
PLEASE TAKE NOTICE THAT THE ANNUAL GENERAL MEETING OF PROPRIETORS OF COMMUNITY ASSOCIATION 270051 WILL BE HELD IN THE CAPTAINS CLUB ROOM AT 247 BURWOOD ROAD, CONCORD, ON MONDAY 28 NOVEMBER 2016, COMMENCING 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 March 2016 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) Engage a contractor to carry out a Safety Report as the preliminary process in compliance with the Work Health and Safety Act 2011.

Explanation – Work Health & Safety

For the purposes of the Works Health and Safety Act 2011 an Community Association 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 Community Association must ensure that the property is safe and without risks to health on an ongoing basis. In order to do this Community 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.

Premier Strata Management

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The Community 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 Community Association the security of knowing that their Safety Report will be accurate and reasonable. Also, if the Community Association uses a non-expert to conduct an assessment, it may expose the Community 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 discuss and set up a preventative maintenance schedule which engages suitably qualified contractors to undertake the following and any other maintenance items pertinent to the complex:
 - (a) Inspection of the property for evidence of termite activity.
 - (b) Cleaning of all gutters and downpipes and determination of schedule for frequency as well as the possible need for a detailed roof inspection.
 - (c) Cleaning of drains and pits in the complex including servicing of any pumps (if installed).
9. That the Community Association DP 270051, for the purpose of collecting levy contributions, interest and recovery costs thereon and pursuant to the ACT (including Section 20 of the Act), authorise the Strata Managing Agent and/or the Executive Committee to do any of the following:
 - i. Levy Recovery Step 1: Issue a reminder levy notice 40 days after the levy due date;
 - ii. Levy Recovery Step 2: Issue 1st levy recovery letter 60 days after the levy due date;
 - iii. Levy Recovery Step 3: Issue 2nd levy recovery letter 120 days after the levy due date;
 - iv. Levy Recovery Step 4: 150 days after the original date the levy was due, and where the debt is in excess of \$1,000.00 appoint the services of a debt collection agency, obtain legal advice and/or retain representation of solicitors, barristers and/or experts on behalf of Community Association DP 270051 issue a letter of demand and/or to commence, pursue, continue or defend any court, tribunal or any other proceedings against any lot owner., mortgage in possession and/or former lot owner in relation to all matters arising out of the recover of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;
 - v. Enforce any judgement obtained in the collection of levy contributions including commencing and maintaining bankruptcy or winding up proceedings;
 - vi. Filing an appeal or defending an appeal against any judgement concerning the collection of levy contributions; and,
 - vii. Liaise, instruct and prepare all matters with the Community Association debt collection agents, lawyers and/or experts in relation to any levy recovery proceedings.
 - viii. Enter into a payment plan with any lot owner for the payment of overdue contributions provided that the plan is limited to a period of 12 months or less.

10. That it be SPECIALLY RESOLVED to allocate a parcel of community property next to the Scarborough building (SP 46619) for storage of bins - area marked A on the enclosed site map.
11. That it be RESOLVED to accept the quotes from Handitech to create an area for storage of bins. (quotes number 305 and 233 are enclosed).
12. That it be RESOLVED to authorise the Executive Committee to determine an appropriate contractor to supply and install a colourbond bin shed in the newly designated area for storage of bins.
13. That it be SPECIALLY RESOLVED pursuant to Section 14 of the Community Land Management Act 1989 to introduce an additional clause to the existing By-Law 85 and that it be registered:

"The Community Association shall have the following powers in respect of any motor or other vehicle parked or otherwise standing upon the community property:-

- (i) The power and authority to remove that motor or other vehicle from the parcel.
- (ii) Incidental to the removal of the said vehicle the power and authority to arrange for the towing and/or storage of that vehicle."

NOTICE OF EXECUTIVE COMMITTEE MEETING

1. That the minutes of the previous executive committee meeting held be confirmed and adopted.
2. That the office bearers be elected for the following positions:

Chairperson:

Secretary:

Treasurer:

After the AGM the executive members need to appoint the three office bearers positions as listed above. In reality the activities performed by the office bearers are delegated to the strata manager.

3. That a member of the Executive Committee be nominated as the main contact point for the strata manager.

In this electronic age, to effectively manage a community association streamlined communication is required. We therefore recommend that a sole member of the committee be nominated as the main contact point. The nominated party does not hold any greater powers or entitlements over other committee members but acts as the liaison point between the strata manager and the executive committee.

- ** In order for Special Resolution to be passed not more than 25% of owners present or by proxy and eligible to vote (i.e. no arrears of levies) may vote against the motion, calculated in accordance with unit entitlement.
- ** 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. If no quorum is achieved at the meeting and the meeting has to be re-held, a fee of \$165.00 as per our management agreement will be charged to the building.
- ** 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 Association 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 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 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.

**MINUTES OF THE ANNUAL GENERAL MEETING OF OWNERS OF
COMMUNITY ASSOCIATION DP 270051 HELD IN THE CAPTAINS CLUB ROOM
AT 247 BURWOOD ROAD, CONCORD
ON MONDAY 23 NOVEMBER 2015, COMMENCING 7.10 PM**

PRESENT: M Frater (Alexander) D Webster (Barrington)
G Patterson (Macquarie) Oliver (Bligh)
B Vespa (Fitzroy) W Thompson (Elizabeth)
P Sheldon (Wentworth)

BY PROXY: A Harvey (Chisolm) S Hillier (Lawson)

IN

ATTENDANCE: D Tucker (Lawson) A Thompson (Fitzroy)

CHAIRMAN: D Tuskan

QUORUM: It was noted that a quorum was present.

MINUTES: It was RESOLVED that the minutes of the previous General Meeting held 17 November 2014 be confirmed and adopted.

INSURANCE: It was RESOLVED that the building insurance be renewed at an amount of \$3,020,000.00 and that fidelity guarantee and office bearers insurance be accepted and policies taken out on renewal for the following year.

Workers compensation is not required as per the Act on renewal for the following year.

The building insurance is placed with CHU Underwriting Agencies Pty Ltd (CHU). A copy of their Financial Services Guide (FSG) can be found at the following link :-

http://chu.com.au/uploads/default/files//102660_FSG_0812.pdf

EXECUTIVE COMMITTEE: The following owners were elected to the executive committee in accordance with Regulation 17 of the Strata Schemes Management Act, 1996 for the following year:

G Patterson	(Macquarie)	Oliver	(Bligh)
B Vespa	(Fitzroy)	A Harvey	(Chisolm)
S Hillier	(Lawson)	P Sheldon	(Wentworth)

Further it was RESOLVED that no limitations be placed on the decision making powers of the executive committee for the following year other than those already existing under the Strata Schemes Management Act and Regulations.

ACCOUNTS: It was RESOLVED that the Annual Statement of Accounts for the period ending 30th September 2015 be received and adopted.

AUDITOR: It was RESOLVED not to arrange an independent audit of the financial statements.

BUDGET: It was RESOLVED that the Sinking Fund Forecast prepared by QS Solutions in September 2011 was considered and that the following budget be accepted on a unit entitlement basis from 1 January 2016 with levies due in four equal payments due 1 January 2016, 1 April 2016, 1 July 2016, 1 October 2016.

Administrative Fund	\$206,000.00
Sinking Fund	<u>\$ 60,000.00</u>
Total Funds	\$266,000.00 + GST

SINKING FUND FORECAST: It was RESOLVED that as five years have elapsed since the Sinking Fund Forecast was prepared, that as per the requirement of Section 75A of the Strata Schemes Management Act 1996, the 10 year Sinking Fund Forecast be updated.

PEST, ASBESTOS & BUILDING REPORTS: It was RESOLVED 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) Against strata managers recommendations not to engage a contractor to carry out a Safety Report as the preliminary process in compliance with the Work Health and Safety Act 2011. By not agreeing to obtain a report the owners are exercising the New South Wales Work Cover Authority Work Health and Safety Legislation Exemption and confirming that the property is 100% residential with no business activity on common property and does not engage a worker as an employee.
- (c) Not engage a contractor to inspect the property for evidence of termite activity.

MOTION 9: It was RESOLVED to alter the existing external colour scheme of the Captains Club room complex to the following:

- (i) External walls to Buffhide (dulux colour).
- (ii) All trim, fascia, barge boards (on gable) to Woodland Grey (Dulux Colour).
- (iii) Guttering, eaves and soffits to Surfmist (Dulux Colour).

CLOSE: There being no further business to discuss the meeting closed at 7.55pm

**Minutes of Executive Committee Meeting
Held on Monday 31 October 2016 at 7.30pm**

Present	Oliver, P Sheldon, B Vespa, G Patterson
In Attendance	D Webster (Barrington), D Tucker (Lawson), D Tuskan (Premier Strata Management)
Apologies	A Harvey, S Hillier
Chairman	Oliver
Quorum	It was noted that a quorum was present.
Minutes	It was RESOLVED that the Minutes of the Executive Committee meeting held on 5 September 2016 be confirmed and adopted.
Financials	Current Funds: As at 30 September 2016 funds balance was \$280,144.43, made up of \$44,737.66 Administrative Fund and \$235,406.77 Sinking Fund. The proposed budget increase to be presented at the AGM is 1.8 per cent.

Correspondence In/Out Since Last Meeting

2 Elizabeth (SP 51584)	Application received from lot 2 for installation of an outdoor blind along with the approval from the owners corporation. Approved.
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Maintenance of Community Property

Lights along Frenchman's Walk	The nine damaged lights along the Frenchman's Walk have been replaced.
Captain's Club Room acoustics	It was resolved to investigate, and obtain quotes, for sound absorption measures that may be implemented within the Captain's Club room.
Fitzroy(SP50409) Hand Rail	It was resolved to have the additional rail installed – cost to be shared between the Community Association and the Fitzroy Strata Plan.
Fitzroy(SP50409) Lighting	It was resolved to replace the globes and repair/clean the two entrance lights to lots 1 to 6 at the Fitzroy building.
Pond Pump Room Doors	It was resolved to replace the four timber doors on the pond filter room with solid timber doors and to brace the walls of the room to the adjoining building. Quote from Handitech was accepted – cost \$2,178.
Garbage Bin Bay Construction	Three quotes were obtained for construction of the new area to house the bins. It was resolved to present the quote from Handitech for resolution at the AGM. The AGM will also be requested to approve installation of a colourbond bin shed.

Parking on Community Property	Various vehicles are still parking along the common roadways and it is noted that the PL Management Statement clearly states this is not allowed under any circumstances and is both dangerous and in breach of the Community Association by-law 83 and the Australian Road Rules 2014 Sec 208 (1) (6). Residents are again advised to report any such parking violations directly to the police. Burwood police telephone number is 97458411. The AGM will be requested to consider actions to remedy the parking issues at the complex.
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Gardening

Report from the Gardening Sub-committee	Due to the delay in replacement of the damaged lights along the foreshore, in front of the Wentworth building, the landscaping contractor, Gecko Landscaping, will not be able to complete the remaining landscaping work until early in the new year.
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General

Next Meeting	The Community Association Annual General Meeting will be held on Monday 28 November 2016 in the Captain's Club room, commencing at 7.00pm. The Executive Committee meeting will be held immediately after the AGM.
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Closure

The meeting closed at 9.20pm.



Policy No: NT201147
Period of Insurance:
From: 15/12/15
To: 15/12/16 at 4.00 pm

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

Certificate of Currency - Tax Invoice

POLICY PERIOD 15/12/15 TO 15/12/16		Sum Insured
POLICY 1	COMMUNITY PROPERTY	3,020,000
	COMMUNITY PROPERTY (Community Income)	453,000
	COMMUNITY PROPERTY (Common Area Contents)	30,200
	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	100,000
POLICY 6	OFFICE BEARER'S LEGAL LIABILITY	100,000
POLICY 7	MACHINERY BREAKDOWN	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	Selected

Date of Issue: 27/01/16
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 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.

Our Ref: 0215215

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Community Association D.P. No. 270051

247 Burwood Road
 Concord NSW 2137

STATEMENT OF FINANCIAL POSITION AS AT 30 SEPTEMBER 2016

<u>OWNERS FUNDS</u>	ACTUAL 30/09/15	ACTUAL 30/09/16
Administrative Fund	23,995.34	44,737.66
Sinking Fund	229,705.73	235,406.77
<u>TOTAL</u>	\$ 253,701.07	\$ 280,144.43

THESE FUNDS ARE REPRESENTED BY

ASSETS

Cash At Bank	167,591.81	127,579.28
Investment A/C Sink Fund 1	71,789.67	73,808.26
Investment A/C Sink Fund 2	36,818.19	37,844.14
Investment A/C Sink Fund 3	31,066.96	31,961.13
Investment A/C Sink Fund 4	0.00	50,695.56
Levies In Arrears	11.00	0.00
<u>TOTAL ASSETS</u>	307,277.63	321,888.37

LIABILITIES

GST Clearing Account	1,516.78	1,115.15
PAYG Clearing Account	1,800.00	30.00
Creditors	(1,578.62)	0.00
Security Key Deposits/Bond	110.00	160.00
Levies In Advance	51,728.40	40,438.79
<u>TOTAL LIABILITIES</u>	53,576.56	41,743.94
<u>NET ASSETS</u>	\$ 253,701.07	\$ 280,144.43

Community Association D.P. No. 270051

247 Burwood Road
Concord NSW 2137

STATEMENT OF FINANCIAL PERFORMANCE FOR THE PERIOD 1 OCTOBER 2015 TO 30 SEPTEMBER 2016

<u>ADMINISTRATIVE FUND</u>	ACTUAL 01/10/14-30/09/15	ACTUAL 01/10/15-30/09/16	BUDGET 01/10/15-30/09/16	BUDGET 01/10/16-30/09/17
<u>INCOME</u>				
Levies - Administrative Fund	196,629.75	204,371.31	206,000.00	208,330.00
Interest Received	575.72	399.79	0.00	0.00
Income Tax Refund	440.60	1,800.00	0.00	0.00
Reimbursement	724.59	0.00	0.00	0.00
Rental	1,649.18	657.27	0.00	0.00
<u>TOTAL ADMIN. FUND INCOME</u>	200,019.84	207,228.37	206,000.00	208,330.00
<u>EXPENDITURE - ADMIN. FUND</u>				
Accounting Fee	320.00	330.00	330.00	340.00
Accrued Management Fee	818.18	0.00	0.00	0.00
Business Activity Statement	320.00	320.00	320.00	320.00
Common Property Maintenance	10,026.79	10,227.04	11,500.00	11,500.00
Electricity	7,474.02	17,608.10	20,000.00	20,000.00
Fire Equipment - Service/Inspe	1,151.00	0.00	1,500.00	1,300.00
Gardening	89,760.17	91,053.50	95,000.00	98,000.00
Income Tax Paid To Ato	0.00	43.40	0.00	0.00
Insurance	4,629.64	4,772.90	5,500.00	5,500.00
Insurance Stamp Duty	453.39	466.57	0.00	0.00
Insurance Claim/Excess	50.00	50.00	0.00	0.00
Legal Fees	160.91	81.00	0.00	0.00
Levy Payment	3,018.29	5,047.58	3,200.00	5,100.00
Maintenance - Doors	120.00	250.00	0.00	0.00
Maintenance - Electrical	1,559.00	1,888.00	0.00	0.00
Maintenance - Fences	532.75	2,920.00	0.00	0.00
Maintenance - Locksmiths	589.37	414.16	0.00	0.00
Maintenance - Pest Control	680.00	272.73	0.00	0.00
Maintenance - Plumbing	1,540.00	2,328.00	0.00	0.00
Maintenance - Tennis Court	900.00	480.00	0.00	0.00
Maintenance - Tiling/Paving	620.00	1,191.00	0.00	0.00
Maintenance - Water Feature	3,430.00	6,055.00	0.00	0.00
Maintenance - General	3,140.00	1,978.40	27,315.00	25,000.00
Maintenance - Pool	10,003.60	10,016.86	11,000.00	10,500.00
Management Fees	19,383.76	21,254.33	20,835.00	21,870.00
PAYG Tax	1,314.00	1,290.00	2,500.00	2,500.00
Postage Photocopy & Stationery	828.44	669.76	1,000.00	900.00
Reimbursement	1,390.91	(454.55)	0.00	0.00
Service Equipment	840.00	1,870.98	2,000.00	2,000.00
Sinking Fund Report	0.00	1,350.00	0.00	0.00
Sundry Expenses	163.64	217.27	0.00	0.00

Community Association D.P. No. 270051

247 Burwood Road
 Concord NSW 2137

STATEMENT OF FINANCIAL PERFORMANCE

FOR THE PERIOD 1 OCTOBER 2015 TO 30 SEPTEMBER 2016

<u>EXPENDITURE - ADMIN. FUND (Continued)</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
	01/10/14-30/09/15	01/10/15-30/09/16	01/10/15-30/09/16	01/10/16-30/09/17
Water Rates	2,645.92	2,494.02	4,000.00	3,500.00
<u>TOTAL ADMIN. EXPENDITURE</u>	167,863.78	186,486.05	206,000.00	208,330.00
<u>SURPLUS / DEFICIT</u>	\$ 32,156.06	\$ 20,742.32	\$ 0.00	\$ 0.00
Opening Admin. Balance	(8,160.72)	23,995.34	23,995.34	44,737.66
<u>ADMINISTRATIVE FUND BALANCE</u>	\$ 23,995.34	\$ 44,737.66	\$ 23,995.34	\$ 44,737.66

Community Association D.P. No. 270051

247 Burwood Road
Concord NSW 2137

STATEMENT OF FINANCIAL PERFORMANCE

FOR THE PERIOD 1 OCTOBER 2015 TO 30 SEPTEMBER 2016

<u>SINKING FUND</u>	ACTUAL 01/10/14-30/09/15	ACTUAL 01/10/15-30/09/16	BUDGET 01/10/15-30/09/16	BUDGET 01/10/16-30/09/17
<u>INCOME</u>				
Levies - Sinking Fund	58,750.02	60,000.04	60,000.00	62,500.00
Interest On Investments	5,148.82	4,634.27	0.00	0.00
Other Income	0.00	550.91	0.00	0.00
<u>TOTAL SINKING FUND INCOME</u>	63,898.84	65,185.22	60,000.00	62,500.00
<u>EXPENDITURE - SINKING FUND</u>				
Electrical Repairs	2,887.00	0.00	0.00	0.00
Fence Replacement/Repairs	960.00	0.00	0.00	0.00
General Maintenance	4,206.90	4,782.00	0.00	0.00
Improvements	2,880.00	15,964.00	60,000.00	62,500.00
Income Tax Return Fee	80.00	80.00	0.00	0.00
Landscaping	0.00	2,600.00	0.00	0.00
Painting - Exterior	0.00	24,110.00	0.00	0.00
Plumbing/Drainage Works	2,889.00	0.00	0.00	0.00
Pressure Cleaning	4,618.18	2,118.18	0.00	0.00
Tree Maintenance	9,600.00	9,830.00	0.00	0.00
<u>TOTAL SINK. FUND EXPENDITURE</u>	\$ 28,121.08	\$ 59,484.18	\$ 60,000.00	\$ 62,500.00
<u>SURPLUS / DEFICIT</u>	\$ 35,777.76	\$ 5,701.04	\$ 0.00	\$ 0.00
Opening Sinking Fund Balance	193,927.97	229,705.73	229,705.73	235,406.77
<u>SINKING FUND BALANCE</u>	\$ 229,705.73	\$ 235,406.77	\$ 229,705.73	\$ 235,406.77

Community Association D.P. No. 270051

247 Burwood Road
 Concord NSW 2137

LOT BALANCE REPORT

30 September 2016

<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	-3,939.44	-1,147.41	0.00	-5,086.85
4	D BLO	-3,540.63	-1,031.25	0.00	-4,571.88
5	A BLO	0.00	0.00	0.00	0.00
6	N BLO	-4,837.06	-1,408.85	0.00	-6,245.91
7	J BLO	-4,762.28	-1,387.07	0.00	-6,149.35
8	B BLO	0.00	0.00	0.00	0.00
9	E BLO	0.00	0.00	0.00	0.00
10	F BLO	-2,917.48	-849.75	0.00	-3,767.23
11	K BLO	0.00	0.00	0.00	0.00
12	P BLO	0.00	0.00	0.00	0.00
13	R BLO	0.00	0.00	0.00	0.00
14	L BLO	-4,912.12	-1,430.72	0.00	-6,342.84
15	G BLO	-2,942.40	-857.01	0.00	-3,799.41
16	C BLO	-3,465.85	-1,009.47	0.00	-4,475.32
		-31,317.26	-9,121.53	0.00	-40,438.79

Please note (-) indicates paid in advance

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.

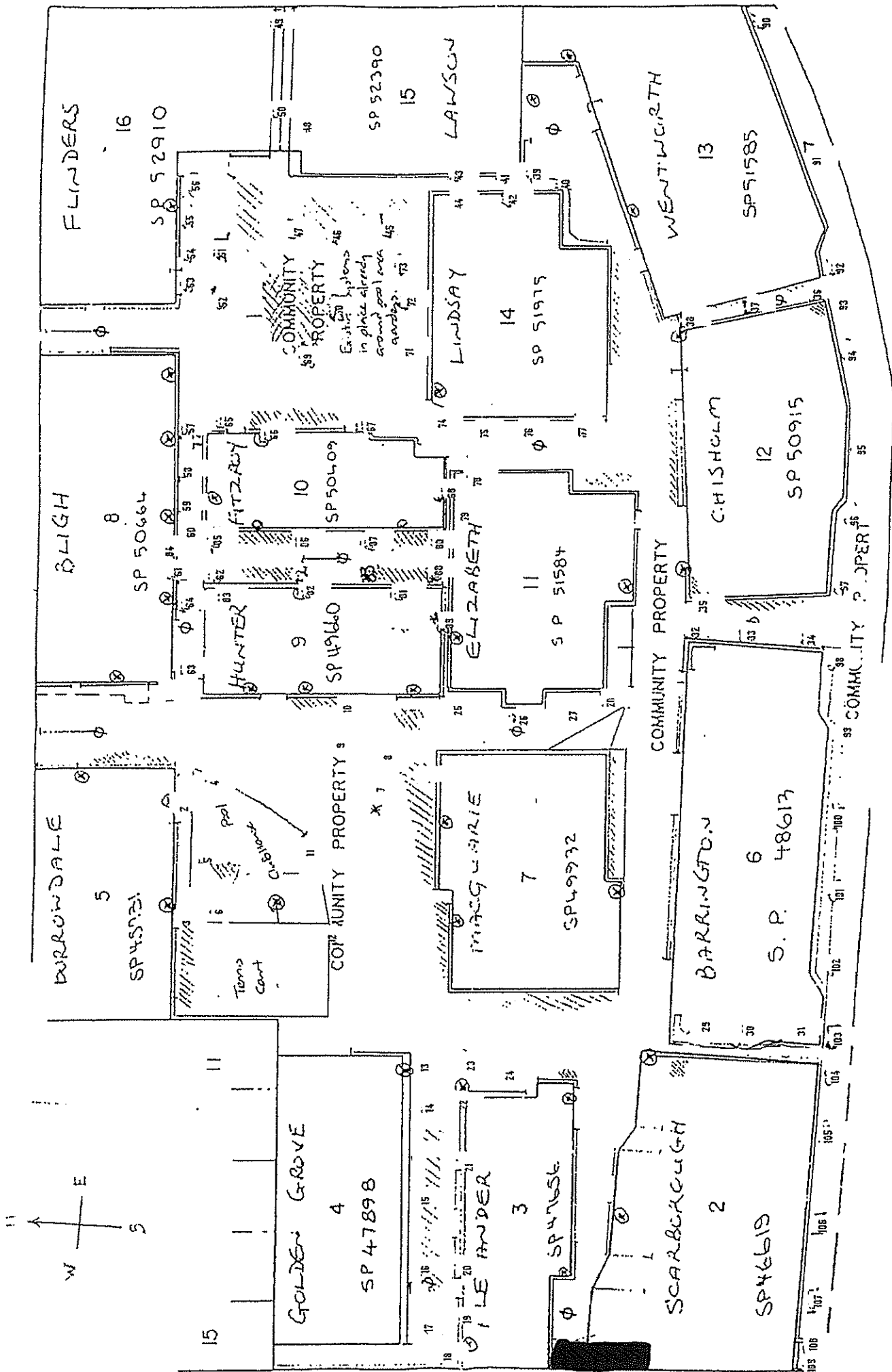
The summary does not consider items individually and the lower initial contributions could result in insufficient levies being raised if unexpected sinking fund expenditure occurs.

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 4% increase PA	Anticipated Expenditure	Closing balance
2016-2017	250,000	46,986	50,083	246,903
2017-2018	246,903	48,865	61,473	234,295
2018-2019	234,295	50,820	53,074	232,041
2019-2020	232,041	52,853	74,063	210,831
2020-2021	210,831	54,967	105,906	159,891
2021-2022	159,891	57,166	44,038	173,019
2022-2023	173,019	59,452	21,801	210,670
2023-2024	210,670	61,830	116,729	155,771
2024-2025	155,771	64,303	30,591	189,483
2025-2026	189,483	66,876	62,752	193,607

BURWOOD

ROAD



D.P. 66487

Handitech Property Maintenance

PO BOX 285
St Clair, NSW 2759

Quote

Date	Estimate #
26/07/2016	305

Name / Address	Repairs For
Premier Strata Management P.O Box 3030 Parramatta NSW 2124	247 Burwood Rd Concord Strata Plan 270051 C/o Premier Strata Management P.O. Box 3030 Parramatta NSW 2124

P.O. No.

Qty	Description	Tax	TAX Amt	Rate	Total
	Order no 00042893 Building works for bay behind Scarborough building Supply bob cat to excavate area approx 11.5mtrs by 5.5mts Remove soil and waste Supply and lay concrete area approx 11.5mtrs by 5.5mtrs Supply and lay re-enforcing steel to concrete Supply and install strip drain to rear Sydney end Conected to down pipe running off garage Concrete cut ramp to curb and lay pathway to gate Remove all form work	GST	820.00	8,200.00	8,200.00

Subtotal \$8,200.00

Tax \$820.00

Total \$9,020.00

Company Business Number	98 895 840 955
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Handitech Property Maintenance

PO BOX 285
St Clair, NSW 2759

Quote

Date	Estimate #
26/07/2016	233

Name / Address	Repairs For
Premier Strata Management P.O Box 3030 Parramatta NSW 2124	247 Burwood Rd Concord Strata Plan 270051 C/o Premier Strata Management P.O. Box 3030 Parramatta NSW 2124

P.O. No.

Qty	Description	Tax	TAX Amt	Rate	Total
	Quote no 00038958 Supply and install approx 7 mtr treated timber laped picket fence to area rear Scarborough building New fence painted to existing colour and hight at 1.8 mtrs Supply and install two timber gates at 1.8 high Supply and install lock keyed to existing common key Re-locate garden tap	GST	380.00	3,800.00	3,800.00

Subtotal	\$3,800.00
Tax	\$380.00
Total	\$4,180.00

Company Business Number	98 895 840 955
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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)

PROXY APPOINTMENT FORM

(DT)

Date.....

I/We

The owners 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 strata 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 owner/s

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 Owners of lot/s..... in

Deposited Plan No.

Notes:

- A proxy is not authorised to vote on a matter:
 - If the person appointed the proxy is present at the relevant meeting and personally votes on the matter, or
 - So as to confer a pecuniary or other material benefit on the proxy, if the proxy is a strata managing agent, caretaker or on-site residential property manager.
- This form is ineffective unless it is given to the secretary of the owner's corporation at or before the first meeting in relation to which it is to operate and it contains the date on which it was made.
- This form will be revoked by a later proxy appointment form delivered to the secretary of the owner's corporation in the manner described in the preceding paragraph.

Premier Strata Management

Address: 6/175 Briens Road, Northmead NSW
Postal Address: PO Box 3030, Parramatta NSW 2124

Phone 61 2 9630 7500
Fax 61 2 9630 1915

www.premierstrata.com.au
mail@premierstrata.com.au