
**PLEASE TAKE NOTICE THAT THE ANNUAL GENERAL MEETING OF
PROPRIETORS OF COMMUNITY ASSOCIATION 270218
HUNTERFORD ESTATE, OATLANDS WILL BE HELD IN
THE CLUB HOUSE AT HUNTERFORD ESTATE, OATLANDS
ON WEDNESDAY 17TH JANUARY 2024, COMMENCING AT 7.00PM**

AGENDA

Note Attendance | Accept Proxies & Apologies | Determine Quorum |

Consider the following motions;

Minutes

1. That the minutes of the previous General Meeting held on 15 August 2023 be confirmed and adopted.

Key Financial Information

2. That the Annual Statement of Accounts for financial year ending 31st October 2023 be received and adopted.

Auditor

3. That consideration be given to independently audit the Annual Statement of Accounts for the financial year ending 31st October 2023.

Budget

4. (a) That the adopted Annual Budget for the year ending 31st October 2024 be adopted and carried forward.
(b) That contributions be determined in accordance with Section 83 and Schedule 1, Clause 7 of the Community Land Management Act 2021 for the twelve months payable on a quarterly basis commencing 1st March 2021 as follows:
 - i. Contribution on the Administrative Fund be \$200,000.00 + GST; and
 - ii. Contributions to the Sinking Fund be \$83,941.00 + GST

Insurance

5. That the insurance policies currently in force be confirmed and adopted and that insurances for Fidelity Guarantee and Office Bearers Liability be considered and adopted.

That the commission of \$3575.77 paid to Premier Strata Management by CHU be noted.

Insurance – Required and Additional

6. (a) That the Community Association resolve to obtain three (3) quotations for all items of insurance required under the Community Land Management Act 2021, unless written reasoning is provided as to why less than 3 were obtained and;
(b) to delegate the function of accepting and executing an appropriate quotation to the Community Managing Agent on instruction of the Owners Corporation or Strata Committee.

Executive Committee

7. (a) That in accordance with Section 33 and Schedule 2 of the Community Land Management Act 2021:
- (i) Nominations be received for the election of the Executive Committee
 - (ii) That the Community Association determine the number of members of the Executive Committee (being not more than 15 – Section 32 of the Community Land Management Act 2021)
 - (iii) The Executive Committee be elected.
- (b) That a discussion be held on whether or not any limitations be placed on the decision making powers of the Executive Committee for the following year.

Appointment of Community Manager

8. a) That pursuant to Section 53(1) of the Community Land Management Act 2021 (NSW), Premier Strata Management Pty Limited be appointed as Community managing agent of the Community Association in Deposited Plan 270218.
- b) That the Community Association delegate to Premier Strata Management all of the functions of the Community Association (other than those listed in Section 53(2) of the Act); and its Chairperson, Treasurer, Secretary, and Association Committee necessary to enable the Agent to carry out all services noted in the written agreement signed by owners at the meeting.
- c) That the common seal of the Community Association be affixed to the Agency Agreement tabled at this meeting which incorporates the instruments of the appointment of and the delegation to Premier Strata Management Pty Limited.

Work Health and Safety

9. That the Community Association acknowledge the *Work Health and Safety Act 2011* and *Regulations* and RESOLVE to:
- (a) As required, consult, confer, allow inspections and provide assistance (and/or documents) on any matter so far as is reasonably practicable, on work health and safety matters under the Work Health and Safety Act 2011 and Regulations with its agents, employees or contractors or any health and safety representative for its agents, employees or contractors,
 - (b) Engage a contractor to carry out a Safety Report as the preliminary process in compliance with the Work Health and Safety Act 2011.
 - (c) Engage a contractor to inspect the property for evidence of termite activity.

Explanation – Work Health & Safety

For the purposes of the Works Health and Safety Act 2011 an Community Association has various obligations. As “people” in control of a workplace an Neighbourhood Association has a duty to ensure that the property is safe and without risks to health, for workers (including volunteers, contractors and employees), visitors and residents alike. There are substantial penalties for non compliance.

The Community Association must ensure that the property is safe and without risks to health on an ongoing basis. In order to do this Community Association need to:

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

The Community Association does not have to engage a professional to identify hazards and perform a risk assessment; however there are strong reasons to do so. Occupational Health and Safety is a specialist field and few individuals possess the skills, knowledge or experience to conduct a reliable risk assessment. Using a professional provider, gives the Community Association the security of knowing that their Safety Report will be accurate and reasonable. Also, if the Community Association uses a non-expert to conduct an assessment, it may expose the Community Association and that person to liability if the assessment is deficient.

Payment Plans for Overdue Levy Contributions

10. The Owners – Community Association DP 270218 RESOLVES by ordinary resolution in accordance with section 85(5) of the Strata Schemes Management Act 2015 to decide whether to offer payment plans in respect of overdue contributions, either generally or in particular cases which include the following terms:

- (a) the schedule of payments for the amounts owing and the period for which the plan applies;
- (b) the manner in which the payments are to be made; and
- (c) contact details for a member of the strata committee or a strata managing agent who is to be responsible for any matters arising in relation to the payment plan.

Explanatory Note: Section 85(5) of the Strata Schemes Management Act 2015 provides that the owners corporation may be resolution at a general meeting agree to enter into payment plans, either generally or in particular cases, for the payment of overdue contributions.

Levy Collection

11. The Owners – Community Association DP 270218 RESOLVES by ordinary resolution that should any owner, mortgagee in possession or former owner of a lot not pay contributions by their due date in relation to a lot that:

- (a) The Strata Manager may issue reminder letters each requesting payment within 14 days of the reminder letter;
 - i. Levy Recovery Step 1: Issue 1st levy recovery letter 35 days after the levy due date;
 - ii. Levy Recovery Step 2: Issue 2nd levy recovery letter 60 days after the levy due date;
 - iii. Levy Recovery Step 3: Issue 3rd levy recovery letter 75 days after the levy due date;
 - iv. Levy Recovery Step 4: Issue 4th levy recovery letter 106 days after the original date the levy was due;
- (b) If the owner, mortgagee in possession or former owner has not made payment of any outstanding amount in accordance with any reminder letter sent by the Strata Manager, the Debt collection agents lawyer and/or experts be engaged and instructed to:
 - i. Prepare and issue to any relevant lot owner, mortgagee in possession or former lot owner a notice of proposed action to recover by way of proceedings in a court of competent jurisdiction on behalf of the owners corporation setting out:
 1. The amount of the contribution, interest or expenses sought to be recovered;
 2. The proposed recovery action by way of proceedings in a court of competent jurisdiction;
 3. The date the contribution was due to be paid;
 4. Whether a payment plan may be entered into in accordance with section 85(5) of the Strata Schemes Management Act 2015; and
 5. Any other action that may be taken to arrange for payment of the contribution;

- (c) The Debt collection agents lawyer and/or experts be engaged and instructed to:
- i. Provide advice regarding recovering outstanding contributions;
 - ii. Commence, maintain, defend or discontinue court proceedings against any lot owner, mortgagee in possession or former lot owner where outstanding contributions are due in relation to the relevant lot;
 - iii. Take legal action to recover unpaid contributions, interest on unpaid contributions or related expenses by enforcing any judgment obtained including:
 1. Obtaining any necessary writ(s) for the levy of property; and
 2. Obtaining any necessary garnishee order(s).

Explanatory Notes:

Section 86 of the Strata Schemes Management Act 2015 states that an owners corporation must not take debt recovery action unless it has given notice to the person against whom the action is to be taken at least 21 days' notice of the action. Section 12 of the Strata Schemes Management Act 2015 provides that the owners corporation for a strata scheme may employ such persons as it thinks fit to assist it in the exercise of any of its functions. Further, the owners corporation must ensure that any person so employed has the qualifications if any required by the Act or any other law for the exercise of that function. The fee proposal from Debt collection agents lawyer and/or experts is available from the Strata Manager on request.

Footpath Quote

12. That the Community Association consider and accept to proceed with the quotation from North Rocks Concrete to replace 268sqm of aggregate footpath at a cost of \$106,798.00 plus GST.

Gardening Contractor

13. That the Community Association consider and accept to give approval to the Association Committee to appoint a gardening contractor up to the value of the current contract.

- ** *In order for Special Resolution to be passed not more than 25% of owners present or by proxy and eligible to vote (i.e. no arrears of levies) may vote against the motion, calculated in accordance with unit entitlement.*
- ** *Should any owner have any questions concerning the accounts accompanying this notice of meeting, please telephone the office prior to the meeting to enable your query to be satisfactorily addressed and to ensure the meeting is not delayed. The budget and levy recommendations however are for discussion at the meeting.*
- ** *Should you be unable to attend the meeting please sign and return the attached proxy form for the convenience of the owners attending. If no quorum is achieved at the meeting and the meeting has to be re-held, a fee of \$165.00 as per our management agreement will be charged to the building.*
- ** *All levies should be paid to date for your vote to be valid at the meeting*

STATUTORY INFORMATION**IMPORTANT INFORMATION ABOUT A QUORUM AT A GENERAL MEETING**

Community Land Management Act 1989

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

IMPORTANT INFORMATION ABOUT VOTING RIGHTS AT GENERAL MEETINGS

Community Land Management Act 1989 Schedule 6 Part 3

1. **Who has voting rights?**

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

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

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

 - a. unless the owner, mortgagee or covenant chargee is a corporation – in person by proxy or
 - b. if the owner, mortgagee or covenant chargee is a corporation – by the company nominee in person, or by proxy appointed by the corporation.
4. **Exercise of voting rights by joint owners to be by proxy**

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

 - a. by a proxy (who may be one of them), or
 - b. as provided by subclause (5).
5. **Other circumstances in which joint owners may exercise voting rights**

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

 - a. if the other joint owners are absent or such of them as are present give their consent, or
 - b. if paragraph (a) does not apply if he or she is the owner first named on the neighbourhood roll as one of the joint owners.
6. **Exercise of voting rights by owners of successive estates in lot.**

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

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

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

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

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

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

**MINUTES OF THE ANNUAL GENERAL MEETING OF PROPRIETORS OF
COMMUNITY ASSOCIATION DEPOSITED PLAN 270218
HUNTERFORD ESTATE, OATLANDS HELD
IN THE CLUBHOUSE AT HUNTERFORD ESTATE, OATLANDS
ON THURSDAY 27 APRIL 2023 COMMENCING 6.00PM**

PRESENT:	W & C Sutton	(9)	D & D Milutin	(14)
	R & J Smith	(17)	SP68690	(21)
	P & L West	(34)	L Fackrell	(35)
	S Zhang & Y Xing	(36)	S Dolai & P Panday	(40)
	W & B Griffin	(41)	P Yin	(43)
	D Huang & L Shen	(44)	D & J Grinham	(47)
	Z & S Bamji	(68)	C Lu & N Xing	(70)
	A & J Timilsina	(71)	M & E Christodoulou	(72)
	R & S Naidoo	(81)	N Naidoo & K Sutton	(87)
	K & S Neat	(88)	J Chen	(90)
	A Duke & J Roberts	(93)	D & S Fowke	(102)
	K & B Bunt	(105)	W & H Chen	(106)
	A & V Sethia	(109)	A Gosain & S Sharma	(121)
	S Kumar & T Shah	(131)	J Liddle	(134)
	E Ong & P Tan	(137)	X Zhang & X Chen	(146)

BY PROXY:	S Zhang	(10)	- Proxy to W Sutton	(9)
	S Yong & S Kim	(11)	- Proxy to W Sutton	(9)
	C & M Papadopoulo	(12)	- Proxy to W Sutton	(9)
	B & A Henry	(13)	- Proxy to D Milutin	(14)
	M Jang & J Park	(18)	- Proxy to R Naidoo	(81)
	W Yee	(29)	- Proxy to R Naidoo	(81)
	Detosa Pty Ltd	(59)	- Proxy to C Yuen	
	D Feng	(67)	- Proxy to S Bamji	(68)
	H Collins	(79)	- Proxy to R Naidoo	(81)
	A Aquilina	(80)	- Proxy to R Naidoo	(81)
	B Samson	(82)	- Proxy to R Naidoo	(81)
	M Sharpe	(83)	- Proxy to K Bunt	(105)
	J Neilson	(89)	- Proxy to G Neilson	
	M & W Mikiewicz	(91)	- Proxy to G Neilson	
	C You & L Cheng	(95)	- Proxy to K Bunt	(105)
	E Kang & M Hahm	(96)	- Proxy to B Bunt	(105)
	K & B Kim	(98)	- Proxy to K Bunt	(105)
	S Chong & S Tan	(99)	- Proxy to K Bunt	(105)
	Y Seo & H Jeon	(104)	- Proxy to K Bunt	(105)
	G Ellem	(108)	- Proxy to Chairman	
	R & P Bowditch	(112)	- Proxy to G Neilson	
	B Goh & W Lim	(120)	- Proxy to B Bunt	(105)
	T Chi & F Xia	(130)	- Proxy to B Bunt	(105)

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BY PROXY P & M Kanwar (136) - Proxy to S Kanwar
CONT: Lewjam Pty Ltd (147) - Proxy to C Yuen

IN ATTENDANCE: Y Turner Representative of The Owner of SP68690 (21)
C Yuen Proxy holder for Lots 59 and 147

CHAIRPERSON: Tom Black (Premier Strata Management)

QUORUM: It was noted that a quorum was present.

MINUTES: It was RESOLVED that the minutes of the previous General Meeting held on 30 November 2021 be confirmed and adopted.

KEY FINANCIAL INFORMATION: It was RESOLVED that the Annual Statement of Accounts for the period ending 31st October 2022 be received and adopted.

AUDITOR: It was RESOLVED to arrange an independent audit of the financial statements for the financial year ending 31st October 2022.

BUDGET: a) It was RESOLVED that the proposed Annual Budget for the year ending 31st October 2023 be adopted and carried forward.

b) It was RESOLVED that contributions be determined in with Section 83 and Schedule 1, Clause 7 of the Community Land Management Act 2021 for the twelve months payable on a quarterly basis commencing 1st June 2023 as follows:

Administrative Fund	\$200,000.00 + GST
Sinking Fund	<u>\$ 75,000.00 + GST</u>
Total Funds	\$275,000.00 + GST

INSURANCE: It was RESOLVED that the building insurance policies renewed at an amount of \$1,990,170.00 from 11 August 2023.

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

That the Association obtain three (3) quotations for all items of insurance and to delegate the function of accepting and executing the most suitable quotation to the Association Committee

EXECUTIVE COMMITTEE: a) It was RESOLVED that in accordance with Section 33 and Schedule 2 of the Community Land Management Act 2021:

- 10 Nominations were received for the election of the Association Committee.
- That the Community Association determined the number of members of the Association Committee to be 9. With the following owners were elected to the Executive Committee:

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EXECUTIVE	W Sutton	(9)	P West	(34)
COMMITTEE	D Huang	(44)	R Naidoo	(81)
CONT:	K Neat	(88)	K Bunt	(105)
	W Chen	(106)	R Bowditch	(112)
	G Neilson			

b) It was RESOLVED that a \$20,000.00 limitation be placed on the decision-making powers of the Executive Committee.

**APPOINTMENT
OF COMMUNITY
MANAGER:**

a) It was RESOLVED that pursuant to Section 53(1) of the Community Land Management Act 2021 (NSW), Premier Strata Management Pty Limited be appointed as Community managing agent of the Community Association in Deposited Plan 270218.

b) That the Community Association delegate to Premier Strata Management all of the functions of the Community Association (other than those listed in Section 53(2) of the Act); and its Chairperson, Treasurer, Secretary, and Association Committee necessary to enable the Agent to carry out all services noted in the written agreement signed by owners at the meeting.

c) That the common seal of the Community Association be affixed to the Agency Agreement tabled at this meeting which incorporates the instruments of the appointment of and the delegation to Premier Strata Management Pty Limited.

W Sutton of Lot 9 and K Bunt of Lot 105 were authorised to sign the Management Agreement on behalf of the Community Association with the agreement commencing on the 1st May 2023 for a term of one years.

**WORK HEALTH &
SAFETY:**

That the Community Association acknowledge the *Work Health and Safety Act 2011* and *Regulations* and RESOLVE to:

- (a) Not to consult, confer, allow inspections and provide assistance (and/or documents) on any matter so far as is reasonably practicable, on work health and safety matters under the Work Health and Safety Act 2011 and Regulations with its agents, employees or contractors or any health and safety representative for its agents, employees or contractors,
- (b) Not to engage a contractor to carry out a Safety Report as the preliminary process in compliance with the Work Health and Safety Act 2011.
- (c) Not to engage a contractor to inspect the property for evidence of termite activity.

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**LEVY
RECOVERY:**

It was RESOLVED that the Community Association DP 270218, for the purpose of collecting levy contributions, interest and recovery costs thereon and pursuant to the ACT (including Section 20 of the Act), authorise the Strata Managing Agent and/or the Executive Committee to do any of the following:

- i. Levy Recovery Step 1: Issue a reminder levy notice 40 days after the levy due date;
- ii. Levy Recovery Step 2: Issue 1st levy recovery letter 60 days after the levy due date;
- iii. Levy Recovery Step 3: Issue 2nd levy recovery letter 120 days after the levy due date;
- iv. Enforce any judgement obtained in the collection of levy contributions including commencing and maintaining bankruptcy or winding up proceedings;
- v. Filing an appeal or defending an appeal against any judgement concerning the collection of levy contributions; and,
- vi. Liaise, instruct and prepare all matters with the Community Association debt collection agents, lawyers and/or experts in relation to any levy recovery proceedings.
- vii. Enter into a payment plan with any lot owner for the payment of overdue contributions provided that the plan is limited to a period of 12 months or less.

CLOSE:

There being no further business to discuss the meeting closed at 6.45 pm.

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**MINUTES OF THE ASSOCIATION COMMITTEE MEETING OF OWNERS OF
DEPOSITED PLAN 270218 HELD IN IN THE HUNTERFORD CLUB HOUSE
ON MONDAY 11th DECEMBER 2023 COMMENCING AT 7.00PM.**

PRESENT	Ken Bunt	(105)	William Chen	(106)
	Mario Christodoulou	(72)	Ravindra Naidoo	(81)
	Kim Neat	(88)	Greg Neilson	(89)
	Bill Sutton	(13)	Peter West	(34)
	Ron Bowditch	(112)		

APOLOGIES: Ron Bowditch (112) – Substitution power given to Bill Sutton

CHAIRPERSON: Ravindra Naidoo

QUORUM: It was noted that a quorum was present.

MINUTES: It was RESOLVED that the minutes of the previous Association Committee Meeting held on 13th November 2023 be confirmed and adopted.

MOTION 2: It was RESOLVED that the AGM for Community Association Deposited Plan 270218 be held on Wednesday 17th January 2024.

MOTION 3: It was RESOLVED that having reviewed 4 itemised quotes from qualified contractors for repair of footpaths within the Estate that a proposal be submitted at the AGM to proceed with the quotation from North Rocks Concrete to replace 268sqm of aggregate footpath at a cost of \$106,798.00 plus GST.

It was noted that the 2020 Capital Works Plan for Hunterford Estate had forecasted a Capital Works Fund balance of \$498,360 as at 31 October 2023. The actual Capital Works Fund balance as at this date is \$690,571.33.

MOTION 4: It was RESOLVED that the AGM be requested to give approval to the Association Committee to appoint a gardening contractor up to the value of the current contract.

MOTION 5: It was RESOLVED that the AGM be requested to give approval for an increase to the Association Committee, single item expenditure limit to \$30,000 plus GST.

MOTION 6: It was RESOLVED that the reports from the sub-committees be noted and that their work be commended.

MOTION 7:

It was RESOLVED to accept the November 2023 Monthly Financials as presented to the Association Committee by the Treasurer.

Next meeting will be held on Monday 15th January 2024 at 7pm to follow-up the following items – Response from NCAT Tribunal Hearing and other action items.

There being no further business to discuss the meeting closed at 8:50pm

MEETING NOTES:

- A) A Term Deposit with BOQ for \$146,754.98 was approved by electronic vote on the 4/12/2023 to be roll overed for 12 months at 5.1% .
- B) Painting of front entry panels / portals and painting of the interior of the Clubhouse was approved by electronic vote on 4/12/2023- Contractor is Asad Painting and approved quotation was for \$6169.00 plus GST – work commenced on the 11/12/2023.
- C) The Christmas Celebration held in the Clubhouse on the 9th December 2023 was an outstanding success with a wonderful Community atmosphere on display – Congratulations to the Social sub-committee for another great evening.
- D) On the 17th November 2023 it was approved by electronic vote to purchase 351 pieces of GRANITE TWILIGHT Grey Flamed Bullnose 400x400x300 Classic Collection (Non-Slip) pavers from Amber Liverpool at a cost of \$22.50 plus GST per unit. These will be used to repair the pool coping and also repair the Upper Cascades steps.
- E) An Itemised invoice from Bannerman's Lawyers was received. This is for Professional costs and Disbursements incurred during October 2023 to defend the Community Association against NCAT Interim and Substantive proceedings #18718 by Applicant Millie Au. – The Tribunal Hearing will take place on Monday 18th December 2023 at 9:15am.
- F) Two ceiling Fans have now been installed in the Clubhouse and New Bollard lights have been installed in the Upper Cascades walkway – Both these jobs were done at no labour cost by Mario Christodoulou (Licenced Electrician).
- G) Following approval by PCC of Tree Permit Application TA/592/2023 the 10 Hoop Pines situated at the western exit to Pennant Hills Road were removed on the 11/12/2023 – These were causing damage to property and deemed inappropriate for location. Five replacement trees are to be

replanted within the Estate – A dead tree in Brookside Park and a dead tree in Ivy Lane were also removed.

**MEETING
NOTES:**

- H) The December 2023 issue of the Hunterford Estate Newsletter is intended to be distributed prior to Christmas – This will be both letter box dropped and e-mailed to ensure that all owners and tenants receive a copy. Copies of our newsletters are also available for viewing on our Community Website. A huge thank you to Susan Donaldson for adding her Desktop Publishing magic to this edition.
- I) The residents of 6, 8 and 10 Governors Way have expressed concerns to the Association Committee about the safety of the large gum tree in Tree Tops Park which is too close to the road (opposite their houses) and causing damage to the road surface, concrete gutter, underground service lines and also has dropped large branches during strong winds. A Tree Permit Application will be sent to PCC for their site inspection and response as to what approved action may be taken.
- J) Quotes are to be sourced for Road Pavement repairs and also concrete gutter repairs within the Estate (work to be done after Footpaths are repaired) This should bring up to date all long outstanding major maintenance items for Hunterford.
- K) The Social sub-committee has set dates for 2024 for the following Community events and activities, (copy attached).
- i) Movie night at Clubhouse -19th January 2024
 - ii) Easter Event- 28th March 2024
 - iii) Halloween -31st October 2024
 - iv) Christmas celebration 7th December 2024
- L) The Social sub-committee is to facilitate table tennis nights which will be supervised by a member of that committee – 1st night is to be 18th December 2023 with further dates to be advised.
- M) The Association Committee would like to recognise the hard work and efforts put in by all the wonderful volunteers during 2023 who participate in our sub-committee teams for the overall betterment and support of our community. Special Mention must be made of the coordinators of these sub-committees.
- i) Social – Ken Bunt (Who also acts as our Treasurer)
 - ii) Gardening - Kim Neat, Mario Christodoulou
 - iii) Maintenance- Greg Neilson, Peter West, Kim Neat

MOVIE NIGHT FRI, 19TH JAN 2024

- Bring your picnic blankets/
picnic rug
- Bring nibbles/popcorn/drinks
- Watch movie under the stars
- 8-10pm



EASTER EVENT THU, 28 MAR 2024

- Easter Egg Hunt
- Bring a plate to
share
- 5:30-7pm



HUNTERFORD ESTATE COMMUNITY EVENTS 2024

* All the events will be held in the Hunterford Estate Club House

* Hunterford Ladies coffee meet every second Thursday of the month at 10:30AM

* Refer to the Hunterford Estate website for future activities/events:

<http://hunterfordestate.com.au>



HALLOWEEN THU, 31ST OCT 2024

- Halloween celebration
- Trick or Treat for kids
- Bring a plate to share
- 6-8pm



CHRISTMAS SAT, 7TH DEC 2024

- Christmas celebration
- Bring dinner to share
- 6-10pm



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Level 33, 101 Miller Street
North Sydney NSW 2060

PO BOX 500, North Sydney NSW 2059

Certificate of Currency

CHU Community Association Insurance Plan

Policy No	NT201017
Policy Wording	CHU COMMUNITY ASSOCIATION INSURANCE PLAN
Period of Insurance	11/08/2023 to 11/08/2024 at 4:00pm
The Insured	COMMUNITY ASSOCIATION - DP 270218
Situation	1 PENNANT HILLS ROAD NORTH PARRAMATTA NSW 2151

Policies Selected

Policy 1 – Community Property

Community property: \$7,181,448
Community income: \$1,077,217
Common area contents: \$71,814

Policy 2 – Liability to Others

Limit of liability: \$30,000,000

Policy 3 – Voluntary Workers

Death: \$200,000
Total Disablement: \$2,000 per week

Policy 4 – Workers Compensation

Not Available

Policy 5 – Fidelity Guarantee

Sum Insured: \$250,000

Policy 6 – Office Bearers' Legal Liability

Limit of liability: \$1,000,000

Policy 7 – Machinery Breakdown

Not Selected

Policy 8 – Catastrophe Insurance

Not Selected



Policy 9 – Government Audit Costs and Legal Expenses

Part A: Government Audit Costs: \$25,000

Part B: Appeal expenses – common property health & safety breaches: \$100,000

Part C: Legal Defence Expenses: \$50,000

Flood Cover is included.

Flood Cover Endorsement

Flood cover is included.

The following terms and conditions of Your Policy is hereby amended by this endorsement and should be read in conjunction with, and as forming part of Community Association Insurance Plan.

Policy 1, Exclusion 4 'We will not pay for Damage caused by Flood' is hereby removed.

Other than as set out above, the terms, conditions, exclusions and limitations contained in Your Policy remain unaltered.

Date Printed

18/07/2023

This certificate confirms this policy is in force for the Period of Insurance shown, subject to the policy terms, conditions and exclusions. It is a summary of cover only (for full details refer to the current policy wording and schedule). It does not alter, amend or extend the policy. This information is current only at the date of printing.

Community Association D.P. No. 270218

 Hunterford Estate
 Pennant Hills Road
 Oatlands NSW 2117

LOT BALANCE REPORT

31 October 2023

<u>Lot No</u>	<u>Unit No</u>	<u>Administrative Fund</u>	<u>Capital Works Fund</u>	<u>Other</u>	<u>Total</u>
1	1	0.00	0.00	0.00	0.00
2	8B	0.00	0.00	0.00	0.00
3	6B	0.00	0.00	0.00	0.00
4	4B	0.00	0.00	0.00	0.00
5	5R	0.00	0.00	0.00	0.00
6	7R	0.00	0.00	0.00	0.00
7	9R	0.00	0.00	0.00	0.00
8	11R	0.00	0.00	0.00	0.00
9	13R	-631.63	-236.86	0.00	-868.49
10	18R	0.00	0.00	0.00	0.00
11	16R	0.00	0.00	0.00	0.00
12	14R	0.00	0.00	0.00	0.00
13	12R	0.00	0.00	0.00	0.00
14	10R	0.00	0.00	0.00	0.00
15	8R	0.00	0.00	0.00	0.00
16	6R	0.00	0.00	0.00	0.00
17	4R	0.00	0.00	0.00	0.00
18	2R	0.00	0.00	0.00	0.00
19	19	0.00	0.00	0.00	0.00
20	20	0.00	0.00	0.00	0.00
21	15G A	0.00	0.00	0.00	0.00
22	22	0.00	0.00	0.00	0.00
23	23	0.00	0.00	0.00	0.00
24	24	0.00	0.00	0.00	0.00
25	25	0.00	0.00	0.00	0.00
26	26	0.00	0.00	0.00	0.00
27	27	0.00	0.00	0.00	0.00
28	28	0.00	0.00	0.00	0.00
29	4H	0.00	0.00	0.00	0.00
30	6H	0.00	0.00	0.00	0.00
31	8H	0.00	0.00	0.00	0.00
32	10H	776.18	291.52	20.07	1,087.77
33	12H	0.00	0.00	0.00	0.00
34	14H	-680.21	-54.67	0.00	-734.88
35	16H	0.00	0.00	0.00	0.00
36	18H	0.00	0.00	0.00	0.00
37	20H	0.00	0.00	0.00	0.00
38	10TT	0.00	0.00	0.00	0.00
39	39	0.00	0.00	0.00	0.00
40	1H	0.00	0.00	0.00	0.00
41	3H	0.00	0.00	0.00	0.00
42	5H	-388.69	-145.76	0.00	-534.45
43	15H	0.00	0.00	0.00	0.00
44	17H	0.00	0.00	0.00	0.00
45	32H	0.00	0.00	0.00	0.00
46	30H	0.00	0.00	0.00	0.00
47	28H	0.00	0.00	0.00	0.00
48	26H	0.00	0.00	0.00	0.00
49	24H	0.00	0.00	0.00	16 0.00

Community Association D.P. No. 270218

Hunterford Estate
 Pennant Hills Road
 Oatlands NSW 2117

LOT BALANCE REPORT

31 October 2023

<u>Lot No</u>	<u>Unit No</u>	<u>Administrative Fund</u>	<u>Capital Works Fund</u>	<u>Other</u>	<u>Total</u>
50	22H	0.00	0.00	0.00	0.00
51	51	0.00	0.00	0.00	0.00
52	52	0.00	0.00	0.00	0.00
53	53	0.00	0.00	0.00	0.00
54	54	0.00	0.00	0.00	0.00
55	55	0.00	0.00	0.00	0.00
56	56	0.00	0.00	0.00	0.00
57	57	0.00	0.00	0.00	0.00
58	58	0.00	0.00	0.00	0.00
59	50H	0.00	0.00	0.00	0.00
60	48H	0.00	0.00	0.00	0.00
61	46H	0.00	6.57	0.06	6.63
62	62	0.00	0.00	0.00	0.00
63	63	0.00	0.00	0.00	0.00
64	64	0.00	0.00	0.00	0.00
65	2G	262.37	98.39	14.07	374.83
66	4G	0.00	0.00	0.00	0.00
67	6G	0.00	0.00	0.00	0.00
68	8G	0.00	0.00	0.00	0.00
69	10G	-301.24	-112.96	0.00	-414.20
70	12G	-291.52	-109.32	0.00	-400.84
71	14G	-330.39	-32.14	0.00	-362.53
72	13G	0.00	0.00	0.00	0.00
73	11G	0.00	0.00	0.00	0.00
74	9G	0.00	0.00	0.00	0.00
75	7G	-1.36	0.00	0.00	-1.36
76	5G	-27.58	0.00	0.00	-27.58
77	3G	0.00	0.00	0.00	0.00
78	1G	0.00	0.00	0.00	0.00
79	7H	0.00	0.00	0.00	0.00
80	9H	0.00	0.00	0.00	0.00
81	11H	0.00	0.00	0.00	0.00
82	13H	0.00	0.00	0.00	0.00
83	8TT	0.00	0.00	0.00	0.00
84	6TT	0.00	0.74	0.01	0.75
85	4TT	0.00	0.74	0.01	0.75
86	2TT	0.00	0.00	0.00	0.00
87	1TG	0.00	0.00	0.00	0.00
88	3TG	0.00	0.00	0.00	0.00
89	5TG	0.00	0.00	0.00	0.00
90	7TG	0.00	0.00	0.00	0.00
91	9TG	0.00	0.00	0.00	0.00
92	11TG	0.00	0.76	0.01	0.77
93	13TG	-65.37	0.00	0.00	-65.37
94	15TG	-3.49	0.00	0.00	-3.49
95	32TT	0.00	0.00	0.00	0.00
96	30TT	0.00	0.00	0.00	0.00
97	28TT	0.00	0.00	0.00	0.00
98	26TT	0.00	0.00	0.00	0.00

Community Association D.P. No. 270218

Hunterford Estate
 Pennant Hills Road
 Oatlands NSW 2117

LOT BALANCE REPORT

31 October 2023

Lot No	Unit No	Administrative Fund	Capital Works Fund	Other	Total
99	24TT	0.00	0.00	0.00	0.00
100	100	0.00	0.00	0.00	0.00
101	101	0.00	0.00	0.00	0.00
102	18TT	0.00	0.00	0.00	0.00
103	16TT	0.00	0.00	0.00	0.00
104	14TT	3.24	134.83	12.17	150.24
105	12TT	0.00	0.00	0.00	0.00
106	19H	0.00	0.00	0.00	0.00
107	21H	0.00	0.00	0.00	0.00
108	23H	-152.64	0.00	0.00	-152.64
109	25H	0.00	0.00	0.00	0.00
110	27H	0.00	0.00	0.00	0.00
111	29H	0.00	2.10	0.02	2.12
112	31H	0.00	0.00	0.00	0.00
113	33H	-298.15	0.00	0.00	-298.15
114	35H	0.00	0.00	0.00	0.00
115	37H	0.00	0.00	0.00	0.00
116	39H	0.00	0.00	0.00	0.00
117	41H	0.00	0.00	0.00	0.00
118	43H	0.00	0.00	0.00	0.00
119	45H	0.00	0.00	0.00	0.00
120	47H	0.00	0.00	0.00	0.00
121	49H	-1.62	0.00	0.00	-1.62
122	51H	0.00	0.00	0.00	0.00
123	31G	0.00	0.00	0.00	0.00
124	29G	0.00	0.00	0.00	0.00
125	27G	281.80	105.68	1,183.35	1,570.83
126	25G	0.00	0.00	0.00	0.00
127	23G	0.00	0.00	0.00	0.00
128	21G	0.00	0.00	0.00	0.00
129	19G	0.00	1.68	0.02	1.70
130	17G	0.00	0.00	0.00	0.00
131	44H	-9.08	0.00	0.00	-9.08
132	42H	0.00	0.00	0.00	0.00
133	40H	0.00	0.00	0.00	0.00
134	38H	0.00	0.00	0.00	0.00
135	36H	0.00	0.00	0.00	0.00
136	34H	0.00	0.00	0.00	0.00
137	1TM	0.00	0.00	0.00	0.00
138	3TM	0.00	0.00	0.00	0.00
139	5TM	0.00	0.78	0.01	0.79
140	7TM	242.93	91.10	13.84	347.87
141	9TM	0.00	0.00	0.00	0.00
142	12TM	0.00	0.00	0.00	0.00
143	10TM	0.00	0.84	0.01	0.85
144	8TM	0.00	0.84	0.01	0.85
145	6TM	0.00	0.84	0.01	0.85
146	4TM	0.00	0.00	0.00	0.00
147	2TM	0.00	1.05	0.01	1.06

Community Association D.P. No. 270218

Hunterford Estate
Pennant Hills Road
Oatlands NSW 2117

LOT BALANCE REPORT

31 October 2023

<u>Lot No</u>	<u>Unit No</u>	<u>Administrative Fund</u>	<u>Capital Works Fund</u>	<u>Other</u>	<u>Total</u>
148	148	0.00	0.00	0.00	0.00
149	22TT	0.00	0.00	0.00	0.00
150	20TT	0.00	0.00	0.00	0.00
Total		(\$1,616.45)	\$46.75	\$1,243.68	(\$326.02)

Community Association D.P. No. 270218

Hunterford Estate Pennant Hills Road Oatlands NSW 2117

STATEMENT OF FINANCIAL POSITION

AS AT 31 OCTOBER 2023

	ACTUAL 31/10/2022	ACTUAL 31/10/2023
<u>OWNERS FUNDS</u>		
Administrative Fund	107,480.05	87,607.23
Capital Works Fund	637,377.64	690,571.33
<u>TOTAL</u>	<u>\$ 744,857.69</u>	<u>\$ 778,178.56</u>
 <u>THESE FUNDS ARE REPRESENTED BY</u>		
<u>ASSETS</u>		
Cash At Bank	330,627.37	356,789.56
Investment A/C Capital Works 1	51,132.05	52,023.01
Investment A/C Capital Works 2	223,256.80	230,780.36
Investment A/C Capital Works 3	143,289.32	146,754.98
Levies In Arrears	7,085.79	2,304.98
Other Arrears	205.00	1,185.78
Interest On Overdue Levies	733.64	57.90
Secondary Debtors	81.76	81.76
<u>TOTAL ASSETS</u>	756,411.73	789,978.33
<u>LIABILITIES</u>		
Gst Clearing Account	(828.77)	(3,685.53)
Payg Clearing Account	2,479.00	3,507.00
Creditors	250.00	8,103.62
Levies In Advance	9,653.81	3,874.68
<u>TOTAL LIABILITIES</u>	11,554.04	11,799.77
 <u>NET ASSETS</u>	 <u>\$ 744,857.69</u>	 <u>\$ 778,178.56</u>

Community Association D.P. No. 270218

Hunterford Estate Pennant Hills Road Oatlands NSW 2117

STATEMENT OF FINANCIAL PERFORMANCE

FOR THE PERIOD 01 NOVEMBER 2022 TO 31 OCTOBER 2023

	ACTUAL	ACTUAL	BUDGET	BUDGET
	01/11/21-31/10/22	01/11/22-31/10/23	01/11/22-31/10/23	01/11/23-31/10/24
<u>ADMINISTRATIVE FUND</u>				
<u>INCOME</u>				
Levies - Administrative Fund	200,000.04	200,000.04	226,240.36	200,000.00
Interest On Overdue Levies	659.99	668.69	0.00	0.00
Income Tax Refund	1,527.09	0.00	0.00	0.00
Key Deposits	918.20	1,363.67	0.00	0.00
Reimbursement	(1,009.08)	(2,146.05)	0.00	0.00
Rental	2,272.75	1,363.64	0.00	0.00
<u>TOTAL ADMIN. FUND INCOME</u>	204,368.99	201,249.99	226,240.36	200,000.00
<u>EXPENDITURE - ADMIN. FUND</u>				
Accounting Fee	410.00	410.00	420.00	430.00
Audit Fees	545.45	0.00	1,070.00	1,200.00
Bank Fees	1,497.18	1,251.60	1,500.00	1,500.00
Business Activity Statement	400.00	400.00	400.00	400.00
Cleaning Materials & Chemicals	0.00	5,418.94	0.00	5,500.00
Common Area Cleaning And Lawns	95,829.19	0.00	101,000.00	0.00
Electricity	6,314.28	7,965.08	6,600.00	8,000.00
Gardening	0.00	108,781.75	0.00	120,000.00
Insurance	6,794.10	21,118.58	7,000.00	22,000.00
Insurance Stamp Duty	657.77	1,840.48	700.00	1,900.00
Insurance Claim/Excess	68.18	0.00	0.00	0.00
Insurance Valuation	2,088.18	0.00	0.00	0.00
Legal Fees	10.00	13,956.06	0.00	0.00
Lift Maintenance	74.33	0.00	0.00	0.00
Lift Registration	(148.66)	0.00	0.00	0.00
Maintenance - Antennae Repairs	0.00	0.00	2,000.00	0.00
Maintenance - Doors	0.00	0.00	500.00	0.00
Maintenance - Electrical	3,786.09	1,029.09	1,000.00	1,000.00
Maintenance - Garden Items	0.00	1,503.10	0.00	0.00
Maintenance - Locksmiths	2,660.00	1,500.00	200.00	1,000.00
Maintenance - Pest Control	0.00	0.00	700.00	0.00
Maintenance - Plumbing	910.00	0.00	2,000.00	2,000.00
Maintenance-Pressure Cleaning	0.00	0.00	3,000.00	0.00
Maintenance - Tree Maintenance	0.00	1,804.55	8,000.00	2,000.00
Maintenance - Water Feature	0.00	0.00	0.00	1,000.00
Maintenance - General	557.27	0.00	0.00	21 0.00

Community Association D.P. No. 270218

Hunterford Estate Pennant Hills Road Oatlands NSW 2117

STATEMENT OF FINANCIAL PERFORMANCE

FOR THE PERIOD 01 NOVEMBER 2022 TO 31 OCTOBER 2023

	ACTUAL	ACTUAL	BUDGET	BUDGET
	01/11/21-31/10/22	01/11/22-31/10/23	01/11/22-31/10/23	01/11/23-31/10/24
Maintenance - Pool	10,071.99	11,585.95	10,000.00	12,000.00
Management Fees	25,780.32	25,780.32	27,070.00	28,416.82
Management Fees Schedule B	0.00	3,440.00	2,400.00	2,000.00
Payg Tax	1,537.00	1,028.00	2,000.00	1,100.00
Postage Photocopy & Stationery	2,569.86	10,378.31	2,000.00	8,000.00
Admin Fund -Maintenance Budget	0.00	0.00	0.00	8,000.00
Security Key/Card Purchases	9.09	54.54	0.00	0.00
Security Key Refund	500.00	100.00	0.00	0.00
Supply & Install Sign	4,500.00	834.55	0.00	0.00
Internet	0.00	472.35	0.00	200.00
Water Rates	168.80	469.56	170.00	500.00
TOTAL ADMIN. EXPENDITURE	167,590.42	221,122.81	179,730.00	228,146.82
SURPLUS / DEFICIT	\$ 36,778.57	\$ (19,872.82)	\$ 46,510.36	\$ (28,146.82)
Opening Admin. Balance	70,701.48	107,480.05	107,480.05	87,607.23
ADMINISTRATIVE FUND BALANCE	\$ 107,480.05	\$ 87,607.23	\$ 153,990.41	\$ 59,460.41

Community Association D.P. No. 270218

Hunterford Estate Pennant Hills Road Oatlands NSW 2117

STATEMENT OF FINANCIAL PERFORMANCE

FOR THE PERIOD 01 NOVEMBER 2022 TO 31 OCTOBER 2023

	ACTUAL	ACTUAL	BUDGET	BUDGET
	01/11/21-31/10/22	01/11/22-31/10/23	01/11/22-31/10/23	01/11/23-31/10/24
<u>CAPITAL WORKS FUND</u>				
<u>INCOME</u>				
Levies - Capital Works Fund	75,000.84	75,000.84	77,608.00	83,941.00
Interest On Investments	1,549.71	11,880.18	0.00	0.00
<u>TOTAL CAPITAL WORKS FUND INCOM</u>	76,550.55	86,881.02	77,608.00	83,941.00
<u>EXPENDITURE - CAPITAL WORKS FU</u>				
Antennae Installation	2,457.00	0.00	0.00	0.00
Electrical Improvements	0.00	9,730.00	9,730.00	0.00
Electrical Repairs	0.00	1,936.55	0.00	0.00
Expenditure - Capital Works Fu	0.00	0.00	0.00	110,000.00
Improvements	0.00	2,137.50	2,200.00	0.00
Income Tax Return Fee	100.00	100.00	100.00	100.00
Landscaping	0.00	3,233.28	700.00	0.00
Painting - Exterior	0.00	0.00	0.00	6,160.00
Plumbing/Drainage Works	25,760.00	8,190.00	0.00	0.00
Swimming Pool Repair/Renovat'n	5,604.55	0.00	0.00	0.00
Tree Maintenance	0.00	7,500.00	0.00	0.00
Pump Replacement	0.00	860.00	860.00	0.00
Cwf - Anticipated Expenses	0.00	0.00	17,750.00	81,150.00
<u>TOTAL CAP. WORKS EXPENDITURE</u>	33,921.55	33,687.33	31,340.00	197,410.00
<u>SURPLUS / DEFICIT</u>	\$ 42,629.00	\$ 53,193.69	\$ 46,268.00	\$ (113,469.00)
Opening Capital Works Fund Bal	594,748.64	637,377.64	637,377.64	690,571.33
<u>CAPITAL WORKS FUND BALANCE</u>	\$ 637,377.64	\$ 690,571.33	\$ 683,645.64	\$ 577,102.33

Community Association D.P. No. 270218

STATEMENT OF KEY FINANCIAL INFORMATION

For period 1 November 2022 to 31 October 2023

Administrative Fund

Balance carried forward	107,480.05
Total income received	201,249.99
Total interest earned	0.00
Total contributions paid	218,821.82
Total unpaid contributions payable	1,566.52
Total expenditure for maintenance	143,359.94
Total expenditure for administration costs	77,762.87
Balance at end of reporting period	87,607.23

Principal items of expenditure proposed for next reporting period

Administration

Management Fees	28,416.82
Insurance	22,000.00
Postage Photocopy & Stationery	8,000.00
Management Fees Schedule B	2,000.00
Bank Fees	1,500.00
Audit Fees	1,200.00
Payg Tax	1,100.00
Accounting Fee	430.00
Business Activity Statement	400.00
Total of proposed administration expenditure	<u>65,046.82</u>

Maintenance

Gardening	120,000.00
Maintenance - Pool	12,000.00
Electricity	8,000.00
Admin Fund -Maintenance Budget	8,000.00
Cleaning Materials & Chemicals	5,500.00
Maintenance - Plumbing	2,000.00
Maintenance - Tree Maintenance	2,000.00
Insurance Stamp Duty	1,900.00
Maintenance - Electrical	1,000.00
Maintenance - Locksmiths	1,000.00
Maintenance - Water Feature	1,000.00
Water Rates	500.00
Internet	200.00
Total of proposed maintenance expenditure	<u>163,100.00</u>
Total of proposed expenditure	<u>228,146.82</u>

Community Association D.P. No. 270218

STATEMENT OF KEY FINANCIAL INFORMATION

For period 1 November 2022 to 31 October 2023

Capital Works Fund

Balance carried forward	637,377.64
Total income received	86,881.02
Total interest earned	11,880.18
Total contributions paid	80,957.21
Total unpaid contributions payable	738.46
Total expenditure for maintenance	33,587.33
Total expenditure for administration costs	100.00
Balance at end of reporting period	690,571.33

Principal items of expenditure proposed for next reporting period

Administration

Income Tax Return Fee	100.00
Total of proposed administration expenditure	100.00

Maintenance

Expenditure - Capital Works Fu	110,000.00
Cwf - Anticipated Expenses	81,150.00
Painting - Exterior	6,160.00
Total of proposed maintenance expenditure	197,310.00
Total of proposed expenditure	197,410.00

Community Association D.P. No. 270218

LOT BUDGET SUMMARY

31/10/2024

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
			Net	Net	
1	1	0	0.00	0.00	0.00
2	8B	375	728.80	305.88	1,034.68
3	6B	350	680.21	285.49	965.70
4	4B	300	583.04	244.70	827.74
5	5R	370	719.08	301.80	1,020.88
6	7R	355	689.93	289.57	979.50
7	9R	345	670.49	281.41	951.90
8	11R	350	680.21	285.49	965.70
9	13R	325	631.63	265.10	896.73
10	18R	275	534.45	224.31	758.76
11	16R	340	660.78	277.33	938.11
12	14R	330	641.34	269.17	910.51
13	12R	315	612.19	256.94	869.13
14	10R	330	641.34	269.17	910.51
15	8R	330	641.34	269.17	910.51
16	6R	330	641.34	269.17	910.51
17	4R	275	534.45	224.31	758.76
18	2R	300	583.04	244.70	827.74
19	19	0	0.00	0.00	0.00
20	20	0	0.00	0.00	0.00
21	15G A	2,740	5,325.09	2,234.97	7,560.06
22	22	0	0.00	0.00	0.00
23	23	0	0.00	0.00	0.00
24	24	0	0.00	0.00	0.00
25	25	0	0.00	0.00	0.00
26	26	0	0.00	0.00	0.00
27	27	0	0.00	0.00	0.00
28	28	0	0.00	0.00	0.00
29	4H	330	641.34	269.17	910.51
30	6H	370	719.08	301.80	1,020.88
31	8H	380	738.52	309.96	1,048.48
32	10H	400	777.39	326.27	1,103.66
33	12H	280	544.17	228.39	772.56
34	14H	350	680.21	285.49	965.70
35	16H	350	680.21	285.49	965.70
36	18H	290	563.60	236.55	800.15
37	20H	290	563.60	236.55	800.15
38	10TT	175	340.11	142.74	482.85
39	39	0	0.00	0.00	0.00
40	1H	160	310.95	130.51	441.46
41	3H	170	330.39	138.67	469.06
42	5H	200	388.69	163.14	551.83
43	15H	170	330.39	138.67	469.06
44	17H	200	388.69	163.14	551.83
45	32H	300	583.04	244.70	827.74
46	30H	325	631.63	265.10	896.73
47	28H	310	602.47	252.86	855.33
Totals:			\$26,013.23	\$10,917.88	\$36,931.11

Community Association D.P. No. 270218

LOT BUDGET SUMMARY

31/10/2024

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	Net	Net Total
48	26H	335		651.06	273.25	924.31
49	24H	335		651.06	273.25	924.31
50	22H	290		563.60	236.55	800.15
51	51	0		0.00	0.00	0.00
52	52	0		0.00	0.00	0.00
53	53	0		0.00	0.00	0.00
54	54	0		0.00	0.00	0.00
55	55	0		0.00	0.00	0.00
56	56	0		0.00	0.00	0.00
57	57	0		0.00	0.00	0.00
58	58	0		0.00	0.00	0.00
59	50H	285		553.89	232.47	786.36
60	48H	280		544.17	228.39	772.56
61	46H	340		660.78	277.33	938.11
62	62	0		0.00	0.00	0.00
63	63	0		0.00	0.00	0.00
64	64	0		0.00	0.00	0.00
65	2G	135		262.37	110.12	372.49
66	4G	150		291.52	122.35	413.87
67	6G	150		291.52	122.35	413.87
68	8G	155		301.24	126.43	427.67
69	10G	155		301.24	126.43	427.67
70	12G	150		291.52	122.35	413.87
71	14G	170		330.39	138.67	469.06
72	13G	145		281.80	118.27	400.07
73	11G	140		272.08	114.20	386.28
74	9G	140		272.08	114.20	386.28
75	7G	135		262.37	110.12	372.49
76	5G	145		281.80	118.27	400.07
77	3G	140		272.08	114.20	386.28
78	1G	130		252.65	106.04	358.69
79	7H	150		291.52	122.35	413.87
80	9H	152		295.41	123.98	419.39
81	11H	152		295.41	123.98	419.39
82	13H	154		299.29	125.61	424.90
83	8TT	120		233.22	97.88	331.10
84	6TT	120		233.22	97.88	331.10
85	4TT	120		233.22	97.88	331.10
86	2TT	135		262.37	110.12	372.49
87	1TG	170		330.39	138.67	469.06
88	3TG	120		233.22	97.88	331.10
89	5TG	120		233.22	97.88	331.10
90	7TG	120		233.22	97.88	331.10
91	9TG	160		310.95	130.51	441.46
92	11TG	122		237.10	99.52 ⁷	336.61
93	13TG	120		233.22	97.88	331.10
94	15TG	130		252.65	106.04	358.69
Totals:				\$37,810.08	\$15,869.05	\$53,679.13

Community Association D.P. No. 270218

LOT BUDGET SUMMARY

31/10/2024

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	Net	Net Total
95	32TT	185		359.54	150.90	510.44
96	30TT	185		359.54	150.90	510.44
97	28TT	220		427.56	179.45	607.01
98	26TT	185		359.54	150.90	510.44
99	24TT	185		359.54	150.90	510.44
100	100	0		0.00	0.00	0.00
101	101	0		0.00	0.00	0.00
102	18TT	185		359.54	150.90	510.44
103	16TT	185		359.54	150.90	510.44
104	14TT	185		359.54	150.90	510.44
105	12TT	185		359.54	150.90	510.44
106	19H	225		437.28	183.53	620.81
107	21H	220		427.56	179.45	607.01
108	23H	220		427.56	179.45	607.01
109	25H	170		330.39	138.67	469.06
110	27H	170		330.39	138.67	469.06
111	29H	170		330.39	138.67	469.06
112	31H	225		437.28	183.53	620.81
113	33H	170		330.39	138.67	469.06
114	35H	170		330.39	138.67	469.06
115	37H	170		330.39	138.67	469.06
116	39H	170		330.39	138.67	469.06
117	41H	170		330.39	138.67	469.06
118	43H	170		330.39	138.67	469.06
119	45H	165		320.67	134.59	455.26
120	47H	170		330.39	138.67	469.06
121	49H	170		330.39	138.67	469.06
122	51H	170		330.39	138.67	469.06
123	31G	145		281.80	118.27	400.07
124	29G	140		272.08	114.20	386.28
125	27G	145		281.80	118.27	400.07
126	25G	135		262.37	110.12	372.49
127	23G	145		281.80	118.27	400.07
128	21G	145		281.80	118.27	400.07
129	19G	135		262.37	110.12	372.49
130	17G	145		281.80	118.27	400.07
131	44H	165		320.67	134.59	455.26
132	42H	165		320.67	134.59	455.26
133	40H	165		320.67	134.59	455.26
134	38H	165		320.67	134.59	455.26
135	36H	165		320.67	134.59	455.26
136	34H	165		320.67	134.59	455.26
137	1TM	150		291.52	122.35	413.87
138	3TM	125		242.93	101.96	344.89
139	5TM	125		242.93	101.96	344.89
140	7TM	125		242.93	101.96	344.89
141	9TM	150		291.52	122.35	413.87
Totals:				\$52,570.66	\$22,064.20	\$74,634.86

Community Association D.P. No. 270218

LOT BUDGET SUMMARY

31/10/2024

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	Net	Net Total
142	12TM	175		340.11	142.74	482.85
143	10TM	135		262.37	110.12	372.49
144	8TM	135		262.37	110.12	372.49
145	6TM	135		262.37	110.12	372.49
146	4TM	135		262.37	110.12	372.49
147	2TM	170		330.39	138.67	469.06
148	148	0		0.00	0.00	0.00
149	22TT	175		340.11	142.74	482.85
150	20TT	190		369.26	154.98	524.24
Total				\$55,000.01	\$23,083.81	\$78,083.82

Community Association D.P. No. 270218

Hunterford Estate Pennant Hills Road Oatlands NSW 2117

Transactions for the period from 01/11/22 to 31/10/23

For Selected Accounts

Date	Details	Type	Reference	Reference Details	Amount
1333 Legal Fees					
19/01/23	GST MA010206	Journal	J0030074		1.00
19/01/23	GST MA010207	Journal	J0030078		1.00
19/01/23	GST MA010208	Journal	J0030082		1.00
19/01/23	GST MA010209	Journal	J0030086		1.00
19/01/23	GST MA010210	Journal	J0030090		1.00
19/01/23	GST MA010211	Journal	J0030094		1.00
19/01/23	GST MA010212	Journal	J0030098		1.00
19/01/23	GST MA010213	Journal	J0030102		1.00
19/01/23	GST MA010214	Journal	J0030106		1.00
19/01/23	GST MA010215	Journal	J0030110		1.00
19/01/23	GST MA010216	Journal	J0030114		1.00
19/01/23	GST MA010217	Journal	J0030118		1.00
19/01/23	GST MA010218	Journal	J0030122		1.00
19/01/23	GST MA010219	Journal	J0030126		1.00
19/01/23	GST MA010220	Journal	J0030130		5.91
19/01/23	02100010-Committed -1	Debtor Invoice	MA010206	Shufen Zhang 02100010	-11.00
19/01/23	02100018-Committed -1	Debtor Invoice	MA010207	Mun Suk Jang & Jong Hee Park 02100018	-11.00
19/01/23	02100032-Committed -1	Debtor Invoice	MA010208	Maritoni Smith 02100032	-11.00
19/01/23	02100041-Committed -1	Debtor Invoice	MA010209 X		-11.00
19/01/23	02100094-Committed -1	Debtor Invoice	MA010212	Wu L 02100094	-11.00
19/01/23	02100102-Committed -1	Debtor Invoice	MA010213	Fowke D & S 02100102	-11.00
19/01/23	02100112-Committed -1	Debtor Invoice	MA010214	Bowditch R C & P A 02100112	-11.00
19/01/23	02100113-Committed -1	Debtor Invoice	MA010215	Chen J & Wang Z 02100113	-11.00
19/01/23	02100121-Committed -1	Debtor Invoice	MA010216	Gosain A & Sharma S 02100121	-11.00
19/01/23	02100123-Committed -1	Debtor Invoice	MA010217	Ping Hong 02100123	-11.00
19/01/23	02100124-Committed -1	Debtor Invoice	MA010218	Mark Y & Maria D F Zhang 02100124	-11.00
19/01/23	02100131-Committed -1	Debtor Invoice	MA010219	Kumar S & Shah T 02100131	-11.00
19/01/23	02100093-Committed -4	Debtor Invoice	MA010220	Duke A & Roberts J 02100093	-65.00
19/01/23	02100050-Committed -1	Debtor Invoice	MA010210	Kande R & C D 02100050	-11.00
19/01/23	02100059-Committed -1	Debtor Invoice	MA010211 X		-11.00
27/01/23	02100059-Committed	Journal	MA010211 Y		11.00
27/01/23	GST MA010211 Y	Journal	J0030165		-1.00
31/01/23	GST DA011776	Journal	J0030195		-18.91
31/01/23	Arrears Fees M0425080	Creditor Invoice	DA011776	Premier Strata Management P/L 08200002	208.00
02/02/23	GST MA010221	Journal	J0030235		1.00
02/02/23	GST MA010222	Journal	J0030239		1.91
02/02/23	GST MA010223	Journal	J0030243		1.91
02/02/23	GST MA010224	Journal	J0030247		1.91
02/02/23	GST MA010225	Journal	J0030251		1.91
02/02/23	02100086-Committed -1	Debtor Invoice	MA010221 X		-11.00
02/02/23	02100010-Committed -2	Debtor Invoice	MA010222	Shufen Zhang 02100010	-21.00
02/02/23	02100018-Committed -2	Debtor Invoice	MA010223	Mun Suk Jang & Jong Hee Park 02100018	-21.00
02/02/23	02100032-Committed -2	Debtor Invoice	MA010224	Maritoni Smith 02100032	-21.00
02/02/23	02100094-Committed -2	Debtor Invoice	MA010225	Wu L 02100094	-21.00
08/02/23	02100086-Committed	Journal	MA010221 Y		11.00
08/02/23	GST DA011781	Journal	J0030274		-8.64
08/02/23	GST MA010221 Y	Journal	J0030303		-1.00
08/02/23	Arrears Fees M0427816	Creditor Invoice	DA011781	Premier Strata Management P/L 08200002	95.00
17/02/23	GST MA010226	Journal	J0030343		5.91
17/02/23	GST MA010227	Journal	J0030347		5.91
17/02/23	02100018-Committed -3	Debtor Invoice	MA010226	Mun Suk Jang & Jong Hee Park 02100018	-65.00
17/02/23	02100032-Committed -3	Debtor Invoice	MA010227	Maritoni Smith 02100032	-65.00

Community Association D.P. No. 270218

Hunterford Estate Pennant Hills Road Oatlands NSW 2117

Transactions for the period from 01/11/22 to 31/10/23

For Selected Accounts

Date	Details	Type	Reference	Reference Details	Amount
Legal Fees 1333 (Continued)					
28/02/23	GST DA011791	Journal	J0030377		-10.82
28/02/23	Arrears Fees M0429807	Creditor Invoice	DA011791	Premier Strata Management P/L 08200002	119.00
03/03/23	GST MA010228	Journal	J0030452		1.00
03/03/23	02100071-Committed -1	Debtor Invoice	MA010228	Arun & Jyoti Timilsina 02100071	-11.00
24/03/23	Legal Fees Com legal	Debtor Invoice	MA010229	Lina Haroon 02100125	-165.00
24/03/23	GST MA010229	Journal	J0030526		15.00
29/03/23	GST MA010230	Journal	J0030535		5.00
29/03/23	Demand Letter	Debtor Invoice	MA010230	Lina Haroon 02100125	-55.00
14/04/23	02100011-Committed -1	Debtor Invoice	MA010231	Sung Woo Yong & Seung Hyun Ki 02100011	-11.00
14/04/23	02100021-Committed -1	Debtor Invoice	MA010232 X		-11.00
14/04/23	02100075-Committed -1	Debtor Invoice	MA010233	Yang S 02100075	-11.00
14/04/23	02100076-Committed -1	Debtor Invoice	MA010234	Yau Chung Ng 02100076	-11.00
14/04/23	02100111-Committed -1	Debtor Invoice	MA010235	Patel N & K 02100111	-11.00
14/04/23	02100129-Committed -1	Debtor Invoice	MA010236 X		-11.00
14/04/23	GST MA010231	Journal	J0030597		1.00
14/04/23	GST MA010232	Journal	J0030601		1.00
14/04/23	GST MA010233	Journal	J0030605		1.00
14/04/23	GST MA010234	Journal	J0030609		1.00
14/04/23	GST MA010235	Journal	J0030613		1.00
14/04/23	GST MA010236	Journal	J0030617		1.00
29/04/23	GST DA011813	Journal	J0030648		-7.00
29/04/23	GST MA010237	Journal	J0030662		5.91
29/04/23	GST DA011820	Journal	J0030664		-5.91
29/04/23	Arrears Fees M0434426	Creditor Invoice	DA011813	Premier Strata Management P/L 08200002	77.00
29/04/23	Arrears Mgt Fee M0437196	Creditor Invoice	DA011820	Premier Strata Management P/L 08200002	65.00
29/04/23	Council waste agreem 1002	Creditor Invoice	DA011839	Thomas Martin Lawyers 08204214	1347.50
29/04/23	Arrears Mgt Fee Monthly arrears fee lot:125 2141891	Debtor Invoice	MA010237	Lina Haroon 02100125	-65.00
29/04/23	GST DA011839	Journal	J0032153		-122.50
01/05/23	Lot125 S 86 Demand Lot125 S86D	Debtor Invoice	MA010238	Lina Haroon 02100125	-198.00
01/05/23	Incorrect payment	Payment	C0000953	Strata Plan 68690	55.00
01/05/23	GST C0000953	Journal	J0030696		-5.00
01/05/23	GST MA010238	Journal	J0030700		18.00
03/05/23	GST C0000954	Journal	J0030717		-18.00
03/05/23	27g Legal fees	Payment	C0000954	Strata Plan 40106	198.00
12/05/23	GST MA010239	Journal	J0030762		1.91
12/05/23	GST MA010240	Journal	J0030766		1.91
12/05/23	02100075-Committed -2	Debtor Invoice	MA010239	Yang S 02100075	-21.00
12/05/23	02100111-Committed -2	Debtor Invoice	MA010240	Patel N & K 02100111	-21.00
29/05/23	GST DA011835	Journal	J0030915		-8.00
29/05/23	GST DA011836	Journal	J0030919		-73.89
29/05/23	U125 legal fees 421736	Creditor Invoice	DA011835	Collection Corporation Of Aust 08201363	88.00
29/05/23	U125 legal fees 421739	Creditor Invoice	DA011836	Collection Corporation Of Aust 08201363	812.80
30/05/23	Arrears Fees M0438246	Creditor Invoice	DA011827	Premier Strata Management P/L 08200002	42.00
30/05/23	Arrears Mgt Fee M0440482	Creditor Invoice	DA011832	Premier Strata Management P/L 08200002	65.00
30/05/23	GST DA011827	Journal	J0030838		-3.82
30/05/23	GST MA010241	Journal	J0030848		5.91
30/05/23	GST DA011832	Journal	J0030850		-5.91
30/05/23	Arrears Mgt Fee Monthly arrears fee lot:125 2157962	Debtor Invoice	MA010241	Lina Haroon 02100125	-65.00
31/05/23	L125 title search L125 title	Debtor Invoice	MA010242	Lina Haroon 02100125	-88.00
31/05/23	L125 summons L125 Summon	Debtor Invoice	MA010243	Lina Haroon 02100125	-812.80
31/05/23	GST MA010242	Journal	J0030869		8.00
31/05/23	GST MA010243	Journal	J0030873		73.89

Community Association D.P. No. 270218

Hunterford Estate Pennant Hills Road Oatlands NSW 2117

Transactions for the period from 01/11/22 to 31/10/23

For Selected Accounts

Date	Details	Type	Reference	Reference Details	Amount
Legal Fees 1333 (Continued)					
23/06/23	02100032-Committed -4	Debtor Invoice	MA010245	Maritoni Smith 02100032	-65.00
23/06/23	GST MA010245	Journal	J0031021		5.91
27/06/23	GST DA011842	Journal	J0031028		-5.91
27/06/23	GST MA010246	Journal	J0031038		5.91
27/06/23	GST DA011847	Journal	J0031040		-5.91
27/06/23	Arrears Mgt Fee Monthly arrears fee lot:125 2171723	Debtor Invoice	MA010246	Lina Haroon 02100125	-65.00
27/06/23	Arrears Fees M0441206	Creditor Invoice	DA011842	Premier Strata Management P/L 08200002	65.00
27/06/23	Arrears Mgt Fee M0443153	Creditor Invoice	DA011847	Premier Strata Management P/L 08200002	65.00
07/07/23	GST MA010247	Journal	J0031097		1.00
07/07/23	GST MA010248	Journal	J0031101		1.00
07/07/23	GST MA010249	Journal	J0031105		1.00
07/07/23	GST MA010250	Journal	J0031109		1.00
07/07/23	GST MA010251	Journal	J0031113		1.00
07/07/23	GST MA010252	Journal	J0031117		1.00
07/07/23	GST MA010253	Journal	J0031121		1.00
07/07/23	GST MA010254	Journal	J0031125		1.00
07/07/23	GST MA010255	Journal	J0031129		1.00
07/07/23	GST MA010256	Journal	J0031133		1.00
07/07/23	GST MA010257	Journal	J0031137		1.00
07/07/23	GST MA010258	Journal	J0031141		1.00
07/07/23	GST MA010259	Journal	J0031145		1.00
07/07/23	GST MA010260	Journal	J0031149		1.00
07/07/23	GST MA010261	Journal	J0031153		1.00
07/07/23	GST MA010262	Journal	J0031157		1.00
07/07/23	GST MA010263	Journal	J0031161		1.00
07/07/23	GST MA010264	Journal	J0031165		1.00
07/07/23	GST MA010265	Journal	J0031169		1.00
07/07/23	GST MA010266	Journal	J0031173		1.00
07/07/23	GST MA010250 Y	Journal	J0031177		-1.00
07/07/23	GST MA010248 Y	Journal	J0031181		-1.00
07/07/23	GST MA010209 Y	Journal	J0031185		-1.00
07/07/23	02100021-Committed -1	Debtor Invoice	MA010247 X		-11.00
07/07/23	02100041-Committed -1	Debtor Invoice	MA010248 X		-11.00
07/07/23	02100041-Committed	Journal	MA010248 Y		11.00
07/07/23	02100066-Committed -1	Debtor Invoice	MA010249	Cameron & Jane Wallace 02100066	-11.00
07/07/23	02100083-Committed -1	Debtor Invoice	MA010250 X		-11.00
07/07/23	02100083-Committed	Journal	MA010250 Y		11.00
07/07/23	02100084-Committed -1	Debtor Invoice	MA010251	Andrew Mitchell & Monica Poh 02100084	-11.00
07/07/23	02100085-Committed -1	Debtor Invoice	MA010252	B E McCarthy 02100085	-11.00
07/07/23	02100090-Committed -1	Debtor Invoice	MA010253	Jennifer Sang Chen 02100090	-11.00
07/07/23	02100092-Committed -1	Debtor Invoice	MA010254	Christopher Michael Goringe & 02100092	-11.00
07/07/23	02100093-Committed -1	Debtor Invoice	MA010255	Duke A & Roberts J 02100093	-11.00
07/07/23	02100094-Committed -1	Debtor Invoice	MA010256	Wu L 02100094	-11.00
07/07/23	02100102-Committed -1	Debtor Invoice	MA010257	Fowke D & S 02100102	-11.00
07/07/23	02100104-Committed -1	Debtor Invoice	MA010258	Seo Y T & Jeon H M 02100104	-11.00
07/07/23	02100108-Committed -1	Debtor Invoice	MA010259	Gregory Mark Ellem 02100108	-11.00
07/07/23	02100109-Committed -1	Debtor Invoice	MA010260	Anurag & Veena Sethia 02100109	-11.00
07/07/23	02100129-Committed -1	Debtor Invoice	MA010261 X		-11.00
07/07/23	02100139-Committed -1	Debtor Invoice	MA010262	Jane Chi Yan Wong 02100139	-11.00
07/07/23	02100143-Committed -1	Debtor Invoice	MA010263	Miao J & Su W 02100143	-11.00
07/07/23	02100144-Committed -1	Debtor Invoice	MA010264	De Beer R 02100144	-11.00
07/07/23	02100145-Committed -1	Debtor Invoice	MA010265	De Beer R 02100145	-11.00

Community Association D.P. No. 270218

Hunterford Estate Pennant Hills Road Oatlands NSW 2117

Transactions for the period from 01/11/22 to 31/10/23

For Selected Accounts

Date	Details	Type	Reference	Reference Details	Amount
Legal Fees 1333 (Continued)					
07/07/23	02100147-Committed -1	Debtor Invoice	MA010266	Lewjam Pty Ltd 02100147	-11.00
07/07/23	02100041-Committed	Journal	MA010209 Y		11.00
19/07/23	02100021-Committed	Journal	MA010232 Y		11.00
19/07/23	02100021-Committed	Journal	MA010247 Y		11.00
19/07/23	GST MA010247 Y	Journal	J0031203		-1.00
19/07/23	GST MA010232 Y	Journal	J0031207		-1.00
21/07/23	GST MA010261 Y	Journal	J0031221		-1.00
21/07/23	GST MA010236 Y	Journal	J0031225		-1.00
21/07/23	02100129-Committed	Journal	MA010236 Y		11.00
21/07/23	02100129-Committed	Journal	MA010261 Y		11.00
25/07/23	GST DA011867	Journal	J0031301		-14.00
25/07/23	legal fees 42740	Creditor Invoice	DA011867	Collection Corporation Of Aust 08201363	154.00
26/07/23	Arrears Fees M0445110	Creditor Invoice	DA011859	Premier Strata Management P/L 08200002	143.00
26/07/23	Arrears Mgt Fee M0447167	Creditor Invoice	DA011864	Premier Strata Management P/L 08200002	65.00
26/07/23	GST DA011859	Journal	J0031275		-13.00
26/07/23	GST MA010267	Journal	J0031285		5.91
26/07/23	GST DA011864	Journal	J0031287		-5.91
26/07/23	GST MA010268	Journal	J0031296		14.00
26/07/23	Arrears Mgt Fee Monthly Arrears Fee Lot: 125 2190550	Debtor Invoice	MA010267	Lina Haroon 02100125	-65.00
26/07/23	L125 SOC L125 SOC	Debtor Invoice	MA010268	Lina Haroon 02100125	-154.00
31/07/23	GST DA011918	Journal	J0031802		-40.00
31/07/23	Council waste agreem 1174	Creditor Invoice	DA011918	Thomas Martin Lawyers 08204214	440.00
04/08/23	GST MA010269	Journal	J0031370		1.91
04/08/23	GST MA010270	Journal	J0031374		1.91
04/08/23	02100093-Committed -2	Debtor Invoice	MA010269	Duke A & Roberts J 02100093	-21.00
04/08/23	02100094-Committed -2	Debtor Invoice	MA010270	Wu L 02100094	-21.00
14/08/23	GST DA011874	Journal	J0031440		-33.48
14/08/23	GST DA011875	Journal	J0031460		-24.00
14/08/23	GST DA011876	Journal	J0031464		-16.92
14/08/23	Legal fees 429416	Creditor Invoice	DA011874	Collection Corporation Of Aust 08201363	368.30
14/08/23	Legal fees 429417	Creditor Invoice	DA011875	Collection Corporation Of Aust 08201363	264.00
14/08/23	Legal fees 429414	Creditor Invoice	DA011876	Collection Corporation Of Aust 08201363	186.12
16/08/23	GST MA010271	Journal	J0031428		16.92
16/08/23	GST MA010272	Journal	J0031432		24.00
16/08/23	GST MA010273	Journal	J0031436		33.48
16/08/23	L125 Jmnt L125 Jmnt	Debtor Invoice	MA010271	Lina Haroon 02100125	-186.12
16/08/23	L125 GO L125 GO	Debtor Invoice	MA010272	Lina Haroon 02100125	-264.00
16/08/23	L125 WFLOP L125 WFLOP	Debtor Invoice	MA010273	Lina Haroon 02100125	-368.30
23/08/23	GST DA011885	Journal	J0031525		-5.00
23/08/23	Court notice 430599	Creditor Invoice	DA011885	Collection Corporation Of Aust 08201363	55.00
25/08/23	GST MA010274	Journal	J0031487		5.00
25/08/23	L125 - EO L125 - EO	Debtor Invoice	MA010274	Lina Haroon 02100125	-55.00
30/08/23	Arrears Mgt Fee Monthly arrears fees lot: 125 2212281	Debtor Invoice	MA010275	Lina Haroon 02100125	-65.00
30/08/23	GST DA011877	Journal	J0031504		-3.82
30/08/23	GST MA010275	Journal	J0031514		5.91
30/08/23	GST DA011882	Journal	J0031516		-5.91
30/08/23	Arrears Fees M0448580	Creditor Invoice	DA011877	Premier Strata Management P/L 08200002	42.00
30/08/23	Arrears Mgt Fee M0450966	Creditor Invoice	DA011882	Premier Strata Management P/L 08200002	65.00
22/09/23	Legal fees 1252	Creditor Invoice	DA011901	Thomas Martin Lawyers 08204214	2003.65
22/09/23	GST DA011901	Journal	J0031678		-182.15
26/09/23	GST MA010276	Journal	J0031696		5.91
26/09/23	GST DA011906	Journal	J0031698		-5.91

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Hunterford Estate Pennant Hills Road Oatlands NSW 2117

Transactions for the period from 01/11/22 to 31/10/23

For Selected Accounts

Date	Details	Type	Reference	Reference Details	Amount
Legal Fees 1333 (Continued)					
26/09/23	Arrears Mgt Fee Monthly arrears Fee Lot: 125 2217417	Debtor Invoice	MA010276	Lina Haroon 02100125	-65.00
26/09/23	Arrears Mgt Fee M0453254	Creditor Invoice	DA011906	Premier Strata Management P/L 08200002	65.00
30/09/23	Legal fees 55373	Creditor Invoice	DA011915	Bannermans Lawyers 08200394	11725.52
30/09/23	GST DA011915	Journal	J0031789		-1065.96
13/10/23	GST MA010277	Journal	J0031761		1.00
13/10/23	GST MA010278	Journal	J0031765		1.00
13/10/23	GST MA010279	Journal	J0031769		1.00
13/10/23	GST MA010280	Journal	J0031773		1.00
13/10/23	GST MA010281	Journal	J0031777		1.00
13/10/23	GST MA010282	Journal	J0031781		1.00
13/10/23	GST MA010283	Journal	J0031785		1.00
13/10/23	02100032-Committed -1	Debtor Invoice	MA010277	Maritoni Smith 02100032	-11.00
13/10/23	02100065-Committed -1	Debtor Invoice	MA010278	Victoria Xue Liu Wang 02100065	-11.00
13/10/23	02100075-Committed -1	Debtor Invoice	MA010279	Yang S 02100075	-11.00
13/10/23	02100104-Committed -1	Debtor Invoice	MA010280	Seo Y T & Jeon H M 02100104	-11.00
13/10/23	02100121-Committed -1	Debtor Invoice	MA010281	Gosain A & Sharma S 02100121	-11.00
13/10/23	02100125-Committed -1	Debtor Invoice	MA010282	Lina Haroon 02100125	-11.00
13/10/23	02100140-Committed -1	Debtor Invoice	MA010283	Sandhu J & Xue Y 02100140	-11.00
30/10/23	GST DA011920	Journal	J0031831		-7.00
30/10/23	Arrears Fees M0454590	Creditor Invoice	DA011920	Premier Strata Management P/L 08200002	77.00
Total:					\$13956.06
1375 Maintenance - Electrical					
30/01/23	Service pump 19247	Creditor Invoice	DA011775	Dde Services Electrical 08200781	126.50
30/01/23	GST DA011775	Journal	J0032033		-11.50
07/03/23	push button timer 19770	Creditor Invoice	DA011809	Dde Services Electrical 08200781	884.50
07/03/23	GST DA011809	Journal	J0030573		-80.41
02/08/23	Repair light 20953	Creditor Invoice	DA011870	Dde Services Electrical 08200781	121.00
02/08/23	GST DA011870	Journal	J0031389		-11.00
03/08/23	GST DA011871	Journal	J0031393		-135.00
03/08/23	GST DA011871	Journal	J0032157		135.00
Total:					\$1029.09
1384 Maintenance - Garden Items					
09/11/22	July-August service	Journal	J0029787		553.41
09/11/22	GST J0029787	Journal	J0029788		-50.31
04/10/23	Garden items 17800	Creditor Invoice	DA011914	Parklea Pots & Plants 08205186	1100.00
04/10/23	GST DA011914	Journal	J0031754		-100.00
Total:					\$1503.10
1405 Maintenance - Locksmiths					
14/12/22	GST DA011751	Journal	J0029990		-15.00
14/12/22	Rep tennis court gat 62241	Creditor Invoice	DA011751	Bells Locksmiths 08200048	165.00
03/08/23	S&I locks 82210	Creditor Invoice	DA011871	Able Locksmiths Pty Ltd 08200043	1485.00
03/08/23	GST DA011871	Journal	J0032161		-135.00
Total:					\$1500.00
1429 Maintenance - Tree Maintenance					
10/11/22	GST DA011739	Journal	J0032209		750.00
10/11/22	GST DA011739	Journal	J0029808		-750.00
16/02/23	Tree inspection 5212	Creditor Invoice	DA011888	Australian Tree Consultants 08205148	885.00
16/02/23	Tree inspection 5212	Creditor Invoice	DA011849	Australian Tree Services P/L 08203913	885.00

Community Association D.P. No. 270218

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Transactions for the period from 01/11/22 to 31/10/23

For Selected Accounts

Date	Details	Type	Reference	Reference Details	Amount
Maintenance - Tree Maintenance 1429 (Continued)					
16/02/23	GST DA011888	Journal	J0031602		-80.45
16/02/23	GST DA011849	Journal	J0031048		-80.45
05/09/23	GST B0010331	Journal	J0031611		80.45
05/09/23	Australian Tree Aust	Payment	B0010331		-885.00
19/10/23	Tree application	Creditor Invoice	DA011919	City Of Parramatta 08200264	1100.00
19/10/23	GST DA011919	Journal	J0031806		-100.00
Total:					\$1804.55
1441 Maintenance - Pool					
10/11/22	GST DA011738	Journal	J0029804		-72.59
10/11/22	October maint 13166	Creditor Invoice	DA011738	Poolwerx Parramatta 08200308	798.54
17/11/22	September pool maint 12710	Creditor Invoice	DA011741	Poolwerx Parramatta 08200308	776.30
17/11/22	GST DA011741	Journal	J0029828		-70.57
14/12/22	GST DA011752	Journal	J0029994		-87.48
14/12/22	November pool serv 13651	Creditor Invoice	DA011752	Poolwerx Parramatta 08200308	962.23
16/01/23	December pool serv 14171	Creditor Invoice	DA011772	Poolwerx Parramatta 08200308	891.97
16/01/23	GST DA011772	Journal	J0030062		-81.09
31/01/23	January maintenance PAR14617	Creditor Invoice	DA011786	Poolwerx Parramatta 08200308	1242.10
31/01/23	GST DA011786	Journal	J0030291		-112.92
28/02/23	GST DA011800	Journal	J0030492		-109.92
28/02/23	Feb service PAR15036	Creditor Invoice	DA011800	Poolwerx Parramatta 08200308	1209.16
31/03/23	March pool serv INVPAR15556	Creditor Invoice	DA011810	Poolwerx Parramatta 08200308	1017.09
31/03/23	GST DA011810	Journal	J0030585		-92.46
30/04/23	GST DA011824	Journal	J0030747		-85.72
30/04/23	April pool maint INVPAR15910	Creditor Invoice	DA011824	Poolwerx Parramatta 08200308	942.95
31/05/23	May maint INVPAR16316	Creditor Invoice	DA011838	Poolwerx Parramatta 08200308	1041.95
31/05/23	GST DA011838	Journal	J0030927		-94.72
30/06/23	GST DA011854	Journal	J0031089		-83.40
30/06/23	June service INVPAR16697	Creditor Invoice	DA011854	Poolwerx Parramatta 08200308	917.40
31/07/23	July pool serv INVPAR17050	Creditor Invoice	DA011869	Poolwerx Parramatta 08200308	699.61
31/07/23	GST DA011869	Journal	J0031385		-63.60
31/08/23	GST DA011889	Journal	J0031616		-105.91
31/08/23	August service INVPAR17389	Creditor Invoice	DA011889	Poolwerx Parramatta 08200308	1165.06
30/09/23	September pool serv INVPAR17782	Creditor Invoice	DA011912	Poolwerx Parramatta 08200308	1080.17
30/09/23	GST DA011912	Journal	J0031744		-98.20
Total:					\$11585.95
1543 Supply & Install Sign					
05/07/23	GST DA011855	Journal	J0031093		-83.45
05/07/23	S&I 2 notice boards INV0041147	Creditor Invoice	DA011855	Retail Display Direct Pty Ltd 08205072	918.00
Total:					\$834.55
2234 Electrical Improvements					
10/11/22	Inst ELV garden boll lights around complex 19012	Creditor Invoice	DA011736	Dde Services Electrical 08200781	10703.00
10/11/22	GST DA011736	Journal	J0029796		-973.00
Total:					\$9730.00
2237 Electrical Repairs					
30/10/23	Electrical works	Payment	F0001933	Mario & Effie Christodoulou	2130.21
30/10/23	GST F0001933	Journal	J0031843		-193.66
Total:					\$1936.55
2270 Improvements					
12/12/22	GST DA011750	Journal	J0029978		-213.75

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Transactions for the period from 01/11/22 to 31/10/23

For Selected Accounts

Date	Details	Type	Reference	Reference Details	Amount
Improvements 2270 (Continued)					
12/12/22	Deposit EST-530	Creditor Invoice	DA011750	Aashrivee Pty Ltd 08204321	2351.25
Total:					\$2137.50
2285 Landscaping					
29/11/22	Supply pavers 212810	Creditor Invoice	DA011747	Amber - Kellyville 08204779	509.00
29/11/22	GST DA011747	Journal	J0032173		-46.27
21/12/22	GST DA011762	Journal	J0032181		-93.18
21/12/22	Dig out 2 areas & replay pavers 3343102	Creditor Invoice	DA011762	A-Class Maintenance 08201129	1025.00
30/01/23	Mulch	Payment	F0001860	Millie Au	724.60
30/01/23	GST F0001860	Journal	J0030183		-65.87
01/03/23	February maint JDP-01122	Creditor Invoice	DA011798	Jim's Diggers (Penrith) 08204904	649.00
01/03/23	March maint JDP-01122	Creditor Invoice	DA011804	Jim's Diggers (Penrith) 08204904	649.00
01/03/23	GST DA011798	Journal	J0032197		-59.00
01/03/23	GST DA011804	Journal	J0032205		-59.00
Total:					\$3233.28
2303 Plumbing/Drainage Works					
28/02/23	pond works INV-13369	Creditor Invoice	DA011808	A Style Plumbing Drainage 08200509	2277.00
28/02/23	GST DA011808	Journal	J0030569		-207.00
08/03/23	GST DA011801	Journal	J0030496		-320.00
08/03/23	GST DA011802	Journal	J0030500		-196.00
08/03/23	Repair leak 13439	Creditor Invoice	DA011801	A Style Plumbing Drainage 08200509	3520.00
08/03/23	Repair water leak 13440	Creditor Invoice	DA011802	A Style Plumbing Drainage 08200509	2156.00
12/09/23	Repair leak INV-14213	Creditor Invoice	DA011898	A Style Plumbing Drainage 08200509	550.00
12/09/23	GST DA011898	Journal	J0032041		-50.00
13/09/23	GST DA011899	Journal	J0032049		-46.00
13/09/23	Repl sec irrig pipel INV-14226	Creditor Invoice	DA011899	A Style Plumbing Drainage 08200509	506.00
Total:					\$8190.00
2336 Tree Maintenance					
10/11/22	Compl tree works 0117435	Creditor Invoice	DA011739	Skyline Landscape Services P/L 08200332	8250.00
10/11/22	GST DA011739	Journal	J0032213		-750.00
Total:					\$7500.00
2346 Pump Replacement					
23/11/22	Service pump 121583	Creditor Invoice	DA011742	Pumps And Pipes 08204768	946.00
23/11/22	GST DA011742	Journal	J0029857		-86.00
Total:					\$860.00
Report Total:					\$65800.63

SUMMARY OF CONTRIBUTIONS

15 YEAR PLAN 15 YEAR FORECAST: Starting November 2020
for

HUNTERFORD DP270218

Prepared by Leary & Partners Pty Ltd - Job No. 15966

Dated : 02 March 2020

Fund Balance @ November 2020: \$422,000.00

For the 12 month period ending	Total Contributions+	Expected Requirements	Fund Balance*	Interest less Tax
31/10/2021	\$74,623	\$109,268	\$393,021	\$5,665
31/10/2022	\$77,608	\$56,845	\$419,433	\$5,648
31/10/2023	\$80,713	\$17,750	\$488,708	\$6,313
31/10/2024	\$83,941	\$81,150	\$498,360	\$6,861
31/10/2025	\$87,299	\$95,856	\$496,721	\$6,917
31/10/2026	\$90,791	\$43,463	\$551,334	\$7,285
31/10/2027	\$94,422	\$33,209	\$620,695	\$8,147
31/10/2028	\$98,199	\$82,924	\$644,767	\$8,797
31/10/2029	\$102,127	\$86,417	\$669,614	\$9,137
31/10/2030	\$106,212	\$678,114	\$103,084	\$5,371
31/10/2031	\$110,461	\$136,885	\$77,917	\$1,258
31/10/2032	\$114,879	\$68,823	\$125,387	\$1,413
31/10/2033	\$119,474	\$37,567	\$209,623	\$2,329
31/10/2034	\$124,253	\$98,906	\$238,083	\$3,112
31/10/2035	\$129,223	\$124,504	\$246,169	\$3,366

*This balance includes interest earned on the fund balance and tax payable on these earnings.
We were advised that this scheme is registered for GST.

+GST needs to be added to the Total Contributions when levying the residents

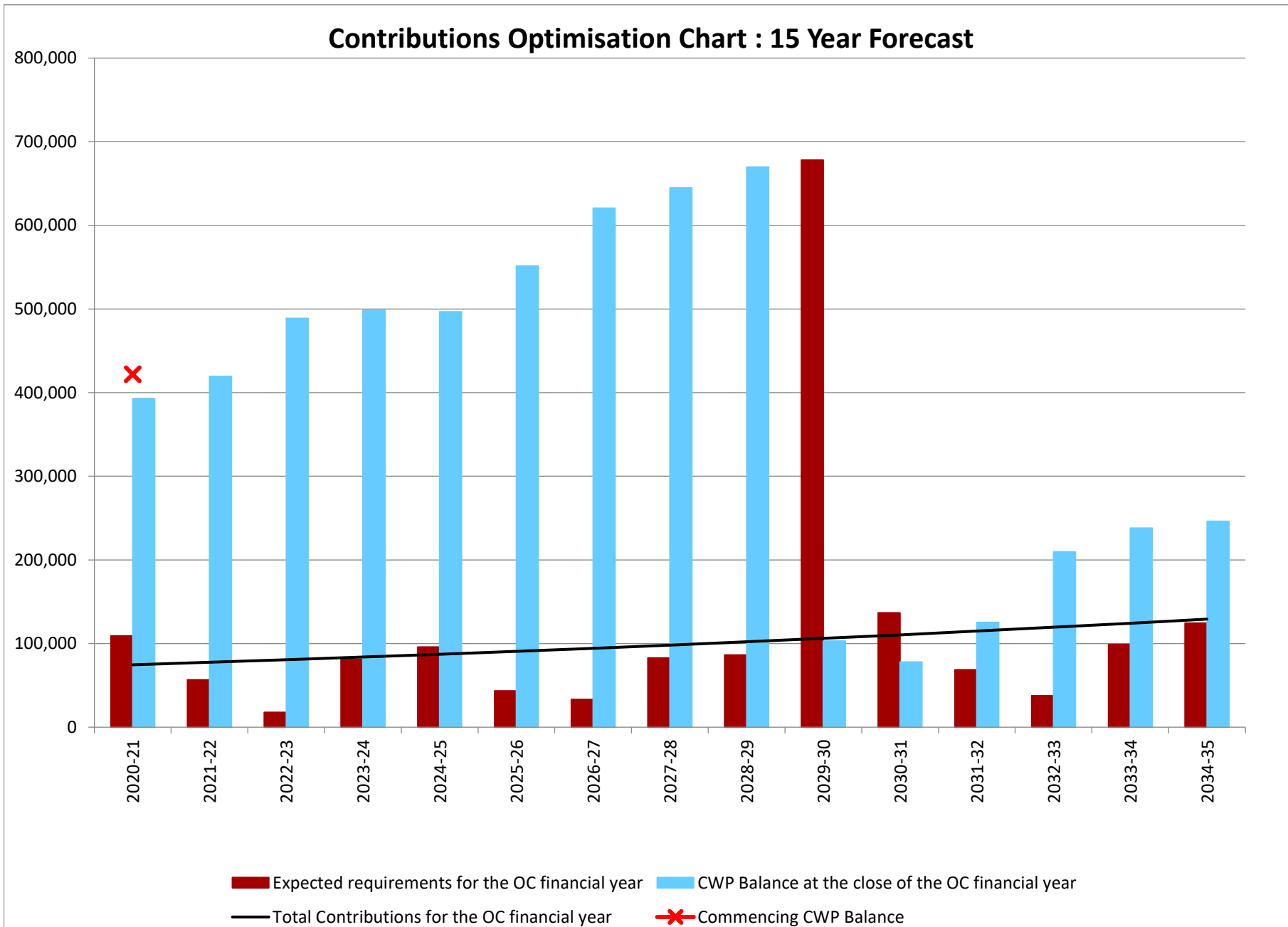
Expected Inflation 4.00%
Contingency 10.00%
Interest 2.00%
Taxation 30.00%

ESTIMATED EXPENDITURE						FR	RC	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending
Item	Area	Description	Unit	Qty.	Rate	Yrs	Yrs	31/10/21	31/10/22	31/10/23	31/10/24	31/10/25	31/10/26	31/10/27	31/10/28	31/10/29	31/10/30
								1	2	3	4	5	6	7	8	9	10
#1	Cascade water feature	Replace membrane and tiling to water feature (approx 50%)	m2	40	516	1	10	21,607									
#2	Cascade water feature	Replace concrete pavers (approx. 5%)	m2	17	123	1	3	2,182			2,454			2,761			3,105
#3	Cascade water feature	Replace cartridge filter	No.	2	850	1	7	1,777							2,339		
#4	Cascade water feature	Replace pond pump	No.	1	715	4	9				841						
#5	Cascade water feature	Replace pumps to water feature	No.	2	736	5	8					1,802					
#6	Cascade water feature	Replace external spot lights (approx. 30%)	No.	6	142	5	7					1,040					
#7	Cascade water feature	Replace light fittings (approx. 50%)	No.	1	282	5	10					345					
#8	Cascade water feature	Replace sump pump	No.	1	3,172	6	9						4,037				
#9	Cascade water feature	Replace ventilation fans (approx. 50%)	No.	1	1,375	7	15							1,820			
#10	Cascade water feature	Replace balustrade (approx. 30%)	m	8	447	9	12										5,125
#11	Children's playground	Replace playground equipment	Item		50,000	1	One off	52,305									
#12	Children's playground	Replace timber sleeper retaining wall	m2	10	391	2	15		4,256								
#13	Children's playground	Replace aluminium pool gates	No.	1	572	7	12							757			
#14	Children's playground	Replace aluminium fence	m	58	145	11	15										
#15	Clubhouse	Replace noticeboard (approx. 50%)	No.	1	1,000	1	10	1,046									
#16	Clubhouse	Replace door hardware (approx. 5%)	No.	1	672	2	2		731		790		855		925		1,000
#17	Clubhouse	Replace light fittings (approx. 10%)	No.	1	153	2	2		166		180		195		211		228
#18	Clubhouse	Replace general building signage	Item		1,000	3	14				1,131						
#19	Clubhouse	Repoint / maintain masonry façade	Item		9,720	4	10				11,438						
#20	Clubhouse	Paint internally	m2	378	21	4	10				9,284						
#21	Clubhouse	Maintain pointing to roof tiles	m	54	87	4	12				5,552						
#22	Clubhouse	Paint building facade	m2	227	19	4	10				5,159						
#23	Clubhouse	Maintain concrete roof tiles (approx. 20%)	m2	27	71	4	10				2,267						
#24	Clubhouse	Paint timber doors and frames	No.	2	136	4	8				320						
#25	Clubhouse	Replace aluminium windows (approx. 25%)	m2	9	502	5	8					5,532					
#26	Clubhouse	Replace window hardware	No.	5	88	5	20					536					
#27	Clubhouse	Replace electric hot water system	No.	1	1,886	7	11							2,496			
#28	Clubhouse	Replace floor tiles (approx. 25%)	m2	18	172	8	10								4,252		
#29	Clubhouse	Replace timber doors	No.	2	900	8	12								2,478		
#30	Clubhouse	Replace metal door frame (approx. 15%)	No.	2	654	8	15								1,799		
#31	Clubhouse	Replace eaves gutters (approx. 30%)	m	12	58	9	12										999
#32	Clubhouse	Replace downpipes (approx. 30%)	m	4	77	9	12										441
#33	Clubhouse	Refurbish bathrooms	Item		50,000	10	15										74,446
#34	Clubhouse	Refurbish kitchen	Item		25,000	10	15										37,223
#35	Clubhouse	Replace whitegoods to kitchen	Item		7,500	10	15										11,167
#36	Clubhouse	Replace furniture	Item		7,379	10	12										10,986
#37	Clubhouse	Replace roof windows	m2	11	550	10	8										9,008
#38	Clubhouse	Replace metal roof sheeting	m2	16	87	10	20										2,084
#39	External	Replace timber paling fence	m	146	83	1	15	12,630									
#40	External	Replace concrete kerb (approx. 5%)	m	66	51	1	4	3,535				4,136					4,838
#41	External	Replace external signs (approx. 30%)	Item		1,980	1	7	2,071							2,726		
#42	External	Replace concrete pavers (approx. 5%)	m2	13	123	1	3	1,668			1,877			2,111		38	2,375
#43	External	Repair bitumen surfacing	Item		1,200	1	2	1,255		1,358		1,469		1,588		1,718	
#44	External	Replace irrigation system (approx. 20%)	Item		20,790	2	2		22,618		24,464		26,460		28,619		30,954

ESTIMATED EXPENDITURE						FR	RC	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending
Item	Area	Description	Unit	Qty.	Rate	Yrs	Yrs	31/10/21	31/10/22	31/10/23	31/10/24	31/10/25	31/10/26	31/10/27	31/10/28	31/10/29	31/10/30
								1	2	3	4	5	6	7	8	9	10
#45	External	Replace concrete paving (approx. 2.5%)	m2	56	165	2	5		10,053					12,230			
#46	External	Replace brick paving (approx. 5%)	m2	43	123	2	3		5,739			6,456			7,262		
#47	External	Replace exposed aggregate footpath (approx. 2.5%)	m2	26	165	2	10		4,667								
#48	External	Replace steel tube bollards (approx. 30%)	No.	8	257	2	7		2,233							2,939	
#49	External	Replace bollard lights (approx. 30%)	No.	6	268	2	7		1,747							2,298	
#50	External	Replace plant pot	Item		825	2	12		898								
#51	External	Replace pole mounted lights (approx. 30%)	No.	12	540	3	7			7,336							9,654
#52	External	Replace BBQ	No.	1	3,500	4	7				4,118						
#53	External	Paint road line markings	m	1,310	2	4	5				2,881					3,505	
#54	External	Paint light poles	m	111	13	4	8				1,702						
#55	External	Paint masonry fences	m2	36	19	4	8				804						
#56	External	Replace underground pipework (approx. 10%)	Item		60,458	5	5					73,987					90,016
#57	External	Paint pergolas	m2	40	43	8	8								2,358		
#58	External	Replace metal drain grates (approx. 20%)	No.	15	535	9	15									11,489	
#59	External	Replace bitumen surfacing	m2	5,997	50	10	30										449,648
#60	External	Replace letterboxes	Item		1,100	10	15										1,638
#61	External	Replace timberwork to tree (approx. 50%)	m2	4	275	10	10										1,638
#62	Park	Replace exposed aggregate footpath (approx. 2.5%)	m2	2	165	2	10		359								
#63	Park	Replace timberwork to bridge	m2	10	605	4	20				7,119						
#64	Park	Replace aluminium fence	m	17	145	11	15										
#65	Pool	Replace concrete paver (approx. 50%)	m2	92	123	1	10	11,807									
#66	Pool	Replace outdoor sun umbrella	No.	1	1,133	1	6	1,185					1,499				
#67	Pool	Replace bollard lights (approx. 30%)	No.	3	268	2	7		873							1,149	
#68	Pool	Replace timberwork to bench seats	No.	1	303	2	15		330								
#69	Pool	Replace pool pump	No.	2	880	3	5			1,991					2,423		
#70	Pool	Replace automatic chlorinators	No.	1	1,473	5	7					1,802					
#71	Pool	Replace pool filter	No.	2	2,200	6	12						5,600				
#72	Pool	Replace underwater light fittings	No.	3	566	7	12							2,249			
#73	Pool	Replace pebblecrete finish to pool surface	m2	187	120	9	16									32,126	
#74	Pool	Replace metal drain grates	m	31	387	9	15									17,194	
#75	Pool	Maintain tiling to pool surround (approx. 25%)	m2	4	259	9	10									1,484	
#76	Pool	Replace aluminium pool fence	m	99	145	11	15										
#77	Pool	Replace aluminium pool gates	No.	2	572	11	12										
#78	Tennis court	Replace tennis court net	No.	1	412	2	4		448				524				613
#79	Tennis court	Replace tennis court net posts	No.	2	577	6	8						1,468				
#80	Tennis court	Replace enclosure to tennis court	m	90	213	8	25								26,448		
#81	Tennis court	Replace tennis court surface - Plexipave	No.	1	12,338	11	15										
#82	Tennis court	Tennis court lights	No.	2	4,400	11	14										
#83		Tax credit claim for GST component						-10,927	-5,684	-1,775	-8,115	-9,586	-4,346	-3,321	-8,292	-8,642	-67,811
		Contingency						7,126	7,411	7,708	8,016	8,337	8,670	9,017	9,378	9,753	10,143
Total								109,268	56,845	17,750	81,150	95,856	43,463	33,209	82,924	86,417	678,114

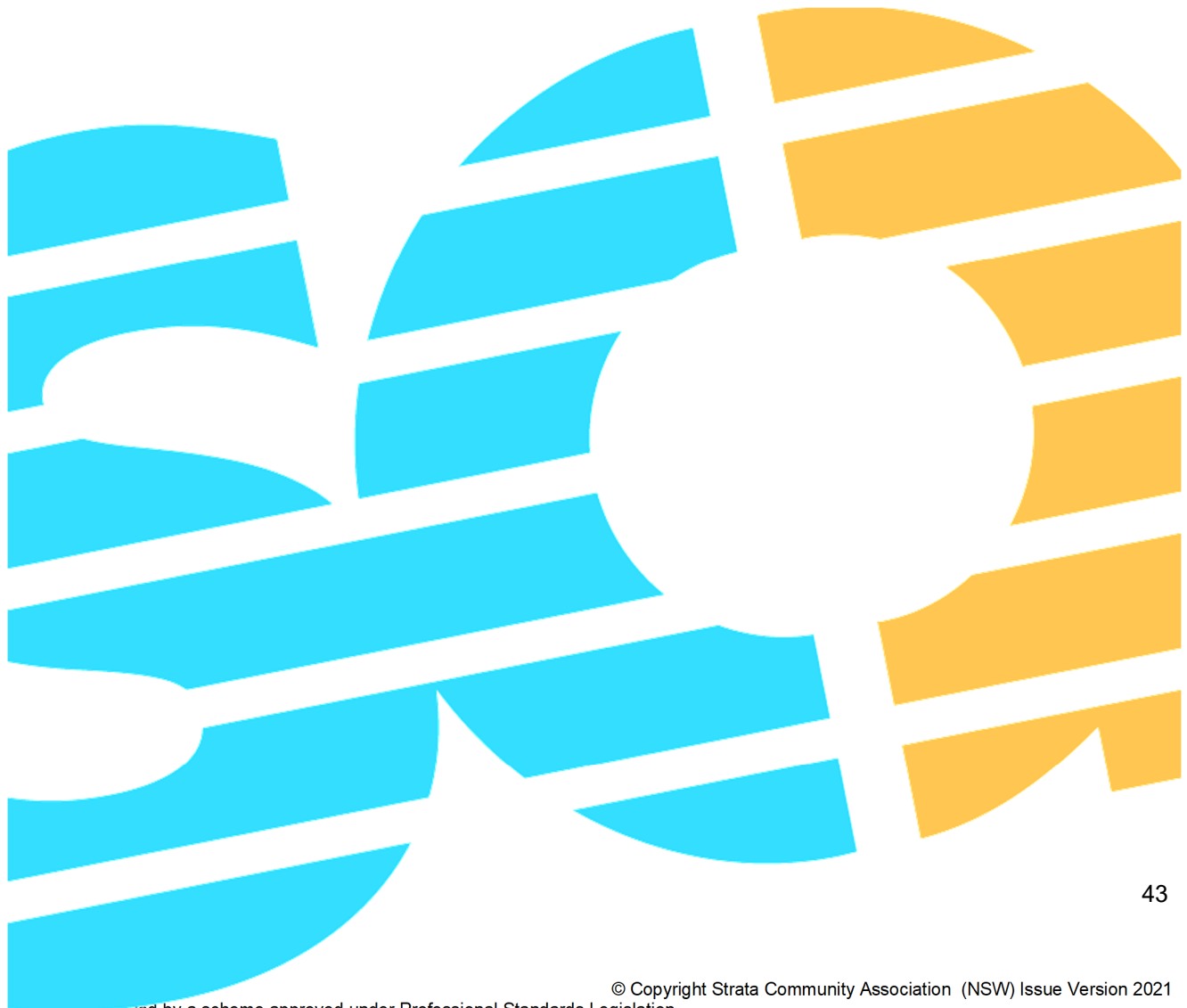
ESTIMATED EXPENDITURE			12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending
Item	Area	Description	31/10/31	31/10/32	31/10/33	31/10/34	31/10/35
			11	12	13	14	15
#1	Cascade water feature	Replace membrane and tiling to water feature (approx 50%)	31,984				
#2	Cascade water feature	Replace concrete pavers (approx. 5%)			3,493		
#3	Cascade water feature	Replace cartridge filter					3,078
#4	Cascade water feature	Replace pond pump			1,197		
#5	Cascade water feature	Replace pumps to water feature			2,466		
#6	Cascade water feature	Replace external spot lights (approx. 30%)		1,368			
#7	Cascade water feature	Replace light fittings (approx. 50%)					511
#8	Cascade water feature	Replace sump pump					5,746
#9	Cascade water feature	Replace ventilation fans (approx. 50%)					
#10	Cascade water feature	Replace balustrade (approx. 30%)					
#11	Children's playground	Replace playground equipment					
#12	Children's playground	Replace timber sleeper retaining wall					
#13	Children's playground	Replace aluminium pool gates					
#14	Children's playground	Replace aluminium fence	13,022				
#15	Clubhouse	Replace noticeboard (approx. 50%)	1,548				
#16	Clubhouse	Replace door hardware (approx. 5%)		1,082		1,170	
#17	Clubhouse	Replace light fittings (approx. 10%)		246		266	
#18	Clubhouse	Replace general building signage					
#19	Clubhouse	Repoint / maintain masonry façade				16,930	
#20	Clubhouse	Paint internally				13,742	
#21	Clubhouse	Maintain pointing to roof tiles					
#22	Clubhouse	Paint building facade				7,637	
#23	Clubhouse	Maintain concrete roof tiles (approx. 20%)				3,356	
#24	Clubhouse	Paint timber doors and frames		438			
#25	Clubhouse	Replace aluminium windows (approx. 25%)			7,571		
#26	Clubhouse	Replace window hardware					
#27	Clubhouse	Replace electric hot water system					
#28	Clubhouse	Replace floor tiles (approx. 25%)					
#29	Clubhouse	Replace timber doors					
#30	Clubhouse	Replace metal door frame (approx. 15%)					
#31	Clubhouse	Replace eaves gutters (approx. 30%)					
#32	Clubhouse	Replace downpipes (approx. 30%)					
#33	Clubhouse	Refurbish bathrooms					
#34	Clubhouse	Refurbish kitchen					
#35	Clubhouse	Replace whitegoods to kitchen					
#36	Clubhouse	Replace furniture					
#37	Clubhouse	Replace roof windows					
#38	Clubhouse	Replace metal roof sheeting					
#39	External	Replace timber paling fence					
#40	External	Replace concrete kerb (approx. 5%)			5,660		
#41	External	Replace external signs (approx. 30%)					3,587
#42	External	Replace concrete pavers (approx. 5%)			2,671		
#43	External	Repair bitumen surfacing	1,858		2,010		2,174
#44	External	Replace irrigation system (approx. 20%)		33,480		36,212	

ESTIMATED EXPENDITURE			12 mths ending	12 mths ending	12 mths ending	12 mths ending	12 mths ending
Item	Area	Description	31/10/31	31/10/32	31/10/33	31/10/34	31/10/35
			11	12	13	14	15
#45	External	Replace concrete paving (approx. 2.5%)		14,880			
#46	External	Replace brick paving (approx. 5%)	8,169			9,189	
#47	External	Replace exposed aggregate footpath (approx. 2.5%)		6,909			
#48	External	Replace steel tube bollards (approx. 30%)					
#49	External	Replace bollard lights (approx. 30%)					
#50	External	Replace plant pot				1,437	
#51	External	Replace pole mounted lights (approx. 30%)					
#52	External	Replace BBQ	5,420				
#53	External	Paint road line markings				4,265	
#54	External	Paint light poles		2,329			
#55	External	Paint masonry fences		1,100			
#56	External	Replace underground pipework (approx. 10%)					109,518
#57	External	Paint pergolas					
#58	External	Replace metal drain grates (approx. 20%)					
#59	External	Replace bitumen surfacing					
#60	External	Replace letterboxes					
#61	External	Replace timberwork to tree (approx. 50%)					
#62	Park	Replace exposed aggregate footpath (approx. 2.5%)		531			
#63	Park	Replace timberwork to bridge					
#64	Park	Replace aluminium fence	3,817				
#65	Pool	Replace concrete paver (approx. 50%)	17,477				
#66	Pool	Replace outdoor sun umbrella			1,897		
#67	Pool	Replace bollard lights (approx. 30%)					
#68	Pool	Replace timberwork to bench seats					
#69	Pool	Replace pool pump			2,948		
#70	Pool	Replace automatic chlorinators		2,372			
#71	Pool	Replace pool filter					
#72	Pool	Replace underwater light fittings					
#73	Pool	Replace pebblecrete finish to pool surface					
#74	Pool	Replace metal drain grates					
#75	Pool	Maintain tiling to pool surround (approx. 25%)					
#76	Pool	Replace aluminium pool fence	22,228				
#77	Pool	Replace aluminium pool gates	1,772				
#78	Tennis court	Replace tennis court net				717	
#79	Tennis court	Replace tennis court net posts				2,009	
#80	Tennis court	Replace enclosure to tennis court					
#81	Tennis court	Replace tennis court surface - Plexipave	19,105				
#82	Tennis court	Tennis court lights	13,627				
#83		Tax credit claim for GST component	-13,689	-6,882	-3,757	-9,891	-12,450
		Contingency	10,549	10,971	11,409	11,866	12,340
	Total		136,885	68,823	37,567	98,906	124,504





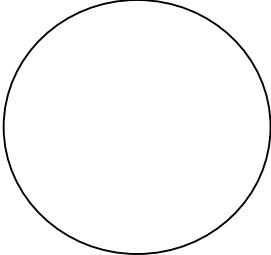
DEPOSITED PLAN 270218
HUNTERFORD ESTATE
PENNANT HILLS ROAD, OATLANDS 2117
MANAGEMENT AGENCY
AGREEMENT



DEPOSITED PLAN MANAGEMENT AGENCY AGREEMENT

Date 17 January 2024		
Community Association DP No. 270218 “Association”		
Attention: The Secretary		
Address: HUNTERFORD ESTATE, PENNANT HILLS ROAD OATLANDS		
Phone: 02 96307500		ABN: 41 242 291 162
Facsimile: 02 96301915		
Email: mail@premierstrata.com.au		
The Agent Premier Strata Management Pty Ltd		“Agent”
Attention: The Licensee		
Address: 6/175 Briens Road, Northmead NSW 2152		
Phone: 02 96307500		ABN: 60056277215
Facsimile: 02 96301915		SCA (NSW) Membership No: 136
Email: mail@premierstrata.com.au		Licence No: 873622
<i>Liability limited by a scheme approved under Professional Standards Legislation.</i>		
Particulars		
Item 1	<i>Professional indemnity</i>	In accordance with Section 148 of the <i>Community Land Management Act</i>
Item 2	<i>Commencement date</i>	17 January 2024
Item 3	<i>Term</i>	3 years
Item 4	<i>Review date</i>	in relation to <i>agreed services</i> – annually at each anniversary of financial period end in relation to <i>additional services rates</i> - annually at each anniversary of financial period end in relation to <i>charges</i> - annually at each anniversary of financial period end
Item 5	<i>Annual increase</i>	To be reviewed annually in accordance with the approved budget of the Community Association at each Annual General Meeting
Item 6	<i>Agreed services fee p.a</i>	(complete one of the below options) Option 1 - \$31258.5 inc GST plus rebates, discounts and commissions in Disclosure Schedule C1 and C2 – Agent retains all commissions (refer to clause 3.3(a)) or Option 2 - \$ _____ plus rebates, discounts and commissions in Disclosure Schedule C2 – Agent retains some commissions (refer to clause 3.3(b)) or Option 3 - \$ _____ – Agent not entitled to commissions or the fee as described in clause 3.3(c) All fees under this agreement are GST INCLUSIVE (clause 9)
Item 7	<i>Fee payment method</i>	Management Fees Quarterly in advance/Disbursements Monthly in Arrears
Item 8	<i>Manner of accounting</i>	Financial Statements - Accrual Basis - Separate Trust Account Frequency of Accounting - Monthly Online/Upon Request - Online or upon request

DEPOSITED PLAN MANAGEMENT AGENCY AGREEMENT

Signatures		
Association		
The common seal of the <i>association</i> was affixed on 17 January 2024 in the presence of:		
<input type="text"/>	<input type="text"/>	
Signature	Signature	
<input type="text"/>	<input type="text"/>	
Name	Name	
<input type="text"/>	<input type="text"/>	
Designation	Designation	
Being the person(s) authorised by section 235 of the <i>Act</i> to attest the affixing of the seal.		
Agent		
Executed by the <i>agent</i> in accordance with Section 126 or 127 of the <i>Corporations Act 2001</i> (Cth) in the presence of:		
<input type="text"/>	<input type="text"/>	
Signature of Authorised Person	Signature of Authorised Person	
<input type="text"/>	<input type="text"/>	
Anthony Votano	Dominic Votano	
Name of Authorised Person	Name of Authorised Person	
Service		
The <i>association</i> acknowledges receipt of a copy of this <i>agreement</i> within 48 hours of execution by the <i>association</i> (refer to page 9 for IMPORTANT NOTES to the parties when executing this <i>agreement</i>).		
<input type="text"/>	<input type="text"/>	
Name of Signatory	Signature	

DEPOSITED PLAN MANAGEMENT AGENCY AGREEMENT

Agreement

1. Warranties and acknowledgment

- 1.1 The *association* warrants that it has resolved and has authority to enter into the *agreement*.
- 1.2 The *agent* warrants that the *agent* holds:
- (a) an *agent's* licence under the *Agents Act* and that such licence will be maintained while the *agreement* is in force; and
 - (b) professional indemnity insurance as indicated in *Item 1*.

2. Appointment of and delegation to *agent*

- 2.1 The *association*:
- (a) appoints the *agent* as the managing *agent* for the *association*; and
 - (b) subject to clause 2.2 and 2.3, delegates the *agreed services* and *additional services* to the *agent*,
from the commencement date for the *agreed services fee* and the *additional services fee*, until the *agreement* is terminated in accordance with clause 5 or at the end of the *term* whichever is the earlier.
- 2.2 The extent of authority for *agreed services* and *additional services* that has been delegated is stated in schedule A1, being either:
- (a) full authority with no limitations;
 - (b) full authority subject to limitations as disclosed in schedule A2; or
 - (c) no authority, in which case there is no delegation.

Where a selection has not been indicated on schedule A1 of either (a), (b) or (c), then the extent of authority that has been delegated is FULL AUTHORITY WITH NO LIMITATIONS.

- 2.3 The parties acknowledge that:
- (a) the delegation to the *agent* in clause 2.1 does not:
 - (i) constitute a delegation by the *association* of its power to make:
 - (A) a delegation under section 56(1) of the *Act*; or
 - (B) a decision on a matter required by the *Act* to be decided by the *association*; or
 - (C) a determination relating to the levying or payment of contributions; or
 - (ii) prevent the *association* or the *association committee* from performing all or any of the *agreed services* or *additional services* (if any); and
 - (b) the *agent* does not have and may not exercise any of the powers, authorities, duties or functions of the *association* that are conferred on another managing *agent* appointed for the *association* under section 60 of the *Act* *once being notified of any such appointment by the Tribunal or the association*.

3. Fees and charges

- 3.1 The *association* must pay to the *agent* in accordance with the fee payment method:
- (a) the *agreed services fee*; and
 - (b) the *additional services fee* for any *additional services* performed by the *agent*; and
 - (c) the *charges* associated with the performance of the *agreed services* and any *additional services*.
- 3.2 The *association* authorises the *agent* to retain any fees paid to the *agent* for supplying to third parties information that the *association* must supply under the *Act* and retain any fees paid to the *agent* for supplying to third parties information that is not required under the *Act*, provided that such fees are charged in accordance with those set out in schedule B.
- 3.3 In addition to the fees and charges in clause 3.1 and 3.2, the *agent* is entitled to remuneration for its services in the form of rebates, discounts and commissions disclosed in schedule C1 and schedule C2 as follows:
- (a) If the first option in *item 6* is selected, the *agent* may retain rebates, discounts and commissions paid to it by the providers of goods and services to the *association* described in the disclosure schedule C1 or schedule C2 or as otherwise notified in writing to the *association* from time to time and agreed in writing by the *association*.

DEPOSITED PLAN MANAGEMENT AGENCY AGREEMENT

- (b) If the second option in *item 6* is selected, the *agent* must pay to the *association* any rebates, discounts and commissions paid to it by providers of goods and services to the *association* within 30 days of receipt except for any rebates, discounts and commissions described in the disclosure schedule C2 which may be retained by the *agent*.
- (c) If the third option in *item 6* is selected, the *agent* must pay to the *association* any rebates, discounts and commissions paid to it by providers of goods and services to the *association* within 30 days of receipt.
- (d) If the *association*:
 - (i) delegates the *agent* to arrange insurance cover;
 - (ii) selects the first or second option in *item 6*; and
 - (iii) later takes steps to arrange its own insurance or directs, instructs or passes a resolution that has the effect that the *agent* does not receive a commission or rebate for the placement of insurance,

then the *agreed services fee* shall be increased by an amount equivalent to the commission the *agent* would have received had the *agent* arranged the insurance cover.

- 3.4 The *agent* must account to the *association* for money received by the *agent* on behalf of the *association* in the manner and with the frequency set out in *item 8*.
- 3.5 At any time, by written *agreement* between the parties, *items* may be added to or deleted from the *additional services rates* and/or charges.

4. Review of fees and charges

- 4.1 The *agreed services fee*, the *additional services rates* and the *charges* will be reviewed on the review date by the *agent*.
- 4.2 Unless otherwise agreed before the review date, the *agreed services fee*, the *additional services rates* and the *charges* payable on and from the review date will be increased in accordance with *item 5*.
- 4.3 The *agent* will notify the *association* of the new *agreed services fee*, the *additional services rates* and the *charges* as soon as practicable after the review date.

5. Terminating the agreement

- 5.1 After the expiry of the *term*, the *agreement* will automatically end unless the *association* extends the agreement in accordance with section 54(3) of the *Act*.
- 5.2 The *agreement* may be terminated at any time with the mutual consent of the parties.
- 5.3 Any notice to terminate under this *agreement* can only be given by the *association* if authorised by a resolution of the *association* at general meeting.
- 5.4 Despite this clause 5 and without affecting any of its other rights, the *agreement* may be terminated with immediate effect by written notice given by:
 - (a) the *association*:
 - (i) if the *agent* is in breach of the *agreement* and fails to remedy that breach within 28 days after the *association* serves a written notice on the *agent* providing particulars of the breach; or
 - (ii) where the *agent* is an individual, the *agent* is declared bankrupt; or
 - (iii) where the *agent* is a corporation, the *agent* is wound up or placed in administration or liquidation; or
 - (iv) if the *agent* ceases to hold a strata managing *agent's* licence; or
 - (b) the *agent* if:
 - (i) the *association* is in breach of the *agreement* and fails to remedy that breach within 28 days after the *agent* serves a written notice on the *association* providing particulars of the breach; or
 - (ii) an order by a Court is made for the variation or termination of the *association* under Part 7 of the *Development Act*, or
 - (iii) the *association* fails to pay any moneys owed under this *agreement* after the *agent* serves a written notice on the *association* providing particulars of the amount outstanding; or
 - (iv) the *association* fails to comply with any law or fails to provide adequate instructions or prevents the *agent* from carrying out its obligations under this *agreement* after the *Agent* serves a written notice on the *association* providing particulars of the breach.

DEPOSITED PLAN MANAGEMENT AGENCY AGREEMENT

- 5.5 The *agreement* is terminated on the appointment of a managing *agent* under section 196 of the *Act* to exercise or perform all the functions of the *association* and, if so terminated, the *agent* will not be entitled to:
- (a) any remuneration by way of commission, *agreed services fee*, *additional services fee*, *charges* or otherwise in respect of any period after the termination; or
 - (b) any payment (in the nature of a penalty or otherwise) by reason of the early termination.
- 5.6 In the event of termination, the *agent* must provide all books, records, accounts, funds and property of the *association* in the *agent's* possession to the secretary of the *association*, or persons nominated by the secretary of the *association*, within seven (7) business days.

6. Liability of the *agent* and exclusions

- 6.1 The *agent* is liable to the *association*:
- (a) only for *services* actually supplied or that should have been supplied under this *agreement*; and
 - (b) on the terms of this clause 6.
- 6.2 The *agent* is excluded from all liability for any claim, liability or *loss* arising directly or indirectly out of the *services* or *additional services* or arising from any cause of action whatsoever except to the extent that the claim, liability or *loss* is caused or contributed to by the *agent's* wilful breach of this *agreement*, gross negligence, dishonesty or fraud. The *association* agrees that it will at all times indemnify the *agent* against all actions, suits, proceedings, costs, claims, expenses or demands which may arise in the course of or as a result of the *agent's* management of the *association*, including all legal expenses incurred by the *agent* in defence of or initiation of any legal proceedings as well as any excess payable under the *agent's* professional indemnity insurance;
- (a) by third parties against the *agent*;
 - (b) by the *association* against the *agent* arising before, during or after this *agreement*.
- 6.3 The *agent's* maximum liability to the *association* for any breach of this *agreement*, or arising out of the provision or non provision of the *agreed services* or the *additional services* or by taking steps contrary to this agreement, whether under law of contract, tort or otherwise, is limited to the amount of the *agreed services fees* for the year in which the liability arose.
- 6.4 The *agent* is deemed to be discharged from all liability in respect of the *agreed services* and the *additional services*, whether under the law of contract, tort or otherwise, at the expiration of two years from the date of the act or omission giving rise to the liability, and the *association* (and persons claiming through or under the *association*) shall not be entitled to commence any action or claim against the *agent* in respect of that act or omission after that date.
- 6.5 Clauses 6.1, 6.2, 6.3, 6.4 and 6.5 apply to the extent permitted by law.
- 6.6 The *association* must indemnify the *agent* immediately on demand against any matter for which the *agent* has no liability to the *association* including in respect of the matters referred to in clause 6.2 and 6.3.

7. Transfer of the *agreement*

- 7.1 The *agent* cannot transfer the *agreement* without the written consent of the *association*, which consent shall not be unreasonably withheld if the *agent* satisfies the *association* that the proposed transferee and *related persons* are fit and proper persons and have the qualifications, competence and experience to perform the *agreed services* and *additional services* at an *agreed services fee* and an *additional services fee* not greater than the current *agreed services fee* and *additional services fee*.
- 7.2 The *association* must advise the *agent* of its decision whether to approve a proposed transfer within 28 days after receiving from the *agent* the information reasonably necessary to make the decision.
- 7.3 If the *association* approves the transfer, the *association*, the *agent* and the transferee must enter into a transfer *agreement*, or alternatively if the *agent* elects to enter into a new agency *agreement* then clause 7.4 will apply.
- 7.4 After the transfer *agreement* has been entered into or, if an election has been made by the *agent* under clause 7.3, the new *agent* must request that the *association* enter into a new agency *agreement* and the *association* must advise the new *agent* of its decision to enter into a new agency *agreement* within 28 days after such request, such approval not to be unreasonably withheld if the new agency *agreement* is on the same terms as this *agreement*, or on terms not less favourable to the *association* as this *agreement*. The new *agent* must pay the reasonable cost of preparing the new agency *agreement*, preparing and holding the meetings of the *association committee* and the general meeting of the *association*, however if the meeting relates to more than approval of the minutes of the last meeting and the resolution relating to the new agency *agreement*, then the new *agent* must pay the proportionate share of the total cost relating to approval of the new agency *agreement*.

DEPOSITED PLAN MANAGEMENT AGENCY AGREEMENT

8. Service of notices

8.1 Any notice to be served under the *agreement*:

- (a) must be served either personally, by post, facsimile or e-mail using the details provided on the front page of this *agreement*, or other notice details subsequently notified from time to time by a party in writing to the other party; and
- (b) is served the first time it is served if it is served more than once.

9. GST

9.1 Words or expressions used in this clause 9 or elsewhere in the *agreement* that are defined in the *GST Act* have the same meaning in the *agreement*.

9.2 The parties acknowledge that:

- (a) the *agreed services fee*, the *additional services rates* and the charges are inclusive of GST and are based on a GST rate of 10%; and
- (b) if the rate of GST increases or decreases, the *agreed services fee*, the *additional services rates* and the *charges* will simultaneously increase or decrease so that the *agent* receives the same GST exclusive payment as it received before the change in the rate of GST.

10. Work, health and safety

10.1 The parties mutually covenant and agree that they will each comply with their respective obligations under the *Work Health & Safety Act 2011*

(NSW) and the *Work Health & Safety Regulation 2017* (NSW) (*WHS Act 2011* and *WHS Regulation 2017*), as amended from time to time.

10.2 Subject to the provisions of the *WHS Act 2011* and *WHS Regulation 2017*, the *association's* appointment of the *agent* under this *agreement* does not constitute the appointment of the *agent* as a principal contractor within the meaning of regulation 293 of the *WHS Regulation 2017* (as amended from time to time).

11. Definitions

The following words have these meanings in the *agreement* unless the contrary intention appears:

<i>Act</i>	<i>Community Land Management Act 2021</i> (NSW).
<i>additional services</i>	the functions and duties of the <i>association</i> set out in schedule A1 or schedule A2.
<i>additional services fee</i>	the fee for the supply by the <i>agent</i> of the <i>additional services</i> calculated according to the <i>additional services rates</i> , as varied under the <i>agreement</i> .
<i>additional services rates</i>	the rates for carrying out the <i>additional services</i> set out in schedule B, as varied under the <i>agreement</i> .
<i>agent</i>	the person described on the front page of the <i>agreement</i> and, where appropriate, includes the <i>agent's</i> employees and contractors or any transferee under clause 7.
<i>Agents Act</i>	<i>Property and Stock Agents Act 2002</i> (NSW).
<i>agreed services</i>	the functions and duties of the <i>association</i> set out in: <ul style="list-style-type: none">a) schedule A1 other than those marked "No authority"; andb) schedule A2.
<i>agreed services fee</i>	the fee in <i>item 6</i> for the supply of the <i>agreed services</i> , as varied under the <i>agreement</i> .
<i>agreement</i>	this <i>agreement</i> including the particulars, schedules and attachments.
<i>association</i>	the <i>association</i> described on the front page of the <i>agreement</i> and, where appropriate, includes the <i>employees</i> , <i>agents</i> (other than the <i>agent</i>), contractors and invitees of the <i>association</i> .
<i>association committee</i>	the <i>association committee</i> of the <i>association</i> .
<i>charges</i>	the costs and associated fees set out in schedule B and/or schedule D, as varied under the <i>agreement</i> .
<i>CPI</i>	the All Groups consumer price index published by the Australian Bureau of Statistics for Sydney, or if that bureau stops publishing the <i>CPI</i> , then the index recommended by the Property Council of Australia as the index that most appropriately replaces the <i>CPI</i> .
<i>Development Act</i>	<i>Community Land Development Act 2021</i> (NSW).
<i>disclosure schedule</i>	schedules C1 and C2.

DEPOSITED PLAN MANAGEMENT AGENCY AGREEMENT

<i>GST Act</i>	<i>A New Tax System (Goods and Services Tax) Act 1999 (Cth).</i>
<i>item</i>	an <i>item</i> in the Particulars.
<i>loss</i>	any damage or damages, <i>loss</i> , costs (including, without limitation, the costs of complying with any verdict, award or settlement of any dispute and legal costs on a solicitor and own client costs basis), expense, charge, payment of liability, in any case, whether accrued or paid but not indirect, incidental or consequential <i>loss</i> or damages.
<i>non-standard work</i>	means any work not defined as <i>standard work</i> .
<i>Regulation</i>	<i>Property and Stock Agents Regulation 2014 (NSW).</i>
<i>related persons</i>	in relation to a proposed transferee which is a: a) corporation, — a 'related entity' of the corporation within the meaning of section 9 of the Corporations Act 2011 (Cth); or b) partnership, — the partners and principal staff of the partnership.
<i>SCA (NSW)</i>	means Strata Community Australia (NSW).
<i>services</i>	the <i>agreed services</i> and <i>additional services</i> .
<i>standard work</i>	Means: a) construction work where there is no requirement to work above three (3) metres, including but not limited to, replacement of roofing, guttering; b) general maintenance works, including but not limited to, lawn mowing, gardening, window cleaning (below three (3) metres), painting; c) minor maintenance repairs, including but not limited to, repair/replacement of leaking pipes, replacing tiles/pavers, lock replacement/repairs; d) maintenance of essential fire safety equipment; e) annual inspection and notifications required for essential fire safety equipment; f) pest management treatments (excluding fumigation); g) lift, traveller or escalator maintenance; or h) renewal of plant registrations in accordance with the requirements of the <i>WHS Act 2011</i> and <i>WHS Regulation 2017</i> ; provided however: a) if any of these works require a principal contractor (as defined under the <i>WHS Act 2011</i> and <i>WHS Regulation 2017</i>) to be appointed then the works will be considered <i>Non-Standard Work</i> ; or b) if there is any inconsistency between <i>Standard Work</i> and <i>Non-Standard Work</i> , the work will be interpreted as <i>Non-Standard Work</i> .
<i>term</i>	the period or event in <i>item 3</i> : a) commencing on the commencement date; and b) expiring at the duration of the period identified or event in <i>item 3</i> .
<i>Tribunal</i>	means the NSW Civil and Administrative Tribunal.

12. Interpretation

In the *agreement*, unless the contrary intention appears:

- (a) a reference to:
- (i) a thing includes the whole or each part of it;
 - (ii) a document includes any variation or replacement of it;
 - (iii) a statute, ordinance, code or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them; and
 - (iv) a person includes that person's executors, administrators, successors, substitutes (including but not limited to, person taking by novation) and assigns;

DEPOSITED PLAN MANAGEMENT AGENCY AGREEMENT

- (b) the singular includes the plural and vice versa;
- (c) headings do not affect interpretation; and
- (d) despite clause 11, the words defined in clause 11 are defined words whether or not these words are in italics.

Important notes for the parties when executing the *agreement*:

- The *agent* may not be entitled to any fee for *services* performed unless the *agent* serves a copy of the *agreement* signed by the *agent* on the *association* within 48 hours after the *agreement* is signed by or on behalf of the *association*.
- Once the terms of the *agreement* have been *agreed*, the *agent* should sign the *agreement* in duplicate and submit the *agreement* in duplicate to the *association* for signing. The *association* should sign, date and acknowledge receipt of the *agreement* on both counterparts.
- The *agent* should retain a copy of the signed *agreement*.
- A copy should be given to the secretary of the *association*.
- The *agent* should provide a copy of the proposed *agreement* to all parties required to be given notice of the meeting at which the *agreement* is proposed to be approved.
- If the *association* does not nominate two (2) persons to witness the affixing of the seal then the seal must be affixed in the presence of the secretary and any other member of the *association committee*.

DEPOSITED PLAN MANAGEMENT AGENCY AGREEMENT

Schedule A1

NOTE: Where this schedule A1 provides for choices and no choice is selected, “Full authority with no limitations” applies. **DO NOT** delete any *item* in this schedule, as it may render the *agreement* in breach of the *Property Stock and Business Agents Act 2002 (NSW)*. If a duty/function does not apply, then mark the box “No authority”.

Duties and Functions as described in <i>the Property and Stock Agents Regulations 2014 (NSW)</i> (Schedule 6 Clause 6).	FULL AUTHORITY WITH NO LIMITATIONS	No Authority	Full Authority Subject to Limitations as Disclosed in Schedule A2	Regulation Schedule 6 Clause 6 Ref
Undertaking the financial management of funds and books of account.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6(a)
Holding documents and maintaining records relating to the <i>association</i> (for example, the roll, notices, and minutes of meetings).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6(b)
Arranging building inspections and reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6(c)
Effecting repairs to and maintaining association property or engaging appropriately qualified tradespersons to do <i>Standard Work</i> , with limitations on expenditure that may be incurred by the <i>agent</i> without obtaining the approval of the person on behalf of whom the <i>agent</i> is acting.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6(d)
Engaging appropriately qualified tradespersons to do <i>Non-Standard Work</i> , and the appointment on behalf of the <i>association</i> of a <i>principal contractor</i> within the meaning of regulation 293 of the WHS Regulation 2017 for such <i>Non-Standard Work</i> , with limitations on expenditure that may be incurred by the <i>agent</i> without obtaining the principal's approval.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Paying disbursements and expenses incurred in connection with the <i>agent's</i> management of the <i>association</i> .	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6(e)
Arranging insurance cover for the <i>association</i> . NOTE: Where the <i>association</i> arranges for placement of the insurance cover or engages a third party i.e. an insurance broker, the <i>agent</i> is indemnified by the <i>association</i> to the extent of liability contributed by an act, omission or negligence on behalf of the <i>association</i> or third party in placing the insurance cover.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6(f)
Serving notices to comply with a by-law.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6(g)
Managing the capital works fund and the administrative fund.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6(h)
Undertaking steps necessary to recover any money owing in relation to levies.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6(i)
Representing the <i>association</i> in tribunal or court proceedings.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6(j)
Paying accounts in relation to the <i>association</i> (for example, accounts for water charges, council rates and maintenance).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6(k)
Arranging and undertaking administrative duties in relation to annual general meetings and other general meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6(l)

DEPOSITED PLAN MANAGEMENT AGENCY AGREEMENT

Schedule A2 *

NOTE: Full authority is provided for the duties and functions disclosed in this Schedule subject to the extent of any limitations on authority stated in this table.

Duties and functions	Limitations on Authority e.g. on expenditure (if nothing stated, then no limitations apply)	Fee Method
Undertaking the financial management of funds and books of account.	No Limitations on Agents Authority	Included in Agreed Services fees plus disbursements
Holding documents and maintaining records relating to the <i>association</i> (for example, the roll, notices, and minutes of meetings).	No Limitations on Agents Authority	Included in Agreed Services fees plus disbursements
Arranging building inspections and reports.	Community Association or Association Committee Instruction Required	Additional Services fees plus disbursements
Effecting repairs to and maintaining association property or engaging appropriately qualified tradespersons to do <i>Standard Work</i> , with limitations on expenditure that may be incurred by the <i>agent</i> without obtaining the approval of the person on behalf of whom the <i>agent</i> is acting.	No Limitations on Agents Authority	Included in Agreed Services fees plus disbursements
Engaging appropriately qualified tradespersons to do <i>Non-Standard Work</i> , and the appointment on behalf of the <i>association</i> of a <i>principal contractor</i> within the meaning of regulation 293 of the WHS Regulation 2017 for such <i>Non-Standard Work</i> , with limitations on expenditure that may be incurred by the <i>agent</i> without obtaining the principal's approval.	Community Association or Association Committee Instruction Required	Additional Services fees plus disbursements
Paying disbursements and expenses incurred in connection with the <i>agent's</i> management of the <i>association</i> .	No Limitations on Agents Authority	Included in Agreed Services fees plus disbursements
Arranging insurance cover for the <i>association</i> . NOTE: Where the <i>association</i> arranges for placement of the insurance cover or engages a third party i.e. an insurance broker, the <i>agent</i> is indemnified by the <i>association</i> to the extent of liability contributed by an act, omission or negligence on behalf of the <i>association</i> or third party in placing the insurance cover.	Community Association or Association Committee Instruction Required	Included in Agreed Services fees plus disbursements
Serving notices to comply with a by-law.	Community Association or Association Committee Instruction Required	Additional Services fees plus disbursements
Managing the capital works fund and the administrative fund.	No Limitations on Agents Authority unless instructed otherwise by Community Association or Association Committee	Included in Agreed Services fees plus disbursements
Undertaking steps necessary to recover any money owing in relation to levies.	Community Association or Association Committee Instruction Required	Charged to lot owner in default under Additional Services fees plus disbursements
Representing the <i>association</i> in tribunal or court proceedings.	Community Association or Association Committee Instruction Required	Additional Services fees plus disbursements
Paying accounts in relation to the <i>association</i> (for example, accounts for water charges, council rates and maintenance).	No Limitations on Agents Authority	Included in Agreed Services fees plus disbursements
Arranging and undertaking administrative duties in relation to annual general meetings and other general meetings.	No Limitations on Agents Authority	AGM Included in Agreed Services fees plus disbursements. EGMs are additional services fees plus disbursements

* These fees have been negotiated between the parties to the agreement

Schedule B – Fees

Item	Charge (inclusive of GST)	Unit
Hourly Rates*		
Hourly Rate for Principal/ Licensee	\$ 330.00	Per Hour
Hourly Rate for Senior Strata Manager	\$220.00	Per Hour
Hourly Rate Certified Strata Managers	\$165.00	Per Hour
Hourly Rate for Support Staff	\$110.00	Per Hour
Adjourned Meeting Charges	\$165.00	Per Meeting
Prepare & Attend General or Strata Committee Meetings (other than AGM)	\$165.00/\$220.00	Per Hour
Attend Property –after hours (emergency situation or on request)	\$330.00	Per Hour plus travel time
Attend Property – weekends or public holidays (emergency situation or on request)	\$440.00	Per Hour plus travel time
Collating, Preparing, Arranging, Signing off and lodgement of Annual Fire Safety Statements, Lift Certification, Pool Compliance, Window certification, Safety, Asbestos etc	\$165.00/\$220.00	Per Hour
Management of defect claims; including but not limited to project management, site visits, liaising with engineers, developers/builders and/or their insurers. Liaising with specialists, contractors, councils, legal or government bodies and preparing/collating/arranging reports, notices, warrant/works agreements, lodgements of claims etc.	\$165.00/\$220.00	Per Hour
Preparing, Collating, Arranging, Project Management of Fire Orders, Fire Audits, Lift Audits, Hazard & Risk Assessments, Other Compliance Orders, etc.	\$165.00/\$220.00	Per Hour
Attending Site (other than meetings) to meet with contractors or owners as requested	\$165.00/\$220.00	Per Hour
Collating, Preparing, Serving and lodging Breach Notices or Applications for Mediation, Adjudication or Orders including attending Tribunal	\$165.00/\$220.00	Per hour

–* These fees have been negotiated between the parties to the agreement

Schedule C - Disclosure schedule

Schedule C1 - The following providers pay a rebate, discount or commission to the *agent*:

Name of company / person	Amount / percentage of rebate, discount or commission	Other information relating to the disclosure
CHU	Up to 25% of Net Premium	Disclosed in AGM Agenda
SUU	Up to 25% of Net Premium	Disclosed in AGM Agenda
CRM	Up to 25% of Net Premium	Disclosed in AGM Agenda
Whitbread	Up to 25% of Net Premium	Disclosed in AGM Agenda
Honan	Up to 25% of Net Premium	Disclosed in AGM Agenda
BCB	Up to 25% of Net Premium	Disclosed in AGM Agenda
BAC	Up to 25% of Net Premium	Disclosed in AGM Agenda
SCI	Up to 25% of Net Premium	Disclosed in AGM Agenda
Axis	Up to 25% of Net Premium	Disclosed in AGM Agenda
Strata Cash Management	0.226% of Average Daily Account Balance	Disclosed in AGM Agenda

Schedule C2 - The following providers pay a rebate, discount or commission to the *agent*:

Name of company / person	Amount / percentage of rebate, discount or commission	Other information relating to the disclosure

Schedule D - Charges and associated fees*

Item	Charge (inclusive of GST)	Unit
Annual Accounting Fee/Reg 39 Report	\$473.00	Per annum
Issue Levy Notices	\$2.20	Per Notice
Issue Notice of Overdue Levy – First Reminder	\$11.00	Per Notice – charged to unit owner in default
Issue Notice of Overdue Levy – Second Reminder	\$21.00	Per Notice – charged to unit owner in default
Issue Notice of Overdue Levy – Third and Fourth Demand	\$65.00	Per Notice – charged to unit owner in default
Place instructions for recovery of outstanding levies and commencement of bankruptcy proceedings	\$185.00	Per Notice – charged to unit owner in default
Monitoring debt recovery matter	\$65.00	Monthly – charged to unit owner in default
Ledger Statement for Overdue Levies	\$33.00	Per request – charged to unit owner
Provide historical levy statements	\$16.50	Per statement
Stratamax Software*	\$5.50	Per Lot/Per Annum
Archival Records Storage Fee	\$2.20	Per month per box
Minute Book*	\$44.00	Per book
No Parking Stickers	\$2.20	Per Sticker
Photocopying, collating, stapling and enveloping	\$0.66	Per copy/page
Delivery of mail by Australia Post or Hand	\$1.00 – standard \$2.50 – C5 size \$4.00 – A4 size	Per envelope
Facsimile inwards or Outwards	\$1.10	Per page
Initial Insurance Claim Lodgement	\$75.00	Per lodgement
Ongoing Insurance Claim Management	\$220.00	Per hour
Scanning of Documents	\$0.66	Per scan
Colour Copying or Printing or Laminating	\$1.10	Per page
BAS Prep & Lodgement	\$110.00	Per return
ABN/TFN Application	\$110.00	Per Application
Collate information to allow preparation of tax return	\$110.00	Per return
Emails outwards (includes email of levy notice)	\$1.10	Per email
Courier charges (Sydney Metro)*	\$27.50	Per one-way trip
Common Seals*	\$65.00	Per seal
Taking and Releasing Key/Card/Remote/Access Control Deposits	\$10.00	Per transaction
Close of building accounts and collating books/records on exit	\$440.00	One off on exit of agreement
After hours calls to Premier Strata's emergency phone line	\$30.00	Per call
Open investment account (preferred investment banker)	\$99.00	Per account establishment
Manage investment account (preferred investment banker)	\$49.50	Per account establishment
Open investment account (non-preferred investment banker)	\$330.00	Per account establishment
Manage investment account (non-preferred investment banker)	\$165.00	Per account establishment

Schedule D - Charges and associated fees* (continued)

Item	Charge (inclusive of GST)	Unit
Print/Post cheque and/or EFT remittance	\$2.20	Per payment
Generate additional or special levies	\$33.00	Per levy
Provide online invoice approval system (up to 20 lots)	\$22.00	Per month
Provide online invoice approval system (21 to 50 lots)	\$44.00	Per month
Provide online invoice approval system (51 to 99 lots)	\$66.00	Per month
Provide online invoice approval system (100 lots or more)	\$88.00	Per month
Additional follow up on invoice approvals	\$16.50	Per follow up
Provide financial reports (current year)	\$22.00	Per set
Provide historical financial reports	\$55.00	Per set
Stop payments or dishonoured cheques	\$33.00	Per transaction
Register by-laws and consolidation of by-laws	\$330.00	Per registration
Provide copy of Insurance Certificate	\$16.50	Per request
Amendments to Certificate of Title	\$110.00	Per transaction
Execute Contract with Common Seal	\$65.00	Per Contract
Zoom/Video Meeting Fee	\$10.00	Per meeting

* These *fees* and *charges* have been negotiated between the parties to the *agreement*

* *Postage charges* are subject to change without prior notice in accordance with government price changes.

* *Items marked with an asterisks (*)* are subject to change without notice in accordance with the supplier or service providers charges.

CODE OF CONDUCT

This is your written guarantee of our service.

- Every phone call will be returned within 24 hours of the manager returning to the office.
- We will reply to every email requiring a reply within 72 hours from receipt of the electronic communication.
- We will reply to every letter requiring a reply within seven days of receipt of correspondence.
- We will never use a proxy to register a vote against owners attending a meeting unless the proxy has given instruction per motion.
- We will never receive a commission or profit from any tradesman.
- All clients will be treated with respect as we ask the same in return.
- If we are dismissed at a General Meeting by 51% or more of owners in attendance in person or by proxy, we will resign our management at no penalty to the Community Association.
- We will aim to conserve Community Association funds and limit expenditure where possible.
- We warrant that a tax invoice will be obtained for every payment drawn.
- We strive to further our education, knowledge and experience in the field of Strata and Community Title Management and ensure our staff are appropriately certified.
- We will ensure Community Associations operate within the current laws that govern them.
- We will endeavor to notify and update Association Committees of changes to the laws and regulations that may affect the Community Association.
- Our office will be attended by qualified and attentive staff during the hours of 9:00 am and 5:00 pm, Monday to Friday, except for 1pm-2pm when the office is closed for a lunch break.
 - Please note, the office may be closed on public holidays and during end of year holiday season.

SERVICES INCLUDED IN OUR MANAGEMENT

Accounting

1. Establish & maintain a separate trust account
2. Prepare levy notices, postage and printing extra
3. Monitor & arrange for recovery of levy arrears at cost to owner in arrears
4. Pay invoices on behalf of Community Association
5. Provide statutory reconciled accounts including balance sheet, statement of income & expenditure and levy status report
6. Assist auditor in providing accounts & records for audit
7. Prepare Administrative fund budget & arrange for Capital Works fund budget

Insurance

8. Arrange insurance valuation as required
9. Obtain quotes for insurance renewal

Secretarial

10. Collate quotes for Association committee & renew insurances, postage & printing extra
11. Maintain Association roll & minute book (cost of minute book, strata roll stationery extra)
12. Maintain correspondence file
13. Record & retain statutory notices
14. Issue minutes of delegated performance
15. Maintain common seal (Cost of Common Seal additional)
16. Attend to routine written & oral communication
17. Provide after hours emergency phone numbers of tradesmen on request

Meetings

18. Prepare notices of Annual General Meetings (postage & printing extra)
19. Attend Annual General held during office hours being meetings commencing prior to and including 6.00p.m. (Meeting duration of 1 hour, After 1 hour charges as per Schedule of Charges)
20. Prepare minutes of Annual General Meetings (postage & printing extra)
21. Arrange for venue for meetings

By-Laws

22. Generally advise the Community Association regarding by-laws

Repairs & Maintenance

23. Attend to routine repairs, maintenance and replacement of owner's corporation property on request by the Community Association.
24. Obtain quotations for repair, maintenance & replacement of Community Association property

SERVICES NOT INCLUDED IN OUR MANAGEMENT FEE (charged at an additional rate)

Association Committee Meetings

1. Prepare & distribute notices of Association committee meetings
2. Attend Association committee meetings
3. Prepare & distribute minutes of meetings

Extra-Ordinary General Meetings

4. Prepare & distribute notices of extra-ordinary general meetings
5. Attend extra-ordinary general meetings
6. Prepare & distribute minutes of meetings

Repairs & Maintenance

7. Arrange and execute contracts pursuant to the Home Building Act
8. Make inspections of the community property with tradesmen or owners.
9. Make and arrange insurance claims
10. Meet with builders, tradesmen, architects and engineers regarding work
11. Dealing with any public bodies or service provider for community related issues or certifications
12. Dealing with private parties outside of the managed property for shared issues such as dividing fences, retaining walls, shared easements, driveways etc

Major Projects

13. Management of all defect claims, community property upgrades, cladding replacements and any other project that the managing agent has been instructed to manage or oversee.

By-Laws

14. Prepare and issue notices to comply.

Accounting

15. Prepare and lodge tax returns
16. Prepare and lodge business activity statements

Additional

17. Attend any hearing, tribunal or meeting with engineers, accountants, lawyers
18. Any other services that can be provided by the managing agent but not included in schedules will be subject to additional charges in accordance with schedule of additional charges and disbursements as provided from time to time by the managing agent.

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NORTH ROCKS CONCRETE

COMMERCIAL:INDUSTRIAL:DOMESTIC

P.O. Box 390 ROUND CORNER, 2158

PH.0418441483 OR 0408408380

LIC No. 14154c

ABN No. 13 069 746 726

Date: October 27th, 2023.

To: Bill Sutton.

Attention: Bill.

Email: wjpsutton@gmail.com

**Re: Quotation for Repairs to Existing Exposed Aggregate
Footpaths at Estate in Hungerford Crescent, Oatlands.**

From: Frank Capaldi

Quotation for concrete works. Total Measured Footpath Area = 268m² at \$398.50 per
m² Plus GST.

- Excavator Hire
- Truck Hire.
- Concrete Tip Fees.
- Saw Cutting of Existing Broken Exposed Concrete Footpaths.
- Removal of Existing Broken Exposed Concrete Footpaths.
- Removal of Tree Roots under Existing Broken Footpaths up to 70mm thick.
- Formwork Erected and Removed.
- Road Base supplied and laid.
- SL72 steel reinforcement mesh supplied and fitted to new Exposed Concrete Footpaths.
- 12mm Dowels Drilled and fitted into Existing Exposed Concrete Footpaths to join onto new Exposed Concrete Footpath Slabs.
- 25MPA Exposed Concrete supplied and laid at 100mm thick in Footpaths.
- Acid Wash to new Exposed Aggregate Footpaths.
- Expansion and Cracker Joints for Footpaths.
- Labour.

Sub Total: \$ 106,798.00

GST: \$ 10,679.80

Total Payable: \$ 117,477.80

Please Note: This quote is valid for three months from the above date.
A minimum of 40m² must be poured at any one time.

North Rocks Concrete Disclaimer and Limitation of Liability.

North Rocks Concrete endeavors to provide quality services, products and work for its clients. Concrete is a product that will shrink and move dependent on the weather, moisture content, ground movement and premature use or loading on the concrete. North Rocks Concrete purchases ready mix concrete from the major suppliers within the industry to achieve uniformity and quality of the concrete product. North Rocks Concrete will take all reasonable steps to restrict, limit and prevent the occurrence of cracking within the concrete. Not all cracking of concrete is considered a structural issue under the NCC or Australian Standards. If in the event concrete does crack, then it will only be deemed as a problem as stated within the boundaries of the NSW Office of Fair Trading - Guide to Standards and Tolerances 2007.

It is understood that colours chosen from a brochure, or internet website issued by suppliers of concrete toppings and oxides may vary from the actual colour when either placed on or mixed through the concrete. North Rocks Concrete will provide and install the colour as requested by their client and will accept no responsibility if the colour does not meet the expectations of the client.

As concrete is a wet product when delivered to the site, it will inevitably lose water as it dries. Plastic shrinkage cracks occur when wind velocity, low relative humidity, high ambient temperature, or a combination of all three, cause water to evaporate from a concrete surface faster than it can be replaced by bleeding to the surface. Unless stated otherwise, North Rocks Concrete will not be responsible for curing the concrete for any period after the concrete has been finished.

Council permits for road or footpath encroachments by concrete trucks, concrete placing pumps, or cranes, is the full responsibility of the client, eg: Builder, sub-contractors or the owner of the property at which the work is being carried out by NRC. NRC will take NO Responsibility for any such fines.

By accepting this quote, the client accepts the terms and conditions as set out above.

Thank you for the opportunity to quote your job.

With thanks,

Frank Capaldi.

Community Land Management Act, 2021
(cl. 25 (2) of Schedule 1)

PROXY APPOINTMENT FORM

(TB)

Date.....

I/We

The owners of Lot

In Deposited Plan No.....**270218**.....

Appoint..... The Chairman or

Of

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

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

1 Meeting months 12 months 2 consecutive Annual General Meetings

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

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

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

Please delete paragraph
1
or 2,
whichever does not apply

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

3. If a vote is taken on whether

.....

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

.....

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

Signature of owner/s

COMPANY NOMINEE FORM

The Secretary, Deposited Plan No.....

..... Pty Ltd hereby authorise

..... or in his/her absence

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

Deposited Plan No.

Notes:

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