal	\$ 157,227.00
GST	\$ 15,722.00
Total including GST	\$ 172,949.00

RESOLVED that the Capital Works Fund budget be approved to the sum of \$17,856 including GST as listed below.

In accordance with the Sinking
Fund Forecast (Quanto 2016)

Subtotal	\$ 16,233.00
GST	\$ 1,623.00
Total	\$ 17,856.00

Levies based upon the above sums will be due and payable quarterly as per unit entitlement on the following dates:

20/06/2018 20/09/2018 20/12/2018 20/03/2019

MOTION 16:
LEVY
COLLECTION

RESOLVED that the Strata Managing Agent do all things necessary to commence and maintain debt collection proceedings for collecting outstanding levy contributions in conjunction with further instructions that may be given by the Strata Committee. Collection proceedings generally to follow the following process:

1. Where contributions of more than \$200 are overdue by more than 45 days - issue a levy reminder letter.
2. Where contributions of more than \$200 are overdue by more than 75 days – issue a final notice
3. Where contributions of more than \$200 are overdue by more than 100 days – instruct a mercantile agent to commence proceedings

Recovery of the Owners Corporations expenses in collection actions is to be sought from the Owner of the offending Lot in accordance with Section 86 of the Strata Schemes Management Act 2015

MOTION 17:
PAYMENT PLANS

RESOLVED that the Owners Corporation authorise the Strata Committee to negotiate and accept payment plans that may be offered by Lot Owners with respect to their outstanding contributions to the Owners Corporation.

MOTION 18:
BY-LAW REVIEW

RESOLVED that the Owners Corporation has reviewed the By-laws and considers that no further action is necessary to seek proposed amendments.

GENERAL
BUSINESS:

No General Business was discussed.

CLOSURE:

There being no further business the Chairperson declared the meeting closed at 5:05pm and thanked all those present for their attendance and contribution to the meeting.

CHAIRPERSON

CONFIRMED

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF STRATA PLAN 91174 HELD
IN THE OFFICES OF LAKE GROUP STRATA, 34 SMITH STREET, CHARLESTOWN
ON 12 JULY 2017 AT 3:30PM**

'LIFE AT THROSBY', 18 THROSBY STREET, WICKHAM

**PRESENT &
VOTING:**

Lot 9 Bob Brown as Company Nominee for Brolin Constructions Pty Limited
Lot 13 Rhonda Threadgate
Lot 14 Marilyn Sainsbury as Proxy for Zoe Sainsbury
Lot 16 Christopher Kepreotes
Lot 23 Craig Dennison
Lot 24 Colin Tapp
Lot 34 Frederick (George) Anderberg
Lot 36 Anthony (Tony) Daley
Lot 42 Graham Edwards
Lot 44 Chairperson as Proxy for Vince & Victoria Lovecchio
Lot 45 Anthony (Tony) Daley as Proxy for Thomas Handley
Lot 47 Phillip Matthews
Lot 50 Matthew Hull

IN ATTENDANCE:

Lot 8 Melinda McDonald (arrived at 4:10pm)
Lot 34 Sandra Anderberg
Andrew O'Brien and Cassandra McLean representing Lake Group Strata.

APOLOGIES:

Nil.

CHAIRPERSON:

Cassandra McLean acted as Chairperson.

MOTIONS IN ACCORDANCE WITH THE NOTICE OF BUSINESS:

**MOTION 1:
MINUTES**

RESOLVED that the Minutes of the Extraordinary General Meeting held on 10 November 2016 be confirmed.

**MOTION 2:
STRATA
COMMITTEE
NOMINATIONS**

The following nominations of candidates for election to the Strata Committee of the Owners' Corporation were received and accepted by the Chairperson.

Rhonda Morrison	Tony Daley	Craig Dennison
George Anderberg	Bob Brown	Graham Edwards

**NUMBER OF
MEMBERS**

RESOLVED that the number of members of the Strata Committee be determined as six (6).

**STRATA
COMMITTEE
ELECTION**

As the number of candidates equalled the number of members of the Strata Committee determined by the Owners' Corporation, the Chairperson declared the mentioned persons elected without a ballot.

The meeting further **RESOLVED** that **Tony Daley** and **Bob Brown** be appointed the Owners Corporation representative to the Building Management Committee.

MOTION 3:
RESTRICTED
MATTERS

RESOLVED that at this stage there be no restricted matters for the purposes of Section 36(3) of the Strata Schemes Management Act 2015 ('the Act').

MOTION 4:
FINANCIALS

RESOLVED that the annual financial statements made up to 30 April 2017 be adopted.

MOTION 5:
AUDIT

MOTION LOST

That the Owners' Corporation appoint an auditor in accordance with Section 95 of the Strata Schemes Management Act 2015.

MOTION 6:
INSURANCES

RESOLVED that the Owners' Corporation insurances as detailed below be confirmed. The Strata Managing Agent was instructed to renew the Owners' Corporation insurances at the current levels. The meeting noted that the suggested covers of Office Bearers Liability and Fidelity Guarantee were already.

INSURER: Longitude Insurance Pty Ltd – Strata Plan 91174

Cover	Policy No.	Amount	Date Due
Legal Liability	LNGSTR123667	\$20,000,000	31/03/2018
Voluntary Workers	LNGSTR123667	\$200,000/\$2,000	31/03/2018
Fidelity Guarantee	LNGSTR123667	\$100,000	31/03/2018
Office Bearers'	LNGSTR123667	\$1,000,000	31/03/2018
Gov Audit Costs	LNGSTR123667	\$25,000	31/03/2018
Appeal Expenses	LNGSTR123667	\$100,000	31/03/2018
Legal Expenses	LNGSTR123667	\$50,000	31/03/2018

INSURER: Longitude Insurance Pty Ltd – BMC DP1204114

Cover	Policy No.	Amount	Date Due
Building	LNGSTR123637	\$23,320,000	31/03/2018
Common Contents	LNGSTR123637	\$233,200	31/03/2018
Loss of Rent	LNGSTR123637	\$3,498,000	31/03/2018
Legal Liability	LNGSTR123637	\$20,000,000	31/03/2018
Voluntary Workers	LNGSTR123637	\$200,000/\$2,000	31/03/2018
Fidelity Guarantee	LNGSTR123637	\$100,000	31/03/2018
Office Bearers'	LNGSTR123637	\$1,000,000	31/03/2018
Gov Audit Costs	LNGSTR123637	\$25,000	31/03/2018
Appeal Expenses	LNGSTR123637	\$100,000	31/03/2018
Legal Expenses	LNGSTR123637	\$50,000	31/03/2018
Lot Owners Fixtures & Improvements (per Lot)	LNGSTR123637	\$300,000	31/03/2018
Machinery Breakdown	LNGSTR123637	\$100,000	31/03/2018

MOTION 7:
STRATA
MANAGEMENT
COMMISSIONS
AND
MANAGEMENT

RESOLVED that the Owners Corporation was advised that the Strata Managing Agent received NIL in commissions from insurance policy placements and that no other commissions or training was paid for by other parties with respect to the Strata Managing Agents management of this Owners Corporation. The Strata Managing Agent anticipates receiving NIL commission upon the policy renewal, if there are no changes to the insurer and the premium paid equals the budgeted amount for insurance.

MOTION 8:
TERMITE REPORT

MOTION LOST

That the Owners' Corporation obtain an inspection of the property for termite activity.

**the meeting agreed that any pest control concerns would be addressed on an as needed basis*.*

MOTION 9:
CAPITAL WORKS
FUND PLAN

MOTION LOST

That the Owners' Corporation appoint a suitably qualified consultant to prepare a detailed Capital Works Fund Plan to assist in estimating the needs of the Capital Works Fund. (Last Capital Works Fund Plan - 2016).

MOTION 10:
WH & S REPORT

MOTION LOST

That the Owners Corporation appoint a qualified consultant to conduct an inspection of the common property to meet its obligations under the Workplace Health & Safety Regulation 2011.

MOTION 11:
ANNUAL FIRE
SAFETY
STATEMENT

RESOLVED that Owners Corporation considered the existing Annual Fire Safety Statement and authorised the Strata Managing Agent to engage suitable contractors to assess all measures required on the next Annual Fire Safety Statement. The Strata Committee was authorised to ensure that any corrective actions necessary are actioned so that the Strata Managing Agent may sign the statement on behalf of the Owners Corporation at the completion of works.

MOTION 12:
WINDOW SAFETY
ASSESSMENT

RESOLVED that the Owners Corporation conduct an assessment of window safety at the property and address any requirements under Section 118 of the Strata Schemes Management Act 2015.

MOTION 13:
CONSTRUCTION
DEFECTS

The Strata Committee advised that the report completed by Pink Slip Building had been lodged in the courts to extend their warranty periods for the non-structural defects. The Committee also advised that the solicitors representing RPF building had also received the report. It was **RESOLVED** that the Owners Corporation wait until negotiations had taken place before determining the next course of action regarding legal proceedings.

MOTION 14:
MANAGEMENT
AGENCY
AGREEMENT

RESOLVED that Lake Group Property Services Pty Ltd trading as Lake Group Strata be re-appointed pursuant to Section 49 of the Strata Schemes Management Act 2015 as the Strata Managing Agent of The Owners - Strata Plan 91174 for a term of one (1) year in accordance with the Agreement tabled at the meeting which delegates to the Agent the powers, authorities, duties and functions to deliver the agreed services and additional services and with the power for the Agent to affix the Common Seal to Section 184 Certificates and other documents as directed by the Strata Committee.

Further that Rhonda Morrison and Anthony Daley two (2) members of the Owners Corporation's Strata Committee be authorised to sign the Common Seal pursuant to Section 273 of the Strata Schemes Management Act 2015 on the Agency Agreement in the preceding resolution.

MOTION 15:
FINANCIAL YEAR
AMENDMENT

RESOLVED that the Owners Corporation determine to amend the end of financial year date for Strata Plan 91174 to 31 March each year.

MOTION 16:
BUDGETS

RESOLVED that the Administrative Fund Budget be approved to the sum of \$165,931.00 as listed below.

Accountancy Fees (Tax Returns, BAS)	100.00
Agent Disbursements	5,071.00
Management Fees - Standard	10,860.00
Management Fees – Schedule B	1,000.00
Creditor Compliance	110.00
Contribution to BMC – DP1204114	81,689.00
Insurance Premiums	1,622.00
Cleaning	19,000.00
Consumables	500.00
Contract Maintenance (Garage Doors & Hot Water service)	1,042.00
Consultants	10,000.00
General Repairs	6,000.00
Lift Maintenance - Contract	4,622.00
Telephone Lines	800.00
Gardening	6,431.00
Water & Sewerage	2,000.00
Subtotal	\$ 150,847.00
GST	\$ 15,084.00
Total including GST	\$ 165,931.00

RESOLVED that the Capital Works Fund budget be approved to the sum of \$17,672.00 as listed below.

In accordance with the Capital Works Fund Forecast (Quanto 2016)

Subtotal	\$ 16,025.00
GST	\$ 1,602.00
Total	\$ 17,627.00

Levies based upon the above sums will be due and payable quarterly as per unit entitlement on the following dates:

20/06/2017 20/09/2017 20/12/2017 20/03/2018

MOTION 17:
LEVY
COLLECTION

RESOLVED that the Strata Managing Agent do all things necessary to commence and maintain debt collection proceedings for collecting outstanding levy contributions in conjunction with further instructions that may be given by the Strata Committee. Collection proceedings generally to follow the following process:

1. Where contributions of more than \$200 are overdue by more than 45 days - issue a levy reminder letter.
2. Where contributions of more than \$200 are overdue by more than 75 days – issue a final notice

3. Where contributions of more than \$200 are overdue by more than 100 days – instruct a mercantile agent to commence proceedings
- 4.

Recovery of the Owners Corporations expenses in collection actions is to be sought from the Owner of the offending Lot in accordance with Section 86 of the Strata Schemes Management Act 2015

MOTION 18:
PAYMENT PLANS

RESOLVED that the Owners Corporation authorise the Strata Committee to negotiate and accept payment plans that may be offered by Lot Owners with respect to their outstanding contributions to the Owners Corporation..

MOTION 19:
BY-LAW REVIEW

RESOLVED that the Owners Corporation has reviewed the By-laws and considers that no further action is necessary to seek proposed amendments.

MOTION 20:
SPECIAL BY LAW 2
COURTYARDS

RESOLVED that the Owners Corporation – Strata Plan 91174 accept by **Special Resolution** Special By Law 2: Courtyards

2.1 Items on Internal Courtyards

Subject to the other requirements of this By Law an Owner or Occupier may keep the following items on a Courtyard:

- (a) Pot plants and planter boxes; and
- (b) Occasional furniture; and
- (c) Recreational equipment including bicycles; and
- (d) Other items approved by the Owners Corporation.

2.2 General requirements for Internal Courtyards.

An Owner or Occupier must:

- a) Keep items on the Courtyard clean and in a tidy manner and in good condition and well maintained; and
- b) Ensure that items on the Courtyard are of a high quality and finish and are in keeping with the appearance of the building; and
- c) When watering plants on the Courtyard, take steps to ensure that water does not leave the Courtyard; and
- d) Ensure that any plants or landscaping on the Courtyard is kept neat and tidy and that no landscaping hangs or grows over the edge of the Courtyard; and
- e) Not install or construct additional bayonets or gas outlets on the Courtyard; and
- f) Not hang laundry, bedding or other articles over the courtyard railing; and
- g) Not keep flammable materials or items which are likely to cause damage or injury to any person or property in the Courtyard; and
- h) Not use the Courtyard as a general storage area. Storage for excess goods is provided for each lot in the garage area; and
- i) Not install air conditioning condenser or similar equipment on the courtyard; and
- j) Not use a portable barbeque in the Courtyard area.

2.3 Owners corporation powers

The Owners Corporation may require an Owner or Occupier, at their cost, to remove items from the Balcony that are not Common Property (and to replace those items) to enable the Owners Corporation to:

- a) inspect Common Property;
- b) maintain, repair and replace Common Property;
- c) comply with the obligations of the Owners Corporation under the By-Law of the Strata Management Statement, or any consent or requirement of any Authority or the Management Act.

2.4 Balcony Furniture

An Owner or Occupier does not -need consent from the Executive Committee to keep outdoor furniture on the Balcony provided that the outdoor furniture is of a high quality and finish and is otherwise in keeping with the appearance of the Building and complies with any requirements set out in the Strata Management Statement or By-Laws.

2.5 Removing furniture, pots etc

Each Owner or Occupier must immediately remove furniture and landscaping from a Balcony-if:

- a) they do not comply with their obligations under this By-Law;
or
- b) the furniture or landscaping causes (or may cause) damage to another part of the Building.

Results of Poll Vote

For: 2,873

Against: 0

Abstain: 0

Total: 2,873

GENERAL BUSINESS:

No General Business was discussed.

CLOSURE:

There being no further business the Chairperson declared the meeting closed at 4:26pm and thanked all those present for their attendance and contribution to the meeting.

CHAIRPERSON

CONFIRMED

**MINUTES OF THE EXTRAORDINARY GENERAL MEETING OF THE OWNERS OF STRATA PLAN
91174 HELD AT THE NEWCASTLE CRUISING YACHT CLUB, 95 HANNELL STREET, WICKHAM
ON 10 NOVEMBER 2016 AT 5:00PM**

'LIFE AT THROSBY', 18 THROSBY STREET, WICKHAM

**PRESENT &
VOTING:**

Lot 2 Paul Taylor
Lot 8 Glen McDonald (left at 5:30pm)
Lot 9 Robert (Bob) Brown as company nominee for Brolin
Constructions Pty Limited
Lot 11 Cassandra McLean as Proxy for Mark & Toni Williams
Lot 12 Jacob Toole as Proxy for Tanya Flannery
Lot 13 Rhonda Morrison
Lot 18 Adam Northcote
Lot 19 David Stuart
Lot 20 Anthony (Tony) Daley as Proxy for Tobey McMahon
Lot 21 Carla Dellwo
Lot 23 Craig Dennison
Lot 24 Colin Tapp
Lot 25 James Brown
Lot 26 Belinda Johnson
Lot 29 Scot Weeks
Lot 33 Chairperson as Proxy for Emma McLafferty & James Deane
Lot 36 Anthony (Tony) Daley
Lot 37 Anthony (Tony) Dybell
Lot 39 Neal McMillan (left at 5:30pm) Proxy to Anthony Daley
Lot 44 Chairperson as Proxy for Vince & Victoria Lovecchio
Lot 45 Chairperson as Proxy Thomas Handley
Lot 46 Jillian Harvey
Lot 48 Dominique Watson
Lot 50 Matthew Hull

IN ATTENDANCE:

Lot 8 Melinda McDonald (left at 5:30pm)
Lot 18 Kathryn Northcote
Lot 21 Andrew Theaker
Lot 26 Robert Johnson
Lot 26 Eva Johnson
Cassandra McLean and Andrew O'Brien representing Lake Group Strata
Jessie McKenzie and Melanie Wilde (arrived at 5:40pm) representing
Wild Legal
Peter Shepherd representing PinkSlip Building

APOLOGIES:

Lot 42 Graham Edwards

CHAIRPERSON:

Cassandra McLean acted as Chairperson.

MOTIONS IN ACCORDANCE WITH THE NOTICE OF BUSINESS:

The Executive Committee gave a short presentation in relation to their reasons behind their request for the Extraordinary General Meeting and also tabled the Building Report provided by PinkSlip Building. The meeting was further addressed by Jess and Melanie from Wilde Legal and Peter Shepherd from PinkSlip building who clarified any questions from the owners present at the meeting.

MOTION 1:
MINUTES

The meeting agreed that Paul Taylor did not nominate to be on the Executive Committee at the Annual General Meeting held 27 July 2016 and it was agreed that the records be amended to reflect that Anthony Dybell be on the Committee. Noting this amendment the meeting further **RESOLVED** that the Minutes of the Annual General Meeting held on 27 July 2016 be confirmed.

MOTION 2:
LEGAL ADVICE

RESOLVED that Owners Corporation determine to appoint Wilde Legal as the representatives of the Owners Corporation for building defect rectification in accordance with their attached fee proposal. The Executive Committee be authorised to issue instructions to Wilde Legal to proceed with works on each stage mentioned in the cost agreement as those stages become warranted.

MOTION 3:
SPECIAL
ADMINISTRATIVE
FUND LEVY

RESOLVED that Owners Corporation determine to raise a Special Administrative Fund Levy of \$50,000 including GST to cover the costs anticipated to be spent in Stage 1 & Stage 2 outlined the Cost Agreement from Wilde Legal. This levy is to be due and payable in shares according to unit entitlement and payable in one instalment due on 1 December 2016.

CLOSURE:

There being no further business the Chairperson declared the meeting closed 6:11pm and thanked all those present for their attendance and contribution to the meeting.

CHAIRPERSON

CONFIRMED

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF STRATA PLAN 91174 HELD
AT THE NEWCASTLE CRUISING YACHT CLUB, 95 HANNELL STREET, WICKHAM
ON 27 JULY 2016 AT 4:00PM**

'LIFE AT THROSBY', 18 THROSBY STREET, WICKHAM

**PRESENT &
VOTING:**

Lot 2 Paul Taylor
Lot 9 Robert (Bob) Brown as company nominee for Brolin
Constructions Pty Limited
Lot 10 Chairperson as Proxy for Mark & Toni Williams
Lot 13 Rhonda Morrison
Lot 15 Chairperson as Proxy for Julia Rankin
Lot 23 Craig Dennison
Lot 24 Colin Tapp
Lot 36 Anthony (Tony) Daley
Lot 37 Anthony (Tony) Dybell
Lot 38 Corey Condon (left at 5:20pm)
Lot 42 Graham Edwards
Lot 48 Dominique Watson
Lot 50 Matthew Hull

IN ATTENDANCE: Andrew O'Brien and Cassandra McLean representing Lake Group Strata.

APOLOGIES: Nil.

CHAIRPERSON: Cassandra McLean acted as Chairperson.

MOTIONS IN ACCORDANCE WITH THE NOTICE OF BUSINESS:

MOTION 1: **RESOLVED** that the Minutes of the First Annual General Meeting held on
MINUTES 16 June 2015 be confirmed.

MOTION 2: The following nominations of candidates for election to the Executive
EXECUTIVE Committee of the Owners' Corporation were received and accepted
COMMITTEE by the Chairperson.
NOMINATIONS

Rhonda Morrison
Craig Dennison

Bob Brown
Graham Edwards

Tony Daley
Paul Taylor

NUMBER OF **RESOLVED** that the number of members of the Executive Committee
MEMBERS be determined as six (6).

EXECUTIVE As the number of candidates equalled the number of members of the
COMMITTEE Executive Committee determined by the Owners' Corporation, the
ELECTION Chairperson declared the mentioned persons elected without a ballot.

The meeting further **RESOLVED** that **Tony Daley** and **Bob Brown** be
appointed the Owners Corporation representative to the Building
Management Committee.

Treasurer to receive a copy of the Regulation 39 Report on behalf of
the Owners Corporation.

MOTION 3:
RESTRICTED
MATTERS

RESOLVED that at this stage there be no restricted matters for the purposes of Section 21(2) of the Strata Schemes Management Act 1996 ('the Act').

MOTION 4:
FINANCIALS

RESOLVED that the annual financial statements made up to 30 April 2016 be adopted.

MOTION 5:
AUDIT

MOTION LOST

That the Owners' Corporation appoint an auditor in accordance with Section 107 of the Strata Schemes Management Act 1996.

MOTION 6:
INSURANCES

RESOLVED that the Owners' Corporation insurances as detailed below be confirmed. The Strata Managing Agent was instructed to renew the Owners' Corporation insurances at the current levels. The meeting noted that the suggested covers of Office Bearers Liability and Fidelity Guarantee were already.

INSURER: Longitude Insurance Pty Ltd – Strata Plan 91174

Cover	Policy No.	Amount	Date Due
Legal Liability	LNGSTR123667	\$20,000,000	31/03/2017
Voluntary Workers	LNGSTR123667	\$200,000/\$2,000	31/03/2017
Fidelity Guarantee	LNGSTR123667	\$100,000	31/03/2017
Office Bearers'	LNGSTR123667	\$1,000,000	31/03/2017
Gov Audit Costs	LNGSTR123667	\$25,000	31/03/2017
Appeal Expenses	LNGSTR123667	\$100,000	31/03/2017
Legal Expenses	LNGSTR123667	\$50,000	31/03/2017

INSURER: Longitude Insurance Pty Ltd – BMC DP1204114

Cover	Policy No.	Amount	Date Due
Building	LNGSTR123637	\$20,000,000	31/03/2017
Common Contents	LNGSTR123637	\$400,000	31/03/2017
Loss of Rent	LNGSTR123637	\$3,000,000	31/03/2017
Legal Liability	LNGSTR123637	\$20,000,000	31/03/2017
Voluntary Workers	LNGSTR123637	\$200,000/\$2,000	31/03/2017
Fidelity Guarantee	LNGSTR123637	\$100,000	31/03/2017
Office Bearers'	LNGSTR123637	\$1,000,000	31/03/2017
Gov Audit Costs	LNGSTR123637	\$25,000	31/03/2017
Appeal Expenses	LNGSTR123637	\$100,000	31/03/2017
Legal Expenses	LNGSTR123637	\$50,000	31/03/2017
Lot Owners Fixtures & Improvements (per Lot)	LNGSTR123637	\$300,000	31/03/2017

MOTION 7:
TERMITE REPORT

RESOLVED that the Owners Corporation obtain a general pest treatment for cockroaches, ants and spiders to the common areas and noted that a termite inspection was not required at this point in time.

MOTION 8:
SINKING FUND
FORECAST

MOTION LOST

That the Owners' Corporation appoint a suitably qualified consultant to prepare a detailed Sinking Fund Forecast to assist in estimating the needs of the Sinking Fund. (Last Sinking Fund Forecast - 2016).

MOTION 9:
WH & S REPORT

RESOLVED that the Owners Corporation appoint the Executive Committee to liaise with the BMC representatives in order obtain a full building WHS Report to all areas as a cost saving measure.

MOTION 10:
WINDOW SAFETY
ASSESSMENT

RESOLVED that the Owners Corporation conduct an assessment of window safety at the property and address any requirements under section 64A (Window safety devices – child safety) of the Strata Schemes Management Act 1996 (and Section 118 of the Strata Schemes Management Act 2015).

*The Executive Committee to assess the windows and establish whether locks are required and if so, coordinate the installation with the Strata Managing Agent. The Strata Manager was also requested to contact the contractor who installed the windows (Wideline) for confirmation as to whether the locks already exist.

MOTION 11:
BUDGETS

RESOLVED that the Administrative Fund Budget be approved to the sum of \$143,962.00 as listed below.

Accountancy Fees (Tax Returns, BAS)	100.00
Agent Disbursements	4,830.00
Management Fees - Standard	10,605.00
Management Fees – Schedule B	1,000.00
Creditor Compliance	110.00
Contribution to BMC – DP1204114	81,229.00
Insurance Premiums	1,622.00
Cleaning	17,273.00
Consumables	909.00
Contract Maintenance (Garage Doors)	330.00
General Repairs	5,455.00
Lift Maintenance - Contract	4,057.00
Telephone Lines	727.00
Gardening	1,264.00
Water & Sewerage	1,364.00
Sub Total	\$ 130,875.00
GST	\$ 13,087.00
Total	\$ 143,962.00

RESOLVED that the Sinking Fund budget be approved to the sum of \$17,400.00 as listed below.

In accordance with the Sinking
Fund Forecast (Quanto 2016)

Sub Total	\$ 15,818.00
GST	\$ 1,582.00
Total	\$ 17,400.00

Levies based upon the above sums will be due and payable quarterly as per unit entitlement on the following dates:

20/06/2016 20/09/2016 20/12/2016 20/03/2017

**GENERAL
BUSINESS:**

Cleaning Contractor

The meeting expressed concerns about the current cleaning contractors and agreed to establish a comprehensive scope of works and forward this to the Strata Managing Agent for quotation purposes.

CLOSURE:

There being no further business the Chairperson declared the meeting closed at 5:32pm and thanked all those present for their attendance and contribution to the meeting.

CHAIRPERSON

CONFIRMED

**MINUTES OF THE EXTRAORDINARY GENERAL MEETING OF THE OWNERS OF STRATA PLAN 91174 HELD
IN THE OFFICES OF LAKE GROUP STRATA, 34 SMITH STREET, CHARLESTOWN
ON 17 AUGUST 2015 AT 10:00AM**

LIFT AT THROSBY, 18 THROSBY STREET, WICKHAM

**PRESENT &
VOTING:**

Lot 2 Chairperson as Proxy for Paul Taylor
Lot 7 Chairperson as Proxy for Dominic Warland
Lot 8 Chairperson as Proxy for Glen McDonald
Lot 13 Chairperson as Proxy for Rhonda and Karen Morrison
Lot 15 Chairperson as Proxy for Julia Rankin
Lot 16 Chairperson as Proxy for Christopher & Leeanne Kepreotes
Lot 18 Cassandra Milne as Proxy for Adam & Kathryn Northcote
Lot 34 Chairperson as Proxy for Frederick & Sandra Anderberg
Lot 36 Chairperson as Proxy for Anthony Daley & Melissa Spruce
Lot 42 Chairperson as Proxy for Graham Edwards
Lot 48 Cassandra Milne as Proxy for Dominique Watson
Lot 50 Chairperson as Proxy for Matthew Hull & Caroline Dando

**IN
ATTENDANCE:**

Cassandra Milne representing Lake Group Strata

APOLOGIES:

Nil.

CHAIRPERSON:

Cassandra Milne acted as Chairperson.

MOTIONS IN ACCORDANCE WITH THE NOTICE OF BUSINESS:

**MOTION 1:
MINUTES**

RESOLVED that the Minutes of the First Annual General Meeting held on 16 June 2015 be confirmed.

**MOTION 2:
SEPARATE
WATER METERS
BY LAW**

RESOLVED That the Owners Corporation resolve by Special Resolution the approval of the By Law 27 – Installation of Separate Water Meters

Hunter Water Corporation

1. In this By-Law the following provisions apply:

Accessible means the unfettered and unencumbered ability of Hunter Water to access the Master meter and the Sub meters for reading and recording purposes.

Automated Meter Reading means the system to be developed by Hunter Water for implementation in the future as another means of reading meters.

Common Property has the same meaning as in the *Strata Schemes Management Act 1996* (NSW).

Hunter Water means Hunter Water Corporation, a public authority within the meaning given to that term in the *Strata Schemes Management Act 1996* (NSW) and a state owned corporation within the meaning given to that term in the *State Owned Corporations Act 1991* (NSW) its successors and assigns.

Hunter Water Design Criteria means the Hunter Water design criteria as varied from time to time.

Lot has the same meaning as in the *Strata Schemes (Freehold Development) Act 1973* (NSW).

Occupier means any person in lawful occupation of the Lot.

Owner means the registered proprietor for the time being of any Lot, their successors and assigns.

Owners Corporation means a corporation constituted under section 11 of the *Strata Schemes Management Act 1996* (NSW).

Sub meter means the sub meter installed for each Lot to record the amount of water used by each Owner or Occupier.

2. All Owners and Occupiers of Lots must:

- a) ensure all water connections (including the water meter assembly) are approved by Hunter Water and are installed in accordance with Hunter Water Design Criteria and ensure that all water connections including the water meter assembly are repaired and maintained at the sole expense of the Owner as required by Hunter Water (acting reasonably) from time to time;
- b) modify the water meter assembly when necessary or required to do so by Hunter Water to comply with Hunter Water Design Criteria;
- c) ensure the water meter assembly is situated as close as possible to the street boundary of the Lot or in an accessible location on the Common Property and is Accessible at all times;
- d) ensure that the water meter assembly is not installed behind fences or in an enclosed area or confined space;
- e) ensure that the position of the water meter assembly minimises the risk of harm to Hunter Water employees/contractors. This includes the hazards such as pets, overgrown vegetation or any other obstruction in the vicinity of the water meter which would prevent safe access to the meter for reading and maintenance;
- f) pay any account raised by Hunter Water from a reading of the Sub meter, in accordance with Hunter Water's Customer Contract;
- g) comply with any request by Hunter Water to upgrade the water meter assembly to enable Hunter Water to implement Automated Meter Reading, promptly when requested to do so;
- h) when requested to do so by either the Owners Corporation or Hunter Water, promptly provide access to any water meter or associated water equipment situated within the Lot to Hunter Water's authorised personnel or personnel authorised by the Owners Corporation to allow those personnel to read any water meter, inspect all water connections including the water meter assembly and, if reasonably required by Hunter Water and

subject to the Owner's obligations under paragraph (a) above carry out repair and maintenance work upon those items;

3. Either the Owners Corporation or Hunter Water may give a notice to the Owner or Occupier of a Lot requiring the Owner or Occupier to comply with the terms of this by-law. If any Owner or Occupier fails to comply with any requirement relating to access to the Lot or any part of the Lot or repair and maintenance of the Hunter Water meter, the meter assembly or any water equipment within a reasonable time after receipt of a notice requiring compliance, the Owners Corporation or Hunter Water may take such steps as may be reasonable to secure such access or to carry out the relevant repair and maintenance at the expense of the Owner or Occupier of the Lot.

Results of Poll Vote:

Total Unit entitlement of those present and voting:

For: 2,209

Against: 0

Total: 2,209

MOTION 3:
HUNTER WATER
CONTRACT

RESOLVED that the Owners Corporation resolve by Special Resolution to accept the terms and conditions as stated in the contractor provided by Hunter Water.

Results of Poll Vote:

Total Unit entitlement of those present and voting:

For: 2,209

Against: 0

Total: 2,209

CLOSURE:

There being no further business the Chairperson declared the meeting closed at 10:30am and thanked all those present for their attendance and contribution to the meeting.

CHAIRPERSON

CONFIRMED

**THE MINUTES OF THE FIRST ANNUAL GENERAL MEETING OF THE OWNERS OF STRATA PLAN
91174 HELD AT THE NEWCASTLE CRUISING YACHT CLUB, 95 HANNELL STREET, WICKHAM ON
16 JUNE 2015 AT 4:00PM**

'LIFE @ THROSBY', 18 THROSBY STREET, WICKHAM

**PRESENT AND
VOTING:**

Lot 2 Joanne Taylor as proxy for Paul Taylor
Lot 3 Matthew Brougham
Lot 7 Dominic Warland
Lot 9 Robert (Bob) Brown as company nominee for Brolin
Constructions Pty Limited
Lot 11 Chairperson as proxy for Mark & Toni Williams
Lot 13 Karen Morrison
Lot 15 Julia Ann Rankin
Lot 16 Christopher Kepreotes
Lot 18 Kathryn Northcote
Lot 23 Craig Dennison
Lot 28 Susan Satchell
Lot 33 James Deane
Lot 34 Frederick Anderberg
Lot 37 Tara Dybell
Lot 39 Neal McMillan
Lot 40 Chairperson as proxy for Penelope O'Donnell & Emma
O'Donnell
Lot 42 Graham Edwards
Lot 43 James Clinton
Lot 47 Phillip Matthews
Lot 48 Dominique Watson
Lot 50 Matthew Hull

IN ATTENDANCE:

Lot 2 Denise Sorenson
Lot 3 Belinda Johnson
Lot 13 Rhonda Morrison
Lot 14 Marilyn Sainsbury
Lot 43 Ross Clinton
Lot 50 Caroline Dando
Paul Finlay, Brad Gribble & Cassandra Milne representing Lake Group
Strata.

APOLOGIES:

Nil.

CHAIRPERSON:

Paul Finlay acted as Chairperson.

MOTIONS IN ACCORDANCE WITH THE NOTICE OF BUSINESS:

**MOTION 1:
INSURANCES**

RESOLVED that the Owners' Corporation insurances as indicated on
the Notice of Meeting be confirmed.

INSURER: Longitude Insurance Pty Ltd – Strata Plan 91174

Cover	Policy No.	Amount	Date Due
Legal Liability	LNGSTR123667	\$20,000,000	31/03/2016
Voluntary Workers	LNGSTR123667	\$200,000/\$2,000	31/03/2016
Fidelity Guarantee	LNGSTR123667	\$100,000	31/03/2016

Office Bearers'	LNGSTR123667	\$1,000,000	31/03/2016
Gov Audit Costs	LNGSTR123667	\$25,000	31/03/2016
Appeal Expenses	LNGSTR123667	\$100,000	31/03/2016
Legal Expenses	LNGSTR123667	\$50,000	31/03/2016

INSURER: Longitude Insurance Pty Ltd – BMC DP1204114

Cover	Policy No.	Amount	Date Due
Building	LNGSTR123637	\$20,000,000	31/03/2016
Common Contents	LNGSTR123637	\$400,000	31/03/2016
Loss of Rent	LNGSTR123637	\$3,000,000	
Legal Liability	LNGSTR123637	\$20,000,000	31/03/2016
Voluntary Workers	LNGSTR123637	\$200,000/\$2,000	31/03/2016
Fidelity Guarantee	LNGSTR123637	\$100,000	31/03/2016
Office Bearers'	LNGSTR123637	\$1,000,000	31/03/2016
Gov Audit Costs	LNGSTR123637	\$25,000	31/03/2016
Appeal Expenses	LNGSTR123637	\$100,000	31/03/2016
Legal Expenses	LNGSTR123637	\$50,000	31/03/2016
Lot Owners Fixtures & Improvements (per Lot)	LNGSTR123637	\$300,000	31/03/2016

MOTION 2:
OFFICE BEARERS'
INSURANCE

RESOLVED that the Owners' Corporation maintain the existing Office Bearers' cover and Fidelity Guarantee cover in accordance with Section 88 (2) of the Strata Schemes Management Act 1996.

MOTION 3:
10 YEAR SINKING
FUND PLAN

RESOLVED that Strata Managing Agent seek quotations from quantity surveyors for the provision of a Sinking Fund Forecast to assist in estimating the requirements of the Sinking Fund. The quotes are to be forwarded to the Executive Committee for consideration and determination.

MOTION 4:
BUDGETS

RESOLVED that the Administrative Fund Budget be amended and approved to the sum of \$103,652.00 as listed below.

Accountancy Fees (Tax Returns, BAS)	100.00
Agent Disbursements	2,850.00
Management Fees - Standard	11,515.00
Management Fees – Schedule B	1,000.00
Creditor Compliance	110.00
Contribution to BMC – DP1204114	50,047.00
Insurance Premiums	1,600.00
Cleaning	16,500.00
Consultants' Fees (Sinking Fund Forecast)	600.00
Consumables	1,000.00
Contract Maintenance (Garage Doors)	330.00
General Repairs	6,000.00
Lift Maintenance - Contract	6,000.00
Telephone Lines	800.00
Gardening	1,500.00
Meeting Room Expenses	200.00
Water & Sewerage (meter installation)	3,500.00
Total	<u>\$ 103,652.00</u>

RESOLVED that the Sinking Fund budget be approved to the sum of \$10,000.00 as listed below.

ITEM	REPLACE COST \$	LIFE SPAN YRS	ALLOWANCE FOR CURRENT YEAR \$
Contribution			10,000.00
Total			<u>\$ 10,000.00</u>

Levies based upon the above sums will be due and payable quarterly as per unit entitlement on the following dates:

20/06/2015 20/09/2015 20/12/2015 20/03/2016

The meeting was advised that the Owners' Corporation will not be registered for GST however the Owners' Corporation will apply for an ABN.

**MOTION 5:
EXECUTIVE
COMMITTEE
NOMINATIONS**

The following nominations of candidates for election to the Executive Committee of the Owners' Corporation were received and accepted by the Chairperson.

**Frederick Anderberg Karen Morrison Bob Brown
Matthew Hull Graham Edwards**

**NUMBER OF
MEMBERS**

RESOLVED that the number of members of the Executive Committee be determined as five (5).

**EXECUTIVE
COMMITTEE
ELECTION**

As the number of candidates equalled the number of members of the Executive Committee determined by the Owners' Corporation, the Chairperson declared the mentioned persons elected without a ballot.

Treasurer to receive a copy of the Regulation 39 Report on behalf of the Owners Corporation.

**MOTION 6:
RESTRICTED
MATTERS**

RESOLVED that at this stage there be no restricted matters for the purposes of Section 21 of the Strata Schemes Management Act.

**MOTION 7:
ACCOUNTING
RECORDS**

The Meeting was advised that there were no records to be presented to the meeting at this time in accordance with Section 104 of the Strata Schemes Management Act. The Meeting was advised that books of account and the required accounting records will commence immediately following the date of this meeting.

**MOTION 8:
CARETAKER**

MOTION LOST

That a caretaker should be appointed under Section 40A and, if a caretaker is to be appointed, what functions the caretaker should exercise.

MOTION 9:
APPOINTMENT
& DELEGATION

RESOLVED that Lake Group Property Services Pty Ltd trading as Lake Group Strata be appointed pursuant to Section 27(1) of the Strata Schemes Management Act 1996 as the Strata Managing Agent of the Owners' Corporation of Strata Plan 91174 in accordance with the Agreement tabled at the meeting pursuant to Section 28(1)(b) of the Act which delegates the functions of the Chairperson, Secretary and Treasurer (other than the power to make a decision on a restricted matter within the meaning of Section 21(2) of the Act, the power to make a delegation under Section 26 and the power to determine maintenance contributions), together with those functions necessary to enable the Agent to perform the "Agreed" and "Additional" services and with the power for the Agent to affix the Common Seal to Section 109 Certificates and other documents as directed by the Executive Committee.

Further that Graham Edwards and Frederick Anderberg two (2) members of the Owners' Corporation Executive Committee be authorised to sign the Common Seal pursuant to Section 238 of the Strata Schemes Management Act 1996 on the Agency Agreement in the preceding resolution.

MOTION 10:
AUDITOR

MOTION LOST

That the Owners' Corporation consider the appointment of an Auditor in accordance with Section 107 of the Strata Schemes Management Act 1996.

MOTION 11:
BY-LAWS

RESOLVED that the Owners' Corporation approve the By-laws registered with the Strata Plan.

CLOSURE:

There being no further business the Chairperson declared the meeting closed at 5:35pm and thanked those present for their attendance and contribution to the meeting.

CHAIRPERSON

CONFIRMED



Sinking Fund Forecast

for

Strata Plan: 91174

located at

18 Throsby Street

Wickham, NSW 2293

14-Jun-16

The Owners Corporation - SP91174
C/- Lake Group Property Services Pty Ltd
PO Box 175
Charlestown NSW 2290

Dear Sir/Madam,

Re: SP91174 - 18 Throsby Street, Wickham NSW 2293

1.0 Information

The following Sinking Fund Forecast report has been prepared by Quanto Pty Ltd for the owner's corporation of Strata Plan 91174 located at 18 Throsby Street, Wickham and not in any other capacity.

Quanto Pty Ltd have been advised that this is a residential development consisting of 49 units. Construction was completed in 2015.

This report is based on information provided by Lake Group Property Services Pty Ltd, and a site inspection conducted by Quanto Pty Ltd on 12-May-16. The inspection was carried out to identify all common property and to ascertain the condition of the building.

The purpose of this report is to provide an independent estimate of the contributions required to meet expenses for the replacement of common property items as required under the Strata Schemes Management Act 1996.

This report displays the forecasted contributions and expenditure over a 10 year period. We note that this is calculated over a 30 year period, enabling items that are not replaced in the 10 year period to be accounted for.

Please refer to Appendix A for a 10 year summary of contributions and expenditure.

We note that all figures contained in this report are exclusive of GST.

2.0 Forecasted Expenditure

Quanto Pty Ltd have allocated life expectancies and cost estimates to each of the common property items listed in this report in need of replacement over time. This determines when the items are anticipated to be replaced, and indicate funds that should be available at that time.

We note that no contingency allowance has been included in the forecast expenditure.

We note that replacement costs indicated in this report are based on rates as at the date of this report.

No allowance has been made for repairs and maintenance as these items should be covered in a separate administrative fund. No allowance has been made for cost escalations.

2.1 Exclusions

The following items have been excluded as they are considered either not likely to require replacement over a 30 year period, not common property items or assumed to be covered within the Strata Plan's building insurance:

- BMC items as specified in the Strata Management Statement;
- The structural integrity of the building or buildings;
- Window Flyscreens;
- Underground stormwater detention/retention;
- Soft landscaping; and
- Services to and from the property.

2.2 Inclusions

Please refer to Appendix B for a detailed view of items included in the 10 year forecasted expenditure calculations.

3.0 Required Contributions

The contributions per unit are calculated to ensure that sufficient funds are available to meet all expenses for common property items as, and when they need replacing.

The starting balance for this sinking fund as at 1-May-16 is \$9,803.00.

An inflation rate of 1.3% was used in calculating contributions in line with current CPI.

Please refer to Appendix C for a detailed view of the required contributions per unit over 10 years.

4.0 Disclaimer

This report is an estimated forecast only. The estimated costs in this report are based on our professional experience in estimating building costs.

Quanto Pty Ltd note the report is only an indication of life cycle costs based on standard replacement periods. Life cycles may vary depending upon maintenance and conditions. Our opinion on the life expectancy of common property items is based on visual inspection only.

Quanto Pty Ltd does not accept any contractual, tortious or other form of liability for any loss, damages or consequences which may arise as a result acting upon or using this report for any purpose other than its intended use.

Quanto Pty Ltd recommend that the contributions and expenditure be reviewed annually.

If you have any questions regarding the content of this report, please do not hesitate to contact Glenn Cartwright or Bob Macansh at our office.

Yours Faithfully,



Glenn Cartwright (AAIQS)

Appendix A - 10 Year Summary of Contributions

SP 91174
18 Throsby Street
Wickham NSW 2293

Summary of Contributions				
Period	Annual Contribution per Entitlement	Total Annual Contributions	Forecast Annual Expenditure	Sinking Fund Balance
01-May-16 to 30-Apr-17	\$1.74	\$17,400	\$0	\$27,203
01-May-17 to 30-Apr-18	\$1.76	\$17,627	\$0	\$44,830
01-May-18 to 30-Apr-19	\$1.79	\$17,856	\$0	\$62,685
01-May-19 to 30-Apr-20	\$1.81	\$18,088	\$0	\$80,773
01-May-20 to 30-Apr-21	\$1.83	\$18,323	\$0	\$99,096
01-May-21 to 30-Apr-22	\$1.86	\$18,561	\$0	\$117,657
01-May-22 to 30-Apr-23	\$1.88	\$18,802	\$0	\$136,460
01-May-23 to 30-Apr-24	\$1.90	\$19,047	\$6,348	\$149,158
01-May-24 to 30-Apr-25	\$1.93	\$19,294	\$4,037	\$164,416
01-May-25 to 30-Apr-26	\$1.95	\$19,545	\$7,722	\$176,239

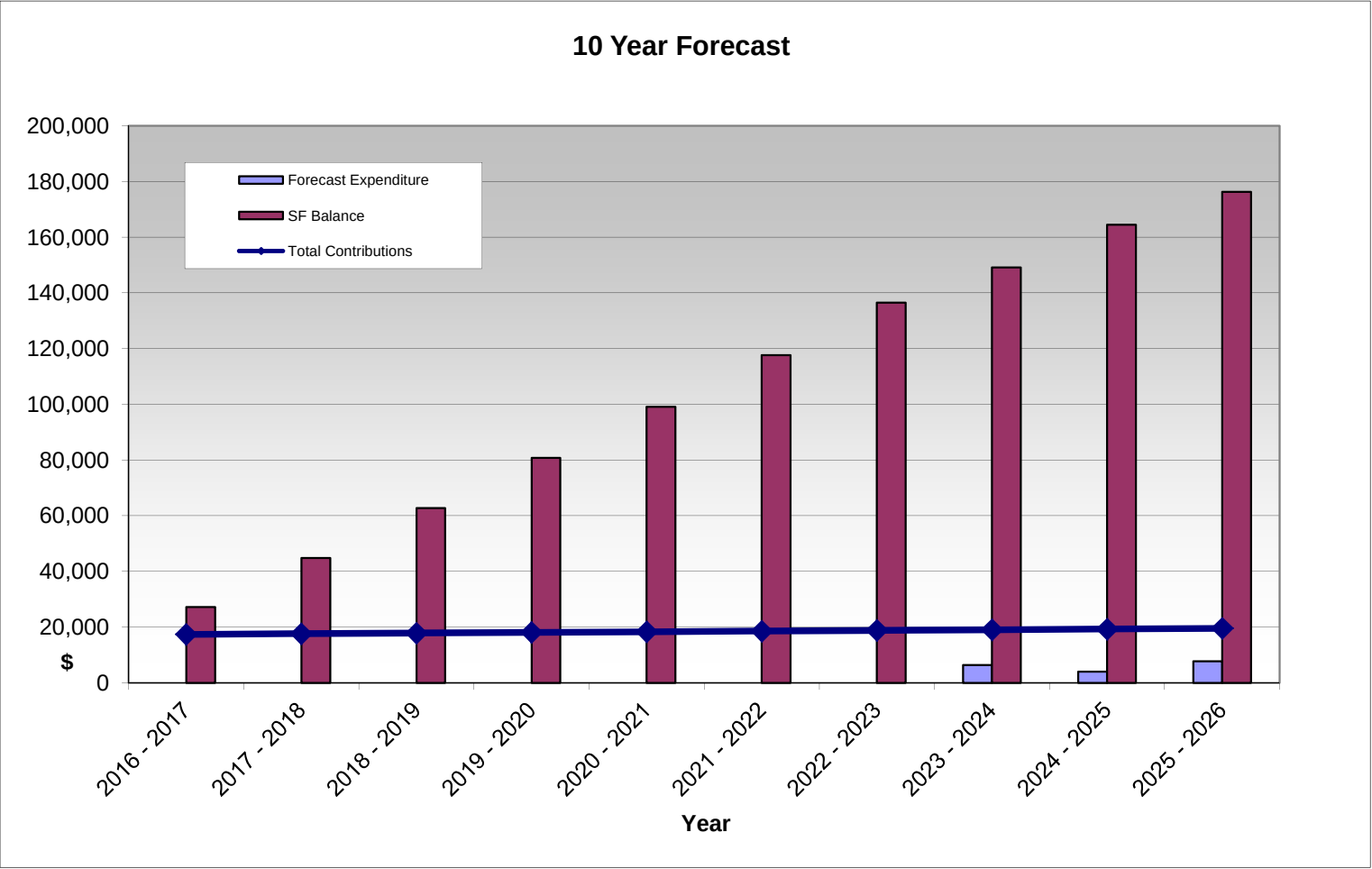
Appendix B - Forecast Expenditure

Sinking Fund Forecast Expenditure (Years 1 - 10)												
Item #	Item Description	Year 1 1/05/16 - 30/04/17	Year 2 1/05/17 - 30/04/18	Year 3 1/05/18 - 30/04/19	Year 4 1/05/19 - 30/04/20	Year 5 1/05/20 - 30/04/21	Year 6 1/05/21 - 30/04/22	Year 7 1/05/22 - 30/04/23	Year 8 1/05/23 - 30/04/24	Year 9 1/05/24 - 30/04/25	Year 10 1/05/25 - 30/04/26	Total
1	Automatic Door Opener											0
2	Balustrades - Aluminium (balconies)											0
3	Balustrades - Glass/Stainless Steel (internal)											0
4	Balustrades - Steel (internal)											0
5	Bench Seating - Timber											0
6	Bicycle Rack											0
7	Bollards											0
8	Closed Circuit Television Surveillance											0
9	Distribution & Switchgear											0
10	Door Closers											0
11	Doors - Aluminium framed, glass panel, hinged											0
12	Doors - Aluminium service access doors											0
13	Doors - Timber											0
14	Drainage Grates											0
15	Fire Doors											0
16	Fire Extinguishers									3672		3672
17	Fire Hose Reels										7722	7722
18	Floor Tiles - Internal											0
19	Garage Roller Doors											0
20	Handrails - Stainless Steel											0
21	Height Bar											0
22	Intercom System											0
23	Irrigation System											0
24	Letterboxes - Aluminium											0
25	Lift Carriage											0
26	Lighting - Emergency											0
27	Lighting - Internal											0
28	Line Marking											0
29	Master Aerial											0
30	Noticeboard									365		365
31	Oil & Water Separator											0
32	Painting - Internal											0
33	Paving - Concrete											0
34	Pumps								6348			6348
35	Security System											0
36	Stair Tread Nosing											0
37	Tactile Indicators											0
38	Wheel Stops - Concrete											0
Total Forecast Expenditure Per Annum		0	0	0	0	0	0	0	6,348	4,037	7,722	18,107

Appendix C - Required Contributions per Unit

Contributions Per Unit - 10 Year Forecast											
Lot No.	Entitlement	Year 1 1/05/16 - 30/04/17	Year 2 1/05/17 - 30/04/18	Year 3 1/05/18 - 30/04/19	Year 4 1/05/19 - 30/04/20	Year 5 1/05/20 - 30/04/21	Year 6 1/05/21 - 30/04/22	Year 7 1/05/22 - 30/04/23	Year 8 1/05/23 - 30/04/24	Year 9 1/05/24 - 30/04/25	Year 10 1/05/25 - 30/04/26
Lot 1	198	345	349	354	358	363	368	372	377	382	387
Lot 2	198	345	349	354	358	363	368	372	377	382	387
Lot 3	198	345	349	354	358	363	368	372	377	382	387
Lot 4	198	345	349	354	358	363	368	372	377	382	387
Lot 5	198	345	349	354	358	363	368	372	377	382	387
Lot 6	198	345	349	354	358	363	368	372	377	382	387
Lot 7	193	336	340	345	349	354	358	363	368	372	377
Lot 8	195	339	344	348	353	357	362	367	371	376	381
Lot 9	198	345	349	354	358	363	368	372	377	382	387
Lot 10	198	345	349	354	358	363	368	372	377	382	387
Lot 11	254	442	448	454	459	465	471	478	484	490	496
Lot 12	205	357	361	366	371	376	381	385	390	396	401
Lot 13	205	357	361	366	371	376	381	385	390	396	401
Lot 14	205	357	361	366	371	376	381	385	390	396	401
Lot 15	205	357	361	366	371	376	381	385	390	396	401
Lot 16	203	353	358	362	367	372	377	382	387	392	397
Lot 17	203	353	358	362	367	372	377	382	387	392	397
Lot 18	203	353	358	362	367	372	377	382	387	392	397
Lot 19	203	353	358	362	367	372	377	382	387	392	397
Lot 20	203	353	358	362	367	372	377	382	387	392	397
Lot 21	203	353	358	362	367	372	377	382	387	392	397
Lot 22	203	353	358	362	367	372	377	382	387	392	397
Lot 23	203	353	358	362	367	372	377	382	387	392	397
Lot 24	198	345	349	354	358	363	368	372	377	382	387
Lot 25	198	345	349	354	358	363	368	372	377	382	387
Lot 26	198	345	349	354	358	363	368	372	377	382	387
Lot 27	198	345	349	354	358	363	368	372	377	382	387
Lot 28	198	345	349	354	358	363	368	372	377	382	387
Lot 29	198	345	349	354	358	363	368	372	377	382	387
Lot 30	193	336	340	345	349	354	358	363	368	372	377
Lot 31	195	339	344	348	353	357	362	367	371	376	381
Lot 32	198	345	349	354	358	363	368	372	377	382	387
Lot 33	198	345	349	354	358	363	368	372	377	382	387
Lot 34	203	353	358	362	367	372	377	382	387	392	397
Lot 35	205	357	361	366	371	376	381	385	390	396	401
Lot 36	253	440	446	452	458	464	470	476	482	488	494
Lot 37	253	440	446	452	458	464	470	476	482	488	494
Lot 38	205	357	361	366	371	376	381	385	390	396	401
Lot 39	205	357	361	366	371	376	381	385	390	396	401
Lot 40	205	357	361	366	371	376	381	385	390	396	401
Lot 41	205	357	361	366	371	376	381	385	390	396	401
Lot 42	203	353	358	362	367	372	377	382	387	392	397
Lot 43	203	353	358	362	367	372	377	382	387	392	397
Lot 44	203	353	358	362	367	372	377	382	387	392	397
Lot 45	203	353	358	362	367	372	377	382	387	392	397
Lot 46	203	353	358	362	367	372	377	382	387	392	397
Lot 47	203	353	358	362	367	372	377	382	387	392	397
Lot 48	203	353	358	362	367	372	377	382	387	392	397
Lot 49	203	353	358	362	367	372	377	382	387	392	397
Total (excl. GST)	10000	17,400	17,627	17,856	18,088	18,323	18,561	18,802	19,047	19,294	19,545
Total (incl. GST)	10000	19,140	19,389	19,641	19,897	20,155	20,417	20,683	20,952	21,224	21,500

Appendix D - Graphical Analysis



Appendix E - Photographic Library



Appendix E - Photographic Library



18 April 2024

Independent Auditor's Report

To the Owners of Strata Plan 91174

Report on the Financial Report

We have audited the accompanying financial report being a special purpose financial report, of Strata Plan 91174, which comprises the statement of financial position as at 31 March 2024, and Income and Expenditure statement for the financial year ended 31 March 2024.

Opinion

In our opinion, the accompanying financial report presents fairly, in all material respects, including:

- (i) giving a true and fair view of the Strata Plan's financial position as at 31 March 2024 and of its financial performance for the year then ended; and
- (ii) complying with Division 3 of Part 5 of the *Strata Schemes Management Act 2015*.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the Strata Plan, and have complied with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion

The Owners Corporations' Responsibility for the Financial Report

The Owners Corporation of Strata Plan 91174 is responsible for the preparation of the financial report and have determined that the financial report is appropriate to meet the financial reporting requirements of Division 3 of Part 5 of the *Strata Schemes Management Act 2015* and is appropriate to meet the needs of the owners. The Owners Corporations' responsibility also includes such internal control as the Owners Corporation determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

WSC Group – Audit Pty Ltd

**A F Gilbert, CA
Director**

Annual Fire Safety Statement

Request for a Stay of Infringement



This form should be completed where an Annual or Supplementary Fire Safety Statement cannot be submitted by the due date.

Note:

- Please ensure all fields on this form are completed. Incomplete applications are unable to be considered and will be declined.
- If the space in the fields provided is insufficient, please attach additional pages.
- An invoice for the associated fee will be sent to you and must be paid within 48 hours. Failure to arrange payment will result in your application being declined, which may result in a penalty infringement notice being issued.

Part 1: Applicant and Site Details

1 Applicant Details

Name or Company	LAKE GROUP STRATA
ABN (Required if company)	530 71 614 901
Email	meganc@lakegroupstrata.com
Phone	(02) 49423305
Postal Address	34 Smith St. Charlestown NSW 2290.
Contact Person (if company)	MEGAN CAMPBELL
Annual Fire Safety Reference Number	FS2017/1221

Will your correspondence be 'care of' another company? ☐ Yes ☒ No

Name or Company	/
ABN (Required if company)	
Email	
Phone	
Postal Address	
Contact Person	

2. Location and title description of the property

Unit No	—	House No	18	Street Name	THROSBY ST.
Suburb	WICKHAM.			Post Code	2293.
Lot(s)	58.		Section	RESIDENTIAL + COMMERCIAL.	
Deposited Plan	1204114.			Strata Plan	91173 + 91174.

3. Who owns the building?

Owner	The Owners Corporation for Strata Plan 91173.
Address	C1-34 Smith St. Charlestown NSW 2290.
Phone	(02) 49423305
Email	megan@lacegroupstrata.com

Part 2: Application Details

4. Explain why a compliant Annual/ Supplementary Fire Safety Statement cannot be submitted.

Provide reasons why an Annual/Supplementary Fire Safety Statement meeting the requirements of Part 12, of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulations, 2001 cannot be submitted.

IMPORTANT:

If you already have a Stay of Infringement that is currently approved and this is an application for an extension of time for the same Annual Fire Safety Statement, City of Newcastle (CN) requires you to identify what action or rectification works have been undertaken in the preceding month, what essential fire safety measures have been inspected and assessed, and why you require further time.

Fire Door defects are still with Peter Shepherd Pink Slip with no response so far as to whether these defects can be included with the existing deed against the Builder. I have followed up on several occasions with no reply. Separate to this, we received an updated FSS from Newcastle Council. This was sent to the fire contractors - further checks + testing will need to take place to accommodate the new measures. Works well as we have the Annual Service due again in March anyway.

New measures as per updated FSS

5. Essential Fire Safety Measures		
Summary of defective fire safety measure and proposed corrective action		
Non-Compliant or Untested Fire Safety Measure	Action Being Taken	Estimated and/or Completion Date
FER		
- Automatic Fail Safe		
- Fire Alarm Communication Link		
- Fire Dampers		
- Fire Shutters		
		→ Request end of April 2024.
+ Fire Doors (not yet resolved)		

6. Risk Management Declaration	
Complete this part if there is a delay with the issue of the Annual Fire Safety Statement. The risk assessment should be undertaken with the assistance of your Accredited Practitioner (Fire Safety).	
I advise that a risk assessment has been undertaken and until all necessary works have been completed a management strategy has been implemented to mitigate the identified potential risks to people's health and safety.	
Applicant Name	MEGAN CAMPBELL
Applicant Signature	
Date	31.1.24

7. Required Attachments	
The following supporting documents are required for your application to be assessed.	
☐ Partial Annual Fire Safety Statement for compliant Fire Safety Measures already assessed.	
☒ A Program of Works: Detailed description of the work required, person engaged to complete the work and timeframe of when the work will be completed. → NOW FSS	

8. Probity	
Are parties with pecuniary or non-pecuniary interest: a) A staff member, councillor, contractor or related to someone who is a staff member, councillor, contractor of CN? or, b) A State or Federal Member of Parliament? ☐ Yes, state the relationship. ☒ No	
9. Who signs the form?	
- An/ the owner of the subject property. - If the owner is a company - a director, secretary, or authorised delegate. - If the property is strata titled and relates to the entire strata – the authorised delegate of the Owner's Corporation. - If the property is strata titled and relates only to a single lot in the strata - all owner/s of the particular lot. - If Crown land - an authorised officer of the relevant government authority must sign the application. - If signing on the owner's behalf as the owner's legal representative, you must state the nature of your legal authority and attach any available evidence (e.g. power of attorney, executor, trustee, company director). - If signing on behalf of a corporate body or company, the application should be signed by an authorised person under common seal and the position of that person in the corporate body or company must be stated on the form. Alternatively, the Common Seal is not required if two Directors or authorised persons sign the application form, or if you are a sole Director.	
Owner Declaration	
As the owner of the property, I consent to the lodgement of this application and to any authorised officers of City of Newcastle entering onto the land to carry out inspections, take measurements or photographs as required in the assessment of the application in accordance with the requirements of the <i>Environmental Planning and Assessment Act 1979</i>, <i>Local Government Act 1993</i> and <i>Building Code of Australia</i> as applicable. I/ we declare that the information in this statement is, to the best of my knowledge and belief, true and accurate.	
Owner or Authorised Person	
Name of person signing	MEGAN CAMPBELL
Authority	COMPLIANCE MANAGER
Signature	
Date	31.1.24.

How to lodge this application

Lodgement Methods

Email

- Enter the address of the property and the type of application (i.e. Annual Fire Safety Statement: Request for a Stay of Infringement) in the subject line of the email.
- Please use the naming conventions located in [Plan Standards - Guidelines for Lodging Electronic Documents](#) for all documents to be submitted.
- Documents forming part of the application that exceed 10MB, are to be stored in a 'drop box' account and a 'public link' created to the documents. Copy the link and share that link in your email.
- Emails are to be sent to applications@ncc.nsw.gov.au

Mail

City of Newcastle
PO Box 489
Newcastle NSW 2300

In person

At the Customer Contact Centre, located at 12 Stewart Avenue Newcastle West NSW 2302. Call (02) 4974 2000 to book a lodgement appointment with the Duty Officer

Fees

Fees are charged as per CN's [Fees and Charges](#) document. Your application is not considered lodged until the required fees have been paid. An invoice for the associated fee will be sent to you and must be paid within 48 hours. Failure to arrange payment will result in your application being declined, which may result in a penalty infringement notice being issued.

- Cash
- EFTPOS
- Cheque*
- Credit Card*

*Please note a merchant fee is payable on all credit card transactions.

*Cheques are to be made payable to City of Newcastle.

City of Newcastle

Enquiries on fire safety matters can be directed to CN's Fire Safety Team who can be contacted on 02 4974 2000.

Address: 12 Stewart Avenue Newcastle West NSW 2302

Protecting your privacy

City of Newcastle (CN) is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and CN's Privacy Management Plan.

You are advised the information you provide in this application will enable your application to be assessed by CN and any relevant state agency. Your application will be advertised to the public for comment if the development is designated development, advertised development or is required to be advertised by a development control plan.

The application and all plans and supporting documentation will be kept in a register by the council that can be viewed by the public at any time. Please contact CN if the information you have provided in your application is incorrect or changes.

Purpose of collection:	To enable CN as the consent authority to assess your proposal
Intended recipients:	CN staff and other government agencies that may be required to assess the proposal
Supply:	The information is a statutory requirement related to the assessment of the application.
Consequence of non-provision:	Your application may not be accepted or processed due to a lack of information.
Storage and Security:	City of Newcastle, 12 Stewart Avenue Newcastle 2302 will store details of the application. Individuals can access the details of the application under the <i>Government Information (Public Access) Act 2009</i> .
Access:	Your information can be checked for accuracy by calling (02)4974 2000.

Annual Fire Safety Statement Request for a Stay of Infringement



This form should be completed where an Annual or Supplementary Fire Safety Statement cannot be submitted by the due date.

Note:

- Please ensure all fields on this form are completed. Incomplete applications are unable to be considered and will be declined.
- If the space in the fields provided is insufficient, please attach additional pages.
- An invoice for the associated fee will be sent to you and must be paid within 48 hours. Failure to arrange payment will result in your application being declined, which may result in a penalty infringement notice being issued.

Part 1: Applicant and Site Details

1. Applicant Details

Name or Company	LAKE GROUP STRATA
ABN (Required if company)	53071614901
Email	megan@lakegroupstrata.com
Phone	(02) 49423305
Postal Address	34 Smith St. Charlestown NSW 2290
Contact Person (if company)	MEGAN CAMPBELL
Annual Fire Safety Reference Number	FS2017/1221.

Will your correspondence be 'care of' another company? ☐ Yes ☒ No

Name or Company	/
ABN (Required if company)	
Email	
Phone	
Postal Address	
Contact Person	

2. Location and title description of the property					
Unit No	—	House No	18	Street Name	THROSBY ST.
Suburb	WICKHAM			Post Code	2293
Lot(s)	58		Section	RESIDENTIAL + COMMERCIAL	
Deposited Plan	1204114		Strata Plan	91173 + 91174	
3. Who owns the building?					
Owner	The Owners Corporation for Strata Plan 91173.				
Address	C/- 34 Smith St. Charlestown NSW 2290.				
Phone	(02) 4942 3305				
Email	megan@c@lakegroupstrata.com				

Part 2: Application Details

4. Explain why a compliant Annual/ Supplementary Fire Safety Statement cannot be submitted.

Provide reasons why an Annual/Supplementary Fire Safety Statement meeting the requirements of Part 12, of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulations, 2001 cannot be submitted.

IMPORTANT:

If you already have a Stay of Infringement that is currently approved and this is an application for an extension of time for the same Annual Fire Safety Statement, City of Newcastle (CN) requires you to identify what action or rectification works have been undertaken in the preceding month, what essential fire safety measures have been inspected and assessed, and why you require further time.

The BMC has accepted to get the ball rolling on a number of defects whether with All Fired up, their preferred electrician or locksmith. The main defect in question is the Fire Doors constituting \$39,540 worth of repairs → these are to be reviewed by Warrington Fire + Peter Shepherd Pink Slip to determine if they form part of the deed currently against the Builder.

5. Essential Fire Safety Measures

Summary of defective fire safety measure and proposed corrective action

Non-Compliant or Untested Fire Safety Measure	Action Being Taken	Estimated and/or Completion Date
Fire Doors	→ To be renewed by Warrington Fire / Peter Shepherd	
Emergency Lights	Remainder being actioned by All Fired Up, Electricians + Locksmiths.	
Exit Signs		
Extinguishers		
		→ 19.1.24.

6. Risk Management Declaration

Complete this part if there is a delay with the issue of the Annual Fire Safety Statement. The risk assessment should be undertaken with the assistance of your Accredited Practitioner (Fire Safety).

I advise that a risk assessment has been undertaken and until all necessary works have been completed a management strategy has been implemented to mitigate the identified potential risks to people's health and safety.

Applicant Name	MEGAN CAMPBELL		
Applicant Signature		or, Digital Signature	
Date	8.11.23		

7. Required Attachments

The following supporting documents are required for your application to be assessed.

- ☐ Partial Annual Fire Safety Statement for compliant Fire Safety Measures already assessed.
- ☐ A Program of Works: Detailed description of the work required, person engaged to complete the work and timeframe of when the work will be completed.

8. Probity

Are parties with pecuniary or non-pecuniary interest:

a) A staff member, councillor, contractor or related to someone who is a staff member, councillor, contractor of CN? or,

b) A State or Federal Member of Parliament?

☐

Yes, state the relationship.

☒

No

9. Who signs the form?

- An/ the owner of the subject property.
- If the owner is a company - a director, secretary, or authorised delegate.
- If the property is strata titled and relates to the entire strata – the authorised delegate of the Owner's Corporation.
- If the property is strata titled and relates only to a single lot in the strata - all owner/s of the particular lot.
- If Crown land - an authorised officer of the relevant government authority must sign the application.
- If signing on the owner's behalf as the owner's legal representative, you must state the nature of your legal authority and attach any available evidence (e.g. power of attorney, executor, trustee, company director).
- If signing on behalf of a corporate body or company, the application should be signed by an authorised person under common seal and the position of that person in the corporate body or company must be stated on the form. Alternatively, the Common Seal is not required if two Directors or authorised persons sign the application form, or if you are a sole Director.

Owner Declaration

As the owner of the property, I consent to the lodgement of this application and to any authorised officers of City of Newcastle entering onto the land to carry out inspections, take measurements or photographs as required in the assessment of the application in accordance with the requirements of the *Environmental Planning and Assessment Act 1979*, *Local Government Act 1993* and *Building Code of Australia* as applicable. I/ we declare that the information in this statement is, to the best of my knowledge and belief, true and accurate.

Owner or Authorised Person

Name of person signing	MEGAN CAMPBELL		
Authority	COMPLIANCE MANAGER.		
Signature		or, Digital Signature	
Date	8.11.23.		

How to lodge this application

Lodgement Methods

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- Enter the address of the property and the type of application (i.e. Annual Fire Safety Statement Request for a Stay of Infringement) in the subject line of the email.
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- EFTPOS
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City of Newcastle

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The application and all plans and supporting documentation will be kept in a register by the council that can be viewed by the public at any time. Please contact CN if the information you have provided in your application is incorrect or changes.

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Access:	Your information can be checked for accuracy by calling (02)4974 2000.

QUOTATION



Date: 26/04/2023

Quote No.: 13164

Expires On: 26/05/2023

Prepared For: SP1204114 C/-LAKE GROUP STRATA - LIFE @ THROSBY - 18
THROSBY STREET, WICKHAM

Address: PO Box 175
CHARLESTOWN NSW 2290

All Fired Up Fire Services Pty Ltd
PO Box 3338
Wamberal NSW 2260

ABN: 21 154 738 226

Property: **SP1204114 LIFE @ THROSBY - 18 THROSBY STREET, WICKHAM**

Address: **18 THROSBY STREET WICKHAM NSW 2290**

Description: Fire Door Defects, Confirmed after Certifier's Investigation

DEFECT

The items listed below have been identified as defective. As per Fire Safety Regulations and applicable Australian Standards you are required to have them rectified. For all Critical Defects this is without delay.

CRITICAL

Details		Cost
Defect ID	49616	\$1,950.00
Equipment Type	Fire Door - Single	
Asset Number	26	
Floor / Level		
Location	Unit 118	
Description	Unit 118 - Supply install and paint new fire rated door, fit new smoke seal, reuse all existing hardware.	
Defect ID	49617	\$2,935.00
Equipment Type	Fire Door - Single	
Asset Number	65	
Floor / Level		
Location	Main switch room on street	
Description	Asset 65 - Upgrade frame to Make fire compliant, New door and new hardware.	
Defect ID	49618	\$2,935.00
Equipment Type	Fire Door - Single	
Asset Number	66	
Floor / Level		
Location	Main switch room into carpark	
Description	Asset 66 - Upgrade frame to Make fire compliant, New door and new hardware.	
Defect ID	49619	\$2,935.00
Equipment Type	Fire Door - Single	
Asset Number	28	
Floor / Level		

Location	Unit 120	
Description	Unit 120 - Supply install and paint new fire rated door, fit new smoke seal, reuse all existing hardware.	
Defect ID	49620	\$1,950.00
Equipment Type	Fire Door - Single	
Asset Number	13	
Floor / Level		
Location	Unit 105	
Description	Unit 105 - Supply install and paint new fire rated door, fit new smoke seal, reuse all existing hardware.	

Total:	\$12,705.00
GST:	\$1,270.50
Total Inc. GST:	\$13,975.50

(Circle one) **Quote Accepted / Rejected**

Quote No.	13164	Date:	_____
Prepared By:	TIM STONE	Order Number:	_____
Signature:		Customer Name:	_____
		Customer Signature:	_____

TERMS & CONDITIONS

Terms & Conditions:

Quoted prices are based on the acceptance of this quote in its entirety and on the basis of all work being carried out in one period unless otherwise agreed upon by All Fired Up Fire Services Pty Ltd. Additional costs will apply to partially accepted quotes or to individual work orders which are outside of the parameters of the original quote.

- Price valid for thirty days
- Invoices to be paid within 30 days.
- Certification can be provided on request at completion of all works and receipt of payment in full.
- Access will be required to all areas specified at time of work or additional charges may apply.
- 24-hrs notice required to re-schedule repairs.
- A re-booking fee per repair will apply where agreed upon access is not made available.
- Carpet Cleaning - Installers must wear steel capped boots. Drop sheets cannot be used in all circumstances.
- Out of Hours Work - After hours (5pm to 7am) bookings will attract additional costs.
- Retentions - Offer does not allow retentions to be held.
- Home Warranty Insurance - Quote for insurance supplied separately if required.
- Superficial Damage - Some marking, chipping and/or scratching may occur to surrounds.
- Concealed Services - No warranty for damage to concealed services such as plumbing or electrical wiring.
- No Painting supplied - All repair work carried out may result in exposed unpainted surfaces.
- All work provided by All Fired Up Fire Service Pty Ltd excludes any painting works unless specified.
- No responsibility for security of areas while works are being completed.
- If doors are found to be asbestos an additional fee will be applicable for disposal (per door)

Phone:- (02) 4365 0888 Email:- admin@allfiredupnsw.com.au



Peer review of fire engineering report

18 Throsby Street, Wickham

Client: Owners Corporation Strata Plan 91174 C/o Lake Group Strata

Job number: SY230030

Date: 28 March 2023 Revision: PR1.0

Quality management

Version	Date	Information about the report		
PR1.0	28 Mar 2023	Description	Report issued to Lake Group Strata and Pink Slip Building Services.	
		Name Signature	Prepared by Greg Leach	Reviewed by James Dominguez
				
			Authorised by Greg Leach	

Contents

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3.2	Performance solutions	6
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1. Introduction

Owners Corporation Strata Plan 91174 C/o Lake Group Strata has requested that Warringtonfire undertake a peer review of the fire engineering report prepared by AED Fire relating to the existing building at 18 Throsby Street, Wickham. The peer review is intended to provide an independent technical evaluation of the report by an appropriately qualified and experienced fire safety engineer. The review was undertaken in general accordance with the Australian Fire Engineering Guidelines (AFEG)¹.

The building was initially subject to a performance solution report prepared by GHD – report 21/23311, revision 02, dated February 2015.

Subsequent to the completion of construction of the building, building defects were identified. Warringtonfire prepared a performance solution report for the building, and a separate fire engineering report. The latter documented the findings of a fire safety engineering assessment undertaken to determine whether provisions to the existing building – constructed in accordance with the requirements of an external balcony on levels 1 and 2 instead of a public corridor – complied with the relevant performance requirements of the NCC. The intent of these reports was to address the findings of the building defects report previously prepared for The Owners.

Subsequent to the issue of the reports, the matter concerning the identified building defects was referred to the Supreme Court. As part of the proceedings, a building defects report was also prepared by AED Consulting. The outcome of the proceedings is documented in the Deed of Settlement NRA 17336 dated 10 August 2020, which outlines the rectification works required. The deed allowed for the incorporation of further performance solutions for selected items noted in AED's building defects report. Fire engineering report F2323 FER, Rev 02, dated 7 November 2018 was subsequently prepared by AED to address these items.

Warringtonfire has been requested to undertake a peer review of the fire engineering report prepared by AED.

2. Scope

The scope of the peer review includes detailed review of the fire engineering report prepared by AED Fire.

The peer review will consider the following components of the report:

- objectives and regulatory scope
- performance-based design brief and stakeholder consultation
- applicable codes, standards, and guidance documents referenced
- appropriateness of the fire safety strategy and fire safety measures
- appropriateness of the methods of assessments and models applied in the analysis
- input data and assumptions to the assessment method and models
- correctness of the fire engineering analysis and outputs of models
- appropriateness of recommendations and conclusions.

Architectural drawings and other supporting documentation – identified in Appendix A – will be reviewed as necessary to assist in the peer review of the report.

The scope does not include a design review of project documentation to check compliance with the National Construction Code Volume One – Building Code of Australia (NCC) 2016 Amendment 1² or applicable standards.

¹ Australian Fire Engineering Guidelines, 2021, version 1.0, Australian Building Codes Board, Australia.

² National Construction Code Volume One – Building Code of Australia 2016 Amendment 1, Australian Building Codes Board, Australia

3. Description of report

3.1 Identification

The peer reviewed document is identified in Table 1. The main characteristics of the building to which the document relates are summarised in Table 2.

Table 1 Report details

Report	
Company	AED Fire
Report reference	F2323 FER Rev 02
Current revision	02
Date	07 November 2018
Fire safety engineer	Lee Clark
Accreditation details	BPB 2770

Table 2 General building characteristics

Details	Comment
Applicable building or part	Whole of building
Class of building or part	2, 5, 6, 7a and 7b
Rise in storeys	3
Levels contained	3
Effective height	Less than 12 m

3.2 Performance solutions

Table 3 describes the NCC requirements associated with the performance solutions included in the report.

Table 3 NCC requirements associated with the performance solutions

No	Description of performance solutions	DTS provision	Performance requirements
1.	Roof-lights in adjacent compartments are located within 3 m of each other.	Clause 3.6 of specification C1.1	CP2 and CP8
2.	The fire hydrant booster assembly is within 10 m of the building and is not protected with a radiation shield.	Clause E1.3	EP1.3
3.	Roller shutters are located within path of travel to exits, which cannot be operated manually. The shutters also block fire hose reel coverage.	Clauses D2.19 and E1.4	DP4 and EP1.1
4.	The fire separation between the following compartments needs to be updated from the design requirements of the existing GHD fire engineering report: - Lobby and carpark - Lobby and commercial lot 2 - Lobby and non-fire-isolated stairway	Clause C2.8	CP1, CP2, CP8 and EP2.2
5.	Bounding construction to sole-occupancy units incorporate non-fire rated glazed openings that open into the common corridor / gallery.	Clause C3.11	CP2 and CP8
6.	Common corridors in residential areas exceeding 40 m in length are not smoke separated.	Clause C2.14	CP2 and EP2.2
7.	The rear exit door from the residential carpark has a width of only 650 mm instead of 750 mm	Clause D1.6	DP4
8.	The door from the ground floor lobby to open space swings against the direction of travel.	Clause D2.20	DP4
9.	The first floor commercial lots are not provided with disability access. Access is proposed to be based on a path of travel via the residential lobby and ground floor lift. Note: This is a Disability Discrimination Act issue that will not be covered in our fire engineering review.	Clauses D3.1 and D3.2	DP1 and DP2

4. Limitations and clarifications

- Matters such as property protection (other than the protection of adjoining property), business interruption, public perception, environmental impacts and broader community issues – such as loss of a major employer and impact on tourism – have not been considered as they are outside the scope of the NCC.
- The views expressed in this report are Warringtonfire's professional opinion only, at the time of this report's preparation, and based upon the information available at the time of its preparation. Where information has been provided to us but not verified by us, we have assumed that it is correct.
- The scope of the review documented within this report is limited to technical compliance with the relevant performance requirements of the NCC. It is important to note that the scope and perspective of any comment from Fire and Rescue NSW may not be limited to technical compliance with the relevant performance requirements of the NCC. Fire and Rescue NSW also have separate obligations under their acts / regulations. Therefore, Fire and Rescue NSW may have differing opinions to those offered within this peer review report. Warringtonfire shall not be held responsible for any loss, damage, liability, claim or demand in connection with any written or verbal comments from Fire and Rescue NSW that occur at any time.
- This peer review relates specifically to the report identified in Table 1. Any changes to the report, or changes to the design of the building which impact the report, may affect the outcomes of the peer review.
- Performance solution 9, relating to disabled access, is not included within the scope of this review.
- All the fire safety systems are to be designed, installed, operated and maintained in accordance with the appropriate Australian standards, other design codes, legislation and regulations relevant to the project unless specifically stated otherwise.
- We have not assessed or tested the existing fire safety systems in the building. The ongoing maintenance of these systems is the responsibility of the building owner / manager. It is assumed that the fire safety systems installed throughout the building are maintained in accordance with the applicable standard of performance unless specifically stated.
- Warringtonfire has not undertaken a design review of project documentation to check compliance with the National Construction Code Volume One – Building Code of Australia (NCC) 2016 Amendment 1 or applicable standards.

5. Report comments

Detailed comments on the fire engineering report are provided in Table 4. These comments relate specifically to revision 2 of the document reviewed.

The comments are identified as either:

- **Observation** – Identification of key information or endorsement of technical methods and analysis.
- **Minor** – Issues which would not typically impact on the overall outcomes of the peer review. Comments provided to identify minor errors, improve clarity, correctness, missing references, technical clarifications, and typographical errors where they impact the assessment.
- **Major** – Essential technical issues which need to be addressed and may significantly impact the outcomes of the assessment and peer review.

Table 4 **Comments on Rev 02**

No.	Section reference (page)	Comment (Warringtonfire)	Type of comment	Response (Company name)	Status (Warringtonfire)
1.	Section 3.1	It is recommended that the Principal Building Characteristics include a more detailed description of the layout of levels 1 and 2 containing the residential units, including the voids connecting the storeys, openings to the common corridor/gallery, the elevated roof, and the rooftop screened ventilation openings.	Observation		Open
2.	Section 5 (pages 28-32)	This section provides a performance solution to address the roof lights. The fire safety measures, fire engineering analysis and conclusions are considered to be appropriate.	Observation	None required	Closed
3.	Section 6 (pages 33-40)	This section provides a performance solution to address the hydrant booster protection. The fire safety measures, fire engineering analysis and conclusions are considered to be appropriate.	Observation	None required	Closed

No.	Section reference (page)	Comment (Warringtonfire)	Type of comment	Response (Company name)	Status (Warringtonfire)
4.	Section 7 (pages 41-42)	This section is identified to provide a performance solution to address the roller shutters that are located within the path of travel to exits, and also block fire hose reel coverage. Section 7.3 is titled 'Qualitative Assessment', however the first paragraph states 'No assessment will be proposed as the non-compliances will be addressed as part of the rectification works as noted under item 6.3 of the BCA Fire Safety Defects Expert Response report.' Only proposed remedial works are included in this section, as per the BCA Fire Safety Defects Expert Response report. Section 7 is therefore not considered to comprise of a performance solution and should be deleted from this report.	Minor		Open
5.	Section 8 (pages 43-49)	This section provides a performance solution to address the separation of classifications. The fire safety measures, fire engineering analysis and conclusions are considered to be appropriate.	Observation	None required	Closed

No.	Section reference (page)	Comment (Warringtonfire)	Type of comment	Response (Company name)	Status (Warringtonfire)
6.	Section 9 (pages 50-57)	This section provides a performance solution to address the openings in construction bounding the residential corridor / gallery on the first floor and second floor. The acceptance criteria is primarily based on occupant exposure to radiant heat from the proposed unprotected door and window openings, but does also identify occupants to be subjected to minimal smoke along the path of travel to a safe place. The results of the radiant heat assessment conclude that the openings from the commercial unit on the First Floor require protection. However, the assessment does not address the effect of smoke spread to the corridor from the non-fire rated residential windows. Smoke spread is discussed in the assessment for smoke separation of the common corridor in section 10, which is not considered to address the issue. Refer to the comments provided for section 10. The fire safety measures, fire engineering analysis and conclusions are not considered to be appropriate.	Major		Open

No.	Section reference (page)	Comment (Warringtonfire)	Type of comment	Response (Company name)	Status (Warringtonfire)
7.	Section 10 (pages 58-61)	This section provides a performance solution to address the smoke separation of the common corridor. The assessment notes the following: <i>'The open nature of the common corridor/gallery would benefit for smoke venting as it allows for smoke leakage into the void areas to disperse. Considering the open air feature of the common courtyard areas on the First Floor and Second Floor, any potential smoke leakage into the common area is expected to be dispersed via the elevated roof and level 2 floor voids. Natural smoke venting will then occur through the rooftop screened ventilation openings and therefore significantly reducing the risk of people being dangerously exposed to toxic gases during a fire emergency evacuation.'</i> Whilst it is acknowledged that natural smoke venting may occur through the rooftop screened ventilation openings, a qualitative assessment alone is not considered appropriate. The adequacy of the natural smoke venting should be demonstrated by quantitative analysis (smoke modelling), having regard to the potential effects of wind. The fire safety measures, fire engineering analysis and conclusions are not considered to be appropriate.	Major		Open
8.	Section 11 (pages 62-65)	This section provides a performance solution to address the carpark exit door width. The type of assessment in the Assessment Methodology in Section 11.1 has not been qualified and is indicated as 'Absolute/Equivalent, Qualitative/Quantitative'. An absolute qualitative assessment has been undertaken. The fire safety measures, fire engineering analysis and conclusions are considered to be appropriate.	Minor		Open

No.	Section reference (page)	Comment (Warringtonfire)	Type of comment	Response (Company name)	Status (Warringtonfire)
9.	Section 12 (pages 67-69)	This section provides a performance solution to address the door from the main entry lobby on the ground floor swinging against the direction travel. The fire safety measures, fire engineering analysis and conclusions are considered to be appropriate.	Observation	None required	Closed
10.	Section 13 (pages 70-74)	This section provides a performance solution to address the disabled access to the first floor commercial lots. This performance solution is not part of the scope of this peer review.	Observation	None required	Closed
11.	Section 17 (page 84)	Tyco Model WS Sprinkler Specification is not included in the section – the page has been left blank. However, it is not considered necessary to include this specification in the report.	Minor		Open

6. Conclusion

Warringtonfire have undertaken a peer review of the fire engineering report relating to 18 Throsby Street, Wickham prepared by AED Fire.

The design of the residential levels with unprotected windows opening to the common corridor/gallery is not considered to be appropriately assessed. Significant changes to the design or fire engineering assessment are required.

Appendix A Drawings and information

Drawing title	Dwg no	Date	Drawn
Ground Floor Plan	A-102 Issue 0	06/01/2014	CKDS Architects
First Floor Plan	A-103 Issue 0	06/01/2014	CKDS Architects
Second Floor Plan	A-104 Issue 0	06/01/2014	CKDS Architects
North and south elevations	A-401 issue 1	19/06/2014	CKDS Architects
East and west elevations	A-402 issue 0	17/04/2014	CKDS Architects
Sections	A-501 issue 3	20/06/2014	CKDS Architects
Sections	A-502 issue 0	20/06/2014	CKDS Architects

Other information	Ref no	Date	Prepared by
Deed of Settlement	MWM : NRA :17336	10/08/2020	Nexus Law Group

Global locations



Warringtonfire Australia Pty Ltd
ABN 81 050 241 524

Perth

Suite 4.01, 256 Adelaide Terrace
Perth WA 6000
Australia
T: +61 8 9382 3844

Canberra

Unit 10, 71 Leichhardt Street
Kingston ACT 2604
Australia
T: +61 2 6260 8488

Melbourne

Level 4, 152 Elizabeth Street
Melbourne VIC 3000
Australia
T: +61 3 9767 1000

Sydney

Suite 802, Level 8, 383 Kent Street
Sydney NSW 2000
Australia
T: +61 2 9211 4333

Brisbane

Suite B, Level 6, 133 Mary Street
Brisbane QLD 4000
Australia
T: +61 7 3238 1700

Melbourne – NATA accredited laboratory

409-411 Hammond Road
Dandenong VIC 3175
Australia
T: +61 3 9767 1000

QUOTATION



Date: 09/03/2023

Quote No.: 12960

Expires On: 08/04/2023

Prepared For: SP1204114 C/-LAKE GROUP STRATA - LIFE @ THROSBY - 18
THROSBY STREET, WICKHAM

Address: PO Box 175
CHARLESTOWN NSW 2290

All Fired Up Fire Services Pty Ltd
PO Box 3338
Wamberal NSW 2260

ABN: 21 154 738 226

Property: **SP1204114 LIFE @ THROSBY - 18 THROSBY STREET, WICKHAM**

Address: **18 THROSBY STREET WICKHAM NSW 2290**

Description: FIRE DOOR DEFECTS - COMMON AREA DOORS

DEFECT

The items listed below have been identified as defective. As per Fire Safety Regulations and applicable Australian Standards you are required to have them rectified. For all Critical Defects this is without delay.

CRITICAL

Details		Cost
Defect ID	48417	\$1,160.00
Equipment Type	Fire Door - Single	
Asset Number	5	
Floor / Level		
Location	Final Exit South	
Description	Door has 5mm gap at hinge and lockside, door requires major service, frame not back filled	
Defect ID	48418	\$2,695.00
Equipment Type	Fire Door - Single	
Asset Number	58	
Floor / Level		
Location	Carpark to for tunnel at McEwan Partners	
Description	Gap at head 5mm cannot get door to suit frame cannot use intumescent strip due to hot smoke seal, frame not backfilled New door reuse hardware, new hot smoke seal backfill frame	
Defect ID	48419	\$100.00
Equipment Type	Fire Door - Single	
Asset Number	1	
Floor / Level		
Location	Fire Stairs South Level 2	
Description	No frame tag 1 x opinion tag	

Defect ID	48420	\$2,160.00
Equipment Type	Fire Door - Double - Smoke	
Asset Number	59	
Floor / Level		
Location	Level 2 electrical cupboard	
Description	Doors have smoke seals but no self closing devices or backing sheets	
	2 x non combustibile backing sheet's	
	2 x closers	
	1 x chain latch	
	1 x selector	
Defect ID	48421	\$2,160.00
Equipment Type	Fire Door - Double - Smoke	
Asset Number	60	
Floor / Level		
Location	Level 1 Coms Riser	
Description	Doors have smoke seals but no self closing devices or backing sheets	
	2 x non combustibile backing sheet's	
	2 x closers	
	1 x chain latch	
	1 x selector	
Defect ID	48422	\$295.00
Equipment Type	Fire Door - Single	
Asset Number	4	
Floor / Level		
Location	Fire Stairs north Level 1	
Description	Service door to stop binding	
Defect ID	48423	\$295.00
Equipment Type	Fire Door - Single	
Asset Number	2	
Floor / Level		
Location	Fire Stairs North Level 2	
Description	Adjust door to suit frame perimeter's Major	
Defect ID	48424	\$895.00
Equipment Type	Fire Door - Single	
Asset Number	3	
Floor / Level		
Location	Fire Stairs South Level 1	
Description	Adjust frame to suit perimeter gaps, frame not backfilled	
	Backfill frame, door major service	

Defect ID	48425	\$1,620.00
Equipment Type	Fire Door - Single	
Asset Number	61	
Floor / Level		
Location	Randstad entry door	
Description	Frame is not backfilled door has large gaps top and lock side, bottom gap 15mm due to floor height while Open, Door has hold open device fitted, no signage Adjust door, fit 2 x strips, backfill frame (if possible unsure on wall type full concrete or concrete with stud work and fire check), fit 2 x signs, remove and patch hold open device, fit threshold plate	
Defect ID	48426	\$2,010.00
Equipment Type	Fire Door - Single	
Asset Number	62	
Floor / Level		
Location	Exit out of Randstad to main common area	
Description	No tag on door or frame, New door, reuse existing hardware, new hot smoke seal, frame tag	
Defect ID	48427	\$1,620.00
Equipment Type	Fire Door - Single	
Asset Number	63	
Floor / Level		
Location	Main entrance to Godolphin	
Description	Frame is not backfilled door has large gaps top and lock side, bottom gap 15mm due to floor height while Open, Door has hold open device fitted, no signage Adjust door, fit 2 x strips, backfill frame (if possible unsure on wall type full concrete or concrete with stud work and fire check), fit 2 x signs, remove and patch hold open device, fit threshold plate	
Defect ID	48428	\$390.00
Equipment Type	Fire Door - Single	
Asset Number	64	
Floor / Level		
Location	Back door at godolphin to main corridor area	
Description	Adjust door to suit frame, fit frame tag	
Defect ID	48429	\$1,100.00
Equipment Type	Fire Door - Single	
Asset Number	6	
Floor / Level		
Location	Final Exit North Stair	
Description	Adjust door to suit perimeter gaps, 2 x strips. Frame not backfilled	

Total: \$16,500.00

GST: \$1,650.00

Total Inc. GST: \$18,150.00

(Circle one) **Quote Accepted / Rejected**

Quote No. 12960

Date: _____

Prepared By: TIM STONE

Order Number: _____

Signature: 

Customer Name: _____

Customer Signature: _____

TERMS & CONDITIONS

Terms & Conditions:

Quoted prices are based on the acceptance of this quote in its entirety and on the basis of all work being carried out in one period unless otherwise agreed upon by All Fired Up Fire Services Pty Ltd. Additional costs will apply to partially accepted quotes or to individual work orders which are outside of the parameters of the original quote.

- Price valid for thirty days
- Invoices to be paid within 30 days.
- Certification can be provided on request at completion of all works and receipt of payment in full.
- Access will be required to all areas specified at time of work or additional charges may apply.
- 24-hrs notice required to re-schedule repairs.
- A re-booking fee per repair will apply where agreed upon access is not made available.
- Carpet Cleaning - Installers must wear steel capped boots. Drop sheets cannot be used in all circumstances.
- Out of Hours Work - After hours (5pm to 7am) bookings will attract additional costs.
- Retentions - Offer does not allow retentions to be held.
- Home Warranty Insurance - Quote for insurance supplied separately if required.
- Superficial Damage - Some marking, chipping and/or scratching may occur to surrounds.
- Concealed Services - No warranty for damage to concealed services such as plumbing or electrical wiring.
- No Painting supplied - All repair work carried out may result in exposed unpainted surfaces.
- All work provided by All Fired Up Fire Service Pty Ltd excludes any painting works unless specified.
- No responsibility for security of areas while works are being completed.
- If doors are found to be asbestos an additional fee will be applicable for disposal (per door)

Phone:- (02) 4365 0888

Email:- admin@allfiredupnsw.com.au

QUOTATION



Date: 09/03/2023

Quote No.: 12958

Expires On: 08/04/2023

Prepared For: SP1204114 C/-LAKE GROUP STRATA - LIFE @ THROSBY - 18
THROSBY STREET, WICKHAM

Address: PO Box 175
CHARLESTOWN NSW 2290

All Fired Up Fire Services Pty Ltd
PO Box 3338
Wamberal NSW 2260

ABN: 21 154 738 226

Property: **SP1204114 LIFE @ THROSBY - 18 THROSBY STREET, WICKHAM**

Address: **18 THROSBY STREET WICKHAM NSW 2290**

Description: FIRE SAFETY DEFECTS

DEFECT

The items listed below have been identified as defective. As per Fire Safety Regulations and applicable Australian Standards you are required to have them rectified. For all Critical Defects this is without delay.

CRITICAL

Details				Cost
Defect ID	48369		Failed 90 minute battery discharge test. Replacement required with new LED fitting.	\$245.00
Equipment Type	Exit Light			
Asset Number	1			
Floor / Level	G			
Location	Main switch room			
Description				
Defect ID	48370		Failed 90 minute battery discharge test. Replacement required with new LED fitting.	\$245.00
Equipment Type	Exit Light			
Asset Number	18			
Floor / Level	G			
Location	Bottom of stairs			
Description				
Defect ID	48371		Extinguisher due for 5 yearly pressure test. Replacement required.	\$159.00
Equipment Type	5.0KG CO2 Extinguisher			
Asset Number	1			
Floor / Level	G			
Location	Main switch room			
Description				

Defect ID	48372		\$145.00
Equipment Type	4.5KG AB(E) DCP Extinguisher		
Asset Number	41		
Floor / Level			
Location	C5 Godolphin		
Description	Extinguisher due for 5 yearly pressure test. Replacement required.		
Defect ID	48373		\$0.00
Equipment Type	4.5KG AB(E) DCP Extinguisher		
Asset Number	31		
Floor / Level	level 2		
Location	adjacent room 217		
Description	Unable to test as the door is being blocked by a heavy ramp, see photo attached. This has been reported previously, the door will need to be trimmed or replaced to allow easy access to fire extinguisher and hose reel, this will need to be organized by Strata for a contractor to attend to.		
Defect ID	48374		\$0.00
Equipment Type	36M Fire Hose Reel		
Asset Number	32		
Floor / Level	level 2		
Location	adjacent 217		
Description	Unable to test as the door is being blocked by a heavy ramp, see photo attached. This has been reported previously, the door will need to be trimmed or replaced to allow easy access to fire extinguisher and hose reel, this will need to be organized by Strata for a contractor to attend to.		
Defect ID	48382		\$245.00
Equipment Type	Spitfire		
Asset Number	88		
Floor / Level			
Location	C4 Randstad - kitchen		
Description	Failed 90 minute battery discharge test. Replacement required with new LED fitting.		
Defect ID	48383		\$245.00
Equipment Type	Exit Light		
Asset Number	87		
Floor / Level			
Location	C4 Randstad - Front door		
Description	Failed 90 minute battery discharge test. Replacement required with new LED fitting.		
Defect ID	48384		\$245.00
Equipment Type	Spitfire		
Asset Number	99		
Floor / Level	1		
Location	C4 Randstad - fimgal office		
Description	Failed 90 minute battery discharge test. Replacement required with new LED fitting.		

Defect ID	48391		\$270.00
Equipment Type	Fire Detection System		
Asset Number	C		
Floor / Level			
Location			
Description	Lamp lights on panel do not show up when panel is is put into alarms, no red led lights up to indicate which zone is in alarm, Lamp test also doesn't work. 2 hour investigation required.		



Defect ID	48392		\$45.00
Equipment Type	Fire Detection System		
Asset Number	C		
Floor / Level			
Location			
Description	Unable to test zone 6 which is the elevator shaft detector. Re-attendance required to test this detector, lift contractor will need to be organized by Strata to attend to provide access.		

Total:	\$1,844.00
GST:	\$184.40
Total Inc. GST:	\$2,028.40

RECOMMENDATION

The items listed below have been identified as requiring attention. Whilst not a defect, in the interests of occupant safety and best industry practices we recommend that they be actioned.

Details			Cost
Recommendation ID	48390		\$135.00
Equipment Type	Fire Detection System		
Asset Number	C		
Floor / Level			
Location			
Description	RECOMMENDATION ONLY Smoke detector is located directly above the tray, see photo attached. Recommend detector be moved to a more suitable location, electrician required for 1 hour.		



Total:	\$135.00
GST:	\$13.50
Total Inc. GST:	\$148.50

Total for all sections above:	\$1,979.00
Total GST:	\$197.90
Total inc. GST:	\$2,176.90

(Circle one) **Quote Accepted / Rejected**

Quote No.	12958	Date:	
Prepared By:	TIM STONE	Order Number:	
Signature:		Customer Name:	
		Customer Signature:	

TERMS & CONDITIONS

Terms & Conditions:

Quoted prices are based on the acceptance of this quote in its entirety and on the basis of all work being carried out in one period unless otherwise agreed upon by All Fired Up Fire Services Pty Ltd. Additional costs will apply to partially accepted quotes or to individual work orders which are outside of the parameters of the original quote.

- Price valid for thirty days
- Invoices to be paid within 30 days.
- Certification can be provided on request at completion of all works and receipt of payment in full.
- Access will be required to all areas specified at time of work or additional charges may apply.
- 24-hrs notice required to re-schedule repairs.
- A re-booking fee per repair will apply where agreed upon access is not made available.
- Carpet Cleaning - Installers must wear steel capped boots. Drop sheets cannot be used in all circumstances.
- Out of Hours Work - After hours (5pm to 7am) bookings will attract additional costs.
- Retentions - Offer does not allow retentions to be held.
- Home Warranty Insurance - Quote for insurance supplied separately if required.
- Superficial Damage - Some marking, chipping and/or scratching may occur to surrounds.
- Concealed Services - No warranty for damage to concealed services such as plumbing or electrical wiring.
- No Painting supplied - All repair work carried out may result in exposed unpainted surfaces.
- All work provided by All Fired Up Fire Service Pty Ltd excludes any painting works unless specified.
- No responsibility for security of areas while works are being completed.
- If doors are found to be asbestos an additional fee will be applicable for disposal (per door)

Phone:- (02) 4365 0888

Email:- admin@allfiredupnsw.com.au

QUOTATION



Date: 09/03/2023

Quote No.: 12959

Expires On: 08/04/2023

Prepared For: SP1204114 C/-LAKE GROUP STRATA - LIFE @ THROSBY - 18
THROSBY STREET, WICKHAM

Address: PO Box 175
CHARLESTOWN NSW 2290

All Fired Up Fire Services Pty Ltd
PO Box 3338
Wamberal NSW 2260

ABN: 21 154 738 226

Property: **SP1204114 LIFE @ THROSBY - 18 THROSBY STREET, WICKHAM**

Address: **18 THROSBY STREET WICKHAM NSW 2290**

Description: FIRE DOOR DEFECTS - UNIT DOORS

DEFECT

The items listed below have been identified as defective. As per Fire Safety Regulations and applicable Australian Standards you are required to have them rectified. For all Critical Defects this is without delay.

CRITICAL

Details		Cost
Defect ID	48395	\$295.00
Equipment Type	Fire Door - Single	
Asset Number	53	
Floor / Level		
Location	Unit 222	
Description	Gap at floor 15mm 1 x threshold plate	
Defect ID	48396	\$2,035.00
Equipment Type	Fire Door - Single	
Asset Number	38	
Floor / Level		
Location	Unit 207	
Description	Gap at lock side 9mm, door will require replacing, reuse existing hardware, New door, bottom prep, reuse existing, new hot batwing seal	
Defect ID	48399	\$650.00
Equipment Type	Fire Door - Single	
Asset Number	45	
Floor / Level		
Location	Unit 214	
Description	Lockset damaged, closer leaking oil New mortise lock body, new closer	

Defect ID	48404	\$180.00
Equipment Type	Fire Door - Single	
Asset Number	18	
Floor / Level		
Location	Unit 110	
Description	Service door minor	
Defect ID	48405	\$180.00
Equipment Type	Fire Door - Single	
Asset Number	17	
Floor / Level		
Location	Unit 109	
Description	Door dropped, minor service	
Defect ID	48408	\$295.00
Equipment Type	Fire Door - Single	
Asset Number	25	
Floor / Level		
Location	Unit 117	
Description	Adjust door to suit perimeter gap	
Defect ID	48410	\$180.00
Equipment Type	Fire Door - Single	
Asset Number	27	
Floor / Level		
Location	Unit 119	
Description	Adjust door minor to suit perimeter gaps	
Defect ID	48414	\$295.00
Equipment Type	Fire Door - Single	
Asset Number	10	
Floor / Level		
Location	Unit 102	
Description	Gap at bottom 15mm	
Defect ID	48432	\$590.00
Equipment Type	Fire Door - Single	
Asset Number	35	
Floor / Level		
Location	Unit 204	
Description	Gap at floor 15mm, gap at head 5mm, gap at hinge 5mm,. Cannot fit intumescent upgrade seal, can try and service door to sit in frame. Fit threshold plate	

Defect ID	48435	\$295.00
Equipment Type	Fire Door - Single	
Asset Number	50	
Floor / Level		
Location	Unit 219	
Description	Service door to accommodate perimeter gaps, gap at head 5mm, gap at hinge 4mm	
Defect ID	48438	\$180.00
Equipment Type	Fire Door - Single	
Asset Number	52	
Floor / Level		
Location	Unit 221	
Description	Gap at lock 4mm Adjust door to suit	
Defect ID	48441	\$295.00
Equipment Type	Fire Door - Single	
Asset Number	32	
Floor / Level		
Location	Unit 201	
Description	Lockset damaged not self closing New mortise lock body	
Defect ID	48442	\$180.00
Equipment Type	Fire Door - Single	
Asset Number	55	
Floor / Level		
Location	Unit 224	
Description	Door has 4mm at head and hinge, service door to suit frame	
Defect ID	48443	\$590.00
Equipment Type	Fire Door - Single	
Asset Number	54	
Floor / Level		
Location	Unit 223	
Description	Drop seal has been removed, fit new drop seal 920mm, service door to suit perimeter gaps	
Defect ID	48444	\$2,035.00
Equipment Type	Fire Door - Single	
Asset Number	40	
Floor / Level		
Location	Unit 209	
Description	Gap at lock 7mm door will require replacing	

New door, reusing hardware, drop seal rebated in bottom, new hot smoke seal required

Total:	\$8,275.00
GST:	\$827.50
Total Inc. GST:	\$9,102.50

(Circle one) **Quote Accepted / Rejected**

Quote No. 12959

Date: _____

Prepared By: TIM STONE

Order Number: _____

Signature: 

Customer Name: _____

Customer Signature: _____

TERMS & CONDITIONS

Terms & Conditions:

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- Invoices to be paid within 30 days.
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- All work provided by All Fired Up Fire Service Pty Ltd excludes any painting works unless specified.
- No responsibility for security of areas while works are being completed.
- If doors are found to be asbestos an additional fee will be applicable for disposal (per door)

Phone:- (02) 4365 0888

Email:- admin@allfiredupnsw.com.au

Essential Fire Safety Measure	Minimum Standard Of Performance
Fire Engineering Report No. F2323 FER Rev 02 dated 7 November 2018 prepared by AED Fire. Summary of requirements: 1. Roof light geometry to be as per CV1 assessment 2. Door opening geometry as per assessment and all penetrations within booster room and adjacent electrical switch room to be fire stopped 3. Roller shutter in carpark to be fail safe open on fire detection 4. Wall wetting sprinklers to glazing between the residential lobby and carpark and the residential lobby and commercial unit Self-closing -/120/30 door between residential lobby and carpark with fail-safe unlocking on fire detection No static combustible loads to be stored within the residential lobby 5. First floor commercial unit windows facing the residential gallery to be provided with fire shutters and doors to be -/60/30 fire doors with smoke seals Apartment entry doors to be self-closing -/60/30 fire doors fitted with smoke seals 6. All doors opening onto residential corridors in excess of 40m length to be provided with smoke seals 7. Car park exit door leading to Dickson Street may have a width of 650mm 8. A "pull" sign is to be provided to the residential lobby side of the main entry door then it may be allowed to swing inwards 9. Access to the upper level commercial units may be via the residential lift lobby. Intercom required to commercial tenancy stairway, and access advisory signage. See FER for full extent of required measures	Performance Solutions 1. CP2 & CP8 for roof light within 3m of each other within separate fire compartments 2. EP1.3 for hydrant booster location without full radiation screen protection 3. D2.19 & E1.4 for roller shutter in path of travel to an exit which cannot be opened manually, and which impacts on fire hose reel coverage 4. CP1, CP2, CP8 & EP2.2 for separation of the ground floor residential lobby from adjacent fire compartments 5. CP2 & CP8 for non-fire rated glazed openings in bounding construction between sole occupancy units and the common corridor/gallery at residential levels 6. CP2 & EP2.2 for the absence of smoke separation of corridors in excess of 40m length 7. DP4 for exit door width being less than 750mm for the rear door of the residential car park 8. DP4 for the lobby door swing being against the direction of travel when exiting the building 9. DP1 & DP2 for first floor commercial units
Automatic fail-safe devices	BCA clauses D2.19 & D2.21 & Specification E1.5, AS 1670.1-2004 and Fire engineering report No. F2323 FER Rev 02 dated 7 November 2018 prepared by AED Fire
Automatic fire detection and alarm systems	BCA Spec E2.2a, AS3786-1993 Amdt 4, AS1670.1-2004 Amdt 1
Automatic fire alarm communication link	BCA Spec E1.5, AS2118.1-1999 Amdt 1 (Clause 3.2), AS1670.3-2018 & AS4428.6-1997
Automatic fire suppression system	BCA Spec E1.5, AS2118.1-1999 Amdt 1, FER

(Ground Floor)	21/23311 Rev 3 GHD Pty Ltd dated 29/05/2015 and Fire engineering report No. F2323 FER Rev 02 dated 7 November 2018 prepared by AED Fire
Emergency lighting	BCA E4.4 & AS2293.1-2005 Amdt 1
Exit signs	BCA E4.8 & AS2293.1-2005 Amdt 1
Fire doors (SOUs, S.1 and Stairways)	BCA Spec C3.4 & AS1905.1-2005 and Fire engineering report No. F2323 FER Rev 02 dated 7 November 2018 prepared by AED Fire
Fire hydrant systems	BCA E1.3 & AS2419.1-2005 Amdt 1 and Fire engineering report No. F2323 FER Rev 02 dated 7 November 2018 prepared by AED Fire
Fire seals protecting openings in fire resisting components of the building	BCA C3.15 & BCA Spec C3.15, AS1530.4, AS4072.1-2005
Hose reel systems	BCA E1.4 & AS2441-2005 Amdt 1 and Fire engineering report No. F2323 FER Rev 02 dated 7 November 2018 prepared by AED Fire
Lightweight construction	BCA C1.8 & BCA Spec C1.8
Portable fire extinguishers	BCA E1.6 & AS2444-2001
Warning & operational signs	BCA D2.23, E3.3, EP&A Reg. 183 and Fire engineering report No. F2323 FER Rev 02 dated 7 November 2018 prepared by AED Fire
Fire dampers	BCA 2019 (amendment 1) clause C3.15 & Specification C3.15, AS1668.1-2015, AS1682.1&2.
Fire doors (commercial tenancy to residential lobby)	FER 21/23311 Rev 3 GHD Pty Ltd dated 29/05/2015; BCA Spec C3.4 & AS1905.1-2005 and Fire engineering report No. F2323 FER Rev 02 dated 7 November 2018 prepared by AED Fire
Fire shutters (Level 1 commercial tenancy to residential corridor)	BCA Spec C3.4, AS 1905.2-2005 and Fire engineering report No. F2323 FER Rev 02 dated 7 November 2018 prepared by AED Fire
Natural ventilation (elevated roof & Level 2 floor voids)	FER 21/23311 Rev 3 GHD Pty Ltd dated 29/05/2015; Architectural plans CKDS Project No. 1405 A-000-A-806 Issue 0
Smoke seals (doors from commercial tenancy to residential lobby)	FER 21/23311 Rev 3 GHD Pty Ltd dated 29/05/2015
Wall wetting sprinklers (glazing between commercial tenancy & residential lobby)	FER 21/23311 Rev 3 GHD Pty Ltd dated 29/05/2015; AS2118.2-2010 and Fire engineering report No. F2323 FER Rev 02 dated 7 November 2018 prepared by AED Fire
Updated as per Final Fire Safety Certificate (issued 30/01/2023 by Andrew Cranston - RPF Building Pty Ltd) and Fire Safety Schedule supporting Occupation Certificate (002867) determined 2/02/2023 by Alan Saccaro (Hunter PCA Pty Ltd)	

06 July 2018

Property: SP91174 18 Throsby St Wickham

Strata Manager: Lake Group Strata

MCL Locksmiths Pty Limited

Child Window Saftey Devices

“Kids don’t fly”

Compliance for **SP91174** has been attained in pursuance of Section 118 of the Strata Schemes Management Act 2015 (NSW) and the Strata Schemes Management Regulation 2016 – Regulation 30 to comply with the installation of Window Safety Devices.

This is to certify that all relative windows within the Strata have had “Child Window Safety Devices” fitted in accordance with the NSW Legislation.

Please note MCL will not be responsible for any tenant/owner failing to operate the locks correctly.

In addition, MCL will not be responsible for the removal or misuse of the said devices after installation.

Yours Sincerely

Director

Mark Callister

Company Director
MCL Locksmiths

TAX INVOICE

The Owners - Strata Plan 91174 C/- Bright & Duggan

Invoice Date
20 May 2025

Invoice Number
INV-0587

Reference
SP 91174 18 Throsby
Street Wickham

ABN
72 240 943 277

Jalbar Constructions
45 Waratah St
KAHIBAH NSW 2290
AUSTRALIA

Description	Quantity	Unit Price	GST	Amount AUD
Various works				
Unit 113 WO 109499				
Check if water is coming from unit above it was not so we have taken out window and resealed 2 men	2.00	100.00	10%	200.00
We have taken out window and resealed problem now fixed 2 men	4.00	100.00	10%	400.00
Unit 114				
Seal windows in order to stop leaks problem now fixed	4.00	100.00	10%	400.00
Unit 119 WO 109501				
Seal window in order to stop leaks problem now fixed	4.00	100.00	10%	400.00
Unit 213 email request 05/05	0.00	0.00		0.00
Check leaks in order to quote works 1 man	1.00	80.00	10%	80.00
Unit 216				
Dye test in order to check if leak is coming from 216 into 113	1.00	80.00	10%	80.00
Subtotal				1,560.00
TOTAL GST 10%				156.00
TOTAL AUD				1,716.00

Due Date: 27 May 2025

As a reminder, this payment falls under the Security of Payment legislation, which provides statutory rights to ensure prompt payment for work and services. In accordance with this, we reserve the right to take further steps under the relevant Act should the matter remain unresolved. That said, we'd much prefer to resolve it promptly and amicably.

Thank you for your attention, and we appreciate your prompt response to this matter.

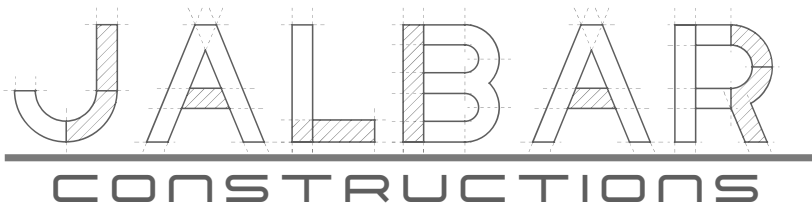
Payment Advice:
Lee Jones and Sons Pty Ltd
BSB: 032 513
ACC: 443874



PAYMENT ADVICE

To: Jalbar Constructions
45 Waratah St
KAHIBAH NSW 2290
AUSTRALIA

Customer	The Owners - Strata Plan 91174 C/- Bright & Duggan
Invoice Number	INV-0587
Amount Due	1,716.00
Due Date	27 May 2025
Amount Enclosed	Enter the amount you are paying above

**PHONE**

04 022 657 19

EMAIL

ADMIN@JALBARCONSTRUCTIONS.COM

ACN

653126071

BLN

390144C

Leak diagnosis report - 18 Throsby Street, Wickham

Findings of extensive leak diagnosis

Dear committee,

Our investigation into the leaks present at this property was successful and we are able to provide details on our findings and a scope of works

Unit	Leak # (see plans attached)	Leak location	Leak cause **	Proposed Scope*
113	5	Master bedroom floor (along Dickson street wall)	- <u>Louver Window on balcony</u>: Sub sill is not working as it should, flashings are also suspected not to be installed - <u>Awning window</u> on Dickson street elevation: Water is getting into wall through window opening. Either through window frame or between window frame and brickwork. Existence of brick flashing is yet to be confirmed	<u>Louver window</u> - Remove window - Install waterproof sub-sill tray on to floor, ensure correctly sealed at either end - Ensure window frame is fastened together correctly and the corner gaskets are in place - Ensure window flashing are installed to window - Reinstall louver window - Apply flexible sealant between window frame and brickwork <u>Awning window</u> - Install deflector flashing to top of window - Inspect and repair the aluminium window frame as required and ensure corner gaskets are in place and working - Apply flexible sealant between window frame and brickwork <u>Plaster and paint</u> - Patch all plaster damaged by water or window removal - ALL Mouldy plaster to be cut out and replaced - Paint all patched plaster, and entirety of wall/ceiling to nearest architectural break - Supply all plaster and paint materials
118	4	- Ceiling in WIR/ ensuite - Water on bedroom floor	- Unit 221 waterproofing membrane - Unit 221 windows	<u>Leak repairs</u> - Carry out repairs on unit 221 outlined in this report below <u>Plaster and paint</u> - Patch all plaster damaged by water or window removal - ALL Mouldy plaster to be cut out and replaced - Paint all patched plaster, and entirety of wall/ceiling to nearest architectural break - Supply all plaster and paint materials
220	3	Master bedroom ceiling	- Incorrect roof flashing above - Water tracking along conduit - Louver suspected to leak but not conclusive. Skirting board is water damaged	<u>Roof</u> - Roof flashing above to be replaced with correct wider flashing (2 ribs) - Wire conduit penetration to be correctly sealed <u>Plaster and paint</u> - Patch all plaster damaged by water or window removal - ALL Mouldy plaster to be cut out and replaced - Paint all patched plaster, and entirety of wall/ceiling to nearest architectural break - Supply all plaster and paint materials

Unit	Leak # (see plans attached)	Leak location	Leak cause **	Proposed Scope*
221	2	Master bedroom floor (along Dickson street wall)	- <u>Louver Window on balcony</u>: Sub sill is not working as it should, flashings are also suspected not to be installed - <u>Awning window</u> on Dickson street elevation: Water is getting into wall through window opening. Either through window frame or between window frame and brickwork. Existence of brick flashing is yet to be confirmed	<u>Louver window</u> - Remove window - Install waterproof sub-sill tray on to floor, ensure correctly sealed at either end - Ensure window frame is fastened together correctly and the corner gaskets are in place - Ensure window flashing are installed to window - Reinstall louver window - Apply flexible sealant between window frame and brickwork <u>Awning window</u> - Install deflector flashing to top of window - Remove plasterboard around window - Inspect and repair the aluminium window frame as required and ensure corner gaskets are in place and working - Apply flexible sealant between window frame and brickworks - Scaffolding required from balcony of unit 118 below for awning window repairs <u>Plaster and paint</u> - Patch all plaster damaged by water or window removal - ALL Mouldy plaster to be cut out and replaced - Paint all patched plaster, and entirety of wall/ceiling to nearest architectural break - Supply all plaster and paint materials
221	1	Wall adjacent to main bathroom, Unit 118 Ceiling	- <u>Main Bathroom/shower recess waterproofing</u> membrane. Confirmed by green dye test. Leak presented in wall cavity and unit 118 ceiling. - Ensuite dye tested with red. Water disappeared but did not present anywhere.	<u>Waterproofing repairs</u> Repair main bathroom first as dye test confirms leak here. Ensuite leak is yet to be confirmed. - Remove all bathroom fixtures and fittings and store on site for re-use - Remove all floor tiles, screed and waterproofing membrane - Remove 1 row of wall tiles and all wall tiles in shower recess - Prepare substrate for new waterproofing membrane - Apply new waterproofing membrane to floor and walls - Install similar to existing wall tiles and new floor tiles (PC allowance \$40m2) - Reinstall all existing bathroom fixtures and fittings Plaster and paint - Patch all plaster damaged by water or window removal - ALL Mouldy plaster to be cut out and replaced - Paint all patched plaster, and entirety of wall/ceiling to nearest architectural break - Supply all plaster and paint materials
Roof		Roof - General	All other current roof leaks have been repaired however there is many incorrectly constructed and defective flashings and penetrations that could be an issue in the future.	Our trusted roofer is preparing an extensive report/quote with all recommended repairs. The report will include - Urgent repairs that could cause a leak any time. <i>This may include dektime pipe penetrations,</i> - Long term maintenance recommendations. <i>This may include reinstall perishing or damaged silicone/sealant, replace roof screws with perishing washers</i> - Incorrectly constructed components that do not meet the building code, These items may never cause an issue but should not have been constructed this way <i>This may include missing back flashings on roof penetrations, transition flashings not wide enough, downpipes spreaders unloading incorrectly,</i>

Unit	Leak # (see plans attached)	Leak location	Leak cause **	Proposed Scope*
		Cleaning		- All evidence of mould is to be removed. Wherever possible mechanical removal will be used, however for permanent structural surfaces (e.g. concrete), professional chemical mould removal will be used. - Provide a Mould/air quality testing - Clearance certificate provided at conclusion of works to all units affected - Removal of mouldy carpet / underlay
		Building - general	Ongoing maintenance of Windows	Due to methods of construction, sealant around windows is the main barrier for water entering the building near windows. This sealant will need to be regularly inspected and maintained. We can carry out an inspection of all windows now, however, Implementing a process for the owners of each unit to monitor the deterioration of the sealant around the windows and doors and report to the committee and JALBAR Constructions for a prompt repair. It will be cheaper to replace perishing or damaged sealant before it damaged plaster and carpet inside
*Lee Jones & Sons T/as JALBAR Constructions will not be held liable if this scope of works is used by another contractor to Carry out the repairs **These leaks have been visibly confirmed, however its possible other leaks may be present that have not presented themselves while carrying out water testing				

If you have any questions, Please feel free to contact me any time to discuss further

Kind regards

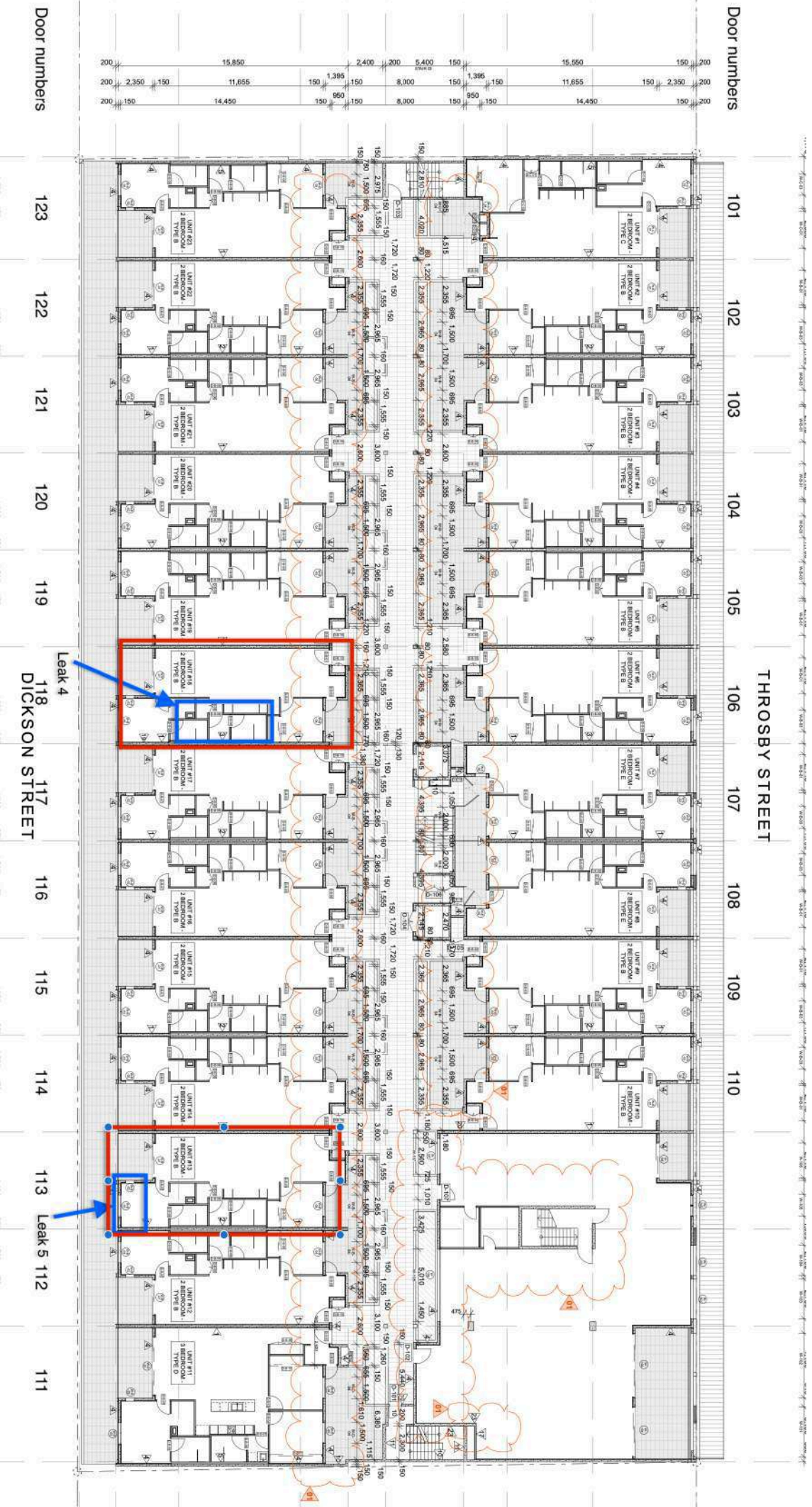
Thomas Jones

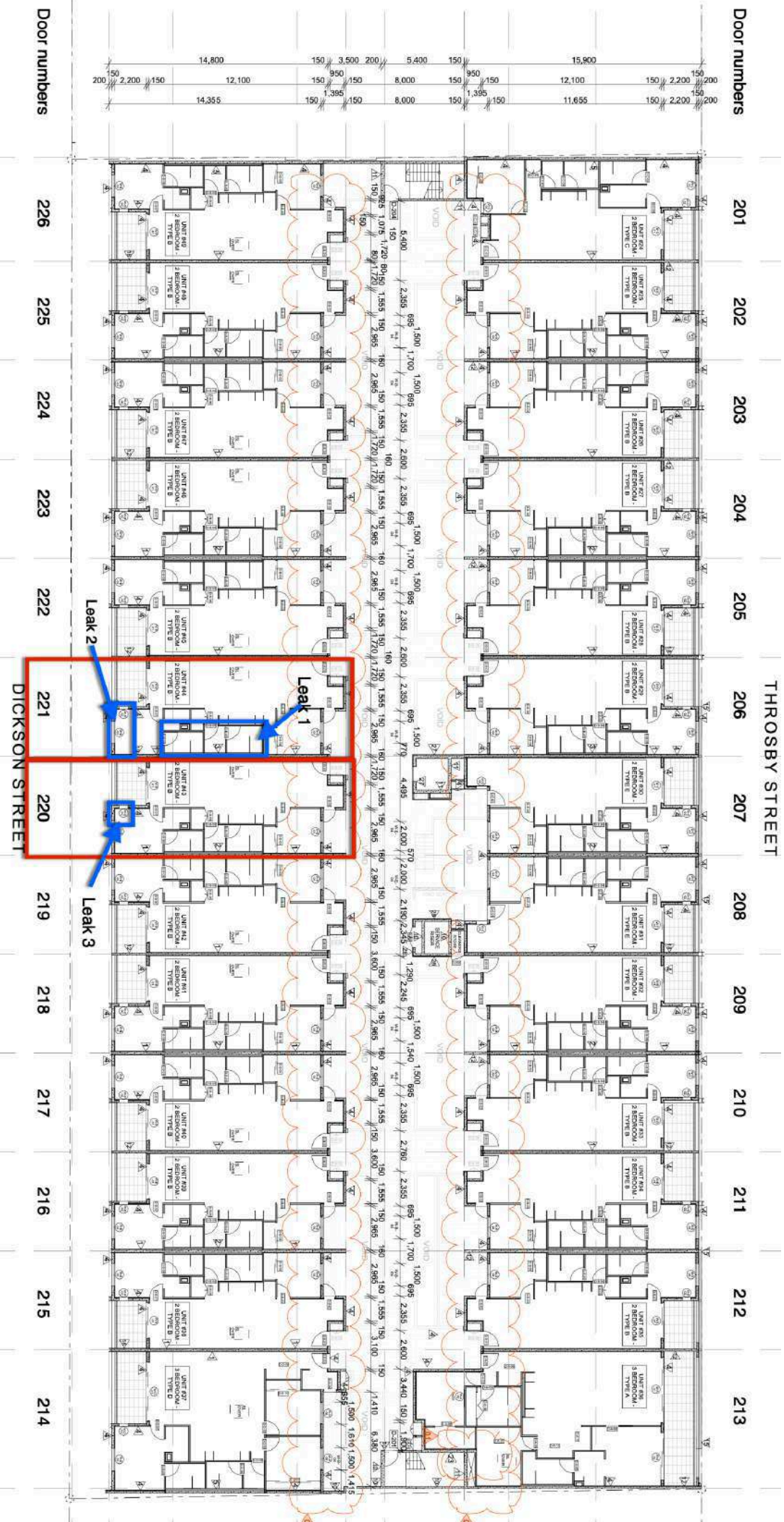


Project Manager
JALBAR Constructions

P: 0402265719

E: tom@jalbarconstructions.com.au





QUOTE

Heidi Thomas

Date
28 May 2024

Expiry
4 Jun 2024

Quote Number
QU-0087

Reference
Leak repairs - 18 Throsby
street Wickham

ABN
72 240 943 277

Jalbar Constructions
45 Waratah St
KAHIBAH NSW 2290
AUSTRALIA

Leak repairs (accompany to leak diagnosis report)

Based on our findings in the leak diagnostic report. This quote is summary only, If committee wishes to proceed with works a more detailed quote with scope of works and breakdown will be provided

Description	Quantity	Unit Price	GST	Amount AUD
P&G				
- PC Allowance: HBCF (Home owners warranty) insurance required for contacts exceeding \$20,000	1.00	2,800.00		2,800.00
- Project Management/Administration	30.00	130.00		3,900.00
- PC Allowance: Mould/air quality testing - Clearance certificate provided at conclusion of works to all units affected	4.00	800.00		3,200.00
Unit 113				
Louvre Window	8.00	140.00		1,120.00
- Remove window				
- Install waterproof sub-sill tray on to floor, ensure correctly sealed at either end				
- Ensure window frame is fastened together correctly and the corner gaskets are in place				
- Ensure window flashing are installed to window				
- Reinstall louver window				
- Apply flexible sealant between window frame and brickwork				
Awning Window	6.00	140.00		840.00
- Install deflector flashing to top of window				
- Inspect and repair the aluminium window frame as required and ensure corner gaskets are in place and working				
- Apply flexible sealant between window frame and brickwork				
Plaster and paint	12.00	90.00		1,080.00
- Patch all plaster damaged by water or window removal				

Description	Quantity	Unit Price	GST	Amount AUD
- ALL Mouldy plaster to be cut out and replaced - Paint all patched plaster, and entirety of wall/ceiling to nearest architectural break - Supply all plaster and paint materials				
Unit 118				
- Fix leaks in unit 221 - Fix plaster damage to ceiling + paint entire ceiling to nearest architectural joint - ALL Mouldy plaster to be cut out and replaced	1.00	850.00		850.00
Unit 220				
Roof repairs - Replace incorrect narrow back flashing on roof and correctly seal conduit	8.00	80.00		640.00
- New 600mm wide back flashing ~18lm	18.00	50.00		900.00
Plaster and paint - Patch all plaster damaged by water or window removal - ALL Mouldy plaster to be cut out and replaced - Paint all patched plaster, and entirety of wall/ceiling to nearest architectural break - Supply all plaster and paint materials	8.00	90.00		720.00
Unit 221				
Louvre Window - Remove window - Install waterproof sub-sill tray on to floor, ensure correctly sealed at either end - Ensure window frame is fastened together correctly and the corner gaskets are in place - Ensure window flashing are installed to window - Reinstall louver window - Apply flexible sealant between window frame and brickwork	8.00	140.00		1,120.00
Awning Window - Install deflector flashing to top of window - Inspect and repair the aluminium window frame as required and ensure corner gaskets are in place and working - Apply flexible sealant between window frame and brickwork	6.00	140.00		840.00
Supply and install scaffolding as required for awning window repairs	1.00	350.00		350.00
Replace waterproof membrane in main bathroom - green dye test confirms leak in main bathroom. - Remove all bathroom fixtures and fittings and store on site for re-use - Remove all floor tiles, screed and waterproofing membrane - Remove 1 row of wall tiles and all wall tiles in shower recess - Prepare substrate for new waterproofing membrane - Apply new waterproofing membrane to floor and walls - Install similar to existing wall tiles and new floor tiles (PC allowance \$40m2) - Reinstall all existing bathroom fixtures and fittings	1.00	15,500.00		15,500.00
NOTE:				

Description	Quantity	Unit Price	GST	Amount AUD
The following fragile items will be removed as carefully as possible, however depending on how well they are installed, they may be damaged during removal. Rather than allow for this in our price, here is the cost to replace if required - Toilet \$450 - Shower-screen \$800 - Drop in fibreglass bath \$700 Owner will be given the opportunity to change or modify the bathroom at their own cost.				
Plaster and paint - Patch all plaster damaged by water or window removal - ALL Mouldy plaster to be cut out and replaced - Paint all patched plaster, and entirety of wall/ceiling to nearest architectural break - Supply all plaster and paint materials	16.00	90.00		1,440.00
Roof general maintenance - Roof report has yet to be provided. All current leaks have been fixed or covered with above scope.				
Cleaning Mould - All evidence of mould is to be removed. Wherever possible mechanical removal will be used, however for permanent structural surfaces (concrete), professional chemical mould removal will be used. General housekeeping. - Care to be taken when working within the units, all furniture near work area to be covered in dust sheets. Building materials - All demolished or leftover building materials to be removed from site				
Conditions - Quote includes all materials and labour to carry out work outlined in leak report - Any unforeseen damage or defects found during repairs will be reported to committee immediately with a quote to rectify. - No allowance to repair or replace carpet or floor coverings damaged by water. We can provide a quote to remove existing damaged carpet and manage the installation of new for the committee if required. - Owners and tenants to remove all personal possession from work areas other than larger furniture. This is to reduce the chance of damage occurring.				
			Subtotal	35,300.00
			TOTAL AUD	35,300.00

Terms

30 days

SCOTT SCHEDULE

COURT DETAILS

Court **SUPREME COURT OF NSW**
Registry **Sydney**
Case number **2019 / 140790**

TITLE OF PROCEEDINGS

Plaintiff **Strata Plan 91174 trading as Owners Corporation Throsby Street**
Number of plaintiffs **1**
Defendant **RPF Building Pty Limited**
Number of defendants **2**

SIGNATURE OF PARTY PREPARING SCOTT SCHEDULE

Signature 
Name **Peter Shepherd**
Capacity **Independent Building Expert**
Date **19/6/ 2023**

SIGNATURE OF OTHER PARTY

Signature _____
Name _____
Capacity ☐ Defendant
☐ Solicitor for defendant
☐ Solicitor belonging to the same firm as defendant's solicitor
☐ Authorised person for defendant
Date / / 2023

SCHEDULE

	PLAINTIFF		OTHER PARTY	
Item no	Particulars of item claimed	Amount claimed	Particulars of answer to item claimed	Amount conceded
ROOF AND AWNING				
5.1.	Throsby Street Awning The construction and finish of the box gutter is not in accordance with the project specification or the Australian Standards, with defects including: - Swarf staining and marks are evident within the box gutter. - The ends of the roof sheets have not been correctly weathered or turned down.	\$18,890		
5.2.	Glass Roof Panels The glass roof panels have not been installed to comply with the Australian Standard AS1288, nor finished to an acceptable industry standard. During periods of wet weather water leaks and drips to the interior of the building.	\$327,682		
5.3.	Roof Penetrations Roof penetrations have not been correctly installed and finished, as required by the project specification and by the Australian Standards publication AS HB39-1997, including: - Back flashings have not been installed to all roof penetrations. - Water enters the interior of the units around the penetrations. - Water pools behind the roof ventilators.	\$124,946		
5.4.	Roof Sheet Installation The installation and finish of the roof sheets is not in accordance with the project specification or the roof sheeting manufacturer's requirements, defects include: - The ends of the roof sheets have not been correctly weathered. - Closed cell foam fill has been provided between the underside of the sheets and the fascia or between the sheets and the ridge or apron flashing but remains loose	\$14,446		

	PLAINTIFF		OTHER PARTY	
Item no	Particulars of item claimed	Amount claimed	Particulars of answer to item claimed	Amount conceded
	and continue to dislodge into the gutter. -			
5.5.	Swarf and Metal Debris The works have not been completed with the due care and skill of a competent tradesman, in accordance with the project specification or the sheeting and/or materials of the manufacturer's requirements, including: - Extensive swarf staining to the roof sheeting. - Extensive swarf staining and corrosion to the box gutter. - Roof screws, rivets and metal offcuts remain on the metal roof sheets and within gutters and will result in deterioration.	11,294		
5.6.	Downpipes The drainage system has not been completed in accordance with the Australian Standard AS3500, nor with materials fit for purpose and/or suitable for the environment, including: - Downpipe spreaders have been used, servicing a roof area greater than 10m². - Screws securing astragals or downpipe brackets were found to be rusty.	2,261		
5.7.	Roof Access and Safety System The roof has not been constructed to provide safe access to and over the roof, as required by the BCA, Australian Standard AS1657 and the project specification; defects in the construction include: - A complying harness system has not been provided on the roof. - Safe access is not provided from the interior to the roof surface. - Access walkways have not been provided from the current roof access to all services. - Roof access does not comply with AS1657.	187,121		
5.8.	Skylights	115,477		

PLAINTIFF			OTHER PARTY	
Item no	Particulars of item claimed	Amount claimed	Particulars of answer to item claimed	Amount conceded
	The skylights installed in units 13, 39, 40, 41, 42, 44, 45, 46, 47, 48 and 49 have not been installed in accordance with the Building Code of Australia requirements and compromise the fire separation between the units. The glass in the skylights is not marked as being safety glass, as required by Australian Standard AS1288.			
FIRE AND SMOKE PREVENTION				
6.1.	Smoke Hazard Management The smoke hazard management system installed in the building is not compliant with the requirements of the BCA or Australian Standard AS1670.1. Defects to the system include: - The spacing of detectors exceeds the maximum 5.1m on adjoining wall surfaces.	19,661		
6.2.	Hydrants The installation of the fire hydrants and the surrounding construction does not comply with the requirements of the BCA and Australian Standard AS2419.1. Defects observed to the system include: - The fire hydrant booster assembly enclosure, is not provided with a fade resistant sign on the doors stating the words "FIRE HYDRANT BOOSTER" in capital letters not less than 50mm high and in a colour contrasting with the background.	4,672		

	PLAINTIFF		OTHER PARTY	
Item no	Particulars of item claimed	Amount claimed	Particulars of answer to item claimed	Amount conceded
6.3.	Sprinklers A fire sprinkler system has been installed, however fails to comply with all necessary requirements, including the BCA and Australian Standard AS2118.1. Defects in the system include: - The sprinkler system is not connected to a FRNSW approved third party fire alarm monitoring facility. - The activation of the sprinkler system is not registering as an alarm on the fire indicator panel and does not initiate the building occupant warning system. - The Ground Floor Level storage enclosures located beneath Fire Stair 01 and 03 and the audio visual room behind the lobby are not fitted with sprinklers. - Correct signage has not been provided, including: The sprinkler booster assembly enclosure located at the front of the property is not provided with a fade resistant sign on the doors stating the words "SPRINKLER BOOSTER CONNECTION" in capital letter not less than 50mm high and in a colour contrasting with the background. A "SPRINKLER STOP VALVE INSIDE" sign has not been provided outside the sprinkler valve room.	42,171		

	PLAINTIFF		OTHER PARTY	
Item no	Particulars of item claimed	Amount claimed	Particulars of answer to item claimed	Amount conceded
6.4.	Separation of Classifications in the Same Storey The building contains multiple building classes, as defined by the BCA, the construction does not satisfy the requirements for the separation of the different classes of the building, as required by the BCA, nor in accordance with the approved documentation or Alternative Solutions prepared by Fire Engineers GHD. The deficiencies identified include: - The Lobby is separated from the adjoining Carpark (in part) by fixed glazed construction that is not capable of achieving a fire resistance level of --/120/120 (non-loadbearing). - The door between the lobby and carpark is not capable of achieving a fire resistance level of not less than --/120/30. - The glazed structures between the Commercial 02 lot and the internal and external portions of the adjoining Residential Entry Lobby are not fitted with heat strengthened, tempered glass. - Two (2) x internal wall wetting drenchers have been installed over the fixed glazing system within the Ground Floor Level Commercial 02 tenancy in-lieu of the five (5). - The internal vertical window mullions do not extend past the back of the drencher deflectors (nor have baffles been installed). - The drencher system is not served by a separate valve-set that is monitored to detect unauthorised closure as required by the Fire Engineering Report of GHD; and - The door located between the Commercial 02 lot and the adjoining Lobby is not fitted with medium temperature smoke seals on the top, sides and bottom of the door as required by the Fire Engineering Report of GHD.	114,786		

	PLAINTIFF		OTHER PARTY	
Item no	Particulars of item claimed	Amount claimed	Particulars of answer to item claimed	Amount conceded
	The external glazed wall and the external glazed door located between the Ground Floor Level Commercial 02 tenancy and the external portion of the adjoining Residential Entry Lobby are not fitted with internal wall wetting drencher(s) and medium temperature smoke seals as required.			
6.5.	Protection of Vent Outlets in External Walls Ventilation openings in the front and rear wall are less than 3m from the side boundary and contrary to the BCA	16,901		
6.6.	Openings in Walls to the Corridor The bounding walls to the lobby in regard to fire separation of been compromised and don't comply with the BCA requirements incl; - Each of the residential sole-occupancy units are fitted with openable glazed doors and/or a windows that open through the bounding walls of the residential units to the internal public corridor. (i.e. the Gallery). - PVC services pass through the bounding walls of the residential unit sole-occupancy units to the internal public corridors that have not been fire-stopped/collared. - The Level 1 Commercial 04 and 05 tenancies are fitted with non-fire rated doors that open through the bounding walls to the internal public corridor (i.e. the Gallery).	811,664		
6.7.	Gallery Walkways – Levels One and Two Inspection of the building has revealed that the tiled gallery walkways of the Level One and Level Two public corridors are not separated on each level by smoke proof walls positioned no greater than 40m apart contrary to Clause C2.14 of the BCA.			

	PLAINTIFF		OTHER PARTY	
<i>Item no</i>	<i>Particulars of item claimed</i>	<i>Amount claimed</i>	<i>Particulars of answer to item claimed</i>	<i>Amount conceded</i>
6.8.	Penetrations for Services Service pipes extend through the walls and slabs are not all correctly sealed or protected incl; EASTERN CARPARK - All penetrations for services through walls to separate compartments or lots or soffits have not been sealed. WESTERN CARPARK - All penetrations through the slab are not fire sealed. RESIDENTIAL SLABS - All penetrations through the second level floor slab have not been sealed. Incorrect fire collars have been used to some floor wastes or showers.	174,363		

	PLAINTIFF		OTHER PARTY	
FIRE ISOLATED STAIRWELLS				
7.1.	Fire Stairs Two and Three and Passageways The stairwells have not been constructed to be fire isolated as required by the BCA, incl; • Ceiling linings under the roof are not fire rated, nor isolate the stairs from the spread of fire from other parts of the building. • PVC pipes penetrate through and into the Ground Floor Level fire-isolated passageways serving the eastern and western fire stairs. The PVC pipes have been concealed in the passageways by lightweight plasterboard construction. • Non-essential services pipes located within the landing enclosure on Level 1 of Fire Stair 02. • The top of Fire Stairs is not enclosed by construction achieving a fire resistance level of not less than --/90/90 FRL. • An opening is provided through the ceiling of the eastern fire isolated stairs to gain access to the roof and compromises the fire separation. The roof opening into the fire isolated stair is approximately 1m from the boundary.	62,435		
Access and Egress				
8.1.	Residential Lobby Entry/Exit Doors The entry/exit door from the street to the residential lobby swings the incorrect direction and contrary to the BCA.	2,987		

8.2.	Disabled Access The handrail installed to serve the stair flight located between the Ground Floor Level and the mid-landing has a clearance of less than 50mm between the inside face of the handrail and the adjoining wall surface. Disabled access to the first floor commercial lots is not provided without the use of the residential lobby and lift. The rails do not comply. The designated parking/shared space does not comply.	8,890		
EXTERNAL WALLS				
9.1.	Corroded Building Elements The installed fittings and/or fixtures as part of the construction were found to be corroded, including: External Front Elevation - The studs securing the downpipes were found to be rusty Air Conditioning Platform - Swarf and metal offcuts are present to galvanised framing and on the adjacent roof sheeting. - Corrosion is evident to the frame where it has been welded	4,200		

9.2.	Water Penetration – Southern and Western Walls The building has not been constructed to prevent water entry into the residential units contrary to the BCA and wall manufacturers requirements resulting in consequential damage. These units were along the southern and western elevations. To the interior of the units I observed: • Water staining to a large number of units. • Water staining to carpet and smooth edges. • Moisture affected paintwork to walls and/or skirting boards. To the external walls I observed the following: • The rendered wall is not well finished, particularly at the horizontal joint. • The horizontal tooled joint has not been sealed with a flexible sealant prior to the wall being rendered and painted. • The horizontal joint is at the same height as the internal floor level. • The AFS wall system has not been sealed to the slab or waterproofed on the external face.	204,092		
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HANDRAILS, STAIRS AND RAMPS				
10.1.	Non-Compliant Stair Construction The external stairs and ramps fail to comply with the BCA requirements and create a safety hazard incl; 1. Providore Store 1.1. To the stairs outside the 'Providore' shop, the rise is not consistent throughout and does not comply with the BCA. 1.2. The handrails do not extend beyond the bottom tread and are incorrectly terminated. Tactile indicators are not the correct size panel or width. 1.3. The base of the stair does not finish 900mm from the boundary. 2. Commercial Lot 2 To the stairs adjacent to the main residential entry, the rise of these stairs was found to be inconsistent and not in accordance with the BCA. 3. Fire Stairs The stairs in the eastern fire stair are not provided with a constant rise throughout each flight. Tactile indicators have not been provided on the landings in each fire stairwell, as shown on the approved plans. 4. Commercial Lot 3 The handrail terminations are incorrect. The circulation space at the top and base of the ramp is not 1500mm. The rail mounted to the shop front incorporates incorrect terminations and does not incorporate a kerb rail. 5. The ramp to Providore and Commercial Lot 1 The handrail to the side of the ramp leading to commercial tenancy 01 and door D-01 is not correctly terminated at the ends Handrail not secured to the wall			
		136,895		

10.2.	External Handrails The applied powder coating finish to the handrails and screens to the external balconies are not considered to suitable for the location or adequately coated; - The powder coat finish to handrails is faded, oxidised and deteriorated - The powder coated handrail damaged in places due to contamination under the coating or the coating lifting; consistent with corrosion	91,839		
Access Stairs and Ramps				
11.1.	Balcony Gradients and Tiling The external balcony areas are defective in the following respects; Floor area not provided with minimum gradient of 1:100 or 1% Efflorescence in tile joints Seals to movement joints coming away and between tiles and aluminium edge trim Waterproofing does not extend above the surface of the tiles at hobs or walls. No waterproof membrane or skirting tiles around service duct. Gap is present at the junction of the service duct and skirting tiles, with framing or similar visible behind. Floor waste is provided, but no provision for surcharge or overflow in case of blockage has been provided Balconies in places are leaking.	146,401		
11.2.	Wet Area Floor Gradients In each of the wet areas, including the ensuite, laundry and bathroom, I observed that the floors were not provided with the correct falls and water pools in some areas.	383,044		

INTERNAL			
12.1.	Wet Area Waterproofing The wet areas of all units have not been correctly waterproofed in order to comply with the BCA and to prevent water escape and damage to building elements which has in a number of units already occurred, the areas of non compliance includes; Ensuite Door frames and architraves extend into tiles and would be prone to water damage in the following units.106, 202, 203, 204, 207, 211, 212, 214, 215, 216 Water stop angle in the doorway is of an extremely thin, lightweight material and prone to be damaged and covers the water stop which is set too low in the following units 204, 215 Bathroom Door frames and architraves extend into tiles and would be prone to water damage in the following units . 107, 109, 111, 115, 119, 120, 122, 202, 203, 204, 207, 210, 211, 212, 217, 222, 223 Laundry Water stop angle is short and finishes below the tiles, with tiles abutting the timber frame in unit. 215 The water stop angle is poorly finished and grout is cracked in units 202, 210, 217, 224	47,139	
12.2.	Doors to Sanitary Compartments The wet areas containing a WC have not been provided with lift off hinges where the required space is not provided between the doorway and the pan and are contrary to the BCA and create a health and safety hazard.	41,939	
12.3.	Health and Amenity Requirements An employee sanitary facility has not been provided to the ground floor level as required by the BCA.	48,764	

12.4.	Service Cupboards and Risers The buildings are located within the Level 1 and Level 2 public corridors immediately beside the Carpark exhaust riser shaft. The doors providing access into the electrical and/or telecommunication services enclosures are not fitted with non-combustible internal linings (i.e. fibre cement sheeting, galvanised steel sheeting, zincalume sheeting etc.). The floor surface within the Level 1 services enclosure is constructed of plywood and does not achieve a fire resistance level of not less than 180/180/180 in accordance with Clause C2.9 and Specification C1.1 of the BCA. The Level 2 services enclosure is not provided with a floor surface beneath and is a significant OH&S safety issue.	20,459		
12.5	Pipe Insulation Sewer waste pipes located in the ceiling void above the mid level units have not been insulated and do comply with the project specification	221,823		

HOW TO RESPOND

You must complete the schedule by including particulars of your answer to the item claimed and the amount you are conceding.

PARTY DETAILS

Parties to the proceedings

PLAINTIFFS

The Owners - SP91174

DEFENDANTS

SHORT MINUTES OF ORDER

COURT DETAILS

Court	Supreme Court of New South Wales
Division	Equity
List	Commercial List
Registry	Sydney
Case number	2019/00140790

TITLE OF PROCEEDINGS

Plaintiff	Strata Plan 91174 trading as Owners Corporation Throsby Street
First Defendant	RPF Building Pty Limited
Second Defendant	RPF Throsby Pty Limited

PREPARATION DETAILS

Prepared for	Plaintiff
Legal representative	Melanie Wilde, Wilde legal
Contact name and telephone	Melanie Wilde, 0410 535 725
Contact email	melanie@wildelegal.com.au

TERMS OF ORDER MADE BY THE COURT

1. The directions hearing on 17 February 2023 is vacated.
2. The proceedings are listed for a directions hearing on 14 April 2023.

SIGNATURES

Plaintiff

The Plaintiff, consents.

Signature of legal representative *Melanie Wilde*

Capacity	Solicitor
Date of signature	15 January 2023

First and Second Defendant

The First and Second Defendant, consents.

Signature of legal representative



Capacity

Solicitor

Date of signature

15.02.2023

SEAL AND SIGNATURE

Court seal

Signature

Capacity

Date made or given

Date entered

NOTICE

Subject to limited exceptions, no variation of a judgment or order can occur except on application made within 14 days after entry of the judgment or order.

Status of Rectification Works

10 January 2023

SCHEDULE A- FINAL RECTIFICATION SCOPE

RECTIFICATION SCHEDULE

1. PSBR = Pink Slip Building Report of Mr Peter Shepherd dated 29 July 2019.
2. Halstead Report= Reports produced by Mr Nathan Halstead of AED Consulting.
3. All items that include the notation "Rectification or Solution as per Halstead Report dated 18/04/18" are either to be rectified as per the SOW in the PSBR Report or are to have an Alternate Solution prepared and approved by Halstead and the original PCA with certification of the solution provided to the owners and or a combination of works and a solution which is to approved by Halstead and the original PCA with certification of the solution provided to the owners.
4. RPF will engage the services of AED Consulting to complete any further designs for Performance Solutions and AED will certify all works being rectified due to non-compliance with the BCA.

Note: As a word version could not be supplied, I have had the document retyped to allow an extra column for sign off and or comments.

Item No.	Item	Agreed Rectification Method Between the Parties	PSBR Comment
5.1	5. Roof and Awning		
	Throsby Street Awning		
5.1.1	Swarf.	As per 5.1 C PSBE Report	Incomplete 
5.1.2	Debris.	Maintenance Issue	Completed
5.1.3	Weathering of roof sheets.	As per 5.1e of PSBR	Complete
5.1.4	Downpipes and overflow.	Install overflow provision to base gutter and discharge through the front of the awning.	Incomplete Not completed as per the deed and there has not been an agreement or variation to the deed. The overflows have been cut in however are in the incorrect location and discharge onto the footpath at the front wall, with some discharging on to stairs or walkways

			5.1.4	Downpipes and overflow	Install overflow provision to base gutter and discharge through the front of the awning
5.2	Main Roof				
5.2.1	Glass Roof Panels Flashing and Sealing due to water entry.		Install additional flashing to perimeter and seal.		
			Incomplete Not carried out, nor adequate additional flashings as the Roof still leaks  		

				
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5.2.2	Glass Roof Panels Safety Glass is not identified as being safety glass.			RPF to supply certification of the glass and provide and place a permanent label on each panel.	Incomplete No permanent label on each pane of glass					
				<table><tr><td>5.2.1</td><td>Glass Roof Panels Flashing and Sealing due to water entry</td><td>Install additional flashing to perimeter and seal</td></tr></table>	5.2.1	Glass Roof Panels Flashing and Sealing due to water entry	Install additional flashing to perimeter and seal			
5.2.1	Glass Roof Panels Flashing and Sealing due to water entry	Install additional flashing to perimeter and seal								
				<table><tr><td>5.2.2</td><td>Glass Roof Panels Safety Glass is not identified as being safety glass</td><td>RPF to supply certification of the glass and provide and place a permanent label on each panel</td></tr></table>	5.2.2	Glass Roof Panels Safety Glass is not identified as being safety glass	RPF to supply certification of the glass and provide and place a permanent label on each panel			
5.2.2	Glass Roof Panels Safety Glass is not identified as being safety glass	RPF to supply certification of the glass and provide and place a permanent label on each panel								
5.3	Roof Penetrations									
5.3.1	Roof Ventilators. Vent Pipes.			RPF to install back tray flashing to prevent water pooling behind ventilator pipes to the following units: • 115 B1 or B1 ensuite • 202 Ensuite • 219 Ensuite	Incomplete There was a typo in the report which stated 115 when in fact it should have					

			225 Bed 1 or Bed 1 ensuite And make good any water damage.	been 215, unit 115 has a unit above and hence no vent to or through the roof, whereas 215 does
5.4		Roof Sheet Installation		
5.4.1	Weathering the ends of sheets.		RPF to correctly weather both ends of all roof sheets as per 5.4C of the PSBR.	Completed
5.4.2	Foam Fill.		RPF to provide and install foam inserts.	Incomplete Have been installed, but are loose and falling out into the gutter as they have not been secured in place, and only installed at low end of sheets and not both ends  Incorrect material used

				
5.5	Swarf and Metal Debris.		As per 5.5C of PSBR Agreed to remove debris, clean swarf and RPF to replace sheets where required.	Incomplete Debris and swarf remains on the roof
5.6	Downpipes spreaders.		Add end caps to spreader and change rusted screws. Agreed to extend so they did not discharge with 450mm of flashing.	Incomplete The size of the outlets in the spreaders now that the ends have been closed are undersized, and should be equal to the size of the outlet in the gutter

			Installed spreaders remain within 450mm of flashings 
5.7		Roof Access and Safety System	
5.7.1	Access from stairwell to roof not compliant.		RPF to remove existing and make good the ceiling and roof as part of the stairwell works. RPF to construct new roof access. Position, location and construction details to be approved by the owners then Halstead and the original PCA. Provide access from lower to upper roofs. Incomplete PSBR to inspect Halstead has approved the works, however all are not considered to be in accordance with the deed. The new location was not discussed nor approved by the OC as required by the deed. The current arrangement provided is not acceptable as it requires a ladder, there is no safety rail at the ladder point, there is no landing at the top of the ladder point or on the outer roof.

			<table><tr><td>5.7</td><td>Roof Access and Safety System</td></tr><tr><td>5.7.1</td><td>Access from stairwell to roof not compliant</td></tr><tr><td></td><td>RPF to remove existing and make good the ceiling and roof as part of the stairwell works. RPF to construct new roof access. Position, location and construction details to be approved by the owners then Halstead and the original PCA.</td></tr><tr><td></td><td>Provide access from lower to upper roofs.</td></tr></table>	5.7	Roof Access and Safety System	5.7.1	Access from stairwell to roof not compliant		RPF to remove existing and make good the ceiling and roof as part of the stairwell works. RPF to construct new roof access. Position, location and construction details to be approved by the owners then Halstead and the original PCA.		Provide access from lower to upper roofs.
5.7	Roof Access and Safety System										
5.7.1	Access from stairwell to roof not compliant										
	RPF to remove existing and make good the ceiling and roof as part of the stairwell works. RPF to construct new roof access. Position, location and construction details to be approved by the owners then Halstead and the original PCA.										
	Provide access from lower to upper roofs.										
5.7.2	Roof safety system not as per Spec.	RFP to provide current and additional plan showing booting. RFP to supply and fit additional anchor points and provide certification that the entire system complies with the Australian Standard AS/NZS1891.4 along with plan showing the layout.	Incomplete Some works have been carried out but not to all areas nor as required by AS1891. No walkways provided No harness point to some roof areas. Certification provided by Onyx does state that the entire roof safety system complies. A plan of the safety system has not been supplied to the OC								

			No permanent access from northern roof to upper roof or high level roofs over balconies Should be a permanent ladder as has
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been installed on the other side and complete with landings.

Two ladder bracket points have now been installed within the upper level corridor in order to gain access to the roof section that extends inside the screening, however two more are required to access the western ends of these roof sections.



				induvial contractors and approved by Halstead The Solution should be checked by a competent Fire engineer
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6.2	Hydrants		
6.2.1	Fire hydrant booster assembly does not meet complying FRL heat shield requirements.	Defect has been resolved by an Alternate Solution prepared for the OC by Warrington Fire.	Nothing required.
6.2.2	Level 2 fire hydrant is not fitted with a pressure gauge. Fire brigade booster assembly valves are located less than 750mm above floor surface level. Fire hydrant landing valves on lvl 1 and 2 are contained in lockable enclosures that are not keyed 003. Inadequate signing for Fire Hydrant at front of property. Working and testing pressure notices not installed. Block plan fails to comply with AS 2419.1- 2005, Clause 7.11.	Rectification or Solution as per Halstead Report dated 18/04/18 and report dated 07/11/2018.	These works appear to be completed These have been addressed by Halstead and stated to comply. The Solution should be checked by a competent Fire engineer
6.3	Fire Hose Reels and Travel Distances Non-complying location of Fire hose serving Residential Carpark and Commercial visitors carpark; exceeds 4m. Power operated shutter doors to residential and commercial carparks cannot be opened manually.	Rectification or Solution as per Halstead Report dated 18/04/18 and report dated 07/11/2018.	These have been addressed by Halstead and stated to comply. The Solution should be checked by a competent Fire engineer
6.3.1	Domestic water supply service not locked in open position and does not have warning signage.	RPF to attend site and confirm. If not locked, supply and fit lock.	Completed
6.3.2	Inadequate signage to Level 1 & 2 Fire Hose Reels.	Rectification or Solution as per Halstead Report dated 18/04/18.	These have been addressed by Halstead and stated to comply.

6.4	Sprinklers Sprinkler system not connected to a FRNSW approved third party fire alarm monitoring facility. System water alarm gong is not located on the external wall of the building in accordance with AS2118.1-1999. Sprinkler system does not initiate building occupant warning system. Sprinklers missing in ground floor storage enclosures. Inadequate signage. Block plan does not comply with AS 2118.1- 1999, Clause 8.3.		Rectification or Solution as per Halstead Report dated 18/04/18 and report dated 07/11/2018.	These have been addressed by Halstead and stated to comply. Photos of the completed works in the locked storage beneath stairs 01 and 03 have not been supplied The Solution should be checked by a competent Fire engineer. Details and approval of these works by the OC and Halstead has not been provided prior to any works being carried out, as is required by the Deed of agreement
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6.5	Separation of Classifications in the Same Storey Door between lobby and carpark not capable of achieving an FRL of not less than -/120/30. Lobby separated from carpark by glazed door not capable of -/120/120. Drencher system requires a separate valve-set monitored to detect unauthorized closure. No wall wetting drenchers and smoke seals are fitted to Residential Entry Lobby. Heat strengthened, tempered glass and smoke seals required between Commercial 02 lot and the internal and external portions of the adjoining Residential Entry Lobby.	Rectification or Solution as per Halstead Report dated 18/04/18 and report dated 07/11/2018.	Incomplete These have been addressed by Halstead and stated to comply. The Solution should be checked by a competent Fire engineer I inspected within the ceiling void and observed some works have been carried out but not to all areas required. 1. The covers to the lights and speakers are not hard down onto or secured/sealed to the plasterboard as is sated in the manufacturers specs, this will also require battens being cut back. 
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				 2. The wall between the garage and entry has fire rated sheeting appearing to but on top of framing 3. Sealant not complete and some has voids  
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			 - Some penetrations not sealed incl some sprinkler hoses and ceiling fitting directly above the area right inside the entry doors - The glass in the door is not permanently marked as being safety glass Works to doors is incomplete - The yellow safety tape is lifting - The ramp installed does not comply with AS1428 The height and length exceeds the maximum The level section in front of the door is greater than the Std
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			The worked solution and report from the access consultant addressing these doors has not been supplied 3. The ramp to the second door obstructs the clear width of the corridor which is the designated access to the fire isolated stairs. In order for this to be compliant, the working details of how this achieved need to be supplied and confirmed the access consultant for the project  4. The door to the garage has not been replaced with a fire rated door.
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		All works as stated below have not been carried out including points 10, 12, 14, 15. I do not know if 13 has been completed Ground Floor Lobby and Commercial Unit The following rectification works are required to achieve compliance with the GHD specification: 10. The glazed structures located between the GF commercial lot 2 and the internal and external portions of the adjoining residential entry lobby shall be fitted with heat strengthened, toughened glass of at least 6mm thick designed in compliance with the data sheets for the Tyco Model WS sprinkler. 11. Five required internal wall wetting drenchers shall be installed over the fixed glazing system within commercial lot 2 12. Internal vertical window mullions must extend past the back of the drencher deflectors as required under the Tyco Model WS sprinkler. 13. Drencher system to be served by a separate valve set that is monitored to detect unauthorised closure. 14. The internal door located between commercial lot 2 and the adjoining residential lobby shall be fitted with medium temperature smoke seals on all sides of the door. 15. Door to be fitted with matching ID tags to show that it is a fire rated door. 16. External glazed wall and external glazed door located between commercial lot 2 and external portion of the residential entry lobby shall be fitted with internal wall wetting drenchers and medium temperature smoke seals The overall rectification works as stated by Halstead has not been carried out. Overall rectification work 17. The overall rectification work to address the non-compliances associated with the lobby, carpark and commercial unit will include but not limited to the following: • Remove and dispose of the ceiling linings in the lobby • Remove and dispose of the glazed sections and doorways. • Remove the lightweight non-rated plasterboard panels. • Construct fire rated bulkheads over the proposed locations of glazed panels. • Construct concrete block over the door opening in the blockwork wall. • Complete the installation of drenchers and all associated works to all reconstructed glazed panels • Supply and install new glazed panels in accordance with the GHD report • Seal all penetrations and fire rated services • Supply and install new ceiling linings. • Refit all fittings to the ceiling.
6.6	Protection of Vent Outlets in External Walls Mechanical exhaust ventilation openings require protection in accordance with Clause C3.4 of the BCA when Ventilation openings stand less than 3m to the eastern and western side property boundaries to both the north and south elevations.	Rectification or Solution as per Halstead Report dated 18/04/18 and report dated 07/11/2018. Completed

6.7	Openings in Bounding Walls to the Gallery	As per item 9 of Halstead Report and solution (PSS) dated 07/11/2018 and any requirements necessary following assessment of the Warrington Fire Smoke Modelling and confirm completed works comply with disabled access requirements.	The Halstead solution was for seals to be fitted to the openings in the residential units. Seals have been fitted to the timber doors in steel jambs only but not to the aluminium doors and windows that also open into the gallery area. The aluminium units appear to have been included on the assessment and that those doors do not compromise the bounding construction- this needs to be confirmed the Owners Fire engineer. Whereas the aluminium units in the commercial required rectification by the installation of fire shutters. The reasoning that only seals are required and that the installation of seals is sufficient should be checked by the OC fire engineer These have been addressed by Halstead and stated to comply. The Solution should be checked by a competent Fire engineer
6.8	Gallery Walkways - Levels One and Two	As per item 6 of Halstead Report dated 07/11/2018 and any requirements necessary following assessment of the Warrington Fire Smoke Modelling and confirm	These have been addressed by Halstead and stated to comply. However

			completed works comply with disabled access requirements.	Halstead appears to exclude compliance the DDA, being part of the requirements to achieve disabled access. The Solution should be checked by a competent Fire engineer RPF to supply details and confirmation that the proposed and or completed works comply with AS1428.1
6.9	Door Clearances & Signage Excessive margins to Fire Exit Doors. Incorrect Signage to FRONT ELEVATION.		As per item 6.9 of the PSBR.	Completed This has been inspected and signed off by Halstead
6.10	Penetrations for Services Penetrations for services through walls in EASTERN CARPARK have not been sealed. WESTERN CARPARK penetrations through slab are not fire sealed. RESIDENTIAL SLABS penetrations through second level floor have not been sealed & incorrect fire collars.		Rectification or Solution as per Halstead Reports of 18/4/18 and 7/11/18.	This has been inspected and signed off by Halstead My inspection revealed some penetrations that did not have a fire collar and were not a complying floor waste. Photos below are representative of numerous penetrations that appear not to have addressed.

				
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6.11	Main Switch Room				
6.11.1	Access doors are not to the correct fire rating.		Refer to 6.11.1 of the Halstead report dated 19/04/2018.		This has been inspected and signed off by Halstead
6.11.2	Penetrations through the walls and at junctions are not fire sealed.		As per 6.11(2) Halstead Report dated 18/04/18 - refer to 6.11C of the PSBR for rectification method.		This has been inspected and signed off by Halstead
6.11.3	There is a step/threshold at the door from the switch room to the carpark.		As per 6.11(3) Halstead Report dated 18/04/18 - refer to 6.11C of the PSBR for rectification method.		Complete
	7. Fire Isolated Stairwells				
7.1	Fire Stairs Two and Three and Passageways Ceiling linings under the roof are not fire rated. PVC pipes have been concealed in the passageways by lightweight plasterboard construction. Top of Fire Stairs is not enclosed by construction achieving a FRL		Rectification or Solution as per Halstead Reports of 18/4/18 and 7/11/18.		Halstead states works are completed Roof opening as viewed from the roof not made good and hatch can be lifted All penetrations through the ceiling are not correctly sealed, the proprietary covers are not sitting hard to nor sealed

	of not less than --/90/90. Opening in fire isolated stairs to gain access to roof compromises the fire separation.			to the ceiling linings
				 
7.2	Access to Eastern Fire Isolated Passageway The fire door providing access into the fire-isolated passageway that serves the commercial carpark is fitted with a keyed locking mechanism on the carpark side of the door contrary to the BCA.	As per Halstead Report dated 18/04/18 refer to item 7.2C of the PSBR.	Completed	
	8. Access and Egress			
8.1	Carpark Exit Door Width	Item resolved (not pressed).	Nothing further required	
8.2	Residential Lobby Entry/Exit Doors Entry/exit door from the street to the residential lobby swings the incorrect	Deemed to satisfy - per item 12.3 of Halstead report dated 7 November 2018. AED or access consultant to provide certification that	Incomplete Signage installed, however the report	

	direction - non-compliant.		completed works comply with BCA and DA requirements for disabled access.	from the access consultant Lindsay Perry has not been provided RPF to supply access consultants report that the works comply with AS1428.1 All certification by consultants should be accompanied with consultants Certificate of Currency for professional Indemnity Insurance
8.3	Exit Door Signage Function to some doors is incorrect. Doors to the fire isolated stairs and passageways are not provided with compliant signage.		As per Halstead Report dated 18/04/18 - see 8.3C of the PSBR.	These have been addressed by Halstead and stated to comply.
8.4	Residential Lobby Ramp Ramp located within Ground Floor Level Residential Entry Lobby is not fitted with handrails or kerb rails. TGSI's have not been installed to serve this ramp, panel sides		As per Halstead Report dated 18/04/18 - see 8.4C of the PSBR.	Completed
8.5	Disabled Access Handrail servicing Fire Stair 01 has a clear opening width of 40mm which is insufficient. Access to the first-floor commercial tenancies is only via the internal stairs or by the use of the residential lift which does not form part of the commercial strata. Rails do not comply.		RPF to rectify handrail spacing to 50 mm. Access issues resolved in Lindsay Perry report. Lindsay Perry Report to be supplied. Halstead to confirm LP report. Halstead report of November 2018 requires works. AED or access consultant to provide certification that completed works comply with BCA and DA requirements for disabled access.	Incomplete Handrails have been rectified Arrangements for access through the residential areas or modified use of the lifts have not been agreed to or put in place. RPF have not provided copy of the LP Report as well as Certification by Halstead that the LP report effects

	Designated parking/shared space does not comply.		compliance. Halstead correspondence of 8 December 2022 appears to exclude this item from his certification, contrary to the deed. See Halstead report re requirements Halstead appears to be relying on certification from RPF at his point 6.1 in report of 8/12/22 The deed required certification by the access consultant or Halstead, not RPF Horizontal section not 300mm long over level floor, that is after the transition from graded to level Check onsite 	

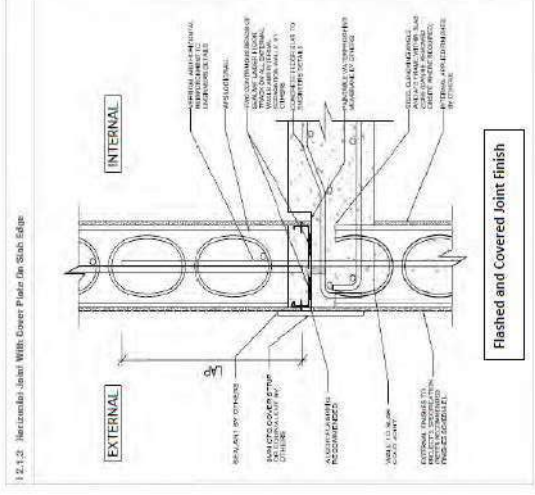
9. External Walls			
9.1		Corroded Building Elements	
9.1.1	Chain Winders		RPF to replace any winders that have non stainless-steel chains.
9.1.2	Screws in Gas Points		As per 9.1C of the PSBR. Remove and replace screws.
9.1.3	Studs securing downpipes		As per 9.1C of the PSBR. Remove and replace screws.
			These have been removed but not replaced, however a stainless steel astragal has been installed. I observed that the downpipes are now scratched and marked and have been touched with paint that is now a different colour. I also observed that some downpipes are damaged and not correctly connected. Photos below are representative samples of all.
			All units not inspected, in order to provide final comment
			Completed

				
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				  Downpipe above is not connected.
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9.1.4	Corrosion to AC Platform		
		As per 9.1C of the PSBR Clean down affected surfaces, grind where required and treat with primer and make good paintwork.	Incomplete  

9.1.5		Swarf on roofing materials		Incomplete Not all completed 
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9.2	Southern and Western Walls	
9.2.1	Wall Floor Junction and Finish Not as per AFS Details and water enters the units.	Water-proof bandage to be installed and cover with CFC cladding. Rectification to extend into the balcony areas by removing the skirting tiles to ensure continuity of the waterproof membrane from the rear wall. Then reinstate skirting tile and make good walls and make good consequential damage. PS17079 SP91174 – 18 Throsby Street, Wickham 182  The method at I2.1.3 requires a flashing under the wall system and the joint covered by a 9mm CFC cover strip, with a continuous bead of sealant to the top and bottom edges.
Incomplete Works have been carried out however in places are poorly finished (western wall) The entire wall has not been well painted as per the PSBR report SOW and is patchy. Owners have reported ongoing water entry. Works did not extend into all the balconies as required; this involved the removal of some tiles. It is but not limited to these locations where water continues to enter. I understand that the builder has returned to carryout further investigations but as at the time of preparing this report it is not completed		

	10. Handrails, Stairs and Ramps		
10.1	Non-Compliant Stair Construction Rise is not consistent throughout. Tactile indicators have not been provided on the landing in each fire stairwell as shown on approved plans.	As per Halstead Report dated 18/04/18. Agree to remove treads and riser and reinstate to meet the min requirement. Top up or grind back fire stair to achieve the same. Add Tactile Indicators. RPF to ensure that works are certified by Halstead. On completion works will need to be certified by Halstead and that he has considered and accepted the LP report.	Incomplete Tiling works have been carried out. Non slip nosings have been applied however these fail to comply with the BCA and AS1428 as 1.The width is less than 50mm for As1428 and less than 75mm for the BCA non slip  2. The colour does appear to achieve the required 30% colour contrast 3. The vertical riser component is greater than 10mm.



No tactile indicators installed at all ramp or entry doors ad stairs



					  Tactile may not be compliant and should be confirmed as part of the access consultants report RPF to supply certification from Halstead
10.2	External Handrail			External handrails to be uninstalled, sanded, powder coated and re-installed. Units 102, 107, 113, 115, 118, 121, 123, 204, 209, 210, 214, 215, 217, 219, 220, 221, 223, 224, 226. Only	Requires inspection by PSBR or confirmation from Owners
10.3		Gallery Handrails			
10.3.1	Gaps in places exceed 125mm.			As per item 10.3 of Halstead Report dated 18/04/18.	Completed

10.3.2	Finish of Stainless Steel		Maintenance issue - Owners to clean stainless steel on a regular basis given the proximity to salt-water.	No works required
	11. Tiling			
11.1	Non-Compliant Tiling Tiles do not meet the minimum slip resistance rating.		Details of materials including technical data sheets and warranties have been supplied to Peter Shepherd. RPF to supply details of method of repair currently we have engaged 2 contractors to supply method and process and sample finish has been shown to Peter Shepherd. Details of materials including Technical Datta Sheets and warranties to be supplied to the OC for approval. Builder to make payment to the OC for a subsequent treatment based on quotation from contractor for resurfacing with nonslip coating over the course of the next 10 years at \$30,000.00	Completed OC to confirm is required payment has been made
11.2	Balcony Gradients and Tiling			
11.2.1	Gradients		Rectification as per PSBR only to unit 116. No defect in other units.	Requires inspection by PSBR or confirmation from Owners
11.2.2	Height of waterproofing and under doors and windows.		Item not pressed.	Nothing further required
11.2.3	Sealants coming away.		RPF to remove and replace all loose sealants to the following units: • 111 • 113 • 120 • 121 • 123 • 207	Requires inspection by PSBR or confirmation from Owners

11.2.4	No Waterproofing around service duct.		Seal around base and side and make good the surfaces.	Requires inspection by PSBR or confirmation from Owners
11.2.5	No overflow provisions.		As per 11.2C PSBR for Unit 212 only.	Requires inspection by PSBR or confirmation from Owners
11.2.6	Efflorescence in joint.		Clean and remove efflorescence and replace cracked grout and sealant tiles. Units 114-123, 203, 207, 225 only. Inspect for leak and repair if necessary.	Not completed to all Not all balconies have inspected Units accessed were 119,120,121,122,123 Requires inspection by PSBR or confirmation from Owners
11.3	Wet Area Floor Gradients		Rectification as per PSBR to be carried out to showers where water remains on the tiles for the following units: (Note: B=BATHROOM E=ENSUITE) • 113 B&E • 115 B&E • 117 B&E • 118 E • 120 E • 121 B&E • 122 E • 123 E • 203 B • 204 B&E • 207 B&E • 212 E • 213 E • 220	RPF have supplied a certificate stating all gradients are correct Requires inspection by PSBR or confirmation from Owners

			• 221 • 225		
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12. Internal			
12.1		Wet Area Waterproofing	
12.1.1	Ensuite Door Frames extend into tiles.	No works required.	Nothing required
12.1.2	Ensuite Water Stop angles.	Rectify to these units as per 12.1C of the PSBR: • 107 • 109 • 111 • 115	RPF have supplied a certificate stating all are completed and correct Requires inspection by PSBR or confirmation from Owners
12.1.3	Bathroom Door Frames extend into floor tiles.	Rectify to these unit 215 as per 12.1C of the PSBR only.	RPF have supplied a certificate stating all are completed and correct Requires inspection by PSBR or confirmation from Owners
12.1.4	Bathroom Water stop angles.	No works required.	Nothing required
12.1.5	Laundry Waterstop angle is short and finishes below the tiles with the architraves and frame extending below the tiles.	Rectify to these units as per PSBR: • 217 • 224 • 216	RPF have supplied a certificate stating all are completed and correct Requires inspection by PSBR or confirmation from Owners
12.1.6	Laundry The water stop angle is poorly finished, thin and the grout is cracked.	Rectify to these units as per PSBR: • 106 • 202 • 203 • 204 • 207 • 211 • 212 • 214	Requires inspection by PSBR or confirmation from Owners

			• 216 • 229		
12.2	Hanging and Fitting of Internal Doors and Hardware	RPF to rectify as per below:			Completed Remainder requires inspection by PSBR or confirmation from Owners
		ENTRY/ LIVING	Loose Hinge Defect Location: 122.	Hinge to be adjusted.	
		KITCHEN/ LIVING	Entry door displays an uneven margin. Defect location: 207.	Agrees with defect in unit 207 . Door needs to be adjusted.	
		BEDROOM ONE	Door displays an uneven margin and rattles in the closed position Defect Location: 102, 106, 107, 108, 110, 113, 115, 117, 119, 120, 121, 122, 123, 209, 210, 211, 214, 215, 216, 219, 220, 222.	Door to be adjusted in units: 106, 107, 110, 113, 121, 122, 123, 203, 204, 211, 219 only.	
		BEDROOM ONE	Door furniture is stiff to operate. Defect location: 102, 117, 121, 122, 204, 209, 212, 215, 219,	Door furniture to be eased in units 204, 215, 219, 220, 224.	

		220, 222, 223, 224.		
BEDROOM ONE		Door furniture is loose. Defect location: 113, 203, 219.	Hinges to be adjusted in unit 219 .	
ENSUITE		The door displays an uneven margin. Defect location: 102, 106, 107, 108, 110, 115, 117, 118, 121, 122, 123, 201, 204, 207, 210, 211, 212, 213, 215, 216, 217, 220, 221, 222, 223, 224, 225.	Doors to be adjusted in unit 102, 106, 107, 108, 122, 201, 204, 211, 220, 221, 222	102 and 122 inspected and not completed
ENSUITE		Stiff door hardware. Defect location: 220.	Lock to be eased for unit 220 .	
ENSUITE		The door rattles in the closed position. Defect location: 107, 108, 110, 111, 113, 117, 121, 122, 123, 201, 207, 209, 212, 215, 217, 221, 223.	Door margins to be adjusted in unit 207, 209, 210, 211 Door requires easing. Door locks to be eased in units	

			209, 210, 211 only.	
ENSUITE	Door hinges rusting. Defect location: 108.	Top hinge to be replaced.		
ENSUITE	Door furniture is stiff to operate. Defect location: 102, 106, 109, 117, 118, 204, 210, 211, 213, 216, 220, 222, 224, 225.	Locks to be adjusted in units 106, 109, 118, 204 only.		
BEDROOM TWO	Door displays an uneven and excessive margin. Defect location: 107, 108, 109, 115, 116, 117, 118, 120, 121, 122, 123, 202, 207, 209, 211, 213, 214, 216, 217, 219, 221, 222, 223, 224.	Adjust doors in units 108, 109, 116, 120, 214, 221 only.		120 inspected and completed
BEDROOM TWO	Door furniture is stiff to operate. Defect location: 119, 120, 123,	Locks to be eased in units 123, 207, 219, 220 only.		123 inspected and complete

		205, 213, 219, 220, 224.		
BEDROOM THREE		Door displays an uneven margin. Defect location: 213	Adjust doors for unit 213 only .	
BATHROOM		Door displays an uneven margin. Defect location: 107, 109, 113, 115, 116, 117, 122, 123, 201, 202, 203, 207, 210, 211, 212, 213, 214, 217, 219, 220, 221, 224.	Adjust doors in units 107, 116, 118, 123, 201, 211, 219, 220, 221 only .	
BATHROOM		Water damage is visible to the bottom edge of the door at the hinge stile; door not adequately sealed on the bottom edge. Defect location: 102, 207, 212, 214, 219.	Bottom of door to be sanded back and painted in unit 214 only . Agree with defect in unit 214 only . Water damage to bottom of door.	

123 inspected and complete

			Bottom of door to be sanded back and painted.	
BATHROOM	The door rattles in the closed position. Defect location: 106, 107, 108, 110, 111, 113, 115, 117, 119, 120, 122, 201, 202, 203, 209, 212, 213, 217, 222.	Ease locks in units 117, 209, 217, 222 only . Adjust margins of door in unit 207 only adjust in 217 .		
LAUNDRY	Uneven door margins. Defect location: 102, 106, 107, 111, 116, 118, 121, 123, 201, 203, 204, 209, 210, 211, 214, 219, 221.	Adjust door in units 102, 107, 111, 123, 203, 204, 209, 210, 219, 221 only . Door should be adjusted.		
LAUNDRY	The door rattles in the closed position. Defect location: 106, 107, 109, 116, 118, 119, 122, 123, 201, 202, 204, 209, 210, 211, 214,	Ease door for unit 119, 211 only . Seal bottom of door in unit 107 only .		119 inspected and complete

			217, 219, 221, 222, 224.	
12.3	Poorly Fitted and Finished Joinery			
			</	

		221, 222, 223, 225.	bulkheads in units 216, 219, 220, 221, 222, 224 only.	
LAUNDRY/ BATHROOM	Gap is present between the overhead cupboard and the wall. Defect location: 211, 213, 214, 222, 224, 225.	Gaps to be filled with white flexible sealant 211, 214, 222, 224, 225 only.		
ENSUITE	A gap is present between the vanity cupboard and the wall. Defect location: 213, 219, 220.	Gaps to be filled with white flexible sealant in units 213, 219, 220 only.		
BEDROOM 2	Door to robe is not parallel. Defect location: 217.	Track sliding door to be rectified.		
LAUNDRY/ BATHROOM	Gap is present between the overhead cupboard and the wall.	RPF to install white flexible sealant as required.		
KITCHEN/ LIVING	Gaps between the top of the overhead cupboard and the bulkhead ceiling.	Rectify as per PSBR for overhead cupboards in units 106, 107, 108, 110, 111,		

				flexible sealant also note See unit 220- agree to cover gap.	
BEDROOM 2	Door to robe is not parallel. Defect location: 217.	Track sliding door to be rectified.			
LAUNDRY/ BATHROOM	Gap is present between the overhead cupboard and the wall. Defect location: 213.	RPF to install white flexible sealant as required.			
KITCHEN/ LIVING	Gaps between the top of the overhead cupboard and the bulkhead ceiling. Defect location: 114, 115, 210, 225.	RPF to install white flexible sealant as required.			
KITCHEN/ LIVING	Gap present between built-in laundry unit and wall. Defect location: 102, 107, 111, 121, 201, 203, 204, 209, 212, 213, 214, 217,	RPF to install white flexible sealant as required.			

		220, 221, 222, 223, 224, 225.		
KITCHEN/ LIVING	Kickboard to the built-in cupboard is loose	RPF to rectify kickboard.		
KITCHEN/ LIVING	Base of cupboard is water damaged. Further investigation required to determine the source of the water. Defect location: 215.	No works required by RPF.		
KITCHEN/ LIVING	Gaps between the top of the overhead cupboard and the bulkhead ceiling. Defect location: 114, 115, 210, 225.	RPF to install white flexible sealant as required.		
KITCHEN/ LIVING	Gap present between built-in laundry unit and wall. Defect location: 102, 107, 111, 121, 201, 203,	RPF to install white flexible sealant as required.		

13. General							
13.1	Warranties and Manuals have not been supplied.		RPF to provide soft copy prior to works commencing on site.	Incomplete All have not as yet been provided or sighted by PSBR			
13.2	Non-Compliance with Development Approval.		DA was amended, RPF will supply Documentation from NCC to show compliance, this is to be checked and confirmed in writing by PCA, prior to works commencing on site.	Incomplete RPF have not as yet provided the required documentation from Newcastle City Council			
			<table><tr><td>13.2</td><td>Non-Compliance with Development Approval</td><td>DA was amended, RPF will supply Documentation from NCC to show compliance, this is to be checked and confirmed in writing by PCA, prior to works commencing on site.</td></tr></table>	13.2	Non-Compliance with Development Approval	DA was amended, RPF will supply Documentation from NCC to show compliance, this is to be checked and confirmed in writing by PCA, prior to works commencing on site.	
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13.3	Health and Amenity Requirements.		Proposed that Halstead inspect and provide interpretation of BCA and sign off as compliant or agree to rectification. Prior to works commencing on site.	Incomplete RPF have not as yet provided the required documentation as per deed and not prior to works commencing			

		ITEM 13.3. – HEALTH AND AMENITY REQUIREMENTS 13.3A. OBSERVATION Inspection of the building has revealed that an employee sanitary facility has not been provided to the ground floor level. 13.3B. BASIS OF NON-COMPLIANCE The BCA at Section F2 sets out the requirements for provision of sanitary facilities at part F2.1 and Table 2.1. F2.1 Facilities in residential buildings Sanitary and other facilities for Class 2 and 3 buildings and Class 9c aged care buildings and for Class 4 parts of buildings must be provided in accordance with Table F2.1. Table F2.1 PROVISION OF SANITARY AND OTHER FACILITIES IN RESIDENTIAL BUILDINGS <table><tr><td>Class 2</td></tr><tr><td>Within each <i>sole-occupancy unit</i>, provide—</td></tr><tr><td>(a) a kitchen sink and facilities for the preparation and cooking of food; and</td></tr><tr><td>(b) a bath or shower; and</td></tr><tr><td>(c) a closet pan and washbasin.</td></tr><tr><td>Laundry facilities, provide either—</td></tr><tr><td>(a) in each <i>sole-occupancy unit</i>—</td></tr><tr><td>(i) clothes washing facilities, comprising at least one washbasin and space for a washing machine; and</td></tr><tr><td>(ii) clothes drying facilities comprising—</td></tr><tr><td>(A) clothes line or hoist with not less than 7.5 m of line; or</td></tr><tr><td>(B) space for one heat-operated drying cabinet or appliances in the same room as the clothes washing facilities; or</td></tr><tr><td>Note: A kitchen sink or washbasin must not be counted as a laundry washbasin.</td></tr><tr><td>(b) a separate laundry for each 4 <i>sole-occupancy units</i>, or part thereof—</td></tr><tr><td>(i) clothes washing facilities comprising at least one washbasin and one washing machine; and</td></tr><tr><td>(ii) clothes drying facilities comprising—</td></tr><tr><td>(A) clothes line or hoist with not less than 7.5 m of line per <i>sole-occupancy unit</i>; or</td></tr><tr><td>(B) one heat-operated drying cabinet or appliance for each 4 <i>sole-occupancy units</i>.</td></tr><tr><td>Facilities for employees—</td></tr><tr><td>If the building contains more than 10 <i>sole-occupancy units</i>, or a group of Class 2 buildings on the one allotment contains, in total, more than 10 <i>sole-occupancy units</i> — provide a closet pan and washbasin in a compartment or room at or near ground level and accessible to employees without entering a <i>sole-occupancy unit</i>.</td></tr></table> In buildings of this type, a sanitary facility, comprising a W/C and a washbasin, is required to be provided at or near Ground Floor Level for use by employees of the Class 2 Residential part of the building.	Class 2	Within each <i>sole-occupancy unit</i> , provide—	(a) a kitchen sink and facilities for the preparation and cooking of food; and	(b) a bath or shower; and	(c) a closet pan and washbasin.	Laundry facilities, provide either—	(a) in each <i>sole-occupancy unit</i> —	(i) clothes washing facilities, comprising at least one washbasin and space for a washing machine; and	(ii) clothes drying facilities comprising—	(A) clothes line or hoist with not less than 7.5 m of line; or	(B) space for one heat-operated drying cabinet or appliances in the same room as the clothes washing facilities; or	Note: A kitchen sink or washbasin must not be counted as a laundry washbasin.	(b) a separate laundry for each 4 <i>sole-occupancy units</i> , or part thereof—	(i) clothes washing facilities comprising at least one washbasin and one washing machine; and	(ii) clothes drying facilities comprising—	(A) clothes line or hoist with not less than 7.5 m of line per <i>sole-occupancy unit</i> ; or	(B) one heat-operated drying cabinet or appliance for each 4 <i>sole-occupancy units</i> .	Facilities for employees—	If the building contains more than 10 <i>sole-occupancy units</i> , or a group of Class 2 buildings on the one allotment contains, in total, more than 10 <i>sole-occupancy units</i> — provide a closet pan and washbasin in a compartment or room at or near ground level and accessible to employees without entering a <i>sole-occupancy unit</i> .	
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		<table><tr><td>13.3</td><td>Health and Amenity Requirements</td><td>Proposed that Halstead inspect and provide interpretation of BCA and sign off as compliant or agree to rectification. Prior to works commencing on site</td></tr><tr><td>13.4</td><td></td><td></td></tr></table>	13.3	Health and Amenity Requirements	Proposed that Halstead inspect and provide interpretation of BCA and sign off as compliant or agree to rectification. Prior to works commencing on site	13.4																
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13.4																						
13.4	Stormwater																					
13.4.1	Lockable grates/covers to Stormwater	RPF will supply and install locking mechanism with	Completed																			

	pits have not been installed.			spring latch or lock and keys.	
13.4.2	No Step irons into detention or deep tanks/pits.			RPF will supply and install step irons.	Completed
13.4.3	Pump to car wash not operating.			Maintenance issue - RPF not required to carry out works.	Nothing further required
13.5	Service Cupboards and Risers.			As per Halstead Report dated 18/04/18 - see 13.5C of the PSBR. 13.5C. PROPOSED RECTIFICATION The electrical and/or telecommunication services enclosures located within the Level 1 and Level 2 public corridors are to be upgraded to ensure full compliance with Clause D2.7(d) of the BCA. This will require the enclosure to be fully rated, including the removal of the existing doors and frames and replaced with non-combustible doors and frames to comply with the BCA. The floor surface within the Level 1 services riser enclosure is to be upgraded to reinforced concrete construction capable of achieving a fire resistance level of not less than 180/180/180 in accordance with Clause C2.9 and Specification C1.1 of the BCA. The slab is to be designed and certified by a professional Structural Engineer. Install a non-combustible structural floor within the Level 2 services riser enclosure, designed and certified by a professional Structural Engineer.	Incomplete Halstead agreed rectification as per PSBR. No floor installed Doors and frames not replaced 

				Service riser open to the roof void
13.6	Drainage lines from units have not been insulated.		RPF say that the functional equivalent has been installed by the placement of ceiling insulation. Issue to be determined by Halstead by inspecting a <u>representative sample of at least 4 units and provide interpretation</u> of BCA and sign off on the installed insulation as compliant with BCA requirements, if non-compliant RPF agree to upgrade and then have the completed works inspected and signed off by Halstead.	Incomplete Incomplete until such times as there is evidence showing the insulation around the pipes and calculations showing how it complies with out. Documentation to certify the inspection, including which units inspected and the calculations to confirm compliance this has not been provided by Halstead
13.7	Electrical Services Lights in the centre stairwell stay on during daylight hours, all carpark lights were not operational, light levels in the fire isolated passageways were quite dim, cables within the cabinet within the switch room were untidy and not labelled or well secured, a lighting register has not been provided for the emergency exit signs and lighting in the building, the intercom system is reported as not always operating correctly, and lights in the floating roof are not all working.		RPF to provide certificate of compliance issued by a suitably qualified lighting specialist stating the works as completed comply with the Australian Standards for each issue raised in the PSBR Report.	Incomplete RPF have not as yet supplied this

		13.7	Electrical Services Lights in the centre stairwell stay on during daylight hours, all carpark lights were not operational, light levels in the fire isolated	RPF to provide certificate of compliance. Issued by a suitably qualified lighting specialist stating the works as completed comply with the Australian Standards for each issue raised in the PSBR Report
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General Notes on Rectification Works

Painting

Any surface that is to be rectified or disturbed during the rectification process is to be made good and repainted completely. That is, no patch paints, paint to the nearest break point.

Unless agreed otherwise in this schedule, all rectification to agreed items are to be in accordance with PSBR Report.

Any damage sustained to the property during the works is to be made good by the builder. Any pre-existing damage is to be reported to the OC prior to work commencing in that area.

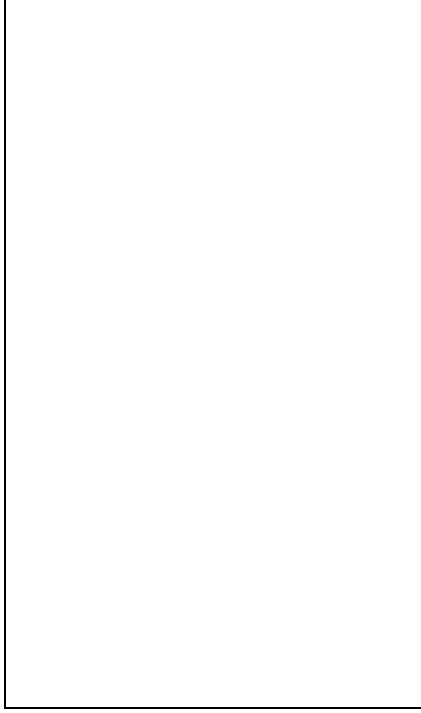
Inspection Outcomes – January 2023

RPF did not report any damage to the property prior to commencing.

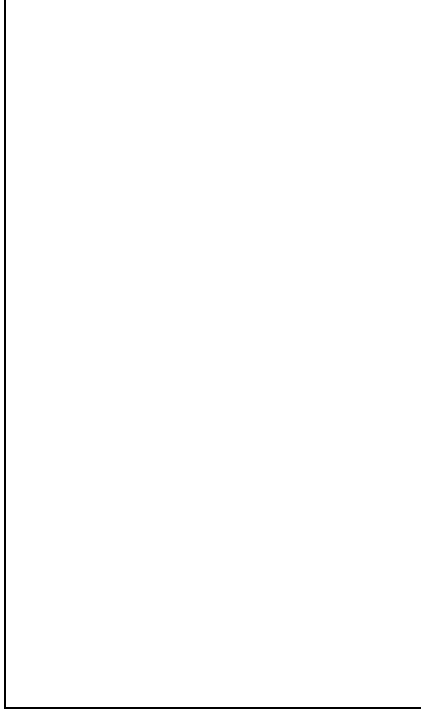
My inspection revealed an amount of damage to various elements of the building including

1. Damaged FC ceiling panels- approx. 55

The images below are a representative sample of the damaged panels, some appear to be damaged from works on the roof, whilst others sheets have been damaged where sheets appear to have been removed to allow installation of cables and the like



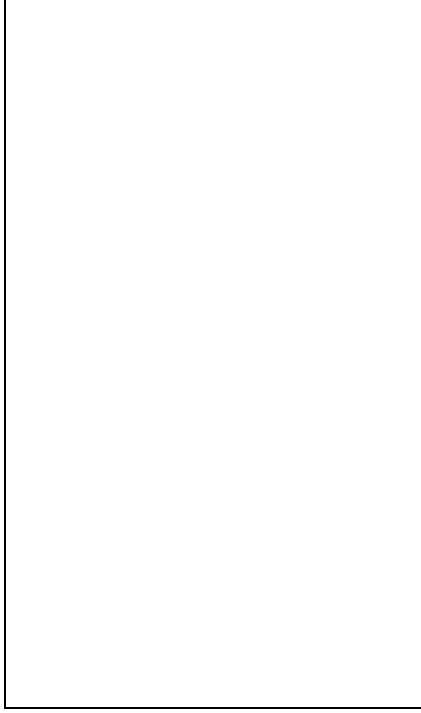
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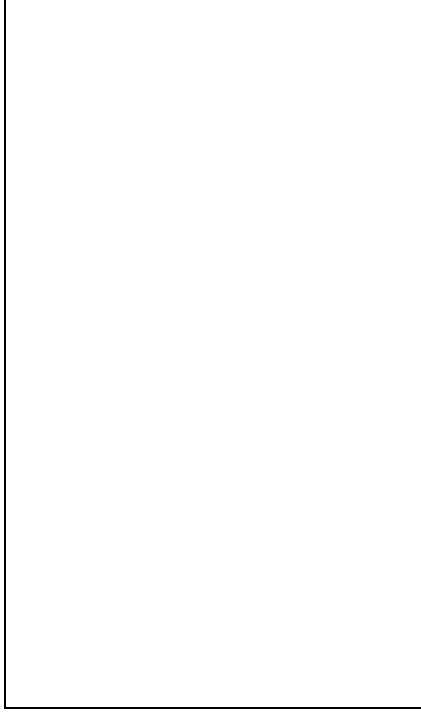
2.

2. Damaged downpipes

3.

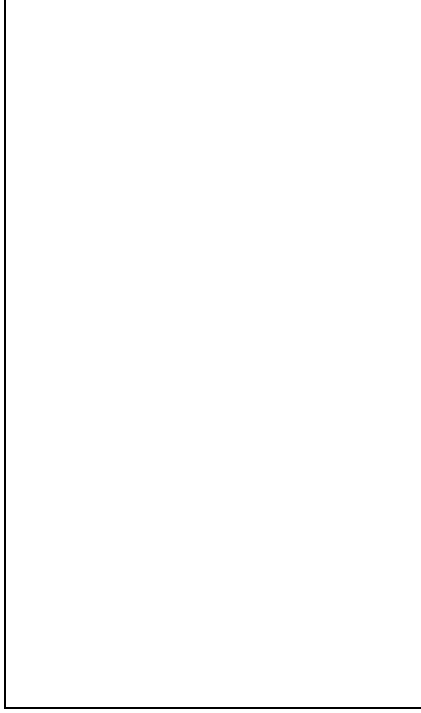


4.



3. Damaged tile to main stairs

5.



4.

Accesses

RPF is to provide a minimum 7 days' notice to occupants prior to commencing work within units or on balconies.

RPF is to ensure safe and reasonable access to and from the common areas and to all units during the course of the works.

END of DOCUMENT

CONSENT ORDER

COURT DETAILS

Court	Supreme Court of New South Wales
Division	Equity
List	Commercial List
Registry	Sydney
Case number	2019/00140790

TITLE OF PROCEEDINGS

Plaintiff	Strata Plan 91174 trading as Owners Corporation Throsby Street
First Defendant	RPF Building Pty Limited
Second Defendant	RPF Throsby Pty Limited

PREPARATION DETAILS

Prepared for	First and Second Defendant
Legal representative	Marcus McCarthy, Nexus Lawyers
Legal representative reference	MWM : 12646
Contact name and telephone	Ben Robertson, 02 9016 0141
Contact email	ben@nexuslawyers.com.au

TERMS OF ORDER MADE BY THE COURT

1. The directions hearing listed for 23 July 2021 be vacated.
2. The proceedings are to listed for a directions hearing on 10 September 2021.

SIGNATURES

Plaintiff

The Plaintiff, consents.

Signature of legal representative

Capacity

Date of signature



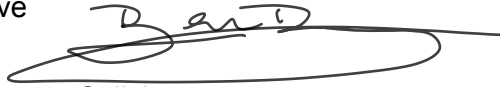
Solicitor

13 July 2021

First and Second Defendant

The First and Second Defendant, consents.

Signature of legal representative



Capacity

Solicitor

Date of signature

13 July 2021

SEAL AND SIGNATURE

Court seal

Signature

Capacity

Date made or given

Date entered

NOTICE

Subject to limited exceptions, no variation of a judgment or order can occur except on application made within 14 days after entry of the judgment or order.

Owners Corporation SP 91174

(A.B.N 53 878 991 533)

"The Owners"

and

RPF Building Pty Limited

(A.C.N 087 371 033)

and

RPF Throsby Pty Limited

(A.C.N 146 403 572)

"RPF"

Deed of Settlement

Our Reference: MWM : NRA : 17336

THIS DEED is made the 10 day of August 2020

Parties

AND

AND

**Owners Corporation SP 91174 (ABN 53 878 991 533) of 18 Throsby Street
WICKHAM NSW 2293
("The Owners")**

**RPF Building Pty Limited (ACN 087 371 033) of 31 Darling Street
CARRINGTON NSW 2294**

**RPF Throsby Pty Limited (ACN 146 403 572) of 31 Darling Street
CARRINGTON NSW 2294
("RPF")**

Recitals

- A. The Owners and RPF are parties to the Proceedings.
- B. The Proceedings arise out of alleged defective works at the Property.
- C. The Parties have negotiated an agreed scope of works schedule to settle the Dispute in the form of the Final Rectification Schedule.
- D. The Parties have agreed to resolve the Dispute and the Proceedings on the terms of this Deed.

1. DEFINITIONS AND INTERPRETATION

- 1.1 In this Deed, including the recitals, the following expressions shall have the following meanings unless inconsistent with the context:

Certification means certification from Nathan Halstead that the Works completed are compliant with the all relevant standards and laws.

Claims means any and all claims, issues, disputes, defects, liability, actions, suits, demands, debts, payments, costs, expenses and fees whatsoever, whether arising under contract (including breach of contract or indemnity), under statute, at law (including negligence) or in equity, which either Party now has or could, would or might at any time hereafter have.

Dispute means the defective works which are alleged to have been carried out by or on behalf of RPF at the Property and as set out in the Proceedings.

Final Rectification Scope means the scope of works as stated at Schedule A.

Party means a party to this Deed and includes their Related Parties.

Proceedings means the matter of Owners Corporation SP 91174-v-RPF Building Pty Ltd & Anor Supreme Court of NSW Proceedings No. 2019/00140790.

Property means 18 Throsby Street WICKHAM NSW 2293.

Related Parties means any director, officer, employee, agent, representative, subcontractor, consultant of a Party or any entity associated with a Party within the meaning of the Corporations Act 2001.

Tiling means item 11.1 in the Final Rectification Scope.

Works means all works performed or required to be performed under the Final Rectification Scope including Certification.

1.2 In this Deed unless the context otherwise indicates:

- (a) references to any Party to this Deed shall include the executors, administrators, successors and permitted assigns of that Party;
- (b) the word "include" has the meaning as if followed by the words "without limitation";
- (c) words importing the singular shall include the plural and vice versa, words importing a gender shall include other genders and references to a person shall be construed as references to an individual, firm, body corporate, association (whether incorporated or not), government and governmental, semi-governmental and local authority or agency;
- (d) where any word or phrase is given a defined meaning in this Deed, any other part of speech or other grammatical form in respect of such word or phrase shall have a corresponding meaning;
- (e) headings included in this Deed are for convenience only and shall be disregarded in the construction of this Deed;
- (f) the Deed shall not be interpreted adversely to a Party merely on the basis that a Party prepared or provided it;
- (g) the recitals and schedules form part of the terms of this Deed; and

- (h) any obligation, undertaking, representation, warranty or indemnity by two or more Parties (including where two or more Parties are included in the same defined term) binds them jointly and severally.

2. ACKNOWLEDGEMENT AND WARRANTIES

- 2.1 Each of the Parties acknowledge that they are aware that they, their advisors, agents or lawyers may discover facts different from or in addition to the facts that they now know or believe to be true with respect to the subject matter of this Deed, but that it is their intention to, and they do, fully and finally settle all Claims arising from or in connection with the Dispute, the Proceedings, and on the terms set out in this Deed.
- 2.2 The Parties warrant that they have full power to enter into this Deed and do all things required by it.
- 2.3 Each Party warrants and represents to each other Party that:
 - (a) they understand the legal significance and effect of signing this Deed and have had the opportunity to obtain independent legal advice in relation to these matters; and
 - (b) they have not been induced to execute this Deed by any improper pressure, coercion or undue influence; and
 - (c) this deed is deemed to determine the Contract at law and the parties recognise that no further or accrued rights and obligations under the Contract, save for those articulated in this Deed and to the extent that the law allows, will be enforceable as at the date of this Deed.
- 2.4 Each Party relies upon the warranties made in this Clause 2 in entering into this Deed.

3. SETTLEMENT

- 3.1 In consideration of the mutual releases in clause 5 below, RPF will carry out the Works at its cost.
- 3.2 RPF will provide the Owners with a schedule of requested access to individual units and common areas, and proposed construction program no later than 28 days prior to the commencement of the Works.

- 3.3 The Owners must allow RPF reasonable access to complete the Works with reasonable notice. Failure to provide reasonable access will result in a material breach of this deed, in accordance with clause 4.3.
- 3.4 RPF agrees to obtain Home Warranty Insurance in respect of the Works, to be issued prior to works commencing.
- 3.5 Within 14 days of execution of this Deed, RPF will pay to the Owners the sum of \$30,000.00 in full and final settlement of the Tiling, to an account nominated by the Owners.
- 3.6 The parties agree that Nathan Halstead or AED Consulting is appointed to provide Certification of the Works and is adequately insured in relation to the Certification.
- 3.7 The parties agree to stand over the Proceedings by consent for a period of 11 months from the date of execution of this agreement, to allow completion of the Works.
- 3.8 Should the Works be delayed by reasons outside RPF's control:
- (a) RPF will be entitled to a reasonable extension of time to clause 3.7, commensurate with the length of time for which the Works have been delayed.
 - (b) In the event of an extension of time, the Owners will have the matter re-listed and seek a further adjournment by consent at their cost.
- 3.9 Upon the Works achieving Certification the Owners agree to file a Notice of Discontinuance of the Proceedings with no order as to costs. For the avoidance of doubt, subject to clause 3.9, the Defendant is not liable for any of the Plaintiff's legal costs and disbursements prior to the date of this Deed.
- 3.10 Insofar as there are any items in the Final Rectification Scope that do not achieve Certification, the Owners retain the right to continue the Proceedings in respect of those items only. In respect of any such continuation of Proceedings pursuant to this clause, the costs of the Plaintiff shall be restricted to those incurred only after the date of this Deed and restricted to the prosecution of those items only.

4. BREACH

- 4.1 Should a party materially breach this Deed, the other party will serve upon the breaching a party a notice, detailing:
- (a) The breach;

- (b) The method to rectify the breach;
- (c) Notice that if the breach is not rectified within 10 Business days, they will consider their rights under this clause 4.

4.2 In the event of a material breach of this Deed by RPF, the Owners retain the right to continue the Proceedings in relation to that breach.

4.3 In the event of a material breach of this Deed by the Owners, RPF retain the right to seek an order of the Court for compliance with the terms of this Deed.

5. RELEASES & INDEMNITY

Upon execution of this Deed and subject to the performance of RPF's obligations in accordance with clause 3 above, each Party forever releases, indemnifies and discharges the other Party from all Claims arising from or in connection with the Contract, Dispute and the Proceedings.

6. BAR TO PROCEEDINGS

6.1 Save for clause 5, this Deed may be pleaded as a bar in respect of any proceedings brought by either of the Parties arising from or in connection with the Dispute, the Proceedings, the Contracts and the Works.

6.2 Nothing in clause 5 or this clause 6 prevents either Party from enforcing the terms of this Deed.

7. TAXES

All taxes, duties, statutory fees, charges and other amounts payable by the Owners in connection with the subject matter of this Deed are included in the Settlement Sum.

8. FURTHER ASSURANCE

Each Party must promptly at its own cost do all things (including executing and if necessary delivering all documents) necessary or desirable to give full effect to this Deed.

9. SEVERABILITY

If any clause or subclause in this Deed is unenforceable, illegal or void, or makes this Deed or any part of it unenforceable, illegal or void, then that clause or sub-clause is severed, and the rest of this Deed remains in force.

10. ENTIRE UNDERSTANDING

10.1 This Deed;

- (a) is the entire agreement and understanding between the Parties on everything connected with the subject matter of this Deed; and
- (b) supersedes any prior agreement or understanding on anything connected with that subject matter.

10.2 The Parties acknowledge that no reliance has been placed on any prior agreement, understanding or representation.

11. GENERAL

11.1 Amendments

This Deed may only be amended by written agreement between all Parties.

11.2 Assignment

A Party may not assign this Deed or a right under this Deed without the written consent of the other Party.

11.3 Counterparts

This Deed may be signed in any number of counterparts. All counterparts together make one instrument.

11.4 No merger

The rights and obligations of the Parties under this Deed do not merge on completion of any transaction contemplated by this Deed.

11.5 No waiver

- (a) The failure of a Party to require full or partial performance of a provision of this Deed does not affect the right of that party to require performance subsequently.
- (b) A single or partial exercise of or waiver of the exercise of any right, power or remedy does not preclude any other or further exercise of that or any other right, power or remedy.

- (c) A right under this Deed may only be waived in writing signed by the Party granting the waiver and is effective only to the extent specifically set out in that waiver.

11.6 Governing law and jurisdiction

- (a) New South Wales law governs this Deed.
- (b) Each Party irrevocably submits to the exclusive jurisdiction of the New South Wales courts and courts competent to hear appeals from those courts.

11.7 Costs

Each Party bears its own costs in relation to the preparation and signing of this Deed.

Executed as a Deed.

Executed by RPF Building Pty Limited ACN)
087 371 033 in accordance with section 127)
of the Corporations Act 2001 (Cth) by:)

Signature of Director

Signature of Director/Secretary

Name of Director

Name of Director/Secretary

Executed by RPF Throsby Pty Limited ACN)
146 403 572 in accordance with section 127)
of the Corporations Act 2001 (Cth) by:)

Signature of Director

Signature of Director/Secretary

Name of Director

Name of Director/Secretary

Executed by the authorised signatories of)
Owners Corporation Strata Plan 91174 ABN)
53 878 991 533:)

Cassiano Mclean
4-Lake Group strata.
[Signature]

By affixing of the common seal:

10/8/20



SCHEDULE A – FINAL RECTIFICATION SCOPE

RECTIFICATION SCHEDULE

1. PSBR = Pink Slip Building Report of Mr Peter Shepherd dated 29 July 2019.
2. Halstead Report = Reports produced by Mr Nathan Halstead of AED Consulting.
3. All items that include the notation "Rectification or Solution as per Halstead Report dated 18/04/18" are either to be rectified as per the SOW in the PSBR Report or are to have an Alternate Solution prepared and approved by Halstead and the original PCA with certification of the solution provided to the owners and or a combination of works and a solution which is to approved by Halstead and the original PCA with certification of the solution provided to the owners
4. RPF will engage the services of AED Consulting to complete any further designs for Performance Solutions and AED will certify all works being rectified due to non-compliance with the BCA

Item No.	Item	Agreed Rectification Method Between the Parties
5. Roof and Awning		
5.1	Throsby Street Awning	
5.1.1	Swarf	As per 5.1C PSBR Report
5.1.2	Debris	Maintenance issue
5.1.3	Weathering of roof sheets	As per 5.1C of PSBR
5.1.4	Downpipes and overflow	Install overflow provision to base gutter and discharge through the front of the awning
5.2	Main Roof	
5.2.1	Glass Roof Panels Flashing and Sealing due to water entry	Install additional flashing to perimeter and seal

5.2.2	Glass Roof Panels Safety Glass is not identified as being safety glass	RPF to supply certification of the glass and provide and place a permanent label on each panel
5.3	Roof Penetrations	
5.3.1	Roof Ventilators Vent Pipes	RPF to install back tray flashing to prevent water pooling behind ventilator pipes to the following units: • 115 B1 or B1 ensuite • 202 Ensuite' • 219 Ensuite • 225 Bed1 or Bed 1 ensuite And make good any water damage
5.4	Roof Sheet Installation	
5.4.1	Weathering the ends of sheets	RPF to correctly weather both ends of all roof sheets as per 5.4C of the PSBR
5.4.2	Foam Fill	RPF to provide and install foam inserts
5.5	Swarf and Metal Debris	As per 5.5C of PSBR Agreed to remove debris, clean swarf and RPF to replace sheets where required.
5.6	Downpipes, spreaders	Add end caps to spreader and change rusted screws Agreed to extend so they did not discharge with 450mm of flashing
5.7	Roof Access and Safety System	
5.7.1	Access from stairwell to roof not compliant	RPF to remove existing and make good the ceiling and roof as part of the stairwell works. RPF to construct new roof access. Position, location and construction details to be approved by the owners then Halstead and the original PCA.

			Provide access from lower to upper roofs.
5.7.2	Roof safety system not as per Spec		RFP to provide current and additional plan showing booting. RFP to supply and fit additional anchor points and provide certification that the entire system complies with the Australian Standard AS/NZS1891.4 along with plan showing the layout.
5.7.3	Harness and Lanyards not supplied as per Spec		RFP to supply and that access is to all areas.
5.8	Skylights Have been positioned too close to the boundary between units and glass not marked as being safety glass		Rectification or Solution as per Halstead Report dated 18/04/18 and report dated 07/11/2018
6.1 Fire and Smoke Prevention			
6.1.1	Smoke Hazard Management Fire alarm strobe at front of property does not have appropriate signage stating the word FIRE.		Rectification or Solution as per Halstead Report dated 18/04/18 and report dated 07/11/2018
6.1.2	Smoke detectors do not comply; located more than 5.1m from an adjoining wall.		Rectification or Solution as per Halstead Report dated 18/04/18 and report dated 07/11/2018
6.2	Hydrants		
6.2.1	Fire hydrant booster assembly does not meet complying FRL heat shield requirements.		Defect has been resolved by an Alternate Solution prepared for the OC by Warrington Fire
6.2.2	Level 2 fire hydrant is not fitted with a pressure gauge. Fire brigade booster assembly valves are		Rectification or Solution as per Halstead Report dated 18/04/18 and report dated 07/11/2018

	located less than 750mm above floor surface level. Fire hydrant landing valves on lvl 1 and 2 are contained in lockable enclosures that are not keyed 003. Inadequate signing for Fire Hydrant at front of property. Working and testing pressure notices not installed. Block plan fails to comply with AS 2419.1-2005, Clause 7.11	
6.3	Fire Hose Reels and Travel Distances Non-complying location of Fire hose serving Residential Carpark and Commercial visitors carpark; exceeds 4m. Power operated shutter doors to residential and commercial carparks cannot be opened manually.	Rectification or Solution as per Halstead Report dated 18/04/18 and report dated 07/11/2018
6.3.1	Domestic water supply service not locked in open position and does not have warning signage	RPF to attend site and confirm. if not locked, supply and fit lock
6.3.2	Inadequate signing to Level 1&2 Hire Hose Reels	Rectification or Solution as per Halstead Report dated 18/04/18
6.4	Sprinklers Sprinkler system not connected to a FRNSW approved third party fire alarm monitoring facility. System water alarm gong is not located on the external wall of the building in accordance with AS2118.1-1999.	Rectification or Solution as per Halstead Report dated 18/04/18 and report dated 07/11/2018

	Sprinkler system does not initiate building occupant warning system. Sprinklers missing in ground floor storage enclosures. Inadequate signage. Block plan does not comply with AS 2118.1-1999, Clause 8.3	
6.5	Separation of Classifications in the Same Storey Door between lobby and carpark not capable of achieving an FRL of not less than --/120/30. Lobby separated from carpark by glazed door not capable of --/120/120. Drencher system requires a separate valve-set monitored to detect unauthorized closure. No wall wetting drenchers and smoke seals are fitted to Residential Entry Lobby. Heat strengthened, tempered glass and smoke seals required between Commercial 02 lot and the internal and external portions of the adjoining Residential Entry Lobby	Rectification or Solution as per Halstead Report dated 18/04/18 and report dated 07/11/2018
6.6	Protection of Vent Outlets in External Walls Mechanical exhaust ventilation openings require protection in accordance with Clause	Rectification or Solution as per Halstead Report dated 18/04/18 and report dated 07/11/2018

	C3.4 of the BCA when Ventilation openings stand less than 3m to the eastern and western side property boundaries to both the north and south elevations	
6.7	Openings in Bounding Walls to the Gallery	as per item 9 of Halstead Report and solution (PS5) dated 07/11/2018 and any requirements necessary following assessment of the Warrington Fire Smoke Modelling and confirm completed works comply with disabled access requirements
6.8	Gallery Walkways – Levels One and Two	As per item 6 of Halstead Report dated 07/11/2018 and any requirements necessary following assessment of the Warrington Fire Smoke Modelling and confirm completed works comply with disabled access requirements
6.9	Door Clearances & Signage Excessive margins to Fire Exit Doors. Incorrect Signage to FRONT ELEVATION	As per item 6.9 of the PSBR
6.10	Penetrations for Services Penetrations for services through walls in EASTERN CARPARK have not been sealed. WESTERN CARPARK penetrations through slab are not fire sealed. RESIDENTIAL SLABS penetrations through second level floor have not been sealed & incorrect fire collars	Rectification or Solution as per Halstead Reports of 18/4/18 and 7/11/18
6.11	Main Switch Room	
6.11.1	Access doors are not to the correct fire rating	Refer to 6.11.1 of the Halstead report dated 19/04/2018

6.11.2	Penetrations through the walls and at junctions are not fire sealed	As per 6.11(2) Halstead Report dated 18/04/18 – refer to 6.11C of the PSBR for rectification method.
6.11.3	There is a step/threshold at the door from the switch room to the carpark.	As per 6.11(3) Halstead Report dated 18/04/18 – refer to 6.11C of the PSBR for rectification method.
7. Fire Isolated Stairwells		
7.1	Fire Stairs Two and Three and Passageways Ceiling linings under the roof are not fire rated. PVC pipes have been concealed in the passageways by lightweight plasterboard construction. Top of Fire Stairs is not enclosed by construction achieving a FRL of not less than --/90/90. Opening in fire isolated stairs to gain access to roof compromises the fire separation.	Rectification or Solution as per Halstead Reports of 18/4/18 and 7/11/18
7.2	Access to Eastern Fire Isolated Passageway The fire door providing access into the fire-isolated passageway that serves the commercial carpark is fitted with a keyed locking mechanism on the carpark side of the door contrary to the BCA	as per Halstead Report dated 18/04/18 refer to item 7.2C of the PSBR.
8. Access and Egress		
8.1	Carpark Exit Door Width	Item resolved (not pressed)
8.2	Residential Lobby Entry/Exit Doors	Deemed to satisfy – per item 12.3 of Halstead report dated 7 November 2018.

	Entry/exit floor from the street to the residential lobby swings the incorrect direction - non-compliant	AED or access consultant to provide certification that completed works comply with BCA and DA requirements for disabled access
8.3	Exit Door Signage Function to some doors is incorrect. Doors to the fire isolated stairs and passageways are not provided with compliant signage	As per Halstead Report dated 18/04/18 – see 8.3C of the PSBR
8.4	Residential Lobby Ramp Ramp located within Ground Floor Level Residential Entry Lobby is not fitted with handrails or kerb rails. TGSi's have not been installed to serve this ramp, panel sides are	As per Halstead Report dated 18/04/18 – see 8.4C of the PSBR
8.5	Disabled Access Handrail servicing Fire Stair 01 has a clear opening width of 40mm which is insufficient. Access to the first-floor commercial tenancies is only via the internal stairs or by the use of the residential lift which does not form part of the commercial strata. Rails do not comply. Designated parking/shared space does not comply.	RPF to rectify handrail spacing to 50 mm. Access issues resolved in Lyndsay Perry report. Lindsay Perry Report to be supplied. Halstead to confirm LP report Halstead report of November 2018 requires works. AED or access consultant to provide certification that completed works comply with BCA and DA requirements for disabled access

9. External Walls

9.1		Corroded Building Elements	
9.1.1	Chain Winders		RPF to replace any winders that have non stainless-steel chains
9.1.2	Screws in Gas Points		As per 9.1C of the PSBR Remove and replace screws
9.1.3	Studs securing downpipes		As per 9.1C of the PSBR Remove and replace screws
9.1.4	Corrosion to AC Platform		As per 9.1C of the PSBR Clean down affected surfaces, grind where required and treat with primer and make good paintwork
9.1.5	Swarf on roofing materials		As per 9.1C of the PSBR Clean affected components to remove swarf without damage to the component
9.2		Southern and Western Walls	
9.2.1	Wall Floor Junction and Finish not as per AFS Details and water enters the units		Water-proof bandage to be installed and cover with CFC cladding. Rectification to extend into the balcony areas by removing the skirting tiles to ensure continuity of the waterproof membrane from the rear wall. Then reinstate skirting tile and make good walls and make good consequential damage
		10. Handrails, Stairs and Ramps	
10.1	Non-Compliant Stair Construction Rise is not consistent throughout. Tactile indicators have not been provided on the landing in each fire stairwell as shown on approved plans.		As per Halstead Report dated 18/04/18 Agree to remove treads and riser and reinstate to meet the min requirement. Top up or grind back fire stair to achieve the same. Add Tactile Indicators. RPF to ensure that works are certified by Halstead. On completion works will need to be certified by Halstead and that he has considered and accepted the LP report

10.2	External Handrails		External handrails to be uninstalled, sanded, powder coated and re-installed. Units 102, 107, 113, 115, 118, 121, 123, 204, 209, 210, 214, 215, 217, 219, 220, 221, 223, 224, 226. Only
10.3	Gallery Handrails		
10.3.1	Gaps in places exceed 125mm		As per item 10.3 of Halstead Report dated 18/04/18
10.3.2	Finish of Stainless Steel		Maintenance issue -- Owners to clean stainless steel on a regular basis given the proximity to salt-water
11 Tiling			
11.1	Non-Compliant Tiling Tiles do not meet the minimum slip resistance rating.		Details of materials including technical data sheets and warranties have been supplied to Peter Shepherd RPF to supply details of method of repair currently we have engaged 2 contractors to supply method and process and sample finish has been shown to Peter Shepherd Details of materials including Technical Data Sheets and warranties to be supplied to the OC for approval Builder to make payment to the OC for a subsequent treatment based on quotation from contractor for resurfacing with nonslip coating over the course of the next 10 year at \$30,000.00
11.2	Balcony Gradients and Tiling		
11.2.1	Gradients		Rectification as per PSBR only to unit 116. No defect in other units
11.2.2	Height of waterproofing and under doors and windows		Item not pressed

11.2.3	Sealants coming away			RPF to remove and replace all loose sealants to the following units: • 111; • 113, • 120, • 121, • 123, • 207.
11.2.4	No Waterproofing around service duct			Seal around base and side and make good the surfaces.
11.2.5	no overflow provisions			As per 11.2C PSBR for Unit 212 only
11.2.6	Efflorescence in joint			Clean and remove efflorescence and replace cracked grout and sealant tiles. Units 114-123, 203, 207, 225 only Inspect for leak and repair if necessary.
11.3	Wet Area Floor Gradients			Rectification as per PSBR to be carried out to showers where water remains on the tiles for the following units: (Note: B=BATHROOM E=ENSUITE) • 113B&E, • 115B&E, • 117B&E, • 118E, • 120E, • 121B&E, • 122E, • 123E, • 203B, • 204B&E, • 207B&E, • 212E, • 213E, • 220, • 221,

				• 225
	12. Internal			
12.1			Wet Area Waterproofing	
12.1.1	Ensuite Door Frames extend into tiles		No works required.	
12.1.2	Ensuite Water Stop angles		Rectify to these units as per 12.1C of the PSBR: • 107, • 109, • 111, • 115.	
12.1.3	Bathroom Door Frames extend into floor tiles		Rectify to these unit 215 as per 12.1C of the PSBR only	
12.1.4	Bathroom Water stop angles		No works required	
12.1.5	Laundry Waterstop angle is short and finishes below the tiles with the architraves and frame extending below the tiles.		Rectify to these units as per PSBR: • 217, • 224, • 216.	
12.1.6	Laundry The water stop angle is poorly finished, thin and the grout is cracked		Rectify to these units as per PSBR: • 106, • 202, • 203, • 204, • 207, • 211, • 212, • 214,	

			• 216, • 229.									
12.2	Hanging and Fitting of Internal Doors and Hardware		RPF to rectify as per below <table><tr><td>ENTRY/ LIVING</td><td>Loose Hinge Defect location: 122</td><td>Hinge to be adjusted.</td></tr><tr><td>KITCHEN/ LIVING</td><td>Entry door displays an uneven margin. Defect location: 207</td><td>Agrees with defect in unit 207. Door needs to be adjusted.</td></tr><tr><td>BEDROOM ONE</td><td>Door displays an uneven margin and rattles in the closed position. Defect location: 102, 106, 107, 108, 110, 113, 115, 117, 119, 120, 121, 122, 123, 209, 210,</td><td>Door to be adjusted in units: 106, 107, 110, 113, 121, 122, 123, 203, 204, 211, 219 only.</td></tr></table>	ENTRY/ LIVING	Loose Hinge Defect location: 122	Hinge to be adjusted.	KITCHEN/ LIVING	Entry door displays an uneven margin. Defect location: 207	Agrees with defect in unit 207. Door needs to be adjusted.	BEDROOM ONE	Door displays an uneven margin and rattles in the closed position. Defect location: 102, 106, 107, 108, 110, 113, 115, 117, 119, 120, 121, 122, 123, 209, 210,	Door to be adjusted in units: 106, 107, 110, 113, 121, 122, 123, 203, 204, 211, 219 only.
ENTRY/ LIVING	Loose Hinge Defect location: 122	Hinge to be adjusted.										
KITCHEN/ LIVING	Entry door displays an uneven margin. Defect location: 207	Agrees with defect in unit 207. Door needs to be adjusted.										
BEDROOM ONE	Door displays an uneven margin and rattles in the closed position. Defect location: 102, 106, 107, 108, 110, 113, 115, 117, 119, 120, 121, 122, 123, 209, 210,	Door to be adjusted in units: 106, 107, 110, 113, 121, 122, 123, 203, 204, 211, 219 only.										

		211, 214, 215, 216, 219, 220, 222	
BEDROOM ONE	Door furniture is stiff to operate Defect location: 102, 117, 121, 122, 204, 209, 212, 215, 219, 220, 222, 223, 224	Door furniture to be eased in units 204, 215, 219, 220, 224.	
BEDROOM ONE	Door furniture is loose Defect location: 113, 203, 219	Hinges to be adjusted. in unit 219.	
ENSUITE	The door displays an uneven margin Defect location: 102, 106, 107, 108, 110, 115, 117, 118, 121,	Doors to be adjusted in unit 102, 106, 107, 108, 122, 201, 204, 211, 220, 221, 222.	

		122, 123, 201, 204, 207, 210, 211, 212, 213, 215, 216, 217, 220, 221, 222, 223, 224, 225	
ENSUITE	Stiff door hardware. Defect location: 220	Lock to be eased for unit 220.	
ENSUITE	The door rattles in the closed position Defect location: 107, 108, 110, 111, 113, 117, 121, 122, 123, 201, 207, 209, 212, 215, 217, 221, 223	Door margins to be adjusted in unit 207, 209, 210, 211 . Door requires easing. Door locks to be eased in units 209, 210, 211 only.	
ENSUITE	Door hinges rusting	Top hinge to be replaced	

			224	
BATHROOM	Water damage visible to bottom edge of the door at the hinge stile; door not adequately sealed on the bottom edge.	Bottom of door to be sanded back and painted in unit 214 only. Agree with defect in unit 214 only.		
	Defect location: 102, 207, 212, 214, 219	Water damage to bottom of door.		
		Bottom of door to be sanded back and painted.		
BATHROOM	The door rattles in the closed position.	Ease locks in units 117, 209, 217, 222 only.		
	Defect location:	Adjust margins		

		106, 107, 108, 110, 111, 113, 115, 117, 119, 120, 122, 201, 202, 203, 209, 212, 213, 217, 222	of door in unit 217 only. adjusting in 217.	
LAUNDRY	Uneven door margins	Adjust door in units 102, 107, 111, 123, 203, 204 209, 210, 219, 221 only.	Door should be adjusted.	
	Defect location: 102, 106, 107, 111, 116, 118, 121, 123, 201, 203, 204, 209, 210, 210, 211, 214, 219, 221			
LAUNDRY	The door rattles in the closed position	Ease door for unit 119, 211 only. seal bottom of door in unit 107.	Seal bottom of	
	Defect location: 106, 107, 109, 116, 118, 119,			

				122, 123, 201, 202, 204, 209, 210, 211, 214, 217, 219, 221, 222, 224	door in unit 107 only.	
12.3	Poorly Fitted and Finished Joinery		LAUNDRY	A gap is present between the door architrave and door frame to the bathroom. Defect location: 120	Gap to be filled with flexible white sealant.	
			KITCHEN/ LIVING	Gaps between the top of the overhead cupboard and the bulkhead ceiling Defect location: 106,	sealant to be applied to overhead cupboards and pantry for units 106, 107, 108, 110, 111, 113, 117, 118, 119, 120, 122, 201,	

			107, 108, 110, 111, 113, 114, 115, 117, 118, 119, 120, 122, 201, 202, 203, 204, 207, 210, 211, 213, 216, 219, 220, 221, 222, 223, 225	202, 203, 204, 207, 211, 213. sealant to be applied to cupboards and bulkheads in units 216, 219, 220, 221, 222, 224 only.	
LAUNDRY/ BATHROOM			Gap is present between the overhead cupboard and the wall Defect location: 211, 213, 214, 222, 224, 225.	Gaps to be filled with white flexible sealant 211, 214, 222, 224, 225 only.	
ENSUITE			A gap is present	gaps to be filled with white flexible	

			between the vanity cupboard and the wall. Defect location: 213, 219, 220.	sealant in units 213, 219, 220 only.	
	BEDROOM 2	Door to robe is not parallel Defect location: 217	Track sliding door to be rectified.		
	LAUNDRY/ BATHROOM	Gap is present between the overhead cupboard and the wall	RPF to install white sealant as required		

	KITCHEN/ LIVING	Gaps between the top of the overhead cupboard and the bulkhead ceiling Defect location: 106, 107, 108, 110, 111, 113, 114, 115, 117, 118, 119, 120, 122, 201, 202, 203, 204, 207, 210, 211, 213, 216, 219, 220, 221, 222, 223, 225	rectify as per PSBR for overhead cupboards in units 106, 107, 108, 110, 111, 113, 117, 118, 119, 120, 122, 201, 202, 203, 204, 207, 211, 213. Rectify as per PSBR for bulkhead 216, 219, 220, 221, 222, 224 only. White flexible sealant to be applied.	
		Gap is present between the overhead cupboard and the wall Defect location: 211, 213, 214, 222, 224,	Gaps to be filled with white flexible sealant in unit 211, 214, 222, 224, 225 only. Gap to be filled with white flexible sealant.	
	LAUNDRY/ BATHROOM			

KITCHEN/ LIVING	Gaps between the top of the overhead cupboard and the bulkhead ceiling Defect location: 114, 115, 210, 225	RPF to install white flexible sealant as required	
KITCHEN/ LIVING	Gap present between built-in laundry unit and wall. Defect location: 102, 107, 111, 121, 201, 203, 204, 209, 212, 213, 214, 217, 220, 221, 222, 223, 224, 225	RPF to install white flexible sealant as required	
KITCHEN/ LIVING	Kickboard to the built-in cupboard is loose and	RPF to rectify Kick board.	

			KITCHEN/ LIVING	Base of cupboard is water damaged. Further investigation required to determine the source of the water. Defect location: 215	No works required by RPF	
			KITCHEN/ LIVING	Gaps between the top of the overhead cupboard and the bulkhead ceiling Defect location: 114, 115, 210, 225.	RPF to install white flexible sealant as required	
			KITCHEN/ LIVING	Gap present between built-in laundry unit and wall. Defect location: 102, 107, 111, 121, 201, 203, 204, 209, 212, 213, 214, 217, 220, 221, 222, 223, 224, 225	RPF to install white flexible sealant as required	
12.4	Doors to Sanitary Compartments		One sanitary cabinet door to be rectified as per PSBR in unit 213 bathroom only.			

13. General			
13.1	Warranties and Manuals have not been supplied		RPF to provide soft copy prior to works commencing on site.
13.2	Non-Compliance with Development Approval		DA was amended, RPF will supply Documentation from NCC to show compliance, this is to be checked and confirmed in writing by PCA, prior to works commencing on site.
13.3	Health and Amenity Requirements		Proposed that Halstead inspect and provide interpretation of BCA and sign off as compliant or agree to rectification. Prior to works commencing on site
13.4	Stormwater		
13.4.1	Lockable grates/covers to Stormwater pits have not been installed		RPF will supply and install locking mechanism with spring latch or lock and keys.
13.4.2	No Step irons into detention or deep tanks/pits		RPF will supply and install step irons.
13.4.3	Pump to car wash not operating		Maintenance issue – RPF not required to carry out works.
13.5	Service Cupboards and Risers		As per Halstead Report dated 18/04/18 – see 13.5C of the PSBR
13.6	Drainage lines from units have not been insulated		RPF say that the functional equivalent has been installed by the placement of ceiling insulation. Issue to be determined by Halstead by inspecting <u>a representative sample of at least 4 units and provide interpretation of BCA</u> and sign off on the installed insulation as compliant with BCA requirements, if non-compliant RPF agree to upgrade and then have the completed works inspected and signed off by Halstead.
13.7	Electrical Services Lights in the centre stairwell stay on during daylight hours, all carpark lights were not operational, light levels in the fire isolated		RPF to provide certificate of compliance. issued by a suitably qualified lighting specialist stating the works as completed comply with the Australian Standards for each issue raised in the PSBR Report

	passageways were quite dim, cables within the cabinet within the switch room were untidy and not labelled or well secured, a lighting register has not been provided for the emergency exit signs and lighting in the building, the intercom system is reported as not always operating correctly, and lights in the floating roof are not all working		
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General Notes on Rectification Works

Painting

Any surface that is to be rectified or disturbed during the rectification process is to be made good and repainted completely. That is, no patch paints, paint to the nearest break point.

Unless agreed otherwise in this schedule, all rectification to agreed items are to be in accordance with PSBR Report

Any damage sustained to the property during the works is to be made good by the builder. Any pre-existing damage is to be reported to the OC prior to work commencing in that area.

Accesses

RPF is to provide a minimum 7 days' notice to occupants prior to commencing work within units or on balconies.

RPF is to ensure safe and reasonable access to and from the common areas and to all units during the course of the works.

Subject: Fwd: 18 Throsby St

From: Melanie Wilde

Sent: 24/06/2020 11:24:01

To: Cassandra McLean <cassandra@lakegroupstrata.com>, Tony Daley <tdaley@ausgrid.com.au>

Cc:

Attachment(s): [image002.png](#); [image004.png](#); [image005.png](#); [image006.png](#); [image007.jpg](#); [image008.png](#); [image009.png](#); [image010.png](#); [image011.png](#); [image012.png](#); [image013.png](#); [image014.jpg](#); [image015.png](#); [image016.jpg](#); [image017.png](#); [image018.jpg](#);

Wilde Legal
0249050101
melanie@wildelegal.com.au

Begin forwarded message:

From: Peter Shepherd
Date: 24 June 2020 at 11:07:37 am AEST
To: Melanie Wilde
Subject: 18 Throsby St

?

Melanie

I did contact Nathan Halstead, he was about to go on leave so passed it on to his fire guys to respond, which they did- see below.

The responses confirm my initial concerns with the content or conclusion of the major concerns, not that AED have done anything wrong, its just the result of limited scope and instruction to them.

It seems then that their proposed solutions for PS 1 -4 &7 are satisfactory.

PS5

Prior to this communication I did speak with Nathan Halstead and he advised that AED had not been provided with the Warrington report. Having now reviewed it they are essentially agreeing with what I have report and that is that the windows and doors from all units that open into the gallery need to be protected.

There is more than one way this can be achieved, I have selected the option of fire shutters but it does need to be that option.

PS6

The AED response simply refers back to PS5, that means that the initial solution AED provided is now probably not sufficient due to them not being made aware of the Warrington smoke modelling and RPF will need to have a further solution developed.

PS8

It appears that solution to simply add a sign to the door did not take into account disabled access. AED have said it will need to be assessed by an access consultant in regard to disabled access.

PS9

AED appear to agree that a right of way or easement will be required.

There will also be the process and cost of having the surveyor draw it up have it approved by the OC and then have it registered.

AED acknowledge there may still be issues in regard to disabled access and recommend that an access consultant be engaged, the results of which will either just approve what is currently there or proposed or require further rectification. I would think it is just simpler to change the swing of the doors. that will only leave the issue of the step at the door to the commercial suite and whether or not disabled person can adequately escape in the event of power failure. AED say they do not have a solution for the scenario of disabled access- noting that this is purely for the benefit of the commercial suites.

AED did not address the disabled parking.

In summary, it's a bit closer but there is more work to be completed before there is a clear scope of all rectification, unless it can be agreed on the basis of a mechanism to have it resolved based upon my report and the initial response of Halstead to that.

Another point to consider is that a large number of items including the above are contingent on AED signing off at the completion of works.

Maybe AED are not aware of that and that could be a critical issue to get resolved at this point in case Nexus or RPF have not consulted with AED as to this level of involvement, particularly in light of the new legislation. Maybe Nexus or RPF need to confirm that RPF are engaged/instructed in that role

Peter Shepherd

Pink Slip Building Reports

39 Broadmeadow Road, Broadmeadow, NSW 2291

Phone: (02) 4962 1455

Mob: 0412 426060

From: Choong Lee
Sent: Wednesday, 24 June 2020 8:46 AM
To: peter@pinkslipbuildingreports.com.au
Cc: Lee Clark ; Nathan Halstead

Subject: RE: 18 Throsby St

Good morning Peter

Please refer to our response in red below.

Thanks.

Regards

Choong Lee
FIRE ENGINEER

AED FIRE

Covid 19 update - AED Fire are continuing to operate as usual and, where necessary, some staff may be working from home. Should you have any difficulties contacting a staff member, please contact Lee Clark (lee@aedconsulting.com.au)

Head Office: Suite 3.04, 55 Miller Street, Pyrmont NSW 2009

Southern Highlands Office: Unit 10/19 Lyell Street, Mittagong
NSW 2575

Sutherland Shire Office: Level 4 Regus, Suite 33, 29 Kiora
Road, Miranda NSW 2228
Phone: 02-9571 8433 (Ext.750) Direct: (02) 8570 1750
Email: choong@aedconsulting.com.au
www.aedconsulting.com.au ? AED
Capability Statement
? AED Access Capability Statement
? AED Fire Capability Statement

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From: Peter Shepherd >
Sent: Monday, 22 June 2020 4:54 PM
To: Admin-AEDConsulting >
Subject: FW: 18 Throsby St

Please see below my emails to Nathan his initial response and then the auto response today.

My email was in regard to a fire report prepared by Choong Ming and Lee Clarke bearing your Ref: 8171 V01- they may be able to quickly answer or respond, or I am happy to quickly discuss it with them.

Peter Shepherd

Pink Slip Building Reports

39 Broadmeadow Road, Broadmeadow, NSW 2291

Phone: (02) 4962 1455

Mob: 0412 426060

From: Peter Shepherd >
Sent: Monday, 22 June 2020 4:45 PM
To: 'Nathan Halstead' >
Subject: RE: 18 Throsby St

Thanks Nathan

I have been asked to look over the fire report so that I can make a recommendation to the OC re adopting the proposed solutions. See below a few comments that I issued to the Owners, have Nexus already provided these to you?

Once you have had a look are you ok to comment or have a quick chat?

See below my comments/queries

Comments on AED Report November 2018

The AED report sets out nine proposed Performance Solutions each of which is referenced with the prefix PS being for Performance Solution.

PS1

The trial design appears to show that the current arrangement of the skylights is satisfactory, however the trial design relies on a distance of 1.4m from one skylight to the frame, however there appears to be no allowance for there being any wind, which may move the flames closer to the skylight.

There is nothing in the trial design or the performance solution that comments on or shows any investigation has been made into the type and construction of the skylight, noting that in my report the skylights are not labeled as having the appropriate safety glass.

AED Fire: Factoring wind effects in the radiant heat flux calculation was not carried out as this would require a more comprehensive and sophisticated analysis which cannot be achieved by hand calculations given that wind is considered to be a ???dynamic??? factor which cannot be realistically accounted for via hand calculations. However, a quick check can be carried out to determine at what point from the fire source will result in the received radiant heat flux of 25 kW/m² (as per the failure criteria).

The proposed methodology for the radiant heat calculation using Firewind is conservative and is typically accepted as a means of approximating the amount of radiant heat flux received on a proposed target (i.e. the target here being the skylight). The calculation has approximated the size of the flame height to be 2.75m and a width of 1.1m (i.e. the physical width restriction of the skylight). Using Firewind, a flame temperature of 680 deg C at this nominated flame size (2.75 m (H) x 1.1m (W)) would result in a radiant heat flux of 46 kW/m² directly at the fire source.

The nominated failure criteria for the received radiant heat flux at the skylight is 25 kW/m² for the non-piloted ignition of curtain fabrics. This radiant heat flux has been approximated at a distance of 0.8m from the fire source as shown in the Firewind results below. At this distance, the radiant heat flux of 25 kW/m² is nowhere close to the adjacent skylight for igniting fabrics.

If the subject flame entity above the skylight is blown closer to the adjacent skylight, one can assume that a uniform flame temperature is not likely to remain at 680deg C over the adjacent skylight and a separation distance of 1.4m may result in less than the expected radiant heat flux of 25 kW/m². A more sophisticated method of analysis such as CFD modelling would have to be utilized to provide a more accurate determination of the effects of wind on the flame entity spreading to the adjacent skylight.

Based on the discussions above, it can be reasonably argued that the wind effects are not likely to result in achieving the nominated failure criteria for the skylight.

If further investigation on wind effects is still required to satisfy your query, then this would be a variation to be included in an updated FER.

PS2

Noted and agreed.

This item was previously confirmed as being satisfactory by the owner's fire engineer, Warrington Fire.

AED Fire: Comment noted and acknowledged.

PS3

Noted and agreed.

This solution simply adopts the rectification method set out in my original expert report.

AED Fire: Comment noted and acknowledged.

PS4

This solution appears to be in part reliant on the ground floor being sprinklered, report states that the solution is subject to the sprinkler head positions being confirmed, however that does not appear to have been investigated nor confirmed, therefore until such times as that has been confirmed this solution cannot be relied upon.

The performance solution generally adopts the original performance solution developed by GHD, however the AED SOW omits the installation of drenchers over each pane of glass in the glazed section. The provision of the drenches for each pane of glass was a part of the GHD design to allow glass and aluminium to be used as the separating or bounding wall between the different classes of building.

AED should be asked to confirm that the drenchers required by GHD are no longer necessary. AED should also be asked to confirm that they have checked the sprinkler head position.

AED should be made aware that they are required as part of this agreement to certify and confirm all performance solutions as well as all other items in the report in the proposed rectification schedule that contain a reference to the Halstead Report.

AED Fire: The trial design requirements of PS4 clearly notes drencher protection on all glazed section along the GF lobby area as per the screencaps below. The location and positioning of the drencher heads over the glazed sections will have to be installed in accordance with the Tyco Model WS sprinkler. This is to be actioned and confirmed by the contractor; not AED Fire.

The data sheets for the Tyco Model WS sprinkler heads will be included in the amended FER.

PS5

This issue is a rather complex one which was dealt with in significant detail by the owner's fire engineer, Warrington Fire. Part of the works carried out by Warrington Fire include smoke modeling, which confirm the current construction as non-compliant.

The performance solution proposed by AED has not been prepared with the benefit of having been provided a copy of the Warrington Fire Report nor the Smoke Modeling Report, this was confirmed to me by Mr Halstead.

The performance solution proposed by AED appears to go to the impact of heat only and not to the impact of smoke. The impact of smoke was considered by Warrington Fire to be a significant impairment, the residents being able to safely evacuate the building due to the potential buildup of smoke, along with the smoke likely to enter the units.

The performance solution by AED does propose new seals to the entry doors, however, does not in any way address the aluminium windows or doors in the bounding walls.

AED should be asked to reassess this position once they have been provided with the Warrington Fire Report and the Smoke Modeling Report.

AED Fire: AED Fire was not provided with a copy of the Warrington Fire Report and as such were not privy to the fire and smoke modelling results contained therein.

Six fire scenarios were investigated in the Warrington Fire Report as per the screenshot below:

The results of the modelling are noted below for ease of reference:

The report concluded the following:

The Warrington Report has concluded that the design of the existing building in principal does not facilitate safe evacuation in the event of a fire. It is also worth noting that there is nothing in the Warrington Fire and smoke modelling report which specifies or proposed any rectification work to be done to directly resolve this issue.

Since each of the fire scenarios had a fire located within an appointed SOU on Levels 1 and 2, a fire breaking through the SOU windows to the common corridor/gallery on the First Floor and Second Floor would result in the above consequence.

AED Fire would therefore highly recommend that each of the SOU windows/openings on Levels 1 and 2 should be protected in accordance with C3.4 of the BCA which consist of one of the following measures:

The AED fire report can be amended to note the above with reference to the results of the Warrington Fire report.

PS6

Unless further works are carried out as part PS5 to allow the removal and buildup of smoke ???see Smoke Modeling Report???, this solution may not be adequate.

AED should be asked to reconsider this performance solution based on the smoke modeling by Warrington Fire and then to confirm that their solution is still adequate.

AED Fire: Refer to comments on PS5.

PS7

Noted and agreed.

These works were previously agreed to by Warrington Fire.

AED Fire: Comment noted and acknowledged.

PS8

My initial take on this item is that the provision of a sign simply saying "Pull" is not adequate.

The solution prepared by AED does not appear to take into account the requirements for disabled access and the requirements for AS1428.1 2009. It is considered that the inward opening doors would not be able to be opened by persons in a wheelchair.

Further, the AED PS9 solution is contingent on the lobby being compliant for disabled access, which includes these doors.

AED should be asked to reconsider this solution, PS8 and solution PS9, and confirm that both solutions consider the requirements of disabled access and all obligations of AS 1428.1.

AED Fire: The direction of door swing was based on the requirements of D2.20 of the BCA which in principal does not factor in any issues regarding disable access.

Disable access was strictly addressed under PS9 and the trial design requirement for the PULL signage on the main entry lobby door was specifically for ambulant occupants in the building.

AED Fire would recommend any issues pertaining to the direction of door swing of the main entry lobby door with respect to disable access should be addressed by a qualified access consultant.

PS9

The proposed solution by AED is contingent upon the owners of the residential Strata Plan accepting the ongoing use of their lobby, entry doors and lift to be used by the commercial strata.

It is my opinion that the proposed solution by AED will also require a right of way or right of access being created over all areas proposed to be used for disabled access to and from the commercial tenancy, including the entry doors, walkways, lift and lobby.

AED Fire: Opinion noted. With the possible exception of providing a 1m wide ROW access as noted under item 28 (a) of the trial design requirement, we do not believe the other requirements for addressing PS9 is overwhelming or cost prohibitive for addressing this issue in the building.

The AED solution is contingent upon the lifts operating in the event of a fire, and there does not appear to have been any consideration given, in the case of a power failure, to allow disabled persons to safely evacuate the building.

AED Fire: Concern noted. Power failure to lifts during a fire evacuation is highly unlikely since the brigade would be expected to utilise these lifts as part of their safe and rescue operations. Given that the building does not have a refuge area for housing mobility impaired occupants during an evacuation, their only viable way out of the building without traversing down the staircase is through the lifts. AED Fire does not have a solution to address a scenario for disabled access to account for lift failures without the possibility of having to consult with a specialist on this issue.

This solution also requires all works to comply with AS1428.1???2009. In my opinion that will require consideration and discussion of access in the event the lifts are not available, also required is consideration of access through the lobby, which currently has inward opening doors.

The AED solution does not appear to address the step at the doorway from the gallery level to the commercial tenancy.

AED Fire: Concerns noted. AED Fire would recommend that further review of this non-compliance should be carried out by an access consultant to meet your concerns.

The AED does not address the non-compliance with designated parking as was detailed in my report.

AED Fire: Duly noted. Please confirm whether the following screencap from your report is related to the above.

It is advised that the above issue should be addressed by an access consultant. AED Fire will review the matter and respond to you in due course.

Thanks Nathan- I will be glad to see the end of this one

Peter Shepherd

Pink Slip Building Reports

39 Broadmeadow Road, Broadmeadow, NSW 2291

Phone: (02) 4962 1455

Mob: 0412 426060

From: Nathan Halstead >
Sent: Wednesday, 10 June 2020 2:15 PM
To: Peter Shepherd >
Subject: RE: 18 Throsby St

Hi Peter

We have not seen this report or have been advised of it.

Regards

Nathan Halstead
MANAGING DIRECTOR

AED GROUP

COVID-19 Update - At AED Consulting, we have adapted our workplace to ensure continued delivery of our services. While our offices remains open, some staff are working from home. Should you have any difficulties contacting a staff member, please contact admin@aedconsulting.com.au

Head Office: Suite 3.04, 55 Miller Street, Pyrmont NSW 2009

Southern Highlands Office: Unit 10/19 Lyell Street, Mittagong
NSW 2575

Sutherland Shire Office: Level 4 Regus, Suite 33, 29 Kiora
Road, Miranda NSW 2228

Tel: 02-9571 8433 Email: nathan@aedconsulting.com.au

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From: Peter Shepherd >

Sent: Wednesday, 10 June 2020 11:59 AM
To: Nathan Halstead >
Subject: 18 Throsby St

Nathan

I have been asked to review your latest report on fire which contains some alternate solutions. In preparing that were you provided with a copy of this report

RECTIFICATION SCHEDULE

Incl Edits by PS 15 June 20202

Legend:

PSBR = Pink Slip Building Report of Mr Peter Shepherd dated 29 July 2019.

Halstead Report = Reports produced by Mr Nathan Halstead of AED Consulting.

Item No.	Item	Parties position on Defect and Scope	Proposed Rectification Method	PS Agree with RPF yes/no	RPF Cost to Rectify
5. Roof and Awning					
5.1	Throsby Street Awning				
5.1.1	Swarf	Agreed	As per 5.1C PSBR Report as needed a few sheets replaced around the Plant platform	YES	\$500

5.1.2	Debris	Not Agreed	Maintenance issue	YES	\$0
5.1.3	Weathering of roof sheets	Agreed	As per 5.1C of PSBR	YES	\$1000
5.1.4	Downpipes and overflow	Agreed as to defect only	Install overflow provision to base gutter and discharge through the front of the awning	YES	\$1000
5.2	Main Roof				
5.2.1	Glass Roof Panels Flashing and Sealing due to water entry	Agree there are few leaks.	Install additional flashing to perimeter and seal where required.	YES	\$8000
5.2.2	Glass Roof Panels Safety Glass is not identified as being safety glass	Not Agreed – Glass roof panels is safety glass	RPF to supply certification of the glass and provide and place a permanent label on each panel	YES	\$0
5.3	Roof Penetrations				
5.3.1	Roof Ventilators Vent Pipes	Agreed as to defect only Units: 115 B1 or B1 ensuite 202 Ensuite' 219 Ensuite 225 Bed1 or Bed 1 ensuite Only	Although no water damage observed at time of inspection RPF will inspect water damage to units and will install tray to prevent water pooling behind ventilator pipes as required. And make good any water damage	YES	\$1000
5.4	Roof Sheet Installation				

5.4.1	Weathering the ends of sheets	Agreed	RPF to correctly weather both ends of all roof sheets as per 5.4C of the PSBR	YES	\$2500
5.4.2	Foam Fill	Agreed	RPF to provide and install foam inserts	YES	\$1000
5.5	Swarf and Metal Debris	Agreed.	As per 5.5C of PSBR Agreed to remove debris, clean swarf and RPF to replace sheets where required.	YES	\$5000
5.6	Downpipes, spreaders	Agreed as to defect only	Add end caps too spreader and change rusted screws Agreed to extend so they did not discharge with 450mm of flashing	YES	\$2500
5.7	Roof Access and Safety System				\$5,000
5.7.1	Access from stairwell to roof not compliant	Agreed as to defect only	RPF to remove existing and make good the ceiling and roof as part of the stairwell works. RPF to construct new roof access. Position, location and construction details to be approved by the owners then Halstead and the original PCA. Provide access from lower to upper roofs.	YES	\$0
5.7.2	Roof safety system not as per Spec	Agreed	Existing roof safety system has been certified supply Booting plan. RFP to provide current and additional plan showing booting. Previously agreed to RFP to supply and fit additional anchor points and provide certification that the entire system complies with the Australian Standard along with plan showing the layout.	YES	\$0

5.7.3	Harness and Lanyards not supplied as per Spec	Agreed	RPF to supply and that access is to all areas.	YES	\$0
5.8	Skylights Have been positioned too close to the boundary between units and glass not marked as being safety glass	Agreed as to defect only	Rectification or Solution as per Halstead Report dated 18/04/18 and report dated 07/11/2018	YES	\$2500
6.1 Fire and Smoke Prevention					
6.1.1	Smoke Hazard Management Fire alarm strobe at front of property does not have appropriate signage stating the word FIRE.	Agreed as to defect only	Rectification or Solution as per Halstead Report dated 18/04/18 and report dated 07/11/2018	YES	\$4000
6.1.2	Smoke detectors do not comply; located more than 5.1m from an adjoining wall.	Agreed as to defect only	Rectification or Solution as per Halstead Report dated 18/04/18 and report dated 07/11/2018	YES	\$4000
6.2	Hydrants				
6.2.1	Fire hydrant booster assembly does not meet complying FRL heat shield requirements.	Agreed as to defect only	Defect has been resolved by an Alternate Solution prepared for the OC by Warrington Fire	YES	\$0
6.2.2	Level 2 fire hydrant is not fitted with a pressure gauge. Fire brigade booster assembly valves are located less than 750mm above floor surface level.	Agreed as to defect only	Rectification or Solution as per Halstead Report dated 18/04/18 and report dated 07/11/2018	YES	\$2500

	Fire hydrant landing valves on lv 1 and 2 are contained in lockable enclosures that are not keyed 003. Inadequate signing for Fire Hydrant at front of property. Working and testing pressure notices not installed. Block plan fails to comply with AS 2419.1- 2005, Clause 7.11					
6.3	Fire Hose Reels and Travel Distances Non-complying location of Fire hose serving Residential Carpark and Commercial visitors carpark; exceeds 4m. Power operated shutter doors to residential and commercial carparks cannot be opened manually.	Agreed as to defect only	Rectification or Solution as per Halstead Report dated 18/04/18 and report dated 07/11/2018	YES		\$10,000
6.3.1	Domestic water supply service not locked in open position and does not have warning signage	Not Agreed	RPF to attend site and confirm. Previously agreed if not locked, supply and fit lock	YES		
6.3.2	Inadequate signing to Level 1&2 Hire Hose Reels	Agreed as to defect only	Rectification or Solution as per Halstead Report dated 18/04/18	YES		

6.4	Sprinklers Sprinkler system not connected to a FRNSW approved third party fire alarm monitoring facility. System water alarm gong is not located on the external wall of the building in accordance with AS2118.1-1999. Sprinkler system does not initiate building occupant warning system. Sprinklers missing in ground floor storage enclosures. Inadequate signage. Block plan does not comply with AS 2118.1-1999, Clause 8.3	Agreed as to defect only	Rectification or Solution as per Halstead Report dated 18/04/18 and report dated 07/11/2018	YES	\$30,000
6.5	Separation of Classifications in the Same Storey Door between lobby and carpark not capable of achieving a FRL of not less than --/120/30. Lobby separated from carpark by glazed door not capable of -/120/120. Drencher system requires a separate valve-set monitored to detect unauthorized	Agreed as to defect only	Rectification or Solution as per Halstead Report dated 18/04/18 and report dated 07/11/2018	YES	\$20,000

	closure. No wall wetting drenchers and smoke seals are fitted to Residential Entry Lobby. Heat strengthened, tempered glass and smoke seals required between Commercial 02 lot and the internal and external portions of the adjoining Residential Entry Lobby					
6.6	Protection of Vent Outlets in External Walls Mechanical exhaust ventilation openings require protection in accordance with Clause C3.4 of the BCA when Ventilation openings stand less than 3m to the eastern and western side property boundaries to both the north and south elevations	Agreed as to defect only	Rectification or Solution as per Halstead Report dated 18/04/18 and report dated 07/11/2018	YES	\$2,000	
6.7	Openings in Bounding Walls to the Corridor	Agreed as to Defect only	as per item 9.3 of Halstead Report dated 07/11/2018 See comments re the proposed performance solutions	YES	\$10,000	
6.8	Gallery Walkways – Levels One and Two	Agreed as to defect only	As per item 10 of Halstead Report dated 07/11/2018 See comments re the proposed performance solutions	YES	\$5,000	
6.9	Door Clearances & Signage	Agreed	As per item 6.9 of the PSBR	YES	\$2,400	

	Excessive margins to Fire Exit Doors. Incorrect Signage to FRONT ELEVATION				
6.10	Penetrations for Services through walls in EASTERN CARPARK have not been sealed. WESTERN CARPARK penetrations through slab are not fire sealed. RESIDENTIAL SLABS penetrations through second level floor have not been sealed & incorrect fire collars	Agreed as to defect only	RPF to install proprietary plugs into floor wasted where needed to complete the system to comply. It appears this integral part of the collar has been removed by third parties. This is not an agreed position On completion all to be certified by Halstead Refer to RPF Inspections with Peter Shepherd 26/09/2019	YES	\$20,000
6.11	Main Switch Room				\$1800
6.11.1	Access doors are not to the correct fire rating	Agreed	Refer to 6.11.1 of the Halstead report dated 19/04/2018	YES	
6.11.2	Penetrations through the walls and at junctions are not fire sealed	Agreed	As per 6.11(2) Halstead Report dated 18/04/18 – refer to 6.11C of the PSBR for rectification method.	YES	
6.11.3	There is a step/threshold at the door from the switch room to the carpark.	Agreed	As per 6.11(3) Halstead Report dated 18/04/18 – refer to 6.11C of the PSBR for rectification method.	YES	
7. Fire Isolated Stairwells					
7.1	Fire Stairs Two and Three and Passageways Ceiling linings under the roof are not fire rated. PVC pipes	Agreed as to defect only	As discussed on site install metal framing to underside of existing fire rated Plaster to be installed. This is not an agreed position, this will need to be confirmed by Halstead and the certified if accepted by the owners as	YES	\$5000

	have been concealed in the passageways by lightweight plasterboard construction. Top of Fire Stairs is not enclosed by construction achieving a FRL of not less than --/90/90. Opening in fire isolated stairs to gain access to roof compromises the fire separation.		it provides an extremely unsightly appearance and likely to have an impact upon the lighting in these essential areas of travel If framing under the existing is found to comply with the BCA requirements then a plasterboard ceiling should be installed to the framing to provide a reasonable aesthetic finish		
7.2	Access to Eastern Fire Isolated Passageway The fire door providing access into the fire- isolated passageway that serves the commercial carpark is fitted with a keyed locking mechanism on the carpark side of the door contrary to the BCA	Agreed	as per Halstead Report dated 18/04/18 refer to item 7.2C of the PSBR.	YES	\$500
8. Access and Egress					
8.1	Carpark Exit Door Width	Resolved	Item resolved (not pressed)	YES	\$0
8.2	Residential Lobby Entry/Exit Doors Entry/exit floor from the street to the residential lobby swings the incorrect direction - non- compliant	Not Agreed	Deemed to satisfy – per item 12.3 of Halstead report dated 7 November 2018	YES	\$300

8.3	Exit Door Signage Function to some doors is incorrect. Doors to the fire isolated stairs and passageways are not provided with compliant signage	Agreed	As per Halstead Report dated 18/04/18 – see 8.3C of the PSBR See comments re the proposed performance solutions	YES	\$1,000
8.4	Residential Lobby Ramp Ramp located within Ground Floor Level Residential Entry Lobby is not fitted with handrails or kerb rails. TGSi's have not been installed to serve this ramp, panel sides are	Agreed	As per Halstead Report dated 18/04/18 – see 8.4C of the PSBR	YES	\$10,000
8.5	Disabled Access Handrail servicing Fire Stair 01 has a clear opening width of 40mm which is insufficient. Access to the first-floor commercial tenancies is only via the internal stairs or by the use of the residential lift which does not form part of the commercial strata. Rails do not comply. Designated parking/shared space does not comply.	Agreed as to defect only	RPF to rectify handrail spacing to 50 mm. Access issues resolved in Lyndsay Perry report. Lindsay Perry Report to be supplied. Halstead to confirm LP report Halstead report of November 2018 requires works See comments re the proposed performance solutions	YES	\$2,000
9. External Walls					
9.1	Corroded Building Elements				
					\$2000

9.1.1	Chain Winders	Agreed	RPF to replace any winders that have non stainless-steel chains	YES	
9.1.2	Screws in Gas Points	Agreed	As per 9.1C of the PSBR	YES	
9.1.3	Studs securing downpipes	Agreed	Remove and replace screws As per 9.1C of the PSBR	YES	
9.1.4	Corrosion to AC Platform	Agreed	Remove and replace screws As per 9.1C of the PSBR	YES	
9.1.5	Swarf on roofing materials	Agreed	Clean down affected surfaces, grind where required and treat with primer and make good paintwork As per 9.1C of the PSBR	YES	
9.2	Southern and Western Walls				
9.2.1	Wall Floor Junction and Finish not as per AFS Details and water enters the units	Agreed as to defect	Water-proof bandage to be installed and cover with CFC cladding. Rectification to extend into the balcony areas by removing the skirting tiles to ensure continuity of the waterproof membrane from the rear wall. Then reinstate skirting tile and make good walls. RPF not liable for resulting damage and they made owners aware of this issue in 2016 and were refused access to repair. There is considerable damage and RPF and PS had agreed this would be rectified	YES	\$20000

10. Handrails, Stairs and Ramps					
10.1	Non-Compliant Stair Construction Rise is not consistent throughout. Tactile indicators have not been provided on the landing in each fire stairwell as shown on approved plans.	Agreed as to defect only	Agree to remove treads and riser and reinstate to meet the min requirement. Top up or grind back fire stair to achieve the same. Add Tactile Indicators. Access issues are resolved in the Lyndsey Perry report. On completion works will need to be certified by Halstead and that he has considered and accepted the LP report	YES	\$12,000
10.2	External Handrails	Agreed as to defect only Units 102, 107, 113, 115, 118, 121, 123, 204, 209, 210, 214, 215, 217, 219, 220, 221, 223, 224, 226. Only	External handrails to be uninstalled, sanded, powder coated and re-installed.	YES	\$10,000
10.3	Gallery Handrails				
10.3.1	Gaps in places exceed 125mm	Agreed as to defect only	As per item 10.3 of Halstead Report dated 18/04/18	YES	\$1,000
10.3.2	Finish of Stainless Steel	Not agreed	Maintenance issue – Owners to clean stainless steel on a regular basis given the proximity to salt-water	YES	\$0
11 Tiling					

11.1	Non-Compliant Tiling Tiles do not meet the minimum slip resistance rating.	Agreed as to defect only	Non-slip coating to be applied to seal tiles and provide non-slip rating. Details of materials including technical data sheets and warranties have been supplied to Peter Shepherd RPF to supply details of method of repair currently we have engaged 2 contractors to supply method and process and sample finish has been shown to Peter Shepherd Details of materials including Technical Datta Sheets and warranties to be supplied to the OC for approval Builder to make payment to the OC for a subsequent treatment based on quotation from contractor		\$300000
11.2	Balcony Gradients and Tiling				\$2440
11.2.1	Gradients	Agreed for unit 116 only	Rectification as per PSBR only to unit 116. No defect in other units	YES	
11.2.2	Height of waterproofing and under doors and windows	Not agreed	Item not pressed subject to works in 9.2 being agreed.	YES	
11.2.3	Sealants coming away	Agreed as to defect only Units 111,113,120	RPF to remove and replace all loose sealants	YES	

11.2.4	No Waterproofing around service duct		121,123, 207 only	Agreed as to defect only	Seal around base and side and make good the surfaces.	YES
11.2.5	no overflow provisions			Agreed as to defect only	As per 11.2C PSBR	YES
				Unit 212 only		
11.2.6	Efflorescence in joint		Agreed	Units 114-123, 203, 207, 225 only	Clean and remove efflorescence and replace cracked grout and sealant tiles. Inspect for leak.	YES
11.3	Wet Area Floor Gradients		Agreed	For units 115, 117, 118, 120, 121, 122, 123, 203, 204, 207, 212, 213, 220, 221, 225 only	Rectification as per PSBR to be carried out to showers where water remains on the tiles. B=BATHROOM E=ENSUITE: 113B&E, 115B&E, 117B&E, 118E, 120E, 121B&E, 122E, 123E, 203B, 204B&E, 207B&E, 212E, 213E, 220, 221, 225 only	YES \$3000
12. Internal						
12.1	Wet Area Waterproofing					
12.1.1	Ensuite Door Frames extend into tiles		Not agreed	No fault or leak present.	YES	\$1500

12.1.2	Ensuite Water Stop angles	Agreed Units 107, 109, 111,115 only	Rectify to these units as per 12.1C of the PSBR	YES				
12.1.3	Bathroom Door Frames extend into floor tiles	Agreed Unit 215 only	Rectify to these units as per 12.1C of the PSBR	YES				
12.1.4	Bathroom Water stop angles	Not agreed	No fault or leak present	YES				
12.1.5	Laundry Waterstop angle is short and finishes below the tiles with the architraves and frame extending below the tiles.	Agreed Units 217,224, 216 only	Rectify to these units as per PSBR	YES				
12.1.6	Laundry The water stop angle is poorly finished, thin and the grout is cracked	Agreed Units 106, 202, 203, 204, 207, 211, 212, 214, 216, 229 only	Rectify to these units as per PSBR	YES				
12.2	Hanging and Fitting of Internal Doors and Hardware	Agreed As per table	RPF to rectify as per below <table><tr><td>ENTRY/ LIVING</td><td>Loose Hinge Defect location: 122</td><td>Agree with Defect Hinge to be adjusted.</td></tr></table>	ENTRY/ LIVING	Loose Hinge Defect location: 122	Agree with Defect Hinge to be adjusted.	YES	\$2000
ENTRY/ LIVING	Loose Hinge Defect location: 122	Agree with Defect Hinge to be adjusted.						

		212, 215, 217, 221, 223	209, 210, 211 only. requires lock easing.		
	ENSUITE	Door hinges rusting	Agree to defect, top hinge to be replaced		
		Defect location: 108			
	ENSUITE	Door furniture is stiff to operate	Door latch stuck in unit 106.		
		Defect location: 102, 106, 109, 117, 118, 204, 210, 211, 213, 216, 220, 222, 224, 225	Agree in unit 106, 109, 118, 204 Lock needs adjusting.		
	BEDROOM TWO	Door displays an uneven and excessive margin	Agree with defect in unit 108, 109, 116, 120, 214, 221 only.		
		Defect location: 107, 108, 109, 115, 116, 117, 118, 120, 121, 122, 123, 202, 207, 209, 211, 213, 214, 216, 217, 219, 221, 222, 223, 224	Door requires adjustment.		
	BEDROOM TWO	Door furniture is stiff to operate.	Agrees with defect for units		

		Defect location: 102, 207, 212, 214, 219			
BATHROOM	The door rattles in the closed position. Defect location: 106, 107, 108, 110, 111, 113, 115, 117, 119, 120, 122, 201, 202, 203, 209, 212, 213, 217, 222	Agree defect in unit 117, 209, 217, 222 only. Lock needs easing Margins require adjusting in 217 .			
LAUNDRY	Uneven door margins Defect location: 102, 106, 107, 111, 116, 118, 121, 123, 201, 203, 204, 209, 210, 210, 211, 214, 219, 221	Agree with defect in unit 102, 107, 111, 123, 203, 204 209, 210, 219, 221 only. Door should be adjusted.			
LAUNDRY	The door rattles in the closed position Defect location: 106, 107, 109, 116, 118, 119, 122, 123, 201, 202, 204, 209,	Agree with defect for unit 119, 211 only. Door requires easing. Agree with defect, door has not been paint			

				210, 211, 214, 217, 219, 221, 222, 224	sealed on bottom in unit 107 . Bottom of door to be sealed.			
12.3	Poorly Fitted and Finished Joinery	Agreed in part	LAUNDRY	A gap is present between the door architrave and door frame to the bathroom. Defect location: 120	Agree with defect. Gap to be filled with flexible white sealant.			\$2000
			KITCHEN/ LIVING	Gaps between the top of the overhead cupboard and the bulkhead ceiling Defect location: 106, 107, 108, 110, 111, 113, 114, 115, 117, 118, 119, 120, 122, 201, 202, 203, 204, 207, 210, 211, 213, 216, 219, 220,	Agree with defect for 106, 107, 108, 110, 111, 113, 117, 118, 119, 120, 122, 201, 202, 203, 204, 207, 211, 213 (overhead cupboards and pantry), Agree with defect 216, 219, 220, 221, 222, 224 only. White flexible sealant to be applied.			

			KITCHEN/ LIVING	Gap present between built-in laundry unit and wall. Defect location: 102, 107, 111, 121, 201, 203, 204, 209, 212, 213, 214, 217, 220, 221, 222, 223, 224, 225	RPF to install white flexible sealant as required		
			KITCHEN/ LIVING	Kickboard to the built-in cupboard is loose and	RPF to re-fix Kick board		
			KITCHEN/ LIVING	Base of cupboard is water damaged. Further investigation required to determine the source of the water. Defect location: 215	Wasn't damaged on hand over possible owner insurance claim		

				<table><tr><td>KITCHEN/ LIVING</td><td>Gaps between the top of the overhead cupboard and the bulkhead ceiling Defect location: 114, 115, 210, 225.</td><td>RPF to install white flexible sealant as required</td></tr><tr><td>KITCHEN/ LIVING</td><td>Gap present between built-in laundry unit and wall. Defect location: 102, 107, 111, 121, 201, 203, 204, 209, 212, 213, 214, 217, 220, 221, 222, 223, 224, 225</td><td>RPF to install white flexible sealant as required</td></tr></table>	KITCHEN/ LIVING	Gaps between the top of the overhead cupboard and the bulkhead ceiling Defect location: 114, 115, 210, 225.	RPF to install white flexible sealant as required	KITCHEN/ LIVING	Gap present between built-in laundry unit and wall. Defect location: 102, 107, 111, 121, 201, 203, 204, 209, 212, 213, 214, 217, 220, 221, 222, 223, 224, 225	RPF to install white flexible sealant as required		
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KITCHEN/ LIVING	Gap present between built-in laundry unit and wall. Defect location: 102, 107, 111, 121, 201, 203, 204, 209, 212, 213, 214, 217, 220, 221, 222, 223, 224, 225	RPF to install white flexible sealant as required										
12.4	Doors to Sanitary Compartments	Agreed Unit 213 bathroom only	Agreed to one door only Rectify to these units as per PSBR	YES	\$600							