Att. 1.

Strata Information

Apartment 4/103 Goderich Street, East Perth

Contents Page

Floor Plan **2**

Strata Plan No. 32574 showing Lot 4 as: Apartment 4 - 64m^2 and Balcony (Page 5) plus Carbay & Storage (Page 4). **3**

By-Law (L28159) **15**

By-Law (M321849) **17**

Minutes of Annual General Meeting **19**

Budget with Income & Expenditure Statement **24**

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Certificate of Currency (Strata Insurance) **30**

10 Year Plan **31**

Schedule 1 & Schedule 2 Strata By-Laws (applies to all Strata Titles Schemes in WA) **49**

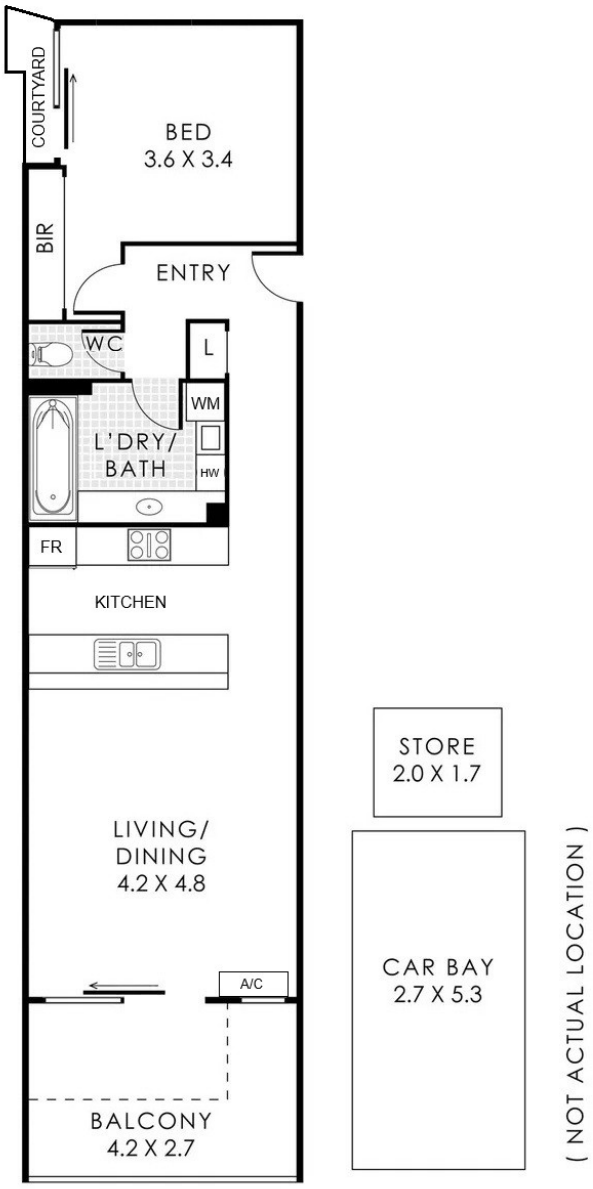
NOTE: Pet Policy in Schedule 2 By-Law 12 (c) (applies to all Strata Titles Schemes in WA) **54**

Summary of Outgoings & Owners Funds		
Council Rates	$1,525.30	per year
Water Service	$957.06	per year
Strata Admin	$587.88	per quarter
Strata Reserve	$113.60	per quarter
Net Owners Funds	$119,725.75	as at 31/03/2025

James Yeoman 0400 900 622

Strata Sales Specialist james@kprperth.com.au

Floor Plan



Ground Floor - Unit 4

102 Goderich Street

East Perth

(This floor plan is for information & guidance purposes only / measurements shown are approximate)

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FORM 1

STRATA/~~SURVEY-STRATA~~ PLAN 32574

SHEET 1 OF 6 SHEETS

MANAGEMENT STATEMENT ☐ YES ☑ NO

Lodged 11:3:97 154527

Examined 11.3.97

Registered 11-3-97 APP G417490

REGISTRAR OF TITLES

WESTERN AUSTRALIAN PLANNING COMMISSION

Certificate of Approval of W.A.P.C. under Section 25(1) or 25B(2) of *Strata Titles Act 1985.*

FOR CHAIRMAN 4.3.97 DATE

PLAN OF

PORTION OF PERTH TOWN LOT N3
BEING LOT 17
ON DIAGRAM 16533

CERT. OF TITLE

VOL. 1159 FOL. 510

LOCAL GOVERNMENT

CITY OF PERTH

INDEX PLAN

BG34(1) 27.48

FIELD BOOK

SCALE 1 : 300

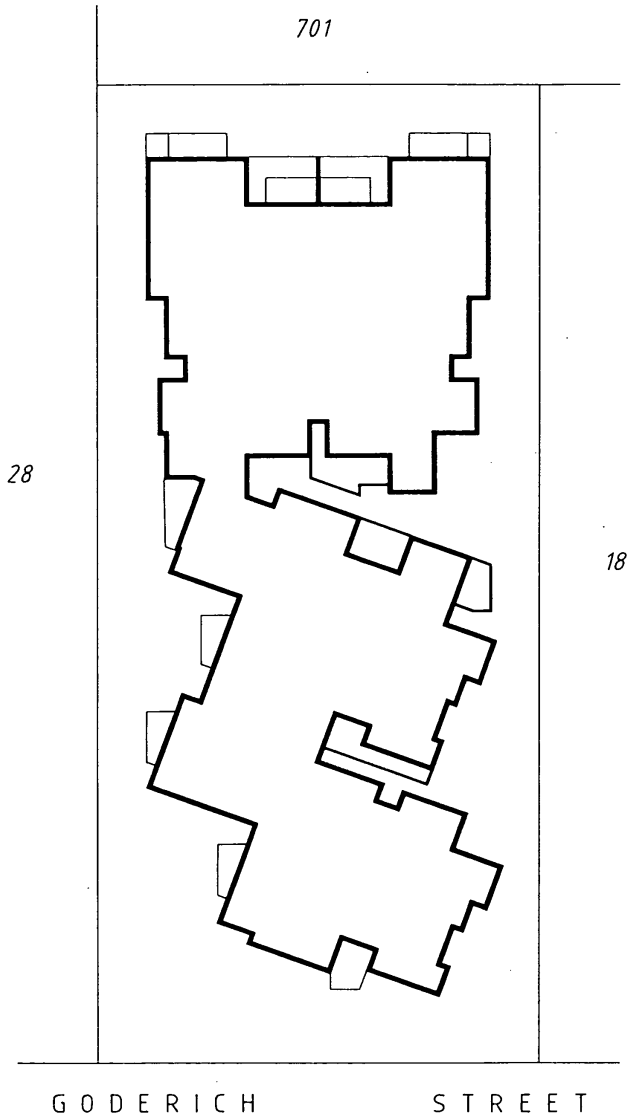
NAME OF SCHEME

LITCHFIELD COURT

ADDRESS OF PARCEL

102 GODERICH STREET
EAST PERTH W.A. 6004

DOLA
Department of LAND ADMINISTRATION



LOCALITY PLAN

BROWN McALLISTER (WA) Pty Ltd
LICENSED SURVEYORS Phone 322 4979
A.C.N. 008 979 539 Fax 481 6069
Our Ref 5766B\SITE Date 14/1/1997

STRATA/SURVEY STRATA PLAN

HELD BY LANDGATE
IN DIGITAL FORM ONLY.

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STRATA/~~SURVEY-STRATA~~

PLAN 32574

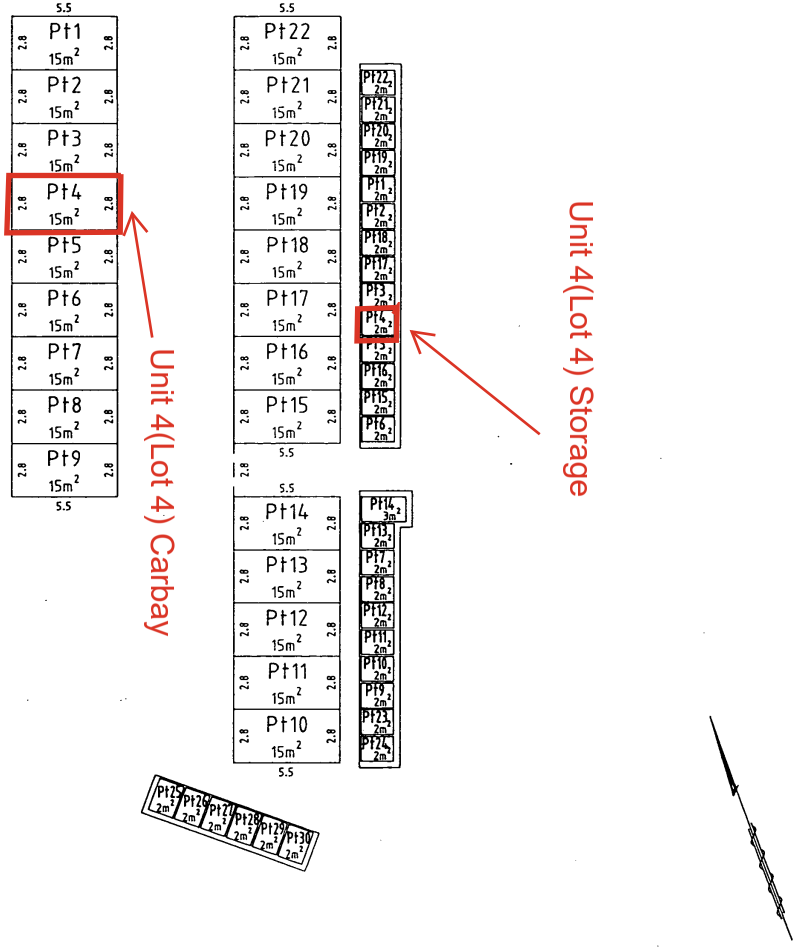
SHEET 2 OF 6 SHEETS

FORM 4

FOR OTHER PART LOTS
1 TO 6 (incl)
SEE SHEET 3 OF 6
FOR OTHER PART LOTS
7 TO 14 (incl)
SEE SHEET 4 OF 6
FOR OTHER PART LOTS
15 TO 22 (incl)
SEE SHEET 5 OF 6
FOR OTHER PART LOTS
23 TO 30 (incl)
SEE SHEETS 3 AND 6 OF 6

All angles 90°
unless shown otherwise

THE STRATUM OF THE PART LOTS EXTERNAL TO THE BUILDING EXTENDS 0.2 METRES BELOW AND 4 METRES ABOVE THE FLOOR LEVEL OF THE ADJACENT PART LOT CONTAINED WITHIN THE BUILDING EXCEPT WHERE COVERED.



BASEMENT PLAN

SCALE 1 : 250

BROWN McALLISTER (WA) Pty Ltd
LICENSED SURVEYORS
A.C.N. 008 979 639
Our Ref 8786B\BSMT
Phone 322 4979
Fax 481 6069
Date 7/3/1997

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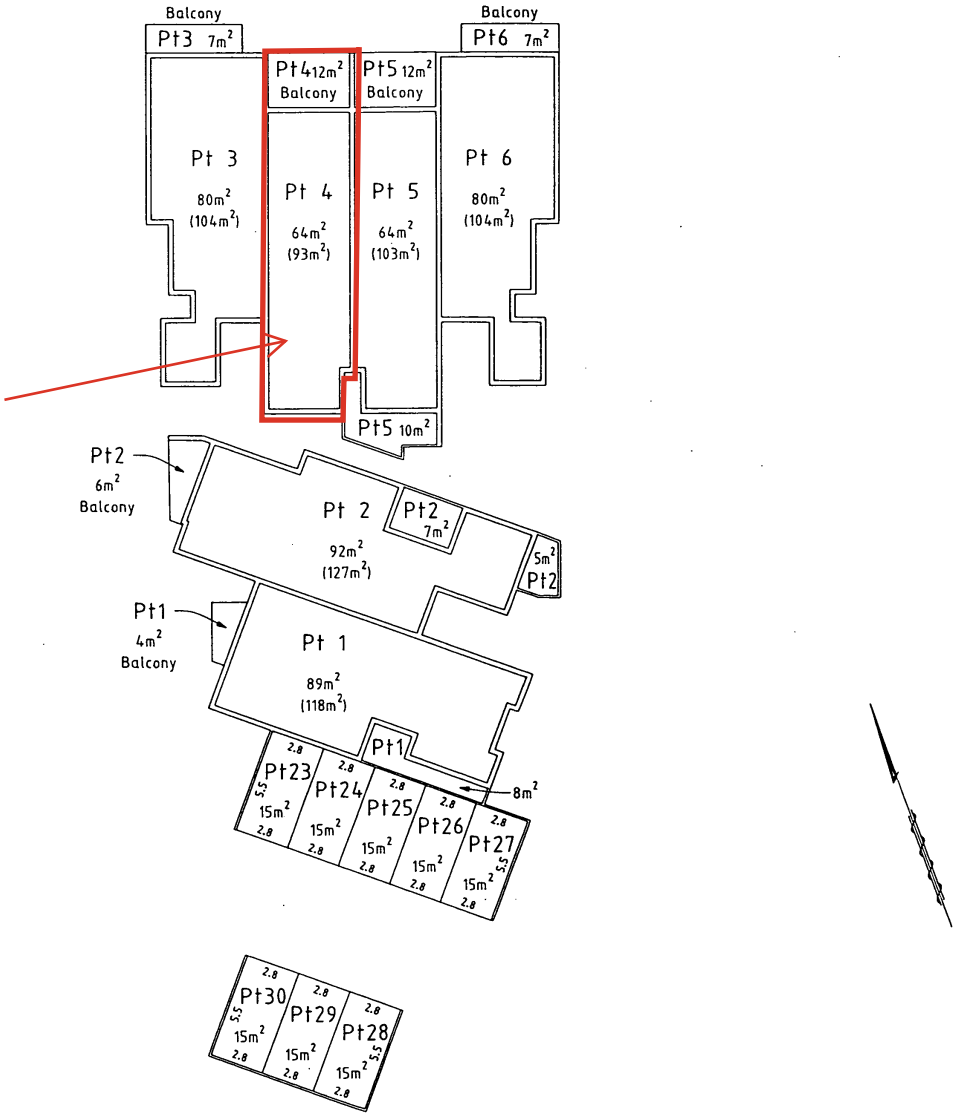
STRATA/~~SURVEY-STRATA~~ PLAN 32574

SHEET 3 OF 6 SHEETS

FORM 4

FOR OTHER PART LOTS
1 TO 6 (incl)
SEE SHEET 2 OF 6
FOR OTHER PART LOTS
23 TO 30 (incl)
SEE SHEETS 2 AND 6 OF 6

Unit 4(Lot 4) & Balcony



THE STRATUM OF THE PART LOTS 1 TO 6 (INCL) EXTERNAL TO THE BUILDING EXTENDS 0.2 METRES BELOW AND 4 METRES ABOVE THE FLOOR LEVEL OF THE ADJACENT PART LOT CONTAINED WITHIN THE BUILDING EXCEPT WHERE COVERED.

THE STRATUM OF THE PART LOTS 23 TO 30 (INCL) EXTERNAL TO THE BUILDING EXTENDS 0.2 METRES BELOW AND 4 METRES ABOVE THE FLOOR LEVEL OF PART LOT 1 CONTAINED WITHIN THE BUILDING EXCEPT WHERE COVERED.

GROUND FLOOR PLAN

SCALE 1 : 250

BROWN McALLISTER (WA) Pty Ltd
LICENSED SURVEYORS
A.C.N. 008 979 839
Our Ref 8766B\GRND
Phone 322 4979
Fax 481 6069
Date 7/3/1997

WARNING: CREASING OR FOLDING WILL LEAD TO REJECTION

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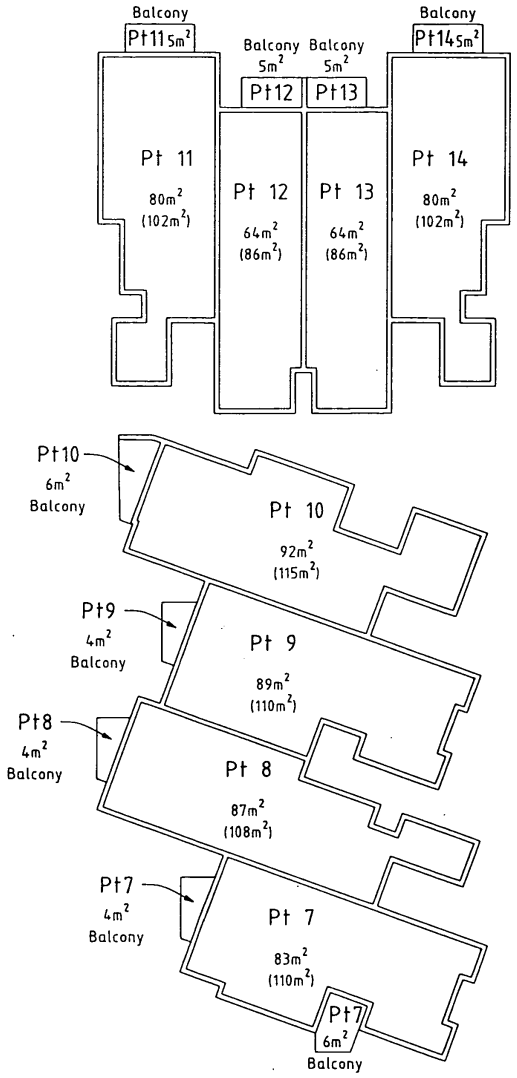
STRATA/~~SURVEY-STRATA~~ PLAN 32574

SHEET 4 OF 6 SHEETS

FORM 4

FOR OTHER PART LOTS
SEE SHEETS 2 OF 6



THE STRATUM OF THE PART LOTS EXTERNAL TO THE BUILDING EXTENDS 0.2 METRES BELOW AND 4 METRES ABOVE THE FLOOR LEVEL OF THE ADJACENT PART LOT CONTAINED WITHIN THE BUILDING EXCEPT WHERE COVERED.

FIRST FLOOR PLAN

SCALE 1 : 250

BROWN McALLISTER (WA) Pty Ltd
LICENSED SURVEYORS
A.C.N. 009 979 639
Our Ref 8786B\FRST
Phone 322 4979
Fax 481 6069
Date 7/3/1997

WARNING: CREASING OR FOLDING WILL LEAD TO REJECTION

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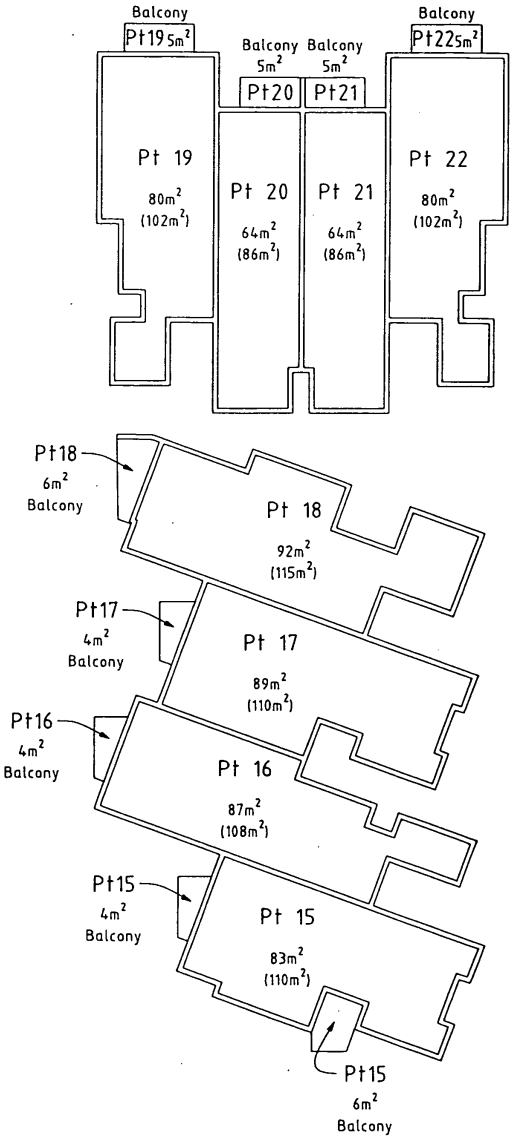
STRATA/~~SURVEY-STRATA~~ PLAN 32574

SHEET 5 OF 6 SHEETS

FORM 4

FOR OTHER PART LOTS
SEE SHEET 2 OF 6



THE STRATUM OF THE PART LOTS EXTERNAL TO THE BUILDING EXTENDS 0.2 METRES BELOW AND 4 METRES ABOVE THE FLOOR LEVEL OF THE ADJACENT PART LOT CONTAINED WITHIN THE BUILDING EXCEPT WHERE COVERED.

SECOND FLOOR PLAN

SCALE 1 : 250

BROWN McALLISTER (WA) Pty Ltd
LICENSED SURVEYORS Phone 322 4979
A.C.N. 008 979 539 Fax 481 6069
Our Ref 8786B\SCND Date 7/3/1997

WARNING: CREASING OR FOLDING WILL LEAD TO REJECTION

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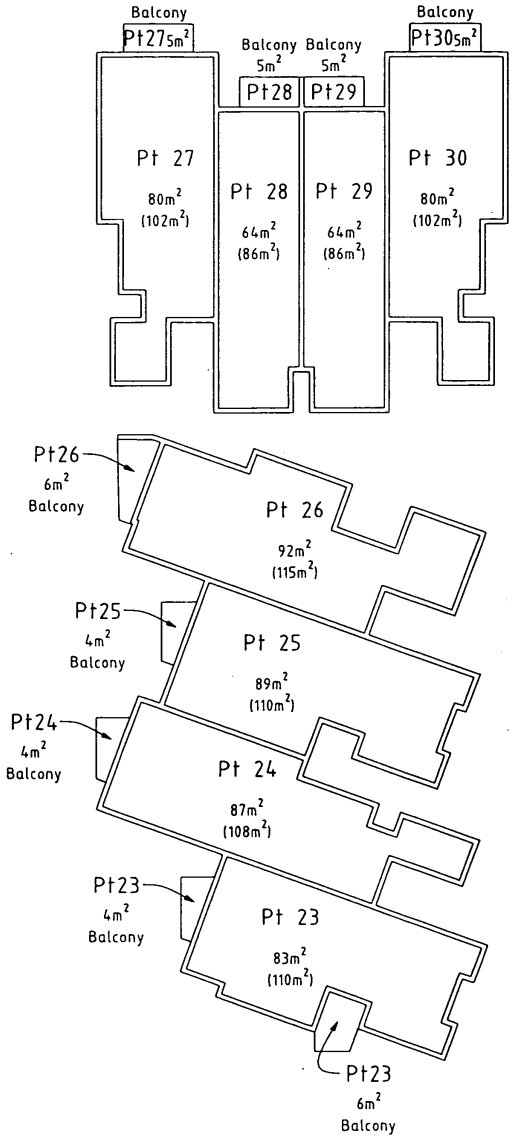
STRATA/~~SURVEY-STRATA~~ PLAN 32574

SHEET 6 OF 6 SHEETS

FORM 4

FOR OTHER PART LOTS
SEE SHEETS 2 AND 3 OF 6



THE STRATUM OF THE PART LOTS EXTERNAL TO THE BUILDING EXTENDS 0.2 METRES BELOW AND 4 METRES ABOVE THE FLOOR LEVEL OF THE ADJACENT PART LOT CONTAINED WITHIN THE BUILDING EXCEPT WHERE COVERED.

THIRD FLOOR PLAN

SCALE 1 : 250

BROWN McALLISTER (WA) Pty Ltd
LICENSED SURVEYORS
A.C.N. 008 979 639
Our Ref 8756B\THRD
Phone 322 4979
Fax 481 6069
Date 7/3/1997

WARNING: CREASING OR FOLDING WILL LEAD TO REJECTION

ANNEXURE A **OF STRATA/~~SURVEY STRATA~~ PLAN NO.** 32574

SCHEDULE OF UNIT ENTITLEMENT		OFFICE USE ONLY CURRENT Cs. of TITLE		SCHEDULE OF UNIT ENTITLEMENT		OFFICE USE ONLY CURRENT Cs. of TITLE	
LOT. No.	UNIT ENTITLEMENT	VOL.	FOL.	LOT. No.	UNIT ENTITLEMENT	VOL.	FOL.
1	364	2097-419		17	364	2097-435	
2	364	2097-420		18	364	2097-436	
3	329	2097-421		19	329	2097-437	
4	284	2097-422		20	284	2097-438	
5	284	2097-423		21	284	2097-439	
6	329	2097-424		22	329	2097-440	
7	364	2097-425		23	364	2097-441	
8	364	2097-426		24	364	2097-442	
9	364	2097-427		25	364	2097-443	
10	364	2097-428		26	364	2097-444	
11	329	2097-429		27	329	2097-445	
12	284	2097-430		28	284	2097-446	
13	284	2097-431		29	284	2097-447	
14	329	2097-432		30	329	2097-448	
15	364	2097-433					
16	364	2097-434		Aggregate	10,000		

CERTIFICATE OF LICENSED VALUER
STRATA/SURVEY STRATA

I, PAUL A. SMITH, being a Licensed Valuer licensed under the *Land Valuers Licensing Act 1978* certify that the unit entitlement of each lot (in this certificate, excluding any common property lots), as stated in the schedule bears in relation to the aggregate unit entitlement of all lots delineated on the plan a proportion not greater than 5 per cent more or 5 per cent less than the proportion that the value (as that term is defined in section 14(2a) of the Strata titles act 1985) of that lot bears to the aggregate value of all the lots delineated on the plan.

10/3/'97
Date

Signed

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FORM 5

Strata Titles Act 1985
Sections 5B (1), 8A, 22 (1)

STRATA PLAN No. 32574

DESCRIPTION OF PARCEL AND BUILDING

A FOUR LEVEL BUILDING WITH UNDERCROFT PARKING AND STOREROOMS, COMPRISING THIRTY (30) RESIDENTIAL UNITS. SITUATED ON LOT 17 ON DIAGRAM 16533. NAME OF SCHEME: LITCHFIELD COURT ADDRESS OF PARCEL: 102 GODERICH STREET, EAST PERTH WA 6005

CERTIFICATE OF SURVEYOR

I, GORDON E JONES being a Licensed Surveyor registered under the *Licensed Surveyors Act 1909* certify that in respect of the strata plan which relates to the parcel and building described above (in this certificate called "the plan"): -

(a) each lot that is not wholly within a building shown on the plan is within the external surface boundaries of the parcel; and either

(b) each building shown on the plan is within the external surface boundaries of the parcel; or

~~(c) in a case where a part of a wall or building, or material attached~~ to a wall or building, encroaches beyond the external surface boundaries of the parcel -

(i) all lots shown on the plan are within the external surface boundaries of the parcel;

(ii) the plan clearly indicates the existence of the encroachment and its nature and extent; and

(iii) where the encroachment is not on to a public road, street or way, that an appropriate easement has been granted and will be lodged with the Registrar of Titles to enable it to be ~~registered as an appurtenance of the parcel; and~~

~~*(d) if the plan is a plan of re-subdivision, it complies with~~ Schedule 1 by-laws(s) No(s) ..... on Strata Plan Number.....registered in respect of (name of scheme) .....or sufficiently complies with that/those by-laws(s) in a way that is allowed by regulation 36 of the ~~*Strata Titles General Regulations 1996.*~~

10 MAR 97
Date
*Delete if inapplicable

.....
Licensed Surveyor
BROWN McALLISTER SURVEYORS

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FORM 7

Strata Titles Act 1985
Sections 5B (2), 8A (f), 23(1)

STRATA PLAN No. 32574

DESCRIPTION OF PARCEL AND BUILDING

A FOUR LEVEL BUILDING WITH UNDERCROFT PARKING AND STOREROOMS, COMPRISING THIRTY (30) RESIDENTIAL UNITS. SITUATED ON LOT 17 ON DIAGRAM 16533. NAME OF SCHEME: LITCHFIELD COURT ADDRESS OF PARCEL: 102 GODERICH STREET, EAST PERTH WA 6004

CERTIFICATE OF LOCAL GOVERNMENT

CITY OF PERTH, local government hereby certifies that in respect of the strata plan which relates to the parcel and building described above (in this certificate called "the plan") -

(1) (a) the building and the parcel shown on the plan have been inspected and that it is consistent with the approved building plans and specifications in respect of the building.

or

(b) ~~the building has been inspected and the modification is consistent with the approved building plans and specifications relating to the modification;~~

(2) the building, in the opinion of the local government, is of sufficient standard to be brought under the *Strata Titles Act 1985;*

(3) ~~where a part of a wall or building, or material attached to a wall or building, encroaches beyond the external surface boundaries of the parcel onto a public road, street or way the local government is of the opinion that retention of the encroachment in its existing state will not endanger public safety or unreasonably interfere with the amenity of the neighbourhood and the local government does not object to the encroachment, and~~

(4) (a) any conditions imposed by the Western Australian Planning Commission have been compiled with; or

(b) ~~the within strata scheme is exempt from the requirement of approval by the Western Australian Planning Commission.~~

6.3.97
Date

Delegated Officer
Section 23(5) Strata Titles Act 1985
Town/Shire Clerk

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FORM 8

ANNEXURE B OF STRATA/~~SURVEY-STRATA~~ PLAN No. 32574 REGISTRAR OF TITLES

SCHEDULE OF DEALINGS ON STRATA/~~SURVEY-STRATA~~ PLAN

Dealings registered or recorded on Strata/~~Survey~~ Plan	Instrument				Signature of Registrar of Titles
	Nature	Number	Registered	Time	
The address for serving of notices on the Strata Scheme is now PO Box 7099, Shenton Park WA 6008.	Notification	L929002	8.5.2012	8:00	EGRoberts
SEE RECORD OF STRATA TITLES SCHEME FOR FURTHER ENDORSEMENTS					

Note: Entries may be affected by subsequent endorsements.

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FORM 8

ANNEXURE.....C.....OF STRATA/~~SURVEY STRATA~~ PLAN No.....32574..... REGISTRAR OF TITLES

SCHEDULE OF ENCUMBRANCES ETC

Instrument		Particulars	Regist'd	Signature of Registrar of Titles	Cancellation				
Nature	Number				Nature	Number	Regist'd	Time	Signature of Registrar of Titles
Notification	L28159	Notification to change by-laws	03.08.09						
Notification	M321849	Notification of Change of By-Laws	27.6.13						
		SEE RECORD OF STRATA TITLES SCHEME FOR FURTHER ENDORSEMENTS							

Note: Entries may be affected by subsequent endorsements.

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GOVERNMENT OF WESTERN AUSTRALIA

Landgate

Record of Strata Titles Scheme
Limitations, Interests, Encumbrances and Notifications

Approved Form 2020-27588
Version 3 – 1/07/2020

OFFICE USE ONLY
ANNEXURE D
STRATA P□AN □2□□4

BGRoberts
REGISTRAR OF TITLES

Document			Cancellation		
Number	Particulars	Date recorded/ lodged/registered	Nature	Number	Registered
O880699	AMENDMENT OF SCHEME NOTICE - THE ADDRESS FOR SERVICE OF NOTICE ON THE STRATA COMPANY IS NOW C/- SMITHWICK STRATA				
	SERVICES PO BOX 408 NORTH PERTH WA 6906	22.9.2021			

FORM 21

L 28159 AE
03 Aug 2009 08:08:31 Midland

REG $ 110.00

LODGED BY Bellcourt Strata Mgmt
ADDRESS PO Box 1659, Subiaco WA 6904
PHONE No.
FAX No.
REFERENCE No.
ISSUING BOX No. 999L

PREPARED BY
ADDRESS
PHONE No.
FAX No.

INSTRUCT IF ANY DOCUMENTS ARE TO ISSUE TO OTHER THAN LODGING PARTY

1/1

TITLES, LEASES, DECLARATIONS ETC LODGED HEREWITH

1.
2.
3.
4.
5.
6.

Received Items
Nos.
Receiving Clerk

Registered pursuant to the provisions of the TRANSFER OF LAND ACT 1893 as amended on the day and time shown above and particulars entered in the Register.

EXAMINED

REGISTRAR OF TITLES WESTERN AUSTRALIA

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FORM 21

NOTIFICATION OF CHANGE OF BY-LAWS

Strata Titles act 1985

Section 42

The Owners of **Litchfield Court – Strata Plan 32574** hereby certifies-

That by resolution without dissent duly passed at a meeting of the Strata Company on **Wednesday, 21st May 09** -which became unconditional on Wednesday, 11th June 2009, the by-laws in Schedule 1 of the Strata Titles Act 1985 as they applied to the Strata Company, were added to as follows-

BY-LAW 16
If a proprietor fails, refuses and / or neglects to pay any contributions determined to be due and payable by the Proprietor under section 36 of the Act, the Proprietor becomes liable in respect of any legal costs, charges or expenses associated with the demand or recovery of the contributions by the Strata Company or its lawful representative jointly and severally with any person who was liable to pay the contribution

That by special resolution at a meeting of the Strata Company on **Wednesday, 21st May 09** -which became unconditional on Wednesday, 11th June 2009, the by-laws in Schedule 2 of the Strata Titles Act 1985 as they applied to the Strata Company, were added to as follows-

BY-LAW 15
Penalty for Breach of Bylaws
Any person who breaches any Schedule 1 or 2 bylaw is, subject to Section 42A(2) of the Act, liable to pay a penalty of $400.00 or such other amount as is prescribed by the Act from time to time"

BY-LAW 16
Breach of Bylaws Common Property Damage
A proprietor, occupier, contractor, visitor or other resident shall comply with the bylaws of the Strata Company at all times. The Strata Company reserves the right for rectifying any damage, removal and disposal of any items or cleaning of spillages, on lots or common property, caused by breaches of the bylaws, and shall on bill all related costs to the proprietor of the lot breaching the bylaws.

The Common Seal of the Owners of **Litchfield Court – Strata Plan 32574** was hereunto fixed on 11th June 2009 in the presence of-

Member of the Council

PETER YONG

The Owners of Litchfield Court Strata Plan 32574 ★ COMMON SEAL

Member of the Council

BARRY TOWNSEND.

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Landgate
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M321849 AE
27 Jun 2013 08:30:26 Mid and

REG $ 160.00

INSTRUCTIONS

1. This form may be used only when a "Box Type" form is not provided or is unsuitable. It may be completed in narrative style.
2. If insufficient space hereon Additional Sheet Form B1 should be used.
3. Additional Sheets shall be numbered consecutively and bound to this document by staples along the left margin prior to execution by the parties.
4. No alteration should be made by erasure. The words rejected should be scored through and those substituted typed or written above them, the alteration being initialled by the persons signing this document and their witnesses.

NOTES

1. Insert document type.
2. A separate attestation is required for every person signing this document. Each signature should be separately witnessed by an Adult Person. The address and occupation of the witness must be stated.

- Form 21

LODGED BY Bellcourt Strata Management

ADDRESS Po Box 7099 Shenton Park, 6008

PHONE No. 9382 7700

FAX No. 9382 7799

REFERENCE No.

ISSUING BOX No. 999L

PREPARED BY Bellcourt Strata Manage

ADDRESS Po Box 7099 Shenton Park, 6008

PHONE No. 9382 7700 FAX No. 9382 7799

INSTRUCT IF ANY DOCUMENTS ARE TO ISSUE TO OTHER THAN LODGING PARTY

1

1

TITLES, LEASES, DECLARATIONS ETC LODGED HEREWITH

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Received Items

Nos.

Receiving Clerk

CM

Registered pursuant to the provisions of the TRANSFER OF LAND ACT 1893 as amended on the day and time shown above and particulars entered in the Register.

REGISTRAR OF TITLES WESTERN AUSTRALIA

EXAMINED

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FORM 21

NOTIFICATION OF CHANGE OF BY-LAWS

Strata Titles act 1985

Section 42

The Owners of **Litchfield Court – Strata Plan 32574** hereby certifies-

That by special resolution duly passed at a meeting of the Strata Company on Wednesday, 15 May, 2013 - which became unconditional on Wednesday 12 June, 2013, the by-laws in Schedule 2 to the Act as they applied to the Strata Company, were added to as follows-

By-law 17 -Parking

1) A proprietor, occupier, other resident of a lot must park within the designated boundaries of the lot's allocated parking bay.

2) Vehicles parked in the scheme or strata plan:
a. Must be registered and roadworthy.
b. Must not obstruct the lawful use of common property by a person or permit to do anything whereby any obstruction, restriction or hindrance may be caused to the entrances, exits, pathways, of any common property to any person lawfully using the same.
c. Are parked entirely at their owner's risk.

3) A proprietor, occupier or other resident of a lot:
a. Must not grant a lease or licence in respect of any parking bay comprising part of that lot except where the lease or licence of the parking bay is granted to a person in conjunction with a lease of the entire lot to that person.
b. Will keep the parking bay clean and free of litter, garbage and waste.
c. Must not park or stand any vehicle on common property or permit any invitees of the proprietor or occupier to park or stand any vehicle on common property except with the prior written approval of the strata company, or unless provided for in bylaw 18, Schedule 2.

4) The strata company, its agents and employees, shall not be liable for any theft of, or any damage to, any parked vehicle, or for any theft of or damage to any property left in or on a parked vehicle, however it occurs.

By-Law 18- Visitor Parking Bays

1) Further to Schedule 2 bylaw 1, a proprietor, occupier or other resident, lessee or tenant of a lot must not park any vehicle on the common property designated as visitor parking bays.

2) The council of the strata company may make rules and regulations regarding the usage of the parking bays on the common property, including but not limited to the days and times of the day or night when the parking or standing of visitors' vehicles in visitors' parking bays is permitted.

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3) A proprietor, occupier or other resident of a lot, guest, visitor, employees, contractor and/or subcontractor must at all times comply with the rules and regulations made from time to time by the council of the strata company in relation to the use of parking bays on the common property.

4) For the purpose of this bylaw the council of the strata company may:

a. install and maintain signs and notices on the common property setting out conditions and restrictions relating to the use of the visitors' parking bays and details of any penalties that may be imposed in the event of any breach of any of those conditions or restrictions.

b. Enter into a contract or arrangement with any local government or private contractor having appropriate powers to supervise and enforce compliance with conditions or restrictions in respect of the parking or standing of vehicles on common property in the parcel, including but not limited to wheel clamping and removal of vehicles.

The Common Seal of the Owners of **Litchfield Court – Strata Plan 32574** was hereunto fixed on Wednesday 12 June, 2013 in the presence of-

The Owners of Litchfield Court Strata Plan 32574 ★ COMMON SEAL

Full Name: B. TOWNSEND.

Member of the Council

Full Name: DARIO MRATOVICH

Member of the Council

Landgate
www.landgate.wa.gov.au

EMERSON Raine
SUPPORTING YOU IN STRATA

MINUTES OF ANNUAL GENERAL MEETING

Minutes of the Annual General Meeting of The Owners of Litchfield Court (Strata scheme 32574) (**Strata Company**), held at 246A Churchhill Avenue, SUBIACO, WA, 6008 on 08/07/2025 at 05:00 PM (Perth time).

Appointment of Meeting Chairperson

Lisa Van Der Westhuizen was appointed as chairperson of the meeting.

Record of Attendance, Verification of Proxies & Apologies

Attendees

Lot No.	Owner Name	Represented by	Attendance Method
2	Genevieve ELLERKER	Proxy - Chairperson	In-person
5	Madison Joan FARANDA	Owner - Madison Joan FARANDA	In-person
7	Tiffany Rose RAPHAEL	Owner - Tiffany Rose RAPHAEL	Remote
9	Amy Liu	Owner - Amy Liu	In-person
11	Khiam Chee Yong	Proxy- Chairperson	In-person
12	Gerald Soon Teck Yong	Proxy- Chairperson	In-person
13	Ella Irene STEINER	Owner - Ella Irene STEINER	In-person
14	Yan Li & Yubin Li	Proxy- Chairperson	In-person
21	Christian Andrew Farrugia	Proxy- Chairperson	In-person
23	Andrii Maksymov & Liubov Maksymova	Proxy - Andrii Maksymov (Enduring)	Remote
25	Michael Richardson	Proxy- Chairperson	In-person
30	Wayne William Nicholson & Jocelyn Nicholson	Proxy- Jocelyn Nicholson	In-person

Apologies

Lot number	Name
15	Tiarna Rose POTTER
19	Vesna White

Invitees

Lisa Van Der Westhuizen of Emerson Raine – by invitation of the strata company.

Wayne Nicholson- by invitation of Lot 30

Quorum

A quorum was not present at the time appointed for the meeting. Pursuant to Section 130 of the Strata Titles Act 1985 (WA) after 30 minutes had elapsed from the time appointed for the meeting, the persons entitled to vote who were present or represented by proxy were taken to constitute a quorum for the purposes of the meeting. Meeting opened at 5:44PM.

1. Confirmation of the Minutes of the Previous Meeting

Ordinary resolution

That the minutes of the last General Meeting held on 28/05/2024 be verified as true and correct.

RESOLUTION PASSED

2. Consideration of Accounts

Ordinary resolution

That the statement of accounts for the financial year ending 31/03/2025, as attached to the notice of meeting, be accepted.

RESOLUTION PASSED

3. Election of Council

Ordinary resolution

That the number of members of the council be 3.

The chairperson received the following eligible nominations:

Amy Liu

Andrii Maksymov

Vesna White

As the number of eligible nominees was equal to **3**, the chairperson declared those nominees to be elected members of the council.

RESOLUTION PASSED

4. Presentation of Insurance Certificates

Ordinary resolution

The insurance Certificate of Currency and Schedule of Insurance, as attached to the notice of meeting, was noted.

Emerson Raine to add the Certificate of Currency for the 2025–2026 insurance period to the minutes. Please find this document attached as an Addendum.

RESOLUTION PASSED

Note- This item was for noting only and did not require a vote.

5. Replacement Sum Insured

Ordinary resolution

That the insurance policy be renewed at the current sum insured.

RESOLUTION PASSED

6. Authorisation for Execution of Documents & Affixing Common Seal

Ordinary resolution

a) That the council of the Strata Company be authorised to use the common seal on the condition that its use must be attested by the signatures of 2 members of the council as required by *Section 118(1)(b)* of the *Strata Titles Act 1985*; and

b) That documents may be executed on behalf of the Strata Company by members of the council acting jointly, any member of the council individually, and/or the strata manager on the condition that the execution of the document has been authorised by the majority of council members either at a council meeting or by electronic means (e.g. email or an online voting platform).

RESOLUTION PASSED

7. Debt Recovery Procedure

Ordinary resolution

That the Debt Recovery Policy & Procedure attached to the notice of meeting be accepted as the Debt Recovery Policy & Procedure for the Strata Company to apply to overdue levy contributions.

RESOLUTION PASSED

8. Expenditure Budget

Ordinary resolution

a) That the proposed expenditure budget for the period 01/04/2025 to 31/03/2026, as attached to the notice of meeting, be adopted as the expenditure budget of the Strata Company; and

b) That the expenditure budget for the current financial year be rolled over to cover expenses for the next financial year, until the budget for the next financial year is approved at the following annual general meeting.

RESOLUTION PASSED

9. Administrative Fund Levy

Ordinary resolution

That the Strata Company raises a total of $83,000.00 including GST (if applicable) as an administrative fund levy, due and payable in advance as per the Owners Summary – Contribution Schedule attached to the notice of meeting, and that the contributions are to continue being raised on the same dates in the following year and at the same rate until otherwise determined at the next Annual General Meeting.

Emerson Raine addressed the meeting to discuss the projected operating surplus at the end of 2026. It was noted that if expenditure continues at the current rate, expenses will exceed income, resulting in a further reduction of the operating surplus. Owners were advised to consider a potential increase in levies to ensure the financial stability of the strata company moving forward.

RESOLUTION PASSED

10. Reserve Fund Levy

Ordinary resolution

That the Strata Company raises a total of $16,000.00 including GST (if applicable) as a reserve fund levy, due and payable in advance as per the Owners Summary – Contribution Schedule attached to the notice of meeting, and that the contributions are to continue being raised on the same dates in the following year and at the same rate until otherwise determined at the next Annual General Meeting.

RESOLUTION PASSED

11. General Business

Cleaner

Amy addressed the meeting regarding the current cleaning arrangement and instructed Emerson Raine to obtain quotes for a new cleaner. Emerson Raine confirmed that quotes are already being sourced. Andrii advised that he was happy to act as the on-site contact for any prospective cleaners attending the property to quote.

Painting

Amy also raised a query about the current scope of works for the painter. Emerson Raine read out the existing scope and noted that it appears an outdated version may have been reused to obtain quotes for repainting the same building. Andrii recommended that Emerson Raine contact Programmed Maintenance, provide them with his contact number, and arrange for him to walk them around the site. He will point out the areas that require painting and discuss a maintenance plan for ongoing painting works.

Meeting Closure

There being no further business, the meeting was closed at 6:31 PM.

Income and Expenditure Statement - S/Plan 32574
"LITCHFIELD COURT"
102 GODERICH STREET, EAST PERTH, WA 6004
For the Financial Period 01/04/2024 to 31/03/2025

Administrative Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Income			
Insurance Claims	$0.00	*$0.00*	*$8,080.00*
Interest on Arrears	$71.84	*$0.00*	*$28.42*
Levy Income	$83,000.00	*$83,000.00*	*$74,000.00*
Record Inspection/Copies of Material Fees	$100.00	*$0.00*	*$0.00*
Recovery--Access Device Orders	$253.50	*$0.00*	*$882.00*
Status Certificate Fees	$280.00	*$0.00*	*$840.00*
Transfers--Reserve to Admin Fund	$0.00	*$0.00*	*$25,000.00*
Total Administrative Fund Income	**$83,705.34**	*$83,000.00*	*$108,830.42*
Expenses			
Admin--Accounting--Services	$792.00	*$432.00*	*$330.00*
Admin--Debt Recovery Charges	$0.00	*$0.00*	*$0.00*
Admin--Search Fees	$63.20	*$0.00*	*$0.00*
Admin--Status Certificate Fees	$280.00	*$0.00*	*$840.00*
Building Insurance Inc. P/L & W.C.	$0.00	*$0.00*	*$15,144.92*
Cleaning Common Areas	$0.00	*$0.00*	*$18,404.10*
Consultants--Building Reports	$1,444.00	*$0.00*	*$0.00*
Consultants--Valuation	$693.00	*$1,500.00*	*$0.00*
Electricity - Common Areas	$0.00	*$0.00*	*$1,335.64*
Fire System R & M	$0.00	*$0.00*	*$8,193.70*
Garden - Maintenance/Lawnmowing	$0.00	*$0.00*	*$4,038.16*
Insurance--Claims	$(1,000.00)	*$0.00*	*$0.00*
Insurance--Premiums	$19,087.69	*$20,000.00*	*$0.00*
Management--Strata Management	$10,984.92	*$10,985.00*	*$10,770.96*
Management--Strata Management--Additional	$50.00	*$0.00*	*$1,698.00*
Management--Strata Management--Insurance Admin	$1,800.00	*$1,800.00*	*$1,417.98*
R & M - Building Maintenance	$0.00	*$0.00*	*$31,239.80*
R & M - Pest control	$0.00	*$0.00*	*$864.60*
R&M Cleaning--Routine Contract	$15,666.20	*$17,000.00*	*$0.00*
R&M Fire Protection--Repairs & Call Outs	$3,619.00	*$5,000.00*	*$0.00*
R&M Fire Protection--Routine Contract	$3,303.68	*$3,500.00*	*$0.00*
R&M General Repairs & Maintenance	$8,726.98	*$24,000.00*	*$0.00*
R&M Grounds--Lawns/Gardening	$2,710.81	*$4,000.00*	*$0.00*
R&M Pest/Vermin Control	$160.00	*$860.00*	*$0.00*
R&M Roof--Gutters/Downpipes--Cleaning	$2,453.00	*$0.00*	*$0.00*
R&M Security--Access Device Stock Orders	$85.00	*$0.00*	*$175.00*

Income and Expenditure Statement - S/Plan 32574
"LITCHFIELD COURT"
102 GODERICH STREET, EAST PERTH, WA 6004
For the Financial Period 01/04/2024 to 31/03/2025

Administrative Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
R&M Security--Gates/Doors/Intercom/CCTV	$3,456.70	*$2,500.00*	*$0.00*
Utility--Electricity	$1,026.08	*$1,500.00*	*$0.00*
Utility--Water & Sewerage	$7,176.48	*$9,000.00*	*$0.00*
Water Consumption/ rates	$0.00	*$0.00*	*$8,615.08*
Total Administrative Fund Expenses	**$82,578.74**	*$102,077.00*	*$103,067.94*
Administrative Fund Surplus/Deficit	**$1,126.60**	*$(19,077.00)*	*$5,762.48*
Opening Balance for the period	**$9,224.20**	*$0.00*	*$3,461.72*
Closing Balance for the period	**$10,350.80**	*$(19,077.00)*	*$9,224.20*

Income and Expenditure Statement - S/Plan 32574
"LITCHFIELD COURT"
102 GODERICH STREET, EAST PERTH, WA 6004
For the Financial Period 01/04/2024 to 31/03/2025

Reserve Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Income			
Interest on Arrears	$10.03	*$0.00*	*$0.92*
Levy Income	$16,000.00	*$16,000.00*	*$4,000.00*
Total Reserve Fund Income	**$16,010.03**	*$16,000.00*	*$4,000.92*
Expenses			
Capital Expenditure	$30,778.00	*$25,000.00*	*$0.00*
Capital Works--Building Repairs	$0.00	*$10,000.00*	*$0.00*
Reserve Fund Expense	$0.00	*$0.00*	*$3,000.00*
Reserve Fund Transfer	$0.00	*$0.00*	*$25,000.00*
Total Reserve Fund Expenses	**$30,778.00**	*$35,000.00*	*$28,000.00*
Reserve Fund Surplus/Deficit	**$(14,767.97)**	*$(19,000.00)*	*$(23,999.08)*
Opening Balance for the period	**$101,276.98**	*$0.00*	*$125,276.06*
Closing Balance for the period	**$86,509.01**	*$(19,000.00)*	*$101,276.98*

Emerson Raine Company
Approved Budget for Strata Company 32574

LITCHFIELD COURT, 102 Goderich Street EAST PERTH

Prepared by Emerson Raine Company (ABN 73660507746)
PO Box 8098 SUBIACO EAST WA 6008 Ph 0892276274 Fax

Administrative Fund	Approved Budget (01/04/2025-31/03/2026)	Current Actual (01/04/2024-31/03/2025)	Current Budget (01/04/2024-31/03/2025)
Income			
Interest on Arrears	$0.00	*$71.84*	*$0.00*
Levy Income	$83,000.00	*$83,000.00*	*$83,000.00*
Record Inspection/Copies of Material Fees	$0.00	*$100.00*	*$0.00*
Recovery--Access Device Orders	$0.00	*$253.50*	*$0.00*
Status Certificate Fees	$0.00	*$280.00*	*$0.00*
Total Admin Fund Income	**$83,000.00**	*$83,705.34*	*$83,000.00*
Expense			
Admin--Accounting--Services	$470.00	*$792.00*	*$432.00*
Admin--Search Fees	$0.00	*$63.20*	*$0.00*
Admin--Status Certificate Fees	$0.00	*$280.00*	*$0.00*
Consultants--Building Reports	$0.00	*$1,444.00*	*$0.00*
Consultants--Valuation	$1,500.00	*$693.00*	*$1,500.00*
Insurance--Claims	$0.00	*$(1,000.00)*	*$0.00*
Insurance--Premiums	$21,000.00	*$19,087.69*	*$20,000.00*
Management--Strata Management	$10,985.00	*$10,984.92*	*$10,985.00*
Management--Strata Management--Additional	$0.00	*$50.00*	*$0.00*
Management--Strata Management--Insurance Admin	$1,800.00	*$1,800.00*	*$1,800.00*
R&M Cleaning--Routine Contract	$17,000.00	*$15,666.20*	*$17,000.00*
R&M Fire Protection--Repairs & Call Outs	$5,000.00	*$3,619.00*	*$5,000.00*
R&M Fire Protection--Routine Contract	$3,500.00	*$3,303.68*	*$3,500.00*
R&M General Repairs & Maintenance	$12,000.00	*$8,726.98*	*$24,000.00*
R&M Grounds--Lawns/Gardening	$2,000.00	*$2,710.81*	*$4,000.00*
R&M Pest/Vermin Control	$860.00	*$160.00*	*$860.00*
R&M Roof--Gutters/Downpipes--Cleaning	$2,500.00	*$2,453.00*	*$0.00*
R&M Security--Access Device Stock Orders	$0.00	*$85.00*	*$0.00*
R&M Security--Gates/Doors/Intercom/CCTV	$3,600.00	*$3,456.70*	*$2,500.00*
Utility--Electricity	$1,500.00	*$1,026.08*	*$1,500.00*
Utility--Water & Sewerage	$9,000.00	*$7,176.48*	*$9,000.00*
Total Admin Fund Expense	**$92,715.00**	*$82,578.74*	*$102,077.00*
TOTAL ADMIN LEVY INCOME	**$83,000.00**	*$83,000.00*	*$83,000.00*
TOTAL ADMIN BUDGET	**$83,000.00**		*$83,000.00*

Levy Adjustment Summary (01/04/2025-31/03/2026)

Contribution Schedule **Aggregate Units of Entitlement (UOE) - 10000**

Due Date	Levy Period	Admin	Reserve	Total	
01/04/2025	01/04/2025 - 30/06/2025	$2.08	$0.40	$2.48	Pre Issued
01/07/2025	01/07/2025 - 30/09/2025	$2.08	$0.40	$2.48	Pre Issued
01/10/2025	01/10/2025 - 31/12/2025	$2.07	$0.40	$2.47	
01/01/2026	01/01/2026 - 31/03/2026	$2.07	$0.40	$2.47	
Financial Year Total per Units of Entitlement		**$8.30**	**$1.60**	**$9.90**	
Financial Year Aggregate		**$83,000.00**	**$16,000.00**	**$99,000.00**	
Approved Budget Amount		**$83,000.00**	**$16,000.00**	**$99,000.00**	
01/04/2026	01/04/2026 - 30/06/2026	$2.07	$0.40	$2.47	Pre Issue Next Year
01/07/2026	01/07/2026 - 30/09/2026	$2.07	$0.40	$2.47	Pre Issue Next Year
Next Year Pre Issue Aggregate		**$41,499.60**	**$8,000.00**	**$49,499.60**	

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Disclaimer: There may be differences in calculated instalment amounts due to rounding to nearest $0.05

Emerson Raine Company
PO Box 8098 SUBIACO EAST WA 6008 ABN: 73660507746
Ph: 0892276274 Email: accounts@emersonraine.com.au

Balance Sheet - S/Plan 32574
"LITCHFIELD COURT"
102 GODERICH STREET, EAST PERTH, WA 6004
For the Financial Period 01/04/2024 to 31/03/2025

	Administrative	Reserve	TOTAL THIS YEAR
Assets			
Cash At Bank			
Trust Account - The Owners of Litchfield Court Strata Scheme 32574 *Macquarie Bank BSB: 186-300 Acc No: 201962552*	$26,852.34	$91,277.61	$118,129.95
Receivable	$1,311.20	$284.60	$1,595.80
Total Assets	**$28,163.54**	**$91,562.21**	**$119,725.75**
Liabilities			
Paid In Advance	$15,087.64	$2,813.60	$17,901.24
Payable (GST Free)	$2,725.10	$2,239.60	$4,964.70
Total Liabilities	**$17,812.74**	**$5,053.20**	**$22,865.94**
Net Assets	**$10,350.80**	**$86,509.01**	**$96,859.81**
Owners Funds			
Opening Balance	$9,224.20	$101,276.98	$110,501.18
Net Income For The Period	$1,126.60	$(14,767.97)	$(13,641.37)
Total Owners Funds	**$10,350.80**	**$86,509.01**	**$96,859.81**



Issue date: 25 June 2025

Certificate of Insurance

This document certifies that the policy referred to below is currently intended to remain in force until 4.00pm on the expiry date shown in the Period of Insurance below and will remain in force until that date, unless the policy is cancelled, lapsed, varied or otherwise altered in accordance with the relevant policy conditions or the provisions of the "Insurance Contracts Act, 1984".

INSURED:	The Owners of Strata Plan 32574	
INTERESTED PARTY(S):	**Name**	**Classification**
DESCRIPTION OF INSURED BUSINESS:	Residential Strata	
SITUATION OF RISK:	102 GODERICH STREET, EAST PERTH, WA 6004	
SECTION 1:	**Property - Physical Loss, Destruction or Damage** Buildings - $12,526,800.00 Common Contents - $125,268.00	
SECTION 2:	**Voluntary Workers Personal Accident** Accidental Death & Disablement - Insured Weekly Benefits - Insured	
SECTION 3:	**Office Bearers' Liability** Limit of Indemnity - $5,000,000.00 in the aggregate Period of Insurance	
SECTION 4:	**Fidelity Guarantee** Limit - $100,000.00 in the aggregate Period of Insurance	
SECTION 6:	**Public Liability** Limit of Indemnity - $20,000,000.00 each and every Occurrence	
SECTION 7:	**Government Audit Costs, Workplace Health and Safety Breaches and Legal Expenses** **(a) Taxation and Audit Costs** Limit of Indemnity - $30,000 in the aggregate Period of Insurance **(b) Workplace Health and Safety Breaches** Limit of Indemnity - $150,000 in the aggregate Period of Insurance **(c) Legal Defence Expenses** Limit of Indemnity - $50,000 in the aggregate Period of Insurance	
POLICY NUMBER:	LNG-STR-20169783	
PERIOD OF INSURANCE:	30 June 2025 expiring on 30 June 2026 at 4pm Local Standard Time	
INSURER:	Chubb Insurance Australia Limited	

This certificate has been arranged by Us in our capacity as agents for the insurer/s named above. It does not reflect in detail the policy terms or conditions and merely provides a very brief summary of the insurance that is in existence at the date we have issued this certificate. If you wish to review the details of the policy terms, conditions, restrictions, exclusions or warranties, you must refer to the policy wording, schedule and any other associated policy document.

DISCLAIMER - In arranging this certificate, we do not guarantee that the insurance outlined will continue to remain in force for the period referred to as the policy may be cancelled or altered by either party to the contract at any time in accordance with the terms and conditions of the policy or in accordance with the terms of the Insurance Contracts Act 1984. We accept no responsibility or liability to advise any party who may be relying on this certificate of such alteration or cancellation to the policy of insurance.

This policy is issued by Longitude Insurance Pty Ltd (ABN 86 152 337 267) as an Authorised Representative (AR 424867) of Austagencies Pty Ltd (ABN 76 006 09 464) (Austagencies). Austagencies have binding authority from Chubb Insurance Australia Limited (ABN 23 001 642 020, AFSL 239687).

SOLUTIONS FOR STRATA

Prepared by Rob Isaacs BE FIEAust
Solutions for Strata Pty Ltd
2/17 Emerald Terrace West Perth WA 6005

102 Goderich Street East Perth
Handover Date 1997
Strata Plan 32574

This 10 Year Plan is a holistic tool to assist strata committees meet their legislative responsibilities - Section 77 WA Strata Titles Regulations

1	**How to use this 10 Year Plan:** The Ten Year Plan tab details strata assets to be maintained, repaired renewed or replaced over a 10 year period, their cost and when the works should be done. As each item is completed, they should be recorded in the approriate tab (Total Strata Assets, Fire Assets, Standard Lighting) so this document maintains a current record of all works that have been completed. The Ten Year Plan tab contains a graphical and numerical Reserve Fund forecast for each of the ten years.
2	**Update your plan regularly:** Each time an item is completed from the Ten Year Plan tab it needs to be recorded in one of the previous tabs. It will serve Council best if a single Committee member takes charge of this activity. It should be updated annually so it is clear what will need to be incorporated in the next year's Reserve Fund or Admin Fund budget.
3	**Updating Total Strata Assets tab:** The Total Strata Assets table should be updated every time an item is completed from the 10 year plan. This table then becomes the history of works that have been completed, it is your corporate record and in time can become one of your AGM documents.
4	**Updating Fire Assets tab:** Your Fire Services Provider will undertake monthly, 6-monthly and annual checks of the status of your fire assets. They will usually report to your Strata Company via the Strata Manager about any changes that need to be made after their inspections. Again, this table should be updated at the time because they will often identify whether assets need changing. It provides a summary of what is being done. Fire services, if not managed well, can become an unexpected large dollar cost.
5	**Updating Standard Lighting tab:** The most difficult asset table to maintain is Standard Lighting because there are so many lights in your building. That should not stop you from making a note when a light fitting or a lamp is changed. It may assist you for warranty purposes. Note, lighting and electricity is a substantial cost in large schemes and managing it closely can save money.
6	**Updating Backlog Maintenance tab:** Engage with your Strata Manager on how to best reduce your Backlog Maintenance to zero by getting quotes from general or specialist trades. This is best done in Years 1 and 2. Left unattended, backlog maintenance only gets bigger.
7	**Update Service Plan:** Solutions for Strata offers an annual review service for your Strata Plan should you need assistance. This should be a quick process and we'd suggest a maximum fee of $300 incl GST.
8	**Trouble Shooting:** Should you need any assistance in making simple changes to your plan, these can be readily changed at no cost up to a maximum of 3 changes per year. Just email rob@solutionsforstrata.com.au or phone M: 0427933815
9	**Copyright:** Certain parts of this document are proprietary software and are locked to protect the copyright of Solutions for Strata
10	**Costings:** Unit rates and monetary sums provided in this plan are derived from rates commonly used by relevant trades in maintaining residential strata complexes in Perth over recent years.

SOLUTIONS FOR STRATA

Prepared by Rob Isaacs BE FIEAust
Solutions for Strata Pty Ltd
2/17 Emerald Terrace West Perth WA 6005

102 Goderich Street East Perth
Handover Date 1997
Strata Plan 32574

This table is a list of Strata Company maintainable building assets as at January 2020. Assets need to be periodically maintained, renewed and eventually replaced. This list should be reviewed annually.

Enter:
M - maintained (eg M - 5)
R - replaced (eg R - 1)
Add the number replaced/maintained as appropriate

Building Element	Qty	Unit	Condition	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Building Exterior													
Façade A - Block - 7-24 South (cherry-picker access)													
Rendered surfaces	155	m2	Fair										
Rendered surfaces Balcony Parapets	68	m2	Poor										
Door and Window Lintels Degraded	17	No.	Poor										
Door and Window Lintels	5	No.	Good										
Balcony Soffits	15	m2	Good										
Roof Eaves	17	m2	Fair										
Façade B - Block - 7-24 East (cherry picker access)													
Rendered surfaces	7	m2	Fair										
Roof Eaves	2	m2	Good										
Façade B - Block - 7-24 East (scissor lift access)													
Rendered surfaces	123	m2	Fair										
Door and Window Lintels Degraded	1	No.	Poor										
Door and Window Lintels	6	No.	Good										
Roof Eaves	8	m2	Good										
Façade C - Between Block 7-24 & 1-26 (scaffolding)													
Rendered surfaces	0	m2											
Door and Window Lintels	23	No.	Good										
Roof Eaves	13	m2	Good										
Façade D - Block - 1-26 East (scissor lift access)													

SOLUTIONS FOR STRATA

Prepared by Rob Isaacs BE FIEAust
Solutions for Strata Pty Ltd
2/17 Emerald Terrace West Perth WA 6005

102 Goderich Street East Perth
Handover Date 1997
Strata Plan 32574

This table is a list of Strata Company maintainable building assets as at January 2020. Assets need to be periodically maintained, renewed and eventually replaced. This list should be reviewed annually.

Enter:
M - maintained (eg M - 5)
R - replaced (eg R - 1)
Add the number replaced/maintained as appropriate

Building Element	Qty	Unit	Condition	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Rendered surfaces	130	m2	Fair										
Door and Window Lintels	13	No.	Good										
Roof Eaves	8	m2	Good										
Façade D - Block - 1-26 East (scaffolding)													
Rendered surfaces	30	m2	Fair										
Roof Eaves	2	m2	Good										
Façade E - Block - 1-26 North (scissor lift access)													
Rendered surfaces	70	m2	Good										
Door and Window Lintels	17	No.	Good										
Roof Eaves	10	m2	Good										
Façade E - Block - 1-26 North (scaffolding)													
Rendered surfaces	25	m2	Good										
Roof Eaves	5	m2	Good										
Façade F - Block - 5-30 South (scissor lift access)													
Rendered surfaces	85	m2	Fair										
Door and Window Lintels	12	No.	Good										
Roof Eaves	8	m2	Good										
Façade F - Block - 5-30 South (scaffolding)													
Rendered surfaces	50	m2	Fair										
Roof Eaves	3	m2	Good										
Façade G - Block - 5-30 East (scaffolding)													

SOLUTIONS FOR STRATA

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2/17 Emerald Terrace West Perth WA 6005

102 Goderich Street East Perth
Handover Date 1997
Strata Plan 32574

This table is a list of Strata Company maintainable building assets as at January 2020. Assets need to be periodically maintained, renewed and eventually replaced. This list should be reviewed annually.

Enter:
M - maintained (eg M - 5)
R - replaced (eg R - 1)
Add the number replaced/maintained as appropriate

Building Element	Qty	Unit	Condition	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Rendered surfaces	84	m2	Good										
Door and Window Lintels	20	No.	Good										
Roof Eaves	12	m2	Good										
Façade H - Block - 5-30 & 3-28 North (scissor lift access)													
Rendered surfaces	146	m2	Good										
Rendered surfaces Balcony Parapets (from balcony)	176	m2	Fair										
Door and Window Lintels	40	No.	Good										
Roof Eaves	11	m2	Good										
Balcony Soffits	41	m2	Good										
Façade I - Block - 3-28 West (cherry picker access)													
Rendered surfaces	123	m2	Fair										
Door and Window Lintels	14	No.	Good										
Door and Window Lintels Degraded	3	No.	Poor										
Roof Eaves	12	m2	Good										
Façade J - Block - 1-26 West (cherry picker access)													
Rendered surfaces	121	m2	Fair										
Rendered surfaces Balcony Parapets	48	m2	Poor										
Door and Window Lintels Degraded	4	No.	Poor										
Door and Window Lintels	4	No.	Good										
Roof Eaves	6	m2	Good										
Façade K - Block - 1-26 West (cherry picker access)													

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Enter:
M - maintained (eg M - 5)
R - replaced (eg R - 1)
Add the number replaced/maintained as appropriate

Building Element	Qty	Unit	Condition	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Rendered surfaces (wall)	72	m2	Fair										
Rendered surfaces Balcony Parapets	115	m2	Poor										
Door and Window Lintels Degraded	2	No.	Poor										
Door and Window Lintels	10	No.	Good										
Roof Eaves	3	m2	Good										
Balcony Soffits	32	m2	Good										
Façade L - Block - 7-24 West (cherry picker access)													
Rendered surfaces	55	m2	Fair										
Rendered surfaces Balcony Parapets	42	m2	Poor										
Door and Window Lintels Degraded	5	No.	Fair										
Door and Window Lintels	4	No.	Good										
Roof Eaves	4	m2	Good										
Balcony Soffits	20	m2	Good										
Stairwells													
Block 7-24													
Wall Surfaces	209	m2	Fair										
Parapet Wall Surfaces	41	m2	Good										
Ceilings	53	m2	Good										
Emergency Lights	3	No.	As-new										
Standard Lights	3	No.	Good										

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M - maintained (eg M - 5)
R - replaced (eg R - 1)
Add the number replaced/maintained as appropriate

Building Element	Qty	Unit	Condition	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Fire Hydrants	3	No.	As-new										
Fire Hose Reels	3	No.	As-new										
Smoke Detectors	3	No.	Good										
Fire Doors	0	No.	Good										
Door Closers (New - Lockwood Assa Abloy)	4	No.	Good										
Door Closers (Old)	1	No.	Good										
Block 1-26													
Wall Surfaces	209	m2	Fair										
Parapet Wall Surfaces	41	m2	Good										
Ceilings	53	m2	Good										
Emergency Lights	7	No.	As-new										
Standard Lights	3	No.	Good										
Fire Hydrants	3	No.	As-new										
Fire Hose Reels	3	No.	As-new										
Smoke Detectors	3	No.	Good										
Fire Doors	4	No.	Good										
Door Closers (New - Lockwood Assa Abloy)	3	No.	Good										
Door Closers (Old)	2	No.	Good										
Block 3-28 West													
Wall Surfaces	209	m2	Fair										
Parapet Wall Surfaces	41	m2	Fair										

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Enter:
M - maintained (eg M - 5)
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Add the number replaced/maintained as appropriate

Building Element	Qty	Unit	Condition	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Ceilings	53	m2	Good										
Emergency Lights	7	No.	As-new										
Standard Lights	3	No.	Good										
Fire Hydrants	3	No.	As-new										
Fire Hose Reels	3	No.	As-new										
Smoke Detectors	3	No.	Good										
Fire Doors	4	No.	Good										
Door Closers (New - Lockwood Assa Abloy)	3	No.	Good										
Door Closers (Old)	2	No.	Good										
Block 5-30 East													
Wall Surfaces	209	m2	Fair										
Parapet Wall Surfaces	41	m2	Good										
Ceilings	53	m2	Good										
Emergency Lights	7	No.	As-new										
Standard Lights	3	No.	Good										
Fire Hydrants	3	No.	As-new										
Fire Hose Reels	3	No.	As-new										
Smoke Detectors	3	No.	Good										
Fire Doors	4	No.	Good										
Door Closers (New - Lockwood Assa Abloy)	3	No.	Good										
Door Closers (Old)	2	No.	Good										

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M - maintained (eg M - 5)
R - replaced (eg R - 1)
Add the number replaced/maintained as appropriate

Building Element	Qty	Unit	Condition	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Car Park													
Store-room doors and frames	30	No.	Fair										
Fire Extinguishers - 9kg Powder	2	No.	As-new										
Fire Hose Reels	2	No.	As-new										
Main Gate Motor - 4D Doors GA403 BS - May 2014	1	No.	Good										
Upper CP Gate Motor - 4D Doors GA403 BS - May 2014	1	No.	Good										
Main Gate - 5.2m x 2.3m panel lift	1	No.	Good										
Upper Gate - 4.0m x 2.3m panel lift	1	No.	Good										
Soakwells	4	No.	Good										
Ceiling-mounted bunker lights (main car park)	7	No.	Good										
Ceiling-mounted bunker lights (upper car park)	5	No.	Good										
Arlec twin LED Sensor Spots (Upper CP)	2	No.	As-new										

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This table is a list of all fire system assets which should be recorded in log books by the Fire Services Provider and kept in a certain place in your building.

Legend

Spitfire - small single LED flush-mounted emergency light	FHR - Fire Hose Reel
Exit - emergency exit (Running Man) light	FE - Fire Extinguisher
e-light - lighting which remains on during power failure	Hydrant - connection point for Brigade fire hose

Item No.	Type	Location	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
EL01	e-light	Upper Car Park vehicle entry										
EL02	e-light	Car Park Space 12										
EL03	e-light	Car Park Space 15/8										
EL04	e-light	Car Park Space 4/19										
5	Exit	Car Park Space 9										
6	Exit	Car Park Space 14/15										
EL07	e-light	Unit 2 Courtyard										
EL08	e-light	Unit 2 Courtyard										
EL09	e-light	Outside Stairs 7-8 etc										
EL10	e-light	Main Pedestrian Gate Entry										
EL11	e-light	Block 7-24 Level 1										
EL12	e-light	Block 7-24 Level 2										
EL13	e-light	Block 7-24 Level 3										
EL14	e-light	Block 1-26 Level G										
EL15	e-light	Block 1-26 Level 1										
EL16	e-light	Block 1-26 Level 1										
EL17	e-light	Block 1-26 Level 2										
EL18	e-light	Block 1-26 Level 2										
EL19	e-light	Block 1-26 Level 3										

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Legend

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Exit - emergency exit (Running Man) light	FE - Fire Extinguisher
e-light - lighting which remains on during power failure	Hydrant - connection point for Brigade fire hose

Item No.	Type	Location	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
EL20	e-light	Block 1-26 Level 3										
EL22	e-light	Block 3-28 Level 1										
EL23	e-light	Block 3-28 Level 1										
EL24	e-light	Block 3-28 Level 2										
EL25	e-light	Block 3-28 Level 2										
EL26	e-light	Block 3-28 Level 3										
EL27	e-light	Block 3-28 Level 3										
EL28	e-light	Block 5-30 Level G										
EL29	e-light	Block 5-30 Level 1										
EL30	e-light	Block 5-30 Level 1										
EL31	e-light	Block 5-30 Level 2										
EL32	e-light	Block 5-30 Level 2										
EL33	e-light	Block 5-30 Level 3										
EL34	e-light	Block 5-30 Level 3										
1	FHR	Upper Car Park at entry										
2	FE	Near Bin Room (upper CP)										
3	Hydrant	Block 7-24 Level 3										
4	FHR	Block 7-24 Level 3										

This table is a list of all fire system assets which should be recorded in log books by the Fire Services Provider and kept in a certain place in your building.

Legend	
Spitfire - small single LED flush-mounted emergency light	FHR - Fire Hose Reel
Exit - emergency exit (Running Man) light	FE - Fire Extinguisher
e-light - lighting which remains on during power failure	Hydrant - connection point for Brigade fire hose

Item No.	Type	Location	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
5	Hydrant	Block 7-24 Level 2										
6	FHR	Block 7-24 Level 2										
7	Hydrant	Block 7-24 Level 1										
8	FHR	Block 7-24 Level 1										
9	Hydrant	Block 1-26 Level 1										
10	FHR	Block 1-26 Level 1										
11	Hydrant	Block 1-26 Level 2										
12	FHR	Block 1-26 Level 2										
13	Hydrant	Block 1-26 Level 3										
14	FHR	Block 1-26 Level 3										
15	Hydrant	Unit 2 Courtyard										
16	FHR	Unit 2 Courtyard										
17	Hydrant	Block 3-28 Level 3										
18	FHR	Block 3-28 Level 3										
19	Hydrant	Block 3-28 Level 2										
20	FHR	Block 3-28 Level 2										
21	Hydrant	Block 3-28 Level 1										
22	FHR	Block 3-28 Level 1										
23	Hydrant	Block 5-30 Level 3										

This table is a list of all fire system assets which should be recorded in log books by the Fire Services Provider and kept in a certain place in your building.

Legend	
Spitfire - small single LED flush-mounted emergency light	FHR - Fire Hose Reel
Exit - emergency exit (Running Man) light	FE - Fire Extinguisher
e-light - lighting which remains on during power failure	Hydrant - connection point for Brigade fire hose

Item No.	Type	Location	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
24	FHR	Block 5-30 Level 3										
25	Hydrant	Block 5-30 Level 2										
26	FHR	Block 5-30 Level 2										
27	Hydrant	Block 5-30 Level 1										
28	FHR	Block 5-30 Level 1										
29	FHR	Car Park Space 14/15										
30	FE	Main Car Park Space 14/15										

Door	Location	Rating	
Door	Location	Rating	
1	Block 5-30 Level G	NA/60/30	
2	Block 5-30 Level 1	NA/60/30	
3	Block 5-30 Level 2	NA/60/30	
4	Block 5-30 Level 3	NA/60/30	
5	Block 3-28 Level G	NA/60/30	
6	Block 3-28 Level 1	NA/60/30	
7	Block 3-28 Level 2	NA/60/30	
8	Block 3-28 Level 3	NA/60/30	

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Legend	
Spitfire - small single LED flush-mounted emergency light	FHR - Fire Hose Reel
Exit - emergency exit (Running Man) light	FE - Fire Extinguisher
e-light - lighting which remains on during power failure	Hydrant - connection point for Brigade fire hose

Item No.	Type	Location	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
9	Block 1-26 Level G	NA/60/30										
10	Block 1-26 Level 1	NA/60/30										
11	Block 1-26 Level 2	NA/60/30										
12	Block 1-26 Level 3	NA/60/30										

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The following table is a list of all standard (ie non-emergency) lighting assets. Note when assets are replaced as these days lighting is mostly

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Add the number replaced/maintained as appropriate

	No.	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Car Park											
Bunker lights (Upper CP)	5										
Bunker lights (Main CP)	7										
Arlec twin LED Sensor Spots (Upper CP)	2										
Stairwells											
Ceiling mounted oyster	13										
Exterior											
Wall mounted bunker	6										
Balcony ceiling mounted oyster	30										
	63										

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	Qty	Unit	Rate	%	Admin?	Cost	Reserve	Admin	Photo	1st Year		Period	Inflation	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total Cost
						$	$	$					2.5%	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	
Painting of Degraded Window Lintels																								
Block 7-24 West and South (cherry picker)	22	No.	$45			$990	$990		8	5	2025							$1,093						
Block 1-26 West (cherry picker)	4	No.	$45			$180	$180		8	5	2025							$199						$199
Painting of Balcony Render - from balcony																								
Block 7-24 South	68	m2	$15			$1,026	$1,026		6-7	1	2021			$1,026										$1,026
Block 7-24 West	42	m2	$15			$630	$630		6-7	1	2021			$630										$630
Block 1-26 West	115	m2	$15			$1,722	$1,722		6-7	1	2021			$1,722										$1,722
Blocks 3-4 & 5-30 North	176	m2	$15			$2,646	$2,646		6-7	1	2021			$2,646										$2,646
Balcony soffits	107	m2	$15			$1,611	$1,611		6-7	1	2021			$1,611										$1,611
Painting of Stairwell Ceilings																								
Block 3-28 West	8	m2	$15		A	$113		$113	9	1	2021			$113										$113
Block 5-30 East	41	m2	$15		A	$619		$619	9	1	2021			$619										$619
Block 1-26	34	m2	$15		A	$506		$506	9	1	2021			$506										$506
Block 7-24	25	m2	$15		A	$375		$375	9	1	2021			$375										$375
Roof Leaks																								
Block 3-28 Stairs	1	Item	$1,500		A	$1,500		$1,500	10	1	2021			$1,500										$1,500
Block 5-30 (Outside Unit 30)	1	Item	$800		A	$800		$800	11	1	2021			$800										$800
Water Leaks to Stair Wells																								
Glass Block leak Block 3-28 West LG-1 - by Cherry	1	Item	$1,000			$1,000	$1,000		12-16	5	2025							$1,104						$1,104
Glass Block leak Block 3-28 West L1-2 - by Cherry	1	Item	$1,000			$1,000	$1,000		12-16	5	2025							$1,104						$1,104
Glass Block leak Block 3-28 West L2-3 - by Cherry	1	Item	$1,000			$1,000	$1,000		12-16	5	2025							$1,104						$1,104
Glass Block leak Block 5-30 East LG	1	Item	$1,500			$1,500	$1,500		12-16	5	2025							$1,656						$1,656
Glass Block leak Block 5-30 East L1	1	Item	$1,500			$1,500	$1,500		12-16	5	2025							$1,656						$1,656
Repairs to waterproofing above Unit 14 Store	1	Item	$5,000			$5,000	$5,000		17-19	1	2021			$5,000										$5,000
Repaint balcony soffit above Unit 3	1	Item	$300		A	$300		$300	20	2	2022				$308									$308
Stairwell Wall Cracks	1	Item																						
Block 7-24	4	No.	$200			$800	$800		1-5	3	2023					$841								$841
Block 1-26	5	No.	$200			$1,000	$1,000		1-5	3	2023					$1,051								$1,051
Block 3-28	2	No.	$200			$400	$400		1-5	3	2023					$420								$420
Block 5-30	3	No.	$200			$600	$600		1-5	3	2023					$630								$630
Letterbox Flap Repairs - Owners Lot	1	Item	$500			$500	$500		22															

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	Qty	Unit	Rate	%	Admin?	Cost	Reserve	Admin	Photo	1st Year		Period	Inflation	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total Cost
Annual Reserve Expenditure							$23,105							$12,635	$0	$2,942	$0	$7,914	$0	$0	$0	$0	$0	$22,398
Annual Admin Expenditure								$4,213						$3,913	$308	$0	$0	$0	$0	$0	$0	$0	$0	$4,220

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Building Element	Qty	Unit	Rate	%	Admin?	Cost	Reserve	Admin	1st Year		Period	Inflation	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total Cost
						$	$	$				2.0%	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
Building Exterior																							
Rendered Wall Painting - Cherry Picker	532	m2	$25			$13,305	$13,305		5	2024							$14,401						$14,401
Rendered Wall Painting - Scissor Lift	554	m2	$23			$12,457	$12,457		5	2024							$13,484						$13,484
Rendered Wall Painting - Scaffolding	189	m2	$50			$9,468	$9,468		5	2024							$10,248						$10,248
Roof Eaves - Cherry Picker	44	m2	$25			$1,088	$1,088		5	2024							$1,177						$1,177
Roof Eaves - Scissor Lift	45	m2	$23			$1,014	$1,014		5	2024							$1,097						$1,097
Roof Eaves - Scaffolding	35	m2	$50			$1,725	$1,725		5	2024							$1,867						$1,867
Stairwells																							
Walls	999	m2	$13			$12,490	$12,490		3	2022					$12,995								$12,995
Ceilings	103	m2	$13			$1,281	$1,281		3	2022					$1,333								$1,333
Emergency Lighting	23	No.	$175	20%		$805	$805		2	2021	2			$821		$854		$889		$925		$962	$4,451
Door Closers - old replacement	7	No.	$200	14%		$200	$200		2	2021	2			$204		$212		$221		$230		$239	$1,106
Carpark																							
Emergency Lighting	10	No.	$175	20%		$350	$350		3	2022	2				$364		$379		$394		$410		$1,547
Storeroom Doors and Frames - Painting (outside only)	30	No.	$75			$2,250	$2,250		5	2024	12						$2,435						$2,435
Garage Door Motors - annual maintenance	2	No.	$400		A	$800		$800	1	2020	1		$800	$816	$832	$849	$866	$883	$901	$919	$937	$956	$8,760
Miscellaneous																							
Security Cameras	10	No.	$850			$8,500	$8,500		1	2020			$8,500										$8,500
Garden Upgrades - Year 1	1	Item	$5,000			$5,000	$5,000		1	2020			$5,000										$5,000
Garden Upgrades - Year 2	1	Item	$5,000			$5,000	$5,000		2	2021				$5,100									$5,100
Security Camera Enclosure & Recorder	1	Item	$3,000			$3,000	$3,000		1	2020			$3,000										$3,000
Stairwell ventilation (whirlybirds)	4	No.	$300			$1,200	$1,200		2	2021				$1,224									$1,224
Stairwell ventilation (ducting)	4	No.	$225			$900	$900		2	2021				$918									$918
Building Entry System	1	Item	$7,500			$7,500	$7,500		2	2021				$7,650									$7,650
BACKLOG MAINTENANCE - SEE SEPARATE TAB																							
Administrative Fund								$4,213					$3,913	$308									
Reserve Fund							$23,105						$12,635		$2,942		$7,914						$23,491

SOLUTIONS FOR STRATA

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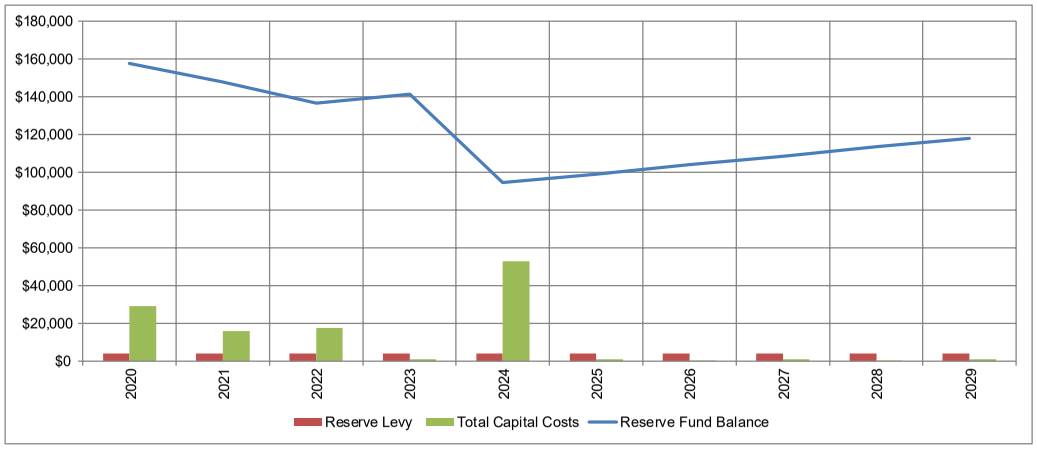
Solutions for Strata Pty Ltd
2/17 Emerald Terrace West Perth WA 6005

102 Goderich Street East Perth
Handover Date 1997
Strata Plan 32574

The following table is a list of all maintainable items. Dates for maintenance are informed estimates. If not completed, items should be rescheduled. This table should be reviewed on an annual basis. Certain parts of this document are proprietary software and are locked to protect the copyright of Solutions for Strata.

Building Element	Qty	Unit	Rate	%	Admin?	Cost	Reserve	Admin	1st Year		Period	Inflation	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total Cost
Annual Reserve Capital Costs							$110,637						$29,135	$15,917	$17,633	$1,067	$53,004	$1,110	$394	$1,154	$410	$1,201	$121,025
Annual Admin Expenditure								$5,013					$800	$816	$832	$849	$866	$883	$901	$919	$937	$956	$8,760
Reserve Fund Opening Balance													$180,000	$157,565	$148,012	$136,598	$141,581	$94,701	$99,011	$104,102	$108,510	$113,727	
Total Capital Costs													$29,135	$15,917	$17,633	$1,067	$53,004	$1,110	$394	$1,154	$410	$1,201	
Anticipated Annual Reserve Levy						$4,000							$4,000	$4,000	$4,000	$4,000	$4,000	$4,000	$4,000	$4,000	$4,000	$4,000	
Interest on Reserve						1.5%							$2,700	$2,363	$2,220	$2,049	$2,124	$1,421	$1,485	$1,562	$1,628	$1,706	
Reserve Fund Closing Balance													$157,565	$148,012	$136,598	$141,581	$94,701	$99,011	$104,102	$108,510	$113,727	$118,232	



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STRATA TITLES ACT 1985

SCHEDULES

SCHEDULE 1 & SCHEDULE 2 (s39)

Schedule 1 — Governance by-laws

[Heading inserted by No. 30 of 2018 s. 86.]

[Part I heading deleted by No. 58 of 1995 s. 87(1).]

1. Duties of owner

(1) The owner of a lot must —

(a) immediately carry out all work that may be ordered under a written law in respect of the lot other than such work as may be for the benefit of the building generally and pay all rates, taxes, charges, outgoings and assessments that may be payable in respect of the lot;

(b) maintain and repair the lot, and keep it in a state of good condition, reasonable wear and tear, and damage by fire, storm, tempest or act of God excepted.

(1A) The owner of a lot must —

(a) notify in writing the strata company immediately on becoming the owner of the lot, including in the notice the owner's address for service for the purposes of this Act; and

(b) if required in writing by the strata company, notify the strata company of any mortgage or other dealing in connection with the lot, including in the case of a lease of a lot, the name of the lessee and the term of the lease.

[Clause 1 amended by No. 58 of 1995 s. 87(2); No. 14 of 1996 s. 4; No. 74 of 2003 s. 112(15); No. 30 of 2018 s. 87.]

[**2.** Deleted by No. 30 of 2018 s. 88.]

3. Power of strata company regarding submeters

(1) If the supply of gas or electricity to a lot is regulated by means of a submeter, the strata company may require the owner or occupier of the lot to pay the strata company by way of security for the payment of charges arising through the submeter an amount not exceeding $200 and, if any amount so paid is applied by the strata company under sub-bylaw (3), to pay such further amount or amounts by way of such security as may be necessary to maintain the amount of the security as, subject to this sub-bylaw, the strata company may require.

(2) The strata company must lodge every sum received under this by-law to the credit of an interest-bearing ADI account and all interest accruing in respect of amounts so received must, subject to this by-law, be held on trust for the owner or occupier who made the payment.

(3) If the owner or occupier of a lot in respect of which a submeter is used for the supply of gas or electricity refuses or fails to pay any charges due for the supply of gas or electricity to that lot, the strata company may apply in payment of those charges all, or such part as is necessary, of any amount paid to the strata company by that owner or occupier under this by-law, including any interest that may have accrued in respect of that amount.

(4) If a person who has paid an amount under this by-law to a strata company satisfies the strata company that the person is no longer the owner or occupier of a lot and that the strata company no longer has any liability or contingent liability for the supply of gas or electricity to that lot during the period when that person was an owner or occupier of the lot, the strata company must refund to that person the amount then held on the person's behalf under this by-law.

[Clause 3 amended by No. 26 of 1999 s. 104; No. 74 of 2003 s. 112(16); No. 30 of 2018 s. 89.]

4. Constitution of council

(1) The powers and duties of the strata company must, subject to any restriction imposed or direction given at a general meeting, be exercised and performed by the council of the strata company and a meeting of the council at which a quorum is present is competent to exercise all or any of the authorities, functions or powers of the council.

(2) Until the first annual general meeting of the strata company, the owners of all the lots constitute the council.

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(3) If there are not more than 3 lots in the scheme, the council consists of all of the owners of the lots and, if there are more than 3 lots in the scheme, the council consists of not less than 3 nor more than 7 of the owners of the lots, as is determined by the strata company.

(4) If there are more than 3 lots in the scheme, the members of the council must be elected at each annual general meeting of the strata company or, if the number of lots in the scheme increases to more than 3, at an extraordinary general meeting convened for the purpose.

(6) If there are co-owners of a lot, 1 only of the co-owners is eligible to be, or to be elected to be, a member of the council and the co-owner who is so eligible must be nominated by the co-owners, but, if the co-owners fail to agree on a nominee, the co-owner who owns the largest share of the lot is the nominee or, if there is no co-owner who owns the largest share of the lot, the co-owner whose name appears first in the certificate of title for the lot is the nominee.

(8) Except if the council consists of all the owners of lots in the scheme, the strata company may by special resolution remove any member of the council before the expiration of the member's term of office.

(9) A member of the council vacates office as a member of the council —

(a) if the member dies or ceases to be an owner or co-owner of a lot; or

(b) on receipt by the strata company of a written notice of the member's resignation from the office of member; or

(c) at the conclusion of an annual general meeting of the strata company at which an election of members of the council takes place and at which the member is not elected or re-elected; or

(d) in a case where the member is a member of the council by reason of there being not more than 3 owners of lots in the scheme, on an election of members of the council (as a result of there being an increase in the number of owners to more than 3) at which the member is not elected; or

(e) if the member is removed from office under sub-bylaw (8); or

(f) if the Tribunal orders that the member's appointment is revoked and the member is removed from office.

(10) The remaining members of the council may appoint a person eligible for election to the council to fill a vacancy in the office of a member of the council, other than a vacancy arising under sub-bylaw (9)(c) or (d), and any person so appointed holds office, subject to this by-law, for the balance of the predecessor's term of office.

Note for this sub-bylaw: By-law 6(3A) provides for the filling of vacancies in the offices of chairperson, secretary and treasurer.

(11) Except if 1 person is the owner of all of the lots in the scheme, a quorum of the council is 2 if the council consists of 3 or 4 members; 3, if it consists of 5 or 6 members; and 4, if it consists of 7 members.

(12) The continuing members of the council may act even if there is a vacancy in the council, but so long as the number of members is reduced below the number fixed by these by-laws as the quorum of the council, the continuing members or member of the council may act for the purpose of increasing the number of members of the council or convening a general meeting of the strata company, but for no other purpose.

(13) All acts done in good faith by the council, even if it is afterwards discovered that there was some defect in the appointment or continuance in office of any member of the council, are as valid as if that member had been duly appointed or had duly continued in office.

[Clause 4 amended by No. 30 of 2018 s. 90.]

5. Election of council at general meeting

The procedure for nomination and election of members of a council must be in accordance with the following rules —

(1) The meeting must determine, in accordance with the requirements of by-law 4(3) the number of persons of whom the council is to consist.

(2) The chairperson must call on those persons who are present at the meeting in person or by proxy and entitled to nominate candidates to nominate candidates for election to the council.

(3) A nomination is ineffective unless supported by the consent of the nominee to the nomination, given —

(a) in writing, and furnished to the chairperson at the meeting; or

(b) orally by a nominee who is present at the meeting in person or by proxy.

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(4) When no further nominations are forthcoming, the chairperson —

(a) if the number of candidates equals the number of members of the council determined in accordance with the requirements of by-law 4(3), must declare those candidates to be elected as members of the council;

(b) if the number of candidates exceeds the number of members of the council as so determined, must direct that a ballot be held.

(5) If a ballot is to be held, the chairperson must —

(a) announce the names of the candidates; and

(b) cause to be furnished to each person entitled to vote and present in person or by proxy, a blank form in respect of each lot in respect of which the person is entitled to vote for use as a ballot form.

(6) A person who is entitled to vote must complete a valid ballot form by —

(a) writing on the form the names of candidates, equal in number to the number of members of the council so that no name is repeated; and

(b) indicating on the form the number of each lot in respect of which the person's vote is cast and whether the person so votes as owner or first mortgagee of each such lot or as proxy of the owner or first mortgagee; and

(c) signing the ballot form; and

(d) returning it to the chairperson.

(7) The chairperson, or a person appointed by the chairperson, must count the votes recorded on valid ballot forms in favour of each candidate.

(8) Subject to sub-bylaw (9), candidates, being equal in number to the number of members of the council determined in accordance with by-law 4(3), who receive the highest numbers (in terms of lots or unit entitlements as required under the *Strata Titles Act 1985* section 122) of votes are to be declared elected to the council.

(9) If the number (in terms of lots or unit entitlements as required under the *Strata Titles Act 1985* section 122) of votes recorded in favour of any candidate is the lowest of the numbers of votes referred to in sub-bylaw (8) and —

(a) that number equals the number of votes recorded in favour of any other candidate; and

(b) if each of those candidates were to be declared elected the number of persons elected would exceed the number of persons required to be elected, as between those candidates, the election must be decided by a show of hands of those entitled to vote and present in person or by proxy.

[Clause 5 amended by No. 74 of 2003 s. 112(17)-(19); No. 30 of 2018 s. 91.]

6. Chairperson, secretary and treasurer of council

(1) The members of a council must, at the first meeting of the council after they assume office as such members, appoint a chairperson, a secretary and a treasurer of the council.

(2) A person —

(a) must not be appointed to an office referred to in sub-bylaw (1) unless the person is a member of the council; and

(b) may be appointed to 1 or more of those offices.

(3) A person appointed to an office referred to in sub-bylaw (1) holds office until the first of the following events happens —

(a) the person ceases to be a member of the council under by-law 4(9);

(b) receipt by the strata company of a written notice of the person's resignation from that office;

(c) another person is appointed by the council to hold that office.

(3A) The remaining members of the council must appoint a member of the council to fill a vacancy in an office referred to in sub-bylaw (1), other than a vacancy arising under by-law 4(9)(c) or (d), and any person so appointed holds office, subject to this by-law, for the balance of the predecessor's term of office.

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(4) The chairperson is to preside at all meetings of the council but, if the chairperson is absent from, or is unwilling or unable to preside at, a meeting, the members of the council present at that meeting can appoint 1 of their number to preside at that meeting during the absence of the chairperson.

[Clause 6 amended by No. 30 of 2018 s. 92.]

7. Chairperson, secretary and treasurer of strata company

(1) Subject to sub-bylaw (2), the chairperson, secretary and treasurer of the council are also respectively the chairperson, secretary and treasurer of the strata company.

(2) A strata company may at a general meeting authorise a person who is not an owner of a lot to act as the chairperson of the strata company for the purposes of that meeting.

(3) A person appointed under sub-bylaw (2) may act until the end of the meeting for which the person was appointed to act.

[Clause 7 inserted by No. 58 of 1995 s. 87(3); amended by No. 74 of 2003 s. 112(20); No. 30 of 2018 s. 93.]

8. Meetings of council

(1) At meetings of the council, all matters must be determined by a simple majority vote.

(2) The council may –

(a) meet together for the conduct of business and adjourn and otherwise regulate its meetings as it thinks fit, but the council must meet when any member of the council gives to the other members not less than 7 days' notice of a meeting proposed by the member specifying in the notice the reason for calling the meeting; or

(b) employ or engage, on behalf of the strata company, any person as it thinks is necessary to provide any goods, amenity or service to the strata company; or (c) subject to any restriction imposed or direction given at a general meeting of the strata company, delegate to 1 or more of its members such of its powers and duties as it thinks fit, and at any time revoke the delegation.

(3) A member of a council may appoint an owner of a lot, or an individual authorised under the *Strata Titles Act 1985* section 136 by a corporation which is the owner of a lot, to act in the member's place as a member of the council at any meeting of the council.

(4) An owner of a lot or individual may be appointed under sub-bylaw (3) whether or not that person is a member of the council.

(5) If a person appointed under sub-bylaw (3) is a member of the council the person may, at any meeting of the council, separately vote in the person's capacity as a member and on behalf of the member in whose place the person has been appointed to act.

[Clause 8 amended by No. 30 of 2018 s. 94.]

9. Powers and duties of secretary of strata company

The powers and duties of the secretary of a strata company include –

(a) the preparation and distribution of minutes of meetings of the strata company and the submission of a motion for confirmation of the minutes of any meeting of the strata company at the next such meeting; and

(b) the giving on behalf of the strata company and of the council of the notices required to be given under the Act; and

(c) the supply of information on behalf of the strata company in accordance with the *Strata Titles Act 1985* sections 108 and 109; and

(d) the answering of communications addressed to the strata company; and

(e) the calling of nominations of candidates for election as members of the council; and

(f) subject to the *Strata Titles Act 1985* sections 127, 128, 129, 200(2)(f) and

(g) the convening of meetings of the strata company and of the council.

[Clause 9 amended by No. 30 of 2018 s. 95.]

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10. Powers and duties of treasurer of strata company

The powers and duties of the treasurer of a strata company include —

(a) the notifying of owners of lots of any contributions levied under the Strata Titles Act 1985; and

(b) the receipt, acknowledgment and banking of and the accounting for any money paid to the strata company; and

(c) the preparation of any certificate applied for under the *Strata Titles Act 1985* section 110; and

(d) the keeping of the records of account referred to in the *Strata Titles Act 1985* section 101 and the preparation of the statement of accounts referred to in the *Strata Titles Act 1985* section 101.

[Clause 10 amended by No. 30 of 2018 s. 96.]

[**11-15.** Deleted by No. 30 of 2018 s. 97.]

Schedule 2 — Conduct by-laws

[Heading inserted by No. 30 of 2018 s. 98.]

1. Vehicles and parking

(1) An owner or occupier of a lot must take all reasonable steps to ensure that the owner's or occupier's visitors comply with the scheme by-laws relating to the parking of motor vehicles.

(2) An owner or occupier of a lot must not park or stand any motor or other vehicle on common property except with the written approval of the strata company.

[Clause 1 inserted by No. 30 of 2018 s. 99.]

2. Use of common property

An owner or occupier of a lot must —

(a) use and enjoy the common property in such a manner as not unreasonably to interfere with the use and enjoyment of the common property by other owners or occupiers of lots or of their visitors; and

(b) not use the lot or permit it to be used in such manner or for such purpose as causes a nuisance to an occupier of another lot (whether an owner or not) or the family of such an occupier; and

(c) take all reasonable steps to ensure that the owner's or occupier's visitors do not behave in a manner likely to interfere with the peaceful enjoyment of an owner or occupier of another lot or of a person lawfully using common property; and

(d) not obstruct lawful use of common property by any person.

[Clause 2 inserted by No. 30 of 2018 s. 100.]

3. Damage to lawns etc. on common property

Except with the approval of the strata company, an owner or occupier of a lot must not —

(a) damage any lawn, garden, tree, shrub, plant or flower on common property; or

(b) use any portion of the common property for the owner's or occupier's own purposes as a garden.

[Clause 3 amended by No. 30 of 2018 s. 101.]

4. Behaviour of owners and occupiers

An owner or occupier of a lot must be adequately clothed when on common property and must not use language or behave in a manner likely to cause offence or embarrassment to an owner or occupier of another lot or to any person lawfully using common property.

[Clause 4 amended by No. 30 of 2018 s. 102.]

[**5.** Deleted by No. 30 of 2018 s. 103.]

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6. Depositing rubbish etc. on common property

An owner or occupier of a lot must not deposit or throw on that lot or any other lot or the common property any rubbish, dirt, dust or other material likely to interfere with the peaceful enjoyment of an owner or occupier of another lot or of any person lawfully using the common property.

[Clause 6 amended by No. 58 of 1995 s. 88(2); No. 30 of 2018 s. 104.]

7. Drying of laundry items and signage

An owner or occupier of a lot must not, except with the consent in writing of the strata company –

(a) hang any washing, towel, bedding, clothing or other article on any part of the parcel in such a way as to be visible from outside the building, other than for a reasonable period on any lines provided by the strata company for the purpose; or

(b) display any sign, advertisement, placard, banner, pamphlet or like matter on any part of their lot in such a way as to be visible from outside the building.

[Clause 7 amended No. 30 of 2018 s. 105.] [Former By-law 8 repealed by No. 58 of 1995 s. 88(3).]

8. Storage of inflammable liquids etc.

An owner or occupier of a lot must not, except with the written approval of the strata company, use or store on the lot or on the common property any inflammable chemical, liquid or gas or other inflammable material, other than chemicals, liquids, gases or other materials used or intended to be used for domestic purposes, or any such chemical, liquid, gas or other material in a fuel tank of a motor vehicle or internal combustion engine.

[Clause 8, formerly by-law 9, renumbered as by-law 8 by No. 58 of 1995 s. 88(4); amended by No. 30 of 2018 s. 106.]

9. Moving furniture etc. on or through common property

An owner or occupier of a lot must not transport any furniture or large object through or on common property within the building unless that person has first given to the council sufficient notice of their intention to do so to enable the council to arrange for its nominee to be present at the time when that person does so.

[Clause 9, formerly by-law 10, renumbered as by-law 9 by No. 58 of 1995 s. 88(4); amended by No. 30 of 2018 s. 107.]

10. Floor coverings

An owner of a lot must ensure that all floor space within the lot (other than that comprising kitchen, laundry, lavatory or bathroom) is covered or otherwise treated to an extent sufficient to prevent the transmission therefrom of noise likely to disturb the peaceful enjoyment of an owner or occupier of another lot.

[Clause 10, formerly by-law 11, renumbered as by-law 10 by No. 58 of 1995 s. 88(4); amended by No. 30 of 2018 s. 108.]

11. Garbage disposal

An owner or occupier of a lot must –

(a) maintain within their lot, or on such part of the common property as may be authorised by the strata company, in clean and dry condition and adequately covered, a receptacle for garbage;

(b) comply with all local laws relating to the disposal of garbage; (c) ensure that the health, hygiene and comfort of an owner or occupier of any other lot is not adversely affected by their disposal of garbage.

[Clause 11, formerly by-law 12, renumbered as by-law 11 by No. 58 of 1995 s. 88(4); amended by No. 57 of 1997 s. 115(5); No. 30 of 2018 s. 109.]

12. Additional duties of owners and occupiers

An owner or occupier of a lot must not –

(a) use the lot for a purpose that may be illegal or injurious to the reputation of the building; or

(b) make undue noise in or about the lot or common property; or

(c) keep animals on the lot or the common property after notice in that behalf given to that person by the council.

[Clause 12 inserted by No. 58 of 1995 s. 88(5); amended by No. 74 of 2003 s. 112(22); No. 30 of 2018 s. 110.]

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13. Notice of alteration to lot

An owner of a lot must not alter or permit the alteration of the structure of the lot except as may be permitted and provided for under the Act and the by-laws and in any event must not alter the structure of the lot without giving to the strata company, not later than 14 days before commencement of the alteration, a written notice describing the proposed alteration.

[Clause 13 inserted by No. 58 of 1995 s. 88(5); amended by No. 30 of 2018 s. 111.]

14. Appearance of lot

An owner or occupier of a lot must not, without the written consent of the strata company, maintain within the lot anything visible from outside the lot that, viewed from outside the lot, is not in keeping with the rest of the building.

[Clause 14 inserted by No. 58 of 1995 s. 88(5); amended by No. 30 of 2018 s. 112.]

15. Decoration of, and affixing items to, inner surface of lot

An owner or occupier of a lot must not, without the written consent of the strata company, paint, wallpaper or otherwise decorate a structure which forms the inner surface of the boundary of the lot or affix locking devices, flyscreens, furnishings, furniture, carpets and other similar things to that surface, if that action will unreasonably damage the common property.

[Clause 15 inserted by No. 30 of 2018 s. 113.]