



**STM**

*Building Smarter  
Communities*

STRATA TITLE MANAGEMENT

# Annual General Meeting Notice

**Owners Corporation  
SP 36012**

Meeting to be held on  
Monday, 31 March 2025 at STM office, The Strand, Level 2,  
72-80 Marine Parade, COOLANGATTA, QLD, 4225  
at 5:00 PM (NSW/AEDT Time) 4:00 PM (QLD/AEST Time)



Dated: Wednesday 5 March 2025

**NOTICE OF ANNUAL GENERAL MEETING**  
**OWNERS CORPORATION SP 36012**  
**190 Marine Parade, KINGSCLIFF, NSW, 2487**

Dear Owners,

We are pleased to invite you to participate in the Annual General Meeting of The Owners-Strata Plan 36012 – 190 Marine Parade, KINGSCLIFF, NSW, 2487, in accordance with the Strata Schemes Management Act (NSW) 2015 that was in effect from 30 November 2016.

This is the notice of business to be dealt with at the Annual General Meeting of the Owners - Strata Plan No 36012 to be held:

**Date:** Monday 31 March 2025

**Time:** 5:00 PM (NSW/AEDT Time) 4:00 PM (QLD/AEST Time)

**Location:** STM office

The Strand, Level 2, 72-80 Marine Parade, COOLANGATTA, QLD, 4225

**Phone Attendance:** N/A

**Online Attendance:** N/A  
**(Microsoft Teams)**

If you are unable to attend the meeting, please:

1. **Vote online:** Where pre-electronic voting has been enabled and you received the notice electronically, please vote online using the voting link provided.  
OR
2. **Proxy appointment:** Complete the proxy appointment form with all required details (nominate the person you wish to hold your proxy vote). Forward the completed proxy form to Strata Title Management at least 24 hours prior to the commencement of the meeting. Further details regarding limitations on proxies are contained in this document.

Postal Address:  
The Secretary, c/ - Strata Title Management Pty Ltd,  
PO Box 1548, COOLANGATTA QLD 4225

Email: [tweedheads@stratatitle.com.au](mailto:tweedheads@stratatitle.com.au)

#### Proxies

If you are appointing a proxy or voting as a proxy holder:

- Please ensure that all sections of the proxy are completed in full. Proxies not completed correctly may be deemed invalid.
- If your lot is in the name of multiple owners, where it states owners signature of the proxy form, all owners must sign this section, otherwise your proxy is invalid.
- Should your lot be in the name of a company, please ensure a company nominee form is completed and returned to our office. The company nominee's name must be recorded on the strata roll for them to be able to vote at the meeting.
- Completed proxies and company nominee forms must be received by the strata manager at least 24 hours before the meeting.
- Only FINANCIAL owners are entitled to vote at a general meeting, unless a unanimous resolution is required, then all owners whether financial or not are permitted to vote on such motions.
- A person may only hold a proxy for 1 owner in strata schemes of up-to 20 lots or 5% of the total number of lots for strata schemes over 20 lots.

**Please read the "IMPORTANT INFORMATION" document attached to this notice for further information regarding Voting, Quorum and Resolution requirements.**

The motions to be determined at the meeting as well as explanatory notes on each motion are detailed in the meeting notice. We urge you to carefully read the motions and associated documentation including the financial statements, proposed budget report and other important annexures prior to the meeting so that you are fully aware of the items to be determined.



For further information regarding the Strata Schemes Management legislation, please visit Fair Trading's website at: <http://www.fairtrading.nsw.gov.au>

Please contact our office at least 24 hours prior to the meeting in relation to account and budget enquiries.

We trust this information proves helpful and look forward to seeing you at the meeting.

Yours Sincerely,

**STRATA TITLE MANAGEMENT**

Diana Loussouarn

**Strata Manager**

*Liability limited by a scheme approved under Professional Standards Legislation.*

**AGENDA - ANNUAL GENERAL MEETING**  
OWNERS CORPORATION SP 36012  
190 Marine Parade, KINGSCLIFF, NSW, 2487

## PRELIMINARIES

1. Recording of persons present personally or by proxy.
2. Recording of apologies.
3. Announcement of persons entitled to vote.
4. Determination of quorum.

## MOTIONS TO BE CONSIDERED

1. **Minutes** **Ordinary Resolution**

**THAT** the minutes of the previous General Meeting held on 4th of April 2024 be confirmed as a true and accurate account of the proceedings at that meeting.

*Explanatory Notes:*

*This motion refers to accepting the minutes of the last general meeting, a copy of which is included in the meeting notice.*

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2. **Annual Fire Safety Statement** **Ordinary Resolution**

**THAT** the Owners Corporation resolves:

- a. the current Annual Fire Safety Statement be considered and to confirm the appointment of a Competent Fire Safety Practitioner required for the completion and submission of the next Annual Fire Safety Statement;
- b. the Owners Corporation delegates authority to the Strata Managing Agent to sign and affix the common seal of an Owners Corporation on the Annual Fire Safety Statement for the purpose of lodgement to council and NSW Fire and Rescue; and be authorised to complete any necessary repairs on behalf of the Owners Corporation in order to satisfy the requirements of council in accordance with the Environmental Planning and Assessment Regulation 2000.

*Explanatory Notes:*

*In accordance with Schedule 1, Part 2, Clause 6 (c) of the Strata Schemes Management Act 2015, the Owners Corporation must now consider, at each Annual General Meeting, the annual fire safety statement (if one is required for the building) under the Environmental Planning and Assessment Act 1979 and arrangements for obtaining the next annual fire safety statement.*

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3. **Asbestos Report and Register** **Ordinary Resolution**

**THAT** the Owners Corporation engage a specialist to complete an updated Asbestos Report and arrange an Asbestos Register (if Asbestos Containing Materials are located).

*Explanatory Notes:*

*Section 429 of the new harmonised Work Health and Safety Regulation 2011 requires a Strata Manager or Owners Corporation of a building where Asbestos Containing Materials (ACM) have been identified on the common property to ensure that an Asbestos Management Plan (AMP) is prepared for the common property. If necessary, plans should be reviewed and revised at least every five years. The maximum penalty for non-compliance is \$30,000. Part 8.2 of the Work Health and Safety Regulation 2011 contains the general duty of Strata Managers or Owners Corporations to ensure that a person working on the common property does not become exposed to airborne asbestos fibres. If the exposure risk cannot be eliminated, it should be minimised so far as is reasonably practical.*

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#### 4. Work, Health and Safety Report

#### Ordinary Resolution

**THAT** the Owners Corporation engage a suitably qualified consultant to carry out a Compliance Report of the common property in accordance with the Work Health and Safety Act 2011.

Last Report Undertaken: 15/9/17

*Explanatory Notes:*

*The Work Health and Safety Act 2011 has dramatically affected the manner in which an Owners Corporation or an owner must consider their duties under the law, especially in regard to the health and safety of any workers engaged on their common property. The Act places duties upon a 'person conducting a business or undertaking' (PCBU) which are owed to a 'worker'. Per the definition of a PCBU in the Act, a PCBU could be an Owners Corporation; the occupier of the lot; a caretaking service contractor or letting agent or a Strata Manager.*

*Likewise, a worker under the Act could be an employee; a contractor or subcontractor; an employee of the contractor or subcontractor or any person who receives direction from a PCBU while on the property (for example, a volunteer or work experience student).*

*As persons conducting a business or undertaking, you have obligations to ensure the risk of injury or illness is minimised for persons coming into or leaving the property, visitors and workers alike. Due to the broad implications of the Work Health and Safety Act 2011, it is vital that an Owners Corporation or an owner undertakes measures to ensure their property or properties comply with the new requirements. Failure to comply with your obligations could mean a fine of up to \$600,000 and/or 5 years imprisonment for individuals or a fine up to \$3,000,000 for an Owners Corporation.*

*Due to the nature of the risks that may be encountered by workers engaged on the common property in a strata environment, it is reasonable that the regularity in which risk management plans should be reviewed may be stretched up to a year in order that an Owners Corporation is shown to meet its obligations.*

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#### 5. Window Safety Devices

#### Ordinary Resolution

**THAT** the Owners – Strata Plan No. 36012 resolve to undertake an inspection of all window safety devices previously installed to windows within the strata scheme to ensure the Owners Corporation comply with their obligations pursuant to Section 118 of the Strata Schemes Management Act 2015 and Regulation 30 of the Strata Schemes Management Regulation 2016.

**AND FURTHER THAT** the appointment of an appropriately qualified third party to undertake this inspection be delegated to the Strata Committee.

*Explanatory Notes:*

*To prevent children falling from windows, strata schemes containing residential lots in NSW must be fitted with compliant devices that enable their windows to be locked at 12.5cm when the devices are engaged. Owners Corporations must have devices installed on all common property windows above the ground floor (where a windows is 2 meters above the ground floor outside and /or less than 1.7 meters above the inside floor surface) by 13 March 2018. The Act places a strict obligation on the Owners Corporation to maintain the common property inclusive of such devices. Therefore it is appropriate for the Owners Corporation to consider the frequency within which they wish to inspect, maintain and certify these devices. Any failure to adhere to the obligations to repair and maintain the common property for the scheme may result in the Owners Corporation being liable for damages by a lot owners if the failure to repair can be shown to have resulted in a foreseeable loss suffered by the owners, see section 106(5) of the Act.*



**6. Confirmation of Insurance**

**Ordinary Resolution**

**THAT** the Owners Corporation's insurance policies currently in place be confirmed.

*Explanatory Notes:*

*In accordance with Section 160-164 of the Strata Schemes Management Act 2015, the Owners Corporation is required to take out insurances for all the required insurance policies, through an approved insurer. Insurances are already in place as detailed in the below schedule of insurances and these need to be confirmed. There are a number of exclusions in the insurance policies including for example, flood cover. You may wish to check these exclusions for yourself at your insurers website.*

Policy Number	Underwriter	Current To	Risk Type	Coverage Amount
HRS1120593	HUTCH UNDERWRITING	✓ 01 Dec 2025	BUILDING	\$3,349,500.00
			COMMON AREA CONTENTS	\$33,495.00
			INTERNAL PAINT-LOTS	Insured
			FIDELITY GUARANTEE	\$100,000.00
			FLOOD COVER	Insured
			LEGAL DEFENCE EXPENS	\$50,000.00
			OFFICE BEARERS	\$1,000,000.00
			VOLUNTARY WORKERS	Insured
			PUBLIC LIABILITY	\$20,000,000.00
			W, H & S BREACHES	\$100,000.00
			CATASTROPHE COVER	\$502,425.00
			GOVT AUDIT COSTS	\$25,000.00
			LOSS RENT/TEMP ACCOM	\$502,425.00
			OWNERS IMPROVMENTS	\$334,950.00
<b>TOTAL PREMIUM: \$9,810.74</b>				<b>\$1314.30</b>

8496.44 } \$1314.30

**7. Renewal of Insurance Policy**

**Ordinary Resolution**

**THAT** the Owners Corporation authorise and instruct the Strata Managing Agent, to renew the insurances through a recommended insurance broker, subject to recommendations for renewal being presented to the Strata Committee.

**AND FURTHER THAT** the insurances be renewed in accordance with the insurer or insurance brokers recommendation in circumstances where alternative instructions are not received from the Strata Committee prior 7 days before the renewal date.

*Explanatory Notes:*

*This motion is to decide to engage the services of an insurance broker to go out to the market and obtain at least 3 insurance quotations prior to renewal. Once received, the quotations will be referred to the Strata Committee to resolve a decision on which insurer to renew with. In accordance with Section 166 of the Strata Schemes Management Act 2015, if at least 3 quotations are not able to be obtained, a written explanation will be provided to the Strata Committee.*

BCB - ABC News Commissions  
Guttering, painting, scaffolding.

8. **Commissions and Training Services** *to be confirmed - 2 weeks* - Ordinary Resolution

**THAT** the report (below) be received from the Strata Managing Agent on commissions and training services received in the past 12 months and estimate of commissions and training services to be received in the next 12 months Commissions Report:

\$1,320.43 in insurance commissions has been received by the managing agent in accordance with the strata management agency agreement during the past 12 months. STM are of the view that the estimated insurance commission to be received in the next 12 months will increase or decrease, in line with premium fluctuations. The current strata insurance underwriting market remains highly competitive however, an increase in insurance premiums and therefore, resultant commission change, may be likely.

Training Report: The equivalent of \$0.15 per lot in training services in the past 12 months, and an amount of \$0.15 in training services is expected to be received in the next 12 months.

*Explanatory Notes:*

*The strata managing agent under Section 60 of the Strata Schemes Management Act 2015 is required to disclose all commissions or training services provided to the strata managing agent for the strata scheme. As at the date of the notice of this meeting the strata managing agent has received the amounts stipulated in the report provided.*

9. **Additional Insurances** *to be confirmed - 2 weeks* - Ordinary Resolution

**THAT**, in accordance with Section 165 of the *Strata Schemes Management Act 2015*, the Owners Corporation considers any additional insurances that are not currently in place.

*Explanatory Notes:*

*The Owners Corporation may consider taking out additional non-statutory insurance (at its own expense) such as:*

1. *Any property in which it has an insurable interest (ie additional plant / equipment / assets etc).*
2. *Other insurance coverage such as:*
  - o *Damage to property, death or bodily injury for which a person holding a position on the strata committee could become liable in damages because of an act or omission, committed or omitted in good faith, in performing the functions of that position (office bearer's liability).*
  - o *Misappropriation of money or other property of the owners corporation (fidelity guarantee).*
3. *Any of the above additional insurances must be taken out with an approved insurer.*

10. **Financials** - Ordinary Resolution

**THAT** the statement of key financial information and the financial statements of accounts for the period 29/02/24 to 28/02/25 be adopted.

*Explanatory Notes:*

*The financial statements are attached for your review.*

**Note:** *Any questions relating to the budget or financial statements should be directed to our office PRIOR to the meeting.*

11. **Auditor** - Ordinary Resolution

**THAT** a recommended auditor be appointed for the financial year 01/03/25 to 28/02/26.

*Explanatory Notes:*

*This motion is required to be considered by the Owners Corporation at each Annual General Meeting however it is not a legal requirement to appoint an auditor, unless your Strata Plan contains over 100 lots (excluding utility lots and car park lots) or has the total of other income, total annual levies and the total of funds held on deposit that is greater than \$250,000.*

✓12. **Proposed Budget** *\$33,000 to raise*

**Ordinary Resolution**

**THAT** in accordance with Section 79 of the Strata Schemes Management Act 2015, that the proposed annual budget\* for the financial period 1 March 2025 to 28 February 2026 be adopted

*Explanatory Notes:*

**\*The proposed budget is attached for your review. To raise any questions in relation to the budget, please make contact with our team giving a minimum 24 hours' notice prior to the commencement of the meeting. If you wish to propose an amendment to the budget please ensure that you attend the meeting and ABSTAIN from voting on this motion by pre-electronic vote.**

*The Administration Fund budget is required to cover the day to day running of the strata scheme.*

*The budget that we have proposed for the coming year has taken increased costs into consideration for the coming year, particularly relating to electricity consumption and building insurance.*

*The Capital Works Fund budget is set in accordance with the recommendations of the attached Capital Works fund forecast obtained to enable your capital works fund balance to match the recommended balance.*

✓13. **Administrative Fund Contributions**

**Ordinary Resolution**

**THAT** in accordance with Section 81 of the Strata Schemes Management Act 2015, the proposed administrative fund contributions (levies) payable for the financial period 1 March 2025 to 28 February 2026 be as follows:

**ADMINISTRATIVE FUND: \$33,000.00**

And that the contributions be levied in 4 instalments in accordance with Section 81 of the Strata Schemes Management Act 2015 and payable by each Lot owner according to unit entitlement as shown in the table below.

**Administrative Fund**

Levy Status	Financial Period	Period From	Period To	Due	Admin Fund	Per Lot Entitlement
To be Issued	Current	1 May 2025	31 Jul 2025	8 May 2025	\$8,250.00	\$250.0000
To be Issued	Current	1 Aug 2025	31 Oct 2025	1 Aug 2025	\$8,250.00	\$250.0000
To be Issued	Current	1 Nov 2025	31 Jan 2026	1 Nov 2025	\$8,250.00	\$250.0000
To be Issued	Current	1 Feb 2026	30 Apr 2026	1 Feb 2026	\$8,250.00	\$250.0000
<b>Total</b>		1 May 2025	30 Apr 2026		<b>\$33,000.00</b>	<b>\$1,000.0000</b>

**AND FURTHER THAT** in the event that the Owners Corporation is unable to hold the next Annual General Meeting by 15th March 2026, the Owners Corporation estimates and approves expenses of the scheme at the same level contained in the proposed budget and accordingly resolves to raise interim contributions.

**Interim Periods**

Levy Status	Financial Period	Period From	Period To	Due	Admin Fund	Per Lot Entitlement
To be Issued	Next	1 May 2026	31 Jul 2026	1 May 2026	\$8,250.00	\$250.0000
<b>Total</b>		1 May 2026	31 Jul 2026		<b>\$8,250.00</b>	<b>\$250.0000</b>

*Explanatory Notes:*

*Interim levy contributions issued will become the initial levies contributions for the next financial year. Should the approved budget for the next following year increase or decrease at the AGM, the adjustments will be made on the balance of levies to be issued for that financial year.*

14. ✓ **Capital Works Fund Contributions**

**Ordinary Resolution**

**THAT** in accordance with Section 81 of the Strata Schemes Management Act 2015, the proposed capital works fund contributions (levies) payable for the financial period 1 March 2025 to 28 February 2026 be as follows:

**CAPITAL WORKS FUND: \$17,000.00**

And that the contributions be levied in 4 instalments in accordance with Section 81 of the Strata Schemes Management Act 2015 and payable by each Lot owner according to unit entitlement as shown in the table below.

**Capital Works Fund**

Levy Status	Financial Period	Period From	Period To	Due	Capital Works Fund	Per Lot Entitlement
To be Issued	Current	1 May 2025	31 Jul 2025	8 May 2025	\$4,250.00	\$128.7879
To be Issued	Current	1 Aug 2025	31 Oct 2025	1 Aug 2025	\$4,250.00	\$128.7879
To be Issued	Current	1 Nov 2025	31 Jan 2026	1 Nov 2025	\$4,250.00	\$128.7879
To be Issued	Current	1 Feb 2026	30 Apr 2026	1 Feb 2026	\$4,250.00	\$128.7879
<b>Total</b>		1 May 2025	30 Apr 2026		<b>\$17,000.00</b>	<b>\$515.1515</b>

**AND FURTHER THAT** in the event that the Owners Corporation is unable to hold the next Annual General Meeting by 15th March 2026, the Owners Corporation estimates and approves expenses of the scheme at the same level contained in the proposed budget and accordingly resolves to raise interim contributions.

**Interim Periods**

Levy Status	Financial Period	Period From	Period To	Due	Capital Works Fund	Per Lot Entitlement
To be Issued	Next	1 May 2026	31 Jul 2026	1 May 2026	\$4,250.00	\$128.7879
<b>Total</b>		1 May 2026	31 Jul 2026		<b>\$4,250.00</b>	<b>\$128.7879</b>

*Explanatory Notes:*  
Interim levy contributions issued will become the initial levies contributions for the next financial year. Should the approved budget for the next following year increase or decrease at the AGM, the adjustments will be made on the balance of levies to be issued for that financial year.

15. ✓ **Adopt 10 Year Capital Works Fund Forecast** *No*

**Ordinary Resolution**

**THAT** the Owners Corporation review and adopt the Capital Works Fund Forecast as completed by QIA Group effective from 01/03/23 for the anticipated major capital expenditure of the strata scheme over a 10 year period in accordance with Section 80 of the Strata Schemes Management Act 2015 (NSW).

*Explanatory Notes:*  
This motion is to resolve to adopt the recommendations of the Capital Works Fund Forecast to ensure sufficient funds are available in the future for major capital expenditure.

16. ✓ **10 Year Capital Works Fund Forecast**

No

Ordinary Resolution

**THAT** the Owners Corporation resolve to do the following:

- a. Engage a suitably qualified consultant to review, carry out and/or assess the capital upgrade and maintenance requirements of the building for the next ten (10) years or an updated report each five (5) years, and provide the Capital Works Fund Analysis report; and
- b. To submit that report to the Strata Committee to determine what action is required, if any; and
- c. To delegate to the strata manager the function pursuant to the Agency Agreement additional duties schedule to undertake the seeking of quotations and engaging the contractor to prepare the report and any ancillary work approved by the Strata Committee.

*Explanatory Notes:*

*The owners corporation must prepare a plan of anticipated major expenditure to be met from the capital works fund over the 10-year period commencing on the date of the first annual general meeting. The capital works fund plan must be reviewed at least once every 5 years.*

*The preparation of this plan is a significant exercise and the legislation allows the owners corporation to engage expert assistance in its preparation. The meeting must discuss the preparation or review of this plan. A copy of the current plan is available from the strata manager and a copy will be available at the meeting.*

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17. ✓ **Management of Levy Arrears**

Ordinary Resolution

**THAT** the Owners – Strata Plan No 36012 RESOLVE pursuant to the Strata Schemes Management Act 2015 (including Section 103) for the purpose of collecting levy contributions to authorise the Strata Managing Agent and/or the Strata Committee to do any one or more of the following:

- a. To issue arrears notices, reminder notices and/or letters to seek recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs/expenses and arrange and monitor payment plans;

**Important Note:**

***STM's debt recovery process is to send owners the original levy notice at six weeks prior to the due date. STM then sends a first reminder 34 calendar days after the due date, a second reminder 48 calendar days after the due date and a final reminder 64 calendar days after the due date. Chambers Russell Lawyers will be engaged 28 calendar days from the final reminder issue date. Charges for the reminder notices are included in the Agency Agreement. Interest is charged on all outstanding debts and retained by the Owners Corporation. This strict process is necessary to ensure that our scheme have suitable cash flows in order to maintain expenditure levels for services.***

- b. To engage or appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation and/or experts on behalf of the Owners – Strata Plan No 36012;
- c. To issue demands, commence, pursue, continue or defend any court, tribunal or any other proceedings against any lot owner, mortgagee in possession and/or former lot owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;
- d. Enter and enforce any judgment obtained in the collection of levy contributions including issuing writ for levy of property (personal and real property), garnishee orders, examination notices/orders/hearings, bankruptcy notices, statutory demands and commencing and maintaining bankruptcy proceedings or winding up proceedings;
- e. Filing an appeal or defending an appeal against any judgment concerning the collection of levy contributions; and
- f. Liaise, instruct and prepare all matters with the Owners Corporation's debt collection agents, lawyers and experts in relation to any levy recovery proceedings.

*Explanatory Notes:*

*This is a standing motion to authorise Strata Title Management to take any and all necessary action to ensure the prompt payment of levies within your scheme.*

18. ✓ **Payment Plans** *yes*

**Ordinary Resolution**

**THAT** the Owners – Strata Plan 36012 RESOLVE to agree to enter into payment plans generally for matters involving arrears of unpaid contributions/levies or other amounts including interest, legal and other costs/expenses thereon and to delegate to the strata manager and/or the strata committee the ability to enter into, arrange and monitor each such payment plan limited to a period of 12 months per payment plan with any further or subsequent payment plan to be entered into as agreed by the strata committee or owners corporation by resolution.

*Explanatory Notes:*

*Pursuant to Sections 85(5) – (85)(7) of the Strata Schemes Management Act 2015 and Regulation 18 and 19 of the Strata Scheme Management Regulations 2016 an owners corporation may agree to enter into payment plans generally or in particular cases for the payment of overdue contributions by a resolution passed at a general meeting. This resolution provides the power for the owners corporation to enter into such payment plans.*

19. ✓ **Election of Strata Committee**

In accordance with Regulation 9 of the Strata Schemes Management Regulation 2016, the election of the Strata Committee takes place and:

- a. The Chairperson announce the names of the candidates already nominated in writing for election to the Strata Committee; and
- b. The Chairperson call for any oral nominations of candidates eligible for elections to the Strata Committee;
- c. The Chairperson declare that nominations are closed;
- d. That the number of members to the Strata Committee be set.

*Explanatory Notes:*

**The election of the Strata Committee cannot be decided by pre-electronic voting. You must attend the meeting in person/electronically or by duly appointed proxy.**

**Should you wish to nominate yourself or another person to the Strata Committee this can be done verbally at the meeting or by notifying your Strata Manager in writing prior to the meeting.**

*The election of the Strata Committee process is clearly set out in Regulation 9 of the Strata Schemes Management Regulation 2016. If the number of candidates:*

- *is the same as, or fewer than, the number of members of the Strata Committee decided, on-those candidates are to be declared by the chairperson to be, and are taken to have been, elected as the Strata committee, or*
- *is greater than the number so decided on, a ballot is to be held.*

*The Strata Schemes Management Act 2015 (NSW) states that the Owners Corporation must have a Strata Committee and your Strata Committee must be comprised of no more than 9 members, unless you are a large scheme in which case you must have between 3 and 9 members.*

20. **Election of Committee**

✓ **Ordinary Member**

Nominations will be called for at the meeting as no nominations were received.

21. **Restricted Matters**

**Ordinary Resolution**

✓ **THAT** no additional restrictions be placed on Strata Committee other than those currently imposed by Section 36 (3b) of the Act.

*Explanatory Notes:*

*Explanatory Note: This motion is a statutory motion. An owners corporation must consider at each Annual General Meeting whether the Strata Committee should be restricted from making particular decisions other than those already restricted by law (such as determining levies and passing by-laws). If a restriction is imposed, then the particular decisions must be made by the owner's corporation at a general meeting.*

22. **Instructions to Contractors**



The Owners Corporation acknowledges that Strata Title Management will only issue work orders to those contractors that have been vetted through our contractor database and have provided evidence of meeting the following minimum requirements:

1. Public Liability Insurance
2. License/s (where applicable)
3. Workers Compensation Insurance – Required if company pays more than \$7,500 a year in wages
4. Professional Indemnity Insurance (where applicable)

*Please note, this is not a preferred contractors database and any fees associated with being included on the database cover administrative costs only.*

Should your scheme choose to approve works / engage a non-vetted contractor, please note:

- Strata Title Management will not engage the contractor / issue a work order on your behalf.
- The Owners Corporation / Strata Committee / Owners should conduct its own due diligence on any contractors engaged.
- The Owners Corporation / Strata Committee / Owners will need to engage the contractor / issue a work order.

In such cases, it is requested that the necessary information be collected and provided, to be held with the Owners Corporation records.

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**Diana Loussouarn**  
**STRATA TITLE MANAGEMENT**

Dated: 5 March 2025

## IMPORTANT INFORMATION

### VOTING

In these notes:

- a. Priority vote means a vote by:
    - An enrolled mortgagee having priority over any other mortgagee or enrolled covenant chargee; or
    - An enrolled covenant chargee having priority over any enrolled mortgagee; or
    - An enrolled covenant where there is no enrolled mortgagee.
  - b. A proxy means a person appointed as a proxy by an instrument in the prescribed form.
  - c. A person entitled to vote means (unless otherwise specified) a person entitled to vote on a motion requiring a unanimous resolution.
1. A vote at the meeting by the owner of a lot does not count if a priority vote in respect of the lot is cast in relation to the same matter.
  2. An owner of a lot, or a person with a priority vote in respect of a lot, may not vote at the meeting on a motion (other than a motion requiring a unanimous resolution) 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 this notice.
  3. If you, as the addressee of this notice:
    - a. are not a corporation, then voting and other rights conferred by the Strata Schemes Management Act 2015 may be exercised by you in person or by proxy; or
    - b. are a corporation, then voting and other rights conferred by that Schedule may be exercised only by your company nominee in person, or by proxy appointed by the corporation.
  4. Your right to vote as an owner, company nominee or person with a priority vote is also depends upon your name being recorded on the strata roll.

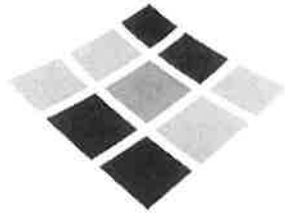
### QUORUM

1. A motion submitted at the Annual General Meeting 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 strata scheme is represented by the persons 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 strata scheme and the quorum calculated in accordance with clause 2 above is less than 2 persons, then the quorum is 2 persons entitled to vote on the motion or on the election.
4. If there is no quorum for business at a general meeting, the Chairperson, after waiting half an hour, will be able to declare that the persons present constitute a quorum. IMPORTANT NOTE: It is STM's policy to open the meeting after half an hour, rather than adjourn the meeting for at least 7 days to minimise additional meeting related expenses for the Owners Corporation.
5. If however, a quorum is not present within half an hour after the relevant motion or business arises for consideration at the meeting, then the Chairperson may adjourn the meeting for at least 7 days. A further notice will be given about the adjourned meeting.
6. If a quorum 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.

### RESOLUTIONS

For voting purposes:

1. An ordinary resolution is passed if the majority of the votes cast are in favour of the motion.
2. A special resolution is passed if not more than 25% of votes cast (based on the unit entitlement of the voter) are cast against the motion
3. A unanimous resolution is passed if no vote is cast against the motion.



**STM**

*Building Smarter  
Communities*

**STRATA TITLE MANAGEMENT**

## **MINUTES OF ANNUAL GENERAL MEETING**

**THE OWNERS – STRATA PLAN 36012  
AT 190 MARINE PARADE, KINGSCLIFF, NSW, 2487**

**Date: 4 April 2024**

**Time: 05:00 PM**

**Venue: STM office, The Strand, Level 2, 72-80  
Marine Parade, COOLANGATTA, QLD,  
4225**

**Prepared by: Diana Loussouarn  
Phone: (07)55360700 Fax: (07)55360799  
Postal Address: PO Box 1548, COOLANGATTA, 4225  
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**STM**

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Communities*

# MINUTES OF ANNUAL GENERAL MEETING OF THE OWNERS CORPORATION – 36012

**MINUTES OF BUSINESS** dealt with at the Annual General Meeting of the  
Owners - Strata Plan No 36012  
Held on 4 April 2024  
At

**STM office, The Strand, Level 2, 72-80 Marine Parade, COOLANGATTA, QLD, 4225**  
**Commenced at 05:00 PM**

**PRESENT:**

- Lot 1                      Deanne Barnett (non-      Owner present  
   financial)
- Lot 2                      Jennifer Elisabeth Shylan Owner present (over the  
   phone)
- Lot 5                      Kenneth Gordon Fletcher Owner present  
   & Janet Christine Fletcher

**IN ATTENDANCE**

Diana Loussouarn representing STM

**CHAIRPERSON:**

Diana Loussouarn (STM) – By delegated authority

**\* THERE BEING A QUORUM PRESENT THE CHAIRMAN DECLARED THE MEETING OPEN AT 5.08PM**

<i><b>Motion 1.</b></i>	<i><b>Minutes</b></i>	<i><b>Ordinary Resolution</b></i>
<b>RESOLVED that</b> the minutes of the previous General Meeting held on 26/04/2023 be confirmed as a true and accurate account of the proceedings at that meeting.		
<b>VOTES</b>	Yes : 2      No: 0      Abs: 0	Inv: 1
1 invalid vote(s) - Non-financial		

<i><b>Motion 2.</b></i>	<i><b>Financials</b></i>	<i><b>Ordinary Resolution</b></i>
<b>RESOLVED that</b> the statement of key financial information and the financial statements of accounts for the period 1st of March 2023 to 29th of February 2024 be adopted.		
Note: It was agreed to add \$10,000 into the term deposit when it comes to the renewal.		
<b>VOTES</b>	Yes : 2      No: 0      Abs: 0	Inv: 1
1 invalid vote(s) - Non-financial		

<b>Motion 3.</b>	<b>Auditor</b>	<b>Ordinary Resolution</b>
<p><b>DEFEATED</b> that a recommended auditor be appointed for the financial year 1st of March 2024 to 28th of February 2025.</p> <p>Note: Discussion about Invoice Hub where committee member can approve invoices.</p>		
<b>VOTES</b>		Yes : 0      No: 2      Abs: 0      Inv: 1
1 invalid vote(s) - Non-financial		

<b>Motion 4.</b>	<b>Management of Levy Arrears</b>	<b>Ordinary Resolution</b>
<p><b>RESOLVED</b> that the Owners – Strata Plan No 36012 RESOLVE pursuant to the Strata Schemes Management Act 2015 (including Section 103) for the purpose of collecting levy contributions to authorise the Strata Managing Agent and/or the Strata Committee to do any one or more of the following:</p>		
<p>a. To issue arrears notices, reminder notices and/or letters to seek recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs/expenses and arrange and monitor payment plans;</p>		
<p><b><u>Important Note:</u></b>  <b>STM's debt recovery process is to send owners the original levy notice at six weeks prior to the due date. STM then sends a first reminder 34 calendar days after the due date, a second reminder 48 calendar days after the due date and a final reminder 64 calendar days after the due date. Our solicitors will be engaged 28 calendar days from the final reminder issue date. Charges for the reminder notices are included in the Agency Agreement. Interest is charged on all outstanding debts and retained by the Owners Corporation. This strict process is necessary to ensure that our scheme have suitable cash flows in order to maintain expenditure levels for services.</b></p>		
<p>b. To engage or appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation and/or experts on behalf of the Owners – Strata Plan No 36012;</p>		
<p>c. To issue demands, commence, pursue, continue or defend any court, tribunal or any other proceedings against any lot owner, mortgagee in possession and/or former lot owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;</p>		
<p>d. Enter and enforce any judgment obtained in the collection of levy contributions including issuing writ for levy of property (personal and real property), garnishee orders, examination notices/orders/hearings, bankruptcy notices, statutory demands and commencing and maintaining bankruptcy proceedings or winding up proceedings;</p>		
<p>e. Filing an appeal or defending an appeal against any judgment concerning the collection of levy contributions; and</p>		
<p>f. Liaise, instruct and prepare all matters with the Owners Corporation's debt collection agents, lawyers and experts in relation to any levy recovery proceedings.</p>		
<b>VOTES</b>		Yes : 2      No: 0      Abs: 0      Inv: 1
1 invalid vote(s) - Non-financial		

<b>Motion 5.</b>	<b>Payment Plans</b>	<b>Ordinary Resolution</b>
<p><b>RESOLVED</b> that the Owners – Strata Plan 36012 RESOLVE to agree to enter into payment plans generally for matters involving arrears of unpaid contributions/levies or other amounts including interest, legal and other costs/expenses thereon and to delegate to the strata manager and/or the strata committee the ability to enter into, arrange and monitor each such payment plan limited to a period of 12 months per payment plan with any further or subsequent payment plan to be entered into as agreed by the strata committee or owners corporation by resolution.</p>		
<b>VOTES</b>		Yes : 2      No: 0      Abs: 0      Inv: 1

1 invalid vote(s) - Non-financial

<b>Motion 6.</b>	<b>Adopt 10 Year Capital Works Fund Forecast</b>	<b>Ordinary Resolution</b>
<p><b>RESOLVED</b> that the Owners Corporation review and adopt the Capital Works Fund Forecast as completed by QIA effective from 27/07/2023 for the anticipated major capital expenditure of the strata scheme over a 10 year period in accordance with Section 80 of the Strata Schemes Management Act 2015 (NSW).</p>		
<b>VOTES</b>	Yes : 2	No: 0      Abs: 0      Inv: 1

1 invalid vote(s) - Non-financial

<b>Motion 7.</b>	<b>Annual Budget and Contributions</b>	<b>Ordinary Resolution</b>				
<p>1. <b>RESOLVED</b> that in accordance with Section 79 of the Strata Schemes Management Act 2015, that the proposed annual budget* for the financial period 1st of March 2024 to 28th of February 2025 be adopted.</p> <p>2. <b>THAT</b> in accordance with Section 79 of the Strata Schemes Management Act 2015, the proposed contributions (levies) payable for the financial period 1st of March 2024 to 28th of February 2025 be as follows:-  <b>ADMINISTRATIVE FUND:</b> \$26,000.00  <b>CAPITAL WORKS FUND**:</b> \$17,000.00</p> <p>And that the contributions be levied in four instalments in accordance with Section 79 of the Strata Schemes Management Act 2015 and payable by each Lot owner according to unit entitlement as shown in the table below.</p>						
<b>Levy Status</b>	<b>Financial Period</b>	<b>Period From</b>	<b>Period To</b>	<b>Due</b>	<b>Admin Fund</b>	<b>Per Lot Entitlement</b>
Already Issued	Current	1 May 2024	31 Jul 2024	1 May 2024	\$9,874.99	\$299.2421
To be Issued	Current	1 Aug 2024	31 Oct 2024	1 Aug 2024	\$5,375.003	\$162.8788
To be Issued	Current	1 Nov 2024	31 Jan 2025	1 Nov 2024	\$5,375.003	\$162.8788
To be Issued	Current	1 Feb 2025	30 Apr 2025	1 Feb 2025	\$5,375.003	\$162.8788
<b>Total</b>		1 May 2024	30 Apr 2025		<b>\$26,000.00</b>	<b>\$787.8788</b>
<b>Interim Periods</b>						
<b>Levy Status</b>	<b>Financial Period</b>	<b>Period From</b>	<b>Period To</b>	<b>Due</b>	<b>Admin Fund</b>	<b>Per Lot Entitlement</b>
To be Issued	Next	1 May 2025	31 Jul 2025	1 May 2025	\$6,500.00	\$196.9697
To be Issued	Next	1 Aug 2025	31 Oct 2025	1 Aug 2025	\$6,500.00	\$196.9697
<b>Total</b>		1 May 2025	31 Oct 2025		<b>\$13,000.00</b>	<b>\$393.9394</b>

Levy Status	Financial Period	Period From	Period To	Due	Capital Works Fund	Per Lot Entitlement
Already Issued	Current	1 May 2024	31 Jul 2024	1 May 2024	\$4,211.74	\$127.6284
To be Issued	Current	1 Aug 2024	31 Oct 2024	1 Aug 2024	\$4,262.753	\$129.1743
To be Issued	Current	1 Nov 2024	31 Jan 2025	1 Nov 2024	\$4,262.753	\$129.1743
To be Issued	Current	1 Feb 2025	30 Apr 2025	1 Feb 2025	\$4,262.753	\$129.1743
<b>Total</b>		1 May 2024	30 Apr 2025		<b>\$17,000.00</b>	<b>\$515.1515</b>

**Interim Periods**

Levy Status	Financial Period	Period From	Period To	Due	Capital Works Fund	Per Lot Entitlement
To be Issued	Next	1 May 2025	31 Jul 2025	1 May 2025	\$4,250.00	\$128.7879
To be Issued	Next	1 Aug 2025	31 Oct 2025	1 Aug 2025	\$4,250.00	\$128.7879
<b>Total</b>		1 May 2025	31 Oct 2025		<b>\$8,500.00</b>	<b>\$257.5758</b>

Levy periods commencing: 1/5/24, 1/8/24, 1/11/24, 1/2/25

3. **THAT** in the event that the Owners Corporation is unable to hold the next Annual General Meeting by 20/3/25, the Owners Corporation estimates and approves that the yearly and quarterly expenses of the scheme will be the same as those contained in the current budget and accordingly resolves to raise a levy for the quarter 1/5/25 to 31/7/25 quarter and 1/8/25 to 31/10/25 as per the table above.

**VOTES** Yes : 2 No: 0 Abs: 0 Inv: 1

1 invalid vote(s) - Non-financial

<b>Motion 8.</b>	<b>10 Year Capital Works Fund Forecast</b>	<b>Ordinary Resolution</b>
<p><b>DEFEATED</b> that the Owners Corporation resolve to do the following:</p> <ul style="list-style-type: none"> <li>a. Engage a suitably qualified consultant to review, carry out and/or assess the capital upgrade and maintenance requirements of the building for the next ten (10) years or an updated report each five (5) years, and provide the Capital Works Fund Analysis report; and</li> <li>b. To submit that report to the Strata Committee to determine what action is required, if any; and</li> <li>c. To delegate to the strata manager the function pursuant to the Agency Agreement additional duties schedule to undertake the seeking of quotations and engaging the contractor to prepare the report and any ancillary work approved by the Strata Committee.</li> </ul>		
<p><b>VOTES</b> Yes : 0 No: 2 Abs: 0 Inv: 1</p>		

1 invalid vote(s) - Non-financial

<b>Motion 9.</b>	<b>Strata Hub</b>	<b>Ordinary Resolution</b>
<p><b>RESOLVED that</b> the Owners – Strata Plan 36012 Resolve to do the following:</p> <ol style="list-style-type: none"> <li>1. Delegate the strata manager the function to upload all information/documents required to comply with the Strata Schemes Management Regulations 2021 (regulation 43A) relating to the Office of Fair Trading 'Strata Hub' and</li> <li>2. Provide the contact details of those Committee Members appointed to Office Bearers positions for the ensuing year.</li> </ol>		
<p><b>VOTES</b> Yes : 2 No: 0 Abs: 0 Inv: 1</p>		
<p>1 invalid vote(s) - Non-financial</p>		

<b>Motion 10.</b>	<b>Election of Strata Committee</b>	<b>Ordinary Resolution</b>
<p><b>RESOLVED that</b> in accordance with Regulation 9 of the Strata Schemes Management Regulation 2016, the election of the Strata Committee takes place and that:</p> <ol style="list-style-type: none"> <li>a. The Chairperson announce the names of the candidates already nominated in writing for election to the Strata Committee; Nil</li> <li>b. The Chairperson call for any oral nominations of candidates eligible for elections to the Strata Committee; Jennifer Shylan Ken Fletcher</li> <li>c. The Chairperson declare that nominations are closed;</li> <li>d. That the number of members to the Strata Committee be set to three.</li> </ol>		
<p><b>VOTES</b> Yes : 2 No: 0 Abs: 0 Inv: 1</p>		
<p>1 invalid vote(s) - Non-financial</p>		

<b>Motion 11.</b>	<b>Restricted Matters</b>	<b>Ordinary Resolution</b>
<p><b>RESOLVED that</b> no additional restrictions be placed on Strata Committee other than those currently imposed by Section 36 (3b) of the Act.</p>		
<p><b>VOTES</b> Yes : 2 No: 0 Abs: 0 Inv: 1</p>		
<p>1 invalid vote(s) - Non-financial</p>		

<b>Motion 12.</b>	<b>Confirmation of Insurance</b>	<b>Ordinary Resolution</b>
<p><b>RESOLVED that</b> the Owners Corporation's insurance policies currently in place be confirmed.</p>		
<p><b>VOTES</b> Yes : 2 No: 0 Abs: 0 Inv: 1</p>		
<p>1 invalid vote(s) - Non-financial</p>		

<b>Motion 13.</b>	<b>Renewal of Insurance Policy</b>	<b>Ordinary Resolution</b>
<p><b>RESOLVED that</b> the Strata Managing Agent be instructed to renew next years insurance policy through a recommended insurance broker, subject to recommendations for renewal being presented to the Strata Committee in accordance with the legislation.</p>		
<p><b>VOTES</b> Yes : 2 No: 0 Abs: 0 Inv: 1</p>		

1 invalid vote(s) - Non-financial

<b>Motion 14.</b>	<b>Valuation for Insurance Purposes</b>	<b>Ordinary Resolution</b>		
<b>DEFEATED that</b> an updated valuation for insurance purposes be obtained prior to the expiration of the current policy period and that the Strata Managing Agent be authorised to alter the sum insured in line with the valuation figure. <b>Note: Last Valuation obtained: 30th of May 2023</b>				
<b>VOTES</b>	Yes : 0	No: 2	Abs: 0	Inv: 1

1 invalid vote(s) - Non-financial

<b>Motion 15.</b>	<b>Additional Insurances</b>	<b>Ordinary Resolution</b>		
<b>RESOLVED that</b> an insurance policy continues to be executed for office bearer's liability and/or misappropriation of money or property of the Owners Corporation.				
<b>VOTES</b>	Yes : 2	No: 0	Abs: 0	Inv: 1

1 invalid vote(s) - Non-financial

<b>Motion 16.</b>	<b>Commissions and Training Services</b>	<b>Ordinary Resolution</b>		
<b>RESOLVED that</b> the report (below) be received from the Strata Managing Agent on commissions and training services received in the past 12 months and estimate of commissions and training services to be received in the next 12 months.				
<b>Commissions Report:</b> \$1,378.97 in insurance commissions has been received by the managing agent in accordance with the strata management agency agreement during the past 12 months. STM are of the view that the estimated insurance commission to be received in the next 12 months will increase or decrease, in line with premium fluctuations. The current strata insurance underwriting market remains highly competitive however, an increase in insurance premiums and therefore, resultant commission change, may be likely.				
<b>Training Report:</b> The equivalent of \$0.15 per lot in training services in the past 12 months, and an amount of \$0.15 in training services is expected to be received in the next 12 months.				
<b>VOTES</b>	Yes : 2	No: 0	Abs: 0	Inv: 1

1 invalid vote(s) - Non-financial

<b>Motion 17.</b>	<b>Work, Health and Safety Report</b>	<b>Ordinary Resolution</b>		
<b>DEFEATED that</b> the Owners Corporation engage a suitably qualified consultant to carry out a Compliance Report of the common property in accordance with the Work Health and Safety Act 2011.				
Last Report Undertaken: 4/6/20				
<b>VOTES</b>	Yes : 0	No: 2	Abs: 0	Inv: 1

1 invalid vote(s) - Non-financial

<b>Motion 18.</b>	<b>Annual Fire Safety Statement</b>	<b>Ordinary Resolution</b>
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**DEFEATED** that the Owners Corporation consider that completing an annual fire safety statement (if one is required for the building) under the Environmental Planning and Assessment Act 1979 is not appropriate due to the building not having fire measures in place.

**VOTES** Yes : 0 No: 2 Abs: 0 Inv: 1

1 invalid vote(s) - Non-financial

<b>Motion 19.</b>	<b>Appointment of Managing Agent - Strata Title Management</b>	<b>Ordinary Resolution</b>
<p><b>RESOLVED</b> that in accordance with Section 49 of the Strata Schemes Management Act 2015 ("Act") that:</p> <p>(a) Strata Title Management Group Pty Ltd trading as Strata Title Management ("Agent") be appointed as strata managing agent of Strata Scheme No 36012;</p> <p>(b) The Owners Corporation delegate to the Agent all of its functions (other than those listed in section 52 (2) of the Act) and all of the functions of its Chairperson, Secretary, Treasurer and Strata Committee;</p> <p>(c) The Owners Corporation execute the written agreement, ("Agreement") circulated with this agenda, to give effect to this appointment and delegation and that the Secretary and one other Strata Committee Member be authorised to sign the agreement on behalf of the Owners Corporation under common seal in accordance with Section 273 of the Strata Schemes Management Act 2015;</p> <p>(d) The delegation is subject to the conditions and limitations set out in the Agreement; and</p> <p>(e) That upon execution on the Agreement, the Owners Corporation and the Agent mutually agrees that this Agreement supersedes and cancels all previous delegations and Agency Agreements between the Owners Corporation and the Agent.</p> <p>Note: The agreement is for three years.</p>		
<p><b>VOTES</b> Yes : 2 No: 0 Abs: 0 Inv: 1</p>		

1 invalid vote(s) - Non-financial

<b>Motion 20.</b>	<b>Intercom</b>	<b>Ordinary Resolution</b>
<p><b>RESOLVED</b> that pursuant to section 106 of the Strata Scheme Management Act (2015), the Owners Corporation engages Eximm to replace the intercom as per quote.</p>		
<p><b>VOTES</b> Yes : 2 No: 0 Abs: 0 Inv: 1</p>		

1 invalid vote(s) - Non-financial

<b>Motion 21.</b>	<b>By-Law for Rules and Recovery of Costs by an Owners Corporation</b>	<b>Special Resolution</b>
<p><b>RESOLVED</b> that the owners corporation SPECIALLY RESOLVES pursuant to section 141 of the <i>Strata Schemes Management Act 2015</i> that an additional by-law be made, <b>Special By-Law – Rules and Recovery of Costs by Owners Corporation</b> - on the terms which are attached to the notice of this meeting and to lodge notification of the by-law and a consolidated set of all existing by-laws for registration at NSW Land Registry Services.</p>		
<p style="text-align: center;"><b><u>SPECIAL BY-LAW – RULES AND RECOVERY OF COSTS BY OWNERS CORPORATION</u></b></p> <p><b>1. Introduction</b> This by-law set outs general rules you must follow and gives us the right to recover expenses, interest and recovery costs from you if you breach the by-law.</p> <p><b>2. Definitions</b> In this by-law, unless the context or subject matter otherwise indicates or requires:</p> <p>2.1 "<b>by-laws</b>" means any by-laws in force in respect of the strata scheme;</p> <p>2.2 "<b>cleaning costs</b>" means any cost or expense we incur cleaning or removing rubbish from common property arising out of or as a result of your breach of this by-law;</p> <p>2.3 "<b>demand</b>" means a written demand from us to you;</p> <p>2.4 "<b>denial of access</b>" means the failure or refusal by you to give us or a contractor engaged by us access to your lot</p>		

when requested to by us to permit us to exercise any of our functions under the Strata Act or to undertake a fire safety inspection or maintain, repair or replace any fire safety measures on or undertake a pest inspection, extermination or treatment of the common property or your lot;

2.5 “**denial of access costs**” means any cost or expense incurred by us arising out of or as a result of a denial of access in breach of this by-law;

2.6 “**expenses**” means any cost or expense incurred by us arising out of or as a result of your breach of this by-law including cleaning costs, denial of access costs, false fire alarm expenses, an insurance increase, remedy expenses and repair costs;

2.7 “**false alarm**” means the activation of a fire alarm in circumstances where there is no fire or other type of emergency which is likely to cause a risk, hazard or danger to the building or any person in the building by virtue of the incidence of smoke, heat or fire in the building;

2.8 “**false alarm expenses**” means any cost or expense incurred by us arising out of or as a result of a false alarm caused by your breach of this by-law including charges imposed on us by Fire & Rescue NSW (such as charges for attending the building in response to a false alarm);

2.9 “**insurance increase**” means an amount equal to any increase in an insurance premium payable by us arising out of anything done by you;

2.10 “**interest**” means interest payable on expenses in accordance with this by-law;

2.11 “**invitee**” includes a guest or contractor;

2.12 “**lot**” means a lot in the strata scheme;

2.13 “**occupier**” means a person in occupation of a lot and includes a tenant;

2.14 “**owner**” means an owner of a lot;

2.15 “**recovery costs**” means any cost or expense incurred by us in recovering from you any expenses or interest including strata managing agent’s costs and legal costs on an indemnity basis;

2.16 “**remedy expenses**” means any cost or expense incurred by us remedying or attempting to remedy your breach of this by-law including consultant’s costs;

2.17 “**repair costs**” means any cost or expense we incur repairing damage to common property arising out of or as a result of your breach of this by-law;

2.18 “**Strata Act**” means the Strata Schemes Management Act 2015;

2.19 “**strata scheme**” means the strata scheme to which this by-law applies;

2.20 “**us**” or “**we**” means the owners corporation; and

2.21 “**you**” means and owner or occupier

### **3. Interpretation**

In this by-law:

3.1 headings have been inserted for guidance only and do not affect the interpretation of this by-law;

3.2 references to any legislation include any legislation amending, consolidating or replacing the same, and all by-laws, ordinances, proclamations, regulations, rules and other authorities made under them;

3.3 words importing the singular number include the plural and vice versa;

3.4 where any word or phrase is given a definite meaning any part of speech or other grammatical form in respect of that word or phrase has a corresponding meaning;

3.5 any expression used in this by-law and which is defined in the Strata Act will have the same meaning as that expression has in the Strata Act unless a contrary intention is expressed in this by-law;

3.6 the terms of this by-law are independent of each another. If a term of this by-law is deemed void or unenforceable, it shall be severed from this by-law, and the by-law as a whole will not be deemed void or unenforceable;

3.7 the terms of this by-law apply to the extent permitted by law; and

3.8 if there is any inconsistency between this by-law and any other by-law applicable to the strata scheme, then the provisions of this by-law will prevail to the extent of that inconsistency.

### **4. General Rules**

4.1 You must not breach any by-laws.

4.2 You must not cause a false alarm.

4.3 You must not damage common property without the approval in writing of the owners corporation (except where permitted by the Strata Act or a by-law).

4.4 You must not leave or dump rubbish on common property.

4.5 You must not dirty or soil the common property.

4.6 You must not do anything that causes an insurance premium payable by us to increase.

4.7 You must not cause a denial of access.

### **5. General Obligations**

5.1 If you are an owner, you must take all reasonable steps to ensure that any occupier of your lot complies with this by-law.

5.2 You must take all reasonable steps to ensure that your invitees comply with this by-law as if they were you and were bound by this by-law.

**6. Payment of Expenses**

If you breach this by-law, you are liable to pay or reimburse us for any expenses on demand.

**7. Interest on Expenses**

If any expenses are not paid by you at the end of one month after they become due and payable, the expenses bear until paid simple interest at the same annual rate as applies to interest on overdue contributions levied by us (currently an annual rate of 10 per cent).

**8. Payment of Recovery Costs**

You are liable to pay or reimburse us for any recovery costs on demand.

**9. Recovery of Expenses, Interest, Etc**

We may recover from you as a debt any:

- (a) expenses;
  - (b) interest; and
  - (c) recovery costs;
- for which you are liable.

**10. Mode of Recovery of Expenses, Interest, Etc**

If you are an owner, we may include reference to any expenses, interest or recovery costs for which you are liable on:

- (a) your account with us;
  - (b) levy notices served on you; and
  - (c) certificates issued under section 184 of the Strata Act in respect of your lot;
- for the purpose of recovering from you as a debt any of those amounts.

**11. Appropriation of Payments**

We may appropriate any payments you make to us towards expenses, interest and recovery costs in any manner we deem fit.

**12. Sale of Lot**

If a person becomes an owner of a lot at a time when, under this by-law, a former owner is liable to pay any expenses, interest or recovery costs to us, the person who becomes owner is jointly and severally liable with the former owner to pay those amounts to us.

**VOTES**

Yes : 15      No: 0      Abs: 0      Inv: 6  
(100%)

6 invalid entitlement(s) - Non-financial

**Important Note:** Original copies of the agreement was served on one of the authorised signatories immediately following the meeting. In accordance with Section 50(6) of the Strata Schemes Management Act 2015, the Strata Managing Agent hereby provides written notice that the end of term of the agreement is 13/04/2024. Accordingly, a new agency agreement must be renewed by the Owners Corporation prior to the expiry date.

**THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 06:30 PM**

\_\_\_\_\_  
**Diana Loussouarn**  
**STRATA TITLE MANAGEMENT**  
Dated: 4 April 2024



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 levies@stratatitle.com.au

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## Strata Plan No. 36012

190 Marine Parade Kingscliff 2487

### BALANCE SHEET

AS AT 28 FEBRUARY 2025

	ACTUAL 28/02/2025	ACTUAL 29/02/2024
<b><u>OWNERS FUNDS</u></b>		
Administrative Fund	1,266.04	11,785.60
Capital Works Fund	89,229.39	76,204.30
<b><u>TOTAL</u></b>	<b><u>\$ 90,495.43</u></b>	<b><u>\$ 87,989.90</u></b>
<b><u>THESE FUNDS ARE REPRESENTED BY</u></b>		
<b><u>ASSETS</u></b>		
Cash At Bank	36,753.88	36,757.41
Investments # 1-Capital Works	58,680.58	46,562.01
Levies In Arrears	0.00	4,635.28
Other Arrears	0.00	301.40
Interest Arrears	0.00	71.30
<b><u>TOTAL ASSETS</u></b>	<b><u>95,434.46</u></b>	<b><u>88,327.40</u></b>
<b><u>LIABILITIES</u></b>		
Creditors	(55.00)	205.50
Accrued Expenses	0.00	132.00
Levies In Advance	4,994.03	0.00
<b><u>TOTAL LIABILITIES</u></b>	<b><u>4,939.03</u></b>	<b><u>337.50</u></b>
<b><u>NET ASSETS</u></b>	<b><u>\$ 90,495.43</u></b>	<b><u>\$ 87,989.90</u></b>



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## Strata Plan No. 36012

190 Marine Parade Kingscliff 2487

### STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 MARCH 2024 TO 28 FEBRUARY 2025

	ACTUAL 01/03/24-28/02/25	ACTUAL 01/03/23-29/02/24
<b><u>ADMINISTRATIVE FUND</u></b>		
<b><u>INCOME</u></b>		
Levies - Admin Fund	25,999.96	39,500.01
Interest On Overdue Levies	46.14	116.20
Insurance Claims Sp	55.00	0.00
<b><u>TOTAL ADMIN FUND INCOME</u></b>	<b>26,101.10</b>	<b>39,616.21</b>
<b><u>EXPENDITURE - ADMIN FUND</u></b>		
Accounting & Taxation Services	450.00	410.00
Bank Charges-Bpay	3.33	4.07
Consultants	0.00	567.00
Income Tax Payments	180.00	0.00
Insurance-Premiums	7,810.92	9,810.74
Insurance-Stamp Duty	630.52	0.00
Legal Fees	672.73	0.00
Legislative Report	235.00	455.00
Maint-Cleaning	1,385.00	0.00
Maint-Cleaning & Lawns	2,255.00	2,838.00
Maint-Fire Protection	1,252.90	1,677.50
Maint-General Repairs	1,254.74	685.10
Maint-Lawns & Gardening	344.79	0.00
Maint-Pest/Vermin Control	0.00	1,890.00
Maint-Pool	2,640.20	2,314.20
Maint-Pumps	110.00	643.50
Management Fees	2,099.76	2,011.73
Mgmt - Non Routine Services	1,475.90	927.30
Mgmt - Print/Postage/General	425.00	548.53
Search And Certificates	271.59	0.00
Trades Compliance	13.20	0.00
Utility-Electricity	1,289.86	1,224.29
Utility-Water & Sewerage	11,820.22	2,260.40
<b><u>TOTAL ADMIN EXPENDITURE</u></b>	<b>36,620.66</b>	<b>28,267.36</b>
<b><u>SURPLUS DEFICIT</u></b>	<b>\$ (10,519.56)</b>	<b>\$ 11,348.85</b>
Brought Forward	11,785.60	436.75
<b><u>ADMINISTRATIVE FUND BALANCE</u></b>	<b>\$ 1,266.04</b>	<b>\$ 11,785.60</b>



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190 Marine Parade Kingscliff 2487

### STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 MARCH 2024 TO 28 FEBRUARY 2025

	ACTUAL 01/03/24-28/02/25	ACTUAL 01/03/23-29/02/24
<b><u>CAPITAL WORKS FUND</u></b>		
<b><u>INCOME</u></b>		
Levies - Capital Works Fund	17,000.02	16,847.02
Interest-Investments	2,118.57	1,295.59
<b><u>TOTAL CAPITAL WORKS INCOME</u></b>	<b>19,118.59</b>	<b>18,142.61</b>
<b><u>EXPENDITURE - CAPITAL WORKS</u></b>		
General Repairs	6,093.50	7,028.00
<b><u>TOTAL CAP. WORKS EXPENDITURE</u></b>	<b>6,093.50</b>	<b>7,028.00</b>
<b><u>SURPLUS DEFICIT</u></b>	<b>\$ 13,025.09</b>	<b>\$ 11,114.61</b>
Brought Forward	76,204.30	65,089.69
<b><u>CAPITAL WORKS FUND BALANCE</u></b>	<b>\$ 89,229.39</b>	<b>\$ 76,204.30</b>



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## Strata Plan No. 36012

### LOT BUDGET SUMMARY

28/02/2026

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

Lot No	Unit No	Entitlement	Administrative Fund			Capital Works Fund			Net Total
			Gross	Discount	Net	Gross	Discount	Net	
1	1	6	1,500.00	0.00	1,500.00	772.73	0.00	772.73	2,272.73
2	2	7	1,750.00	0.00	1,750.00	901.52	0.00	901.52	2,651.52
3	3	6	1,500.00	0.00	1,500.00	772.73	0.00	772.73	2,272.73
4	4	6	1,500.00	0.00	1,500.00	772.73	0.00	772.73	2,272.73
5	5	8	2,000.00	0.00	2,000.00	1,030.30	0.00	1,030.30	3,030.30
<b>Total</b>			<b>\$8,250.00</b>	<b>\$0.00</b>	<b>\$8,250.00</b>	<b>\$4,250.01</b>	<b>\$0.00</b>	<b>\$4,250.01</b>	<b>\$12,500.01</b>



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## Strata Plan No. 36012

190 Marine Parade  
 Kingscliff  
 2487

### ACCOUNTS SUMMARY

1 March 2024 to 28 February 2025

<u>Date</u>	<u>Details</u>	<u>Payee</u>	<u>Amount</u>
<b>12196</b>	<b>Administrative Fund</b>	<b>ACCOUNTING &amp; TAXATION SERVICES</b>	
29/11/24	05 Tax Return Compil	Strata Title Management Group	120.00
29/11/24	Pub/Officer Sign NSW	Strata Title Management Group	165.00
29/11/24	Tax Return Lodge NSW	Strata Title Management Group	165.00
	<b>Total:</b>		<b>450.00</b>
<b>12417</b>	<b>Administrative Fund</b>	<b>BANK CHARGES-BPAY</b>	
05/03/24	StrataPay BPay Fees		0.37
03/05/24	StrataPay BPay Fees		0.74
05/06/24	StrataPay BPay Fees		0.37
04/09/24	StrataPay BPay Fees		0.37
05/11/24	StrataPay BPay Fees		0.37
04/12/24	StrataPay BPay Fees		0.74
06/01/25	StrataPay BPay Fees		0.37
	<b>Total:</b>		<b>3.33</b>
<b>13010</b>	<b>Administrative Fund</b>	<b>DEBT COLLECTION FEES</b>	
12/04/24	CRL L1   B25122	Chambers Russell Lawyers (Nsw)	857.27
15/04/24	CRL L1   B25122	Barnett D	-857.27
	<b>Total:</b>		<b>0.00</b>
<b>14510</b>	<b>Administrative Fund</b>	<b>INCOME TAX PAYMENTS</b>	
10/12/24	Income Tax 2024	Ato - Income Tax	180.00
	<b>Total:</b>		<b>180.00</b>
<b>14530</b>	<b>Administrative Fund</b>	<b>INSURANCE-PREMIUMS</b>	
07/05/24	Cr 1 Dec 2023-2024	Body Corporate Brokers	-55.00
26/11/24	1/12/24-1/12/25	Body Corporate Brokers	7,865.92
	<b>Total:</b>		<b>7,810.92</b>
<b>14536</b>	<b>Administrative Fund</b>	<b>INSURANCE-STAMP DUTY</b>	
26/11/24	Stamp Duty	Body Corporate Brokers	630.52
	<b>Total:</b>		<b>630.52</b>
<b>15415</b>	<b>Administrative Fund</b>	<b>LEGAL FEES</b>	
30/04/24	By-Law Prep/Reg Doc	Strata Title Management Group	672.73
	<b>Total:</b>		<b>672.73</b>
<b>15418</b>	<b>Administrative Fund</b>	<b>LEGISLATIVE REPORT</b>	
28/03/24	09 Fin Repts/SpecReq	Strata Title Management Group	55.00
16/04/24	4/4 Strata Hub Fee	Department Of Customer Service	15.00
28/06/24	09 Fin Repts/SpecReq	Strata Title Management Group	55.00
30/09/24	09 Fin Repts/SpecReq	Strata Title Management Group	55.00
18/12/24	09 Fin Repts/SpecReq	Strata Title Management Group	55.00
	<b>Total:</b>		<b>235.00</b>



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190 Marine Parade  
Kingscliff  
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### ACCOUNTS SUMMARY

1 March 2024 to 28 February 2025

<u>Date</u>	<u>Details</u>	<u>Payee</u>	<u>Amount</u>
<b>15860</b>	<b>Administrative Fund</b>	<b>MAINT-CLEANING</b>	
22/03/24	21/3 Cleaning	Natra-Kleen Australia	55.00
05/04/24	2/4 Clean, Grdn	Natra-Kleen Australia	110.00
26/04/24	Cleaning 18/4/24	Natra-Kleen Australia	55.00
06/05/24	cleaning/maint	Natra-Kleen Australia	132.00
17/05/24	cleaning mowing	Natra-Kleen Australia	352.00
31/05/24	30/5 Cleaning	Natra-Kleen Australia	55.00
17/06/24	17/6 HP Cleaning	Coastline Pressure Cleaning	560.00
07/02/25	7/1 Cleaning	Natra-Kleen Australia	66.00
	<b>Total:</b>		<b>1,385.00</b>
<b>15861</b>	<b>Administrative Fund</b>	<b>MAINT-CLEANING &amp; LAWNS</b>	
01/03/24	29/2 Lawn, Clean	Natra-Kleen Australia	132.00
08/03/24	8/3 Cleaning	Natra-Kleen Australia	55.00
14/03/24	29/2 Lawn, Clean	Natra-Kleen Au Inv-513545	-132.00
14/06/24	11/6 Garden	Natra-Kleen Australia	121.00
28/06/24	27/6 Cleaning	Natra-Kleen Australia	132.00
12/07/24	10/7 Cleaning	Natra-Kleen Australia	55.00
17/07/24	17/7 Carpet Clean	Monarch Prestige Cleaning P/L	242.00
19/07/24	16/7 Lawn	Natra-Kleen Australia	55.00
26/07/24	25/7 Cleaning	Natra-Kleen Australia	55.00
09/08/24	8/8 Cleaning	Natra-Kleen Australia	55.00
23/08/24	22/8 Lawn,Grd,Cln	Natra-Kleen Australia	110.00
30/08/24	28/8 Cln Grg DR	Natra-Kleen Australia	77.00
09/09/24	5/9 Cleaning	Natra-Kleen Australia	55.00
20/09/24	17/9 Clean, Lawn	Natra-Kleen Australia	110.00
08/10/24	3/10 Cleaning	Natra-Kleen Australia	55.00
18/10/24	17/10 Grd, Cln, Lwn	Natra-Kleen Australia	110.00
01/11/24	Gardening 31/10/24	Natra-Kleen Australia	110.00
08/11/24	8/11 Grg DR Clean	Natra-Kleen Australia	77.00
15/11/24	13-14/11 Clean, Grdn	Natra-Kleen Australia	110.00
29/11/24	28/11 Clean, Grdn	Natra-Kleen Australia	110.00
13/12/24	12/12 Clean, Grdn	Natra-Kleen Australia	110.00
27/12/24	24/12 Lwn,Grd,Cln	Natra-Kleen Australia	110.00
03/01/25	30/12 Grg DR Clean	Natra-Kleen Australia	77.00
10/01/25	7-10/1 Grdn, Clean	Natra-Kleen Australia	132.00
24/01/25	23/1 Lwn,Grdn,Cln	Natra-Kleen Australia	132.00
	<b>Total:</b>		<b>2,255.00</b>
<b>16073</b>	<b>Administrative Fund</b>	<b>MAINT-FIRE PROTECTION</b>	
14/08/24	29/7 Inspection	Fire Stop Pty Ltd	308.00
14/08/24	29/7 Inspection	Fire Stop Pty Ltd	427.90
22/08/24	9/8 U3 Test	Fire Stop Pty Ltd	44.00
23/08/24	9/8 Lights	Fire Stop Pty Ltd	203.50
30/01/25	29/1 Inspection	Fire Stop Pty Ltd	269.50
	<b>Total:</b>		<b>1,252.90</b>



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## Strata Plan No. 36012

190 Marine Parade  
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# ACCOUNTS SUMMARY

1 March 2024 to 28 February 2025

<u>Date</u>	<u>Details</u>	<u>Payee</u>	<u>Amount</u>
<b>16230</b>	<b>Administrative Fund</b>	<b>MAINT-GENERAL REPAIRS</b>	
22/03/24	Pool cleaning	Shylan J E	-100.00
13/04/24	9/4 Trip Hazard	Natra-Kleen Australia	55.00
14/05/24	rplc light	Kingscliff Electrical Service	117.70
24/05/24	Reimbursement	Mr K G & Mrs J C Fletcher	93.04
26/08/24	26/8 SW LED, Light	Kingscliff Electrical Service	99.00
11/10/24	11/10 Pipe Hangers	Natra-Kleen Australia	176.00
18/10/24	18/10 U4 & 5 DR, Wnd	Bretts Mobile Glazing Repairs	451.00
18/02/25	18/2 Leak Detection	Australian Leak Detection	363.00
	<b>Total:</b>		<b>1,254.74</b>
<b>16325</b>	<b>Administrative Fund</b>	<b>MAINT-LAWNS &amp; GARDENING</b>	
15/03/24	12/3 Lawn, Grdn	Natra-Kleen Australia	55.00
19/04/24	Lawns 19/4/24	Natra-Kleen Australia	55.00
06/09/24	3/9 Garden	Natra-Kleen Australia	55.00
03/12/24	Assorted materials	Ken Fletcher	113.79
07/02/25	5/1 Lawn	Natra-Kleen Australia	66.00
	<b>Total:</b>		<b>344.79</b>
<b>16480</b>	<b>Administrative Fund</b>	<b>MAINT-POOL</b>	
27/03/24	Mar24 Pool	Kps Unit Trust	210.50
30/04/24	Service 30/4/24	Kps Unit Trust	204.40
03/06/24	May24 Pool	Kps Unit Trust	448.50
26/06/24	Jun24 Pool	Kps Unit Trust	109.30
24/07/24	Jul24 Pool	Kps Unit Trust	215.70
31/08/24	Aug24 Pool	Kps Unit Trust	180.60
30/09/24	Sept24 Pool	Kps Unit Trust	150.00
30/10/24	Oct24 Pool	Kps Unit Trust	365.60
30/11/24	Nov24 Pool	Kps Unit Trust	223.00
10/12/24	10/12 Pool Cert	Tweed Shire Council 131284	150.00
31/12/24	Dec24 Pool	Kps Unit Trust	148.30
29/01/25	Jan25 Pool	Kps Unit Trust	234.30
	<b>Total:</b>		<b>2,640.20</b>
<b>16515</b>	<b>Administrative Fund</b>	<b>MAINT-PUMPS</b>	
25/07/24	19/7 Serv SW Pump	Coastal Pumps & Irrigation	110.00
	<b>Total:</b>		<b>110.00</b>
<b>16650</b>	<b>Administrative Fund</b>	<b>MANAGEMENT FEES</b>	
28/03/24	69 Management Fee	Strata Title Management Group	168.68
30/04/24	69 Management Fee	Strata Title Management Group	172.49
31/05/24	69 Management Fee	Strata Title Management Group	176.03
31/05/24	69 Management Fee	Strata Title Management Group	-1.71
28/06/24	69 Management Fee	Strata Title Management Group	176.03
29/07/24	69 Management Fee	Strata Title Management Group	176.03



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### ACCOUNTS SUMMARY

1 March 2024 to 28 February 2025

<u>Date</u>	<u>Details</u>	<u>Payee</u>	<u>Amount</u>
<b>16650</b>	<b>Administrative Fund</b>	<b>MANAGEMENT FEES</b>	
28/08/24	69 Management Fee	Strata Title Management Group	176.03
30/09/24	69 Management Fee	Strata Title Management Group	176.03
30/10/24	69 Management Fee	Strata Title Management Group	176.03
29/11/24	69 Management Fee	Strata Title Management Group	176.03
18/12/24	69 Management Fee	Strata Title Management Group	176.03
29/01/25	69 Management Fee	Strata Title Management Group	176.03
26/02/25	69 Management Fee	Strata Title Management Group	176.03
	<b>Total:</b>		<b>2,099.76</b>
<b>16659</b>	<b>Administrative Fund</b>	<b>MGMT - NON ROUTINE SERVICES</b>	
22/03/24	Processing Fee	Shylan J E	-22.00
28/03/24	Customer Serv. Add.	Strata Title Management Group	22.00
15/04/24	Customer Serv. Add.	Barnett D	-26.40
30/04/24	Customer Serv. Add.	Strata Title Management Group	26.40
30/04/24	39 Work Order/Quote	Strata Title Management Group	13.20
30/04/24	*01 By-Laws/Rules	Strata Title Management Group	300.00
30/04/24	*09 Miscellaneous	Strata Title Management Group	247.50
30/04/24	*08 Meetings	Strata Title Management Group	495.00
30/04/24	Strata Hub Reporting	Strata Title Management Group	110.00
29/11/24	*07 Meeting Com&Sch2	Strata Title Management Group	297.00
26/02/25	*06 Major Works/Mtce	Strata Title Management Group	13.20
	<b>Total:</b>		<b>1,475.90</b>
<b>16771</b>	<b>Administrative Fund</b>	<b>MGMT - PRINT/POSTAGE/GENERAL</b>	
28/03/24	PPS Disbursement	Strata Title Management Group	35.36
28/03/24	Strata Vote Fees	Strata Title Management Group	1.46
30/04/24	PPS Disbursement	Strata Title Management Group	35.36
30/04/24	Strata Vote Fees	Strata Title Management Group	1.46
31/05/24	PPS Disbursement	Strata Title Management Group	32.10
31/05/24	Strata Vote Fees	Strata Title Management Group	1.46
31/05/24	PPS Disbursement	Strata Title Management Group	-5.17
28/06/24	PPS Disbursement	Strata Title Management Group	32.10
28/06/24	Strata Vote Fees	Strata Title Management Group	1.46
29/07/24	PPS Disbursement	Strata Title Management Group	33.70
29/07/24	Strata Vote Fees	Strata Title Management Group	1.46
28/08/24	PPS Disbursement	Strata Title Management Group	33.70
28/08/24	Strata Vote Fees	Strata Title Management Group	1.46
30/09/24	PPS Disbursement	Strata Title Management Group	33.70
30/09/24	Strata Vote Fees	Strata Title Management Group	1.46
30/10/24	PPS Disbursement	Strata Title Management Group	33.70
30/10/24	Strata Vote Fees	Strata Title Management Group	1.46
29/11/24	PPS Disbursement	Strata Title Management Group	33.70
29/11/24	Strata Vote Fees	Strata Title Management Group	1.46
18/12/24	PPS Disbursement	Strata Title Management Group	33.70

# Strata Plan No. 36012

190 Marine Parade  
Kingscliff  
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## ACCOUNTS SUMMARY

1 March 2024 to 28 February 2025

<u>Date</u>	<u>Details</u>	<u>Payee</u>	<u>Amount</u>
<b>16771</b>	<b>Administrative Fund</b>	<b>MGMT - PRINT/POSTAGE/GENERAL</b>	
18/12/24	Strata Vote Fees	Strata Title Management Group	1.46
18/12/24	58 Email Service	Strata Title Management Group	2.71
29/01/25	PPS Disbursement	Strata Title Management Group	33.70
29/01/25	Strata Vote Fees	Strata Title Management Group	1.46
29/01/25	58 Email Service	Strata Title Management Group	2.71
26/02/25	PPS Disbursement	Strata Title Management Group	33.70
26/02/25	Strata Vote Fees	Strata Title Management Group	1.46
26/02/25	58 Email Service	Strata Title Management Group	2.71
	<b>Total:</b>		<b>425.00</b>
<b>17511</b>	<b>Administrative Fund</b>	<b>SEARCH AND CERTIFICATES</b>	
30/04/24	29 TitleSrch&RegDocs	Strata Title Management Group	70.07
31/05/24	29 TitleSrch&RegDocs	Strata Title Management Group	100.76
28/06/24	29 TitleSrch&RegDocs	Strata Title Management Group	100.76
	<b>Total:</b>		<b>271.59</b>
<b>17850</b>	<b>Administrative Fund</b>	<b>TRADES COMPLIANCE</b>	
28/08/24	R&M-WO/QR IssuingFee	Strata Title Management Group	13.20
	<b>Total:</b>		<b>13.20</b>
<b>18111</b>	<b>Administrative Fund</b>	<b>UTILITY-ELECTRICITY</b>	
23/04/24	22/1/24-18/4/24	Origin Energy - 130112	360.61
28/10/24	19/4-21/7/24	Origin Energy - 130112	282.85
28/10/24	22/7-23/10/24	Origin Energy - 130112	293.30
30/01/25	4/10-27/1/25	Origin Energy - 130112	353.10
	<b>Total:</b>		<b>1,289.86</b>
<b>18116</b>	<b>Administrative Fund</b>	<b>UTILITY-WATER &amp; SEWERAGE</b>	
02/05/24	31/1/24-22/4/24	Tweed Shire Council 131284	2,730.97
09/08/24	22/4-30/7/24	Tweed Shire Council 131284	4,204.34
31/10/24	30/7-22/10/24	Tweed Shire Council 131284	4,884.91
	<b>Total:</b>		<b>11,820.22</b>
<b>25865</b>	<b>Capital Works Fund</b>	<b>GENERAL REPAIRS</b>	
13/05/24	intercom	Eximm Security	4,493.50
11/12/24	10/12 Chlorinator	Kps Unit Trust	1,600.00
	<b>Total:</b>		<b>6,093.50</b>

*Leaking Water*



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## Strata Plan No. 36012

190 Marine Parade  
 Kingscliff  
 2487

### INSURANCE DETAILS

28 February 2025

<u>Type</u>	<u>Insurer</u>	<u>Policy No</u>	<u>Sum Insured</u>	<u>Due Date</u>
BUILDING	Hutch Underwriting	HRS1120593	3,349,500	01/12/25
COMMON AREA CONTENTS	Hutch Underwriting	HRS1120593	33,495	01/12/25
INTERNAL PAINT-LOTS	Hutch Underwriting	HRS1120593	Insured	01/12/25
FIDELITY GUARANTEE	Hutch Underwriting	HRS1120593	100,000	01/12/25
FLOOD COVER	Hutch Underwriting	HRS1120593	Insured	01/12/25
LEGAL DEFENCE EXPENS	Hutch Underwriting	HRS1120593	50,000	01/12/25
OFFICE BEARERS	Hutch Underwriting	HRS1120593	1,000,000	01/12/25
VOLUNTARY WORKERS	Hutch Underwriting	HRS1120593	Insured	01/12/25
PUBLIC LIABILITY	Hutch Underwriting	HRS1120593	20,000,000	01/12/25
W, H & S BREACHES	Hutch Underwriting	HRS1120593	100,000	01/12/25
CATASTROPHE COVER	Hutch Underwriting	HRS1120593	502,425	01/12/25
GOVT AUDIT COSTS	Hutch Underwriting	HRS1120593	25,000	01/12/25
LOSS RENT/TEMP ACCOM	Hutch Underwriting	HRS1120593	502,425	01/12/25
OWNERS IMPROVMENTS	Hutch Underwriting	HRS1120593	334,950	01/12/25



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## Strata Plan No. 36012

190 Marine Parade  
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2487

# CREDITORS BALANCE REPORT

28 February 2025

<u>Account No</u>	<u>Name</u>	<u>Amount</u>
08200944	Body Corporate Brokers	55.00
<b>Total</b>		<b>55.00</b>



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## Strata Plan No. 36012

### STATEMENT OF KEY FINANCIAL INFORMATION

For Period 1 March 2024 To 28 February 2025

#### **Administrative Fund**

Balance carried forward	11,785.60
Total income received	26,101.10
Total interest earned	0.00
Total contributions paid	36,474.02
Total unpaid contributions payable	0.00
Total expenditure for maintenance	9,242.63
Total expenditure for administration costs	26,332.51
Balance at end of reporting period	1,266.04

Principal items of expenditure proposed for next reporting period

Administration

Insurance-Premiums	8,900.00
Utility-Water & Sewerage	6,200.00
Management Fees	2,205.00
Mgmt - Non Routine Services	1,400.00
Utility-Electricity	1,350.00
Mgmt - Print/Postage/General	480.00
Accounting & Taxation Services	450.00
Trades Compliance	15.00
Bank Charges-Bpay	5.00
Total of proposed administration expenditure	21,005.00

Maintenance

Maint-Pool	2,700.00
Maint-Cleaning & Lawns	2,300.00
Maint-Fire Protection	1,600.00
Maint-Cleaning	1,400.00
Maint-General Repairs	1,200.00
Maint-Pest/Vermin Control	1,000.00
Maint-Pumps	500.00
Maint-Lawns & Gardening	350.00
Total of proposed maintenance expenditure	11,050.00

Total of proposed expenditure	32,055.00
-------------------------------	-----------

#### **Capital Works Fund**

Balance carried forward	76,204.30
Total income received	19,118.59
Total interest earned	2,118.57
Total contributions paid	16,155.27
Total unpaid contributions payable	0.00



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## Strata Plan No. 36012

### STATEMENT OF KEY FINANCIAL INFORMATION

For Period 1 March 2024 To 28 February 2025

#### **Capital Works Fund**

Total expenditure for maintenance	6,093.50
Total expenditure for administration costs	0.00
Balance at end of reporting period	89,229.39

#### Principal items of expenditure proposed for next reporting period

##### Maintenance

General Repairs	8,000.00
Total of proposed maintenance expenditure	8,000.00
Total of proposed expenditure	8,000.00



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# Strata Plan No. 36012

190 Marine Parade Kingscliff 2487

## PROPOSED ANNUAL BUDGET

	ACTUAL 01/03/24-28/02/25	BUDGET 01/03/24-28/02/25	BUDGET 01/03/25-28/02/26
<b>ADMINISTRATIVE FUND</b>			
<b>INCOME</b>			
Levies - Admin Fund	25,999.96	26,000.00	33,000.00
Interest On Overdue Levies	46.14	0.00	50.00
Insurance Claims Sp	55.00	0.00	0.00
<b>TOTAL ADMIN FUND INCOME</b>	<b>26,101.10</b>	<b>26,000.00</b>	<b>33,050.00</b>
<b>EXPENDITURE - ADMIN FUND</b>			
Accounting & Taxation Services	450.00	410.00	450.00
Bank Charges-Bpay	3.33	5.00	5.00
Income Tax Payments	180.00	0.00	200.00
Insurance-Premiums	7,810.92	11,000.00	8,900.00
Insurance-Stamp Duty	630.52	0.00	650.00
Legal Fees	672.73	700.00	0.00
Legislative Report	235.00	455.00	250.00
Maint-Cleaning	1,385.00	0.00	1,400.00
Maint-Cleaning & Lawns	2,255.00	2,700.00	2,300.00 <i>2700.00</i>
Maint-Fire Protection	1,252.90	1,600.00	1,600.00
Maint-General Repairs	1,254.74	1,000.00	1,200.00
Maint-Lawns & Gardening	344.79	450.00	350.00
Maint-Pest/Vermin Control	0.00	1,000.00	1,000.00
Maint-Pool	2,640.20	2,600.00	2,700.00
Maint-Pumps	110.00	700.00	500.00
Management Fees	2,099.76	2,112.31	2,205.00
Mgmt - Non Routine Services	1,475.90	950.00	1,400.00
Mgmt - Print/Postage/General	425.00	590.00	480.00
Search And Certificates	271.59	0.00	0.00
Trades Compliance	13.20	0.00	15.00
Utility-Electricity	1,289.86	1,350.00	1,350.00
Utility-Water & Sewerage	11,820.22	2,500.00	6,200.00 <i>— ?</i>
<b>TOTAL ADMIN EXPENDITURE</b>	<b>36,620.66</b>	<b>30,122.31</b>	<b>33,155.00</b>
<b>SURPLUS DEFICIT</b>	<b>\$ (10,519.56)</b>	<b>\$ (4,122.31)</b>	<b>\$ (105.00)</b>
Brought Forward	11,785.60	11,785.60	1,266.04
<b>ADMINISTRATIVE FUND BALANCE</b>	<b>\$ 1,266.04</b>	<b>\$ 7,663.29</b>	<b>\$ 1,161.04</b>

NUMBER OF UNITS OF ENTITLEMENT:

33

33



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## Strata Plan No. 36012

190 Marine Parade Kingscliff 2487

### PROPOSED ANNUAL BUDGET

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>BUDGET</b>
	<b>01/03/24-28/02/25</b>	<b>01/03/24-28/02/25</b>	<b>01/03/25-28/02/26</b>
AMOUNT PER UNIT OF ENTITLEMENT:	\$	787.87879 \$	1,000.00000



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## Strata Plan No. 36012

190 Marine Parade Kingscliff 2487

### PROPOSED ANNUAL BUDGET

	ACTUAL 01/03/24-28/02/25	BUDGET 01/03/24-28/02/25	BUDGET 01/03/25-28/02/26
<b><u>CAPITAL WORKS FUND</u></b>			
<b><u>INCOME</u></b>			
Levies - Capital Works Fund	17,000.02	17,000.00	17,000.00
Interest-Investments	2,118.57	0.00	0.00
<b><u>TOTAL CAPITAL WORKS INCOME</u></b>	<b>19,118.59</b>	<b>17,000.00</b>	<b>17,000.00</b>
<b><u>EXPENDITURE - CAPITAL WORKS</u></b>			
General Repairs	6,093.50	5,000.00	8,000.00
<b><u>TOTAL CAP. WORKS EXPENDITURE</u></b>	<b>6,093.50</b>	<b>5,000.00</b>	<b>8,000.00</b>
<b><u>SURPLUS DEFICIT</u></b>	<b>\$ 13,025.09</b>	<b>\$ 12,000.00</b>	<b>\$ 9,000.00</b>
Brought Forward	76,204.30	76,204.30	89,229.39
<b><u>CAPITAL WORKS FUND BALANCE</u></b>	<b>\$ 89,229.39</b>	<b>\$ 88,204.30</b>	<b>\$ 98,229.39</b>
NUMBER OF UNITS OF ENTITLEMENT:		33	33
AMOUNT PER UNIT OF ENTITLEMENT:		\$ 515.15152	\$ 515.15152



# Capital Works Forecast Report

**190 Marine Parade**  
**190 Marine Parade, Kingscliff, NSW 2487**  
**Scheme Number: 36012**



***COMPILED BY SIMON VINCENT***

**On 27 July 2023 for the  
15 Years Commencing: 1 March 2023  
QIA Job Reference Number: 190500**

Professional Indemnity Insurance Policy Number 1411189338 PLP  
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QIA Group Pty Ltd  
ABN 27 116 106 453  
*setting the standard...*

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## INTRODUCTION

We have estimated that the Capital Works Levies as proposed in this report will be adequate to accumulate sufficient funds to meet anticipated long term costs, with essentially only an adjustment for inflation being required.

## LOCATION

190 Marine Parade, Kingscliff, NSW 2487

## REPORT SUMMARY

We have estimated that the Capital Works Levies as proposed in this report will be adequate to accumulate sufficient funds to meet anticipated long term costs, with essentially only an adjustment for inflation being required.

We recommend that the Capital Works Report be regularly updated to ensure that an accurate assessment of how the scheme land, building and facilities are aging and to incorporate into the Report any major changes brought about by legislation, or pricing.

The Capital Works Levy per entitlement already set is:	\$510.52
Number of Lot/Unit Entitlements:	33
Opening Balance:	\$71,428.69
The proposed Capital Works Levy per entitlement is:	\$525.83

## METHODOLOGY

The nominal forecast period of this report is 15 years and the costs anticipated during each of the years are detailed line by line on a yearly basis. The nominal time frame of the Report is to a large extent driven by the fact that many elements in a building's structure have a life beyond 15 years. Therefore an amount has been taken up for each item that would require replacement or substantial repair outside of the 15 year forecast period to account for these anticipated expenses. The basis for the accrual of these funds is that Owners use or consume the common property during their period of ownership and so are responsible for funding their eventual replacement. The manner in which the land, buildings and facilities actually age cannot be accurately determined without regular inspections which take into account the size, location and use of the scheme.

The report will generally categorise costs as follows:

1. Costs that occur in a predictable timeframe, in one tranche or as one project and within the 15 years forecast – a typical example of this kind of cost may be external painting or external door replacement. These items are generally described as straight costs e.g. repaint building or replace door.
2. Costs that occur in a predictable timeframe, in several tranches within the 15 years forecast – a typical example of this kind of cost may be boundary fence replacement, light fitting replacements or tree removal/lopping. These costs are generally described as an ongoing or partial replacement or provision cost.
3. Costs that occur in a predictable timeframe in one tranche or multiple tranches but will be outside the 15 years forecast – a typical example of this would be driveway resurfacing, gutter or downpipe replacements. These costs will only appear as annual accruals in the **Itemised Accruals by Year** section of the report, or may appear as a “partial” provision if there is a need for some allowance in the duration of the report.
4. Costs that are not predictable and may occur in one tranche or multiple tranches – a typical example of this cost is a burst water pipe. These costs are generally shown in the report as a repairs and replacement cost or an allowance.

The levy income has been determined by forecasting the expenditure requirement to replace or renew assets or finishes that have an effective life and making an allowance for items that do not have a finite lifespan. The levy income is initially increased each year by a variable inflationary factor to smooth the effects of major cost fluctuations given the initial fund balance and income.

No allowance has been made for interest receivable on the Capital Works Account, possible bank charges or tax obligations arising from bank interest.

Future replacement costs have been calculated by assessing the current replacement cost for each item to a standard the same or better than the original. These anticipated costs are increased each year at a rate of 5.0% per annum, this rate is reflective of building price indices which are historically higher than the general inflation rate. A contingency of 10.0% per annum has been applied to anticipated costs and it is applied to each individual cost in the year the cost (e.g. painting) is expected to occur (e.g. 2035), the contingency rate is not an annual compounding cost.

The effective life for each item identified is based on its material effective life, therefore no consideration has been made for the economic life of plant, equipment, finishes or upgrades.

We have included a line item called Capital Replacement – General which is a yearly provision for unforeseen and/or unknown capital costs and expenses. This provision will allow Owners to expend funds on items which are not specifically allowed for, without the need to call an Extraordinary General Meeting to raise a special levy to pay for those otherwise unspecified items.

If the amounts provided for are not expended in any one year they will be accumulated to meet expenditures in future years although it has been our experience that some form of capital expenditure occurs every year and not all of it is accounted for via the specific line items in our report.

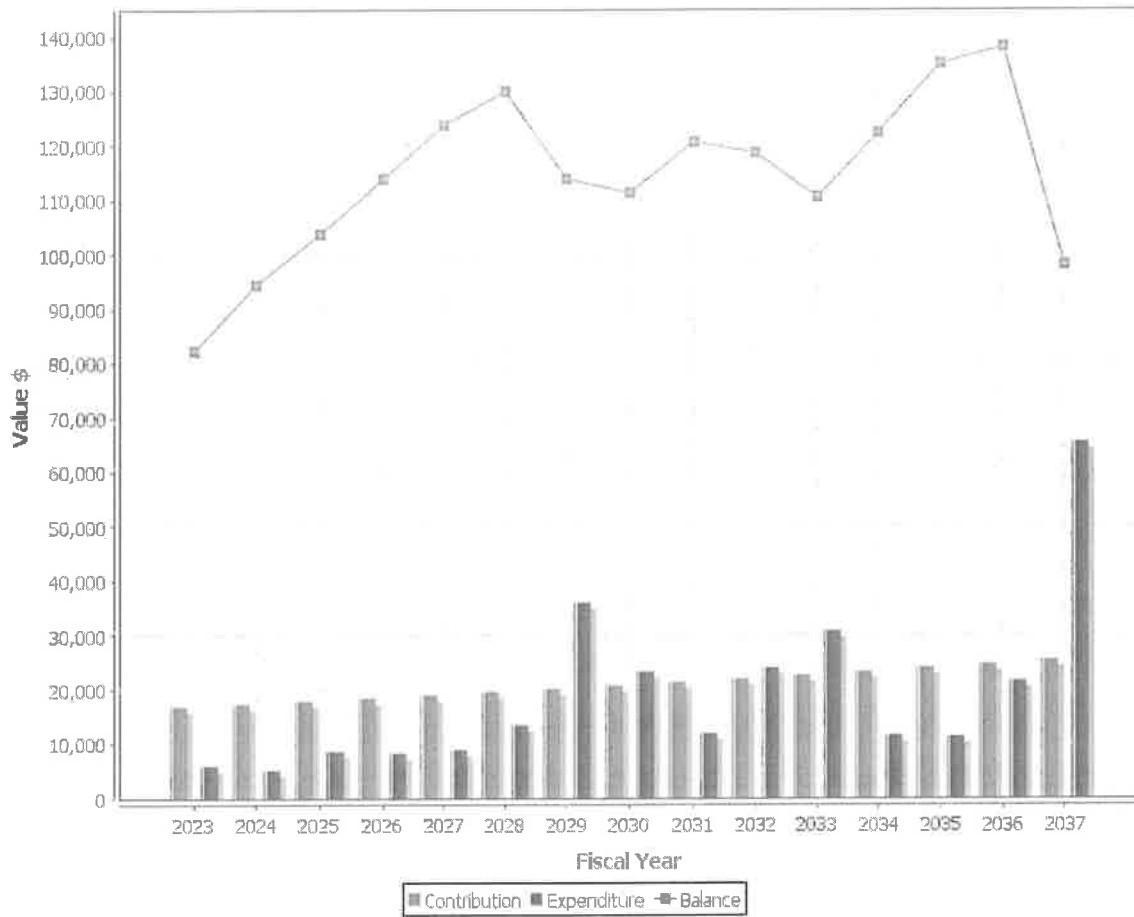
No allowance has been made for buildings Registered for Goods and Services Tax (GST) and GST will need to be applied to the levies proposed in this report.

This report assumes that all plant and equipment will be maintained under comprehensive maintenance agreements. Expenditure incurred for maintenance agreements is taken to be covered within the Administrative Fund Budget, as are any smaller items that would be considered routine replacement items.

**CAPITAL WORKS FINANCIAL SUMMARY**

Year		Opening Balance	Income		Expenses	Closing Balance
Report Year	Fiscal From	Beginning of Year	Contribution Total P.A.	Contribution per Entitlement	Est Expenditure (Inc GST)	Closing Balance (End of Year)
1	01/03/2023	\$71,429	\$16,847	\$510.52	\$5,951	\$82,325
2	01/03/2024	\$82,325	\$17,352	\$525.83	\$5,174	\$94,504
3	01/03/2025	\$94,504	\$17,873	\$541.61	\$8,667	\$103,710
4	01/03/2026	\$103,710	\$18,409	\$557.85	\$8,286	\$113,834
5	01/03/2027	\$113,834	\$18,961	\$574.59	\$8,937	\$123,858
6	01/03/2028	\$123,858	\$19,530	\$591.83	\$13,453	\$129,935
7	01/03/2029	\$129,935	\$20,116	\$609.58	\$36,005	\$114,046
8	01/03/2030	\$114,046	\$20,720	\$627.87	\$23,330	\$111,436
9	01/03/2031	\$111,436	\$21,341	\$646.71	\$11,973	\$120,805
10	01/03/2032	\$120,805	\$21,982	\$666.11	\$24,031	\$118,755
11	01/03/2033	\$118,755	\$22,641	\$686.09	\$30,779	\$110,617
12	01/03/2034	\$110,617	\$23,320	\$706.67	\$11,558	\$122,379
13	01/03/2035	\$122,379	\$24,020	\$727.87	\$11,329	\$135,069
14	01/03/2036	\$135,069	\$24,740	\$749.71	\$21,627	\$138,183
15	01/03/2037	\$138,183	\$25,483	\$772.20	\$65,531	\$98,134

### CAPITAL WORKS FORECAST MOVEMENT



## SUMMARY OF ANNUAL FORECAST EXPENDITURE

<b>March 2023</b>	Expense Inc GST
<b>SUPERSTRUCTURE</b>	
- Provision for building repairs (as per BOSS Building Repairs quote)	\$4,950
- Capital Replacement - General	\$1,000
<u>Total Forecast Expenditure for year - March 2023 (Inc GST):</u>	<u>\$5,951</u>
Includes GST amount of :	\$541
<b>March 2024</b>	Expense Inc GST
<b>SUPERSTRUCTURE</b>	
- Provision to replace balustrade fixings	\$327
- Capital Replacement - General	\$1,050
<b>EXTERNAL WORKS</b>	
- Replace spear pump — <i>already replaced</i>	\$1,455
<b>FURNITURE &amp; FITTINGS</b>	
- Ongoing partial replacement of exterior common lighting — <i>replaced</i>	\$352
<b>SWIMMING POOL</b>	
- Replace water chlorinator — <i>replaced</i>	\$1,674
- Maintain filter - replace sand	\$315
<u>Total Forecast Expenditure for year - March 2024 (Inc GST):</u>	<u>\$5,174</u>
Includes GST amount of :	\$470
<b>March 2025</b>	Expense Inc GST
<b>SUPERSTRUCTURE</b>	
- Capital Replacement - General	\$1,103
<b>DRIVEWAY</b>	
- Repaint line marking	\$509

**EXTERNAL WORKS**

- Ongoing partial maintenance of pathways 10% of total \$1,337

**FURNITURE & FITTINGS**

- Install/Replace exit signage/emergency lighting \$509

**ROOF**

- Maintain roof ridge capping/tiles \$3,820

**SWIMMING POOL**

- Replace pool pump \$828

- Maintain pool concourse 10% of total \$560

Total Forecast Expenditure for year - March 2025 (Inc GST): \$8,667

Includes GST amount of : \$788

March 2026	Expense Inc GST
------------	--------------------

**SUPERSTRUCTURE**

- Replace window fixtures and fittings \$702

- Provision to replace balustrade fixings \$361

- Capital Replacement - General \$1,158

**FURNITURE & FITTINGS**

- Replace clothes line *Sooner* \$455 ✓

- Provision to replace door closers 20% of total \$262

**STAIRWELL → 2027**

- Replace carpet/floor covering \$5,348

Total Forecast Expenditure for year - March 2026 (Inc GST): \$8,286

Includes GST amount of : \$753

March 2027	Expense Inc GST
------------	--------------------

**SUPERSTRUCTURE**

- Capital Replacement - General \$1,216

**FURNITURE & FITTINGS**

- Ongoing partial replacement of exterior common lighting	\$407
---	-------

**ROOF**

- Provision to replace guttering/downpipes in 15 years (partial accrual)	\$6,949
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**SWIMMING POOL**

- Maintain filter - replace sand	\$365
----------------------------------	-------

<u>Total Forecast Expenditure for year - March 2027 (Inc GST):</u>	<u>\$8,937</u>
--	----------------

Includes GST amount of :	\$812
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**March 2028**

Expense
Inc GST

**SUPERSTRUCTURE**

- Provision to replace balustrade fixings	\$398
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- Capital Replacement - General	\$1,277
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**EXTERNAL WORKS**

- Maintain common pipework	\$3,980
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- Ongoing partial maintenance of pathways 10% of total	\$1,548
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**FURNITURE & FITTINGS**

- Provision to upgrade intercom systems & associated equipment	\$5,602
--	---------

**SWIMMING POOL**

- Maintain pool concourse 10% of total	\$649
--	-------

<u>Total Forecast Expenditure for year - March 2028 (Inc GST):</u>	<u>\$13,453</u>
--	-----------------

Includes GST amount of :	\$1,223
--------------------------	---------

**March 2029**

Expense
Inc GST

**SUPERSTRUCTURE**

- Repaint building incl arch bars	\$4,179
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- Repaint balcony ceilings/columns	\$7,429
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- Repaint soffits	\$2,786
- Scaffold/access equip allowance	\$8,513
- Repaint door face	\$310
- Replace external door/frame	\$619
- Repaint gables	\$1,393
- Capital Replacement - General	\$1,340

**DRIVEWAY**

- Repaint garage doors	\$1,857
------------------------	---------

**FURNITURE & FITTINGS**

- Provision to replace door closers 20% of total	\$303
--	-------

**STAIRWELL**

- Repaint walls	\$4,643
- Repaint ceiling	\$1,548
- Repaint door face	\$1,083

Total Forecast Expenditure for year - March 2029 (Inc GST): **\$36,005**

Includes GST amount of : **\$3,273**

<b>March 2030</b>	Expense Inc GST
-------------------	--------------------

**SUPERSTRUCTURE**

- Replace window fixtures and fittings	\$853
- Provision to replace balustrade fixings	\$439
- Provision for partial balcony membrane replacement	\$12,677
- Capital Replacement - General	\$1,407

**DRIVEWAY**

- Maintain driveway 5% of total	\$2,844
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**FURNITURE & FITTINGS**

- Ongoing partial replacement of exterior common lighting	\$471
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**STAIRWELL**

- Maintain tiles	\$722
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**SWIMMING POOL**

- Replace pool pump	\$1,056
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- Maintain filter - replace sand	\$423
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- Replace pool filter	\$2,438
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<u>Total Forecast Expenditure for year - March 2030 (Inc GST):</u>	<u>\$23,330</u>
--	-----------------

Includes GST amount of :	\$2,121
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**March 2031**

Expense
Inc GST

**SUPERSTRUCTURE**

- Provision to replace entry door awnings	\$4,096
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- Capital Replacement - General	\$1,478
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**EXTERNAL WORKS**

- Ongoing partial maintenance of pathways 10% of total	\$1,792
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- Replace spear pump	\$2,048
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**FURNITURE & FITTINGS**

- Provision to replace mail boxes	\$1,126
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- Install/Replace exit signage/emergency lighting	\$683
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**SWIMMING POOL**

- Maintain pool concourse 10% of total	\$751
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<u>Total Forecast Expenditure for year - March 2031 (Inc GST):</u>	<u>\$11,973</u>
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Includes GST amount of :	\$1,088
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**March 2032**

Expense
Inc GST

**SUPERSTRUCTURE**

- Provision to replace balustrade fixings	\$484
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- Capital Replacement - General	\$1,552
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**DRIVEWAY**

- Provision to replace individual garage doors in 15 years (partial accrual) \$6,719

**FURNITURE & FITTINGS**

- Maintain bathroom waterproofing \$3,584
- Provision to replace door closers 20% of total \$351

**ROOF**

- Provision to replace guttering/downpipes in 15 years (partial accrual) \$8,869

**SWIMMING POOL**

- Replace water chlorinator \$2,473

Total Forecast Expenditure for year - March 2032 (Inc GST): \$24,031

Includes GST amount of : \$2,185

**March 2033**

Expense  
Inc GST

**SUPERSTRUCTURE**

- Provision for partial balcony membrane replacement \$14,675
- Capital Replacement - General \$1,629

**DRIVEWAY**

- Repaint line marking \$753

**FENCING**

- Replace powder coated baluster fencing in 11 years \$5,644

**FURNITURE & FITTINGS**

- Ongoing partial replacement of exterior common lighting \$546

**STAIRWELL**

- Maintain tiles \$835

**SWIMMING POOL**

- Maintain filter - replace sand \$489

- Provision to replace pool fence	\$6,209
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<u>Total Forecast Expenditure for year - March 2033 (Inc GST):</u>	<u>\$30,779</u>
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Includes GST amount of :	\$2,798
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<b>March 2034</b>	Expense Inc GST
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**SUPERSTRUCTURE**

- Replace window fixtures and fittings	\$1,037
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- Provision to replace balustrade fixings	\$533
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- Capital Replacement - General	\$1,711
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**EXTERNAL WORKS**

- Maintain common pipework	\$5,334
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- Ongoing partial maintenance of pathways 10% of total	\$2,074
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**SWIMMING POOL**

- Maintain pool concourse 10% of total	\$869
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<u>Total Forecast Expenditure for year - March 2034 (Inc GST):</u>	<u>\$11,558</u>
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Includes GST amount of :	\$1,051
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<b>March 2035</b>	Expense Inc GST
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**SUPERSTRUCTURE**

- Capital Replacement - General	\$1,796
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**DRIVEWAY**

- Maintain driveway 5% of total	\$3,630
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**FURNITURE & FITTINGS**

- Maintain bathroom waterproofing	\$4,148
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- Provision to replace door closers 20% of total	\$407
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**SWIMMING POOL**

- Replace pool pump	\$1,348
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<u>Total Forecast Expenditure for year - March 2035 (Inc GST):</u>	<u>\$11,329</u>
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	Includes GST amount of :	\$1,030
<b>March 2036</b>		Expense Inc GST
<b>SUPERSTRUCTURE</b>		
- Provision to replace balustrade fixings		\$588
- Provision for partial balcony membrane replacement		\$16,988
- Capital Replacement - General		\$1,886
<b>FURNITURE &amp; FITTINGS</b>		
- Ongoing partial replacement of exterior common lighting		\$632
<b>STAIRWELL</b>		
- Maintain tiles		\$967
<b>SWIMMING POOL</b>		
- Maintain filter - replace sand		\$566
<u>Total Forecast Expenditure for year - March 2036 (Inc GST):</u>		<u>\$21,627</u>
	Includes GST amount of :	\$1,966
<b>March 2037</b>		Expense Inc GST
<b>SUPERSTRUCTURE</b>		
- Capital Replacement - General		\$1,980
<b>DRIVEWAY</b>		
- Provision to replace individual garage doors in 15 years (partial accrual)		\$8,576
<b>EXTERNAL WORKS</b>		
- Ongoing partial maintenance of pathways 10% of total		\$2,401
<b>FENCING</b>		
- Replace cyclone/mesh fencing in 15 years		\$2,973
<b>FURNITURE &amp; FITTINGS</b>		
- Install/Replace exit signage/emergency lighting		\$915

**ROOF**

- Provision to replace guttering/downpipes in 15 years (partial accrual)	\$11,320
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- Provision to replace metal roof in 15 years	\$8,919
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**SWIMMING POOL**

- Provision to refurbish pool surface in 22 years (partial accrual).	\$27,442
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- Maintain pool concourse 10% of total	\$1,006
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<u>Total Forecast Expenditure for year - March 2037 (Inc GST):</u>	<u>\$65,531</u>
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Includes GST amount of :	\$5,957
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ITEMISED EXPENDITURE BY YEAR

Item	Current Cost	Year 1st Applied	Remain Life/ Next Interval	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
<b>SUPERSTRUCTURE</b>																		
- Repaint building incl arch bars	\$2,700	2029	10							4179								
- Repaint balcony ceilings/columns	\$4,800	2029	10							7429								
- Replace window fixtures and fittings	\$525	2026	4				702				853				1037			
- Repaint soffits	\$1,800	2029	10							2786								
- Scaffold/access equip allowance	\$5,500	2029	10							8513								
- Repaint door face	\$200	2029	10							310								
- Replace external door/frame	\$400	2029	20							619								
- Provision to replace balustrade fixings	\$270	2024	2		327		361		398		439		484		533		588	
- Provision to replace entry door awnings	\$2,400	2031	15									4096						
- Provision for partial balcony membrane replacement	\$7,800	2030	3								12677			14675				16988
- Repaint gables	\$900	2029	10							1393								
- Provision for building repairs (as per BOSS Building Repairs quote)	\$4,286	2023	0	4950														
- Capital Replacement - General	\$866	2023	0	1000	1050	1103	1158	1216	1277	1340	1407	1478	1552	1629	1711	1796	1886	1980
<b>DRIVEWAY</b>																		
- Repaint garage doors	\$1,200	2029	0							1857								
- Maintain driveway 5% of total	\$1,750	2030	5								2844					3630		
- Provision to replace individual garage doors in 15 years (partial accrual)	\$3,750	2032	5										6719					8576
- Repaint line marking	\$400	2025	8			509								753				
<b>EXTERNAL WORKS</b>																		
- Maintain common pipework	\$2,700	2028	6						3980							5334		

Item	Current Cost	Year 1st Applied	Remain Life/ Next Interval	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
- Ongoing partial maintenance of pathways 10% of total	\$1,050	2025	3			1337			1548			1792			2074			2401
- Replace spear pump	\$1,200	2024	7		1455							2048						
<b>FENCING</b>																		
- Replace cyclone/mesh fencing in 15 years	\$1,300	2037	0															2973
- Replace powder coated baluster fencing in 11 years	\$3,000	2033	35											5644				
<b>FURNITURE &amp; FITTINGS</b>																		
- Replace clothes line	\$340	2026	13				455											
- Provision to replace mail boxes	\$660	2031	25									1126						
- Install/Replace exit signage/emergency lighting	\$400	2025	6			509						683						915
- Maintain bathroom waterproofing	\$2,000	2032	3										3584			4148		
- Ongoing partial replacement of exterior common lighting	\$290	2024	3		352			407			471			546			632	
- Provision to upgrade intercom systems & associated equipment	\$3,800	2028	13						5602									
- Provision to replace door closers 20% of total	\$196	2026	3				262			303			351			407		
<b>ROOF</b>																		
- Maintain roof ridge capping/tiles	\$3,000	2025	18			3820												
- Provision to replace guttering/downpipes in 15 years (partial accrual)	\$4,950	2027	5					6949					8869					11320
- Provision to replace metal roof in 15 years	\$3,900	2037	48															8919
<b>STAIRWELL</b>																		
- Repaint walls	\$3,000	2029	10							4643								
- Repaint ceiling	\$1,000	2029	10							1548								
- Maintain tiles	\$444	2030	3								722			835			967	

Item	Current Cost	Year 1st Applied	Remain Life/ Next Interval	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
- Replace carpet/floor covering	\$4,000	2026	13				5348											
- Repaint door face	\$700	2029	10							1083								
<b>SWIMMING POOL</b>																		
- Replace pool pump	\$650	2025	5			828					1056					1348		
- Replace water chlorinator	\$1,380	2024	8		1674								2473					
- Maintain filter - replace sand	\$260	2024	3		315			365			423			489			566	
- Replace pool filter	\$1,500	2030	15								2438							
- Provision to refurbish pool surface in 22 years (partial accrual)	\$12,000	2037	7															27442
- Provision to replace pool fence	\$3,300	2033	35											6209				
- Maintain pool concourse 10% of total	\$440	2025	3			560			649			751			869			1006
<b>Total</b>				5951	5174	8667	8286	8937	13453	36005	23330	11973	24031	30779	11558	11329	21627	65531
<b>Includes GST amount of</b>				541	470	788	753	812	1223	3273	2121	1088	2185	2798	1051	1030	1966	5957

ITEMISED ACCRUALS BY YEAR

Item	Current Cost	Year 1st applied	Remain Life/ Next Interval	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
<b>SUPERSTRUCTURE</b>																		
- Repaint building incl arch bars	\$2,700	2029	10	513	1052	1618	2212	2836	3491	4179	541	1109	1706	2333	2990	3681	4406	5168
- Repaint balcony ceilings/columns	\$4,800	2029	10	912	1870	2876	3933	5042	6206	7429	962	1972	3033	4147	5316	6544	7833	9187
- Replace window fixtures and fittings	\$525	2026	4	163	334	513	702	198	406	624	853	241	493	758	1037	292	599	922
- Repaint soffits	\$1,800	2029	10	342	701	1079	1475	1891	2327	2786	361	740	1137	1555	1994	2454	2938	3445
- Scaffold/access equip allowance	\$5,500	2029	10	1046	2143	3296	4507	5777	7112	8513	1102	2260	3475	4752	6092	7498	8976	10527
- Repaint door face	\$200	2029	10	38	78	120	164	210	259	310	40	82	126	173	221	273	326	383
- Replace external door/frame	\$400	2029	20	76	156	240	328	420	517	619	50	102	157	214	274	338	404	474
- Provision to replace balustrade fixings	\$270	2024	2	160	327	176	361	194	398	214	439	236	484	260	533	287	588	316
- Provision to replace entry door awnings	\$2,400	2031	15	371	762	1171	1601	2053	2527	3024	3547	4096	395	809	1244	1701	2180	2684
- Provision for partial balcony membrane replacement	\$7,800	2030	3	1328	2721	4185	5722	7336	9030	10809	12677	4655	9543	14675	5389	11047	16988	6238
- Repaint gables	\$900	2029	10	171	351	539	737	945	1164	1393	180	370	569	778	997	1227	1469	1723
- Provision for building repairs (as per BOSS Building Repairs quote)	\$4,286	2023	0	4950	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- Capital Replacement - General	\$866	2023	0	1000	1050	1103	1158	1216	1277	1340	1407	1478	1552	1629	1711	1796	1886	1980
<b>DRIVEWAY</b>																		
- Repaint garage doors	\$1,200	2029	0	228	468	719	983	1260	1551	1857	0	0	0	0	0	0	0	0
- Maintain driveway 5% of total	\$1,750	2030	5	298	611	939	1284	1646	2026	2425	2844	657	1347	2071	2831	3630	838	1718
- Provision to replace individual garage doors in 15 years (partial accrual)	\$3,750	2032	5	534	1095	1684	2302	2952	3634	4349	5101	5890	6719	1552	3182	4893	6689	8576

Item	Current Cost	Year 1st applied	Remain Life/ Next Interval	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
- Repaint line marking	\$400	2025	8	161	331	509	79	162	249	340	436	536	642	753	116	239	367	502
<b>EXTERNAL WORKS</b>																		
- Maintain common pipework	\$2,700	2028	6	585	1200	1845	2522	3233	3980	784	1608	2472	3380	4333	5334	1051	2154	3313
- Ongoing partial maintenance of pathways 10% of total	\$1,050	2025	3	424	869	1337	491	1007	1548	568	1165	1792	658	1349	2074	762	1561	2401
- Replace spear pump	\$1,200	2024	7	710	1455	252	516	793	1084	1390	1711	2048	354	725	1115	1525	1955	2407
<b>FENCING</b>																		
- Replace cyclone/mesh fencing in 15 years	\$1,300	2037	0	138	282	434	594	761	937	1122	1316	1519	1733	1957	2193	2440	2700	2973
- Replace powder coated baluster fencing in 11 years	\$3,000	2033	35	397	814	1252	1712	2195	2702	3235	3794	4381	4997	5644	345	707	1087	1486
<b>FURNITURE &amp; FITTINGS</b>																		
- Replace clothes line	\$340	2026	13	106	216	333	455	48	99	153	209	267	329	394	462	533	609	687
- Provision to replace mail boxes	\$660	2031	25	102	209	322	440	564	695	831	975	1126	80	164	252	344	441	543
- Install/Replace exit signage/emergency lighting	\$400	2025	6	161	331	509	100	206	317	433	555	683	135	276	424	580	743	915
- Maintain bathroom waterproofing	\$2,000	2032	3	285	584	898	1228	1574	1938	2320	2721	3142	3584	1316	2697	4148	1523	3122
- Ongoing partial replacement of exterior common lighting	\$290	2024	3	172	352	129	265	407	149	306	471	173	355	546	200	411	632	0
- Provision to upgrade intercom systems & associated equipment	\$3,800	2028	13	824	1688	2596	3550	4551	5602	596	1223	1880	2570	3295	4056	4855	5695	6576
- Provision to replace door closers 20% of total	\$196	2026	3	61	125	192	262	96	197	303	111	228	351	129	265	407	149	306
<b>ROOF</b>																		
- Maintain roof ridge capping/tiles	\$3,000	2025	18	1212	2484	3820	327	670	1030	1408	1806	2223	2661	3120	3603	4110	4642	5201

Item	Current Cost	Year 1st applied	Remain Life/ Next Interval	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
- Provision to replace guttering/downpipes in 15 years (partial accrual)	\$4,950	2027	5	1258	2578	3965	5420	6949	1605	3290	5060	6918	8869	2049	4200	6458	8830	11320
- Provision to replace metal roof in 15 years	\$3,900	2037	48	413	847	1303	1781	2284	2811	3365	3947	4558	5199	5872	6579	7321	8101	8919
<b>STAIRWELL</b>																		
- Repaint walls	\$3,000	2029	10	570	1169	1798	2458	3151	3879	4643	601	1232	1895	2591	3322	4089	4895	5741
- Repaint ceiling	\$1,000	2029	10	190	390	599	819	1051	1293	1548	200	411	632	864	1108	1363	1632	1914
- Maintain tiles	\$444	2030	3	76	155	238	326	418	514	616	722	265	543	835	307	629	967	355
- Replace carpet/floor covering	\$4,000	2026	13	1241	2544	3912	5348	569	1167	1795	2454	3146	3872	4635	5436	6277	7161	8088
- Repaint door face	\$700	2029	10	133	273	419	573	735	905	1083	140	288	442	604	775	954	1142	1339
<b>SWIMMING POOL</b>																		
- Replace pool pump	\$650	2025	5	263	538	828	191	392	602	824	1056	244	500	769	1051	1348	311	638
- Replace water chlorinator	\$1,380	2024	8	817	1674	259	531	816	1116	1431	1762	2109	2473	383	784	1206	1649	2114
- Maintain filter - replace sand	\$260	2024	3	154	315	116	237	365	134	275	423	155	318	489	180	368	566	0
- Replace pool filter	\$1,500	2030	15	255	523	805	1100	1411	1737	2079	2438	235	481	740	1012	1298	1598	1912
- Provision to refurbish pool surface in 22 years (partial accrual)	\$12,000	2037	7	1272	2607	4009	5481	7027	8650	10354	12144	14023	15996	18067	20242	22526	24924	27442
- Provision to replace pool fence	\$3,300	2033	35	437	896	1378	1884	2415	2973	3558	4173	4819	5497	6209	379	777	1195	1634
- Maintain pool concourse 10% of total	\$440	2025	3	178	364	560	206	422	649	238	488	751	276	565	869	319	654	1006
<b>TOTAL ACCRUALS</b>				<b>18775</b>	<b>34359</b>	<b>46209</b>	<b>58079</b>	<b>69311</b>	<b>77033</b>	<b>62756</b>	<b>60483</b>	<b>73538</b>	<b>75526</b>	<b>73599</b>	<b>91633</b>	<b>111377</b>	<b>122376</b>	<b>90663</b>

\* Bold blue items listed above are expense items that occur in that year.

## REPORT INFORMATION

The values included in the report are for budgeting purposes and have been obtained from a number of sources including building cost information guides, painting contractors, plant and equipment suppliers, manufactures and installers and working knowledge of each buildings configuration at the time of inspection.

Every endeavour has been undertaken to accurately compile a budget for the maintenance, repair, renewal or replacement of the items of a non-routine nature that have been identified in this report. However as there is no definitive scope of works for maintenance, repair, renewal or replacement of the items contained in this report it is expected that if said items were put to tender, the quotations received would vary significantly dependent upon the timing and scope of works to that will be undertaken. For this reason it is recommended that several quotations are sourced as far in advance of any anticipated work as possible.

The installation date, present condition and estimated life of each item is determined at the time of the site inspection from a visual inspection, the age of the building (where this information is provided) and any other relevant information provided by the Owners at the time of inspection. This information is then communicated in the report by way of nominated total life cycle in comparison with expected remaining life. The life cycles of each of the items will vary depending upon where the building is located, for example buildings near a salt environment tend to have a lesser life cycle and a higher maintenance requirement.

This Capital Works plan is not a building dilapidation report, building diagnostic report, warranty inspection, defects report, engineering report or structural assessment of the building. Where information in respect of any of these items at time of ordering, it has been incorporated into the report wherever possible. We recommend that a periodic survey be carried out by qualified building contractors to assess the building condition, if required. The inspection of the common property of the scheme is a cursory visual inspection only limited to those areas of the common property that are fully accessible and visible to the inspector from floor or ground level at the time of inspection. The primary purpose of the inspection is to determine the materials used in the construction of the building that need to be maintained, estimate the quantities of same, identify the plant and equipment in the common areas of the building and make a recommendation as to the timing of the repairs and replacements identified for restorative purposes only. The inspection did not include breaking apart, dismantling, removing or moving any element of the building and items located on the common property.

The report does not and cannot make comment upon: defects that may have been concealed; the assessment of which may rely on certain weather conditions and the presence or absence of timber pests. The report will allow for ordinary inclusion, but does not consider or make recommendations as to the specific condition of specialist items and equipment such as gas fittings and supply systems; heritage listing conditions or requirements; fire protection fittings and systems; HVAC fittings and systems site drainage; electrical or data systems or wiring, building plumbing systems including sewerage, potable and stormwater pipe work and fittings; security concerns; detection and identification of illegal building work; and the durability of exposed finishes.

The inspector did not identify and assess safety hazards and did not carry out a risk assessment relating to any hazards upon the common property as part of this report. The report is not an Asbestos report and no assessment was made of asbestos products. The report is not Pool Safety or Window Safety report and no assessment was made as to the compliance or otherwise of any pool barrier or common property windows.

## AREAS NOT INSPECTED

- Part or parts of the common property building interior that were not readily accessible
- Part or parts of the building exterior were not readily accessible
- Part or parts of the roof exterior that were not readily visible from ground or floor level or obstructed at the time of inspection because of exceeding height, vegetation or neighbouring buildings.
- Part or parts of the Common Property plant and equipment where specialised knowledge or equipment is required to carry out the inspection, particularly in respect of its' operation.
- Part or parts of the retaining walls, fencing where not readily accessible or inaccessible or obstructed at the time of inspection because of on alignment, vegetation.







# STRATA COMMITTEE NOMINATION FORM



THE OWNERS OF SP 36012 | MARINE PARADE 190 | 190 MARINE PARADE, KINGSCLIFF, NSW, 2487

## NOMINEE

I, Jane Edmiston of Lot No. 4 being (please tick which is relevant):

- Sole Owner
- Co-owner
- Company nominee

in Strata Plan No. **36012** hereby nominate \_\_\_\_\_ to stand for election to the strata committee at the Annual General Meeting.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## ACCEPTANCE OF NOMINATION

I, \_\_\_\_\_ of Lot No. \_\_\_\_\_ being (please tick which is relevant):

- Sole Owner
- Co-owner
- Company nominee
- Non-owner

in Strata Plan No. **36012**:

- a) consent to the nomination to stand for election to the strata committee at the Annual General Meeting, and;
- b) confirm my eligibility to stand for election, and;
- c) declare the following pecuniary interest \_\_\_\_\_ and;
- d) disclose my connection with the original owner \_\_\_\_\_.

Signed \_\_\_\_\_

Date \_\_\_\_\_

### PLEASE NOTE:

- ❖ If you are a sole owner or company nominee and self-nominating, please complete both sections of the form
- ❖ Sections 31 & 32 of the Strata Schemes Management Act 2015 (NSW) set out the eligibility requirements
- ❖ Schedule 2 of the Act sets out the obligation to disclose a direct or indirect pecuniary interest in a matter to be considered at a meeting.
- ❖ If there are no declarations of interest or connected person disclosures, then write "N/A"
- ❖ Forms should be returned to our office prior to the meeting if possible.



## NEW BUSINESS TAX INVOICE

The Owners of Strata Plan 36012  
 C/- Strata Title Management  
 PO Box 134  
 TWEED HEADS NSW 2485

Date: 26/11/2024  
 Invoice Number: 151483  
 Key Contact: Sara Gribble

Thank you for using our services to arrange this insurance cover.

Brief details of the cover arranged on your behalf are given below. You should refer to the policy documents issued by the insurer for complete policy terms and conditions.

Please read carefully the important notices attached regarding your duty of disclosure. Do not hesitate to contact us with any questions you may have.

Type of Policy	Strata Domestic
Insured	The Owners of Strata Plan 36012
Description	190 Marine Parade, Kingscliff NSW 2487
Insurer	Hutch Underwriting
Policy Number	HRS11120593
Period of Insurance	01/12/2024 to 01/12/2025

Premium	FSL	Underwriting Agency Fee	Insurer Total GST	Stamp Duty	Broker Fee	Broker Fee GST	Invoice Total
\$5,716.08	\$ 653.16	\$ 210.00	\$ 657.91	\$ 630.52	\$ 571.61	\$ 57.16	<b>\$8,496.44</b>

Commission included within base premium = \$1,143.22 excl GST

### Payment Options




**Body Corporate Brokers Pty Ltd**

**DEFT Reference Number**  
**40472321514831**

Pay by credit card or registered bank account at [www.deft.com.au](http://www.deft.com.au).  
 Payments by credit card may attract a surcharge.







Want to pay monthly? 

Click here to accept online

Total amount payable \$9,049.23  
 (includes application fee and credit charges)  
 or visit [edge.iqumulate.com/myaccount](http://edge.iqumulate.com/myaccount)  
 Enter code: NSFNKX3EPF

  
 Smooth out cash flow  
 Easy monthly payments  
 No additional security





\*498 404723 21514831

Pay in-store at Australia Post by cheque or EFTPOS



**Biller Code: 20362**  
**Ref: 40472321514831**

**Name:** The Owners of Strata Plan 36012  
**Invoice No:** 151483  
**Due Date:** 15/12/2024

1 <sup>st</sup> instalment of:	\$ 958.92
followed by 9 instalments of:	\$ 898.92
<b>or Total Due:</b>	<b>\$8,496.44</b>

Contact your participating financial institution to make BPAY payments using the biller code and reference number as detailed above

<b>Policy Number</b>	HRS11120593
<b>UMR</b>	B200800000STR2024
<b>Period of Cover</b>	4:00pm Local Time 1/12/2024 to 4:00pm Local Time 1/12/2025
<b>Insured</b>	The Owners of Strata Plan 36012
<b>Interested Parties</b>	None
<b>Situation</b>	190 Marine Parade, KINGSCLIFF, NSW, 2487

**Cover**

<b>Section 1 Insured Property</b>	Selected
Building Sum Insured	\$3,349,500
Common Area Contents	\$33,495
Temporary Accommodation Costs and Loss of Rent	\$502,425
Flood	Selected
Additional Catastrophe Cover	15%
Additional Catastrophe Cover	\$502,425
Unit Owners' Fixtures and Improvements	Selected
Unit Owners' Fixtures and Improvements	\$334,950
<b>Section 2 Property Owner's Legal Liability</b>	Selected
Limit of Liability	\$20,000,000
<b>Section 3 Voluntary Workers</b>	Selected
Death	\$200,000
Total Disablement (per week)	\$2,000
<b>Section 4 Fidelity Guarantee</b>	Selected
Sum Insured	\$100,000
<b>Section 5 Office Bearers Legal Liability</b>	Selected
Limit of Liability	\$1,000,000
<b>Section 6 Machinery Breakdown</b>	Not Selected
<b>Section 7 Government Audit and Related Covers</b>	Selected
Part A: Government Audit Expenses	\$25,000
Part B: Health & Safety Legal Expenses	\$100,000
Part C: Legal Expenses	\$50,000
<b>Section 8 Cyber</b>	
Cyber Coverage Sum Insured	\$10,000

## **Excesses**

The Excess payable for each section is detailed below. Unless noted as "in addition", where multiple Excesses are payable for claims arising from a single Event, only the highest will apply.

### **Section 1 Insured Property**

Standard	\$2,000
Earthquake Excess	\$500 in addition

### **Section 2 Property Owner's Legal Liability**

Liability Imposed Excess	\$1,000
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### **Section 3 Voluntary Workers**

Voluntary Workers Imposed Excess	\$1,000
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### **Section 4 Fidelity Guarantee**

Fidelity Guarantee Imposed Excess	\$1,000
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### **Section 5 Office Bearers Legal Liability**

Office Bearers Legal Liability Imposed Excess	\$1,000
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### **Section 7 Government Audit and Related Covers**

Part A: Government Audit Expenses	\$1,000
Part B: Health & Safety Legal Expenses	\$1,000
Part C: Legal Expenses	\$1,000 plus 10% contribution in addition

### **Section 8 Cyber**

Cyber Imposed Excess	\$1,000
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### **Policy Wording**

Hutch Residential Strata version HRS7

### **Imposed Conditions**

None

### **Notes**

None

Document template version: 01.09.00.00

## NOTICE TO INTENDING INSURED

### General Advice Warning

Any reference in this document to "you" or "your" is a reference to the insured.

Any advice we provide in this document is of a general nature only and may be based on incomplete or inaccurate information, and details about policies of insurance represent summary information only. Before acting on this advice you should consider its appropriateness in light of your particular objectives, needs and financial situation. For full details, terms and conditions, limits and exclusions in respect to any policy of insurance you should refer to the policy summary in this document, the policy wording, and to the relevant Product Disclosure Statement (PDS) which is available from your strata manager, our website, or by contacting us. For more information about BCB's significant relationships and remuneration arrangements please refer to our Financial Services Guide.

### Important Notices

We draw your attention to the following important notices which may affect claims settlements under your policy. These notices are provided in the context of our general advice to you. Please carefully review your policy documents and schedule to ensure you understand the conditions for your own particular circumstances. For any questions you may have concerning the cover provided please contact BCB.

### Your Duty of Disclosure

Before you enter into a contract of general insurance with an insurer, you have a duty, under the Insurance Contracts Act 1984, to disclose to the insurer every matter that you know or could reasonably be expected to know, is relevant to the insurer's decision whether to accept the risk of the insurance and if so, on what terms. You also have the ongoing obligation to truthfully and accurately answer any requests for information from either BCB or your insurer.

You have the same duty to disclose those matters to the insurer before you **renew, extend, vary or reinstate a contract of general insurance**.

You do not need to disclose any matter that:

- That diminishes the insurer's risk
- That is of common knowledge
- That the insurer knows or as an insurer should know; or
- That the insurer tells you they do not need to know

### Consequence of Non-Disclosure

If you fail to comply with your duty to disclose, the insurer may be entitled to reduce its liability under the contract in respect of a claim or may cancel the contract. If your non-disclosure is fraudulent, the insurer may also have the option of avoiding the contract from its beginning.

### Remuneration

Body Corporate Brokers Pty Ltd income	\$ 514.45 (excl GST)
Authorised Representative income	\$1,200.38 (excl GST)

### Average or Co-insurance Clauses

Some policies contain an "average" or "co-insurance" clause which may reduce the amount of a claim payable under the policy. Consequently, where property is insured for less than full replacement value, owners may find they are liable to pay a portion of the loss or damage as self-insured.

In any policy, the insurer's maximum liability is limited to the sum insured or policy limit. Therefore it is very important that owners select sums insured which represent full replacement value for property or other limits under their policy which reflect their potential exposure to financial loss

### 'Claims Made and Notified' Provisions

Sections of your insurance policy relating to Office Bearer's Liability, and where applicable sections covering Government Audit Costs and Legal Expenses, are arranged on a 'claims made and notified' or similar basis. This means that (subject to the other terms of the policy) these sections of the policy only provide cover for claims first made against you and notified to the insurer during the period of insurance. You should therefore ensure that any incident – or notice that is given to you – that may give rise to a claim is reported to BCB without delay when such incident or notice first comes to your attention.

## Major Exclusions and Uninsured Risks

Please also note that policy sections not selected by you are marked in our summary as "Not Selected" or "Not Insured". If you believe that you require cover for any of these Uninsured Risks exposures or any other major perils currently excluded, please contact us to discuss your options.

## Cooling Off Period

All policies are subject to a minimum cooling off period of 14 days, most strata insurers specify 21 days. Terms of the cooling off period – including the amount of premium that may be refunded – will vary across insurers and policies. Please refer to your PDS for your insurer's cooling off period. If you wish to cancel during the cooling off period, you must tell us during this period and we will notify the insurer.

## Sums Insured

BCB has not reviewed the adequacy of the sums insured selected, and strongly recommends that you carefully consider whether the sums insured you have selected are sufficient. If you determine that your level of cover is insufficient, please contact us to arrange amendment.

## Flood

We draw to your attention that flood is often a standard exclusion under the policy, please refer to your policy summary, PDS and policy wording to see if you have flood cover. If you specifically believe that you require cover for flood, please contact us to discuss your options.

## New Claims

Any quotation we have obtained on your behalf is based on the understanding that there will be no deterioration in the claims experience between the date the insurers have quoted their terms and the inception date of the cover. If claims do occur during this period, the insurers have the right to revise their terms quoted or withdraw their quotation.

## Hold Blameless/Waiver of Rights/Subrogation

You are warned that should you become a party to any agreement that has the effect of excluding or limiting your insurer's chance of recovery from a third party, your insurers may have the right to refuse to indemnify you for such loss where it is shown that your insurer's rights of recovery have been prejudiced by your action.

## Others Parties' Interest

This contract only covers the interest in the property of the named insured and does not extend cover to the interest of any third party in such property.

## Complaints and Disputes

Clients who are not fully satisfied with our services should contact our Complaints Officer (02 9024 3850). We are members of the Financial Ombudsmen Service (FOS) and its successor the Australian Financial Complaints Authority (AFCA). BCB adopts the General Insurance Brokers Code of Practice. Further information is available from our office, or contact FOS or AFCA at:

Financial Ombudsman Service Australia  
**if lodged before 1 November 2018;**

Online : [www.fos.org.au](http://www.fos.org.au)

Email : [info@fos.org.au](mailto:info@fos.org.au)

Phone: 1800 367 367

Mail : Financial Ombudsman Service Limited  
GPO Box 3 Melbourne VIC 3001

Australian Financial Complaints Authority  
**if lodged on or after 1 November 2018;**

Online : [www.afca.org.au](http://www.afca.org.au)

Email : [info@afca.org.au](mailto:info@afca.org.au)

Phone 1800 931 678

Mail : Australian Financial Complaints Authority  
GPO Box 3 Melbourne VIC 3001

## Refund of Premiums

In the event of any refund premium being allowed for the cancellation or adjustment of this insurance policy, Body Corporate Brokers reserves the right to retain all commission, broker fees and similar charges.



Date

I / We

the owners of lot

in Strata Plan No  appoint

of

as my/our proxy for the purposes of meetings of the owners corporation (including adjournments of meetings).

I / We appoint

of

as my/our proxy for the purposes of meetings of the owners corporation (including adjournments of meetings) if  already holds the maximum number of proxies that may be accepted.

Period or number of meetings for which appointment of proxy has effect for \*1 meeting/\*  meetings/\*1 month/\*  months/\*12 months or 2 consecutive annual general meetings

*\*Tick or tick and complete whichever applies*

*(Note: The appointment cannot have effect for more than 12 months or 2 consecutive annual general meetings, whichever is the greater.)*

\*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.]*

*\*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:

*\*Delete paragraph 3 if proxy is not authorised to vote on this matter. For examples, read note 1 below.*

\*4. I understand that, if the proxy already holds more than the permitted number of proxies, the proxy will not be permitted to vote on my/our behalf on any matters.

Signature of owner/s

#### NOTES ON APPOINTMENT OF PROXIES

1. This form is ineffective unless it contains the date on which it was made and it is given to the secretary of the owners corporation at least 24 hours before the first meeting in relation to which it is to operate (in the case of a large strata scheme) or at or before the first meeting in relation to which it is to operate (in any other case).
2. This form will be revoked by a later proxy appointment form delivered to the secretary of the owners corporation in the manner described in the preceding paragraph.
3. This form is current from the day on which it is signed until the end of the period (if any) specified on the form or the first anniversary of that day or at the end of the second annual general meeting held after that day (whichever occurs first).
4. If a person holds more than the total number of proxies permissible, the person cannot vote using any additional proxies. The total number of proxies that may be held by a person (other than proxies held by the person as the co-owner of a lot) voting on a resolution are as follows:
  - (a) if the strata scheme has 20 lots or less, one,
  - (b) if the strata scheme has more than 20 lots, a number that is equal to not more than 5% of the total number of lots.
5. A provision of a contract for the sale of a lot in a strata scheme, or of any ancillary or related contract or arrangement, is void and unenforceable to the extent that it:
  - (a) requires the purchaser of a lot, or any other person, to cast a vote at a meeting of the owners corporation at the direction of another person, or
  - (b) requires the purchaser to give a proxy at the direction of another person for the purpose of voting at a meeting of the owners corporation (that is a person cannot rely on any such proxy to cast a vote as a proxy).

#### NOTES ON RIGHTS OF PROXIES TO VOTE

1. A duly appointed proxy:
  - (a) may vote on a show of hands (or by any other means approved by a general resolution at a meeting of the owners corporation), subject to any limitation in this form, or may demand a poll, and
  - (b) may vote in the person's own right if entitled to vote otherwise than as a proxy, and
  - (c) if appointed as a proxy for more than one person, may vote separately as a proxy in each case.
2. A proxy is not authorised to vote on a matter:
  - (a) if the person who appointed the proxy is present at the relevant meeting and personally votes on the matter, or
  - (b) so as to confer a pecuniary or other material benefit on the proxy, if the proxy is a strata managing agent, building manager or on-site residential property manager, or
  - (c) if the right to vote on any such matter is limited by this form.

# COMPANY NOMINEE FORM



THE OWNERS OF SP 36012 | MARINE PARADE 190 | 190 MARINE PARADE, KINGSCLIFF, NSW, 2487

To the Secretary  
The Owners – Strata Plan 36012

C/- Strata Title Management  
PO Box 1548  
COOLANGATTA 4225

Email: tweedheads@stratatitle.com.au

## COMPANY DETAILS

I/we being a company duly incorporated in the State of New South Wales hereby nominates, constitutes and appoints the Company Nominee named below as its appointed nominee in the capacity described for the purposes of exercising the rights, powers, authorities and functions of the company under the Strata Schemes Management Act 2015 (as amended).

Lot/s Number: \_\_\_\_\_  
Lot Owner / Company Name: Jane Edmiston  
ACN: \_\_\_\_\_  
Registered Office Address: \_\_\_\_\_

## NOMINEE DETAILS

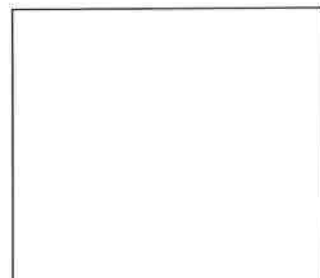
Nominee Name: \_\_\_\_\_  
Capacity (Please tick one):  Owner  Mortgagee  Covenant charge  
Nominee address for service of Notices: \_\_\_\_\_

## EXECUTION

The Common Seal of the company was hereto affixed by authority of the Board of Directors in the presence of :

Signature of Secretary/Director (1) \_\_\_\_\_  
Name of Secretary/Director (1) \_\_\_\_\_  
Signature of Secretary/Director (2) \_\_\_\_\_  
Name of Secretary/Director (2) \_\_\_\_\_  
Signature of Nominee \_\_\_\_\_  
Date Seal Affixed / Form Executed \_\_\_\_\_

Insert Common Seal below





Dated: Wednesday 5 March 2025

## **NOTICE OF STRATA COMMITTEE MEETING**

### **OWNERS CORPORATION SP 36012**

### **190 Marine Parade, KINGSCLIFF, NSW, 2487**

This is the notice of business to be dealt with at the Strata Committee Meeting of the Owners - Strata Plan No 36012 to be held:

**Date:** Immediately after AGM

**Time:** Immediately after AGM

**Location:** STM office

The Strand, Level 2, 72-80 Marine Parade, COOLANGATTA, QLD, 4225

**Phone Attendance:** N/A

**Online Attendance:** N/A  
**(Microsoft Teams)**

Yours Sincerely,  
**STRATA TITLE MANAGEMENT**

Diana Loussouarn  
**Strata Manager**

*Liability limited by a scheme approved under Professional Standards Legislation.*

## **AGENDA**

### **PRELIMINARIES**

1. Recording of persons present personally or by proxy.
2. Recording of apologies.
3. Announcement of persons entitled to vote.
4. Determination of quorum.

### **MOTIONS TO BE CONSIDERED**

1. **Minutes**

**THAT** the minutes of the previous Strata Committee meeting be confirmed as a true and accurate account of the proceedings at that meeting.

*Explanatory Notes:*

*This motion refers to accepting the minutes of the last strata committee meeting, a copy of which is included in the meeting notice.*

## 2. **Strata Hub**

**THAT** the Chairperson and Secretary as appointed at this meeting consent to the Strata Manager recording their contact details with the NSW Government Strata HUB ('the Nominated Persons'); and

**FURTHER THAT** one of the Nominated Persons be further recorded as the schemes' Emergency Contact to be recorded on the NSW Government Strata HUB.

*Explanatory Notes:*

*Explanatory Note: This motion provides consent to Strata Title Management to record the required contact details of the Nominated Persons to the NSW Government Strata HUB as required by the Strata Management Amendment (Information) Regulation 2021.*

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## 3. **Office Bearers**

**THAT** the Strata Committee elect the Secretary, Treasurer and Chairperson.

*Explanatory Notes:*

*This motion is to fill the office bearers positions for the ensuing year.*

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## **Attachments**

- Consent to Disclosure of Personal Information
- SC Meeting\_MARINE PARADE 190\_25\_11\_2024 (1)

# CONSENT TO DISCLOSURE OF PERSONAL INFORMATION



THE OWNERS OF SP 36012 | MARINE PARADE 190 | 190 MARINE PARADE, KINGSCLIFF, NSW, 2487

To the Secretary  
The Owners – Strata Plan 36012

C/- Strata Title Management  
PO Box 1548  
COOLANGATTA 4225

Email: tweedheads@stratatitle.com.au

**Consent to the disclosure of personal details on the NSW Strata Hub pursuant to section 43 of the  
*Strata Schemes Management Regulations 2016.***

I consent to Strata Title Management uploading my personal contact details to the NSW Strata Hub, which will be of public record to Fire & Rescue NSW and the local Council for the land on which the strata scheme is situated.

Full Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Emil Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# MINUTES OF STRATA COMMITTEE MEETING (SCHEDULE 2) OF THE OWNERS CORPORATION

A meeting of the Strata Committee of the Owners Strata Plan No. 36012 was held  
On **Monday 25 November 2024** commencing **11:00 AM**

**Pre Votes received from:**

Lot 1	Deanne Barnett	Electronic vote
Lot 2	Jennifer Elisabeth Shylan	Electronic vote
Lot 5	Ken Fletcher	Electronic vote

**In Attendance**

Diana Loussouarn (Strata Title Management)

**Chairperson**

Diana Loussouarn (Strata Title Management by Invitation)

**THERE BEING A QUORUM PRESENT THE CHAIRMAN DECLARED THE MEETING OPEN AT 11.00AM.**

## MOTIONS

- |    |  |
|----|--|
| 1) | <b>RESOLVED that</b> the minutes of the previous Strata Committee meeting held 4th of April 2024 be confirmed as a true and accurate account of the proceedings at that meeting.   |
| 2) | <b>RESOLVED THAT</b> the Committee acknowledge receipt of the insurance renewal recommendation from Body Corporate Brokers (BCB) and their Financial Services Guide.<br><br><b>FURTHER THAT</b> the Committee approve one of the following insurance quotations. |
| 2) | <b>(A)</b> Hutch at a cost of \$8,496.44 (BCB Recommendation) – 3 votes<br><b>(B)</b> QUS at a cost of \$8,435.85<br><b>(C)</b> CHU at a cost of \$9,629.88<br><br>Option A carried  |

**THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED.**

**Diana Loussouarn  
STRATA MANAGER  
STRATA TITLE MANAGEMENT**

Dated 25 November 2024



Return undelivered mail to:  
GPO Box 9898  
in your capital city



041 R 42  
643500333

Jane Edmiston  
UNIT 4 190 MARINE PDE  
KINGSCLIFF NSW 2487

