



PREMIER STRATA
MANAGEMENT PTY LIMITED

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mail@premierstrata.com.au

P.O. Box 3030
Parramatta 2124
Phone 9630 7500
Fax 9630 1915

ACN 056 277 215

**PLEASE TAKE NOTICE THAT THE ANNUAL GENERAL MEETING OF
PROPRIETORS OF COMMUNITY ASSOCIATION DP 270051
WILL BE HELD IN THE CAPTAINS CLUB ROOM AT
247 BURWOOD ROAD CONCORD ON
MONDAY 25 NOVEMBER 2013, 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 policies currently in force be confirmed and adopted and that insurances for Fidelity Guarantee and Office Bearers Liability be considered and adopted.
 1. (a) That the executive committee be elected in accordance with Regulation 4 of the Community Lands 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 be reviewed and considered and that a budget be accepted and unit levies determined for the proceeding year.
7. That the Community Association 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.
8. That by Special Resolution pursuant to Section 14 of the Community Land Management Act 1989, the Owners Corporation make an additional By-Law as follows and it be registered :
- ‘A document may be served on the owner of a Lot by electronic means if the person has given the Community Association an e-mail address for the service of notices and the document is sent to that address. A notice or document served on an owner by e-mail in accordance with this By-Law is deemed to have been served when transmitted by the sender, providing that the sender does not receive an electronic notification of unsuccessful transmission within 24 hours.’
9. That the meeting supports the actions that 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 and issue Section 13A notices.
 - Where necessary, initiate mediation proceedings, adjudication orders or hearings before the tribunal.
10. The the Community Association on DP 270051 accept the report on the external appearance of each of the 15 strata plans and that it be resolved to request each strata plan to attend to painting and other maintenance items identified in the report in accordance to with the time period noted in the report (report enclosed).
11. That the Community Association DP 270051 resolves to have the individual strata plans request the residents within their strata plan to remove any inappropriate items off their balconies. Items such as large toys, brooms, exercise equipment, rubbish, boxes, etc, are stored on balconies detracting from the overall appearance of the buildings and the complex.

** 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

STATUTORY INFORMATION

IMPORTANT INFORMATION ABOUT A QUORUM AT A GENERAL MEETING

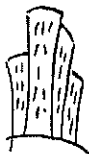
Community Land Management Act 1989

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



PREMIER STRATA MANAGEMENT PTY LIMITED

A.B.N. 60 056 277 215

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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 26 NOVEMBER 2012 COMMENCING AT 7.00PM.

Present	Strata Alexander Barrington Bligh Borrowdale Chisholm Elizabeth Fitzroy Flinders	Representative Jim Walsh David Webster Oliver Joe Strati David Tuskan (proxy) Robert Orioli	Strata Golden Grove Hunter Lawson Lindsay Macquarie Scarborough Wentworth Premier Strata	Representative Filomena Gard Stephen Hillier Jimmy Feng David Tuskan												
Proxies	Joanne Robertson, Chisholm, to David Tuskan															
Apologies	Norma Mancuso (Lindsay) & Wendy Thompson (Elizabeth).															
In Attendance	Pat Barrett (1 Golden Grove), Jimmy Feng (7 Scarborough), Kaye Llewhellyn (7 Elizabeth), Linda Maniaci (5 Fitzroy), Jen Qin (10 Golden Grove) & Steve Webb (7 Golden Grove).															
Chairman	David Webster.															
Quorum	It was noted that a quorum was present.															
Minutes	It was RESOLVED that the Minutes of the AGM held on 28 November 2011 be confirmed & adopted.															
Insurance Policies	It was RESOLVED that, following the updated property valuation due by 15 December, quotes be obtained for an ongoing policy. FURTHER that Fidelity Guarantee and Office Bearers' Liability policies be renewed.															
Executive Committee	The following owners were elected to the Executive Committee: <table><tr><td>Stephen Hillier</td><td>Lawson</td><td>Steve Webb</td><td>Golden Grove</td></tr><tr><td>Oliver</td><td>Bligh</td><td>Jim Walsh</td><td>Alexander</td></tr><tr><td>Joe Strati</td><td>Borrowdale</td><td></td><td></td></tr></table> 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.				Stephen Hillier	Lawson	Steve Webb	Golden Grove	Oliver	Bligh	Jim Walsh	Alexander	Joe Strati	Borrowdale		
Stephen Hillier	Lawson	Steve Webb	Golden Grove													
Oliver	Bligh	Jim Walsh	Alexander													
Joe Strati	Borrowdale															

Annual Accounts	It was RESOLVED that accounts for the year ended 30 September 2012 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. Sinking Fund 60,500.00 Administrative Fund <u>198,110.00</u> Total Funds <u>\$258,610.00</u> including GST.
Termite, Safety & Asbestos Reports	It was RESOLVED that: • a termite report be obtained this year • an asbestos report be obtained in accordance with the Work Health & Safety Act 2011 • the requirement for a Safety Report be referred to the incoming executive committee for clarification with the MA.
Illegal Parking	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: • 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.
Strata Maintenance Special By-Law	It was SPECIALLY RESOLVED that, pursuant to s.14 of the <i>Community Land Management Act 1989</i>, the management statement be amended by the addition of the following By-Law: • 127.1 An owner or occupier of a strata plan must keep that owner's or occupier's lot clean and tidy and in good repair and condition. Proposed By-Laws 127.1 to 127.7 were rejected.
Appreciation	Appreciation was recorded to: • 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 & especially by organising regular <i>Community Gatherings</i>, including raising money for breast cancer research via <i>Australia's Biggest Morning Tea</i>. • Yvonne Webster for organising the active <i>Singers' Group</i>. • Michael Mouhajer for attending to the tennis booking board each week. • David Webster, Therese Briggs & Barrie Tomkins, for the effort they have contributed as members of the <i>Gardening Sub-committee</i>. • David Webster & Wendy Thompson for their contribution to the executive committee.
Next AGM	It was RESOLVED that the 2013 AGM be held on Monday 25 November, beginning at 7.00pm.
Closure	The meeting closed at 9.33pm.

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)



Policy No: NT201147
Period of Insurance:
From: 15/12/12
To: 15/12/13 at 4.00 pm

The Insured & Situation:
THE OWNERS - DP 270051
247 BURWOOD ROAD
CONCORD
NSW 2137

Certificate of Currency - Tax Invoice

POLICY PERIOD 15/12/12 TO 15/12/13		Sum Insured
POLICY 1	COMMUNITY PROPERTY	2,367,000
	COMMUNITY PROPERTY (Community Income)	355,050
	COMMUNITY PROPERTY (Common Area Contents)	23,670
	Sports Playing Field	Not selected
	Extra Expenses	Not selected
POLICY 2	PUBLIC OR LEGAL LIABILITY	20,000,000
POLICY 3	VOLUNTARY WORKERS	200,000/2,000
POLICY 4	WORKERS COMPENSATION (NSW, ACT, TAS & WA ONLY)	Not selected
POLICY 5	FIDELITY GUARANTEE	200,000
POLICY 6	OFFICE BEARER'S LEGAL LIABILITY	100,000
POLICY 7	MACHINERY BREAKDOWN (over 5Kw)	Not selected
POLICY 8	CATASTROPHE (COMMUNITY ASSOCIATION)	Not selected
	Extended cover - Community Income/Temp Accommodation/Storage	Not selected
POLICY 9	Government Audit Costs	25,000
	Appeal expenses - common property health & safety breaches	100,000
	Legal Defence Expenses	50,000
	FLOOD	Not selected

Date of Issue: 23/09/13
Issue Fee Incl GST: 0.00
Issue Fee GST: 0.00

This certificate confirms that on the date of issue noted above, a policy existed for the period and sums insured shown. It is not intended to amend, extend, replace or override the policy terms and conditions contained in the actual policy document. This certificate is issued as a matter of information only and confers no rights on the certificate holder.

CHU Underwriting Agencies Pty Ltd is an underwriting intermediary acting on behalf of the insurers.

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PO Box 507, Milsons Pt 1565

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Fax: 03 9620 0606
Tasmania Ph: 1800 650 603
info_vic@chu.com.au

Queensland

6 Floor, 445 Upper Edward Street
Spring Hill 4000
PO Box 255, Spring Hill 4004

Phone: 07 3135 7900
Fax: 07 3135 7901
info_qld@chu.com.au

Western Australia

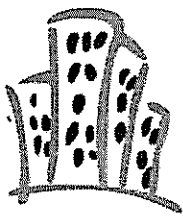
Level 15, QBE House
200 St Georges Terrace
Perth 6000

Phone: 08 9466 8600
Fax: 08 9466 8601
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South Australia

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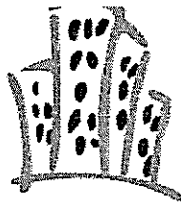
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Community Association D.P. No. 270051

247 Burwood Road
Concord NSW 2137

STATEMENT OF FINANCIAL PERFORMANCE
FOR THE PERIOD 1 OCTOBER 2012 TO 30 SEPTEMBER 2013

<u>ADMINISTRATIVE FUND</u>	ACTUAL 01/10/11-30/09/12	ACTUAL 01/10/12-30/09/13	BUDGET 01/10/12-30/09/13	BUDGET 01/10/13-30/09/14
<u>INCOME</u>				
Levies - Administrative Fund	160,742.52	176,390.03	180,100.00	188,063.97
Special Admin. Fund Levy	0.00	0.00	0.00	2,223.13
Interest Received	0.00	153.44	0.00	0.00
Interest On Overdue Levies	175.39	41.77	0.00	0.00
Insurance Claims Received	7,118.18	717.65 /	0.00	0.00
Key Deposits	100.00	0.00	0.00	0.00
Reimbursement	613.60	2,222.41	0.00	0.00
Rental	876.92	606.21	0.00	0.00
<u>TOTAL ADMIN. FUND INCOME</u>	169,626.61	180,131.51	180,100.00	190,287.10
<u>EXPENDITURE - ADMIN. FUND</u>				
Accounting Fee	290.00	300.00	300.00	310.00
Accrued Management Fee	150.00	262.50	0.00	0.00
Admin Costs	119.09	103.66	0.00	0.00
Asbestos Report	0.00	350.00	0.00	0.00
Bank Fees	107.65	53.75	90.00	70.00
Business Activity Statement	320.00	320.00	320.00	320.00
Common Property Maintenance	10,375.14	9,839.30	12,000.00	11,000.00
Deft/Bpay Fee	52.46	51.69	80.00	70.00
Electricity	16,956.88	21,665.06	17,500.00	21,000.00
Engineers Report	400.00	2,218.18	0.00	0.00
Fire Equipment - Service/Inspe	680.00	680.00	1,000.00	1,000.00
Gardening	70,165.68	76,620.97	80,000.00	85,000.00
Insurance	2,721.96	3,892.17	3,200.00	4,100.00
Insurance Claim/Excess	327.27	0.00	0.00	0.00
Insurance Repairs	10,500.00	2,246.42 2	0.00	0.00
Insurance Valuation	0.00	310.00	0.00	0.00
Legal Fees	3,625.69	132.73	0.00	0.00
Levy Payment	3,432.64	2,884.94	3,500.00	3,100.00
Maintenance - Electrical	1,995.00	3,761.00 3	0.00	0.00
Maintenance - Fences	4,460.00	2,760.00	0.00	0.00
Maintenance - Garden Items	481.82	0.00	0.00	0.00
Maintenance - Irrigation Syste	1,499.38	0.00	0.00	0.00
Maintenance - Locksmiths	690.45	0.00	0.00	0.00
Maintenance - Pest Control	450.00	450.00	0.00	0.00
Maintenance - Plumbing	949.00	960.00 4	0.00	0.00
Maintenance - Tennis Court	755.00	1,020.00	0.00	0.00
Maintenance - Water Feature	4,900.00	7,350.00	6,500.00	6,500.00
Maintenance - Windows	320.00	0.00	0.00	0.00



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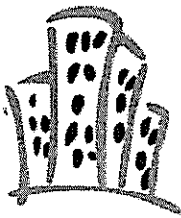
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Community Association D.P. No. 270051

247 Burwood Road
Concord NSW 2137

STATEMENT OF FINANCIAL PERFORMANCE
FOR THE PERIOD 1 OCTOBER 2012 TO 30 SEPTEMBER 2013

EXPENDITURE - ADMIN. FUND (Continued)	ACTUAL	ACTUAL	BUDGET	BUDGET
	01/10/11-30/09/12	01/10/12-30/09/13	01/10/12-30/09/13	01/10/13-30/09/14
Maintenance - General	1,668.18	3,329.09	10,000.00	10,000.00
Maintenance - Pool	10,772.30	9,479.56	11,000.00	10,000.00
Maintenance - Rubbish Removal	0.00	175.00	0.00	0.00
Management Fees	17,337.50	17,875.00	18,000.00	18,900.00
PAYG Tax	197.00	201.00	0.00	300.00
Postage Photocopy & Stationery	553.20	519.49	700.00	700.00
Service Equipment	2,457.13	1,383.00	0.00	1,500.00
Sinking Fund Report	1,000.00	0.00	0.00	0.00
Supply & Install Sign	1,320.25	0.00	0.00	0.00
Water Rates	16,052.40	3,839.95	2,000.00	3,000.00
TOTAL ADMIN. EXPENDITURE	188,083.07	175,034.46	166,190.00	176,870.00
SURPLUS / DEFICIT	\$ (18,456.46)	\$ 5,097.05	\$ 13,910.00	\$ 13,417.10
Opening Admin. Balance	(57.69)	(18,514.15)	(18,514.15)	(13,417.10)
ADMINISTRATIVE FUND BALANCE	\$ (18,514.15)	\$ (13,417.10)	\$ (4,604.15)	\$ 0.00



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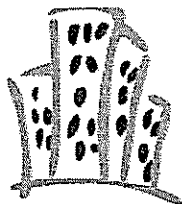
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Community Association D.P. No. 270051

247 Burwood Road
Concord NSW 2137

STATEMENT OF FINANCIAL PERFORMANCE
FOR THE PERIOD 1 OCTOBER 2012 TO 30 SEPTEMBER 2013

<u>SINKING FUND</u>	ACTUAL 01/10/11-30/09/12	ACTUAL 01/10/12-30/09/13	BUDGET 01/10/12-30/09/13	BUDGET 01/10/13-30/09/14
<u>INCOME</u>				
Levies - Sinking Fund	44,999.88	52,499.86	55,000.00	55,000.00
Interest On Overdue Levies	47.75	11.37	0.00	0.00
Interest Received On Investmen	2,050.61	13,322.93	0.00	0.00
<u>TOTAL SINKING FUND INCOME</u>	<u>47,098.24</u>	<u>65,834.16</u>	<u>55,000.00</u>	<u>55,000.00</u>
<u>EXPENDITURE - SINKING FUND</u>				
Electrical Repairs	10,900.00	0.00	0.00	0.00
Fence Replacement/Repairs	0.00	2,007.27	0.00	0.00
General Maintenance	0.00	12,910.00	0.00	0.00
Improvements	18,842.70	1,665.45	0.00	0.00
Income Tax Return Fee	80.00	160.00	0.00	0.00
Plumbing/Drainage Works	5,460.00	12,644.00	0.00	0.00
Tree Maintenance	6,781.60	6,600.00	0.00	0.00
<u>TOTAL SINK. FUND EXPENDITURE</u>	<u>\$ 42,064.30</u>	<u>\$ 35,986.72</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
<u>SURPLUS / DEFICIT</u>	<u>\$ 5,033.94</u>	<u>\$ 29,847.44</u>	<u>\$ 55,000.00</u>	<u>\$ 55,000.00</u>
Opening Sinking Fund Balance	134,645.69	139,679.63	139,679.63	169,527.07
<u>SINKING FUND BALANCE</u>	<u>\$ 139,679.63</u>	<u>\$ 169,527.07</u>	<u>\$ 194,679.63</u>	<u>\$ 224,527.07</u>



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Community Association D.P. No. 270051

247 Burwood Road
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STATEMENT OF FINANCIAL POSITION
AS AT 30 SEPTEMBER 2013

<u>OWNERS FUNDS</u>	<u>ACTUAL</u> <u>30/09/12</u>	<u>ACTUAL</u> <u>30/09/13</u>
Administrative Fund	(18,514.15)	(13,417.10)
Sinking Fund	139,679.63	169,527.07
<u>TOTAL</u>	\$ 121,165.48	\$ 156,109.97

THESE FUNDS ARE REPRESENTED BY

ASSETS

Cash At Bank	78,255.35	116,109.28
Investment A/C Sink Fund 1	55,244.77	65,487.05
Investment A/C Sink Fund 2	31,832.16	34,305.94
Other Arrears	13,746.56	0.00
<u>TOTAL ASSETS</u>	179,078.84	215,902.27

LIABILITIES

GST Clearing Account	1,742.56	419.23
Creditors	0.00	284.37
Levies In Advance	56,170.80	59,088.70
<u>TOTAL LIABILITIES</u>	57,913.36	59,792.30
<u>NET ASSETS</u>	\$ 121,165.48	\$ 156,109.97

247 BURWOOD ROAD, CONCORD
Notes to Accounts

Strata Plan: 270051
Ended: 30/09/2013

ADMINISTRATIVE FUND - INCOME

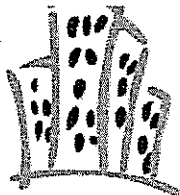
1 INSURANCE CLAIMS RECEIVED		717.65
Repair to vandalised pool shower	430.00	
Repair to vandalised letter boxes	287.65	

ADMINISTRATIVE FUND - EXPENDITURE

2 INSURANCE REPAIRS		2,246.42
Repairs to vandalised pool/shower toilets	1,180.00	
Repairs to vandalised letter boxes	1,066.42	
3 MAINTENANCE - ELECTRICAL		3,761.00
Replace bollard light near alexander	290.00	
Repair underground conduit near utility room	435.00	
Repair light near lawson	218.00	
Replace various bollard lights and cabling	1,430.00	
Replace bollard lights along frenchmans walk	530.00	
Replace bollard light near flinders	198.00	
Install new bollard light near lawson	660.00	
4 MAINTENANCE - PLUMBING		960.00
Clear blocked drains in carwash bay	330.00	
Clear blocked sewerpit line	630.00	
5 MAINTENANCE - GENERAL		3,329.09
Repair to the green bin room	540.00	
Repair paves at wentworth,chisholm , lindsay, lawson and golden grove	1,480.00	
Remove planter pots from eastern pool	1,309.09	

SINKING FUND - EXPENDITURE

6 GENERAL MAINTENANCE		12,910.00
Underpinning of utility room	12,910.00	
7 IMPROVEMENTS		1,665.45
Install roller door to green garbage area at hunter	1,665.45	
8 PLUMBING/DRAINAGE WORKS		12,644.00
Repair and reline main sewer line near wentworth	12,644.00	



PREMIER STRATA
MANAGEMENT PTY LIMITED

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ACN 056 277 215

Community Association D.P. No. 270051

247 Burwood Road
Concord NSW 2137

LOT BALANCE REPORT

30 September 2013

<u>Lot No</u>	<u>Unit No</u>	<u>Admin Balance</u>	<u>Sink Balance</u>	<u>Other</u>	<u>Total</u>
2	M BLO	-4,248.34	-1,295.96	0.00	-5,544.30
3	H BLO	-3,442.23	-1,050.05	0.00	-4,492.28
4	D BLO	-3,093.75	-943.75	0.00	-4,037.50
5	A BLO	-1,350.86	-412.08	0.00	-1,762.94
6	N BLO	-0.02	0.00	0.00	-0.02
7	J BLO	-4,161.22	-1,269.38	0.00	-5,430.60
8	B BLO	-2,309.42	-704.49	0.00	-3,013.91
9	E BLO	-2,396.54	-731.07	0.00	-3,127.61
10	F BLO	-2,549.25	-777.65	0.00	-3,326.90
11	K BLO	-4,074.10	-1,242.81	0.00	-5,316.91
12	P BLO	-3,224.43	-983.61	0.00	-4,208.04
13	R BLO	-4,531.73	-1,382.41	0.00	-5,914.14
14	L BLO	-4,296.68	-1,309.32	0.00	-5,606.00
15	G BLO	-2,571.03	-784.29	0.00	-3,355.32
16	C BLO	-3,028.41	-923.82	0.00	-3,952.23
		-45,278.01	-13,810.69	0.00	-59,088.70

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

Section 1

Detailed Inspection Report

TO DO LIST
QUARTER 1 – ACTION REQUIRED WITHIN 3 MONTHS
1. Block M - The rendered facade and bayside columns need painting as soon as possible . The downpipe rainwater heads are showing signs of rust on the southern side of the building. The gutter brackets are showing signs of rust.
2. Block N - The rendered facade and bayside columns need painting as soon as possible . The downpipe rainwater heads are showing signs of rust on the southern side of the building. The gutter brackets are showing signs of rust. There is evidence of stained rendered surface.
3. Block P - The rendered facade and bayside columns need painting as soon as possible . The downpipe rainwater heads are showing signs of rust on the southern side of the building. The gutter brackets are showing signs of rust. The building needs attention.
4. Block J - We recommend the garden bed planter box walls are attended to, and paint is needed to the external facade ceiling eaves lining.
5. Block E - All rendered and painted surfaces are to be attended to, and paint is needed to the external facade ceiling eaves lining.
6. Block B - All rendered and painted surfaces are to be attended to, and paint is needed to the external facade ceiling eaves lining. The rendered surfaces need repair.
7. Block C - All rendered and painted surfaces are to be attended to. Paint is needed to the external facade ceiling eaves lining, especially the rendered walls over the entry to the basement and towards the centre garden courtyard.
8. Block F - All rendered and painted surfaces are to be attended to, and paint is needed to the external facade ceiling eaves lining.
9. Please ensure an engineer monitors the movement and subsidence of the perimeter brick wall to ensure the safety and construction rigidity of the brick wall. Movement in the wall was evident at the time of the inspection.

TO DO LIST**QUARTER 4 – ACTION REQUIRED WITHIN 12 MONTHS**

10. Block H - We recommend the external painting and general upkeep to be re-done in 5-8 years.

11. Block D - The timber fascia needs painting.

12. Block R - We recommend the external painting and general upkeep to be re-done in 5-8 years.

13. Block L - We recommend the external painting and general upkeep to be re-done in 5-8 years.

14. Block K - We - recommend the external painting and general upkeep to be re-done in 5-8 years.

15. Block G - We recommend the external painting and general upkeep to be re-done in 5-8 years.



PREMIER STRATA MANAGEMENT PTY LIMITED

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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.