



PREMIER STRATA MANAGEMENT PTY LIMITED

A.B.N. 60 056 277 215

6/175 Briens Road, Northmead 2152 - PO Box 3030, Parramatta 2124
Phone (02) 9630 7500 Fax (02) 9630 1915 E-mail: strata@tpg.com.au

**PLEASE TAKE NOTICE THAT THE ANNUAL GENERAL MEETING OF OWNERS
OF STRATA PLAN 270051 WILL BE HELD IN THE CAPTAINS CLUB ROOM AT
247 BURWOOD ROAD CONCORD
ON MONDAY 26 NOVEMBER 2012 COMMENCING AT 7.00 PM**

AGENDA

Note Attendance

Accept proxies and apologies

Determine Quorum

Consider the following motions

MOTIONS

1. That the minutes of the previous General Meeting held be confirmed and adopted.
2. That the insurance policy currently in force be confirmed and adopted and that Fidelity Guarantee, Office Bearers Liability and Workers Compensation Cover be considered and adopted.
3.
 - (a) That the executive committee be elected in accordance with Regulation 4 of the Community Land Management Act, 1989 for the following year.
 - (b) That a discussion be held on whether or not any limitations be placed on the decision making powers of the executive committee for the following year.
4. That the Annual Statement of Accounts be received and adopted.
5. That consideration be given to independently audit the Annual Statement of Accounts.
6. That the 10 year Sinking Fund Forecast prepared by QS Solutions on the 30th September 2011 be reviewed and considered and that a budget be accepted and unit levies determined for the proceeding year.
7. That the Owners Corporation acknowledge the *Work Health and Safety Act 2011* and *Regulations* and RESOLVE to:
 - (a) As required, consult, confer, allow inspections and provide assistance (and/or documents) on any matter so far as is reasonably practicable, on work health and safety matters under the Work Health and Safety Act 2011 and Regulations with its agents, employees or contractors or any health and safety representative for its agents, employees or contractors,
 - (b) As required, prepare and maintain any register or document reasonably required (including an asbestos register if so required) under the Work Health and Safety Act and Regulations and make such register or document available to its agents, employees or contractors or any health and safety representative for its agents, employees or contractors.
 - (c) Engage a contractor to carry out a Safety Report as the preliminary process in compliance with the Work Health and Safety Act 2011.
 - (d) Engage a contractor to inspect the property for evidence of termite activity.

Explanation – Work Health & Safety

For the purposes of the Works Health and Safety Act 2011 an Owners Corporation has various obligations. As “people” in control of a workplace an Owners Corporation has a duty to ensure that the property is safe and without risks to health, for workers (including volunteers, contractors and employees), visitors and residents alike. There are substantial penalties for non compliance. The Owners Corporation must ensure that the property is safe and without risks to health on an ongoing basis. In order to do this Owners Corporations need to:

- Identify the actions necessary to eliminate or control a risk;
- Ensure that all measures used to eliminate or control a risk are properly used and maintained; and
- Review its risk assessment under a range of circumstances.

The Owners Corporation does not have to engage a professional to identify hazards and perform a risk assessment; however there are strong reasons to do so. Occupational Health and Safety is a specialist field and few individuals possess the skills, knowledge or experience to conduct a reliable risk assessment. Using a professional provider, gives the Owners Corporation the security of knowing that their Safety Report will be accurate and reasonable. Also, if the Owners Corporation uses a non-expert to conduct an assessment, it may expose the Owners Corporation and that person to liability if the assessment is deficient. Having a Safety Report prepared for your property is the first step towards meeting your obligations, by identifying hazards and assessing the risks they pose.

8. That this meeting supports the actions the Executive Committee has been taking to discourage residents from parking illegally on the roadway, in the car wash bays and in visitors parking spaces and directs the committee to continue:
- placing notices on vehicles
 - having the Managing Agent send letters & issue Section 13A notices
 - where necessary, initiating Mediation proceedings, Adjudication orders or hearings before the Tribunal.
9. That the Community Association SPECIALLY resolve pursuant to s.14 of the *Community Land Management Act 1989* to amend its management statement by the addition of the following by-law:

Maintenance

127.1 An Owner or Occupier or a Strata Plan must keep that Owner’s or Occupier’s Lot or a Strata Plan clean and tidy and in good repair and condition.

Community Association to give notice

127.2 The Community Association may give a notice to an Owner or Occupier or a Strata Plan requiring an Owner or Occupier or a Strata Plan to comply with the terms of this by-law.

127.3 If an Owner or Occupier or a Strata Plan does not comply with this by-law, then the Community Association may exercise its rights under by-law 127.4.

127.4 The Community Association may do anything to a lot:

- (a) Which should have been done by an Owner or Occupier or a Strata Plan under this Management Statement but which has not been done or has not been done properly; or
- (b) To comply with this Management Statement, including remedying, removing or restoring anything on that Lot which is provided under this Management Statement.

127.5 If by-law 127.4 applies, the Community Association may:

- (a) Enter and remain on the Lot for as long as it is necessary; and
- (b) Recover any costs associated with carrying out works under this Management Statement from the Owner of the Lot.

Not Liable for Damage

127.6 The Community Association is not liable for damage to or loss of property or injury to any person in or near the Community parcel due to any cause.

127.7 By-law 127.6 does not apply if, the damage loss or injury follows the negligence or fraud of the Community Association or any employee or agent of the Community Association.

** Should any owner have any questions concerning the accounts accompanying this notice of meeting, please telephone the office prior to the meeting to enable your query to be satisfactorily addressed and to ensure the meeting is not delayed. The budget and levy recommendations however are for discussion at the meeting.

** Should you be unable to attend the meeting please sign and return the attached proxy form for the convenience of the owners attending.

** All levies should be paid to date for your vote to be valid at the meeting.

STATUTORY INFORMATION

IMPORTANT INFORMATION ABOUT A QUORUM AT A GENERAL MEETING

Community Land Management Act 1989

1. A motion submitted at a general meeting of a community association must not be considered and an election must not be held unless there is a quorum present to consider and vote on the motion or on the election.
2. There is a quorum for considering and voting on such a motion or at such an election only if:
 - a. At least one-quarter of the number of persons entitled to vote on the motion or at the election is present, either personally or by duly appointed proxy, or
 - b. At least one-quarter of the aggregate unit entitlement of the community scheme is represented by the person who are present and entitled to vote on the motion or at the election, either personally or by duly appointed proxy.
3. However, if there is more than one owner in the community scheme and the quorum calculated in accordance with subclause (2) is less than 2 persons the quorum is 2 persons entitled to vote on the motion or at the election.
4. If a quorum, as provided by subclause (2), is not present within the next half-hour after the relevant motion or business arises for consideration at the meeting, the meeting stands adjourned for at least 7 days
5. If a quorum, as provided by subclause (2), is not present within the next half-hour after the time fixed for the adjourned meeting, the persons present personally or by duly appointed proxy and entitled to vote constitute a quorum for considering that motion or business.

IMPORTANT INFORMATION ABOUT VOTING RIGHTS AT GENERAL MEETINGS

Community Land Management Act 1989 Schedule 6 Part 1

1. **Who has voting rights?**

Each member of a community association, and each person entitled to a priority vote, has voting rights that may be exercised at a general meeting of the community association, but only if the member or person is shown on the community roll and, in the case of a corporation, the company nominee is shown on the community roll.
2. **Exercise of voting rights by joint first mortgagees or joint covenant chargees**

Voting rights may be exercised at the meeting by joint first mortgagees or joint covenant chargees only by proxy (who may be one of them) duly appointed by all of them jointly.
3. **Exercise of voting rights by owner, first mortgagee or covenant chargee**

The voting rights of the owner, first mortgagee or covenant chargee of a lot (other than a joint owner, mortgagee or covenant chargee) may be exercised:

 - a. unless the owner, mortgagee or covenant chargee is a corporation – in person by proxy or
 - b. if the owner, mortgagee or covenant chargee is a corporation – by the company nominee in person, or by proxy appointed by the corporation.

4. **Exercise of voting rights by joint owners to be by proxy**

The voting rights of joint owners of a lot may not be exercised by them individually but may be exercised:

 - a. by a proxy (who may be one of them), or
 - b. as provided by subclause (5).

5. **Other circumstances in which joint owners may exercise voting rights**

If, on a vote at a general meeting, the rights of joint owners of a lot are not exercised by a proxy as referred to in subclause (4), one of them may act as such a proxy:

 - a. if the other joint owners are absent or such of them as are present give their consent, or
 - b. if paragraph (a) does not apply if he or she is the owner first named on the community roll as one of the joint owners.

6. **Exercise of voting rights by owners of successive estates in lot.**

If there are owners of successive estates in a lot, only the owner of the first estate may vote at a general meeting.
7. **Exercise of voting rights where owner holds lot as trustee**

If the owner of a lot holds it as trustee, a person beneficially entitled may vote at a general meeting.
8. **Voting rights may not be exercised if contributions not paid**

A vote at a general meeting (other than a vote on a motion requiring an unanimous resolution) by an owner of a lot or a person with a priority vote in respect of the lot does not count unless payment has been made before the meeting of all contributions levied on the owner, and any other amounts recoverable from the owner, in relation to the lot that are owing at the date of the notice for the meeting.
9. **Effect of casting of priority vote**

If a priority vote is cast in relation to a lot, a vote on the same matter by the owner of the lot does not count.
10. **Effect of section 46 (notice to community association of right to vote)**

This clause does not confer a right to vote on a person deprived of the right by failing to comply with Section 46.
11. **Definition of motion**

In this clause, *motion* means a motion submitted at a general meeting of a community association or on any election of members of the executive committee.



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MINUTES OF THE ANNUAL GENERAL MEETING OF OWNERS OF COMMUNITY ASSOCIATION D.P. 270051 HELD AT THE CAPTAIN'S CLUB, 247 BURWOOD ROAD, CONCORD, ON MONDAY 28 NOVEMBER 2011 BEGINNING AT 7.07PM.

Present	Strata	Representative	Strata	Representative
	Alexander	Jim Walsh	Golden Grove	Filomena Gard
	Barrington	David Webster	Hunter	
	Bligh	Oliver	Lawson	Stephen Hillier
	Borrowdale		Lindsay	Norma Mancuso
	Chisholm	David Tuskan (proxy)	Macquarie	John Musgrave
	Elizabeth	Wendy Thompson	Scarborough	Jimmy Feng
	Fitzroy	Robert Orioli	Wentworth	Andrew McLaughlin
	Flinders	Therese Briggs		(proxy)
			Premier Strata	David Tuskan

Proxies Joanne Robertson, Chisholm, to David Tuskan
Richard Farmer, Wentworth, to Andrew McLaughlin

In Attendance Joe Abate, 5 Borrowdale; Pat Barrett, 1 Golden Grove; Joe Ficarra, 3 Alexander; Collette Hillier, 4 Bligh; Kaye Llewellyn, 7 Elizabeth; Mary McLaughlin, 1 Wentworth; Linda Maniaci, 5 Fitzroy; Ingrid Paling, 3 Bligh; Vicki Park, 2 Chisholm; Barbara Walsh, 5 Alexander & Yvonne Webster 12 Barrington.

Chairman David Webster.

Quorum It was noted that a quorum was present.

Minutes It was RESOLVED that the Minutes of the AGM held on 22 November 2010 be confirmed & adopted.

Insurance Policies It was RESOLVED that the insurance policy currently in force (\$2.367 million) be confirmed and adopted and that Fidelity Guarantee and Office Bearers' Liability be adopted.

Chairman At this stage our managing agent, David Tuskan, took the Chair.

Executive Committee The following owners were elected to the Executive Committee:
Stephen Hillier Lawson Jim Walsh Alexander
Oliver Bligh David Webster Barrington
Wendy Thompson Elizabeth

It was RESOLVED that no limitations be placed on the decision making powers of the committee for the following year other than those already existing under the Act and Regulations.

Annual Accounts It was RESOLVED that accounts for the year ended 30 September 2011 be received and adopted.

Independent Auditor	It was RESOLVED that an independent auditor not be appointed.						
Budget	After consideration of the 10 year sinking fund forecast prepared by QS Solutions, it was RESOLVED that the following budget be accepted on a unit entitlement basis from 1 January 2012, with levies due in four equal payments on 1 January, 1 April, 1 July & 1 October.						
	<table border="0"> <tr> <td>Sinking Fund</td> <td style="text-align: right;">49,500.00</td> </tr> <tr> <td>Administrative Fund</td> <td style="text-align: right;"><u>181,786.00</u></td> </tr> <tr> <td>Total Funds</td> <td style="text-align: right;">\$<u>231,286.00</u> including GST.</td> </tr> </table>	Sinking Fund	49,500.00	Administrative Fund	<u>181,786.00</u>	Total Funds	\$ <u>231,286.00</u> including GST.
Sinking Fund	49,500.00						
Administrative Fund	<u>181,786.00</u>						
Total Funds	\$ <u>231,286.00</u> including GST.						
Termite, Safety & Asbestos Reports	<p>It was RESOLVED that a termite report be obtained this year.</p> <p>It was RESOLVED that safety & asbestos inspection reports not be obtained. It was NOTED that it is the policy of the executive committee to attend to items of safety as they arise.</p>						
Special By-Law: Hot Water Service	It was RESOLVED that the Special By-Law, in the terms as presented, be adopted to allow the installation of solar panels for hot water services.						
General Business							
Illegal Parking	<p>It was RESOLVED that this meeting supports the actions the executive committee has been taking to discourage residents from parking illegally on the roadway, in the car wash bays & in visitors' parking spaces & directs the committee to continue:</p> <ul style="list-style-type: none"> ○ Placing notices on vehicles ○ Having the Managing Agent send letters & issue Section 13A Notices ○ Where necessary, initiating Mediation Proceedings, Adjudication Orders or Hearings before the Tribunal. 						
Issues Referred to Committee	<p>Consideration to installing:</p> <ul style="list-style-type: none"> ● a clothes line on the community property between Golden Grove & no. 245 Burwood Road ● a 'bowl' light to replace an existing bollard light on the path near Borrowdale. 						
Appreciation	<p>Appreciation was recorded to:</p> <ul style="list-style-type: none"> ● Pauline Gumby for her ongoing maintenance of our <i>website</i> & for organising the <i>Bridge Club</i> & providing expert tutoring. ● The Phillips Landing Women's Group for providing fellowship for women & for their contribution to the community, especially by organising regular <i>Community Gatherings</i>, including raising money for breast cancer research via <i>Australia's Biggest Morning Tea</i>. ● Ingrid Paling & Yvonne Webster for organising the active <i>Singers' Group</i>. ● David Webster, Therese Briggs & Barrie Tomkins, for the effort they have contributed as members of the <i>Gardening Sub-committee</i>. ● Piia Iivonen for organising the <i>Parents With Young Children Group</i>. 						
Next AGM	It was RESOLVED that the 2012 AGM be held on Monday 26 November, beginning at 7.00pm.						
Closure	The meeting closed at 8.53pm.						

CHU Underwriting Agencies Pty Ltd – ABN 18 001 580 070
 Level 5, 1 Northcliff Street MILSONS POINT 2061
 P O BOX 507 ,MILSONS POINT 1565 (DX 3500)
 Phone: 1300 361 263 Fax: 1300 361 269

Issued on behalf of the Insurers

QBE Insurance (Aust) Ltd ABN 78 003 191 035 82 Pitt Street Sydney NSW 2000 (AFS Licence No 239545)
 QBE Workers Compensation (NSW) Ltd ABN 95 003 195 604



CHU

The Specialists in Strata and
 Community Title Insurance

Policy No. NT201147 - 0
 Period of insurance From 4:00 PM 15-Dec-11
 To 4:00 PM 15-Dec-12

Postal Address
 PREMIER STRATA MANAGEMENT

The insured and situation
 COMMUNITY ASSOCIATION DP270051

PO BOX 3030
 PARRAMATTA NSW 2124

LOT 1 247 BURWOOD ROAD
 CONCORD NSW 2137

**COMMUNITY ASSOCIATION INSURANCE PLAN
 CERTIFICATE OF CURRENCY**

Policy		SUM INSURED
1	COMMUNITY PROPERTY	
	Building/s & Improvements	2,367,000
	Contents	23,670
	Community Income	355,050
	Extra Expenses	Not Selected
	Sports Playing Surfaces	Not Selected
2	LIABILITY TO OTHERS (Community Association)	20,000,000
3	VOLUNTARY WORKERS	200,000 / 2,000
4	WORKERS COMPENSATION	Not Selected
5	FIDELITY GUARANTEE	100,000
6	OFFICE BEARERS LEGAL LIABILITY	100,000
7	MACHINERY BREAKDOWN	Not Selected
8	CATASTROPHE	Not Selected
	Rent/Temp Accom - ext cover	Not Selected
9	GOVERNMENT AUDIT COSTS AND LEGAL EXPENSES	
a	AUDIT COSTS	25,000
b	APPEAL EXPENSES	100,000
c	LEGAL DEFENCE EXPENSES	50,000
10	a LOT OWNERS HOMES	Not Applicable
	Rent/Temp Accom	Not Applicable
	b LIABILITY TO OTHERS	Not Applicable
	c MACHINERY BREAKDOWN	Not Applicable
	d CATASTROPHE	Not Applicable
	Rent/Temp Accom - ext cover	Not Applicable
11	a LOT OWNERS COMMERCIAL BUILDINGS	Not Applicable
	Rent/Temp Accom	Not Applicable
	b LIABILITY TO OTHERS	Not Applicable
	c MACHINERY BREAKDOWN	Not Applicable
	d CATASTROPHE	Not Applicable
	Rent/Temp Accom - ext cover	Not Applicable
Excesses	1 5 250	

Policy 1 & 10a - Terrorism Endorsement where the Building Sum insured shown above is greater than \$50,000,000,
 General Exclusion 1 - Act of Terrorism is hereby deleted and replaced with "any Act of Terrorism whatsoever."

Policy 11 The Insurers have determined that this policy is a policy to which the Terrorism Insurance Act 2003 applies because the building is not principally and primarily a place of residence. We have based this on the fact that 50% or more of the building's area is used for non-residential purposes. The insurers have reinsured their liability under the Act with the Commonwealth Government reinsurer, the Australian Reinsurance Pool Corporation (ARPC). As a consequence, the insurers are required to pay a premium to the ARPC and that amount (together with the cost of that part of the cover provided by them and administrative costs associated with the legislation) is reflected in the premium charged to you.

Terrorism Premium is

As with any other part of our premium it is subject to Government taxes and charges such as GST, stamp duty and, where applicable, fire services levy.

Refer overleaf for Duty of Disclosure & excess explanatory notes.

ISSUE DATE

13-September-2012

COMMUNITY PLAN D P 270051 - 247 BURWOOD ROAD CONCORD NSW 2137

ANNUAL STATEMENT OF INCOME & EXPENDITURE FOR YEAR ENDED 30/09/12

ADMINISTRATIVE FUND

Comparative Figures Last Year		Current Year
1,061.20	INCOME	
	Income Tax Refund	
	Insurance Claims Received	7,118.18
	Interest Receivable - Arrears	175.39
180.00	Key Deposits	100.00
147,189.96	Levies Receivable	160,742.52
241.40	Reimbursement	613.60
1,335.54	Rental	876.92
-----		-----
150,008.10		169,626.61
-----		-----
	LESS EXPENDITURE	
280.00	Accounting fee	290.00
187.50	Accrued Management fee	150.00
65.45	Admin Costs	119.09
83.80	Bank fees	107.65
320.00	Business Activity Statement	320.00
14,899.29	Common Property Maintenance	10,375.14
29.85	Deft/Bpay Fee	52.46
15,540.69	Electricity	16,956.88
850.00	Engineers Report	400.00
1,332.00	Fire Equipment - Service/Inspect	680.00
67,488.62	Gardening	70,165.68
227.27	Insurance Claim/Excess	327.27
3,052.79	Insurance	2,721.96
	Insurance Repairs	10,500.00
74.00	Legal Fees	3,625.69
2,899.91	Levy Payment	3,432.64
4,023.00	Maintenance - Plumbing	949.00
	Maintenance - Windows	320.00
472.00	Maintenance - Painting	
1,117.95	Maintenance - Locksmiths	690.45
1,604.00	Maintenance - Electrical	1,995.00
	Maintenance - Fences	4,460.00
	Maintenance - Garden Items	481.82
1,456.82	Maintenance - Tree Maintenance	
	Maintenance - Pest Control	450.00
875.00	Maintenance - Tennis Court	755.00
	Maintenance - Irrigation System	1,499.38
2,450.00	Maintenance - Water Feature	4,900.00
9,304.00	Maintenance - Pool	10,772.30
1,148.35	Maintenance - General	1,668.18
16,700.00	Management Fees	17,337.50
72.73	Management Fees Schedule B	
	PAYG Tax	197.00
561.20	Postage Photocopy & Stationery	553.20
500.00	Reimbursement	
1,072.00	Service Equipment	2,457.13
	Sinking Fund Report	1,000.00
	Supply & Install sign	1,320.25
650.00	Survey Report	
1,524.35	Water Rates	16,052.40
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150,862.57

188,083.07

(854.47) (Deficit) Surplus for Year

(18,456.46)

5,398.73

Add Owners' Funds
At Start of Year

4,544.26

4,544.26

Transfer to Balance Sheet

(13,912.20)

COMMUNITY PLAN D P 270051 - 247 BURWOOD ROAD CONCORD NSW 2137

ANNUAL STATEMENT OF INCOME & EXPENDITURE FOR YEAR ENDED 30/09/12

SINKING FUND		
Comparative Figures Last Year	INCOME	Current Year
	Interest Receivable - Arrears	47.75
2,854.07	Interest Received on Investment	2,050.61
44,999.88	Levies Receivable	44,999.88
241.40	Other Income	
-----		-----
48,095.35		47,098.24
-----		-----
	LESS EXPENDITURE	
20,136.36	Driveway Replacement	
1,250.00	Electrical Repairs	10,900.00
11,686.36	Improvements	18,842.70
80.00	Income Tax Return Fee	80.00
775.00	Plumbing/Drainage Works	5,460.00
10,800.00	Tree Maintenance	6,781.60
-----		-----
44,727.72		42,064.30
-----		-----
3,367.63	(Deficit) Surplus for Year	5,033.94
	Add Owners' Funds	
131,278.06	At Start of Year	134,645.69
-----		-----
134,645.69	Transfer to Balance Sheet	139,679.63
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COMMUNITY PLAN D P 270051 - 247 BURWOOD ROAD CONCORD NSW 2137

GOODS AND SERVICES TAX STATEMENT FOR PERIOD 01/10/11 TO 30/09/12

Comparative Figures Last Year	INCOME	Current Year
24.14	GST on other Admin	59.86
24.14	GST on other Sinking	
1,905.00	BAS Refund - ATO	1,877.00
14,718.96	GST on levies	16,074.21
4,499.96	GST on Levies	4,499.96
21,172.20		22,511.03
	LESS EXPENDITURE	
6,731.00	GST Remitted to ATO on BAS	1,292.00
13,447.89	GST on invoices paid	15,829.14
4,472.78	Goods and Services Tax	4,101.28
24,651.67		21,222.42
(3,479.47)	GST Payable (Receivable)	1,288.61
(668.53)	Add GST From Prior Period	(4,148.00)
(4,148.00)	Transfer to Balance Sheet	(2,859.39)

COMMUNITY PLAN D P 270051 - 247 BURWOOD ROAD CONCORD NSW 2137

BALANCE SHEET AS AT 30/09/12

Comparative Figures Last Year		Current Year	
	OWNERS' FUNDS		
4,544.26	Administrative Fund	(13,912.20)	
134,645.69	Sinking Fund	139,679.63	
-----		-----	-----
139,189.95			125,767.43
-----			-----
	REPRESENTED BY:		
	CURRENT ASSETS		
55,244.77	Investment Account	55,244.77	
30,907.48	Investment Account 2	31,832.16	
75,967.19	Working Account	78,255.35	
0.00	Lots in Arrears	127.75	
4,148.00	GST Receivable	2,859.39	
-----		-----	-----
166,267.44			168,319.42
-----			-----
	LESS CURRENT LIABILITIES		
27,077.49	Lots in Advance	42,551.99	
-----		-----	-----
27,077.49			42,551.99
-----			-----
-----			-----
139,189.95			125,767.43
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247 BURWOOD ROAD CONCORD
Notes to Accounts

Strata Plan: 270051
Ended: 30/09/2012

ADMINISTRATIVE FUND - INCOME

1 INSURANCE CLAIMS RECEIVED		
Repair underground burst water pipe	7,118.18	7,118.18

ADMINISTRATIVE FUND - EXPENDITURE

2 INSURANCE REPAIRS		10,500.00
Repair underground burst water pipe	10,500.00	
3 MAINTENANCE - PLUMBING		949.00
repair burst water pipe in carwash bay	440.00	
Repair burst water pipe near Chisholm building	315.00	
Repair taps in common toilets	194.00	
4 MAINTENANCE - WINDOWS		320.00
Repair windows in the gym	320.00	
5 MAINTENANCE - LOCKSMITH		690.45
Repair tennis court gate	111.82	
Replace faulty pool gate lock	334.93	
Replace damaged lock to gate between Wentworth and Chisholm	148.46	
Order additional security keys	95.24	
6 MAINTENANCE - ELECTRICAL		1,995.00
Replace faulty underground cable between Macquarie and Alexander	1,775.00	
Replace damaged garden light	140.00	
Repair fan in the gym	80.00	
7 MAINTENANCE - GARDEN ITEMS		481.82
Plant pots outside Captain's Club	481.82	
8 MAINTENANCE - PEST CONTROL		450.00
Termite pest inspection	450.00	
9 MAINTENANCE - GENERAL		1,668.18
Pressure clean individual buildings	990.91	
Pressure clean sandstone pillars and signs	677.27	
10 SUPPLY AND INSTALL SIGN		1,320.25
Supply and install notice board	820.00	
Supply and install roadside traffic mirror	500.25	

SINKING FUND

11 ELECTRICAL REPAIRS		10,900.00
Upgrade of community sub station	9,900.00	
Replace lights at entrance to complex	1,000.00	
12 IMPROVEMENTS		18,842.70
Relay pavers (various areas)	4,256.36	
Reapair sea wall blocks	1,200.00	
Removal of plants and replanting	6,636.36	
Install metal rail to garage bay	800.00	
Pressure clean all common footpaths and apply anti mould	4,815.45	
Replace belts on treadmill	1,134.53	

13 PLUMBING/ DRAINAGE

Repair broken sewer line (Golden Grove)

3,310.00

5,460.00

Repair sewer line (Wentworth)

2,150.00

Lot	Name	Admin: Sinking:	Qtly levy	Spec levy	Interest	GST	Misc Acct	Total	Balance
2	SCARBOROUGH S.P. 46619		-0.02	0.00	88.64	0.00	15.00 172	103.62	127.75
			0.00	0.00	24.13	0.00		24.13	
3	ALEXANDER S.P. 47656		-2873.07	0.00	0.00	-287.30		-3160.37	-4020.92
			-782.32	0.00	0.00	-78.23		-860.55	
4	GOLDEN GROVE S.P. 47898		-2582.23	0.00	0.00	-258.22		-2840.45	-3613.88
			-703.12	0.00	0.00	-70.31		-773.43	
5	BORROWDALE S.P. 45731		-1127.49	0.00	0.00	-112.75		-1240.24	-1577.95
			-307.01	0.00	0.00	-30.70		-337.71	
6	BARRINGTON S.P. 48613		-3527.70	0.00	0.00	-352.77		-3880.47	-4937.11
			-960.58	0.00	0.00	-96.06		-1056.64	
7	MACQUARIE S.P. 49932		-3473.17	0.00	0.00	-347.31		-3820.48	-4860.78
			-945.73	0.00	0.00	-94.57		-1040.30	
8	BLIGH S.P. 50664		-1927.55	0.00	0.00	-192.75		-2120.30	-2697.66
			-524.87	0.00	0.00	-52.49		-577.36	
9	HUNTER S.P. 49660		-2000.31	0.00	0.00	-200.03		-2200.34	-2799.48
			-544.67	0.00	0.00	-54.47		-599.14	
10	FITZROY S.P. 50409		-2127.76	0.00	0.00	-212.77		-2340.53	-2977.84
			-579.37	0.00	0.00	-57.94		-637.31	
11	ELIZABETH S.P. 51584		-3400.47	0.00	0.00	-340.04		-3740.51	-4759.03
			-925.93	0.00	0.00	-92.59		-1018.52	
12	CHISOLM S.P. 50915		-2691.30	0.00	0.00	-269.13		-2960.43	-3766.53
			-732.82	0.00	0.00	-73.28		-806.10	
13	WENTWORTH S.P. 51585		-0.01	0.00	0.00	0.00		-0.01	-0.01
			0.00	0.00	0.00	0.00		0.00	
14	LINDSAY - S.P. 51975		-0.01	0.00	0.00	0.00		-0.01	-0.01
			0.00	0.00	0.00	0.00		0.00	
15	LAWSON S.P. 52390		-2145.93	0.00	0.00	-214.59		-2360.52	-3003.27
			-584.32	0.00	0.00	-58.43		-642.75	
16	FLINDERS S.P. 52910		-2527.66	0.00	0.00	-252.76		-2780.42	-3537.52
			-688.27	0.00	0.00	-68.83		-757.10	
		Admin:	-30404.68	0.00	88.64	-3040.42	225.00	-33341.46	
		Sinking:	-8279.01	0.00	24.13	-827.90	0.00	-9082.78	
		Total:	-38683.69	0.00	112.77	-3868.32	15.00	-42424.24	-42424.24

6.3 Summary

The summary provides sinking fund contributions which increase by an equal percentage each year and takes into account the anticipated starting balance, the calculated annual expenses and the sum of the annual contributions analysis which is recalculated to increase by an equal percentage each year. All values are inclusive of GST.

The summary does not consider items individually and the lower initial contributions could result in insufficient levies being raised if unexpected sinking fund expenditure occurs.

The summary should only be relied upon once the contribution and expenditure analysis have been reviewed and fully understood.

DP270051, 247 Burwood Road, Concord NSW				
Annual sinking fund cashflow including GST				
Financial Year	Opening balance	Contribution at 5% increase PA	Anticipated Expenditure	Closing balance
2011-2012	140,000	45,507	15,962	169,546
2012-2013	169,546	47,783	22,317	195,011
2013-2014	195,011	50,172	56,835	188,348
2014-2015	188,348	52,680	91,855	149,173
2015-2016	149,173	55,314	62,745	141,742
2016-2017	141,742	58,080	90,649	109,173
2017-2018	109,173	60,984	25,997	144,161
2018-2019	144,161	64,033	21,542	186,652
2019-2020	186,652	67,235	30,297	223,590
2020-2021	223,590	70,597	64,063	230,123

PROPOSED BUDGET 2012/13
COMMUNITY ASSOCIATION DP 270051

ADMINISTRATIVE FUND

Expenditure:

Bank Fee & Tax	\$ 170.00
Accounting Fee	\$ 300.00
Business Activity Statement	\$ 320.00
Common Property Maintenance	\$ 12,000.00
Gardening	\$ 80,000.00
Electricity	\$ 17,500.00
Fire Equipment Servicing	\$ 1,000.00
Insurance	\$ 3,200.00
Management Fees	\$ 18,000.00
NSW Maritime Authority	\$ 3,500.00
Postage & Stationery	\$ 700.00
Sundries & Repairs	\$ 10,000.00
Water Rates	\$ 2,000.00
Pool Maintenance	\$ 11,000.00
Water Feature Maintenance	\$ 6,500.00
Deficit	\$ 13,910.00
Sub total	\$ 180,100.00
	\$ -
Total	<u>\$ 180,100.00</u> plus gst

SINKING FUND

\$55,000.00

To cover the replacement of items such as light fittings, doors, major plumbing/drainage works, roof restoration, painting, driveways, garage doors, safety equipment and fittings.

(Please note this amount is not accurately assessed as a quantity surveyor would be required to give an accurate assessment)

		GST	
<u>SINKING FUND</u>	\$55,000.00	\$5,500.00	\$60,500.00
<u>ADMINISTRATIVE FUND</u>	\$180,100.00	\$18,010.00	\$198,110.00
	\$235,100.00	\$23,510.00	\$258,610.00

QUARTERLY CONTRIBUTIONS

Lot No.	U/E	A/F	S/F	Total
Alexander	69540	\$3,444.14	\$1,051.79	\$4,495.93
Barrington	85385	\$4,228.91	\$1,291.45	\$5,520.35
Bligh	46665	\$2,311.20	\$705.81	\$3,017.01
Borrowdale	27290	\$1,351.61	\$412.76	\$1,764.37
Chisholm	65140	\$3,226.22	\$985.24	\$4,211.46
Elizabeth	82305	\$4,076.36	\$1,244.86	\$5,321.22
Fitzroy	51500	\$2,550.67	\$778.94	\$3,329.60
Flinders	61180	\$3,030.09	\$925.35	\$3,955.44
Golden Grove	62500	\$3,095.47	\$945.31	\$4,040.78
Hunter	48415	\$2,397.87	\$732.28	\$3,130.15
Lawson	51940	\$2,572.46	\$785.59	\$3,358.05
Lindsay	86710	\$4,294.53	\$1,311.49	\$5,606.02
Macquarie	84065	\$4,163.53	\$1,271.48	\$5,435.01
Scarborough	85825	\$4,250.70	\$1,298.10	\$5,548.80
Wentworth	91550	\$4,534.24	\$1,384.69	\$5,918.94



PREMIER STRATA MANAGEMENT PTY LIMITED

A.B.N. 60 056 277 215

6/175 Briens Road, Northmead 2152 - PO Box 3030, Parramatta 2124
Phone (02) 9630 7500 Fax (02) 9630 1915 E-mail strata@tpg.com.au

PLEASE TAKE NOTICE THAT THE EXECUTIVE COMMITTEE MEETING OF THE COMMUNITY ASSOCIATION DP 270051 WILL BE HELD IN THE CAPTAIN'S CLUB, 247 BURWOOD ROAD, CONCORD, COMMENCING IMMEDIATELY AFTER CONCLUSION OF THE ANNUAL GENERAL MEETING

AGENDA

Note Attendance

Accept Proxies and Apologies

Determine Quorum

Consider the following motions.

1. That the minutes of the previous Executive Committee Meeting held on 22nd October 2012 be confirmed and adopted.
2. Election of office bearers.
3. Next meeting.

Please note regarding executive committee meetings:

A quorum is determined by 50% of committee members attending either in person or by proxy.

An owner, or where the owner is a corporation the company nominee of the corporation, is welcome to attend & may speak with the agreement of a majority vote of the executive committee.



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Community Land Management Act, 1989

(cl. 6(1), 20(1), and 34(1) of Sch 5 and cl. 9(1), 29(1) and 49(1) of Sch.6) (DT)

Date.....

I/We

The Proprietors of Lot

In Deposited Plan No..... **270051**.....

Appoint..... The Chairman or

Of

as my/our proxy for the purposes of meetings of the Community Association (including adjournments of meeting)

Period or number of meeting for which appointment of proxy has effect (Please Tick whichever applies)

1 Meeting months 12 months 2 consecutive Annual General Meetings

Note: The appointment cannot have effect for more than 12 months or 2 consecutive annual general meetings, whichever is the greater. If no selection is made by the person giving the proxy, the proxy is effective only for one meeting.

1 This form authorises the proxy to vote on my/our behalf on all matters.
OR

2. This form authorises the proxy to vote on my/our behalf on the following matters only:
.....
.....
.....

Specify the matters and any limitations on the manner in which you want the proxy to vote.

Please delete paragraph 1 or 2, whichever does not apply

3. If a vote is taken on whether

.....

(the managing agent) should be appointed or remain in office or whether another managing agent is to be appointed, I/we want the proxy to vote as follows:

.....

Note: If this matter is not to be considered, then this section 3 is to be deleted from the proxy form paragraph if proxy is not authorised to vote on this matter.

Signature of Proprietors/s

Signature of proxy

COMPANY NOMINEE FORM

The Secretary, Deposited Plan No

..... Pty Ltd hereby authorise

..... or in his/her absence

Conferred by or under that Act on it as Proprietors of lot/s.....

in Deposited Plan No.