

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 17 NOVEMBER 2014, 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.
3.
 - (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 in September 2011 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.

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 Neighbourhood Association 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 Neighbourhood Association must ensure that the property is safe and without risks to health on an ongoing basis. In order to do this Neighbourhood Association 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 Neighbourhood Association 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 Neighbourhood Association the security of knowing that their Safety Report will be accurate and reasonable. Also, if the Neighbourhood Association uses a non-expert to conduct an assessment, it may expose the Neighbourhood Association 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 the Community Association DP 270051 specially resolved to engage the services of the Australian National Car Parks Pty Ltd (ANCP) to manage parking within the Phillip’s Landing Community Association complex as per the enclosed proposal dated 4 July 2014.
9. That the Community Association DP 270051 specially resolve pursuant to Section 14 of the Community Land Management Act 1989 to make an additional by-law in the following terms:

SPECIAL BY-LAW - VEHICLES

“On the conditions set out in this by-law, the owners corporation is empowered to govern access rights to the parking areas of the complex.

An owner or occupier of a lot, must take all reasonable steps to ensure that invitees of the owner or occupier do not park in areas other than in line with marked bays that are marked “visitor”. Car wash bays are only to be utilized whilst washing of vehicles is taking place.

An owner or occupier of a lot must not park or stand any motor or other vehicle on Community Property, or in a “visitor” parking bay except with the prior written approval of the Owners Corporation or by displaying an authorized parking permit provided with approval of the Community Association.

An owner or occupier must only park in a bay dedicated to their tenancy, only.

The Community Association has through its agents/assigns the power to issue the respective lot owner a Payment Notice of the parking breach and charge \$88.00 for such breach or as determined by the Executive Committee from time to time.

The car park is patrolled for parking compliance.”

- ** Should any owners 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 neighbourhood 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 neighbourhood 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 neighbourhood scheme and the quorum calculated in accordance with subclause (2) are 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 3

1. **Who has voting rights?**
Each member of a neighbourhood association, and each person entitled to a priority vote, has voting rights that may be exercised at a general meeting of the neighbourhood association, but only if the member or person is shown on the neighbourhood roll and, in the case of a corporation, the company nominee is shown on the neighbourhood 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 neighbourhood 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 neighbourhood 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 neighbourhood association or on any election of members of the executive committee.



PPREMIER STRATA MANAGEMENT PTY LIMITED

A.B.N. 60 056 277 215

6/175 Briens Road, Northmead NSW 2152 - PO Box 3030, Parramatta 2124

Phone (02) 9630 7500 Fax (02) 9630 1915 E-mail strata@tpg.com.au

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 25 NOVEMBER 2013 BEGINNING AT 7.10 PM.

Present	Strata Alexander Barrington Bligh Borrowdale Chisholm Elizabeth Fitzroy Flinders	Representative Jim Walsh David Webster Oliver David Tuskan (proxy) Wendy Thompson Robert Orioli	Strata Golden Grove Hunter Lawson Lindsay Macquarie Scarborough Wentworth Premier Strata	Representative Steve Webb Stephen Hillier Andrew McLaughlin David Tuskan
Proxies	Joanne Robertson (Chisholm) to David Tuskan.			
Apologies	Joe Strati, Borrowdale.			
In Attendance	Connie Cameron (1 Bligh), Jim Cameron (1 Bligh), Annette Harvey (1 Chisholm), Des Howarth (7 Bligh), Linda Maniaci (5 Fitzroy), Mary McLaughlin (1 Wentworth).			
Chairman	Oliver			
Quorum	It was noted that a quorum was present.			
Minutes	It was RESOLVED that the Minutes of the AGM held on 26 November 2012 be confirmed & adopted.			
Insurance Policies	It was RESOLVED that, subject to CPI increase, insurance policies currently in force be confirmed and adopted and that insurances for Fidelity Guarantee and Office Bearers' Liability be renewed.			
Executive Committee	The following owners were elected to the Executive Committee: Annette Harvey Chisholm Oliver Bligh Stephen Hillier Lawson Joe Strati Borrowdale Steve Webb Golden Grove It was RESOLVED that no limitations be placed on the decision making powers of the committee for the following year other than those existing under the Act and Regulations.			
Annual Accounts	It was RESOLVED that accounts for the year ended 30 September 2013 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 2014, with levies due in four equal payments on 1 January, 1 April, 1 July & 1 October. Sinking Fund 60,500.00 Administrative Fund <u>206,870.00</u> Total Funds \$<u>267,370.00</u> including GST.
Work Health & Safety Act 2011	It was RESOLVED that the Community Association acknowledge the Work Health and Safety Act 2011 and Regulations 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.
Timber Pest Inspection	It was RESOLVED that timber pest inspections be carried out on a two yearly basis. Thus, the next inspection will be scheduled for December 2014.
Additional By-Law re Serving a Document by Electronic Means	It was RESOLVED 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. '
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. It was further RESOLVED that, in view of the number of residents ignoring the parking by-laws and thus disrespecting the rights of other residents, the executive committee is directed to invite one or more car parking management companies to address an open forum to outline their approach to managing parking for the benefit of all residents.
External Appearance of Stratas	It was RESOLVED that the community association accept the <i>Solutions in Engineering Report</i> of 25 October 2013 on the external appearance of each of the fifteen strata plans and it request each strata plan to attend to painting and other maintenance items identified in the report in accordance with the time periods noted. FURTHER that action noted as 'required within 12 months' be substantially completed no later than 30 September 2014.

Inappropriate Items on Balconies	It was RESOLVED that the community association take action as appropriate to have individual strata plans request the residents within their strata to remove inappropriate items off their balconies. Such Items include, but are not limited to, washing, toys, brooms, exercise equipment, rubbish, boxes etc.
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 and especially for 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> and <i>Christmas Carols</i>. • David Webster, Gardening Co-ordinator, and Barrie Tomkins, Annette Harvey and Wendy Thompson for the effort they have contributed to gardening maintenance. • Michael Mouhajer for attending to the tennis booking board each week. • Jim Walsh who retired after twelve years as community association honorary secretary.
Next AGM	It was RESOLVED that the 2014 AGM be held on Monday 17 November, beginning at 7.00pm.
Closure	The meeting closed at 8.30pm.

www.phillipslanding.net

27 November 2013.

LEVEL 5, 1 NORTHCLIFF STREET MILSONS POINT 2061
PO BOX 507 MILSONS POINT NSW 1565 (DX 3500 MILSONS PT)
Phone: 1300 361 263 Fax: 1300 361 269



Policy Number: NT201147
EFT Reference No.: 902846057
Period of Insurance:
From: 15/12/13
To: 15/12/14

PREMIER STRATA MANAGEMENT PTY. LIMITED
PO BOX 3030
PARRAMATTA NSW 2124

The Insured & Situation
Community Association - DP 270051
LOT 1 247 BURWOOD ROAD
CONCORD
NSW 2137

COMMUNITY ASSOCIATION INSURANCE PLAN - RESIDENTIAL

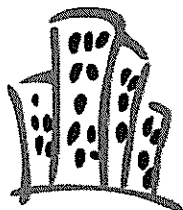
RENEWAL CERTIFICATE - TAX INVOICE

Cover Selected	Sum Insured
POLICY 1 COMMUNITY PROPERTY	2,960,000
COMMUNITY PROPERTY (Community Income)	444,000
COMMUNITY PROPERTY (Common Area Contents)	30,025
Sports Playing Field	Not selected
Extra Expenses	Not selected
Excess 5 Any event of any kind. \$750	
Excess 8 Impact caused by road vehicles or animals. \$1,500	
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	100,000
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

Base Premium:	3,705.73
Levies:	485.34
GST:	424.10
Stamp Duty:	414.92
CHU Admin Fee:	50.00
TOTAL:	5,080.09
Community Association - DP 270051	741.15
Authorised Rep Comm	74.12
Authorised Rep Comm GST	5,080.09

Date of Issue: 10/12/13
This certificate forms part of your COMMUNITY ASSOCIATION INSURANCE PLAN - RESIDENTIAL
Refer to Important Information for Duty of Disclosure and Excess Descriptions.
Please refer to your Product Disclosure Statement and Policy Wording

Over/...



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Community Association D.P. No. 270051

247 Burwood Road
Concord NSW 2137

BALANCE SHEET AS AT 30 SEPTEMBER 2014

<u>OWNERS FUNDS</u>	ACTUAL 30/09/13	ACTUAL 30/09/14
Administrative Fund	(13,417.10)	(8,160.72)
Sinking Fund	169,527.07	193,927.97
<u>TOTAL</u>	\$ 156,109.97	\$ 185,767.25

THESE FUNDS ARE REPRESENTED BY

ASSETS

Cash At Bank	116,109.28	120,901.68
Investment A/C Sink Fund 1	65,487.05	68,925.15
Investment A/C Sink Fund 2	34,305.94	35,600.85
Investment A/C Sink Fund 3	0.00	30,000.00

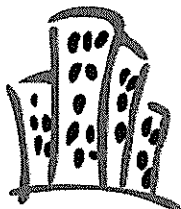
<u>TOTAL ASSETS</u>	215,902.27	255,427.68
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LIABILITIES

GST Clearing Account	419.23	2,921.47
PAYG Clearing Account	0.00	1,732.00
Creditors	284.37	5,675.27
Security Key Deposits	0.00	50.00
Levies In Advance	59,088.70	59,281.69

<u>TOTAL LIABILITIES</u>	59,792.30	69,660.43
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<u>NET ASSETS</u>	\$ 156,109.97	\$ 185,767.25
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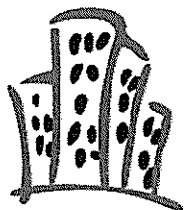
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Community Association D.P. No. 270051

247 Burwood Road
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STATEMENT OF FINANCIAL PERFORMANCE FOR THE PERIOD 1 OCTOBER 2013 TO 30 SEPTEMBER 2014

<u>ADMINISTRATIVE FUND</u>	ACTUAL 01/10/12-30/09/13	ACTUAL 01/10/13-30/09/14	BUDGET 01/10/13-30/09/14	BUDGET 01/10/14-30/09/15
<u>INCOME</u>				
Levies - Administrative Fund	176,390.03	186,047.99	188,063.97	199,485.00
Special Admin. Fund Levy	0.00	0.00	2,223.13	8,160.72
Interest Received	153.44	1,160.04	0.00	0.00
Interest On Overdue Levies	41.77	0.00	0.00	0.00
Insurance Claims Received	717.65	1,799.09	0.00	0.00
Reimbursement	2,222.41	136.36	0.00	0.00
Rental	606.21	961.76	0.00	0.00
TOTAL ADMIN. FUND INCOME	180,131.51	190,105.24	190,287.10	207,645.72
<u>EXPENDITURE - ADMIN. FUND</u>				
Accounting Fee	300.00	310.00	310.00	320.00
Accrued Management Fee	262.50	0.00	0.00	0.00
Admin Costs	103.66	57.60	0.00	0.00
Asbestos Report	350.00	0.00	0.00	0.00
Bank Fees	53.75	0.00	70.00	50.00
Business Activity Statement	320.00	400.00	320.00	320.00
Common Property Maintenance	9,839.30	10,094.80	11,000.00	11,200.00
Deft/Bpay Fee	51.69	0.00	70.00	50.00
Electricity	21,665.06	21,219.15	21,000.00	22,200.00
Engineers Report	2,218.18	0.00	0.00	0.00
Fire Equipment - Service/Inspe	680.00	1,186.80	1,000.00	1,300.00
Gardening	76,620.97	87,383.97	85,000.00	90,000.00
Income Tax Fee	0.00	2,880.55	0.00	0.00
Insurance	3,892.17	4,241.06	4,100.00	4,600.00
Insurance Stamp Duty	0.00	414.92	0.00	0.00
Insurance Claim/Excess	0.00	50.00	0.00	0.00
Insurance Repairs	2,246.42	0.00	0.00	0.00
Insurance Valuation	310.00	0.00	0.00	0.00
Legal Fees	132.73	185.00	0.00	0.00
Levy Payment	2,884.94	2,991.63	3,100.00	3,100.00
Maintenance - Electrical	3,761.00	1,334.00	0.00	0.00
Maintenance - Fences	2,760.00	220.00	0.00	0.00
Maintenance - Locksmiths	0.00	796.64	0.00	0.00
Maintenance - Pest Control	450.00	0.00	0.00	0.00
Maintenance - Plumbing	960.00	1,368.00	0.00	0.00
Maintenance - Tennis Court	1,020.00	660.00	0.00	0.00
Maintenance - Tiling/Paving	0.00	280.00	0.00	0.00
Maintenance - Water Feature	7,350.00	0.00	6,500.00	0.00
Maintenance - General	3,329.09	4,386.36	10,000.00	22,600.00



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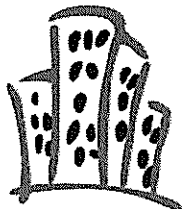
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Community Association D.P. No. 270051

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STATEMENT OF FINANCIAL PERFORMANCE FOR THE PERIOD 1 OCTOBER 2013 TO 30 SEPTEMBER 2014

<u>EXPENDITURE - ADMIN. FUND (Continued)</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
	01/10/12-30/09/13	01/10/13-30/09/14	01/10/13-30/09/14	01/10/14-30/09/15
Maintenance - Pool	9,479.56	9,942.17	10,000.00	10,500.00
Maintenance - Rubbish Removal	175.00	0.00	0.00	0.00
Management Fees	17,875.00	18,000.00	18,900.00	19,845.00
PAYG Tax	201.00	5,200.00	300.00	5,000.00
Postage Photocopy & Stationery	519.49	468.02	700.00	700.00
Safety Report	0.00	1,998.18	0.00	0.00
Service Equipment	1,383.00	1,984.00	1,500.00	2,200.00
Sundry Expenses	0.00	380.91	0.00	0.00
Supply & Install Sign	0.00	1,495.00	0.00	0.00
Water Rates	3,839.95	4,920.10	3,000.00	5,500.00
<u>TOTAL ADMIN. EXPENDITURE</u>	175,034.46	184,848.86	176,870.00	199,485.00
<u>SURPLUS / DEFICIT</u>	\$ 5,097.05	\$ 5,256.38	\$ 13,417.10	\$ 8,160.72
Opening Admin. Balance	(18,514.15)	(13,417.10)	(13,417.10)	(8,160.72)
<u>ADMINISTRATIVE FUND BALANCE</u>	\$ (13,417.10)	\$ (8,160.72)	\$ 0.00	\$ 0.00



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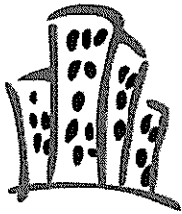
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STATEMENT OF FINANCIAL PERFORMANCE FOR THE PERIOD 1 OCTOBER 2013 TO 30 SEPTEMBER 2014

<u>SINKING FUND</u>	ACTUAL 01/10/12-30/09/13	ACTUAL 01/10/13-30/09/14	BUDGET 01/10/13-30/09/14	BUDGET 01/10/14-30/09/15
<u>INCOME</u>				
Levies - Sinking Fund	52,499.86	54,977.25	55,000.00	60,000.00
Interest On Investments	0.00	3,994.01	0.00	0.00
Interest On Overdue Levies	11.37	0.00	0.00	0.00
Interest Received On Investmen	13,322.93	0.00	0.00	0.00
<u>TOTAL SINKING FUND INCOME</u>	65,834.16	58,971.26	55,000.00	60,000.00
<u>EXPENDITURE - SINKING FUND</u>				
Fence Replacement/Repairs	2,007.27	8,030.00	0.00	0.00
General Maintenance	12,910.00	6,636.36	0.00	0.00
Improvements	1,665.45	0.00	0.00	60,000.00
Income Tax Return Fee	160.00	80.00	0.00	0.00
Plumbing/Drainage Works	12,644.00	7,449.00	0.00	0.00
Tree Maintenance	6,600.00	12,375.00	0.00	0.00
<u>TOTAL SINK. FUND EXPENDITURE</u>	\$ 35,986.72	\$ 34,570.36	\$ 0.00	\$ 60,000.00
<u>SURPLUS / DEFICIT</u>	\$ 29,847.44	\$ 24,400.90	\$ 55,000.00	\$ 0.00
Opening Sinking Fund Balance	139,679.63	169,527.07	169,527.07	193,927.97
<u>SINKING FUND BALANCE</u>	\$ 169,527.07	\$ 193,927.97	\$ 224,527.07	\$ 193,927.97



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

Community Association D.P. No. 270051

247 Burwood Road
Concord NSW 2137

LOT BALANCE REPORT

30 September 2014

<u>Lot No</u>	<u>Unit No</u>	<u>Admin Balance</u>	<u>Sink Balance</u>	<u>Other</u>	<u>Total</u>
1	COM P	0.00	0.00	0.00	0.00
2	M BLO	0.00	0.00	0.00	0.00
3	H BLO	-3,596.44	-1,051.79	0.00	-4,648.23
4	D BLO	-3,232.35	-945.31	0.00	-4,177.66
5	A BLO	0.00	0.00	0.00	0.00
6	N BLO	-4,415.91	-1,291.45	0.00	-5,707.36
7	J BLO	-4,347.64	-1,271.48	0.00	-5,619.12
8	B BLO	-2,412.88	-705.66	0.00	-3,118.54
9	E BLO	-2,503.91	-732.28	0.00	-3,236.19
10	F BLO	-2,663.46	-778.94	0.00	-3,442.40
11	K BLO	-4,256.62	-1,244.86	0.00	-5,501.48
12	P BLO	-3,368.88	-985.24	0.00	-4,354.12
13	R BLO	-4,734.75	-1,384.69	0.00	-6,119.44
14	L BLO	-4,484.43	-1,311.49	0.00	-5,795.92
15	G BLO	-2,686.21	-785.59	0.00	-3,471.80
16	C BLO	-3,164.08	-925.35	0.00	-4,089.43
		-45,867.56	-13,414.13	0.00	-59,281.69

Please note (-) indicates paid in advance

Transactions for the period from 01/10/13 to 30/09/14

For Selected Accounts

Date	Details	Type	Reference	Reference Details	Amount
1375 MAINTENANCE - ELECTRICAL					
26/02/14	1375 Maintenance - Electrical	Creditor Invoice	DA010314	Ces Electrical Services 08200586	180.40
26/02/14	1375 Maintenance - Electrical	Journal	J0011566		-16.40
02/04/14	1375 Maintenance - Electrical	Creditor Invoice	DA010336	Ces Electrical Services 08200586	128.70
02/04/14	1375 Maintenance - Electrical	Creditor Invoice	DA010337	Ces Electrical Services 08200586	118.80
02/04/14	1375 Maintenance - Electrical	Journal	J0011671		-22.50
28/04/14	1375 Maintenance - Electrical	Creditor Invoice	DA010368	Ces Electrical Services 08200586	190.30
28/04/14	1375 Maintenance - Electrical	Creditor Invoice	DA010369	Ces Electrical Services 08200586	173.80
28/04/14	1375 Maintenance - Electrical	Journal	J0011748		-33.10
08/05/14	1375 Maintenance - Electrical	Creditor Invoice	DA010384	Ces Electrical Services 08200586	321.20
08/05/14	1375 Maintenance - Electrical	Journal	J0011796		-29.20
24/06/14	1375 Maintenance - Electrical	Creditor Invoice	DA010409	Ces Electrical Services 08200586	156.20
24/06/14	1375 Maintenance - Electrical	Journal	J0011917		-14.20
15/07/14	1375 Maintenance - Electrical	Creditor Invoice	DA010424	Handitech Property Maintenance 08200027	198.00
15/07/14	1375 Maintenance - Electrical	Journal	J0011986		-18.00
Total:					\$1334.00
1378 MAINTENANCE - FENCES					
14/01/14	1378 Maintenance - Fences	Creditor Invoice	DA010269	Handitech Property Maintenance 08200027	242.00
14/01/14	1378 Maintenance - Fences	Journal	J0011419		-22.00
Total:					\$220.00
1405 MAINTENANCE - LOCKSMITHS					
15/11/13	1405 Maintenance - Locksmiths	Creditor Invoice	DA010221	Integrity Security P/L 08200251	45.04
16/11/13	1405 Maintenance - Locksmiths	Journal	J0011247		-4.09
30/01/14	1405 Maintenance - Locksmiths	Creditor Invoice	DA010279	Integrity Security P/L 08200251	188.26
30/01/14	1405 Maintenance - Locksmiths	Journal	J0011459		-17.12
05/03/14	1405 Maintenance - Locksmiths	Creditor Invoice	DA010319	Integrity Security P/L 08200251	178.50
05/03/14	1405 Maintenance - Locksmiths	Journal	J0011598		-16.23
06/08/14	1405 Maintenance - Locksmiths	Creditor Invoice	DA010439	Integrity Security P/L 08200251	178.50
07/08/14	1405 Maintenance - Locksmiths	Journal	J0012057		-16.22

Community Association U.P. No. 2/UU51

247 Burwood Road Concord NSW 2137

Transactions for the period from 01/10/13 to 30/09/14

For Selected Accounts

Date	Details	Type	Reference	Reference Details	Amount
MAINTENANCE - LOCKSMITHS 1405 (Continued)					
18/08/14 1405	Maintenance - Locksmiths	Creditor Invoice	DA010446	Handitech Property Maintenance 08200027	286.00
18/08/14 1405	Maintenance - Locksmiths	Journal	J0012084		-26.00
Total:					\$796.64
1414 MAINTENANCE - PLUMBING					
24/01/14 1414	Maintenance - Plumbing	Creditor Invoice	DA010275	Glenn Smith 08200218	168.30
24/01/14 1414	Maintenance - Plumbing	Journal	J0011438		-15.30
28/01/14 1414	Maintenance - Plumbing	Creditor Invoice	DA010276	Alternative Plumbing 08200405	269.50
28/01/14 1414	Maintenance - Plumbing	Journal	J0011451		-24.50
03/04/14 1414	Maintenance - Plumbing	Creditor Invoice	DA010339	Alternative Plumbing 08200405	385.00
03/04/14 1414	Maintenance - Plumbing	Journal	J0011681		-35.00
13/05/14 1414	Maintenance - Plumbing	Creditor Invoice	DA010386	Gabor Drainage & Plumbing P/L 08200324	77.00
13/05/14 1414	Maintenance - Plumbing	Journal	J0011814		-7.00
18/06/14 1414	Maintenance - Plumbing	Creditor Invoice	DA010408	Alternative Plumbing 08200405	363.00
18/06/14 1414	Maintenance - Plumbing	Journal	J0011894		-33.00
15/07/14 1414	Maintenance - Plumbing	Creditor Invoice	DA010425	Handitech Property Maintenance 08200027	242.00
15/07/14 1414	Maintenance - Plumbing	Journal	J0011988		-22.00
Total:					\$1368.00
1426 MAINTENANCE - TILING/PAVING					
13/08/14 1426	Maintenance - Tiling/Paving	Creditor Invoice	DA010445	Handitech Property Maintenance 08200027	308.00
14/08/14 1426	Maintenance - Tiling/Paving	Journal	J0012072		-28.00
Total:					\$280.00
1438 MAINTENANCE - GENERAL					
28/10/13 1438	Maintenance - General	Creditor Invoice	DA010206	Handitech Property Maintenance 08200027	275.00
29/10/13 1438	Maintenance - General	Journal	J0011201		-25.00
03/12/13 1438	Maintenance - General	Creditor Invoice	DA010231	City Of Canada Bay Council 08200527	150.00
03/12/13 1438	Maintenance - General	Journal	J0011291		-13.64
14/01/14 1438	Maintenance - General	Creditor Invoice	DA010268	Handitech Property Maintenance 08200027	638.00

Community Association U.P. No. 2/UU51

247 Burwood Road Concord NSW 2137

Transactions for the period from 01/10/13 to 30/09/14

For Selected Accounts

Date	Details	Type	Reference	Reference Details	Amount
MAINTENANCE - GENERAL 1438 (Continued)					
14/01/14	Maintenance - General	Journal	J0011421		-58.00
28/01/14	Maintenance - General	Creditor Invoice	DA010277	Handitech Property Maintenance 08200027	704.00
28/01/14	Maintenance - General	Journal	J0011453		-64.00
18/02/14	Maintenance - General	Creditor Invoice	DA010298	Handitech Property Maintenance 08200027	1155.00
18/02/14	Maintenance - General	Creditor Invoice	DA010299	Handitech Property Maintenance 08200027	121.00
18/02/14	Maintenance - General	Journal	J0011533		-116.00
13/03/14	Maintenance - General	Creditor Invoice	DA010326	Anvil & Fabric 08200510	352.00
13/03/14	Maintenance - General	Journal	J0011617		-32.00
22/04/14	Maintenance - General	Creditor Invoice	DA010367	Handitech Property Maintenance 08200027	572.00
22/04/14	Maintenance - General	Journal	J0011742		-52.00
17/07/14	Maintenance - General	Creditor Invoice	DA010427	Anvil & Fabric 08200510	506.00
17/07/14	Maintenance - General	Journal	J0011998		-46.00
13/08/14	Maintenance - General	Creditor Invoice	DA010444	Handitech Property Maintenance 08200027	352.00
14/08/14	Maintenance - General	Journal	J0012074		-32.00
Total:					\$4386.36
2243 FENCE REPLACEMENT/REPAIRS					
26/05/14	Fence Replacement/Repairs	Creditor Invoice	DA010392	Handitech Property Maintenance 08200027	5325.00
26/05/14	Fence Replacement/Repairs	Journal	J0011830		-575.00
11/06/14	Fence Replacement/Repairs	Creditor Invoice	DA010405	Handitech Property Maintenance 08200027	462.00
11/06/14	Fence Replacement/Repairs	Journal	J0011880		-42.00
04/08/14	Fence Replacement/Repairs	Creditor Invoice	DA010437	Handitech Property Maintenance 08200027	792.00
04/08/14	Fence Replacement/Repairs	Journal	J0012043		-72.00
21/08/14	Fence Replacement/Repairs	Creditor Invoice	DA010447	Handitech Property Maintenance 08200027	264.00
21/08/14	Fence Replacement/Repairs	Journal	J0012088		-24.00
15/09/14	Fence Replacement/Repairs	Creditor Invoice	DA010462	Handitech Property Maintenance 08200027	264.00
15/09/14	Fence Replacement/Repairs	Creditor Invoice	DA010463	Handitech Property Maintenance 08200027	726.00
15/09/14	Fence Replacement/Repairs	Journal	J0012141		-90.00
Total:					\$8030.00
2255 GENERAL MAINTENANCE					
11/02/14	General Maintenance	Creditor Invoice	DA010295	Sundry Creditors 08200001	1800.00

Transactions for the period from 01/10/13 to 30/09/14
For Selected Accounts

Date	Details		Type	Reference	Reference Details	Amount
GENERAL MAINTENANCE 2255 (Continued)						
11/02/14	2255	General Maintenance	GST	J0011518		-163.64
07/04/14	2255	General Maintenance	Mulching common prop 0000603	DA010340	Grandstyle Landscapes 08201042	5500.00
07/04/14	2255	General Maintenance	GST	J0011689		-500.00
Total:						\$6636.36
2303 PLUMBING/DRAINAGE WORKS						
09/10/13	2303	Plumbing/Drainage Works	Rep drains 12817	DA010200	Alternative Plumbing 08200405	1798.50
09/10/13	2303	Plumbing/Drainage Works	GST	J0011166		-163.50
23/10/13	2303	Plumbing/Drainage Works	Chk storm wlr pits 12896	DA010204	Alternative Plumbing 08200405	797.50
23/10/13	2303	Plumbing/Drainage Works	GST	J0011186		-72.50
05/02/14	2303	Plumbing/Drainage Works	Repair burst pipe 13337	DA010286	Alternative Plumbing 08200405	3652.00
05/02/14	2303	Plumbing/Drainage Works	GST	J0011500		-332.00
21/02/14	2303	Plumbing/Drainage Works	S&I 3 new cisterns & 2 basin sets in toilets 13426	DA010304	Alternative Plumbing 08200405	1087.90
21/02/14	2303	Plumbing/Drainage Works	GST	J0011541		-98.90
24/02/14	2303	Plumbing/Drainage Works	Repair pipe work 13404	DA010305	Alternative Plumbing 08200405	858.00
25/02/14	2303	Plumbing/Drainage Works	GST	J0011559		-78.00
Total:						\$7449.00
Report Total:						\$30500.36

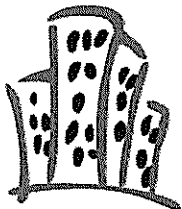
6.3 Summary

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



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 BUDGET SUMMARY

30 September 2014

If the foregoing budget is adopted levies (including GST) for the specified period payable quarterly will be as follows:

<u>Lot No</u>	<u>Unit No</u>	<u>Entitlement</u>	<u>Gross</u>	<u>Administrative Fund</u>		<u>Gross</u>	<u>Sinking Fund</u>		<u>Net Total</u>
				<u>Discount</u>	<u>Net</u>		<u>Discount</u>	<u>Net</u>	
2	M BLO	85,825	4,708.22	0.00	4,708.22	1,416.11	0.00	1,416.11	6,124.33
3	H BLO	69,540	3,814.85	0.00	3,814.85	1,147.41	0.00	1,147.41	4,962.26
4	D BLO	62,500	3,428.65	0.00	3,428.65	1,031.25	0.00	1,031.25	4,459.90
5	A BLO	27,290	1,497.09	0.00	1,497.09	450.29	0.00	450.29	1,947.38
6	N BLO	85,385	4,684.08	0.00	4,684.08	1,408.85	0.00	1,408.85	6,092.93
7	J BLO	84,065	4,611.67	0.00	4,611.67	1,387.07	0.00	1,387.07	5,998.74
8	B BLO	46,655	2,559.42	0.00	2,559.42	769.81	0.00	769.81	3,329.23
9	E BLO	48,415	2,655.97	0.00	2,655.97	798.85	0.00	798.85	3,454.82
10	F BLO	51,500	2,825.21	0.00	2,825.21	849.75	0.00	849.75	3,674.96
11	K BLO	82,305	4,515.12	0.00	4,515.12	1,358.03	0.00	1,358.03	5,873.15
12	P BLO	65,140	3,573.47	0.00	3,573.47	1,074.81	0.00	1,074.81	4,648.28
13	R BLO	91,550	5,022.28	0.00	5,022.28	1,510.58	0.00	1,510.58	6,532.86
14	L BLO	86,710	4,756.77	0.00	4,756.77	1,430.72	0.00	1,430.72	6,187.49
15	G BLO	51,940	2,849.34	0.00	2,849.34	857.01	0.00	857.01	3,706.35
16	C BLO	61,180	3,356.24	0.00	3,356.24	1,009.47	0.00	1,009.47	4,365.71
1,000,000			54,858.38	0.00	54,858.38	16,500.01	0.00	16,500.01	71,358.39



AUSTRALIAN NATIONAL CAR PARKS PTY LTD

P.O. Box 81, Annandale NSW 2038

ABN 67 076 302 871

Telephone: 1300 728 412

Facsimile: 1300 785 780

Website: www.ancp.com.au

4 July 2014

Mr David Tuskan
Premier Strata Management
PO Box 3030
PARRAMATTA NSW 2124

Dear David,

Re: Control of All Visitor Car Park Spaces, Car Wash Bays and No Standing/Stopping areas on Common Property

I refer to recent discussion at the Executive Committee Meeting dated 2nd July 2014, we now wish to confirm the offer and contractual arrangement to control the Visitor Car Parking Spaces, No Standing Areas and Common Areas at the site at 247 Burwood Road, Concord NSW 2137.

Properties 247 Burwood Road
Concord NSW 2137

Parking Areas Comprise of the 32 visitor car parking spaces, 2 Wash bays and all no standing areas and all common property which services this property

Australian National Car Parks Pty Ltd (ANCP) will undertake the following:

1. Prepare and upgrade the respective parking area which may include any line marking as ANCP see fit
2. Supply, install and maintain all required signage for parking operation.
3. Public Liability Insurance to \$20 million.
4. Administer all operating costs which includes installation of Signage and Patrols
5. Administer and/or enforcing payment notices as required.

Free Parking Period

All general bone fide visitors will be provided with free parking in accordance with the current By Laws.

Any vehicle parked that is deemed to not be a bone fide visitor to a resident of the building will be issued with a payment notice for breach of parking conditions as clearly displayed

Should a payment notice be issued to a resident or bone fide residents visitor in error, it will be the responsibility of the Strata Manager to contact ANCP in writing requesting a waiver of the notice.



Proudly supporting the Australian Foundation for Disability



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ANCP will also patrol common property to ensure vehicles are no parked in “no standing” and “no parking” areas and in dangerous unsafe locations.

Operating Patrol Hours

Random patrols will be undertaken between the hours 5.00am to 9.00pm, 7 days per week.

Patrols

Given the varying location and small number of the visitor bays at this location, we propose to utilise the LPR (License Plate Recognition) type function on our Patrol Officers PDA to facilitate our Patrols.

There will be no need to utilize Pay and Display Ticket Machines at this site.

ANCP will undertake between 1-2 patrols of the car parking at the site per day monitoring ongoing visitor car park use.

Term of this agreement

Twelve (12) months with operations ongoing thereafter on a month to month basis

Recommended By Law Addition

Vehicles

An owner or occupier of a lot, must take all reasonable steps to ensure that invitees of the owner or occupier do not park in areas other than in line marked bays that are marked “visitor”. Car wash bays are only to be utilised whilst washing of vehicles is taking place.

An owner or occupier of a lot must not park or stand any motor or other vehicle on common property or in a “visitor” parking bay except with the prior written approval of the Owners Corporation or by displaying an authorised parking permit provided with approval of the owners corporation.

An owner or occupier must only park in a bay dedicated to their tenancy only

The Owners Corporation has through its agents/assigns the power to issue the respective lot owner/occupier a Payment Notice of the parking breach and charge \$88 for such breach or as predetermined by the Executive Committee from time to time.

The car park is patrolled for parking compliance

Strata/Owners Commitment

The Strata Managers will ensure that access is available 24/7 to ensure ANCP can undertake the patrols as stated in this document. **The Strata will commit \$500.00p/c/m for this patrol only service**

Commencement Date

1st December 2014 or as agreed subject to site works and/or availability of signage.

Please confirm the above by signing where indicated below.

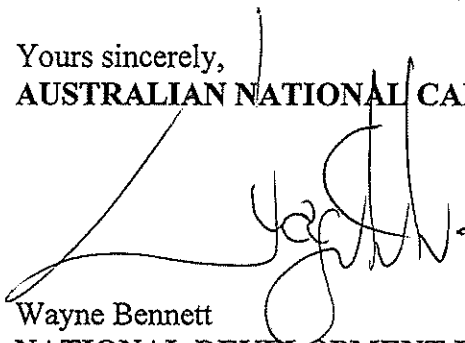
General

We have included a plan of the site highlighting the location of signage that is required at law, for ANCP to undertake the patrols/controls as out lined in this document, for your review.

We have also included draft signage samples also for your review.

Yours sincerely,

AUSTRALIAN NATIONAL CAR PARKS PTY LTD

A handwritten signature in black ink, appearing to read 'Wayne Bennett', is written over the printed name and title.

Wayne Bennett

NATIONAL DEVELOPMENT DIRECTOR

ENTRY, TERMS, AND
CONDITIONS SIGNS



VISITOR PARKING
REMINDER SIGNS



CAR WASH BAY SIGNS



Google earth

feet
meters

600

200



"Divine Landing"

P Phillips Landing



PARKING CONDITIONS

Visitor parking bays as marked by road marking or sign posting areas are for the strict use of bona fide visitors to residents of the estate

Regular patrols are undertaken to ensure compliance, which includes **no parking** in no parking areas, turning areas, wash bays, no standing areas or on common areas.

Valid disabled permit must be displayed where required.

WARNING: PAYMENT NOTICES ISSUED

CONTRACTUAL TERMS AND CONDITIONS OF PARKING

By entering and parking in Phillips Landing you enter into a contract with Australian National Car Parks upon these terms and conditions. If you do not accept these terms you must leave immediately and not use Estate parking areas.

1. You must comply with all traffic signs, road markings and any directions from ANCP. You may only park in a bay marked for your vehicle type. If you park in a bay marked for a different vehicle type you will be liable for any damage to the property and you will be liable for any damage to the property and you will be liable for any damage to the property.
2. If you fail to comply with these terms and conditions you will be liable for any damage to the property and you will be liable for any damage to the property and you will be liable for any damage to the property.
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800 x 1200mm

Job: **ANCP Phillips Landing**

P Phillips Landing P VISITOR PARKING

Visitor parking areas are for the strict use of bona fide visitors to residents of the estate

For Extended Stays,
Please Contact: headoffice@ancp.com.au

WARNING: PAYMENT NOTICES ISSUED

CONTRACTUAL TERMS AND CONDITIONS OF PARKING

1. You must comply with all traffic signs, road markings and any directions from ANCP. You may only park in a bay marked for your vehicle type. If you park in a bay marked for a different vehicle type you will be liable for any damage to the property and you will be liable for any damage to the property and you will be liable for any damage to the property.
2. If you fail to comply with these terms and conditions you will be liable for any damage to the property and you will be liable for any damage to the property and you will be liable for any damage to the property.
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400 X 470mm

McNaught Signs & Grafix,
www.mcnaughtsigns.com.au

m 0421 084 817





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 mail@premierstrata.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, ON 17 NOVEMBER 2014 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 8 October 2014 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.