Strata Report

ADVANCED
STRATA INSPECTIONS & CONSULTANCY

Property Address
1405/22 Langston Place, Epping NSW 2121

Strata Plan
103041

Report Completed by
Benjamin Moustafa

Inspection Date
17 Jun 2026

Lot Number
92

Inspector Name
Advanced Strata Inspections

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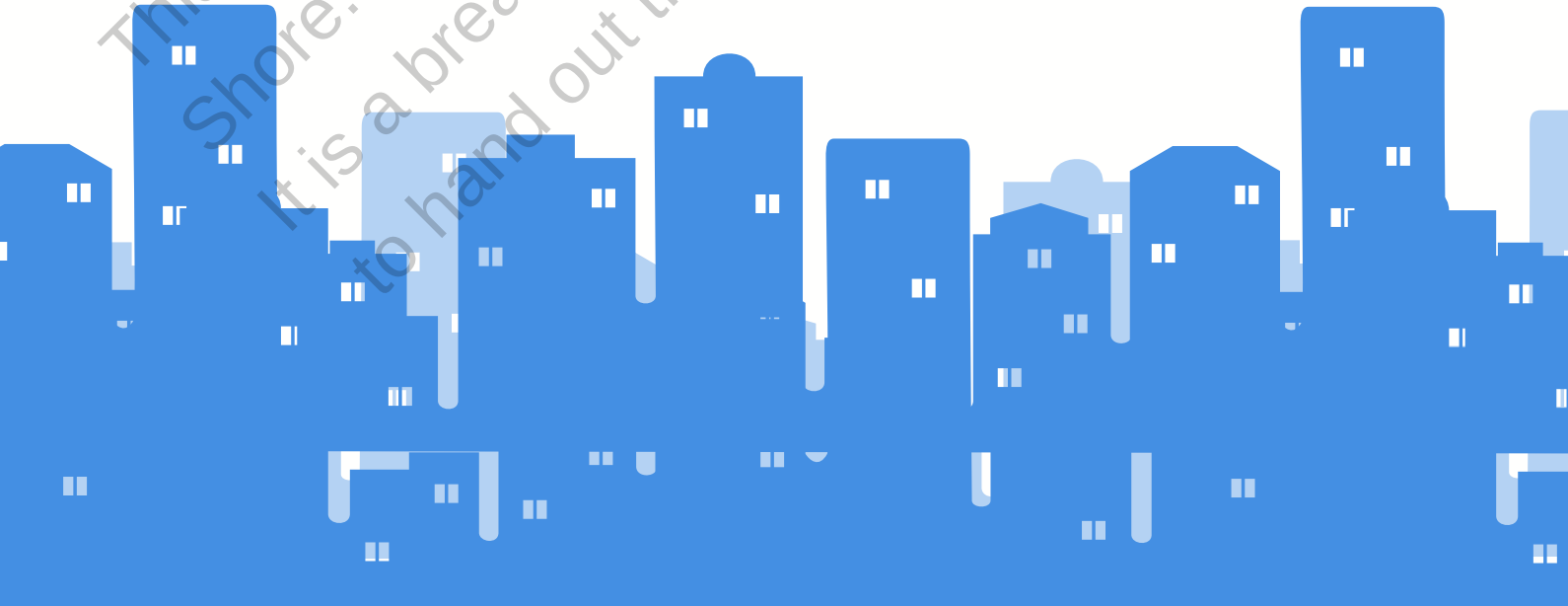


Table of Contents

1 **Report Summary**
- Summary
- Attached Documents

2 **Property Overview** 6
- Strata Manager
- Lot Owners
- Primary Property Information

3 **Financial Overview** 8
- Insurance
- Valuation
- Fund Balance
- Standard Levy Contributions
- Special Levies

4 **Minutes & By-laws**
- By-laws
- Harmony
- Minutes

5 **Building Matters**
- Improvement & Maintenance
- Capital Works Fund Forecast
- Compliance
- Cladding
- Defects
- Litigation

6 **Disclaimers**

7 **Regulations Reference** 16

8 **Attachments** 21

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SECTION 1

Report Summary

Inspection Summary

This is a factual recital of the strata records provided and does not constitute advice or an opinion on the merits of any purchase. Where a document was not provided, that is noted; the absence of a record is not evidence that the matter does not exist.

Property and Plan
The subject lot is Lot 92 / Unit 1405, 22 Langston Place, Epping NSW 2121, within Strata Plan 103041 (common property folio CP/SP103041, NSW LRS title search edition 2, registered 18 February 2022). The scheme comprises 190 lots with an aggregate unit entitlement of 100,000; the subject lot's unit entitlement is 472. SP103041 (The Langston - Tower 3) is one of three strata schemes (SP103041/042/043) in The Langston precinct sharing a Strata Management Statement and a Building Management Committee.

Governance and Administration
The current strata managing agent is Jamesons Strata Management (Jameson & Associates Unit Services Pty Ltd), manager Qing Liu. At the General Meeting of 19 February 2026 the owners corporation terminated Network Strata Services (Netstrata) effective 24 May 2026 and appointed Jamesons (Motions 2 and 3). The most recent meeting on record is the Annual General Meeting held 11 May 2026; the proposed date for the next meeting is May 2027.

Financial Information and Levies
Per the Current Owner Account, the subject lot's quarterly levy is Administrative Fund $1,672.02 plus Capital Works Fund $94.44 (total $1,766.46 per quarter) for the levy period 1 June 2026 to 31 August 2026, payable in four equal quarterly instalments. The owner account shows nil arrears (current balance including interest $0.00 as at 18 June 2026). At the 11 May 2026 AGM the owners corporation adopted the budget (Motion 8): Administrative Fund $1,416,965.33 including GST and Capital Works Fund $80,037.10 including GST for the year commencing 1 April 2026.

Financial Position
The Balance Sheet as at 18 June 2026 records the Administrative Fund Net Owner Funds at -$171,762.02 (a deficit) and the Capital Works Fund Net Owner Funds at $257,146.78. Capital Works cash at bank is $207,802.18 with investments of $51,348.70. The Administrative Fund deficit and a negative recorded Admin cash position are as at the start of the financial year (the report covers 1 April 2026 to 18 June 2026, before the year's levy receipts). Buyers should confirm the Administrative Fund position and budget with the strata manager.

Capital Works Fund Forecast
A Capital Works Plan was prepared by Archi-QS Pty Limited (Rev 00, dated 23 May 2023) covering a 10-year forecast from 1 April 2024, with a recommended Year 1 contribution of approximately $73,999 including GST. The plan recommendation was adopted at the 11 May 2026 AGM (Motion 7). The plan is over three years old and an updated forecast may be due.

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Insurance

The Certificate of Currency on record is the Ancillary policy (Policy No 02 PPL 17537, ARX Placement Solutions), insuring The Owners of SP 103041 for the period 16 February 2026 to 16 February 2027. Insurers are Mitsui Sumitomo Insurance Ltd Co (sections 1, 2, 3, 5, 6 and 7) and Allied World Assurance Company Ltd (section 4). Cover comprises Liability $30,000,000, Fidelity Guarantee $100,000, Office Bearers' Liability $5,000,000, Voluntary Workers $2,000 weekly / $200,000 capital, Government Audit Costs $25,000, Legal Expenses $50,000 and Workplace Health & Safety Breaches $100,000. No building sum insured, common contents, loss of rent, catastrophe, premium or excess is shown on this ancillary certificate; a current building Certificate of Currency should be obtained from the strata manager.

Compliance

An Annual Fire Safety Statement is on record with fire safety measures endorsed 8 January 2026; at the 11 May 2026 AGM the owners confirmed the latest AFSS and D A Fire Services as Competent Fire Safety Practitioner (Motion 4). A SafeWork NSW lift registration certificate (KONE, period 14 December 2025 to 13 December 2026) and a quarterly pest service report (Pesteco, October 2025) were sighted. No asbestos register, cladding declaration, or window-safety documentation was sighted in the records reviewed.

Building Defects

At the 11 May 2026 AGM (Motion 5) the owners corporation noted that the major-defect statutory warranty period under the Home Building Act expires in February 2028. No engineer's or building-defect report was included in the records reviewed.

Active Legal or Administrative Matters

No NCAT or court proceedings were noted in the minutes or records reviewed.

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Inspection Information

Method
Strata records can be searched online or in-person. Even in-person visits are searching mostly digital records but these often use a terminal provided by the strata manager. Online searches are thought to be more efficient but sometimes do not have all of the records available at once, compared to in-person searches.

Inspector Company	**Advanced Strata Inspections**
Inspector	**Benjamin Moustafa**
Date	**17 Jun 2026**
Method	**Online**
Inspected for	**Purchaser**

Document Checklist

Listed are documents normally made available by the Strata Manager at the time of inspection.

Available documents are attached at the end.

Missing documents have been followed up to the Strata Manager.

Documents marked "not in records" are not applicable to the inspections.

Strata Roll	Attached to Report
Strata Plan	Attached to Report
Certificate of Title	Attached to Report
Owner Ledger	Attached to Report
Financial Accounts	Attached to Report
Administrative Fund	Attached to Report
Capital Works Fund	Attached to Report
Insurance Valuation	Not in records
Building Insurance (Certificate of Currency)	Attached to Report
AGM Minutes	Attached to Report
EGM Minutes	Attached to Report
SCM Minutes	Attached to Report
By-laws	Attached to Report

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Building Compliance Documents

Listed are documents we found during our search.

Available documents are attached at the end.

Missing documents have been followed up to the Strata Manager.

Documents marked "not in records" are not applicable to the inspections.

Fire Safety Certificate/AFSS	Attached to Report
Capital Works Fund Forecast Report	Attached to Report
Occupational Health and Safety Report (OHS/WHS)	Not in records
Asbestos Report	Not in records
Building Defects (If Applicable)	Not in records
Cladding	Not in records
Lift/Plant Registration	Attached to Report
Pest Control Services	Attached to Report
Window Safety Report	Not in records
Building Work Rectification Order (if applicable)	Not applicable

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SECTION 2

Property Overview

Primary Property Information

Strata Plan
A plan that subdivides land in a Strata Scheme into individually owned lots and common property.

Strata Scheme
A building or group of buildings divided into lots (units, houses, or townhouses), where owners hold title to their lot and share ownership of common property such as gardens, walls, roofs, driveways, and stairwells.

Strata Roll
A register listing lot owners in the Strata Scheme, including utility lots and other interested parties like mortgagees or lessees.

Year Registered
The year the strata plan was registered, often assumed to be the year construction was completed, though this may not always be the case.

Unit Entitlement
Each lot is assigned a unit entitlement based on its value relative to other lots. This entitlement determines the share of levies payable and voting rights.

Aggregate Unit Entitlement
The total of all individual unit entitlements in the Strata Scheme.

Lot Owner Entitlement %
The percentage of the total unit entitlement held by a specific lot, calculated as the lot's share of the aggregate unit entitlement.

Initial Period
The period when the original owner still owns lots whose combined unit entitlements exceed two-thirds of the total for the scheme.

Building Management Committee (BMC)
A non-legal entity managing shared facilities for members, including Strata Schemes, torrens title owners, and government bodies. BMCs cannot employ staff and are not governed by strata or community title laws. Most strata schemes are not part of a BMC.

Community Association (CA)
A legal entity managing shared facilities in a community scheme, responsible for maintaining common areas, enforcing bylaws, and levying contributions under community title legislation.

Property Address	1405/22 Langston Place, Epping NSW 2121
Postcode	2121
State	New South Wales
Unit/Apartment Number	1405
Lot Number(s)	92
Strata Plan	103041
Year Built/Registered	
Strata Plan Date Registered	18 Feb 2022
Number of Lots	190
Number of Units	190
Unit Entitlement	472
Aggregate Unit Entitlement	100000
Total Entitlement % (subject to change)	0.47%
Initial Period	Expired
Is strata plan part of a BMC or CA?	Yes

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Lot Owners

Owners Corporation
The legal entity consists of all the owners of the lots in a Strata Scheme and formed when a Strata Plan is registered.

Recorded Owner	**Jin Young Sul & Younghun Jin**
Address	**Sighted**
State	**New South Wales**
Mortgage	**No, mortgage not sighted**
Lease Agent	**Hillcrest Real Estate North Shore**

Strata Manager

Strata Manager
Oversees property operations, finances, maintenance, and communication in a strata or community title setting, acting as a liaison among owners and stakeholders.

Company	**Jamesons Strata Management (Jameson & Associates Unit Services Pty Ltd)**
Name	**Qing Liu**
Address	**PO Box 547, Surry Hills NSW 2010 (Level 1, 60 Harbour Street, Sydney NSW 2000)**
Phone Number	**02 8969 3302**
Email	**customercare@jamesons.com**

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SECTION 3

Financial Overview

Standard Levy Contributions

Levies
Annual or quarterly contributions from owners to the Owners Corporation covering regular and major works expenses. Amounts are regulated by unit entitlement, allocated to Administrative and Capital Works Funds.

Administrative Fund
Used for day-to-day strata scheme expenses like electricity, water, cleaning, insurance, and maintenance. Funded by levies paid by all owners.

Capital Works Fund
This fund covers major renewal, repair, or replacement works, such as roofing repairs, window bar replacement, structural rectification, common property painting, and other major works (*Previously Sinking Fund*).

Consumer Price Index (CPI)
A measure tracking the average change in prices of a basket of consumer goods and services over time. It serves as a key indicator of inflation or deflation in an economy. Historically, the component of CPI relevant for properties has been around 4%.

Levies Budgeted to **1 Jun 2026 - 31 Aug 2026**

Estimated Total Standard Levy Income (All Lots)

	Quarterly Amount	Annual Amount
Administrative Fund	$354,241.33	$1,416,965.33
Capital Works Fund	$20,009.28	$80,037.10
Total (All Lots)	$374,250.61	$1,497,002.44

Standard Levies per Subject Lot (Quarterly) **$1,766.46**

Are quarterly levies in equal instalments? **Yes**

Contribution Breakdown Per Subject Lot

	Quarterly Amount	Annual Amount
Administrative Fund	$1,672.02	$6,688.08
Capital Works Fund	$94.44	$377.76

Taxation **Funds are registered for GST**

Note on Standard Levies Increase **Funds appear to be relatively stable**

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Fund Balance

Fund Balance
Balances are based on Strata Manager-provided information and have not undergone auditing. The Property Stock & Business Agents Act and Strata Schemes Management Act outline specific requirements for accounts, accounting reports, and trust funds held for Owners Corporations.

Balance Date	**18 Jun 2026**

Fund Allocation

	Amount	Allocation Percentage
Administrative Fund	-$171,762.02	-201.16%
Capital Works Fund	$257,146.78	301.16%
Total Net Funds	$85,384.76	100%

Investments	**$51,348.70**
Cash at Bank	**$68,062.46**
Levies in Arrears for Total Strata Plan	**$56.13**
Additional Notes	**Balance Sheet as at 18 June 2026 (FY-to-date 01/04/2026-18/06/2026). Administrative Fund in DEFICIT: Net Owner Funds -$171,762.02 (opening -$119,106.14 plus operating deficit -$52,655.88); Admin cash at bank -$139,739.72. Capital Works Fund Net Owner Funds +$257,146.78 (cash $207,802.18 plus investments $51,348.70). The account is early in the financial year before levy receipts; the Admin deficit and negative cash position should be confirmed with the strata manager.**

Special Levies

Special Levy
A lump-sum payment from all owners to address unplanned expenses, whether essential (e.g., fire safety equipment maintenance) or non-essential (e.g., exterior wall painting) that are not budgeted in the Administrative or Capital Works Fund. Payment details are decided at a meeting of the Owners Corporation upon levy approval.

Current Special Levies
Levies approved by owners but awaiting payment, designated for ongoing or planned expenses.

Future Special Levies
Levies proposed for upcoming expenses, awaiting owner approval within the strata scheme.

There is always the risk of a Special Levy. However, this section is to help identify either levies proposed for upcoming expenses and awaiting owner approval within the strata scheme, or potential levies identified in the minutes or correspondence.

Past Special Levies
Levies approved and paid by owners to cover past expenses, such as major repairs or maintenance projects.

Current Special Levies	**Not Sighted**
Future Special Levies	**Not Sighted. A special levy may be raised if the administration deficit does not clear.**
Past Special Levies	**Not Sighted**

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Insurance

Refer to Insurance and Occupational Health & Safety and Residential Strata Schemes for regulation reference.

Sum Insured	**Not Sighted**
Policy Number	**02 PPL 17537**
Insurance Company	**Mitsui Sumitomo Insurance Ltd Co (sections 1,2,3,5,6,7); Allied World Assurance Company Ltd (section 4)**
Expiry Date	**16 Feb 2027**
Building Insurance Excess	**Not Sighted**
Total Premium Cost	**Not Sighted**

Insurance Cover

Public Liability	$30,000,000.00
Voluntary Workers	$200,000.00
Workers Compensation	Not Sighted
Loss of Rent	Not Sighted
Office Bearers Liability	$5,000,000.00
Fidelity Guarantee	$100,000.00
Machinery Breakdown	Not Sighted
Common Contents	Not Sighted
Building Catastrophe	Not Sighted

Insurance claims in last 2 years or notable comments	**No notable claims**

Valuation

Refer to Building Valuation for regulation reference.

Valued By / Note	**Held with BMC.**
Last Valuation Amount	**Not Sighted**
Last Insurance Valuation	**Not Sighted**

SECTION 4

Minutes & By-laws

Minutes

Minutes
Record of proceedings from Owners Corporation and Strata Committee meetings.

Strata Committee
Elected owners' representatives, chosen at the Annual General Meeting, holding key positions such as Chairman, Secretary, and Treasurer (*Previously Executive Committee*).

Annual General Meeting (AGM)
A yearly gathering of owners and stakeholders, mandated by the NSW Strata Schemes Management Act 2015. Also known as a General Meeting.

Extraordinary General Meeting (EGM)
A meeting held outside the annual schedule to address matters that need addressing by all owners.

Last Meeting Type	**Annual General Meeting**
Last Meeting Date	**11 May 2026**
Next Expected Meeting	**- Annual General Meeting**

By-laws

Refer to By-laws and Animals for regulation reference.

By-laws
Predetermined rules for strata residents, established at the First Annual General Meeting and subject to amendments in subsequent meetings. Also known as Articles or Rules.

Proposed Changes	**No**
Unregistered Changes	**No**
Animals	**Keeping of animals is governed by the registered by-laws filed with Strata Plan 103041. Refer to the registered consolidated by-laws (bl.pdf) for the applicable conditions; owners corporation approval and conditions apply.**
Renovations	**Cosmetic work just needs notification. Minor renovations need written approval (automatically approved if no written refusal in 3 months). Major renovations need a special resolution. Ask the Owners Corporation which category your works fall into.**
Additional Notes	**This property is part of a BMC/CA and may involve shared responsibilities, costs and/or rules outside the strata plan. Buyers are advised to review all relevant documents to fully understand their rights and obligations.**

Harmony

Harmony
Refers to the satisfaction among owners in a scheme. Includes factors such as parking, noise, animals, and disputes involving neighbors, owners, and the Strata Committee.

Recent History of Disputes	**No record of disputes or legal proceedings specific to Lot 92 was sighted in the records reviewed. The minutes reviewed (AGM 11/05/2026, GM 19/02/2026, SCM June 2025) record routine scheme business, including the 19/02/2026 change of managing agent from Network Strata Services to Jamesons Strata Management. No NCAT or court matters were noted.**

SECTION 5

Building Matters

Improvement & Maintenance Projects

Past Building Works
Notes major expenditure items for building works, including those from the Capital Works Fund and Administrative Fund. The following extracts concerning this work and other matters of interest are taken from the minutes, financial accounts, and correspondence. The list of items identified is NOT exhaustive and you should refer to the attachments for more detail.

General Replacement
Items that are replaced on a regular basis, such as carpets, light fittings, and hot water systems.

General Maintenance
Items that are maintained on a regular basis, such as painting, cleaning, and gardening.

Past Building Works	**Not Sighted**
Approved Works (Future)	**Not Sighted**
Proposed Works (Future)	**Not Sighted**

Capital Works Fund Forecast

Capital Works Fund Forecast
The Owners Corporation must prepare a 10-year plan for major expenditures from the capital works fund, subject to a review every 5 years. Expenditures may involve significant projects like building roof replacement, and efforts should be made to implement the plan as closely as possible.

Are levies following contribution forecasts?	**No** **Contributions have been lower than forecasts**
Year of Commencement	**2024**
Forecast Prepared by	**Archi-QS Pty Limited**
Is this forecast due for an update?	**Yes**
Additional Note	**Capital Works Plan by Archi-QS Pty Limited (ref CWP23.0037, Rev 00, 23/05/2023), 10-year forecast from opening-balance date 1/04/2024; recommended Year-1 contribution approx $73,999 incl GST. Adopted at the 11/05/2026 AGM (Motion 7); FY2026/27 Capital Works budget set at $80,037.10 incl GST (Motion 8). The plan is over three years old and an updated forecast may be due.**

Compliance

Refer to Window Safety for regulation reference.

WHS Safety Report
Work Health & Safety is a set of rules and regulations concerned with fostering a secure and healthy work environment.

Fire orders or fire defects	**Not sighted** **Annual Fire Safety Statement on record for 22 Langston Place & 6 & 8 Chambers Court, Epping NSW 2121, with fire safety measures endorsed 8/01/2026 (one measure 30/01/2026). At the 11/05/2026 AGM (Motion 4) the owners confirmed the latest AFSS and that D A Fire Services is the Competent Fire Safety Practitioner who will complete the next AFSS. No outstanding fire orders were sighted.**
Fire Safety/AFSS	**Yes, Fire Safety Certificate/AFSS was sighted**
Lift/Plant Registration	**Yes, Lift/Plant Registration was sighted** **SafeWork NSW Plant Item Registration Certificate sighted for the lift (KONE Elevators, rated load 1,275kg / 17 passengers, registration period 14/12/2025 - 13/12/2026, item registration L6-264270/21).**
Window Safety	**No, Window Safety Report was not sighted**
Pool Registration/Compliance	**No, not applicable**
Pest Control Services	**Yes, Pest Control Services was sighted** **Quarterly general pest service report sighted (Pesteco Pty Ltd, job 14042550, serviced 15-16 Oct 2025). Low spider activity noted; service carried out as required.**
Occupational Health and Safety Report (OHS/WHS)	**No, Occupational Health and Safety Report (OHS/WHS) was not sighted**
Asbestos Reports	**No, Asbestos Report was not sighted** **Not sighted.**

Cladding

Refer to Cladding for regulation reference.

Cladding
A protective and decorative covering on a building's exterior, enhancing aesthetics and shielding against the elements. The type of cladding chosen can impact the building's insulation, weather resistance, and overall architectural aesthetics.

Evidence of Cladding Issues	**Evidence not sighted**
Additional Note (optional only if no evidence sighted)	**Not sighted.**

Defects

This Defects section covers items not covered by the Builder's warranty.

Defects
Issues or faults found within a building or property, ranging from minor flaws to significant problems affecting functionality of the property. These could include issues with fixtures, fittings, finishes, or general wear and tear.

Structural Defects
It is not always possible to determine whether a defect is general or structural in nature. However, structural defects are typically more serious issues that affect the integrity or stability of the property. Examples include faults or deficiencies in the structural components of a building, such as the foundation, load-bearing walls, or roof structure, posing risks to safety and durability.

Defects	Not Sighted

Litigation

Litigation in a strata setting refers to any formal legal action initiated by one or more owners against: (1) Other owners (e.g., disputes over by-law breaches, noise complaints, or common property use), (2) Strata management or the owners corporation (e.g., disagreements over levies, maintenance obligations, or governance decisions), or (3) Builders, contractors, or service providers who worked on the building (e.g., claims for defective work, breach of contract, or negligence).

Litigation	Evidence not sighted
Additional Note (optional only if no evidence sighted)	**No NCAT or court proceedings were noted in the minutes or records reviewed (AGM 11/05/2026, GM 19/02/2026, SCM June 2025).**

Inspector Company Disclaimer

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Disclaimer:
a) During the subject inspection, no attempt was made to ascertain whether any Managing Agent has complied with the detailed accounting requirements of the Auctioneers and Agents legislation or whether the prescribed accounting and prescribed financial statement requirements are being complied with by the Owner's Corporation. As these requirements are particularly complex, an additional inspection by a specially trained inspector would be necessary before we can report.
b) The information contained in this report was extracted from the books and records of the Owner's Corporation and as far as was possible, from conversations with officers of the Owner's Corporation. Special procedures were followed to minimise the possibility of records not being made available for inspection. However, your attention is directed to the possibility that all the Owner's Corporation records may not have been made available for inspection or, alternatively, that the records may not have contained all the information of interest to a Purchaser or Mortgagee. Please note that some managing agents are in the practice of archiving records prior to the required period of five/seven years & that these records may not have been made available for this inspection. NOTE: That the records included/attached to our report, such as letters, meeting agendas, minutes and other attachments form part of the report, any mention of matters pertaining to the building of any effect or detriment, form part of the report even if not mentioned in our report or notes, it is as such recommended that you read the report in its entirety, and make your own enquiries to our office or the strata company.
c)Most of the records at this managing agent's office have been scanned and are kept on their computer data base; each image is individually scanned and recorded in various categories rendering their inspection most cumbersome and difficult; we can therefore not be certain that we sighted each and every image.
d)This report is issued to the named client and if that person is a solicitor or conveyancer, the client of that solicitor or conveyancer, Advanced Strata Inspections and their contractor will not accept any responsibility to any other person who relies upon this report to their detriment unless it has been agreed to in writing to accept such responsibility.
e) It is recommended and encouraged to seek legal assistance and advice on the details and contents of this report. We will not be able to provide you with advice or guidance.
claimer

Important information regarding this report

Thank you for purchasing this Strata Report. This report provides a summary of information gathered during an inspection of the Owners Corporation records by a qualified inspector.

The report reflects the data made accessible to the inspector by the strata records custodian (typically a Strata Manager) on the day of inspection. It's important to note that the quality of strata records can vary among different schemes. Some Strata Management firms digitise records onto a computer storage system. In such cases, inspectors review both the computerised system and physical copies provided by the Strata Management. Access to our inspectors is often granted remotely. Consequently, we cannot ensure that everything sighted during this inspection encompasses all held by the Strata Management. Some information may be withheld due to legal privilege, exemption from access, privacy laws, pending status, or subject to the Privacy Act 1988.

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Certificate of Title

As of October 2021, paper Certificates of Title in NSW have been abolished under the Real Property Amendment (Certificates of Title) Act 2021. Changes to the land titles system in NSW are transitioning the State away from paper-based processes. The Certificate of Title is not always found in the strata records. A Title Search is normally conducted and included as part of the sale contract documentation. Please liaise with your legal adviser on this issue. A search should be made at NSW Land and Property Information regarding registers dealings. The Strata Schemes Management Act 2015 requires that a change of By-Laws must be registered within six (6) months of a resolution being passed.

Insurance

The Strata Schemes Management Act 2015 requires the Owners Corporation have:

1. Building insurance at least to the value of the building as determined by a valuation, which must be obtained at least every 5 years,
2. Public Liability cover to a minimum of $10,000,000, and
3. Voluntary Workers insurance

After 30 June 2008 employers paying less that $7,500pa wages in NSW are not required to carry Workers Compensation insurance. It should be noted the Owners Corporation insurance policies normally cover only risks associated with the common property and not individual lots. It should be noted this can apply even where damage to property in an individual lot results from a fault arising in the common property. Owners and occupiers need to have adequate cover for their own contents and other risks.

Occupational Health & Safety and Residential Strata Schemes

On 1 September 2001, the Occupational Health and Safety Act 2000 came into effect. The OHS Act does not apply to premises used as a private dwelling but there has been some concern that it could apply to the common property of residential strata schemes. Work Cover has advised that strata schemes that are purely residential are exempt from the provisions of the regulations and that owners' corporations, by meeting their requirements as prescribed under the Strata Schemes Management Act, will satisfy their obligations as controllers of the common property under the Occupational Health and Safety Act 2000

Building Valuation

All insurances held in the name of the Owners Corporation. The Strata Schemes Management Act 1996 requires the Owners Corporation to have the following:
The Strata Schemes Management Act no longer requires a valuation of the building to be carried out.
Building insurance valuations in order to comply with Section 160 & Section 161 of the Strata Schemes Management Act 2015.

Section 160 of the Strata Schemes Management Act 2015 states the owners corporation for a strata scheme for the whole of a building must insure the building and keep the building insured under a contract of insurance, in accordance with this Division, that insures the building if it is destroyed or damaged by fire, lightning, explosion or any other occurrence specified in the policy (a "damage policy").

Section 161 of the Strata Schemes Management Act 2015 states a damage policy for a building must be with an approved insurer, be in the name of the owners corporation, and any other person required to insure under Section 160 and provide for the following:

a. the building is to be insured for at least the amount determined in accordance with the regulations,

b. if the building is destroyed, the building is to be rebuilt or replaced so that the condition of every part of the rebuilt or replacement building is not worse or less extensive than that part when new,

c. if the building is damaged but not destroyed, the damaged part of the building is to be repaired or restored so that the condition is not worse or less extensive than that part when new,

d. expenses incurred in removing debris are payable,

e. the remuneration of architects and other persons whose services are necessary as an incident to the rebuilding, replacement, repair, or restoration is payable.

Section 39 of the Strata Schemes Management Regulation 2016 states the manner of calculation for an insurance limit under damage policy as follows;

1. For the purposes of section 161 (1) (a) of the Act, the minimum amount for which a building is to be insured is to be not less than the amount calculated in accordance with subclause (2).

2. For the purposes of section 161 (2) of the Act, the amount to which the liability of an insurer may be limited under a damage policy is to be calculated by adding together the following amounts:

    a. the estimated cost, as at the date of commencement of the damage policy, of (i) carrying out the work that a damage policy is required to provide for under section 161 of the Act, and ii) making the payments that a damage policy is required to provide for under section 161 of the Act,

    b. the estimated amount by which expenditure referred to in the preceding paragraphs may increase during the period of 24 months following the date of commencement of the damage policy.

3. The amounts referred to in subclause (2) (a) and (b) are to be calculated so as to include any applicable taxes, fees, and charges (including taxes, fees, and charges of the Commonwealth).

Community, Neighbourhood & Precinct Property Building insurance valuations in order to comply with the Section 39 of the Community Land Management Act 1989 and states the following;

1. An association is guilty of an offence if any building or structure on its association property is not at all times fully insured, with an insurer approved by the Minister, against damage or destruction by fire, lightning, explosion, or other prescribed risk.

2. Any such building or structure is to be insured for not less than the amount determined in accordance with the regulations.

By Laws

Each strata scheme has its own by-laws, which are a set of rules that owners, tenants and, in some cases, visitors must follow. By-laws cover the behaviour of residents and the use of common property.

New Strata Legislation (Effective 30 November 2016)

The Strata Schemes Management Act 2015 commenced on 30 November 2016 which enacted new regulations regarding By-Laws. All Strata Schemes should have reviewed their By-Laws before 1 December 2017.

Schemes prior to 1 July 1997 were required to initially adopt the new model By-Laws. However, they can be subject to changes via a Special Resolution in a general meeting of the Owners Corporation. Strata Schemes commencing between 1 July 1997 and 30 November 2016 are not required to adopt the new model By-Laws.

Owners' corporations can choose to adopt the sample model by-laws or make changes to them to manage issues in strata like overcrowding, pets, parking, and smoke drift. Schemes are not required to adopt or adapt any of the model by-laws, they are available to assist schemes in reviewing and making by-laws to suit their scheme. Model by-laws need to be approved by the owners' corporation and registered with NSW Land Registry Services

They can cover issues such as whether pets are allowed on the scheme, how smoking is regulated, parking and noise levels. The by-laws can vary significantly from scheme to scheme and it is important to understand which by-laws apply to your scheme.

Owners' corporations can determine the by-laws that suit the preferred lifestyle of the strata scheme. A by-law must not be harsh, unconscionable or oppressive. No by-law is capable of restricting a dealing in a lot, except, from 10 April 2020, in relation to using a lot for short-term rental where it is not the host's principal place of residence. By-laws cannot restrict children or assistance animals.

The owners' corporation must decide by special resolution at a general meeting to make or change a by-law. This means no more than 25 percent of votes can go against the motion. Notification of any new or changed by-law must be given to NSW Land Registry Services. A by- law has no force or effect if it is inconsistent with the Strata Schemes Management Act 2015, or any other laws.

Animals

On 25th August 2021, new laws about keeping animals came into effect. In summary, the laws prohibit an Owners Corporation from refusing the keeping of an animal in a strata scheme, unless the animal unreasonably interferes with another resident's use and enjoyment of their lot or the common property.

Under the new laws, an Owners Corporation:

1. Can only refuse to allow an animal into the scheme if it unreasonably interferes with another resident's use and enjoyment of their lot or the common property,
2. Can still require residents to apply for approval to keep an animal on their lot,
3. Can still set certain conditions in their by-laws to manage keeping animals in the scheme,
4. Cannot set a blanket by-law ban on the keeping of any animals within a scheme and any existing by-laws banning pets are not valid.

The List: Unreasonable Interference

What is deemed as unreasonable interference? For the purposes of the Act, section 137B(3), the circumstances in which the keeping of an animal unreasonably interferes with another occupant's use and enjoyment of the occupant's lot or the common property are:

a. the animal makes a noise that persistently occurs to the degree that the noise unreasonably interferes with the peace, comfort, or convenience of another occupant, or

b. the animal repeatedly runs at or chases another occupant, a visitor of another occupant or an animal kept by another occupant, or

c. the animal attacks or otherwise menaces another occupant, a visitor of another occupant or an animal kept by another occupant, or

d. the animal repeatedly causes damage to the common property or another lot, or

e. the animal endangers the health of another occupant through infection or infestation, or

f. the animal causes a persistent offensive odour that penetrates another lot or the common property, or

g. for a cat kept on a lot—the owner of the animal fails to comply with an order that is in force under the Companion Animals Act 1998, section 31, or

h. for a dog kept on a lot—

    i. the owner of the animal fails to comply with an order that is in force under the Companion Animals Act 1998, section 32A, or

    ii. the animal is declared to be a menacing dog or a dangerous dog under the Companion Animals Act 1998, section 34, or

    iii. the animal is a restricted dog within the meaning of the Companion Animals Act 1998, section 55(1).

Cladding

Following the tragic fire at the Grenfell Tower in London in 2017 and the fire at the Lacrosse Building in Melbourne in 2014, new laws have been made for buildings with combustible cladding. The laws are part of a whole-of-government response to the fire safety risks posed by external combustible cladding.
Under the Regulation, owners of certain buildings with external combustible cladding are required to register their building with the NSW Government.

For buildings occupied before 22 October 2018, the deadline for registration is 22 February 2019. Owners of new buildings will be required to register their building within four months of the building first being occupied.

The presence of non-fire-compliant cladding is a serious issue (both from a personal safety and lending criteria). If cladding is not fire compliant, the builder and or the developer may not be liable or financially able to replace it with compliant cladding and a special levy may need to be raised.

We recommend you make further investigations and seek confirmation in writing of the fire compliance status of any cladding on the façade of this complex through the strata managers. If the cladding is not fire compliant, you should also ask to see any related reports by engineers and a copy of the notification to the NSW Cladding Register of its non- compliance. This will help you understand the extent of non-compliance.

Window Safety

All strata buildings in NSW must be fitted with devices that lock the window opening at less than 12.5cm. This applies to openable windows that are two metres above the ground and within 1.7 metres inside.
Owners' corporations must have devices installed on all applicable common property windows by 13 March 2018. The safety devices must be robust and childproof.

JAMESONS.

Owners Strata Plan 103041
The Langston - Tower 3, 22 Langston Place EPPING NSW 2121
ABN: 43 638 571 872

SPECIAL PURPOSE FINANCIAL REPORT FOR STRATA PLAN 103041 FINANCIAL YEAR-TO-DATE 01 April 2026 to 18 June 2026

Contents
The enclosed Special Purpose Financial Report contains the following:

1. Strata Roll Selected Lots Page 1

Qing Liu
Strata Manager
Jamesons Strata Management

Prepared by:
Jameson & Associates Unit Services Pty Ltd has compiled the accompanying Special Purpose Financial Report.

Specific Purpose:
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JAMESONS.

Owners Strata Plan 103041

The Langston - Tower 3, 22 Langston Place,
EPPING NSW 2121

COMMON PROPERTY / GENERAL INFORMATION

Original owner

Developer

Builder

Managing agent

Jameson & Associates Unit
Services Pty Ltd

PO BOX 547Level 1, 60 Harbour Street

MOSMAN NSW 2088

Assigned manager

Qing Liu

Unit entitlements

Lot no.	Associated lots	Unit no.	U/E
1		101	358.00
2		103	596.00
3		105	572.00
4		106	442.00
5		201	427.00
6		202	427.00
7		203	427.00
8		205	422.00
9		206	489.00
10		207	683.00
11		208	432.00
12		301	432.00
13		302	432.00
14		303	432.00
15		305	427.00
16		306	492.00
17		307	688.00
18		308	437.00
19		401	437.00
20		402	437.00
21		403	437.00
22		405	432.00
23		406	494.00
24		407	693.00
25		408	442.00
26		501	450.00
27		502	450.00
28		503	450.00
29		505	445.00
30		506	497.00
31		507	698.00

32	508	455.00
33	601	455.00
34	602	455.00
35	603	455.00
36	605	450.00
37	606	499.00
38	607	703.00
39	608	460.00
40	701	460.00
41	702	460.00
42	703	460.00
43	705	455.00
44	706	502.00
45	707	708.00
46	708	465.00
47	801	462.00
48	802	462.00
49	803	462.00
50	805	457.00
51	806	504.00
52	807	713.00
53	808	467.00
54	901	465.00
55	902	465.00
56	903	465.00
57	905	460.00
58	906	507.00
59	907	718.00
60	908	470.00
61	1,001	465.00
62	1,002	465.00
63	1,003	465.00
64	1,005	460.00

65	1,006	482.00
66	1,007	606.00
67	1,008	470.00
68	1,101	470.00
69	1,102	470.00
70	1,103	470.00
71	1,105	465.00
72	1,106	512.00
73	1,107	728.00
74	1,108	475.00
75	1,201	472.00
76	1,202	472.00
77	1,203	472.00
78	1,205	467.00
79	1,206	514.00
80	1,207	733.00
81	1,208	477.00
82	1,301	475.00
83	1,302	475.00
84	1,303	475.00
85	1,305	470.00
86	1,306	517.00
87	1,307	1,218.00
88	2,706	1,416.00
89	1,401	477.00
90	1,402	477.00
91	1,403	477.00
92	1,405	472.00
93	1,406	519.00
94	1,407	743.00
95	1,408	482.00
96	1,501	480.00
97	1,502	480.00

98	1,503	480.00
99	1,505	475.00
100	1,506	522.00
101	1,507	748.00
102	1,508	485.00
103	1,601	482.00
104	1,602	482.00
105	1,603	482.00
106	1,605	477.00
107	1,606	524.00
108	1,607	753.00
109	1,608	487.00
110	1,701	485.00
111	1,702	969.00
112	2,705	1,988.00
113	1,705	480.00
114	1,706	527.00
115	1,707	758.00
116	1,708	489.00
117	1,801	487.00
118	1,802	345.00
119	1,803	363.00
120	1,805	358.00
121	1,806	482.00
122	1,807	502.00
123	1,808	641.00
124	1,809	492.00
125	1,901	489.00
126	1,902	348.00
127	1,903	365.00
128	1,905	360.00
129	1,906	485.00
130	1,907	532.00

131	1,908	768.00
132	1,909	494.00
133	2,001	494.00
134	2,002	350.00
135	2,003	368.00
136	2,005	363.00
137	2,006	489.00
138	2,007	534.00
139	2,008	773.00
140	2,009	499.00
141	2,101	499.00
142	2,102	353.00
143	2,103	370.00
144	2,105	365.00
145	2,106	494.00
146	2,107	537.00
147	2,108	778.00
148	2,109	504.00
149	2,201	504.00
150	2,202	355.00
151	2,203	373.00
152	2,205	368.00
153	2,206	499.00
154	2,207	539.00
155	2,208	783.00
156	2,209	509.00
157	2,301	509.00
158	2,302	358.00
159	2,303	375.00
160	2,305	370.00
161	2,306	504.00
162	2,307	542.00
163	2,308	788.00

164	2,309	514.00
165	2,401	514.00
166	2,402	360.00
167	2,403	378.00
168	2,405	373.00
169	2,406	509.00
170	2,407	544.00
171	2,408	793.00
172	2,409	519.00
173	2,501	519.00
174	2,502	363.00
175	2,503	380.00
176	2,505	375.00
177	2,506	514.00
178	2,507	547.00
179	2,508	798.00
180	2,509	524.00
181	2,601	524.00
182	2,602	365.00
183	2,603	383.00
184	2,605	378.00
185	2,606	519.00
186	2,607	554.00
187	2,608	803.00
188	2,609	529.00
189	2,701	1,173.00
190	2,703	1,739.00
	Total unit entitlement	**100,000.00**

Insurance

Policy No: 02 PPL 17537 Arx Placement Solutions Pty Ltd **Broker:** Coverforce Insurance

Type: Ancillary Policy

Premium: $4,915.85 Paid on: 16/02/2026 **Next due:** 16/02/2027

Cover	*Sum Insured*	*Excess*
Audit Costs	$25,000	$1,000.00
Fidelity Guarantee	$100,000	$1,000.00
Legal Expenses	$50,000	$1,000.00
Office Bearers Legal Liability	$5,000,000	$5,000.00
Public Liability	$30,000,000	$5,000.00
Voluntary Workers	$200,000/$2000	$1,000.00
Workplace, Health & Safety Breac	$100,000	$1,000.00

Strata Committee

Member	Ashkon Sean Roschar 1502/22 Langston Place, EPPING NSW 2121
Member	George Wakeham 2706/22 Langston Place, EPPING NSW 2121
Member	Andy Lucas 907/22 Langston Place, EPPING NSW 2121
Member	David Muh Chut PO Box 535 , DRUMMOYNE NSW 1470
Member	Kim Kheng Goh 607/22 Langston Place, EPPING NSW 2121
Member	Kaiser Lee 8 Charles Place, CHERRYBROOK NSW 2126
Member	Ming Tak Lo ,

INDIVIDUAL LOT

Lot no. 92 **Unit no.** 1,405

Unit entitlements

Levy Entitlement 472.00 / 100,000.00

Owners

Name	Address for service of notices
Jin Young Sul & Younghun Jin	1405/22 Langston Place, EPPING 2121 NSW

Date of entry 26/05/2026 **Date of purchase** 21/04/2022

Mortgages

Leases

Current Agent

Hillcrest Real Estate North Shore

PO BOX 19 Chatswood NSW 2057, Email::accounts@hillcrestnorthshore.com.au;

Lessee	Term	Address	Date of Termination	Date of Entry

JAMESONS.

Owners Strata Plan 103041
The Langston - Tower 3, 22 Langston Place EPPING NSW 2121
ABN: 43 638 571 872

SPECIAL PURPOSE FINANCIAL REPORT FOR STRATA PLAN 103041 FINANCIAL YEAR-TO-DATE 01 April 2026 to 18 June 2026

Contents
The enclosed Special Purpose Financial Report contains the following:

1. Current Owner Account Page 1

Qing Liu
Strata Manager
Jamesons Strata Management

Prepared by:
Jameson & Associates Unit Services Pty Ltd has compiled the accompanying Special Purpose Financial Report.

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Current Owner Account

JAMESONS.

Jin Young Sul & Younghun Jin

Lot 92 **Unit 1,405**

Owners Strata Plan 103041
The Langston - Tower 3, 22 Langston Place EPPING NSW 2121
ABN: 43 638 571 872

Purchased: 21/04/2022 UE / AE: 472.00 / 100,000.00

Date	Details	Administrative Fund due/paid	Capital Works Fund due/paid	Unallocated	Interest paid	Total	Balance (-)prepaid
01.07.2026	Quarterly Admin/Capital Works Levy 01/06/2026 - 31/08/2026	1,672.02	94.44	0.00	0.00	1,766.46	
01.09.2026	Quarterly Admin/Capital Works Levy 01/09/2026 - 30/11/2026	1,672.02	94.44	0.00	0.00	1,766.46	
01.12.2026	Quarterly Admin/Capital Works Levy 01/12/2026 - 28/02/2027	1,672.02	94.44	0.00	0.00	1,766.46	
01.03.2027	Quarterly Admin/Capital Works Levy 01/03/2027 - 31/05/2027	1,672.02	94.44	0.00	0.00	1,766.46	

18/06/2026	Current balances excluding interest	
	Administrative Fund	0.00
	Capital Works Fund	0.00
	Unallocated Money Fund	0.00
		0.00
	Interest due as at 18/06/2026	0.00
	Current balance including interest	**$0.00**

JAMESONS.

Owners Strata Plan 103041
The Langston - Tower 3, 22 Langston Place EPPING NSW 2121
ABN: 43 638 571 872

SPECIAL PURPOSE FINANCIAL REPORT FOR STRATA PLAN 103041 FINANCIAL YEAR-TO-DATE 01 April 2026 to 18 June 2026

Contents
The enclosed Special Purpose Financial Report contains the following:

1. Balance Sheet Page 1

Qing Liu
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Jamesons Strata Management

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Owners Strata Plan 103041
The Langston - Tower 3, 22
Langston Place EPPING NSW
2121
ABN: 43 638 571 872

Balance Sheet as at 18 June 2026

OWNERS' FUNDS	Current Period ($)	Previous Year ($)
Administrative Fund		
Operating Surplus/(Deficit) - Admin	(52,655.88)	0.00
Owners Funds at Start of Year - Admin	(119,106.14)	0.00
	(171,762.02)	0.00
Capital Works Fund		
Operating Surplus/(Deficit) - Capital Works	(1,635.05)	0.00
Owners Funds at Start of Year - Capital Works	258,781.83	0.00
	257,146.78	0.00
NET OWNER FUNDS	**85,384.76**	**0.00**

Represented by Assets:	Current Period ($)	Previous Year ($)
Administrative Fund		
Cash at Bank - Admin	(139,739.72)	0.00
Receivable - Levy Arrears - Ordinary - Admin	56.13	0.00
Receivable - Owners Charges - Admin	150.00	0.00
	(139,533.59)	0.00
Capital Works Fund		
Cash at Bank - Capital Works	207,802.18	0.00
Investments - Capital Works	51,348.70	0.00
	259,150.88	0.00
Total Assets	**119,617.29**	**0.00**

Less liabilities	Current Period ($)	Previous Year ($)
Administrative Fund		
Creditor - GST - Admin	(4,328.90)	0.00
Prepaid Levies - Admin	36,557.33	0.00
	32,228.43	0.00
Capital Works Fund		
Creditor - GST - Capital Works	(60.81)	0.00
Prepaid Levies - Capital Works	2,064.91	0.00
	2,004.10	0.00
Total Liabilities	**34,232.53**	**0.00**
NET ASSETS	**85,384.76**	**0.00**

JAMESONS.

Owners Strata Plan 103041
The Langston - Tower 3, 22 Langston Place EPPING NSW 2121
ABN: 43 638 571 872

SPECIAL PURPOSE FINANCIAL REPORT FOR STRATA PLAN 103041 FINANCIAL YEAR-TO-DATE 01 April 2026 to 18 June 2026

Contents
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1. Statement of Income and Expenditure Page 1

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Owners Strata Plan 103041
The Langston - Tower 3, 22
Langston Place EPPING NSW 2121
ABN: 43 638 571 872

Statement of Income and Expenditure for the Financial Year-to-Date 01 April 2026 to 18 June 2026

JAMESONS.

ADMINISTRATIVE FUND		Current Period ($) 01/4/2026 - 18/6/2026	Annual Budget ($) 01/4/2026 - 31/3/2027	Previous Year ($) 01/4/2025 - 31/3/2026
CoA	**Revenue**			
142500	Interest on Arrears - Admin	58.01	0.00	0.00
143000	Levies Receivable - Ordinary - Admin	0.00	1,288,150.30	0.00
145000	Recoveries	160.00	0.00	0.00
145005	Recovery - Owner/s	136.36	0.00	0.00
	Total Revenue	**354.37**	**1,288,150.30**	**0.00**
CoA	**Less Expenditure**			
153800	Admin - Agent Disbursements	570.00	0.00	0.00
153900	Admin - Agent - Management Fees - Additional	110.32	0.00	0.00
154000	Admin - Agent - Management Fees - Standard	6,896.57	42,000.00	0.00
150800	Admin - Auditors - Audit Services	1,816.36	1,800.00	0.00
151401	Admin - Bank Charges - Account Fees	0.00	531.00	0.00
152800	Admin - Income Tax - Admin	(0.28)	2,500.00	0.00
153200	Admin - Legal & Debt Collection Fees	240.00	0.00	0.00
153400	Admin - Levy Contribution - Community Assoc	0.00	908,245.67	0.00
154400	Admin - Other Expenses - General - Admin	(200.00)	0.00	0.00
154800	Admin - Postage	431.11	3,000.00	0.00
154850	Admin - Postage, Phone, Fax, Email, Scan	1,511.83	0.00	0.00
155400	Admin - Registration/License/Permit Fees	0.00	5,000.00	0.00
156200	Admin - Storage Fees	1,511.83	0.00	0.00
156350	Admin - Strata Hub	4,556.87	3,000.00	0.00
150900	Admin - Taxation Services	415.45	0.00	0.00
157100	Admin - Trades Compliance	8.87	0.00	0.00
159100	Insurance - Building Insurance Premiums	0.00	4,500.00	0.00
160200	Maint Bldg - Airconditioning - Maint Contract	8,955.00	0.00	0.00
163000	Maint Bldg - Cleaning	4,564.12	60,000.00	0.00
163500	Maint Bldg - Compliance	3,631.82	5,400.00	0.00
164800	Maint Bldg - Electrical - General Repairs	0.00	4,300.00	0.00
165801	Maint Bldg - Fire Protection - Contract	1,841.00	12,000.00	0.00
170201	Maint Bldg - Lift - Maintenance Contract	5,625.00	0.00	0.00
170205	Maint Bldg - Lift - Telephone/s Contract	0.00	650.00	0.00
170600	Maint Bldg - Locks, Keys & Card Keys	465.00	5,000.00	0.00
172000	Maint Bldg - Pest/Vermin Control	516.00	2,100.00	0.00

Owners Strata Plan 103041
The Langston - Tower 3, 22
Langston Place EPPING NSW 2121
ABN: 43 638 571 872

Statement of Income and Expenditure for the Financial Year-to-Date 01 April 2026 to 18 June 2026

ADMINISTRATIVE FUND		Current Period ($) 01/4/2026 - 18/6/2026	Annual Budget ($) 01/4/2026 - 31/3/2027	Previous Year ($) 01/4/2025 - 31/3/2026
172200	Maint Bldg - Plumbing - General Repairs	1,057.50	3,300.00	0.00
167200	Maint Bldg - Repairs & Maintenance	560.00	7,300.00	0.00
190200	Utility - Electricity Supply	0.00	50,000.00	0.00
190800	Utility - Rubbish Removal/Garbage Rates	1,125.00	6,000.00	0.00
191000	Utility - Waste Management	0.00	1,700.00	0.00
191200	Utility - Water & Sewerage	6,800.88	27,000.00	0.00
	Total Expenditure	**53,010.25**	**1,155,326.67**	**0.00**
Surplus/(Deficit)		**(52,655.88)**	**132,823.63**	**0.00**
Opening Balance		**(119,106.14)**	**(119,106.14)**	**0.00**
Closing Balance		**(171,762.02)**	**13,717.49**	**0.00**

Owners Strata Plan 103041
The Langston - Tower 3, 22
Langston Place EPPING NSW 2121
ABN: 43 638 571 872

Statement of Income and Expenditure for the Financial Year-to-Date 01 April 2026 to 18 June 2026

JAMESONS.

CAPITAL WORKS FUND		Current Period ($) 01/4/2026 - 18/6/2026	Annual Budget ($) 01/4/2026 - 31/3/2027	Previous Year ($) 01/4/2025 - 31/3/2026
CoA	**Revenue**			
242600	Interest on Investments - Capital Works	682.95	0.00	0.00
243000	Levies Receivable - Ordinary - Capital Works	0.00	72,761.00	0.00
	Total Revenue	**682.95**	**72,761.00**	**0.00**
CoA	**Less Expenditure**			
261340	Maint Bldg - Capital Works Expenditure	0.00	72,761.00	0.00
264600	Maint Bldg - Doors, Screens & Windows	460.00	0.00	0.00
267400	Maint Bldg - General Replacement	1,858.00	0.00	0.00
	Total Expenditure	**2,318.00**	**72,761.00**	**0.00**
Surplus/(Deficit)		**(1,635.05)**	**0.00**	**0.00**
Opening Balance		**258,781.83**	**258,781.83**	**0.00**
Closing Balance		**257,146.78**	**258,781.83**	**0.00**

CERTIFICATE OF CURRENCY

This policy referred to is current at the date of issue of this certificate and whilst a due date has been indicated, it should be noted that the policy may be cancelled in the future. Accordingly, reliance should not be placed on the expiry date.

This is to certify cover has been granted in terms of the Insurers Standard Policy, a copy of which is available on request. This certificate is not a substitute for the Policy of Insurance issued to you. The Policy, not this certificate, details your rights and obligations and the extents of your insurance cover.

INSURED: The Owners Of SP 103041

POLICY NUMBER: 02 PPL 17537

LOCATION: Principally, 12 - 22 Langston Place, Epping, New South Wales, 2

PERIOD OF INSURANCE:

From: 16/02/2026 at 4pm Local standard time (NSW).
To: 16/02/2027 at 4pm Local standard time (NSW).

INSURER(S):

Insurer(s):	Section:
Mitsui Sumitomo Insurance Ltd. Co	In respect to sections 1, 2, 3, 5, 6 and 7
Allied World Assurance Company, Ltd	In respect to section 4

POLICY WORDING: ARX Ancillary Protect_ANC 002

INTEREST INSURED:

Section 1: Liability	$30,000,000
Section 2: Fidelity Guarantee	$100,000
Section 3: Office Bearers' Liability	$5,000,000
Section 4: Voluntary Workers (weekly / capital benefit)	$2,000 / $200,000
Section 5: Government Audit Costs	$25,000
Section 6: Legal Expenses	$50,000
Section 7: Workplace Health & Safety Breaches	$100,000

NOTES: Nothing herein contained shall serve to alter, vary or waive the provisions of the abovementioned policy. For full details regarding coverage refer to the policy.

DATE OF ISSUANCE: 23 February 2026



MINUTES OF

Annual General Meeting

NETSTRATA

SP	103041 - 22 LANGSTON PLACE, EPPING
Meeting date	11/05/2026
Commenced	5:35 PM
Apologies	Nil
Pre Meeting Voting	Lot 115, Lot 20, Lot 40, Lot 166
In Attendance	Lot 38, Lot 59, Lot 62, Lot 80, Lot 123, Lot 146, Lot 164, Lot 181, Lot 187, Lot 190
Proxies	Lot 161 appointing Lot 146
Corporate Authorisation	Nil
Guests	Marc Rampling of National Facilities Management, Linh Trinh of National Facilities Management
Quorum	A quorum was declared after 30 minutes Pursuant to Schedule 1, Clause 17 (4)(b) of the Strata Schemes Management Act 2015
Chairperson	Shayne Skevington

MOTION 1. Confirm Previous Minutes	RESOLVED	that the minutes of the last general meeting were confirmed as a true and accurate account of the proceedings of that meeting. Vote: 14 Resolve, 1 Abstain, 0 Defeat
MOTION 2. Confirm Financials	RESOLVED	that the Financial Statements as presented were adopted. Vote: 13 Resolve, 2 Abstain, 0 Defeat
MOTION 3. Appoint an Auditor	RESOLVED	that an auditor will be appointed for the coming year. Vote: 15 Resolve, 0 Abstain, 0 Defeat
MOTION 4. To confirm the A.F.S.S.	RESOLVED	that the owners considered the latest Annual Fire Safety Statement and that (a) D A Fire Services was considered a Competent Fire Safety Practitioner by the Owners Corporation in accordance with the Environmental Planning and Assessment Amendment (Development Certification and Fire Safety) Regulation 2021, and will complete the A.F.S.S. next year, and (b) that the Strata Managing Agent be authorised to facilitate the inspection process and lodgement of the next A.F.S.S. the Strata Managing Agent shall continue to co-ordinate the inspection process and necessary administrative processes to obtain the statement for the coming year. Vote: 15 Resolve, 0 Abstain, 0 Defeat
MOTION 5. Consider Building Defects	RESOLVED	the Owners Corporation discussed the statutory warranty periods which apply to the strata scheme and noted that the major defect warranty period under the Home Building Act will expire in February 2028. It was further noted that any defects found by the residents are to be reported to the building manager and strata manager so the appropriate steps can be taken for repairs. Vote: 14 Resolve, 1 Abstain, 0 Defeat

MOTION 6. Confirm Insurances	RESOLVED	that the Owners Corporation's insurances as presented were confirmed. Vote: 13 Resolve, 1 Abstain, 1 Defeat
MOTION 7. Adopt Capital Works Plan	RESOLVED	that the Owners Corporation shall adopt the recommendation of the Capital Works fund plan in their annual budget. Vote: 13 Resolve, 2 Abstain, 0 Defeat
MOTION 8. Confirm the Annual Budget	RESOLVED	That the proposed budget as amended be accepted as Administration fund $1,416,965.33 (including GST) and Capital Works fund $80,037.10 (including GST) for the year commencing 1st April 2026 and that the first contributions become due and payable for both the Administrative and Capital Works fund in quarterly instalments on 01/07/2026, 01/09/2026, 01/12/2026 & 01/03/2027. Vote: 13 Resolve, 1 Abstain, 1 Defeat Notes: The budget was amended as the BMC contribution was to increase due to the BMC budget being amended at that meeting.
MOTION 9. Allow Payment Plans & Debt Collection Proceedings	RESOLVED	That the Owners Corporation adopt the levy debt recovery process in accordance with the Strata Schemes Management Act 2015 (as amended 27 October 2025), authorising the strata managing agent and strata committee to manage overdue levies, issue payment plans of up to 12 months, and initiate legal recovery where required. It was noted that Netstrata has been delegated the function of managing overdue levy contributions under the Managing Agency Agreement and that Moirs Law, a partial subsidiary of Network Strata Services Pty Ltd, may provide debt recovery services on behalf of the Owners Corporation, with all legal and recovery fees to be claimed in accordance with Section 86 of the Act. Vote: 14 Resolve, 0 Abstain, 1 Defeat

MOTION 10. Allow Committee Vote	RESOLVED	that the number of members be set at eight and that the following persons be elected to the Strata Committee from the date of this meeting until the next Annual General Meeting: 1) Min Zheng of Lot 51 2) Andy Lucas of Lot 59 3) Kim Goh of Lot 38 4) Ming Tak Lo of Lot 80 5) George Wakeham of Lot 88 6) Ashkon Roschanzamir of Lot 97 7) Kaiser Lee of Lot 181 8) David Mah Chut of Lot 190 Vote: 14 Resolve, 1 Abstain, 0 Defeat
MOTION 11. Restrict Committee	RESOLVED	that at this stage there will be no changes to the matters that should only be determined by the Owners Corporation in general meeting. Vote: 15 Resolve, 0 Abstain, 0 Defeat
MOTION 12. Appoint BMC Representative	RESOLVED BY SPECIAL RESOLUTION	by Special Resolution pursuant to Schedule 4 Clause 3(4) of the Strata Schemes Development Act 2015 and in accordance with Clause 18.1 of the Strata Management Statement of SP103041 that the Owners Corporation appoint the following person/s to represent the scheme as a member of the Building Management Committee: Kaiser Lee David Mah Chut (Sub-representative) Vote: 100 % in favour
MOTION 13. Confirm Manager Report	RESOLVED	that the Owners Corporation reviewed and approved the Strata Managers report, Training Services and 3rd Party Commissions in accordance with Section 55 and Section 60 of the Strata Schemes Management Act 2015 and Section 57 of the Property and Stock Agents Act 2002 (PSAA 2002). Vote: 13 Resolve, 2 Abstain, 0 Defeat

CLOSURE:

The meeting closed at

5:56 PM

Shayne Skevington

Chairperson

PROPOSED DATE FOR NEXT MEETING:

May 2027

NETSTRATA

EST 1996

Notice of

Annual General Meeting

THE OWNERS – STRATA PLAN 103041
AT 22 LANGSTON PLACE, EPPING

DATE: **Monday 11 May 2026**

TIME: **05:00 PM**

VENUE: **VIRTUAL MEETING ROOM**

Zoom: https://zoom.us/j/7217855022

Or Teleconference (02) 8015 6011

Please see the covering letter for further details on how to join the meeting.

Shayne S. | Direct Line: 02 8567 6493 | Email: shayne.skevington@netstrata.com.au

OUR BRANDS

NETSTRATA
EST 1996

STRATA INSURANCE SERVICES

STRATA SPACE

MOIRS LAW

evolve REPORTING

WINFIRE WINDOW & FIRE COMPLIANCE

RESOLUTE MAINTENANCE GROUP

P G MARTIN PLUMBING

Netstrata have provided professional strata management services since 1996 and are evolving to become a full-service organisation for your strata property. Our current services include Strata Management, Insurance Broking, Strata Software, Maintenance, Legal Services, Insurance Valuations and Capital Works Fund reporting.

Here it should be noted that your scheme is at liberty to select any service provider of their choice, they ARE NOT required to use the services of our brands, however as you will note apart from cost savings and efficiencies, there are numerous benefits for your scheme including responsibility, accountability, availability and supply chain assurance – our ultimate goal is to provide a better overall experience for strata owners and residents.

Strata Management in the 21st Century requires a management firm that has a vast array of skills, experience and systems in place that are able to provide the necessary financial, administrative, software, reporting, compliance and maintenance oversight.

The qualifications of our staff includes, but is not limited to;

Professional Accreditations	**Trade Accreditations**
Licensed Strata Managers	Licensed Plumbers
Insurance Brokers	Licensed Electricians
Certified Practicing Accountants	Accredited Fire Technicians
Solicitors	Locksmiths
Software Engineers	Carpenters
Business Analysts	Roofers
Valuers	Gas Fitters
Registered Tax Agents	Diesel Mechanics

Having access to this diverse skill set means that your strata manager is trained beyond the technical aspects of strata management and legislation, but also the practical side of financial management, preventative maintenance and proactive administration.

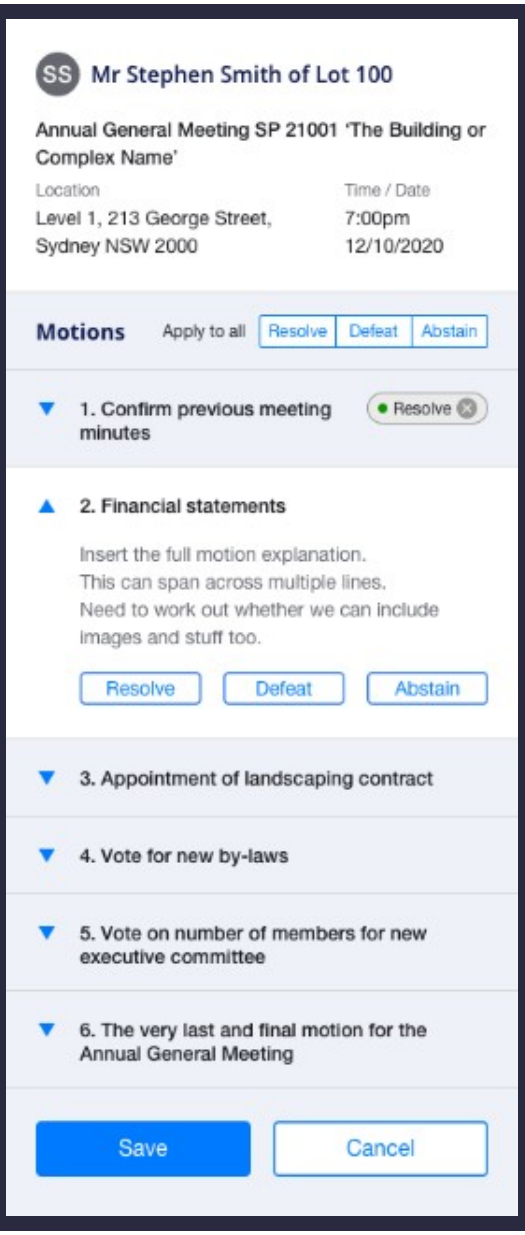
For details on our brands, visit our website: https://netstrata.com.au/our-brands/

PRE-MEETING **VOTING**

VOTING ELECTRONICALLY

Each Motion will appear on the portal:

- Owners can signal whether they would like to 'Resolve', 'Defeat' or 'Abstain' from voting on each motion on the agenda (except for a strata committee election).
- Once a motion has been voted on, the vote will appear next to the motion and owners will then be led to vote on the next motion.
- If an owner would like to change their vote, this is possible by selecting the relevant motion and changing the vote to be submitted.
- Selecting 'Save' confirms the votes being cast.
- At the commencement of the meeting, all pre-meeting electronic votes which have been cast for each motion are provided to the strata manager who will declare the votes submitted.



Traditionally, owners corporation meetings involve gathering all members in a physical location, which can be time-consuming, inconvenient, and sometimes difficult to achieve due to conflicting schedules. By utilising the Pre-Meeting Electronic Voting platform, owners may participate in the decision-making processes, without physically attending the meeting, by casting a vote conveniently and efficiently from the comfort of their own home or wherever they may be.

By embracing Pre-Meeting Electronic Voting, we can collectively enhance the efficiency, transparency, and inclusivity of the decision-making process within your owners corporation. Together, we will continue to build a stronger and more vibrant community.

QUORUM (CLAUSE 17, SCHEDULE 1)

1. A motion submitted at a meeting must not be considered, and an election must not be held at a meeting, unless there is a quorum present to consider and vote on the motion or on the election.
2. A quorum is present at a meeting only in the following circumstances:
   - If not less than one-quarter of the persons entitled to vote on the motion or election are present either personally or by duly appointed proxy.
   - If not less than one quarter of the aggregate unit entitlement of the strata scheme is represented by the persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election.
   - If there are 2 persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election, in a case where there is more than one owner in the strata scheme and the quorum otherwise calculated under this subclause would be less than 2 persons.
3. A person who has voted, or intends to vote, on a motion or at an election at a meeting by permitted means other than a vote in person is taken to be present for the purposes of determining whether there is a quorum.
4. If no quorum is present within the next half-hour after the relevant motion or business arises for consideration at the meeting, the chairperson must:

(a) Adjourn the meeting for at least 7 days, or

(b) Declare that the persons present either personally or by duly appointed proxy and who are entitled to vote on the motion or election constitute a quorum for considering that motion or business and any subsequent motion or business at the meeting.

5. If a quorum is not present within the next half-hour after the time fixed for the adjourned meeting, the persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election constitute a quorum for considering that motion or business and any subsequent motion or business at the meeting.

RESOLUTIONS

Ordinary Resolution

A motion put to a meeting of the Owners Corporation is decided according to the majority in number of votes cast for and against the motion with each person having one vote for each lot in respect of which the person is entitled to vote.

Special Resolution

If a motion put to a general meeting of the Owners Corporation requires a special resolution*, the passing of a special resolution requires that a vote to be taken by units of entitlement and that not more than one quarter of the units of entitlement represented at the meeting and entitled to vote, vote against the motion.

Unanimous Resolution

If a motion put to a general meeting of the Owners Corporation requires a unanimous resolution*, the passing of a unanimous resolution requires that no vote to be cast against the motion.

*Such motions are clearly indicated in the form of motion.

VOTING RIGHTS (PART 4, SCHEDULE 1)

You, or where this notice is addressed to a corporation, your company nominee, may vote at meeting:

1. Either in person at the meeting or by duly appointed *proxy whose instrument of appointment is given to the secretary of the Owners Corporation before the commencement of the meeting;
2. Except in the case of a motion requiring a unanimous resolution, only if all contributions levied and payable on the above lot(s), and any other monies recoverable under the above Act by the Owners Corporation from you at the date of this notice, have been duly paid before the commencement of the meeting; and
3. In the case of an owner of a lot subject to a first mortgagee shown on the strata roll (a priority vote), only if the mortgagee fails or neglects to exercise the voting power conferred on him by schedule 2 part 2 of the above Act.
4. Where this notice is addressed to a corporation, the company nominee voting at the meeting must be the company nominee/s specified on the section 22 notice and strata roll for the Owners Corporation. The nominee must also provide the chairperson with a written authorisation of their entitlement to vote at the meeting.
5. A power of attorney may only cast a vote at the meeting via a duly completed Proxy Appointment Form signed by the owner/s of the lot they are representing.

LIMITS ON SPENDING BY OWNERS CORPORATION

Section 102 of the Strata Schemes Management Act 2015 sets spending limits for Owners Corporations, requiring at least two independent quotations for expenditure exceeding the prescribed amount of $30,000, as specified in Regulation 25 of the Strata Schemes Management Regulation 2016. If quotations cannot be obtained, the secretary must report this at the next general meeting. In large strata schemes, spending on an item or matter must not exceed the allocated budget (for that item or matter) by more than 10%, unless a resolution passed at a general meeting lifts this restriction. Emergency expenses, such as urgent plumbing, storm damage, electrical failures, or security risks, are exempt from restrictions.

PRE-MEETING ELECTRONIC VOTING

Owners Corporations may allow for ‘Pre-Meeting Electronic Voting’ which is a means of casting a vote electronically, up to 24 hours before the commencement of a meeting.

Our office has implemented an electronic voting platform which enables owners to signal their vote for each motion on the agenda. Access to the voting portal is possible via the following means:

- Clicking on the link under the 'online' heading within the covering letter supplied with this meeting notice (for owners who elect to receive their correspondence via email).
- Scanning the QR Code included on the covering letter under the 'Online' voting option heading (for owners who elect to receive their correspondence via post).

Owners who may not be able to attend the meeting, or prefer to cast their vote electronically may do so via the electronic platform. There are however the following limitations as imposed in the Strata Schemes Management Regulation 2016 (Regulation 14):

1. The pre-meeting vote may have no effect where a motion is amended at a meeting;
2. A motion that is to be determined wholly by pre-meeting electronic voting may not be amended at the meeting for which the pre-meeting electronic voting is conducted;
3. A motion that is to be determined partly by pre-meeting electronic voting must not be amended at the meeting for which the pre-meeting electronic voting is conducted if the effect of the amendment is to change the subject matter of the original motion;
4. A pre-meeting vote may not be counted for the purposes of a Strata Committee election.

GENERAL INFORMATION

PRIVACY OF INFORMATION

Owners should be aware that all correspondence, including letters, emails, maintenance requests and By-law complaints sent to our office are retained within the records of the Owners Corporation. Whilst personal information such as phone numbers will not be maintained on the Strata Roll, all correspondence must be made available during a Section 183 Inspection and may be viewed by other lot owners and anyone that is authorised by a lot owner to undertake such an inspection.

In regards to the privacy of your information; Netstrata is required by law to protect the privacy of your personal information under the National Privacy Principles and the Privacy Amendment (Notifiable Data Breaches) Act 2017. We gather and maintain personal information about you on behalf of your scheme of which we are the appointed managers. Some of your personal information may still be accessed by certain third parties in particular circumstances, for example to tradespersons when arranging repairs and maintenance or during an emergency. Other than the above, we will not disclose your personal information without your consent unless disclosure is either necessary to prevent an unreasonable threat to safety, damage to property, authorised or required by law, reasonably necessary to enforce the law or necessary to investigate a suspected unlawful activity.

STRATA MANAGER REMUNERATION

In respect of services provided by the agent, specifically those services performed on an hourly basis by a strata managing agent - the strata manager (i.e. employee of the agent) may be entitled to retain up to fifty percent (50%) of the fees charged for the completion of such services.

This arrangement reflects the additional administrative, expertise, and responsibility assumed by the strata manager in facilitating the effective execution of non-routine and opt-in services, and in ensuring compliance with statutory obligations or urgent operational needs of the scheme.

All such charges are to be transparently reported in the financial records of the scheme, with supporting details available upon request by the strata committee or the owners corporation.

MEETING AGENDA

Apologies.

Proxies & Powers of persons present.

Determination of Quorum and Validity of meeting.

The motions to be considered are as follows:

MEETING AGENDA

MOTION 1. Ordinary Resolution	Previous Meeting Minutes That the minutes of the previous general meeting be confirmed as a true and accurate account of the proceedings of that meeting.  2026 GM Minutes 19-02-2026
MOTION 2. Ordinary Resolution	Financial Statements That the financial statements for the period ending 31/03/2026 be adopted. For more information, please refer to page 17.
MOTION 3. Ordinary Resolution	Appointment of an Auditor That an auditor be appointed for the financial year ending 31/03/2027.
MOTION 4. Ordinary Resolution	Annual Fire Safety Statement That the latest Annual Fire Safety Statement (A.F.S.S.) be considered, and that (a) D A Fire Services be determined a competent fire safety contractor, in accordance with the Environmental Planning and Assessment Amendment (Development Certification and Fire Safety) Regulation 2021, to complete the A.F.S.S. next year, and (b) that the Strata Managing Agent be authorised to facilitate the inspection process and lodgement of the next A.F.S.S. **Note:** From 13 February 2026, all Annual Fire Safety Inspections must be completed in accordance with Australian Standard - AS1851-2012  Fire Submission

MEETING AGENDA

MOTION 5. Ordinary Resolution	Building Warranties That the Owners Corporation consider building defects and rectification (provided that the strata scheme is in the warranty period).
MOTION 6. Ordinary Resolution	Your Strata Insurances That the Owners Corporation insurances as per attached schedule be confirmed, varied or extended and to consider whether Insurances as per the kind referred to in Section 165(2) of the Act be effected; (a) Office Bearers Liability (b) Fidelity Guarantee
MOTION 7. Ordinary Resolution	Capital Works Plan That the owners corporation review the 10-year capital works fund plan and determine whether to adopt the recommended capital works fund levy for the ensuing year.  Capital Works Report
MOTION 8. Ordinary Resolution	The Proposed Budget That the proposed budget as presented be received and that levies determined therein under sections 79 (1) & 79 (2)* be confirmed, varied or extended for the period 01/04/2026 to 31/03/2027 and that levies become due and payable on 01/07/2026, 01/09/2026, 01/12/2026 & 01/03/2027. (*Please see notes under Capital Works Fund Plan) For more information, please refer to page 29.

MEETING AGENDA

MOTION 9.	Arrears and Payment Plans
Ordinary Resolution	That the Owners Corporation adopt a levy recovery process consistent with the amended *Strata Schemes Management Act 2015* (effective 27 October 2025), authorising the strata committee and managing agent to: 1. Approve payment plans of up to 12 months under section 85A. 2. Issue 30 days' written notice before legal action. 3. Commence levy debt recovery proceedings where required.

MEETING AGENDA

MOTION 10.

Ordinary Resolution

The Strata Committee

That in accordance with Regulation 9 of the Strata Schemes Management Regulation 2016, the Owners Corporation call for nominations, determine the number of members of the Strata Committee and elect the Strata Committee of the Owners Corporation until the conclusion of the next Annual General Meeting.

The following owners nominated for the Committee prior to the meeting;

Nominee	Nominated by
Ming Tak Lo	Lot 80
Min Zheng	Lot 51
Kim Goh	Lot 38
Ashkon Sean Roschanzamir	Lot 97
George Wakeham	Lot 88

Note: Owners may nominate a representative for the Committee at the meeting. Nominees should be aware of the responsibilities, liabilities and obligations of the committee imposed by the Act and other legislation such as the Workplace, Health and Safety Act.

MOTION 11.

Ordinary Resolution

Restricted Matters

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

MEETING AGENDA

MOTION 12.	Appointment of Representative to BMC
Special Resolution	To decide by Special Resolution*, pursuant to Schedule 4 Clause 3 (4) of the Strata Schemes Development Act 2015 and in accordance with Clause 18.1 of the Strata Management Statement of SP103041 that the owners corporation appoint a person to represent the scheme as a member of the Building Management Committee. If substitute member or casual member is also allowed: By Special Resolution pursuant to Schedule 4 Clause 3 (4) of the Strata Schemes Development Act 2015 and in accordance with Clause 18.1 of the Strata Management Statement of SP103041 that the owners corporation appoint a person to represent the scheme as a member of the Building Management Committee and that the owners corporation further resolves that a substitute member also be appointed.
MOTION 13.	Strata Managers Report
Ordinary Resolution	That the Owners Corporation receive and review the Strata Manager's Report detailing commissions received and third-party training undertaken, in accordance with Section 55 and Section 60 of the Strata Schemes Management Act 2015 and Section 57 of the Property and Stock Agents Act 2002 (PSAA 2002). Furthermore, the Owners Corporation is to consider and approve any commissions, training services, and anticipated commissions outlined in the report.

Dated this Friday, April 17, 2026

Netstrata

EXPLANATION OF **AGENDA ITEMS**

Motion 1. Previous Meeting Minutes

The minutes of your last general meeting will need to be confirmed. A copy of the previous minutes were issued to all owners shortly after the last general meeting, if you have not received a copy of these minutes please contact our office, alternatively you may view a copy of all minutes and meeting notices for your scheme via your owner portal at www.netstrata.com.au or via your Netstrata Space mobile app. Note: To access your Netstrata Space Mobile App or your online Owner Portal, your mobile number must be registered with the Owners Corporation.

Motion 2. Financial Statements

The financial statements presented and annexed to the notice of this meeting will need to be confirmed. A copy of the full financial statements for your scheme can be found at your owner portal on our website or via your Netstrata Space Moble app. Additionally, if your Owners Corporation agreed at the last Annual General Meeting to obtain a financial auditors report, it will be included in this meeting notice.

Note: To save time at the meeting, please direct any inquiries regarding the accounts to your strata manager prior to the meeting.

Motion 3. Appointment of an Auditor

A decision must be made as to the appointment of an auditor. The auditor's role is to provide an independent professional assessment that the financial records of the Owners Corporation are true and accurate.

Note: For Strata Schemes with an Annual Budget of $250,000+ or those considered to be large strata schemes (more than 100 lots), the appointment of an Auditor is compulsory.

Motion 4. Annual Fire Safety Statement

If your scheme is required to submit an Annual Fire Safety Statement (A.F.S.S.) to the Local Council, the owners must:

1. Consider the most recent A.F.S.S. prepared,
2. Determine how the statement will be maintained next year,
3. Assess the competency of the Fire Contractors performing the work in accordance with the Environmental Planning and Assessment Amendment (Development Certification and Fire Safety) Regulation 2021, and
4. Lodge the completed A.F.S.S. with the local council and the Commissioner for NSW Fire Brigades

The Owners Corporation is at liberty to facilitate the Annual Fire Safety Inspection themselves or they may delegate the administrative process to our office to complete on their behalf.

Motion 5. Building Warranties

If your scheme is under the Statutory Warranty provisions as provided by the Home Building Act 1989, the owners must consider any outstanding Building Defect items and how they will be addressed, this includes any remedial or rectification works that may have been performed under this Act.

A six-year statutory warranty applies for major defects and two years for other defects. These time limits are calculated from the completion of the building works, which is usually determined by the Occupation Certificate date (or Interim Occupation Certificate Date, whichever is the earlier). For schemes where the building contract was entered into PRIOR to 1 February 2012, a seven-year warranty applies to all defects. **Note:** The Occupation Certificate for your scheme was issued on or about 17/02/2022.

For schemes where the building contract was entered into AFTER 1 January 2018, the Owners Corporation may also consider remedies that are available to them via Part 11 of the Act. All schemes are at liberty to pursue the rectification of any outstanding defects via the provisions of the Design, Building, and Practitioners Act 2020, as well as the Office of Fair Trading and the Office of Building Commissioner.

It should be noted that any reported defects or outstanding maintenance items must also be reported to the Owners Corporations insurers in accordance with the duty of disclosure provisions of the insurance policy, and despite whatever warranties may apply, the Owners Corporation has obligations to repair and maintain common property under Section 106 of the Act.

Motion 6. Your Strata Insurances

Insurances already in effect are detailed in the enclosed schedule of insurances, these need to be confirmed, varied or extended. We recommend that a professional valuation of the property be renewed annually, it is a small cost to assure that your asset remains adequately insured.

EXPLANATION OF **AGENDA ITEMS**

Apart from the insurances already in place, each year the Owners Corporation is also asked to consider whether they wish to effect insurances known as Office Bearers Liability Insurance (which protects members of the strata committee for negligence or liability whilst they fulfil these positions) and Fidelity Guarantee Insurance (which protects all owners in the event any member of the strata committee misappropriates the Owners Corporations' funds or property). These insurances are contemplated by Section 165(2) of the Act.

Note: Strata Insurance Services Pty Ltd (SIS) and Evolve Reporting Pty Ltd are wholly owned subsidiaries of Network Strata Services Pty Ltd. In the event SIS or Evolve are currently appointed for your scheme, Netstrata considers these engagements are in the best interest of the Owners Corporations because:

1. These entities specialise in strata insurances and valuations and are skilled in their field
2. They carry appropriate licenses, insurances and qualifications to complete the required works
3. SIS does not receive commissions from insurance underwriters for performing brokerage work
4. SIS is an independent broker that is able to source insurance quotations from all strata insurance underwriters
5. A McGrathNicol advisory report found that Netstrata subsidiaries charge either fair market rates or rates below their competitors
6. This report also found that when factoring in total insurance costs (i.e. broker fees, premiums and statutory fees), SIS's average invoice amount is lower than other insurance brokers
7. SIS and Evolve staff are readily accessible to Netstrata managers for advice on works, to provide updates or advice
8. Accountability - quite simply the buck stops with us

Netstrata believes engaging SIS and Evolve does not place its interests in conflict with the Owners Corporation's interests, because:

1. The interests of Netstrata and the Owners Corporation are aligned,
2. Both seek an expedient and cost-effective renewal of the Owners Corporations insurances,
3. SIS receives the same broker fee regardless of which insurer is chosen for renewal,
4. The anticipated costs are similar to or less than they would be with an external broker or valuer,
5. We appreciate that on all levels our office and subsidiaries are servicing your homes, investments and community. To ensure our ongoing relationship is maintained you can be assured that our pricing is competitive and services are of the highest standard.
6. The appointments may be revoked by the Owners Corporation at anytime

Netstrata expects to receive only the profit component (if any) of the completed services.

These disclosures are made in accordance with Section 60(2A) and (2B) of the Strata Schemes MaangementAct 2015. Your Owners Corporation is at liberty to appoint any service provider, however we believe SIS and Evolve offer the strongest combination of compliance, value, expertise and accountability.

Motion 7. Capital Works Plan

Every Owners Corporation has a statutory requirement to review their Capital Works Fund plan at each Annual General Meeting. The purpose of the plan is to ensure that the Owners Corporation is budgeting adequately for the long-term maintenance of the scheme. Here it should be noted that the Owners Corporation must report any shortfall in the plan to prospective purchasers to the scheme via a section 184 Certificate, further, section 80(7) of the Strata Schemes Management Act 2015 requires an Owners Corporation to implement the recommendations of any Capital Works Fund plan so far as practicable.

When reviewing a Capital Works Fund plan, it is important that owners consider the closing balance for the fund (for the past financial year) and the recommended contribution for the ensuing year, ensuring that adequate monies are being raised.

We strongly advise that the Owners Corporation raise the recommended amount as noted in the report, also taking into account the annual opening and closing balance recommendations.

You will note that an extract of the Capital Works Fund Report has been included in this meeting notice, should you wish to obtain a full copy of the report, please contact your strata manager.

Motion 8. The Proposed Budget

We are pleased to provide you with the proposed budget and levy schedule for the upcoming year. This budget has been carefully prepared to ensure

the strata scheme is adequately funded to meet its operational and maintenance needs. We welcome the owners' review and feedback prior to final approval at the meeting.

Administration Fund – Closing Balance
For the last financial year, the Administration Fund recorded a **deficit** of $77,264.11. The overall total closing balance for the administration fund is now at a **surplus/deficit** of $118,606.14. Notable expenditure items during the past financial year are:

- Electricity consumption over budget by $63,844.29. This is due to the delays by Origin Energy in the metering of the AC system and billing to the residents.
- Cleaning over budget by $10,801.40, due to increases in the cleaning rates.

Budget Adjustments and Overall Position
In preparing the budget for the coming year, we have reviewed historical expenses and factored in necessary adjustments. The following key changes have been made to the draft budget:

- Previous Year Deficit amount in the budget to recover the admin deficit total.
- Increase to the cleaning budget by $10,000.00
- Reduction of the electricity consumption due to the air con systems being billed to residents now
- Increase to the BMC contribution due to a rise in the BMC budget.

As a result of these adjustments, the overall proposed budget reflects an increase of approx 14% compared to the previous year.

Capital Works Fund Budget

We have also prepared a budget for the capital works fund to ensure the strata scheme is adequately provisioned for future major repairs and replacements, as required by the 10-year capital works plan. This ensures that sufficient funds are accumulated over time to avoid unexpected special levies. It is recommended that the Owners Corporation adhere to the recommendations as noted in the attached Capital Works Fund report which is required at law.

Important Note under the Strata Schemes Management Act 2015
Please be reminded that under the Strata Schemes Management Act 2015, any shortfall in the administration fund must be rectified in the subsequent budget period.

Should you have any questions or require further details regarding the budget, we encourage you to contact your strata manager ahead of the meeting.

Motion 9. Arrears and Payment Plans

The Owners Corporation must determine how it will manage overdue levy contributions and whether it will offer payment plans to owners who fall into arrears. Under the amended *Strata Schemes Management Act 2015*, effective 27 October 2025, an owner who falls behind in their levies must be given the opportunity to request a payment plan of up to 12 months before legal action can be taken. The Act also now requires that a 30-day written notice of intended legal action be issued to the owner, including an offer of a payment plan, prior to commencing proceedings.

While payment plans are designed to support owners experiencing temporary financial hardship, they do require additional administrative work to establish and monitor. These costs are typically absorbed by the Owners Corporation and, in most cases, cannot be recouped from the individual owner. For this reason, the Owners Corporation must carefully consider how it wishes to handle payment plans and the resources needed to manage them fairly and in compliance with the new legal requirements.

Netstrata has been delegated the function of managing overdue levies in accordance with the Managing Agency Agreement. This includes issuing reminder notices, offering and monitoring payment plans, and coordinating with legal representatives where necessary. Where an owner fails to meet their obligations and legal action is required, proceedings will be handled in accordance with Section 86 of the *Strata Schemes Management Act 2015*, which provides that legal fees associated with levy debt collection are generally recoverable from the debtor.

Moirs Law, are a majority owned subsidiary of Network Strata Services Pty Ltd (trading as Netstrata), may provide debt recovery services on behalf of your Owners Corporation and charges standard market rates. However, the Owners Corporation retains the right to engage any suitably qualified law firm or debt collection agency to manage arrears. The aim of this process is to ensure a fair, transparent, and legally compliant approach to recovering levies, protecting the financial stability of the scheme while supporting owners who are genuinely experiencing hardship.

EXPLANATION OF **AGENDA ITEMS**

Motion 10. The Strata Committee

The Strata Committee of an Owners Corporation acts in a similar manner to the board of directors of a company, being involved in the day to day administration of the strata scheme. However, when a managing agent is appointed many of these duties (such as those of the secretary, treasurer and chairperson) are delegated to the agent. In these circumstances, the Strata Committee assumes more of a liaison role through whom contact with the owners and the strata scheme is maintained. Decisions can relate to items such as;

1. By-law and conflict Resolution
2. Attendance at Mediation (if required)
3. Granting permission under By-laws
4. Approving maintenance requests
5. Supervising major maintenance

The Strata Schemes Management Act 2015 allows between 1 to 9 Strata Committee members, who are elected at each Annual General Meeting. In the event no nominations for the Committee are received the scheme may be administered by our office pursuant to Section 29(4) of the Act.

The Strata Schemes Management Amendment (Information Regulation 2021) requires that certain information pertinent to your scheme be placed onto the NSW Government portal called the 'Strata Hub'. Part of the information required to be reported on this portal are the personal contact details of the office bearers. Netstrata can include the strata manager's details as the appointed representative of the Owners Corporation and it's Office Bearers to alleviate any concerns with regard to the privacy of contact information. This will be discussed at the meeting.

Motion 11. Restricted Matters

Strata legislation provides various restrictions to the powers of the Strata Committee. For example, the committee may not raise levies or pass By-laws, these matters may only be determined at a general meeting of the Owners Corporation. The intent of this motion is for the owners to determine whether the current restrictions should be retained as provided current in the legislation or extended further. Unless there is a great need for change, we would recommend the existing restrictions be retained.

Motion 12. Appointment of Representative to BMC

Subject to the provisions of the Strata Management Statement, the Owners Corporation is required to appoint a representative to the Building Management Committee (B.M.C.). It should be noted that this motion requires a Special Resolution, meaning that 75% of owners that vote at the meeting must be in favour of the motion.

Motion 13. Strata Managers Report

This motion seeks to confirm the Strata Manager's report on commissions received and third-party training undertaken, in compliance with the *Strata Schemes Management Act 2015* and the *Property and Stock Agents Act 2002 (PSAA 2002)*.

The report provides detailed information on commissions received, including their monetary value, and outlines anticipated future commissions. For example, insurance commissions typically represent 50% of the commissions received by the insurance broker and are allocated to cover administrative tasks such as arranging insurance tenders, providing updated disclosures, obtaining an annual insurance valuation and facilitating the renewal process. Additionally, the report details other commissions received for managing administrative processes like bulk energy tendering.

Receiving these commissions allows the strata managing agent to perform necessary administrative tasks without imposing additional charges on the Owners Corporation. This arrangement benefits the Owners Corporation by offsetting costs that would otherwise be directly billed to the scheme.

From 1 January 2026, Netstrata will no longer receive commissions on any services provided under new management agreements. All new agreements entered into from this date will operate on a clearly defined, fee for service basis.

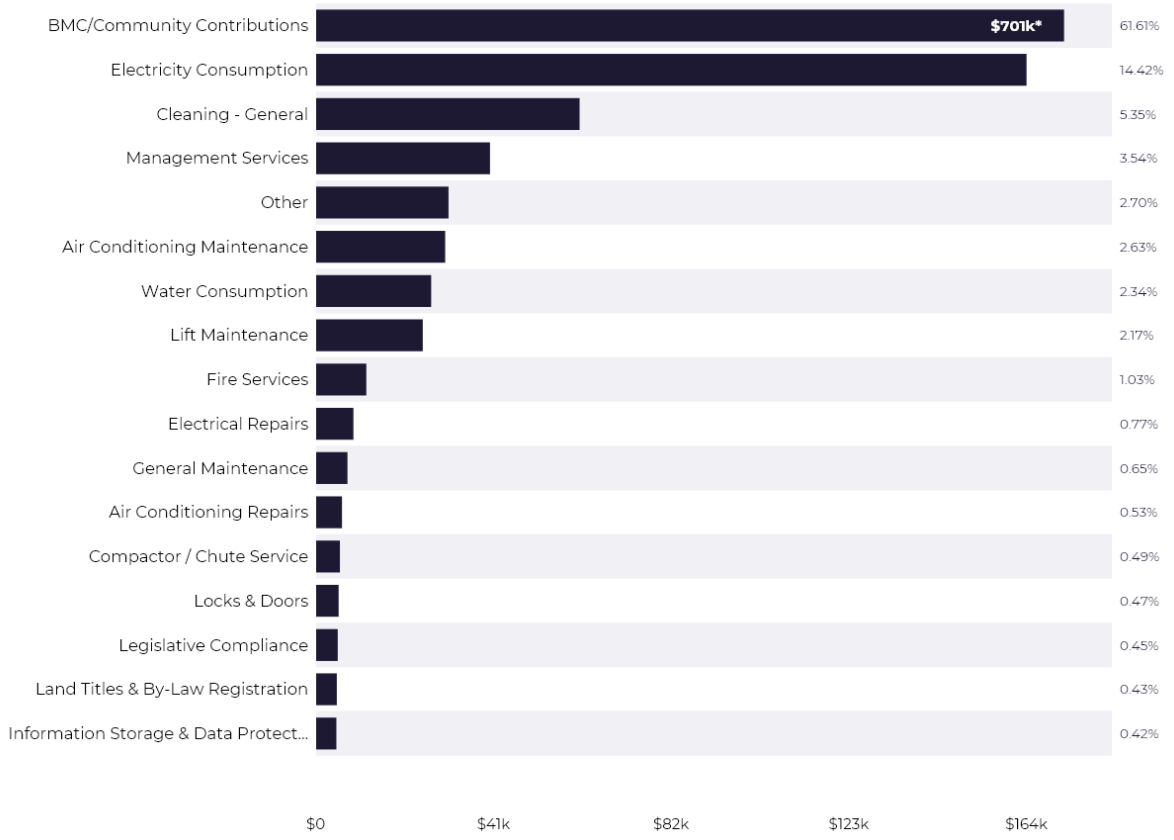
The motion also confirms that all disclosed commissions, gifts, and training comply with the *Property and Stock Agents Regulation 2022*. The strata managing agent assures the Owners Corporation that accepting these benefits does not breach regulatory obligations or compromise their fiduciary duties. Approval of this motion will enable the Owners Corporation to formally acknowledge and endorse the disclosed benefits as outlined in the report.

EXPLANATION OF **AGENDA ITEMS**

AGM Expense Breakdown

1 Apr 2025 to 31 Mar 2026

SP 103041 · 103041 - 22 LANGSTON PLACE, EPPING



BALANCE SHEET

NETSTRATA

Financial Period 01.04.2025 - 31.03.2026

SP 103041
22 LANGSTON PLACE, EPPING

	Administrative Fund	Capital Works Fund	TOTAL
ASSETS			
Cash at Bank	(121,646.25)	209,374.49	87,728.24
Investment Account(s)	-	50,665.75	50,665.75
Levies Receivable	5,027.50	344.02	5,371.52
Total Assets	**(116,618.75)**	**260,384.26**	**143,765.51**
LIABILITIES			
GST Liabilities	(856.82)	1,602.43	745.61
Levies Paid in Advance	2,844.21	-	2,844.21
Total Liabilities	**1,987.39**	**1,602.43**	**3,589.82**
Net Assets	**(118,606.14)**	**258,781.83**	**140,175.69**
OWNER FUNDS			
Opening Balance	(41,342.03)	188,086.60	146,744.57
Surplus / Deficit	(77,264.11)	70,695.23	(6,568.88)
Closing Balance	**(118,606.14)**	**258,781.83**	**140,175.69**

INCOME & EXPENDITURE SUMMARY

Financial Period 01.04.2025 – 31.03.2026

SP 103041
22 LANGSTON PLACE, EPPING

Administrative	Actual 01.04.25-31.03.26	Budget 01.04.25-31.03.26	Actual 01.04.24-31.03.25
INCOME			
Expense Recovery			
Debt Collection Recoveries	1,240.00	-	2,000.00
Owner Expense Recoveries	1,205.44	-	136.36
Interest Received			
Interest On Levy Arrears	446.66	-	738.24
Levy Income			
Levy Income	1,045,125.93	1,045,015.24	1,043,926.79
Total Income	**1,048,018.03**	**1,045,015.24**	**1,046,801.39**
EXPENSES			
Accounting, Taxation & Banking			
Audit Report	1,753.64	1,900.00	1,731.82
Bank Fees	-	50.00	41.60
BAS & Tax Administration	2,444.53	2,500.00	2,424.53
DEFT Process Fees	-	481.00	480.79
Insurance			
Insurance Claims	-	-	1,026.00
Insurance Premium	4,500.26	4,000.00	3,842.68
Legal and Professional			
Legal Fees	1,035.00	-	-
Maintenance			
Air Conditioning Maintenance	29,817.09	-	4,997.50
Cleaning - General	60,801.40	50,000.00	49,392.65
Compactor / Chute Service	5,548.75	6,500.00	-
Electrical Repairs	4,384.29	3,000.00	(4,224.15)
Fire Services	11,495.51	9,000.00	7,190.90
General Maintenance	7,283.28	6,500.00	12,167.42
Intercom Repairs / Replacement	-	-	895.00
Lift Maintenance	24,648.90	23,000.00	22,500.00
Locks & Doors	5,251.00	4,000.00	3,149.01

INCOME & EXPENDITURE SUMMARY

Financial Period 01.04.2025 – 31.03.2026

SP 103041
22 LANGSTON PLACE, EPPING

Administrative	Actual 01.04.25-31.03.26	Budget 01.04.25-31.03.26	Actual 01.04.24-31.03.25
Pest Control - General	2,028.00	960.00	960.00
Plumbing - General	3,361.00	3,000.00	2,246.50
Security Services	708.50	-	-
Waste Removal	-	1,700.00	1,695.00
Resident Manager / Caretaker			
Building Manager/Caretaker	2,533.39	-	11,226.71
Strata/Building Administration			
BMC/Community Contributions	701,052.31	701,053.00	711,697.28
Debt Collection Fees	1,360.00	-	1,840.00
Electronic Communications	3,534.00	-	4,560.00
GST Clearing Expense Account	(361.08)	-	-
Information Storage & Data Protection	4,731.00	4,560.00	4,560.00
Land Titles & By-Law Registration	4,832.73	5,000.00	4,805.26
Legislative Compliance	5,043.82	5,400.00	5,372.70
Management Services	39,869.44	40,227.60	38,312.18
Previous Year Deficit	-	37,583.64	-
Printing, Postage & Stationery	2,759.57	3,000.00	2,430.22
Strata Administration	3,786.26	6,000.00	1,181.28
Utilities			
Electricity Consumption	163,844.29	100,000.00	162,463.91
Lift Phone & Phone Charges	649.37	600.00	552.34
Water Consumption	26,585.89	25,000.00	24,967.28
Total Expenses	**1,125,282.14**	**1,045,015.24**	**1,084,486.41**
ADJUSTMENTS			
Other Adjustments			
Consolidating Other Funds to Admin	-	-	36,769.04
Total Adjustments	**-**	**-**	**36,769.04**
Surplus / Deficit	**(77,264.11)**	**-**	**(915.98)**

INCOME & EXPENDITURE SUMMARY

Financial Period 01.04.2025 – 31.03.2026

SP 103041
22 LANGSTON PLACE, EPPING

Capital Works	Actual 01.04.25-31.03.26	Budget 01.04.25-31.03.26	Actual 01.04.24-31.03.25
INCOME			
Interest Received			
Interest On Bank Deposits	2,208.40	-	-
Interest On Levy Arrears	-	-	37.32
Levy Income			
Levy Income	72,761.03	72,761.00	69,962.41
Total Income	**74,969.43**	**72,761.00**	**69,999.73**
EXPENSES			
Maintenance			
Air Conditioning Maintenance	-	-	4,880.00
Air Conditioning Repairs	-	-	6,980.00
Capital Works Fund Maintenance	-	72,761.00	-
Electrical Repairs	4,274.20	-	2,849.22
Locks & Doors	-	-	6,529.10
Utilities			
Lift Phone & Phone Charges	-	-	5,312.82
Total Expenses	**4,274.20**	**72,761.00**	**26,551.14**
Surplus / Deficit	**70,695.23**	**-**	**43,448.59**

Previous Year Admin Fund Deficit	Actual 01.04.25-31.03.26	Budget 01.04.25-31.03.26	Actual 01.04.24-31.03.25
INCOME			
Interest Received			
Interest On Levy Arrears	-	-	17.92
Special Levy Income			
Special Levy Income	-	-	36,751.12
Total Income	**-**	**-**	**36,769.04**
ADJUSTMENTS			
Other Adjustments			
Consolidating Other Funds to Admin	-	-	(36,769.04)
Total Adjustments	**-**	**-**	**(36,769.04)**

INCOME & EXPENDITURE SUMMARY

Financial Period 01.04.2025 – 31.03.2026

SP 103041
22 LANGSTON PLACE, EPPING

Previous Year Admin Fund Deficit	Actual 01.04.25-31.03.26	Budget 01.04.25-31.03.26	Actual 01.04.24-31.03.25
Surplus / Deficit	-	-	-

LEVY POSITIONS

NETSTRATA

Financial Period 01.04.2025 – 31.03.2026

SP 103041
22 LANGSTON PLACE, EPPING

Lot	Unit	UOE	Opening Balance	Admin Levy	Capital Works Levy	Other Levy	Interest & Charges	Total	Paid	Closing Balance
1	101	358	-	4,115.28	286.52	-	-	4,401.80	4,401.80	-
2	103	596	-	6,851.12	477.00	-	-	7,328.12	7,328.12	-
3	105	572	22.00 cr	6,595.03	457.81	-	-	7,030.84	7,030.84	-
4	106	442	-	5,080.84	353.76	-	-	5,434.60	5,434.60	-
5	201	427	-	4,908.40	341.76	-	-	5,250.16	5,250.16	-
6	202	427	-	4,908.40	341.76	-	-	5,250.16	5,250.16	-
7	203	427	-	4,908.40	341.76	-	-	5,250.16	5,250.16	-
8	205	422	-	4,850.96	337.76	-	150.00	5,338.72	5,338.72	-
9	206	489	-	5,621.11	391.40	-	99.00	6,111.51	6,111.51	-
10	207	683	-	7,851.20	546.64	-	-	8,397.84	8,397.84	-
11	208	432	-	4,965.92	345.76	-	-	5,311.68	5,311.68	-
12	301	432	-	4,965.92	345.76	-	-	5,311.68	5,311.68	-
13	302	432	-	4,965.92	345.76	-	-	5,311.68	5,311.68	-
14	303	432	-	4,965.92	345.76	-	-	5,311.68	5,311.68	-
15	305	427	0.93 cr	4,908.40	341.76	-	-	5,249.23	5,249.61	0.38 cr
16	306	492	-	5,655.64	393.80	-	-	6,049.44	6,049.44	-
17	307	688	-	7,908.67	550.68	-	150.00	8,609.35	8,609.35	-
18	308	437	-	5,023.40	349.76	-	-	5,373.16	5,373.16	-
19	401	437	-	5,023.40	349.76	-	-	5,373.16	4,029.87	1,343.29
20	402	437	-	5,023.40	349.76	-	-	5,373.16	5,373.16	-
21	403	437	-	5,023.40	349.76	-	492.05	5,865.21	5,865.21	-
22	405	432	-	4,965.92	345.76	-	-	5,311.68	5,311.68	-
23	406	494	-	5,678.60	395.40	-	-	6,074.00	6,074.00	-
24	407	693	-	7,966.16	554.68	-	-	8,520.84	8,521.21	0.37 cr
25	408	442	-	5,080.84	353.76	-	-	5,434.60	5,434.60	-
26	501	450	-	5,172.80	360.20	-	-	5,533.00	5,533.00	-
27	502	450	150.00	5,172.80	360.20	-	-	5,683.00	5,683.00	-
28	503	450	-	5,172.80	360.20	-	59.16	5,592.16	5,592.16	-
29	505	445	-	5,115.33	356.19	-	-	5,471.52	5,471.52	-
30	506	497	-	5,713.08	397.80	-	-	6,110.88	6,110.88	-
31	507	698	-	8,023.60	558.68	-	-	8,582.28	8,582.28	-
32	508	455	-	5,230.28	364.20	-	-	5,594.48	5,594.48	-
33	601	455	-	5,240.18	364.20	-	-	5,604.38	5,604.38	-

LEVY POSITIONS

NETSTRATA

Financial Period 01.04.2025 – 31.03.2026

SP 103041
22 LANGSTON PLACE, EPPING

34	602	455	1,502.53	5,230.28	364.20	-	109.00	7,206.01	5,807.39	1,398.62
35	603	455	-	5,230.28	364.20	-	-	5,594.48	5,594.48	-
36	605	450	-	5,172.80	360.20	-	-	5,533.00	5,533.00	-
37	606	499	-	5,736.08	399.40	-	-	6,135.48	6,135.48	-
38	607	703	-	8,081.08	562.68	-	-	8,643.76	8,643.76	-
39	608	460	-	5,287.80	368.20	-	-	5,656.00	5,656.00	-
40	701	460	-	5,287.80	368.20	-	-	5,656.00	5,656.00	-
41	702	460	-	5,287.80	368.20	-	150.00	5,806.00	5,806.00	-
42	703	460	-	5,287.80	368.20	-	-	5,656.00	5,656.00	-
43	705	455	-	5,230.28	364.20	-	109.08	5,703.56	5,703.56	-
44	706	502	-	5,770.56	401.80	-	-	6,172.36	6,172.36	-
45	707	708	-	8,138.60	566.68	-	-	8,705.28	8,705.28	-
46	708	465	-	5,345.24	372.16	-	-	5,717.40	5,717.40	-
47	801	462	-	5,310.76	369.76	-	-	5,680.52	5,680.52	-
48	802	462	-	5,310.76	369.76	-	-	5,680.52	5,680.52	-
49	803	462	3.30	5,323.96	369.76	-	-	5,697.02	5,697.02	-
50	805	457	-	5,253.31	365.76	-	-	5,619.07	5,619.07	-
51	806	504	-	5,793.56	403.40	-	-	6,196.96	6,196.96	-
52	807	713	-	8,199.34	570.68	-	-	8,770.02	8,770.02	-
53	808	467	-	5,368.25	373.79	-	-	5,742.04	5,742.04	-
54	901	465	-	5,345.24	372.16	-	-	5,717.40	5,717.40	-
55	902	465	-	5,345.24	372.16	-	-	5,717.40	5,717.40	-
56	903	465	1,424.15	5,345.24	372.16	-	266.21	7,407.76	7,407.76	-
57	905	460	-	5,287.80	368.20	-	-	5,656.00	5,656.00	-
58	906	507	-	5,828.08	405.76	-	-	6,233.84	6,233.84	-
59	907	718	-	8,253.52	574.68	-	-	8,828.20	8,828.20	-
60	908	470	-	5,402.72	376.16	-	-	5,778.88	5,778.88	-
61	1001	465	1,474.67	5,345.24	372.16	-	109.46	7,301.53	7,376.53	75.00 cr
62	1002	465	-	5,345.24	372.16	-	-	5,717.40	5,717.40	-
63	1003	465	-	5,345.24	372.16	-	-	5,717.40	5,717.40	-
64	1005	460	-	5,287.80	368.20	-	-	5,656.00	5,656.00	-
65	1006	482	-	5,540.64	385.80	-	-	5,926.44	5,926.44	-
66	1007	606	-	6,966.08	485.00	-	-	7,451.08	7,451.08	-
67	1008	470	-	5,402.72	376.16	-	-	5,778.88	5,778.88	-

LEVY POSITIONS

NETSTRATA

Financial Period 01.04.2025 – 31.03.2026

SP 103041
22 LANGSTON PLACE, EPPING

68	1101	470	-	5,402.72	376.16	-	-	5,778.88	5,778.88	-
69	1102	470	-	5,402.72	376.16	-	-	5,778.88	5,778.88	-
70	1103	470	-	5,402.72	376.16	-	59.83	5,838.71	4,393.99	1,444.72
71	1105	465	-	5,345.24	372.16	-	-	5,717.40	5,717.40	-
72	1106	512	-	5,885.56	409.76	-	-	6,295.32	6,295.32	-
73	1107	728	-	8,371.81	582.68	-	150.00	9,104.49	9,104.49	-
74	1108	475	-	5,476.74	380.16	-	-	5,856.90	5,857.20	0.30 cr
75	1201	472	-	5,425.72	377.80	-	-	5,803.52	5,803.52	-
76	1202	472	-	5,425.72	377.80	-	-	5,803.52	5,803.52	-
77	1203	472	-	5,425.72	377.80	-	-	5,803.52	5,803.52	-
78	1205	467	0.33 cr	5,368.25	373.79	-	-	5,741.71	5,742.20	0.49 cr
79	1206	514	-	5,908.48	411.40	-	-	6,319.88	6,319.88	-
80	1207	733	-	8,425.96	586.64	-	-	9,012.60	9,012.60	-
81	1208	477	-	5,496.40	381.80	-	-	5,878.20	5,878.20	-
82	1301	475	-	5,460.24	380.16	-	-	5,840.40	5,840.40	-
83	1302	475	111.28 cr	5,460.24	380.16	-	-	5,729.12	5,729.12	-
84	1303	475	-	5,460.24	380.16	-	-	5,840.40	5,840.40	-
85	1305	470	-	5,402.72	376.16	-	-	5,778.88	5,778.88	-
86	1306	517	-	5,943.00	413.76	-	-	6,356.76	6,356.76	-
87	1307	1218	-	14,001.08	974.88	-	-	14,975.96	14,975.96	-
88	2706	1416	-	16,280.42	1,133.32	-	627.00	18,040.74	18,040.74	-
89	1401	477	-	5,483.20	381.80	-	-	5,865.00	5,865.00	-
90	1402	477	-	5,483.20	381.80	-	-	5,865.00	5,865.00	-
91	1403	477	-	5,483.20	381.80	-	-	5,865.00	5,865.00	-
92	1405	472	-	5,425.72	377.80	-	-	5,803.52	5,803.52	-
93	1406	519	-	5,966.00	415.40	-	-	6,381.40	6,381.40	-
94	1407	743	-	8,540.92	594.68	-	-	9,135.60	9,135.60	-
95	1408	482	-	5,540.63	385.80	-	-	5,926.43	5,926.43	-
96	1501	480	-	5,517.68	384.16	-	-	5,901.84	5,901.84	-
97	1502	480	-	5,517.68	384.16	-	-	5,901.84	5,901.84	-
98	1503	480	-	5,517.68	384.16	-	-	5,901.84	5,901.84	-
99	1505	475	-	5,460.24	380.16	-	-	5,840.40	5,840.40	-
100	1506	522	-	6,000.43	417.80	-	-	6,418.23	6,418.23	-
101	1507	748	0.20 cr	8,598.36	598.68	-	-	9,196.84	9,196.84	-

LEVY POSITIONS

NETSTRATA

Financial Period 01.04.2025 – 31.03.2026

SP 103041
22 LANGSTON PLACE, EPPING

102	1508	485	-	5,575.16	388.16	-	-	5,963.32	5,963.32	-
103	1601	482	-	5,540.64	385.80	-	-	5,926.44	5,926.44	-
104	1602	482	-	5,540.64	385.80	-	-	5,926.44	5,926.44	-
105	1603	482	-	5,540.64	385.80	-	-	5,926.44	5,926.44	-
106	1605	477	-	5,483.20	381.80	-	-	5,865.00	5,865.00	-
107	1606	524	-	6,023.48	419.40	-	-	6,442.88	6,442.88	-
108	1607	753	-	8,655.84	602.68	-	-	9,258.52	9,258.52	-
109	1608	487	-	5,598.16	389.80	-	-	5,987.96	5,987.96	-
110	1701	485	-	5,575.16	388.16	-	-	5,963.32	5,963.32	-
111	1702	969	-	11,138.80	775.56	-	-	11,914.36	11,914.36	-
112	2705	1988	-	22,852.43	1,591.12	-	-	24,443.55	24,443.55	-
113	1705	480	-	5,517.68	384.16	-	-	5,901.84	5,901.84	-
114	1706	527	-	6,057.96	421.80	-	-	6,479.76	6,479.76	-
115	1707	758	-	8,713.32	606.68	-	-	9,320.00	9,320.00	-
116	1708	489	-	5,621.11	391.40	-	-	6,012.51	6,012.51	-
117	1801	487	-	5,611.36	389.80	-	-	6,001.16	6,001.16	-
118	1802	345	-	3,965.84	276.16	-	-	4,242.00	4,242.00	-
119	1803	363	-	4,172.75	290.52	-	-	4,463.27	4,463.27	-
120	1805	358	-	4,115.28	286.52	-	-	4,401.80	4,401.80	-
121	1806	482	-	5,540.64	385.80	-	-	5,926.44	5,926.44	-
122	1807	502	-	5,770.56	401.80	-	-	6,172.36	6,172.36	-
123	1808	641	-	7,368.40	513.04	-	-	7,881.44	7,881.44	-
124	1809	492	-	5,655.64	393.80	-	-	6,049.44	6,049.44	-
125	1901	489	-	5,621.11	391.40	-	-	6,012.51	6,012.51	-
126	1902	348	-	4,000.32	278.52	-	-	4,278.84	4,278.84	-
127	1903	365	-	4,195.76	292.12	-	-	4,487.88	4,487.88	-
128	1905	360	-	4,138.24	288.12	-	56.13	4,482.49	3,375.90	1,106.59
129	1906	485	-	5,575.16	388.16	-	-	5,963.32	5,963.32	-
130	1907	532	-	6,115.40	425.80	-	-	6,541.20	6,541.20	-
131	1908	768	-	8,828.28	614.68	-	-	9,442.96	9,442.96	-
132	1909	494	7,065.29	5,678.60	395.40	-	431.55	13,570.84	13,570.84	-
133	2001	494	-	5,678.60	395.40	-	-	6,074.00	6,074.00	-
134	2002	350	-	4,023.32	280.16	-	-	4,303.48	4,303.48	-
135	2003	368	-	4,230.23	294.52	-	-	4,524.75	4,524.75	-

LEVY POSITIONS

NETSTRATA

Financial Period 01.04.2025 – 31.03.2026

SP 103041
22 LANGSTON PLACE, EPPING

136	2005	363	-	4,172.75	290.52	-	-	4,463.27	4,463.27	-
137	2006	489	-	5,621.11	391.40	-	-	6,012.51	6,012.51	-
138	2007	534	-	6,138.44	427.40	-	-	6,565.84	6,565.84	-
139	2008	773	-	8,885.76	618.68	-	-	9,504.44	9,504.44	-
140	2009	499	-	5,736.08	399.40	-	-	6,135.48	6,135.48	-
141	2101	499	-	5,736.08	399.40	-	-	6,135.48	6,135.48	-
142	2102	353	-	4,057.80	282.52	-	-	4,340.32	4,340.32	-
143	2103	370	-	4,253.20	296.12	-	-	4,549.32	4,549.32	-
144	2105	365	-	4,195.76	292.12	-	-	4,487.88	4,487.88	-
145	2106	494	-	5,688.50	395.40	-	-	6,083.90	6,083.90	-
146	2107	537	-	6,172.88	429.80	-	-	6,602.68	6,602.68	-
147	2108	778	-	8,943.23	622.68	-	-	9,565.91	9,565.91	-
148	2109	504	-	5,793.56	403.40	-	-	6,196.96	6,196.96	-
149	2201	504	-	5,793.56	403.40	-	-	6,196.96	6,196.96	-
150	2202	355	-	4,080.76	284.16	-	-	4,364.92	4,364.92	-
151	2203	373	-	4,287.71	298.53	-	-	4,586.24	4,586.24	-
152	2205	368	-	4,230.23	294.52	-	-	4,524.75	4,524.75	-
153	2206	499	-	5,736.08	399.40	-	-	6,135.48	6,135.48	-
154	2207	539	-	6,199.21	431.41	-	-	6,630.62	6,630.62	-
155	2208	783	-	9,000.75	626.68	-	-	9,627.43	9,627.43	-
156	2209	509	-	5,851.04	407.40	-	-	6,258.44	6,258.44	-
157	2301	509	-	5,851.04	407.40	-	-	6,258.44	6,258.44	-
158	2302	358	-	4,115.28	286.52	-	-	4,401.80	4,401.80	-
159	2303	375	-	4,310.68	300.12	-	-	4,610.80	4,610.80	-
160	2305	370	-	4,253.20	296.12	-	-	4,549.32	4,549.32	-
161	2306	504	-	5,793.56	403.40	-	-	6,196.96	6,196.96	-
162	2307	542	-	6,230.40	433.80	-	-	6,664.20	6,664.20	-
163	2308	788	-	9,058.20	630.68	-	-	9,688.88	9,688.88	-
164	2309	514	-	5,908.48	411.40	-	-	6,319.88	6,319.88	-
165	2401	514	-	5,921.68	411.40	-	150.00	6,483.08	6,404.78	78.30
166	2402	360	-	4,138.24	288.12	-	-	4,426.36	4,426.36	-
167	2403	378	1,157.70	4,345.16	302.56	-	118.19	5,923.61	7,085.54	1,161.93 cr
168	2405	373	-	4,287.71	298.53	-	-	4,586.24	4,586.24	-
169	2406	509	-	5,851.04	407.40	-	-	6,258.44	6,258.44	-

LEVY POSITIONS

NETSTRATA

Financial Period 01.04.2025 – 31.03.2026

SP 103041
22 LANGSTON PLACE, EPPING

170	2407	544	-	6,253.36	435.44	-	-	6,688.80	6,688.80	-
171	2408	793	11.25 cr	9,115.66	634.70	-	-	9,739.11	9,740.00	0.89 cr
172	2409	519	-	5,966.00	415.40	-	-	6,381.40	6,381.40	-
173	2501	519	-	5,966.00	415.40	-	-	6,381.40	6,381.40	-
174	2502	363	-	4,172.75	290.52	-	-	4,463.27	4,463.27	-
175	2503	380	-	4,368.16	304.12	-	-	4,672.28	4,672.28	-
176	2505	375	-	4,310.68	300.12	-	-	4,610.80	4,610.80	-
177	2506	514	-	5,908.48	411.40	-	-	6,319.88	6,319.88	-
178	2507	547	-	6,287.88	437.80	-	-	6,725.68	6,725.68	-
179	2508	798	-	9,173.16	638.72	-	-	9,811.88	9,811.88	-
180	2509	524	1,604.85 cr	6,023.48	419.40	-	-	4,838.03	6,442.88	1,604.85 cr
181	2601	524	-	6,023.48	419.40	-	-	6,442.88	6,442.88	-
182	2602	365	-	4,195.76	292.12	-	-	4,487.88	4,487.88	-
183	2603	383	-	4,402.64	306.56	-	-	4,709.20	4,709.20	-
184	2605	378	-	4,345.16	302.56	-	-	4,647.72	4,647.72	-
185	2606	519	-	5,966.00	415.40	-	-	6,381.40	6,381.40	-
186	2607	554	-	6,368.32	443.40	-	-	6,811.72	6,811.72	-
187	2608	803	-	9,230.58	642.72	-	-	9,873.30	9,873.30	-
188	2609	529	-	6,080.95	423.40	-	-	6,504.35	6,504.35	-
189	2701	1173	-	13,483.84	938.84	-	-	14,422.68	14,422.68	-
190	2703	1739	-	19,990.08	1,391.84	-	-	21,381.92	21,381.92	-
		100000	**11,026.80**	**1,149,638.19**	**80,037.87**	**-**	**3,286.66**	**1,243,989.52**	**1,241,462.21**	**2,527.31**

	Admin	Capital Works	Other Fund	Total
Levies in Arrears	5,027.50	344.02	-	5,371.52
Levies Paid in Advance	2,844.21 cr	-	-	2,844.21 cr

Credit Arrears

PROPOSED BUDGET

NETSTRATA

Financial Period 01.04.2026 - 31.03.2027
Main Budget
SP 103041
22 LANGSTON PLACE, EPPING

Administrative Fund	Budget 01.04.2026 - 31.03.2027	Actual 01.04.2025 - 31.03.2026	Budget 01.04.2025 - 31.03.2026
Income			
Expense Recovery			
Debt Collection Recoveries	-	1,240.00	-
Owner Expense Recoveries	-	1,205.44	-
Interest Received			
Interest On Levy Arrears	-	446.66	-
Levy Income			
Levy Income	1,197,850.30	1,045,125.93	1,045,015.24
Total Income	**1,197,850.30**	**1,048,018.03**	**1,045,015.24**
Expense			
Accounting, Taxation & Banking			
Audit Report	1,800.00	1,753.64	1,900.00
Bank Fees	50.00	-	50.00
BAS & Tax Administration	2,500.00	2,444.53	2,500.00
DEFT Process Fees	481.00	-	481.00
Insurance			
Insurance Premium	4,500.00	4,500.26	4,000.00
Legal and Professional			
Legal Fees	-	1,035.00	-
Maintenance			
Air Conditioning Maintenance	-	29,817.09	-
Air Conditioning Repairs	-	-	-
Cleaning - General	60,000.00	60,801.40	50,000.00
Compactor / Chute Service	6,000.00	5,548.75	6,500.00
Electrical Repairs	4,300.00	4,384.29	3,000.00
Fire Services	12,000.00	11,495.51	9,000.00
Garage Security Gate / Shutter	-	-	-
General Maintenance	7,300.00	7,283.28	6,500.00
Lift Maintenance	25,000.00	24,648.90	23,000.00
Locks & Doors	5,000.00	5,251.00	4,000.00
Pest Control - General	2,100.00	2,028.00	960.00

PROPOSED BUDGET CONTINUED

Financial Period 01.04.2026 - 31.03.2027
Main Budget
SP 103041
22 LANGSTON PLACE, EPPING

Administrative Fund	Budget 01.04.2026 - 31.03.2027	Actual 01.04.2025 - 31.03.2026	Budget 01.04.2025 - 31.03.2026
Plumbing - General	3,300.00	3,361.00	3,000.00
Security Services	-	708.50	-
Waste Removal	1,700.00	-	1,700.00
Resident Manager / Caretaker			
Building Manager/Caretaker	-	2,533.39	-
Strata/Building Administration			
BMC/Community Contributions	817,945.67	701,052.31	701,053.00
Debt Collection Fees	-	1,360.00	-
Electronic Communications	-	3,534.00	-
GST Clearing Expense Account	-	(360.19)	-
GST Rounding	-	(0.89)	-
Information Storage & Data Protection	-	4,731.00	4,560.00
Land Titles & By-Law Registration	5,000.00	4,832.73	5,000.00
Legislative Compliance	5,400.00	5,043.82	5,400.00
Management Services	42,000.00	39,869.44	40,227.60
Previous Year Deficit	107,823.63	-	37,583.64
Printing, Postage & Stationery	3,000.00	2,759.57	3,000.00
Strata Administration	3,000.00	3,786.26	6,000.00
Utilities			
Electricity Consumption	50,000.00	163,844.29	100,000.00
Lift Phone & Phone Charges	650.00	649.37	600.00
Water Consumption	27,000.00	26,585.89	25,000.00
Total Expense	**1,197,850.30**	**1,125,282.14**	**1,045,015.24**
Adjustment			
Other Adjustments			
Consolidating Other Funds to Admin	-	-	-
Total Adjustment	**-**	**-**	**-**
Surplus / Deficit	**-**	**(77,264.11)**	**-**

PROPOSED BUDGET
CONTINUED

Financial Period 01.04.2026 - 31.03.2027
Main Budget
SP 103041
22 LANGSTON PLACE, EPPING

Capital Works Fund	Budget 01.04.2026 - 31.03.2027	Actual 01.04.2025 - 31.03.2026	Budget 01.04.2025 - 31.03.2026
Income			
Interest Received			
Interest On Bank Deposits	-	2,208.40	-
Levy Income			
Levy Income	72,761.00	72,761.03	72,761.00
Total Income	**72,761.00**	**74,969.43**	**72,761.00**
Expense			
Maintenance			
Capital Works Fund Maintenance	72,761.00	-	72,761.00
Electrical Repairs	-	4,274.20	-
Total Expense	**72,761.00**	**4,274.20**	**72,761.00**
Adjustment			
Total Adjustment	**-**	**-**	**-**
Surplus / Deficit	**-**	**70,695.23**	**-**

CONTRIBUTIONS
SUMMARY (PROPOSED)

Financial Period 01.04.2026 – 31.03.2027

SP 103041
22 LANGSTON PLACE, EPPING

Lot	Unit	UOE	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
1	101	358	1,250.92	1,250.92	1,250.92	1,250.92	**5,003.67**
2	103	596	2,082.53	2,082.53	2,082.53	2,082.53	**8,330.13**
3	105	572	1,998.67	1,998.67	1,998.67	1,998.67	**7,994.69**
4	106	442	1,544.43	1,544.43	1,544.43	1,544.43	**6,177.71**
5	201	427	1,492.02	1,492.02	1,492.02	1,492.02	**5,968.06**
6	202	427	1,492.02	1,492.02	1,492.02	1,492.02	**5,968.06**
7	203	427	1,492.02	1,492.02	1,492.02	1,492.02	**5,968.06**
8	205	422	1,474.54	1,474.54	1,474.54	1,474.54	**5,898.18**
9	206	489	1,708.65	1,708.65	1,708.65	1,708.65	**6,834.62**
10	207	683	2,386.53	2,386.53	2,386.53	2,386.53	**9,546.10**
11	208	432	1,509.49	1,509.49	1,509.49	1,509.49	**6,037.94**
12	301	432	1,509.49	1,509.49	1,509.49	1,509.49	**6,037.94**
13	302	432	1,509.49	1,509.49	1,509.49	1,509.49	**6,037.94**
14	303	432	1,509.49	1,509.49	1,509.49	1,509.49	**6,037.94**
15	305	427	1,492.02	1,492.02	1,492.02	1,492.02	**5,968.06**
16	306	492	1,719.14	1,719.14	1,719.14	1,719.14	**6,876.55**
17	307	688	2,404.00	2,404.00	2,404.00	2,404.00	**9,615.99**
18	308	437	1,526.96	1,526.96	1,526.96	1,526.96	**6,107.83**
19	401	437	1,526.96	1,526.96	1,526.96	1,526.96	**6,107.83**
20	402	437	1,526.96	1,526.96	1,526.96	1,526.96	**6,107.83**
21	403	437	1,526.96	1,526.96	1,526.96	1,526.96	**6,107.83**
22	405	432	1,509.49	1,509.49	1,509.49	1,509.49	**6,037.94**
23	406	494	1,726.13	1,726.13	1,726.13	1,726.13	**6,904.50**
24	407	693	2,421.47	2,421.47	2,421.47	2,421.47	**9,685.87**
25	408	442	1,544.43	1,544.43	1,544.43	1,544.43	**6,177.71**
26	501	450	1,572.38	1,572.38	1,572.38	1,572.38	**6,289.53**
27	502	450	1,572.38	1,572.38	1,572.38	1,572.38	**6,289.53**
28	503	450	1,572.38	1,572.38	1,572.38	1,572.38	**6,289.53**
29	505	445	1,554.91	1,554.91	1,554.91	1,554.91	**6,219.64**
30	506	497	1,736.61	1,736.61	1,736.61	1,736.61	**6,946.43**
31	507	698	2,438.94	2,438.94	2,438.94	2,438.94	**9,755.75**
32	508	455	1,589.85	1,589.85	1,589.85	1,589.85	**6,359.41**
33	601	455	1,589.85	1,589.85	1,589.85	1,589.85	**6,359.41**

CONTRIBUTIONS
SUMMARY (PROPOSED)

Financial Period 01.04.2026 – 31.03.2027

SP 103041
22 LANGSTON PLACE, EPPING

Lot	Unit	UOE	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
34	602	455	1,589.85	1,589.85	1,589.85	1,589.85	**6,359.41**
35	603	455	1,589.85	1,589.85	1,589.85	1,589.85	**6,359.41**
36	605	450	1,572.38	1,572.38	1,572.38	1,572.38	**6,289.53**
37	606	499	1,743.60	1,743.60	1,743.60	1,743.60	**6,974.39**
38	607	703	2,456.41	2,456.41	2,456.41	2,456.41	**9,825.64**
39	608	460	1,607.32	1,607.32	1,607.32	1,607.32	**6,429.29**
40	701	460	1,607.32	1,607.32	1,607.32	1,607.32	**6,429.29**
41	702	460	1,607.32	1,607.32	1,607.32	1,607.32	**6,429.29**
42	703	460	1,607.32	1,607.32	1,607.32	1,607.32	**6,429.29**
43	705	455	1,589.85	1,589.85	1,589.85	1,589.85	**6,359.41**
44	706	502	1,754.08	1,754.08	1,754.08	1,754.08	**7,016.32**
45	707	708	2,473.88	2,473.88	2,473.88	2,473.88	**9,895.52**
46	708	465	1,624.79	1,624.79	1,624.79	1,624.79	**6,499.18**
47	801	462	1,614.31	1,614.31	1,614.31	1,614.31	**6,457.25**
48	802	462	1,614.31	1,614.31	1,614.31	1,614.31	**6,457.25**
49	803	462	1,614.31	1,614.31	1,614.31	1,614.31	**6,457.25**
50	805	457	1,596.84	1,596.84	1,596.84	1,596.84	**6,387.36**
51	806	504	1,761.07	1,761.07	1,761.07	1,761.07	**7,044.27**
52	807	713	2,491.35	2,491.35	2,491.35	2,491.35	**9,965.40**
53	808	467	1,631.78	1,631.78	1,631.78	1,631.78	**6,527.13**
54	901	465	1,624.79	1,624.79	1,624.79	1,624.79	**6,499.18**
55	902	465	1,624.79	1,624.79	1,624.79	1,624.79	**6,499.18**
56	903	465	1,624.79	1,624.79	1,624.79	1,624.79	**6,499.18**
57	905	460	1,607.32	1,607.32	1,607.32	1,607.32	**6,429.29**
58	906	507	1,771.55	1,771.55	1,771.55	1,771.55	**7,086.20**
59	907	718	2,508.82	2,508.82	2,508.82	2,508.82	**10,035.29**
60	908	470	1,642.27	1,642.27	1,642.27	1,642.27	**6,569.06**
61	1001	465	1,624.79	1,624.79	1,624.79	1,624.79	**6,499.18**
62	1002	465	1,624.79	1,624.79	1,624.79	1,624.79	**6,499.18**
63	1003	465	1,624.79	1,624.79	1,624.79	1,624.79	**6,499.18**
64	1005	460	1,607.32	1,607.32	1,607.32	1,607.32	**6,429.29**
65	1006	482	1,684.20	1,684.20	1,684.20	1,684.20	**6,736.78**
66	1007	606	2,117.47	2,117.47	2,117.47	2,117.47	**8,469.89**

CONTRIBUTIONS
SUMMARY (PROPOSED)

Financial Period 01.04.2026 – 31.03.2027

SP 103041
22 LANGSTON PLACE, EPPING

Lot	Unit	UOE	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
67	1008	470	1,642.27	1,642.27	1,642.27	1,642.27	**6,569.06**
68	1101	470	1,642.27	1,642.27	1,642.27	1,642.27	**6,569.06**
69	1102	470	1,642.27	1,642.27	1,642.27	1,642.27	**6,569.06**
70	1103	470	1,642.27	1,642.27	1,642.27	1,642.27	**6,569.06**
71	1105	465	1,624.79	1,624.79	1,624.79	1,624.79	**6,499.18**
72	1106	512	1,789.02	1,789.02	1,789.02	1,789.02	**7,156.08**
73	1107	728	2,543.76	2,543.76	2,543.76	2,543.76	**10,175.06**
74	1108	475	1,659.74	1,659.74	1,659.74	1,659.74	**6,638.94**
75	1201	472	1,649.25	1,649.25	1,649.25	1,649.25	**6,597.01**
76	1202	472	1,649.25	1,649.25	1,649.25	1,649.25	**6,597.01**
77	1203	472	1,649.25	1,649.25	1,649.25	1,649.25	**6,597.01**
78	1205	467	1,631.78	1,631.78	1,631.78	1,631.78	**6,527.13**
79	1206	514	1,796.01	1,796.01	1,796.01	1,796.01	**7,184.04**
80	1207	733	2,561.23	2,561.23	2,561.23	2,561.23	**10,244.94**
81	1208	477	1,666.72	1,666.72	1,666.72	1,666.72	**6,666.90**
82	1301	475	1,659.74	1,659.74	1,659.74	1,659.74	**6,638.94**
83	1302	475	1,659.74	1,659.74	1,659.74	1,659.74	**6,638.94**
84	1303	475	1,659.74	1,659.74	1,659.74	1,659.74	**6,638.94**
85	1305	470	1,642.27	1,642.27	1,642.27	1,642.27	**6,569.06**
86	1306	517	1,806.49	1,806.49	1,806.49	1,806.49	**7,225.97**
87	1307	1218	4,255.91	4,255.91	4,255.91	4,255.91	**17,023.65**
88	2706	1416	4,947.76	4,947.76	4,947.76	4,947.76	**19,791.04**
89	1401	477	1,666.72	1,666.72	1,666.72	1,666.72	**6,666.90**
90	1402	477	1,666.72	1,666.72	1,666.72	1,666.72	**6,666.90**
91	1403	477	1,666.72	1,666.72	1,666.72	1,666.72	**6,666.90**
92	1405	472	1,649.25	1,649.25	1,649.25	1,649.25	**6,597.01**
93	1406	519	1,813.48	1,813.48	1,813.48	1,813.48	**7,253.92**
94	1407	743	2,596.18	2,596.18	2,596.18	2,596.18	**10,384.71**
95	1408	482	1,684.20	1,684.20	1,684.20	1,684.20	**6,736.78**
96	1501	480	1,677.21	1,677.21	1,677.21	1,677.21	**6,708.83**
97	1502	480	1,677.21	1,677.21	1,677.21	1,677.21	**6,708.83**
98	1503	480	1,677.21	1,677.21	1,677.21	1,677.21	**6,708.83**
99	1505	475	1,659.74	1,659.74	1,659.74	1,659.74	**6,638.94**

CONTRIBUTIONS
SUMMARY (PROPOSED)

Financial Period 01.04.2026 – 31.03.2027

SP 103041
22 LANGSTON PLACE, EPPING

Lot	Unit	UOE	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
100	1506	522	1,823.96	1,823.96	1,823.96	1,823.96	**7,295.85**
101	1507	748	2,613.65	2,613.65	2,613.65	2,613.65	**10,454.59**
102	1508	485	1,694.68	1,694.68	1,694.68	1,694.68	**6,778.71**
103	1601	482	1,684.20	1,684.20	1,684.20	1,684.20	**6,736.78**
104	1602	482	1,684.20	1,684.20	1,684.20	1,684.20	**6,736.78**
105	1603	482	1,684.20	1,684.20	1,684.20	1,684.20	**6,736.78**
106	1605	477	1,666.72	1,666.72	1,666.72	1,666.72	**6,666.90**
107	1606	524	1,830.95	1,830.95	1,830.95	1,830.95	**7,323.80**
108	1607	753	2,631.12	2,631.12	2,631.12	2,631.12	**10,524.47**
109	1608	487	1,701.67	1,701.67	1,701.67	1,701.67	**6,806.66**
110	1701	485	1,694.68	1,694.68	1,694.68	1,694.68	**6,778.71**
111	1702	969	3,385.86	3,385.86	3,385.86	3,385.86	**13,543.45**
112	2705	1988	6,946.43	6,946.43	6,946.43	6,946.43	**27,785.73**
113	1705	480	1,677.21	1,677.21	1,677.21	1,677.21	**6,708.83**
114	1706	527	1,841.43	1,841.43	1,841.43	1,841.43	**7,365.73**
115	1707	758	2,648.59	2,648.59	2,648.59	2,648.59	**10,594.36**
116	1708	489	1,708.65	1,708.65	1,708.65	1,708.65	**6,834.62**
117	1801	487	1,701.67	1,701.67	1,701.67	1,701.67	**6,806.66**
118	1802	345	1,205.49	1,205.49	1,205.49	1,205.49	**4,821.97**
119	1803	363	1,268.39	1,268.39	1,268.39	1,268.39	**5,073.55**
120	1805	358	1,250.92	1,250.92	1,250.92	1,250.92	**5,003.67**
121	1806	482	1,684.20	1,684.20	1,684.20	1,684.20	**6,736.78**
122	1807	502	1,754.08	1,754.08	1,754.08	1,754.08	**7,016.32**
123	1808	641	2,239.77	2,239.77	2,239.77	2,239.77	**8,959.08**
124	1809	492	1,719.14	1,719.14	1,719.14	1,719.14	**6,876.55**
125	1901	489	1,708.65	1,708.65	1,708.65	1,708.65	**6,834.62**
126	1902	348	1,215.98	1,215.98	1,215.98	1,215.98	**4,863.90**
127	1903	365	1,275.38	1,275.38	1,275.38	1,275.38	**5,101.50**
128	1905	360	1,257.91	1,257.91	1,257.91	1,257.91	**5,031.62**
129	1906	485	1,694.68	1,694.68	1,694.68	1,694.68	**6,778.71**
130	1907	532	1,858.90	1,858.90	1,858.90	1,858.90	**7,435.62**
131	1908	768	2,683.53	2,683.53	2,683.53	2,683.53	**10,734.12**
132	1909	494	1,726.13	1,726.13	1,726.13	1,726.13	**6,904.50**

CONTRIBUTIONS
SUMMARY (PROPOSED)

Financial Period 01.04.2026 – 31.03.2027

SP 103041
22 LANGSTON PLACE, EPPING

Lot	Unit	UOE	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
133	2001	494	1,726.13	1,726.13	1,726.13	1,726.13	**6,904.50**
134	2002	350	1,222.96	1,222.96	1,222.96	1,222.96	**4,891.85**
135	2003	368	1,285.86	1,285.86	1,285.86	1,285.86	**5,143.43**
136	2005	363	1,268.39	1,268.39	1,268.39	1,268.39	**5,073.55**
137	2006	489	1,708.65	1,708.65	1,708.65	1,708.65	**6,834.62**
138	2007	534	1,865.89	1,865.89	1,865.89	1,865.89	**7,463.57**
139	2008	773	2,701.00	2,701.00	2,701.00	2,701.00	**10,804.01**
140	2009	499	1,743.60	1,743.60	1,743.60	1,743.60	**6,974.39**
141	2101	499	1,743.60	1,743.60	1,743.60	1,743.60	**6,974.39**
142	2102	353	1,233.45	1,233.45	1,233.45	1,233.45	**4,933.78**
143	2103	370	1,292.85	1,292.85	1,292.85	1,292.85	**5,171.39**
144	2105	365	1,275.38	1,275.38	1,275.38	1,275.38	**5,101.50**
145	2106	494	1,726.13	1,726.13	1,726.13	1,726.13	**6,904.50**
146	2107	537	1,876.38	1,876.38	1,876.38	1,876.38	**7,505.50**
147	2108	778	2,718.47	2,718.47	2,718.47	2,718.47	**10,873.89**
148	2109	504	1,761.07	1,761.07	1,761.07	1,761.07	**7,044.27**
149	2201	504	1,761.07	1,761.07	1,761.07	1,761.07	**7,044.27**
150	2202	355	1,240.43	1,240.43	1,240.43	1,240.43	**4,961.74**
151	2203	373	1,303.33	1,303.33	1,303.33	1,303.33	**5,213.32**
152	2205	368	1,285.86	1,285.86	1,285.86	1,285.86	**5,143.43**
153	2206	499	1,743.60	1,743.60	1,743.60	1,743.60	**6,974.39**
154	2207	539	1,883.36	1,883.36	1,883.36	1,883.36	**7,533.45**
155	2208	783	2,735.94	2,735.94	2,735.94	2,735.94	**10,943.78**
156	2209	509	1,778.54	1,778.54	1,778.54	1,778.54	**7,114.15**
157	2301	509	1,778.54	1,778.54	1,778.54	1,778.54	**7,114.15**
158	2302	358	1,250.92	1,250.92	1,250.92	1,250.92	**5,003.67**
159	2303	375	1,310.32	1,310.32	1,310.32	1,310.32	**5,241.27**
160	2305	370	1,292.85	1,292.85	1,292.85	1,292.85	**5,171.39**
161	2306	504	1,761.07	1,761.07	1,761.07	1,761.07	**7,044.27**
162	2307	542	1,893.85	1,893.85	1,893.85	1,893.85	**7,575.38**
163	2308	788	2,753.41	2,753.41	2,753.41	2,753.41	**11,013.66**
164	2309	514	1,796.01	1,796.01	1,796.01	1,796.01	**7,184.04**
165	2401	514	1,796.01	1,796.01	1,796.01	1,796.01	**7,184.04**

CONTRIBUTIONS
SUMMARY (PROPOSED)

Financial Period 01.04.2026 – 31.03.2027

SP 103041
22 LANGSTON PLACE, EPPING

Lot	Unit	UOE	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
166	2402	360	1,257.91	1,257.91	1,257.91	1,257.91	**5,031.62**
167	2403	378	1,320.80	1,320.80	1,320.80	1,320.80	**5,283.20**
168	2405	373	1,303.33	1,303.33	1,303.33	1,303.33	**5,213.32**
169	2406	509	1,778.54	1,778.54	1,778.54	1,778.54	**7,114.15**
170	2407	544	1,900.83	1,900.83	1,900.83	1,900.83	**7,603.34**
171	2408	793	2,770.89	2,770.89	2,770.89	2,770.89	**11,083.54**
172	2409	519	1,813.48	1,813.48	1,813.48	1,813.48	**7,253.92**
173	2501	519	1,813.48	1,813.48	1,813.48	1,813.48	**7,253.92**
174	2502	363	1,268.39	1,268.39	1,268.39	1,268.39	**5,073.55**
175	2503	380	1,327.79	1,327.79	1,327.79	1,327.79	**5,311.16**
176	2505	375	1,310.32	1,310.32	1,310.32	1,310.32	**5,241.27**
177	2506	514	1,796.01	1,796.01	1,796.01	1,796.01	**7,184.04**
178	2507	547	1,911.32	1,911.32	1,911.32	1,911.32	**7,645.27**
179	2508	798	2,788.36	2,788.36	2,788.36	2,788.36	**11,153.43**
180	2509	524	1,830.95	1,830.95	1,830.95	1,830.95	**7,323.80**
181	2601	524	1,830.95	1,830.95	1,830.95	1,830.95	**7,323.80**
182	2602	365	1,275.38	1,275.38	1,275.38	1,275.38	**5,101.50**
183	2603	383	1,338.27	1,338.27	1,338.27	1,338.27	**5,353.09**
184	2605	378	1,320.80	1,320.80	1,320.80	1,320.80	**5,283.20**
185	2606	519	1,813.48	1,813.48	1,813.48	1,813.48	**7,253.92**
186	2607	554	1,935.78	1,935.78	1,935.78	1,935.78	**7,743.11**
187	2608	803	2,805.83	2,805.83	2,805.83	2,805.83	**11,223.31**
188	2609	529	1,848.42	1,848.42	1,848.42	1,848.42	**7,393.69**
189	2701	1173	4,098.67	4,098.67	4,098.67	4,098.67	**16,394.70**
190	2703	1739	6,076.38	6,076.38	6,076.38	6,076.38	**24,305.52**
		100,000	**349,418.11**	**349,418.11**	**349,418.11**	**349,418.11**	**1,397,672.43**

ANNUAL STRATA MANAGER REPORT

NETSTRATA
EST 1996

12 MONTH PERIOD ENDING 31-MAR-2026

Report pursuant to Section 55 and 60 of the Strata Schemes Management Act 2015 for Strata Plan No.: 103041

169:41 TOTAL HOURS:MINS

0
WORK ORDERS

4344
EMAILS

157
INVOICES PROCESSED

1327
DOCUMENTS REGISTERED

Meetings: **3**
Insurance Work: **1**

By-law Inquiries: **2**
Correspondence: **73**

Phone Calls: **23**
SMS's Issued: **124**

Debt Recovery: **0**
184 Certificates: **11**

General Admin Tasks: **95**
Update Details: **51**

Fire Compliance: **0**
Inspections: **0**

Report Pursuant to Section 55 - Functions Performed Under Delegated Authority

Section 55 of the Strata Schemes Management Act 2015 obligates all strata managers to provide a report twice a year outlining the functions performed under the delegated authority granted by the Owners Corporation to the agent. A summary of the major events for Strata Plan No: 103041 for the 12-month period ending 2026 is detailed on the page above. Detailed Section 55 reports are available upon request.

Report Pursuant to Section 60

Netstrata discloses that it has commercial relationships with suppliers, including Macquarie Bank, which may also offer services to your scheme. While we utilise and recommend these providers, we do not receive any rebates, discounts, or commissions in connection with these recommendations.

Netstrata and our subsidiaries engage Prime Strata Support Services for internal administrative purposes and has a personal relationship as described in Sch 1, C12 of the Property and Stock Agents Regulation 2022. Prime may also provide direct services to your scheme. Any fees for services supplied are disclosed in the financial statements for your scheme. In the interest of maintaining transparency and ethical standards, we disclose that familial relationships may exist among individuals within our organisation. These relationships may include, but are not limited to, parent-child, sibling, spousal, or extended family connections. Familial relationships also extend to Macquarie Bank, Life Building Group, ESP Security Systems, ESP Project Group, All Complete Handyman Services and Kane Air.

Our strata managers and administrative staff receive training services from industry bodies and suppliers that may provide services to your scheme including but not limited to Strata Community Association (SCA), Urban Development Institute of Australia (NSW), Real Estate Institute NSW, Strata Community Insurance, Macquarie Bank, Grace Lawyers, Bannermans Lawyers, and J.S. Mueller & Co.

Netstrata has commercial arrangements with Strata Energy Services for the bulk tendering of the common electricity supply for our client schemes. In the event your scheme is included in a bulk tender, a service fee of $85.00 p.a is received for Small Market Enterprise (SME) agreements and up to $750.00 p.q for Commercial and Industrial (C&I) clients.

Netstrata discloses that it is an authorised representative of BCB Brokers, CRM Brokers, Coverforce, and BAC Brokers. When insurances for your scheme are arranged through these entities our office receives a share of the brokerage charged, which last year was $463.34. It is expected that this brokerage will be $0.00 next year. The brokerage received funds the administrative requirements for placing insurances and processing insurance claims on behalf of your scheme including providing 3 quotations, researching and providing a complete claims history and providing the insurer with other relevant information that is required to be disclosed as part of the renewal process. Where the brokerage is not received a fee for service will be applied.

Netstrata discloses that Strata Insurance Services Pty Limited (SIS), WinFire Pty Ltd, Resolute Maintenance Group, PG Martin Plumbing, Evolve Reporting Pty Ltd and Moirs Law are wholly or partially owned subsidiaries of the agent. When insurances are placed on your behalf of your scheme by SIS, brokerage charged is retained by the subsidiary, not the agent. Strata Insurance Services DOES NOT receive commissions for arranging insurance cover on behalf of your Owners Corporation. In the event WinFire, Resolute, PG Martin, Evolve Reporting or Moirs Law are engaged to undertake maintenance work or inspections or reporting or legal work, the fees and charges associated with these works are detailed in the financial reports for your scheme. The disclosure of brokerage fees or commission received for the renewal of strata insurance policies is made to all strata committee members during the quotation phase, all owners once the policy is placed and via your owner portal and mobile application. Any brokerage fees charged by SIS are also disclosed within the detailed financial reports.

MONITORING OF
TRADE COMPLIANCE

Strata Plan 103041

A brief overview of our insurance and compliance checks.

INSURANCE CHECK

We verify that trade businesses have valid and adequate insurance coverage for their work. We do this by requesting a copy of their insurance certificate and checking the following information:

- The name and address of the insured business
- The type and amount of insurance coverage
- The effective and expiry dates of the policy
- The name and contact details of the insurer

We also contact the insurer to confirm the authenticity and status of the policy. If the policy is expired, cancelled, or insufficient, we notify the trade business and ask them to provide an updated or adequate certificate.

COMPLIANCE CHECK

We verify that trade businesses comply with the relevant laws and regulations for their work. We do this by requesting a copy of their license or registration and checking the following information:

- The name and address of the licensed or registered business
- The type and scope of the license or registration
- The effective and expiry dates of the license or registration
- The name and contact details of the licensing or registering authority

We also contact the authority to confirm the authenticity and status of the license or registration. If the license or registration is expired, revoked, or restricted, we notify the trade business and ask them to provide an updated or valid license or registration.

MONITORING OF
TRADE COMPLIANCE

COMPLIANCE REVIEW

Summary of all contractors that have worked on your scheme:

DATES: 01/04/2025 – 31/03/2026

COMPANY NAME	ABN	TRADE
MARBLE PLUS	66066497087	
FROST AIR CONDITIONING	80000961562	Air Conditioning
ICR AIR CONDITIONING	76125238299	Air Conditioning Mainteance
AIR CROSS SOLUTIONS	25657480156	Air Conditioning Maintenance
BEAVER WILLIAMS AIR	36791396198	Air Conditioning Maintenance
KHOURY BROS. & CO.	81548158606	Audit Report
SP 1272951	84269638488	BMC/Community Contributions
CBRE	57057373574	Building Manager/Caretaker
CLEANTEC CARPET CLEANING	37917447393	Cleaning - Carpets
BIC SERVICES	40003700301	Cleaning - General
WASTEMAN SERVICING	32131724091	Compactor / Garbage Chute
AGC ELECTRICAL NSW	57948411035	Electrical Repairs
ARA ELECTRICAL	37002436384	Electrical Repairs
ORIGIN ELECTRICITY	33071052287	Electricity Consumption
D A FIRE SERVICES	47610167738	Fire Services
ROMTECK GRID	19060150370	Fire Services
RECORD AUTOMATIC DOORS	58601122874	Garage Secuirty Gate/Shutter
SUPA TECH (NSW)	49145181513	Garage Security Gate / Shutter
CBRE P/M NORTH SYDNEY	57057373574	General Expenses
AI AIR CONTROL	26549056827	General Maintenance
FMGR	43623401549	General Maintenance
HIRE A HUBBY BEECROFT	71735378651	General Maintenance
MAGITEK	64633455704	General Maintenance
MARTAB MAINTENANCE	80290133965	General Maintenance

MONITORING OF
TRADE COMPLIANCE

COMPANY NAME	ABN	TRADE
RWV INDUSTRIES	96622803516	General Maintenance
COVERFORCE	11118883542	Insurance Premium
MOIRS LAW	80671785872	Legal Fees
DEPARTMENT OF CUSTOMER SERVICE	81913830179	Legislative Compliance
KONE ELEVATORS	47000142423	Lift Maintenance
EMPIRE LOCKSMITHS	53160939346	Locks & Doors
LOCK & ROLL WESTERN SYD	75939370943	Locks & Doors
NETSTRATA	31064030324	Management Services
PESTECO	14167466551	Pest Control
LINNEGAR PLUMBING	80092661759	Plumbing
SYDNEY WATER	49776225038	Water Consumption

DISCLAIMER

Contractor compliance charges do not apply to checks performed for government departments, utility service providers (including electricity, water, and telecommunications entities), local councils, the Australian Taxation Office (ATO), insurance providers, or subsidiaries or related entities of Netstrata.

TRADE COMPLIANCE ADMINISTRATION

Please scan the QR code to view our information guide.

WHAT'S COVERED
BY STRATA BUILDING INSURANCE

WHAT IS BUILDING INSURANCE

Quite simply, Strata Building Insurance protects the Owners Corporation for damage sustained to the building as a result of an Accidental or Malicious act. Common examples are;

- Fire/Arson
- Storm/Tempest
- Lightning Strikes
- Vandalism
- Vehicular Impact
- Burglary & Theft
- Glass Breakage
- Burst Pipes
- Earthquakes

A common misapprehension is that Strata Building Insurance protects the Owners Corporation for the routine maintenance items or building defects such as the repair of leaking shower trays, settlement/movement cracks in walls & ceilings or concrete cancer, unfortunately this is not the case. The easiest comparison to think of is motor vehicle insurance. You can insure your vehicle against having an accident, however you cannot insure your vehicle for wearing out. This same principle applies to Strata Building Insurance.

HOW IS AN OWNER OF A LOT PROPERTY PROTECTED?

Every Owners Corporation has a mandatory duty to insure 'the building' against accidental or malicious damage – section 160 (1), Strata Schemes Management Act 2015 (the Act).

Lot space within a strata scheme is commonly defined as;

"the cubic air-space contained within the inner surface of the boundary walls, under surface of the ceiling and upper surface of the floor"

Under this definition the lot owner is responsible for the repair, replacement and maintenance of all building components housed within the lot, such as;

- Internal walls
- Internal doors
- Toilets, baths & basins
- Shower screens
- Built-in wardrobes
- Kitchen sinks, cabinets and bench tops
- Appliances, such as wall and bench ovens, cook tops, range hoods, hot water heaters and bathroom & laundry exhaust fans

For example, a leaking tap washer in the kitchen or leak through a shower

WHAT'S COVERED
BY STRATA BUILDING INSURANCE

screen is the lot owners' responsibility to maintain. However, by virtue of the term 'the building' being included in section 160 (1), many of the building components contained within the 'lot' are protected by the mandatory Building Insurance that is taken out by the Owners Corporation.

Simply speaking these items are the lot owners' responsibility for the purposes of repair, replacement and maintenance, however they are protected by the Strata Building Insurance if damaged via an insurable event.

ARE MY CONTENTS COVERED?

No, the contents and fittings contained within your lot ARE NOT protected by the Strata Building Insurance and are specifically excluded from the policy, items such as;

- Carpets and underlay
- Floating floorboards
- Wallpaper
- Curtains and blinds
- Light fittings
- Paint work on walls & ceilings
- Wall tiles located on internal walls
- Any furnishing or personal contents
- Electrical appliances that are not hardwired into the building e.g. clothes dryers, dishwashers or microwaves

Owner-occupiers may extend the cover on their contents insurance to include the items not covered by the strata building Insurance. Most major mainstream insurers in NSW are aware of the delineation between strata building insurance and contents insurance for a strata property and are happy to extend home contents insurance to include the items listed above.

Non-resident or investor owners may take out 'Landlords Insurance' for a sufficient sum to cover the fittings of their lot. However all owners should undertake their own inquires with their insurer or insurance broker to ensure their contents are adequately protected by their contents policy.

UNDERSTANDING STRATA
PROPERTY MAINTENANCE

One of the most confusing aspects of owning a lot within a Strata Scheme is understanding who is responsible for the maintenance of certain elements within the lot – an individual owner or Owners Corporation (Body Corporate)?

This debate has existed since strata schemes legislation was first incepted in 1961 and has been further confused by the way in which owners and Owners Corporations' interpret the maintenance obligations for their strata schemes.

This confusion is further exacerbated because not every strata plan is the same and some Owners Corporations may pass specific resolutions or By-Laws changing or absolving the Owners Corporations maintenance responsibilities.

Briefly; generally each owner is responsible for the maintenance, repair and replacement of all those components of the building that are housed within the external walls of their unit/villa or townhouse or service only their lot (within the lot envelope). Section 106 of the Strata Schemes Management Act 2015 places a mandatory duty on the Owners Corporation to repair and maintain all elements outside of this envelope (the common property) or shared services that may pass through the unit.

In the diagram below, those areas that are generally considered to be common property or the Owners Corporations responsibility to maintain are highlighted in **BLUE**. This applies to strata schemes registered after 1 July 1974.

In this example, all the internal walls and doors are highlighted in **ORANGE** representing lot property. Other typical elements of Lot property include kitchen and bathroom cabinets and accessories, carpets, paintwork and appliances.

For a detailed list of typical lot property and common property maintenance responsibilities go to www.netstrata.com.au

When assessing the maintenance responsibilities for your scheme it is important that a detailed examination of your strata plan and by-laws be undertaken to determine the specific responsibilities associated with your property. Owners should also be familiar with any warranties that may be applicable to apparatus and building structure at their property and the limitations and application of these warranties.

UNDERSTANDING STRATA
PROPERTY MAINTENANCE

The cubic airspace of the lot also extends to the balcony or courtyards and is usually defined by a notation on the Strata Plan.

Any shared apparatus, such as pipes or conduits that pass through a lot are still the Owners Corporations responsibility to maintain, even though they are contained within the lot.

These areas are known as ‘Structural Cubic Space’.



Lot space within a strata scheme is commonly defined as;

“the cubic airspace contained within the inner surface of the boundary walls, under surface of the ceiling and upper surface of the floor”.

Once a pipe or conduit enters the lot, it becomes the ‘lot owners’ responsibility to maintain if it only services that lot. Common examples include, taps and drainage pipes under sinks & vanities.

GENERAL MEETING **INFORMATION**

Office location and access

Our Meeting Rooms are located at 280 Railway Parade, Carlton. Parking is available at Carlton railway station on Railway Parade. Lift access for disabled or less mobile persons is available with prior notification to your strata manager.

About the Agenda

The meeting notice outlines the motions to be decided and the rules for conducting a general meeting. While largely self-explanatory, we encourage you to review them to understand your rights and obligations fully.

Meeting duration

The duration of the meeting will largely depend on the number of motions. A simple proxy meeting (i.e. one conducted via proxy/postal vote) may only take a few minutes, whereas an Annual General Meeting usually lasts around an hour.

Where to find out more

The 'Strata Living' guide, details strata rights and responsibilities, and is available at NSW Fair Trading website www.fairtrading.nsw.gov.au. For more information on strata schemes and legislation, visit our www.netstrata.com.au.

Questions?

We welcome your questions and feedback on strata administration but ask that agenda-related questions be directed to your strata manager before the meeting to save time. If time allows, a general discussion will follow the meeting.

Voting and attendance

If you are unable to attend the meeting, you can vote electronically via the link in the email notice or the QR code in the posted notice, which enables owners to signal their vote for each motion on the agenda.

CUSTOMER **COMPLAINTS**

We're here to listen and improve.

At Netstrata, we are dedicated to delivering exceptional service, professionalism, and integrity in all our interactions. Your feedback helps us maintain these standards and continuously improve the experience for everyone we serve.

If you have concerns or believe our service has not met your expectations, we want to hear from you. We are committed to addressing complaints promptly, fairly, and transparently.

HOW TO LODGE A COMPLAINT

The easiest way to lodge a complaint is to visit our online complaints webpage at **www.netstrata.com.au/complaints**, or by scanning the QR Code.

OR, you can also lodge a complaint by contacting us via one of the following:

Customer Experience:

(02) 8567 6400 or
1300 638 787

Emailing:

clientservices@
netstrata.com.au

Writing to us:

PO Box 265, Hurstville
BC 1481 NSW

Information to include in your complaint:

- Your name and contact details, including phone number and email address
- Your building address, Strata Plan Number and Lot Number/s affected
- The nature of your complaint
- Details of any steps you have already taken to resolve the complaint
- Details of relevant conversations you may have had with our company
- Copies of any supporting documentation
- What we can do to resolve the complaint/issue for you.

NOTES
FOR THE MEETING

This page has been left blank to enable you to jot down any questions you may have regarding the motions to be discussed or any other matter concerning the scheme.

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FOR THE MEETING

This page has been left blank to enable you to jot down any questions you may have regarding the motions to be discussed or any other matter concerning the scheme.



www.netstrata.com.au

P: 1300 638 787

admin@netstrata.com.au

Emergency (after hours): 1300 663 760

Head Office
280 Railway Parade
Carlton NSW 2218

Wollongong Office
Level 3, 3 Rawson St
Wollongong NSW 2500

Liability limited by a scheme approved under Professional Standards Legislation



MINUTES OF

General Meeting

NETSTRATA

SP	103041 - 22 LANGSTON PLACE, EPPING
Meeting date	19/02/2026
Commenced	6:32 PM
Apologies	Nil
Pre Meeting Voting	Lot 83, Lot 51, Lot 43, Lot 184, Lot 115, Lot 164, Lot 181, Lot 63, Lot 166, Lot 131, Lot 75, Lot 163, Lot 97, Lot 40, Lot 80, Lot 155, Lot 20
In Attendance	Lot 6, Lot 38, Lot 59, Lot 62, Lot 68, Lot 77, Lot 85, Lot 88, Lot 111, Lot 146, Lot 157, Lot 187
Proxies	Lot 161 appointing Lot 146
Corporate Authorisation	Nil
Guests	Nil
Quorum	A quorum was declared after 30 minutes Pursuant to Schedule 1, Clause 17 (4)(b) of the Strata Schemes Management Act 2015
Chairperson	Shayne Skevington

MOTION 1. Confirm Previous Minutes	RESOLVED	that the minutes of the last general meeting were confirmed as a true and accurate account of the proceedings of that meeting. Vote: 29 Resolve, 1 Abstain, 0 Defeat
MOTION 2. Termination of Services of Managing Agent	RESOLVED	That the appointment of Network Strata as the strata managing agent for Strata Scheme 103041 be terminated in accordance with Section 50(3) of the Strata Schemes Management Act 2015 and that the secretary is authorised to give notice of the termination effective on 24 May 2026. That the delegation of functions to Network Strata of; the Owners Corporation – Strata Scheme 103041, its Strata Committee, Chairperson, Secretary and Treasurer be revoked in accordance with Section 52(5) of the Strata Schemes Management Act 2015, effective on 24 May 2026 and that the Secretary is authorised to give notice of the revocation in accordance with the terms of the original delegation. Vote: 25 Resolve, 0 Abstain, 5 Defeat
MOTION 3. Appointment of Managing Agent	RESOLVED	That in accordance with Section 49 of the Strata Schemes Management Act, 2015 (“Act”); (a) Jamesons Strata Management (“Agent”) be appointed as strata managing agent of Strata Scheme No. 103041. (b) The Owners Corporation delegate to the agent all of the functions (other than those listed in Section 52(2) of the Act) of the Chairperson, Secretary and Treasurer and as per annexure within the Strata Management Agency Agreement; (c) The Owners Corporation execute the written agreement (“Agreement”), a copy of which has been provided to the Strata Committee, to give effect to this appointment and delegation; (d) The delegation is to be subject to the conditions and limitations set out in the Agreement; and (e) Authority is given for the common seal pursuant to section 273 of the Strata Schemes Management Act 2015 to be affixed to the Agreement and for two Strata Committee members to sign the Agreement on behalf of the Owners Corporation. Vote: 25 Resolve, 0 Abstain, 5 Defeat
MOTION 4. Change of Address for Service of notice	RESOLVED	i) That, pursuant to section 265 of the Strata Schemes Management Act 2015, the Owners Corporation change its address for the services of notices to;

		c-/ Jamesons Strata Management PO BOX 547 SURRY HILLS NSW 2010 ii) That, the Owners Corporation authorises the Managing Agent to progress any necessary paperwork required to progress part “i)” of this motion, including the affixing of the common seal if/when required. Vote: 29 Resolve, 0 Abstain, 1 Defeat

CLOSURE:

The meeting closed at

6:40 PM

Shayne Skevington

Chairperson

PROPOSED DATE FOR NEXT MEETING:

TBD



MINUTES OF

Strata Committee Meeting

NETSTRATA

SP	103041 - 22 LANGSTON PLACE, EPPING
Meeting date	11/06/2025
Commenced	6:04 PM
Apologies	Lot 166
Pre Meeting Voting	Nil
In Attendance	Lot 38, Lot 59, Lot 80, Lot 97, Lot 101, Lot 157, Lot 173, Lot 181
Proxies	Nil
Corporate Authorisation	Nil
Guests	Katrina Kwok of Lot 131, Marc Rampling of National Facilities Management
Quorum	More than 50% of members present, a quorum was formed
Chairperson	Shayne Skevington

MOTION 1. Confirm Previous Minutes	RESOLVED	that the minutes of the last Strata Committee meeting be confirmed. Vote: 8 Resolve, 0 Abstain, 0 Defeat
MOTION 2. Appoint Office Bearers	RESOLVED	that the Strata Committee will appoint office bearers to the positions of Chairperson, Secretary and Treasurer as follows: Chairperson: Ashkon Roschanzamir Secretary: Gary Yeung Treasurer: Gary Yeung Vote: 8 Resolve, 0 Abstain, 0 Defeat
MOTION 3. Confirm Mediation Response for Lot 190 - Unit 2703	RESOLVED	that the Strata Committee confirm that in response to the mediation application by the owner of lot 190 (unit 2703), the committee decided that the strata committee on behalf of the Owners Corporation do not agree to pay compensation towards temporary accommodation for the lot owner. The strata committee would like to advise that the items that need to be repaired according to the acoustic report obtained, are managed and funded by the Building Management Committee (BMC). The BMC, Building Management and Strata Committee are doing as much as possible to attend to the repairs urgently and are following the advice of the acoustic engineers and relevant contractors. The Strata Committee discussed the acoustic report and whether this is to be shared with the lot owner. The committee are in favour of releasing the report however advised that this needs to be approved by the Building Management Committee as the report was obtained and paid for by the BMC. Vote: 8 Resolve, 0 Abstain, 0 Defeat
MOTION 4. Outstanding Works	RESOLVED	The Strata Committee discussed the common areas, noting the following maintenance items which will be arranged by the strata manager: 1. Access Control swipe to be on both sides of the lift as currently there is only one. Quotes to be obtained. 2. There is a ceiling water leak near City Cave awning. Marc is aware of this issue as it is common on other areas of the awnings around the ground floor and is as per design. 3. The entry doors are quite slow. This is usually caused by a safety feature if a person is standing too close.

		4. Windows in the corridors - Anchors for the void section have been installed and windows cleaned in that area. Vote: 8 Resolve, 0 Abstain, 0 Defeat
MOTION 5. Approve Maintenance	RESOLVED	The Strata Committee did not note any additional preventative maintenance items that are not already covered by the Building Management Committee. Vote: 8 Resolve, 0 Abstain, 0 Defeat
MOTION 6. Confirm Next Meeting	RESOLVED	The next Strata Committee meeting will be held around the end of September and a date and time will be confirmed closer to this time. Vote: 8 Resolve, 0 Abstain, 0 Defeat

CLOSURE:

The meeting closed at

7:12 PM

Shayne Skevington

Chairperson

PROPOSED DATE FOR NEXT MEETING:

TBD

NETSTRATA
EST 1996

22 May 2025

To All Owners
22 LANGSTON PLACE, EPPING

Dear Owners,

RE: MINUTES OF ANNUAL GENERAL MEETING | SP NO. 103041 AT 22 LANGSTON PLACE, EPPING

Attached are the minutes of the recent Annual General Meeting conducted for your strata scheme and enclosed is a levy payment notice for your 1st quarter levies. The payment options for your levies are detailed on the second page of your levy payment notice. We urge you to read the minutes so you're aware of the issues discussed at the meeting and we also write to bring the following matters to your attention;

1. DO YOU HAVE APPROPRIATE CONTENTS & LANDLORDS INSURANCE?

Although many of the elements within your lot are protected by the Strata Building Insurance, we recommend that all owners effect Contents Insurance to protect those elements of your lot that are not covered by Building Insurance.

C.H.U. Australia's leading Strata Insurance provider is now offering comprehensive Common Contents and Landlord Insurance for owners in Strata Schemes.

For a quote and simply go to our website www.netstrata.com.au and follow the prompts.

2. Netstrata Space Mobile App

You can obtain information pertinent to your scheme and raise any maintenance or by-law concerns via the Netstrata Space mobile app.

Using the Netstrata Space app, you are able to

- Access key documents including by-laws and current financial reports
- Access your latest levy notices
- Report and track maintenance issues
- Download your owner ledger
- Get answers to frequently asked questions
- Raised by-law complaints
- Access key building contacts
- Submit requests and forms

3. BY-LAWS

You will note from the minutes that several new By-laws may have been passed for your strata scheme. The details of each of these new By-laws are specified in the minutes of the meeting and it is important that you read these By-laws so you are fully aware of how they affect your lot. All other By-Laws that were registered with the strata scheme remain unchanged. Should you have any questions regarding the By-Laws please don't hesitate to contact our office.

4. INSTALLATION OF SECURITY DEVICES

The security of the strata scheme and individual apartments is of paramount importance for all owners and residents at the scheme.

NSW legislation permits all owners to undertake the installation of additional locking devices, security screens or other security devices to their windows, front doors, balcony doors and garage doors to further secure their individual apartments, villas or townhouses. However, please note, any additional locking devices must adhere to current fire safety regulations – a licensed locksmith will be able to advise such regulations.

To further assist, we have developed an information guide called ***Securing your Strata Title or Community Title Property***. This guide has been prepared in conjunction with our office and the NSW Police and provides owners with several useful tips surrounding communal security. For a copy of the guide, go to our website www.netstrata.com.au and search for "Securing your Strata Title or Community Title Property".

5. WANT TO FIND OUT MORE...?

To assist owners with the increasing complexity of strata scheme living, we offer a variety of newsletters explaining your rights and obligations of owning a strata property, including

- Building Security
- Maintenance Responsibilities
- Cleaning & Gardening Specifications
- Strata Building Insurance – How am I Covered?
- Strata Definitions
- Frequently Asked Questions

6. 24HR TRADE EMERGENCY SERVICES

Our office provides all owners with access to 24 hour Emergency Trade Services, simply call 1300 663 760 to access;

- Plumbing, Gas and Hot Water
- Glazing
- Automated Garage Doors and Security Gates
- Electrical
- Locksmiths
- Lift Breakdowns

We hope this information about your strata scheme proves helpful and look forward to working with you and all owners for the common amenity of the property.

Should you have any questions or require further information regarding these or any other matters of your strata scheme please do not hesitate to contact our office.

Sincerely,
NETSTRATA
Shayne Skevington

Shayne Skevington | Direct Line: **02 8567 6493** | Email: **shayne.skevington@netstrata.com.au**



MINUTES OF

Annual General Meeting

SP	103041 - 22 LANGSTON PLACE, EPPING
Meeting date	21/05/2025
Commenced	6:30 PM
Apologies	Nil
Pre Meeting Voting	Lot 51, Lot 63, Lot 40, Lot 29, Lot 45
In Attendance	Lot 6, Lot 30, Lot 38, Lot 39, Lot 59, Lot 62, Lot 80, Lot 97, Lot 101, Lot 115, Lot 131, Lot 146, Lot 164, Lot 173, Lot 181, Lot 187
Proxies	Lot 147 appointing the Chairperson, Lot 157 appointing Gary Yeung, Lot 161 appointing Lot 146, Lot 163 appointing Gary from T3 Unit 2301
Corporate Authorisation	Nil
Guests	Jordan Ghomri of National Facilities Management , Marc Rampling of National Facilities Management, Linh Trinh of National Facilities Management, Lachlan Wilkinson of Netstrata, Wenli Fei of Netstrata, Gary Yeung
Quorum	A quorum was declared after 30 minutes Pursuant to Schedule 1, Clause 17 (4)(b) of the Strata Schemes Management Act 2015
Chairperson	Shayne Skevington

MOTION 1. Confirm Previous Minutes	RESOLVED	that the minutes of the last general meeting were confirmed as a true and accurate account of the proceedings of that meeting. Vote: 24 Resolve, 1 Abstain, 0 Defeat
MOTION 2. Confirm Financials	RESOLVED	that the Financial Statements as presented were adopted. Vote: 25 Resolve, 0 Abstain, 0 Defeat
MOTION 3. Appoint an Auditor	RESOLVED	that an auditor will be appointed for the coming year. Vote: 25 Resolve, 0 Abstain, 0 Defeat
MOTION 4. To confirm the A.F.S.S.	RESOLVED	that the owners considered the Annual Fire Safety Statement and that the Strata Managing Agent shall continue to co-ordinate the inspection process, erection of signage and necessary administrative processes to obtain the statement for the coming year. It was further resolved that the current fire safety contractor, DA Fire Services was considered competent by the Owners Corporation in accordance with the Environmental Planning and Assessment Amendment (Development Certification and Fire Safety) Regulation 2021. Vote: 24 Resolve, 0 Abstain, 1 Defeat
MOTION 5. Consider Building Defects	RESOLVED	the Owners Corporation discussed the statutory warranty periods which apply to the strata scheme and noted that the major defect period expires around February 2028. It was further resolved that any identified defect by the owners must be reported to the building manager or strata manager as soon as possible for actioning. Vote: 25 Resolve, 0 Abstain, 0 Defeat
MOTION 6. Confirm Insurances	RESOLVED	that the Owners Corporation's insurances as presented were confirmed. Vote: 24 Resolve, 0 Abstain, 1 Defeat

MOTION 7. Adopt Capital Works Plan	RESOLVED	that the Owners Corporation shall adopt the recommendation of the Capital Works fund plan in their annual budget. Vote: 23 Resolve, 1 Abstain, 1 Defeat Notes: The owner of lot 101 entered the meeting at this time.
MOTION 8. Confirm the Annual Budget	RESOLVED	that the proposed budget as amended be accepted as Administration fund $1,149,516.76 (including GST) and Capital Works fund $80,037.10 (including GST) for the year commencing 01/04/2025 and that the first contributions become due and payable for both the Administrative and Capital Works fund in quarterly instalments on 01/07/25, 01/09/25, 01/12/25 and 01/03/26. Vote: 24 Resolve, 0 Abstain, 1 Defeat Notes: The owners reduced the printing and postage budget from $5,000.00 to $3,000.00 and decided to split the general maintenance budget and create a budget line for Chute/Compactor Services to separate the costs for unblocking the garbage chute at the building.
MOTION 9. Allow Payment Plans & Debt Collection Proceedings	RESOLVED	that the Owners Corporation shall accept payment plans at this time and will initiate debt recovery proceedings as per the provisions of the Act. Vote: 23 Resolve, 2 Abstain, 0 Defeat
MOTION 10. Allow Committee Vote	RESOLVED	that the number of members be set at nine and that the following persons be elected to the Strata Committee from the date of this meeting until the next Annual General Meeting: 1) Kim Kheng Goh of Lot 38 2) Andy Lucas of Lot 59 3) Ming Tak Lo of Lot 80 4) Ashkon Roschanzamir of Lot 97 5) Elise Yang of Lot 101 6) Gary Yeung of Lot 157 7) Hee Jung Kim of Lot 166 8) Stephen Leung of Lot 173 9) Kaiser Lee of Lot 181

		Vote: 24 Resolve, 1 Abstain, 0 Defeat
MOTION 11. Restrict Committee	RESOLVED	that at this stage there be no changes to the matters that should only be determined by the Owners Corporation in general meeting. Vote: 24 Resolve, 1 Abstain, 0 Defeat
MOTION 12. Appoint BMC Representative	RESOLVED BY SPECIAL RESOLUTION	by Special Resolution pursuant to Schedule 4 Clause 3(4) of the Strata Schemes Development Act 2015 and in accordance with Clause 18.1 of the Strata Management Statement of SP103041 that the Owners Corporation appoint the following person/s to represent the scheme as a member of the Building Management Committee: Kaiser Lee Ashkon Roschanzamir (Sub Representative) Vote: 100 % in favour
MOTION 13. To Receive Strata Committee Training	DEFEATED	That the elected Strata Committee NOT be enrolled in quarterly training webinars with Netstrata. Vote: 7 Resolve, 0 Abstain, 18 Defeat
MOTION 14. Approve Netstrata to Submit Strata Hub Information Annually	RESOLVED	that the Owners Corporation authorised Netstrata to submit the required information onto the NSW Government portal (Strata Hub) to comply with the Strata Schemes Management Amendment (Information Regulation 2021) and shall provide the strata manager's contact details as the representative for the Strata Committee, Office Bearers and emergency contact for the scheme. Vote: 23 Resolve, 1 Abstain, 1 Defeat
MOTION 15. Obtain Safety Inspection	DEFEATED	The Owners Corporation will not engage suitably qualified experts to undertake a safety inspection of the common areas at this time. Vote: 10 Resolve, 0 Abstain, 15 Defeat
MOTION 16. To pass Special By-Law - E-Charging	RESOLVED BY SPECIAL RESOLUTION	that the Owners Corporation decided by Special Resolution pursuant to sections 136 & 141 of the Strata Schemes Management Act 2015 to pass 'Special By-Law - E-Charging' on the terms set out in the notice of this meeting, and that notification of the by-law be lodged for registration at NSW Land Registry Services. Vote: 97 % in favour

MOTION 17. To pass Special By-Law - WH&S Policy	RESOLVED BY SPECIAL RESOLUTION	that the Owners Corporation decided by Special Resolution pursuant to sections 136 & 141 of the Strata Schemes Management Act 2015 to pass 'Special By-Law - WH&S Policy' on the terms set out in the notice of this meeting, and that notification of the by-law be lodged for registration at NSW Land Registry Services. Vote: 100 % in favour
MOTION 18. Pass Parking By-Law	RESOLVED BY SPECIAL RESOLUTION	The Owners Corporation decided by Special Resolution pursuant to section 141 of the Strata Schemes Management Act 2015 to repeal the existing Vehicles By-Law and replace with Special By-Law Parking on the terms set out in the notice of this meeting, and that notification of the by-law be lodged for registration at NSW Land Registry Services. It was further resolved to amend point 4 to be 48 hours and that a repeat offence would need to be at least one month later when applying section 8(a)(ii). Vote: 97 % in favour
MOTION 19. Pass Renovation By-law	RESOLVED BY SPECIAL RESOLUTION	The Owners Corporation SPECIALLY RESOLVES pursuant to sections 108, 111 and 141 of the Strata Schemes Management Act 2015 THAT an additional by-law be made, Special By-law Major Building Work (Major Renovations), on the terms set out below or which are attached to the notice of this meeting, and that notification of the by-law be lodged for registration at the Registrar-General's Office. Vote: 97 % in favour
MOTION 20. Approve Lot 112 - Unit 2705 Renovation	RESOLVED BY SPECIAL RESOLUTION	that the Owners Corporation, in accordance with section 108 of the Strata Schemes Management Act 2015 and within the terms and conditions of the Major Building Work (Major Renovations) By-law from motion 19, approve the pergola shutters installation for the owner of lot 112 (unit 2705) as per the documents contained within the agenda. Vote: 93 % in favour
MOTION 21. Confirm Manager Report	RESOLVED	that the Owners Corporation reviewed and approved the Strata Managers report, Training Services and 3rd Party Commissions in accordance with Section 55 and Section 60 of the Strata Schemes Management Act 2015 and Section 57 of the Property and Stock Agents Act 2002 (PSAA 2002). Vote: 21 Resolve, 2 Abstain, 2 Defeat

MOTION 22. Appoint Agent	NO CONSEQUENCE	This motion was marked as a motion of no consequence as it was not voted on. The Strata Committee prior to the meeting requested the removal of the motion. As an alternative, it was agreed to not present the motion at the meeting.

CLOSURE:

The meeting closed at

7:58 PM

Shayne Skevington

Chairperson

PROPOSED DATE FOR NEXT MEETING:

May 2026

NETSTRATA

EST 1996

Notice of

Annual General Meeting

THE OWNERS – STRATA PLAN 103041
AT 22 LANGSTON PLACE, EPPING

DATE: **Wednesday 21 May 2025**

TIME: **6:00 PM**

VENUE: **VIRTUAL MEETING ROOM**

Zoom: https://netstrata-au.zoom.us/j/88160579819

Or Teleconference (02) 8015 6011

Please see the covering letter for further details on how to join the meeting.

Shayne S. | Direct Line: 02 8567 6493 | Email: shayne.skevington@netstrata.com.au

OUR BRANDS

NETSTRATA
EST 1996

STRATA INSURANCE SERVICES

STRATA SPACE

MOIRS LAW

evolve REPORTING

WINFIRE WINDOW & FIRE COMPLIANCE

RESOLUTE MAINTENANCE GROUP

P G MARTIN PLUMBING

Netstrata have provided professional strata management services since 1996 and are evolving to become a full-service organisation for your strata property. Our current services include Strata Management, Insurance Broking, Strata Software, Maintenance, Legal Services, Insurance Valuations and Capital Works Fund reporting.

Here it should be noted that your scheme is at liberty to select any service provider of their choice, they ARE NOT required to use the services of our brands, however as you will note apart from cost savings and efficiencies, there are numerous benefits for your scheme including responsibility, accountability, availability and supply chain assurance – our ultimate goal is to provide a better overall experience for strata owners and residents.

Strata Management in the 21st Century requires a management firm that has a vast array of skills, experience and systems in place that are able to provide the necessary financial, administrative, software, reporting, compliance and maintenance oversight.

The qualifications of our staff includes, but is not limited to;

Professional Accreditations	**Trade Accreditations**
Licensed Strata Managers	Licensed Plumbers
Insurance Brokers	Licensed Electricians
Certified Practicing Accountants	Accredited Fire Technicians
Solicitors	Locksmiths
Software Engineers	Carpenters
Business Analysts	Roofers
Valuers	Gas Fitters
Registered Tax Agents	Diesel Mechanics

Having access to this diverse skill set means that your strata manager is trained beyond the technical aspects of strata management and legislation, but also the practical side of financial management, preventative maintenance and proactive administration.

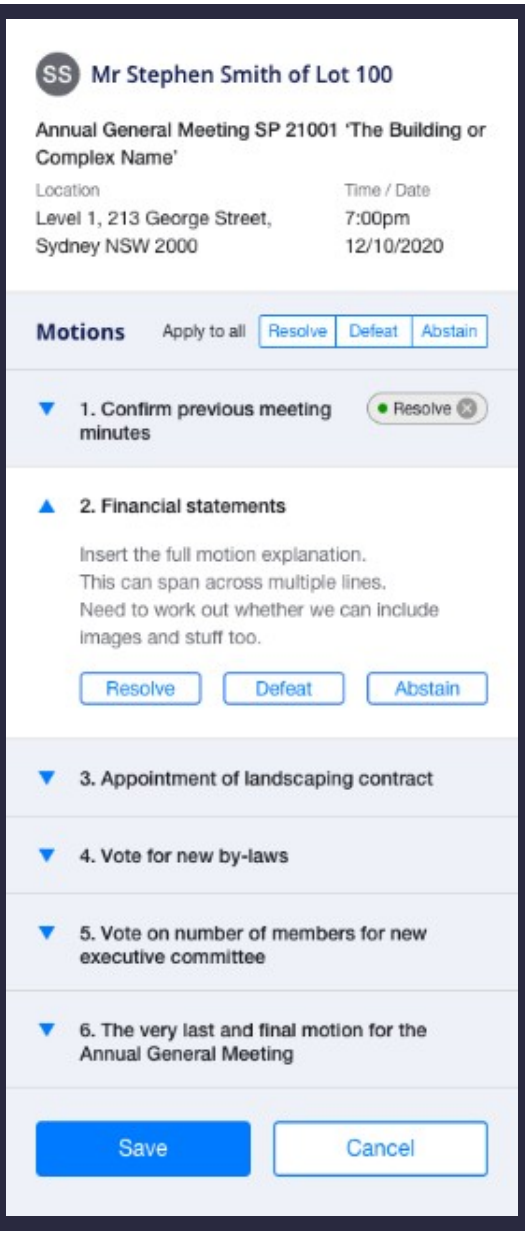
For details on our brands, visit our website: https://netstrata.com.au/our-brands/

PRE-MEETING **VOTING**

VOTING ELECTRONICALLY

Each Motion will appear on the portal:

- Owners can signal whether they would like to 'Resolve', 'Defeat' or 'Abstain' from voting on each motion on the agenda (except for a strata committee election).
- Once a motion has been voted on, the vote will appear next to the motion and owners will then be led to vote on the next motion.
- If an owner would like to change their vote, this is possible by selecting the relevant motion and changing the vote to be submitted.
- Selecting 'Save' confirms the votes being cast.
- At the commencement of the meeting, all pre-meeting electronic votes which have been cast for each motion are provided to the strata manager who will declare the votes submitted.



Traditionally, owners corporation meetings involve gathering all members in a physical location, which can be time-consuming, inconvenient, and sometimes difficult to achieve due to conflicting schedules. By utilising the Pre-Meeting Electronic Voting platform, owners may participate in the decision-making processes, without physically attending the meeting, by casting a vote conveniently and efficiently from the comfort of their own home or wherever they may be.

By embracing Pre-Meeting Electronic Voting, we can collectively enhance the efficiency, transparency, and inclusivity of the decision-making process within your owners corporation. Together, we will continue to build a stronger and more vibrant community.

STATUTORY INFORMATION

QUORUM (CLAUSE 17, SCHEDULE 1)

1. A motion submitted at a meeting must not be considered, and an election must not be held at a meeting, unless there is a quorum present to consider and vote on the motion or on the election.
2. A quorum is present at a meeting only in the following circumstances:
   - If not less than one-quarter of the persons entitled to vote on the motion or election are present either personally or by duly appointed proxy.
   - If not less than one quarter of the aggregate unit entitlement of the strata scheme is represented by the persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election.
   - If there are 2 persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election, in a case where there is more than one owner in the strata scheme and the quorum otherwise calculated under this subclause would be less than 2 persons.
3. A person who has voted, or intends to vote, on a motion or at an election at a meeting by permitted means other than a vote in person is taken to be present for the purposes of determining whether there is a quorum.
4. If no quorum is present within the next half-hour after the relevant motion or business arises for consideration at the meeting, the chairperson must:

(a) Adjourn the meeting for at least 7 days, or

(b) Declare that the persons present either personally or by duly appointed proxy and who are entitled to vote on the motion or election constitute a quorum for considering that motion or business and any subsequent motion or business at the meeting.

5. If a quorum is not present within the next half-hour after the time fixed for the adjourned meeting, the persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election constitute a quorum for considering that motion or business and any subsequent motion or business at the meeting.

RESOLUTIONS

Ordinary Resolution

A motion put to a meeting of the Owners Corporation is decided according to the majority in number of votes cast for and against the motion with each person having one vote for each lot in respect of which the person is entitled to vote.

Special Resolution

If a motion put to a general meeting of the Owners Corporation requires a special resolution*, the passing of a special resolution requires that a vote to be taken by units of entitlement and that not more than one quarter of the units of entitlement represented at the meeting and entitled to vote, vote against the motion.

Unanimous Resolution

If a motion put to a general meeting of the Owners Corporation requires a unanimous resolution*, the passing of a unanimous resolution requires that no vote to be cast against the motion.

*Such motions are clearly indicated in the form of motion.

STATUTORY INFORMATION

VOTING RIGHTS (PART 4, SCHEDULE 1)

You, or where this notice is addressed to a corporation, your company nominee, may vote at the meeting:

1. Either in person at the meeting or by duly appointed *proxy whose instrument of appointment is given to the secretary of the Owners Corporation before the commencement of the meeting;
2. Except in the case of a motion requiring a unanimous resolution, only if all contributions levied and payable on the above lot(s), and any other monies recoverable under the above Act by the Owners Corporation from you at the date of this notice, have been duly paid before the commencement of the meeting; and
3. In the case of an owner of a lot subject to a first mortgagee shown on the strata roll (a priority vote), only if the mortgagee fails or neglects to exercise the voting power conferred on him by schedule 2 part 2 of the above Act.
4. Where this notice is addressed to a corporation, the company nominee voting at the meeting must be the company nominee/s specified on the section 22 notice and strata roll for the Owners Corporation. The nominee must also provide the chairperson with a written authorisation of their entitlement to vote at the meeting.
5. A power of attorney may only cast a vote at the meeting via a duly completed Proxy Appointment Form signed by the owner/s of the lot they are representing.

LIMITS ON SPENDING BY OWNERS CORPORATION

Section 102 of the Strata Schemes Management Act 2015 sets spending limits for Owners Corporations, requiring at least two independent quotations for expenditure exceeding the prescribed amount of $30,000, as specified in Regulation 25 of the Strata Schemes Management Regulation 2016. If quotations cannot be obtained, the secretary must report this at the next general meeting. In large strata schemes, spending on an item or matter must not exceed the allocated budget (for that item or matter) by more than 10%, unless a resolution passed at a general meeting lifts this restriction. Emergency expenses, such as urgent plumbing, storm damage, electrical failures, or security risks, are exempt from these restrictions.

PRE-MEETING ELECTRONIC VOTING

Owners Corporations may allow for ‘Pre-Meeting Electronic Voting’ which is a means of casting a vote electronically, up to 24 hours before the commencement of a meeting.

Our office has implemented an electronic voting platform which enables owners to signal their vote for each motion on the agenda. Access to the voting portal is possible via the following means:

- Clicking on the link under the 'online' heading within the covering letter supplied with this meeting notice (for owners who elect to receive their correspondence via email).
- Scanning the QR Code included on the covering letter under the 'Online' voting option heading (for owners who elect to receive their correspondence via post).

Owners who may not be able to attend the meeting, or prefer to cast their vote electronically may do so via the electronic platform. There are however the following limitations as imposed in the Strata Schemes Management Regulation 2016 (Regulation 14):

1. The pre-meeting vote may have no effect where a motion is amended at a meeting;
2. A motion that is to be determined wholly by pre-meeting electronic voting may not be amended

at the meeting for which the pre-meeting electronic voting is conducted;

3. A motion that is to be determined partly by pre-meeting electronic voting must not be amended at the meeting for which the pre-meeting electronic voting is conducted if the effect of the amendment is to change the subject matter of the original motion;
4. A pre-meeting vote may not be counted for the purposes of a Strata Committee election.

MEETING AGENDA

Apologies.

Proxies & Powers of persons present.

Determination of Quorum and Validity of meeting.

The motions to be considered are as follows:

MEETING AGENDA

MOTION 1. Ordinary Resolution	Previous Meeting Minutes That the minutes of the previous general meeting be confirmed as a true and accurate account of the proceedings of that meeting.
MOTION 2. Ordinary Resolution	Financial Statements That the financial statements for the period ending 31/03/2025 be adopted. For more information, please refer to page 20.
MOTION 3. Ordinary Resolution	Appointment of an Auditor That an auditor be appointed for the financial year ending 31/03/2026. For more information, please refer to page 53.
MOTION 4. Ordinary Resolution	Fire Safety That the latest Annual Fire Safety Statement (A.F.S.S.) be reviewed with DA Fire Services being determined as a competent fire safety contractor and that the Strata Managing Agent be authorised to facilitate the inspection process and lodgement of the next A.F.S.S. For more information, please refer to page 55.
MOTION 5. Ordinary Resolution	Building Warranties That the Owners Corporation consider building defects and rectification (provided that the strata scheme is in the warranty period).

MEETING AGENDA

MOTION 6.	The Strata Insurances
Ordinary Resolution	That the Owners Corporation insurances as per attached schedule be confirmed, varied or extended and to consider whether Insurances as per the kind referred to in Section 165(2) of the Act be effected; (a) Office Bearers Liability (b) Fidelity Guarantee For more information, please refer to page 67.
MOTION 7.	Capital Works Plan
Ordinary Resolution	That the owners corporation review the 10-year capital works fund plan and determine whether to adopt the recommended capital works fund levy for the ensuing year. For more information, please refer to page 70.
MOTION 8.	The Proposed Budget
Ordinary Resolution	That the proposed budget as presented be received and that levies determined therein under sections 79 (1) & 79 (2)* be confirmed, varied or extended for the period 1 April 2025 to 31 March 2026 and that levies become due and payable on 01/07/25, 01/09/25, 01/12/25 and 01/03/26. (*Please see notes under Capital Works Fund Plan) For more information, please refer to page 71.
MOTION 9.	Arrears and Payment Plans
Ordinary Resolution	To determine how the Owners Corporation will deal with overdue levies and whether to allow payment plans to be entered into.

MEETING AGENDA

MOTION 10.

Ordinary Resolution

The Strata Committee

That in accordance with Regulation 9 of the Strata Schemes Management Regulation 2016, the Owners Corporation call for nominations, determine the number of members of the Strata Committee and elect the Strata Committee of the Owners Corporation until the conclusion of the next Annual General Meeting.

The following owners nominated for the Committee prior to the meeting;

Nominee	Nominated by
Kim Kheng Goh	Lot 38
Min Zhuang	Lot 28
Andy Lucas	Lot 59
Ying Cheung Lau	Lot 69
Ming Tak Lo	Lot 80
Pauline Au	Lot 147
Hee Jung Kim	Lot 166
Yuk Mei Wong	Lot 49
Ashkon Sean Roschanzamir	Lot 97

Note: Owners may nominate a representative for the Committee at the

	meeting. Nominees should be aware of the responsibilities, liabilities and obligations of the committee imposed by the Act and other legislation such as the Workplace, Health and Safety Act.
MOTION 11. Ordinary Resolution	Restricted Matters That no additional restrictions be placed on Strata Committee other than those currently imposed by Section 36 (3b) of the Act.
MOTION 12. Special Resolution	Appointment of Representative to BMC To decide by Special Resolution*, pursuant to Schedule 4 Clause 3 (4) of the Strata Schemes Development Act 2015 and in accordance with Clause 18.1 of the Strata Management Statement of SP103041 that the owners corporation appoint a person to represent the scheme as a member of the Building Management Committee. If substitute member or casual member is also allowed: By Special Resolution pursuant to Schedule 4 Clause 3 (4) of the Strata Schemes Development Act 2015 and in accordance with Clause 18.1 of the Strata Management Statement of SP103041 that the owners corporation appoint a person to represent the scheme as a member of the Building Management Committee and that the owners corporation further resolves that a substitute member also be appointed.
MOTION 13. Ordinary Resolution	Strata Committee Training That the elected Strata Committee be enrolled in quarterly training webinars with Netstrata.
MOTION 14. Ordinary Resolution	Strata Hub To authorise Netstrata to submit the required information onto the NSW Government portal (Strata Hub) to comply with the Strata Schemes Management Amendment (Information Regulation 2021), and to provide the strata manager's contact details as the representative for the Strata Committee, Office Bearers and emergency contact for the scheme.

MEETING AGENDA

MOTION 15.	Safety Inspection
Ordinary Resolution	To decide whether the Owners Corporation should engage a suitably qualified expert to undertake a routine safety inspection of the common areas of the strata scheme.
MOTION 16.	Special By-Law - E-Charging
Special Resolution	That the Owners Corporation decide by Special Resolution* pursuant to sections 136 and 141 of the Strata Schemes Management Act 2015 to pass 'Special By-Law - E-Charging', in the terms set out as attached to the notice of this meeting (see annexure), and to lodge notification of the By-Law and a consolidated set of all existing by-laws for registration at NSW Land Registry Services. For more information, please refer to page 80.
MOTION 17.	Special By-Law - WH&S Policy
Special Resolution	That the Owners Corporation decide by Special Resolution* pursuant to sections 136 and 141 of the Strata Schemes Management Act 2015 to pass 'Special By-Law - WH&S Policy', in the terms set out as attached to the notice of this meeting (see annexure), and to lodge notification of the By-Law and a consolidated set of all existing by-laws for registration at NSW Land Registry Services. For more information, please refer to page 82. Bannermans Lawyers - WH&S Case Study
MOTION 18.	Parking By-Law
Special Resolution	That the Owners Corporation decide by Special Resolution* pursuant to sections 136 and 141 of the Strata Schemes Management Act 2015 to pass 'Special By-Law – Parking', in the terms set out as attached to the notice of this meeting (see annexure), and to lodge notification of the by-law and a consolidated set of all existing by-laws for registration at NSW Land Registry Services. For more information, please refer to page 84.

MEETING AGENDA

MOTION 19.	Major Building Work (Major Renovations) By-Law
Special Resolution	To decide by Special Resolution*, pursuant to sections 108, 111 and 141 of the Strata Schemes Management Act 2015 THAT an additional by-law be made, Special By-Law – Major Renovations – on the terms set out below or which are attached to the notice of this meeting, and that notification of the by-law be lodged for registration at the Registrar-General's Office.
	For more information, please refer to page 86.
MOTION 20.	Approve Lot 112 - Unit 2705 Renovation
Special Resolution	That the Owners Corporation Specially Resolve, in accordance with section 108 of the Strata Schemes Management Act 2015 and within the terms and conditions of the Major Building Work (Major Renovations) By-law from motion 19, to approve the pergola shutters installation for the owner of lot 112 (unit 2705) as per the documents contained within the agenda.
	For more information, please refer to page 89.
MOTION 21.	Strata Managers Report
Ordinary Resolution	That the Owners Corporation receive and review the Strata Manager's Report detailing commissions received and third-party training undertaken, in accordance with Section 55 and Section 60 of the Strata Schemes Management Act 2015 and Section 57 of the Property and Stock Agents Act 2002 (PSAA 2002). Furthermore, the Owners Corporation is to consider and approve any commissions, training services, and anticipated commissions outlined in the report.

MEETING AGENDA

MOTION 22.	Management Agreement
Ordinary Resolution	That the Owners Corporation enter into a new managing agency agreement with Network Strata Services Pty Ltd T/A Netstrata as per the terms and conditions of the agency agreement attached to the notice of this meeting and that the Owners Corporation delegate to the agent the functions of the Owners Corporation as outlined in the agreement. Should the motion be passed, that two owners be authorised to execute the agreement on behalf of the Owners Corporation. For more information, please refer to page 95.

Dated this Monday, April 28, 2025

Netstrata

EXPLANATION OF **AGENDA ITEMS**

Motion 1. Previous Meeting Minutes

The minutes of your last general meeting will need to be confirmed. A copy of the previous minutes were issued to all owners shortly after the last general meeting, if you have not received a copy of these minutes please contact our office, alternatively you may view a copy of all minutes and meeting notices for your scheme via your owner portal at www.netstrata.com.au or via your Netstrata Space mobile app. If you have forgotten your username and/or password please email admin@netstrata.com.au.

Motion 2. Financial Statements

The financial statements presented and annexed to the notice of this meeting will need to be confirmed. To save time at the meeting, please direct any inquiries regarding the accounts to your strata manager prior to the meeting. A copy of the full financial statements for your scheme can be found at your owner portal on our website. Additionally, if your Owners Corporation agreed at the last Annual General Meeting to obtain a financial auditors report, it will be included in this meeting notice.

Motion 3. Appointment of an Auditor

A decision must be made as to the appointment of an auditor. The auditor's role is to provide an independent professional assessment that the financial records of the Owners Corporation are true and accurate.

Note: For Strata Schemes with an Annual Budget of $250,000+ or those considered to be large strata schemes (more than 100 lots), the appointment of an Auditor is compulsory.

Motion 4. Fire Safety

If your scheme is required to submit an Annual Fire Safety Statement (A.F.S.S.) to the Local Council, the owners must consider the most recent A.F.S.S. prepared, determine how the statement will be maintained next year and assess the competency of the Fire Contractor performing the work in accordance with the Environmental Planning and Assessment Amendment (Development Certification and Fire Safety) Regulation 2021.

Note: Winfire Pty Limited is a fully owned subsidiary of Netstrata and are recognised as a Competent Fire Safety Practitioner by Fire Protection Association Australia. The Owners Corporation is at liberty to choose any recognised Fire Safety Practitioner to service their scheme, however administrative discounts will apply should the owners select Winfire to service the fire safety equipment at your property.

Motion 5. Building Warranties

If your scheme is under the Statutory Warranty provisions as provided by the Home Building Act 1989, the owners must consider any outstanding Building Defect items and how they will be addressed, this includes any remedial or rectification works that may have been performed under this Act.

A six-year statutory warranty applies for major defects and two years for other defects. These time limits are calculated from the completion of the building works, which is usually determined by the Occupation Certificate date (or Interim Occupation Certificate Date, whichever is the earlier). For schemes where the building contract was entered into PRIOR to 1 February 2012, a seven-year warranty applies to all defects. **Note:** The Occupation Certificate for your scheme was issued on or about 17/02/2022.

For schemes where the building contract was entered into AFTER 1 January 2018, the Owners Corporation may also consider remedies that are available to them via Part 11 of the Act. All schemes are at liberty to pursue the rectification of any outstanding defects via the provisions of the Design, Building, and Practitioners Act 2020, as well as the Office of Fair Trading and the Office of Building Commissioner.

It should be noted that any reported defects or outstanding maintenance items must also be reported to the Owners Corporations insurers in accordance with the duty of disclosure provisions of the insurance policy, and despite whatever warranties may apply, the Owners Corporation has obligations to repair and maintain common property under Section 106 of the Act.

Motion 6. The Strata Insurances

Insurances already in effect are detailed in the enclosed schedule of insurances, these need to be confirmed, varied or extended. We recommend that a professional valuation of the property be renewed annually. It is a small cost to assure that your asset remains adequately insured.

Apart from the insurances already in place, each year the Owners Corporation is also asked to consider whether they wish to effect insurances known as Office Bearers Liability Insurance (which protects members of the strata committee for negligence or liability whilst they fulfil these positions) and Fidelity Guarantee Insurance (which protects all owners in the event any member of the strata committee misappropriates the Owners Corporations' funds or property). These insurances are contemplated by section 165(2) of the Act.

EXPLANATION OF **AGENDA ITEMS**

Motion 7. Capital Works Plan

Every Owners Corporation has a statutory requirement to review their Capital Works Fund plan at each Annual General Meeting. The purpose of the plan is to ensure that the Owners Corporation is budgeting adequately for the long-term maintenance of the scheme. Here it should be noted that the Owners Corporation must report any shortfall in the plan to prospective purchasers to the scheme via a section 184 Certificate, further, section 80(7) of the Strata Schemes Management Act 2015 requires an Owners Corporation to implement the recommendations of any Capital Works Fund plan so far as practicable.

When reviewing a Capital Works Fund plan, it is important that owners consider the closing balance for the fund (for the past financial year) and the recommended contribution for the ensuing year, ensuring that adequate monies are being raised.

We strongly advise that the Owners Corporation raise the recommended amount as noted in the report, also taking into account the annual opening and closing balance recommendations.

You will note that an extract of the Capital Works Fund Report has been included in this meeting notice, should you wish to obtain a full copy of the report, please contact your strata manager.

Motion 8. The Proposed Budget

We enclose copies of our suggested budget and levies for the coming year, which we believe provides sufficient funding for the strata scheme, subject to consideration and further input by the owners. It should also be noted that under the Strata Schemes Management Act 2015 any shortfall in the administration fund must be made up in the next budget.

You will note that the closing balance of the Administration fund for the period was in deficit $41,342.03, notable expenditure being:

1. Electricity Consumption being over budget by $62,463.91 - This is due to the issue of the AC systems still not being rectified by Origin Energy.

Given the above, we have made the following amendments to the proposed budget for the coming year:

1. Previous Year Deficit amount to be raised of $41,342.03 (including GST) which is incorporated into the administration fund budget.
2. Removal of building management budget

Overall, the proposed budget has been increased by 0.1%. Should you have any questions pertaining to the budget, please contact your strata manager prior to the meeting.

Motion 9. Arrears and Payment Plans

The Owners Corporation must decide how it will deal with owners that have overdue contributions, including how to initiate debt recovery proceedings and/or whether the Owners Corporation will offer payment plans to owners that fall into arrears (noting Payment Plans will attract additional administrative fees for your scheme that usually may not be recouped from those owners). Netstrata has been delegated the function of dealing with overdue levy contributions in accordance with the Managing Agency Agreement.

Pursuant to Section 86 of the Strata Schemes Management Act 2015, legal fees associated with levy debt collection are usually recovered from the debtor(s). Moirs Law is a partial subsidiary of Network Strata Services Pty Ltd (trading as Netstrata) and may provide debt recovery services on behalf of your Owners Corporation and charges standard market rates. It should also be noted that your Owners Corporation may choose the debt collection agency or law firm who may assist in the pursuit of arrears.

Motion 10. The Strata Committee

The Strata Committee of an Owners Corporation acts in a similar manner to the board of directors of a company, being involved in the day to day administration of the strata scheme. However, when a managing agent is appointed many of these duties (such as those of the secretary, treasurer and chairperson) are delegated to the agent. In these circumstances, the Strata Committee assumes more of a liaison role through whom contact with the owners and the strata scheme is maintained. Decisions can relate to items such as;

- By-law and Conflict Resolution (including attendance at Mediation and the NCAT)

- Granting permission or refusal to keep animals

- Approving Maintenance Requests

- Authorising/Supervising major maintenance works

The Strata Schemes Management Act 2015 allows between 1 to 9 Strata Committee members, who are elected at each Annual General Meeting. In the event no nominations for the Committee are received the

EXPLANATION OF **AGENDA ITEMS**

scheme may be administered by our office pursuant to Section 29(4) of the Act.

The Strata Schemes Management Amendment (Information Regulation 2021) requires that certain information pertinent to your scheme be placed onto the NSW Government portal called the 'Strata Hub'. Part of the information required to be reported on this portal are the personal contact details of the office bearers. Netstrata can include the strata manager's details as the appointed representative of the Owners Corporation and it's Office Bearers to alleviate any concerns with regard to the privacy of contact information. This will be discussed at the meeting.

Motion 11. Restricted Matters

Strata legislation provides various restrictions to the powers of the Strata Committee. For example, the committee may not raise levies or pass By-laws, these matters may only be determined at a general meeting of the Owners Corporation. The intent of this motion is for the owners to determine whether the current restrictions should be retained as provided current in the legislation or extended further. Unless there is a great need for change, we would recommend the existing restrictions be retained.

Motion 12. Appointment of Representative to BMC

Subject to the provisions of the Strata Management Statement, the Owners Corporation is required to appoint a representative to the Building Management Committee (B.M.C.). It should be noted that this motion requires a Special Resolution, meaning that 75% of owners that vote at the meeting must be in favour of the motion.

Motion 13. Strata Committee Training

Strata living is an ever-changing environment with new legislation currently afoot for 2023 and beyond. The NSW Government have several significant legislative changes for the strata sector which are likely to be rolled out over the coming 12-months; as such, it is important that those who are involved in the management of a strata scheme are adequately informed as to how these changes are likely to affect their scheme(s). These changes cover items such as reforms to the Strata Schemes Management Act 2015 and various legislation surrounding the options for the pursuit of building defects.

This motion has been placed on the agenda for the Owners Corporation to consider the enrolment of the elected Strata Committee into quarterly webinars with the Learning & Development Department at Netstrata to learn about the aforementioned legal changes as well as practical topics to assist in the smooth running of their scheme. The training webinars will be facilitated electronically in the future and may cover such topics as:

1. Strata Maintenance
2. Strata Insurance
3. Building Defect Legislation
4. Budgeting and the Capital Works Fund
5. Building Upgrades and Improvements
6. Renovations in Strata
7. Project Intervene (a NSW Government Defect Management Initiative)
8. Pets in Strata
9. Aluminium Composite Panelling (ACP) and Project Remediate
10. The Strata Committee
11. Electric Vehicles (EVs) in Strata
12. The Strata Hub

These webinars are not compulsory however we strongly recommend that Strata Committee members are regularly kept up to date with respect to changes within the strata industry and topics that may benefit the strata scheme. If Owners Corporations choose to have their Strata Committees enrolled as suggested, a flat fee of $250 will be charged to the Owners Corporation for the year which includes the enrolment of all Strata Committee members as well as recordings of training sessions should any member be unavailable to attend a webinar.

Motion 14. Strata Hub

The Strata Schemes Management Amendment (Information Regulation 2021) introduces an annual reporting requirement for all Owners Corporations in NSW known as the Strata Hub. The information required to be loaded onto the hub includes but is not limited to;

1. Site Information, including;
    - Site address
    - Strata plan number
    - Number of lots
    - Date of registration
2. First Annual General Meeting date
3. Most recent Annual General Meeting date
4. Whether the scheme is part of an association
5. NABERS rating (if any)*
6. Date of Occupation Certificate
7. Annual Fire Safety Statement
8. Insurance details
9. Emergency contact details
10. Office bearers details
11. Details of Strata Managing agent (if any)
12. Details of Building Manager (if any)
13. Balance of Capital Works Fund

EXPLANATION OF **AGENDA ITEMS**

This motion has been placed on the agenda to determine whether to provide the strata managing agent's contact details as representative of the Strata Committee, Office Bearers and emergency contact for the scheme. The process of supplying the required information onto the 'Strata Hub' portal is expected to take approximately 1-3 hours to administer and as such administrative fees will apply.

*NABERS relates to the National Australian Built Environment Rating System.

Motion 15. Safety Inspection

This motion has been proposed in order for all Strata Schemes to consider engaging a suitably qualified expert to undertake a routine safety inspection of the common areas in order to identify any areas of concern that may require attention. The Workplace Health & Safety Act places certain obligations on the owners and controllers of premises to ensure that they are providing a safe work environment for employees or contractors that may enter their place of business. The purpose of the proposed inspection is to ensure the common areas of your scheme are compliant with the legislation.

Within this meeting notice is a schedule of rates from suppliers that are able to undertake the said safety inspections. Should the Owners Corporation elect to undertake the inspection, an allowance will need to be added to the annual budget to accommodate the expense. Further, owners should also be aware that should they choose Solutions In Engineering as the contractor to undertake the report, Netstrata may receive a 7.5% referral fee for organising the work.

Motion 16. Special By-Law - E-Charging

The proposed by-law aims to integrate electric vehicle and device charging infrastructure into the strata scheme in a safe and manageable way. It establishes a framework for owners to seek approval for installing e-chargers within their lots, such as car spaces or garages, while ensuring that such installations are carried out properly. By facilitating the adoption of e-charging facilities, this by-law aligns the strata scheme with modern sustainability and technology trends, supporting the needs of residents and future-proofing the property.

To address potential risks, the by-law outlines clear liability provisions, requiring owners to repair any damage caused to common property or other lots due to the installation or use of e-chargers or e-bikes. Additionally, it mandates owners to obtain public liability and damage insurance for their lot to cover such risks, ensuring that the financial burden does not fall on the owners corporation. The owners corporation may also adjust insurance contributions if these installations result in increased premiums, promoting fairness and accountability within the strata scheme.

The by-law includes provisions for cost recovery, allowing the owners corporation to recover reasonable expenses for damage repairs, insurance adjustments, or unpaid debts. Interest on outstanding debts is set at 10% per annum to encourage prompt payment. By implementing this by-law, the owners corporation establishes a clear and equitable system for integrating e-charging infrastructure while safeguarding the interests of all owners. The motion ensures compliance with the Strata Schemes Management Act 2015 and provides a structured approach to managing emerging technologies within the community.

The terms within this By-Law are relatively self-explanatory and for it to be passed a Special Resolution is required. This means that 75% of owners that vote at the meeting, taken on a count of Units of Entitlement, must be in favour of the motion.

Motion 17. Special By-Law - WH&S Policy

The proposed motion introduces a by-law aimed at ensuring the owners corporation has a robust Work Health and Safety (WHS) policy to manage incidents involving common property, known as *Serious Events*. These events, such as structural damage or safety risks, must be promptly addressed through clear reporting, risk assessment, and safety measures to protect all owners, occupiers, and visitors. The by-law outlines specific steps to mitigate risks, including engaging consultants, securing affected areas, and communicating safety measures effectively.

This motion is especially important in light of the findings in *SafeWork NSW v The Owners Strata Plan No. 93899*. In that case, the court imposed a $225,000 fine on the owners corporation for failing to address a safety risk that led to a fatality. The judgment highlighted the corporation's duty as a "person conducting business or undertaking" (PCBU) under the WHS Act 2011. It demonstrated that failure to take simple, reasonable steps such as removing damaged property from use, posting warnings, and arranging for prompt repairs can result in severe legal and financial consequences.

Adopting this by-law will ensure compliance with WHS legislation and provide a clear framework to prevent incidents like those in the SP93899 case. It

EXPLANATION OF **AGENDA ITEMS**

protects residents and workers, reduces the risk of liability, and reinforces the owners corporation's commitment to a safe and well-managed environment.

The terms within this By-Law are relatively self-explanatory and for it to be passed a Special Resolution is required. This means that 75% of owners that vote at the meeting, taken on a count of Units of Entitlement, must be in favour of the motion.

Motion 18. Parking By-Law

This By-Law is being proposed in order to introduce a parking By-Law which (to replace the existing vehicles By-Law) seeks to tighten the guidelines around parking on common property and those spaces owned by other lot owners.

This By-Law has a provision for the recovery of administrative costs involved in pursuing those who blatantly ignore or contradict the By-Law.

The By-law is detailed in the meeting notice and is largely self-explanatory. Here it should be noted that in order for this By-law to be passed a Special Resolution is required, this means that at least 75% of owners that vote at the meeting must be in favour of the By-law. Owners should also be aware that should the By-law be passed, it will need to be registered on the Certificate of Title held by the Land Registry Services and administrative fees for the preparation and lodgement of the By-law will apply.

Motion 19. Major Building Work (Major Renovations) By-Law

The Strata Schemes Management Act 2015 sets out guidelines for the approval of Major Renovations to lots that may involve work on common property. Section 108 & 111 not requirements in relation to changes to common property and approvals that are required prior to commencing works. The purpose of the Major Building Work (Major Renovations) By-Law is to provide the formal steps to follow in relation to major renovations which may affect common property, along with a procedure for owners to apply for Major Renovations and to have those renovations approved.

Motion 20. Approve Lot 112 - Unit 2705 Renovation

The owner of lot 112 has requested approval for the installation of a pergola/shutters installation on their balcony and as such the Owners Corporation are to Specially Resolve, in accordance with section 108 of the Strata Schemes Management Act 2015 and within the terms and conditions of the Major Building Work (Major Renovations) By-law from motion 19, in order to approve the installation for the owner of lot 112 (unit 2705) as per the documents contained within the agenda.

Motion 21. Strata Managers Report

This motion seeks to confirm the Strata Manager's report on commissions received and third-party training undertaken, in compliance with the *Strata Schemes Management Act 2015* and the *Property and Stock Agents Act 2002 (PSAA 2002)*.

The report provides detailed information on commissions received, including their monetary value, and outlines anticipated future commissions. For example, insurance commissions typically represent 50% of the commissions received by the insurance broker and are allocated to cover administrative tasks such as arranging insurance tenders, providing updated disclosures, obtaining an annual insurance valuation and facilitating the renewal process. Additionally, the report details other commissions received for managing administrative processes like bulk energy tendering.

Receiving these commissions allows the strata managing agent to perform necessary administrative tasks without imposing additional charges on the Owners Corporation. This arrangement benefits the Owners Corporation by offsetting costs that would otherwise be directly billed to the scheme.

The motion also confirms that all disclosed commissions, gifts, and training comply with the *Property and Stock Agents Regulation 2022*. The strata managing agent assures the Owners Corporation that accepting these benefits does not breach regulatory obligations or compromise their fiduciary duties. Approval of this motion will enable the Owners Corporation to formally acknowledge and endorse the disclosed benefits as outlined in the report.

Motion 22. Management Agreement

Attached is an updated management agreement between our office and your Owners Corporation for your consideration. The agreement has been updated to provide greater transparency of the services that we provide, and explanation of our fees and charges. The agreement affords owners and tenants with greater privacy protection surrounding personal information and provides the ability for the Owners Corporation to redeem some of their administrative expenses via our office. Should you have any questions regarding the proposed we would urge that you contact our office prior to the meeting.

EXPLANATION OF **AGENDA ITEMS**

BALANCE SHEET

NETSTRATA

Financial Period 01.04.2024 - 31.03.2025

SP 103041
22 LANGSTON PLACE, EPPING

	Administrative Fund	Capital Works Fund	TOTAL
ASSETS			
Cash at Bank	(24,771.61)	189,079.85	164,308.24
Levies Receivable	12,048.39	729.25	12,777.64
Total Assets	**(12,723.22)**	**189,809.10**	**177,085.88**
LIABILITIES			
Accounts Payable	6,952.44	3,509.00	10,461.44
GST Liabilities	19,915.53	(1,786.50)	18,129.03
Levies Paid in Advance	1,750.84	-	1,750.84
Total Liabilities	**28,618.81**	**1,722.50**	**30,341.31**
Net Assets	**(41,342.03)**	**188,086.60**	**146,744.57**
OWNER FUNDS			
Opening Balance	(40,426.05)	144,638.01	104,211.96
Surplus / Deficit	(915.98)	43,448.59	42,532.61
Closing Balance	**(41,342.03)**	**188,086.60**	**146,744.57**

INCOME & EXPENDITURE SUMMARY

Financial Period 01.04.2024 – 31.03.2025

SP 103041
22 LANGSTON PLACE, EPPING

Administrative	Actual 01.04.24-31.03.25	Budget 01.04.24-31.03.25	Actual 01.04.23-31.03.24
INCOME			
Expense Recovery			
Debt Collection Recoveries	2,000.00	-	1,032.19
Owner Expense Recoveries	136.36	-	409.08
Insurance Claim Income			
Insurance Claim Income	-	-	3,301.71
Interest Received			
Interest On Levy Arrears	738.24	-	220.60
Levy Income			
Levy Income	1,043,926.79	1,045,944.82	893,732.80
Total Income	**1,046,801.39**	**1,045,944.82**	**898,696.38**
EXPENSES			
Accounting, Taxation & Banking			
Audit Report	1,731.82	1,900.00	1,904.55
Bank Fees	41.60	50.00	45.40
BAS & Tax Administration	2,424.53	2,330.00	2,327.43
DEFT Process Fees	480.79	474.00	473.53
Insurance			
Insurance Claims	1,026.00	-	2,938.18
Insurance Premium	3,842.68	7,700.00	7,337.19
Legal and Professional			
Capital Works Fund Report	-	-	2,500.00
Maintenance			
Air Conditioning Maintenance	4,997.50	-	240.00
Cleaning - General	49,392.65	50,000.00	49,760.58
Compactor / Chute Service	-	-	168.75
Electrical Repairs	(4,224.15)	2,000.00	-
Fire Services	7,190.90	11,000.00	10,579.24
General Maintenance	12,167.42	13,000.00	13,247.03
Hot Water System Maintenance	-	-	687.50

INCOME & EXPENDITURE SUMMARY

NETSTRATA

Financial Period 01.04.2024 – 31.03.2025

SP 103041
22 LANGSTON PLACE, EPPING

Administrative	Actual 01.04.24-31.03.25	Budget 01.04.24-31.03.25	Actual 01.04.23-31.03.24
Intercom Repairs / Replacement	895.00	-	-
Lift Maintenance	22,500.00	23,000.00	22,500.00
Locks & Doors	3,149.01	6,000.00	6,125.00
Pest Control - General	960.00	1,620.00	1,620.00
Plumbing - General	2,246.50	4,000.00	2,743.50
Waste Removal	1,695.00	2,500.00	1,529.25
Resident Manager / Caretaker			
Building Manager/Caretaker	11,226.71	13,087.00	13,086.07
Strata/Building Administration			
BMC/Community Contributions	711,697.28	711,795.82	579,012.56
Debt Collection Fees	1,840.00	-	1,159.10
Electronic Communications	4,560.00	-	3,420.00
General Expenses	-	-	836.36
Information Storage & Data Protection	4,560.00	4,560.00	3,420.00
Land Titles & By-Law Registration	4,805.26	6,500.00	5,400.66
Legislative Compliance	5,372.70	6,400.00	6,428.56
Management Services	38,312.18	38,428.00	36,543.42
Printing, Postage & Stationery	2,430.22	9,000.00	7,346.15
Strata Administration	1,181.28	6,000.00	2,736.11
Utilities			
Electricity Consumption	162,463.91	100,000.00	139,942.76
Gas Consumption	-	-	127.43
Lift Phone & Phone Charges	552.34	600.00	539.29
Water Consumption	24,967.28	24,000.00	23,367.04
Total Expenses	**1,084,486.41**	**1,045,944.82**	**950,092.64**
ADJUSTMENTS			
Other Adjustments			
Consolidating Other Funds to Admin	36,769.04	-	-
Total Adjustments	**36,769.04**	**-**	**-**
Surplus / Deficit	**(915.98)**	**-**	**(51,396.26)**

INCOME & EXPENDITURE SUMMARY

Financial Period 01.04.2024 – 31.03.2025

SP 103041
22 LANGSTON PLACE, EPPING

Capital Works	Actual 01.04.24-31.03.25	Budget 01.04.24-31.03.25	Actual 01.04.23-31.03.24
INCOME			
Interest Received			
Interest On Levy Arrears	37.32	-	2.76
Levy Income			
Levy Income	69,962.41	69,962.73	72,727.48
Total Income	**69,999.73**	**69,962.73**	**72,730.24**
EXPENSES			
Maintenance			
Air Conditioning Maintenance	4,880.00	-	-
Air Conditioning Repairs	6,980.00	-	-
Capital Works Fund Maintenance	-	69,962.73	-
Electrical Repairs	2,849.22	-	-
General Maintenance	-	-	2,090.91
Locks & Doors	6,529.10	-	-
Utilities			
Lift Phone & Phone Charges	5,312.82	-	-
Total Expenses	**26,551.14**	**69,962.73**	**2,090.91**
Surplus / Deficit	**43,448.59**	**-**	**70,639.33**

Previous Year Admin Fund Deficit	Actual 01.04.24-31.03.25	Budget 01.04.24-31.03.25	Actual 01.04.23-31.03.24
INCOME			
Interest Received			
Interest On Levy Arrears	17.92	-	-
Special Levy Income			
Special Levy Income	36,751.12	36,750.95	-
Total Income	**36,769.04**	**36,750.95**	**-**
EXPENSES			
Strata/Building Administration			
Previous Year Deficit	-	36,750.95	-

INCOME & EXPENDITURE SUMMARY

Financial Period 01.04.2024 – 31.03.2025

SP 103041
22 LANGSTON PLACE, EPPING

Previous Year Admin Fund Deficit	Actual 01.04.24-31.03.25	Budget 01.04.24-31.03.25	Actual 01.04.23-31.03.24
Total Expenses	**-**	**36,750.95**	**-**
ADJUSTMENTS			
Other Adjustments			
Consolidating Other Funds to Admin	(36,769.04)	-	-
Total Adjustments	**(36,769.04)**	**-**	**-**
Surplus / Deficit	**-**	**-**	**-**

INCOME & EXPENDITURE

NETSTRATA

Financial Period 01.04.2024 – 31.03.2025

SP 103041
22 LANGSTON PLACE, EPPING

Administration Expense				
Date	Ref	Payee	Details	Amount
AIR CONDITIONING MAINTENANCE				
29/06/24	AP000144500	SYDNEY PACIFIC AIR	Service Call Out - 27/06/24	300.00
05/09/24	PM000230713	AIR CROSS SOLUTIONS	Supply Asset Register for all HVAC Equipment - 05/09/24	887.50
24/09/24	AP000232964	AIR CROSS SOLUTIONS	AC System Service for Water Flow Issue - 24/09/24	440.00
23/01/25	AP000231074	AIR CROSS SOLUTIONS	Callout For VSD & Pump Issues - 23/01/25	450.00
30/01/25	AP000233005	AIR CROSS SOLUTIONS	Callout To Program Secondary Condenser Water Pumps - 30/01/25	330.00
07/02/25	AP000237720	Frost Air Conditioning Pty Ltd	Investigate Noise On Lvl25-27 - 07/02/25	240.00
10/02/25	AP000238060	AIR CROSS SOLUTIONS	Investigate Condenser Water Pumps - 10/02/25	550.00
17/03/25	AP000252348	Frost Air Conditioning Pty Ltd	CH24 Faults On Multiple Units In Lvl27 - 17/03/25	800.00
28/03/25	AP000256331	AIR CROSS SOLUTIONS	Cable Relocation - 28/03/25	1,000.00
			Total Air Conditioning Maintenance	**4,997.50**
AIR CONDITIONING REPAIRS				
08/11/24	AP000203732	Frost Air Conditioning Pty Ltd	Air Conditioning Repairs To Tower3 Lvl1 - 08/11/24	6,980.00
08/11/24	PM000230705	Frost Air Conditioning Pty Ltd	Air Conditioning Repairs To Tower3 Lvl1 - 08/11/24	(6,980.00)
			Total Air Conditioning Repairs	**-**
AUDIT REPORT				
01/05/24	AP000125074	NETSTRATA	Audit Preparation	431.82
03/06/24	AP000134281	KHOURY BROS. & CO.	Audit Report - 31/05/24	1,300.00
			Total Audit Report	**1,731.82**
BANK FEES				
30/04/24	CT000039177		Service Charge: Service Charge Fee	2.80
31/05/24	CT000042731		Service Charge: Service Charge Fee	4.20
28/06/24	CT000046412		Service Charge: Service Charge Fee	4.20
31/07/24	CT000050677		Service Charge Fee	3.80

INCOME & EXPENDITURE CONTINUED

NETSTRATA

Financial Period 01.04.2024 – 31.03.2025

SP 103041
22 LANGSTON PLACE, EPPING

30/08/24	CT000053908	Service Charge Fee	4.20
30/09/24	CT000056098	Service Charge Fee	5.00
31/10/24	CT000059250	Service Charge Fee	4.60
29/11/24	CT000062366	Service Charge Fee	3.80
31/12/24	CT000065460	Service Charge Fee	5.00
31/01/25	CT000068445	Service Charge Fee	4.00
		Total Bank Fees	**41.60**

BAS & TAX ADMINISTRATION

01/05/24	AP000125074	NETSTRATA	BAS Administration - 01/02/24 - 30/04/24	395.45
01/08/24	AP000163193	NETSTRATA	BAS Administration 01/05/24 - 31/07/24	415.45
01/08/24	AP000163193	NETSTRATA	Tax Adminstration	782.73
01/11/24	AP000199952	NETSTRATA	BAS Administration 01/08/24 - 31/10/24	415.45
01/02/25	AP000234715	NETSTRATA	BAS Administration 01/11/24 - 31/01/25	415.45
			Total BAS & Tax Administration	**2,424.53**

BMC/COMMUNITY CONTRIBUTIONS

14/05/24	AP000134297	SP 1272951	BMC/Community Contributions - 01/06/24 to 31/08/24	178,824.32
21/08/24	CT000053191		Refund Levy from SP 1272951	(3,600.00)
01/09/24	AP000181873	SP 1272951	BMC/Community Contributions - 01/09/24 to 30/11/24	178,824.32
12/11/24	AP000204639	SP 1272951	BMC/Community Contributions - 01/12/24 to 28/02/25	178,824.32
25/01/25	AP000231661	SP 1272951	BMC/Community Contributions - 01/03/25 to 31/05/25	178,824.32
			Total BMC/Community Contributions	**711,697.28**

BUILDING MANAGER/CARETAKER

19/04/24	AP000125060	CBRE	Building Manager - April 2024	1,093.16
21/05/24	AP000125113	CBRE	Building Management - May 2024	1,093.16
17/06/24	AP000139375	CBRE	Building Management - June 2024	1,125.95
17/06/24	AP000139378	CBRE	Building Management Increase - May 2024	32.79
10/07/24	AP000150242	CBRE	Building Management - July 2024	1,125.95
10/08/24	AP000167333	CBRE	Building Management - August 2024	1,125.95

INCOME & EXPENDITURE CONTINUED

NETSTRATA

Financial Period 01.04.2024 – 31.03.2025

SP 103041
22 LANGSTON PLACE, EPPING

10/09/24	AP000179329	CBRE	Building Management - September 2024	1,125.95
10/10/24	AP000195528	CBRE	Building Management - October 2024	1,125.95
10/11/24	AP000239402	CBRE	Building Management - November 2024	1,125.95
10/12/24	AP000219660	CBRE	Building Management - December 2024	1,125.95
10/01/25	AP000228117	CBRE	Building Management - January 2025	1,125.95
			Total Building Manager/Caretaker	**11,226.71**

CLEANING - GENERAL

10/04/24	AP000114283	BIC SERVICES	Cleaning - April 2024	4,209.67
14/05/24	AP000125093	BIC SERVICES	Cleaning - May 2024	4,209.67
11/06/24	AP000139369	WASTEMAN SERVICING	Garbage Chute & Room Cleaning - 11/06/24	1,415.00
18/06/24	AP000139385	BIC SERVICES	Cleaning - June 2024	4,209.67
27/06/24	AP000144487	SHIMMER GLASS CLEANING	Clean Rubbish Off a Landing - 17/06/24	240.00
08/07/24	AP000147925	BIC SERVICES	Cleaning - July 2024	4,388.58
01/08/24	AP000165018	BIC SERVICES	Cleaning - August 2024	4,388.58
01/09/24	AP000173668	BIC SERVICES	Cleaning - September 2024	4,388.58
01/10/24	AP000189420	BIC SERVICES	Cleaning - October 2024	4,388.58
01/11/24	AP000203839	BIC SERVICES	Cleaning - November 2024	4,388.58
01/12/24	AP000215974	BIC SERVICES	Cleaning - December 2024	4,388.58
01/01/25	AP000225006	BIC SERVICES	Cleaning - January 2025	4,388.58
01/03/25	AP000253496	BIC SERVICES	Cleaning - March 2025	4,388.58
			Total Cleaning - General	**49,392.65**

COMPACTOR / CHUTE SERVICE

12/08/24	AP000165952	WASTEMAN SERVICING	Unblock Garbage Chute - 12/08/24	147.50
12/08/24	AP000165995	WASTEMAN SERVICING	Unblock Garbage Chute - 12/08/24	147.50
12/08/24	PM000230706	WASTEMAN SERVICING	Unblock Garbage Chute - 12/08/24	(147.50)
12/08/24	PM000230707	WASTEMAN SERVICING	Unblock Garbage Chute - 12/08/24	(147.50)
			Total Compactor / Chute Service	**-**

DEBT COLLECTION FEES

01/05/24	AP000125074	NETSTRATA	Levy Notice on 10/03/2024	40.00
01/05/24	AP000125074	NETSTRATA	Levy Notice on 30/06/2024	280.00
01/08/24	AP000163193	NETSTRATA	2 x Arrears Final Reminder Notice	80.00
01/02/25	AP000234715	NETSTRATA	29x Arrears Notice Fee 01/11/2024-31/01/2025	1,160.00

01/02/25	AP000234715	NETSTRATA	7x Arrears Notice Fee 01/08/2024 - 31/10/2024	280.00
			Total Debt Collection Fees	**1,840.00**

DEFT PROCESS FEES				
30/04/24	CT000039179		DEFT Process Fee	3.41
31/05/24	CT000042734		DEFT Process Fee	25.32
28/06/24	CT000046414		DEFT Process Fee	60.73
31/07/24	CT000048901		DEFT Process Fee	39.95
30/08/24	CT000052411		DEFT Process Fee	79.64
30/09/24	CT000056099		DEFT Process Fee	27.64
31/10/24	CT000059251		DEFT Process Fee	43.41
29/11/24	CT000062367		DEFT Process Fee	50.55
31/12/24	CT000065461		DEFT Process Fee	29.32
31/01/25	CT000068446		DEFT Process Fee	28.32
28/02/25	CT000070781		DEFT Process Fee	68.95
31/03/25	CT000072445		DEFT Process Fee	23.55
			Total DEFT Process Fees	**480.79**

ELECTRICAL REPAIRS				
05/06/24	AP000134284	GROVE SPARK	Tested & Replaced Lighting Contactor - 03/06/24	876.06
13/06/24	AP000139372	GROVE SPARK	New Down Lights on Level 27, Tower 3 - 12/06/24	573.87
21/06/24	AP000142183	GROVE SPARK	Shipped Fantech Blue Box to Test Both Boxes - 20/06/24	293.75
21/10/24	AP000192234	GROVE SPARK	Investigate Noises in T3 - 21/10/24	675.00
27/10/24	AP000202964	ARA ELECTRICAL ENGINEERING SERVICES PTY LIMITED	Installation of Meters for AC Monitoring - 2025	51,996.00
04/11/24	AP000202037	GROVE SPARK	T3 Repair Lift Lobby Lighting - 04/11/24	250.00
13/11/24	AP000204898	GROVE SPARK	2 x Fluro Light Replacements - 13/11/24	737.00
17/11/24	AP000207393	GROVE SPARK	Lighting Repairs T3 Bin Room - 17/11/24	841.00
07/02/25	DA000001450	Origin Energy Electricity	2000128480 Origin Energy	(60,751.57)
10/03/25	AP000250358	GROVE SPARK	Replace SAL LED Tri Colour Downlight - 10/03/25	284.74
			Total Electrical Repairs	**(4,224.15)**

INCOME & EXPENDITURE CONTINUED

NETSTRATA

Financial Period 01.04.2024 – 31.03.2025

SP 103041
22 LANGSTON PLACE, EPPING

ELECTRICITY CONSUMPTION				
15/04/24	AP000114292	Origin Energy Electricity	Electricity Consumption - 23/03/24 - 22/03/25	13,991.71
15/05/24	AP000125103	Origin Energy Electricity	Electricity Consumption - 23/03/24 - 22/04/24	10,829.44
29/05/24	AP000125125	Origin Energy Electricity	Electricity Consumption - 23/04/24 - 22/05/24	10,721.69
24/07/24	AP000159600	ORIGIN ENERGY RETAIL LIMITED	Electricity Consumption - 23/05/24 - 22/07/24	15,576.38
26/08/24	AP000169461	Origin Energy Electricity	Electricity Consumption - 23/07/24 - 22/08/24	14,540.28
25/09/24	AP000183436	ORIGIN ENERGY RETAIL LIMITED	Electricity Consumption Readings Adjusted - 23/07/24 - 22/09/24	8,985.17
24/10/24	AP000194985	Origin Energy Electricity	Electricity Consumption - 23/09/24 - 22/10/24	11,451.69
25/11/24	AP000210217	Origin Energy Electricity	Electricity Consumption - 23/10/24 - 22/11/24	12,747.11
24/12/24	AP000222834	Origin Energy Electricity	Electricity Consumption - 23/11/24 - 22/12/24	16,492.11
24/01/25	AP000231341	Origin Energy Electricity	Electricity Consumption - 23/12/24 - 22/01/25	13,106.35
24/02/25	AP000243508	Origin Energy Electricity	Electricity Consumption - 23/01/25 - 22/02/25	18,217.24
24/03/25	AP000254402	Origin Energy Electricity	Electricity Consumption - 23/02/25 - 22/03/25	15,804.74
			Total Electricity Consumption	**162,463.91**

ELECTRONIC COMMUNICATIONS				
01/05/24	AP000125074	NETSTRATA	Disbursements	1,140.00
01/08/24	AP000163193	NETSTRATA	Electronic Communication - 01/08/24 - 31/10/24	1,140.00
01/11/24	AP000199952	NETSTRATA	Electronic Communication - 01/11/24 - 31/01/25	1,140.00
01/02/25	AP000234715	NETSTRATA	Electronic Communication - 01/02/25 - 30/04/25	1,140.00
			Total Electronic Communications	**4,560.00**

FIRE SERVICES				
01/05/24	AP000125074	NETSTRATA	Fire Compliance - 01/02/24 - 30/04/24	1,347.27
01/05/24	AP000125074	NETSTRATA	Smoke Alarm Certificate	68.18
01/05/24	Lot 120		Smoke Detector Inspection Certifica	(68.18)
01/06/24	Lot 165		Smoke Detector Inspection Certifica	(68.18)
01/08/24	AP000163193	NETSTRATA	Fire Compliance 01/05/24 - 31/07/24	1,399.09
01/08/24	AP000163193	NETSTRATA	Smoke Alarm Certificate	68.18
01/11/24	AP000199952	NETSTRATA	Fire Compliance 01/08/24 - 31/10/24	1,399.09

01/02/25	AP000234715	NETSTRATA	Authorise AFSS	1,646.36
01/02/25	AP000234715	NETSTRATA	Fire Compliance 01/11/24 - 31/01/25	1,399.09
			Total Fire Services	**7,190.90**

GENERAL MAINTENANCE				
11/04/24	AP000114286	AI AIR CONTROL	AI Scenting System - April 2024	250.00
13/05/24	AP000125083	AI AIR CONTROL	A.I Scenting System - May 2024	250.00
20/05/24	AP000125108	WASTEMAN SERVICING	Repair Garbage Chute Door T3 - 13/05/24	147.50
27/05/24	AP000125117	HIRE A HUBBY BEECROFT	Replace 1 Damage Paver U1303 - 24/05/24	150.00
11/06/24	AP000139366	AI AIR CONTROL	A.I Scenting System - June 2024	250.00
11/06/24	AP000139369	WASTEMAN SERVICING	Waste Equipment Servicing - 11/06/24	140.00
17/06/24	AP000139382	HIRE A HUBBY BEECROFT	Remove & Replace Damaged Paver U1406 - 13/06/24	113.64
11/07/24	AP000150402	AI AIR CONTROL	A.I Scenting System - July 2024	250.00
17/07/24	AP000184512	ASQB WINDOW SAFETY	U201 Window Condition Report - 17/07/24	250.00
11/08/24	AP000166138	AI AIR CONTROL	AI Scenting System - August 2024	250.00
12/08/24	PM000230706	WASTEMAN SERVICING	Unblock Garbage Chute - 12/08/24	147.50
12/08/24	PM000230707	WASTEMAN SERVICING	Unblock Garbage Chute - 06/08/24	147.50
03/09/24	AP000172478	WASTEMAN SERVICING	Unlock Garbage Chute T3 Level 12 - 27/08/24	168.75
03/09/24	AP000173379	WASTEMAN SERVICING	Unblock T3 Chute on B1 Dispenser 29/08/24	147.50
10/09/24	AP000178518	WASTEMAN SERVICING	Unblock Garbage Chute - 5/09/24	168.75
10/09/24	AP000178519	WASTEMAN SERVICING	Unblock Garbage Chute - 04/09/24	168.75
10/09/24	AP000178544	WASTEMAN SERVICING	Unblock Garbage Chute Level 26 - 02/09/24	147.50
11/09/24	AP000178610	AI AIR CONTROL	A.I Scent For Bin Chutes - September 2024	250.00
17/09/24	AP000184380	ASQB WINDOW SAFETY	Window Condition Report - 17/09/24	250.00
17/09/24	AP000184510	ASQB WINDOW SAFETY	Window Condition Report - 17/09/24	250.00
23/09/24	AP000183123	VV SOULUTIONS	Reglazed Oversize Door - 23/09/24	1,500.00
11/10/24	AP000188960	AI AIR CONTROL	A.I Scenting System - October 2024	250.00
14/10/24	AP000190278	HIRE A HUBBY BEECROFT	Replace Damaged Paver U2706 - 14/10/24	113.64
21/10/24	AP000193179	HIRE A HUBBY BEECROFT	T3 Install Missing Nuts On Balcony Screen U1902 - 21/10/24	88.18
22/10/24	AP000194628	WASTEMAN SERVICING	Repair Garbage Chute Door Level 10 & 20 - 16/10/24	243.75
29/10/24	AP000196514	WASTEMAN SERVICING	Unblock Garbage Chute Levels G, 1 & 2 - 29/10/24	445.00
04/11/24	AP000202015	WASTEMAN SERVICING	Unblock Garbage Chute - 29/10/24	147.50
04/11/24	AP000202270	HIRE A HUBBY BEECROFT	Replace Paver 1506 To T3	113.64
05/11/24	AP000202521	WASTEMAN SERVICING	Unblock Garbage Chute A/H - 01/11/24	430.00

INCOME & EXPENDITURE CONTINUED

NETSTRATA

Financial Period 01.04.2024 – 31.03.2025

SP 103041
22 LANGSTON PLACE, EPPING

11/11/24	AP000204166	AI AIR CONTROL	A.I Scent System - November 2024	250.00
19/11/24	AP000207950	WASTEMAN SERVICING	Unblock Garbage Chute - 14/11/24	147.50
03/12/24	AP000215865	WASTEMAN SERVICING	Unblock Garbage Chute L1-2 - 29/11/24	190.00
11/12/24	AP000219249	AI AIR CONTROL	A.I Scenting System - December 2024	250.00
16/12/24	AP000221043	ASQB WINDOW SAFETY	U2208 Repair Vertical Lock Components In Bedroom Window - 16/12/24	663.66
30/12/24	AP000224031	WASTEMAN SERVICING	Unblock Garbage Chute - 28/12/24	535.00
06/01/25	AP000223739	WASTEMAN SERVICING	Unblock Garbage Chute - 02/01/25	147.50
11/01/25	AP000227337	AI AIR CONTROL	A.I. Scent For Bin Chute - 11/01/25	250.00
21/01/25	AP000230222	WASTEMAN SERVICING	Garbage Chute Cleaning - 13/01/25	1,265.00
21/01/25	AP000230222	WASTEMAN SERVICING	Garbage Room Cleaning - 21/01/25	150.00
21/01/25	AP000230222	WASTEMAN SERVICING	Waste Equipment Servicing - 21/01/25	140.00
24/01/25	AP000231421	HIRE A HUBBY BEECROFT	Seal Seams above Car Space 1806 - 24/01/25	90.91
11/02/25	AP000238510	AI AIR CONTROL	A.I Scenting System For Bin Chute - February 2025	250.00
24/02/25	AP000249117	WASTEMAN SERVICING	Unblock Garbage Chute T3 Level 17-18 - 19/02/25	190.00
11/03/25	AP000250332	AI AIR CONTROL	AI Scenting System - March 2025	250.00
14/03/25	AP000251884	WASTEMAN SERVICING	Repair Garbage Chute Door - 06/03/25	168.75
			Total General Maintenance	**12,167.42**

HOT WATER SYSTEM MAINTENANCE

16/08/24	AP000166928	LINNEGAR PLUMBING	T3 Apt 801 Install New PRV Valve For Hot Water - 16/08/24	214.00
16/08/24	PM000230712	LINNEGAR PLUMBING	T3 Apt 801 Install New PRV Valve For Hot Water - 16/08/24	(214.00)
			Total Hot Water System Maintenance	**-**

INFORMATION STORAGE & DATA PROTECTION

01/05/24	AP000125074	NETSTRATA	Disbursements	1,140.00
01/08/24	AP000163193	NETSTRATA	Information Storage & Data Protection - 01/08/24 - 31/10/24	1,140.00
01/11/24	AP000199952	NETSTRATA	Information Storage & Data Protection - 01/11/24 - 31/01/25	1,140.00
01/02/25	AP000234715	NETSTRATA	Information Storage & Data Protection - 01/02/25 - 30/04/25	1,140.00
			Total Information Storage & Data Protection	**4,560.00**

INCOME & EXPENDITURE CONTINUED

NETSTRATA

Financial Period 01.04.2024 – 31.03.2025

SP 103041
22 LANGSTON PLACE, EPPING

INSURANCE CLAIMS				
21/01/25	AP000230662	HIRE A HUBBY BEECROFT	T3 Patch & Paint Water Damage Ceiling 1107 - 21/01/25	1,026.00
			Total Insurance Claims	**1,026.00**

INSURANCE PREMIUM				
14/02/25	AP000240750	COVERFORCE INS BROKING PTY LTD	Broker Fee	463.34
14/02/25	AP000240750	COVERFORCE INS BROKING PTY LTD	Insurance Premium - 16/02/25 - 16/02/26	3,166.71
14/02/25	AP000240750	COVERFORCE INS BROKING PTY LTD	Stamp Duty On Insurance Premium	212.63
			Total Insurance Premium	**3,842.68**

INTERCOM REPAIRS / REPLACEMENT				
22/07/24	AP000151758	GROVE SPARK	Test & Reset Intercom - 22/07/24	225.00
22/07/24	AP000157966	GROVE SPARK	Rectify Faulty B1 Intercom - 22/07/24	225.00
30/10/24	AP000214852	EPSILON SECURITY	Repair Failed Intercom - 30/10/24	195.00
21/12/24	AP000222678	GROVE SPARK	B1 Repairs & Reset Intercom - 17/12/24	250.00
			Total Intercom Repairs / Replacement	**895.00**

LAND TITLES & BY-LAW REGISTRATION				
01/08/24	AP000163193	NETSTRATA	AGM By-Laws - Recovery of Costs for Fire Services & Works by Owners / Levying of Debt Collection Expenses / Absolution of Maintenance Lot Fixtures & Fittings	4,425.00
01/11/24	AP000201226	MOIRS LAW	LRS Lodgement Fee - 01/11/24	156.09
01/11/24	AP000201226	MOIRS LAW	PEXA lodgement - 12/08/24	120.00
01/11/24	AP000201226	MOIRS LAW	PEXA Service Fee - 01/11/24	46.90
01/11/24	AP000201226	MOIRS LAW	Requisition fee - 01/11/24	57.27
			Total Land Titles & By-Law Registration	**4,805.26**

LEGISLATIVE COMPLIANCE				
01/05/24	AP000125074	NETSTRATA	Pre-AGM Survey & Preparation	3,631.82
01/05/24	AP000125074	NETSTRATA	Section 258 Compliance - Tenant Update Lot 114 - 29/03/23	40.91
01/05/24	AP000125074	NETSTRATA	Section 258 Compliance - Tenant Update Lot 120	44.55

INCOME & EXPENDITURE CONTINUED

NETSTRATA

Financial Period 01.04.2024 – 31.03.2025

SP 103041
22 LANGSTON PLACE, EPPING

01/05/24	AP000125074	NETSTRATA	Section 258 Compliance - Tenant Update Lot 122 - 23/03/23	40.91
01/05/24	AP000125074	NETSTRATA	Section 258 Compliance - Tenant Update Lot 136	44.55
01/05/24	AP000125074	NETSTRATA	Section 258 Compliance - Tenant Update Lot 182 - 27/04/23	40.91
01/05/24	AP000125074	NETSTRATA	Section 258 Compliance - Tenant Update Lot 37 - 05/05/23	40.91
01/05/24	AP000125074	NETSTRATA	Section 258 Compliance - Tenant Update Lot 41	44.55
01/05/24	AP000125074	NETSTRATA	Section 258 Compliance - Tenant Update Lot 57	44.55
01/05/24	AP000125074	NETSTRATA	Section 258 Compliance - Tenant Update Lot 79 - 19/04/23	40.91
01/05/24	AP000125074	NETSTRATA	Section 258 Compliance - Tenant Update Lot 8 - 11/05/23	40.91
01/05/24	AP000125074	NETSTRATA	Section 258 Compliance - Tenant Update Lot 80	44.55
01/05/24	AP000125074	NETSTRATA	Section 258 Compliance - Tenant Update Lot 86 - 18/04/23	40.91
01/06/24	Lot 41		Update Tenant Details - Section 258	(44.55)
01/06/24	Lot 57		Update Tenant Details - Section 258	(44.55)
01/06/24	Lot 81		Update Tenant Details - Section 258	(44.55)
01/06/24	Lot 120		Update Tenant Details - Section 258	(44.55)
01/06/24	Lot 136		Update Tenant Details - Section 258	(44.55)
01/07/24	AP000144481	DEPARTMENT OF CUSTOMER SERVICE	Strata Hub Admin Fee 01/07/24	570.00
01/08/24	AP000163193	NETSTRATA	2 x Update Tenant Details	89.09
01/08/24	AP000163193	NETSTRATA	Strata Hub - 2024 Annual Reporting	545.45
01/09/24	Lot 152		Update Tenant Details - Section 258	(44.55)
01/09/24	Lot 175		Update Tenant Details - Section 258	(44.55)
25/10/24	Lot 14		Section 258 Compliance - Tenant Update Lot 14	(44.55)
25/10/24	Lot 53		Section 258 Compliance - Tenant Update Lot 53	(44.55)
25/10/24	Lot 66		Section 258 Compliance - Tenant Update Lot 66	(44.55)
25/10/24	Lot 110		Section 258 Compliance - Tenant Update Lot 110	(44.55)
25/10/24	Lot 162		Section 258 Compliance - Tenant Update Lot 162	(44.55)

INCOME & EXPENDITURE CONTINUED

NETSTRATA

Financial Period 01.04.2024 – 31.03.2025

SP 103041
22 LANGSTON PLACE, EPPING

25/10/24	Lot 165		Section 258 Compliance - Tenant Update Lot 165	(44.55)
01/11/24	AP000199952	NETSTRATA	Section 258 Compliance - Tenant Update Lot 53	44.55
03/12/24	AP000214367	DEPARTMENT OF CUSTOMER SERVICE	Lift Registration Renewal 03/12/24	90.00
01/02/25	AP000234715	NETSTRATA	3 x Safe Work Reimbursement	204.55
01/02/25	AP000234715	NETSTRATA	6 x Update Tenant Details NSS	267.27
			Total Legislative Compliance	**5,372.70**

LIFT MAINTENANCE

17/05/24	AP000173326	KONE ELEVATORS	Lift Maintenance - 01/07/24 - 30/09/24	5,625.00
17/08/24	AP000170455	KONE ELEVATORS	Lift Maintenance - 01/10/24 - 31/12/24	5,625.00
17/11/24	AP000212124	KONE ELEVATORS	Lift Maintenance - 01/01/25 - 31/03/25	5,625.00
15/02/25	AP000246407	KONE ELEVATORS	Lift Maintenance - 01/04/25 - 30/06/25	5,625.00
			Total Lift Maintenance	**22,500.00**

LIFT PHONE & PHONE CHARGES

01/05/24	AP000125074	NETSTRATA	Phone Charges - 01/02/24 - 30/04/24	106.59
01/05/24	AP000125074	NETSTRATA	SMS March 2024	0.41
01/08/24	AP000163193	NETSTRATA	Phone Charges - 01/05/24 - 31/07/24	131.51
01/11/24	AP000199952	NETSTRATA	Phone Charges - 01/08/24 - 31/10/24	146.94
01/02/25	AP000234715	NETSTRATA	2 x SMS	0.82
01/02/25	AP000234715	NETSTRATA	Phone Charges - 01/11/24 - 31/01/25	166.07
			Total Lift Phone & Phone Charges	**552.34**

LOCKS & DOORS

12/07/24	AP000166085	RECORD AUTOMATIC DOORS	Service Call to T3 Entry Door 03/07/24	605.00
15/10/24	AP000190752	LOCK & ROLL WESTERN SYD	Fix Latch on Window - 15/10/24	300.00
15/11/24	AP000242947	ASQB WINDOW SAFETY	U2507 Replaced Corner Transitions in Window - 15/11/24	663.66
20/12/24	AP000222609	ASQB WINDOW SAFETY	free Locking pin & Replace Failing Parts - 20/12/24	1,128.53
10/01/25	AP000227208	A CLASS SAFE & SECURITY	Door Lock Maintenance - 10/01/25	120.00
20/01/25	AP000231177	A CLASS SAFE & SECURITY	T3 Supply Install Security Blocker To Roof Door - 20/01/25	200.00
28/03/25	AP000256307	Hilda Yu	Reimbursement For Door Not Locking On strike	131.82

			Total Locks & Doors	**3,149.01**

MANAGEMENT SERVICES				
01/05/24	AP000125074	NETSTRATA	Management Services - 01/05/24 - 31/07/24	9,151.09
01/08/24	AP000163193	NETSTRATA	Management Services 01/08/24 - 31/10/24	9,607.09
01/08/24	AP000163193	NETSTRATA	Management Services 25/05/24 - 31/07/24	339.82
01/11/24	AP000199952	NETSTRATA	Management Services 01/11/24 - 31/01/25	9,607.09
01/02/25	AP000234715	NETSTRATA	Management Services 01/02/25 - 30/04/25	9,607.09
			Total Management Services	**38,312.18**

MECHANICAL VENTILATION				
05/09/24	AP000173914	AIR CROSS SOLUTIONS	Supply Asset Register for all HVAC Equipment - 05/09/24	887.50
05/09/24	PM000230713	AIR CROSS SOLUTIONS	Supply Asset Register for all HVAC Equipment - 05/09/24	(887.50)
			Total Mechanical Ventilation	**-**

PEST CONTROL - GENERAL				
27/06/24	AP000144496	PESTECO	Pest Control Treatment - 27/06/24	480.00
11/12/24	AP000218957	PESTECO	Pest Control - 10/12/24	480.00
			Total Pest Control - General	**960.00**

PLUMBING - GENERAL				
27/05/24	AP000125120	LINNEGAR PLUMBING	T3 A1202 Replace Tempering Valve - 23/05/24	398.50
31/07/24	AP000173698	LINNEGAR PLUMBING	Adjust Pressure Point On Water Pump - 26/07/24	450.00
16/08/24	PM000230712	LINNEGAR PLUMBING	T3 Apt 801 Install New PRV Valve For Hot Water - 16/08/24	214.00
16/09/24	AP000180843	LINNEGAR PLUMBING	T3 U503 Replace Faulty PRV - 16/09/24	258.50
17/09/24	AP000184090	LINNEGAR PLUMBING	Replace PRV Valves 208 & 403 - 17/09/24	313.00
24/10/24	AP000195206	LINNEGAR PLUMBING	U702 Install PRV Valve - 24/10/24	204.00
27/11/24	AP000211844	LINNEGAR PLUMBING	U207 Investigate Leaking PRV - 27/11/24	258.50
21/01/25	AP000230106	PG MARTIN PLUMBING	Callout Pump Fault due to Power Outage - 21/01/25	150.00
			Total Plumbing - General	**2,246.50**

INCOME & EXPENDITURE CONTINUED

NETSTRATA

Financial Period 01.04.2024 – 31.03.2025

SP 103041
22 LANGSTON PLACE, EPPING

PRINTING, POSTAGE & STATIONERY				
01/05/24	AP000125074	NETSTRATA	Levy Notice on 10/03/2024	85.60
01/05/24	AP000125074	NETSTRATA	Levy Notice on 25/03/2024	25.68
01/05/24	AP000125074	NETSTRATA	Levy Notice on 30/05/2024	2.14
01/05/24	AP000125074	NETSTRATA	Levy Notice on 30/06/2024	29.96
01/05/24	AP000125074	NETSTRATA	Papercut- 01/01/24 - 31/03/24	42.40
01/05/24	AP000125074	NETSTRATA	Postage 01/01/24 to 31/01/24	10.82
01/05/24	AP000125074	NETSTRATA	Postage Pre AGM Survey	9.74
01/05/24	AP000125074	NETSTRATA	Printing & Postage - 01/02/24 - 30/04/24	0.80
01/07/24	Lot 3		Stationery Lot Charge - 01/07/2024	(18.18)
01/07/24	Lot 13		Stationery Lot Charge - 01/07/2024	(18.18)
01/07/24	Lot 49		Stationery Lot Charge - 01/07/2024	(18.18)
01/07/24	Lot 74		Stationery Lot Charge - 01/07/2024	(18.18)
01/07/24	Lot 81		Stationery Lot Charge - 01/07/2024	(18.18)
01/07/24	Lot 106		Stationery Lot Charge - 01/07/2024	(18.18)
01/07/24	Lot 165		Stationery Lot Charge - 01/07/2024	(18.18)
01/08/24	AP000163193	NETSTRATA	227 x Levy Notices	484.95
01/08/24	AP000163193	NETSTRATA	Papercut - 01/04/24 - 30/06/24	766.40
01/09/24	Lot 3		Stationery Lot Charge - 01/09/2024	(18.18)
01/09/24	Lot 13		Stationery Lot Charge - 01/09/2024	(18.18)
01/09/24	Lot 49		Stationery Lot Charge - 01/09/2024	(18.18)
01/09/24	Lot 74		Stationery Lot Charge - 01/09/2024	(18.18)
01/09/24	Lot 81		Stationery Lot Charge - 01/09/2024	(18.18)
01/09/24	Lot 106		Stationery Lot Charge - 01/09/2024	(18.18)
01/09/24	Lot 165		Stationery Lot Charge - 01/09/2024	(18.18)
25/10/24	Lot 3		Stationery Lot Charge - 01/12/2024	(18.18)
25/10/24	Lot 13		Stationery Lot Charge - 01/12/2024	(18.18)
25/10/24	Lot 49		Stationery Lot Charge - 01/12/2024	(18.18)
25/10/24	Lot 74		Stationery Lot Charge - 01/12/2024	(18.18)
25/10/24	Lot 81		Stationery Lot Charge - 01/12/2024	(18.18)
25/10/24	Lot 106		Stationery Lot Charge - 01/12/2024	(18.18)
25/10/24	Lot 165		Stationery Lot Charge - 01/12/2024	(18.18)

SP 103041
22 LANGSTON PLACE, EPPING

01/11/24	AP000199952	NETSTRATA	Levy Notice x16 25/8/2024	34.18
01/11/24	AP000199952	NETSTRATA	Levy Notice x189 14/8/2024	403.77
01/11/24	AP000199952	NETSTRATA	Levy Notice x190 25/10/2024	405.91
01/11/24	AP000199952	NETSTRATA	Levy Notice x29 28/9/2024	61.95
01/11/24	AP000199952	NETSTRATA	Papercut - 01/07/24 - 30/09/24	5.60
25/01/25	Lot 3		Stationery Lot Charge - 01/03/2025	(18.18)
25/01/25	Lot 13		Stationery Lot Charge - 01/03/2025	(18.18)
25/01/25	Lot 49		Stationery Lot Charge - 01/03/2025	(18.18)
25/01/25	Lot 74		Stationery Lot Charge - 01/03/2025	(18.18)
25/01/25	Lot 81		Stationery Lot Charge - 01/03/2025	(18.18)
25/01/25	Lot 165		Stationery Lot Charge - 01/03/2025	(18.18)
01/02/25	AP000234715	NETSTRATA	10x Levy Notice 10/01/2025	21.36
01/02/25	AP000234715	NETSTRATA	14x Levy Notice 30/12/2024	29.91
01/02/25	AP000234715	NETSTRATA	186x Levy Notice 25/01/2025	397.36
01/02/25	AP000234715	NETSTRATA	1x Levy Notice 28/11/2024	2.14
01/02/25	AP000234715	NETSTRATA	31x Levy Notice 16/12/2024	66.23
01/02/25	AP000234715	NETSTRATA	7x Levy Notice 10/11/2024	14.95
01/02/25	AP000234715	NETSTRATA	9x Levy Notice 26/11/2024	19.23
			Total Printing, Postage & Stationery	**2,430.22**

STRATA ADMINISTRATION

09/04/24	AP000114281	PRIME STRATA SUPPORT	Annual Check Of 18 Licenses, Insurances and Qualifications - (March 2024)	727.65
01/08/24	AP000163193	NETSTRATA	2024 Strata Committee Training	227.27
01/08/24	AP000163193	NETSTRATA	Signing of Origin Agreements & Communication with Origin - June 2024	136.36
01/02/25	AP000234715	NETSTRATA	After Hours Call Out L168 No Hot Water - 16/01/25	90.00
			Total Strata Administration	**1,181.28**

WASTE REMOVAL

30/04/24	AP000125065	WASTEMAN SERVICING	Unblock Garbage Chute L27 - 30/04/24	257.50
07/05/24	AP000125078	WASTEMAN SERVICING	Unblock Garbage Chute Multiple Levels T3 - 07/05/24	317.50
13/05/24	AP000125087	WASTEMAN SERVICING	T3 - L13,17 & 18 Unblock Garbage Chute - 13/05/24	190.00

05/06/24	AP000134289	WASTEMAN SERVICING	Unblock Garbage Chute Level 10 & 11 - 04/06/24	232.50
05/06/24	AP000134292	WASTEMAN SERVICING	Unblock Garbage Chute B1 - 04/06/24	168.75
27/06/24	AP000144491	WASTEMAN SERVICING	Unblock Garbage Chute - 25/06/24	232.50
30/12/24	AP000223345	WASTEMAN SERVICING	Unblock Garbage Chute - 24/12/24	296.25
			Total Waste Removal	**1,695.00**

WATER CONSUMPTION				
12/04/24	AP000114290	SYDNEY WATER	Water Consumption - 09/01/24 - 08/04/24	5,855.31
08/07/24	AP000158642	SYDNEY WATER	Water Consumption - 09/04/24 - 05/07/24	5,895.36
31/10/24	AP000200995	SYDNEY WATER	Water Consumption - 09/04/24 - 08/10/24	7,121.00
10/01/25	AP000230110	SYDNEY WATER	Water Consumption - 09/10/24 - 08/01/25	6,095.61
			Total Water Consumption	**24,967.28**
			Total Administration Expense	**1,084,486.41**

Administration Income

Date	Ref	Payee	Details	Amount
CONSOLIDATING OTHER FUNDS TO ADMIN				
31/03/25			Merge Other Funds SP103041 Reversing	36,769.04
			Total Consolidating Other Funds to Admin	**36,769.04**

DEBT COLLECTION RECOVERIES			
25/04/24	Lot 19	Arrears Notice Fee - Levy Notice on	40.00
25/04/24	Lot 34	Arrears Notice Fee - Levy Notice on	40.00
25/04/24	Lot 61	Arrears Notice Fee - Levy Notice on	40.00
25/04/24	Lot 88	Arrears Notice Fee - Levy Notice on	40.00
25/04/24	Lot 117	Arrears Notice Fee - Levy Notice on	40.00
25/04/24	Lot 150	Arrears Notice Fee - Levy Notice on	40.00
25/04/24	Lot 162	Arrears Notice Fee - Levy Notice on	40.00
10/06/24	Lot 88	Arrears Notice Fee - Levy Notice on	40.00
10/06/24	Lot 117	Arrears Notice Fee - Levy Notice on	40.00
24/08/24	Lot 7	Overdue Levy Fee	40.00
24/08/24	Lot 34	Overdue Levy Fee	40.00

INCOME & EXPENDITURE CONTINUED

Financial Period 01.04.2024 – 31.03.2025

SP 103041
22 LANGSTON PLACE, EPPING

24/08/24	Lot 61	Overdue Levy Fee	40.00
24/08/24	Lot 127	Overdue Levy Fee	40.00
24/08/24	Lot 132	Overdue Levy Fee	40.00
25/09/24	Lot 127	Overdue Levy Fee	40.00
25/09/24	Lot 132	Overdue Levy Fee	40.00
25/10/24	Lot 3	Overdue Levy Fee	40.00
25/10/24	Lot 19	Overdue Levy Fee	40.00
25/10/24	Lot 61	Overdue Levy Fee	40.00
25/10/24	Lot 127	Overdue Levy Fee	40.00
25/10/24	Lot 132	Overdue Levy Fee	40.00
10/11/24	Lot 19	Overdue Levy Fee	40.00
10/11/24	Lot 41	Overdue Levy Fee	40.00
10/11/24	Lot 61	Overdue Levy Fee	40.00
10/11/24	Lot 70	Overdue Levy Fee	40.00
10/11/24	Lot 127	Overdue Levy Fee	40.00
10/11/24	Lot 132	Overdue Levy Fee	40.00
25/11/24	Lot 41	Overdue Levy Fee	40.00
25/11/24	Lot 61	Overdue Levy Fee	40.00
25/11/24	Lot 132	Overdue Levy Fee	40.00
16/12/24	Lot 61	Overdue Levy Fee	40.00
16/12/24	Lot 132	Overdue Levy Fee	40.00
30/12/24	Lot 61	Overdue Levy Fee	40.00
30/12/24	Lot 132	Overdue Levy Fee	40.00
10/01/25	Lot 3	Overdue Levy Fee	40.00
10/01/25	Lot 6	Overdue Levy Fee	40.00
10/01/25	Lot 34	Overdue Levy Fee	40.00
10/01/25	Lot 61	Overdue Levy Fee	40.00
10/01/25	Lot 72	Overdue Levy Fee	40.00
10/01/25	Lot 132	Overdue Levy Fee	40.00

25/01/25	Lot 3	Overdue Levy Fee	40.00
25/01/25	Lot 6	Overdue Levy Fee	40.00
25/01/25	Lot 34	Overdue Levy Fee	40.00
25/01/25	Lot 61	Overdue Levy Fee	40.00
25/01/25	Lot 132	Overdue Levy Fee	40.00
10/02/25	Lot 61	Overdue Levy Fee	40.00
10/02/25	Lot 132	Overdue Levy Fee	40.00
25/02/25	Lot 132	Overdue Levy Fee	40.00
10/03/25	Lot 132	Overdue Levy Fee	40.00
25/03/25	Lot 132	Overdue Levy Fee	40.00
		Total Debt Collection Recoveries	**2,000.00**

INTEREST ON LEVY ARREARS

01/04/24		Correct Timing - Interest on Levy Arrears	373.59
11/07/24	Lot 5	Interest Correction 255988263-101828	(61.80)
11/07/24	Lot 19	Interest Correction 255988263-101842	(12.65)
11/07/24	Lot 55	Interest Correction 255988263-101878	(30.37)
11/07/24	Lot 111	Interest Correction 255988263-101934	(36.68)
11/07/24	Lot 117	Interest Correction 255988263-101940	(28.52)
11/07/24	Lot 128	Interest Correction 255988263-101951	(15.03)
24/08/24	Lot 7	Invoice AR000485069	15.11
24/08/24	Lot 34	Invoice AR000485182	16.10
24/08/24	Lot 61	Invoice AR000485345	16.46
24/08/24	Lot 127	Invoice AR000485789	12.91
24/08/24	Lot 132	Invoice AR000485819	17.48
25/09/24	Lot 127	Invoice AR000485789	4.30
25/09/24	Lot 132	Invoice AR000485819	5.83
25/10/24	Lot 3	Invoice AR000523230	20.24
25/10/24	Lot 19	Invoice AR000523406	15.46
25/10/24	Lot 61	Invoice AR000523825	16.46

INCOME & EXPENDITURE CONTINUED

NETSTRATA

Financial Period 01.04.2024 – 31.03.2025

SP 103041
22 LANGSTON PLACE, EPPING

25/10/24	Lot 127	Invoice AR000524503	12.91
25/10/24	Lot 132	Invoice AR000485819	11.66
25/10/24	Lot 132	Invoice AR000524557	17.48
10/11/24	Lot 19	Invoice AR000523406	5.50
10/11/24	Lot 41	Invoice AR000523620	22.07
10/11/24	Lot 61	Invoice AR000523825	5.85
10/11/24	Lot 70	Invoice AR000523914	22.55
10/11/24	Lot 127	Invoice AR000524503	4.59
10/11/24	Lot 132	Invoice AR000485819	6.21
10/11/24	Lot 132	Invoice AR000524557	6.21
25/11/24	Lot 41	Invoice AR000523620	5.43
25/11/24	Lot 61	Invoice AR000523825	5.48
25/11/24	Lot 132	Invoice AR000485819	5.83
25/11/24	Lot 132	Invoice AR000524557	5.83
16/12/24	Lot 61	Invoice AR000523825	8.19
16/12/24	Lot 132	Invoice AR000485819	8.70
16/12/24	Lot 132	Invoice AR000485820	1.15
16/12/24	Lot 132	Invoice AR000524557	8.70
30/12/24	Lot 61	Invoice AR000523825	5.46
30/12/24	Lot 132	Invoice AR000485819	5.80
30/12/24	Lot 132	Invoice AR000485820	0.77
30/12/24	Lot 132	Invoice AR000524557	5.80
10/01/25	Lot 3	Invoice AR000523238	17.52
10/01/25	Lot 6	Invoice AR000523272	13.43
10/01/25	Lot 34	Invoice AR000523554	14.30
10/01/25	Lot 61	Invoice AR000523825	4.02
10/01/25	Lot 61	Invoice AR000523829	14.63
10/01/25	Lot 72	Invoice AR000523928	16.10
10/01/25	Lot 132	Invoice AR000485819	4.27

INCOME & EXPENDITURE CONTINUED

NETSTRATA

Financial Period 01.04.2024 – 31.03.2025

SP 103041
22 LANGSTON PLACE, EPPING

10/01/25	Lot 132	Invoice AR000524557	4.27
10/01/25	Lot 132	Invoice AR000524561	15.54
25/01/25	Lot 3	Invoice AR000523238	7.01
25/01/25	Lot 6	Invoice AR000523272	5.37
25/01/25	Lot 34	Invoice AR000523554	5.72
25/01/25	Lot 61	Invoice AR000523825	0.26
25/01/25	Lot 61	Invoice AR000523829	5.85
25/01/25	Lot 132	Invoice AR000485819	6.22
25/01/25	Lot 132	Invoice AR000485820	0.82
25/01/25	Lot 132	Invoice AR000524557	6.22
25/01/25	Lot 132	Invoice AR000524561	6.22
10/02/25	Lot 61	Invoice AR000523825	0.28
10/02/25	Lot 61	Invoice AR000523829	6.24
10/02/25	Lot 132	Invoice AR000485819	6.63
10/02/25	Lot 132	Invoice AR000485820	0.88
10/02/25	Lot 132	Invoice AR000524557	6.63
10/02/25	Lot 132	Invoice AR000524561	6.63
25/02/25	Lot 132	Invoice AR000485819	5.83
25/02/25	Lot 132	Invoice AR000524557	5.83
25/02/25	Lot 132	Invoice AR000524561	5.83
10/03/25	Lot 132	Invoice AR000485819	5.05
10/03/25	Lot 132	Invoice AR000524557	5.05
10/03/25	Lot 132	Invoice AR000524561	5.05
25/03/25	Lot 132	Invoice AR000485819	6.22
25/03/25	Lot 132	Invoice AR000485820	0.82
25/03/25	Lot 132	Invoice AR000524557	6.22
25/03/25	Lot 132	Invoice AR000524561	6.22
		Total Interest On Levy Arrears	**738.24**

OWNER EXPENSE RECOVERIES

INCOME & EXPENDITURE CONTINUED

NETSTRATA

Financial Period 01.04.2024 – 31.03.2025

SP 103041
22 LANGSTON PLACE, EPPING

26/03/25	Lot 27		Section 183 Preparation Fee - Lot 27	136.36
			Total Owner Expense Recoveries	**136.36**
			Total Administration Income	**39,643.64**

Capital Works Expense

Date	Ref	Payee	Details	Amount
AIR CONDITIONING MAINTENANCE				
17/12/24	AP000228946	Frost Air Conditioning Pty Ltd	Rectify Master Controller Showing Error CH 242 - 17/12/24	1,690.00
18/03/25	AP000252710	AIR CROSS SOLUTIONS	Installation of Rubber Vibration Eliminator Couplings - 18/03/25	3,190.00
			Total Air Conditioning Maintenance	**4,880.00**
AIR CONDITIONING REPAIRS				
08/11/24	PM000230705	Frost Air Conditioning Pty Ltd	Supply and Install New Compressor and PCB - 08/11/24	6,980.00
			Total Air Conditioning Repairs	**6,980.00**
ELECTRICAL REPAIRS				
24/04/24	AP000114296	GROVE SPARK	Replace Weather Proof Isolator Adaptable Box - 23/04/24	2,849.22
			Total Electrical Repairs	**2,849.22**
LIFT PHONE & PHONE CHARGES				
31/01/25	AP000233346	KONE ELEVATORS	Upgrade Lift Phone to 4G - 31/01/25	5,312.82
			Total Lift Phone & Phone Charges	**5,312.82**
LOCKS & DOORS				
12/07/24	AP000166089	RECORD AUTOMATIC DOORS	Repairs to T3 Entry Door - New Slave Drive Unit 12/07/24	2,181.60
26/11/24	AP000211196	RECORD AUTOMATIC DOORS	Replaced Faulty Duo Controller - 26/11/24	4,347.50
			Total Locks & Doors	**6,529.10**
			Total Capital Works Expense	**26,551.14**

Capital Works Income

INCOME & EXPENDITURE CONTINUED

Financial Period 01.04.2024 – 31.03.2025

SP 103041
22 LANGSTON PLACE, EPPING

Date	Ref	Payee	Details	Amount
INTEREST ON LEVY ARREARS				
01/04/24			Correct Timing - Interest on Levy Arrears	9.51
24/08/24	Lot 7		Invoice AR000485069	1.01
24/08/24	Lot 34		Invoice AR000485182	1.08
24/08/24	Lot 61		Invoice AR000485345	1.10
24/08/24	Lot 127		Invoice AR000485789	0.87
24/08/24	Lot 132		Invoice AR000485819	1.17
25/09/24	Lot 127		Invoice AR000485789	0.29
25/09/24	Lot 132		Invoice AR000485819	0.39
25/10/24	Lot 3		Invoice AR000523230	1.36
25/10/24	Lot 19		Invoice AR000523406	1.04
25/10/24	Lot 61		Invoice AR000523825	1.10
25/10/24	Lot 127		Invoice AR000524503	0.87
25/10/24	Lot 132		Invoice AR000485819	0.78
25/10/24	Lot 132		Invoice AR000524557	1.17
10/11/24	Lot 19		Invoice AR000523406	0.37
10/11/24	Lot 41		Invoice AR000523620	1.48
10/11/24	Lot 61		Invoice AR000523825	0.39
10/11/24	Lot 70		Invoice AR000523914	1.51
10/11/24	Lot 127		Invoice AR000524503	0.31
10/11/24	Lot 132		Invoice AR000485819	0.42
10/11/24	Lot 132		Invoice AR000524557	0.42
25/11/24	Lot 41		Invoice AR000523620	0.36
25/11/24	Lot 61		Invoice AR000523825	0.37
25/11/24	Lot 132		Invoice AR000485819	0.39
25/11/24	Lot 132		Invoice AR000524557	0.39
10/01/25	Lot 3		Invoice AR000523238	1.17
10/01/25	Lot 6		Invoice AR000523272	0.90
10/01/25	Lot 34		Invoice AR000523554	0.96

10/01/25	Lot 61	Invoice AR000523825	0.27
10/01/25	Lot 61	Invoice AR000523829	0.98
10/01/25	Lot 72	Invoice AR000523928	1.08
10/01/25	Lot 132	Invoice AR000485819	0.29
10/01/25	Lot 132	Invoice AR000524557	0.29
10/01/25	Lot 132	Invoice AR000524561	1.04
25/02/25	Lot 132	Invoice AR000485819	0.39
25/02/25	Lot 132	Invoice AR000524557	0.39
25/02/25	Lot 132	Invoice AR000524561	0.39
10/03/25	Lot 132	Invoice AR000485819	0.34
10/03/25	Lot 132	Invoice AR000524557	0.34
10/03/25	Lot 132	Invoice AR000524561	0.34
		Total Interest On Levy Arrears	**37.32**
		Total Capital Works Income	**37.32**

Previous Year Admin Fund Deficit Income

Date	Ref	Payee	Details	Amount
CONSOLIDATING OTHER FUNDS TO ADMIN				
31/03/25			Merge Other Funds SP103041 Reversing	(36,769.04)
			Total Consolidating Other Funds to Admin	**(36,769.04)**

INTEREST ON LEVY ARREARS			
24/08/24	Lot 7	Invoice AR000485071	2.13
24/08/24	Lot 34	Invoice AR000485184	2.27
24/08/24	Lot 61	Invoice AR000485346	2.32
24/08/24	Lot 127	Invoice AR000485792	1.82
24/08/24	Lot 132	Invoice AR000485820	2.46
25/09/24	Lot 127	Invoice AR000485792	0.61
25/09/24	Lot 132	Invoice AR000485820	0.82
25/10/24	Lot 19	Invoice AR000485121	0.01

INCOME & EXPENDITURE CONTINUED

Financial Period 01.04.2024 – 31.03.2025

SP 103041
22 LANGSTON PLACE, EPPING

25/10/24	Lot 132	Invoice AR000485820	1.64
10/11/24	Lot 19	Invoice AR000485121	0.01
10/11/24	Lot 132	Invoice AR000485820	0.88
25/11/24	Lot 132	Invoice AR000485820	0.82
10/01/25	Lot 132	Invoice AR000485820	0.60
25/02/25	Lot 132	Invoice AR000485820	0.82
10/03/25	Lot 132	Invoice AR000485820	0.71
		Total Interest On Levy Arrears	**17.92**
		Total Previous Year Admin Fund Deficit Income	**(36,751.12)**

LEVY POSITIONS

NETSTRATA

Financial Period 01.04.2024 – 31.03.2025

SP 103041
22 LANGSTON PLACE, EPPING

Lot	Unit	UOE	Opening Balance	Admin Levy	Capital Works Levy	Other Levy	Interest & Charges	Total	Paid	Closing Balance
1	101	358	-	4,110.40	275.60	144.75	-	4,530.75	4,530.75	-
2	103	596	-	6,843.00	458.80	240.95	-	7,542.75	7,542.75	-
3	105	572	-	6,600.40	440.20	231.25	259.30	7,531.15	7,553.15	22.00 cr
4	106	442	-	5,074.80	340.20	178.70	-	5,593.70	5,593.70	-
5	201	427	61.80	4,902.60	328.60	172.60	(61.80)	5,403.80	5,403.80	-
6	202	427	-	4,902.60	328.60	172.60	107.70	5,511.50	5,511.50	-
7	203	427	-	4,902.60	328.60	172.60	62.25	5,466.05	5,466.05	-
8	205	422	-	4,845.20	324.80	170.60	-	5,340.60	5,340.60	-
9	206	489	-	5,614.40	376.40	197.70	-	6,188.50	6,188.50	-
10	207	683	-	7,841.80	525.60	276.10	-	8,643.50	8,643.50	-
11	208	432	-	4,960.00	332.40	174.65	-	5,467.05	5,467.05	-
12	301	432	-	4,960.00	332.40	174.65	-	5,467.05	5,467.05	-
13	302	432	-	4,966.60	332.40	174.65	80.00	5,553.65	5,553.65	-
14	303	432	-	4,960.00	332.40	174.65	49.00	5,516.05	5,516.05	-
15	305	427	4.73 cr	4,902.60	328.60	172.60	-	5,399.07	5,400.00	0.93 cr
16	306	492	-	5,648.80	378.60	198.90	-	6,226.30	6,226.30	-
17	307	688	-	7,899.20	529.40	278.15	-	8,706.75	8,706.75	-
18	308	437	-	5,017.40	336.40	176.65	-	5,530.45	5,530.45	-
19	401	437	1,200.92	5,017.40	336.40	176.65	141.74	6,873.11	6,873.11	-
20	402	437	-	5,017.40	336.40	176.65	-	5,530.45	5,530.45	-
21	403	437	-	5,017.40	336.40	176.65	-	5,530.45	5,530.45	-
22	405	432	-	4,960.00	332.40	174.65	-	5,467.05	5,467.05	-
23	406	494	-	5,671.80	380.20	199.70	-	6,251.70	6,251.70	-
24	407	693	-	7,956.60	533.40	280.15	-	8,770.15	8,770.15	-
25	408	442	-	5,074.80	340.20	178.70	-	5,593.70	5,593.70	-
26	501	450	-	5,166.60	346.40	181.90	-	5,694.90	5,694.90	-
27	502	450	-	5,166.60	346.40	181.90	150.00	5,844.90	5,694.90	150.00
28	503	450	-	5,176.50	346.40	181.90	-	5,704.80	5,704.80	-
29	505	445	-	5,109.20	342.40	179.90	-	5,631.50	5,631.50	-
30	506	497	-	5,706.20	382.40	200.95	-	6,289.55	6,289.55	-
31	507	698	-	8,014.00	537.20	282.20	-	8,833.40	8,833.40	-
32	508	455	-	5,224.00	350.20	183.95	-	5,758.15	5,758.15	-
33	601	455	150.00	5,237.20	350.20	183.95	-	5,921.35	5,921.35	-

LEVY POSITIONS

NETSTRATA

Financial Period 01.04.2024 – 31.03.2025

SP 103041
22 LANGSTON PLACE, EPPING

34	602	455	1,229.57	5,224.00	350.20	183.95	216.43	7,204.15	5,701.62	1,502.53
35	603	455	-	5,224.00	350.20	183.95	-	5,758.15	5,758.15	-
36	605	450	-	5,166.60	346.40	181.90	-	5,694.90	5,694.90	-
37	606	499	-	5,729.20	384.00	201.75	-	6,314.95	6,314.95	-
38	607	703	-	8,071.40	541.00	284.20	-	8,896.60	8,896.60	-
39	608	460	-	5,281.40	354.00	185.95	-	5,821.35	5,821.35	-
40	701	460	-	5,281.40	354.00	185.95	-	5,821.35	5,821.35	-
41	702	460	-	5,281.40	354.00	185.95	166.34	5,987.69	5,987.69	-
42	703	460	-	5,281.40	354.00	185.95	-	5,821.35	5,821.35	-
43	705	455	-	5,224.00	350.20	183.95	-	5,758.15	5,758.15	-
44	706	502	-	5,763.60	386.40	202.95	-	6,352.95	6,352.95	-
45	707	708	-	8,128.40	544.80	286.20	-	8,959.40	8,959.40	-
46	708	465	-	5,338.80	357.80	188.00	-	5,884.60	5,884.60	-
47	801	462	-	5,304.40	355.60	186.75	-	5,846.75	5,846.75	-
48	802	462	-	5,304.40	355.60	186.75	-	5,846.75	5,846.75	-
49	803	462	-	5,324.20	355.60	186.75	80.00	5,946.55	5,943.25	3.30
50	805	457	-	5,247.00	351.80	184.75	-	5,783.55	5,783.55	-
51	806	504	-	5,789.90	388.00	203.75	-	6,381.65	6,381.65	-
52	807	713	-	8,186.20	548.80	288.25	-	9,023.25	9,023.25	-
53	808	467	-	5,361.80	359.40	188.80	49.00	5,959.00	5,959.00	-
54	901	465	-	5,338.80	357.80	188.00	-	5,884.60	5,884.60	-
55	902	465	30.37	5,338.80	357.80	188.00	(30.37)	5,884.60	5,884.60	-
56	903	465	-	5,338.80	357.80	188.00	-	5,884.60	4,460.45	1,424.15
57	905	460	-	5,281.40	354.00	185.95	49.00	5,870.35	5,870.35	-
58	906	507	-	5,821.00	390.20	204.95	-	6,416.15	6,416.15	-
59	907	718	-	8,243.60	552.60	290.25	-	9,086.45	9,086.45	-
60	908	470	-	5,396.20	361.80	190.00	-	5,948.00	5,948.00	-
61	1001	465	1,303.61	5,338.80	357.80	188.00	535.71	7,723.92	6,249.25	1,474.67
62	1002	465	-	5,338.80	357.80	188.00	-	5,884.60	5,884.60	-
63	1003	465	1,245.05 cr	5,338.80	357.80	188.00	-	4,639.55	4,639.55	-
64	1005	460	-	5,281.40	354.00	185.95	-	5,821.35	5,821.35	-
65	1006	482	-	5,534.00	371.00	194.85	-	6,099.85	6,099.85	-
66	1007	606	-	6,957.80	466.40	245.00	49.00	7,718.20	7,718.20	-
67	1008	470	-	5,396.20	361.80	190.00	-	5,948.00	5,948.00	-

LEVY POSITIONS

NETSTRATA

Financial Period 01.04.2024 – 31.03.2025

SP 103041
22 LANGSTON PLACE, EPPING

68	1101	470	-	5,396.20	361.80	190.00	-	5,948.00	5,948.00	-
69	1102	470	-	5,412.70	361.80	190.00	-	5,964.50	5,964.50	-
70	1103	470	-	5,396.20	361.80	190.00	68.06	6,016.06	6,016.06	-
71	1105	465	-	5,338.80	357.80	188.00	-	5,884.60	5,884.60	-
72	1106	512	-	5,878.40	394.00	207.00	61.18	6,540.58	6,540.58	-
73	1107	728	-	8,358.40	560.20	294.30	-	9,212.90	9,212.90	-
74	1108	475	-	5,472.60	365.60	192.05	80.00	6,110.25	6,110.25	-
75	1201	472	-	5,419.20	363.20	190.80	-	5,973.20	5,973.20	-
76	1202	472	-	5,419.20	363.20	190.80	-	5,973.20	5,973.20	-
77	1203	472	-	5,419.20	363.20	190.80	-	5,973.20	5,973.20	-
78	1205	467	-	5,361.80	359.40	188.80	-	5,910.00	5,910.33	0.33 cr
79	1206	514	-	5,901.40	395.60	207.80	-	6,504.80	6,504.80	-
80	1207	733	-	8,415.80	564.20	296.35	-	9,276.35	9,276.35	-
81	1208	477	-	5,493.10	367.20	192.85	129.00	6,182.15	6,182.15	-
82	1301	475	-	5,453.60	365.60	192.05	-	6,011.25	6,011.25	-
83	1302	475	762.63 cr	5,453.60	365.60	192.05	-	5,248.62	5,359.90	111.28 cr
84	1303	475	-	5,453.60	365.60	192.05	-	6,011.25	6,011.25	-
85	1305	470	-	5,396.20	361.80	190.00	-	5,948.00	5,948.00	-
86	1306	517	-	5,935.80	397.80	209.00	-	6,542.60	6,542.60	-
87	1307	1218	-	13,984.40	937.40	492.40	-	15,414.20	15,414.20	-
88	2706	1416	3,852.28	16,257.60	1,089.80	572.45	88.00	21,860.13	21,860.13	-
89	1401	477	-	5,476.60	367.20	192.85	-	6,036.65	6,036.65	-
90	1402	477	-	5,476.60	367.20	192.85	-	6,036.65	6,036.65	-
91	1403	477	1,267.50	5,476.60	367.20	192.85	-	7,304.15	7,304.15	-
92	1405	472	-	5,419.20	363.20	190.80	-	5,973.20	5,973.20	-
93	1406	519	-	5,958.80	399.40	209.80	-	6,568.00	6,568.00	-
94	1407	743	-	8,530.60	571.80	300.35	-	9,402.75	9,402.75	-
95	1408	482	-	5,534.00	371.00	194.85	-	6,099.85	6,099.85	-
96	1501	480	-	5,511.00	369.40	194.05	-	6,074.45	6,074.45	-
97	1502	480	-	5,511.00	369.40	194.05	-	6,074.45	6,074.45	-
98	1503	480	-	5,511.00	369.40	194.05	-	6,074.45	6,074.45	-
99	1505	475	-	5,453.60	365.60	192.05	-	6,011.25	6,011.25	-
100	1506	522	-	5,993.20	401.80	211.00	-	6,606.00	6,606.00	-
101	1507	748	-	8,588.00	575.60	302.40	-	9,466.00	9,466.20	0.20 cr

LEVY POSITIONS

NETSTRATA

Financial Period 01.04.2024 – 31.03.2025

SP 103041
22 LANGSTON PLACE, EPPING

102	1508	485	-	5,568.40	373.20	196.10	-	6,137.70	6,137.70	-
103	1601	482	1,261.50	5,534.00	371.00	194.85	-	7,361.35	7,361.35	-
104	1602	482	-	5,534.00	371.00	194.85	-	6,099.85	6,099.85	-
105	1603	482	-	5,534.00	371.00	194.85	-	6,099.85	6,099.85	-
106	1605	477	-	5,476.60	367.00	192.85	60.00	6,096.45	6,096.45	-
107	1606	524	-	6,016.20	403.20	211.85	-	6,631.25	6,631.25	-
108	1607	753	-	8,645.40	579.40	304.40	-	9,529.20	9,529.20	-
109	1608	487	-	5,591.40	374.80	196.85	-	6,163.05	6,163.05	-
110	1701	485	-	5,568.40	373.20	196.05	49.00	6,186.65	6,186.65	-
111	1702	969	36.68	11,125.40	745.80	391.70	(36.68)	12,262.90	12,262.90	-
112	2705	1988	-	22,824.80	1,530.00	803.65	-	25,158.45	25,158.45	-
113	1705	480	-	5,511.00	369.40	194.05	-	6,074.45	6,074.45	-
114	1706	527	-	6,050.60	405.60	213.05	-	6,669.25	6,669.25	-
115	1707	758	-	8,702.80	583.40	306.45	-	9,592.65	9,592.65	-
116	1708	489	-	5,614.40	376.20	197.70	-	6,188.30	6,188.30	-
117	1801	487	1,322.57	5,607.90	374.80	196.85	59.48	7,561.60	7,561.60	-
118	1802	345	-	3,961.00	265.40	139.45	-	4,365.85	4,365.85	-
119	1803	363	-	4,167.80	279.40	146.75	-	4,593.95	4,593.95	-
120	1805	358	-	4,110.40	275.40	144.70	124.00	4,654.50	4,654.50	-
121	1806	482	-	5,534.00	371.00	194.85	-	6,099.85	6,099.85	-
122	1807	502	-	5,763.60	386.40	202.95	-	6,352.95	6,352.95	-
123	1808	641	-	7,359.60	493.20	259.15	-	8,111.95	8,111.95	-
124	1809	492	-	5,648.80	378.60	198.90	-	6,226.30	6,226.30	-
125	1901	489	-	5,614.40	376.20	197.70	-	6,188.30	6,188.30	-
126	1902	348	-	3,995.40	267.80	140.70	-	4,403.90	4,403.90	-
127	1903	365	-	4,190.60	280.80	147.55	215.48	4,834.43	4,834.43	-
128	1905	360	16.73	4,133.20	277.00	145.55	(15.03)	4,557.45	4,557.45	-
129	1906	485	-	5,568.40	373.20	196.05	-	6,137.65	6,137.65	-
130	1907	532	-	6,108.00	409.40	215.05	-	6,732.45	6,732.45	-
131	1908	768	-	8,817.60	591.00	310.45	-	9,719.05	9,719.05	-
132	1909	494	-	5,671.80	380.20	199.70	813.59	7,065.29	-	7,065.29
133	2001	494	-	5,671.80	380.20	199.70	-	6,251.70	6,251.70	-
134	2002	350	-	4,018.40	269.40	141.50	-	4,429.30	4,429.30	-
135	2003	368	-	4,228.50	283.20	148.75	-	4,660.45	4,660.45	-

LEVY POSITIONS

NETSTRATA

Financial Period 01.04.2024 – 31.03.2025

SP 103041
22 LANGSTON PLACE, EPPING

136	2005	363	-	4,167.80	279.40	146.75	49.00	4,642.95	4,642.95	-
137	2006	489	-	5,614.40	376.20	197.70	-	6,188.30	6,188.30	-
138	2007	534	-	6,134.30	411.00	215.90	-	6,761.20	6,761.20	-
139	2008	773	-	8,875.00	594.80	312.50	-	9,782.30	9,782.30	-
140	2009	499	-	5,729.20	384.00	201.70	-	6,314.90	6,314.90	-
141	2101	499	-	5,729.20	384.00	201.70	-	6,314.90	6,314.90	-
142	2102	353	-	4,052.80	271.60	142.70	-	4,467.10	4,467.10	-
143	2103	370	-	4,248.00	284.80	149.55	-	4,682.35	4,682.35	-
144	2105	365	-	4,190.60	280.80	147.55	-	4,618.95	4,618.95	-
145	2106	494	-	5,678.40	380.20	199.70	-	6,258.30	6,258.30	-
146	2107	537	-	6,165.40	413.20	217.10	-	6,795.70	6,795.70	-
147	2108	778	-	8,932.40	598.80	314.50	-	9,845.70	9,845.70	-
148	2109	504	-	5,786.60	387.80	203.75	-	6,378.15	6,378.15	-
149	2201	504	-	5,786.60	387.80	203.75	-	6,378.15	6,378.15	-
150	2202	355	959.07	4,075.80	273.20	143.50	44.00	5,495.57	5,495.57	-
151	2203	373	-	4,282.60	287.00	150.80	-	4,720.40	4,720.40	-
152	2205	368	-	4,225.20	283.20	148.75	49.00	4,706.15	4,706.15	-
153	2206	499	-	5,735.80	384.00	201.70	-	6,321.50	6,321.50	-
154	2207	539	-	6,188.40	414.80	217.90	-	6,821.10	6,821.10	-
155	2208	783	-	8,989.80	602.60	316.55	-	9,908.95	9,908.95	-
156	2209	509	-	5,844.00	391.60	205.75	-	6,441.35	6,441.35	-
157	2301	509	-	5,844.00	391.60	205.75	-	6,441.35	6,441.35	-
158	2302	358	-	4,110.40	275.40	144.70	-	4,530.50	4,530.50	-
159	2303	375	-	4,305.40	288.60	151.60	-	4,745.60	4,745.60	-
160	2305	370	-	4,248.00	284.80	149.55	-	4,682.35	4,682.35	-
161	2306	504	-	5,786.60	387.80	203.75	-	6,378.15	6,378.15	-
162	2307	542	1,401.45	6,222.80	417.00	219.10	93.00	8,353.35	8,353.35	-
163	2308	788	-	9,047.20	606.40	318.55	-	9,972.15	9,972.15	-
164	2309	514	-	5,901.40	395.60	207.80	-	6,504.80	6,504.80	-
165	2401	514	-	5,914.60	395.60	207.80	204.00	6,722.00	6,722.00	-
166	2402	360	-	4,133.20	277.00	145.55	-	4,555.75	4,555.75	-
167	2403	378	-	4,340.00	290.80	152.80	-	4,783.60	3,625.90	1,157.70
168	2405	373	-	4,282.60	287.00	150.80	-	4,720.40	4,720.40	-
169	2406	509	-	5,844.00	391.60	205.75	-	6,441.35	6,441.35	-

LEVY POSITIONS

NETSTRATA

Financial Period 01.04.2024 – 31.03.2025

SP 103041
22 LANGSTON PLACE, EPPING

170	2407	544	-	6,245.80	418.60	219.90	-	6,884.30	6,884.30	-
171	2408	793	82.87 cr	9,104.80	610.20	320.55	-	9,952.68	9,963.93	11.25 cr
172	2409	519	-	5,958.80	399.40	209.80	-	6,568.00	6,568.00	-
173	2501	519	-	5,958.80	399.40	209.80	-	6,568.00	6,568.00	-
174	2502	363	-	4,167.80	279.40	146.75	-	4,593.95	4,593.95	-
175	2503	380	-	4,363.00	292.40	153.60	49.00	4,858.00	4,858.00	-
176	2505	375	-	4,305.40	288.60	151.60	-	4,745.60	4,745.60	-
177	2506	514	-	5,901.40	395.60	207.80	-	6,504.80	6,504.80	-
178	2507	547	-	6,280.20	421.00	221.10	-	6,922.30	6,922.30	-
179	2508	798	-	9,162.00	614.20	322.60	-	10,098.80	10,098.80	-
180	2509	524	-	6,016.20	403.20	211.85	-	6,631.25	8,236.10	1,604.85 cr
181	2601	524	-	6,016.20	403.20	211.85	-	6,631.25	6,631.25	-
182	2602	365	-	4,190.60	280.80	147.55	-	4,618.95	4,618.95	-
183	2603	383	-	4,397.40	294.80	154.85	-	4,847.05	4,847.05	-
184	2605	378	-	4,340.00	290.80	152.80	-	4,783.60	4,783.60	-
185	2606	519	-	5,958.80	399.40	209.80	-	6,568.00	6,568.00	-
186	2607	554	0.10	6,360.60	426.40	223.95	-	7,011.05	7,011.05	-
187	2608	803	-	9,219.40	618.00	324.60	-	10,162.00	10,162.00	-
188	2609	529	-	6,073.60	407.00	213.85	-	6,694.45	6,694.45	-
189	2701	1173	-	13,467.60	902.80	474.20	-	14,844.60	14,844.60	-
190	2703	1739	-	19,966.00	1,338.40	703.00	-	22,007.40	22,007.40	-
		100000	**11,998.87**	**1,148,319.50**	**76,958.60**	**40,426.10**	**4,087.38**	**1,281,790.45**	**1,270,763.65**	**11,026.80**

	Admin	Capital Works	Other Fund	Total
Levies in Arrears	12,048.39	729.25	-	12,777.64
Levies Paid in Advance	1,750.84 cr	-	-	1,750.84 cr

Credit Arrears

[illegible]

Independent Auditors' Report
To the Owners of Strata Plan 103041

Report on the Financial Report

We have audited the attached special purpose financial report comprising the Balance Sheet, Income and Expenditure Statements and accompanying notes to the financial statements of Strata Plan 103041 as at 31 March 2024.

Management's Responsibility for the Financial Report

The owners corporation is responsible for the preparation and fair presentation of the financial report, and has determined that the accounting policies described in Notes to the financial report are appropriate to meet the requirements of sections 92 and 93 of the Strata Schemes Management Act 2015, and the needs of the owners. This includes the responsibility of maintaining internal controls necessary to enable the preparation of financial reports that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. No opinion is expressed as to whether the accounting policies used, as described in the Notes to the financial statements are appropriate to meet the needs of the owners. Our audit has been conducted in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of risk of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the owners corporation, as well as evaluating the overall presentation of the financial report.

We believe the audit evidence obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial report presents fairly, in all material respects, the financial position of Strata Plan 103041 as at 31 March 2024 and its financial performance for the period then ended in accordance with the accounting policies described in note 1 to the financial statements. The financial report has been prepared to assist the strata plan to meet the requirements of sections 92 and 93 of the Strata Schemes Management act 2015. As a result, the financial report may not be suitable for another purpose.

KHOURY BROS & CO
Accountants, Auditors, Advisors

Joseph Peter Khoury
FIPA, CTA, RTA
Dated: 15 April 2024

[illegible]

Strata Plan 103041

NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE PERIOD ENDED 31 MARCH 2024

NOTE 1: Statement of Accounting Policies
This is not a general-purpose financial report. It is a special purpose report prepared for the owners of the plan specifically to enable compliance with and in accordance with section 92 and 93 of the strata schemes management act 2015.

As the plan is not a reporting entity, there are no requirements to prepare accounts in accordance with any applicable Australian Accounting Standards, Australian Accounting Interpretations, or any other pronouncements of the Australian Accounting Standards Board.
The accounts are prepared in accordance with conventional historical costs principals, together with the basic concepts of a going concern. They do not take into account changes in monetary values or current valuations of non-current assets, except where otherwise stated.

NOTE 2: Accounting for Income & Expenses
The accrual basis of accounting has been applied to all levies receivable. Any other income and all expenditure is accounted for on a cash basis and is brought to account when the income is received or the expense paid; except where otherwise stated.

NOTE 3: Levies in Arrears/Advance
The items shown as levies in Arrears/Advance in the balance sheet represent the position of all levies in arrears or advance at the balance date plus any other charges incurred during this period.

NOTE 4: Insurance Premiums
The amount of commission received (if applicable) by the managing agents is reflected on each successful quote.

NOTE 5: Creditors
The amount, if any, shown in the Balance Sheet under “creditors” represents expenditure that has been accounted for in the Income & Expenditure Statements, but not yet paid at balance date.

NOTE 6: Income Tax
Assessable income such as interest and other income derived by the plan from the investment of funds or derived from other personal property as defined in taxation ruling TR 2015/3, is taxable at the current company tax rate. Assessable income received by the plan in respect of common property is taxable in the hands of individual owners as determined by taxation ruling TR 2015/3.

Fire Safety Statement

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Please note:
Information to assist building owners to complete each section of the statement is provided on pages 3, 4 and 5.

Section 1: Type of statement

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Fire Safety Statement

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Section 5: Inspection of fire exits and paths of travel to fire exits (Part 15)

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Strata Plans 103041, 103042 & 103043
22 Langston Pl & 6-8 Chambers Court
Epping NSW 2121

FIRE SAFETY SCHEDULE

Safety Measure	Minimum Standard of Performance
Access Panels, Doors & Hoppers	BCA 2016 Amdt 1 Clause C3.13
Automatic Fail-Safe Devices	BCA 2016 Amdt 1 Clauses D2.19 & D2.21
Automatic Fire Detection & Alarm System	BCA 2016 Amdt 1 Spec. E2.2a, AS 1670.1-2015 & Fire Engineering Report prepared by Core Engineering F200050 Rev 5 Dated 10 December 2021 • □ □□□□

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Fire Doors	BCA 2016 Amdt 1 Clauses C3.2, C3.4, C3.5, C3.6, C3.7, C3.8, AS 1905.1-2005 & Fire Engineering Report prepared by Core Engineering F200050 Rev 5 Dated 10 December 2021 The rooftop hatch in the fire stair (FS-1A) of Tower 1 if permitted to achieve minimum --/60/-- FRL and not be self-closing. • [illegible] • [illegible] • [illegible] entry door on Level 18 of Tower 1 must read “HUTCH MUST REMAIN CLOSED WHEN NOT IN USE” The fire doors on Level 27 of Tower 3 (i.e. immediately below the plant room) must be permanently unlocked
Fire Hose Reels	BCA 2016 Amdt 1 Clause E1.4 & AS 2441-2005 Works Under 221121/01 BCA 2019 Amdt 1 Clause E1.4 & AS 2441.1-2005
Fire Seals	BCA 2016 Amdt 1 Clause C3.15, AS 1530.4-1997 & Fire Engineering Report prepared by Core Engineering F200050 Rev 5 Dated 10 December 2021 • [illegible] Medium temperature smoke seals must be installed to the perimeter and bottom of the applicable doors and tested to operate for 30 minutes at 200°C in accordance with AS 1530.7-2007
Fire Hydrant System	BCA 2016 Amdt 1 Clause E1.3, AS 2419.1-2005 & Fire Engineering Report prepared by Core Engineering F200050 Rev 5 Dated 10 December 2021 • [illegible] Sheet No.4 ‘Hydrant system connectors’ available at [illegible] • [illegible] • [illegible] Zone block plans are to be provided for use by the fire brigade adjacent to all CIE, sprinkler control valves, and hydrant booster assembly. These plans must show: • [illegible] ‘YOU ARE HERE’ [illegible] • [illegible] • [illegible] Location of access to the pump room

Lightweight Construction	BCA 2016 Amdt 1 Clause C1.8, AS 1530.3-1999 & Fire Engineering Report prepared by Core Engineering F200050 Rev 5 Dated 10 December 2021 • □ □□□d □r □□□□□□□□□□□□□r □□d □d □□□□□□□□r □□□□□□□□□□□□□□r □□□□ □ □□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□R □ • □ □□□□d □□□r □□□□□□□□ □□□□d □□ □□□□□□□□d □□□□□□□□□□□□□r □□r □□d □ □□□□□□□□□□□r □□□ □□□□□□ □□□□□□□□□□□□ □□□□ □□ □1□0/□□/□□□□R □□ • □ □□□□□□□□□□□□□□□□□□r □□□□□□r □□□□□□□□r □□□d □□□□r □□ □□□□□□□□□□□□□ □ □□□□ □□ □1□0/1□0/1□0□□R □□ • □ □ □□r □□□□r □□□□□□□□□□□□□□□□□□□r □□□□□□□□ □ □□□□ □□□□ □□□□□□□□□□□□□□□□□□□□

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Certificate of Currency

This is to certify that according to the records of the Company the Policy detailed below is in force until 4pm AEST 16th February 2026.

Insured:	The Owners Of SP 103041, SP 103042, SP 103043 & Lot 4 in DP 1272951
Type of Insurance:	Strata Insurance (**Property Only**)
Policy Number:	02 STR 16747
Policy Period:	From: 16th February 2025 at 4:00pm To: 16th February 2026 at 4:00pm
Policy Wording:	ARX Asset Protect_STR001
Location:	"Langston Place" 12 – 22 Langston Place, Epping NSW 2121
Building: 100%	AUD $360,163,471
Common Contents: (100%)	AUD $3,601,634
Loss of Rent:	AUD $54,024,521
Catastrophe Cover:	AUD $54,024,521
Portion:	100% of 100%

Mitsui Sumitomo Insurance Company Limited

Date: 28 February 2025 | 1:48 PM AEDT **per**.....

DS

Signed by: Brian Jang C2E3F203BEAF4ED...

Mitsui Sumitomo Insurance Co.,Ltd.
A.B.N. 49 000 525 637
Level 26, 135 King Street, Sydney NSW 2000
Telephone: (02) 9222 7600 Facsimile: (02) 9232 7006
A Member of MS&AD INSURANCE GROUP

isStrata
PO BOX 56 Bowral NSW 2576
T: 02 4851 4017

Issue date: 20/02/25

Certificate of Currency

This document certifies that the policy referred to below is currently intended to remain in force until 4.00pm on the expiry date shown 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 SP 103041
POLICY NUMBER:	ISRSC/0003980
PERIOD OF INSURANCE:	16/02/25 expiring 16/02/26 At 4pm Local Time
INTERESTED PARTY(S):	
DESCRIPTION OF INSURED BUSINESS:	Residential Strata
SITUATION OF RISK:	12-22 Langston Place, EPPING, NSW, 2121
SECTION 2:	Public Liability $50,000,000
SECTION 3:	Voluntary Workers Personal Accident Death & Disablement Insured Weekly Benefits Insured
SECTION 4:	Fidelity Guarantee $100,000
SECTION 6:	Office Bearers' Liability $5,000,000

isStrata
PO BOX 56 Bowral NSW 2576
T: 02 4851 4017

SECTION 7:	Government Audit Costs, Workplace Health and Safety Breaches and Legal Expenses (a) Government Audit Costs $30,000 (b) Workplace Health and Safety Breaches $150,000 (c) Legal Defence Expenses $50,000
INSURER:	Certain Underwriters at Lloyd's

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, to the best of our knowledge, 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 contract.

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 INSURANCE INVESTMENT SOLUTIONS PTY LTD trading as isStrata.

2.3 Assumptions

It is assumed that for new buildings, the defect liability has lapsed at the time of compiling this report. It is also assumed that for buildings affected by the Strata Building Bond and Inspection Scheme, the defects will be rectified by the developer and the OC within the first 3-4 years of the date of the occupation certificate. In this case, an approved building inspector and cost assessor would be appointed by OC within one (1) year of the date of the occupation certificate. For more details visit: https://www.fairtrading.nsw.gov.au/housing-and-property/strata-building-bond-and-inspections-scheme

3. Inspection Details

Inspection by	Samuel Star
Owners' corporation representative present	Not applicable
Inspection date	21/04/2023
Inspected areas	Readily accessible common areas only

4. Strata Plan Details

Registered SP date	14/02/2022
Total lot entitlements	100000
Number of lots	190

5. Recommended Capital Works Plan

Forecast opening balance date	1/04/2024
Recommended annual contributions (incl. GST)	$73,998.68

The recommended CWP contribution is consistent with the condition, type, scale, age and location of the subject property. The 10 year capital works plan forecast is attached in Appendix B. A summary of the projected levies over 10 years for each lot, is attached in Appendix C. The following tabled figures are a summary of the CWP projected over the next ten (10) years, should the recommended contributions be implemented and maintained.

Table 1: Current CWP

Financial Year End	Opening Balance	Annual Contributions	Anticipated Expenditure (incl. contingency)	Closing Balance
2024	$73,999	**$73,999**	$14,572	$133,425
2025	$133,425	$76,959	$12,295	$198,088
2026	$198,088	$80,037	$12,787	$265,338
2027	$265,338	$83,238	$13,299	$335,278
2028	$335,278	$86,568	$51,376	$370,470
2029	$370,470	$90,031	$14,384	$446,117
2030	$446,117	$93,632	$229,999	$309,750
2031	$309,750	$97,377	$44,960	$362,167
2032	$362,167	$101,272	$16,180	$447,259
2033	$447,259	$105,323	$415,827	$136,756

Notes
Opening Balance + Total Annual Contribution - Total Anticipated Expenditure = Closing Balance
All figures are GST inclusive

PROPOSED BUDGET

NETSTRATA

Financial Period 01.04.2025 - 31.03.2026
Main Budget
SP 103041
22 LANGSTON PLACE, EPPING

Administrative Fund	Budget 01.04.2025 - 31.03.2026	Actual 01.04.2024 - 31.03.2025	Budget 01.04.2024 - 31.03.2025
Income			
Expense Recovery			
Debt Collection Recoveries	-	2,000.00	-
Owner Expense Recoveries	-	136.36	-
Interest Received			
Interest On Levy Arrears	-	738.24	-
Levy Income			
Levy Income	1,047,015.24	1,043,926.79	1,045,944.82
Other Adjustments			
Consolidating Other Funds to Admin	-	36,769.04	-
Total Income	**1,047,015.24**	**1,083,570.43**	**1,045,944.82**
Expense			
Accounting, Taxation & Banking			
Audit Report	1,900.00	1,731.82	1,900.00
Bank Fees	50.00	41.60	50.00
BAS & Tax Administration	2,500.00	2,424.53	2,330.00
DEFT Process Fees	481.00	480.79	474.00
Insurance			
Insurance Claims	-	1,026.00	-
Insurance Premium	4,000.00	3,842.68	7,700.00
Maintenance			
Air Conditioning Maintenance	-	4,997.50	-
Air Conditioning Repairs	-	-	-
Cleaning - General	50,000.00	49,392.65	50,000.00
Compactor / Chute Service	-	-	-
Electrical Repairs	3,000.00	(4,224.15)	2,000.00
Fire Services	9,000.00	7,190.90	11,000.00
General Maintenance	13,000.00	12,167.42	13,000.00
Hot Water System Maintenance	-	-	-
Intercom Repairs / Replacement	-	895.00	-
Lift Maintenance	23,000.00	22,500.00	23,000.00

PROPOSED BUDGET CONTINUED

Financial Period 01.04.2025 - 31.03.2026
Main Budget
SP 103041
22 LANGSTON PLACE, EPPING

Administrative Fund	Budget 01.04.2025 - 31.03.2026	Actual 01.04.2024 - 31.03.2025	Budget 01.04.2024 - 31.03.2025
Locks & Doors	4,000.00	3,149.01	6,000.00
Mechanical Ventilation	-	-	-
Pest Control - General	960.00	960.00	1,620.00
Plumbing - General	3,000.00	2,246.50	4,000.00
Waste Removal	1,700.00	1,695.00	2,500.00
Resident Manager / Caretaker			
Building Manager/Caretaker	-	11,226.71	13,087.00
Strata/Building Administration			
BMC/Community Contributions	701,053.00	711,697.28	711,795.82
Debt Collection Fees	-	1,840.00	-
Electronic Communications	-	4,560.00	-
Information Storage & Data Protection	4,560.00	4,560.00	4,560.00
Land Titles & By-Law Registration	5,000.00	4,805.26	6,500.00
Legislative Compliance	5,400.00	5,372.70	6,400.00
Management Services	40,227.60	38,312.18	38,428.00
Previous Year Deficit	37,583.64	-	-
Printing, Postage & Stationery	5,000.00	2,430.22	9,000.00
Strata Administration	6,000.00	1,181.28	6,000.00
Utilities			
Electricity Consumption	100,000.00	162,463.91	100,000.00
Lift Phone & Phone Charges	600.00	552.34	600.00
Water Consumption	25,000.00	24,967.28	24,000.00
Total Expense	**1,047,015.24**	**1,084,486.41**	**1,045,944.82**
Surplus / Deficit	**-**	**(915.98)**	**-**

Capital Works Fund	Budget 01.04.2025 - 31.03.2026	Actual 01.04.2024 - 31.03.2025	Budget 01.04.2024 - 31.03.2025
Income			
Interest Received			
Interest On Levy Arrears	-	37.32	-

PROPOSED BUDGET
CONTINUED

Financial Period 01.04.2025 - 31.03.2026
Main Budget
SP 103041
22 LANGSTON PLACE, EPPING

Capital Works Fund	Budget 01.04.2025 - 31.03.2026	Actual 01.04.2024 - 31.03.2025	Budget 01.04.2024 - 31.03.2025
Levy Income			
Levy Income	72,761.00	69,962.41	69,962.73
Total Income	**72,761.00**	**69,999.73**	**69,962.73**
Expense			
Maintenance			
Air Conditioning Maintenance	-	4,880.00	-
Air Conditioning Repairs	-	6,980.00	-
Capital Works Fund Maintenance	72,761.00	-	69,962.73
Electrical Repairs	-	2,849.22	-
Locks & Doors	-	6,529.10	-
Utilities			
Lift Phone & Phone Charges	-	5,312.82	-
Total Expense	**72,761.00**	**26,551.14**	**69,962.73**
Surplus / Deficit	**-**	**43,448.59**	**-**

CONTRIBUTIONS
SUMMARY (PROPOSED)

Financial Period 01.04.2025 – 31.03.2026

SP 103041
22 LANGSTON PLACE, EPPING

Lot	Unit	UOE	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
1	101	358	1,102.42	1,102.42	1,102.42	1,102.42	**4,409.68**
2	103	596	1,835.31	1,835.31	1,835.31	1,835.31	**7,341.25**
3	105	572	1,761.41	1,761.41	1,761.41	1,761.41	**7,045.63**
4	106	442	1,361.09	1,361.09	1,361.09	1,361.09	**5,444.35**
5	201	427	1,314.90	1,314.90	1,314.90	1,314.90	**5,259.59**
6	202	427	1,314.90	1,314.90	1,314.90	1,314.90	**5,259.59**
7	203	427	1,314.90	1,314.90	1,314.90	1,314.90	**5,259.59**
8	205	422	1,299.50	1,299.50	1,299.50	1,299.50	**5,198.00**
9	206	489	1,505.82	1,505.82	1,505.82	1,505.82	**6,023.28**
10	207	683	2,103.22	2,103.22	2,103.22	2,103.22	**8,412.88**
11	208	432	1,330.29	1,330.29	1,330.29	1,330.29	**5,321.18**
12	301	432	1,330.29	1,330.29	1,330.29	1,330.29	**5,321.18**
13	302	432	1,330.29	1,330.29	1,330.29	1,330.29	**5,321.18**
14	303	432	1,330.29	1,330.29	1,330.29	1,330.29	**5,321.18**
15	305	427	1,314.90	1,314.90	1,314.90	1,314.90	**5,259.59**
16	306	492	1,515.06	1,515.06	1,515.06	1,515.06	**6,060.23**
17	307	688	2,118.62	2,118.62	2,118.62	2,118.62	**8,474.47**
18	308	437	1,345.69	1,345.69	1,345.69	1,345.69	**5,382.76**
19	401	437	1,345.69	1,345.69	1,345.69	1,345.69	**5,382.76**
20	402	437	1,345.69	1,345.69	1,345.69	1,345.69	**5,382.76**
21	403	437	1,345.69	1,345.69	1,345.69	1,345.69	**5,382.76**
22	405	432	1,330.29	1,330.29	1,330.29	1,330.29	**5,321.18**
23	406	494	1,521.22	1,521.22	1,521.22	1,521.22	**6,084.86**
24	407	693	2,134.01	2,134.01	2,134.01	2,134.01	**8,536.05**
25	408	442	1,361.09	1,361.09	1,361.09	1,361.09	**5,444.35**
26	501	450	1,385.72	1,385.72	1,385.72	1,385.72	**5,542.89**
27	502	450	1,385.72	1,385.72	1,385.72	1,385.72	**5,542.89**
28	503	450	1,385.72	1,385.72	1,385.72	1,385.72	**5,542.89**
29	505	445	1,370.33	1,370.33	1,370.33	1,370.33	**5,481.30**
30	506	497	1,530.45	1,530.45	1,530.45	1,530.45	**6,121.82**
31	507	698	2,149.41	2,149.41	2,149.41	2,149.41	**8,597.64**
32	508	455	1,401.12	1,401.12	1,401.12	1,401.12	**5,604.48**
33	601	455	1,401.12	1,401.12	1,401.12	1,401.12	**5,604.48**

CONTRIBUTIONS
SUMMARY (PROPOSED)

Financial Period 01.04.2025 – 31.03.2026

SP 103041
22 LANGSTON PLACE, EPPING

Lot	Unit	UOE	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
34	602	455	1,401.12	1,401.12	1,401.12	1,401.12	**5,604.48**
35	603	455	1,401.12	1,401.12	1,401.12	1,401.12	**5,604.48**
36	605	450	1,385.72	1,385.72	1,385.72	1,385.72	**5,542.89**
37	606	499	1,536.61	1,536.61	1,536.61	1,536.61	**6,146.45**
38	607	703	2,164.81	2,164.81	2,164.81	2,164.81	**8,659.23**
39	608	460	1,416.52	1,416.52	1,416.52	1,416.52	**5,666.07**
40	701	460	1,416.52	1,416.52	1,416.52	1,416.52	**5,666.07**
41	702	460	1,416.52	1,416.52	1,416.52	1,416.52	**5,666.07**
42	703	460	1,416.52	1,416.52	1,416.52	1,416.52	**5,666.07**
43	705	455	1,401.12	1,401.12	1,401.12	1,401.12	**5,604.48**
44	706	502	1,545.85	1,545.85	1,545.85	1,545.85	**6,183.40**
45	707	708	2,180.20	2,180.20	2,180.20	2,180.20	**8,720.82**
46	708	465	1,431.91	1,431.91	1,431.91	1,431.91	**5,727.66**
47	801	462	1,422.68	1,422.68	1,422.68	1,422.68	**5,690.70**
48	802	462	1,422.68	1,422.68	1,422.68	1,422.68	**5,690.70**
49	803	462	1,422.68	1,422.68	1,422.68	1,422.68	**5,690.70**
50	805	457	1,407.28	1,407.28	1,407.28	1,407.28	**5,629.12**
51	806	504	1,552.01	1,552.01	1,552.01	1,552.01	**6,208.04**
52	807	713	2,195.60	2,195.60	2,195.60	2,195.60	**8,782.41**
53	808	467	1,438.07	1,438.07	1,438.07	1,438.07	**5,752.29**
54	901	465	1,431.91	1,431.91	1,431.91	1,431.91	**5,727.66**
55	902	465	1,431.91	1,431.91	1,431.91	1,431.91	**5,727.66**
56	903	465	1,431.91	1,431.91	1,431.91	1,431.91	**5,727.66**
57	905	460	1,416.52	1,416.52	1,416.52	1,416.52	**5,666.07**
58	906	507	1,561.25	1,561.25	1,561.25	1,561.25	**6,244.99**
59	907	718	2,211.00	2,211.00	2,211.00	2,211.00	**8,843.99**
60	908	470	1,447.31	1,447.31	1,447.31	1,447.31	**5,789.24**
61	1001	465	1,431.91	1,431.91	1,431.91	1,431.91	**5,727.66**
62	1002	465	1,431.91	1,431.91	1,431.91	1,431.91	**5,727.66**
63	1003	465	1,431.91	1,431.91	1,431.91	1,431.91	**5,727.66**
64	1005	460	1,416.52	1,416.52	1,416.52	1,416.52	**5,666.07**
65	1006	482	1,484.26	1,484.26	1,484.26	1,484.26	**5,937.05**
66	1007	606	1,866.11	1,866.11	1,866.11	1,866.11	**7,464.43**

CONTRIBUTIONS
SUMMARY (PROPOSED)

Financial Period 01.04.2025 – 31.03.2026

SP 103041
22 LANGSTON PLACE, EPPING

Lot	Unit	UOE	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
67	1008	470	1,447.31	1,447.31	1,447.31	1,447.31	**5,789.24**
68	1101	470	1,447.31	1,447.31	1,447.31	1,447.31	**5,789.24**
69	1102	470	1,447.31	1,447.31	1,447.31	1,447.31	**5,789.24**
70	1103	470	1,447.31	1,447.31	1,447.31	1,447.31	**5,789.24**
71	1105	465	1,431.91	1,431.91	1,431.91	1,431.91	**5,727.66**
72	1106	512	1,576.64	1,576.64	1,576.64	1,576.64	**6,306.58**
73	1107	728	2,241.79	2,241.79	2,241.79	2,241.79	**8,967.17**
74	1108	475	1,462.71	1,462.71	1,462.71	1,462.71	**5,850.83**
75	1201	472	1,453.47	1,453.47	1,453.47	1,453.47	**5,813.88**
76	1202	472	1,453.47	1,453.47	1,453.47	1,453.47	**5,813.88**
77	1203	472	1,453.47	1,453.47	1,453.47	1,453.47	**5,813.88**
78	1205	467	1,438.07	1,438.07	1,438.07	1,438.07	**5,752.29**
79	1206	514	1,582.80	1,582.80	1,582.80	1,582.80	**6,331.21**
80	1207	733	2,257.19	2,257.19	2,257.19	2,257.19	**9,028.76**
81	1208	477	1,468.87	1,468.87	1,468.87	1,468.87	**5,875.47**
82	1301	475	1,462.71	1,462.71	1,462.71	1,462.71	**5,850.83**
83	1302	475	1,462.71	1,462.71	1,462.71	1,462.71	**5,850.83**
84	1303	475	1,462.71	1,462.71	1,462.71	1,462.71	**5,850.83**
85	1305	470	1,447.31	1,447.31	1,447.31	1,447.31	**5,789.24**
86	1306	517	1,592.04	1,592.04	1,592.04	1,592.04	**6,368.17**
87	1307	1218	3,750.69	3,750.69	3,750.69	3,750.69	**15,002.76**
88	2706	1416	4,360.41	4,360.41	4,360.41	4,360.41	**17,441.63**
89	1401	477	1,468.87	1,468.87	1,468.87	1,468.87	**5,875.47**
90	1402	477	1,468.87	1,468.87	1,468.87	1,468.87	**5,875.47**
91	1403	477	1,468.87	1,468.87	1,468.87	1,468.87	**5,875.47**
92	1405	472	1,453.47	1,453.47	1,453.47	1,453.47	**5,813.88**
93	1406	519	1,598.20	1,598.20	1,598.20	1,598.20	**6,392.80**
94	1407	743	2,287.98	2,287.98	2,287.98	2,287.98	**9,151.93**
95	1408	482	1,484.26	1,484.26	1,484.26	1,484.26	**5,937.05**
96	1501	480	1,478.10	1,478.10	1,478.10	1,478.10	**5,912.42**
97	1502	480	1,478.10	1,478.10	1,478.10	1,478.10	**5,912.42**
98	1503	480	1,478.10	1,478.10	1,478.10	1,478.10	**5,912.42**
99	1505	475	1,462.71	1,462.71	1,462.71	1,462.71	**5,850.83**

CONTRIBUTIONS
SUMMARY (PROPOSED)

Financial Period 01.04.2025 – 31.03.2026

SP 103041
22 LANGSTON PLACE, EPPING

Lot	Unit	UOE	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
100	1506	522	1,607.44	1,607.44	1,607.44	1,607.44	**6,429.76**
101	1507	748	2,303.38	2,303.38	2,303.38	2,303.38	**9,213.52**
102	1508	485	1,493.50	1,493.50	1,493.50	1,493.50	**5,974.01**
103	1601	482	1,484.26	1,484.26	1,484.26	1,484.26	**5,937.05**
104	1602	482	1,484.26	1,484.26	1,484.26	1,484.26	**5,937.05**
105	1603	482	1,484.26	1,484.26	1,484.26	1,484.26	**5,937.05**
106	1605	477	1,468.87	1,468.87	1,468.87	1,468.87	**5,875.47**
107	1606	524	1,613.60	1,613.60	1,613.60	1,613.60	**6,454.39**
108	1607	753	2,318.78	2,318.78	2,318.78	2,318.78	**9,275.11**
109	1608	487	1,499.66	1,499.66	1,499.66	1,499.66	**5,998.64**
110	1701	485	1,493.50	1,493.50	1,493.50	1,493.50	**5,974.01**
111	1702	969	2,983.92	2,983.92	2,983.92	2,983.92	**11,935.69**
112	2705	1988	6,121.82	6,121.82	6,121.82	6,121.82	**24,487.27**
113	1705	480	1,478.10	1,478.10	1,478.10	1,478.10	**5,912.42**
114	1706	527	1,622.84	1,622.84	1,622.84	1,622.84	**6,491.34**
115	1707	758	2,334.17	2,334.17	2,334.17	2,334.17	**9,336.69**
116	1708	489	1,505.82	1,505.82	1,505.82	1,505.82	**6,023.28**
117	1801	487	1,499.66	1,499.66	1,499.66	1,499.66	**5,998.64**
118	1802	345	1,062.39	1,062.39	1,062.39	1,062.39	**4,249.55**
119	1803	363	1,117.82	1,117.82	1,117.82	1,117.82	**4,471.27**
120	1805	358	1,102.42	1,102.42	1,102.42	1,102.42	**4,409.68**
121	1806	482	1,484.26	1,484.26	1,484.26	1,484.26	**5,937.05**
122	1807	502	1,545.85	1,545.85	1,545.85	1,545.85	**6,183.40**
123	1808	641	1,973.89	1,973.89	1,973.89	1,973.89	**7,895.54**
124	1809	492	1,515.06	1,515.06	1,515.06	1,515.06	**6,060.23**
125	1901	489	1,505.82	1,505.82	1,505.82	1,505.82	**6,023.28**
126	1902	348	1,071.63	1,071.63	1,071.63	1,071.63	**4,286.50**
127	1903	365	1,123.98	1,123.98	1,123.98	1,123.98	**4,495.90**
128	1905	360	1,108.58	1,108.58	1,108.58	1,108.58	**4,434.31**
129	1906	485	1,493.50	1,493.50	1,493.50	1,493.50	**5,974.01**
130	1907	532	1,638.23	1,638.23	1,638.23	1,638.23	**6,552.93**
131	1908	768	2,364.97	2,364.97	2,364.97	2,364.97	**9,459.87**
132	1909	494	1,521.22	1,521.22	1,521.22	1,521.22	**6,084.86**

CONTRIBUTIONS
SUMMARY (PROPOSED)

Financial Period 01.04.2025 – 31.03.2026

SP 103041
22 LANGSTON PLACE, EPPING

Lot	Unit	UOE	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
133	2001	494	1,521.22	1,521.22	1,521.22	1,521.22	**6,084.86**
134	2002	350	1,077.78	1,077.78	1,077.78	1,077.78	**4,311.14**
135	2003	368	1,133.21	1,133.21	1,133.21	1,133.21	**4,532.85**
136	2005	363	1,117.82	1,117.82	1,117.82	1,117.82	**4,471.27**
137	2006	489	1,505.82	1,505.82	1,505.82	1,505.82	**6,023.28**
138	2007	534	1,644.39	1,644.39	1,644.39	1,644.39	**6,577.57**
139	2008	773	2,380.36	2,380.36	2,380.36	2,380.36	**9,521.46**
140	2009	499	1,536.61	1,536.61	1,536.61	1,536.61	**6,146.45**
141	2101	499	1,536.61	1,536.61	1,536.61	1,536.61	**6,146.45**
142	2102	353	1,087.02	1,087.02	1,087.02	1,087.02	**4,348.09**
143	2103	370	1,139.37	1,139.37	1,139.37	1,139.37	**4,557.49**
144	2105	365	1,123.98	1,123.98	1,123.98	1,123.98	**4,495.90**
145	2106	494	1,521.22	1,521.22	1,521.22	1,521.22	**6,084.86**
146	2107	537	1,653.63	1,653.63	1,653.63	1,653.63	**6,614.52**
147	2108	778	2,395.76	2,395.76	2,395.76	2,395.76	**9,583.05**
148	2109	504	1,552.01	1,552.01	1,552.01	1,552.01	**6,208.04**
149	2201	504	1,552.01	1,552.01	1,552.01	1,552.01	**6,208.04**
150	2202	355	1,093.18	1,093.18	1,093.18	1,093.18	**4,372.73**
151	2203	373	1,148.61	1,148.61	1,148.61	1,148.61	**4,594.44**
152	2205	368	1,133.21	1,133.21	1,133.21	1,133.21	**4,532.85**
153	2206	499	1,536.61	1,536.61	1,536.61	1,536.61	**6,146.45**
154	2207	539	1,659.79	1,659.79	1,659.79	1,659.79	**6,639.15**
155	2208	783	2,411.16	2,411.16	2,411.16	2,411.16	**9,644.63**
156	2209	509	1,567.41	1,567.41	1,567.41	1,567.41	**6,269.63**
157	2301	509	1,567.41	1,567.41	1,567.41	1,567.41	**6,269.63**
158	2302	358	1,102.42	1,102.42	1,102.42	1,102.42	**4,409.68**
159	2303	375	1,154.77	1,154.77	1,154.77	1,154.77	**4,619.08**
160	2305	370	1,139.37	1,139.37	1,139.37	1,139.37	**4,557.49**
161	2306	504	1,552.01	1,552.01	1,552.01	1,552.01	**6,208.04**
162	2307	542	1,669.03	1,669.03	1,669.03	1,669.03	**6,676.11**
163	2308	788	2,426.56	2,426.56	2,426.56	2,426.56	**9,706.22**
164	2309	514	1,582.80	1,582.80	1,582.80	1,582.80	**6,331.21**
165	2401	514	1,582.80	1,582.80	1,582.80	1,582.80	**6,331.21**

CONTRIBUTIONS
SUMMARY (PROPOSED)

Financial Period 01.04.2025 – 31.03.2026

SP 103041
22 LANGSTON PLACE, EPPING

Lot	Unit	UOE	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
166	2402	360	1,108.58	1,108.58	1,108.58	1,108.58	**4,434.31**
167	2403	378	1,164.01	1,164.01	1,164.01	1,164.01	**4,656.03**
168	2405	373	1,148.61	1,148.61	1,148.61	1,148.61	**4,594.44**
169	2406	509	1,567.41	1,567.41	1,567.41	1,567.41	**6,269.63**
170	2407	544	1,675.19	1,675.19	1,675.19	1,675.19	**6,700.74**
171	2408	793	2,441.95	2,441.95	2,441.95	2,441.95	**9,767.81**
172	2409	519	1,598.20	1,598.20	1,598.20	1,598.20	**6,392.80**
173	2501	519	1,598.20	1,598.20	1,598.20	1,598.20	**6,392.80**
174	2502	363	1,117.82	1,117.82	1,117.82	1,117.82	**4,471.27**
175	2503	380	1,170.17	1,170.17	1,170.17	1,170.17	**4,680.66**
176	2505	375	1,154.77	1,154.77	1,154.77	1,154.77	**4,619.08**
177	2506	514	1,582.80	1,582.80	1,582.80	1,582.80	**6,331.21**
178	2507	547	1,684.42	1,684.42	1,684.42	1,684.42	**6,737.69**
179	2508	798	2,457.35	2,457.35	2,457.35	2,457.35	**9,829.40**
180	2509	524	1,613.60	1,613.60	1,613.60	1,613.60	**6,454.39**
181	2601	524	1,613.60	1,613.60	1,613.60	1,613.60	**6,454.39**
182	2602	365	1,123.98	1,123.98	1,123.98	1,123.98	**4,495.90**
183	2603	383	1,179.40	1,179.40	1,179.40	1,179.40	**4,717.62**
184	2605	378	1,164.01	1,164.01	1,164.01	1,164.01	**4,656.03**
185	2606	519	1,598.20	1,598.20	1,598.20	1,598.20	**6,392.80**
186	2607	554	1,705.98	1,705.98	1,705.98	1,705.98	**6,823.92**
187	2608	803	2,472.75	2,472.75	2,472.75	2,472.75	**9,890.98**
188	2609	529	1,628.99	1,628.99	1,628.99	1,628.99	**6,515.98**
189	2701	1173	3,612.12	3,612.12	3,612.12	3,612.12	**14,448.47**
190	2703	1739	5,355.05	5,355.05	5,355.05	5,355.05	**21,420.20**
		100,000	**307,938.47**	**307,938.47**	**307,938.47**	**307,938.47**	**1,231,753.86**

NETSTRATA
EST 1996

Special By-Law – E-Charging

1. **Introduction**

The purpose of this by-law is to assist the owners corporation to better manage and administer the strata scheme by setting out requirements around e-charging and e-bikes.

2. **Installation of e-chargers**

2.1 Any installation of an e-charger requires the approval of the owners corporation.

2.2 Any owner may install an e-charger within their lot (including the internal part of that lot or the car space or garage), subject to the terms of this by-law.

2.3 Any electrical work for an e-charger approved for the purposes of section 110(3)(d) of the SSMA will be approved, subject to the terms of this by-law.

3. **Liability**

3.1 Any installation of an e-charger must be carried out in a competent and proper manner.

3.2 Any owner who installs or uses an e-charge or keeps an e-bike on any part of their lot or the common property:

(a) Must ensure that any damage caused to another lot or any part of the common property from the installation or use of the e-charger or the keeping or use of their e-bike is repaired at that owner's cost;

(b) Is liable for the reasonable cost of rectification of any damage caused to the common property or any part of another lot as a result of that installation, use or keeping; and

(c) Indemnifies the owners corporation in respect of the reasonable cost of rectification of any such damage, and

The owners corporation may recover the reasonable cost of rectifying any such damage from that owner as a debt.

3.3 Any costs of rectifying damage recoverable by the owners corporation under this by-law must be reasonable and in the event of a dispute over the extent of those costs, the court or a qualified person to whom either party refers the dispute may assess the reasonableness of those costs.

4. **Lot Insurance**

4.1 To the extent possible at law, it is a requirement that the owner must, prior to installing or using an e-charger or keeping or using an e-bike or e-scooter, obtain a public liability and damage insurance policy for that lot (**Lot Insurance**), which Lot Insurance must include cover for the risks referred to in clause 3.2(a).

4.2 To the extent an owners corporation can require an owner to effect the Lot Insurance, the owner must keep that Lot Insurance in effect whilst the e-charger remains in place and in use, and while any e-bike is kept or used within the parcel.

5. **Owners Corporation Insurance**

5.1 The owners corporation may notify its insurer of the installation and use of the e-charger and the keeping and use of the e-bike.

5.2 It is a condition of the installation or use of an e-charger and the keeping and use of an e-bike that if that installation or use within the parcel results in an increase in the owners corporation's insurance premium, then:

(a) The owner of that lot must pay that extra amount of the premium; and

(b) The owner consents to his or her contributions being increased to reflect that extra amount of the premium.

5.3 Whilst an Owner has Lot Insurance in place, the owners corporation will waive its rights under clause 5.2.

6. **Recovery**

6.1 A debt will, if not paid within a month of (**Interest Start Date**):

6.1.1 sending the invoice to the owner; or

6.1.2 otherwise notifying the owner of the debt,

Bear interest at the rate of 10% per annum, calculated on a daily basis from the Interest Start Date until payment.

6.2 The owners corporation may recover from the owner all of its reasonable expenses of recovering a debt.

6.3 All debts, interest on debts and expenses of recovering debts are payable into the Administrative Fund, as an amount payable under a by-law made under Part 7 of the Act.

7. **Interpretation**

In this by-law:

7.1 ***common property*** means the common property for this strata scheme.

7.2 ***debt*** means any reasonable amount payable to or recoverable by the owners corporation under this by-law, including under clause 3.2 or 5.2, as well as any interest or reasonable recovery costs referred to in clause 4.

7.3 ***e-bike*** means any form of electronic, or chargeable, or battery-operated bicycle, scooter, skateboard or other vehicle which conveys people.

7.4 **e-charger** means a power point, or access point, or other mechanism for charging an e-bike.

7.5 ***lot*** means a lot in the strata scheme.

7.6 ***owner*** means an owner of a lot in the strata scheme.

7.7 ***SSMA*** means the *Strata Schemes Management Act* 2015.

7.8 Any term used in this by-law that is defined in the SSMA will have the same meaning in this by-law as it does in the Act.

7.9 If there is any conflict between this by-law and any other by-law of the strata scheme, or any approval given by the owners corporation to carry out work, this by-law will apply to the extent of that conflict.

7.10 Any provision that is invalid, unenforceable or illegal must be read down to the extent necessary to avoid that effect. If that is not possible, that provision must be excluded from this by-law but only to the extent necessary to avoid that effect. All other provisions of this by-law continue to be valid and enforceable.

NETSTRATA
EST 1996

Special By-Law – WH&S Policy

1. **Introduction**

The purpose of this by-law is to set up and record the owners corporation's WHS Policy if an Serious Event occurs.

2. **Policy**

2.1 If any Owner or Occupier is aware of a Serious Event, or has constructive knowledge of a Serious Event, they must immediately report the Serious Event to:

(a) The Strata Manager; and

(b) If the owners corporation has a Building Manager, the Building Manager (as well).

2.2 Upon becoming aware of a Serious Event, the owners corporation must take the following steps (**Steps**), as soon as possible, or require that its Strata Manager or Building Manager take those Steps as soon as possible:

(a) Engage a consultant to carry out an immediate Risk Assessment;

(b) If there is any obvious risk or risk identified in that Risk Assessment:
(1) take the relevant common property out of service immediately, if that is recommended in the Risk Assessment, or reasonably required before receiving the Risk Assessment; and
(2) post signage, and send an email to every Owner and Occupier, to the effect that the damaged common property is not to be touched or operated until it is fully repaired or replaced or has been deemed safe by a competent person.

(c) Implement measures to keep persons away from the damaged common property, such as temporary barricades, exclusion zones and warning signs.

(d) Develop and implement a safe work method statement or safe work procedure for any altered operation of any damaged common property still able to be used;

(e) Engage a competent person to repair or replace the damaged common property as soon as possible;

2.3 The owners corporation must also do the following, until the Steps are complete:

(a) If it requires its Strata Manager or Building Manager to take those Steps, follow up that Strata Manager or Building Manager as soon and as often as the circumstances require; and

(b) If it engages a consultant or tradesperson, follow up that consultant or tradesperson as soon and as often as the circumstances require.

2.4 If the owners corporation directs or requires its Strata Manager or Building Manager to take the Steps, that Strata Manager or Building Manager must follow up any consultant, tradesperson or other person it engages as soon and as often as the circumstances require.

2.5 The owners corporation acknowledges that any work the Strata Manager or Building Manager carries out under a direction given in this by-law is likely to incur additional fees to the owners corporation, calculated in accordance with the relevant agreement in place at the time.

3. **Interpretation**

In this by-law:

3.1 ***Building Manager*** means any person or company appointed as the owners corporation's building manager under Part 4 of the SSMA.

3.2 ***common property*** means the common property for this strata scheme.

3.3 ***lot*** means a lot in the strata scheme.

3.4 ***Occupier*** means any occupier of a lot.

3.5 ***Owner*** means an owner of a lot in the strata scheme.

3.6 ***Risk Assessment*** means a risk assessment addressing the risk to any person or property arising from the Serious Event, carried out by a suitably qualified consultant.

3.7 ***Serious Event*** means any event or happening, whether through someone's fault, or by accident, or through wear and tear, or by any other means, whereby common property is damaged or compromised so that:

(a) there is any foreseeable risk of collapse of any part of the building, or any structure;

(b) there is any foreseeable risk of further damage to common property or lot property as a result of that Serious Event;

(c) there is any foreseeable risk of possible injury or death to any owner, occupier or invitee (including employees);

3.8 ***SSMA*** means the *Strata Schemes Management Act* 2015.

3.9 ***Steps*** means the steps set out in clause 2.2.

3.10 ***Strata Manager*** means any person or company appointed as the owners corporation's strata manager under Part 4 of the SSMA.

3.11 ***WHS Policy*** means a policy under the *Work Health Safety Act 2011*.

3.12 Any term used in this by-law that is defined in the SSMA will have the same meaning in this by-law as it does in the Act.

3.13 If there is any conflict between this by-law and any other by-law of the strata scheme, or any approval given by the owners corporation to carry out work, this by-law will apply to the extent of that conflict.

3.14 Any provision that is invalid, unenforceable or illegal must be read down to the extent necessary to avoid that effect. If that is not possible, that provision must be excluded from this by-law but only to the extent necessary to avoid that effect. All other provisions of this by-law continue to be valid and enforceable.

NETSTRATA
EST 1996

Parking By-Law

1. No Parking on Common Property by Owners and Occupiers Without Approval
An owner or occupier of a lot must not park or stand any motor or other vehicle ("vehicle") on the common property, including the visitor parking spaces, except with the prior written approval of the owners corporation.

2. No Parking on Common Property by Tenants to be Permitted by Owners Without Approval
An owner of a lot must:
(a) not allow any occupiers of the owner's lot, including the owner's lessees or tenants, to park or stand any vehicle on the common property except with the prior written approval of the owners corporation, and
(b) take all reasonable steps to ensure that any occupiers of the owner's lot, including the owner's lessees or tenants, do not park or stand any vehicle on the common property except with the prior written approval of the owners corporation.

3. No Parking on Common Property by Visitors to be Permitted by Owners or Occupiers Except in Visitor Parking Spaces
An owner or occupier of a lot must:
(a) not allow any visitors or invitees of the owner or occupier, including any tradespeople, to park or stand any vehicle on the common property except in a visitor parking space,
(b) take all reasonable steps to ensure that any visitors or invitees of the owner or occupier, including any tradespeople, do not park or stand any vehicle on the common property except in a visitor parking space.

4. Definition of a Visitor
A visitor is a person who stays in that Owner's Lot for not more than 24 hours in any one week.

5. Privately Owned Parking Spaces
Parking spaces owned privately (Lot property) must be clear of all stored items and debris, these parking spaces are solely for the parking of vehicles.

6. No Parking on Common Property by Outsiders
An owner or occupier of a lot must not allow any person who is not visiting the parcel to park or stand a vehicle on the common property, including the visitor parking spaces.

7. No Parking in Another Parking Space
An owner or occupier of a lot must not park or stand any vehicle in a parking space that is or forms part of another lot without the written approval of the owner or occupier of that parking space.

8. Breach of By-Law - No Parking Notices
(a) In the event that an owner or occupier of a lot (including a lessee or tenant) breaches this by-law, the owners corporation may:
(i) give the owner or occupier in breach a notice, or place a notice on the offending vehicle, requesting the removal of the offending vehicle, advising of the terms of this by-law and the consequences of the breach ("removal notice"),
(ii) issue more than one removal notice throughout the duration of the breach of this by-law (but it must not act unreasonably when doing so), and
(iii) recover as a debt from the owner or occupier in breach of this by-law:
(A) the sum of $165.00 (including GST), or such other amount as may be determined from time to time by the strata committee ("administrative cost"), being a genuine pre-estimate of the administrative costs incurred by the owners corporation in issuing the removal notice, and
(B) the expenses incurred by the owners corporation recovering the administrative cost including legal costs and disbursements on an indemnity basis ("recovery costs").
(b) For the avoidance of doubt, if the owners corporation issues more than one removal notice throughout the duration of a breach of this by-law it may recover as a debt from the owner or occupier in breach of this by-law the administrative cost multiplied by the number of notices it issues.

9. Breach of By-Law – Recovery of Expenses

9.1 In the event that an owner or occupier of a lot (including a lessee or tenant) breaches this by-law, the owners corporation may:

(a) rectify the breach, and/or

(b) to the extent permitted by law, recover from the owner or occupier as a debt:

(i) the expenses incurred by the owners corporation arising out of or caused by the breach, including expenses incurred rectifying or attempting to rectify, restrain or prevent the breach ("breach expenses"); and

(ii) the expenses incurred by the owners corporation recovering the breach expenses including legal costs and disbursements on an indemnity basis ("recovery expenses").

(c) charge interest (at the same rate that applies to overdue contributions under section 85 of the Strata Schemes Management Act 2015) on any amounts it may recover as a debt pursuant to this by-law if any such amounts are not paid at the end of one month after they become due and payable;

9.2 For the purpose of this by-law, any administrative cost, recovery costs, breach expenses and recovery expenses become due and payable by the owner or occupier concerned at the same time as the owners corporation incurs those costs or expenses.

9.3 Nothing in this clause limits the rights of or the remedies available to the owners corporation on a breach of this by-law.

10. Mode of Recovery of Expenses, Interest, etc

In the case of an owner of a lot, the owners corporation may include reference to any administrative cost, recovery costs, breach expenses or recovery expenses for which that owner is liable on:

(a) the owner's account with the owners corporation;

(b) levy notices given to that owner; and

(c) certificates issued under section 184 of the Strata Schemes Management Act 2015 in respect of the owner's lot;

for the purpose of recovering any of those amounts from the owner as a debt.

11. Inconsistencies

To the extent that any provision in this by-law is inconsistent with any other by-law, the provision in this by-law will prevail to the extent of the inconsistency.

NETSTRATA
EST 1996

Major Building Work (Major Renovations) By-Law

1. Approval of Owners Corporation required

Owners must not carry out or commence to carry out Major Building Works unless the works and the plans and specification relating to the works are first approved by the Owners Corporation in the manner contemplated by this by-law.

2. Application to the Owners Corporation

An Owner wishing to procure the approval of the Owners corporation to Major Building Works must:
(a) make an application in writing to the Managing Agent (or if a managing agent has not been appointed, to the Secretary);
(b) include with the application;
(i) any fee prescribed by the Owners Corporation
(ii) detailed plans and specifications for the Major Building Works;
(iii) a description of the proposed Major Building Works; and
(iv) information as to:
A. whether the proposed Major Building Works are to Common Property or may affect Common Property in any way; and
B. whether the proposed Major Building Works will or are likely to impact on or affect the structural integrity of the Building.

3. Rights in Owners Corporation

(a) in order for the Owners Corporation to process an application for approval for Major Building Works, the Owners Corporation may:
(i) require the applicant to submit further information, such as further plans, specifications or reports;
(ii) waive the requirement to submit detailed plans and specifications;
(iii) require the applicant to provide a report or certification from a suitably qualified consultant (approved by the Owners Corporation and addressed to the Owners Corporation) confirming the proposed Major Building Works will not impact on the structural integrity of the Building; or
(iv) appoint a consultant to review any material or any information provided by the applicant and to make recommendations (the Owners Corporation may require the applicant to pay for or accept responsibility for payment of the consultant's fee)
(b) in processing an application, the Owners Corporation:
(i) may act in its own discretion;
(ii) approve it unconditionally or may impose conditions; and
(iii) may disregard its previous decisions.
(c) In processing an application, the Owners Corporation may require the payment of a bond:
(i) to be applied at the discretion of the Owners Corporation towards any cost incurred by the Owners Corporation in connection with the Major Building Works
(ii) to be applied by the Owners Corporation towards rectification of any possible damage to Common Property as a result of carrying out the Major Building Works; and
(iii) to be applied by the Owners Corporation towards any costs incurred by the Owners Corporation in carrying out its rights and functions under this by-law.
(d) the role of the Owners Corporation in processing and approving an application is procedural only. The Owners Corporation does not take any responsibility for the adequacy or appropriateness of any approval it may give.
(e) If the Owners Corporation has not approved an application for Major Building Works within 42 days of receiving the application then the Owners Corporation will be regarded as not approving the application before it.
(f) The Owners Corporation may revoke an approval if an Owner does not comply with the conditions in the approval.

4. Pre-conditions to commencing to carry out Major Building Works

(a) the provisions of this by-law apply to all Major Building Works, whether to a Lot or to Common Property.
(b) Owners must not commence to carry out Major Building Works unless:
(i) the Owners Corporation has approved the works in accordance with this by-law (clause 1).
(ii) the Owners Corporation has approved the plans and specifications for the Major Building Works in accordance with this by-law (clause 1).
(iii) all necessary consents from the relevant Authorities have been procured (including a Development Consent (if applicable)) and copies provided to the Owners Corporation;
(iv) all relevant insurances (if applicable) are in place and copies of the policy and the certificate of Currency provided to the Owners Corporation;
(v) the bond (if any) required by the Owners Corporation has been paid to the Owners Corporation;
(vi) the Owners Corporation has been given reports and any other information requested by the Owners Corporation in connection with the Major Building Works; and
(vii) the Owners Corporation has been given details of the builder/contractor carrying out the works (and a point of contact (including name and telephone number)).

5. Pre-conditions to commencing to carry out Major Building Works to Common Property

(a) the provisions of this by-law apply to Major Building Works to Common Property
(b) if Major Building Works (or some part of them) are to Common Property, then in addition to complying with other relevant parts of this by-law, the Owner to whom approval has been given must not commence to carry out the Major Building Works unless:
(i) a special resolution has first been passed at a meeting of the Owners Corporation specifically authorizing the carrying out of the works; and
(ii) if the ongoing maintenance of the Common Property affected by the works is to be the responsibility of the Owner:
A. a special resolution has first been passed at a meeting of the Owners Corporation stipulating the ongoing maintenance of the relevant parts of the Common Property is the responsibility of the Owner;
B. the Owners Corporation has made and registered a by-law to that effect; and
C. the Owner has given the Owners Corporation its approval to the making of the by-law

6. Condition when carrying our Major Building Works

When carrying out Major Building Works an Owner to whom approval has been granted must:
(a) comply with the reasonable requirements of the Owners Corporation and any conditions in the approval from the Owners Corporation;
(b) comply with the requirements of all relevant Authorities and the consents from the relevant Authorities;
(c) ensure the works are carried out in a proper and workmanlike manner;
(d) use only qualified and, where appropriate, licensed tradesmen;
(e) ensure the works are carried out without undue delay;
(f) ensure no materials, tools, rubbish, or debris are left lying about the Common Property;
(g) cause as little disturbance to other Owners and Occupiers as is practicable;
(h) ensure no damage is done to any service lines or services installed in the Building, or if damage is caused, immediately make good that damage;
(i) ensure no damage is caused to Common Property, or if damage is caused, immediately make good that damage;
(j) ensure no damage is caused to the property of any other Owner or Occupier, or if damage is caused immediately make good that damage; and
(k) ensure the works are only carried out within the times permitted by any Development Consent or (if applicable) within the times permitted by the approval from the Owners Corporation.

7. Access to Common Property

The Owner to whom approval has been granted to carry out Major Building Works is authorized access to all relevant parts of the Common Property for the purposes of carrying out the Major Building Works for such reasonable period of time as may be necessary to carry out the Major Building Works (or for such time as permitted in any approval to the Major Building Works from the Owners Corporation)

8. Completion of Major Building Works
On completion of Major Building Works, the Owner who has carried out the works must:
(a) ensure all rubbish and debris caused by the works is removed from the Building and environs;
(b) ensure the Common Property is left clean and tidy;
(c) if required by the Owners Corporation, give the Owners Corporation a set of as-built plans of the works; and
(d) if required by the Owners Corporation, give the Owners Corporation a letter from a suitably qualified consultant (addressed to the Owners Corporation) certifying the completed Major Building Works do not impact on the structural integrity of the Building or upon Common Property.

9. Major Building Works must comply with Laws and requirements of Authorities
An Owner who has carried out Major Building Works must ensure the completed works comply with the requirements of all relevant Laws and Authorities and do not result in the Owners Corporation breaching any Law or the requirements of any Authority.

10. Indemnity
An Owner who has carried out Major Building Works agrees to indemnify the Owners Corporation and keep the Owners Corporation indemnified for all costs, losses, expenses and damages incurred by the Owners Corporation:
(a) in connection with the major Building Works (including costs for approving the Major Building Works); and
(b) arising out of damage to property (including, without limitation, to the Common Property) or injury to persons as a result of carrying out the Major Building Works or resulting from the Major Building Works once installed.

11. Right in Owners Corporation to remedy
At its discretion, the Owners Corporation may:
(a) perform any obligation which an Owner has failed to perform, within a reasonable time after written notice from the Owners Corporation;
(b) enter any part of the Parcel to carry out its rights in this by-law; and
(c) recover the costs incurred by the Owners Corporation in carrying out its rights in this by-law as a debt due and owing to the Owners Corporation by the Owner of the relevant Lot, together with interest on any monies due to the Owners Corporation under this by-law and not paid within one month of written demand for payment, such interest to be calculated on daily balances at the rate of 10% per annum, and calculated from the date of receipt by the Owner of the relevant invoice until payment is made.

12. Future alteration to Major Building Works
Owners and Occupiers must not make any alterations, additions or modifications to Major Building Works, once installed, without following the procedures in this by-law.

13. Major Building Works Not Permitted to Remain
Owners must not permit to remain on their Lot or Common Property any Major Building Works which have not been approved by the Owners Corporation in accordance with this by-law. This provisions of this by-law do not apply to any Major Building Works carried out prior to the date of registration of this by-law.

14. Development Consent
Approval by the Owners Corporation to a Development Application must not be regarded as approval by the Owners Corporation to carry out the Major Building Works the subject of the Development Application. Approval of the Owners Corporation to the Major Building Works must be obtained following the procedures in this by-law.

icare™ | Workers Insurance

Certificate of currency

001280 2815 EMAIL
Joseph Abdo
ISTYLE SHUTTERS PTY. LTD.
Unit 3 31-33 Larra Street
YENNORA NSW 2161

Issue date:
08/07/2024

Statement of coverage

The following policy of insurance covers the full amount of the employer's liability under the *Workers Compensation Act 1987 (NSW)*.

Employer name:	Policy number:	Valid[1]:
ISTYLE SHUTTERS PTY. LTD.	109785801	30/06/2024 - 30/06/2025

Business name:	ABN:	ACN:
	99 163 344 858	163 344 858

Claims Service Provider :

Gallagher Bassett

Industry classification number (WIC)[2]	Number of workers[3]	Wages/units[4]
523100 Furniture Retailing	10	$1,264,345.76

1. Coverage starts from the time the policy was incepted by the Employer or their Authorised Representative on the first day of cover
2. The policy covers all workers employed by the entity named on this certificate while undertaking its primary business activity or any other activities ancillary to its primary business activity as required.
3. Number of workers includes contractors/deemed workers.
4. Total wages/units estimated for the current period.

Important information

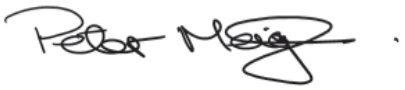
Principals relying on this certificate should:

- ensure a statement under section 175B of the *Workers Compensation Act 1987 (NSW)* is attached
- ensure proper workers compensation insurance is in place
- compare the number of workers on site to the average number of workers estimated
- ensure that the wages are reasonable to cover the labour component of the work being performed
- confirm that the description of the industry/industries noted is appropriate

If the principal contractor has failed to obtain a statement or has accepted a statement where there was reason to believe it was false, they may become liable for any outstanding premium of the sub-contractor.

Did you know that an **excess, equivalent to the first week of compensable payments**, may be payable if notification of a claim is not provided to your insurer within five calendar days of when you became aware of the injury.

Yours faithfully



Peter Meighan
Underwriting Operations Manager
icare Workers Insurance

icare™ is the brand of Insurance & Care NSW and acts for the Workers Compensation Nominal Insurer ABN 83 564 379 108

ORDER NO: 0

Name: Nicole and William Ma
Company:
Address: 2705/22 Langston Place
Epping 2121 NSW
Home Phone: **Work Phone:**
Mobile: 0481952154 **Mobile:**

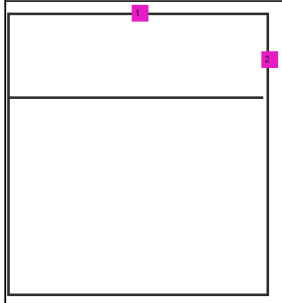
iStyle SHUTTERS
WINDOW COVERING STYLIST

ABN: 99 163 344 858
Unit 3 31-33 Larra St
Yennora NSW 2161
Phone: 1300 80 30 80
sales@istyleshutters.com.au
www.istyleshutters.com.au

Date: 15/02/2025
Consultant: Nathan Burgoyne
Fitting Period: 10 - 12 Weeks (Imported) From Check Measure
Display House: Weeks
Email: nicole_e_ma@hotmail.com

No	Room Type	Product	Material	Operation	Panel	Layout	Box/Blade Size	Colour	Tiltrod	Control Side	Mount	Battery	Mid Rail	Bracket Colour	Bottom Rail Colour	Chain Colour	Control Type
1	Alfresco	Plantation	BW Aluminium	Bi-Fold	8	LLLLRR RR	89 mm	White	Hidden		In	No	0				
2	Alfresco	Plantation	BW Aluminium	Bi-Fold	6	LLLLLL	89 mm	White	Hidden		In	No	0				

House Plan



Extra Installation additions

Blinds Removal: 0
Pelmets Removal: 0
Awnings Removal: 0

Additional Special Instruction: Price includes all discounts and deductions in lieu of vouchers and door. Supply locks. Subject to strata approval.

Terms & Conditions

I, the undersigned Purchaser (whose name is in the Customer Details section above) have agreed to & I am aware of the terms & conditions attached to this order form. Progress payment is due on Notificattion by the company when the products have been manufactured & prior to installation unless other arrangement has been made by the company. Outstanding balance is due upon completion of the product installation. If your account remains unpaid on completion and is sent to the Debt Collector, there will be costs associated that you will be responsible for. Cancellation fee may apply.

Bank: NAB BSB: 082286
Account Name: iStyle Shutters Pty Ltd Account No: 941312292

Total Price inc GST	**$14,100**
Deposit (50%)	**$500**
Progress Payment (40%)	**$6,550**
Outstanding Balance (10%)	**$7,050**
Deposit Type	
Interest Free Terms	Mths
Approval Number	

Consultant Name: Nathan Burgoyne **Consultant Signature:** **Customer Name:** Nicole and William Ma **Customer Signature:**

We value your business & appreciate your recommendations

1. This agreement is between iStyle Shutters Pty Ltd & the person who signed this agreement as per the details listed in the Customer Details section.
Payment Terms:

- Deposit is due, immediately payable by the purchaser to iStyle Shutters Pty Ltd on the date this agreement is made;
- Progress payment is due, immediately payable by the purchaser to iStyle Shutters Pty Ltd upon company notification of Goods manufacturing & prior to installation;
- Final amount is due, immediately payable by the purchaser to iStyle Shutters Pty Ltd on the date of installation completion or on delivery of product in supply only Sale.
- Cancellation fee (Prior to check Measure) of 10% of contract value may apply at company discretion. Cancellation after “Check Measure” & before "Manufacturing" incurs a restitution fee of 20% of Contract Value.

2. iStyle Shutters Pty Ltd will not guarantee colour matching as colours, paints, stains & textures may slightly vary from samples.

3. The purchaser must warrant that the purchaser has checked the suitability of products as per purchaser’s requirements prior to ordering any products, their quantities & types of products ordered by purchaser and the delivery address of the products ordered are specified on the order form.

4. All products are made square (unless arched or round windows) and no responsibility can be taken for “Out of square windows”.

5. Purchaser is responsible for the removal of any existing window coverings as the company may charge an extra fee if the installer removes any existing window coverings.

6. The company will only insure the product up until the installation. The purchaser will be responsible for the products once installation has begun & for any loss or damage occurring after the point of delivery. For the purposes of this condition, the point of delivery at which the responsibility passes from the company to the purchaser shall be as that commonly accepted by the insurance industry.

7. This order is a binding contract between the parties, once the order has entered production, it can not be cancelled otherwise the purchaser must pay the full amount of the contract agreed.

8. All payment plan options are subject to finance approval.

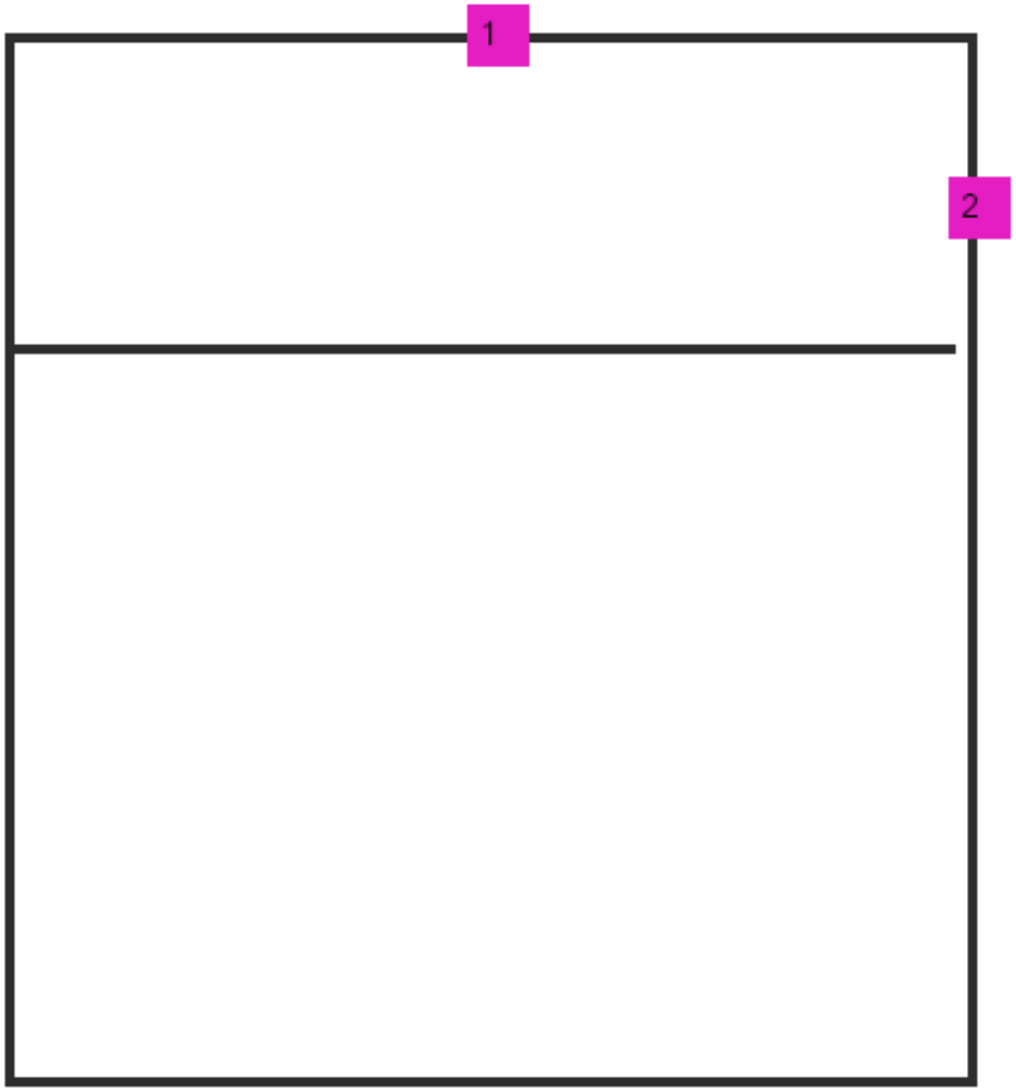
9. Any omissions or errors in qualities and/or measurements made by the company may occur, the company reserves the right to make any variation to the quo tation, the order and the price arising out of such errors or omissions.

10. Supply of goods is subject to product availability. From time to time these approximate delivery times may be greater than stated due to supply and/or demand. The company cannot be held responsible for increases in delivery times due to external suppliers not providing goods on time or if materials are out of stock.

11. Products remain the property of iStyle Shutters Pty Ltd until full payment of contract value is made.

12. Warranty does not cover wear and tear including fading of fabrics, timbers and other materials.

House Plan



[redacted]

22 [redacted] 2024

[redacted]

CERTIFICATE OF INSURANCE

[redacted]

Insured: [redacted]

Insurer: [redacted]

Period: **From:** 31 [redacted] 2024 [redacted] 4.00 [redacted]
To: 31 [redacted] 2025 [redacted] 4.00 [redacted]

Policy Class: **Public & Products Liability Insurance**

Policy Number: **202410-2593 BIA**

Limits of Liability: **Public and Products Liability $20,000,000**

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

NETSTRATA

EST 1996

MANAGING AGENCY AGREEMENT



TABLE OF CONTENTS

1.	Introduction and terms used	3
2.	Corporate information	3
3.	Definitions	4
4.	Parties to the agreement	5
5.	Duration of this agreement	5
6.	Agents appointment and delegated authority	5
7.	Routine management duties	6
8.	Non-routine duties – opt out services	7
9.	Non-routine duties – opt in services	8
10.	Dispute resolution	8
11.	General terms and conditions	9
12.	Agent disclosures	10
13.	Explanation of agents services, fees and disbursements	11
14.	Agents fees and disbursements	12
15.	Our brands	13
16.	Professional memberships	15

1. INTRODUCTION AND TERMS USED

Introduction

This agreement (instrument of appointment) provides for the management of strata schemes in New South Wales (N.S.W.) under the provisions of;

- The Strata Schemes Management Act 2015
- The Strata Schemes Management Regulation 2016
- The Property and Stock Agents Act 2002
- The Property and Stock Agents Regulation 2022.

The agreement has been drafted in plain English and is intended to provide as much information, disclosures and transparency as possible, regarding the services provided by Netstrata and their subsidiaries so all owners are able to make an informed decision regarding the management services provided for their scheme.

Should you have any questions about the terms, conditions or contents of this agreement, please do not hesitate to contact our office via the means outlined below.

Applicable Law

The law governing New South Wales, Australia.

2. CORPORATE INFORMATION

Company Name	Network Strata Services Pty Ltd
Year Established	1996
A.C.N.	064 030 324
Trading Name	Netstrata
Corporate License No:	933785
License Expiry:	28 February 2026
Registered Tax Agent No:	26193908
Professional Indemnity Insurance (P.I.)	$20,000,000 any one claim, $40,000,000 in the aggregate Provider: Lloyds of London Policy Number: B1894NETWSTR0024
Public and Products Liability Insurance	$20,000,000 Provider: CGU Insurance Policy Number: 01R 1204379
Cyber Security Insurance	$3,000,000 Provider: CFC Underwriting Limited Policy Number: ESMOO39694202
Street Address:	298 Railway Parade, Carlton NSW 2218
Postal Address:	P.O. Box 265, Hurstville NSW BC 1481
Email Address:	admin@netstrata.com.au
Phone Number:	1300 638 787
Website:	www.netstrata.com.au
Professional Memberships	
Strata Community Association (NSW)	Membership No.: 3127
Real Estate Institute (NSW)	Membership No.: 93654
U.D.I.A.	Supplier Chapter Member
Professional Standards Scheme	Netstrata is a participant in the Strata Community Association (NSW) Professional Standards Scheme under the Professional Standards Act 1984
Subsidiary Companies	
Netstrata Pty Ltd	A.C.N. 128 855 489
Strata Insurance Services Pty Ltd	A.C.N. 167 214 182
Australian Financial Services License No:	457333
Professional Memberships	National Insurance Brokers Association
Winfire Pty Ltd	A.C.N. 630 169 836
Trade License No:	340616C
Security License No:	000105051
Professional Memberships:	Fire Protection Australia – Gold Member
Trading Entities:	Winfire Resolute Maintenance Group P.G. Martin Plumbing
Moirs Law Pty Limited	A.C.N. 671 785 875
Professional Memberships:	Law Society of NSW
Law Society Practice ID No.:	41572
Evolve Reporting Pty Limited	A.C.N. 674 453 957

3. DEFINITIONS

(3.1) Terms used in this agreement which are defined in Section 4 of the Strata Schemes Management Act 2015, have the same meaning given to them in that Act, such as **Secretary, Treasurer, Chairperson, Strata Committee, Lot and By-laws**.
(3.2) **'Agent'** refers to Network Strata Services Pty Ltd - trading as 'Netstrata' and their employees.
(3.3) **'Scheme'** or **'Principal'** refers to the Owners Corporation (Body Corporate) identified in this agreement.
(3.4) **'Normal Business Hours'** means between 9am and 5pm, Monday to Friday (excluding Public Holidays).
(3.5) **'Strata Act'** means the Strata Schemes Management Act 2015.
(3.6) **'Strata Regulation'** means the Strata Schemes Management Regulation 2016.
(3.7) **'Development Act'** means the Strata Schemes Development Act 2015.
(3.8) **'Section'** means a reference to a specific section of the Strata Act.
(3.9) **'G.S.T.'** means Goods and Services Tax, the tax system introduced via the Goods and Services Tax Act (Cth) 1999.
(3.10) **'R.A.B'** means Residential Apartment Buildings (Compliance & Enforcement Powers) Act 2020.
(3.11) **'E.P.A.'** means the Environmental Planning and Assessment Act 1979 & Environmental Planning and Assessment Regulation 2000
(3.12) **'H.B.A.'** means the Home Building Act 1989.
(3.13) **'D.B.P.'** means the Design Building Practitioners Act 2020.
(3.14) **'W.H. & S'** means the Work Health & Safety Act 2011.
(3.15) **'O.B.C.'** means the N.S.W. Office of Building Commissioner.
(3.16) **'B.C.A.'** means Building Code of Australia.
(3.17) **'N.C.A.T.'** means the N.S.W. Civil & Administrative Tribunal.
(3.18) **'O.F.T.'** means the N.S.W. Office of Fair Trading.
(3.19) **'A.C.N.'** means Australian Company Number.
(3,20) **'B.A.S.'** means Business Activity Statement.
(3.21) **'A.T.O.'** means the Australian Tax Office.
(3.22) **'A.F.S.'** means Australian Financial Services Licence.
(3.23) **'E.F.T.'** means Electronic Funds Transfer.
(3.24) **'E.V.'** means Electronic Vehicle.
(3.25) **'S.T.D.'** means Subscriber Trunk Dialling Phone Calls.
(3.26) **'S.M.S.'** means Short Message Service.
(3.27) **'M.M.S.'** means Multimedia Messaging Service.
(3.28) **'A.W.S.'** means Amazon Web Services.
(3.29) **'D.M.S.'** means Document Management System.
(3.30) **'A.F.S.S.'** means Annual Fire Safety Statement.
(3.31) **'A.G.M.'** means Annual General Meeting.
(3.32) **'S.C.A.'** means Strata Community Association (N.S.W).
(3.33) **'R.E.I.'** means Real Estate Institute of N.S.W.
(3.34) **'U.D.I.A'** means the Urban Development Institute of Australia.
(3.35) **'P.A.'** means Per Annum.
(3.36) **'C.A.R.'** means Corrective Action Report.
(3.37) **'Per Minute Block'** includes anytime part thereof.
(3.38) **'Strata Hub'** refers to the reporting requirements established by the Strata Schemes Management Amendment (Information) Regulation 2021.
(3.39) **'Public Officer'** means a natural person employed by the Agent to be appointed the schemes representative to the ATO pursuant to Section 252 of the Income Tax Assessment Act 1936.
(3.40) 'Authorised Representative' means the agent has been appointed by an Insurance Broker to assist in the placement of insurance cover.
(3.41) **'Routine Maintenance'** means standard cleaning, gardening, lawnmowing services or building maintenance items including but not limited to; Plumbing, Tiling, Roofing & Guttering, Electrical, Handyman Services, Waterproofing, Locksmith, Glazing Services, Painting, that are organised by the agent for the scheme during normal business hours that do not exceed $5,000 and are not an insurable event.
(3.42) **'Non-Routine Maintenance'** means any maintenance item not defined as routine maintenance.
(3.43) **'Emergency'** means a burst water service, blocked/broken sewerage system, blocked/broken stormwater service, a roof leak causing significant resultant damage, gas leak, common property electrical fault, security breach, flooding, storm or fire damage, loss of service (i.e. water, gas, electricity), lift breakdown, major vehicular impact, any repair that threatens the immediate safety of residents or any event of a similar nature.
(3.44) An **'Emergency Matter'** as described in item 6.10 means a situation or issue that would require a resolution of the scheme at a general meeting, for example the raising of a Special Levy or the need for the scheme to determine an issue due to a time constraint, e.g. a Fire Order.
(3.45) **'Personal Information'** means phone, email, social media, street addresses and postal addresses that may be collected by the agent from owners, tenants and property managing agents within the scheme.
(3.46) **'Electronic Delivery of Information'** means delivery of notices via a computer or software system such as email, SMS or other similar application.
(3.47) **'Committee'** means the Strata Committee appointed by the Owners Corporation at each Annual General Meeting.
(3.48) **'Strata Committee Member'** means a current member of the Strata Committee elected at the most recent Annual General Meeting.
(3.49) **'Common Property'** means the property owned by the Owners Corporation as marked on the Strata Plan for the scheme.
(3.50) **'Changes to Legislation'** means any change in legislation, regulation, Australian Standard or Building Code of Australia that may impact or change the administrative or statutory obligations of the scheme.
(3.51) **'Changes in Technology'** means changes or improvements to technology such as the National Broadband Network (N.B.N)., Solar Panels, Charging Stations, grey water systems, 5G Mobile Network, installation of electronic notice boards or other similar installations that may occur.
(3.52) **'Bulk Tendering'** means group tendering that the agent may undertake from time to time on behalf of their client schemes to gain bulk discounts from service providers. Examples include but are not limited to, utility services such as electricity, cleaning, lift servicing or other maintenance.
(3.53) **'Non-Essential Preventative Maintenance'** means work that is not required to be completed by virtue of a government authority or statutory requirement, however is recommended to be completed to ensure facilities or plant & equipment at the scheme remain functional.
(3.54) **'Additional Work'** means any work arising that is not described in section 7, 8 or 9 of this agreement.
(3.55) **'Opt-In Services'** means the scheme must authorise the agent to complete the works pursuant to a resolution of the scheme or strata committee.
(3.56) **'Opt-Out Services'** means the agent shall perform the function unless a written instruction is received not to do so by the scheme.
(3.57) **'Project Administration'** means the administrative works undertaken surrounding a particular project including obtaining, reading and distributing proposals, quotations and tenders, associated with the project, including legal opinions, expert reports, and contracts associated with the project, liaising with 3rd parties, attending site or electronic meetings associated with the project.
(3.58) **'N.A.B.E.R.S. Rating'** means the energy rating system established by the National Australian Built Environment Rating System
(3.59) **'Written Instruction'** means that the strata committee or Owners Corporation have provided a written instruction to the agent following the conduct of a properly convened strata committee or Owners Corporation meeting.
(3.60) **'Fair Use Policy'** refers to use of fixed disbursements outlined in Item 14.10(a). Printing, Postage and Stationery is limited to the maximum number of meetings outlined at Items 14.1(a) and (b), distribution of levy notices and issuance of general correspondence.

4. PARTIES TO THE AGREEMENT

Both parties acknowledge that they have entered into this agreement voluntarily and will comply with the terms and conditions of the agreement outlined throughout. The parties to this agreement are;

The Principal

The Owners – Strata Plan 103041 at 22 LANGSTON PLACE, EPPING,

herein referred to as 'the principal' or 'the scheme', and

The Agent

Network Strata Services Pty Limited, trading as 'Netstrata' herein referred to as 'the agent'.

The agent declares that it holds a current NSW Strata Managing Agent's licence, Corporation Licence number 933785 and that this or a replacement licence as well as Professional Indemnity Insurance to a minimum limit of $10M shall be maintained while this agreement is in force.

The scheme warrants that it has the authority, and has resolved at a general meeting, to enter into this agreement.

5. DURATION OF THIS AGREEMENT

Term

(5.1) This agreement shall commence on 21/05/2025 for a period of 36 months, and may then be terminated by the principal, by providing 90 days written notice of termination. Note: A reduction in management fees applies for agreements entered into for the maximum 3 year term.

(5.2) This agreement may be renewed by the parties at any time during the term by entering into a new agreement.

(5.3) The parties note, that in accordance with Section 50(1)(b) of the Strata Act this agreement must be renewed within 3 years from the commencement date (the date specified in item 5.1 above) and that this clause serves the purposes of Section 50(6)(a) & (b) of the Act.

Ending this Agreement

(5.4) This agreement may be terminated at any time by the mutual consent of both parties.

(5.5) This agreement may be terminated by the principal should the agent be declared bankrupt or cease to hold a strata managing agent's license.

(5.6) This agreement shall remain in force for a period beyond the term, unless;

(a) the term expires by virtue of Section 50(1)(b) of the Strata Act (i.e. after 3 years of the date of commencement of the agreement), or

(b) the scheme terminates the agreement during the term or prior to the expiration period determined by Section 50(1)(b) of the Act, or

(c) the appointment and delegation in items 6.2 & 6.3 are terminated by the compulsory appointment of a manager under Section 237 of the Strata Act or terminated by virtue of an Order made by N.C.A.T. pursuant to Section 72 of the Strata Act.

(5.7) The scheme acknowledges that pursuant to section 50(3) of the Strata Act, to ensure the validity of a termination of this agreement, a termination pursuant to item 5.6(b) will not be valid unless a meeting of the Owners Corporation is convened and conducted by the agent giving 90 days written notice of the termination.

(5.8) This agreement may be terminated by the agent at anytime by providing 30 days written notice to the principal.

(5.9) If this agreement is terminated by the principal prior to the expiry of the term, the Management Fees & Disbursements outlined in Clause 14 and any commissions for the remainder of the term will then become due payable to the agent on the date of receipt of a valid notice of termination, as well as any administrative fees associated with facilitating an early hand-over of books and records.

6. AGENTS APPOINTMENT AND DELEGATED AUTHORITY

(6.1) The scheme acknowledges that the agent, at their discretion, may at any time perform all the functions conferred under this agreement.

(6.2) The scheme appoints the agent pursuant to section 49 of the Strata Act.

(6.3) The scheme delegates to the agent pursuant to sections 52(1)(a) & 54(1) of the Strata Act those functions required to enable the agent to perform the duties specified in clauses 7 and 8 of this agreement as well as delegating to the agent the roles of chairperson, secretary, treasurer, the strata committee, public officer of the scheme, authorised representative and to issue By-law Breach notices pursuant to Section 146 of the Act.

(6.4) The scheme appoints the agent as a Tax Agent pursuant to our Terms of Engagement and execution of this agreement indicates understanding and acceptance of these terms.

(6.5) The scheme and the agent acknowledge that the 'Opt-In Services' outlined in clause 9 of the agreement cannot be performed by the agent unless a written instruction has been provided to the agent.

(6.6) The scheme, strata committee and office bearers retain the right to exercise their functions notwithstanding this delegation.

(6.7) Where appropriate, the scheme authorises the agent to include the scheme in bulk tendering opportunities for services such as electricity supply, other utilities, lift or elevator services, cleaning, gardening or other services that may be applicable to the scheme.

Authority to Issue Charges to Lot Owners Pursuant to Strata By-laws;

(6.8) Where the scheme has passed a By-law authorising the apportionment of administrative charges to lot owners, such as printing, postage and stationery fees, processing security key and remote control requests, or other fees that may be imposed upon the scheme that may be charged by the scheme to lot owners (including charges within this agreement), the agent shall be authorised to levy owners on behalf of the scheme in accordance with the terms & conditions of the By-law.

(6.9) Where the scheme has passed a By-law that allows the Owners Corporation to seek reimbursement for expenses that are related directly to an individual lot, including but not limited to the costs of processing;

- Insurance Excesses
- Access or costs associated with rectifying lot property for the submission of the A.F.S.S.
- Renovation Applications
- Where a contractor has been mistakenly engaged to perform work on Lot Property
- Pet Applications
- Emergency Work Performed on Lot Property the agent shall be authorised to levy owners on behalf of the scheme in accordance with the terms & conditions of the By-law.

Authority to Convene Meetings and Propose Motions

(6.10) The parties agree that when necessary, the agent shall be authorised to convene meetings of the scheme and strata committee to address emergency matters, funding shortfalls or other items that may require approval of the Owners Corporation or Strata Committee.

(6.11) The scheme authorises the agent to propose motions or By-laws of an administrative nature for consideration at general meetings of the scheme or Strata Committee.

7. ROUTINE MANAGEMENT DUTIES

For the Management Fees outlined in Item 14.1 of this agreement, the agent will provide the following services and duties;

Routine Repairs and Maintenance

(7.1) Arrange for day to day or routine maintenance, repair or replacement of the common property including cleaning, gardening & lawn mowing;

(7.2) Arrange for routine scheduled maintenance of common property appliances and apparatus including but not limited to;

- Detention pit and pumps
- Common garage doors and security gates
- Residual Current Devices
- Common hot water heaters
- Common property locks and doors
- Common air-conditioning systems.

(7.3) Arrange for other routine maintenance such as carpet cleaning or re-mulching and fertilising of common area garden areas.

(7.4) Obtain service agreements for common appliances installed at the scheme, subject to item 8.40 of this agreement.

(7.5) Obtain 3 quotations for routine maintenance items that exceed the annual budget estimates by 25%, when requested by the Committee.

(7.6) Undertake periodic inspections of the common property and make recommendations to the scheme as to repairs and maintenance.

(7.7) If any repair, maintenance or replacement of the common property and personal property of the scheme requires skilled tradespersons or professionals to be retained or materials be purchased, the agent is authorised to engage these services as the scheme's agent.

Meetings

(7.8) Convene and attend meetings of the Owners Corporation and Strata Committee, subject to items 8.16 to 8.20 of this agreement.

(7.9) Attendance at meetings via Electronic Means, including, video conferencing, teleconference or other electronic communication device.

(7.10) Provide meeting rooms at the agents' premises.

(7.11) Prepare, convene and issue notices & minutes of general meetings and meetings of the Strata Committee; subject to item 14.1(a)&(b).

(7.12) Chair meetings of the Owners Corporation & Strata Committee, act as Secretary at those meetings and issue minutes of meetings.

(7.13) Submit motions of an administrative nature, including proposed By-laws for inclusion in General Meetings and Strata Committee Meetings.

(7.14) Prepare Section 55 and Section 60 Reports for inclusion in A.G.M. notice.

Record Keeping and Financial Management

(7.15) Subject to the privacy of information outlined in items 8.34 to 8.38 and 11.1 to 11.3 of this agreement, keep and maintain all the schemes records as required by the Strata Act, including but not limited to;

- The Strata Roll
- Preparation of an Annual Budget & Monthly Financial Statements
- Strata Interest (Section 22) Notices
- All written communication sent and received by scheme,
- The Minutes Book
- Policies of Insurance
- Documents received pursuant to Section 16
- Building Defect and Maintenance Reports.

(7.16) Issue levy payment notices in accordance with the levies raised by the scheme (subject to the disbursement options chosen by the owners at clause 14.10(a) & (b) and Fair Use Policy) and collect & receipt all levy contributions paid.

(7.17) Review, approve and pay all invoices and accounts on behalf of the scheme as and when they become due.

(7.18) Keep all funds of the scheme in a separate trust account held by Macquarie Bank bearing the name of the scheme and account for the expenses and income of the Administrative and Capital Works fund as required by the Strata Act.

(7.19) Invest any surplus funds in up to 2 investments accounts held by Macquarie Bank as permitted by the Act, when directed by the scheme.

(7.20) the agent may disburse funds of the scheme provided that such payments are in accordance with the Act and the terms of this agreement.

(7.21) the agent shall provide a monthly Financial Statement that will be made available to all owners via the client web portal.

Insurances (Where the agent or the agent's subsidiary is appointed as an authorised representative the agent will);

(7.22) Effect and renew all insurances required by the Strata Act.

(7.23) Obtain 3 quotations for renewal of insurances each year.

(7.24) Arrange an annual Insurance Valuation.

(7.25) Provide all necessary disclosures to the Strata Insurances in accordance with the terms and conditions of the renewal.

(7.26) Supply the Certificate of Currency to owners via client online portal.

(7.27) Supply the Product Disclosure Statement via the client online portal.

(7.28) Process Insurance Claims including the appointment of Insurance Assessors to a maximum limit of $5,000. For amounts in excess of $5,000 an hourly rate as outlined in Item 14.5(b) will apply.

Client Communication

(7.29) Answer all day to day phone, email, postal and facsimile communication during normal business hours, subject to Items 8.34 to 8.38.

(7.30) Maintain an online client portal and make available the minutes book, financial statements, and other pertinent records for the scheme.

(7.31) The scheme authorises the agent to distribute notices, minutes, levy payment notices and general correspondence in accordance with the Strata Act or By-laws for the scheme utilising either Australia Post or electronic delivery of this information where applicable.

By-law Administration

(7.32) Maintain an electronic copy of the schemes By-laws, and any Development Contract, Building, Community or Strata Management Statement.

(7.33) Answer routine inquiries regarding the schemes By-laws and issue electronic copies to owners and residents when requested.

(7.34) When instructed by the Strata Committee, monitor compliance with By-laws and issue a maximum of 3 written warnings to any one resident for the same By-law breach (within any 12 month period), but not including notices pursuant to section 146 of the Strata Act and subject to item 8.39 of this agreement.

Information Technology and Reporting

(7.35) Provide an annual inspection report of the general state of repair of the common property of the scheme.

(7.36) Provide an online portal providing all owners with access to pertinent records of the scheme.

(7.37) Provide all owners and residents within the scheme with a Mobile Application 'Netstrata Space' for reporting of maintenance issues at the scheme, including installation of on-site QR code for access to the App by owners and residents.

General

(7.38) Provide general advice and assistance regarding the operation of the Strata Act to the scheme and the Strata Committee.

(7.39) Implement the decisions of the scheme and Strata Committee so far as they are decisions that are lawful and that apply to routine duties of the agent.

(7.40) Subject to item 8.3, both parties acknowledge that the scheme is at liberty to perform any function outlined in section 7, 8 or 9 of this agreement and are at liberty to use any qualified trade or expert of their choice. If the agent is directed not to perform any function, then this must only be done by a written direction pursuant to a resolution of a meeting of the scheme and the scheme agrees that it will indemnify and hold harmless the agent in respect of all actions, suits, proceedings, claims or demands which relate to that function.

8. NON-ROUTINE DUTIES – OPT OUT SERVICES

(8.1) The following Non-Routine duties (opt-out services) are those elements of the administration of the strata scheme that fall outside the normal day to day activities of the Secretary, Treasurer, Chairperson or Strata Committee that the agent will perform unless directed otherwise by a motion at a meeting and will have fees applied by the agent, pursuant to section 14 of this agreement, including, but not limited to;

- Attending to emergency repairs
- Attending mediation on behalf of the scheme
- Fire compliance & signing the A.F.S.S.
- Work performed after normal business hours
- Preparing for and attending N.C.A.T. proceedings
- Bulk tendering on Behalf of the Scheme
- Work arising from changes to legislation
- Initiating legal action, e.g. Debt Recovery
- Engaging expert consultants (see 9.4 below) and additional work arising from same
- Qualifying trade licenses and insurances
- Liaising with local council or other statutory bodies such as Work Cover or NSW Fair Trading
- Preparing B.A.S. & income tax returns
- Appointment of insurance assessors.

(8.2) Unless otherwise instructed the agent will provide the services listed in section 8.4 to 8.40 (for the fees indicated) to assist the scheme in complying with their statutory obligations, or to assist with the up-keep of the common property. These are considered Opt-Out Services.

(8.3) Both parties acknowledge that the scheme may at any time either perform 'Non-Routine' duties itself or engage a third party to complete the functions on their behalf, subject to item 7.40 of this agreement and that after a request from the scheme or at the sole discretion of the agent, the agent may perform any other 'Non-Routine' duty or function that may not be detailed in Sections 7 or 8 of this agreement.

Financial

(8.4) Maintain wage, income tax, Business Activity Statements (B.A.S.) or other records and prepare returns for lodgement by us as your registered Tax agent as required by law from time to time; see item 14.3(b)&(c) as well as explanation listed in the table at Section 13 of this agreement.

(8.5) Undertake collection of outstanding contributions including engaging lawyers and charge cost to levy debtor, see also item 14.4.

Fire Compliance

(8.6) Arrange suitably qualified experts to inspect, test and certify all essential fire safety measures at the scheme, see item 14.6(a).

(8.7) Arrange for the repair, replacement or maintenance of fire services at the scheme in accordance with any C.A.R., see item 14.5(b).

(8.8) Sign and submit the Annual Fire Safety Statement as required by the local government authorities; see item 14.6(b).

(8.9) Arrange repairs, maintenance and quotations for works required as a result of a Fire Rectification Order or upgrade, see item 14.5(b).

(8.10) Attend to the requirements of the E.P.A. Amendment (Identification of Buildings with External Combustible Cladding) Reg. 2018, see item 14.5(b).

(8.11) Erect A.F.S.S. signage at the scheme in accordance with E.P.A. (Development Certification and Fire Safety) Regulation 2021.

Note: Where Winfire is appointed is complete the A.F.S.S. a reduction of 25% to administrative charges will apply, see item (14.6 (a) & (b)).

Emergency & Non-Routine Maintenance (See 14.5(b))

(8.12) Arrange for non-routine maintenance, repair & replacements of the common property, including but not limited to;

- Emergency repairs & maintenance
- Work arising from reports described in Clause 9
- Work arising from changes in technology
- Arrange periodic Council Clean-Ups
- Pressure Cleaning
- Works required from the Capital Works Fund as defined by Section 79(2) of the Strata Act
- Work arising from changes in legislation
- Pest control and pest inspections
- Window and facade cleaning
- Non-essential preventative maintenance
- Tree lopping and removal.

Insurances (Where the agent IS NOT appointed as an authorised representative, see item 14.7);

(8.13) Effect and renew insurances, obtain an annual valuation and quotations as required by the Act for a 'Fee for Service'.

(8.14) Process all Insurance claims and emergency works arising from Insurance claims.

(8.15) Arrange assessors for insurance claims.

Meetings

(8.16) Convene, conduct, and minute meetings for the purposes of nominating a Tenant Representative to the Strata Committee, see item 14.5(b).

(8.17) Pursuant to item 11.7 of this agreement, attend meetings at the scheme after normal business, see item 14.5(b).

(8.18) Attend adjourned meetings of the scheme or committee or attend any meeting with a duration of greater than 2 hours, see item 14.5(b).

(8.19) Facilitate the Strata Committee Pre-Annual General Meeting Nomination process, see item 14.6(c).

(8.20) Arrange Off-Site Meeting Venues, including venue set-up, as well as provision for audio and visual devices; see Items 14.2(a) & 14.5(b).

Strata Administration

(8.21) Qualify Licenses, Qualifications & Insurances of suppliers, see items 14.6(e) & (f).

(8.22) Rectify deficiencies in records (if any) from Take Over, see Item 14.5(c).

(8.23) Provide an electronic D.M.S. to facilitate e-delivery of notices; see item 14.10.

(8.24) Prepare & register By-laws or change or answer title requisitions, see 14.5(b).

(8.25) Subject to clauses 6.8 & 6.9, any work arising under or due to the terms, conditions, or pre-conditions of a By-law, see Item 14.5(b).

(8.26) Provide Translation Services; see item 14.5(c).

(8.27) Arrange non-routine rubbish removal, see 14.5(c).

(8.28) Maintain a security key/fob register, see 14.5(c).

(8.29) Keep, attest & affix the common seal, see 14.5(c).

(8.30) Once established, maintain pet, vehicle, key, and asset registers as well as security key bonds that might be applicable to the scheme.

(8.31) Include the scheme in bulk tendering opportunities for the supply of services, e.g. Utility Supply, Cleaning and Maintenance, see item 14.2(b).

(8.32) Initiate, answer or represent the scheme at mediation, NCAT, legal proceedings, including consultations with legal representatives; 14.5(b).

(8.33) Liaise with government or other statutory authorities, including but not limited to Local Council, Work Cover, NSW Fair Trading, Department of Planning and Environment, Land and Property Registration, Office of Building Commissioner, see item 14.5(b).

Client Communication

(8.34) Receive and maintain up to 1,350 emails per annum. For amounts in excess of this, see item 14.5(b), subject to items 6.8 & 6.9.

(8.35) Manage all inquiries regarding the scheme on behalf of the Strata Committee, however any communication, other than with a Strata Committee member, such as an email, phone call or face to face meeting (other than a general meeting) that requires the agents time that extends beyond 30 minutes shall incur fees as outlined in item 14.5(b) of this agreement and may be offset in accordance with the provisions of items 6.8 & 6.9.

(8.36) Read and distribute, (including but not limited to), expert reports referred to in Clause 9 (Opt-Out Services) below, contracts to be executed by the scheme, Scope of Work specifications, quotations, proposals or the like for the rates prescribed in item 14.5(b).

(8.37) Process Tenant Notices and updating of tenant information, see item 14.2(d), subject to items 6.8 & 6.9.

(8.38) Process Afterhours Emergency Calls, see item 14.9(a), subject to items 6.8 & 6.9.

By-law Administration

(8.39) At the agents' discretion, administer By-law complaints made by individual residents or lot owners. Where a By-law permits (see items 6.8 & 6.9) this will be charged to the lot that initiated the complaint, and the scheme authorises the agent to initiate this charge.

Compliance and Certification

(8.40) Where applicable, engage suitably qualified experts to ensure the ongoing compliance of apparatus at the scheme, including the registration of the apparatus with the relevant authorities. Examples include but are not limited to;

- Lift Registration
- Air-Conditioning cooling towers
- Pool Certification
- Anchor Point Certification
- Back Flow Prevention.

9. NON-ROUTINE DUTIES – OPT IN SERVICES

(9.1) Opt-In services are those elements of the administration of the scheme that fall outside the normal day to day activities of the Secretary, Treasurer, Chairperson or Strata Committee, that the agent will perform once instructed to do so by the scheme.

(9.2) The scheme and the agent acknowledge that Opt-In Services fall outside the delegation provided to the agent under clause 6 of this agreement.

(9.3) The agent shall only be entitled to charge additional fees for Opt-In services, pursuant to Section 14 of this agreement once an instruction has been given by the scheme or committee. Opt-In Services include, but are not limited to;

Engaging Expert Consultants (See Item 14.5(b))

(9.4) When instructed the agent will engage suitably qualified experts to provide reports, expert opinions, or additional professional services as well as experts to complete compliance reports and inspections on behalf of the scheme, including but not limited to;

- Asbestos Reports
- Quantity Surveyors
- Engineers
- Termite Inspection Reports & Treatment
- Design Consultants
- Dilapidation Reports
- W.H.& S. Reports
- Architects
- Capital Work Fund Reports
- Solicitors & Barristers.

Building Defect Claims (See Item 14.5(b))

(9.5) Options available to the scheme to pursue the rectification of building defects include but are not limited to;

- Statutory Warranties under the H.B.A. (if eligible),
- Action via the O.F.T. or the O.B.C
- Action pursuant to the D.B.P. (if eligible),
- Entering into a Deed of rectification with the Builder/ Developer
- Action pursuant to Part 11 of the Strata Act (if eligible),
- Undertaking to self-rectification of any defects.

(9.6) When instructed, the agent will arrange suitably qualified experts to prepare reports and submit building defect claims, associated with the items listed in item (9.5) as well as attend on-site inspections, address communications with the builder to examine and attend defect repairs when instructed by the scheme.

(9.7) Read advice provided by legal consults and other experts associated with the items listed in item (9.5).

Financial

(9.8) Provide an online invoice approval system for a nominated committee representative, see item 14.3(d).

(9.9) Maintain levy arrears payment plans, see item 14.4(b).

(9.10) Provide financial statements or reports outside the standard reports provided in the Strata Act or item 7.15 of this agreement, see item 14.5(c).

(9.11) Open and maintain 3 or more investment accounts, see item 14.5(c).

(9.12) Preparation of financial data for auditing purposes, see item 14.5(c).

Strata Administration

(9.13) Process applications for minor and major renovations, payable by the lot owner making the application, see item 6.8 and 14.5(b).

(9.14) Process applications for approval of pets pursuant to the schemes By-laws, payable by the lot owner, see item 6.8 and 14.5(b).

(9.15) Provide records to the scheme, following the termination of this agreement and prior to the expiration of the term, see item 14.2(f).

Sustainability Projects (See Item 14.5(b))

(9.16) When instructed, the agent will obtain proposals and tenders for appropriate sustainability projects to be presented to the scheme for determination, including but not limited to;

- The Sydney Water Fix Program
- Implementation of a N.A.B.E.R.S. Rating
- Solar Panelling
- E.V. Charging Stations
- Upgrade of Hot Water Systems
- L.E.D. Lighting.

Establishment of Building Registers (14.2(c))

(9.17) When requested by the scheme or Strata Committee, the agent will establish the following registers on behalf of the scheme, should these services not be provided by any applicable Building Manager;

- Appliance and Building Asset Registers
- Resident Vehicle Register
- Key Register
- Contracts Register
- Resident Pets Register
- Security Bond Register.

10. DISPUTE RESOLUTION

(10.1) In the event a dispute arises between the parties, the complainant must not commence any court, legal or arbitration proceedings (except where the party seeks urgent interlocutory relief) unless it has first complied with this clause;

(a) Notification

The complainant must inform the other party in writing of the following;

(i) The nature of the dispute

(ii) What clause/s of this agreement, legislation or case law (if applicable), that have been breached, and

(iii) What outcome the complainant desires, and

(iv) The action the complainant believes will settle this dispute

(v) For the scheme, notices of a grievance under this clause should be directed to the agent via the postal or email addresses listed in Section 1

(vi) For the agent, notices of a grievance under this clause shall be directed to ALL elected Strata Committee at the time of the grievance.

(b) Best Endeavours to Resolve Dispute

On receipt of a complaint, both parties will make every effort to resolve the dispute by mutual negotiation within 21 business days. This may include the convening of a Strata Committee or General Meeting (at no cost to the principal) to resolve the matters identified.

(c) Mediation

Any unresolved dispute or difference whatsoever arising out of or in connection with this agreement shall be submitted for mediation to NSW Fair Trading or other appropriate jurisdiction or mediation service agreed by the parties (these costs are to be borne by each party).

(d) Section 72 Application

Should the dispute remain unresolved after mediation, the principal may apply for an order pursuant to section 72 of the Strata Act.

(e) Survival of this Clause

This clause shall survive the expiration or termination of this agreement.

(10.2) For the purposes of item 10.1 of this agreement, any grievance to the agent may only be submitted following a properly constituted resolution (i.e. meeting) of the Strata Committee or Owners Corporation.

(10.3) An individual owner shall not be permitted to register a grievance pursuant to this clause, however the agent may elect to deal with any such grievance in a similar manner as outlined in 10.1 should, at the agents discretion, the grievance warrant such a reply.

11. GENERAL TERMS AND CONDITIONS

Record Keeping and Privacy of Information

(11.1) The scheme acknowledges that the agent will collect private information from owners and tenants that may be required to be passed onto 3rd parties such as contractors and other suppliers to the scheme in order to effectively manage the common property. Unless authorised in writing, the agent shall not be permitted to pass this information onto other owners or tenants within the scheme (particularly where parties may be in dispute) nor will this information be made available during Section 183 inspections, unless specifically requested.

(11.2) The principal and agent acknowledge for the purposes of adhering to the Privacy Act 1988 (Cth) and the National Privacy Principles, personal information such as email addresses and phone numbers WILL NOT be maintained by the Owners Corporation on the Strata Roll, unless specified in a Section 22 notice, however may be maintained by the agent on their client management system for the purpose of distributing notices and other information.

(11.3) The scheme authorises the agent to have custody of and maintain all records of the scheme in electronic form and to convert existing records of the scheme to a lawfully acceptable electronic form. The scheme authorises the agent to dispose of any paper records, once stored securely electronically, at the agent's discretion.

Work Health & Safety

(11.5) Both parties acknowledge their responsibilities under the W.H.& S. Act and agree that for the purposes of this Act, the scheme (and not the agent) is in control of the building and all contractors engaged to perform work at the building for either routine, non-routine or emergency work at the scheme. The agent is not and will not in any circumstances be a principal contractor for the building or work done at the building nor will the agent be responsible for the building complying with any requirements of the WH&S Act, or associated legislation.

(11.6) The parties further acknowledge that the agent has moral and legal responsibilities to provide their staff with a safe working environment, which includes an environment free from bullying, threatening behaviour or physical or sexual harassment.

(11.7) To comply with the requirements of the WH&S Act, the agent uses safe work method statements for their employees. When a meeting is held on-site that requires attendance by more than 1 employee of the agent, the scheme agrees to reimburse the agent for the reasonable costs of other employees as outlined in item 14.5(b).

(11.8) Where the strata committee or agent experience situations or receive communications from owners, residents or agents acting on behalf of owners that they deem as harassment, they shall report said incidences to the Strata Committee and the agent shall be entitled to cease any further communication with those individuals and/or issue administrative fees pursuant to the schemes By-laws and pursuant to items 6.8 and 6.9.

Limitations of Agents Expertise

(11.9) The parties agree and acknowledge that the agent's expertise is limited to the administration of strata schemes in N.S.W. pursuant to the obligations of the Strata Act. The agent may provide guidance, but is not qualified to provide a professional advice on the following matters;

(11.10) **Capital Works Fund Assessment**

The parties agree that the agent is not qualified to prepare a Capital Works Fund report for the purposes of Section 80 of the Strata Act and where the scheme elects not to engage a suitably qualified expert to prepare such a report pursuant to Section 80(6) of the Act, it will not rely on the indicative Capital Works Fund budget that may be prepared by the agent.

(11.11) **Section 16 Documents**

The parties agree that the agent is not qualified to scrutinise plans, warranties, certificates or other information received pursuant to section 16 of the Strata Act and will not hold the agent liable for any deficiencies with information provided to the scheme pursuant to section 16. The parties acknowledge that the scheme should rely on independent experts to verify that any section 16 documents received accord with the requirements of the Strata Act.

(11.12) **Property Inspections**

The parties agree that any common area inspections conducted by the agent are 'general' in nature relating to the condition of the common areas. The agent does not purport to be an engineer, building defect consultant or construction expert that is able to provide advice to the principal surrounding the structural integrity of the scheme, compliance with the B.C.A. W.H.&S. or Australian Standards.

(11.13) **Building Defects**

The parties agree that the agent is not a qualified building defect expert and that to obtain such advice, the principal should engage suitably qualified experts to provide advice regarding building defects, including the expiration of statutory building warranties and possible legal remedies available to the principal under the H.B.A., D.B.P. and R.A.B Acts, O.B.C., or O.F.T., contractually or otherwise.

(11.14) **Financial, Investment, and Other Advice**

The principal acknowledges that any financial, investment, or other advice provided by the agent to the principal is of a general nature only, whose preparation does not take into account the individual circumstances, objections, financial situation or needs of the principal. The principal is advised to consult with their own independent financial, investment or taxation advisor or other appropriately qualified expert.

Indemnities

(11.15) The agent is a participant in the S.C.A. (NSW) Professional Standards Scheme under the Professional Standards Act 1984 and reserves the right to rely on the limitations provided by this scheme and/or the limitations on liability provided by this agreement.

(11.16) The agent will not be responsible for any loss or damage occasioned to or by the scheme by reason of exercise of any function or power conferred on the agent or by any alleged failure to exercise such function or power, including the identification of and rectification of building defects or maintenance items via inspections or otherwise and/or pursuit of building defect claims.

(11.17) This indemnity does not extend to any liability to pay a fine that arises by virtue of section 57 of the Act or any fraud on behalf of the agent.

(11.18) The scheme 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 scheme, including all legal expenses incurred by the agent in defence of or initiation of any legal proceedings as well as any excess payable under professional indemnity insurance, by third parties against the agent, by third parties against the agent in which the agent is incorrectly treated as the scheme or by the scheme against the agent arising before, during or after this agreement, including but not limited to the scheme's failure to make decisions, provide appropriate direction or raise adequate funds. The liability of the agent to the scheme arising out of the performance or non-performance of services, whether under the law of contract, tort or otherwise, is limited to the cost of rectifying or repeating the provision of the services.

Note: Changes to items 11.15 to 11.18 will void the Professional Indemnity cover of the agent. They can not be changed or amended.

Appointment as Authorised Representative

(11.19) The agent will assist the scheme's appointed insurance broker to gather the necessary information to place insurance cover on behalf of the scheme. This information includes but is not limited to arranging the annual insurance valuation, claims history, maintenance history, fire compliance, building defects and other relevant information to assess the risk application to the scheme. Where the agent or their subsidiary ARE NOT appointed as the authorised representative, the management fee listed in item 14.1 shall be adjusted by 25%. If the agent is directed not to act as the authorised representative for the scheme, this must only be done by a written direction pursuant to a resolution of a meeting of the scheme and the scheme agrees that it will indemnify and hold harmless the agent in respect of all actions, suits, proceedings, claims or demands which relate to placing and managing the insurances of the scheme, including processing insurance claims.

G.S.T. and Application of Fees and Disbursements

(11.20) Any amounts referred to in this agreement which are payable by the scheme to the agent in respect of services provided, including reimbursement of expenses are expressed inclusive of the G.S.T. at a rate of 10%. If that rate varies, the parties agree that the rates specified will also vary.

(11.21) The fees outlined in item 14.1 are payable quarterly in advance, Items 14.2 to 14.10 are payable quarterly in arrears. Any amount owing by the scheme 3 months after the due date shall incur simple interest calculated at 10% p.a.

(11.22) The fees outlined in Section 14 at item 14.1 are based on a contract term of 3 years. Where a reduced term contact is entered into, the fees and charges outlined in Section 14 of this agreement will be adjusted as follows; 2 Year Agreement by 5%, 1 Year agreement by 10%, no term agreement by 15%.

(11.23) All fees have been negotiated between the parties to the agreement and will be adjusted annually on the anniversary date of the agreement by 5% or as adopted in the annual budget of the scheme, whichever is the greater. The agent's fees under this agreement include G.S.T.

(11.24) The scheme shall be liable to reimburse the agent for all disbursements including but not limited to photocopying, stationery and printing for issuing levy notices, meeting notices and other correspondence for the scheme other than the agreed included services listed in Section 14 of this agreement.

Note: A fair use policy applies to all routine services provided. Where the scheme or an office bearer requests administrative services that the agent, in their absolute discretion deems as being excessive (e.g. requesting multiple annual budgets), the agent may charge as per item 14.5(b).

Non-Compete

(11.25) The scheme agrees that they will not engage the services of any employee, former employee, consultant, contractor, director or partner of the agent or the agents' subsidiaries for a period of 12 months, should this agreement be concluded pursuant to Section 5 of this agreement. The agent discloses that there is a reciprocal term in the employment contracts of each of its' employees and contractors and reserves the right to initiate legal proceedings either jointly or separately should there be a breach of this clause.

Transfer of Agreement

(11.26) The Principal acknowledges that during the term of this agreement the agent may transfer its business to another agent. If this occurs, then the agent may request the Principal's consent to transfer or novate this agreement to the proposed transferee. The Principal agrees not to unreasonably withhold its consent to a transfer or novation to a transferee is that transferee is licensed, financially sound and appropriately qualified to perform the duties outlined in this agreement.

12. AGENT DISCLOSURES

Disclosure of Rebates, Discounts, Commissions, Benefits or Training Services

(12.1) The agent discloses that it is a member of S.C.A. (N.S.W.), the R.E.I. of N.S.W. and the U.D.I.A. and from time to time may sponsor events, conferences or seminars that may be held by these organisations.

(12.2) The agent discloses that from time to time it may use suppliers to the scheme for its own business practices including Macquarie Bank, CRM Insurance Brokers and Khoury Bros. & Co. Accountants however the agent DOES NOT receive any rebate, discount or commission for recommending these suppliers to the scheme.

(12.3) The agent discloses that from time to time it may receive training services or advice from suppliers to the scheme, including but not limited to;

Grace Lawyers	Dentons	Corporate Home Unit Underwriting Agencies
Bannerman's Lawyers	Chambers Russell Lawyers	Strata Energy Services
Holding Redlich Lawyers	Mills Oakley Lawyers	Winfire
J.S. Mueller and Co. Lawyers	DEA Lawyers	Macquarie Bank
Madison Marcus Law	Sparke Helmore	Maddocks

Where training is provided by suppliers a disclosure will be made via the Section 60 report provided to the scheme at the A.G.M.

(12.4) The agent discloses that it has Authorised Representative agreements to provide quotations and placement of cover for the renewal of the Owners Corporations Insurances with;

McCormack Harris Insurance Brokers	Honan Insurance Brokers	Coverforce Insurance Brokers
CRM Insurance Brokers	Arthur J Gallagher & Co Brokers	Corporate Home Unit Underwriting Agencies
BCB Insurance Brokers	BAC Insurance Brokers	Austbrokers

When the agent receives a brokerage from these companies for being an authorised representative it will be disclosed to the scheme via the Section 60 report provided to the scheme at the A.G.M.

(12.5) The agent discloses that it has commercial arrangements with (including but not limited to);

AMPAC Debt Recovery Services	Strata Energy Services	Active Utilities
Strategic Collection Services	Strata Essential Services	B Energy
Solutions in Engineering	Savant Energy	

The agent discloses that it has personal arrangements with (including but not limited to): Prime Strata Support Services.
Where these services are used and a retainer or referral fee is received, it will be disclosed via the Section 60 report or financial reports provided to the scheme at the A.G.M.

(12.6) The agent discloses that Netstrata Pty Limited, WinFire Pty Limited, Resolute Maintenance Group, PG Martin Plumbing, Moirs Law Pty Limited, Evolve Reporting Pty Limited and Strata Insurance Services Pty Limited (S.I.S.) (A.F.S. Licence 457333) are wholly owned subsidiaries of the agent. All brokerage fees* charged by S.I.S. are retained by the subsidiary, not the agent. Where WinFire, Resolute Maintenance Group or PG Martin Plumbing are appointed to provide services for the scheme, all charges will be disclosed pursuant to Section 60 and via the financial statement for the scheme.

***Note: S.I.S. does not receive commissions from insurers for providing broking services, a fee for service model is applied.**

13. EXPLANATION OF AGENTS SERVICES, FEES AND DISBURSEMENTS

Type	Explanation
Management Fees	Contracted Management Fees (for the services listed under Section 7 & 8 of this agreement) are calculated based on the size of your scheme (i.e. the number of lots) plus the complexity of your scheme as well as the facilities and apparatus that are installed at the scheme. Our office uses time recording software to assist in the preparation of Section 55 reports (included in the A.G.M for the scheme) which also assist in reviewing the base management fees. A complete copy of this report is provided to your scheme each year. **Note:** The fees and charges outlined in Section 14 are based on a contract term of 3 years. Where a reduced term contact is entered into, the fees and charges outlined in Section 14 of this agreement will be adjusted as follows; 3 Years $ 44,384.76 P.A., 2 Years $ 46,604.00 P.A., 1 Year Agreement $ 48,823.24 P.A., No Term $ 51,042.47 P.A.
Strata Administration	Provides for additional administration of your scheme that falls outside the typical administration of your strata scheme, (for example attendance at mediation or tribunal hearings at N.C.A.T. or arranging a council clean-up on behalf of residents), reimbursement for out-of-pocket expenses (for example purchase of a common property notice board) or for the inclusion of your scheme in bulk tendering opportunities, (for example lift contracts or for electricity & gas supply). See Items 14.2 and hourly fees outlined in Item 14.5. Off/On boarding of records relates to the installation or removal of signage at the scheme that references the managing agent, including emergency contacts etc, as well as deregistering owners from the mobile app.
Disbursements	Disbursements are for reimbursement of the reasonable costs the secretary, treasurer or chairperson would usually incur for the day-to-day administration of the scheme, for example, telephone calls, postage, printing and photocopying charges. Recent changes to the Strata Act now require Owners Corporations to store their data electronically. This requirement has incurred additional costs to facilitate data storage, data security and software. Our Office provides 2 options for recovery of disbursements that are incurred on behalf of your scheme, either 'Pay As You Go' or Fixed Disbursements. Which option is preferable to your scheme will largely depend on the number of meetings that your scheme is likely to undertake each year as well as the ongoing administration and communication provided for owners and residents. Fixed disbursements provide certainty around budgeting, however the Pay as you Go option may be preferable for schemes that do not believe they will require extensive administration. Speak with your manager regarding the best option for your scheme – see list of disbursements and options provided at Items 14.10a and 14.10b.
Financial Administration	Like any Corporation, your Owners Corporation is required to prepare and lodge tax returns with A.T.O. and where your scheme is registered for G.S.T., your scheme will also have a requirement to lodge quarterly B.A.S. The charges outlined in item 14.3 are based on the annual budget of the scheme (i.e. the amount) and the number of expected transactions during the year as well as whether the scheme is GST Registered. As a registered Tax agent, Netstrata is able to provide this service directly to your Owners Corporation, which avoids the usual expenses that would be incurred by engaging an external Taxation agent. Here it should be noted that this is an 'Opt-Out' service, meaning that should your Owners Corporation wish to prepare their own Tax Return and B.A.S. they are at liberty to do so.
Statutory Compliance	Your Owners Corporation has numerous compliance obligations that are imposed by various pieces of legislation and regulations. These obligations vary from providing a safe environment for owners, residents and service providers, to ensuring the compliance of plant & equipment at your property. New obligations on your scheme also require your Owners Corporation to submit an annual report to the NSW Government (Strata Hub) and compliance with reporting to the O.B.C. If your scheme is required to submit an A.F.S.S. pursuant to E.P.A. Regulation 2000, the fire compliance charges relate to the administration and management of essential services at the scheme. This includes qualifying the expertise of contractors in accordance with the Competent Fire Safety Practitioners regime, arranging access to ALL lots within the scheme, including the collection of tenant data, liaising with council, signing the Annual Fire Safety Statement, and lodging the statement with council and the NSW Fire Brigade on behalf of the scheme. The charges outlined in 14.6(a) & (b) are based on the complexity of the fire apparatus at the property and liability associated for yearly compliance, and does not include work arising from a Corrective Action Report (C.A.R.) (i.e. correcting a failure with an apparatus) or a fire order issued upon the scheme. Like Financial Administration, this is an Opt-Out service and the scheme is at liberty to perform the administration on their own behalf should they elect to do so, subject to item 7.40. Additional fees for C.A.R. work are outlined in item 14.5(b). **Note:** Where Winfire is appointed by the Owners Corporation, a 25% reduction to items 14.6(a) &(b) applies.
Trade Compliance	Is associated with the time taken to verify the bonafides of any contractors performing work at your scheme, including that they hold the appropriate licenses, insurances, qualifications, registrations, and safe work policies in place prior to completing the work that they are being contracted to perform. The fee is calculated based on the number of suppliers that perform work at your scheme from 1 July to 30 June each year, as well as the complexity of the licenses and qualifications that they hold. For efficiency and cost savings this is currently performed externally by Prime Strata Support Services, however can be performed by our office for a fee outlined in Item 14.6(e).
Pre-AGM Survey and Tenant Meeting Compliance	The Strata Act requires that certain procedures be undertaken as part of the A.G.M. process, this includes calls for nominations to the Strata Committee prior to the A.G.M., inclusions of any nominations in the AGM Notice, as well as notifying tenants of the A.G.M as required by the Strata Act Regulations 2016, and conducting a tenant meeting (if required).
Council Clean Up	In the event your Owners Corporation elects to undertake regular council clean-ups for their scheme, this provides for the administrative processes associated with booking a routine council clean up and notifying residents of the scheme, including the specifications for proper disposal of goods. This is an 'Opt-In' service decided by the owners of your scheme.
Stationery By-law	In the event your Owners Corporation has passed the Stationery By-law, which permits the Owners Corporation to charge lot owners for the costs of printing, postage and stationery, this is for the time taken to issue and collect the stationery By-law charges on lot owners (which is paid directly to the Owners Corporation) as well as administer the ongoing delivery types.
Debt Recovery Fees	Debt recovery and arrears charges are for the costs associated with pursuing outstanding levies and the initiation of Debt Recovery proceedings. These charges are generally able to be recouped by the Owners Corporation
Updating New Tenancies	Section 258 of the Strata Act requires all Landlords to supply the Owners Corporation with details of the lessees of their lot. This requirement has become more important with the introduction of the Competent Fire Safety Practitioners Regime where access to ALL lots during a fire safety inspection is required as well as the introduction of the Strata Hub. Having this data allows for fire inspections to be arranged directly with all residents, which saves the Owners Corporation re-inspection fees and other charges. Where a By-law has been passed by your scheme, these charges may be passed onto lot owners.

14. AGENTS FEES AND DISBURSEMENTS

For the services and disbursements outlined in this agreement, the scheme will pay the agent as per the table outlined below. All fees include G.S.T.

(14.1) Management fees for routine duties (per lot, per month) $ 19.47	
(a) Attend AGM completed prior to 6:30pm (Mon to Thurs)	Included
(b) Attend 4 electronic meetings during business hours	Included
(c) Arranging routine and scheduled maintenance to Max. $5000	Included
(d) Issue routine work orders and quotation requests	Included
(e) Conduct 6 on-site inspections per annum	Included
(f) Process insurance claims to a maximum of $5000	Included

(14.2) Strata administration	
(a) Out of pocket expenses	At cost +25%
(b) Arrange council clean up	$11.00 per lot, per clean-up
(c) Bulk tendering	15% of savings gained
(d) Process tenancy notices	$49.00 per notice
(e) Establish building registers	Price on application
(f) Early handover of records	$750.00
(g) Off/on boarding of records	$750.00

(14.3) Financial administration	
(a) Audit preparation	$49.00 per 15 minute block
(b) Income tax preparation & lodgement	$861.00 per return
(c) B.A.S. Preparation & lodgement	$457.00 per return
(d) Online invoice approvals	$6.60 per lot, per qtr

(14.4) Arrears processing	Charged to Levy Debtor
(a) Issue arrears reminders	$44.00 per arrears notice
(b) Arrange payment plan	$100.00 per plan, per mth
(c) Perform skip trace	$250.00 per trace
(d) Send instructions to lawyers	$185.00 per action

(14.5) Hourly rates	
(a) Director/senior executive	$125.00 per 15 minute block
(b) Strata managing agent	$75.00 per 15 minute block
(c) Clerical/admin staff	$55.00 per 15 Minute block

(14.6) Statutory compliance	
(a) Fire compliance & administration	$2.70 per lot, per month*
(b) Sign annual fire safety statement	$1,811.00 per statement*
(c) Pre-AGM survey & tenant meetings	$22.00 per lot
(d) Complete safe work certificate	$75.00 per certificate
(e) Qualify existing trade license	$55.00 per supplier, per annum
(f) Qualify new trade license	$125.00 per supplier
(g) Complete strata hub survey	$75.00 per 15 minute block
(h) Complete o.B.C. Survey	$75.00 per 15 minute block
*A 25% Reduction applies where Winfire is appointed to complete A.F.S.S.	

(14.7) Insurance**	
(a) Brokerage	If applicable pursuant to Sec.60
(b) Process insurance claims	$75.00 per 15 minute block
(c) Management fee increase	+25% to item in 14.1
**Applies where Agent IS NOT appointed as an Authorised Representative	

(14.8) Project administration (Only applies when approved by Principal)	
(a) Defect claims	$75.00 per 15 minute block
(b) D.B.P. Act remedial works	5% of total of works
(c) Building/infrastructure upgrades	$75.00 per 15 minute block
(d) Legal/mediation matters	$75.00 per 15 minute block
(e) Sign minor & major works contracts	$75.00 per 15 minute block

(14.9) Requests by Lot Owners/Residents (Charged to Lot Owner)	
(a) A/Hours Emergency (5pm to 11:59pm)	$99.00 per call
(b) A/Hours Emergency (12am to 6am)	$175.00 per call
(c) Process Key/Fob/Bond Request	$55.00 per 15 minute block
(d) Provide Smoke Detector Cert	$75.00 per certificate
(e) Process By-law Complaint	$55.00 per complaint
(f) Online Strata Search	$55.00 per hour
(g) Section 183 Preparation Fee	$55.00 per 15 minute block
(h) Issue Section 184 Certificate	Statutory fee, paid by applicant

Disbursements – Option A ☑

(14.10a) Fixed disbursements (per lot, per month)	$ 8.35
Telephony charges	
(a) Mobile, SMS, MMS, & STD phone calls	Included
Delivery of information	
(b) Postage charges	Included
(c) Photocopying, printing and stationery	
(d) Levy payment notices (excluding arrears processing fee)	
(e) Electronic delivery of information	
(f) Issue supplier EFT and remittance advices	
Information storage and data protection	
(g) Hardcopy archiving, storage & retrieval of records	Included
(h) Store information via an electronic D.M.S.	
(i) Software and computer licenses	
(j) AWS cloud data storage & cyber security	
Electronic communication	
(k) Conduct electronic meetings & voting platform	Included
(l) Maintain electronic copy of strata by-laws	
(m) Issue monthly financial statement via online portal	
(n) Provide copy of insurance certificate via online portal	
(o) Maintain online client portal	
(p) Maintain 'Netstrata Space' mobile application	

Disbursements – Option B ☐

(14.10b) Disbursements (pay as you go)	
Telephony charges	
(a) Mobile, SMS, MMS, & STD phone calls	At cost +25%
Delivery of information	
(b) Postage charges	At cost +25%
(c) Photocopying, printing and stationery	$1.00 per page
(d) Levy payment notices (Ex. arrears processing fee)	$3.30 per levy
(e) Electronic delivery of information	$1.00 per email
(f) Issue supplier EFT and remittance advices	$1.00 per advice
Information storage and data protection	
(g) Hardcopy archiving, storage & retrieval of records	$2.20 per lot, per month
(h) Store information via an electronic D.M.S.	
(i) Software and computer licenses	
(j) AWS cloud data storage & cyber security	
Electronic communication	
(k) Conduct electronic meetings & voting platform	$2.20 per lot, per month
(l) Maintain electronic copy of strata by-laws	
(m) Issue monthly financial statement via online portal	
(n) Provide copy of insurance certificate via online portal	
(o) Maintain online client portal	
(p) Maintain 'Netstrata Space' mobile application	$15.00 per user

The common seal of Strata Plan 103041 was affixed in the presence of the undersigned being the persons authorised to attest the affixing of the seal, on this date 21/05/25 .

_____	_____	_____
**Name	Signed by representatives of Lot	Signature of the Licensed Strata Managing Agent on behalf of Network Strata Services P/L
_____	_____	
**Name	Signed by representatives of Lot	

**The scheme acknowledges being served with a copy of this agreement when it was signed.

STRATA PLAN 103041 COMMON SEAL

15. OUR BRANDS

NETSTRATA
EST 1996

Netstrata have provided professional strata management services since 1996 and are evolving into a Full-Service Organisation for your strata property. Our current services include Strata Management, Insurance Broking, Strata Software, Maintenance, Legal Services, Insurance Valuations and Capital Works Fund reporting.

An outline of the services provided by our subsidiaries is listed below. Here it should be noted your scheme is at liberty to choose any service provider of their choice, they ARE NOT required to use the services of our brands, however as you will note, apart from cost savings and efficiencies there are numerous benefits for your scheme, including responsibility, accountability, availability, and supply chain assurance.

Having access to these resources also means that our strata managers have a unique training advantage, being exposed to the direct knowledge of our brokers, trades and software developers.



STRATA INSURANCE
SERVICES

Strata Insurances are a bespoke insurance product that are not generally understood or placed by most Insurance Brokers. With the current volatility in the general insurance market following the recent natural disasters such as bush fires and flooding events, it is important that your scheme is represented by a broker that specialises in and understands the strata insurance market. Other key benefits include:

1. Risk profiling

Having access to ALL records for your scheme, including the A.F.S.S., asset registers, maintenance records, safety reports, window lock compliance records and claims history means S.I.S. can provide insurers with a complete risk profile that is unable to be provided by external brokers. Because insurers price against risk, providing this information means you can be assured your scheme is receiving the most competitive and thorough insurance proposals possible.

2. Independence

S.I.S. is an independent Insurance Broker. Being independent means that we are able to source insurance products and proposals from ALL strata insurers and underwriting agencies, we are not limited in choice like other broker owned co-operatives.

3. Commission free

Importantly, S.I.S. DOES NOT take commissions for placing insurances on behalf of your scheme, rather a fee for service is applied and disclosed to owners on each insurance renewal, regardless of which insurance quotation is selected by your Owners Corporation. This adds a further layer of independence to the insurance renewal process for your scheme and reduces many of the taxes and charges that are applied to your premium.

4. Claims management

Having an in-house broker means we are able to provide a more efficient and effective claims management for any insurable event that may occur at your strata property. This means any damage to your scheme will be remediated sooner and claims paid out more

5. Reporting and disclosure

Strata legislation requires all strata managers to disclose any commissions received at each A.G.M. Our office takes this one step further providing all owners with a notification of renewal and current insurance certificate for your property.

For a complete guide to the broking services provided by S.I.S. for your scheme, please see the following link **HERE >**

Page: 107

MOIRS LAW

Moirs Law Pty Ltd is a distinguished firm offering comprehensive services tailored to meet the specific needs of strata communities. Some of our services include:

1. Strata Levy Debt Collection Services

We understand the critical importance of timely strata levy payments for the smooth functioning of a strata scheme. Our dedicated team specialises in effective debt collection strategies, ensuring that outstanding levies are recovered promptly. We employ practical solutions to resolve payment issues while maintaining positive relationships within the strata community.

2. Strata Law Disputes, including NCAT Proceedings

Navigating strata law disputes can be complex, but our firm excels in providing professional guidance. From minor disagreements to more complex disputes, we offer practical and strategic assistance to resolve matters efficiently. Our expertise extends to representing clients in NCAT proceedings, ensuring a fair and just resolution for all parties involved.

3. Settlement Deeds

Moirs Law is well-versed in facilitating settlement deeds to bring about amicable resolutions to strata disputes. We emphasise practical negotiations and solutions, crafting settlement deeds that protect the interests of all parties involved. Our approach is aimed at fostering positive outcomes while minimising disruptions within the strata community.

With a dedicated legal division, Netstrata can provide swift and well-informed legal counsel on various strata matters. This ensures that potential legal issues are addressed proactively, minimising the risk of disputes escalating and leading to costly legal proceedings. The integration of legal expertise allows Netstrata to offer holistic strata management solutions. By combining practical strata management techniques with legal acumen, the firm can provide a more comprehensive service that addresses both day-to-day operational needs and potential legal challenges.



evolve REPORTING

Evolve Reporting Pty Ltd is a specialised service provider catering to the unique needs of strata communities. Our key services include:

1. Insurance Valuation Reports

Our team at Evolve Reporting understands the critical importance of adequate insurance coverage for strata schemes. We specialise in preparing comprehensive insurance valuation reports that meticulously assess the value of the property and its assets. This ensures that strata schemes are adequately insured, providing financial security in the event of unforeseen circumstances. Our reports are not just documents; they are practical tools to safeguard the interests of strata communities.

2. Capital Works Fund Plan Reports

Planning for the future is paramount in strata management. Evolve Reporting excels in undertaking Capital Works Fund Plan Reports, which are instrumental in ensuring that strata schemes have a well-thought-out budget for items of a capital nature. Our reports go beyond mere numbers; they offer practical insights into the anticipated costs of necessary capital works. By partnering with us, strata communities can make informed decisions, effectively allocate resources, and maintain the long-term integrity of their properties.

Our commitment to professionalism, practicality, and a deep understanding of the intricacies of strata management sets us apart.



15. OUR BRANDS (CONTINUED)

WINFIRE WINDOW & FIRE COMPLIANCE

RESOLUTE MAINTENANCE GROUP

P G MARTIN PLUMBING

Our maintenance division incorporates 3 trading entities, Winfire, Resolute Maintenance, and PG Martin plumbing. Across these brands we have trade licenses in Electrical, Accredited Fire Technicians, Locksmiths, Carpentry, Plumbing, Roof Plumbing, Draining and Gas fitting. Key benefits include;

1. Safety and Compliance

Winfire was established following the introduction of the NSW Competent Fire Safety Practitioner (C.F.S.P.) regime. Our diversity of skill sets means that we are able to complete two important safety inspections for your property concurrently – Fire Safety and Window Lock Compliance. These inspections not only provide protection and safety assurances, completing the inspections concurrently delivers convenience for residents and cost savings for your Owners Corporation. No other service supplier is able provide these two services simultaneously.



2. Priority Access

Due to supply and demand pressure, accessing trades during peak periods such as extreme weather events, can be problematic. Having an in-house maintenance division ensures that your property will be given priority service during peak periods, severe weather events and after-hours emergencies.

3. Efficiency and Convenience

Having direct access to a variety of trade licenses means our team are able to complete complex maintenance issues without the need to seek alternatives trades or sub-contractors. This assures efficiency and continuity of service, providing both convenience and cost savings for your scheme.

4. Reporting

When our maintenance team is appointed by your scheme to provide scheduled maintenance services, we will provide a detailed report of the services provided, including before and after photos and recommendations for future servicing of common property assets. When requested, we are also able to provide your scheme with an asset register of plant and equipment for your property.

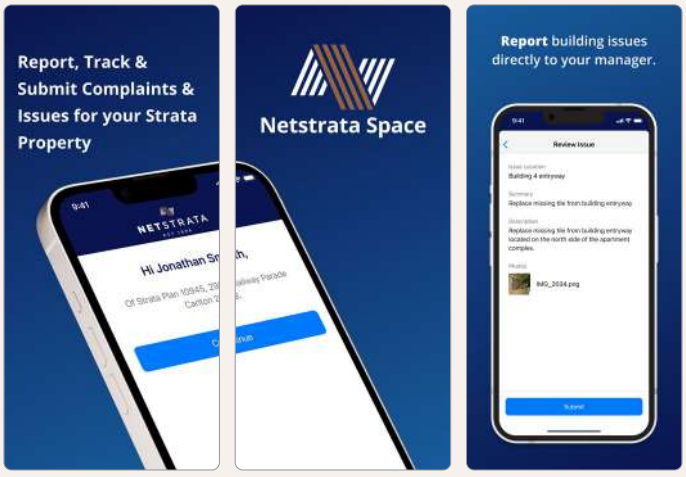
5. Competitive Pricing and Accountability

Quite simply the buck stops with us. We appreciate that on all levels our office and subsidiaries are servicing your homes, investments, and community. To ensure our ongoing relationship is maintained you can be assured that our pricing is competitive and services of the highest standard.

Netstrata Space is our proprietary software which enables our office to provide completely unique management services for your Owners Corporation and our Strata Managers.

All owners have access to our online portal and mobile application where they are able to report issues affecting your property and obtain pertinent information regarding your scheme.

DOWNLOAD >



16. PROFESSIONAL MEMBERSHIPS

PROFESSIONAL STRATA MANAGER

member REINSW REAL ESTATE INSTITUTE OF NEW SOUTH WALES

FPA AUSTRALIA GOLD MEMBER Fire Protection Association Australia

Tax Agent 26193908

NIBA National Insurance Brokers Association

THE LAW SOCIETY OF NEW SOUTH WALES

ANNUAL STRATA MANAGER REPORT

NETSTRATA
EST 1996

12 MONTH PERIOD ENDING 31-MAR-2025

Report pursuant to Section 55 and 60 of the Strata Schemes Management Act 2015 for Strata Plan No.: 103041

183:04 TOTAL HOURS:MINS

2
WORK ORDERS

3838
EMAILS

252
INVOICES PROCESSED

1097
DOCUMENTS REGISTERED

Meetings: **2**
Insurance Work: **2**

By-law Inquiries: **4**
Correspondence: **4**

Phone Calls: **35**
SMS's Issued: **0**

Debt Recovery: **0**
184 Certificates: **3**

General Admin Tasks: **26**
Update Details: **97**

Fire Compliance: **0**
Inspections: **0**

Report Pursuant to Section 55 - Functions Performed Under Delegated Authority

Section 55 of the Strata Schemes Management Act 2015 obligates all strata managers to provide a report twice a year outlining the functions performed under the delegated authority granted by the Owners Corporation to the agent. A summary of the major events for Strata Plan No: 103041 for the 12-month period ending 2025 is detailed on the page above. Detailed Section 55 reports are available upon request.

Report Pursuant to Section 60

Netstrata discloses that it has commercial relationships with suppliers, including Macquarie Bank, which may also offer services to your scheme. While we utilise and recommend these providers, we do not receive any rebates, discounts, or commissions in connection with these recommendations.

Netstrata and our subsidiaries engage Prime Strata Support Services for internal administrative purposes and has a personal relationship as described in Sch 1, C12 of the Property and Stock Agents Regulation 2022. Prime may also provide direct services to your scheme. Any fees for services supplied are disclosed in the financial statements for your scheme. In the interest of maintaining transparency and ethical standards, we disclose that familial relationships may exist among individuals within our organisation. These relationships may include, but are not limited to, parent-child, sibling, spousal, or extended family connections. Familial relationships also extend to Macquarie Bank, Life Building Group, ESP Security Systems, ESP Project Group, All Complete Handyman Services and Kane Air.

Our strata managers and administrative staff receive training services from industry bodies and suppliers that may provide services to your scheme including but not limited to Strata Community Association (SCA), Urban Development Institute of Australia (NSW), Real Estate Institute NSW, Strata Community Insurance, Macquarie Bank, Grace Lawyers, Bannermans Lawyers, and J.S. Mueller & Co.

Netstrata has commercial arrangements with Strata Energy Services for the bulk tendering of the common electricity supply for our client schemes. In the event your scheme is included in a bulk tender, a service fee of $85.00 p.a is received for Small Market Enterprise (SME) agreements and up to $750.00 p.q for Commercial and Industrial (C&I) clients.

Netstrata discloses that it is an authorised representative of BCB Brokers, CRM Brokers, Coverforce, and BAC Brokers. When insurances for your scheme are arranged through these entities our office receives a share of the brokerage charged, which last year was $1,207.91. It is expected that this brokerage will be $1,292.46 next year. The brokerage received funds the administrative requirements for placing insurances and processing insurance claims on behalf of your scheme including providing 3 quotations, researching and providing a complete claims history and providing the insurer with other relevant information that is required to be disclosed as part of the renewal process. Where the brokerage is not received a fee for service will be applied.

Netstrata discloses that Strata Insurance Services Pty Limited (SIS), WinFire Pty Ltd, Resolute Maintenance Group, PG Martin Plumbing, Evolve Reporting Pty Ltd and Moirs Law are wholly or partially owned subsidiaries of the agent. When insurances are placed on your behalf of your scheme by SIS, brokerage charged is retained by the subsidiary, not the agent. Strata Insurance Services DOES NOT receive commissions for arranging insurance cover on behalf of your Owners Corporation. In the event WinFire, Resolute, PG Martin, Evolve Reporting or Moirs Law are engaged to undertake maintenance work or inspections or reporting or legal work, the fees and charges associated with these works are detailed in the financial reports for your scheme. The disclosure of brokerage fees or commission received for the renewal of strata insurance policies is made to all strata committee members during the quotation phase, all owners once the policy is placed and via your owner portal and mobile application. Any brokerage fees charged by SIS are also disclosed within the detailed financial reports.

MONITORING OF
TRADE COMPLIANCE

Strata Plan 103041

A brief overview of our insurance and compliance checks.

INSURANCE CHECK

We verify that trade businesses have valid and adequate insurance coverage for their work. We do this by requesting a copy of their insurance certificate and checking the following information:

- The name and address of the insured business
- The type and amount of insurance coverage
- The effective and expiry dates of the policy
- The name and contact details of the insurer

We also contact the insurer to confirm the authenticity and status of the policy. If the policy is expired, cancelled, or insufficient, we notify the trade business and ask them to provide an updated or adequate certificate.

COMPLIANCE CHECK

We verify that trade businesses comply with the relevant laws and regulations for their work. We do this by requesting a copy of their license or registration and checking the following information:

- The name and address of the licensed or registered business
- The type and scope of the license or registration
- The effective and expiry dates of the license or registration
- The name and contact details of the licensing or registering authority

We also contact the authority to confirm the authenticity and status of the license or registration. If the license or registration is expired, revoked, or restricted, we notify the trade business and ask them to provide an updated or valid license or registration.

MONITORING OF
TRADE COMPLIANCE

COMPLIANCE REVIEW

Summary of all contractors that have worked on your scheme:

DATES: 01/04/2024 – 31/03/2025

COMPANY NAME	ABN	TRADE
FROST AIR CONDITIONING	80000961562	Air Conditioning
AIR CROSS SOLUTIONS	25657480156	Air Conditioning Maintenance
KHOURY BROS. & CO.	81548158606	Audit Report
SP 1272951	84269638488	BMC/Community Contributions
CBRE	57057373574	Building Manager/Caretaker
CBRE (C)	64003205552	Building Managment/Caretaker
BIC SERVICES	40003700301	Cleaning - General
SHIMMER GLASS CLEANING	17144789426	Cleaning Windows
WASTEMAN SERVICING	32131724091	Compactor / Garbage Chute
SERVICE & CARE	33611438576	Compactor/Chute Service
ARA ELECTRICAL	37002436384	Electrical Repairs
GROVE SPARK	61646113555	Electrical Repairs
ORIGIN ELECTRICITY	33071052287	Electricity Consumption
ORIGIN ENERGY RETAIL LIMITED	22078868425	Electricity Consumption
D A FIRE SERVICES	47610167738	Fire Services
RECORD AUTOMATIC DOORS	58601122874	Garage Secuirty Gate/Shutter
SUPA TECH (NSW)	49145181513	Garage Security Gate / Shutter
ORIGIN ENERGY - GAS	77000508369	Gas Consumption
CBRE P/M NORTH SYDNEY	57057373574	General Expenses
PRIME STRATA SUPPORT	46627705444	General Expenses
THE EPPING CLUB	96000964938	General Expenses
AI AIR CONTROL	26549056827	General Maintenance
HIRE A HUBBY BEECROFT	71735378651	General Maintenance
VV SOULUTIONS	12240861835	General maintenance

MONITORING OF
TRADE COMPLIANCE

COMPANY NAME	ABN	TRADE
COVERFORCE	11118883542	Insurance Premium
ARCHI-QS	92149895706	Insurance Valuation
ADVOCATUS LAWYERS	25825702420	Land Titles & By-Law Registration
MADISON MARCUS LAW	40164498444	Legal Fees
MOIRS LAW	80671785872	Legal Fees
DEPARTMENT OF CUSTOMER SERVICE	81913830179	Legislative Compliance
KONE ELEVATORS	47000142423	Lift Maintenance
A CLASS SAFE & SECURITY	31363803451	Locks & Doors
LOCK & ROLL WESTERN SYD	75939370943	Locks & Doors
NETSTRATA	31064030324	Management Services
PESTECO	14167466551	Pest Control
LINNEGAR PLUMBING	80092661759	Plumbing
PG MARTIN PLUMBING	34630169836	Plumbing - General
SYDNEY PACIFIC AIR	73112871520	Refridgeration/Air Conditioning Maintenance
ATO	51824753556	Tax
SYDNEY WATER	49776225038	Water Consumption
ASQB	37167684166	Window Safety Device

DISCLAIMER

Contractor compliance charges do not apply to checks performed for government departments, utility service providers (including electricity, water, and telecommunications entities), local councils, the Australian Taxation Office (ATO), insurance providers, or subsidiaries or related entities of Netstrata.

WHAT'S COVERED
BY STRATA BUILDING INSURANCE

WHAT IS BUILDING INSURANCE

Quite simply, Strata Building Insurance protects the Owners Corporation for damage sustained to the building as a result of an Accidental or Malicious act. Common examples are;

- Fire/Arson
- Storm/Tempest
- Lightning Strikes
- Vandalism
- Vehicular Impact
- Burglary & Theft
- Glass Breakage
- Burst Pipes
- Earthquakes

A common misapprehension is that Strata Building Insurance protects the Owners Corporation for the routine maintenance items or building defects such as the repair of leaking shower trays, settlement/movement cracks in walls & ceilings or concrete cancer, unfortunately this is not the case. The easiest comparison to think of is motor vehicle insurance. You can insure your vehicle against having an accident, however you cannot insure your vehicle for wearing out. This same principle applies to Strata Building Insurance.

HOW IS AN OWNER OF A LOT PROPERTY PROTECTED?

Every Owners Corporation has a mandatory duty to insure 'the building' against accidental or malicious damage – section 160 (1), Strata Schemes Management Act 2015 (the Act).

Lot space within a strata scheme is commonly defined as;

"the cubic air-space contained within the inner surface of the boundary walls, under surface of the ceiling and upper surface of the floor"

Under this definition the lot owner is responsible for the repair, replacement and maintenance of all building components housed within the lot, such as;

- Internal walls
- Internal doors
- Toilets, baths & basins
- Shower screens
- Built-in wardrobes
- Kitchen sinks, cabinets and bench tops
- Appliances, such as wall and bench ovens, cook tops, range hoods, hot water heaters and bathroom & laundry exhaust fans

For example, a leaking tap washer in the kitchen or leak through a shower

WHAT'S COVERED
BY STRATA BUILDING INSURANCE

screen is the lot owners' responsibility to maintain. However, by virtue of the term 'the building' being included in section 160 (1), many of the building components contained within the 'lot' are protected by the mandatory Building Insurance that is taken out by the Owners Corporation.

Simply speaking these items are the lot owners' responsibility for the purposes of repair, replacement and maintenance, however they are protected by the Strata Building Insurance if damaged via an insurable event.

ARE MY CONTENTS COVERED?

No, the contents and fittings contained within your lot ARE NOT protected by the Strata Building Insurance and are specifically excluded from the policy, items such as;

- Carpets and underlay
- Floating floorboards
- Wallpaper
- Curtains and blinds
- Light fittings
- Paint work on walls & ceilings
- Wall tiles located on internal walls
- Any furnishing or personal contents
- Electrical appliances that are not hardwired into the building e.g. clothes dryers, dishwashers or microwaves

Owner-occupiers may extend the cover on their contents insurance to include the items not covered by the strata building Insurance. Most major mainstream insurers in NSW are aware of the delineation between strata building insurance and contents insurance for a strata property and are happy to extend home contents insurance to include the items listed above.

Non-resident or investor owners may take out 'Landlords Insurance' for a sufficient sum to cover the fittings of their lot. However all owners should undertake their own inquires with their insurer or insurance broker to ensure their contents are adequately protected by their contents policy.

UNDERSTANDING STRATA
PROPERTY MAINTENANCE

One of the most confusing aspects of owning a lot within a Strata Scheme is understanding who is responsible for the maintenance of certain elements within the lot – an individual owner or Owners Corporation (Body Corporate)?

This debate has existed since strata schemes legislation was first incepted in 1961 and has been further confused by the way in which owners and Owners Corporations' interpret the maintenance obligations for their strata schemes.

This confusion is further exacerbated because not every strata plan is the same and some Owners Corporations may pass specific resolutions or By-Laws changing or absolving the Owners Corporations maintenance responsibilities.

Briefly; generally each owner is responsible for the maintenance, repair and replacement of all those components of the building that are housed within the external walls of their unit/villa or townhouse or service only their lot (within the lot envelope). Section 106 of the Strata Schemes Management Act 2015 places a mandatory duty on the Owners Corporation to repair and maintain all elements outside of this envelope (the common property) or shared services that may pass through the unit.

In the diagram below, those areas that are generally considered to be common property or the Owners Corporations responsibility to maintain are highlighted in **BLUE**. This applies to strata schemes registered after 1 July 1974.

In this example, all the internal walls and doors are highlighted in **ORANGE** representing lot property. Other typical elements of Lot property include kitchen and bathroom cabinets and accessories, carpets, paintwork and appliances.

For a detailed list of typical lot property and common property maintenance responsibilities go to www.netstrata.com.au

When assessing the maintenance responsibilities for your scheme it is important that a detailed examination of your strata plan and by-laws be undertaken to determine the specific responsibilities associated with your property. Owners should also be familiar with any warranties that may be applicable to apparatus and building structure at their property and the limitations and application of these warranties.

UNDERSTANDING STRATA
PROPERTY MAINTENANCE

The cubic airspace of the lot also extends to the balcony or courtyards and is usually defined by a notation on the Strata Plan.

Any shared apparatus, such as pipes or conduits that pass through a lot are still the Owners Corporations responsibility to maintain, even though they are contained within the lot.

These areas are known as ‘Structural Cubic Space’.



Lot space within a strata scheme is commonly defined as;

“the cubic airspace contained within the inner surface of the boundary walls, under surface of the ceiling and upper surface of the floor”.

Once a pipe or conduit enters the lot, it becomes the ‘lot owners’ responsibility to maintain if it only services that lot. Common examples include, taps and drainage pipes under sinks & vanities.

GENERAL MEETING **INFORMATION**

Office location and access

Our Meeting Rooms are located at 280 Railway Parade, Carlton. Parking is available at Carlton railway station on Railway Parade. Lift access for disabled or less mobile persons is available with prior notification to your strata manager.

About the Agenda

The meeting notice outlines the motions to be decided and the rules for conducting a general meeting. While largely self-explanatory, we encourage you to review them to understand your rights and obligations fully.

Meeting duration

The duration of the meeting will largely depend on the number of motions. A simple proxy meeting (i.e. one conducted via proxy/postal vote) may only take a few minutes, whereas an Annual General Meeting usually lasts around an hour.

Where to find out more

The 'Strata Living' guide, details strata rights and responsibilities, and is available at NSW Fair Trading website www.fairtrading.nsw.gov.au. For more information on strata schemes and legislation, visit our www.netstrata.com.au.

Questions?

We welcome your questions and feedback on strata administration but ask that agenda-related questions be directed to your strata manager before the meeting to save time. If time allows, a general discussion will follow the meeting.

Voting and attendance

If you are unable to attend the meeting, you can vote electronically via the link in the email notice or the QR code in the posted notice, which enables owners to signal their vote for each motion on the agenda.

CUSTOMER **COMPLAINTS**

We're here to listen and improve.

At Netstrata, we are dedicated to delivering exceptional service, professionalism, and integrity in all our interactions. Your feedback helps us maintain these standards and continuously improve the experience for everyone we serve.

If you have concerns or believe our service has not met your expectations, we want to hear from you. We are committed to addressing complaints promptly, fairly, and transparently.

HOW TO LODGE A COMPLAINT

The easiest way to lodge a complaint is to visit our online complaints webpage at **www.netstrata.com.au/complaints**, or by scanning the QR Code.

OR, you can also lodge a complaint by contacting us via one of the following:

Customer Experience:

(02) 8567 6400 or
1300 638 787

Emailing:

clientservices@
netstrata.com.au

Writing to us:

PO Box 265, Hurstville
BC 1481 NSW

Information to include in your complaint:

- Your name and contact details, including phone number and email address
- Your building address, Strata Plan Number and Lot Number/s affected
- The nature of your complaint
- Details of any steps you have already taken to resolve the complaint
- Details of relevant conversations you may have had with our company
- Copies of any supporting documentation
- What we can do to resolve the complaint/issue for you.

NOTES
FOR THE MEETING

This page has been left blank to enable you to jot down any questions you may have regarding the motions to be discussed or any other matter concerning the scheme.

NOTES
FOR THE MEETING

This page has been left blank to enable you to jot down any questions you may have regarding the motions to be discussed or any other matter concerning the scheme.



www.netstrata.com.au

P: 1300 638 787

admin@netstrata.com.au

Emergency (after hours): 1300 663 760

Head Office
280 Railway Parade
Carlton NSW 2218

Wollongong Office
Suite 3.03, 3 Rawson St
Wollongong NSW 2500

Liability limited by a scheme approved under Professional Standards Legislation

NETSTRATA
EST 1996

27 May 2024

To All Owners
22 LANGSTON PLACE, EPPING

Dear Owners,

RE: MINUTES OF ANNUAL GENERAL MEETING | STRATA PLAN NO. 103041 AT 22 LANGSTON PLACE, EPPING

Attached are the minutes of the recent Annual General Meeting conducted for your strata scheme and enclosed is a levy payment notice for your 1st quarter levies. The payment options for your levies are detailed on the second page of your levy payment notice. We urge you to read the minutes so you're aware of the issues discussed at the meeting and we also write to bring the following matters to your attention;

1. DO YOU HAVE APPROPRIATE CONTENTS & LANDLORDS INSURANCE?

Although many of the elements within your lot are protected by the Strata Building Insurance, we recommend that all owners effect Contents Insurance to protect those elements of your lot that are not covered by Building Insurance.

C.H.U. Australia's leading Strata Insurance provider is now offering comprehensive Common Contents and Landlord Insurance for owners in Strata Schemes.

For a quote and simply go to our website www.netstrata.com.au and follow the prompts.

2. YOUR OWNER PORTAL

You can obtain all the pertinent information relating to your scheme via your Owner Portal at www.netstrata.com.au. From here you are able to access;

- The Minutes Book for your scheme
- The current Financial Records for your lot
- The Insurance Certificate & P.D.S. for the scheme
- Maintenance Reports
- The Financial Records for your scheme
- The By-laws for your scheme
- R.P. Data Sales and Area Profile reports
- Update your personal information

3. BY-LAWS

You will note from the minutes that several new By-laws may have been passed for your strata scheme. The details of each of these new By-laws are specified in the minutes of the meeting and it is important that you read these By-laws so you are fully aware of how they affect your lot. All other By-Laws that were registered with the strata scheme remain unchanged. Should you have any questions regarding the By-Laws please don't hesitate to contact our office.

4. INSTALLATION OF SECURITY DEVICES

The security of the strata scheme and individual apartments is of paramount importance for all owners and residents at the scheme.

NSW legislation permits all owners to undertake the installation of additional locking devices, security screens or other security devices to their windows, front doors, balcony doors and garage doors to further secure their individual apartments, villas or townhouses. However, please note, any additional locking devices must adhere to current fire safety regulations – a licensed locksmith will be able to advise such regulations.

To further assist, we have developed an information guide called ***Securing your Strata Title or Community Title Property***. This guide has been prepared in conjunction with our office and the NSW Police and provides owners with several useful tips surrounding communal security. For a copy of the guide, go to our website www.netstrata.com.au and search for "Securing your Strata Title or Community Title Property".

5. WANT TO FIND OUT MORE...?

To assist owners with the increasing complexity of strata scheme living, we offer a variety of newsletters explaining your rights and obligations of owning a strata property, including

- Building Security
- Maintenance Responsibilities
- Cleaning & Gardening Specifications
- Strata Building Insurance – How am I Covered?
- Strata Definitions
- Frequently Asked Questions

6. 24HR TRADE EMERGENCY SERVICES

Our office provides all owners with access to 24 hour Emergency Trade Services, simply call 1300 663 760 to access;

- Plumbing, Gas and Hot Water
- Glazing
- Automated Garage Doors and Security Gates
- Electrical
- Locksmiths
- Lift Breakdowns

We hope this information about your strata scheme proves helpful and look forward to working with you and all owners for the common amenity of the property.

Should you have any questions or require further information regarding these or any other matters of your strata scheme please do not hesitate to contact our office.

Sincerely,
NETSTRATA
Shayne Skevington

Shayne Skevington | Direct Line: **02 8567 6493** | Email: **shayne.skevington@netstrata.com.au**



MINUTES OF

Annual General Meeting

Strata Plan	103041 - 22 LANGSTON PLACE, EPPING
Meeting date	25/05/2024
Commenced	11:30 AM
Apologies	Nil
Pre Meeting Voting	Lot 168, Lot 173, Lot 71, Lot 143, Lot 112, Lot 40, Lot 87, Lot 115
In Attendance	Lot 6, Lot 10, Lot 38, Lot 48, Lot 59, Lot 62, Lot 68, Lot 80, Lot 97, Lot 98, Lot 111, Lot 123, Lot 131, Lot 157, Lot 158, Lot 164, Lot 166, Lot 181, Lot 187
Proxies	Lot 146 appointing Gary Yeung, Lot 161 appointing Gary Yeung, Lot 163 appointing Gary Yeung, Lot 90 appointing the Chairperson
Corporate Authorisation	Nil
Guests	Jarrod Hendry of CBRE Building Management, Gary Yeung
Quorum	A quorum was declared after 30 minutes Pursuant to Schedule 1, Clause 17 (4)(b) of the Strata Schemes Management Act 2015
Chairperson	Shayne Skevington

MOTION 1. Confirm Previous Minutes	RESOLVED	that the minutes of the last general meeting were confirmed as a true and accurate account of the proceedings of that meeting. Vote: 28 Resolve, 2 Abstain, 1 Defeat
MOTION 2. Confirm Financials	RESOLVED	that the Financial Statements as presented were adopted. Vote: 28 Resolve, 2 Abstain, 1 Defeat
MOTION 3. Appoint an Auditor	RESOLVED	that an auditor will be appointed for the coming year. Vote: 31 Resolve, 0 Abstain, 0 Defeat
MOTION 4. To confirm the A.F.S.S.	RESOLVED	that the owners considered the Annual Fire Safety Statement and that the Strata Managing Agent shall continue to co-ordinate the inspection process, erection of signage and necessary administrative processes to obtain the statement for the coming year. It was further resolved that the current fire safety contractor, DA Fire Services was considered competent by the Owners Corporation in accordance with the Environmental Planning and Assessment Amendment (Development Certification and Fire Safety) Regulation 2021. Vote: 31 Resolve, 0 Abstain, 0 Defeat Notes: It was discussed that the owners would like to obtain new tenders for the fire services and this would be raised with the Building Management Committee.
MOTION 5. Consider Building Defects	RESOLVED	the Owners Corporation discussed the statutory warranty periods which apply to the strata scheme and noted that the minor defect period has expired for the scheme however the major defect warranty period is due to expire in February 2028. Vote: 31 Resolve, 0 Abstain, 0 Defeat Notes: It is also noted for all owners to report any possible defects or maintenance issues to the building manager or strata manager and that there will be a new app available later this year called BuildingLink that would be an ideal way to report defects and maintenance issues. The residents and owners will be informed on the availability of this in due course.

MOTION 6. Confirm Insurances	RESOLVED	that the Owners Corporation's insurances as presented were confirmed. Vote: 29 Resolve, 1 Abstain, 1 Defeat
MOTION 7. Adopt Capital Works Plan	RESOLVED	that the Owners Corporation shall adopt the recommendation of the Capital Works fund plan in their annual budget. Vote: 29 Resolve, 0 Abstain, 2 Defeat
MOTION 8. Pass Special Levy	RESOLVED	that the Owners Corporation shall raise a Special Levy of $40,426.05 to repay the deficit in the Administrative Fund from the previous Financial Period. The Levy shall become due and payable in one installment on 01/07/2024. Vote: 20 Resolve, 0 Abstain, 11 Defeat Notes: There were 6 lots that attended the meeting that voted against the special levy and preferred this was to be added to the administration fund budget, however the majority of the owners wanted to pay this in one installment. 5 pre-votes were also against the motion. The deficit was caused by the expenditure of the electricity consumption costs as the strata scheme was funding the air-conditioning costs for the units. This is expected to be resolved with the new Origin Energy proposal.
MOTION 9. Confirm the Annual Budget	RESOLVED	that the proposed budget as presented be accepted as Administration fund $1,148,134.30 (including GST) and Capital Works fund $76,959.00 (including GST) for the year commencing 01/04/2024 and that the first contributions become due and payable for both the Administrative and Capital Works fund in quarterly instalments on 01/07/2024, 01/09/2024, 01/12/2024 & 01/03/2025. Vote: 28 Resolve, 1 Abstain, 2 Defeat Notes: It was noted at the meeting that there is a significant increase to the budget which is affecting the strata levies for the next year. This is mainly due to the Building Management Committee contributions that have increased, which is covering additional electricity consumption for the shared areas and additional costs for fire services. There was also a surplus of funds last year that was used to reduce the budget, but unfortunately this surplus was not available this year.

MOTION 10. Allow Payment Plans	RESOLVED	that the Owners Corporation will allow paymennt plans and continue the usual delegation to Netstrata to deal with overdue levy payment contributions and appoint Moirs Law to assist. Vote: 29 Resolve, 0 Abstain, 2 Defeat
MOTION 11. Allow Committee Vote	RESOLVED	that the number of members be set at eight and that the following persons be elected to the Strata Committee from the date of this meeting until the next Annual General Meeting: 1) David Hong of Lot 10 2) Min Xhuang of Lot 48 3) Andy Lucas of Lot 59 4) Ming Tak Lo of Lot 80 5) Ashkon Roschanzamir of Lot 97 6) Gary Yeung of Lot 157 7) Hee Jung Kim of Lot 166 8) Kaiser Lee of Lot 181 Vote: 29 Resolve, 1 Abstain, 1 Defeat
MOTION 12. Restrict Committee	RESOLVED	that at this stage there be no changes to the matters that should only be determined by the Owners Corporation in general meeting. Vote: 27 Resolve, 2 Abstain, 2 Defeat
MOTION 13. Appoint BMC Representative	RESOLVED BY SPECIAL RESOLUTION	by Special Resolution pursuant to Schedule 4 Clause 3(4) of the Strata Schemes Development Act 2015 and in accordance with Clause 18.1 of the Strata Management Statement of SP103041 that the Owners Corporation appoint the following person/s to represent the scheme as a member of the Building Management Committee: Kaiser Lee Ashkon Roschanzamir (sub-representative) Vote: 98 % in favour

MOTION 14. Approve Netstrata to Submit Strata Hub Information Annually	RESOLVED	that the Owners Corporation authorised Netstrata to submit the required information onto the NSW Government portal (Strata Hub) to comply with the Strata Schemes Management Amendment (Information Regulation 2021) and shall provide the strata manager's contact details as the representative for the Strata Committee, Office Bearers and emergency contact for the scheme. Vote: 31 Resolve, 0 Abstain, 0 Defeat
MOTION 15. Obtain Safety Inspection	DEFEATED	The Owners Corporation will not engage suitably qualified experts to undertake a safety inspection of the common areas at this time. Vote: 6 Resolve, 1 Abstain, 24 Defeat
MOTION 16. To pass Special By-Law - Recovery of Costs for Fire Services & Works by Owners	RESOLVED BY SPECIAL RESOLUTION	that the Owners Corporation decided by Special Resolution pursuant to sections 136 & 141 of the Strata Schemes Management Act 2015 to pass 'Special By-Law - Recovery of Costs for Fire Services & Works by Owners' on the terms set out in the notice of this meeting, and that notification of the by-law be lodged for registration at NSW Land Registry Services. Vote: 100 % in favour
MOTION 17. Pass Debt Collection By-law	RESOLVED BY SPECIAL RESOLUTION	the Owners Corporation decided by Special Resolution pursuant to sections 136 & 141 of the Strata Schemes Management Act 2015 to pass 'Special By-Law - Levying of Debt Collection Expenses' on the terms set out in the notice of this meeting, and that notification of the by-law be lodged for registration at the NSW Land Registry Services. Vote: 98 % in favour
MOTION 18. Special By-Law - Window Tinting (All Lots)	RESOLVED BY SPECIAL RESOLUTION	that the Owners Corporation decide, pursuant to sections 136 and 141 of the Strata Schemes Management Act 2015, to pass 'Special By-Law – Window Tinting (All Lots)', in the terms set out as attached to the notice of this meeting and to lodge notification of the by-law and a consolidated set of all existing by-laws for registration at NSW Land Registry Services. Vote: 88 % in favour
MOTION 19. Pass Absolution By-Law	RESOLVED BY SPECIAL RESOLUTION	by Special Resolution that the Owners Corporation shall pass the 'Absolution of Maintenance Lot Fixtures & Fittings' By-law as outlined in the meeting notice. Vote: 90 % in favour

MOTION 20. New Embedded Network Agreement - Origin Energy	RESOLVED	that the Owners Corporation: a) enter into a new Electrical Services, Gas/Hot Water and Centralised Air Conditioning supply agreement with Origin Energy for the terms and conditions stipulated in the service agreement contained within the agenda. b) Appoint the Strata Managing Agent to affix the common seal to the agreement in or to the effect of the agreement contained within the agenda. Vote: 28 Resolve, 0 Abstain, 3 Defeat
MOTION 21. Confirm Manager Report	RESOLVED	that the Owners Corporation reviewed and confirmed the Strata Managers report, Training Services and 3rd Party Commissions in accordance with Sections 55 & 60 of the Strata Schemes Management Act 2015. Vote: 28 Resolve, 2 Abstain, 1 Defeat
MOTION 22. Appoint Agent	RESOLVED	to enter into a new Managing Agency Agreement with Network Strata Services Pty Ltd, trading as 'Netstrata' for a period of two Years as presented to the Owners Corporation dated 25/05/2024, and that an instrument in writing in the term of this resolution be executed under the seal of the Owners Corporation delegating to the agent all of its functions including those of Chairperson, Secretary, Treasurer and Strata Committee of the Owners Corporation. FURTHER RESOLVED that Andy Lucas of lot 59 and that Kaiser Lee of lot 181 be authorised to sign the agreement on behalf of the Owners Corporation. NOTE: * Original copies of the agreement were served on the authorised signatories immediately following the meeting. * In accordance with Section 50(6) of the Strata Schemes Management Act 2015, the Strata Manager provides written notice that the agency agreement must be renewed by the Owners Corporation by no later than 25/05/2027 (being 3 years after the commencement of the term). * A fixed disbursement model was NOT approved at the meeting.

		* The chairperson abstained from voting on the motion. Vote: 27 Resolve, 3 Abstain, 1 Defeat

CLOSURE:

The meeting closed at

12:48 PM

Shayne Skevington

Chairperson

PROPOSED DATE FOR NEXT MEETING:

May 2025

NETSTRATA

EST 1996

Notice of

Annual General Meeting

THE OWNERS – STRATA PLAN 103041
AT 22 LANGSTON PLACE, EPPING

DATE: Saturday 25 May 2024

TIME: 11:00 AM

VENUE: Epping Club, 45-47 Rawson St, Epping NSW

Shayne S. | Direct Line: 02 8567 6493 | Email: shayne.skevington@netstrata.com.au

UNDERSTANDING STRATA
PROPERTY MAINTENANCE

One of the most confusing aspects of owning a lot within a Strata Scheme is understanding who is responsible for the maintenance of certain elements within the lot – an individual owner or Owners Corporation (Body Corporate)?

This debate has existed since strata schemes legislation was first incepted in 1961 and has been further confused by the way in which owners and Owners Corporations' interpret the maintenance obligations for their strata schemes.

This confusion is further exacerbated because not every strata plan is the same and some Owners Corporations may pass specific resolutions or By-Laws changing or absolving the Owners Corporations maintenance responsibilities.

Briefly; generally each owner is responsible for the maintenance, repair and replacement of all those components of the building that are housed within the external walls of their unit/villa or townhouse or service only their lot (within the lot envelope). Section 106 of the Strata Schemes Management Act 2015 places a mandatory duty on the Owners Corporation to repair and maintain all elements outside of this envelope (the common property) or shared services that may pass through the unit.

In the diagram below, those areas that are generally considered to be common property or the Owners Corporations responsibility to maintain are highlighted in **BLUE**. This applies to strata schemes registered after 1 July 1974.

In this example, all the internal walls and doors are highlighted in **ORANGE** representing lot property. Other typical elements of Lot property include kitchen and bathroom cabinets and accessories, carpets, paintwork and appliances.

For a detailed list of typical lot property and common property maintenance responsibilities go to www.netstrata.com.au

When assessing the maintenance responsibilities for your scheme it is important that a detailed examination of your strata plan and by-laws be undertaken to determine the specific responsibilities associated with your property. Owners should also be familiar with any warranties that may be applicable to apparatus and building structure at their property and the limitations and application of these warranties.

UNDERSTANDING STRATA
PROPERTY MAINTENANCE

The cubic airspace of the lot also extends to the balcony or courtyards and is usually defined by a notation on the Strata Plan.

Any shared apparatus, such as pipes or conduits that pass through a lot are still the Owners Corporations responsibility to maintain, even though they are contained within the lot.

These areas are known as ‘Structural Cubic Space’.



Lot space within a strata scheme is commonly defined as;

“the cubic airspace contained within the inner surface of the boundary walls, under surface of the ceiling and upper surface of the floor”.

Once a pipe or conduit enters the lot, it becomes the ‘lot owners’ responsibility to maintain if it only services that lot. Common examples include, taps and drainage pipes under sinks & vanities.

MEETING AGENDA

Apologies.

Proxies & Powers of persons present.

Determination of Quorum and Validity of meeting.

The motions to be considered are as follows:

MOTION 1.	Previous Meeting Minutes
Ordinary Resolution	That the minutes of the previous general meeting be confirmed as a true and accurate account of the proceedings of that meeting.
MOTION 2.	Financial Statements
Ordinary Resolution	That the financial statements for the period ending 31/03/2024 be adopted. For more information, please refer to page 16.
MOTION 3.	Appointment of an Auditor
Ordinary Resolution	That an auditor be appointed for the financial year ending 31/03/2025. For more information, please refer to page 25.
MOTION 4.	Fire Safety
Ordinary Resolution	That the latest Annual Fire Safety Statement (A.F.S.S.) be reviewed with DA Fire Services being determined as a competent fire safety contractor and that the Strata Managing Agent be authorised to facilitate the inspection process and lodgement of the next A.F.S.S. For more information, please refer to page 27.

MEETING AGENDA

MOTION 5. Ordinary Resolution	Building Warranties That the Owners Corporation consider building defects and rectification (provided that the strata scheme is in the warranty period).
MOTION 6. Ordinary Resolution	The Strata Insurances That the Owners Corporation insurances as per attached schedule be confirmed, varied or extended and to consider whether Insurances as per the kind referred to in Section 165(2) of the Act be effected; (a) Office Bearers Liability (b) Fidelity Guarantee For more information, please refer to page 36.
MOTION 7. Ordinary Resolution	Capital Works Plan That the owners corporation review the 10-year capital works fund plan and determine whether to adopt the recommended capital works fund levy for the ensuing year. For more information, please refer to page 42.
MOTION 8. Ordinary Resolution	Special Levy - Budget Deficit Installments To decide, pursuant to Section 81(4) of the Strata Schemes Management Act 2015, whether the Owners Corporation should raise a Special Levy of $40,426.05 to offset the deficit in the Administrative Fund from the previous financial year. The Levy, if raised, will be divided amongst all owners according to Units of Entitlements and will become due and payable on dates to be determined at the meeting.

MEETING AGENDA

MOTION 9. Ordinary Resolution	The Proposed Budget That the proposed budget as presented be received and that levies determined therein under sections 79 (1) & 79 (2)* be confirmed, varied or extended for the period 01/04/2024 to 31/03/2025 and that levies become due and payable on 01/07/2024, 01/09/2024, 01/12/2024 & 01/03/2025. (*Please see notes under Capital Works Fund Plan) For more information, please refer to page 43.
MOTION 10. Ordinary Resolution	Arrears and Payment Plans That the Owners Corporation will allow payment plans and continue the usual delegation to Netstrata to deal with overdue contributions and appoint Moirs Law to assist.

MEETING AGENDA

NETSTRATA

MOTION 11.

Ordinary Resolution

The Strata Committee

That in accordance with Regulation 9 of the Strata Schemes Management Regulation 2016, the Owners Corporation call for nominations, determine the number of members of the Strata Committee and elect the Strata Committee of the Owners Corporation until the conclusion of the next Annual General Meeting.

The following owners nominated for the Committee prior to the meeting;

Nominee	Nominated by
Gary Yeung	Lot 157
Min Xhuang	Lot 48
Ming Tak Lo	Lot 80
Pauline Au	Lot 147
Hee Jo Hwang	Lot 155
Hee Jung Kim	Lot 166
Ashkon Sean Roschanzamir	Lot 97

Note: Owners may nominate a representative for the Committee at the meeting. Nominees should be aware of the responsibilities, liabilities and obligations of the committee imposed by the Act and other legislation such as the Workplace, Health and Safety Act.

MOTION 12.

Ordinary Resolution

Restricted Matters

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

MOTION 13.	Appointment of Representative to BMC
Special Resolution	To decide by Special Resolution*, pursuant to Schedule 4 Clause 3 (4) of the Strata Schemes Development Act 2015 and in accordance with Clause 18.1 of the Strata Management Statement of SP103041 that the owners corporation appoint a person to represent the scheme as a member of the Building Management Committee. If substitute member or casual member is also allowed: By Special Resolution pursuant to Schedule 4 Clause 3 (4) of the Strata Schemes Development Act 2015 and in accordance with Clause 18.1 of the Strata Management Statement of SP103041 that the owners corporation appoint a person to represent the scheme as a member of the Building Management Committee and that the owners corporation further resolves that a substitute member also be appointed.
MOTION 14.	Strata Hub
Ordinary Resolution	To authorise Netstrata to submit the required information onto the NSW Government portal (Strata Hub) to comply with the Strata Schemes Management Amendment (Information Regulation 2021), and to provide the strata manager's contact details as the representative for the Strata Committee, Office Bearers and emergency contact for the scheme.
MOTION 15.	Safety Inspection
Ordinary Resolution	To decide whether the Owners Corporation should engage a suitably qualified expert to undertake a routine safety inspection of the common areas of the strata scheme.

MOTION 16. Special Resolution	Special By-Law - Recovery of Costs for Fire Services & Works by Owners That the Owners Corporation decide by Special Resolution* pursuant to sections 136 and 141 of the Strata Schemes Management Act 2015 to pass 'Special By-Law - Recovery of Costs for Fire Services & Works by Owners', in the terms set out as attached to the notice of this meeting (see annexure), and to lodge notification of the By-Law and a consolidated set of all existing by-laws for registration at NSW Land Registry Services. For more information, please refer to page 53.
MOTION 17. Special Resolution	Levying of Debt Collection Expenses That the Owners Corporation decide by Special Resolution* pursuant to sections 136 and 141 of the Strata Schemes Management Act 2015 to pass 'Special By-Law – Levying of Debt Collection Expenses', in the terms set out as attached to the notice of this meeting (see annexure), and to lodge notification of the by-law and a consolidated set of all existing by-laws for registration at NSW Land Registry Services. For more information, please refer to page 98.
MOTION 18. Special Resolution	Special By-Law - Window Tinting (All Lots) That the Owners Corporation decide by Special Resolution* pursuant to sections 136 and 141 of the Strata Schemes Management Act 2015 to pass 'Special By-Law – Window Tinting (All Lots)', in the terms set out as attached to the notice of this meeting (see annexure), and to lodge notification of the by-law and a consolidated set of all existing by-laws for registration at NSW Land Registry Services. For more information, please refer to page 55.

MOTION 19. Special Resolution	Absolution of Maintenance Lot Fixtures & Fittings By-Law That the Owners Corporation decide by Special Resolution* pursuant to sections 136 and 141 of the Strata Schemes Management Act 2015 to pass 'Special By-Law – Absolution of Maintenance Lot Fixtures & Fittings', in the terms set out as attached to the notice of this meeting (see annexure), and to lodge notification of the by-law and a consolidated set of all existing by-laws for registration at NSW Land Registry Services. For more information, please refer to page 57.
MOTION 20. Ordinary Resolution	New Embedded Network Agreement - Origin Energy That the Owners Corporation: a. Resolves to enter into a new Electrical Services, Gas/Hot Water and Centralised Air Conditioning supply agreement with Origin Energy for the terms and conditions stipulated in the service agreement contained within the agenda. b. Resolves the Strata Managing Agent to affix the common seal to the agreement in or to the effect of the agreement contained within the agenda. Resolves the Strata Managing Agent to engage ARA Electrical Engineering Services to carry out the works on behalf of the Owners Corporation (Origin Energy cover ARA costs) For more information, please refer to page 59.
MOTION 21. Ordinary Resolution	Strata Managers Report That the Owners Corporation consider the Strata Managers Report on Commissions and Third-Party Training. For more information, please refer to page 52.

MOTION 22.	Management Agreement
Ordinary Resolution	That the Owners Corporation enter into a new managing agency agreement with Network Strata Services Pty Ltd T/A Netstrata as per the terms and conditions of the agency agreement attached to the notice of this meeting and that the Owners Corporation delegate to the agent the functions of the Owners Corporation as outlined in the agreement. Should the motion be passed, that two owners be authorised to execute the agreement on behalf of the Owners Corporation. For more information, please refer to page 99.

Dated this Wednesday, May 1, 2024

Netstrata

EXPLANATION OF **AGENDA ITEMS**

Motion 1. Previous Meeting Minutes

The minutes of your last general meeting will need to be confirmed. A copy of the previous minutes were issued to all owners shortly after the last general meeting, if you have not received a copy of these minutes please contact our office, alternatively you may view a copy of all minutes and meeting notices for your scheme via your owner portal at www.netstrata.com.au. If you have forgotten your username and/or password please email admin@netstrata.com.au.

Motion 2. Financial Statements

The financial statements presented and annexed to the notice of this meeting will need to be confirmed. To save time at the meeting, please direct any inquiries regarding the accounts to your strata manager prior to the meeting. A copy of the full financial statements for your scheme can be found at your owner portal on our website. Additionally, if your Owners Corporation agreed at the last Annual General Meeting to obtain a financial auditors report, it will be included in this meeting notice.

Motion 3. Appointment of an Auditor

A decision must be made as to the appointment of an auditor. The auditor's role is to provide an independent professional assessment that the financial records of the Owners Corporation are true and accurate.

Note: For Strata Schemes with an Annual Budget of $250,000+ or those considered to be large strata schemes (more than 100 lots), the appointment of an Auditor is compulsory.

Motion 4. Fire Safety

If your scheme is required to submit an Annual Fire Safety Statement (A.F.S.S.) to the Local Council, the owners must consider the most recent A.F.S.S. prepared, determine how the statement will be maintained next year and assess the competency of the Fire Contractor performing the work in accordance with the Environmental Planning and Assessment Amendment (Development Certification and Fire Safety) Regulation 2021.

Note: Winfire Pty Limited is a fully owned subsidiary of Netstrata and are recognised as a Competent Fire Safety Practitioner by Fire Protection Association Australia. The Owners Corporation is at liberty to choose any recognised Fire Safety Practitioner to service their scheme, however administrative discounts will apply should the owners select Winfire to service the fire safety equipment at your property.

Motion 5. Building Warranties

If your scheme is under the Statutory Warranty provisions as provided by the Home Building Act 1989, the owners must consider any outstanding Building Defect items and how they will be addressed, this includes any remedial or rectification works that may have been performed under this Act.

A six-year statutory warranty applies for major defects and two years for other defects. These time limits are calculated from the completion of the building works, which is usually determined by the Occupation Certificate date (or Interim Occupation Certificate Date, whichever is the earlier). For schemes where the building contract was entered into PRIOR to 1 February 2012, a seven-year warranty applies to all defects. **Note:** The Occupation Certificate for your scheme was issued on or about 17/02/2022.

For schemes where the building contract was entered into AFTER 1 January 2018, the Owners Corporation may also consider remedies that are available to them via Part 11 of the Act. All schemes are at liberty to pursue the rectification of any outstanding defects via the provisions of the Design, Building, and Practitioners Act 2020, as well as the Office of Fair Trading and the Office of Building Commissioner.

It should be noted that any reported defects or outstanding maintenance items must also be reported to the Owners Corporations insurers in accordance with the duty of disclosure provisions of the insurance policy, and despite whatever warranties may apply, the Owners Corporation has obligations to repair and maintain common property under Section 106 of the Act.

Motion 6. The Strata Insurances

Insurances already in effect are detailed in the enclosed schedule of insurances, these need to be confirmed, varied or extended. We recommend that a professional valuation of the property be renewed annually. It is a small cost to assure that your asset remains adequately insured.

Apart from the insurances already in place, each year the Owners Corporation is also asked to consider whether they wish to effect insurances known as Office Bearers Liability Insurance (which protects members of the strata committee for negligence or liability whilst they fulfil these positions) and Fidelity Guarantee Insurance (which protects all owners in the event any member of the strata committee misappropriates the Owners Corporations' funds or property). These insurances are contemplated by section 165(2) of the Act.

EXPLANATION OF **AGENDA ITEMS**

Motion 7. Capital Works Plan

Every Owners Corporation has a statutory requirement to review their Capital Works Fund plan at each Annual General Meeting. The purpose of the plan is to ensure that the Owners Corporation is budgeting adequately for the long-term maintenance of the scheme. Here it should be noted that the Owners Corporation must report any shortfall in the plan to prospective purchasers to the scheme via a section 184 Certificate, further, section 80(7) of the Strata Schemes Management Act 2015 requires an Owners Corporation to implement the recommendations of any Capital Works Fund plan so far as practicable.

When reviewing a Capital Works Fund plan, it is important that owners consider the closing balance for the fund (for the past financial year) and the recommended contribution for the ensuing year, ensuring that adequate monies are being raised.

We strongly advise that the Owners Corporation raise the recommended amount as noted in the report, also taking into account the annual opening and closing balance recommendations.

You will note that an extract of the Capital Works Fund Report has been included in this meeting notice, should you wish to obtain a full copy of the report, please contact your strata manager.

Motion 8. Special Levy - Budget Deficit Installments

As you will note from the financial statements annexed to the meeting notice the Administrative Fund for your scheme is currently in deficit. The Strata Schemes Management Act 2015 dictates that any shortfall in either the Administrative Fund or Capital Works Fund must be repaid in the following financial year. In order to repatriate this deficit it is proposed to raise a Special Levy to cover the shortfall.

Motion 9. The Proposed Budget

We enclose copies of our suggested budget and levies for the coming year, which we believe provides sufficient funding for the strata scheme, subject to consideration and further input by the owners. It should also be noted that under the Strata Schemes Management Act 2015 any shortfall in the administration fund must be made up in the next budget.

You will note that the closing balance of the Administration fund for the period was in deficit $40,426.05, notable expenditure being:

1. General Maintenance over budget
2. Significant rise in electricity consumption costs resulting from the individual air con systems for each unit still not being billed back to the residents (see motion 20 to resolve this matter)

Given the above, we have made the following amendments to the proposed budget for the coming year:

1. Large increase to the BMC Contribution. This has come about due to the rise in electricity for the BMC, Fire Services, Cleaning and that there is no significant surplus funds to use towards the next year budget (like there was the previous year).

Overall, the proposed administration fund budget has been increased by approx 16.8%. Should you have any questions pertaining to the budget, please contact your strata manager prior to the meeting.

Motion 10. Arrears and Payment Plans

The Owners Corporation must decide how it will deal with owners that have overdue contributions, including how to initiate debt recovery proceedings or whether the Owners Corporation will offer payment plans to owners that fall into arrears (noting Payment Plans will attract additional administrative fees for your scheme that usually may not be recouped from those owners). Netstrata has been delegated the function of dealing with overdue contributions and will determine the best option for your scheme, either an annual fee model or a pay as you go model.

Motion 11. The Strata Committee

The Strata Committee of an Owners Corporation acts in a similar manner to the board of directors of a company, being involved in the day to day administration of the strata scheme. However, when a managing agent is appointed many of these duties (such as those of the secretary, treasurer and chairperson) are delegated to the agent. In these circumstances, the Strata Committee assumes more of a liaison role through whom contact with the owners and the strata scheme is maintained. Decisions can relate to items such as;

- By-law and Conflict Resolution (including attendance at Mediation and the NCAT)

- Granting permission or refusal to keep animals

- Approving Maintenance Requests

- Authorising/Supervising major maintenance works

The Strata Schemes Management Act 2015 allows between 1 to 9 Strata Committee members, who are

elected at each Annual General Meeting. In the event no nominations for the Committee are received the scheme may be administered by our office pursuant to Section 29(4) of the Act.

The Strata Schemes Management Amendment (Information Regulation 2021) requires that certain information pertinent to your scheme be placed onto the NSW Government portal called the 'Strata Hub'. Part of the information required to be reported on this portal are the personal contact details of the office bearers. Netstrata can include the strata manager's details as the appointed representative of the Owners Corporation and it's Office Bearers to alleviate any concerns with regard to the privacy of contact information. This will be discussed at the meeting.

Motion 12. Restricted Matters

Strata legislation provides various restrictions to the powers of the Strata Committee. For example, the committee may not raise levies or pass By-laws, these matters may only be determined at a general meeting of the Owners Corporation. The intent of this motion is for the owners to determine whether the current restrictions should be retained as provided current in the legislation or extended further. Unless there is a great need for change, we would recommend the existing restrictions be retained.

Motion 13. Appointment of Representative to BMC

Subject to the provisions of the Strata Management Statement, the Owners Corporation is required to appoint a representative to the Building Management Committee (B.M.C.). It should be noted that this motion requires a Special Resolution, meaning that 75% of owners that vote at the meeting must be in favour of the motion.

Motion 14. Strata Hub

The Strata Schemes Management Amendment (Information Regulation 2021) introduces an annual reporting requirement for all Owners Corporations in NSW known as the Strata Hub. The information required to be loaded onto the hub includes but is not limited to;

1. Site Information, including;
    - Site address
    - Strata plan number
    - Number of lots
    - Date of registration
2. First Annual General Meeting date
3. Most recent Annual General Meeting date
4. Whether the scheme is part of an association
5. NABERS rating (if any)*
6. Date of Occupation Certificate
7. Annual Fire Safety Statement
8. Insurance details
9. Emergency contact details
10. Office bearers details
11. Details of Strata Managing agent (if any)
12. Details of Building Manager (if any)
13. Balance of Capital Works Fund

This motion has been placed on the agenda to determine whether to provide the strata managing agent's contact details as representative of the Strata Committee, Office Bearers and emergency contact for the scheme. The process of supplying the required information onto the 'Strata Hub' portal is expected to take approximately 1-3 hours to administer and as such administrative fees will apply.

*NABERS relates to the National Australian Built Environment Rating System.

Motion 15. Safety Inspection

This motion has been proposed in order for all Strata Schemes to consider engaging a suitably qualified expert to undertake a routine safety inspection of the common areas in order to identify any areas of concern that may require attention. The Workplace Health & Safety Act places certain obligations on the owners and controllers of premises to ensure that they are providing a safe work environment for employees or contractors that may enter their place of business. The purpose of the proposed inspection is to ensure the common areas of your scheme are compliant with the legislation.

Within this meeting notice is a schedule of rates from suppliers that are able to undertake the said safety inspections. Should the Owners Corporation elect to undertake the inspection, an allowance will need to be added to the annual budget to accommodate the expense. Further, owners should also be aware that should they choose Solutions In Engineering as the contractor to undertake the report, Netstrata may receive a 7.5% referral fee for organising the work.

Motion 16. Special By-Law - Recovery of Costs for Fire Services & Works by Owners

This proposed by-law will assist in addressing specific prohibitions and empowering the owners corporation to recoup associated expenses in relation to fire safety services. It is essential to note that the context of this by-law is pertinent to the upcoming changes in the fire services standard, AS1851, which is set to commence in February 2025.

EXPLANATION OF **AGENDA ITEMS**

This by-law comprises two main sections, focusing on Damaging Common Property and False Fire Alarms. It prohibits triggering false fire alarms and carrying out works that breach laws related to fire services, necessitating the engagement of engineers or consultants or compelling the owners corporation to undertake specific works.

In the event of a breach, the owners corporation has the authority to take corrective actions. For breaches related to false fire alarms or unauthorised works, the owners corporation can recover charges or costs, including those for repairing fire services, engaging consultants, and legal fees. The responsible party is obligated to indemnify the owners corporation for these debts and associated recovery expenses. Additionally, the by-law outlines the recovery process, including the imposition of interest on unpaid debts and the allocation of funds to the Administrative Fund.

The document concludes with a detailed interpretation section, defining key terms such as common property, false fire alarm, and person responsible. It also addresses legal and administrative aspects, ensuring clarity and adherence to the Strata Schemes Management Act.

The terms within this By-Law are relatively self-explanatory and for it to be passed a Special Resolution is required. This means that 75% of owners that vote at the meeting, taken on a count of Units of Entitlement, must be in favour of the motion.

Motion 17. Levying of Debt Collection Expenses

The Strata Schemes Management Act has always allowed an Owners Corporation to recover the reasonable expenses incurred for the pursuit of levy arrears by passing these charges directly onto the lot owner responsible for said arrears, however the Act is silent on how an Owners Corporation may recover these charges.

Until recently most Owners Corporations simply added the charges directly to an owners levy notice, however recent decisions of the NSW Civil & Administrative Tribunal (NCAT) have indicated that an Owners Corporation has no authority to issue such charges unless authorised to do so.

The purpose of the 'Levying of Debt Collection' By-law is to provide the relevant authority to the Owners Corporation to continue this practice so levy arrears may be pursued and the reasonable costs incurred refunded to the Owners Corporation. Owners should also be aware that should the By-law be passed, it will need to be registered on the Certificate of Title held by the Land Registry Services and administrative fees for the preparation and lodgement of the By-law will apply.

Motion 18. Special By-Law - Window Tinting (All Lots)

This proposed by-law will assist in the management of lot owners wishing to install window tinting on the windows of their lot and to authorise the installation within the terms and conditions of the by-law. More importantly, the by-law is allowing for a consistent appearance of the same product to be used and that the lot owner takes full responsibility for the upkeep and maintenance of the window tinting.

Motion 19. Absolution of Maintenance Lot Fixtures & Fittings By-Law

In November 2011 the Land and Property Information (Now Land Registry Services - LRS) office released memorandum AG600000. The intent of the memorandum was to provide Owners Corporations with a comprehensive listing of the maintenance responsibilities affecting lot property within a scheme in an attempt to clarify and confusion or grey areas surrounding maintenance.

The proposed By-law 'Absolution of Lot Fixtures & Fittings' has been drafted from using the LRS Memorandum as a guide. Whilst the By-law is extensive, its intent is simple; any fixture, fitting or appliance that only services one lot shall be the maintenance responsibility of the owner of the lot.

The terms and conditions of the By-law are detailed in the meeting notice and are largely self-explanatory. It should be noted that in order for the By-law to be passed, a Special Resolution is required. This means that 75% of owners that vote at the meeting must be in favour of the By-law. Owners should also be aware that should the By-law be passed, it will need to be registered on the Certificate of Title held by the Land Registry Services and administrative fees for the preparation and lodgement of the By-law will apply.

Motion 20. New Embedded Network Agreement - Origin Energy

The Owners Corporation is presented this motion to enter into a new Embedded Network Agreement with Origin Energy for the supply of Electrical Services, Gas/Hot Water and Centralised Air Conditioning and to acknowledge its obligations under that agreement as contained within the agenda.

The agreement is similar as the current arrangement with Origin Energy, however the agreement is now implementing a Centralised Air Conditioning

EXPLANATION OF **AGENDA ITEMS**

account so that the individual units will be charged for their air conditioning consumption on their current Origin hot water/gas account. In addition to this, the proposed electricity rates are also more competitive than the current rates in place.

In regards to the Centralised Air Conditioning accounts, this is designed to ensure the consumption for each unit is being recovered. This however, will be set daily rates for the units, similar to the gas accounts. It is anticipated that the rates would be approximately $140.00 per annum / per unit.

Motion 21. Strata Managers Report

Section 55 of the Strata Schemes Management Act 2015 obligates a Strata Managing agent to provide a report to the Owners Corporation each year detailing the minute of delegated authority (i.e. the functions performed by the agent) during the previous 12-month period.

Additionally, section 60 of the Act obligates an agent to provide a report to the Owners Corporation outlining any 3rd party commissions received by the agent during the year or any training services provided to the agent during the year. The purpose of this motion is for the Owners Corporation to consider the report provided.

Motion 22. Management Agreement

Attached is an updated management agreement between our office and your Owners Corporation for your consideration. The agreement has been updated to provide greater transparency of the services that we provide, and explanation of our fees and charges. The agreement affords owners and tenants with greater privacy protection surrounding personal information and provides the ability for the Owners Corporation to redeem some of their administrative expenses via our office. Should you have any questions regarding the proposed we would urge that you contact our office prior to the meeting.

BALANCE SHEET

FINANCIAL PERIOD 01/04/2023 - 31/03/2024

SP103041 - 22 LANGSTON PLACE, EPPING (Generated: 01/05/2024)

	Administrative Fund	Capital Works Fund	TOTAL
ASSETS			
Cash at Bank	(51,484.10)	145,336.76	93,852.66
Levies Receivable	12,686.10	1,025.00	13,711.10
Total Assets	**(38,798.00)**	**146,361.76**	**107,563.76**
LIABILITIES			
Levies Paid in Advance	2,095.28	0.00	2,095.28
GST Liabilities	(467.23)	1,723.75	1,256.52
Total Liabilities	**1,628.05**	**1,723.75**	**3,351.80**
Net Assets	**(40,426.05)**	**144,638.01**	**104,211.96**
OWNERS FUNDS			
Opening Balance	10,970.20	73,998.68	84,968.88
Surplus / Deficit for the period	(51,396.25)	70,639.33	19,243.08
Closing Balance	(40,426.05)	144,638.01	104,211.96
Total Owners Funds	**(40,426.05)**	**144,638.01**	**104,211.96**

INCOME & EXPENDITURE SUMMARY

NETSTRATA

FINANCIAL PERIOD 01/04/2023 - 31/03/2024

SP103041 - 22 LANGSTON PLACE, EPPING (Generated: 01/05/2024)

Administrative Fund	Actual 01/04/23 - 31/03/24	Budget 01/04/23 - 31/03/24	Actual 01/04/22 - 31/03/23	Budget 01/04/22 - 31/03/23
Income				
Debt Collection Recoveries				
Debt Collection Recoveries-Reversal	($166.91)	$0.00	($339.20)	$0.00
Debt Collection Recoveries	$1,199.10	$0.00	$1,272.80	$0.00
Expenses Recoveries				
Owner Expense Recoveries	$409.08	$0.00	$30.00	$0.00
Expense Recoveries (GST)	$0.00	$0.00	$1,272.74	$0.00
Insurance Claim Income				
Insurance Claim Income	$3,301.71	$0.00	$0.00	$0.00
Interest				
Interest On Levy Arrears	$220.65	$0.00	$0.00	$0.00
Levy Income				
Contributions - General	$893,732.80	$895,546.47	$834,503.83	$837,663.68
Total Income	**$898,696.43**	**$895,546.47**	**$836,740.17**	**$837,663.68**
Expenses				
Accounting, Taxation & Banking				
Bank Fees	$45.40	$2,200.00	$37.40	$2,200.00
DEFT Process Fees	$473.53	$456.00	$456.26	$0.00
BAS & Tax Administration	$2,327.43	$2,456.00	$2,456.23	$0.00
Audit Report	$1,904.55	$1,500.00	$0.00	$1,500.00
Air Conditioning				
Air Conditioning Maintenance	$927.50	$0.00	$0.00	$0.00
Building General				
General Maintenance	$12,458.28	$8,000.00	$4,648.07	$8,000.00
Locks & Doors	$6,125.00	$5,000.00	$4,183.79	$8,000.00
Cleaning				
Cleaning - General	$49,760.58	$47,500.00	$45,097.80	$43,176.51
Electrical				
Electrical Repairs	$0.00	$5,000.00	$195.00	$8,000.00
Electricity				
Electricity Consumption	$139,942.76	$100,000.00	$92,989.16	$42,000.00
Fire Control				
Fire Services	$10,579.24	$9,000.00	$5,087.75	$9,000.00
Gas				
Gas Consumption	$127.43	$0.00	$0.00	$0.00
Insurance				
Insurance Premium	$7,337.19	$7,700.00	$7,040.39	$7,000.00
Insurance Claims	$2,938.18	$0.00	$0.00	$0.00
Legal & Professional Services				
Capital Works Fund Report	$2,500.00	$1,800.00	$0.00	$1,800.00
Lift Repairs				
Lift Maintenance	$22,500.00	$25,000.00	$13,937.01	$25,909.09
Pest Control				
Pest Control - General	$1,620.00	$2,000.00	$0.00	$2,000.00
Plumbing				
Plumbing - General	$2,743.50	$5,000.00	$600.00	$8,000.00
Hot Water System Maintenance	$0.00	$0.00	$123.19	$0.00

INCOME & EXPENDITURE SUMMARY

FINANCIAL PERIOD 01/04/2023 - 31/03/2024

SP103041 - 22 LANGSTON PLACE, EPPING (Generated: 01/05/2024)

Administrative Fund	Actual 01/04/23 - 31/03/24	Budget 01/04/23 - 31/03/24	Actual 01/04/22 - 31/03/23	Budget 01/04/22 - 31/03/23
Resident Manager / Caretaker				
Building Manager/Caretaker	$13,086.07	$13,117.92	$11,674.53	$14,125.53
Rubbish Removal				
Waste Removal	$2,486.75	$1,500.00	$0.00	$1,500.00
Security & Intercom				
Security & Intercom	$0.00	$0.00	($700.00)	$0.00
Security Services	$0.00	$0.00	$195.00	$0.00
Strata/Building Administration				
Debt Collection Fees	$1,159.10	$0.00	$1,302.80	$0.00
Land Titles & By-Law Registration	$5,400.66	$6,000.00	$3,764.96	$6,000.00
Management Services	$36,543.42	$36,604.00	$34,457.67	$34,200.00
Printing, Postage & Stationery	$9,626.19	$9,000.00	$10,130.69	$9,000.00
Strata Administration	$6,156.11	$6,000.00	$4,935.51	$9,000.00
BMC/Community Contributions	$579,012.56	$579,012.55	$565,572.56	$563,052.55
Legislative Compliance	$6,428.56	$500.00	$3,032.80	$0.00
General Expenses	$836.36	$0.00	$0.00	$0.00
Information Storage & Data Protection	$1,140.00	$0.00	$0.00	$0.00
Telephone				
Lift Phone & Phone Charges	$539.29	$1,200.00	$373.48	$1,200.00
Water				
Water Consumption	$23,367.04	$20,000.00	$14,177.92	$33,000.00
Total Expenses	**$950,092.68**	**$895,546.47**	**$825,769.97**	**$837,663.68**
Surplus / Deficit	**($51,396.25)**	**$0.00**	**$10,970.20**	**$0.00**

INCOME & EXPENDITURE SUMMARY

FINANCIAL PERIOD 01/04/2023 - 31/03/2024

SP103041 - 22 LANGSTON PLACE, EPPING (Generated: 01/05/2024)

Capital Works Fund	Actual 01/04/23 - 31/03/24	Budget 01/04/23 - 31/03/24	Actual 01/04/22 - 31/03/23	Budget 01/04/22 - 31/03/23
Income				
Interest				
Interest On Levy Arrears	$2.76	$0.00	$0.00	$0.00
Levy Income				
Contributions - Capital Works Fund	$72,727.48	$72,727.27	$73,998.68	$74,000.00
Total Income	**$72,730.24**	**$72,727.27**	**$73,998.68**	**$74,000.00**
Expenses				
Building General				
Capital Works Fund Maintenance	$0.00	$72,727.27	$0.00	$74,000.00
General Maintenance	$2,090.91	$0.00	$0.00	$0.00
Total Expenses	**$2,090.91**	**$72,727.27**	**$0.00**	**$74,000.00**
Surplus / Deficit	**$70,639.33**	**$0.00**	**$73,998.68**	**$0.00**

LEVY POSITIONS

FINANCIAL PERIOD 01/04/2023 - 31/03/2024

SP103041 - 22 LANGSTON PLACE, EPPING (Generated: 01/05/2024)

Lot	Unit	UOE	Opening Balance	Admin Levy	Capital Works Levy	Other Levy	Charges	Total	Discount	Paid	Closing Balance	Interest Paid
1	101	358	0.00	3,518.80	286.40	0.00	0.00	3,805.20	0.00	3,805.20	0.00	0.00
2	103	596	0.00	5,858.00	476.80	0.00	0.00	6,334.80	0.00	6,334.80	0.00	0.00
3	105	572	21.44 cr	5,622.20	457.60	0.00	124.00	6,182.36	0.00	6,182.36	0.00	0.00
4	106	442	0.00	4,344.40	353.60	0.00	0.00	4,698.00	0.00	4,698.00	0.00	0.00
5	201	427	0.00	4,197.00	341.60	0.00	220.00	4,758.60	0.00	4,758.60	0.00	61.80
6	202	427	0.00	4,197.00	341.60	0.00	0.00	4,538.60	0.00	4,538.60	0.00	0.00
7	203	427	0.00	4,197.00	341.60	0.00	9.90	4,548.50	0.00	4,548.50	0.00	0.00
8	205	422	0.00	4,147.80	337.60	0.00	0.00	4,485.40	0.00	4,485.40	0.00	0.00
9	206	489	0.00	4,806.20	391.20	0.00	0.00	5,197.40	0.00	5,197.40	0.00	0.00
10	207	683	0.00	6,713.00	546.40	0.00	9.90	7,269.30	0.00	7,269.30	0.00	0.00
11	208	432	0.00	4,246.00	345.60	0.00	0.00	4,591.60	0.00	4,591.60	0.00	0.00
12	301	432	0.00	4,246.00	345.60	0.00	0.00	4,591.60	0.00	4,591.60	0.00	0.00
13	302	432	0.00	4,246.00	345.60	0.00	80.00	4,671.60	0.00	4,671.60	0.00	0.00
14	303	432	0.00	4,246.00	345.60	0.00	0.00	4,591.60	0.00	4,591.60	0.00	0.00
15	305	427	1,066.05	4,197.00	341.60	0.00	142.80	5,747.45	0.00	5,752.18	4.73 cr	17.82
16	306	492	0.00	4,835.80	393.60	0.00	49.00	5,278.40	0.00	5,278.40	0.00	0.00
17	307	688	0.00	6,762.20	550.40	0.00	0.00	7,312.60	0.00	7,312.60	0.00	0.00
18	308	437	0.00	4,295.20	349.60	0.00	0.00	4,644.80	0.00	4,644.80	0.00	0.00
19	401	437	0.00	4,295.20	349.60	0.00	88.00	4,732.80	0.00	3,571.30	1,161.50	13.83
20	402	437	0.00	4,295.20	349.60	0.00	0.00	4,644.80	0.00	4,644.80	0.00	0.00
21	403	437	0.00	4,295.20	349.60	0.00	0.00	4,644.80	0.00	4,644.80	0.00	0.00
22	405	432	0.00	4,246.00	345.60	0.00	0.00	4,591.60	0.00	4,591.60	0.00	0.00
23	406	494	0.00	4,855.40	395.20	0.00	52.30	5,302.90	0.00	5,302.90	0.00	0.00
24	407	693	0.00	6,811.40	554.40	0.00	0.00	7,365.80	0.00	7,365.80	0.00	0.00
25	408	442	0.00	4,344.40	353.60	0.00	9.90	4,707.90	0.00	4,707.90	0.00	0.00
26	501	450	0.00	4,423.00	360.00	0.00	0.00	4,783.00	0.00	4,783.00	0.00	0.00
27	502	450	0.00	4,423.00	360.00	0.00	49.00	4,832.00	0.00	4,832.00	0.00	0.00
28	503	450	0.00	4,423.00	360.00	0.00	9.90	4,792.90	0.00	4,792.90	0.00	0.00
29	505	445	0.00	4,373.80	356.00	0.00	0.00	4,729.80	0.00	4,729.80	0.00	0.00
30	506	497	0.00	4,885.00	397.60	0.00	0.00	5,282.60	0.00	5,282.60	0.00	0.00
31	507	698	0.00	6,860.60	558.40	0.00	0.00	7,419.00	0.00	7,419.00	0.00	0.00
32	508	455	0.00	4,472.20	364.00	0.00	0.00	4,836.20	0.00	4,836.20	0.00	0.00
33	601	455	0.00	4,472.20	364.00	0.00	202.30	5,038.50	0.00	4,888.50	150.00	0.00
34	602	455	0.00	4,472.20	364.00	0.00	0.00	4,836.20	0.00	3,627.15	1,209.05	0.00
35	603	455	0.00	4,472.20	364.00	0.00	0.00	4,836.20	0.00	4,836.20	0.00	0.00
36	605	450	0.00	4,423.00	360.00	0.00	0.00	4,783.00	0.00	4,783.00	0.00	0.00
37	606	499	0.00	4,904.60	399.20	0.00	0.00	5,303.80	0.00	5,303.80	0.00	0.00
38	607	703	0.00	6,909.60	562.40	0.00	101.20	7,573.20	0.00	7,573.20	0.00	0.00
39	608	460	0.00	4,521.20	368.00	0.00	0.00	4,889.20	0.00	4,889.20	0.00	0.00
40	701	460	0.00	4,521.20	368.00	0.00	0.00	4,889.20	0.00	4,889.20	0.00	0.00
41	702	460	1,149.20 cr	4,521.20	368.00	0.00	94.00	3,834.00	0.00	3,834.00	0.00	0.00
42	703	460	0.00	4,521.20	368.00	0.00	150.00	5,039.20	0.00	5,039.20	0.00	0.00
43	705	455	0.00	4,472.20	364.00	0.00	0.00	4,836.20	0.00	4,836.20	0.00	0.00
44	706	502	0.00	4,934.00	401.60	0.00	0.00	5,335.60	0.00	5,335.60	0.00	0.00
45	707	708	1,768.60	6,958.80	566.40	0.00	119.00	9,412.80	0.00	9,412.80	0.00	0.00

LEVY POSITIONS

FINANCIAL PERIOD 01/04/2023 - 31/03/2024

SP103041 - 22 LANGSTON PLACE, EPPING (Generated: 01/05/2024)

Lot	Unit	UOE	Opening Balance	Admin Levy	Capital Works Levy	Other Levy	Charges	Total	Discount	Paid	Closing Balance	Interest Paid
46	708	465	0.00	4,570.40	372.00	0.00	0.00	4,942.40	0.00	4,942.40	0.00	0.00
47	801	462	0.00	4,541.00	369.60	0.00	0.00	4,910.60	0.00	4,910.60	0.00	0.00
48	802	462	0.00	4,541.00	369.60	0.00	0.00	4,910.60	0.00	4,910.60	0.00	0.00
49	803	462	0.00	4,541.00	369.60	0.00	80.00	4,990.60	0.00	4,990.60	0.00	0.00
50	805	457	0.00	4,491.80	365.60	0.00	3.30	4,860.70	0.00	4,860.70	0.00	0.00
51	806	504	0.00	4,953.80	403.20	0.00	0.00	5,357.00	0.00	5,357.00	0.00	0.00
52	807	713	0.00	7,008.00	570.40	0.00	45.00	7,623.40	0.00	7,623.40	0.00	0.00
53	808	467	0.00	4,590.00	373.60	0.00	0.00	4,963.60	0.00	4,963.60	0.00	0.00
54	901	465	0.00	4,570.40	372.00	0.00	49.00	4,991.40	0.00	4,991.40	0.00	0.00
55	902	465	0.00	4,570.40	372.00	0.00	88.00	5,030.40	0.00	5,030.40	0.00	30.37
56	903	465	0.00	4,570.40	372.00	0.00	150.00	5,092.40	0.00	5,092.40	0.00	0.00
57	905	460	0.00	4,521.20	368.00	0.00	0.00	4,889.20	0.00	4,889.20	0.00	0.00
58	906	507	0.00	4,983.20	405.60	0.00	0.00	5,388.80	0.00	5,388.80	0.00	0.00
59	907	718	0.00	7,057.20	574.40	0.00	0.00	7,631.60	0.00	7,631.60	0.00	0.00
60	908	470	0.00	4,619.60	376.00	0.00	49.00	5,044.60	0.00	5,044.60	0.00	0.00
61	1001	465	0.00	4,570.40	372.00	0.00	44.00	4,986.40	0.00	3,706.80	1,279.60	9.21
62	1002	465	0.00	4,570.40	372.00	0.00	0.00	4,942.40	0.00	4,942.40	0.00	0.00
63	1003	465	498.00 cr	4,570.40	372.00	0.00	3.30	4,447.70	0.00	5,692.75	1,245.05 cr	0.00
64	1005	460	0.00	4,521.20	368.00	0.00	0.00	4,889.20	0.00	4,889.20	0.00	0.00
65	1006	482	0.00	4,737.60	385.60	0.00	0.00	5,123.20	0.00	5,123.20	0.00	0.00
66	1007	606	0.00	5,956.20	484.80	0.00	49.00	6,490.00	0.00	6,490.00	0.00	0.00
67	1008	470	0.00	4,619.60	376.00	0.00	0.00	4,995.60	0.00	4,995.60	0.00	0.00
68	1101	470	0.00	4,619.60	376.00	0.00	49.00	5,044.60	0.00	5,044.60	0.00	0.00
69	1102	470	0.00	4,619.60	376.00	0.00	0.00	4,995.60	0.00	4,995.60	0.00	0.00
70	1103	470	0.60 cr	4,619.60	376.00	0.00	0.00	4,995.00	0.00	4,995.00	0.00	0.00
71	1105	465	0.00	4,570.40	372.00	0.00	0.00	4,942.40	0.00	4,942.40	0.00	0.00
72	1106	512	0.00	5,032.40	409.60	0.00	0.00	5,442.00	0.00	5,442.00	0.00	0.00
73	1107	728	0.00	7,155.40	582.40	0.00	0.00	7,737.80	0.00	7,737.80	0.00	0.00
74	1108	475	0.00	4,668.80	380.00	0.00	80.00	5,128.80	0.00	5,128.80	0.00	0.00
75	1201	472	0.00	4,639.20	377.60	0.00	0.00	5,016.80	0.00	5,016.80	0.00	0.00
76	1202	472	0.00	4,639.20	377.60	0.00	9.90	5,026.70	0.00	5,026.70	0.00	0.00
77	1203	472	0.00	4,639.20	377.60	0.00	0.00	5,016.80	0.00	5,016.80	0.00	0.00
78	1205	467	0.00	4,590.00	373.60	0.00	0.00	4,963.60	0.00	4,963.60	0.00	0.00
79	1206	514	0.00	5,052.00	411.20	0.00	0.00	5,463.20	0.00	5,463.20	0.00	0.00
80	1207	733	0.00	7,204.60	586.40	0.00	0.00	7,791.00	0.00	7,791.00	0.00	0.00
81	1208	477	0.00	4,688.40	381.60	0.00	80.00	5,150.00	0.00	5,150.00	0.00	0.00
82	1301	475	0.00	4,668.80	380.00	0.00	0.00	5,048.80	0.00	5,048.80	0.00	0.00
83	1302	475	0.00	4,668.80	380.00	0.00	0.00	5,048.80	0.00	5,811.43	762.63 cr	0.00
84	1303	475	0.00	4,668.80	380.00	0.00	0.00	5,048.80	0.00	5,048.80	0.00	0.00
85	1305	470	0.00	4,619.60	376.00	0.00	0.00	4,995.60	0.00	4,995.60	0.00	0.00
86	1306	517	0.00	5,081.60	413.60	0.00	0.00	5,495.20	0.00	5,495.20	0.00	0.00
87	1307	1218	0.00	11,971.60	974.40	0.00	0.00	12,946.00	0.00	12,946.00	0.00	0.00
88	2706	1416	0.00	13,917.60	1,132.80	0.00	9.90	15,060.30	0.00	11,297.70	3,762.60	0.00
89	1401	477	0.00	4,688.40	381.60	0.00	0.00	5,070.00	0.00	5,070.00	0.00	0.00
90	1402	477	0.00	4,688.40	381.60	0.00	0.00	5,070.00	0.00	5,070.00	0.00	0.00

LEVY POSITIONS

FINANCIAL PERIOD 01/04/2023 - 31/03/2024

SP103041 - 22 LANGSTON PLACE, EPPING (Generated: 01/05/2024)

Lot	Unit	UOE	Opening Balance	Admin Levy	Capital Works Levy	Other Levy	Charges	Total	Discount	Paid	Closing Balance	Interest Paid
91	1403	477	0.00	4,688.40	381.60	0.00	9.90	5,079.90	0.00	3,812.40	1,267.50	0.00
92	1405	472	0.00	4,639.20	377.60	0.00	0.00	5,016.80	0.00	5,016.80	0.00	0.00
93	1406	519	0.00	5,101.20	415.20	0.00	0.00	5,516.40	0.00	5,516.40	0.00	0.00
94	1407	743	0.00	7,302.80	594.40	0.00	0.00	7,897.20	0.00	7,897.20	0.00	0.00
95	1408	482	0.00	4,737.60	385.60	0.00	9.90	5,133.10	0.00	5,133.10	0.00	0.00
96	1501	480	0.00	4,717.80	384.00	0.00	0.00	5,101.80	0.00	5,101.80	0.00	0.00
97	1502	480	0.00	4,717.80	384.00	0.00	0.00	5,101.80	0.00	5,101.80	0.00	0.00
98	1503	480	0.00	4,717.80	384.00	0.00	9.90	5,111.70	0.00	5,111.70	0.00	0.00
99	1505	475	0.00	4,668.80	380.00	0.00	0.00	5,048.80	0.00	5,048.80	0.00	0.00
100	1506	522	0.00	5,130.60	417.60	0.00	0.00	5,548.20	0.00	5,548.20	0.00	0.00
101	1507	748	0.00	7,352.00	598.40	0.00	0.00	7,950.40	0.00	7,950.40	0.00	0.00
102	1508	485	0.00	4,767.00	388.00	0.00	0.00	5,155.00	0.00	5,155.00	0.00	0.00
103	1601	482	0.00	4,737.40	385.60	0.00	0.00	5,123.00	0.00	3,861.50	1,261.50	0.00
104	1602	482	0.00	4,737.40	385.60	0.00	0.00	5,123.00	0.00	5,123.00	0.00	0.00
105	1603	482	0.00	4,737.40	385.60	0.00	0.00	5,123.00	0.00	5,123.00	0.00	0.00
106	1605	477	0.00	4,688.40	381.60	0.00	80.00	5,150.00	0.00	5,150.00	0.00	0.00
107	1606	524	0.00	5,150.20	419.20	0.00	9.90	5,579.30	0.00	5,579.30	0.00	0.00
108	1607	753	0.00	7,401.00	602.40	0.00	0.00	8,003.40	0.00	8,003.40	0.00	0.00
109	1608	487	0.00	4,786.60	389.60	0.00	45.00	5,221.20	0.00	5,221.20	0.00	0.00
110	1701	485	0.00	4,767.00	388.00	0.00	0.00	5,155.00	0.00	5,155.00	0.00	0.00
111	1702	969	0.00	9,524.20	775.20	0.00	44.00	10,343.40	0.00	10,343.40	0.00	36.68
112	2705	1988	0.00	19,539.60	1,590.40	0.00	0.00	21,130.00	0.00	21,130.00	0.00	0.00
113	1705	480	0.00	4,717.80	384.00	0.00	9.90	5,111.70	0.00	5,111.70	0.00	0.00
114	1706	527	0.00	5,179.80	421.60	0.00	0.00	5,601.40	0.00	5,601.40	0.00	0.00
115	1707	758	0.00	7,450.20	606.40	0.00	0.00	8,056.60	0.00	8,056.60	0.00	0.00
116	1708	489	0.00	4,806.20	391.20	0.00	49.00	5,246.40	0.00	5,246.40	0.00	0.00
117	1801	487	0.00	4,786.60	389.60	0.00	0.00	5,176.20	0.00	3,882.15	1,294.05	0.00
118	1802	345	0.00	3,391.00	276.00	0.00	49.00	3,716.00	0.00	3,716.00	0.00	0.00
119	1803	363	7.60	3,567.80	290.40	0.00	51.60	3,917.40	0.00	3,917.40	0.00	0.00
120	1805	358	0.00	3,518.60	286.40	0.00	0.00	3,805.00	0.00	3,805.00	0.00	0.00
121	1806	482	0.00	4,737.40	385.60	0.00	0.00	5,123.00	0.00	5,123.00	0.00	0.00
122	1807	502	0.00	4,934.00	401.60	0.00	0.00	5,335.60	0.00	5,335.60	0.00	0.00
123	1808	641	0.00	6,300.20	512.80	0.00	0.00	6,813.00	0.00	6,813.00	0.00	0.00
124	1809	492	0.00	4,835.80	393.60	0.00	0.00	5,229.40	0.00	5,229.40	0.00	0.00
125	1901	489	0.00	4,806.20	391.20	0.00	0.00	5,197.40	0.00	5,197.40	0.00	0.00
126	1902	348	0.00	3,420.40	278.40	0.00	49.00	3,747.80	0.00	3,747.80	0.00	0.00
127	1903	365	0.00	3,587.40	292.00	0.00	0.00	3,879.40	0.00	3,879.40	0.00	0.00
128	1905	360	0.00	3,538.40	288.00	0.00	107.80	3,934.20	0.00	3,932.50	1.70	15.03
129	1906	485	0.00	4,767.00	388.00	0.00	49.00	5,204.00	0.00	5,204.00	0.00	0.00
130	1907	532	0.00	5,229.00	425.60	0.00	0.00	5,654.60	0.00	5,654.60	0.00	0.00
131	1908	768	0.00	7,548.60	614.40	0.00	0.00	8,163.00	0.00	8,163.00	0.00	0.00
132	1909	494	0.00	4,855.40	395.20	0.00	0.00	5,250.60	0.00	5,250.60	0.00	0.00
133	2001	494	0.00	4,855.40	395.20	0.00	0.00	5,250.60	0.00	5,250.60	0.00	0.00
134	2002	350	0.00	3,440.00	280.00	0.00	0.00	3,720.00	0.00	3,720.00	0.00	15.55
135	2003	368	0.00	3,617.00	294.40	0.00	6.60	3,918.00	0.00	3,918.00	0.00	0.00

LEVY POSITIONS

FINANCIAL PERIOD 01/04/2023 - 31/03/2024

SP103041 - 22 LANGSTON PLACE, EPPING (Generated: 01/05/2024)

Lot	Unit	UOE	Opening Balance	Admin Levy	Capital Works Levy	Other Levy	Charges	Total	Discount	Paid	Closing Balance	Interest Paid
136	2005	363	0.00	3,567.80	290.40	0.00	0.00	3,858.20	0.00	3,858.20	0.00	0.00
137	2006	489	0.00	4,806.20	391.20	0.00	0.00	5,197.40	0.00	5,197.40	0.00	0.00
138	2007	534	0.00	5,248.60	427.20	0.00	0.00	5,675.80	0.00	5,675.80	0.00	0.00
139	2008	773	0.00	7,597.60	618.40	0.00	49.00	8,265.00	0.00	8,265.00	0.00	0.00
140	2009	499	0.00	4,904.60	399.20	0.00	0.00	5,303.80	0.00	5,303.80	0.00	0.00
141	2101	499	0.00	4,904.60	399.20	0.00	49.00	5,352.80	0.00	5,352.80	0.00	0.00
142	2102	353	0.00	3,469.60	282.40	0.00	0.00	3,752.00	0.00	3,752.00	0.00	0.00
143	2103	370	0.00	3,636.60	296.00	0.00	3.30	3,935.90	0.00	3,935.90	0.00	0.00
144	2105	365	0.00	3,587.40	292.00	0.00	0.00	3,879.40	0.00	3,879.40	0.00	0.00
145	2106	494	0.00	4,855.40	395.20	0.00	3.30	5,253.90	0.00	5,253.90	0.00	0.00
146	2107	537	0.00	5,278.00	429.60	0.00	0.00	5,707.60	0.00	5,707.60	0.00	0.00
147	2108	778	0.00	7,646.80	622.40	0.00	0.00	8,269.20	0.00	8,269.20	0.00	0.00
148	2109	504	0.00	4,953.60	403.20	0.00	0.00	5,356.80	0.00	5,356.80	0.00	0.00
149	2201	504	0.00	4,953.60	403.20	0.00	0.00	5,356.80	0.00	5,356.80	0.00	0.00
150	2202	355	0.00	3,489.20	284.00	0.00	0.00	3,773.20	0.00	2,829.90	943.30	0.00
151	2203	373	0.00	3,666.20	298.40	0.00	13.20	3,977.80	0.00	3,977.80	0.00	0.00
152	2205	368	1,151.21 cr	3,617.00	294.40	0.00	45.00	2,805.19	0.00	2,805.19	0.00	0.00
153	2206	499	0.00	4,904.60	399.20	0.00	49.00	5,352.80	0.00	5,352.80	0.00	0.00
154	2207	539	0.00	5,297.60	431.20	0.00	0.00	5,728.80	0.00	5,728.80	0.00	0.00
155	2208	783	0.00	7,696.00	626.40	0.00	9.90	8,332.30	0.00	8,332.30	0.00	0.00
156	2209	509	0.00	5,002.80	407.20	0.00	0.00	5,410.00	0.00	5,410.00	0.00	0.00
157	2301	509	0.00	5,002.80	407.20	0.00	0.00	5,410.00	0.00	5,410.00	0.00	0.00
158	2302	358	0.00	3,518.60	286.40	0.00	0.00	3,805.00	0.00	3,805.00	0.00	0.00
159	2303	375	0.00	3,685.80	300.00	0.00	0.00	3,985.80	0.00	3,985.80	0.00	0.00
160	2305	370	0.00	3,636.60	296.00	0.00	49.00	3,981.60	0.00	3,981.60	0.00	0.00
161	2306	504	0.00	4,953.60	403.20	0.00	0.00	5,356.80	0.00	5,356.80	0.00	0.00
162	2307	542	0.00	5,327.20	433.60	0.00	0.00	5,760.80	0.00	4,380.60	1,380.20	0.00
163	2308	788	0.00	7,745.20	630.40	0.00	0.00	8,375.60	0.00	8,375.60	0.00	0.00
164	2309	514	0.00	5,052.00	411.20	0.00	0.00	5,463.20	0.00	5,463.20	0.00	0.00
165	2401	514	0.00	5,052.00	411.20	0.00	80.00	5,543.20	0.00	5,543.20	0.00	0.00
166	2402	360	0.00	3,538.40	288.00	0.00	0.00	3,826.40	0.00	3,826.40	0.00	0.00
167	2403	378	0.00	3,715.20	302.40	0.00	0.00	4,017.60	0.00	4,017.60	0.00	0.00
168	2405	373	0.00	3,666.20	298.40	0.00	0.00	3,964.60	0.00	3,964.60	0.00	0.00
169	2406	509	0.00	5,002.80	407.20	0.00	0.00	5,410.00	0.00	5,410.00	0.00	0.00
170	2407	544	0.00	5,346.80	435.20	0.00	0.00	5,782.00	0.00	5,782.00	0.00	0.00
171	2408	793	0.00	7,794.20	634.40	0.00	3.30	8,431.90	0.00	8,514.77	82.87 cr	0.00
172	2409	519	0.00	5,101.20	415.20	0.00	0.00	5,516.40	0.00	5,516.40	0.00	0.00
173	2501	519	0.00	5,101.20	415.20	0.00	0.00	5,516.40	0.00	5,516.40	0.00	0.00
174	2502	363	0.00	3,567.80	290.40	0.00	0.00	3,858.20	0.00	3,858.20	0.00	0.00
175	2503	380	0.00	3,735.00	304.00	0.00	0.00	4,039.00	0.00	4,039.00	0.00	0.00
176	2505	375	0.00	3,685.80	300.00	0.00	49.00	4,034.80	0.00	4,034.80	0.00	0.00
177	2506	514	0.00	5,052.00	411.20	0.00	0.00	5,463.20	0.00	5,463.20	0.00	0.00
178	2507	547	0.00	5,376.40	437.60	0.00	0.00	5,814.00	0.00	5,814.00	0.00	0.00
179	2508	798	0.00	7,843.40	638.40	0.00	0.00	8,481.80	0.00	8,481.80	0.00	0.00
180	2509	524	22.00 cr	5,150.20	419.20	0.00	88.00	5,635.40	0.00	5,635.40	0.00	0.00

LEVY POSITIONS

FINANCIAL PERIOD 01/04/2023 - 31/03/2024

SP103041 - 22 LANGSTON PLACE, EPPING (Generated: 01/05/2024)

Lot	Unit	UOE	Opening Balance	Admin Levy	Capital Works Levy	Other Levy	Charges	Total	Discount	Paid	Closing Balance	Interest Paid
181	2601	524	0.00	5,150.20	419.20	0.00	0.00	5,569.40	0.00	5,569.40	0.00	0.00
182	2602	365	0.00	3,587.40	292.00	0.00	44.00	3,923.40	0.00	3,923.40	0.00	0.00
183	2603	383	0.00	3,764.40	306.40	0.00	0.00	4,070.80	0.00	4,070.80	0.00	0.00
184	2605	378	0.00	3,715.20	302.40	0.00	0.00	4,017.60	0.00	4,017.60	0.00	0.00
185	2606	519	0.00	5,101.20	415.20	0.00	3.30	5,519.70	0.00	5,519.70	0.00	0.00
186	2607	554	0.00	5,445.20	443.20	0.00	88.00	5,976.40	0.00	5,976.30	0.10	23.12
187	2608	803	0.00	7,892.60	642.40	0.00	0.00	8,535.00	0.00	8,535.00	0.00	0.00
188	2609	529	0.00	5,199.40	423.20	0.00	0.00	5,622.60	0.00	5,622.60	0.00	0.00
189	2701	1173	0.00	11,529.20	938.40	0.00	0.00	12,467.60	0.00	12,467.60	0.00	0.00
190	2703	1739	4,379.50	17,092.20	1,391.20	0.00	202.00	23,064.90	0.00	23,064.90	0.00	0.00
		100000	**4,379.30**	**982,881.40**	**80,000.00**	**0.00**	**3,709.40**	**1,070,970.10**	**0.00**	**1,059,354.28**	**11,615.82**	**223.41**

	Admin	Capital Works	Total
Levies in Arrears	12,686.10	1,025.00	13,711.10
Levies Paid in Advance	2,095.28 cr	0.00	2,095.28 cr

[illegible]

Independent Auditors' Report
To the Owners of Strata Plan 103041

Report on the Financial Report

We have audited the attached special purpose financial report comprising the Balance Sheet, Income and Expenditure Statements and accompanying notes to the financial statements of Strata Plan 103041 as at 31 March 2023.

Management's Responsibility for the Financial Report

The owners corporation is responsible for the preparation and fair presentation of the financial report, and has determined that the accounting policies described in Notes to the financial report are appropriate to meet the requirements of sections 92 and 93 of the Strata Schemes Management Act 2015, and the needs of the owners. This includes the responsibility of maintaining internal controls necessary to enable the preparation of financial reports that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. No opinion is expressed as to whether the accounting policies used, as described in the Notes to the financial statements are appropriate to meet the needs of the owners. Our audit has been conducted in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of risk of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the owners corporation, as well as evaluating the overall presentation of the financial report.

We believe the audit evidence obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial report presents fairly, in all material respects, the financial position of Strata Plan 103041 as at 31 March 2023 and its financial performance for the period then ended in accordance with the accounting policies described in note 1 to the financial statements. The financial report has been prepared to assist the strata plan to meet the requirements of sections 92 and 93 of the Strata Schemes Management act 2015. As a result, the financial report may not be suitable for another purpose.

KHOURY BROS & CO
Accountants, Auditors, Advisors

Joseph Peter Khoury
FIPA, CTA, RTA
Dated: 17 April 2023

Level 1, 154-158 Rawson Road
Denistone East NSW 2203
PO Box 154, Denistone East NSW 1685

Phone: (02) 9874 1033
Fax: (02) 9874 5321

Strata Plan 103041

NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE PERIOD ENDED 31 March 2023

NOTE 1: Statement of Accounting Policies

This is not a general-purpose financial report. It is a special purpose report prepared for the owners of the plan specifically to enable compliance with and in accordance with section 92 and 93 of the strata schemes management act 2015.

As the plan is not a reporting entity, there are no requirements to prepare accounts in accordance with any applicable Australian Accounting Standards, Australian Accounting Interpretations, or any other pronouncements of the Australian Accounting Standards Board.
The accounts are prepared in accordance with conventional historical costs principals, together with the basic concepts of a going concern. They do not take into account changes in monetary values or current valuations of non-current assets, except where otherwise stated.

NOTE 2: Accounting for Income & Expenses

The accrual basis of accounting has been applied to all levies receivable. Any other income and all expenditure is accounted for on a cash basis and is brought to account when the income is received or the expense paid; except where otherwise stated.

NOTE 3: Levies in Arrears/Advance

The items shown as levies in Arrears/Advance in the balance sheet represent the position of all levies in arrears or advance at the balance date plus any other charges incurred during this period.

NOTE 4: Insurance Premiums

The amount of commission received (if applicable) by the managing agents is reflected on each successful quote.

NOTE 5: Creditors

The amount, if any, shown in the Balance Sheet under “creditors” represents expenditure that has been accounted for in the Income & Expenditure Statements, but not yet paid at balance date.

NOTE 6: Income Tax

Assessable income such as interest and other income derived by the plan from the investment of funds or derived from other personal property as defined in taxation ruling TR 2015/3, is taxable at the current company tax rate. Assessable income received by the plan in respect of common property is taxable in the hands of individual owners as determined by taxation ruling TR 2015/3.

Fire Safety Statement

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Fire Safety Statement

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Fire Safety Statement

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Fire Safety Statement

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Fire Safety Statement

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Chubb Insurance Australia Limited
ABN: 23 001 642 020 AFSL: 239687
Grosvenor Place
Level 38, 225 George Street
Sydney NSW 2000, Australia
O +61 2 9335 3200
www.chubb.com/au

Date Issued: 22 February 2024

Certificate of Currency

This Certificate of Currency confirms the following **Policy** is current at the date stated below. Please refer to **Policy** documents for full terms and conditions.

Certificate of Currency		
Named Insured:	SP 103041 , SP 103042, SP 103043. The Owners of Lot 4 are insured only for policies 1 & 4 For Their Respect Rights and Interests in DP 1272951	
Indemnity to Others (Section 5, General Liability Insurance Only)	Not Applicable	
Policy Number:	01GS552227	
Insurance:	Residential Strata Insurance	
Wording	Chubb Strata Insurance ChubbSTRATA01PDS0923	
Period of Insurance:	From:	4.00pm on 16 February 2024, Local Standard Time
	To:	4.00pm on 16 February 2025, Local Standard Time
The Insurer:	Section 1	100% Chubb Insurance Australia Limited
	Section 2	100% Chubb Insurance Australia Limited
	Section 3	100% Chubb Insurance Australia Limited
	Section 4-10	100% Chubb Insurance Australia Limited
Insured Location	12-22 Langston Place, Epping NSW 2121	

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Limits of Liability		
Section 1: Property Damage Insurance	**Buildings** and **Common Property**	AUD 332,956,839
	Common Contents	AUD 3,329,568
	Catastrophe	AUD 50,442,961
Section 2: Machinery Breakdown Insurance	AUD 25,000	
Section 3: Consequential Loss Insurance	AUD 49,943,526	
Combined Section 1 - Property Damage Insurance and Section 3 - Consequential Loss Insurance Limit of Liability	AUD 386,229,933	
Section 4: Crime Insurance	AUD 100,000	
Section 5: General Liability Insurance	**Personal Injury**	AUD 30,000,000 in respect of any one **Occurrence**
	Property Damage	AUD 30,000,000 in respect of any one **Occurrence**
Section 6: Environmental Impairment Liability Insurance	AUD 250,000 in the aggregate **Period of Insurance**	
Section 7: Management Committee Liability Insurance	AUD 2,000,000 in the aggregate **Period of Insurance**	
Section 8: Audit Expenses Insurance	AUD 30,000	
Section 9: Appeal Expenses Insurance	AUD 150,000	
Section 10: Voluntary Workers Insurance	**Accident** each occurrence Limit	AUD 200,000
	Accident aggregate Limit	AUD 200,000 in the aggregate **Period of Insurance**

All the values on this Certificate of Currency are correct as at 22 February 2024 and may only be subject to change within the **Period of Insurance** by written agreement between the Insurer and the **Insured**.

The insurance afforded by the policies described in this Certificate is subject to all terms, exclusions and conditions of such policies.

This Certificate is furnished as a matter of information only and does not constitute an insurance contract upon which claims can be made. **Policy** terms and conditions incorporate provisions which may enable Insurers to cancel or vary the **Policy** on the happening of prescribed circumstances or events (i.e. non-payment of premium). Therefore, this confirmation of insurance is not to be construed as guaranteeing that the **Policy** will remain in force throughout the **Period of Insurance** as specified herein.

Signed:



Matthew Jusuf
Strata Underwriter, NSW

Authorised Officer, Chubb Insurance Australia Limited
ABN 23 001 642 020 AFSL 239687

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Chubb Insurance Australia Limited
ABN: 23 001 642 020 AFSL: 239687
Grosvenor Place
Level 38, 225 George Street
Sydney NSW 2000, Australia
O +61 2 9335 3200
www.chubb.com/au

Date Issued: 22 February 2024

Certificate of Currency

This Certificate of Currency confirms the following **Policy** is current at the date stated below. Please refer to **Policy** documents for full terms and conditions.

Certificate of Currency		
Named Insured:	SP 103041	
Indemnity to Others (Section 5, General Liability Insurance Only)	Not Applicable	
Policy Number:	01GS552232	
Insurance:	Residential Strata Insurance	
Wording	Chubb Strata Insurance ChubbSTRATA01PDS0923	
Period of Insurance:	From:	4.00pm on 16 February 2024, Local Standard Time
	To:	4.00pm on 16 February 2025, Local Standard Time
The Insurer:	Section 1	Not Insured
	Section 2	Not Insured
	Section 3	Not Insured
	Section 4-10	100% Chubb Insurance Australia Limited
Insured Location	12-22 Langston Place, Epping NSW 2121	

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Limits of Liability		
Section 4: Crime Insurance	AUD 100,000	
Section 5: General Liability Insurance	**Personal Injury**	AUD 30,000,000 in respect of any one **Occurrence**
	Property Damage	AUD 30,000,000 in respect of any one **Occurrence**
Section 6: Environmental Impairment Liability Insurance	AUD 250,000 in the aggregate **Period of Insurance**	
Section 7: Management Committee Liability Insurance	AUD 2,000,000 in the aggregate **Period of Insurance**	
Section 8: Audit Expenses Insurance	AUD 30,000	
Section 9: Appeal Expenses Insurance	AUD 150,000	
Section 10: Voluntary Workers Insurance	**Accident** each occurrence Limit	AUD 200,000
	Accident aggregate Limit	AUD 200,000 in the aggregate **Period of Insurance**

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All the values on this Certificate of Currency are correct as at 22 February 2024 and may only be subject to change within the **Period of Insurance** by written agreement between the Insurer and the **Insured**.

The insurance afforded by the policies described in this Certificate is subject to all terms, exclusions and conditions of such policies.

This Certificate is furnished as a matter of information only and does not constitute an insurance contract upon which claims can be made. **Policy** terms and conditions incorporate provisions which may enable Insurers to cancel or vary the **Policy** on the happening of prescribed circumstances or events (i.e. non-payment of premium). Therefore, this confirmation of insurance is not to be construed as guaranteeing that the **Policy** will remain in force throughout the **Period of Insurance** as specified herein.

Signed:



Matthew Jusuf
Strata Underwriter, NSW

Authorised Officer, Chubb Insurance Australia Limited
ABN 23 001 642 020 AFSL 239687

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2.3 Assumptions

It is assumed that for new buildings, the defect liability has lapsed at the time of compiling this report. It is also assumed that for buildings affected by the Strata Building Bond and Inspection Scheme, the defects will be rectified by the developer and the OC within the first 3-4 years of the date of the occupation certificate. In this case, an approved building inspector and cost assessor would be appointed by OC within one (1) year of the date of the occupation certificate. For more details visit: https://www.fairtrading.nsw.gov.au/housing-and-property/strata-building-bond-and-inspections-scheme

3. Inspection Details

Inspection by	Samuel Star
Owners' corporation representative present	Not applicable
Inspection date	21/04/2023
Inspected areas	Readily accessible common areas only

4. Strata Plan Details

Registered SP date	14/02/2022
Total lot entitlements	100000
Number of lots	190

5. Recommended Capital Works Plan

Forecast opening balance date	1/04/2024
Recommended annual contributions (incl. GST)	$73,998.68

The recommended CWP contribution is consistent with the condition, type, scale, age and location of the subject property. The 10 year capital works plan forecast is attached in Appendix B. A summary of the projected levies over 10 years for each lot, is attached in Appendix C. The following tabled figures are a summary of the CWP projected over the next ten (10) years, should the recommended contributions be implemented and maintained.

Table 1: Current CWP

Financial Year End	Opening Balance	Annual Contributions	Anticipated Expenditure (incl. contingency)	Closing Balance
2024	$73,999	**$73,999**	$14,572	$133,425
2025	$133,425	$76,959	$12,295	$198,088
2026	$198,088	$80,037	$12,787	$265,338
2027	$265,338	$83,238	$13,299	$335,278
2028	$335,278	$86,568	$51,376	$370,470
2029	$370,470	$90,031	$14,384	$446,117
2030	$446,117	$93,632	$229,999	$309,750
2031	$309,750	$97,377	$44,960	$362,167
2032	$362,167	$101,272	$16,180	$447,259
2033	$447,259	$105,323	$415,827	$136,756

Notes
Opening Balance + Total Annual Contribution - Total Anticipated Expenditure = Closing Balance
All figures are GST inclusive

PROPOSED BUDGET

FINANCIAL PERIOD 01/04/2024 - 31/03/2025

SP103041 - 22 LANGSTON PLACE, EPPING (Generated: 01/05/2024)

Administrative Fund	Proposed Budget 01/04/24 - 31/03/25	Actual 01/04/23 - 31/03/24	Accepted Budget 01/04/23 - 31/03/24	Variance 01/04/23 - 31/03/24
Income				
Debt Collection Recoveries				
Debt Collection Recoveries-Reversal	$0.00	($166.91)	$0.00	$166.91
Debt Collection Recoveries	$0.00	$1,199.10	$0.00	($1,199.10)
Expenses Recoveries				
Owner Expense Recoveries	$0.00	$409.08	$0.00	($409.08)
Insurance Claim Income				
Insurance Claim Income	$0.00	$3,301.71	$0.00	($3,301.71)
Interest				
Interest On Levy Arrears	$0.00	$220.65	$0.00	($220.65)
Levy Income				
Contributions - General	$1,045,944.82	$893,732.80	$895,546.47	$1,813.67
Special Levy				
Special Levy - Deficit Repayment (GST) (Previous Year Admin Fund Deficit Fund)	$36,750.95	$0.00	$0.00	$0.00
Total Income	**$1,082,695.77**	**$898,696.43**	**$895,546.47**	
Expenses				
Accounting, Taxation & Banking				
Bank Fees	$50.00	$45.40	$2,200.00	$2,154.60
DEFT Process Fees	$474.00	$473.53	$456.00	($17.53)
Audit Report	$1,900.00	$1,904.55	$1,500.00	($404.55)
BAS & Tax Administration	$2,330.00	$2,327.43	$2,456.00	$128.57
Air Conditioning				
Air Conditioning Maintenance	$0.00	$927.50	$0.00	($927.50)
Building General				
General Maintenance	$13,000.00	$12,458.28	$8,000.00	($4,458.28)
Locks & Doors	$6,000.00	$6,125.00	$5,000.00	($1,125.00)
Cleaning				
Cleaning - General	$50,000.00	$49,760.58	$47,500.00	($2,260.58)
Electrical				
Electrical Repairs	$2,000.00	$0.00	$5,000.00	$5,000.00
Electricity				
Electricity Consumption	$100,000.00	$139,942.76	$100,000.00	($39,942.76)
Fire Control				
Fire Services	$11,000.00	$10,579.24	$9,000.00	($1,579.24)
Gas				
Gas Consumption	$0.00	$127.43	$0.00	($127.43)
Insurance				
Insurance Premium	$7,700.00	$7,337.19	$7,700.00	$362.81
Insurance Claims	$0.00	$2,938.18	$0.00	($2,938.18)
Legal & Professional Services				
Capital Works Fund Report	$0.00	$2,500.00	$1,800.00	($700.00)
Lift Repairs				
Lift Maintenance	$23,000.00	$22,500.00	$25,000.00	$2,500.00
Pest Control				
Pest Control - General	$1,620.00	$1,620.00	$2,000.00	$380.00

PROPOSED BUDGET

FINANCIAL PERIOD 01/04/2024 - 31/03/2025

SP103041 - 22 LANGSTON PLACE, EPPING (Generated: 01/05/2024)

Administrative Fund	Proposed Budget 01/04/24 - 31/03/25	Actual 01/04/23 - 31/03/24	Accepted Budget 01/04/23 - 31/03/24	Variance 01/04/23 - 31/03/24
Plumbing				
Plumbing - General	$4,000.00	$2,743.50	$5,000.00	$2,256.50
Resident Manager / Caretaker				
Building Manager/Caretaker	$13,087.00	$13,086.07	$13,117.92	$31.85
Rubbish Removal				
Waste Removal	$2,500.00	$2,486.75	$1,500.00	($986.75)
Strata/Building Administration				
Debt Collection Fees	$0.00	$1,159.10	$0.00	($1,159.10)
Land Titles & By-Law Registration	$6,500.00	$5,400.66	$6,000.00	$599.34
Management Services	$38,428.00	$36,543.42	$36,604.00	$60.58
Printing, Postage & Stationery	$9,000.00	$9,626.19	$9,000.00	($626.19)
Strata Administration	$6,000.00	$6,156.11	$6,000.00	($156.11)
BMC/Community Contributions	$711,795.82	$579,012.56	$579,012.55	($0.01)
General Expenses	$0.00	$836.36	$0.00	($836.36)
Legislative Compliance	$6,400.00	$6,428.56	$500.00	($5,928.56)
Information Storage & Data Protection	$4,560.00	$1,140.00	$0.00	($1,140.00)
Previous Year Deficit (Previous Year Admin Fund Deficit Fund)	$36,750.95	$0.00	$0.00	$0.00
Telephone				
Lift Phone & Phone Charges	$600.00	$539.29	$1,200.00	$660.71
Water				
Water Consumption	$24,000.00	$23,367.04	$20,000.00	($3,367.04)
Total Expenses	**$1,082,695.77**	**$950,092.68**	**$895,546.47**	
GST	$105,864.58		$87,334.65	
Surplus / Deficit	**$0.00**	**($51,396.25)**	**$0.00**	

PROPOSED BUDGET

FINANCIAL PERIOD 01/04/2024 - 31/03/2025

SP103041 - 22 LANGSTON PLACE, EPPING (Generated: 01/05/2024)

Capital Works Fund	Proposed Budget 01/04/24 - 31/03/25	Actual 01/04/23 - 31/03/24	Accepted Budget 01/04/23 - 31/03/24	Variance 01/04/23 - 31/03/24
Income				
Interest				
Interest On Levy Arrears	$0.00	$2.76	$0.00	($2.76)
Levy Income				
Contributions - Capital Works Fund	$69,962.73	$72,727.48	$72,727.27	($0.21)
Total Income	**$69,962.73**	**$72,730.24**	**$72,727.27**	
Expenses				
Building General				
General Maintenance	$0.00	$2,090.91	$0.00	($2,090.91)
Capital Works Fund Maintenance	$69,962.73	$0.00	$72,727.27	$72,727.27
Total Expenses	**$69,962.73**	**$2,090.91**	**$72,727.27**	
GST	$6,996.27		$7,272.73	
Surplus / Deficit	**$0.00**	**$70,639.33**	**$0.00**	

CONTRIBUTION SUMMARY

NETSTRATA

FINANCIAL PERIOD 01/04/2024 - 31/03/2025

SP103041 - 22 LANGSTON PLACE, EPPING (Generated: 01/05/2024)

Lot	Unit	UoE	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
1	101	358	$1,241.25	$1,096.50	$1,096.50	$1,096.50	$4,530.75
2	103	596	$2,066.40	$1,825.45	$1,825.45	$1,825.45	$7,542.75
3	105	572	$1,983.15	$1,751.90	$1,751.90	$1,751.90	$7,238.85
4	106	442	$1,532.45	$1,353.75	$1,353.75	$1,353.75	$5,593.70
5	201	427	$1,480.40	$1,307.80	$1,307.80	$1,307.80	$5,403.80
6	202	427	$1,480.40	$1,307.80	$1,307.80	$1,307.80	$5,403.80
7	203	427	$1,480.40	$1,307.80	$1,307.80	$1,307.80	$5,403.80
8	205	422	$1,463.10	$1,292.50	$1,292.50	$1,292.50	$5,340.60
9	206	489	$1,695.40	$1,497.70	$1,497.70	$1,497.70	$6,188.50
10	207	683	$2,367.95	$2,091.85	$2,091.85	$2,091.85	$8,643.50
11	208	432	$1,497.75	$1,323.10	$1,323.10	$1,323.10	$5,467.05
12	301	432	$1,497.75	$1,323.10	$1,323.10	$1,323.10	$5,467.05
13	302	432	$1,497.75	$1,323.10	$1,323.10	$1,323.10	$5,467.05
14	303	432	$1,497.75	$1,323.10	$1,323.10	$1,323.10	$5,467.05
15	305	427	$1,480.40	$1,307.80	$1,307.80	$1,307.80	$5,403.80
16	306	492	$1,705.75	$1,506.85	$1,506.85	$1,506.85	$6,226.30
17	307	688	$2,385.30	$2,107.15	$2,107.15	$2,107.15	$8,706.75
18	308	437	$1,515.10	$1,338.45	$1,338.45	$1,338.45	$5,530.45
19	401	437	$1,515.10	$1,338.45	$1,338.45	$1,338.45	$5,530.45
20	402	437	$1,515.10	$1,338.45	$1,338.45	$1,338.45	$5,530.45
21	403	437	$1,515.10	$1,338.45	$1,338.45	$1,338.45	$5,530.45
22	405	432	$1,497.75	$1,323.10	$1,323.10	$1,323.10	$5,467.05
23	406	494	$1,712.70	$1,513.00	$1,513.00	$1,513.00	$6,251.70
24	407	693	$2,402.65	$2,122.50	$2,122.50	$2,122.50	$8,770.15
25	408	442	$1,532.45	$1,353.75	$1,353.75	$1,353.75	$5,593.70
26	501	450	$1,560.15	$1,378.25	$1,378.25	$1,378.25	$5,694.90
27	502	450	$1,560.15	$1,378.25	$1,378.25	$1,378.25	$5,694.90
28	503	450	$1,560.15	$1,378.25	$1,378.25	$1,378.25	$5,694.90
29	505	445	$1,542.80	$1,362.90	$1,362.90	$1,362.90	$5,631.50
30	506	497	$1,723.10	$1,522.15	$1,522.15	$1,522.15	$6,289.55
31	507	698	$2,420.00	$2,137.80	$2,137.80	$2,137.80	$8,833.40
32	508	455	$1,577.50	$1,393.55	$1,393.55	$1,393.55	$5,758.15
33	601	455	$1,577.50	$1,393.55	$1,393.55	$1,393.55	$5,758.15
34	602	455	$1,577.50	$1,393.55	$1,393.55	$1,393.55	$5,758.15

CONTRIBUTION SUMMARY

NETSTRATA

FINANCIAL PERIOD 01/04/2024 - 31/03/2025

SP103041 - 22 LANGSTON PLACE, EPPING (Generated: 01/05/2024)

Lot	Unit	UoE	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
35	603	455	$1,577.50	$1,393.55	$1,393.55	$1,393.55	$5,758.15
36	605	450	$1,560.15	$1,378.25	$1,378.25	$1,378.25	$5,694.90
37	606	499	$1,730.05	$1,528.30	$1,528.30	$1,528.30	$6,314.95
38	607	703	$2,437.30	$2,153.10	$2,153.10	$2,153.10	$8,896.60
39	608	460	$1,594.80	$1,408.85	$1,408.85	$1,408.85	$5,821.35
40	701	460	$1,594.80	$1,408.85	$1,408.85	$1,408.85	$5,821.35
41	702	460	$1,594.80	$1,408.85	$1,408.85	$1,408.85	$5,821.35
42	703	460	$1,594.80	$1,408.85	$1,408.85	$1,408.85	$5,821.35
43	705	455	$1,577.50	$1,393.55	$1,393.55	$1,393.55	$5,758.15
44	706	502	$1,740.45	$1,537.50	$1,537.50	$1,537.50	$6,352.95
45	707	708	$2,454.60	$2,168.40	$2,168.40	$2,168.40	$8,959.80
46	708	465	$1,612.15	$1,424.15	$1,424.15	$1,424.15	$5,884.60
47	801	462	$1,601.75	$1,415.00	$1,415.00	$1,415.00	$5,846.75
48	802	462	$1,601.75	$1,415.00	$1,415.00	$1,415.00	$5,846.75
49	803	462	$1,601.75	$1,415.00	$1,415.00	$1,415.00	$5,846.75
50	805	457	$1,584.45	$1,399.70	$1,399.70	$1,399.70	$5,783.55
51	806	504	$1,747.40	$1,543.65	$1,543.65	$1,543.65	$6,378.35
52	807	713	$2,472.00	$2,183.75	$2,183.75	$2,183.75	$9,023.25
53	808	467	$1,619.10	$1,430.30	$1,430.30	$1,430.30	$5,910.00
54	901	465	$1,612.15	$1,424.15	$1,424.15	$1,424.15	$5,884.60
55	902	465	$1,612.15	$1,424.15	$1,424.15	$1,424.15	$5,884.60
56	903	465	$1,612.15	$1,424.15	$1,424.15	$1,424.15	$5,884.60
57	905	460	$1,594.80	$1,408.85	$1,408.85	$1,408.85	$5,821.35
58	906	507	$1,757.75	$1,552.80	$1,552.80	$1,552.80	$6,416.15
59	907	718	$2,489.30	$2,199.05	$2,199.05	$2,199.05	$9,086.45
60	908	470	$1,629.50	$1,439.50	$1,439.50	$1,439.50	$5,948.00
61	1001	465	$1,612.15	$1,424.15	$1,424.15	$1,424.15	$5,884.60
62	1002	465	$1,612.15	$1,424.15	$1,424.15	$1,424.15	$5,884.60
63	1003	465	$1,612.15	$1,424.15	$1,424.15	$1,424.15	$5,884.60
64	1005	460	$1,594.80	$1,408.85	$1,408.85	$1,408.85	$5,821.35
65	1006	482	$1,671.10	$1,476.25	$1,476.25	$1,476.25	$6,099.85
66	1007	606	$2,101.05	$1,856.05	$1,856.05	$1,856.05	$7,669.20
67	1008	470	$1,629.50	$1,439.50	$1,439.50	$1,439.50	$5,948.00
68	1101	470	$1,629.50	$1,439.50	$1,439.50	$1,439.50	$5,948.00

CONTRIBUTION SUMMARY

FINANCIAL PERIOD 01/04/2024 - 31/03/2025

SP103041 - 22 LANGSTON PLACE, EPPING (Generated: 01/05/2024)

Lot	Unit	UoE	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
69	1102	470	$1,629.50	$1,439.50	$1,439.50	$1,439.50	$5,948.00
70	1103	470	$1,629.50	$1,439.50	$1,439.50	$1,439.50	$5,948.00
71	1105	465	$1,612.15	$1,424.15	$1,424.15	$1,424.15	$5,884.60
72	1106	512	$1,775.10	$1,568.10	$1,568.10	$1,568.10	$6,479.40
73	1107	728	$2,523.95	$2,229.65	$2,229.65	$2,229.65	$9,212.90
74	1108	475	$1,646.85	$1,454.80	$1,454.80	$1,454.80	$6,011.25
75	1201	472	$1,636.40	$1,445.60	$1,445.60	$1,445.60	$5,973.20
76	1202	472	$1,636.40	$1,445.60	$1,445.60	$1,445.60	$5,973.20
77	1203	472	$1,636.40	$1,445.60	$1,445.60	$1,445.60	$5,973.20
78	1205	467	$1,619.10	$1,430.30	$1,430.30	$1,430.30	$5,910.00
79	1206	514	$1,782.05	$1,574.25	$1,574.25	$1,574.25	$6,504.80
80	1207	733	$2,541.35	$2,245.00	$2,245.00	$2,245.00	$9,276.35
81	1208	477	$1,653.80	$1,460.95	$1,460.95	$1,460.95	$6,036.65
82	1301	475	$1,646.85	$1,454.80	$1,454.80	$1,454.80	$6,011.25
83	1302	475	$1,646.85	$1,454.80	$1,454.80	$1,454.80	$6,011.25
84	1303	475	$1,646.85	$1,454.80	$1,454.80	$1,454.80	$6,011.25
85	1305	470	$1,629.50	$1,439.50	$1,439.50	$1,439.50	$5,948.00
86	1306	517	$1,792.40	$1,583.40	$1,583.40	$1,583.40	$6,542.60
87	1307	1218	$4,222.85	$3,730.45	$3,730.45	$3,730.45	$15,414.20
88	2706	1416	$4,909.30	$4,336.85	$4,336.85	$4,336.85	$17,919.85
89	1401	477	$1,653.80	$1,460.95	$1,460.95	$1,460.95	$6,036.65
90	1402	477	$1,653.80	$1,460.95	$1,460.95	$1,460.95	$6,036.65
91	1403	477	$1,653.80	$1,460.95	$1,460.95	$1,460.95	$6,036.65
92	1405	472	$1,636.40	$1,445.60	$1,445.60	$1,445.60	$5,973.20
93	1406	519	$1,799.35	$1,589.55	$1,589.55	$1,589.55	$6,568.00
94	1407	743	$2,575.95	$2,275.60	$2,275.60	$2,275.60	$9,402.75
95	1408	482	$1,671.10	$1,476.25	$1,476.25	$1,476.25	$6,099.85
96	1501	480	$1,664.15	$1,470.10	$1,470.10	$1,470.10	$6,074.45
97	1502	480	$1,664.15	$1,470.10	$1,470.10	$1,470.10	$6,074.45
98	1503	480	$1,664.15	$1,470.10	$1,470.10	$1,470.10	$6,074.45
99	1505	475	$1,646.85	$1,454.80	$1,454.80	$1,454.80	$6,011.25
100	1506	522	$1,809.75	$1,598.75	$1,598.75	$1,598.75	$6,606.00
101	1507	748	$2,593.30	$2,290.90	$2,290.90	$2,290.90	$9,466.00
102	1508	485	$1,681.50	$1,485.40	$1,485.40	$1,485.40	$6,137.70

CONTRIBUTION SUMMARY

NETSTRATA

FINANCIAL PERIOD 01/04/2024 - 31/03/2025

SP103041 - 22 LANGSTON PLACE, EPPING (Generated: 01/05/2024)

Lot	Unit	UoE	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
103	1601	482	$1,671.10	$1,476.25	$1,476.25	$1,476.25	$6,099.85
104	1602	482	$1,671.10	$1,476.25	$1,476.25	$1,476.25	$6,099.85
105	1603	482	$1,671.10	$1,476.25	$1,476.25	$1,476.25	$6,099.85
106	1605	477	$1,653.75	$1,460.90	$1,460.90	$1,460.90	$6,036.45
107	1606	524	$1,816.70	$1,604.85	$1,604.85	$1,604.85	$6,631.25
108	1607	753	$2,610.60	$2,306.20	$2,306.20	$2,306.20	$9,529.20
109	1608	487	$1,688.40	$1,491.55	$1,491.55	$1,491.55	$6,163.05
110	1701	485	$1,681.45	$1,485.40	$1,485.40	$1,485.40	$6,137.65
111	1702	969	$3,359.50	$2,967.80	$2,967.80	$2,967.80	$12,262.90
112	2705	1988	$6,892.35	$6,088.70	$6,088.70	$6,088.70	$25,158.45
113	1705	480	$1,664.15	$1,470.10	$1,470.10	$1,470.10	$6,074.45
114	1706	527	$1,827.10	$1,614.05	$1,614.05	$1,614.05	$6,669.25
115	1707	758	$2,628.00	$2,321.55	$2,321.55	$2,321.55	$9,592.65
116	1708	489	$1,695.35	$1,497.65	$1,497.65	$1,497.65	$6,188.30
117	1801	487	$1,688.40	$1,491.55	$1,491.55	$1,491.55	$6,163.05
118	1802	345	$1,196.05	$1,056.60	$1,056.60	$1,056.60	$4,365.85
119	1803	363	$1,258.55	$1,111.80	$1,111.80	$1,111.80	$4,593.95
120	1805	358	$1,241.15	$1,096.45	$1,096.45	$1,096.45	$4,530.50
121	1806	482	$1,671.10	$1,476.25	$1,476.25	$1,476.25	$6,099.85
122	1807	502	$1,740.45	$1,537.50	$1,537.50	$1,537.50	$6,352.95
123	1808	641	$2,222.35	$1,963.20	$1,963.20	$1,963.20	$8,111.95
124	1809	492	$1,705.75	$1,506.85	$1,506.85	$1,506.85	$6,226.30
125	1901	489	$1,695.35	$1,497.65	$1,497.65	$1,497.65	$6,188.30
126	1902	348	$1,206.50	$1,065.80	$1,065.80	$1,065.80	$4,403.90
127	1903	365	$1,265.40	$1,117.85	$1,117.85	$1,117.85	$4,618.95
128	1905	360	$1,248.10	$1,102.55	$1,102.55	$1,102.55	$4,555.75
129	1906	485	$1,681.45	$1,485.40	$1,485.40	$1,485.40	$6,137.65
130	1907	532	$1,844.40	$1,629.35	$1,629.35	$1,629.35	$6,732.45
131	1908	768	$2,662.60	$2,352.15	$2,352.15	$2,352.15	$9,719.05
132	1909	494	$1,712.70	$1,513.00	$1,513.00	$1,513.00	$6,251.70
133	2001	494	$1,712.70	$1,513.00	$1,513.00	$1,513.00	$6,251.70
134	2002	350	$1,213.45	$1,071.95	$1,071.95	$1,071.95	$4,429.30
135	2003	368	$1,275.85	$1,127.10	$1,127.10	$1,127.10	$4,657.15
136	2005	363	$1,258.55	$1,111.80	$1,111.80	$1,111.80	$4,593.95

CONTRIBUTION SUMMARY

NETSTRATA

FINANCIAL PERIOD 01/04/2024 - 31/03/2025

SP103041 - 22 LANGSTON PLACE, EPPING (Generated: 01/05/2024)

Lot	Unit	UoE	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
137	2006	489	$1,695.35	$1,497.65	$1,497.65	$1,497.65	$6,188.30
138	2007	534	$1,851.40	$1,635.50	$1,635.50	$1,635.50	$6,757.90
139	2008	773	$2,679.95	$2,367.45	$2,367.45	$2,367.45	$9,782.30
140	2009	499	$1,730.00	$1,528.30	$1,528.30	$1,528.30	$6,314.90
141	2101	499	$1,730.00	$1,528.30	$1,528.30	$1,528.30	$6,314.90
142	2102	353	$1,223.80	$1,081.10	$1,081.10	$1,081.10	$4,467.10
143	2103	370	$1,282.75	$1,133.20	$1,133.20	$1,133.20	$4,682.35
144	2105	365	$1,265.40	$1,117.85	$1,117.85	$1,117.85	$4,618.95
145	2106	494	$1,712.70	$1,513.00	$1,513.00	$1,513.00	$6,251.70
146	2107	537	$1,861.75	$1,644.65	$1,644.65	$1,644.65	$6,795.70
147	2108	778	$2,697.30	$2,382.80	$2,382.80	$2,382.80	$9,845.70
148	2109	504	$1,747.35	$1,543.60	$1,543.60	$1,543.60	$6,378.15
149	2201	504	$1,747.35	$1,543.60	$1,543.60	$1,543.60	$6,378.15
150	2202	355	$1,230.75	$1,087.25	$1,087.25	$1,087.25	$4,492.50
151	2203	373	$1,293.20	$1,142.40	$1,142.40	$1,142.40	$4,720.40
152	2205	368	$1,275.85	$1,127.10	$1,127.10	$1,127.10	$4,657.15
153	2206	499	$1,730.00	$1,528.30	$1,528.30	$1,528.30	$6,314.90
154	2207	539	$1,868.70	$1,650.80	$1,650.80	$1,650.80	$6,821.10
155	2208	783	$2,714.65	$2,398.10	$2,398.10	$2,398.10	$9,908.95
156	2209	509	$1,764.65	$1,558.90	$1,558.90	$1,558.90	$6,441.35
157	2301	509	$1,764.65	$1,558.90	$1,558.90	$1,558.90	$6,441.35
158	2302	358	$1,241.15	$1,096.45	$1,096.45	$1,096.45	$4,530.50
159	2303	375	$1,300.10	$1,148.50	$1,148.50	$1,148.50	$4,745.60
160	2305	370	$1,282.75	$1,133.20	$1,133.20	$1,133.20	$4,682.35
161	2306	504	$1,747.35	$1,543.60	$1,543.60	$1,543.60	$6,378.15
162	2307	542	$1,879.05	$1,659.95	$1,659.95	$1,659.95	$6,858.90
163	2308	788	$2,731.95	$2,413.40	$2,413.40	$2,413.40	$9,972.15
164	2309	514	$1,782.05	$1,574.25	$1,574.25	$1,574.25	$6,504.80
165	2401	514	$1,782.05	$1,574.25	$1,574.25	$1,574.25	$6,504.80
166	2402	360	$1,248.10	$1,102.55	$1,102.55	$1,102.55	$4,555.75
167	2403	378	$1,310.50	$1,157.70	$1,157.70	$1,157.70	$4,783.60
168	2405	373	$1,293.20	$1,142.40	$1,142.40	$1,142.40	$4,720.40
169	2406	509	$1,764.65	$1,558.90	$1,558.90	$1,558.90	$6,441.35
170	2407	544	$1,886.00	$1,666.10	$1,666.10	$1,666.10	$6,884.30

CONTRIBUTION SUMMARY

FINANCIAL PERIOD 01/04/2024 - 31/03/2025

SP103041 - 22 LANGSTON PLACE, EPPING (Generated: 01/05/2024)

Lot	Unit	UoE	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
171	2408	793	$2,749.30	$2,428.75	$2,428.75	$2,428.75	$10,035.55
172	2409	519	$1,799.35	$1,589.55	$1,589.55	$1,589.55	$6,568.00
173	2501	519	$1,799.35	$1,589.55	$1,589.55	$1,589.55	$6,568.00
174	2502	363	$1,258.55	$1,111.80	$1,111.80	$1,111.80	$4,593.95
175	2503	380	$1,317.45	$1,163.85	$1,163.85	$1,163.85	$4,809.00
176	2505	375	$1,300.10	$1,148.50	$1,148.50	$1,148.50	$4,745.60
177	2506	514	$1,782.05	$1,574.25	$1,574.25	$1,574.25	$6,504.80
178	2507	547	$1,896.40	$1,675.30	$1,675.30	$1,675.30	$6,922.30
179	2508	798	$2,766.65	$2,444.05	$2,444.05	$2,444.05	$10,098.80
180	2509	524	$1,816.70	$1,604.85	$1,604.85	$1,604.85	$6,631.25
181	2601	524	$1,816.70	$1,604.85	$1,604.85	$1,604.85	$6,631.25
182	2602	365	$1,265.40	$1,117.85	$1,117.85	$1,117.85	$4,618.95
183	2603	383	$1,327.90	$1,173.05	$1,173.05	$1,173.05	$4,847.05
184	2605	378	$1,310.50	$1,157.70	$1,157.70	$1,157.70	$4,783.60
185	2606	519	$1,799.35	$1,589.55	$1,589.55	$1,589.55	$6,568.00
186	2607	554	$1,920.70	$1,696.75	$1,696.75	$1,696.75	$7,010.95
187	2608	803	$2,783.95	$2,459.35	$2,459.35	$2,459.35	$10,162.00
188	2609	529	$1,834.00	$1,620.15	$1,620.15	$1,620.15	$6,694.45
189	2701	1173	$4,066.80	$3,592.60	$3,592.60	$3,592.60	$14,844.60
190	2703	1739	$6,029.10	$5,326.10	$5,326.10	$5,326.10	$22,007.40
		100000	**$346,698.90**	**$306,272.80**	**$306,272.80**	**$306,272.80**	**$1,265,517.30**

ANNUAL REPORT FROM STRATA MANAGER

Functions Performed Under Delegated Authority

Section 55 of the Strata Schemes Management Act 2015 obligates all strata managers to provide a report at least once a year outlining the functions performed under the delegated authority granted by the Owners Corporation to the agent. A summary of the major events for Strata Plan No: 103041 for the 12 month period ending 31-MAR is detailed below. Detailed reports are available upon request.

Time Recorded:	205:45 Hours	Documents Registered:	581	Meetings:	7
No. of Entries:	3893	Invoices Processed:	131	Insurance Work:	4
Emails:	2829	By-law Inquiries:	3	Correspondence:	6
Phone Calls:	60	Inspections:	0	Debt Recovery:	0
Work Orders:	1	Update Details:	76	184 Certificates:	10
General Admin:	40	Fire Compliance:	3	SMS's Issued:	0

Privacy of information:

Owners should be aware that all correspondence, including letters, emails, maintenance requests and By-law complaints sent to our office are retained within the records of the Owners Corporation. Whilst personal information such as phone numbers and email addresses will not be maintained on the Strata Roll (unless specified in a Section 22 notice), all correspondence must be made available during a Section 183 Inspection and may be viewed by other lot owners and anyone that is authorised by a lot owner to undertake such an inspection.

In regards to the privacy of your information; Netstrata is required by law to protect the privacy of your personal information under the National Privacy Principles and the Privacy Amendment (Notifiable Data Breaches) Act 2017. We gather and maintain personal information about you on behalf of your scheme of which we are the appointed managers. Some of your personal information may still be accessed by certain third parties in particular circumstances, for example to tradespersons when arranging repairs and maintenance or during an emergency. Other than the above, we will not disclose your personal information without your consent unless disclosure is either necessary to prevent an unreasonable threat to safety, damage to property, authorised or required by law, reasonably necessary to enforce the law or necessary to investigate a suspected unlawful activity.

Report Pursuant to Section 60

Netstrata discloses that it has commercial arrangements with suppliers that may also provide services to your scheme including Macquarie Bank, Khoury Bros. & Co Accountants and CRM Brokers. Whilst we use and recommend these providers we DO NOT receive any rebate, discount or commission for providing this recommendation.

Netstrata and it's subsidiaries engage Prime Strata Support Services for internal administrative purposes and has a personal relationship as described in Schedule 1, Clause 12 of the Property and Stock Agents Regulation 2022. Prime may also provide direct services to your scheme. Any fees for services supplied are disclosed in the financial statements for your scheme.

Netstrata discloses that its strata managers and administrative staff receive training services from industry bodies and suppliers that may provide services to your scheme including but not limited to Strata Community Australia, U.D.I.A., R.E.I., Grace Lawyers, Bannermans Lawyers, Mills Oakley lawyers and J.S. Mueller & Co.

The agent discloses that it has commercial arrangements with AMPAC Debt Recovery Services, Strategic Collection Services, Strata Energy Services. Where these services are used and a referral fee is received, it will be disclosed via this report or the financial statements for your strata scheme.

Netstrata discloses that it is an authorised representative of BCB Brokers, CRM Brokers, Coverforce, and BAC Brokers. When insurances for your scheme are arranged through these entities our office receives a share of the brokerage charged, which last year was $1,207.91. It is expected that this brokerage will be $1,292.46 next year. The brokerage received funds the administrative requirements for placing insurances and processing insurance claims on behalf of your scheme including providing 3 quotations, researching and providing a complete claims history and providing the insurer with other relevant information that is required to be disclosed as part of the renewal process. Where the brokerage is not received a fee for service will be applied.

Netstrata discloses that Strata Insurance Services Pty Limited (SIS), WinFire Pty Ltd, Resolute Maintenance Group, PG Martin Plumbing, Evolve Reporting Pty Ltd and Moirs Law are wholly or partially owned subsidiaries of the agent. When insurances are placed on your behalf of your scheme by SIS, all brokerage charged is retained by the subsidiary, not the agent and disclosure of the broker fee applied is made to all owners at the time of placement of the policy. Strata Insurance Services DOES NOT receive commissions for arranging insurance cover on behalf of your Owners Corporation. In the event WinFire, Resolute, PG Martin, Evolve Reporting or Moirs Law are engaged to undertake maintenance work or inspections or reporting or legal work, the fees and charges associated with these works are detailed in the financial reports for your Owners Corporation.

NETSTRATA
EST 1996

Recovery of Costs - Fire and Works by Owner By-Law

1. **Introduction**

The purpose of this by-law is to assist the Owners Corporation to better manage and administer the strata scheme by prohibiting certain acts and enabling the Owners Corporation to recover certain costs.

2. **Damaging Common Property and False Fire Alarms**

2.1 An owner or occupier must not trigger a false fire alarm.

2.2 An owner or occupier must not carry out any works to their lot or the common property around the lot, including work that has been approved, which:

2.2.1 are in breach of, or which place the Owners Corporation's fire services in breach of any Law;

2.2.2 reasonably require in the Owners Corporation needing to engage a structural, fire safety or other engineer, or any other consultant, to assess the condition of the common property (unless the owner or occupier has already entered into a binding agreement to pay, and pays, the costs of that engagement); or

2.2.3 result in the Owners Corporation needing to carry out any work under section 106 of the SSMA.

2.3 Each owner must use all reasonable endeavours to ensure that their occupiers and invitees do not:

2.3.1 trigger a false fire alarm; or

2.3.2 carry out any works to which clause 2.2 applies,

and:

2.3.3 must upon request provide to the Owners Corporation sufficient evidence to satisfy the Owners Corporation (on the balance of probabilities) that the owner has used those reasonable endeavours.

3. **Owners Corporation's power in the event of a breach of this by-law**

If an owner or occupier breaches this by-law, the Owners Corporation may:

3.1 if the breach is of clause 2.1 or 2.3.1, recover from the person responsible the charge issued to the Owners Corporation for that false fire alarm; and

3.2 if the breach is of clause 2.2 or 2.3.2, recover from the person responsible its reasonable costs or damages flowing from that breach, including:

3.2.1 the cost of carrying out works to the fire services to ensure they are compliant repairing the damaged common property;

3.2.2 the costs of engaging an engineer or consultant as referred to in clause 2.2;

3.2.3 the costs of carrying out any work of the type described in clause 2.2.3;

3.2.4 the Schedule B Costs in connection with clauses 3.2.1-3.2.3;

3.2.5 any legal fees of reasonably obtaining advice in connection with this by-law or any obligations in it; and recover the reasonable expenses of recovering those debts (including but not limited to legal fees and Scheule B Costs), and the owner indemnifies the Owners Corporation in respect of those debts and the expenses of recovering those debts.

4. **Recovery**

4.1 A debt will, if not paid within a month of (**Interest Start Date**):

4.1.1 sending the invoice to the responsible person; or

4.1.2 otherwise notifying the responsible person of the debt,

bear interest at the rate of 10% per annum, calculated on a daily basis from the Interest Start Date until payment.

4.2 The Owners Corporation may recover all of its expenses of recovering a debt, to the extent possible on an indemnity basis.

4.3 All debts, interest on debts and expenses of recovering debts are payable into the Administrative Fund, as an amount payable under a by-law made under Part 7 of the Act.

5. **Interpretation**

In this by-law:

5.1 ***common property*** means the common property for this strata scheme.

5.2 ***debt*** means any amount payable to the Owners Corporation under this by-law, any costs payable to the Owners Corporation under clauses 3.1-3.5 including any administrative costs (or Schedule B Costs).

5.3 ***false fire alarm*** means setting off a fire alarm (including a false fire alarm), so that the fire brigade or other organisation:

5.3.1 is required to attend the strata scheme; and

5.3.2 charges the Owners Corporation a fee for that attendance.

5.4 ***Law*** means any Act, Regulation, code, standard or other requirement, including Australian Standard AS1851, which applies to the parcel.

5.5 ***Legislation*** means the *Strata Schemes Management Act* and all other related legislation.

5.6 ***lot*** means a lot in the strata scheme.

5.7 ***occupier*** means an occupier of a lot in the strata scheme.

5.8 ***owner*** means an owner of a lot in the strata scheme.

5.9 ***person responsible*** means, at the Owners Corporation's discretion:

5.9.1 the person who has breached any one or more of clauses 2.1-2.3; or

5.9.2 an owner who is in breach of clause 2.2 or 2.3 by failing to use the necessary reasonable endeavours or take the reasonable steps.

5.10 ***Schedule B Costs*** means any costs which a strata managing agent is entitled to charge the Owners Corporation under Schedule B of their agency agreement, or any non-routine duties charges.

5.11 ***SSMA*** means the *Strata Schemes Management Act* 2015.

5.12 Any term used in this by-law that is defined in the SSMA will have the same meaning in this by-law as it does in the Act.

5.13 If there is any conflict between this by-law and any other by-law of the strata scheme, or any approval given by the Owners Corporation to carry out work, this by-law will apply to the extent of that conflict.

5.14 Any provision that is invalid, unenforceable or illegal must be read down to the extent necessary to avoid that effect. If that is not possible, that provision must be excluded from this by-law but only to the extent necessary to avoid that effect. All other provisions of this by-law continue to be valid and enforceable.

Special by-law no.XX – Window Tinting (All Lots)

1. **Introduction**

2. **Authorisation and Conditions of Works**

2.1

2.1.1

2.1.2 reasonably required to keep and use their lot's Works.

2.2

2.2.1 give at least 14 days' notice; and

2.2.2

2.3

2.3.1

2.3.2

2.3.3

2.3.4

2.3.5

2.4 their lot's

2.5 cost, to the extent it is caused by or arising out of their lot's

2.6 property or any other lot in the strata scheme caused by or arising out of their lot's

3. **Owners corporation's power in the event of a breach of this by-law**

3.1

3.2 access the owner's lot at reasonable times and on reasonable notice in order to rectify the

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3.3 r r r d d d d d

4. **Interpretation**

4.1 ***Act*** *Strata Schemes Management Act* 2015

4.2 ***lot***

4.3 ***owner***

4.4 ***Works*** 3M r R 0 d r r r

NETSTRATA
EST 1996

Absolution of Maintenance (Lot Fixtures & Fittings) Special By-Law

PART 1 - Introduction and Intent

a. This By-law has been drafted from the NSW Land and Property Information (now NSW Land Registry Services) memorandum AG600000 dated November 2011 which attempts to provide a guide to owners in determining the maintenance responsibilities for their scheme.
b. The intent of the By-law is to provide definition of the maintenance responsibilities of the fixtures and fittings within a lot and any appliances that only service a single lot within the strata scheme.
The intent being that any fixture or fitting contained within the lot, whether specified in this By-law or not, or any appliance that only services one lot, whether specified in this By-law or not shall be deemed to be the maintenance responsibility of the lot owner by virtue of the Owners Corporation absolving its maintenance responsibilities for same pursuant to section 106 and 107 of the Act.
c. Any item specified in this By-law that is afforded cover for damage due to an insurable event by the Owners Corporations insurance policy shall still be protected by that insurance.
d. At all times the Owners Corporation shall retain the maintenance responsibility for the structural elements, integrity and general safety of the building.
Waterproofing shall also remain the Owners Corporations responsibility, except where a lot owner has undertaken a renovation within their lot that affects a waterproofed area.
e. This By-law does not confer any rights upon a lot owner to install any item listed in this By-law as a fixture or fitting of a lot.

PART 2 – Definitions

2.1 In this by-law, unless the context otherwise requires or permits:
a. **Act** means the Strata Schemes Management Act 2015 (NSW) or any amendment
b. **Lot** means any lot in the strata plan
c. **Owner** means the owner of the Lot
d. **Owners Corporation** means the owners corporation created by the registration of strata plan **XXXXX**
e. **Internal Area** means any area within the envelope of a lot as defined by the Strata Plan
f. **Internal Pipe Work and Wiring** means any pipe work or wiring that only services one lot, whether located on a common property or internal wall.

2.2 In this by-law, unless the context otherwise requires:
a. the singular includes plural and vice versa;
b. any gender includes the other genders;
c. any terms in the by-law will have the same meaning as those defined in the Act; and
d. references to legislation include references to amending and replacing legislation.

PART 3 - Terms and Conditions

In accordance with section 106 of the Act, the Owners Corporation has deemed it inappropriate to repair, maintain, replace or renew any of the following items that are associated with the fixtures and fittings within an owners lot within the Strata Scheme;

3.1 Internal Areas

All decorative finishes within a lot, including but not limited to;
a. All Cornices
b. All Skirting Boards
c. All Architraves and Internal Door Jams
d. Wall tiles wherever located, including kitchen, bathroom and laundries
e. Floor Tiles wherever located, including kitchen, bathroom and laundries
f. False Ceilings
g. Mezzanines, Stairs and Handrails
h. All paintwork and wall paper
i. The cleaning of mould throughout the lot where the causative factors are purely environmental

3.2 Bathroom, Ensuites and Laundry Areas

All Bathroom, Ensuite & Laundry fixtures and fittings, including but not limited to;

a. All taps and internal pipe work
b. Shower screens
c. Bathtub, including internal floor waste and drainage pipes
d. Sinks and hand basins including internal drainage pipes,
e. Cabinets and mirrors
f. Toilet pan, including cistern and internal waste pipes
g. All lights, light fittings and exhaust fans that only service the lot, wherever located

3.3 Kitchen Areas

All Kitchen fixtures and fittings, including but not limited to;

a. All taps and internal pipe work
b. All internal waste and drainage pipes, including connection to the common stack
c. Bench tops
d. Sinks and insinkerators
e. Ovens, Stoves and Cook Tops
f. All lights, light fittings, exhaust fans and rangehood's that only service the lot, wherever located, including ducting and external ventilation points

3.4 Floor Coverings

a. All carpet within the lot
b. All floor tiles, wherever located, including kitchen, bathroom, laundry and balcony tiles
c. All Floor boards, whether floating or fixed
d. All parquetry, linoleum, vinyl and cork tiles wherever located

3.5 Balcony/Courtyard Areas

a. All tiles, pavers and decking
b. All stairs and handrails within the balcony or courtyard area
c. All awnings, pergolas, privacy screens or louvers, whether originally or installed by the lot owner subsequent to the registration of the Strata Plan
d. All plants and grassed areas within the balcony or courtyard
e. The pruning, trimming or removal of a tree or trees, including damage caused by roots
f. Fences that divide two lots
g. All lights, switches, light fittings and wiring within the balcony or courtyard of the lot

3.6 Electrical Fittings & Appliances

a. All lights and light fittings, including switches that service only one lot, including down lights and transformers that may be recessed in the ceiling
b. All electrical sockets and wall plates
c. Electrical main and sub-main that services only one lot including fuses wherever located
d. Smoke Detectors that only service one lot
e. Alarm Systems that only service one lot
f. Individual Garage Door Motors
g. Telephone, Television, cable television and internet wall plates and cabling that only services one lot, wherever located
h. Split system and ducted Air-conditioning systems, including condenser units and all associated equipment wherever located that only service one lot;
i. Ceiling Fans
j. Electrical or Gas Hot Water Heaters and all associated equipment that only service one lot, wherever located.
k. Any general appliance, such as a dishwasher, microwave oven, clothes dryer or other that is designed to only service a single lot.

3.7 Front Door, Balcony Doors, Windows and Garage Area

a. All flyscreens and security screens/doors fitted to the windows, doors and balcony doors of the lot, whether installed originally or subsequently by the lot owner;
b. Automatic door closers
c. Any locking device or door furniture installed on the front and back doors, balcony doors or windows of the lot, whether installed originally or subsequently by the lot owner;
d. Supplying or replacing swipe tags, fobs, security passes, restricted keys or remote control units that operate common entry doors and garage doors at the scheme.

SUPPLY ORDER
CENTRALISED AIR CONDITIONING (UNMETERED) - NEW DEVELOPMENT

Origin details ("we, us, our"): Origin Energy Retail Limited ABN 22 078 868 425

Premises Party details ("you, your"):

Supply Order Date:

Originating Master Agreement Reference Number: N3626RTWR3AP

1 SUPPLY ORDER TERMS

1.1

1.2

(a)

(b)

2 SUPPLY TERM

2.1

2.2 In respect of this Supply Order, clause 15.3 and the definitions of 'Initial Term' and 'Further Term' in clause 3

(a)

(b)

In this clause 2.2, 'Fixed Term'

(a)

(d)

3 CONDITIONS PRECEDENT

3.1

(a) **Hot Water Supply Order**

(b) **EN Supply Order**

4 TERMINATION OF THE HOT WATER SUPPLY ORDER THE EN SUPPLY ORDER OR PLP METER

4.1

4.2

4.3

5 SPECIAL CONDITIONS

5.1

5.2

(a)

[illegible]

5.3 [illegible]

[illegible]

[illegible]

[illegible]

5.4 [illegible]

[illegible]

[illegible]

5.5 [illegible]

5.6 [illegible]

CENTRALISED ENERGY EQUIPMENT

[illegible]

Item description	Quantity
[illegible]	[illegible]

[illegible]

DRAWINGS [illegible]

[illegible]

□2□ □r□□□□□d □Dr□□ □□□□□□□□□□r□□d□d□□□□□□□□□□r□□□□□□□□□□r□□□d□□□□□□□□□□□rd□r□□□□□□□□d□□□□□□□□□□□r□□□□

□□□ **PREMISES PARTY INFRASTRUCTURE** □R□□□R□□ □□□□ □□5□M□□□□R□□□R□□M□□ □□□□RM□□□

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[illegible]

10. VALUATION UPON TERMINATION AFTER INSTALLATION [illegible]

[illegible]

11. TERMINATION BEFORE INSTALLATION [illegible]

[illegible]

12. ELECTRONIC SIGNATURE

12.1 [illegible]

12.2 [illegible]

SIGNED for and on behalf of Origin Energy Retail Limited (ABN 22 078 868 425)

The Common Seal of *Owners – Strata Plan No. 103041 ABN 43 638 571 872*

SUPPLY ORDER – SERVICED HOT WATER – NATURAL GAS – RETROFIT (EXISTING)

Origin details ("we, us, our"): ***Origin Energy Retail Limited ABN 22 078 868 425***

Premises Party details ("you, your"): ***The Owners - Strata Plan No.103041 ABN 43 638 571 872 for 22 Langston Pl Epping NSW 2121 – Tower 3***

Supply Order Date: [illegible]

Originating Master Agreement Reference Number: N3626RTWR3AP

1. SUPPLY ORDER TERMS

1.1 [illegible]

1.2 [illegible]

(a) [illegible]

(b) [illegible]

2. SUPPLY TERM

2.1 [illegible]

2.2 In respect of this Supply Order, clause 15.3 and the definitions of 'Initial Term' and 'Further Term' in clause 36 of [illegible]

(a) [illegible]

(b) [illegible]

[illegible] 2.2, '**Fixed Term**' [illegible]

(a) [illegible]

(d) [illegible]

[illegible]

3. SPECIAL CONDITIONS [illegible]

3.1 [illegible] where we do not have the Customer's contact details [illegible]

3.2 [illegible]

3.3 [illegible]

(a) [illegible]

(b) [illegible]

(c) [illegible]

(d) [illegible]

(e) [illegible]

3.4 [illegible]

4. CENTRALISED ENERGY EQUIPMENT

4.1 [illegible]

Item description	Quantity	Item replaced? (Y/N)
the individual unit's hot water meter.		

4.3 "lock box" with an Origin Energy master

5. **DRAWINGS**

6. **PREMISES PARTY INFRASTRUCTURE**

(a) (i) [illegible]

(ii) [illegible] 20[illegible] [illegible] R0 [illegible]

(iii) [illegible] 5[illegible]

(b) [illegible] apartment's hot water M[illegible]

(c) [illegible] 3500[illegible]

(d) [illegible] 3500[illegible]

(e) [illegible] 500[illegible] Premises'[illegible]

(f) [illegible]

(g) [illegible]

(i) [illegible] 3[illegible]00[illegible]1500[illegible]

(ii) [illegible]

(iii) [illegible] 5[illegible]01[illegible]

(h) [illegible]

(i) [illegible] 5[illegible]

(j) [illegible]

(i) [illegible]

(ii) [illegible] 35[illegible]2 M/[illegible]

(iii) [illegible] 2 M/[illegible]

(iv) [illegible]

7. RETAIL SERVICES AND RETAIL SERVICES TERMS [illegible]

[illegible]

(a) [illegible]

(b) [illegible]

[illegible] 20[illegible]

[illegible]

[illegible] 10[illegible]

[illegible]

[illegible]

(4) [illegible]

Published Hot Water Usage Charge [illegible]

(a) [illegible] **Set Date** [illegible]

(b) [illegible] **Re-set Date** [illegible]

(c) [illegible]) as our "standard" usage charge for hot water services offered to [illegible]

Published Hot Water Supply Charge [illegible]

(a) [illegible] **Set Date** [illegible]

(b) [illegible] **Re-set Date** [illegible]

[illegible]) as our "standard" supply charge for hot water services offered to [illegible]

8. VALUATION UPON TERMINATION AFTER INSTALLATION [illegible]

[illegible]

(1) [illegible]

Disbursed Cost [illegible]

(a) 100 [illegible]

(b) [illegible] 10 [illegible]

Date of Installation [illegible]

(2) [illegible]

(a) 13 420 00 [illegible] 10 [illegible]

(b) [illegible] 12 4 00 [illegible]

9. TERMINATION BEFORE INSTALLATION [illegible]

(1) [illegible] 3 [illegible]

(a) [illegible] 0 [illegible]

(b) [illegible]

(2) [illegible] 0 [illegible]

10. ELECTRONIC SIGNATURE

10.1 [illegible]

10.2 [illegible]

SIGNED *Origin Energy Retail Limited (ABN 22 078 868 425)*

The Common Seal *Owners – Strata Plan No. 103041 ABN 43 638 571 872*

SUPPLY ORDER – METERING EQUIPMENT FOR EMBEDDED NETWORKS – RETROFIT DEVELOPMENT (EXISTING)

Origin details ("we, us, our"): Origin Energy Electricity Limited ABN 33 071 052 287

Premises Party details ("you, your"): The Owners Corporation Strata Plan No. 103041 ABN 43 638 571 872 for 22 Langston Pl Epping NSW 2121

Supply Order Date: [illegible]

Originating Master Agreement Reference Number: N3626RTWR3AP

1. SUPPLY ORDER TERMS

1.1 [illegible]

1.2 [illegible]

[illegible]

[illegible]

2. SUPPLY TERM

2.1 [illegible]

2.2 In respect of this Supply Order, clause 15.3 and the definitions of 'Initial Term' and 'Further Term' in clause 3 [illegible]

[illegible]

[illegible]

[illegible] 2.2, '**Fixed Term**' [illegible]

[illegible]

[illegible]

3. SPECIAL CONDITIONS [illegible]

3.1 [illegible]

3.2 [illegible]

3.3 [illegible]

3.4 [illegible]

3.5 [illegible]

3.6 [illegible]

3.7 [illegible]

3.8 [illegible]

Charge [illegible]

Related Supply Order [illegible]

Gate Meter □ □□□□□□□□□□□□ □□□r□□□□□□r□□□rd□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□□□r□□□□□□□□□□□□□□□□d□□r□□□ □□□□□□□□□□□□□□□□□□□□□□□□r□□□□□□□□□□□□□□□□□□□□□□□□r□□□ □□□□□□□□□□□□□□□□□□□□□□□□r□□□ □□□□□□□□□□□□□□□□□□□□□□□□r□□□ □□□□□□□□

Financially Responsible □□□□□□□□□□□□□□□□□□□□

[illegible]

5.3 [illegible]

5.4 [illegible] Energy Market Operator's 'Guide to Registering as a Network Service Provider in the NEM'.

5.5 [illegible] 14 [illegible]

6. PREMISES PARTY INFRASTRUCTURE [illegible]

6.1 [illegible]

[illegible]

[illegible]

[illegible]

6.2 [illegible]

[illegible]

[illegible]

[illegible]

6.3 [illegible]

[illegible]

[illegible]

[illegible]

[illegible]

7. RETAIL SERVICES AND RETAIL SERVICES TERMS [illegible]

7.1 [illegible]

7.2 [illegible] 3 [illegible]

7.3 [illegible]

Published Electricity Usage Charge [illegible]

[illegible] **Set Date** [illegible]

[illegible] **Re-set Date** [illegible]

[illegible] "standard" usage charge billed in c/kWh for electricity services offered to [illegible]

□4□ □□□□□□□□□r□□□□□□□□□□r□□□□□□□□r□d□□r□□□□□□□□2□□ □□□□□□□□□□□□□□□□□□r□□□□□□□□□□□□□□D□□□□□r□□□□□R□□□□□□D□□□□□□ □□□□□r□□□□□□□□□□r□□□□□□□□□□□□□□□□□□□□□□d□□□□□□□□□□□□ □r□□□□□□□□□□□□□□□□□□□

SIGNED for and on behalf of **Origin Energy Electricity Limited (ABN 33 071 052 287)** by its duly authorised representative in the presence of:

Signature of witness

Name of witness (print)

Date

The Common Seal of *Owners – Strata Plan No. 103042 ABN 49 445 241 763* was duly affixed in accordance with its constitution in the presence of:

Signature of authorised person / Signature of authorised person

Name of authorised person (print) / Name of authorised person (print)

Date / Date

EMBEDDED NETWORK MANAGER SERVICES AGREEMENT

This Agreement is between Origin Energy Retail Limited (ABN 22 078 868 425) (referred to as "**us**", "**we**" or "**our**"") and the Premises Party specified in Schedule 1 (referred to as "**you**" or "**your**").

BACKGROUND

A. We are an accredited and registered Embedded Network Manager under the National Electricity Rules.

B. You are an owner and/or operator of an embedded network at the Premises (Embedded Network), and are required under the National Electricity Rules to either act as, or appoint, an Embedded Network Manager for the Embedded Network.

C. You wish to appoint us as the Embedded Network Manager for the Embedded Network.

D. We agree to accept this appointment, to perform the role of Embedded Network Manager and to provide the ENM Services in accordance with the terms of this Agreement.

1. THIS AGREEMENT

1.1. This Agreement is made up of these Agreement Terms and the Schedules.

1.2. To the extent of any inconsistency, the various parts of this Agreement prevail over the terms of each other part in the following order:

(a) these Agreement Terms;

(b) the Schedules; and

(c) any special conditions (if applicable).

1.3. Capitalised terms used in this Agreement are defined in clause 24.

1.4. Each party acknowledges that it enters into this Agreement for the benefit of both the other party and the other party's Related Bodies Corporate (which, in the case of Origin, includes each Origin Company).

1.5. We hold the benefit of this Agreement (including the right to recover any Liability) for our self and on trust for each Origin Company and are entitled to enforce this Agreement (including any indemnity), whether by way of equitable, legal or statutory relief, for our self and on behalf of any Origin Company.

2. TERM

This Agreement commences on the date on which it has been executed by all parties and continues until it is terminated under clause 11 (Term).

3. ENM SERVICES

3.1 We will provide the ENM Services in respect of the Embedded Network from the ENM Services Start Date until the end of the Term (or such other period as may be agreed by us and you in writing).

3.2 We must provide the ENM Services in accordance with the National Electricity Rules and any other applicable Regulatory Requirements.

3.3 We will do all things reasonably within our control to ensure that we are, at all relevant times, accredited and registered as an Embedded Network Manager under the National Electricity Rules.

3.4 We may engage subcontractors to perform all or part of the ENM Services. However, if we do engage subcontractors for this purpose, we must ensure that the terms of this Agreement are complied with in relation to the provision of the ENM Services.

4. YOUR OBLIGATIONS

You must:

4.1 give us notice as soon as reasonably practicable if you will, or propose to, cease to operate the Embedded Network;

4.2 ensure you have, and continue to have, any registration, authorisation or exemption required in relation to the Embedded Network, including in accordance with the AER NSP Registration Guideline, as that document may be amended or replaced from time to time;

4.3 provide us with all information reasonably required or requested by us to enable us to carry out our role as the Embedded Network Manager for the Embedded Network; and

4.4 otherwise cooperate with, or provide such assistance to, us as we may reasonably require including in order to ensure compliance with any Regulatory Requirement relating to the ENM Services.

5. ELECTRICAL SCHEMATIC DRAWINGS

5.1 You must ensure that we are provided with the electrical schematic drawings for the Premises, as it was constructed, as soon as practicable and, in any event, prior to the ENM Services Start Date.

5.2 If the electrical schematic drawings for the Premises change, you must provide the updated electrical schematic drawings to us within 14 days of the change.

6. CONSIDERATION

6.1 As consideration for the provision by us of the ENM Services, you agree to satisfy each obligation imposed on you by this Agreement.

6.2 We will not charge you any fees for the provision of the ENM Services.

6.3 You will not seek, and we will not pay you, any payment in respect of the provision of ENM Services for the Embedded Network under this Agreement.

7. CHANGES OF LAW

7.1 If there is a Change of Law we may change the terms of this Agreement to the extent reasonably required as a result of the Change of Law.

7.2 We will give you notice of any changes to the terms, and the date they will apply from, as a result of Change of Law as soon as practicable. The changes may be retrospective back to the date of the Change of Law. We will provide, on your request, reasonable information and explanation about the changes.

8. COSTS OF COMPLIANCE

Each party will bear its own costs of complying with its obligations under applicable Regulatory Requirements, and in providing any cooperation and assistance required to be provided under the terms of this Agreement.

9. MUTUAL OBLIGATIONS

9.1 In performing its obligations under this Agreement, each party must:

(a) comply with all Regulatory Requirements;

(b) not, by its act or omission, place the other party in breach of any Regulatory Requirement or Approval; and

(c) provide all things and take all measures necessary to protect people and property.

9.2 Any warranty or guarantee required by law to be incorporated into this Agreement is incorporated. Any warranty, guarantee or implied term which can be excluded by law is excluded.

10. PRIVACY

10.1 Each party must comply with the Privacy Act.

10.2 We may collect, hold, use and disclose Personal Information about you, applicable customers within the Embedded Network or Personnel disclosed to us in the course of performing this Agreement or performing our functions in relation to the Embedded Network in accordance with our Privacy Policy and the applicable privacy collection statements (see originenergy.com.au/privacy).

11. TERMINATION

11.1 This Agreement will automatically terminate and, to the extent permitted by applicable Regulatory Requirements, we will cease providing ENM Services, if:

(a) you cease operating the Embedded Network;

(b) we cease to be registered and accredited as an Embedded Network Manager under the National Electricity Rules;

(c) the Embedded Network ceases to be subject to the Embedded Network Conditions (unless the parties agree in writing that the ENM Services should continue to be provided after that date in respect of the Premises);

(d) you have engaged another accredited and registered Embedded Network Manager to perform services equivalent to the ENM Services for the Embedded Network; or

(e) either party gives the other 60 days' written notice of termination of this Agreement.

11.2 Termination of this Agreement is without prejudice to the rights of the parties occurring before the date of termination.

12. WARRANTIES

Each party represents and warrants that:

12.1 it validly exists under the law of the place of its incorporation, has the power to sign this Agreement and has all authority and rights needed to perform it;

12.2 all information it provides, or causes to be provided, to the other party is accurate, up to date and complete; and

12.3 the signing or performing of this Agreement will not breach, conflict with or infringe any other obligation, agreement, Regulatory Requirement or Encumbrance by which it is bound.

13. PARTNERSHIPS AND TRUSTS

13.1 If you are a partner in a partnership, each partner is jointly and severally liable under this Agreement.

13.2 If you enter this Agreement as a trustee you represent and warrant in your own right and as trustee of the Trust, that as at the date of this Agreement and until such time as all your obligations under this Agreement are discharged:

(a) you are the sole trustee of the Trust;

(b) you have the requisite capacity and authority to enter this Agreement on behalf of, and to bind the beneficiaries of, the Trust and to perform all obligations under this Agreement pursuant to the documents governing that Trust; and

(c) you have the right to be fully indemnified out of the assets of the Trust in relation to this Agreement and the assets of the Trust are sufficient to satisfy all obligations of the Trust under this Agreement.

14. LIABILITY

14.1 Neither party nor its Representatives are liable, and must not make a claim against, the other party for any Excluded Loss in connection with or arising from this Agreement.

14.2 To the extent permitted by law, our total aggregate Liability to you in connection with or arising from this Agreement is limited to the replacement, or cost of replacement, of the ENM Services, or the supply of equivalent ENM Services.

15. DISPUTE RESOLUTION

15.1 All disputes must be dealt with in accordance with this clause 15.

15.2 The party claiming the dispute must give a written notice to the other party setting out particulars of the dispute (Dispute Notice).

15.3 If a dispute has not been resolved by the parties within 5 Business Days after service of the Dispute Notice (or such other period as is agreed by the parties), the dispute will be referred to the parties' respective senior management.

15.4 If for any reason the dispute has not been resolved within 4 weeks of the date the dispute was referred to the parties' senior management under clause 15.3, either party may commence court proceedings.

15.5 Pending the resolution or determination of a dispute, you and we must continue to perform our respective obligations under this Agreement.

15.6 Nothing in this clause 15 prevents a party from:

(a) seeking urgent interlocutory or declaratory relief where, in that party's reasonable opinion, that action is necessary to protect that party's rights; or

(b) terminating this Agreement where it has a right under the Agreement to do so.

15.7 Notwithstanding anything to the contrary in this clause 15, if the National Electricity Rules require a dispute to be resolved in accordance with Chapter 8 of the National Electricity Rules, the parties will follow the dispute resolution process set out in that chapter of the National Electricity Rules.

16. CONFIDENTIALITY

16.1 Each party must keep all Confidential Information confidential.

16.2 A party may disclose Confidential Information:

(a) with the other party's prior written consent;

(b) on a confidential basis to its Representatives, advisers and insurers (or those of a Related Body Corporate) to the extent disclosure is reasonably required; or

(c) if required by Regulatory Requirements or applicable stock exchange rules.

17. ASSIGNMENT

17.1 We may assign, transfer or novate this Agreement to any of our Related Bodies Corporate by prior notice to you.

17.2 Otherwise, neither party may assign, transfer or novate this Agreement without the prior written consent of the other party (not to be unreasonably withheld).

18. FORCE MAJEURE

18.1 A party will be excused for any non-performance of its obligations under this Agreement (other than an obligation to pay money) during the time and to the extent that Force Majeure prevents the party from doing so.

18.2 A party must:

(a) try to remove, overcome or minimise the effects of Force Majeure as soon as it can; and

(b) give the other party prompt notice of the Force Majeure including details of its expected duration.

18.3 If the effects of such an event are widespread, we may give you prompt notice by making the necessary information available on a 24 hour telephone service promptly after becoming aware of the event.

19. LAWS APPLICABLE TO THIS AGREEMENT

19.1 This Agreement is governed by the laws in force in the state or territory where the applicable Embedded Network is located.

19.2 Each party submits to the non-exclusive jurisdiction of the courts of that place.

20. VARIATIONS TO THIS AGREEMENT AND WAIVER

20.1 Unless otherwise specified in this Agreement, any variations to the terms of this Agreement or any waiver of any rights of any party has no effect unless it is in writing and signed by the parties (in the case of a variation) or the party granting the waiver (in the case of a waiver).

20.2 A party's failure or omission to exercise, enforce or require strict or timely compliance with any provision of this Agreement does not affect or impair that provision, or the right of that party to avail itself of the remedies it may have in respect of any breach of that provision.

21. NOTICES

21.1 A notice or other communication under this Agreement is only effective if:

(a) in writing and addressed to the person to whom it is given; and

(b) sent to the relevant party's address for notices as specified in Schedule 1 or amended by a party by notice to the other party; or

(c) sent by email to the email address notified by the relevant party to the other party.

21.2 A notice is given:

(a) if sent by email – 24 hours after the email was sent, unless the sender receives an automated message that the email was not delivered or knows the email was not delivered or could not be read; or

(b) if sent by mail – if sent by priority mail, 3 Business Days after posting, or if sent by regular mail, 6 Business Days after posting.

22. ANTI-BRIBERY

22.1 You must, and must ensure that your Representatives, comply with all applicable anti-bribery, fraud, secret commission and corruption laws.

22.2 You agree that you and your Representatives have not received, and will not receive, any

payment, benefit or other thing of value (whether by way of gift, kickback or otherwise) in connection with this Agreement that is not legitimately due to you or your Representatives.

22.3 You must not, and must ensure that your Representatives do not, make any facilitation payment in connection with this Agreement.

23. GENERAL PROVISIONS

23.1 This Agreement supersedes all prior and other negotiations, representations, proposals, understandings and agreements, whether written or oral, relating to the subject matter of this Agreement.

23.2 You acknowledge that you have not relied on any predictions, forecasts, advice or statements of opinion by us, or any of our employees or agents, as to the appropriateness or financial effect of this Agreement or market conditions.

23.3 Clauses 1, 11.2, 13, 16, 19, 21, 23, 25 survive termination or expiry of this Agreement. Other terms of this Agreement will survive termination or expiry of this Agreement where it is necessary for it to do so to enable a party to enforce a right accrued on or before termination or expiry.

23.4 It is not necessary for us to incur an expense or make a payment before enforcing a right of indemnity conferred by this Agreement.

23.5 If any part of this Agreement is unlawful, unenforceable or invalid, that part will be treated as removed from the Agreement, but the rest of the Agreement is not affected.

24. DEFINITIONS

The following definitions apply in this Agreement unless the context requires otherwise:

AEMO means the Australian Energy Market Operator Limited ABN 94 072 010 327.

AER NSP Registration Guideline means the guidelines published by the Australian Energy Regulator under clause 2.5.1 of the National Electricity Rules, as amended and updated from time to time.

Agreement means this Agreement, as further described in clause 1.1.

Agreement Date means the date on which this Agreement has been executed by the parties.

Agreement Terms means this document.

Approval means any licence, permit, consent, authorisation, approval, registration, determination, certificate, exemption, filing, notice, qualification or other requirement (and any conditions attached to any of them) of or issued by any Regulatory Authority that must be obtained, held or satisfied by a party to supply, perform, receive or use the services to be supplied, or perform that party's obligations, under this Agreement or otherwise in relation to this Agreement.

Australian Standards means the standards developed and approved by or on behalf of Standards Australia Limited ABN 85 087 326 690 and designated as an "Australian Standard".

Business Day means a day which is not a Saturday, Sunday or a state wide public holiday in the state in which the applicable Embedded Network is located.

Confidential Information means:

(a) this Agreement;

(b) all information (in whatever form and whether or not marked "confidential" disclosed or made available to a party by or on behalf of the other party or that comes to the knowledge of the receiving party under or by virtue of negotiating, executing or performing this Agreement; or

(c) all information a party derives or produces, whether in whole or in part, from the information disclosed under paragraphs (a) and (b).

Change of Law means a change in any Regulatory Requirement or Tax, or any variation in the interpretation, effect or administration of any Regulatory Requirement or Tax, taking effect after the Agreement Date, that has or will directly or indirectly affect the costs or benefits that we or one of our Related Bodies Corporate have or will incur, in connection with this Agreement, except that a Change of Law does not apply if the event in question relates to income tax as defined in the Income Tax Assessment Act 1997 (Cth).

Dispute Notice has the meaning given in clause 15.2.

Embedded Network has the meaning given in paragraph B of the Background to this Agreement.

Embedded Network Manager has the meaning given to that term in the National Electricity Rules.

Encumbrance includes any mortgage, charge, pledge, lien, encumbrance, assignment, security interest, title retention, possessory right, preferential right, trust arrangement, contractual right of set-off or any other security agreement or arrangement in favour of any person by way of security for the payment of a debt or any other obligation.

ENM Conditions has the meaning given to that term in the National Electricity Rules.

ENM Services has the meaning given to the term "embedded network management services" in the National Electricity Rules.

ENM Services Start Date means the later of:

(a) the Agreement Date;

(b) the date specified in Item 1 of Schedule 1; and

(c) the date on which you become subject to the ENM Conditions in respect of the Embedded Network.

Excluded Loss means any:

(a) loss of contract, profit, revenue or anticipated savings;

(b) loss of or damage to, reputation, credit rating or goodwill;

(c) loss or denial of opportunity;

(d) loss of access to markets;

(e) overheads and wasted expenditure;

(f) financing costs;

(g) special, incidental or punitive damages; or

(h) any loss or damage arising from special circumstances that are outside the ordinary course of things,

however arising in respect of any circumstances under or in connection with this Agreement, and regardless of whether a claim for same is made under this Agreement, a Regulatory Requirement, tort, negligence, strict liability, under an indemnity or a warranty, in equity or otherwise.

Force Majeure means, with respect to an obligation of a party under this Agreement, any event or circumstance occurring on or after the commencement date of this Agreement that:

(a) is not within the reasonable control of that party;

(b) could not be prevented, overcome or remedied by the exercise of due diligence and Good Industry Practice by that party; and

(c) results in that party being unable to meet or perform that obligation or delays its ability to do so.

Good Industry Practice means, in relation to any activity, the exercise of that degree of skill, care, diligence, prudence, methods, practices, processes, workmanship and use of materials and equipment that would be reasonably exercised by a skilled and experienced person who:

(a) is engaged in the carrying out of activities of the same nature and extent as the relevant activity by reference to proper and prudent practices recognised internationally, but as applied to circumstances prevailing in Australia and to the operations contemplated by this Agreement;

(b) knows the facts that were known, or should reasonably have been known, to the person performing the activity at that time; and

(c) complies with all applicable Regulatory Requirements.

Liability includes any loss, damage, liability, cost, charges and expenses.

National Electricity Law means the National Electricity Law as set out in the schedule to the National Electricity (South Australia) Act 1996 (SA), as applied in the state or territory in which the applicable Embedded Network is located.

National Electricity Rules means the National Electricity Rules made under the National Electricity Law, as applied in the state or territory in which the applicable Embedded Network is located.

Origin Company means Origin Energy Limited ABN 30 000 051 696 and any of its Related Bodies Corporate.

Personal Information has the meaning given in the Privacy Act.

Personnel means those persons who a party uses to perform that party's obligations, whether an employee, director, officer, representative, contractor, subcontractor, agent of or secondee to, that party or any of its Related Bodies Corporate or otherwise.

Privacy Act means the Privacy Act 1988 (Cth).

Regulatory Authority means:

(a) any government or a governmental, quasi governmental or judicial entity or authority;

(b) a stock exchange; and

(c) any other authority, agency, commission, regulator, ministry, department, instrument, tribunal (including any pricing body), enterprise or similar entity,

that has powers or jurisdiction under any Regulatory Requirement over a party or any act relating to this Agreement.

Regulatory Requirement means:

(a) any act, regulation or other statutory instrument or proclamation of any applicable jurisdiction in which any act or obligation in connection with this Agreement is or is to be carried out or regulated;

(b) any applicable law, whether of a legislative, equitable or common law nature;

(c) any AEMO procedure or guideline;

(d) any applicable Australian Standards and codes (including voluntary codes with which we or any of our Related Bodies Corporate have committed to comply); and

(e) any judgment, decree or similar order with mandatory effect or any binding requirement or mandatory approval of a Regulatory Authority, including any Approval,

relevant to the performance of a party's obligations, under this Agreement or otherwise relevant to a party.

Related Body Corporate has the meaning given in the Corporations Act 2001 (Cth).

Representative means a party's Personnel and any other officer, director, employee, representative, agent of or secondee to, a party or any of its Related Bodies Corporate.

Schedule means a schedule to these Agreement Terms.

Term has the meaning given in clause 2.

Trust means the trust identified in item 3 of Schedule 1 (if applicable).

25. INTERPRETATION

Unless otherwise stated:

(a) a reference to this Agreement or another document includes any variation or replacement of any of it;

(b) the singular includes the plural and vice versa;

(c) a reference to a statute, code or other law includes regulations and other instruments or directives under it and consolidations, amendments, re-enactments or replacements of any of them;

(d) a person includes any type of entity or body, whether or not it is incorporated or has a separate legal identity, and any executor, administrator, successor or permitted assigns;

(e) a reference to a body (other than a party) which ceases to exist, or whose powers or function are transferred to another body, is a reference to the body which replaces it or substantially succeeds to its powers or functions;

(f) specifying anything after the words "include" "including", "for example" or similar expressions does not limit what is included;

(g) the expression "relating to" and similar grammatical expressions includes arising from, concerning or in connection with (whether directly or indirectly);

(h) a reference to a Liability incurred or suffered by us includes Liabilities of our Related Bodies Corporate relating to the relevant matter; and

(i) a reference to a variation of a charge includes introducing a new charge.

SCHEDULE 1: Contract Details

Item 1: **ANTICIPATED ENM SERVICES START DATE –** 1/1/2024

Item 2: **ORIGIN'S DETAILS**

Origin Energy Retail Limited

ABN 22 078 868 425

Address for notices: GPO Box 186 Melbourne VIC 3001

Telephone number: 1800 684 993 (1800 002 438 for after hours and emergencies)

Email: embeddednetworks@originenergy.com.au

Representative: Divinia Cox, National Owners Corporation Sales Manager

Item 3: **PREMISES PARTY'S DETAILS**

Premises Party: The Owners Corporation Strata Plan No.103041

ABN: 43 638 571 872

Address for notices: 298 Railway Parade Carlton NSW 2218

Telephone number: 02 8567 6493

Representative: Shayne Skevington

Item 4: **PREMISES**

Address of Premises: 22 Langston Place, Epping NSW 2121 – Tower 3

Description of Premises:

Residential development consists of 192 x units, 2 x retail tenancies & 1 x common area meter. (1 x Gate Meter)

EXECUTED as an Agreement.

SIGNED for and on behalf of **Origin Energy Retail Limited ABN 22 078 868 425** by its duly authorised representative in the presence of:

_____

Signature of witness

_____

Name of witness

_____

Signature of authorised representative

_____

Name of authorised representative

_____

Title of authorised representative

Date _____

The Common Seal of The Owners – Strata Plan No. 103041 and ABN 43 638 571 872 was affixed in accordance with section 273 of the Strategy Act 2015 (WA) in the presence of:

_____

Signature of Owners Corporation Executive Member/Authorised Person

_____

Name of Owners Corporation Executive Member/Authorised Person

_____

Signature of Owners Corporation Executive Member/Authorised Person

_____

Name of Owners Corporation Executive Member/Authorised Person

Date _____

Thursday 8th February 2024

Senior Strata Manager

298 Railway Parade Carlton NSW 2218

PLP 6 Chambers CT Epping NSW 2121
Strata Plan SP103041
ABN 43638571872

Attention: SHAYNE SKEVINGTON

Tender Number ST24-02-004

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Tender Description:Tower 3

We thank you for the opportunity to submit our Proposal for the supply of labour and materials to carry out the electrical works associated with the above project. Our proposal is generally in accordance with the following documentation.

- **Attend site to install additional metering point on mechanical services.**
- **Install new 5x 200amp Ct sections within switchrooms.**
- **Install new cable support system for incoming and outgoing cables for CT section.**
- **Installation of 1x ct meter panel within switchroom.**
- **Isolate DB to remove existing mech board supply from existing Distribution board.**
- **Join existing load cables to allow enough length to reach CT section.**
- **Install new cables from CB to feed CT section.**
- **Terminate all cables and test.**
- **Install new 10g Cable from meter panel to Section.**
- **Terminate 10 g cable at meter panel and test.**
- **Submit all test sheets and paper work as required.**

Quotation price for the above works. $51,996.00 Ex GST

Exclusions.

- **No allowance for Generator back up.**
- **No allowance for Metering works.**

GENERAL CONDITIONS:

WARRANTIES
ARA Electrical Engineering will only pass on manufacturers' warranties, which in instances may only be twelve months from the date of purchase. Workmanship warranties shall be for a period of twelve months.

COVID-19
The impacts of COVID-19 cannot be reasonably determined at this time. This Tender does not account for any potential adverse impacts COVID-19 may have on ARA Electricals performance or obligations herein. In the event of any delays or adverse impacts (including but not limited to foreign exchange rate changes and additional freight charges), ARA Electrical reserves the right for an equitable adjustment of the delivery schedule and prices herein to offset the effects of COVID-19 delays, without fault or penalty of any kind.

PROJECT WORKING HOURS
All work to be carried out during normal working hours based on a 38 hour 5 day working week, except where Noted otherwise.

PAYMENT TERMS
Our payment terms are nett (30) Thirty calendar days from date of progress claims made on a monthly basis.

QUALITY MANAGEMENT
We confirm that ARA Electrical has an accredited Quality Management System to AS/NZS ISO9001:2016 in place and that all our projects are run in accordance with this manual and is referred to in our Quality Management Plan. A copy of our manual is available upon request.

CODE COMPLIANT
ARA Electrical Engineering is compliant with National Code of Practice for the Construction Industry and the Australian Government Implementation Guidelines, August 2009.

SAFETY
Should stoppages occur due solely to the advent of safety or safety related issues that are beyond our direct control in resolving, we would seek reimbursement for time lost based on the actual cost of wages paid together with statutory overheads.

CONSEQUENTIAL LOSS
ARA Electrical Engineering will not be liable for any Business interruption or loss of profit or any other form of consequential loss for work carried out during the installation or commissioning phase.

MAKING GOOD
No allowance has been included in the calculation of this Proposal for the repair, making good or painting of building surfaces including ceilings, walls or floors, which may be affected by this work.

TENDER ACCEPTANCE PERIOD

This Proposal remains available for acceptance for 30 days from this date, thereafter we reserve the right to vary, modify or withdraw our offer, especially in regard to the Price of Copper due to Daily variances.

INSURANCES
Our Proposal is submitted on the basis of our current Insurance cover, as follows:

Public Liability Insurance	$50million any one occurrence
Workers' Compensation	Unlimited Common Law Liability
Motor Vehicle Insurance	$20million any one occurrence

RETENTION MONEYS
This Proposal is submitted on the basis of all Retention Moneys being in the form of a Bank Guarantee.

UNDERGROUND SERVICES
No allowance has been made in this Proposal for excavation through rock or rock-like substances and should such be encountered then the additional costs incurred would be additional to the amount Tendered.

CONDITIONS OF CONTRACT
ARA Electrical Engineering would require the opportunity to review and mutually agree conditions of contract prior to an acceptance of any order for the works.

We trust our Proposal merits your favourable consideration and if I can be of any further assistance in this matter please do not hesitate to contact the undersigned on 0412 064 378.

Yours faithfully

Justin Harris
Project Manager

D: 02 8781 5339
M: 0412 060 161
E: justin.harris@araelect.com.au

CENTRALISED ENERGY EQUIPMENT – MASTER AGREEMENT TERMS – INCLUDING TERMINATION OF EXISTING AGREEMENT

□□□□M□□□r□□ □r□□□ □□□□□□□□□□ □□□□□r□□□□□□ □□r□□□□□□r□□□□□□□□ □□d□□□ □□□33□0□1□052□2□□□(referred to as "**us**", "**we**" or "**our**"") and the Premises Party specified in the Schedule (referred to as "**you**" or "**your**").□

SCHEDULE

Item 1□□ ORIGIN'S DETAILS

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□ □□r□□□□□□□□□□□□□□□□□□□□d□□□□□□□□□

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1. THIS AGREEMENT

1.1

1.2

1.3

1.4

1.5

1.6

1.7

2. TERM

2.1

2.2

3. SUPPLY ORDERS

3.1

3.2

3.3

3.4

3.5

3.6

3.7

4. OUR APPOINTMENT

4.1

5. YOUR INFRASTRUCTURE

5.1

5.2

[illegible]

(a) [illegible] Registered Capacity [illegible] Registered Capacity [illegible] Dynamic Response [illegible]

(b) [illegible] [illegible] [illegible]

[illegible]

(2) [illegible]

(a) [illegible]

(b) [illegible]

(c) [illegible]

(d) [illegible]

(i) [illegible]

(ii) [illegible]

(3) [illegible] 1800 002 443 [illegible]

(4) [illegible]

(5) [illegible]

(a) [illegible]

(b) [illegible]

[illegible]

(a) [illegible]

(b) [illegible]

(c) [illegible]

(d) [illegible]

(e) [illegible]

(10) [illegible]

7. ACCESS TO AND LICENCE OVER THE PREMISES

(1) [illegible]

(a) [illegible]

(b) [illegible]

(c) [illegible]

(d) [illegible]

(2) [illegible]

(3) [illegible] 1 and 2 [illegible]

(4) You must ensure our Representatives' access to [illegible]

(a) [illegible]

(b) [illegible] 3 [illegible]

(c) [illegible]

(5) [illegible] (1) and (2) [illegible]

(a) [illegible]

(b) [illegible]

(c) [illegible]

8. APPROVALS

(1) [illegible]

[illegible]

9.2 [illegible]

9.3 [illegible]

9.4 [illegible]

(a) [illegible]

(b) [illegible]

(c) [illegible]

(d) [illegible]

(e) [illegible]

9.5 [illegible]

9. MUTUAL OBLIGATIONS

9.1 [illegible]

(a) [illegible]

(b) [illegible]

(c) [illegible]

9.2 [illegible]

10. YOUR OBLIGATIONS FOR CENTRALISED ENERGY EQUIPMENT

10.1 [illegible]

(a) [illegible]

(b) [illegible]

(c) [illegible]

10.2 [illegible]

(a) [illegible]

(b) [illegible]

10.3 [illegible]

11. RETAIL SERVICES

11.1 [illegible]

(a) [illegible]

(b) [illegible]

(c) [illegible]

(d) [illegible]

11.2 [illegible]

(a) [illegible]

(b) [illegible]

(c) [illegible]

(d) [illegible]

11.3 You must not disconnect any Customer's Retail [illegible]

11.4 [illegible]

11.5 [illegible]

(a) [illegible]

(b) [illegible]

12. INVOICING

12.1 [illegible]

13. PAYMENT AND DISPUTES

13.1 [illegible]

13.2 [illegible]

[illegible]

[illegible]

13.3 [illegible]

13.4 [illegible]

13.5 [illegible]

13.6 [illegible]

14. CUSTOMER DETAILS AND PRIVACY

14.1 [illegible] *Privacy Act 1988* [illegible]

14.2 [illegible]

14.3 [illegible]

15. TERMINATION

15.1 [illegible]

[illegible]

[illegible]

[illegible]

[illegible]

15.2 [illegible]

[illegible]

[illegible]

15.3 [illegible]

[illegible]

[illegible]

[illegible] **Termination Notice** [illegible]

[illegible]

the other party not less than six months' notice [illegible]

15.4 [illegible]

[illegible]

[illegible]

15.5 [illegible]

16. WHAT HAPPENS IF A SUPPLY ORDER IS TERMINATED

16.1 [illegible]

16.2 [illegible]

[illegible]

[illegible]

[illegible]

15.3 1.2

1.3

(a)

(b)

(c)

3

1.4

1.5

1.2

1.

1.

17. [NOT USED]

18. WARRANTIES

1.1

(a)

(b)

(c)

1.2

19. PARTNERSHIPS AND TRUSTS

1.1

1.2

(a)

(b)

(c)

20. INDEMNITIES AND LIABILITY

20.1

(a)

(b)

(c)

(i)

(ii)

20.2

20.3 20.4

(a) £100,000

(b)

20.4 20.3

[illegible]

[illegible]

[illegible]

26. INSURANCE

26.1 [illegible] Australia, "Construction All Risks" insurance for a [illegible]

26.2 [illegible]

(a) [illegible]

(b) [illegible]

26.3 [illegible]

26.4 [illegible]

27. GST

27.1 [illegible]

27.2 [illegible]

27.3 [illegible]

28. TAXES

28.1 [illegible]

28.2 [illegible]

29. LAWS APPLICABLE TO THIS AGREEMENT

29.1 [illegible]

29.2 [illegible]

30. PERSONAL PROPERTY SECURITIES ACT

30.1 [illegible]

30.2 [illegible] 25.1 [illegible]

31. VARIATIONS TO THIS AGREEMENT AND WAIVER

31.1 [illegible]

31.2 A party's failure or omission to exercise, enforce or [illegible]

32. NOTICES

32.1 [illegible]

(a) [illegible]

(b) [illegible]

(i) [illegible]

(ii) mail to the relevant party's address for [illegible]

32.2 [illegible]

(a) [illegible] 24 [illegible]

(b) [illegible] 3 [illegible]

33. ANTI-BRIBERY

33.1 [illegible]

33.2 [illegible]

33.3 [illegible]

33.4 [illegible]

34. CHANGE OF LAW

34.1 [illegible]

34.2 [illegible]

35. GENERAL PROVISIONS

35.1 [illegible]

35.2 [illegible]

35.3 [illegible]

35.4 [illegible]

35.5 [illegible]

35.6 [illegible]

36. DEFINITIONS

[illegible]

Approval [illegible] party's obligations under this Agreement or otherwise in [illegible]

Assignment and Assumption Agreement [illegible]

Associated Supply Order [illegible]

Australian Standards [illegible] "Australian Standard".

Business Day [illegible]

Centralised Energy Equipment [illegible]

Change of Law [illegible]

Common Property [illegible]

Confidential Information [illegible]

Customer [illegible]

[illegible]

Date of Assignment [illegible]

Defect [illegible]

(a) [illegible]

(b) [illegible]

Dispute Notice [illegible]

Due Date [illegible]

Encumbrance [illegible]

Excluded Loss [illegible]

(a) [illegible]

(b) [illegible]

(c) [illegible]

(d) [illegible]

(e) [illegible]

(f) [illegible]

(g) [illegible]

(h) [illegible]

[illegible]

Final Drawings [illegible]

Force Majeure [illegible]

(a) [illegible]

(b) [illegible]

(c) [illegible]

[illegible]

Further Term [illegible]

(a) [illegible]

(b) [illegible]

[illegible]

Good Industry Practice [illegible]

GST [illegible]

GST law [illegible] *A New Tax System (Goods and Services Tax) Act 1999* [illegible]

Initial Term [illegible]

(a) [illegible]

(b) [illegible]

[illegible]

Insolvency Event [illegible]

Installation Value [illegible]

Interest [illegible] designated "BBSY" plus 2%, calculated daily, and at our [illegible].

Liability [illegible]

Master Agreement Terms [illegible]

Meter [illegible]

New Development [illegible]

Original Agreement [illegible]

Origin Company [illegible]

Owners Corporation [illegible]

Personal Information [illegible] *Privacy Act 1988* [illegible]

Personnel [illegible] perform that party's obligations, whether an employee, [illegible]

Plan

Premises

Premises Party

Premises Party Infrastructure

Proposed Drawings

Purchaser

Regulatory Authority

Regulatory Requirement

Related Body Corporate *Corporations Act 2001*

Remote Electronic System

Representative means a party's Personnel and any other

Retail Services

Retrofit Development

Schedule

Start Date

Supply Order

Supply Term

Tax subcontractor's taxes), levy, duty (including customs duty severally liable for another entity's Tax).

Term

Trust

Your Centralised Energy Equipment Approvals

services to be supplied, or to the performance of a party's

37. INTERPRETATION

(d) [illegible]

(e) [illegible]

(f) specifying anything after the words "include" "including", "for example" or similar expression does [illegible]

(g) the expression "relating to" and similar grammatical [illegible]

(h) [illegible]

(i) [illegible]

(j) a reference to "this Agreement" in these Master [illegible]

NETSTRATA
EST 1996

[redacted] Recovery of Debt Collection Expenses By-Law

PART 1 - Preamble

(i) The intention of this By-law is to provide a mechanism for the Owners Corporation to add any expenses incurred associated with the pursuit of Levy Arrears and/or Debt Recovery Action for outstanding levies onto an owner by adding the charges directly to the lot owners' notice of contributions or 'Levy Notice'.
(ii) The expenses shall include but will not be limited to expenses charged by the Strata Managing Agent, Debt Collection agents or Solicitors engaged by the Owners Corporation or the reasonable expenses of the strata committee that are incurred during the debt recovery process.
(iii) These expenses will include any expenses or levies issued by the Owners Corporation prior to the commencement of this By-law.

PART 2 - Definitions & Interpretation

2.1 In this by-law, unless the context otherwise requires or permits:
'Agent' means any person engaged by the Owners Corporation to pursue levy arrears of a lot owner, including but not limited to the Strata Managing Agent, Debt Collection Agents or Solicitors.
'Costs' includes any charge, fee or invoice imposed on the Owners Corporation by an agent engaged by the Owners Corporation or the reasonable expenses of the strata committee for the pursuit of levy arrears or debt recovery against a lot owner.
'Levy Payment Notice' means a notice issued by the Owners Corporation to an owner of a lot as notification that a payment for a standard levy, special levy or charge upon the lot is due and payable to the Owners Corporation.
'Lot' means any lot in the strata plan.
'Owner' means the owner/s of the Lot.
'Owners Corporation' means the Owners Corporation created by the registration of strata plan for the scheme
'Owners Corporations Agents' means the Strata Managing Agent, Strata Committee or any contractor, legal counsel, debt recovery agent or other personnel engaged by the Owners Corporation for the pursuit of levy arrears.
'Reasonable expenses of the strata committee' means expenses that may approved by the strata committee at a properly convened executive committee meeting from time to time.
'The Act' means the Strata Schemes Management Act 2015.
2.2 Where any terms used in this by-law are defined in the Strata Schemes Management Act 2015, they will have the same meaning as the terms attributed under that Act.
2.3 In this by-law, unless the context otherwise requires:
(a) the singular includes plural and vice versa;
(b) any gender includes the other genders;
(c) any terms in the by-law will have the same meaning as those defined in the Act; and
(d) references to legislation includes references to amending and replacing legislation.

PART 3 - Powers, Duties and Obligations of the Owners Corporation

The Owners Corporation shall have the following additional powers, authorities, duties, functions and obligations;
(i) The Owners Corporation shall have the authority to add all costs associated with the recovery of levy arrears and/or Debt Recovery Action from a lot owner as a debt by way of a levy charged to the lot;
(ii) Any Debt Recovery expenses may be added to an owners' Levy Payment Notice that is issued by the Owners Corporation from time to time;
(iii) The Owners Corporation must serve upon the owner a written notice of the contribution payable;
(iv) The Owners Corporation may charge interest upon any contribution payable under this By-Law pursuant to section 85 of the Act;
(v) The Owners Corporation may initiate debt recovery proceedings for any contribution payable under this By-Law pursuant to section 86 of the Act;
(vi) All monies recovered by the Owners Corporation shall form part of the fund to which the relevant contribution belongs.

PART 4 - Owners Right of Appeal

(i) In the event that a lot owner believes the expenses levied upon them pursuant to this By-law are unreasonable, the lot owner may request that the Owners Corporation waive the charge by a resolution of the Owners Corporation at the next general meeting of the Owners Corporation.
(ii) In the event the Owners Corporation rejects a request made by a lot owner pursuant to sub-clause D)(i) above, all charges imposed by the Owners Corporation shall stand.

NETSTRATA

EST 1996

MANAGING AGENCY AGREEMENT



TABLE OF CONTENTS

1.	Introduction and terms used	3
2.	Corporate information	3
3.	Definitions	4
4.	Parties to the agreement	5
5.	Duration of this agreement	5
6.	Agents appointment and delegated authority	5
7.	Routine management duties	6
8.	Non-routine duties – opt out services	7
9.	Non-routine duties – opt in services	8
10.	Dispute resolution	8
11.	General terms and conditions	9
12.	Agent disclosures	10
13.	Explanation of agents services, fees and disbursements	11
14.	Agents fees and disbursements	12
15.	Our brands	13
16.	Professional memberships	15

1. INTRODUCTION AND TERMS USED

Introduction

This agreement (instrument of appointment) provides for the management of strata schemes in New South Wales (N.S.W.) under the provisions of;

- The Strata Schemes Management Act 2015
- The Strata Schemes Management Regulation 2016
- The Property and Stock Agents Act 2002
- The Property and Stock Agents Regulation 2022.

The agreement has been drafted in plain English and is intended to provide as much information, disclosures and transparency as possible, regarding the services provided by Netstrata and their subsidiaries so all owners are able to make an informed decision regarding the management services provided for their scheme.

Should you have any questions about the terms, conditions or contents of this agreement, please do not hesitate to contact our office via the means outlined below.

Applicable Law

The law governing New South Wales, Australia.

2. CORPORATE INFORMATION

Company Name	Network Strata Services Pty Ltd
Year Established	1996
A.C.N.	064 030 324
Trading Name	Netstrata
Corporate License No:	933785
License Expiry:	28 February 2026
Registered Tax Agent No:	26193908
Professional Indemnity Insurance (P.I.)	$30,000,000 – Berkley Insurance Australia, Policy No.: 2016080609R5BIA
Public Liability Insurance	$20,000,000 – CGU Padlock Insurance, Policy No.: 01R1204379
Cyber Security Insurance	$3,000,000 – CFC Underwriting Limited, Policy No.: ESM0039694202
Street Address:	298 Railway Parade, Carlton NSW 2218
Postal Address:	P.O. Box 265, Hurstville NSW BC 1481
Email Address:	admin@netstrata.com.au
Phone Number:	1300 638 787
Website:	www.netstrata.com.au
Professional Memberships	
Strata Community Association (NSW)	Membership No.: 3127
Real Estate Institute (NSW)	Membership No.: 93654
U.D.I.A.	Supplier Chapter Member
Professional Standards Scheme	Netstrata is a participant in the Strata Community Association (NSW) Professional Standards Scheme under the Professional Standards Act 1984
Subsidiary Companies	
Netstrata Pty Ltd	A.C.N. 128 855 489
Strata Insurance Services Pty Ltd	A.C.N. 167 214 182
Australian Financial Services License No:	457333
Professional Memberships	National Insurance Brokers Association
Winfire Pty Ltd	A.C.N. 630 169 836
Trade License No:	340616C
Security License No:	000105051
Professional Memberships:	Fire Protection Australia – Gold Member
Trading Entities:	Winfire Resolute Maintenance Group P.G. Martin Plumbing
Moirs Law Pty Limited	A.C.N. 671 785 875
Professional Memberships:	Law Society of NSW
Law Society Practice ID No.:	41572
Evolve Reporting Pty Limited	A.C.N. 674 453 957

3. DEFINITIONS

(3.1) Terms used in this agreement which are defined in Section 4 of the Strata Schemes Management Act 2015, have the same meaning given to them in that Act, such as **Secretary, Treasurer, Chairperson, Strata Committee, Lot and By-laws**.
(3.2) **'Agent'** refers to Network Strata Services Pty Ltd - trading as 'Netstrata' and their employees.
(3.3) **'Scheme'** or **'Principal'** refers to the Owners Corporation (Body Corporate) identified in this agreement.
(3.4) **'Normal Business Hours'** means between 9am and 5pm, Monday to Friday (excluding Public Holidays).
(3.5) **'Strata Act'** means the Strata Schemes Management Act 2015.
(3.6) **'Strata Regulation'** means the Strata Schemes Management Regulation 2016.
(3.7) **'Development Act'** means the Strata Schemes Development Act 2015.
(3.8) **'Section'** means a reference to a specific section of the Strata Act.
(3.9) **'G.S.T.'** means Goods and Services Tax, the tax system introduced via the Goods and Services Tax Act (Cth) 1999.
(3.10) **'R.A.B'** means Residential Apartment Buildings (Compliance & Enforcement Powers) Act 2020.
(3.11) **'E.P.A.'** means the Environmental Planning and Assessment Act 1979 & Environmental Planning and Assessment Regulation 2000
(3.12) **'H.B.A.'** means the Home Building Act 1989.
(3.13) **'D.B.P.'** means the Design Building Practitioners Act 2020.
(3.14) **'W.H. & S'** means the Work Health & Safety Act 2011.
(3.15) **'O.B.C.'** means the N.S.W. Office of Building Commissioner.
(3.16) **'B.C.A.'** means Building Code of Australia.
(3.17) **'N.C.A.T.'** means the N.S.W. Civil & Administrative Tribunal.
(3.18) **'O.F.T.'** means the N.S.W. Office of Fair Trading.
(3.19) **'A.C.N.'** means Australian Company Number.
(3,20) **'B.A.S.'** means Business Activity Statement.
(3.21) **'A.T.O.'** means the Australian Tax Office.
(3.22) **'A.F.S.'** means Australian Financial Services Licence.
(3.23) **'E.F.T.'** means Electronic Funds Transfer.
(3.24) **'E.V.'** means Electronic Vehicle.
(3.25) **'S.T.D.'** means Subscriber Trunk Dialling Phone Calls.
(3.26) **'S.M.S.'** means Short Message Service.
(3.27) **'M.M.S.'** means Multimedia Messaging Service.
(3.28) **'A.W.S.'** means Amazon Web Services.
(3.29) **'D.M.S.'** means Document Management System.
(3.30) **'A.F.S.S.'** means Annual Fire Safety Statement.
(3.31) **'A.G.M.'** means Annual General Meeting.
(3.32) **'S.C.A.'** means Strata Community Association (N.S.W).
(3.33) **'R.E.I.'** means Real Estate Institute of N.S.W.
(3.34) **'U.D.I.A'** means the Urban Development Institute of Australia.
(3.35) **'P.A.'** means Per Annum.
(3.36) **'C.A.R.'** means Corrective Action Report.
(3.37) **'Per Minute Block'** includes anytime part thereof.
(3.38) **'Strata Hub'** refers to the reporting requirements established by the Strata Schemes Management Amendment (Information) Regulation 2021.
(3.39) **'Public Officer'** means a natural person employed by the Agent to be appointed the schemes representative to the ATO pursuant to Section 252 of the Income Tax Assessment Act 1936.
(3.40) 'Authorised Representative' means the agent has been appointed by an Insurance Broker to assist in the placement of insurance cover.
(3.41) **'Routine Maintenance'** means standard cleaning, gardening, lawnmowing services or building maintenance items including but not limited to; Plumbing, Tiling, Roofing & Guttering, Electrical, Handyman Services, Waterproofing, Locksmith, Glazing Services, Painting, that are organised by the agent for the scheme during normal business hours that do not exceed $5,000 and are not an insurable event.
(3.42) **'Non-Routine Maintenance'** means any maintenance item not defined as routine maintenance.
(3.43) **'Emergency'** means a burst water service, blocked/broken sewerage system, blocked/broken stormwater service, a roof leak causing significant resultant damage, gas leak, common property electrical fault, security breach, flooding, storm or fire damage, loss of service (i.e. water, gas, electricity), lift breakdown, major vehicular impact, any repair that threatens the immediate safety of residents or any event of a similar nature.
(3.44) An **'Emergency Matter'** as described in item 6.10 means a situation or issue that would require a resolution of the scheme at a general meeting, for example the raising of a Special Levy or the need for the scheme to determine an issue due to a time constraint, e.g. a Fire Order.
(3.45) **'Personal Information'** means phone, email, social media, street addresses and postal addresses that may be collected by the agent from owners, tenants and property managing agents within the scheme.
(3.46) **'Electronic Delivery of Information'** means delivery of notices via a computer or software system such as email, SMS or other similar application.
(3.47) **'Committee'** means the Strata Committee appointed by the Owners Corporation at each Annual General Meeting.
(3.48) **'Strata Committee Member'** means a current member of the Strata Committee elected at the most recent Annual General Meeting.
(3.49) **'Common Property'** means the property owned by the Owners Corporation as marked on the Strata Plan for the scheme.
(3.50) **'Changes to Legislation'** means any change in legislation, regulation, Australian Standard or Building Code of Australia that may impact or change the administrative or statutory obligations of the scheme.
(3.51) **'Changes in Technology'** means changes or improvements to technology such as the National Broadband Network (N.B.N)., Solar Panels, Charging Stations, grey water systems, 5G Mobile Network, installation of electronic notice boards or other similar installations that may occur.
(3.52) **'Bulk Tendering'** means group tendering that the agent may undertake from time to time on behalf of their client schemes to gain bulk discounts from service providers. Examples include but are not limited to, utility services such as electricity, cleaning, lift servicing or other maintenance.
(3.53) **'Non-Essential Preventative Maintenance'** means work that is not required to be completed by virtue of a government authority or statutory requirement, however is recommended to be completed to ensure facilities or plant & equipment at the scheme remain functional.
(3.54) **'Additional Work'** means any work arising that is not described in section 7, 8 or 9 of this agreement.
(3.55) **'Opt-In Services'** means the scheme must authorise the agent to complete the works pursuant to a resolution of the scheme or strata committee.
(3.56) **'Opt-Out Services'** means the agent shall perform the function unless a written instruction is received not to do so by the scheme.
(3.57) **'Project Administration'** means the administrative works undertaken surrounding a particular project including obtaining, reading and distributing proposals, quotations and tenders, associated with the project, including legal opinions, expert reports, and contracts associated with the project, liaising with 3rd parties, attending site or electronic meetings associated with the project.
(3.58) **'N.A.B.E.R.S. Rating'** means the energy rating system established by the National Australian Built Environment Rating System
(3.59) **'Written Instruction'** means that the strata committee or Owners Corporation have provided a written instruction to the agent following the conduct of a properly convened strata committee or Owners Corporation meeting.
(3.60) **'Fair Use Policy'** refers to use of fixed disbursements outlined in Item 14.10(a). Printing, Postage and Stationery is limited to the maximum number of meetings outlined at Items 14.1(a) and (b), distribution of levy notices and issuance of general correspondence.

4. PARTIES TO THE AGREEMENT

Both parties acknowledge that they have entered into this agreement voluntarily and will comply with the terms and conditions of the agreement outlined throughout. The parties to this agreement are;

The Principal

The Owners – Strata Plan 103041 at 22 LANGSTON PLACE, EPPING,

herein referred to as 'the principal' or 'the scheme', and

The Agent

Network Strata Services Pty Limited, trading as 'Netstrata' herein referred to as 'the agent'.

The agent declares that it holds a current NSW Strata Managing Agent's licence, Corporation Licence number 933785 and that this or a replacement licence as well as Professional Indemnity Insurance to a minimum limit of $10M shall be maintained while this agreement is in force.

The scheme warrants that it has the authority, and has resolved at a general meeting, to enter into this agreement.

5. DURATION OF THIS AGREEMENT

Term

(5.1) This agreement shall commence on 25/05/2024 for a period of 36 months, and may then be terminated by the principal, by providing 90 days written notice of termination. Note: A reduction in management fees applies for agreements entered into for the maximum 3 year term.

(5.2) This agreement may be renewed by the parties at any time during the term by entering into a new agreement.

(5.3) The parties note, that in accordance with Section 50(1)(b) of the Strata Act this agreement must be renewed within 3 years from the commencement date (the date specified in item 5.1 above) and that this clause serves the purposes of Section 50(6)(a) & (b) of the Act.

Ending this Agreement

(5.4) This agreement may be terminated at any time by the mutual consent of both parties.

(5.5) This agreement may be terminated by the principal should the agent be declared bankrupt or cease to hold a strata managing agent's license.

(5.6) This agreement shall remain in force for a period beyond the term, unless;

(a) the term expires by virtue of Section 50(1)(b) of the Strata Act (i.e. after 3 years of the date of commencement of the agreement), or

(b) the scheme terminates the agreement during the term or prior to the expiration period determined by Section 50(1)(b) of the Act, or

(c) the appointment and delegation in items 6.2 & 6.3 are terminated by the compulsory appointment of a manager under Section 237 of the Strata Act or terminated by virtue of an Order made by N.C.A.T. pursuant to Section 72 of the Strata Act.

(5.7) The scheme acknowledges that pursuant to section 50(3) of the Strata Act, to ensure the validity of a termination of this agreement, a termination pursuant to item 5.6(b) will not be valid unless a meeting of the Owners Corporation is convened and conducted by the agent giving 90 days written notice of the termination.

(5.8) This agreement may be terminated by the agent at anytime by providing 30 days written notice to the principal.

(5.9) If this agreement is terminated by the principal prior to the expiry of the term, the Management Fees & Disbursements outlined in Clause 14 and any commissions for the remainder of the term will then become due payable to the agent on the date of receipt of a valid notice of termination, as well as any administrative fees associated with facilitating an early hand-over of books and records.

6. AGENTS APPOINTMENT AND DELEGATED AUTHORITY

(6.1) The scheme acknowledges that the agent, at their discretion, may at any time perform all the functions conferred under this agreement.

(6.2) The scheme appoints the agent pursuant to section 49 of the Strata Act.

(6.3) The scheme delegates to the agent pursuant to sections 52(1)(a) & 54(1) of the Strata Act those functions required to enable the agent to perform the duties specified in clauses 7 and 8 of this agreement as well as delegating to the agent the roles of chairperson, secretary, treasurer, the strata committee, public officer of the scheme, authorised representative and to issue By-law Breach notices pursuant to Section 146 of the Act.

(6.4) The scheme appoints the agent as a Tax Agent pursuant to our Terms of Engagement and execution of this agreement indicates understanding and acceptance of these terms.

(6.5) The scheme and the agent acknowledge that the 'Opt-In Services' outlined in clause 9 of the agreement cannot be performed by the agent unless a written instruction has been provided to the agent.

(6.6) The scheme, strata committee and office bearers retain the right to exercise their functions notwithstanding this delegation.

(6.7) Where appropriate, the scheme authorises the agent to include the scheme in bulk tendering opportunities for services such as electricity supply, other utilities, lift or elevator services, cleaning, gardening or other services that may be applicable to the scheme.

Authority to Issue Charges to Lot Owners Pursuant to Strata By-laws;

(6.8) Where the scheme has passed a By-law authorising the apportionment of administrative charges to lot owners, such as printing, postage and stationery fees, processing security key and remote control requests, or other fees that may be imposed upon the scheme that may be charged by the scheme to lot owners (including charges within this agreement), the agent shall be authorised to levy owners on behalf of the scheme in accordance with the terms & conditions of the By-law.

(6.9) Where the scheme has passed a By-law that allows the Owners Corporation to seek reimbursement for expenses that are related directly to an individual lot, including but not limited to the costs of processing;

- Insurance Excesses
- Access or costs associated with rectifying lot property for the submission of the A.F.S.S.
- Renovation Applications
- Where a contractor has been mistakenly engaged to perform work on Lot Property
- Pet Applications
- Emergency Work Performed on Lot Property the agent shall be authorised to levy owners on behalf of the scheme in accordance with the terms & conditions of the By-law.

Authority to Convene Meetings and Propose Motions

(6.10) The parties agree that when necessary, the agent shall be authorised to convene meetings of the scheme and strata committee to address emergency matters, funding shortfalls or other items that may require approval of the Owners Corporation or Strata Committee.

(6.11) The scheme authorises the agent to propose motions or By-laws of an administrative nature for consideration at general meetings of the scheme or Strata Committee.

7. ROUTINE MANAGEMENT DUTIES

For the Management Fees outlined in Item 14.1 of this agreement, the agent will provide the following services and duties;

Routine Repairs and Maintenance

(7.1) Arrange for day to day or routine maintenance, repair or replacement of the common property including cleaning, gardening & lawn mowing;

(7.2) Arrange for routine scheduled maintenance of common property appliances and apparatus including but not limited to;

- Detention pit and pumps
- Common garage doors and security gates
- Residual Current Devices
- Common hot water heaters
- Common property locks and doors
- Common air-conditioning systems.

(7.3) Arrange for other routine maintenance such as carpet cleaning or re-mulching and fertilising of common area garden areas.

(7.4) Obtain service agreements for common appliances installed at the scheme, subject to item 8.40 of this agreement.

(7.5) Obtain 3 quotations for routine maintenance items that exceed the annual budget estimates by 25%, when requested by the Committee.

(7.6) Undertake periodic inspections of the common property and make recommendations to the scheme as to repairs and maintenance.

(7.7) If any repair, maintenance or replacement of the common property and personal property of the scheme requires skilled tradespersons or professionals to be retained or materials be purchased, the agent is authorised to engage these services as the scheme's agent.

Meetings

(7.8) Convene and attend meetings of the Owners Corporation and Strata Committee, subject to items 8.16 to 8.20 of this agreement.

(7.9) Attendance at meetings via Electronic Means, including, video conferencing, teleconference or other electronic communication device.

(7.10) Provide meeting rooms at the agents' premises.

(7.11) Prepare, convene and issue notices & minutes of general meetings and meetings of the Strata Committee; subject to item 14.1(a)&(b).

(7.12) Chair meetings of the Owners Corporation & Strata Committee, act as Secretary at those meetings and issue minutes of meetings.

(7.13) Submit motions of an administrative nature, including proposed By-laws for inclusion in General Meetings and Strata Committee Meetings.

(7.14) Prepare Section 55 and Section 60 Reports for inclusion in A.G.M. notice.

Record Keeping and Financial Management

(7.15) Subject to the privacy of information outlined in items 8.34 to 8.38 and 11.1 to 11.3 of this agreement, keep and maintain all the schemes records as required by the Strata Act, including but not limited to;

- The Strata Roll
- Preparation of an Annual Budget & Monthly Financial Statements
- Strata Interest (Section 22) Notices
- All written communication sent and received by scheme,
- The Minutes Book
- Policies of Insurance
- Documents received pursuant to Section 16
- Building Defect and Maintenance Reports.

(7.16) Issue levy payment notices in accordance with the levies raised by the scheme (subject to the disbursement options chosen by the owners at clause 14.10(a) & (b) and Fair Use Policy) and collect & receipt all levy contributions paid.

(7.17) Review, approve and pay all invoices and accounts on behalf of the scheme as and when they become due.

(7.18) Keep all funds of the scheme in a separate trust account held by Macquarie Bank bearing the name of the scheme and account for the expenses and income of the Administrative and Capital Works fund as required by the Strata Act.

(7.19) Invest any surplus funds in up to 2 investments accounts held by Macquarie Bank as permitted by the Act, when directed by the scheme.

(7.20) the agent may disburse funds of the scheme provided that such payments are in accordance with the Act and the terms of this agreement.

(7.21) the agent shall provide a monthly Financial Statement that will be made available to all owners via the client web portal.

Insurances (Where the agent or the agent's subsidiary is appointed as an authorised representative the agent will);

(7.22) Effect and renew all insurances required by the Strata Act.

(7.23) Obtain 3 quotations for renewal of insurances each year.

(7.24) Arrange an annual Insurance Valuation.

(7.25) Provide all necessary disclosures to the Strata Insurances in accordance with the terms and conditions of the renewal.

(7.26) Supply the Certificate of Currency to owners via client online portal.

(7.27) Supply the Product Disclosure Statement via the client online portal.

(7.28) Process Insurance Claims including the appointment of Insurance Assessors to a maximum limit of $5,000. For amounts in excess of $5,000 an hourly rate as outlined in Item 14.5(b) will apply.

Client Communication

(7.29) Answer all day to day phone, email, postal and facsimile communication during normal business hours, subject to Items 8.34 to 8.38.

(7.30) Maintain an online client portal and make available the minutes book, financial statements, and other pertinent records for the scheme.

(7.31) The scheme authorises the agent to distribute notices, minutes, levy payment notices and general correspondence in accordance with the Strata Act or By-laws for the scheme utilising either Australia Post or electronic delivery of this information where applicable.

By-law Administration

(7.32) Maintain an electronic copy of the schemes By-laws, and any Development Contract, Building, Community or Strata Management Statement.

(7.33) Answer routine inquiries regarding the schemes By-laws and issue electronic copies to owners and residents when requested.

(7.34) When instructed by the Strata Committee, monitor compliance with By-laws and issue a maximum of 3 written warnings to any one resident for the same By-law breach (within any 12 month period), but not including notices pursuant to section 146 of the Strata Act and subject to item 8.39 of this agreement.

Information Technology and Reporting

(7.35) Provide an annual inspection report of the general state of repair of the common property of the scheme.

(7.36) Provide an online portal providing all owners with access to pertinent records of the scheme.

(7.37) Provide all owners and residents within the scheme with a Mobile Application 'Netstrata Space' for reporting of maintenance issues at the scheme, including installation of on-site QR code for access to the App by owners and residents.

General

(7.38) Provide general advice and assistance regarding the operation of the Strata Act to the scheme and the Strata Committee.

(7.39) Implement the decisions of the scheme and Strata Committee so far as they are decisions that are lawful and that apply to routine duties of the agent.

(7.40) Subject to item 8.3, both parties acknowledge that the scheme is at liberty to perform any function outlined in section 7, 8 or 9 of this agreement and are at liberty to use any qualified trade or expert of their choice. If the agent is directed not to perform any function, then this must only be done by a written direction pursuant to a resolution of a meeting of the scheme and the scheme agrees that it will indemnify and hold harmless the agent in respect of all actions, suits, proceedings, claims or demands which relate to that function.

8. NON-ROUTINE DUTIES – OPT OUT SERVICES

(8.1) The following Non-Routine duties (opt-out services) are those elements of the administration of the strata scheme that fall outside the normal day to day activities of the Secretary, Treasurer, Chairperson or Strata Committee that the agent will perform unless directed otherwise by a motion at a meeting and will have fees applied by the agent, pursuant to section 14 of this agreement, including, but not limited to;

- Attending to emergency repairs
- Attending mediation on behalf of the scheme
- Fire compliance & signing the A.F.S.S.
- Work performed after normal business hours
- Preparing for and attending N.C.A.T. proceedings
- Bulk tendering on Behalf of the Scheme
- Work arising from changes to legislation
- Initiating legal action, e.g. Debt Recovery
- Engaging expert consultants (see 9.4 below) and additional work arising from same
- Qualifying trade licenses and insurances
- Liaising with local council or other statutory bodies such as Work Cover or NSW Fair Trading
- Preparing B.A.S. & income tax returns
- Appointment of insurance assessors.

(8.2) Unless otherwise instructed the agent will provide the services listed in section 8.4 to 8.40 (for the fees indicated) to assist the scheme in complying with their statutory obligations, or to assist with the up-keep of the common property. These are considered Opt-Out Services.

(8.3) Both parties acknowledge that the scheme may at any time either perform 'Non-Routine' duties itself or engage a third party to complete the functions on their behalf, subject to item 7.40 of this agreement and that after a request from the scheme or at the sole discretion of the agent, the agent may perform any other 'Non-Routine' duty or function that may not be detailed in Sections 7 or 8 of this agreement.

Financial

(8.4) Maintain wage, income tax, Business Activity Statements (B.A.S.) or other records and prepare returns for lodgement by us as your registered Tax agent as required by law from time to time; see item 14.3(b)&(c) as well as explanation listed in the table at Section 13 of this agreement.

(8.5) Undertake collection of outstanding contributions including engaging lawyers and charge cost to levy debtor, see also item 14.4.

Fire Compliance

(8.6) Arrange suitably qualified experts to inspect, test and certify all essential fire safety measures at the scheme, see item 14.6(a).

(8.7) Arrange for the repair, replacement or maintenance of fire services at the scheme in accordance with any C.A.R., see item 14.5(b).

(8.8) Sign and submit the Annual Fire Safety Statement as required by the local government authorities; see item 14.6(b).

(8.9) Arrange repairs, maintenance and quotations for works required as a result of a Fire Rectification Order or upgrade, see item 14.5(b).

(8.10) Attend to the requirements of the E.P.A. Amendment (Identification of Buildings with External Combustible Cladding) Reg. 2018, see item 14.5(b).

(8.11) Erect A.F.S.S. signage at the scheme in accordance with E.P.A. (Development Certification and Fire Safety) Regulation 2021.

Note: Where Winfire is appointed is complete the A.F.S.S. a reduction of 25% to administrative charges will apply, see item (14.6 (a) & (b)).

Emergency & Non-Routine Maintenance (See 14.5(b))

(8.12) Arrange for non-routine maintenance, repair & replacements of the common property, including but not limited to;

- Emergency repairs & maintenance
- Work arising from reports described in Clause 9
- Work arising from changes in technology
- Arrange periodic Council Clean-Ups
- Pressure Cleaning
- Works required from the Capital Works Fund as defined by Section 79(2) of the Strata Act
- Work arising from changes in legislation
- Pest control and pest inspections
- Window and facade cleaning
- Non-essential preventative maintenance
- Tree lopping and removal.

Insurances (Where the agent IS NOT appointed as an authorised representative, see item 14.7);

(8.13) Effect and renew insurances, obtain an annual valuation and quotations as required by the Act for a 'Fee for Service'.

(8.14) Process all Insurance claims and emergency works arising from Insurance claims.

(8.15) Arrange assessors for insurance claims.

Meetings

(8.16) Convene, conduct, and minute meetings for the purposes of nominating a Tenant Representative to the Strata Committee, see item 14.5(b).

(8.17) Pursuant to item 11.7 of this agreement, attend meetings at the scheme after normal business, see item 14.5(b).

(8.18) Attend adjourned meetings of the scheme or committee or attend any meeting with a duration of greater than 2 hours, see item 14.5(b).

(8.19) Facilitate the Strata Committee Pre-Annual General Meeting Nomination process, see item 14.6(c).

(8.20) Arrange Off-Site Meeting Venues, including venue set-up, as well as provision for audio and visual devices; see Items 14.2(a) & 14.5(b).

Strata Administration

(8.21) Qualify Licenses, Qualifications & Insurances of suppliers, see items 14.6(e) & (f).

(8.22) Rectify deficiencies in records (if any) from Take Over, see Item 14.5(c).

(8.23) Provide an electronic D.M.S. to facilitate e-delivery of notices; see item 14.10.

(8.24) Prepare & register By-laws or change or answer title requisitions, see 14.5(b).

(8.25) Subject to clauses 6.8 & 6.9, any work arising under or due to the terms, conditions, or pre-conditions of a By-law, see Item 14.5(b).

(8.26) Provide Translation Services; see item 14.5(c).

(8.27) Arrange non-routine rubbish removal, see 14.5(c).

(8.28) Maintain a security key/fob register, see 14.5(c).

(8.29) Keep, attest & affix the common seal, see 14.5(c).

(8.30) Once established, maintain pet, vehicle, key, and asset registers as well as security key bonds that might be applicable to the scheme.

(8.31) Include the scheme in bulk tendering opportunities for the supply of services, e.g. Utility Supply, Cleaning and Maintenance, see item 14.2(b).

(8.32) Initiate, answer or represent the scheme at mediation, NCAT, legal proceedings, including consultations with legal representatives; 14.5(b).

(8.33) Liaise with government or other statutory authorities, including but not limited to Local Council, Work Cover, NSW Fair Trading, Department of Planning and Environment, Land and Property Registration, Office of Building Commissioner, see item 14.5(b).

Client Communication

(8.34) Receive and maintain up to 1,350 emails per annum. For amounts in excess of this, see item 14.5(b), subject to items 6.8 & 6.9.

(8.35) Manage all inquiries regarding the scheme on behalf of the Strata Committee, however any communication, other than with a Strata Committee member, such as an email, phone call or face to face meeting (other than a general meeting) that requires the agents time that extends beyond 30 minutes shall incur fees as outlined in item 14.5(b) of this agreement and may be offset in accordance with the provisions of items 6.8 & 6.9.

(8.36) Read and distribute, (including but not limited to), expert reports referred to in Clause 9 (Opt-Out Services) below, contracts to be executed by the scheme, Scope of Work specifications, quotations, proposals or the like for the rates prescribed in item 14.5(b).

(8.37) Process Tenant Notices and updating of tenant information, see item 14.2(d), subject to items 6.8 & 6.9.

(8.38) Process Afterhours Emergency Calls, see item 14.9(a), subject to items 6.8 & 6.9.

By-law Administration

(8.39) At the agents' discretion, administer By-law complaints made by individual residents or lot owners. Where a By-law permits (see items 6.8 & 6.9) this will be charged to the lot that initiated the complaint, and the scheme authorises the agent to initiate this charge.

Compliance and Certification

(8.40) Where applicable, engage suitably qualified experts to ensure the ongoing compliance of apparatus at the scheme, including the registration of the apparatus with the relevant authorities. Examples include but are not limited to;

- Lift Registration
- Air-Conditioning cooling towers
- Pool Certification
- Anchor Point Certification
- Back Flow Prevention.

9. NON-ROUTINE DUTIES – OPT IN SERVICES

(9.1) Opt-In services are those elements of the administration of the scheme that fall outside the normal day to day activities of the Secretary, Treasurer, Chairperson or Strata Committee, that the agent will perform once instructed to do so by the scheme.

(9.2) The scheme and the agent acknowledge that Opt-In Services fall outside the delegation provided to the agent under clause 6 of this agreement.

(9.3) The agent shall only be entitled to charge additional fees for Opt-In services, pursuant to Section 14 of this agreement once an instruction has been given by the scheme or committee. Opt-In Services include, but are not limited to;

Engaging Expert Consultants (See Item 14.5(b))

(9.4) When instructed the agent will engage suitably qualified experts to provide reports, expert opinions, or additional professional services as well as experts to complete compliance reports and inspections on behalf of the scheme, including but not limited to;

- Asbestos Reports
- Quantity Surveyors
- Engineers
- Termite Inspection Reports & Treatment
- Design Consultants
- Dilapidation Reports
- W.H.& S. Reports
- Architects
- Capital Work Fund Reports
- Solicitors & Barristers.

Building Defect Claims (See Item 14.5(b))

(9.5) Options available to the scheme to pursue the rectification of building defects include but are not limited to;

- Statutory Warranties under the H.B.A. (if eligible),
- Action via the O.F.T. or the O.B.C
- Action pursuant to the D.B.P. (if eligible),
- Entering into a Deed of rectification with the Builder/ Developer
- Action pursuant to Part 11 of the Strata Act (if eligible),
- Undertaking to self-rectification of any defects.

(9.6) When instructed, the agent will arrange suitably qualified experts to prepare reports and submit building defect claims, associated with the items listed in item (9.5) as well as attend on-site inspections, address communications with the builder to examine and attend defect repairs when instructed by the scheme.

(9.7) Read advice provided by legal consults and other experts associated with the items listed in item (9.5).

Financial

(9.8) Provide an online invoice approval system for a nominated committee representative, see item 14.3(d).

(9.9) Maintain levy arrears payment plans, see item 14.4(b).

(9.10) Provide financial statements or reports outside the standard reports provided in the Strata Act or item 7.15 of this agreement, see item 14.5(c).

(9.11) Open and maintain 3 or more investment accounts, see item 14.5(c).

(9.12) Preparation of financial data for auditing purposes, see item 14.5(c).

Strata Administration

(9.13) Process applications for minor and major renovations, payable by the lot owner making the application, see item 6.8 and 14.5(b).

(9.14) Process applications for approval of pets pursuant to the schemes By-laws, payable by the lot owner, see item 6.8 and 14.5(b).

(9.15) Provide records to the scheme, following the termination of this agreement and prior to the expiration of the term, see item 14.2(f).

Sustainability Projects (See Item 14.5(b))

(9.16) When instructed, the agent will obtain proposals and tenders for appropriate sustainability projects to be presented to the scheme for determination, including but not limited to;

- The Sydney Water Fix Program
- Implementation of a N.A.B.E.R.S. Rating
- Solar Panelling
- E.V. Charging Stations
- Upgrade of Hot Water Systems
- L.E.D. Lighting.

Establishment of Building Registers (14.2(c))

(9.17) When requested by the scheme or Strata Committee, the agent will establish the following registers on behalf of the scheme, should these services not be provided by any applicable Building Manager;

- Appliance and Building Asset Registers
- Resident Vehicle Register
- Key Register
- Contracts Register
- Resident Pets Register
- Security Bond Register.

10. DISPUTE RESOLUTION

(10.1) In the event a dispute arises between the parties, the complainant must not commence any court, legal or arbitration proceedings (except where the party seeks urgent interlocutory relief) unless it has first complied with this clause;

(a) Notification

The complainant must inform the other party in writing of the following;

(i) The nature of the dispute

(ii) What clause/s of this agreement, legislation or case law (if applicable), that have been breached, and

(iii) What outcome the complainant desires, and

(iv) The action the complainant believes will settle this dispute

(v) For the scheme, notices of a grievance under this clause should be directed to the agent via the postal or email addresses listed in Section 1

(vi) For the agent, notices of a grievance under this clause shall be directed to ALL elected Strata Committee at the time of the grievance.

(b) Best Endeavours to Resolve Dispute

On receipt of a complaint, both parties will make every effort to resolve the dispute by mutual negotiation within 21 business days. This may include the convening of a Strata Committee or General Meeting (at no cost to the principal) to resolve the matters identified.

(c) Mediation

Any unresolved dispute or difference whatsoever arising out of or in connection with this agreement shall be submitted for mediation to NSW Fair Trading or other appropriate jurisdiction or mediation service agreed by the parties (these costs are to be borne by each party).

(d) Section 72 Application

Should the dispute remain unresolved after mediation, the principal may apply for an order pursuant to section 72 of the Strata Act.

(e) Survival of this Clause

This clause shall survive the expiration or termination of this agreement.

(10.2) For the purposes of item 10.1 of this agreement, any grievance to the agent may only be submitted following a properly constituted resolution (i.e. meeting) of the Strata Committee or Owners Corporation.

(10.3) An individual owner shall not be permitted to register a grievance pursuant to this clause, however the agent may elect to deal with any such grievance in a similar manner as outlined in 10.1 should, at the agents discretion, the grievance warrant such a reply.

11. GENERAL TERMS AND CONDITIONS

Record Keeping and Privacy of Information

(11.1) The scheme acknowledges that the agent will collect private information from owners and tenants that may be required to be passed onto 3rd parties such as contractors and other suppliers to the scheme in order to effectively manage the common property. Unless authorised in writing, the agent shall not be permitted to pass this information onto other owners or tenants within the scheme (particularly where parties may be in dispute) nor will this information be made available during Section 183 inspections, unless specifically requested.

(11.2) The principal and agent acknowledge for the purposes of adhering to the Privacy Act 1988 (Cth) and the National Privacy Principles, personal information such as email addresses and phone numbers WILL NOT be maintained by the Owners Corporation on the Strata Roll, unless specified in a Section 22 notice, however may be maintained by the agent on their client management system for the purpose of distributing notices and other information.

(11.3) The scheme authorises the agent to have custody of and maintain all records of the scheme in electronic form and to convert existing records of the scheme to a lawfully acceptable electronic form. The scheme authorises the agent to dispose of any paper records, once stored securely electronically, at the agent's discretion.

Work Health & Safety

(11.5) Both parties acknowledge their responsibilities under the W.H.& S. Act and agree that for the purposes of this Act, the scheme (and not the agent) is in control of the building and all contractors engaged to perform work at the building for either routine, non-routine or emergency work at the scheme. The agent is not and will not in any circumstances be a principal contractor for the building or work done at the building nor will the agent be responsible for the building complying with any requirements of the WH&S Act, or associated legislation.

(11.6) The parties further acknowledge that the agent has moral and legal responsibilities to provide their staff with a safe working environment, which includes an environment free from bullying, threatening behaviour or physical or sexual harassment.

(11.7) To comply with the requirements of the WH&S Act, the agent uses safe work method statements for their employees. When a meeting is held on-site that requires attendance by more than 1 employee of the agent, the scheme agrees to reimburse the agent for the reasonable costs of other employees as outlined in item 14.5(b).

(11.8) Where the strata committee or agent experience situations or receive communications from owners, residents or agents acting on behalf of owners that they deem as harassment, they shall report said incidences to the Strata Committee and the agent shall be entitled to cease any further communication with those individuals and/or issue administrative fees pursuant to the schemes By-laws and pursuant to items 6.8 and 6.9.

Limitations of Agents Expertise

(11.9) The parties agree and acknowledge that the agent's expertise is limited to the administration of strata schemes in N.S.W. pursuant to the obligations of the Strata Act. The agent may provide guidance, but is not qualified to provide a professional advice on the following matters;

(11.10) **Capital Works Fund Assessment**

The parties agree that the agent is not qualified to prepare a Capital Works Fund report for the purposes of Section 80 of the Strata Act and where the scheme elects not to engage a suitably qualified expert to prepare such a report pursuant to Section 80(6) of the Act, it will not rely on the indicative Capital Works Fund budget that may be prepared by the agent.

(11.11) **Section 16 Documents**

The parties agree that the agent is not qualified to scrutinise plans, warranties, certificates or other information received pursuant to section 16 of the Strata Act and will not hold the agent liable for any deficiencies with information provided to the scheme pursuant to section 16. The parties acknowledge that the scheme should rely on independent experts to verify that any section 16 documents received accord with the requirements of the Strata Act.

(11.12) **Property Inspections**

The parties agree that any common area inspections conducted by the agent are 'general' in nature relating to the condition of the common areas. The agent does not purport to be an engineer, building defect consultant or construction expert that is able to provide advice to the principal surrounding the structural integrity of the scheme, compliance with the B.C.A. W.H.&S. or Australian Standards.

(11.13) **Building Defects**

The parties agree that the agent is not a qualified building defect expert and that to obtain such advice, the principal should engage suitably qualified experts to provide advice regarding building defects, including the expiration of statutory building warranties and possible legal remedies available to the principal under the H.B.A., D.B.P. and R.A.B Acts, O.B.C., or O.F.T., contractually or otherwise.

(11.14) **Financial, Investment, and Other Advice**

The principal acknowledges that any financial, investment, or other advice provided by the agent to the principal is of a general nature only, whose preparation does not take into account the individual circumstances, objections, financial situation or needs of the principal. The principal is advised to consult with their own independent financial, investment or taxation advisor or other appropriately qualified expert.

Indemnities

(11.15) The agent is a participant in the S.C.A. (NSW) Professional Standards Scheme under the Professional Standards Act 1984 and reserves the right to rely on the limitations provided by this scheme and/or the limitations on liability provided by this agreement.

(11.16) The agent will not be responsible for any loss or damage occasioned to or by the scheme by reason of exercise of any function or power conferred on the agent or by any alleged failure to exercise such function or power, including the identification of and rectification of building defects or maintenance items via inspections or otherwise and/or pursuit of building defect claims.

(11.17) This indemnity does not extend to any liability to pay a fine that arises by virtue of section 57 of the Act or any fraud on behalf of the agent.

(11.18) The scheme 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 scheme, including all legal expenses incurred by the agent in defence of or initiation of any legal proceedings as well as any excess payable under professional indemnity insurance, by third parties against the agent, by third parties against the agent in which the agent is incorrectly treated as the scheme or by the scheme against the agent arising before, during or after this agreement, including but not limited to the scheme's failure to make decisions, provide appropriate direction or raise adequate funds. The liability of the agent to the scheme arising out of the performance or non-performance of services, whether under the law of contract, tort or otherwise, is limited to the cost of rectifying or repeating the provision of the services.

Note: Changes to items 11.15 to 11.18 will void the Professional Indemnity cover of the agent. They can not be changed or amended.

Appointment as Authorised Representative

(11.19) The agent will assist the scheme's appointed insurance broker to gather the necessary information to place insurance cover on behalf of the scheme. This information includes but is not limited to arranging the annual insurance valuation, claims history, maintenance history, fire compliance, building defects and other relevant information to assess the risk application to the scheme. Where the agent or their subsidiary ARE NOT appointed as the authorised representative, the management fee listed in item 14.1 shall be adjusted by 25%. If the agent is directed not to act as the authorised representative for the scheme, this must only be done by a written direction pursuant to a resolution of a meeting of the scheme and the scheme agrees that it will indemnify and hold harmless the agent in respect of all actions, suits, proceedings, claims or demands which relate to placing and managing the insurances of the scheme, including processing insurance claims.

G.S.T. and Application of Fees and Disbursements

(11.20) Any amounts referred to in this agreement which are payable by the scheme to the agent in respect of services provided, including reimbursement of expenses are expressed inclusive of the G.S.T. at a rate of 10%. If that rate varies, the parties agree that the rates specified will also vary.

(11.21) The fees outlined in item 14.1 are payable quarterly in advance, Items 14.2 to 14.10 are payable quarterly in arrears. Any amount owing by the scheme 3 months after the due date shall incur simple interest calculated at 10% p.a.

(11.22) The fees outlined in Section 14 at item 14.1 are based on a contract term of 3 years. Where a reduced term contact is entered into, the fees and charges outlined in Section 14 of this agreement will be adjusted as follows; 2 Year Agreement by 5%, 1 Year agreement by 10%, no term agreement by 15%.

(11.23) All fees have been negotiated between the parties to the agreement and will be adjusted annually on the anniversary date of the agreement by 5% or as adopted in the annual budget of the scheme, whichever is the greater. The agent's fees under this agreement include G.S.T.

(11.24) The scheme shall be liable to reimburse the agent for all disbursements including but not limited to photocopying, stationery and printing for issuing levy notices, meeting notices and other correspondence for the scheme other than the agreed included services listed in Section 14 of this agreement.

Note: A fair use policy applies to all routine services provided. Where the scheme or an office bearer requests administrative services that the agent, in their absolute discretion deems as being excessive (e.g. requesting multiple annual budgets), the agent may charge as per item 14.5(b).

Non-Compete

(11.25) The scheme agrees that they will not engage the services of any employee, former employee, consultant, contractor, director or partner of the agent or the agents' subsidiaries for a period of 12 months, should this agreement be concluded pursuant to Section 5 of this agreement. The agent discloses that there is a reciprocal term in the employment contracts of each of its' employees and contractors and reserves the right to initiate legal proceedings either jointly or separately should there be a breach of this clause.

Transfer of Agreement

(11.26) The Principal acknowledges that during the term of this agreement the agent may transfer its business to another agent. If this occurs, then the agent may request the Principal's consent to transfer or novate this agreement to the proposed transferee. The Principal agrees not to unreasonably withhold its consent to a transfer or novation to a transferee is that transferee is licensed, financially sound and appropriately qualified to perform the duties outlined in this agreement.

12. AGENT DISCLOSURES

Disclosure of Rebates, Discounts, Commissions, Benefits or Training Services

(12.1) The agent discloses that it is a member of S.C.A. (N.S.W.), the R.E.I. of N.S.W. and the U.D.I.A. and from time to time may sponsor events, conferences or seminars that may be held by these organisations.

(12.2) The agent discloses that from time to time it may use suppliers to the scheme for its own business practices including Macquarie Bank, CRM Insurance Brokers and Khoury Bros. & Co. Accountants however the agent DOES NOT receive any rebate, discount or commission for recommending these suppliers to the scheme.

(12.3) The agent discloses that from time to time it may receive training services or advice from suppliers to the scheme, including but not limited to;

Grace Lawyers	Dentons	Corporate Home Unit Underwriting Agencies
Bannerman's Lawyers	Chambers Russell Lawyers	Strata Energy Services
Holding Redlich Lawyers	Mills Oakley Lawyers	Winfire
J.S. Mueller and Co. Lawyers	DEA Lawyers	Macquarie Bank
Madison Marcus Law	Sparke Helmore	Maddocks

Where training is provided by suppliers a disclosure will be made via the Section 60 report provided to the scheme at the A.G.M.

(12.4) The agent discloses that it has Authorised Representative agreements to provide quotations and placement of cover for the renewal of the Owners Corporations Insurances with;

McCormack Harris Insurance Brokers	Honan Insurance Brokers	Coverforce Insurance Brokers
CRM Insurance Brokers	Arthur J Gallagher & Co Brokers	Corporate Home Unit Underwriting Agencies
BCB Insurance Brokers	BAC Insurance Brokers	Austbrokers

When the agent receives a brokerage from these companies for being an authorised representative it will be disclosed to the scheme via the Section 60 report provided to the scheme at the A.G.M.

(12.5) The agent discloses that it has commercial arrangements with (including but not limited to);

AMPAC Debt Recovery Services	Strata Energy Services	Active Utilities
Strategic Collection Services	Strata Essential Services	B Energy
Solutions in Engineering	Savant Energy	

The agent discloses that it has personal arrangements with (including but not limited to): Prime Strata Support Services.
Where these services are used and a retainer or referral fee is received, it will be disclosed via the Section 60 report or financial reports provided to the scheme at the A.G.M.

(12.6) The agent discloses that Netstrata Pty Limited, WinFire Pty Limited, Resolute Maintenance Group, PG Martin Plumbing, Moirs Law Pty Limited, Evolve Reporting Pty Limited and Strata Insurance Services Pty Limited (S.I.S.) (A.F.S. Licence 457333) are wholly owned subsidiaries of the agent. All brokerage fees* charged by S.I.S. are retained by the subsidiary, not the agent. Where WinFire, Resolute Maintenance Group or PG Martin Plumbing are appointed to provide services for the scheme, all charges will be disclosed pursuant to Section 60 and via the financial statement for the scheme.

***Note: S.I.S. does not receive commissions from insurers for providing broking services, a fee for service model is applied.**

13. EXPLANATION OF AGENTS SERVICES, FEES AND DISBURSEMENTS

Type	Explanation
Management Fees	Contracted Management Fees (for the services listed under Section 7 & 8 of this agreement) are calculated based on the size of your scheme (i.e. the number of lots) plus the complexity of your scheme as well as the facilities and apparatus that are installed at the scheme. Our office uses time recording software to assist in the preparation of Section 55 reports (included in the A.G.M for the scheme) which also assist in reviewing the base management fees. A complete copy of this report is provided to your scheme each year. **Note:** The fees and charges outlined in Section 14 are based on a contract term of 3 years. Where a reduced term contact is entered into, the fees and charges outlined in Section 14 of this agreement will be adjusted as follows; 3 Years $ 42,278.04 P.A., 2 Years $ 44,391.94 P.A., 1 Year Agreement $ 46,505.84 P.A., No Term $ 48,619.75 P.A.
Strata Administration	Provides for additional administration of your scheme that falls outside the typical administration of your strata scheme, (for example attendance at mediation or tribunal hearings at N.C.A.T. or arranging a council clean-up on behalf of residents), reimbursement for out-of-pocket expenses (for example purchase of a common property notice board) or for the inclusion of your scheme in bulk tendering opportunities, (for example lift contracts or for electricity & gas supply). See Items 14.2 and hourly fees outlined in Item 14.5. Off/On boarding of records relates to the installation or removal of signage at the scheme that references the managing agent, including emergency contacts etc, as well as deregistering owners from the mobile app.
Disbursements	Disbursements are for reimbursement of the reasonable costs the secretary, treasurer or chairperson would usually incur for the day-to-day administration of the scheme, for example, telephone calls, postage, printing and photocopying charges. Recent changes to the Strata Act now require Owners Corporations to store their data electronically. This requirement has incurred additional costs to facilitate data storage, data security and software. Our Office provides 2 options for recovery of disbursements that are incurred on behalf of your scheme, either 'Pay As You Go' or Fixed Disbursements. Which option is preferable to your scheme will largely depend on the number of meetings that your scheme is likely to undertake each year as well as the ongoing administration and communication provided for owners and residents. Fixed disbursements provide certainty around budgeting, however the Pay as you Go option may be preferable for schemes that do not believe they will require extensive administration. Speak with your manager regarding the best option for your scheme – see list of disbursements and options provided at Items 14.10a and 14.10b.
Financial Administration	Like any Corporation, your Owners Corporation is required to prepare and lodge tax returns with A.T.O. and where your scheme is registered for G.S.T., your scheme will also have a requirement to lodge quarterly B.A.S. The charges outlined in item 14.3 are based on the annual budget of the scheme (i.e. the amount) and the number of expected transactions during the year as well as whether the scheme is GST Registered. As a registered Tax agent, Netstrata is able to provide this service directly to your Owners Corporation, which avoids the usual expenses that would be incurred by engaging an external Taxation agent. Here it should be noted that this is an 'Opt-Out' service, meaning that should your Owners Corporation wish to prepare their own Tax Return and B.A.S. they are at liberty to do so.
Statutory Compliance	Your Owners Corporation has numerous compliance obligations that are imposed by various pieces of legislation and regulations. These obligations vary from providing a safe environment for owners, residents and service providers, to ensuring the compliance of plant & equipment at your property. New obligations on your scheme also require your Owners Corporation to submit an annual report to the NSW Government (Strata Hub) and compliance with reporting to the O.B.C. If your scheme is required to submit an A.F.S.S. pursuant to E.P.A. Regulation 2000, the fire compliance charges relate to the administration and management of essential services at the scheme. This includes qualifying the expertise of contractors in accordance with the Competent Fire Safety Practitioners regime, arranging access to ALL lots within the scheme, including the collection of tenant data, liaising with council, signing the Annual Fire Safety Statement, and lodging the statement with council and the NSW Fire Brigade on behalf of the scheme. The charges outlined in 14.6(a) & (b) are based on the complexity of the fire apparatus at the property and liability associated for yearly compliance, and does not include work arising from a Corrective Action Report (C.A.R.) (i.e. correcting a failure with an apparatus) or a fire order issued upon the scheme. Like Financial Administration, this is an Opt-Out service and the scheme is at liberty to perform the administration on their own behalf should they elect to do so, subject to item 7.40. Additional fees for C.A.R. work are outlined in item 14.5(b). **Note:** Where Winfire is appointed by the Owners Corporation, a 25% reduction to items 14.6(a) &(b) applies.
Trade Compliance	Is associated with the time taken to verify the bonafides of any contractors performing work at your scheme, including that they hold the appropriate licenses, insurances, qualifications, registrations, and safe work policies in place prior to completing the work that they are being contracted to perform. The fee is calculated based on the number of suppliers that perform work at your scheme from 1 July to 30 June each year, as well as the complexity of the licenses and qualifications that they hold. For efficiency and cost savings this is currently performed externally by Prime Strata Support Services, however can be performed by our office for a fee outlined in Item 14.6(e).
Pre-AGM Survey and Tenant Meeting Compliance	The Strata Act requires that certain procedures be undertaken as part of the A.G.M. process, this includes calls for nominations to the Strata Committee prior to the A.G.M., inclusions of any nominations in the AGM Notice, as well as notifying tenants of the A.G.M as required by the Strata Act Regulations 2016, and conducting a tenant meeting (if required).
Council Clean Up	In the event your Owners Corporation elects to undertake regular council clean-ups for their scheme, this provides for the administrative processes associated with booking a routine council clean up and notifying residents of the scheme, including the specifications for proper disposal of goods. This is an 'Opt-In' service decided by the owners of your scheme.
Stationery By-law	In the event your Owners Corporation has passed the Stationery By-law, which permits the Owners Corporation to charge lot owners for the costs of printing, postage and stationery, this is for the time taken to issue and collect the stationery By-law charges on lot owners (which is paid directly to the Owners Corporation) as well as administer the ongoing delivery types.
Debt Recovery Fees	Debt recovery and arrears charges are for the costs associated with pursuing outstanding levies and the initiation of Debt Recovery proceedings. These charges are generally able to be recouped by the Owners Corporation
Updating New Tenancies	Section 258 of the Strata Act requires all Landlords to supply the Owners Corporation with details of the lessees of their lot. This requirement has become more important with the introduction of the Competent Fire Safety Practitioners Regime where access to ALL lots during a fire safety inspection is required as well as the introduction of the Strata Hub. Having this data allows for fire inspections to be arranged directly with all residents, which saves the Owners Corporation re-inspection fees and other charges. Where a By-law has been passed by your scheme, these charges may be passed onto lot owners.

14. AGENTS FEES AND DISBURSEMENTS

For the services and disbursements outlined in this agreement, the scheme will pay the agent as per the table outlined below. All fees include G.S.T.

(14.1) Management fees for routine duties (per lot, per month) $ 18.54	
(a) Attend AGM completed prior to 6:30pm (Mon to Thurs)	Included
(b) Attend 4 electronic meetings during business hours	Included
(c) Arranging routine and scheduled maintenance to Max. $5000	Included
(d) Issue routine work orders and quotation requests	Included
(e) Conduct 6 on-site inspections per annum	Included
(f) Process insurance claims to a maximum of $5000	Included

(14.2) Strata administration	
(a) Out of pocket expenses	At cost +25%
(b) Arrange council clean up	$11.00 per lot, per clean-up
(c) Bulk tendering	15% of savings gained
(d) Process tenancy notices	$49.00 per notice
(e) Establish building registers	Price on application
(f) Early handover of records	$750.00
(g) Off/on boarding of records	$750.00

(14.3) Financial administration	
(a) Audit preparation	$49.00 per 15 minute block
(b) Income tax preparation & lodgement	$861.00 per return
(c) B.A.S. Preparation & lodgement	$457.00 per return
(d) Online invoice approvals	$6.60 per lot, per qtr

(14.4) Arrears processing	Charged to Levy Debtor
(a) Issue arrears reminders	$44.00 per arrears notice
(b) Arrange payment plan	$100.00 per plan, per mth
(c) Perform skip trace	$250.00 per trace
(d) Send instructions to lawyers	$185.00 per action

(14.5) Hourly rates	
(a) Director/senior executive	$125.00 per 15 minute block
(b) Strata managing agent	$75.00 per 15 minute block
(c) Clerical/admin staff	$55.00 per 15 Minute block

(14.6) Statutory compliance	
(a) Fire compliance & administration	$2.70 per lot, per month*
(b) Sign annual fire safety statement	$1,811.00 per statement*
(c) Pre-AGM survey & tenant meetings	$22.00 per lot
(d) Complete safe work certificate	$75.00 per certificate
(e) Qualify existing trade license	$55.00 per supplier, per annum
(f) Qualify new trade license	$125.00 per supplier
(g) Complete strata hub survey	$75.00 per 15 minute block
(h) Complete o.B.C. Survey	$75.00 per 15 minute block
*A 25% Reduction applies where Winfire is appointed to complete A.F.S.S.	

(14.7) Insurance**	
(a) Brokerage	If applicable pursuant to Sec.60
(b) Process insurance claims	$75.00 per 15 minute block
(c) Management fee increase	+25% to item in 14.1
**Applies where Agent IS NOT appointed as an Authorised Representative	

(14.8) Project administration (Only applies when approved by Principal)	
(a) Defect claims	$75.00 per 15 minute block
(b) D.B.P. Act remedial works	5% of total of works
(c) Building/infrastructure upgrades	$75.00 per 15 minute block
(d) Legal/mediation matters	$75.00 per 15 minute block
(e) Sign minor & major works contracts	$75.00 per 15 minute block

(14.9) Requests by Lot Owners/Residents (Charged to Lot Owner)	
(a) A/Hours Emergency (5pm to 11:59pm)	$99.00 per call
(b) A/Hours Emergency (12am to 6am)	$175.00 per call
(c) Process Key/Fob/Bond Request	$55.00 per 15 minute block
(d) Provide Smoke Detector Cert	$75.00 per certificate
(e) Process By-law Complaint	$55.00 per complaint
(f) Online Strata Search	$55.00 per hour
(g) Section 183 Preparation Fee	$55.00 per 15 minute block
(h) Issue Section 184 Certificate	Statutory fee, paid by applicant

Disbursements – Option A ☑

(14.10a) Fixed disbursements (per lot, per month)	$ 8.35
Telephony charges	
(a) Mobile, SMS, MMS, & STD phone calls	Included
Delivery of information	
(b) Postage charges	Included
(c) Photocopying, printing and stationery	
(d) Levy payment notices (excluding arrears processing fee)	
(e) Electronic delivery of information	
(f) Issue supplier EFT and remittance advices	
Information storage and data protection	
(g) Hardcopy archiving, storage & retrieval of records	Included
(h) Store information via an electronic D.M.S.	
(i) Software and computer licenses	
(j) AWS cloud data storage & cyber security	
Electronic communication	
(k) Conduct electronic meetings & voting platform	Included
(l) Maintain electronic copy of strata by-laws	
(m) Issue monthly financial statement via online portal	
(n) Provide copy of insurance certificate via online portal	
(o) Maintain online client portal	
(p) Maintain 'Netstrata Space' mobile application	

Disbursements – Option B ☐

(14.10b) Disbursements (pay as you go)	
Telephony charges	
(a) Mobile, SMS, MMS, & STD phone calls	At cost +25%
Delivery of information	
(b) Postage charges	At cost +25%
(c) Photocopying, printing and stationery	$1.00 per page
(d) Levy payment notices (Ex. arrears processing fee)	$3.30 per levy
(e) Electronic delivery of information	$1.00 per email
(f) Issue supplier EFT and remittance advices	$1.00 per advice
Information storage and data protection	
(g) Hardcopy archiving, storage & retrieval of records	$2.20 per lot, per month
(h) Store information via an electronic D.M.S.	
(i) Software and computer licenses	
(j) AWS cloud data storage & cyber security	
Electronic communication	
(k) Conduct electronic meetings & voting platform	$2.20 per lot, per month
(l) Maintain electronic copy of strata by-laws	
(m) Issue monthly financial statement via online portal	
(n) Provide copy of insurance certificate via online portal	
(o) Maintain online client portal	
(p) Maintain 'Netstrata Space' mobile application	$15.00 per user

The common seal of Strata Plan 103041 was affixed in the presence of the undersigned being the persons authorised to attest the affixing of the seal, on this date 25/05/24 .

**Name	Signed by representatives of Lot	Signature of the Licensed Strata Managing Agent on behalf of Network Strata Services P/L
**Name	Signed by representatives of Lot	

STRATA PLAN 103041 COMMON SEAL

**The scheme acknowledges being served with a copy of this agreement when it was signed.

15. OUR BRANDS

NETSTRATA
EST 1996

Netstrata have provided professional strata management services since 1996 and are evolving into a Full-Service Organisation for your strata property. Our current services include Strata Management, Insurance Broking, Strata Software, Maintenance, Legal Services, Insurance Valuations and Capital Works Fund reporting.

An outline of the services provided by our subsidiaries is listed below. Here it should be noted your scheme is at liberty to choose any service provider of their choice, they ARE NOT required to use the services of our brands, however as you will note, apart from cost savings and efficiencies there are numerous benefits for your scheme, including responsibility, accountability, availability, and supply chain assurance.

Having access to these resources also means that our strata managers have a unique training advantage, being exposed to the direct knowledge of our brokers, trades and software developers.



STRATA INSURANCE SERVICES

Strata Insurances are a bespoke insurance product that are not generally understood or placed by most Insurance Brokers. With the current volatility in the general insurance market following the recent natural disasters such as bush fires and flooding events, it is important that your scheme is represented by a broker that specialises in and understands the strata insurance market. Other key benefits include:

1. Risk profiling

Having access to ALL records for your scheme, including the A.F.S.S., asset registers, maintenance records, safety reports, window lock compliance records and claims history means S.I.S. can provide insurers with a complete risk profile that is unable to be provided by external brokers. Because insurers price against risk, providing this information means you can be assured your scheme is receiving the most competitive and thorough insurance proposals possible.

2. Independence

S.I.S. is an independent Insurance Broker. Being independent means that we are able to source insurance products and proposals from ALL strata insurers and underwriting agencies, we are not limited in choice like other broker owned co-operatives.

3. Commission free

Importantly, S.I.S. DOES NOT take commissions for placing insurances on behalf of your scheme, rather a fee for service is applied and disclosed to owners on each insurance renewal, regardless of which insurance quotation is selected by your Owners Corporation. This adds a further layer of independence to the insurance renewal process for your scheme and reduces many of the taxes and charges that are applied to your premium.

4. Claims management

Having an in-house broker means we are able to provide a more efficient and effective claims management for any insurable event that may occur at your strata property. This means any damage to your scheme will be remediated sooner and claims paid out more

5. Reporting and disclosure

Strata legislation requires all strata managers to disclose any commissions received at each A.G.M. Our office takes this one step further providing all owners with a notification of renewal and current insurance certificate for your property.

For a complete guide to the broking services provided by S.I.S. for your scheme, please see the following link **HERE >**

Page: 111

MOIRS LAW

Moirs Law Pty Ltd is a distinguished firm offering comprehensive services tailored to meet the specific needs of strata communities. Some of our services include:

1. Strata Levy Debt Collection Services

We understand the critical importance of timely strata levy payments for the smooth functioning of a strata scheme. Our dedicated team specialises in effective debt collection strategies, ensuring that outstanding levies are recovered promptly. We employ practical solutions to resolve payment issues while maintaining positive relationships within the strata community.

2. Strata Law Disputes, including NCAT Proceedings

Navigating strata law disputes can be complex, but our firm excels in providing professional guidance. From minor disagreements to more complex disputes, we offer practical and strategic assistance to resolve matters efficiently. Our expertise extends to representing clients in NCAT proceedings, ensuring a fair and just resolution for all parties involved.

3. Settlement Deeds

Moirs Law is well-versed in facilitating settlement deeds to bring about amicable resolutions to strata disputes. We emphasise practical negotiations and solutions, crafting settlement deeds that protect the interests of all parties involved. Our approach is aimed at fostering positive outcomes while minimising disruptions within the strata community.

With a dedicated legal division, Netstrata can provide swift and well-informed legal counsel on various strata matters. This ensures that potential legal issues are addressed proactively, minimising the risk of disputes escalating and leading to costly legal proceedings. The integration of legal expertise allows Netstrata to offer holistic strata management solutions. By combining practical strata management techniques with legal acumen, the firm can provide a more comprehensive service that addresses both day-to-day operational needs and potential legal challenges.



evolve REPORTING

Evolve Reporting Pty Ltd is a specialised service provider catering to the unique needs of strata communities. Our key services include:

1. Insurance Valuation Reports

Our team at Evolve Reporting understands the critical importance of adequate insurance coverage for strata schemes. We specialise in preparing comprehensive insurance valuation reports that meticulously assess the value of the property and its assets. This ensures that strata schemes are adequately insured, providing financial security in the event of unforeseen circumstances. Our reports are not just documents; they are practical tools to safeguard the interests of strata communities.

2. Capital Works Fund Plan Reports

Planning for the future is paramount in strata management. Evolve Reporting excels in undertaking Capital Works Fund Plan Reports, which are instrumental in ensuring that strata schemes have a well-thought-out budget for items of a capital nature. Our reports go beyond mere numbers; they offer practical insights into the anticipated costs of necessary capital works. By partnering with us, strata communities can make informed decisions, effectively allocate resources, and maintain the long-term integrity of their properties.

Our commitment to professionalism, practicality, and a deep understanding of the intricacies of strata management sets us apart.



15. OUR BRANDS (CONTINUED)

WINFIRE WINDOW & FIRE COMPLIANCE

RESOLUTE MAINTENANCE GROUP

P G MARTIN PLUMBING

Our maintenance division incorporates 3 trading entities, Winfire, Resolute Maintenance, and PG Martin plumbing. Across these brands we have trade licenses in Electrical, Accredited Fire Technicians, Locksmiths, Carpentry, Plumbing, Roof Plumbing, Draining and Gas fitting. Key benefits include;

1. Safety and Compliance

Winfire was established following the introduction of the NSW Competent Fire Safety Practitioner (C.F.S.P.) regime. Our diversity of skill sets means that we are able to complete two important safety inspections for your property concurrently – Fire Safety and Window Lock Compliance. These inspections not only provide protection and safety assurances, completing the inspections concurrently delivers convenience for residents and cost savings for your Owners Corporation. No other service supplier is able provide these two services simultaneously.



2. Priority Access

Due to supply and demand pressure, accessing trades during peak periods such as extreme weather events, can be problematic. Having an in-house maintenance division ensures that your property will be given priority service during peak periods, severe weather events and after-hours emergencies.

3. Efficiency and Convenience

Having direct access to a variety of trade licenses means our team are able to complete complex maintenance issues without the need to seek alternatives trades or sub-contractors. This assures efficiency and continuity of service, providing both convenience and cost savings for your scheme.

4. Reporting

When our maintenance team is appointed by your scheme to provide scheduled maintenance services, we will provide a detailed report of the services provided, including before and after photos and recommendations for future servicing of common property assets. When requested, we are also able to provide your scheme with an asset register of plant and equipment for your property.

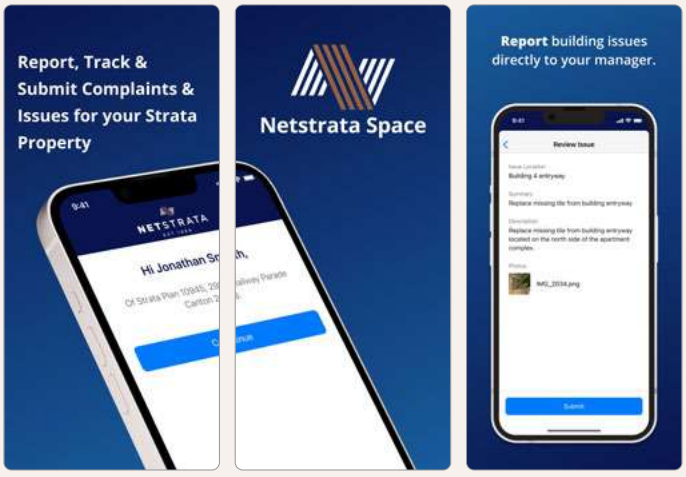
5. Competitive Pricing and Accountability

Quite simply the buck stops with us. We appreciate that on all levels our office and subsidiaries are servicing your homes, investments, and community. To ensure our ongoing relationship is maintained you can be assured that our pricing is competitive and services of the highest standard.

Netstrata Space is our proprietary software which enables our office to provide completely unique management services for your Owners Corporation and our Strata Managers.

All owners have access to our online portal and mobile application where they are able to report issues affecting your property and obtain pertinent information regarding your scheme.

DOWNLOAD >



16. PROFESSIONAL MEMBERSHIPS

PROFESSIONAL STRATA MANAGER

member REINSW REAL ESTATE INSTITUTE OF NEW SOUTH WALES

FPA AUSTRALIA GOLD MEMBER Fire Protection Association Australia

Tax Agent 26193908

NIBA National Insurance Brokers Association

THE LAW SOCIETY OF NEW SOUTH WALES

WHAT'S COVERED
BY STRATA BUILDING INSURANCE

WHAT IS BUILDING INSURANCE

Quite simply, Strata Building Insurance protects the Owners Corporation for damage sustained to the building as a result of an Accidental or Malicious act. Common examples are;

- Fire/Arson
- Storm/Tempest
- Lightning Strikes
- Vandalism
- Vehicular Impact
- Burglary & Theft
- Glass Breakage
- Burst Pipes
- Earthquakes

A common misapprehension is that Strata Building Insurance protects the Owners Corporation for the routine maintenance items or building defects such as the repair of leaking shower trays, settlement/movement cracks in walls & ceilings or concrete cancer, unfortunately this is not the case. The easiest comparison to think of is motor vehicle insurance. You can insure your vehicle against having an accident, however you cannot insure your vehicle for wearing out. This same principle applies to Strata Building Insurance.

HOW IS AN OWNER OF A LOT PROPERTY PROTECTED?

Every Owners Corporation has a mandatory duty to insure 'the building' against accidental or malicious damage – section 160 (1), Strata Schemes Management Act 2015 (the Act).

Lot space within a strata scheme is commonly defined as;

"the cubic air-space contained within the inner surface of the boundary walls, under surface of the ceiling and upper surface of the floor"

Under this definition the lot owner is responsible for the repair, replacement and maintenance of all building components housed within the lot, such as;

- Internal walls
- Internal doors
- Toilets, baths & basins
- Shower screens
- Built-in wardrobes
- Kitchen sinks, cabinets and bench tops
- Appliances, such as wall and bench ovens, cook tops, range hoods, hot water heaters and bathroom & laundry exhaust fans

For example, a leaking tap washer in the kitchen or leak through a shower

WHAT'S COVERED
BY STRATA BUILDING INSURANCE

screen is the lot owners' responsibility to maintain. However, by virtue of the term 'the building' being included in section 160 (1), many of the building components contained within the 'lot' are protected by the mandatory Building Insurance that is taken out by the Owners Corporation.

Simply speaking these items are the lot owners' responsibility for the purposes of repair, replacement and maintenance, however they are protected by the Strata Building Insurance if damaged via an insurable event.

ARE MY CONTENTS COVERED?

No, the contents and fittings contained within your lot ARE NOT protected by the Strata Building Insurance and are specifically excluded from the policy, items such as;

- Carpets and underlay
- Floating floorboards
- Wallpaper
- Curtains and blinds
- Light fittings
- Paint work on walls & ceilings
- Wall tiles located on internal walls
- Any furnishing or personal contents
- Electrical appliances that are not hardwired into the building e.g. clothes dryers, dishwashers or microwaves

Owner-occupiers may extend the cover on their contents insurance to include the items not covered by the strata building Insurance. Most major mainstream insurers in NSW are aware of the delineation between strata building insurance and contents insurance for a strata property and are happy to extend home contents insurance to include the items listed above.

Non-resident or investor owners may take out 'Landlords Insurance' for a sufficient sum to cover the fittings of their lot. However all owners should undertake their own inquires with their insurer or insurance broker to ensure their contents are adequately protected by their contents policy

STATUTORY INFORMATION

QUORUM (CLAUSE 17, SCHEDULE 1)

1. A motion submitted at a meeting must not be considered, and an election must not be held at a meeting, unless there is a quorum present to consider and vote on the motion or on the election.
2. A quorum is present at a meeting only in the following circumstances:
   - If not less than one-quarter of the persons entitled to vote on the motion or election are present either personally or by duly appointed proxy.
   - If not less than one quarter of the aggregate unit entitlement of the strata scheme is represented by the persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election.
   - If there are 2 persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election, in a case where there is more than one owner in the strata scheme and the quorum otherwise calculated under this subclause would be less than 2 persons.
3. A person who has voted, or intends to vote, on a motion or at an election at a meeting by permitted means other than a vote in person is taken to be present for the purposes of determining whether there is a quorum.
4. If no quorum is present within the next half-hour after the relevant motion or business arises for consideration at the meeting, the chairperson must:

(a) Adjourn the meeting for at least 7 days, or

(b) Declare that the persons present either personally or by duly appointed proxy and who are entitled to vote on the motion or election constitute a quorum for considering that motion or business and any subsequent motion or business at the meeting.

5. If a quorum is not present within the next half-hour after the time fixed for the adjourned meeting, the persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election constitute a quorum for considering that motion or business and any subsequent motion or business at the meeting.

RESOLUTIONS

Ordinary Resolution

A motion put to a meeting of the Owners Corporation is decided according to the majority in number of votes cast for and against the motion with each person having one vote for each lot in respect of which the person is entitled to vote.

Special Resolution

If a motion put to a general meeting of the Owners Corporation requires a special resolution*, the passing of a special resolution requires that a vote to be taken by units of entitlement and that not more than one quarter of the units of entitlement represented at the meeting and entitled to vote, vote against the motion.

Unanimous Resolution

If a motion put to a general meeting of the Owners Corporation requires a unanimous resolution*, the passing of a unanimous resolution requires that no vote to be cast against the motion.

*Such motions are clearly indicated in the form of motion.

STATUTORY INFORMATION

VOTING RIGHTS (PART 4, SCHEDULE 1)

You, or where this notice is addressed to a corporation, your company nominee, may vote at the meeting:

1. Either in person at the meeting or by duly appointed *proxy whose instrument of appointment is given to the secretary of the Owners Corporation before the commencement of the meeting;
2. Except in the case of a motion requiring a unanimous resolution, only if all contributions levied and payable on the above lot(s), and any other monies recoverable under the above Act by the Owners Corporation from you at the date of this notice, have been duly paid before the commencement of the meeting; and
3. In the case of an owner of a lot subject to a first mortgagee shown on the strata roll (a priority vote), only if the mortgagee fails or neglects to exercise the voting power conferred on him by schedule 2 part 2 of the above Act.
4. Where this notice is addressed to a corporation, the company nominee voting at the meeting must be the company nominee/s specified on the section 22 notice and strata roll for the Owners Corporation. The nominee must also provide the chairperson with a written authorisation of their entitlement to vote at the meeting.
5. A power of attorney may only cast a vote at the meeting via a duly completed Proxy Appointment Form signed by the owner/s of the lot they are representing.

PRE-MEETING ELECTRONIC VOTING

Owners Corporations may allow for 'Pre-Meeting Electronic Voting' which is a means of casting a vote electronically, up to 24 hours before the commencement of a meeting.

Our office has implemented an electronic voting platform which enables owners to signal their vote for each motion on the agenda. Access to the voting portal is possible via the following means:

- Clicking on the link under the 'online' heading within the covering letter supplied with this meeting notice (for owners who elect to receive their correspondence via email).
- Scanning the QR Code included on the covering letter under the 'Online' voting option heading (for owners who elect to receive their correspondence via post).

Owners who may not be able to attend the meeting, or prefer to cast their vote electronically may do so via the electronic platform. There are however the following limitations as imposed in the Strata Schemes Management Regulation 2016 (Regulation 14):

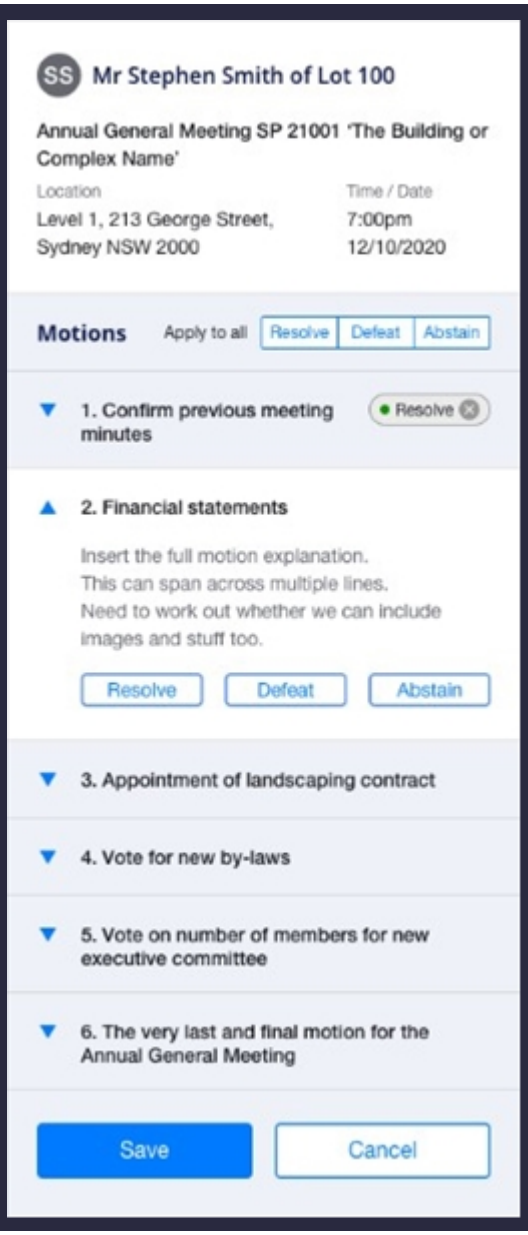
1. The pre-meeting vote may have no effect where a motion is amended at a meeting;
2. A motion that is to be determined wholly by pre-meeting electronic voting may not be amended at the meeting for which the pre-meeting electronic voting is conducted;
3. A motion that is to be determined partly by pre-meeting electronic voting must not be amended at the meeting for which the pre-meeting electronic voting is conducted if the effect of the amendment is to change the subject matter of the original motion;
4. A pre-meeting vote may not be counted for the purposes of a Strata Committee election.

PRE-MEETING
VOTING

VOTING ELECTRONICALLY

Each Motion will appear on the portal:

- Owners can signal whether they would like to 'Resolve', 'Defeat' or 'Abstain' from voting on each motion on the agenda (except for a strata committee election).
- Once a motion has been voted on, the vote will appear next to the motion and owners will then be led to vote on the next motion.
- If an owner would like to change their vote, this is possible by selecting the relevant motion and changing the vote to be submitted.
- Selecting 'Save' confirms the votes being cast.
- At the commencement of the meeting, all pre-meeting electronic votes which have been cast for each motion are provided to the strata manager who will declare the votes submitted.



Traditionally, owners corporation meetings involve gathering all members in a physical location, which can be time-consuming, inconvenient, and sometimes difficult to achieve due to conflicting schedules. By utilising the Pre-Meeting Electronic Voting platform, owners may participate in the decision-making processes, without physically attending the meeting, by casting a vote conveniently and efficiently from the comfort of their own home or wherever they may be.

By embracing Pre-Meeting Electronic Voting, we can collectively enhance the efficiency, transparency, and inclusivity of the decision-making process within your owners corporation. Together, we will continue to build a stronger and more vibrant community.

GENERAL MEETING **INFORMATION**

OFFICE LOCATION & ACCESS

Our Meeting Rooms are located above 'Hardcore Gym', pedestrian entry from 298 Railway Parade, Carlton. Parking is available at the rear of our premises and Carlton railway station from Railway Parade. Lift Access for disabled or less mobile persons is available via our rear entry with prior notification to your strata manager. The facilities at our office enable the meetings for your scheme to be conducted in a comfortable and business like environment and avoid potential W.H. & S. issues and other liabilities for your scheme.

ABOUT THE AGENDA

A synopsis of the motions to be determined at this meeting as well as the statutory requirements relating to the conduct of a general meeting are detailed in the meeting notice. Whilst they are largely self-explanatory, we urge you to read them so you are fully aware of your rights and obligations surrounding the matters to be determined.

MEETING DURATION

The duration of the meeting will largely depend on the number of motions to be determined. A simple proxy meeting (i.e. one conducted via proxy/postal vote) may only take a few minutes, whereas an Annual General Meeting usually last around 1 hour.

WHERE TO FIND OUT MORE

Copies of 'Strata Living', an owner's guide produced by NSW Fair Trading is available from the NSW Fair Trading website www.fairtrading.nsw.gov.au. Strata Living is a useful guide outlining all your rights, obligations and responsibilities of owning in and the administration of Strata Properties in NSW.

You can also find out more regarding the operation of your scheme, strata legislation and other useful information by visiting our website www.netstrata.com.au .

QUESTIONS?

We encourage your questions and feedback surrounding all aspects of the administration of your strata property, however to save time at the meeting we'd ask that any questions you may have regarding the agenda or attachments be directed to your strata manager prior to the meeting.

VOTING & ATTENDANCE

If you are unable to attend the meeting, our office has implemented an electronic voting platform which enables owners to signal their vote for each motion on the agenda. Access to the voting portal is possible via the following means:

- Clicking on the link under the 'online' heading within the covering letter supplied with this meeting notice (for owners who elect to receive their correspondence via email).
- Scanning the QR Code included on the covering letter under the 'Online' voting option heading (for owners who elect to receive their correspondence via post).

GENERAL DISCUSSIONS

If time permits there will be a general discussion period at the conclusion of the meeting so owners have an opportunity to raise other matters not on the agenda, however any decisions made will be limited to the delegated authority of the manager.

NOTES
FOR THE MEETING

This page has been left blank to enable you to jot down any questions you may have regarding the motions to be discussed or any other matter concerning the scheme.

NETSTRATA

NOTES
FOR THE MEETING

This page has been left blank to enable you to jot down any questions you may have regarding the motions to be discussed or any other matter concerning the scheme.

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FOR THE MEETING

This page has been left blank to enable you to jot down any questions you may have regarding the motions to be discussed or any other matter concerning the scheme.



www.netstrata.com.au

P: 1300 638 787

admin@netstrata.com.au

Emergency (after hours): 1300 663 760

Head Office
298 Railway Parade
Carlton NSW 2218

Wollongong Office
Suite 3.03, 3 Rawson St
Wollongong NSW 2500

Sydney CBD Sales Office
Level 26, 44 Market St
Sydney NSW 2000

Liability limited by a scheme approved under Professional Standards Legislation

Fire Safety Statement

Part 12 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021

Please note:
Information to assist building owners to complete each section of the statement is provided on pages 3, 4 and 5.

Section 1: Type of statement

This is (mark applicable box): ☒ an annual fire safety statement (complete the declaration at Section 8 of this form)
☐ a supplementary fire safety statement (complete the declaration at Section 9 of this form)

Section 2: Description of the building or part of the building

This statement applies to: ☒ the whole building ☐ part of the building

Address (Street No., Street Name, Suburb and Postcode)

22 Langston Place & 6 & 8 Chambers Court, Epping NSW 2121

Lot No. (if known)	DP/SP (if known)	Building name (if applicable)
1-192, 1-180, 1-92 & Lot 4	SP103041, SP103042, SP103043 & DP1272951	The Langston

Provide a brief description of the building or part (building use, number of storeys, construction type etc)

Retail, residential & carparking consisting of up to 28 storeys above & 4 storeys below ground level

Section 3: Name and address of the owner(s) of the building or part of the building

Full Name (Given Name/s and Family Name) *

The Owners Corporation of SP103041, SP103042, SP103043 & Cbus Property Langston Place Pty Ltd Lot 4 DP1272951

* Where the owner is not a person/s but an entity including a company or trust insert the full name of that entity.

Address (Street No., Street Name, Suburb and Postcode)

L23/1 Farrer Place, Sydney NSW 2000

Section 4: Fire safety measures

Fire safety measure	Minimum standard of performance	Date(s) assessed	APFS *
Access Panels, Doors & Hoppers	BCA 2016 Amdt 1 Clause C3.13	8/01/2026	F049448A
Automatic Fail-Safe Devices	BCA 2016 Amdt 1 Clauses D2.19 & D2.21	8/01/2026	F049448A
Automatic Fire Detection & Alarm System	BCA 2016 Amdt 1 Spec. E2.2a, AS 1670.1-2015 & Fire Engineering Report prepared by Core Engineering F200050 Rev 5 Dated 10 December 2021 • All tenancies on Ground Floor must be provided with a smoke detection system complying with Section 6 of AS 1670.1-2015 • A smoke detection system throughout Ground Floor in accordance with Section 7 of AS 1670.1-2015 • Smoke detection system on Level 1 of Tower 2 is in accordance with Section 5 of AS 1670.1-2018	8/01/2026	F049448A

Automatic Fire Suppression System	BCA 2016 Amdt 1 Spec. E1.5 & AS 2118.1-2017, AS 2118.6-1995 (Combined sprinkler & hydrant) & Fire Engineering Report prepared by Core Engineering F200050 Rev 5 Dated 10 December 2021
	A combined fire hydrant and sprinkler system is to be installed throughout the building. The following exception is permitted:
	• Sprinkler coverage to the residential shower from sprinkler heads within bathrooms is permitted not to be achieved due to the glass shower screens.
	• Sprinkler coverage to the remainder of the bathroom must be maintained with the sprinkler head located to provide coverage assuming the glazed screen is not present
	The sprinkler system must achieve the following requirements:
	• The sprinkler system must be connected to activate the sound system and intercom system for emergency purposes (SSISEP) and direct brigade alarm on activation.
	• Throughout the basement levels:
	  • Sprinklers must be located on Ordinary Hazard spacing i.e. 12m2 coverage (3m x 4x grids)
	  • Sprinkler heads must be fast response sprinklers with a RTI of not greater than 50 m1/2s1/2
	  • Sprinkler heads must have an activation temperature no greater than 68°C
	• Fast response sprinklers required to plant rooms in Tower 3.
		8/01/2026	F049448A

Building Occupant Warning System Activated by the Sprinkler System	BCA 2016 Amdt 1 Spec. E1.5 & AS 1670-2015	8/01/2026	F049448A
Emergency Evacuation Plan	AS 3745-2005	8/01/2026	F049448A
Emergency Lifts	BCA 2016 Amdt 1 Clause E3.4 & AS 1735.2-2001	8/01/2026	F049448A
Emergency Lighting	BCA 2016 Amdt 1 Clauses E4.2, E4.4 & AS/NZS 2293.1-2005	8/01/2026	F049448A
EWIS	BCA 2016 Amdt 1 Clause E4.9, AS 1670.4-2015 & Fire Engineering Report prepared by Core Engineering F200050 Rev 5 Dated 10 December 2021 A sound System and Intercom System for Emergency Purposes (SSISEP) system shall be provided throughout the building in accordance with DtS Provisions. • The system must achieve a minimum 75 dB at the bedhead in each SOU with all doors closed	8/01/2026	F049448A

	(as per AS 1670.4-2015) • Audible sounders and strobe lights are to be provided to all plant rooms Audible sounders are to be provided to the Level 1 terrace of Tower 1, 2 and 3		
Exit Signs	BCA 2016 Amdt 1 Clauses E4.5, E4.6, E4.8 and AS/NZS 2293.1-2005	8/01/2026	F049448A
Fire Blankets	AS 2444-2001	8/01/2026	F049448A
Fire Control Rooms	BCA 2016 Amdt 1 Spec. E1.8 & Fire Engineering Report prepared by Core Engineering F200050 Rev 5 Dated 10 December 2021 The Fire Control Room (FCR) must comply with DtS Provisions and shall be located on the Ground Floor of Tower 3 • The internal site road must remain trafficable by a fire brigade appliance at all times up to the entry to the FCR and be connected to Chambers Ct • Ensuring that the Level 1 rooftop hatch in fire stair FS-1A is closed at all times except during use is to be included in standard operating procedures for maintenance personnel accessing the roof • Sub-FIPs must be located in the lobby of Tower 1 and Tower 2 as shown in Figure 5-1 of the FER Emergency services information package and tactical fire plans must be provided at the FCC is accordance with FRNSW guideline: http://www.fire.nsw.gov.au/gallery/filers/pdf/guidelines/guidelines_ESIP_and_TFP.pdf	8/01/2026	F049448A
Fire Dampers	BCA 2016 Amdt 1 Clause C3.15, AS 1668.1-2015 & AS 1682.1 & 2-1990	30/01/2026	F056799A
Fire Doors	BCA 2016 Amdt 1 Clauses C3.2, C3.4, C3.5, C3.6, C3.7, C3.8, AS 1905.1-2005 & Fire Engineering Report prepared by Core Engineering F200050 Rev 5 Dated 10 December 2021 The rooftop hatch in the fire stair (FS-1A) of Tower 1 if permitted to achieve minimum --/60/-- FRL and not be self-closing. • This requires that no combustible items be located on the roof • The roof of Tower 1 (Level 19) is required to achieve a fire rating of at least 60/60/60 throughout • Signage on the inside of the access hatch and fire stair of stair entry door on Level 18 of Tower 1 must read “HUTCH MUST REMAIN CLOSED WHEN NOT IN USE” The fire doors on Level 27 of Tower 3 (i.e. immediately below the plant room) must be	8/01/2026	F049448A

	permanently unlocked		
Fire Hose Reels	BCA 2016 Amdt 1 Clause E1.4 & AS 2441-2005	8/01/2026	F049448A

Fire Seals	BCA 2016 Amdt 1 Clause C3.15, AS 1530.4-1997 & Fire Engineering Report prepared by Core Engineering F200050 Rev 5 Dated 10 December 2021
	• Medium temperature smoke seals are required for all fire doors in the bounding construction of the public corridor, including SOU entry doors, on every residential level. The following exceptions are permitted:
	  • Lift doors
	  • Doors to cupboards containing only fire services and associated risers
	  • Doors to fire isolated stairs
	  • Doors to cupboards or rooms containing gas and water meters
	  • Doors from the outdoor terrace area into the public residential
	  • Corridors on Level 1
	• Medium temperature smoke seals must be installed to the perimeter and bottom of the applicable doors and tested to operate for 30 minutes at 200°C in accordance with AS 1530.7-2007
		8/01/2026	F049448A

Fire Hydrant System	BCA 2016 Amdt 1 Clause E1.3, AS 2419.1-2005 & Fire Engineering Report prepared by Core Engineering F200050 Rev 5 Dated 10 December 2021 • All hydrant connection points must be fitted with Storz hose couplings which comply with Clause 7.1 and 8.5.11 AS 2419.1-2005. Further information is available from the FRNSW Guide Sheet No.4 'Hydrant system connectors' available at www.fire.nsw.gov.au. The booster assembly shall be provided with compliant radiant heat shield protection • Where additional hydrants (as per Clause 3.2.3.3 of AS 2419.1-2005) are required, floor specific block plans (minimum A3 on size) must be installed adjacent to the internal fire hydrants located within the fire isolated stairwells • The floor specific block plans must be permanently mounted and oriented in such a manner so as to reflect the aspect of the installation as it is presented to the reader Zone block plans are to be provided for use by the fire brigade adjacent to all CIE, sprinkler control valves, and hydrant booster assembly. These plans must show: • A 'YOU ARE HERE' indicator	8/01/2026	F049448A

	• Location of all site CIE • Location of the combined hydrant/sprinkler booster assembly Location of access to the pump room		
Lightweight Construction	BCA 2016 Amdt 1 Clause C1.8, AS 1530.3-1999 & Fire Engineering Report prepared by Core Engineering F200050 Rev 5 Dated 10 December 2021 • The degree of glazing provided to each retail tenancy shopfront must be not be less than that in the FER • All loadbearing columns and walls including those incorporated within any firewalls, must achieve minimum 180/--/-- FRL • The slab above the retail areas on Ground Floor must achieve minimum 180/180/180 FRL • Where a retail tenancy shares a common wall with a substation, the fire rating of that wall must be the higher between that nominated by the supply authority or 180/120/120 FRL Any modification to the compartment sizes such as subdivision or reduction in degree of shopfront glazing must be re-assessed by a fire engineer	8/01/2026	F049448A
Mechanical Air Handling System	BCA 2016 Amdt 1 Clause E2.2, AS/NZS 1668.1-2015, AS 1668.2-2012 & Fire Engineering Report prepared by Core Engineering F200050 Rev 5 Dated 10 December 2021 No jet fans are permitted to be used in the basement carparking levels	30/01/2026	F056799A
Paths of Travel	EP&A Reg 2000 Clause 186	8/01/2026	F049448A
Portable Fire Extinguishers	BCA 2016 Amdt 1 clause E1.6, AS 2444-2001 & Fire Engineering Report prepared by Core Engineering F200050 Rev 5 Dated 10 December 2021 Portable fire extinguishers provided to the residential portions of the building shall be ABE type and minimum 2.5kg, located within 10m of every SOU entry door	8/01/2026	F049448A
Pressurising Systems	BCA 2016 Amdt 1 Clause E2.2 & AS/NZS 1668.1-2015	30/01/2026	F056799A
Required Exit Doors (power operated)	BCA 2016 Amdt 1 Clause D2.19(d)	8/01/2026	F049448A
Self-Closing Fire Hoppers	BCA 2016 Amdt 1 Clause C3.13 & AS 1530.4-1997	8/01/2026	F049448A
Smoke Hazard Management System	BCA 2016 Amdt 1 Part E2, AS/NZS 1668.1-2015 & Fire Engineering Report prepared by Core Engineering F200050 Rev 5 Dated 10 December 2021	30/01/2026	F056799A

Smoke and/or Heat Alarm System	BCA 2016 Amdt 1 Spec. E2.2a & AS 3786-1993	08/12/2025	F049448A
Warning & Operational Signs	BCA 2016 Amdt 1 Clauses C3.6, D2.23, E3.3, Section 183 of the EP&A Regulations 2000, AS 1905.1-2005 & Fire Engineering Report prepared by Core Engineering F200050 Rev 5 Dated 10 December 2021	08/12/2025	F049448A
Management is Use	Fire Engineering Report prepared by Core Engineering F200050 Rev 5 Dated 10 December 2021 The following measures are required to support the Performance Solutions: • Signage must be provided to the corridor on Level 28 of Tower 3 that indicates 'NO STORAGE OF GOODS IN CORRIDOR' • All maintenance staff and potential occupants of the plantroom on Level 28 of Tower 3 must be made aware of the ability to re-enter the building on Level 27 and access an alternative stair as part of their induction procedures • Management procedures to ensure that the Level 1 rooftop hatch in fire stair FS-1A is closed at all times except during use. This is to be included in standard operating procedures for maintenance personnel accessing the roof • Management procedures to maintain the hydrant booster hardstand clear of any storage at any time which is to be checked by staff at least once daily • Written confirmation from the RMS is required to confirm the hardstand is to remain accessible by FRNSW appliances at all times • Management procedures to ensure that the corridor on Level 1 of Tower 2 is maintained free of fuel loads and combustibles	08/12/2025	F049448A
Fire Engineering Report	Fire Engineering Report prepared by Core Engineering F200050 Rev 5 Dated 10 December 2021 • A dedicated hardstand is required. This hardstand must comply with the requirements of FRNSW's Fire Safety Guideline: 'Access for Emergency Vehicles and Emergency Service Personnel' e.g. must be capable of withstanding the loads imposed be staged fire brigade appliances • This hardstand must be maintained clear at all times by site personnel and is the responsibility of the building owner. The requirement for this to be maintained clear must be listed as an Essential Fire Safety Measure on the Annual Fire Safety Schedule	8/01/2026	F049448A

* See notes on page 4 about how to correctly identify an accredited practitioner (fire safety) (APFS). Also, new rows can be added if required.

Fire Safety Statement

Part 15 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021

Section 5: Inspection of fire exits and paths of travel to fire exits (Part 15)

Part of the building inspected	Date(s) inspected	APFS *
Whole building	8/01/2026	F049448A

* See notes on page 4 about how to correctly identify an accredited practitioner (fire safety) (APFS). Also, new rows can be added if required.

Section 6: Name and contact details of each accredited practitioner (fire safety) (APFS)*

Full name (Given Name/s and Family Name)	Address	Phone	APFS*	Signature
Adam Chomicki	8 Clarke St, Crows Nest NSW 2065	02 9437 0011	F049448A	
Juan Castro	12/2 Daydream Street Warriewood, NSW 2102	02 9997 4244	F056799A	

* Where applicable – see notes on page 4 for further information.

Section 7: Details of the person making the declaration in section 8 or 9

Full name (Given Name/s and Family Name)

Steven Xue

Organisation (if applicable)	Title/Position (if applicable)
Netstrata	Fire safety coordinator

Address (Street No, Street Name, Suburb and Postcode)

C/- Netstrata PO BOX 265 Hurstville BC 1481

Phone	Email
8567 6400	Steven.Xue@netstrata.com.au

The person making the declaration in section 8 or 9 must not be an APFS listed in section 6 or their employer/employee or direct associate.

Section 8: Annual fire safety statement declaration

I, Steven Xue on behalf of SP103041, SP103042, SP 103043 (insert full name) being the: ☐ owner ☒ owner's agent declare that:

a) each essential fire safety measure specified in this statement has been assessed by an accredited practitioner (fire safety) as capable of performing:

   i. for an essential fire safety measure specified in the fire safety schedule, to a standard no less than that specified in the schedule, or

   ii. for an essential fire safety measure applicable to the building but not specified in the fire safety schedule, to a standard no less than that to which the measure was originally designed and implemented, and

b) the building has been inspected by an accredited practitioner (fire safety) and was found, when it was inspected, to be in a condition that did not disclose grounds for a prosecution under Part 15 of the Regulation.

Owner/Agent Signature	Date issued
SXue	04/02/2026

COMMON SEAL THE OWNERS STRATA PLAN 103041

COMMON SEAL THE OWNERS STRATA PLAN 103042

COMMON SEAL THE OWNERS STRATA PLAN 103043

Section 9: Supplementary fire safety statement declaration

I, Click here (insert full name) being the: ☐ owner ☐ owner's agent

declare that each critical fire safety measure specified in this statement has been assessed by an accredited practitioner (fire safety) as capable of performing to at least the standard required by the current fire safety schedule for the building.

Owner/Agent Signature	Date issued

Note:

- A fire safety statement for a building must not be issued unless the statement is accompanied by a fire safety schedule for the building in accordance with the Regulation.
- The building owner(s) are also responsible for ensuring that essential fire safety measures are maintained in accordance with section 81 of the Regulation. An agent cannot be made responsible for this requirement.

Strata Plans 103041, 103042 & 103043
22 Langston Pl & 6-8 Chambers Court
Epping NSW 2121

FIRE SAFETY SCHEDULE

Safety Measure	Minimum Standard of Performance
Access Panels, Doors & Hoppers	BCA 2016 Amdt 1 Clause C3.13
Automatic Fail-Safe Devices	BCA 2016 Amdt 1 Clauses D2.19 & D2.21
Automatic Fire Detection & Alarm System	BCA 2016 Amdt 1 Spec. E2.2a, AS 1670.1-2015 & Fire Engineering Report prepared by Core Engineering F200050 Rev 5 Dated 10 December 2021 • All tenancies on Ground Floor must be provided with a smoke detection system complying with Section 6 of AS 1670.1-2015 • A smoke detection system throughout Ground Floor in accordance with Section 7 of AS 1670.1-2015 • Smoke detection system on Level 1 of Tower 2 is in accordance with Section 5 of AS 1670.1-2018 **Works Under 221039/01** BCA 2019 Amdt 1 Clause E2.2, Spec. E2.2, AS 1670.1-2015 (Via Section 74 Exemption) & Fire Engineering Report prepared by Core Engineering F200050 Rev 5, dated 10 December 2021

Automatic Fire Suppression System	BCA 2016 Amdt 1 Spec. E1.5 & AS 2118.1-2017, AS 2118.6-1995 (Combined sprinkler & hydrant) & Fire Engineering Report prepared by Core Engineering F200050 Rev 5 Dated 10 December 2021
	A combined fire hydrant and sprinkler system is to be installed throughout the building. The following exception is permitted:
	• Sprinkler coverage to the residential shower from sprinkler heads within bathrooms is permitted not to be achieved due to the glass shower screens.
	• Sprinkler coverage to the remainder of the bathroom must be maintained with the sprinkler head located to provide coverage assuming the glazed screen is not present
	The sprinkler system must achieve the following requirements:
	• The sprinkler system must be connected to activate the sound system and intercom system for emergency purposes (SSISEP) and direct brigade alarm on activation.
	• Throughout the basement levels:
	  • Sprinklers must be located on Ordinary Hazard spacing i.e. 12m2 coverage (3m x 4x grids)
	  • Sprinkler heads must be fast response sprinklers with a RTI of not greater than 50 m1/2s1/2
	  • Sprinkler heads must have an activation temperature no greater than 68°C
	• Fast response sprinklers required to plant rooms in Tower 3.
	Works Under 221121/01
	BCA 2019 Amdt 1 Clause E1.5 & AS 2118.1-2017 & Fire Engineering Report prepared by Core Engineering F200050 Rev 5 Dated 10 December 2021
	A combined fire hydrant and sprinkler system is to be installed throughout the building. The following exception is permitted:
	• Sprinkler coverage to the residential shower from sprinkler heads within bathrooms is permitted not to be achieved due to the glass shower screens.

	• Sprinkler coverage to the remainder of the bathroom must be maintained with the sprinkler head located to provide coverage assuming the glazed screen is not present
	The sprinkler system must achieve the following requirements:
	• The sprinkler system must be connected to activate the sound system and intercom system for emergency purposes (SSISEP) and direct brigade alarm on activation.
	• Throughout the basement levels:
	  • Sprinklers must be located on Ordinary Hazard spacing i.e. 12m2 coverage (3m x 4x grids)
	  • Sprinkler heads must be fast response sprinklers with a RTI of not greater than 50 m1/2s1/2
	  • Sprinkler heads must have an activation temperature no greater than 68°C
	  • Fast response sprinklers required to plant rooms in Tower 3
	Works Under 221039/01
	BCA 2019 Amdt 1 Clause E1.5, Spec. E1.5, AS 2118.1-2017 & Fire Engineering Report prepared by Core Engineering F200050 Rev 5, dated 10 December 2021

Building Occupant Warning System Activated by the Sprinkler System	BCA 2016 Amdt 1 Spec. E1.5 & AS 1670-2015
Emergency Evacuation Plan	AS 3745-2002
Emergency Lifts	BCA 2016 Amdt 1 Clause E3.4 & AS 1735.2-2001
Emergency Lighting	BCA 2016 Amdt 1 Clauses E4.2, E4.4 & AS/NZS 2293.1-2005 **Works Under 221039/01** BCA 2019 Amdt 1 Clauses E4.2, E4.4 & AS 2293.1-2018
EWIS	BCA 2016 Amdt 1 Clause E4.9, AS 1670.4-2015 & Fire Engineering Report prepared by Core Engineering F200050 Rev 5 Dated 10 December 2021 A sound System and Intercom System for Emergency Purposes (SSISEP) system shall be provided throughout the building in accordance with DtS Provisions. • The system must achieve a minimum 75 dB at the bedhead in each SOU with all doors closed (as per AS 1670.4-2015) • Audible sounders and strobe lights are to be provided to all plant rooms • Audible sounders are to be provided to the Level 1 terrace of Tower 1, 2 and 3 **Works Under 221039/01** BCA 2019 Amdt 1 Clause E4.9, AS 1670.4-2015 (Via Section 74 Exemption) & Fire Engineering Report prepared by Core Engineering F200050 Rev 5, dated 10 December 2021
Exit Signs	BCA 2016 Amdt 1 Clauses E4.5, E4.6, E4.8 and AS/NZS 2293.1-2005 **Works Under 221039/01** BCA 2019 Amdt 1 Clauses E4.5, NSW E4.6, E4.8 & AS 2293.1-2018
Fire Blankets	AS 2444-2001
Fire Control Rooms	BCA 2016 Amdt 1 Spec. E1.8 & Fire Engineering Report prepared by Core Engineering F200050 Rev 5 Dated 10 December 2021 The Fire Control Room (FCR) must comply with DtS Provisions and shall be located on the Ground Floor of Tower 3 • The internal site road must remain trafficable by a fire brigade appliance at all times up to the entry to the FCR and be connected to Chambers Ct • Ensuring that the Level 1 rooftop hatch in fire stair FS-1A is closed at all times except during use is to be included in

	standard operating procedures for maintenance personnel accessing the roof • Sub-FIPs must be located in the lobby of Tower 1 and Tower 2 as shown in Figure 5-1 of the FER Emergency services information package and tactical fire plans must be provided at the FCC is accordance with FRNSW guideline: http://www.fire.nsw.gov.au/gallery/filers/pdf/guidelines/guidelines_ESIP_and_TFP.pdf
Fire Dampers	BCA 2016 Amdt 1 Clause C3.15, AS 1668.1-2015 & AS 1682.1 & 2-1990
Fire Doors	BCA 2016 Amdt 1 Clauses C3.2, C3.4, C3.5, C3.6, C3.7, C3.8, AS 1905.1-2005 & Fire Engineering Report prepared by Core Engineering F200050 Rev 5 Dated 10 December 2021 The rooftop hatch in the fire stair (FS-1A) of Tower 1 if permitted to achieve minimum --/60/-- FRL and not be self-closing. • This requires that no combustible items be located on the roof • The roof of Tower 1 (Level 19) is required to achieve a fire rating of at least 60/60/60 throughout • Signage on the inside of the access hatch and fire stair of stair entry door on Level 18 of Tower 1 must read “HUTCH MUST REMAIN CLOSED WHEN NOT IN USE” The fire doors on Level 27 of Tower 3 (i.e. immediately below the plant room) must be permanently unlocked
Fire Hose Reels	BCA 2016 Amdt 1 Clause E1.4 & AS 2441-2005 Works Under 221121/01 BCA 2019 Amdt 1 Clause E1.4 & AS 2441.1-2005

Fire Seals	BCA 2016 Amdt 1 Clause C3.15, AS 1530.4-1997 & Fire Engineering Report prepared by Core Engineering F200050 Rev 5 Dated 10 December 2021
	• Medium temperature smoke seals are required for all fire doors in the bounding construction of the public corridor, including SOU entry doors, on every residential level. The following exceptions are permitted:
	  • Lift doors
	  • Doors to cupboards containing only fire services and associated risers
	  • Doors to fire isolated stairs
	  • Doors to cupboards or rooms containing gas and water meters
	  • Doors from the outdoor terrace area into the public residential
	  • Corridors on Level 1
	Medium temperature smoke seals must be installed to the perimeter and bottom of the applicable doors and tested to operate for 30 minutes at 200°C in accordance with AS 1530.7-2007

Fire Hydrant System	BCA 2016 Amdt 1 Clause E1.3, AS 2419.1-2005 & Fire Engineering Report prepared by Core Engineering F200050 Rev 5 Dated 10 December 2021 • All hydrant connection points must be fitted with Storz hose couplings which comply with Clause 7.1 and 8.5.11 AS 2419.1-2005. Further information is available from the FRNSW Guide Sheet No.4 ‘Hydrant system connectors’ available at www.fire.nsw.gov.au. The booster assembly shall be provided with compliant radiant heat shield protection • Where additional hydrants (as per Clause 3.2.3.3 of AS 2419.1-2005) are required, floor specific block plans (minimum A3 on size) must be installed adjacent to the internal fire hydrants located within the fire isolated stairwells

	• The floor specific block plans must be permanently mounted and oriented in such a manner so as to reflect the aspect of the installation as it is presented to the reader Zone block plans are to be provided for use by the fire brigade adjacent to all CIE, sprinkler control valves, and hydrant booster assembly. These plans must show: • A 'YOU ARE HERE' indicator • Location of all site CIE • Location of the combined hydrant/sprinkler booster assembly • Location of access to the pump room
Lightweight Construction	BCA 2016 Amdt 1 Clause C1.8, AS 1530.3-1999 & Fire Engineering Report prepared by Core Engineering F200050 Rev 5 Dated 10 December 2021 • The degree of glazing provided to each retail tenancy shopfront must be not be less than that in the FER • All loadbearing columns and walls including those incorporated within any firewalls, must achieve minimum 180/--/-- FRL • The slab above the retail areas on Ground Floor must achieve minimum 180/180/180 FRL • Where a retail tenancy shares a common wall with a substation, the fire rating of that wall must be the higher between that nominated by the supply authority or 180/120/120 FRL Any modification to the compartment sizes such as subdivision or reduction in degree of shopfront glazing must be re-assessed by a fire engineer
Mechanical Air Handling System	BCA 2016 Amdt 1 Clause E2.2, AS/NZS 1668.1-2015, AS 1668.2-2012 & Fire Engineering Report prepared by Core Engineering F200050 Rev 5 Dated 10 December 2021 No jet fans are permitted to be used in the basement carparking levels **Works Under 221039/01** BCA 2019 Amdt 1 Clause E2.2, AS/NZS 1668.1-2015, AS 1668.2-2012 & Fire Engineering Report prepared by Core Engineering F200050 Rev 5, dated 10 December 2021
Paths of Travel	EP&A Reg 2000 Clause 186
Portable Fire Extinguishers	BCA 2016 Amdt 1 clause E1.6, AS 2444-2001 & Fire Engineering Report prepared by Core Engineering F200050 Rev 5 Dated 10 December 2021 Portable fire extinguishers provided to the residential portions of the building shall be ABE type and minimum 2.5kg, located within 10m of every SOU entry door
Pressurising Systems	BCA 2016 Amdt 1 Clause E2.2 & AS/NZS 1668.1-2015
Required Exit Doors (power operated)	BCA 2016 Amdt 1 Clause D2.19(d)
Self-Closing Fire Hoppers	BCA 2016 Amdt 1 Clause C3.13 & AS 1530.4-1997
Smoke Hazard Management System	BCA 2016 Amdt 1 Part E2, AS/NZS 1668.1-2015 & Fire Engineering Report prepared by Core Engineering F200050 Rev 5 Dated 10 December 2021
Smoke and/or Heat Alarm System	BCA 2016 Amdt 1 Spec. E2.2a & AS 3786-1993
Warning & Operational Signs	BCA 2016 Amdt 1 Clauses C3.6, D2.23, E3.3, AS 1905.1-2005, Section 183 of the EP&A Regulations 2000 & Fire Engineering Report prepared by Core Engineering F200050 Rev 5 Dated 10 December 2021
Management is Use	Fire Engineering Report prepared by Core Engineering F200050 Rev 5 Dated 10 December 2021 The following measures are required to support the Performance Solutions:

	• Signage must be provided to the corridor on Level 28 of Tower 3 that indicates 'NO STORAGE OF GOODS IN CORRIDOR' • All maintenance staff and potential occupants of the plantroom on Level 28 of Tower 3 must be made aware of the ability to re-enter the building on Level 27 and access an alternative stair as part of their induction procedures • Management procedures to ensure that the Level 1 rooftop hatch in fire stair FS-1A is closed at all times except during use. This is to be included in standard operating procedures for maintenance personnel accessing the roof • Management procedures to maintain the hydrant booster hardstand clear of any storage at any time which is to be checked by staff at least once daily • Written confirmation from the RMS is required to confirm the hardstand is to remain accessible by FRNSW appliances at all times • Management procedures to ensure that the corridor on Level 1 of Tower 2 is maintained free of fuel loads and combustibles
Fire Engineering Report	Fire Engineering Report prepared by Core Engineering F200050 Rev 5 Dated 10 December 2021 • A dedicated hardstand is required. This hardstand must comply with the requirements of FRNSW's Fire Safety Guideline: 'Access for Emergency Vehicles and Emergency Service Personnel' e.g. must be capable of withstanding the loads imposed be staged fire brigade appliances • This hardstand must be maintained clear at all times by site personnel and is the responsibility of the building owner. The requirement for this to be maintained clear must be listed as an Essential Fire Safety Measure on the Annual Fire Safety Schedule

ARCHI-QS
Capital Works Plan Specialists

Capital Works Plan

| Maintenance is better than repair



CWP23.0037

Date
23/05/2023

Revision
00

SP 103041

Property Address
20 Langston Place, Epping NSW 2121

Building Name
Lexton Tower

Internal Reference
CWP23.0037

Document Control

Update	Revision	Date	Prepared by	Quality Assurance	Authorised by
Initial Report	00	23/05/2023	RB	SB	SS

Distribution Log

Recipient	Email	Date	Report Sent
Shayne Skevington	shayne.skevington@netstrata.com.au	23/05/2023	Initial Report, Rev 00

Disclaimer

This report has been prepared for the sole purpose of providing a Capital Works Plan in accordance with the relevant Strata Schemes Management Act and Regulation for the strata building. Archi-QS Pty Limited, its agents, and employees are not liable to any person for any damage or loss, which has occurred or may occur in relation to that person taking, or not taking action in respect of any representation, statement, opinion or advice referred to above.

Archi-QS

Shop 3 | 350 Oxford Street
Bondi Junction NSW 2022
P: 02 9586 4401
E: admin@archi-qs.com.au
W: archi-qs.com.au

AIQS | Practice of the Australian Institute of Quantity Surveyors No. 2752
AIA | A+ Practice of the Australian Institute of Architects No. E9104

Samuel Star | Principal, Certified Quantity Surveyor FAIQS, CQS, No. 2752
Sarah Bozionelos | Senior Manager, Nominated Architect RAIA NSW ARB 10024

Contents

1. Introduction **4**
1.1 Instructions 4
1.2 Purpose 4
1.3 Limitations 4

2. Exclusions and Assumptions **4**
2.1 General Exclusions 4
2.2 Defect Exclusions 4
2.3 Assumptions 5

3. Inspection Details **5**

4. Strata Plan Details **5**

5. Recommended Capital Works Plan **5**

6. Methodology 6
6.1 Assessment method 6
6.2 Recommendations Method 7

7. Owners Obligations **8**
7.1 Duty to provide a Capital Works Plan 8
7.2 Benefits of Future Planning 8
7.3 Review of the Capital Works Plan 8
7.4 Update Repandts 8
7.5 Queries 8

8. Recommendations **9**

Appendix A: References and Definitions
Appendix B: 10 Year CWP Forecast
Appendix C: Owners Proposed Levies

1. Introduction

1.1 Instructions

Instructions were received from Netstrata Pty Ltd dated 3 April 2023, to carry out a Capital Works Plan (CWP) on behalf of the Owners Corporation (OC) for the strata building SP 103041 located at 20 Langston Place, Epping NSW 2121, known as Lexton Tower. We wish to confirm that this is the initial report for the subject property.

1.2 Purpose

The purpose of this report is to create a CWP to cover the anticipated future expenditure required to maintain and update the subject building over a forecast period of 10 years. The assessment involves the identification and quantification of assets and issues within the common property, valued against a predicted life span in order to forecast the likely expenses. This is used as a basis to calculate reasonable contributions in order to retain the building's integrity, whilst reducing the need for special capital works levies, and future exhaustive maintenance or reinstatement major costs.

This report is carried out in accordance with the Strata Schemes Management Act. Archi-QS aim to maintain the interest of the OC and where appropriate, offer cost effective alternatives to defects and deterioration identified during inspection, and take a common sense approach to such issues. It ultimately falls on the OC to make their own decision in adopting, partly adopting or shelving the recommendations.

1.3 Limitations

The inspection is based on visual identification and unobtrusive methods only. It is limited to readily accessible common areas, being those areas that during inspection were directly accessible without requiring the removal or movement of building elements and that were clear from obstruction. It does not include an inspection within private property/individual lots. The recommendations included in this report are only applicable to the state of the property at the time of inspection.

2. Exclusions and Assumptions

2.1 General Exclusions

Unless specifically noted, the CWP does NOT make allowances for expenditure resulting directly or indirectly from:

- Unforeseeable events;
- Changes to the use of the building;
- Pest control;
- Utility bills for common use areas;
- Minor repairs and maintenance;
- Insurance premiums and excesses;
- Building valuations;
- Tax return fees, bank charges, auditing and other taxes;
- Running costs of the Executive Committee or strata management fees (if not self-managed);
- Any items and issues covered by the Administration Fund;
- Work to comply with government legislation, building codes, Work Health and Safety or Australian Standards.

2.2 Defect Exclusions

This report does NOT include details of defect identification, method of rectification nor costs to rectify. Provisional allowances have been made where works are identified as urgent or have been subject to extensive wear and tear. If such items were put to tender, it would be expected that quotations would vary quite significantly and it is recommended that several quotations are sources as far in advance of any anticipated works. Where quotes for scheduled works have been provided by the OC they are included in the 10 Year CWP Forecast.

Should the OC require a detailed defects assessment and cost to rectify, or an independent review and verification of the sub-contractors and suppliers quotes and scope of works obtained, this can be requested in addition to this report from our company at an additional fee dependant on the state of the property - i.e. the number of defects found.

2.3 Assumptions

It is assumed that for new buildings, the defect liability has lapsed at the time of compiling this report. It is also assumed that for buildings affected by the Strata Building Bond and Inspection Scheme, the defects will be rectified by the developer and the OC within the first 3-4 years of the date of the occupation certificate. In this case, an approved building inspector and cost assessor would be appointed by OC within one (1) year of the date of the occupation certificate. For more details visit: https://www.fairtrading.nsw.gov.au/housing-and-property/strata-building-bond-and-inspections-scheme

3. Inspection Details

Inspection by	Samuel Star
Owners' corporation representative present	Not applicable
Inspection date	21/04/2023
Inspected areas	Readily accessible common areas only

4. Strata Plan Details

Registered SP date	14/02/2022
Total lot entitlements	100000
Number of lots	190

5. Recommended Capital Works Plan

Forecast opening balance date	1/04/2024
Recommended annual contributions (incl. GST)	$73,998.68

The recommended CWP contribution is consistent with the condition, type, scale, age and location of the subject property. The 10 year capital works plan forecast is attached in Appendix B. A summary of the projected levies over 10 years for each lot, is attached in Appendix C. The following tabled figures are a summary of the CWP projected over the next ten (10) years, should the recommended contributions be implemented and maintained.

Table 1: Current CWP

Financial Year End	Opening Balance	Annual Contributions	Anticipated Expenditure (incl. contingency)	Closing Balance
2024	$73,999	**$73,999**	$14,572	$133,425
2025	$133,425	$76,959	$12,295	$198,088
2026	$198,088	$80,037	$12,787	$265,338
2027	$265,338	$83,238	$13,299	$335,278
2028	$335,278	$86,568	$51,376	$370,470
2029	$370,470	$90,031	$14,384	$446,117
2030	$446,117	$93,632	$229,999	$309,750
2031	$309,750	$97,377	$44,960	$362,167
2032	$362,167	$101,272	$16,180	$447,259
2033	$447,259	$105,323	$415,827	$136,756

Notes
Opening Balance + Total Annual Contribution - Total Anticipated Expenditure = Closing Balance
All figures are GST inclusive

6. Methodology

6.1 Assessment method

The following tabled information is used to generate a 10 Year CWP Forecast (attached in Appendix B).

1	**Assets**	The included assets are items which are understood to be the responsibility of the OC that cannot be economically repaired or maintained without reinstatement. They are common property items only. Archi-QS have reviewed the strata plans and are not aware of any by-laws or other agreements which alter the extent of assets for which the OC is responsible. Where we have been unable to examine an area of common property we have assumed the current condition, building materials and construction methods bearing in mind the age and character of the building.
2	**Cost**	Reinstatement costs are the estimated expenditures to restore items back to their original state. The costs are based on industry standards, the current market and the input of the quantity surveyor. The costs: □ Assume the work will be carried out by qualified and independent tradespeople; □ Are current at the date of this report; □ Consider the availability of replacement parts; □ May allow for partial restoration or total replacement; □ Are inclusive of GST; □ Factors in inflation.
3	**Effective Life (EL)**	Aside from the reinstatement cost, the CWP is based upon the anticipated Effective Life (EL) and Remaining Life (RL) of each asset. The EL is the amount of time anticipated before reinstatement of the item is required. The EL of various assets has been derived from the Property Depreciation Handbook and the Australian Construction Handbook. Our report is also based on manufacturer's guidelines (which are always adjusted) and the input of the quantity surveyor.
4	**Remaining Life (RL)**	The RL is based on the adopted EL, the current age of the building, and where applicable, the current condition at the time of the site inspection and / or reported relevant defects and works to be completed or in progress.
5	**Inflation**	The estimated building inflation rate is anticipated over the life of the CWP. Variances in inflation can significantly impact a funds cash position, and we recommend the plan be periodically updated to address inflation discrepancies.
6	**Goods and Services Tax (GST)**	All figures in this report include GST, unless otherwise specified.
7	**Current CWP Fund**	The assessment of the sustainability of the CWP takes into consideration of the current annual levy and opening balance at the financial year start, in order to recommend the proposed contributions of each lot apportioned by their unit entitlements.

6.2 Recommendations Method

The following tabled information is used to generate a 10 Year CWP Forecast (attached in Appendix B).

8	**Contributions**	The reinstatement cost of each item is apportioned over its RL and annual contributions increase with inflation to ensure sufficient funds are available at reinstatement. Once reinstatement is complete, annual contributions are recalculated to ensure sufficient funds are available to reinstate the item based on the new reinstatement date. The recommended annual contribution, which is the basis of the individual lot levies, is the sum of all annual contributions. The recommended contributions are generally attributed to the following: □ The building/assets age, current condition and insured duration; □ Historical performance of the asset and similar items; □ Local conditions and the assets ability to carry out its intended function; □ The owners' corporations required standards. Subsequent contributions will increase gradually to ensure that future costs are met, and that a rational balance between anticipated and actual expenditure is maintained. As a building ages it becomes more expensive to maintain as the major cost items fall past the ten (10) years shown in the 10 Year CWP Forecast, and are increasingly present once the building life cycle reaches twenty (20) years.
9	**Levies**	The levies are the annual contribution spread across each lots unit entitlement. It is the recommended amount that the owners' corporation should adopt in avoiding a CWP deficit, particularly in the case where a large lump sum asset requires reinstatement. The assessment always tries to maintain reasonable contributions in order to retain the subject building's integrity, whilst reducing the need for special levies and needless repairs.
10	**Special Levy**	A special levy is additional to the CWP levy and consists of a one-off lump sum figure allocated usually within the first year. Costs are shared by each property owner based on their unit entitlement. This levy is recommended when the current contributions and existing balance are too low to cover the works required, despite efforts to create a reasonable levy. The special levy is rare, however, it provides the best solution to affected properties. Examples could be a fire and engineering upgrade to a large building, lift replacement, or replacement of a driveway.

7. Owners Obligations

7.1 Duty to provide a Capital Works Plan

Division 2 Section 79 (2) of the Strata Schemes Management Act states:
An Owners Corporation must, at each annual general meeting, estimate how much money it will need to credit to its capital works fund for actual and expected expenditure.

This recognises that all lot owners' contribute to the costs of repair, renewal and replacement of common property items.

7.2 Benefits of Future Planning

The CWP forms a process of future planning. Benefits of this are as follow:

- Limits the burden of current owners at the time of capital reinstatement;
- Reduces the financial hardship of costly special levies;
- Improves a strata's cash flow provision;
- Improves a strata's ability to react to sudden or emergency events;
- Positively impacts on capital values;
- Maintains the buildings desired appearance and performance;
- Allows existing savings to be invested to reduce owner's annual contributions;
- May provide taxation advantages for investors as they are entitled to the deductions if contributions are paid into a general purpose CWP.

7.3 Review of the Capital Works Plan

Division 2 Section 80 (3) of the Strata Schemes Management Act states:
An owners corporation may, by resolution at a general meeting, review, revise or replace a 10-year plan prepared under this section and must review the plan at least once every 5 years.

Hence, we recommend this report be updated at least once every five (5) years as per the act to ensure that the capital works fund reflects the actual aging and associated works of the building, as well as any changes in circumstances within the common property and the allocation of funds.

7.4 Update Reports

If this or future reports are updates of CWPs previously carried out by our office, there will be variations in the calculations and descriptions of certain assets. Although such variances can often be mistaken for errors or oversights, they are in fact a part of our evolving services in keeping abreast of the ever changing strata and building industries. The adjustments are usually due to three factors:

1. The asset has been deleted as it was not identified on site during the most recent inspection, or its EL is beyond the 40 years (approximately over 80 years) and will not have an impact on the calculation;
2. The asset has been added as it was identified during the most recent site inspection and now forms a part of the common property and consequently, the calculations;
3. The asset has been re-categorised under a different description.

7.5 Queries

It is our company policy that all queries relating to the property in question should be arranged once only in point form (as opposed to drip feed enquiries) and sent through to Archi-QS Pty Limited from the Strata Manager directly. This will ensure that the strata manager remains informed and avoids any misunderstandings between the parties. Queries are NOT to be handled directly, nor via phone between the owners' corporation and our company. If queries are sent through individually and are proven not to be the fault of Archi-QS Pty Limited, they shall be charged at $350+GST per hour.

8. Recommendations

The recommended CWP contribution is detailed in Section 5 of this report and matches the current levy, as the current contribution is consistent with the condition, type, scale, age and location of the subject property.

We recommend this report be updated at least once every five (5) years as per the Act to ensure that the CWP reflects the actual aging of the subject building, any changes within the common property, and the allocation of funds.
We trust you find this report in order.

Yours truly,



SAMUEL STAR
Principal
FAIQS, CQS No. 2752
QS Tax Agent no. 82624000
Registered Strata Defects Inspector Panel Member AIQS
Registered Defect Rectification Costs Panel Member AIQS
Registered Expert Witness Panel Member AIQS

Appendix A: References and Definitions

References (APA)

1. Strata Schemes Management Act No 50 (2015). Retrieved from https://legislation.nsw.gov.au/#/view/act/2015/50/historical2015-11-05/full.
2. Strata Schemes Management Regulation 2016 (Under the Strata Schemes Management Act 2015). Retrieved from https://legislation.nsw.gov.au/view/html/inforce/current/sl-2016-0501.

Definitions

Common property	In relation to a strata scheme or a proposed strata scheme, means any part of a parcel that is not comprised in a lot (including any common infrastructure that is not part of a lot).
Contributions	The contributions are the amounts payable by the owners' corporation to account for future liabilities.
Readily accessible areas	Those areas that, during inspection were directly accessible without requiring the removal or movement of building elements and that were clear from obstruction.
Registered	Means registered by the Registrar-General.
Strata plan	Means a plan that is registered as a strata plan, and includes any information, certificate or other document required by this Act or the regulations to be included with the plan before it may be registered.
Unit entitlement	The unit entitlement of a lot in a strata scheme means the unit entitlement of the lot shown on the schedule of unit entitlement as recorded in the registered strata plan for the scheme.

Appendix B: 10 Year CWP Forecast

Asset	Estimates				Date									
	% allowance	Reinstatement cost (incl.GST)	Year		1	2	3	4	5	6	7	8	9	10
			Month		4	4	4	4	4	4	4	4	4	4
			EL	RL	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
BRICKWORK														
Maintain/repoint block basement walls	100%	$ 120,236	40	38	-	-	-	-	-	-	-	-	-	-
METALWORK														
Replace access hatch and ladder to roof	100%	$ 5,000	25	23	-	-	-	-	-	-	-	-	-	-
Replace letterboxes and hardware	100%	$ 57,000	25	23	-	-	-	-	-	-	-	-	-	-
Replace matwell	100%	$ 10,000	20	18	-	-	-	-	-	-	-	-	-	-
Replace mesh storage partitions in basement	100%	$ 171,000	40	38	-	-	-	-	-	-	-	-	-	-
Replace wheelstops	100%	$ 57,000	18	16	-	-	-	-	-	-	-	-	-	-
WALL & CEILING FINISHES														
Replace false ceilings to common areas	100%	$ 504,000	40	38	-	-	-	-	-	-	-	-	-	-
Replace skirtings	100%	$ 280,000	40	38	-	-	-	-	-	-	-	-	-	-
Replace timber wall and ceiling panelling to ground floor lobby	100%	$ 87,000	40	38	-	-	-	-	-	-	-	-	-	-
Replace wall finishes and furnishing surrounding the lifts to lobbies between levels 1 to 28	100%	$ 280,000	40	38	-	-	-	-	-	-	-	-	-	-
GROUND & FLOOR FINISHES														
Repaint concrete floor sealer to basements	100%	$ 22,275	10	8	-	-	-	-	-	-	-	$ 29,403	-	-
Replace balcony tiling	100%	$ 475,000	40	38	-	-	-	-	-	-	-	-	-	-
Replace carpet	100%	$ 168,000	9	7	-	-	-	-	-	-	$ 215,040	-	-	-
Replace internal tiling to lobby	100%	$ 9,000	40	38	-	-	-	-	-	-	-	-	-	-
DOORS & HARDWARE														
Replace common property doors and hardware	100%	$ 372,000	40	38	-	-	-	-	-	-	-	-	-	-
Replace unit entry doors and hardware	100%	$ 380,000	40	38	-	-	-	-	-	-	-	-	-	-
PAINTING														
Repaint internal surfaces	100%	$ 285,000	12	10	-	-	-	-	-	-	-	-	-	$ 399,000
Repaint line marking	100%	$ 28,500	7	5	-	-	-	-	$ 34,200	-	-	-	-	-
WATERPROOFING														
Replace balcony waterproofing	100%	$ 380,000	40	38	-	-	-	-	-	-	-	-	-	-
Replace shower recesses / tray waterproofing	100%	$ 950,000	40	38	-	-	-	-	-	-	-	-	-	-
PRIME COST ITEMS / APPLIANCES TO COMMON AREAS														
Replace loose furniture	100%	$ 10,000	15	13	-	-	-	-	-	-	-	-	-	-
WASTE HANDLING														
Replace garbage chute	100%	$ 56,000	25	23	-	-	-	-	-	-	-	-	-	-
ELECTRICAL SERVICES														
Replace feature light fittings to lobbies	100%	$ 10,000	20	18	-	-	-	-	-	-	-	-	-	-

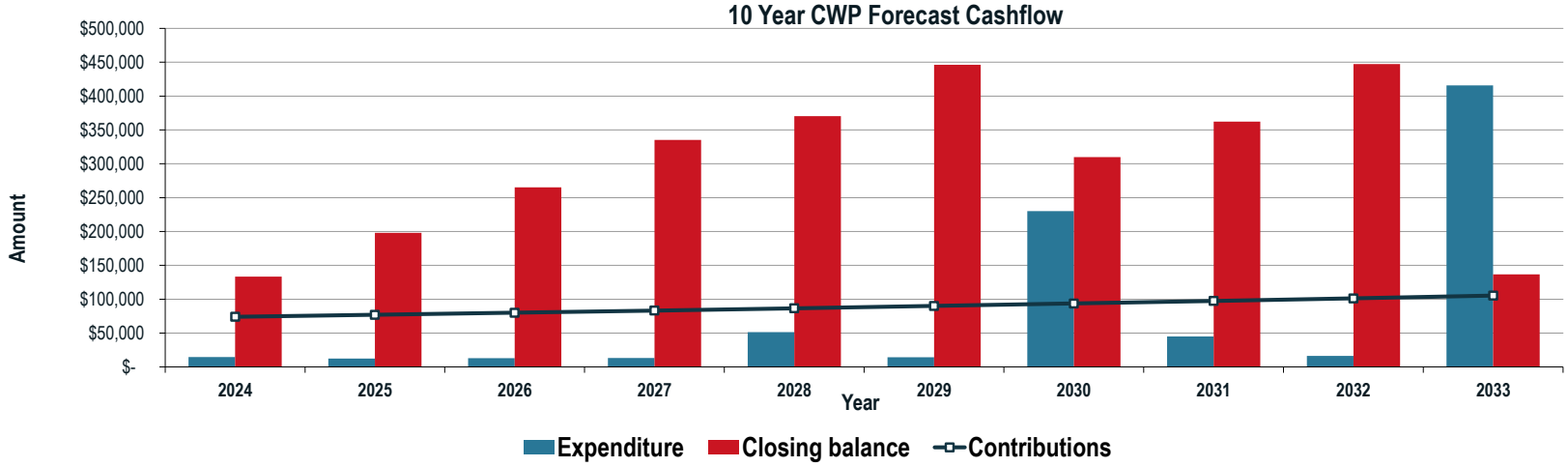
Appendix B: 10 Year CWP Forecast

Asset	Estimates				Date									
	% allowance	Reinstatement cost (incl.GST)	Year		1	2	3	4	5	6	7	8	9	10
			Month		4	4	4	4	4	4	4	4	4	4
			EL	RL	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
TRANSPORTATION SYSTEM														
Replace residential lift incl. motor, lift car, brakes, cables, incl. interiors	100%	$ 3,255,000	40	38	-	-	-	-	-	-	-	-	-	-

Appendix B: 10 Year CWP Forecast

Asset	Date									
Year	1	2	3	4	5	6	7	8	9	10
Month	4	4	4	4	4	4	4	4	4	4
	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Grand Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ 34,200**	**$ -**	**$ 215,040**	**$ 29,403**	**$ -**	**$ 399,000**
Contingency allowance	$ 11,822	$ 12,295	$ 12,787	$ 13,299	$ 13,830	$ 14,384	$ 14,959	$ 15,557	$ 16,180	$ 16,827
Archi-QS CWP Fees	$ 2,750	$ -	$ -	$ -	$ 3,346	$ -	$ -	$ -	$ -	$ -
Total Anticipated Expenditure	**$ 14,572**	**$ 12,295**	**$ 12,787**	**$ 13,299**	**$ 51,376**	**$ 14,384**	**$ 229,999**	**$ 44,960**	**$ 16,180**	**$ 415,827**
Opening Balance	$ 73,999	$ 133,425	$ 198,088	$ 265,338	$ 335,278	$ 370,470	$ 446,117	$ 309,750	$ 362,167	$ 447,259
Total Contributions	$ 73,999	$ 76,959	$ 80,037	$ 83,238	$ 86,568	$ 90,031	$ 93,632	$ 97,377	$ 101,272	$ 105,323
Closing Balance	**$ 133,425**	**$ 198,088**	**$ 265,338**	**$ 335,278**	**$ 370,470**	**$ 446,117**	**$ 309,750**	**$ 362,167**	**$ 447,259**	**$ 136,756**

Notes
All figures include GST unless otherwise specified
EL = Effective Life
RL = Remaining Life



Appendix C: Proposed Owners Levies

Lot No.	Year	1	2	3	4	5	Review	6	7	8	9	10	Review
	Month	4	4	4	4	4		4	4	4	4	4	
	Date	2024	2025	2026	2027	2028		2029	2030	2031	2032	2033	
	UE												
1	358	$ 265	$ 276	$ 287	$ 298	$ 310		$ 322	$ 335	$ 349	$ 363	$ 377	
2	596	$ 441	$ 459	$ 477	$ 496	$ 516		$ 537	$ 558	$ 580	$ 604	$ 628	
3	572	$ 423	$ 440	$ 458	$ 476	$ 495		$ 515	$ 536	$ 557	$ 579	$ 602	
4	442	$ 327	$ 340	$ 354	$ 368	$ 383		$ 398	$ 414	$ 430	$ 448	$ 466	
5	427	$ 316	$ 329	$ 342	$ 355	$ 370		$ 384	$ 400	$ 416	$ 432	$ 450	
6	427	$ 316	$ 329	$ 342	$ 355	$ 370		$ 384	$ 400	$ 416	$ 432	$ 450	
7	427	$ 316	$ 329	$ 342	$ 355	$ 370		$ 384	$ 400	$ 416	$ 432	$ 450	
8	422	$ 312	$ 325	$ 338	$ 351	$ 365		$ 380	$ 395	$ 411	$ 427	$ 444	
9	489	$ 362	$ 376	$ 391	$ 407	$ 423		$ 440	$ 458	$ 476	$ 495	$ 515	
10	683	$ 505	$ 526	$ 547	$ 569	$ 591		$ 615	$ 640	$ 665	$ 692	$ 719	
11	432	$ 320	$ 332	$ 346	$ 360	$ 374		$ 389	$ 404	$ 421	$ 437	$ 455	
12	432	$ 320	$ 332	$ 346	$ 360	$ 374		$ 389	$ 404	$ 421	$ 437	$ 455	
13	432	$ 320	$ 332	$ 346	$ 360	$ 374		$ 389	$ 404	$ 421	$ 437	$ 455	
14	432	$ 320	$ 332	$ 346	$ 360	$ 374		$ 389	$ 404	$ 421	$ 437	$ 455	
15	427	$ 316	$ 329	$ 342	$ 355	$ 370		$ 384	$ 400	$ 416	$ 432	$ 450	
16	492	$ 364	$ 379	$ 394	$ 410	$ 426		$ 443	$ 461	$ 479	$ 498	$ 518	
17	688	$ 509	$ 529	$ 551	$ 573	$ 596		$ 619	$ 644	$ 670	$ 697	$ 725	
18	437	$ 323	$ 336	$ 350	$ 364	$ 378		$ 393	$ 409	$ 426	$ 443	$ 460	
19	437	$ 323	$ 336	$ 350	$ 364	$ 378		$ 393	$ 409	$ 426	$ 443	$ 460	
20	437	$ 323	$ 336	$ 350	$ 364	$ 378		$ 393	$ 409	$ 426	$ 443	$ 460	
21	437	$ 323	$ 336	$ 350	$ 364	$ 378		$ 393	$ 409	$ 426	$ 443	$ 460	
22	432	$ 320	$ 332	$ 346	$ 360	$ 374		$ 389	$ 404	$ 421	$ 437	$ 455	
23	494	$ 366	$ 380	$ 395	$ 411	$ 428		$ 445	$ 463	$ 481	$ 500	$ 520	
24	693	$ 513	$ 533	$ 555	$ 577	$ 600		$ 624	$ 649	$ 675	$ 702	$ 730	
25	442	$ 327	$ 340	$ 354	$ 368	$ 383		$ 398	$ 414	$ 430	$ 448	$ 466	
26	450	$ 333	$ 346	$ 360	$ 375	$ 390		$ 405	$ 421	$ 438	$ 456	$ 474	
27	450	$ 333	$ 346	$ 360	$ 375	$ 390		$ 405	$ 421	$ 438	$ 456	$ 474	
28	450	$ 333	$ 346	$ 360	$ 375	$ 390		$ 405	$ 421	$ 438	$ 456	$ 474	
29	445	$ 329	$ 342	$ 356	$ 370	$ 385		$ 401	$ 417	$ 433	$ 451	$ 469	
30	497	$ 368	$ 382	$ 398	$ 414	$ 430		$ 447	$ 465	$ 484	$ 503	$ 523	
31	698	$ 517	$ 537	$ 559	$ 581	$ 604		$ 628	$ 654	$ 680	$ 707	$ 735	
32	455	$ 337	$ 350	$ 364	$ 379	$ 394		$ 410	$ 426	$ 443	$ 461	$ 479	

Appendix C: Proposed Owners Levies

Lot No.	Year	1	2	3	4	5	Review	6	7	8	9	10	Review
	Month	4	4	4	4	4		4	4	4	4	4	
	Date	2024	2025	2026	2027	2028		2029	2030	2031	2032	2033	
	UE												
33	455	$ 337	$ 350	$ 364	$ 379	$ 394		$ 410	$ 426	$ 443	$ 461	$ 479	
34	455	$ 337	$ 350	$ 364	$ 379	$ 394		$ 410	$ 426	$ 443	$ 461	$ 479	
35	455	$ 337	$ 350	$ 364	$ 379	$ 394		$ 410	$ 426	$ 443	$ 461	$ 479	
36	450	$ 333	$ 346	$ 360	$ 375	$ 390		$ 405	$ 421	$ 438	$ 456	$ 474	
37	499	$ 369	$ 384	$ 399	$ 415	$ 432		$ 449	$ 467	$ 486	$ 505	$ 526	
38	703	$ 520	$ 541	$ 563	$ 585	$ 609		$ 633	$ 658	$ 685	$ 712	$ 740	
39	460	$ 340	$ 354	$ 368	$ 383	$ 398		$ 414	$ 431	$ 448	$ 466	$ 484	
40	460	$ 340	$ 354	$ 368	$ 383	$ 398		$ 414	$ 431	$ 448	$ 466	$ 484	
41	460	$ 340	$ 354	$ 368	$ 383	$ 398		$ 414	$ 431	$ 448	$ 466	$ 484	
42	460	$ 340	$ 354	$ 368	$ 383	$ 398		$ 414	$ 431	$ 448	$ 466	$ 484	
43	455	$ 337	$ 350	$ 364	$ 379	$ 394		$ 410	$ 426	$ 443	$ 461	$ 479	
44	502	$ 371	$ 386	$ 402	$ 418	$ 435		$ 452	$ 470	$ 489	$ 508	$ 529	
45	708	$ 524	$ 545	$ 567	$ 589	$ 613		$ 637	$ 663	$ 689	$ 717	$ 746	
46	465	$ 344	$ 358	$ 372	$ 387	$ 403		$ 419	$ 435	$ 453	$ 471	$ 490	
47	462	$ 342	$ 356	$ 370	$ 385	$ 400		$ 416	$ 433	$ 450	$ 468	$ 487	
48	462	$ 342	$ 356	$ 370	$ 385	$ 400		$ 416	$ 433	$ 450	$ 468	$ 487	
49	462	$ 342	$ 356	$ 370	$ 385	$ 400		$ 416	$ 433	$ 450	$ 468	$ 487	
50	457	$ 338	$ 352	$ 366	$ 380	$ 396		$ 411	$ 428	$ 445	$ 463	$ 481	
51	504	$ 373	$ 388	$ 403	$ 420	$ 436		$ 454	$ 472	$ 491	$ 510	$ 531	
52	713	$ 528	$ 549	$ 571	$ 593	$ 617		$ 642	$ 668	$ 694	$ 722	$ 751	
53	467	$ 346	$ 359	$ 374	$ 389	$ 404		$ 420	$ 437	$ 455	$ 473	$ 492	
54	465	$ 344	$ 358	$ 372	$ 387	$ 403		$ 419	$ 435	$ 453	$ 471	$ 490	
55	465	$ 344	$ 358	$ 372	$ 387	$ 403		$ 419	$ 435	$ 453	$ 471	$ 490	
56	465	$ 344	$ 358	$ 372	$ 387	$ 403		$ 419	$ 435	$ 453	$ 471	$ 490	
57	460	$ 340	$ 354	$ 368	$ 383	$ 398		$ 414	$ 431	$ 448	$ 466	$ 484	
58	507	$ 375	$ 390	$ 406	$ 422	$ 439		$ 456	$ 475	$ 494	$ 513	$ 534	
59	718	$ 531	$ 553	$ 575	$ 598	$ 622		$ 646	$ 672	$ 699	$ 727	$ 756	
60	470	$ 348	$ 362	$ 376	$ 391	$ 407		$ 423	$ 440	$ 458	$ 476	$ 495	
61	465	$ 344	$ 358	$ 372	$ 387	$ 403		$ 419	$ 435	$ 453	$ 471	$ 490	
62	465	$ 344	$ 358	$ 372	$ 387	$ 403		$ 419	$ 435	$ 453	$ 471	$ 490	
63	465	$ 344	$ 358	$ 372	$ 387	$ 403		$ 419	$ 435	$ 453	$ 471	$ 490	
64	460	$ 340	$ 354	$ 368	$ 383	$ 398		$ 414	$ 431	$ 448	$ 466	$ 484	

Appendix C: Proposed Owners Levies

Lot No.	Year	1	2	3	4	5	Review	6	7	8	9	10	Review
	Month	4	4	4	4	4		4	4	4	4	4	
	Date	2024	2025	2026	2027	2028		2029	2030	2031	2032	2033	
	UE												
65	482	$ 357	$ 371	$ 386	$ 401	$ 417		$ 434	$ 451	$ 469	$ 488	$ 508	
66	606	$ 448	$ 466	$ 485	$ 504	$ 525		$ 546	$ 567	$ 590	$ 614	$ 638	
67	470	$ 348	$ 362	$ 376	$ 391	$ 407		$ 423	$ 440	$ 458	$ 476	$ 495	
68	470	$ 348	$ 362	$ 376	$ 391	$ 407		$ 423	$ 440	$ 458	$ 476	$ 495	
69	470	$ 348	$ 362	$ 376	$ 391	$ 407		$ 423	$ 440	$ 458	$ 476	$ 495	
70	470	$ 348	$ 362	$ 376	$ 391	$ 407		$ 423	$ 440	$ 458	$ 476	$ 495	
71	465	$ 344	$ 358	$ 372	$ 387	$ 403		$ 419	$ 435	$ 453	$ 471	$ 490	
72	512	$ 379	$ 394	$ 410	$ 426	$ 443		$ 461	$ 479	$ 499	$ 519	$ 539	
73	728	$ 539	$ 560	$ 583	$ 606	$ 630		$ 655	$ 682	$ 709	$ 737	$ 767	
74	475	$ 351	$ 366	$ 380	$ 395	$ 411		$ 428	$ 445	$ 463	$ 481	$ 500	
75	472	$ 349	$ 363	$ 378	$ 393	$ 409		$ 425	$ 442	$ 460	$ 478	$ 497	
76	472	$ 349	$ 363	$ 378	$ 393	$ 409		$ 425	$ 442	$ 460	$ 478	$ 497	
77	472	$ 349	$ 363	$ 378	$ 393	$ 409		$ 425	$ 442	$ 460	$ 478	$ 497	
78	467	$ 346	$ 359	$ 374	$ 389	$ 404		$ 420	$ 437	$ 455	$ 473	$ 492	
79	514	$ 380	$ 396	$ 411	$ 428	$ 445		$ 463	$ 481	$ 501	$ 521	$ 541	
80	733	$ 542	$ 564	$ 587	$ 610	$ 635		$ 660	$ 686	$ 714	$ 742	$ 772	
81	477	$ 353	$ 367	$ 382	$ 397	$ 413		$ 429	$ 447	$ 464	$ 483	$ 502	
82	475	$ 351	$ 366	$ 380	$ 395	$ 411		$ 428	$ 445	$ 463	$ 481	$ 500	
83	475	$ 351	$ 366	$ 380	$ 395	$ 411		$ 428	$ 445	$ 463	$ 481	$ 500	
84	475	$ 351	$ 366	$ 380	$ 395	$ 411		$ 428	$ 445	$ 463	$ 481	$ 500	
85	470	$ 348	$ 362	$ 376	$ 391	$ 407		$ 423	$ 440	$ 458	$ 476	$ 495	
86	517	$ 383	$ 398	$ 414	$ 430	$ 448		$ 465	$ 484	$ 503	$ 524	$ 545	
87	1218	$ 901	$ 937	$ 975	$ 1,014	$ 1,054		$ 1,097	$ 1,140	$ 1,186	$ 1,233	$ 1,283	
88	1416	$ 1,048	$ 1,090	$ 1,133	$ 1,179	$ 1,226		$ 1,275	$ 1,326	$ 1,379	$ 1,434	$ 1,491	
89	477	$ 353	$ 367	$ 382	$ 397	$ 413		$ 429	$ 447	$ 464	$ 483	$ 502	
90	477	$ 353	$ 367	$ 382	$ 397	$ 413		$ 429	$ 447	$ 464	$ 483	$ 502	
91	477	$ 353	$ 367	$ 382	$ 397	$ 413		$ 429	$ 447	$ 464	$ 483	$ 502	
92	472	$ 349	$ 363	$ 378	$ 393	$ 409		$ 425	$ 442	$ 460	$ 478	$ 497	
93	519	$ 384	$ 399	$ 415	$ 432	$ 449		$ 467	$ 486	$ 505	$ 526	$ 547	
94	743	$ 550	$ 572	$ 595	$ 618	$ 643		$ 669	$ 696	$ 724	$ 752	$ 783	
95	482	$ 357	$ 371	$ 386	$ 401	$ 417		$ 434	$ 451	$ 469	$ 488	$ 508	
96	480	$ 355	$ 369	$ 384	$ 400	$ 416		$ 432	$ 449	$ 467	$ 486	$ 506	

Appendix C: Proposed Owners Levies

Lot No.	Year	1	2	3	4	5	Review	6	7	8	9	10	Review
	Month	4	4	4	4	4		4	4	4	4	4	
	Date	2024	2025	2026	2027	2028		2029	2030	2031	2032	2033	
	UE												
97	480	$ 355	$ 369	$ 384	$ 400	$ 416		$ 432	$ 449	$ 467	$ 486	$ 506	
98	480	$ 355	$ 369	$ 384	$ 400	$ 416		$ 432	$ 449	$ 467	$ 486	$ 506	
99	475	$ 351	$ 366	$ 380	$ 395	$ 411		$ 428	$ 445	$ 463	$ 481	$ 500	
100	522	$ 386	$ 402	$ 418	$ 435	$ 452		$ 470	$ 489	$ 508	$ 529	$ 550	
101	748	$ 554	$ 576	$ 599	$ 623	$ 648		$ 673	$ 700	$ 728	$ 758	$ 788	
102	485	$ 359	$ 373	$ 388	$ 404	$ 420		$ 437	$ 454	$ 472	$ 491	$ 511	
103	482	$ 357	$ 371	$ 386	$ 401	$ 417		$ 434	$ 451	$ 469	$ 488	$ 508	
104	482	$ 357	$ 371	$ 386	$ 401	$ 417		$ 434	$ 451	$ 469	$ 488	$ 508	
105	482	$ 357	$ 371	$ 386	$ 401	$ 417		$ 434	$ 451	$ 469	$ 488	$ 508	
106	477	$ 353	$ 367	$ 382	$ 397	$ 413		$ 429	$ 447	$ 464	$ 483	$ 502	
107	524	$ 388	$ 403	$ 419	$ 436	$ 454		$ 472	$ 491	$ 510	$ 531	$ 552	
108	753	$ 557	$ 579	$ 603	$ 627	$ 652		$ 678	$ 705	$ 733	$ 763	$ 793	
109	487	$ 360	$ 375	$ 390	$ 405	$ 422		$ 438	$ 456	$ 474	$ 493	$ 513	
110	485	$ 359	$ 373	$ 388	$ 404	$ 420		$ 437	$ 454	$ 472	$ 491	$ 511	
111	969	$ 717	$ 746	$ 776	$ 807	$ 839		$ 872	$ 907	$ 944	$ 981	$ 1,021	
112	1988	$ 1,471	$ 1,530	$ 1,591	$ 1,655	$ 1,721		$ 1,790	$ 1,861	$ 1,936	$ 2,013	$ 2,094	
113	480	$ 355	$ 369	$ 384	$ 400	$ 416		$ 432	$ 449	$ 467	$ 486	$ 506	
114	527	$ 390	$ 406	$ 422	$ 439	$ 456		$ 474	$ 493	$ 513	$ 534	$ 555	
115	758	$ 561	$ 583	$ 607	$ 631	$ 656		$ 682	$ 710	$ 738	$ 768	$ 798	
116	489	$ 362	$ 376	$ 391	$ 407	$ 423		$ 440	$ 458	$ 476	$ 495	$ 515	
117	487	$ 360	$ 375	$ 390	$ 405	$ 422		$ 438	$ 456	$ 474	$ 493	$ 513	
118	345	$ 255	$ 266	$ 276	$ 287	$ 299		$ 311	$ 323	$ 336	$ 349	$ 363	
119	363	$ 269	$ 279	$ 291	$ 302	$ 314		$ 327	$ 340	$ 353	$ 368	$ 382	
120	358	$ 265	$ 276	$ 287	$ 298	$ 310		$ 322	$ 335	$ 349	$ 363	$ 377	
121	482	$ 357	$ 371	$ 386	$ 401	$ 417		$ 434	$ 451	$ 469	$ 488	$ 508	
122	502	$ 371	$ 386	$ 402	$ 418	$ 435		$ 452	$ 470	$ 489	$ 508	$ 529	
123	641	$ 474	$ 493	$ 513	$ 534	$ 555		$ 577	$ 600	$ 624	$ 649	$ 675	
124	492	$ 364	$ 379	$ 394	$ 410	$ 426		$ 443	$ 461	$ 479	$ 498	$ 518	
125	489	$ 362	$ 376	$ 391	$ 407	$ 423		$ 440	$ 458	$ 476	$ 495	$ 515	
126	348	$ 258	$ 268	$ 279	$ 290	$ 301		$ 313	$ 326	$ 339	$ 352	$ 367	
127	365	$ 270	$ 281	$ 292	$ 304	$ 316		$ 329	$ 342	$ 355	$ 370	$ 384	
128	360	$ 266	$ 277	$ 288	$ 300	$ 312		$ 324	$ 337	$ 351	$ 365	$ 379	

Appendix C: Proposed Owners Levies

Lot No.	Year	1	2	3	4	5	Review	6	7	8	9	10	Review
	Month	4	4	4	4	4		4	4	4	4	4	
	Date	2024	2025	2026	2027	2028		2029	2030	2031	2032	2033	
	UE												
129	485	$ 359	$ 373	$ 388	$ 404	$ 420		$ 437	$ 454	$ 472	$ 491	$ 511	
130	532	$ 394	$ 409	$ 426	$ 443	$ 461		$ 479	$ 498	$ 518	$ 539	$ 560	
131	768	$ 568	$ 591	$ 615	$ 639	$ 665		$ 691	$ 719	$ 748	$ 778	$ 809	
132	494	$ 366	$ 380	$ 395	$ 411	$ 428		$ 445	$ 463	$ 481	$ 500	$ 520	
133	494	$ 366	$ 380	$ 395	$ 411	$ 428		$ 445	$ 463	$ 481	$ 500	$ 520	
134	350	$ 259	$ 269	$ 280	$ 291	$ 303		$ 315	$ 328	$ 341	$ 354	$ 369	
135	368	$ 272	$ 283	$ 295	$ 306	$ 319		$ 331	$ 345	$ 358	$ 373	$ 388	
136	363	$ 269	$ 279	$ 291	$ 302	$ 314		$ 327	$ 340	$ 353	$ 368	$ 382	
137	489	$ 362	$ 376	$ 391	$ 407	$ 423		$ 440	$ 458	$ 476	$ 495	$ 515	
138	534	$ 395	$ 411	$ 427	$ 444	$ 462		$ 481	$ 500	$ 520	$ 541	$ 562	
139	773	$ 572	$ 595	$ 619	$ 643	$ 669		$ 696	$ 724	$ 753	$ 783	$ 814	
140	499	$ 369	$ 384	$ 399	$ 415	$ 432		$ 449	$ 467	$ 486	$ 505	$ 526	
141	499	$ 369	$ 384	$ 399	$ 415	$ 432		$ 449	$ 467	$ 486	$ 505	$ 526	
142	353	$ 261	$ 272	$ 283	$ 294	$ 306		$ 318	$ 331	$ 344	$ 357	$ 372	
143	370	$ 274	$ 285	$ 296	$ 308	$ 320		$ 333	$ 346	$ 360	$ 375	$ 390	
144	365	$ 270	$ 281	$ 292	$ 304	$ 316		$ 329	$ 342	$ 355	$ 370	$ 384	
145	494	$ 366	$ 380	$ 395	$ 411	$ 428		$ 445	$ 463	$ 481	$ 500	$ 520	
146	537	$ 397	$ 413	$ 430	$ 447	$ 465		$ 483	$ 503	$ 523	$ 544	$ 566	
147	778	$ 576	$ 599	$ 623	$ 648	$ 673		$ 700	$ 728	$ 758	$ 788	$ 819	
148	504	$ 373	$ 388	$ 403	$ 420	$ 436		$ 454	$ 472	$ 491	$ 510	$ 531	
149	504	$ 373	$ 388	$ 403	$ 420	$ 436		$ 454	$ 472	$ 491	$ 510	$ 531	
150	355	$ 263	$ 273	$ 284	$ 295	$ 307		$ 320	$ 332	$ 346	$ 360	$ 374	
151	373	$ 276	$ 287	$ 299	$ 310	$ 323		$ 336	$ 349	$ 363	$ 378	$ 393	
152	368	$ 272	$ 283	$ 295	$ 306	$ 319		$ 331	$ 345	$ 358	$ 373	$ 388	
153	499	$ 369	$ 384	$ 399	$ 415	$ 432		$ 449	$ 467	$ 486	$ 505	$ 526	
154	539	$ 399	$ 415	$ 431	$ 449	$ 467		$ 485	$ 505	$ 525	$ 546	$ 568	
155	783	$ 579	$ 603	$ 627	$ 652	$ 678		$ 705	$ 733	$ 762	$ 793	$ 825	
156	509	$ 377	$ 392	$ 407	$ 424	$ 441		$ 458	$ 477	$ 496	$ 515	$ 536	
157	509	$ 377	$ 392	$ 407	$ 424	$ 441		$ 458	$ 477	$ 496	$ 515	$ 536	
158	358	$ 265	$ 276	$ 287	$ 298	$ 310		$ 322	$ 335	$ 349	$ 363	$ 377	
159	375	$ 277	$ 289	$ 300	$ 312	$ 325		$ 338	$ 351	$ 365	$ 380	$ 395	
160	370	$ 274	$ 285	$ 296	$ 308	$ 320		$ 333	$ 346	$ 360	$ 375	$ 390	

Appendix C: Proposed Owners Levies

Lot No.	Year	1	2	3	4	5	Review	6	7	8	9	10	Review
	Month	4	4	4	4	4		4	4	4	4	4	
	Date	2024	2025	2026	2027	2028		2029	2030	2031	2032	2033	
	UE												
161	504	$ 373	$ 388	$ 403	$ 420	$ 436		$ 454	$ 472	$ 491	$ 510	$ 531	
162	542	$ 401	$ 417	$ 434	$ 451	$ 469		$ 488	$ 507	$ 528	$ 549	$ 571	
163	788	$ 583	$ 606	$ 631	$ 656	$ 682		$ 709	$ 738	$ 767	$ 798	$ 830	
164	514	$ 380	$ 396	$ 411	$ 428	$ 445		$ 463	$ 481	$ 501	$ 521	$ 541	
165	514	$ 380	$ 396	$ 411	$ 428	$ 445		$ 463	$ 481	$ 501	$ 521	$ 541	
166	360	$ 266	$ 277	$ 288	$ 300	$ 312		$ 324	$ 337	$ 351	$ 365	$ 379	
167	378	$ 280	$ 291	$ 303	$ 315	$ 327		$ 340	$ 354	$ 368	$ 383	$ 398	
168	373	$ 276	$ 287	$ 299	$ 310	$ 323		$ 336	$ 349	$ 363	$ 378	$ 393	
169	509	$ 377	$ 392	$ 407	$ 424	$ 441		$ 458	$ 477	$ 496	$ 515	$ 536	
170	544	$ 403	$ 419	$ 435	$ 453	$ 471		$ 490	$ 509	$ 530	$ 551	$ 573	
171	793	$ 587	$ 610	$ 635	$ 660	$ 686		$ 714	$ 743	$ 772	$ 803	$ 835	
172	519	$ 384	$ 399	$ 415	$ 432	$ 449		$ 467	$ 486	$ 505	$ 526	$ 547	
173	519	$ 384	$ 399	$ 415	$ 432	$ 449		$ 467	$ 486	$ 505	$ 526	$ 547	
174	363	$ 269	$ 279	$ 291	$ 302	$ 314		$ 327	$ 340	$ 353	$ 368	$ 382	
175	380	$ 281	$ 292	$ 304	$ 316	$ 329		$ 342	$ 356	$ 370	$ 385	$ 400	
176	375	$ 277	$ 289	$ 300	$ 312	$ 325		$ 338	$ 351	$ 365	$ 380	$ 395	
177	514	$ 380	$ 396	$ 411	$ 428	$ 445		$ 463	$ 481	$ 501	$ 521	$ 541	
178	547	$ 405	$ 421	$ 438	$ 455	$ 474		$ 492	$ 512	$ 533	$ 554	$ 576	
179	798	$ 591	$ 614	$ 639	$ 664	$ 691		$ 718	$ 747	$ 777	$ 808	$ 840	
180	524	$ 388	$ 403	$ 419	$ 436	$ 454		$ 472	$ 491	$ 510	$ 531	$ 552	
181	524	$ 388	$ 403	$ 419	$ 436	$ 454		$ 472	$ 491	$ 510	$ 531	$ 552	
182	365	$ 270	$ 281	$ 292	$ 304	$ 316		$ 329	$ 342	$ 355	$ 370	$ 384	
183	383	$ 283	$ 295	$ 307	$ 319	$ 332		$ 345	$ 359	$ 373	$ 388	$ 403	
184	378	$ 280	$ 291	$ 303	$ 315	$ 327		$ 340	$ 354	$ 368	$ 383	$ 398	
185	519	$ 384	$ 399	$ 415	$ 432	$ 449		$ 467	$ 486	$ 505	$ 526	$ 547	
186	554	$ 410	$ 426	$ 443	$ 461	$ 480		$ 499	$ 519	$ 539	$ 561	$ 583	
187	803	$ 594	$ 618	$ 643	$ 668	$ 695		$ 723	$ 752	$ 782	$ 813	$ 846	
188	529	$ 391	$ 407	$ 423	$ 440	$ 458		$ 476	$ 495	$ 515	$ 536	$ 557	
189	1173	$ 868	$ 903	$ 939	$ 976	$ 1,015		$ 1,056	$ 1,098	$ 1,142	$ 1,188	$ 1,235	
190	1739	$ 1,287	$ 1,338	$ 1,392	$ 1,448	$ 1,505		$ 1,566	$ 1,628	$ 1,693	$ 1,761	$ 1,832	
Totals	**100000**	**$ 73,999**	**$ 76,959**	**$ 80,037**	**$ 83,238**	**$ 86,568**		**$ 90,031**	**$ 93,632**	**$ 97,377**	**$ 101,272**	**$ 105,323**	

Appendix C: Proposed Owners Levies

Lot No.	Year	1	2	3	4	5	Review	6	7	8	9	10	Review
	Month	4	4	4	4	4		4	4	4	4	4	
	Date	2024	2025	2026	2027	2028		2029	2030	2031	2032	2033	
	UE												

Notes

All figures include GST unless otherwise specified.
The month shown refers to the financial year start date.
This table reflects a 10 year span only, while accounting for elements with a longer life span.
A review every five years is recommended.
UE = Unit entitlement as shown on the registered strata plans

SafeWork

ABN: 81 913 830 179
13 10 50
safework.nsw.gov.au
licensing@safework.nsw.gov.au

Plant Item Registration Certificate

Work Health & Safety Act 2011
Work Health & Safety Regulation 2017

Item registration number
L6-264270/21

Registration period
14 Dec 2025 - 13 Dec 2026

Registration holder
Strata Plan 103041

ABN: 43638571872

Plant Item details

Item type Lift
Type of lift Other (please describe) Unknown
Control Type Automatic
Drive and suspension type Electric / Traction
Carriage type Unknown
Rated load (kg) 1275
Maximum number of passengers 17
Travel (m) 150.00
Designer's rated speed 3.00

Manufacturer KONE ELEVATORS
Model name / number
Year of Manufacture
Serial number 43863585

Design registration number LEM 6-209914/17
Unique identifier 6

Plant location

Fixed location 22 LANGSTON PL, EPPING NSW 2121

PESTECO TERMECO

Service Report

General Pest

22 Langston Place Epping 2121 New South Wales Australia

Pesteco Pty Ltd / Termeco Pty Ltd and Eco Pest Stop Solutions Pty Ltd
ABN: 14 167 466 551
PO Box 817, Bondi Junction, NSW, 1355
workorders@pesteco.com.au
www.pesteco.com.au
0488 844 214

SCA - RS - GP & RW (Quarterly) The Langston SP103041 Tower 3, 22 Langston Place Epping 2121 - Pesteco Service Report

16 Oct 2025

Job Number	14042550
Date:	15 Oct 2025
Client Name	Netstrata - Shayne Skevington (strata manger)
Site Address	22 Langston Place Epping 2121 New South Wales Australia
Site Name	SP103041 Tower 3, 22 Langston Place Epping 2121
Client Email	Shayne.skevington@netstrata.com.au
Start Time:	11:45 am
Internal areas - Detailed gel treatment to surrounding possible harbourage areas, as well as dust and or aerosol application to cracks and crevices and spray treatment and or replenishment of rodent stations as required	Yes
External areas - Detailed gel treatment to surrounding possible harbourage areas, as well as dust and or aerosol application to cracks and crevices and spray treatment and or replenishment of rodent stations as required	Yes
Any pest activity present?	Yes

Pests	Pest Activity Levels
Spiders	Low Activity - 0-5

Weather Details

Stations inspected	Bait station

Product(s) Applied

Product (Active Ingredient)	Batch Number	Quantity Of Concentrate Used:
Biflex Aqua Max : (100 g/L Bifenthrin)	0000118534	80ml

Risk Assessment

Has the risk assessment been carried out prior to work ?	Yes
Is it safe to commence work ?	Yes
Are there any visable hazards or issues prior to starting work ?	No
Reason why it was not safe to commence work	Other

Submitted by: Jason Holmes @ 20:13:48 16 Oct 2025
Version: 128
Submission ID: 21963106
Environment friendly, paperless solution by www.formitize.com

Action taken to eliminate any risk was	Other
Spill Kit Available	Yes
PPE - Is PPE available as per product label instructions / requirements ?	Yes
First Aid Kit & Fire Extinguisher in vehicle	Yes

Technician's Recommendations

Additional technician comments

Technicians Comments	Service carried out as required
Technician's Name	Jason Holmes
Licence Number	5109375
Technician's Signature	

Submitted by: Jason Holmes @ 20:13:48 16 Oct 2025
Version: 128
Submission ID: 21963106
Environment friendly, paperless solution by www.formitize.com

NEW SOUTH WALES LAND REGISTRY SERVICES - TITLE SEARCH

FOLIO: CP/SP103041

SEARCH DATE	TIME	EDITION NO	DATE
18/2/2022	9:31 AM	2	18/2/2022

LAND

THE COMMON PROPERTY IN THE STRATA SCHEME BASED ON STRATA PLAN 103041 WITHIN THE PARCEL SHOWN IN THE TITLE DIAGRAM

AT EPPING
LOCAL GOVERNMENT AREA CITY OF PARRAMATTA
PARISH OF FIELD OF MARS COUNTY OF CUMBERLAND
TITLE DIAGRAM SP103041

FIRST SCHEDULE

THE OWNERS - STRATA PLAN NO. 103041
ADDRESS FOR SERVICE OF DOCUMENTS:
20 LANGSTON PLACE
EPPING NSW 2121

SECOND SCHEDULE (41 NOTIFICATIONS)

1 RESERVATIONS AND CONDITIONS IN THE CROWN GRANT(S)
2 ATTENTION IS DIRECTED TO THE STRATA SCHEME BY-LAWS FILED WITH THE STRATA PLAN
3 THE LAND ABOVE DESCRIBED IS LIMITED IN STRATUM IN THE MANNER DESCRIBED IN DP1272951
4 ATTENTION IS DIRECTED TO THE STRATA MANAGEMENT STATEMENT FILED WITH SP103041
5 EASEMENT FOR SUBJACENT AND LATERAL SUPPORT AND EASEMENT FOR SHELTER IMPLIED BY SECTION 106 STRATA SCHEMES DEVELOPMENT ACT 2015
6 DP595501 EASEMENT TO DRAIN WATER APPURTENANT TO THE PART SHOWN SO BENEFITED IN THE TITLE DIAGRAM
7 DP600620 RESTRICTION(S) ON THE USE OF LAND
8 DP774841 EASEMENT FOR SEWERAGE PURPOSES OVER EXISTING LINE OF PIPES APPURTENANT TO THE LAND ABOVE DESCRIBED
9 DP1219064 RIGHT OF ACCESS REFERRED TO AND NUMBERED (2) IN THE S.88B INSTRUMENT APPURTENANT TO THE LAND ABOVE DESCRIBED
10 DP1275730 EASEMENT FOR ELECTRICITY AND OTHER PURPOSES VARIABLE WIDTH (LIMITED IN STRATUM) AFFECTING THE PART(S) SHOWN SO BURDENED IN THE TITLE DIAGRAM
11 AR510540 LEASE TO ALPHA DISTRIBUTION MINISTERIAL HOLDING CORPORATION OF SUBSTATION PREMISES NO. S80033 DESIGNATED (C), NO. S80031 DESIGNATED (D) AND NO.

END OF PAGE 1 - CONTINUED OVER

SECOND SCHEDULE (41 NOTIFICATIONS) (CONTINUED)

S80032 DESIGNATED (E) IN DP1275730. EXPIRES: 6/6/2071. OPTION OF RENEWAL: 25 YEARS.

12 DP1272951 EASEMENT FOR SUPPORT & SHELTER AFFECTING THE WHOLE OF THE LAND ABOVE DESCRIBED

13 DP1272951 EASEMENT FOR SUPPORT & SHELTER APPURTENANT TO THE LAND ABOVE DESCRIBED

14 DP1272951 EASEMENT FOR SERVICES AFFECTING THE WHOLE OF THE LAND ABOVE DESCRIBED

15 DP1272951 EASEMENT FOR SERVICES APPURTENANT TO THE LAND ABOVE DESCRIBED

16 DP1272951 EASEMENT FOR FIRE EGRESS AFFECTING THE WHOLE OF THE LAND ABOVE DESCRIBED

17 DP1272951 EASEMENT FOR FIRE EGRESS APPURTENANT TO THE LAND ABOVE DESCRIBED

18 DP1272951 EASEMENT TO ACCESS SHARED FACILITIES AFFECTING THE WHOLE OF THE LAND ABOVE DESCRIBED

19 DP1272951 EASEMENT TO ACCESS SHARED FACILITIES APPURTENANT TO THE LAND ABOVE DESCRIBED

20 DP1272951 RIGHT OF ACCESS VARIABLE WIDTH (LIMITED IN STRATUM) REFERRED TO AND NUMBERED (5) IN THE S.88B INSTRUMENT AFFECTING THE PART(S) SHOWN SO BURDENED IN THE TITLE DIAGRAM

21 DP1272951 RIGHT OF ACCESS VARIABLE WIDTH (LIMITED IN STRATUM) REFERRED TO AND NUMBERED (5) IN THE S.88B INSTRUMENT APPURTENANT TO THE LAND ABOVE DESCRIBED

22 DP1272951 RIGHT OF ACCESS VARIABLE WIDTH (LIMITED IN STRATUM) REFERRED TO AND NUMBERED (6) IN THE S.88B INSTRUMENT AFFECTING THE PART(S) SHOWN SO BURDENED IN THE TITLE DIAGRAM

23 DP1272951 RIGHT OF ACCESS VARIABLE WIDTH (LIMITED IN STRATUM) REFERRED TO AND NUMBERED (6) IN THE S.88B INSTRUMENT APPURTENANT TO THE LAND ABOVE DESCRIBED

24 DP1272951 RIGHT TO STORE GARBAGE VARIABLE WIDTH (LIMITED IN STRATUM) APPURTENANT TO THE LAND ABOVE DESCRIBED

25 DP1272951 RIGHT TO USE LOADING DOCK VARIABLE WIDTH (LIMITED IN STRATUM) APPURTENANT TO THE LAND ABOVE DESCRIBED

26 DP1272951 RIGHT TO USE GOODS LIFT VARIABLE WIDTH (LIMITED IN STRATUM) APPURTENANT TO THE LAND ABOVE DESCRIBED

27 DP1272951 RIGHT OF FOOTWAY VARIABLE WIDTH (LIMITED IN STRATUM) REFERRED TO AND NUMBERED (10) IN THE S.88B INSTRUMENT APPURTENANT TO THE LAND ABOVE DESCRIBED

28 DP1272951 RIGHT OF PUBLIC ACCESS VARIABLE WIDTH (LIMITED IN STRATUM) APPURTENANT TO THE LAND ABOVE DESCRIBED

29 DP1272951 RIGHT OF FOOTWAY VARIABLE WIDTH (LIMITED IN STRATUM) REFERRED TO AND NUMBERED (12) IN THE S.88B INSTRUMENT AFFECTING THE PART(S) SHOWN SO BURDENED IN THE TITLE

END OF PAGE 2 - CONTINUED OVER

SECOND SCHEDULE (41 NOTIFICATIONS) (CONTINUED)

		DIAGRAM
30	DP1272951	RIGHT OF FOOTWAY VARIABLE WIDTH (LIMITED IN STRATUM) REFERRED TO AND NUMBERED (12) IN THE S.88B INSTRUMENT APPURTENANT TO THE LAND ABOVE DESCRIBED
31	DP1272951	RIGHT TO USE LIFT VARIABLE WIDTH (LIMITED IN STRATUM) REFERRED TO AND NUMBERED (17) IN THE S.88B INSTRUMENT APPURTENANT TO THE LAND ABOVE DESCRIBED
32	DP1272951	RIGHT OF FOOTWAY VARIABLE WIDTH (LIMITED IN STRATUM) AFFECTING THE PART(S) SHOWN SO BURDENED IN THE TITLE DIAGRAM
33	DP1272951	RIGHT OF FOOTWAY VARIABLE WIDTH (LIMITED IN STRATUM) APPURTENANT TO THE LAND ABOVE DESCRIBED
34	DP1272951	RIGHT TO USE TOILETS VARIABLE WIDTH (LIMITED IN STRATUM) APPURTENANT TO THE LAND ABOVE DESCRIBED
35	DP1272951	POSITIVE COVENANT REFERRED TO AND NUMBERED (20) IN THE S.88B INSTRUMENT
36	DP1272951	RESTRICTION(S) ON THE USE OF LAND REFERRED TO AND NUMBERED (21) IN THE S.88B INSTRUMENT
37	DP1272951	POSITIVE COVENANT REFERRED TO AND NUMBERED (22) IN THE S.88B INSTRUMENT
38	DP1272951	RESTRICTION(S) ON THE USE OF LAND REFERRED TO AND NUMBERED (23) IN THE S.88B INSTRUMENT
39	DP1272951	EASEMENT FOR DRAINAGE APPURTENANT TO THE LAND ABOVE DESCRIBED
40	DP1281279	RIGHT OF PUBLIC ACCESS VARIABLE WIDTH APPURTENANT TO THE LAND ABOVE DESCRIBED
41	AR887051	EASEMENT FOR OVERHEAD CRANE SWING VARIABLE WIDTH AFFECTING THE PART(S) SHOWN IN AR887051

SCHEDULE OF UNIT ENTITLEMENT (AGGREGATE: 100000)

STRATA PLAN 103041

LOT	ENT	LOT	ENT	LOT	ENT	LOT	ENT
1	358	2	596	3	572	4	442
5	427	6	427	7	427	8	422
9	489	10	683	11	432	12	432
13	432	14	432	15	427	16	492
17	688	18	437	19	437	20	437
21	437	22	432	23	494	24	693
25	442	26	450	27	450	28	450
29	445	30	497	31	698	32	455
33	455	34	455	35	455	36	450
37	499	38	703	39	460	40	460
41	460	42	460	43	455	44	502
45	708	46	465	47	462	48	462
49	462	50	457	51	504	52	713

END OF PAGE 3 - CONTINUED OVER

SCHEDULE OF UNIT ENTITLEMENT (AGGREGATE: 100000) (CONTINUED)

STRATA PLAN 103041

LOT	ENT	LOT	ENT	LOT	ENT	LOT	ENT
53	467	54	465	55	465	56	465
57	460	58	507	59	718	60	470
61	465	62	465	63	465	64	460
65	482	66	606	67	470	68	470
69	470	70	470	71	465	72	512
73	728	74	475	75	472	76	472
77	472	78	467	79	514	80	733
81	477	82	475	83	475	84	475
85	470	86	517	87	1218	88	1416
89	477	90	477	91	477	92	472
93	519	94	743	95	482	96	480
97	480	98	480	99	475	100	522
101	748	102	485	103	482	104	482
105	482	106	477	107	524	108	753
109	487	110	485	111	969	112	1988
113	480	114	527	115	758	116	489
117	487	118	345	119	363	120	358
121	482	122	502	123	641	124	492
125	489	126	348	127	365	128	360
129	485	130	532	131	768	132	494
133	494	134	350	135	368	136	363
137	489	138	534	139	773	140	499
141	499	142	353	143	370	144	365
145	494	146	537	147	778	148	504
149	504	150	355	151	373	152	368
153	499	154	539	155	783	156	509
157	509	158	358	159	375	160	370
161	504	162	542	163	788	164	514
165	514	166	360	167	378	168	373
169	509	170	544	171	793	172	519
173	519	174	363	175	380	176	375
177	514	178	547	179	798	180	524
181	524	182	365	183	383	184	378
185	519	186	554	187	803	188	529
189	1173	190	1739				

NOTATIONS

UNREGISTERED DEALINGS: NIL

*** END OF SEARCH ***

adalzell PRINTED ON 18/2/2022

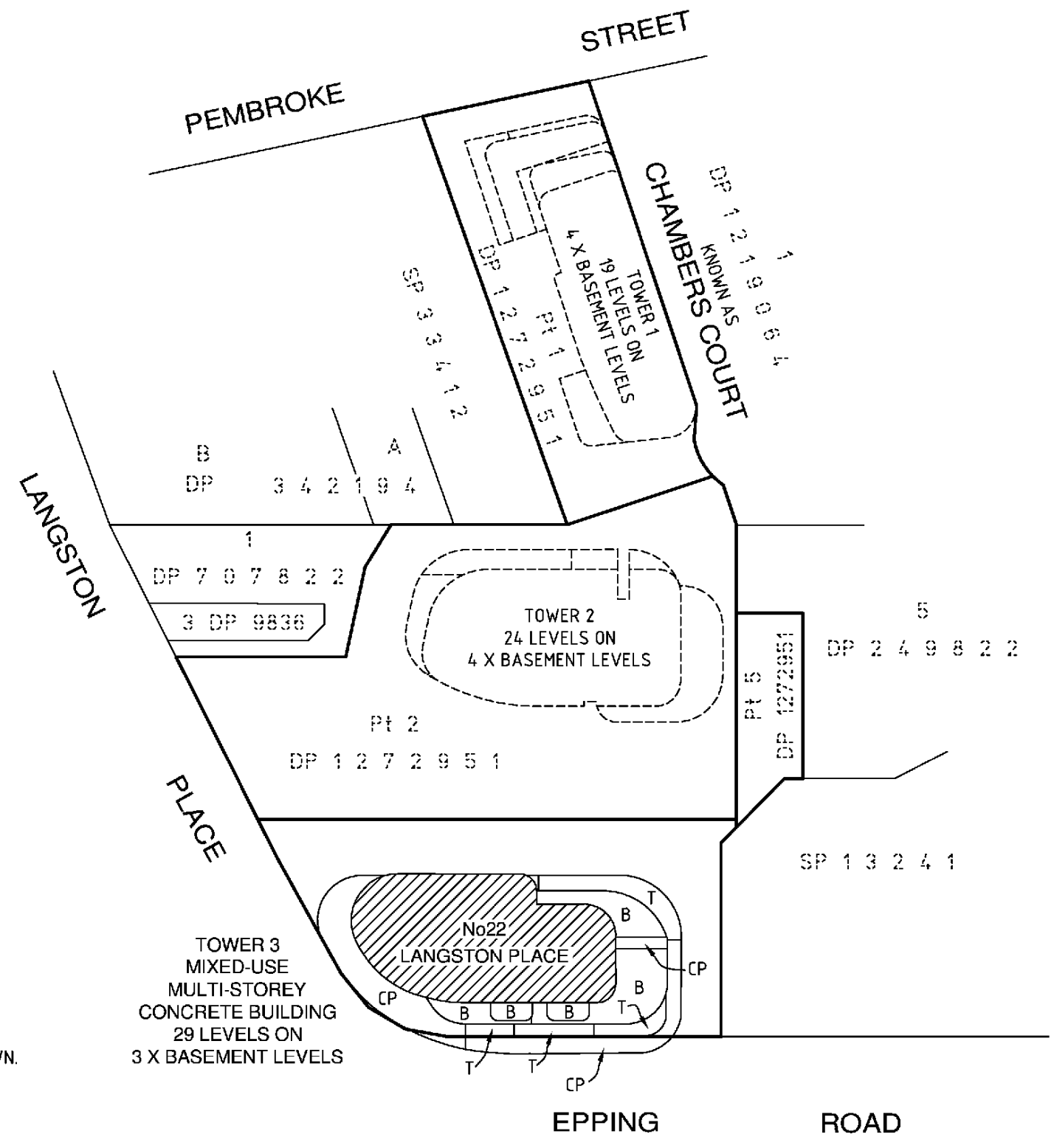
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LOCATION PLAN - DETAIL PLAN

TOWER 3

EASEMENTS AFFECTING THE WHOLE OF LOT (VIDE DP1272951)
EASEMENT FOR SUPPORT AND SHELTER
EASEMENT FOR SERVICES
EASEMENT FOR FIRE EGRESS
EASEMENT TO ACCESS SHARED FACILITIES



B DENOTES BALCONY
CP DENOTES COMMON PROPERTY
T DENOTES TERRACE

FOR CLARITY, NOT ALL COMMON PROPERTY AREAS ARE SHOWN.

THIS RESIDENTIAL STRATA SCHEME IS PART OF A MIXED USE RESIDENTIAL / RETAIL BUILDING.
THE PARCEL IS LIMITED IN STRATUM AS SHOWN IN DP 1272951.

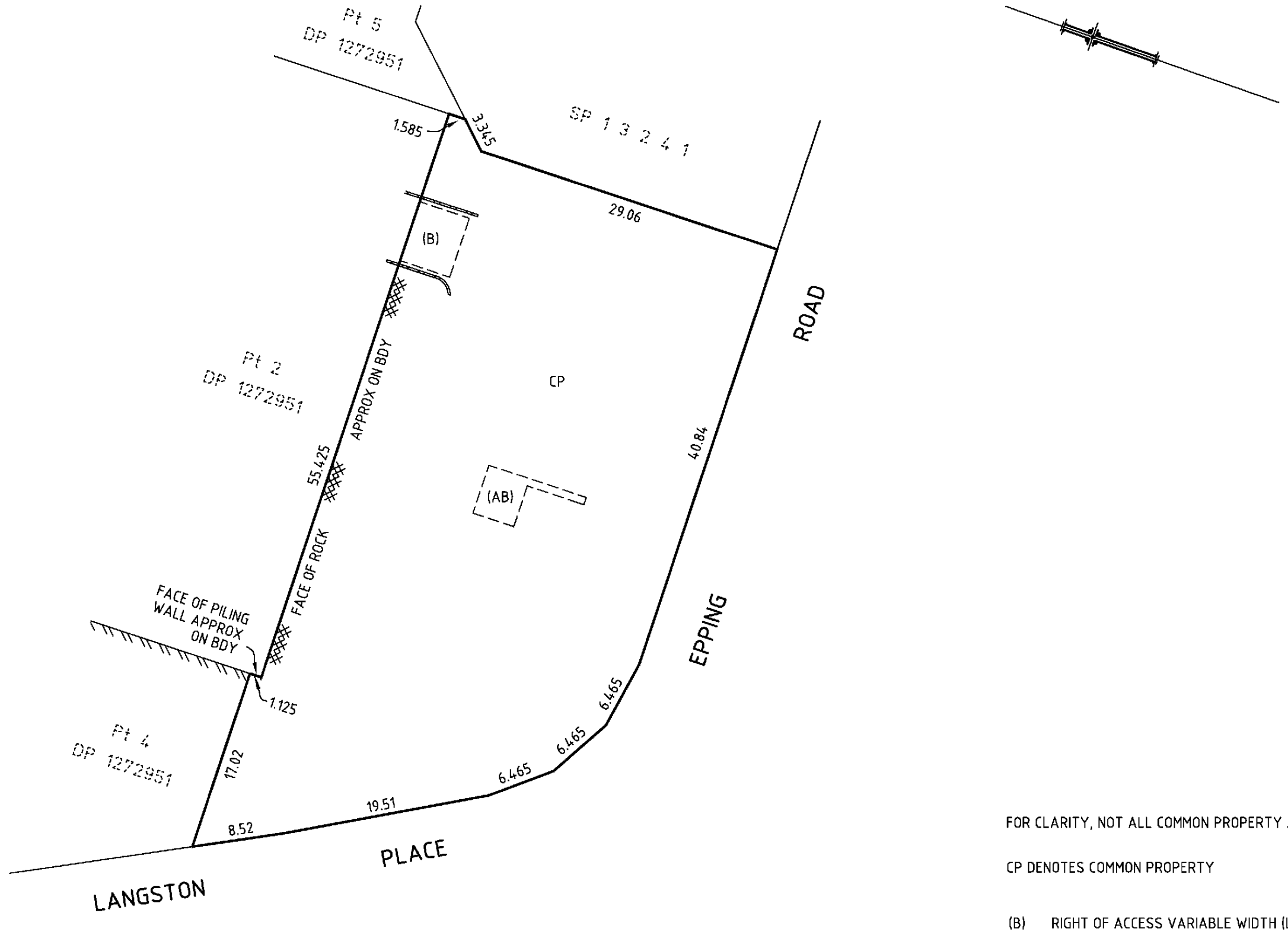
INDEX OF SHEETS	
SHEET	DESCRIPTION
2	LOCATION PLAN - BASEMENT 4
3	LOCATION PLAN - BASEMENT 3
4	LOCATION PLAN - BASEMENT 3
5	LOCATION PLAN - BASEMENT 2
6	LOCATION PLAN - BASEMENT 2
7	LOCATION PLAN - BASEMENT 1
8	LOCATION PLAN - GROUND
9	LOCATION PLAN - LEVEL 1 AND LEVEL 2 & ABOVE
10-13	FLOOR PLANS - CAR SPACES & STORAGE BASEMENT 3
14-16	FLOOR PLANS - CAR SPACES & STORAGE BASEMENT 2
17	FLOOR PLANS - CAR SPACES & STORAGE BASEMENT 1
18-45	FLOOR PLANS - LEVEL 1 - LEVEL 28

SURVEYOR Name: PETER G BENTLEY Date: 17.12.2021 Reference: 2100470-T3 SP	PLAN OF SUBDIVISION OF LOT 3 IN DP 1272951	L.G.A: CITY OF PARRAMATTA Locality: EPPING Reduction Ratio: 1:800 Lengths are in metres	Registered 14.2.2022	SP103041

LOCATION PLAN

TOWER 3
BASEMENT 4 & BELOW

THIS LEVEL CONTAINS
COMMON PROPERTY ONLY.
THERE IS NO FLOOR PLAN.



FOR CLARITY, NOT ALL COMMON PROPERTY AREAS ARE SHOWN.

CP DENOTES COMMON PROPERTY

(B) RIGHT OF ACCESS VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1272951)
(AB) EASEMENT FOR ELECTRICITY AND OTHER PURPOSES VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1275730)

SURVEYOR Name: PETER G BENTLEY Date: 17.12.2021 Reference: 2100470-T3 SP	PLAN OF SUBDIVISION OF LOT 3 IN DP 1272951	L.G.A: CITY OF PARRAMATTA Locality: EPPING Reduction Ratio: 1:400 Lengths are in metres	Registered 14.2.2022	SP103041

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LOCATION PLAN

TOWER 3
BASEMENT 3

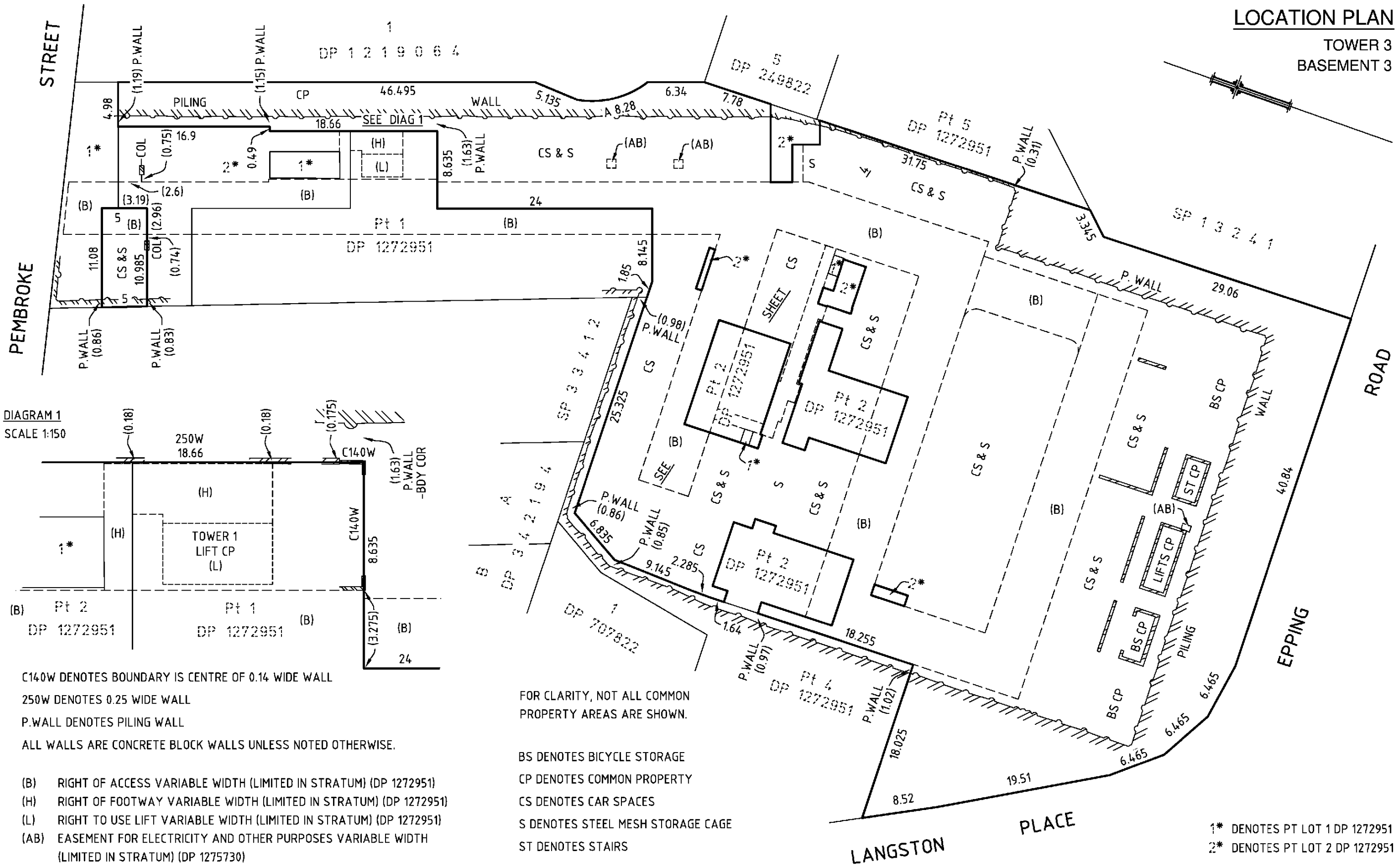


DIAGRAM 1

SCALE 1:150

C140W DENOTES BOUNDARY IS CENTRE OF 0.14 WIDE WALL

250W DENOTES 0.25 WIDE WALL

P.WALL DENOTES PILING WALL

ALL WALLS ARE CONCRETE BLOCK WALLS UNLESS NOTED OTHERWISE.

(B) RIGHT OF ACCESS VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1272951)
(H) RIGHT OF FOOTWAY VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1272951)
(L) RIGHT TO USE LIFT VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1272951)
(AB) EASEMENT FOR ELECTRICITY AND OTHER PURPOSES VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1275730)

FOR CLARITY, NOT ALL COMMON PROPERTY AREAS ARE SHOWN.

BS DENOTES BICYCLE STORAGE
CP DENOTES COMMON PROPERTY
CS DENOTES CAR SPACES
S DENOTES STEEL MESH STORAGE CAGE
ST DENOTES STAIRS

1* DENOTES PT LOT 1 DP 1272951
2* DENOTES PT LOT 2 DP 1272951

SURVEYOR Name: PETER G BENTLEY Date: 17.12.2021 Reference: 2100470-T3 SP	PLAN OF SUBDIVISION OF LOT 3 IN DP 1272951	L.G.A: CITY OF PARRAMATTA Locality: EPPING Reduction Ratio: 1:400 Lengths are in metres	Registered 14.2.2022	SP103041

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LOCATION PLAN

TOWER 3
BASEMENT 3

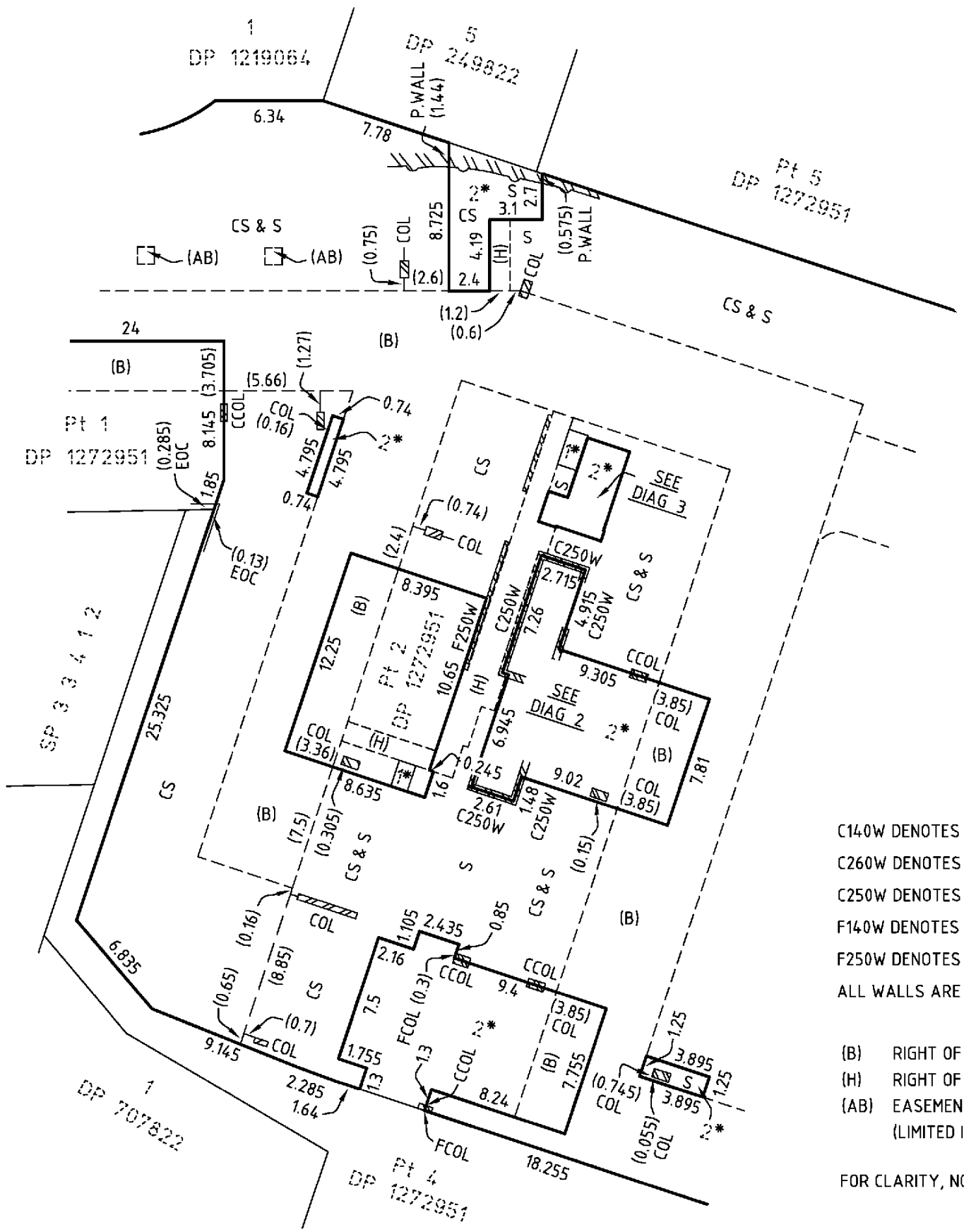


DIAGRAM 2
SCALE 1:75

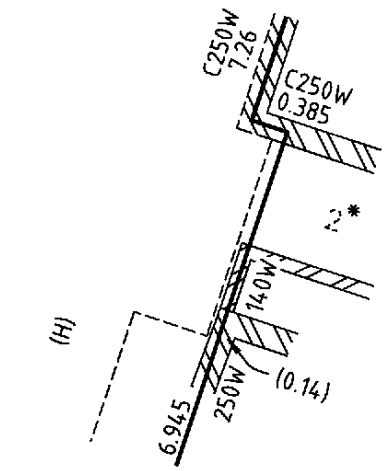
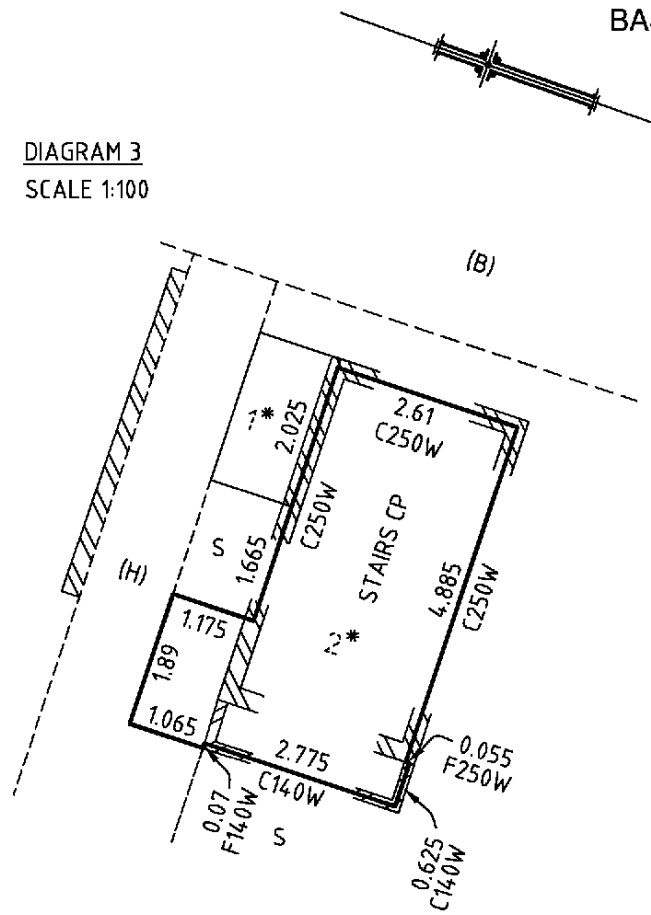


DIAGRAM 3
SCALE 1:100



C140W DENOTES BOUNDARY IS CENTRE OF 0.14 WIDE WALL
C260W DENOTES BOUNDARY IS CENTRE OF 0.26 WIDE WALL
C250W DENOTES BOUNDARY IS CENTRE OF 0.25 WIDE WALL
F140W DENOTES BOUNDARY IS FACE OF 0.14 WIDE WALL
F250W DENOTES BOUNDARY IS FACE OF 0.25 WIDE WALL
ALL WALLS ARE CONCRETE BLOCK WALLS UNLESS NOTED OTHERWISE.

(B) RIGHT OF ACCESS VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1272951)
(H) RIGHT OF FOOTWAY VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1272951)
(AB) EASEMENT FOR ELECTRICITY AND OTHER PURPOSES VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1275730)

FOR CLARITY, NOT ALL COMMON PROPERTY AREAS ARE SHOWN.

190W DENOTES 0.19 WIDE WALL
COL DENOTES COLUMN
CCOL DENOTES BOUNDARY IS CENTRE OF COLUMN
FCOL DENOTES BOUNDARY IS FACE OF COLUMN
EOC DENOTES EDGE OF CONCRETE
P.WALL DENOTES PILING WALL

1* DENOTES PT LOT 1 DP 1272951
2* DENOTES PT LOT 2 DP 1272951
CP DENOTES COMMON PROPERTY
CS DENOTES CAR SPACES
S DENOTES STEEL MESH STORAGE CAGE

SURVEYOR Name: PETER G BENTLEY Date: 17.12.2021 Reference: 2100470-T3 SP	PLAN OF SUBDIVISION OF LOT 3 IN DP 1272951	L.G.A: CITY OF PARRAMATTA Locality: EPPING Reduction Ratio: 1:300 Lengths are in metres	Registered 14.2.2022	SP103041

LOCATION PLAN

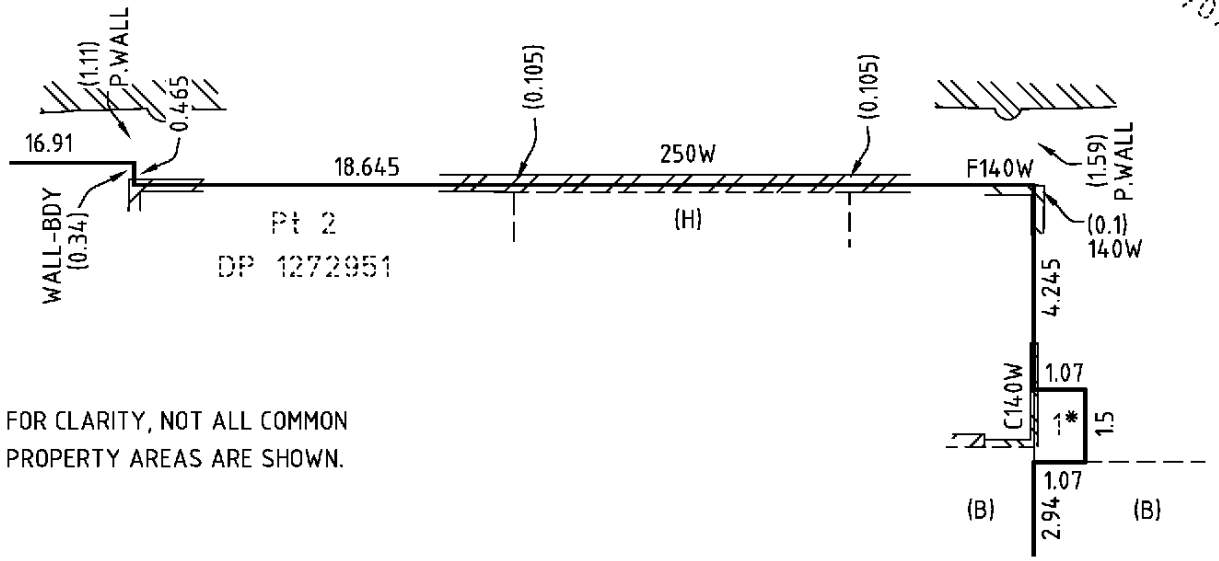
TOWER 3
BASEMENT 2

C140W DENOTES BOUNDARY IS CENTRE OF 0.14 WIDE WALL
140W DENOTES 0.14 WIDE WALL
250W DENOTES 0.25 WIDE WALL
F140W DENOTES BOUNDARY IS FACE OF 0.14 WIDE WALL
P.WALL DENOTES PILING WALL
ALL WALLS ARE CONCRETE BLOCK WALLS UNLESS NOTED OTHERWISE.

1* DENOTES PT LOT 1 DP 1272951
2* DENOTES PT LOT 2 DP 1272951
4* DENOTES PT LOT 4 DP 1272951

(A) RIGHT OF ACCESS VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1272951)
(B) RIGHT OF ACCESS VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1272951)
(H) RIGHT OF FOOTWAY VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1272951)
(P) RIGHT TO USE LIFT VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1272951)
(Q) RIGHT OF FOOTWAY VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1272951)
(AB) EASEMENT FOR ELECTRICITY AND OTHER PURPOSES VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1275730)

DIAGRAM 4
SCALE 1:150



FOR CLARITY, NOT ALL COMMON PROPERTY AREAS ARE SHOWN.

BS DENOTES BICYCLE STORAGE
CP DENOTES COMMON PROPERTY
CS DENOTES CAR SPACES
S DENOTES STEEL MESH STORAGE CAGE
ST DENOTES STAIRS

SURVEYOR Name: PETER G BENTLEY Date: 17.12.2021 Reference: 2100470-T3 SP	PLAN OF SUBDIVISION OF LOT 3 IN DP 1272951	L.G.A: CITY OF PARRAMATTA Locality: EPPING Reduction Ratio: 1:400 Lengths are in metres	Registered 14.2.2022	SP103041

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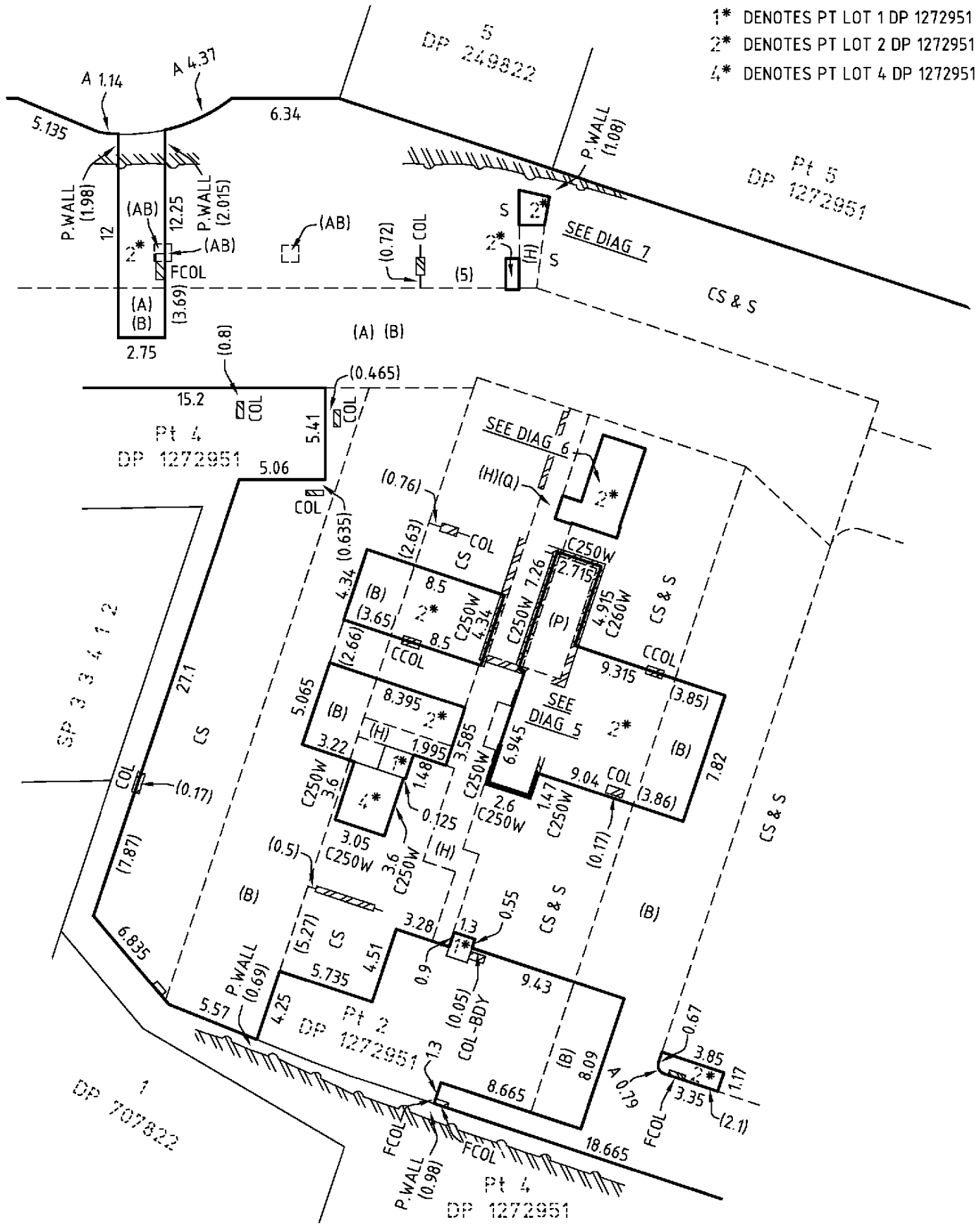
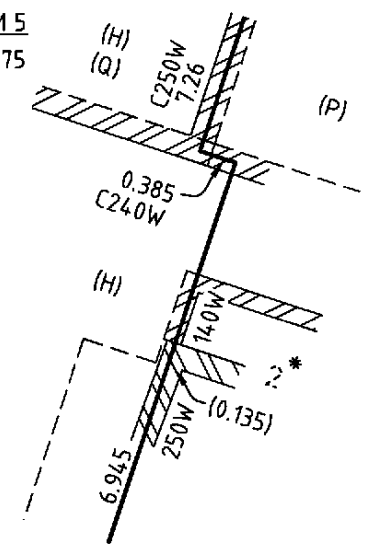


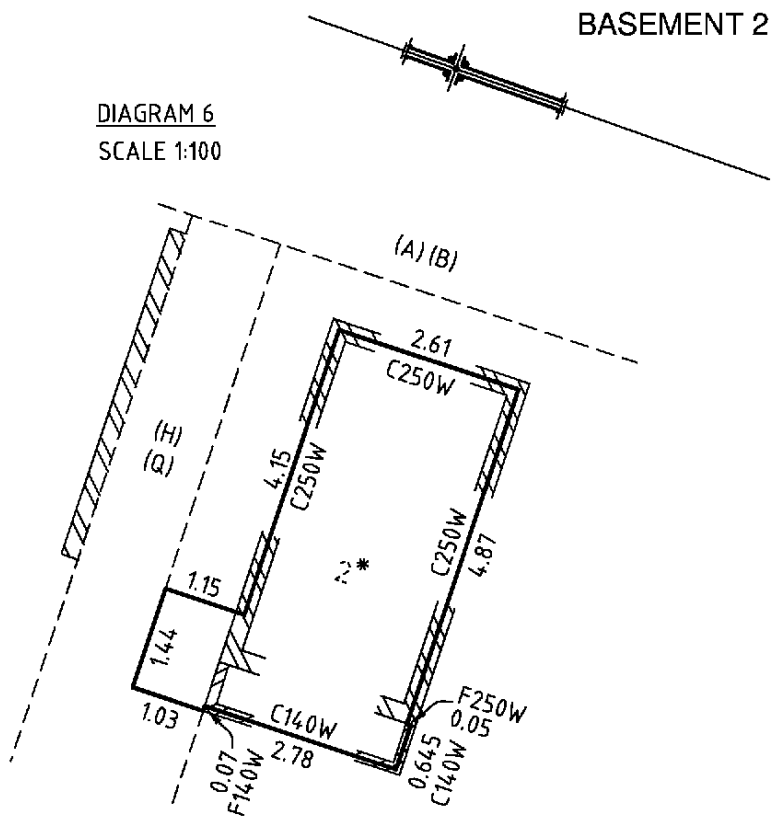
DIAGRAM 5
SCALE 1:75



LOCATION PLAN

TOWER 3
BASEMENT 2

DIAGRAM 6
SCALE 1:100



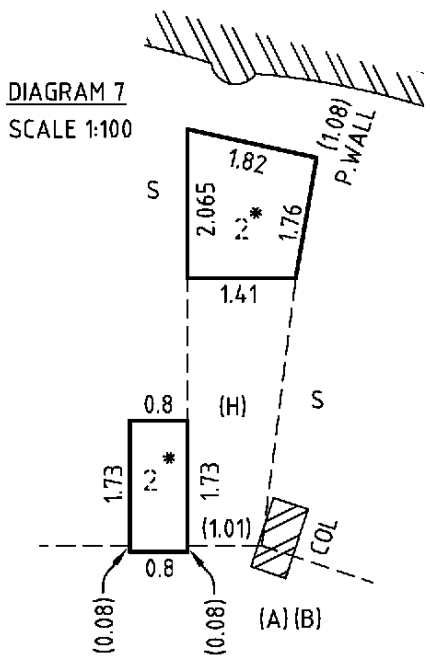
CP DENOTES COMMON PROPERTY
CS DENOTES CAR SPACES
S DENOTES STEEL MESH STORAGE CAGE

COL DENOTES COLUMN
CCOL DENOTES BOUNDARY IS CENTRE OF COLUMN
FCOL DENOTES BOUNDARY IS FACE OF COLUM
P.WALL DENOTES PILING WALL
140W DENOTES 0.14 WIDE WALL
250W DENOTES 0.25 WIDE WALL
C140W DENOTES BOUNDARY IS CENTRE OF 0.14 WIDE WALL
C240W DENOTES BOUNDARY IS CENTRE OF 0.24 WIDE WALL
C250W DENOTES BOUNDARY IS CENTRE OF 0.25 WIDE WALL
C260W DENOTES BOUNDARY IS CENTRE OF 0.26 WIDE WALL
F140W DENOTES BOUNDARY IS FACE OF 0.14 WIDE WALL
F250W DENOTES BOUNDARY IS FACE OF 0.25 WIDE WALL
ALL WALLS ARE CONCRETE BLOCK WALLS UNLESS NOTED OTHERWISE.

(A) RIGHT OF ACCESS VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1272951)
(B) RIGHT OF ACCESS VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1272951)
(H) RIGHT OF FOOTWAY VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1272951)
(P) RIGHT TO USE LIFT VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1272951)
(Q) RIGHT OF FOOTWAY VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1272951)
(AB) EASEMENT FOR ELECTRICITY AND OTHER PURPOSES VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1275730)

FOR CLARITY, NOT ALL COMMON PROPERTY AREAS ARE SHOWN.

DIAGRAM 7
SCALE 1:100



SURVEYOR Name: PETER G BENTLEY Date: 17.12.2021 Reference: 2100470-T3 SP	PLAN OF SUBDIVISION OF LOT 3 IN DP 1272951	L.G.A: CITY OF PARRAMATTA Locality: EPPING Reduction Ratio: 1:300 Lengths are in metres	Registered 14.2.2022	SP103041

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LOCATION PLAN

TOWER 3
BASEMENT 1

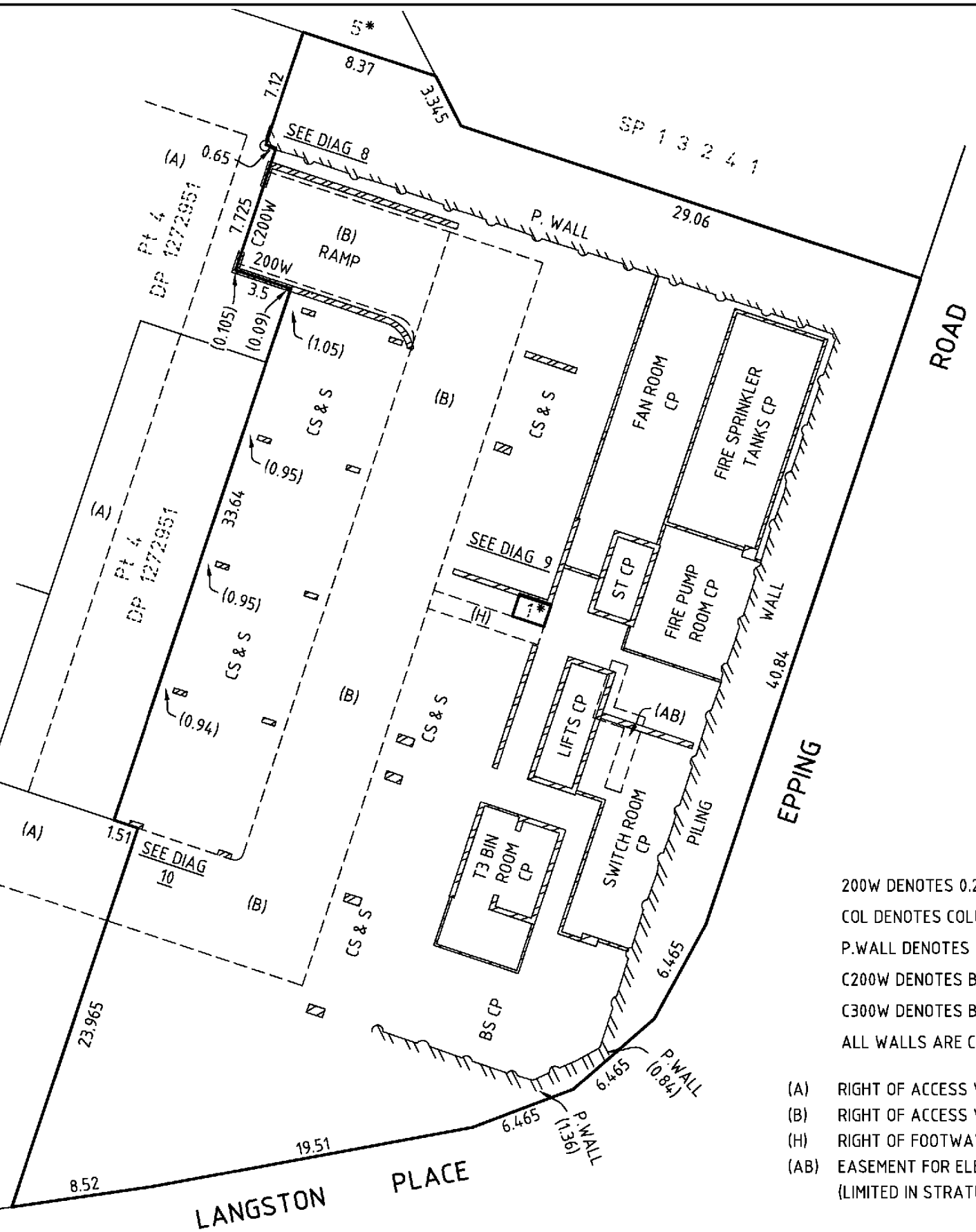


DIAGRAM 8
SCALE 1:100

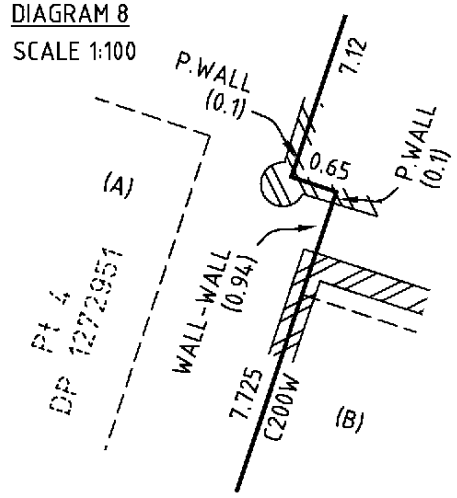
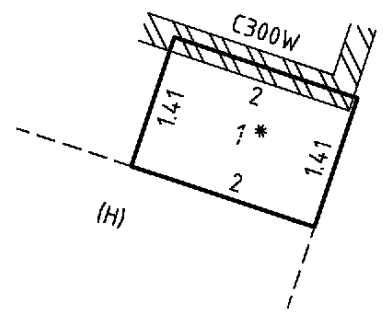


DIAGRAM 9
SCALE 1:75



1* DENOTES PT LOT 1 DP 1272951
4* DENOTES PT LOT 4 DP 1272951
5* DENOTES PT LOT 5 DP 1272951

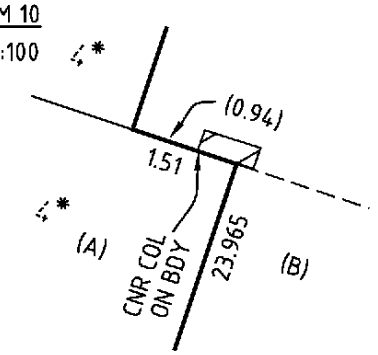
BS DENOTES BICYCLE STORAGE
CP DENOTES COMMON PROPERTY
CS DENOTES CAR SPACES
S DENOTES STEEL MESH STORAGE CAGE
ST DENOTES STAIRS

FOR CLARITY, NOT ALL COMMON PROPERTY AREAS ARE SHOWN.

200W DENOTES 0.2 WIDE WALL
COL DENOTES COLUMN
P.WALL DENOTES PILING WALL
C200W DENOTES BOUNDARY IS CENTRE OF 0.2 WIDE WALL
C300W DENOTES BOUNDARY IS CENTRE OF 0.3 WIDE WALL
ALL WALLS ARE CONCRETE BLOCK WALLS UNLESS NOTED OTHERWISE.

(A) RIGHT OF ACCESS VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1272951)
(B) RIGHT OF ACCESS VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1272951)
(H) RIGHT OF FOOTWAY VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1272951)
(AB) EASEMENT FOR ELECTRICITY AND OTHER PURPOSES VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1275730)

DIAGRAM 10
SCALE 1:100

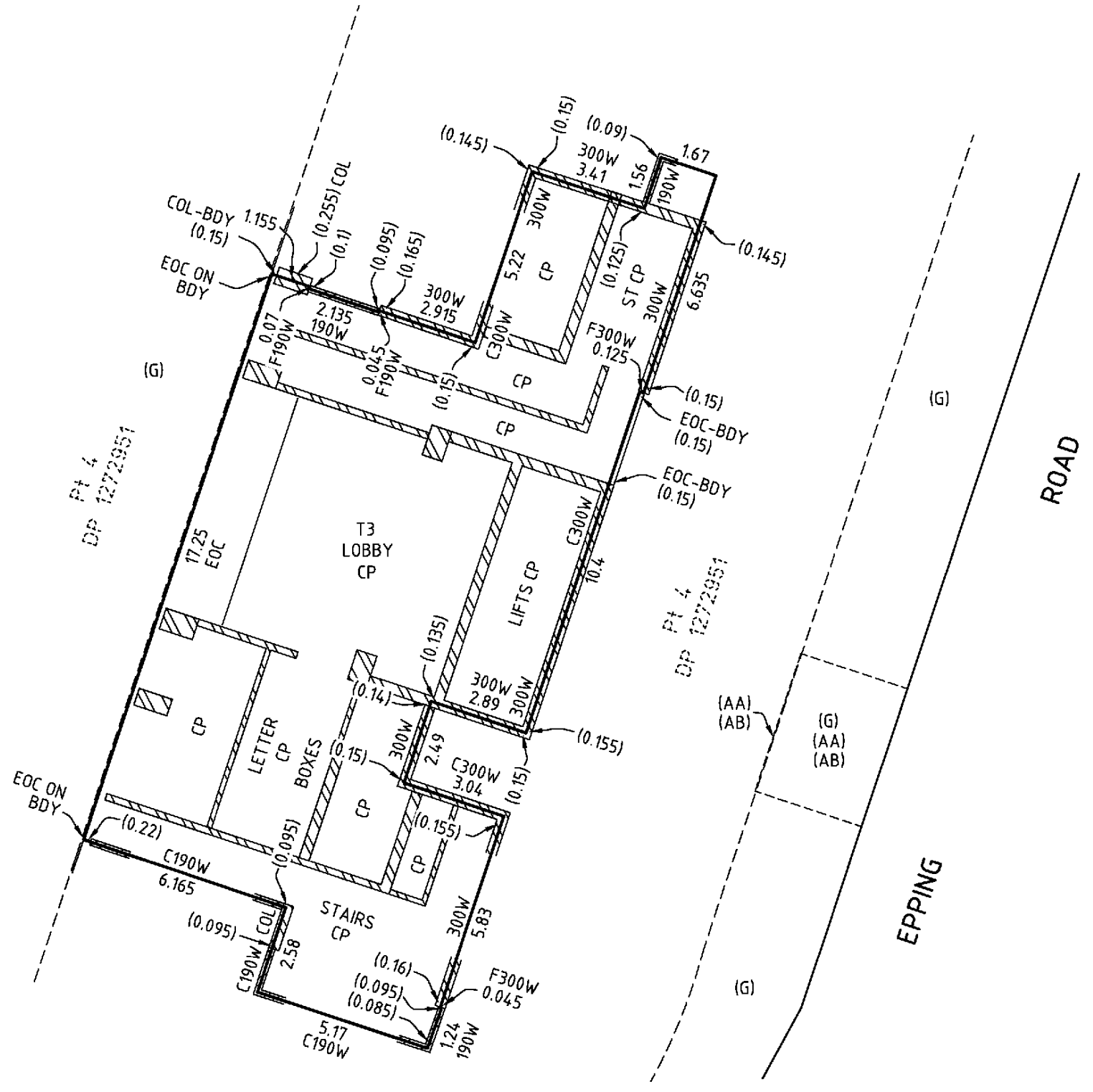


SURVEYOR Name: PETER G BENTLEY Date: 17.12.2021 Reference: 2100470-T3 SP	PLAN OF SUBDIVISION OF LOT 3 IN DP 1272951	L.G.A: CITY OF PARRAMATTA Locality: EPPING Reduction Ratio: 1:300 Lengths are in metres	Registered 14.2.2022	SP103041

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LOCATION PLAN

TOWER 3
GROUND



THIS LEVEL CONTAINS COMMON PROPERTY ONLY.
THERE IS NO FLOOR PLAN.

(AA) RIGHT OF CARRIAGE WAY VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1275730)
(AB) EASEMENT FOR ELECTRICITY AND OTHER PURPOSES VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1275730)
(G) RIGHT OF PUBLIC ACCESS VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1272951)

ALL WALLS ARE CONCRETE BLOCK WALLS UNLESS NOTED OTHERWISE.
C300W DENOTES BOUNDARY IS CENTRE OF 0.3 WIDE WALL
C190W DENOTES BOUNDARY IS CENTRE OF 0.19 WIDE WALL
F300W DENOTES BOUNDARY IS FACE OF 0.3 WIDE WALL
F190W DENOTES BOUNDARY IS FACE OF 0.19 WIDE WALL
300W DENOTES 0.3 WIDE WALL
190W DENOTES 0.19 WIDE WALL
COL DENOTES COLUMN
EOC DENOTES EDGE OF CONCRETE

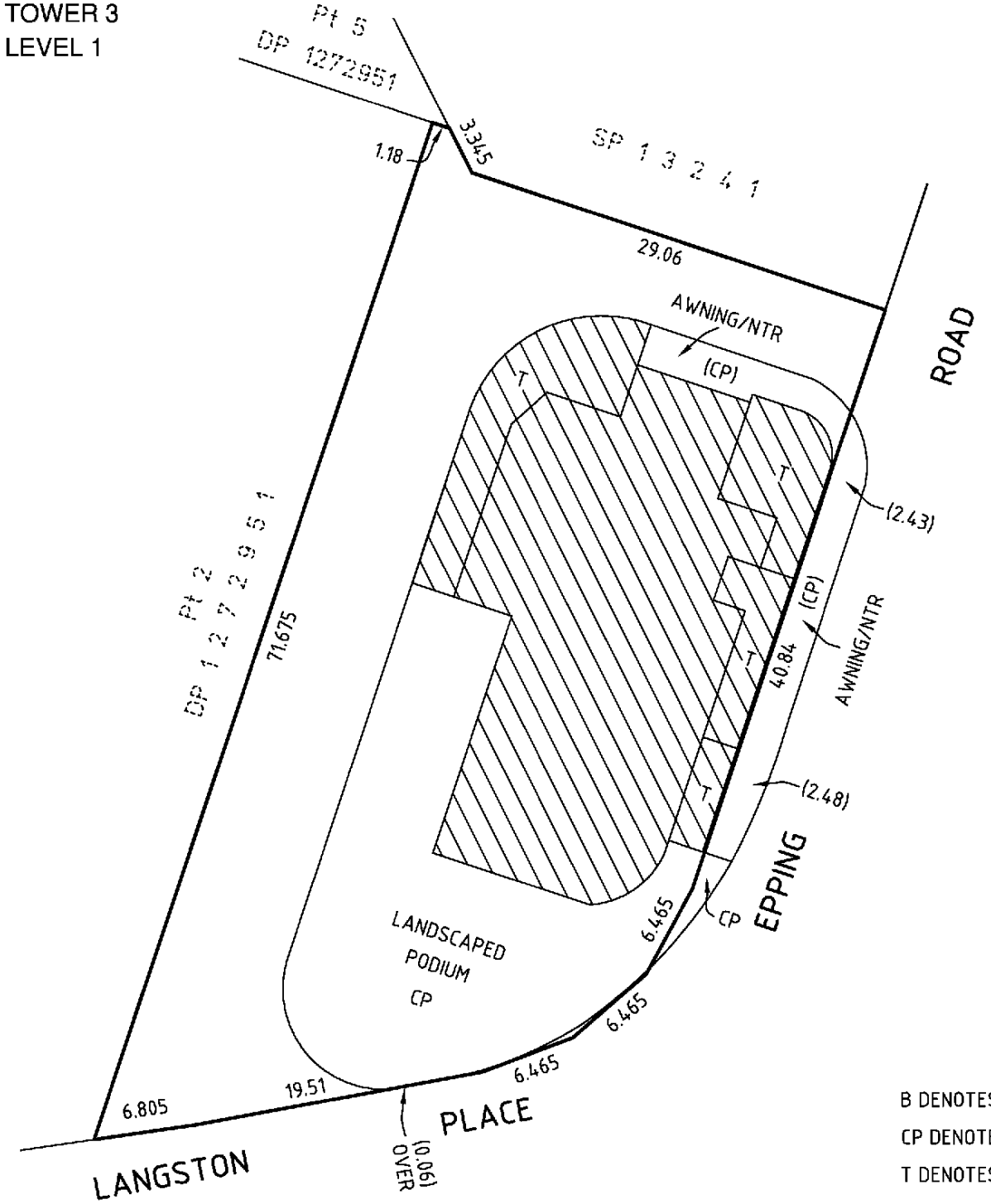
CP DENOTES COMMON PROPERTY
ST DENOTES STAIRS

FOR CLARITY, NOT ALL COMMON PROPERTY AREAS ARE SHOWN.

SURVEYOR Name: PETER G BENTLEY Date: 17.12.2021 Reference: 2100470-T3 SP	PLAN OF SUBDIVISION OF LOT 3 IN DP 1272951	L.G.A: CITY OF PARRAMATTA Locality: EPPING Reduction Ratio: 1:150 Lengths are in metres	Registered 14.2.2022	SP103041

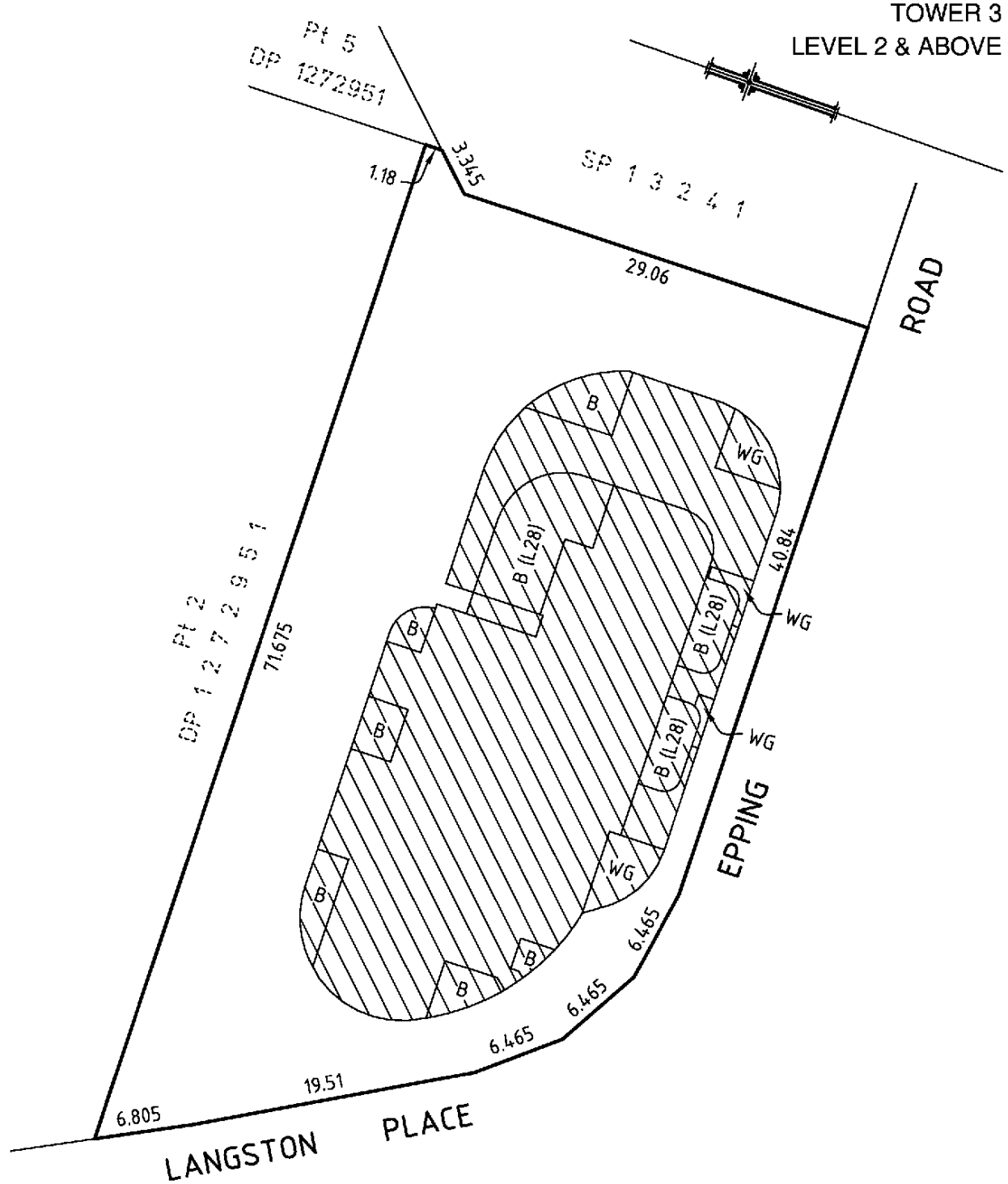
LOCATION PLAN

TOWER 3
LEVEL 1



LOCATION PLAN

TOWER 3
LEVEL 2 & ABOVE



B DENOTES BALCONY
CP DENOTES COMMON PROPERTY
T DENOTES TERRACE
WG DENOTES WINTER GARDEN
NTR DENOTES NON-TRAFFICABLE ROOF

FOR CLARITY, NOT ALL COMMON PROPERTY AREAS ARE SHOWN.

SURVEYOR Name: PETER G BENTLEY Date: 17.12.2021 Reference: 2100470-T3 SP	PLAN OF SUBDIVISION OF LOT 3 IN DP 1272951	L.G.A: CITY OF PARRAMATTA Locality: EPPING Reduction Ratio: 1:400 Lengths are in metres	Registered 14.2.2022	SP103041

Req:R352563 /Doc:SP 0103041 P /Rev:16-Feb-2022 /NSW LRS /Prt:18-Feb-2022 10:23 /Seq:9 of 54
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Req:R352563 /Doc:SP 0103041 P /Rev:16-Feb-2022 /NSW LRS /Prt:18-Feb-2022 10:23 /Seq:10 of 54
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FLOOR PLAN

TOWER 3
BASEMENT 3

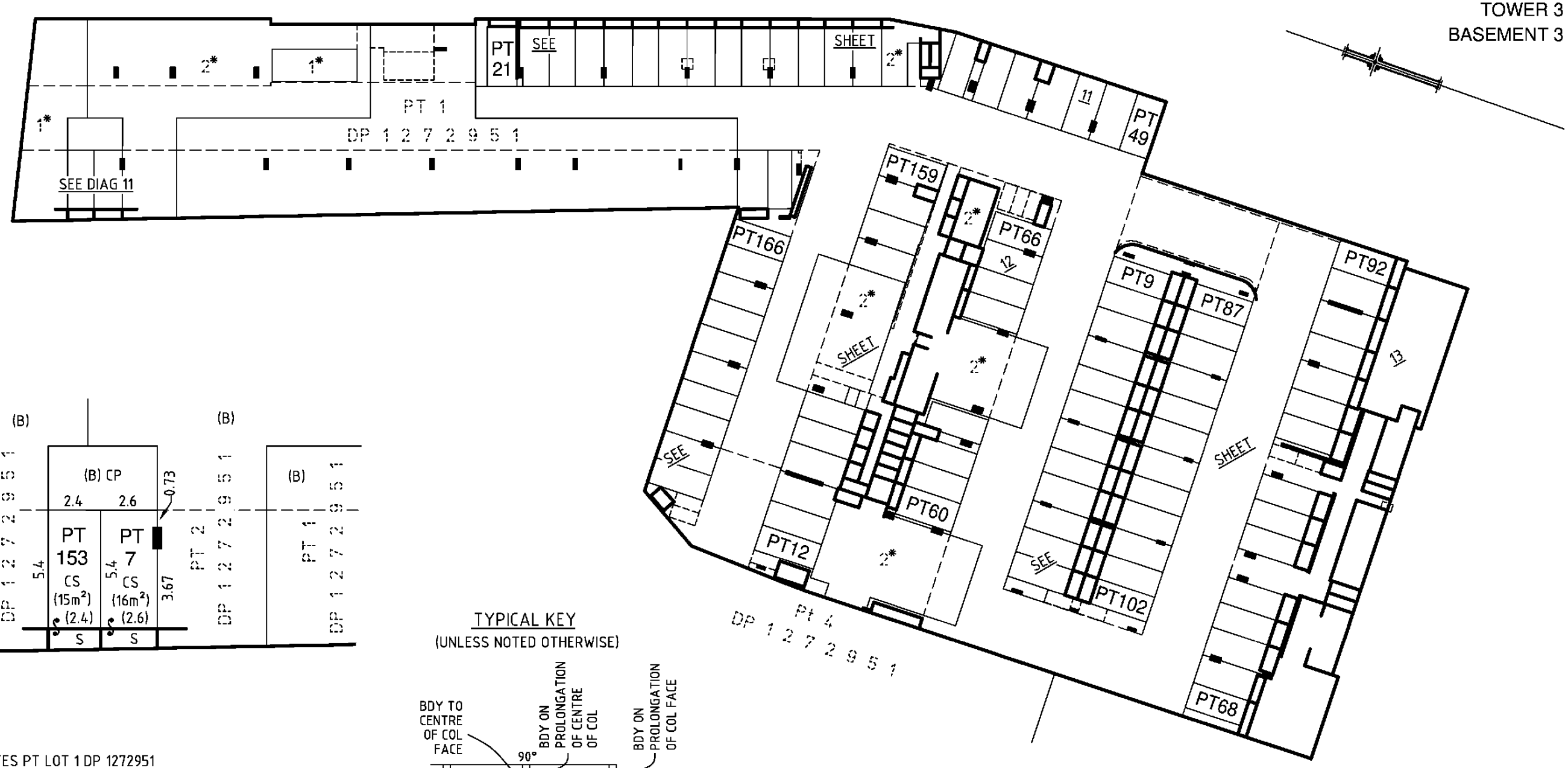
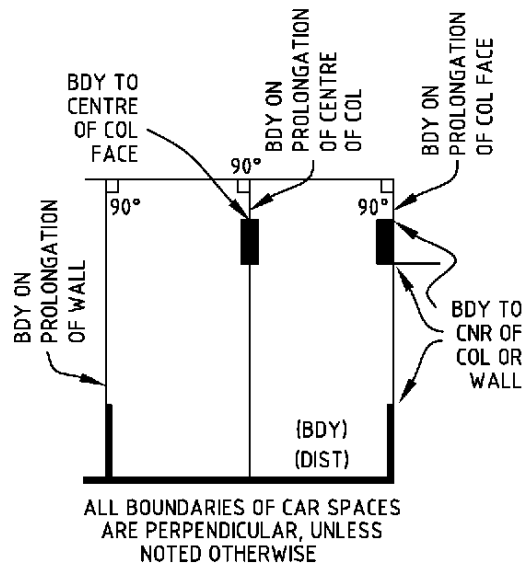


DIAGRAM 11
SCALE 1:200

TYPICAL KEY
(UNLESS NOTED OTHERWISE)



ALL BOUNDARIES OF CAR SPACES ARE PERPENDICULAR, UNLESS NOTED OTHERWISE

1* DENOTES PT LOT 1 DP 1272951
2* DENOTES PT LOT 2 DP 1272951

CP DENOTES COMMON PROPERTY
CS DENOTES CAR SPACES
S DENOTES STEEL MESH STORAGE CAGE

FOR CLARITY, NOT ALL COMMON PROPERTY AREAS ARE SHOWN.

ALL AREAS ARE APPROXIMATE.

THE STRATUM OF THE CAR SPACES DENOTED CS EXTENDS FROM THE UPPER SURFACE OF THE CONCRETE FLOOR TO A HEIGHT OF 2.3 ABOVE THE FLOOR, EXCEPT WHERE COVERED WITHIN THIS LIMIT.

(AB) EASEMENT FOR ELECTRICITY AND OTHER PURPOSES VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1275730)
(B) RIGHT OF ACCESS VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1272951)
(H) RIGHT OF FOOTWAY VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1272951)

SURVEYOR Name: PETER G BENTLEY Date: 17.12.2021 Reference: 2100470-T3 SP	PLAN OF SUBDIVISION OF LOT 3 IN DP 1272951	L.G.A: CITY OF PARRAMATTA Locality: EPPING Reduction Ratio: 1:400 Lengths are in metres	Registered 14.2.2022	SP103041

Req:R352563 /Doc:SP 0103041 P /Rev:16-Feb-2022 /NSW LRS /Prt:18-Feb-2022 10:23 /Seq:11 of 54
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FLOOR PLAN

TOWER 3
BASEMENT 3

THERE IS NO FLOOR PLAN FOR BASEMENT 4 AS IT CONSISTS OF COMMON PROPERTY ONLY.

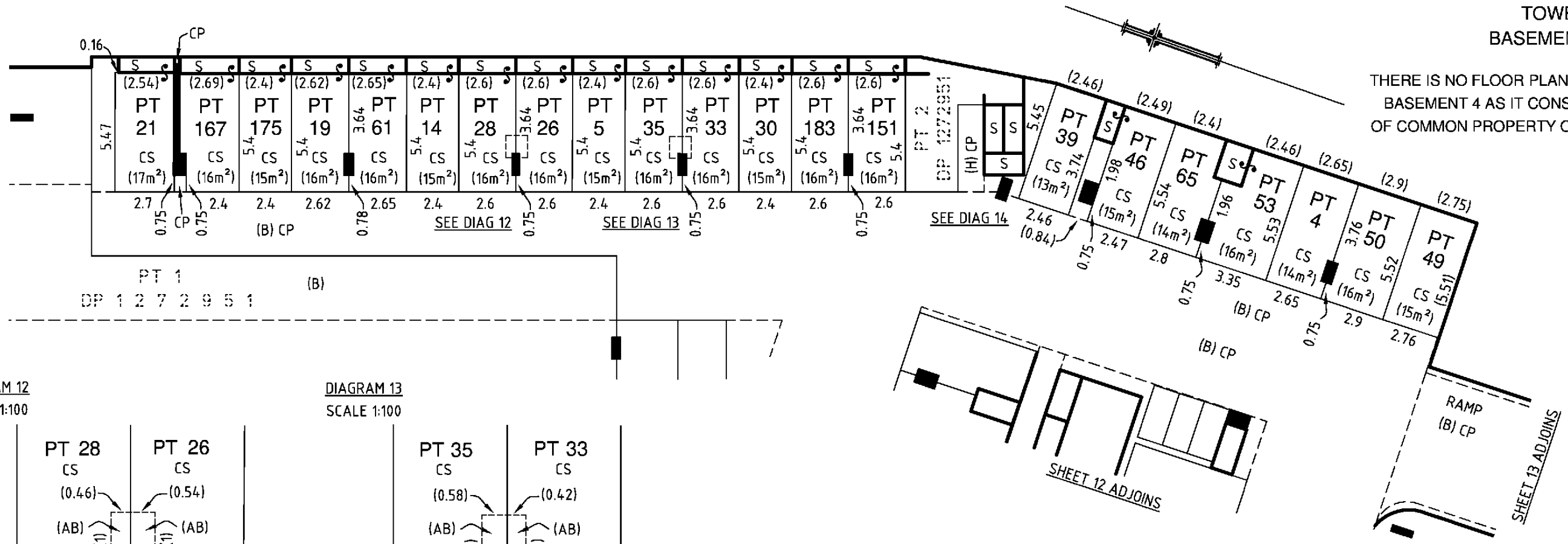


DIAGRAM 12
SCALE 1:100

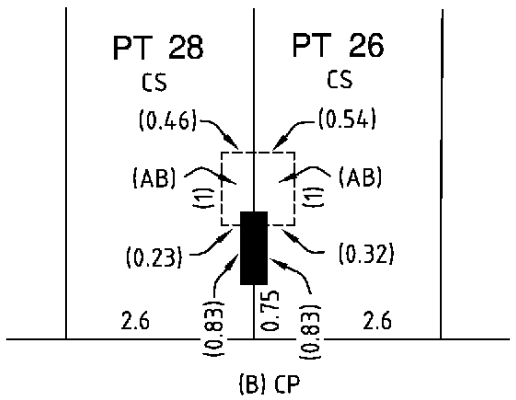


DIAGRAM 13
SCALE 1:100

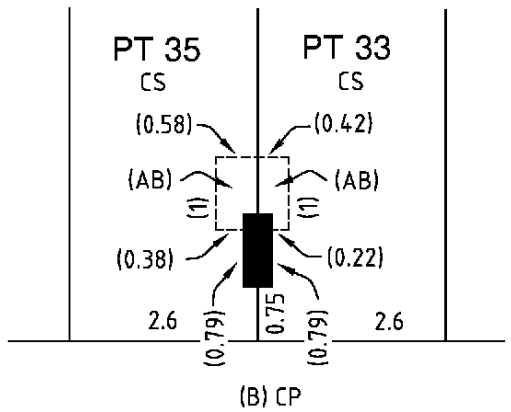
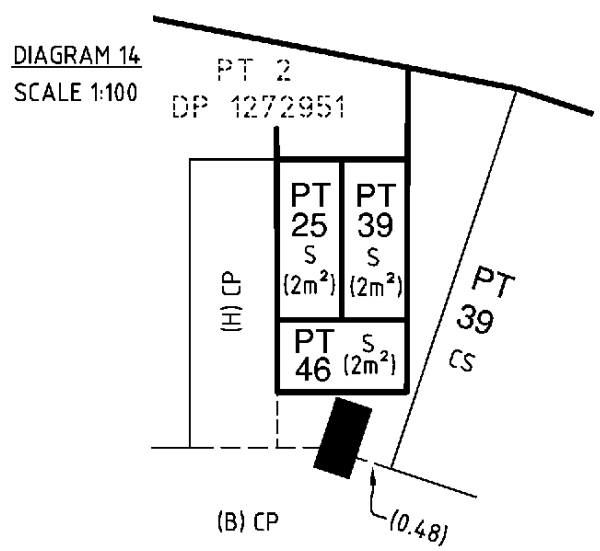


DIAGRAM 14
SCALE 1:100



CP DENOTES COMMON PROPERTY

CS DENOTES CAR SPACES

S DENOTES STEEL MESH STORAGE CAGE

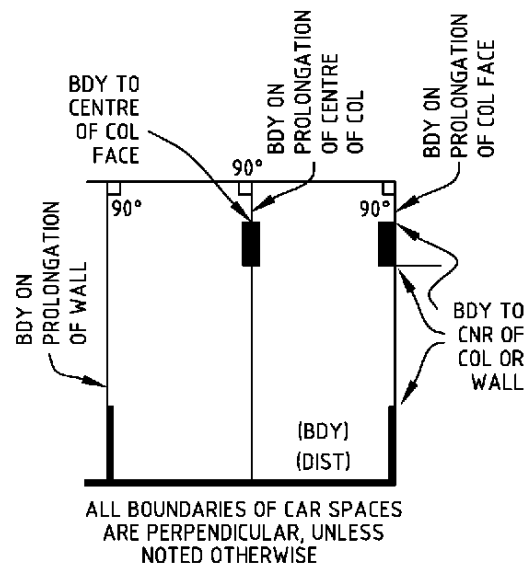
THE STRATUM OF THE CAR SPACES DENOTED CS EXTENDS FROM THE UPPER SURFACE OF THE CONCRETE FLOOR TO A HEIGHT OF 2.3 ABOVE THE FLOOR, EXCEPT WHERE COVERED WITHIN THIS LIMIT.

(AB) EASEMENT FOR ELECTRICITY AND OTHER PURPOSES VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1275730)
(B) RIGHT OF ACCESS VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1272951)
(H) RIGHT OF FOOTWAY VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1272951)

FOR CLARITY, NOT ALL COMMON PROPERTY AREAS ARE SHOWN.

ALL AREAS ARE APPROXIMATE.

TYPICAL KEY
(UNLESS NOTED OTHERWISE)



ALL BOUNDARIES OF CAR SPACES ARE PERPENDICULAR, UNLESS NOTED OTHERWISE

SURVEYOR Name: PETER G BENTLEY Date: 17.12.2021 Reference: 2100470-T3 SP	PLAN OF SUBDIVISION OF LOT 3 IN DP 1272951	L.G.A: CITY OF PARRAMATTA Locality: EPPING Reduction Ratio: 1:200 Lengths are in metres	Registered 14.2.2022	SP103041

Req:R352563 /Doc:SP 0103041 P /Rev:16-Feb-2022 /NSW LRS /Prt:18-Feb-2022 10:23 /Seq:12 of 54
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1* DENOTES PT LOT 1 DP 1272951

2* DENOTES PT LOT 2 DP 1272951

CP DENOTES COMMON PROPERTY

CS DENOTES CAR SPACES

MB DENOTES MOTORBIKE SPACE (CP)

S DENOTES STEEL MESH STORAGE CAGE

THE STRATUM OF THE CAR SPACES DENOTED CS EXTENDS FROM THE UPPER SURFACE OF THE CONCRETE FLOOR TO A HEIGHT OF 2.3 ABOVE THE FLOOR, EXCEPT WHERE COVERED WITHIN THIS LIMIT.

FOR CLARITY, NOT ALL COMMON PROPERTY AREAS ARE SHOWN.

ALL AREAS ARE APPROXIMATE.

(B) RIGHT OF ACCESS VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1272951)

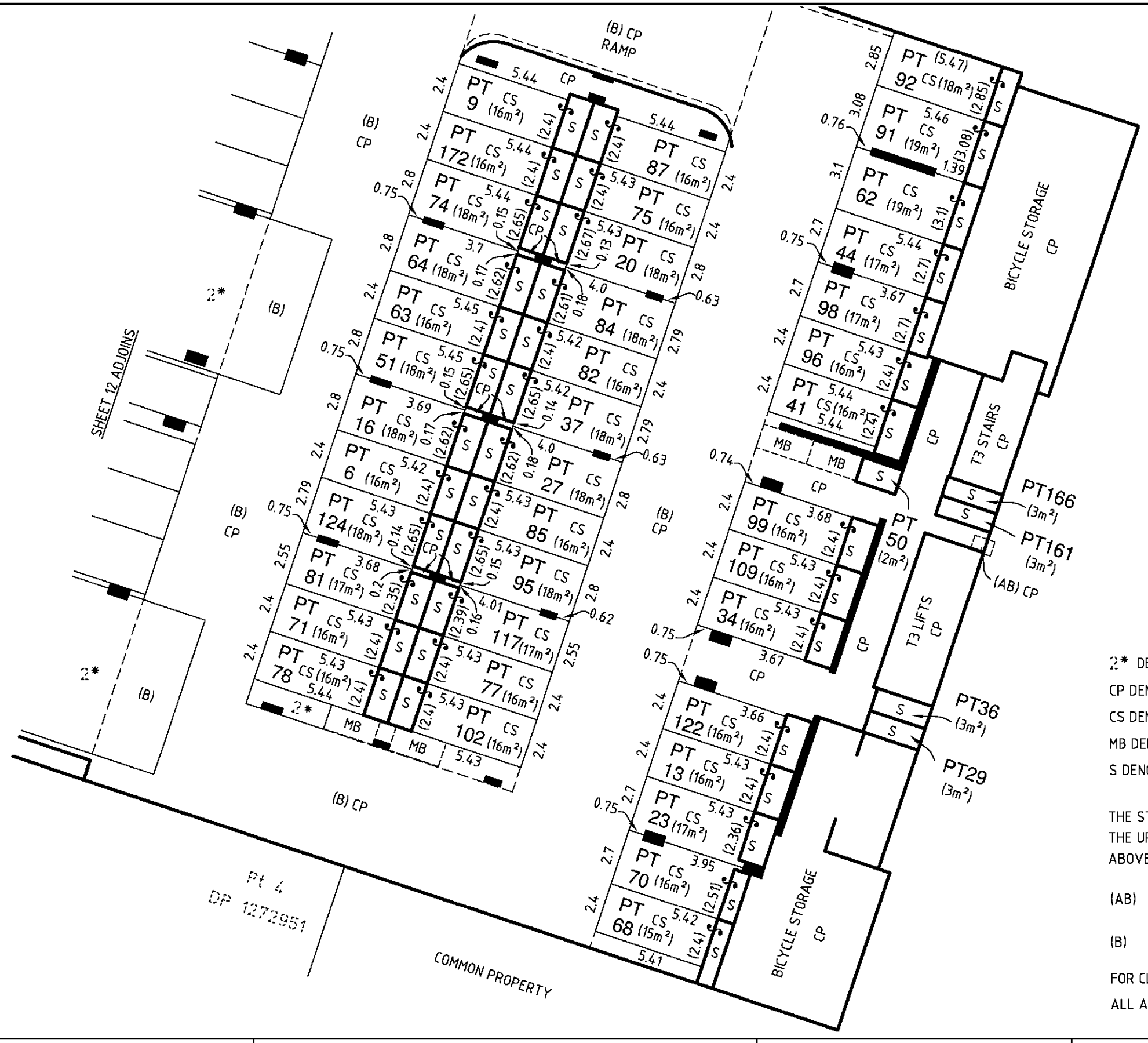
(H) RIGHT OF FOOTWAY VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1272951)

SURVEYOR Name: PETER G BENTLEY Date: 17.12.2021 Reference: 2100470-T3 SP	PLAN OF SUBDIVISION OF LOT 3 IN DP 1272951	L.G.A: CITY OF PARRAMATTA Locality: EPPING Reduction Ratio: 1:200 Lengths are in metres	Registered 14.2.2022	SP103041

Req:R352563 /Doc:SP 0103041 P /Rev:16-Feb-2022 /NSW LRS /Prt:18-Feb-2022 10:23 /Seq:13 of 54
© Office of the Registrar-General /Src:GlobalX /Ref:ndcnetw02

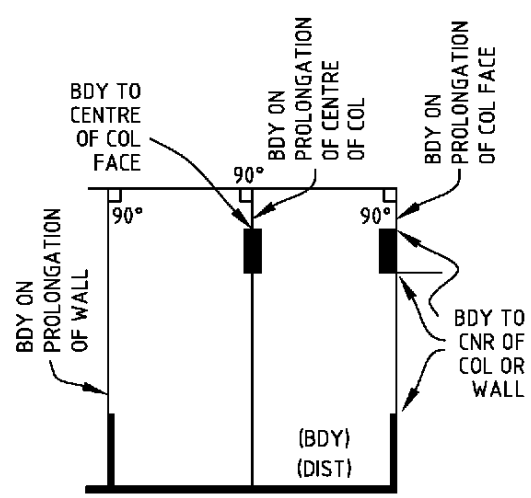
FLOOR PLAN

TOWER 3
BASEMENT 3



TYPICAL KEY

(UNLESS NOTED OTHERWISE)



ALL BOUNDARIES OF CAR SPACES ARE PERPENDICULAR, UNLESS NOTED OTHERWISE

2* DENOTES PT LOT 2 DP 1272951

CP DENOTES COMMON PROPERTY

CS DENOTES CAR SPACES

MB DENOTES MOTORBIKE SPACE (CP)

S DENOTES STEEL MESH STORAGE CAGE

THE STRATUM OF THE CAR SPACES DENOTED CS EXTENDS FROM THE UPPER SURFACE OF THE CONCRETE FLOOR TO A HEIGHT OF 2.3 ABOVE THE FLOOR, EXCEPT WHERE COVERED WITHIN THIS LIMIT.

(AB) EASEMENT FOR ELECTRICITY AND OTHER PURPOSES VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1275730)

(B) RIGHT OF ACCESS VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1272951)

FOR CLARITY, NOT ALL COMMON PROPERTY AREAS ARE SHOWN.

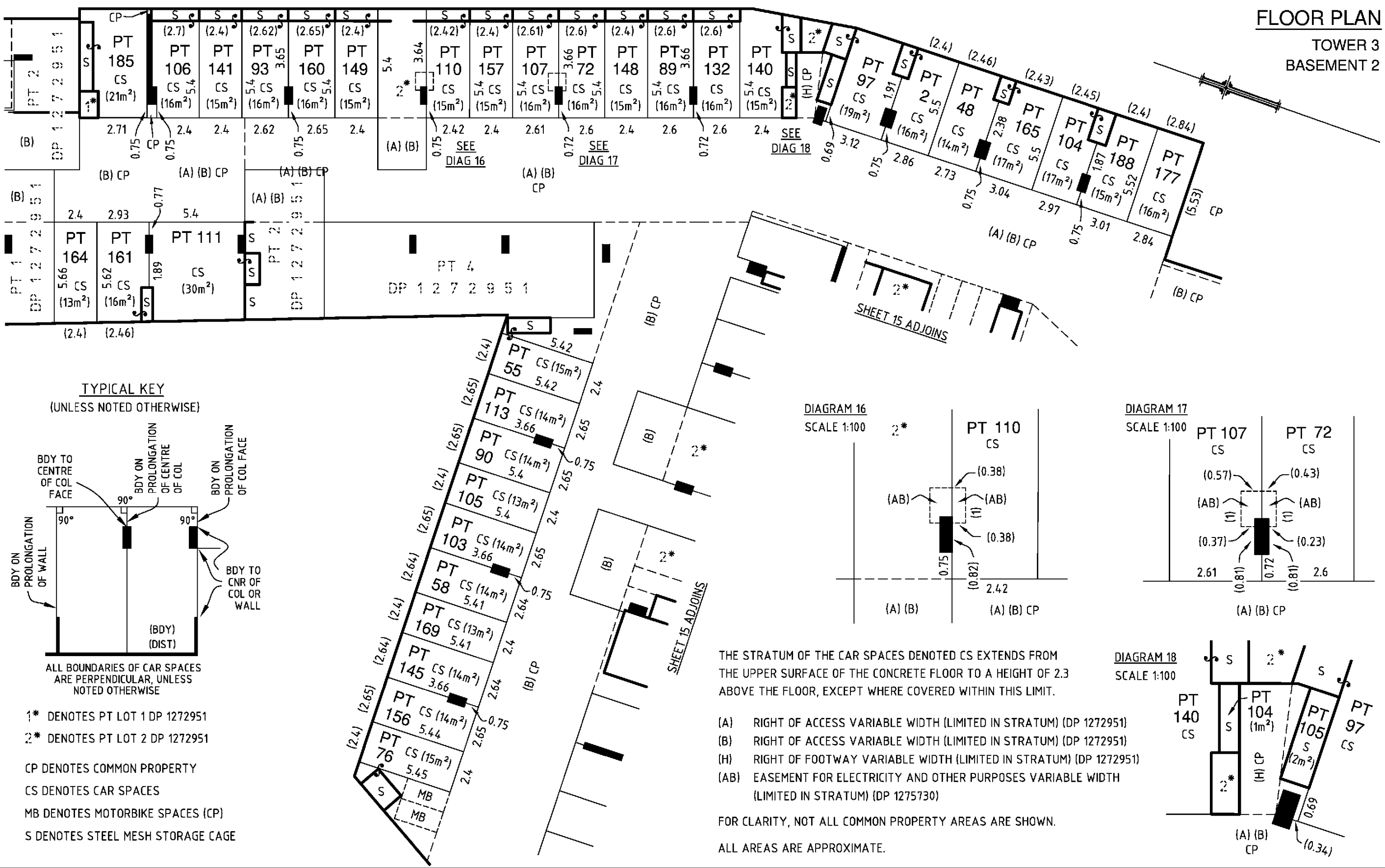
ALL AREAS ARE APPROXIMATE.

SURVEYOR Name: PETER G BENTLEY Date: 17.12.2021 Reference: 2100470-T3 SP	PLAN OF SUBDIVISION OF LOT 3 IN DP 1272951	L.G.A: CITY OF PARRAMATTA Locality: EPPING Reduction Ratio: 1:200 Lengths are in metres	Registered 14.2.2022	SP103041

Req:R352563 /Doc:SP 0103041 P /Rev:16-Feb-2022 /NSW LRS /Prt:18-Feb-2022 10:23 /Seq:14 of 54
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FLOOR PLAN

TOWER 3
BASEMENT 2



TYPICAL KEY

(UNLESS NOTED OTHERWISE)

ALL BOUNDARIES OF CAR SPACES ARE PERPENDICULAR, UNLESS NOTED OTHERWISE

1* DENOTES PT LOT 1 DP 1272951

2* DENOTES PT LOT 2 DP 1272951

CP DENOTES COMMON PROPERTY

CS DENOTES CAR SPACES

MB DENOTES MOTORBIKE SPACES (CP)

S DENOTES STEEL MESH STORAGE CAGE

DIAGRAM 16
SCALE 1:100

DIAGRAM 17
SCALE 1:100

THE STRATUM OF THE CAR SPACES DENOTED CS EXTENDS FROM THE UPPER SURFACE OF THE CONCRETE FLOOR TO A HEIGHT OF 2.3 ABOVE THE FLOOR, EXCEPT WHERE COVERED WITHIN THIS LIMIT.

(A) RIGHT OF ACCESS VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1272951)
(B) RIGHT OF ACCESS VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1272951)
(H) RIGHT OF FOOTWAY VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1272951)
(AB) EASEMENT FOR ELECTRICITY AND OTHER PURPOSES VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1275730)

FOR CLARITY, NOT ALL COMMON PROPERTY AREAS ARE SHOWN.

ALL AREAS ARE APPROXIMATE.

DIAGRAM 18
SCALE 1:100

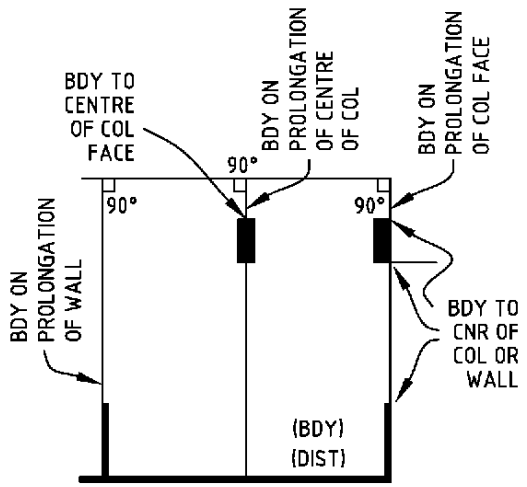
SURVEYOR Name: PETER G BENTLEY Date: 17.12.2021 Reference: 2100470-T3 SP	PLAN OF SUBDIVISION OF LOT 3 IN DP 1272951	L.G.A: CITY OF PARRAMATTA Locality: EPPING Reduction Ratio: 1:200 Lengths are in metres	Registered 14.2.2022	SP103041

Req:R352563 /Doc:SP 0103041 P /Rev:16-Feb-2022 /NSW LRS
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/Prt:18-Feb-2022 10:23 /Seq:15 of 54

FLOOR PLAN

TOWER 3
BASEMENT 2

TYPICAL KEY
(UNLESS NOTED OTHERWISE)



ALL BOUNDARIES OF CAR SPACES ARE PERPENDICULAR, UNLESS NOTED OTHERWISE

THE STRATUM OF THE CAR SPACES DENOTED CS EXTENDS FROM THE UPPER SURFACE OF THE CONCRETE FLOOR TO A HEIGHT OF 2.3 ABOVE THE FLOOR, EXCEPT WHERE COVERED WITHIN THIS LIMIT.

1* DENOTES PT LOT 1 DP 1272951

2* DENOTES PT LOT 2 DP 1272951

FOR CLARITY, NOT ALL COMMON PROPERTY AREAS ARE SHOWN.

ALL AREAS ARE APPROXIMATE.

CP DENOTES COMMON PROPERTY

CS DENOTES CAR SPACES

MB DENOTES MOTORBIKE SPACES (CP)

S DENOTES STEEL MESH STORAGE CAGE

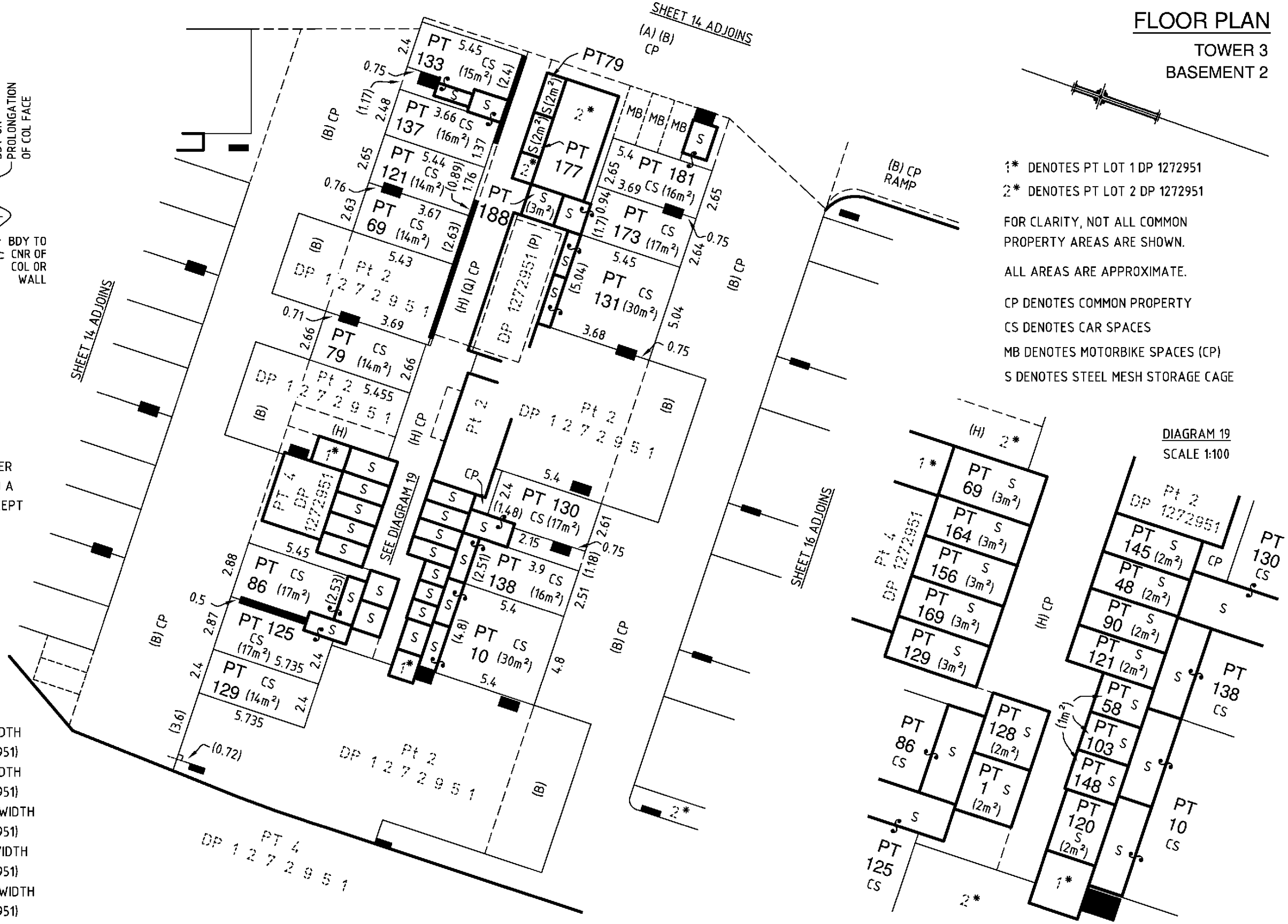


DIAGRAM 19
SCALE 1:100

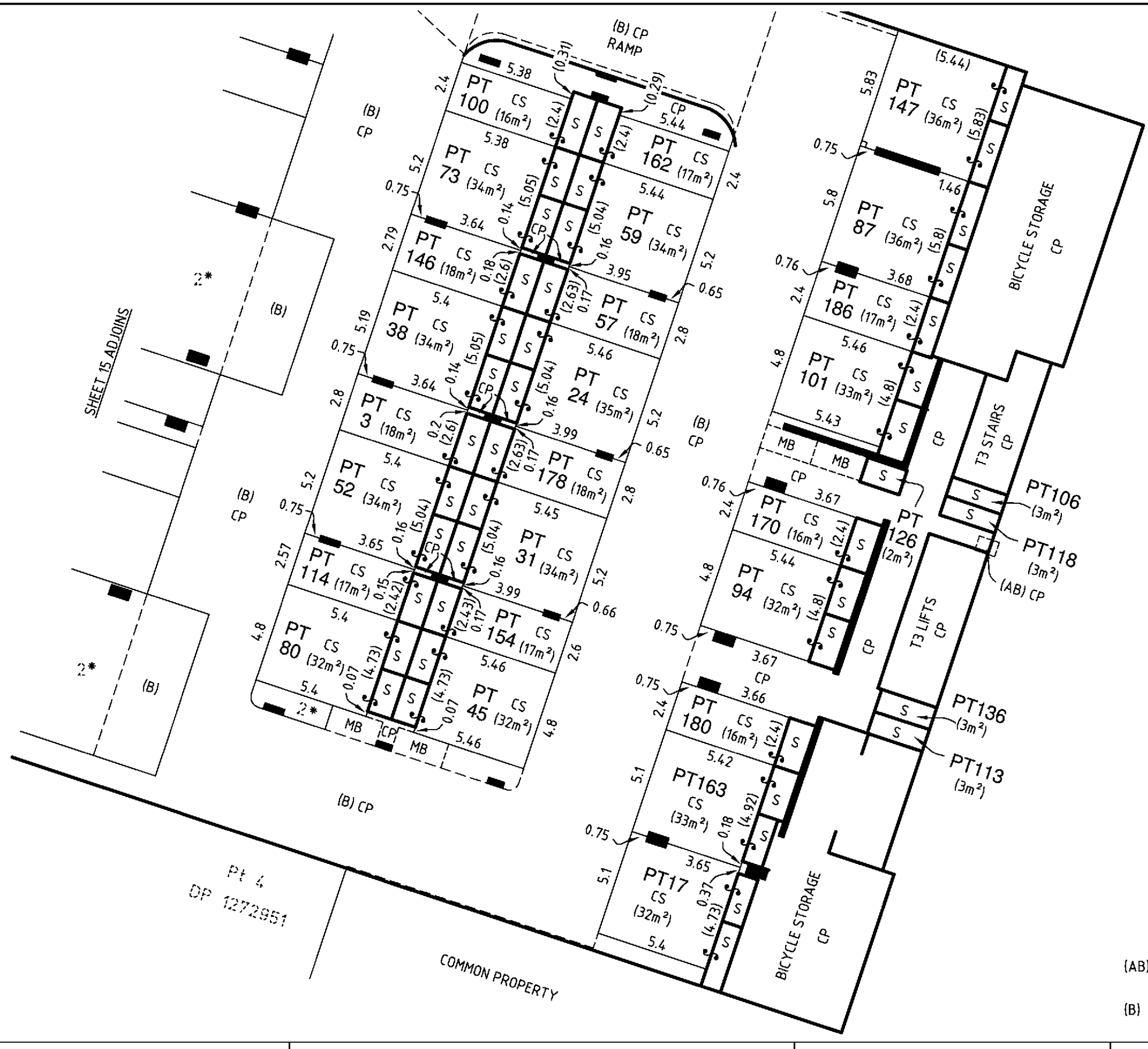
(A) RIGHT OF ACCESS VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1272951)
(B) RIGHT OF ACCESS VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1272951)
(H) RIGHT OF FOOTWAY VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1272951)
(P) RIGHT TO USE LIFT VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1272951)
(Q) RIGHT OF FOOTWAY VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1272951)

SURVEYOR Name: PETER G BENTLEY Date: 17.12.2021 Reference: 2100470-T3 SP	PLAN OF SUBDIVISION OF LOT 3 IN DP 1272951	L.G.A: CITY OF PARRAMATTA Locality: EPPING Reduction Ratio: 1:200 Lengths are in metres	Registered 14.2.2022	SP103041

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LRS /Prt:18-Feb-2022 10:23 /Seq:16 of 54

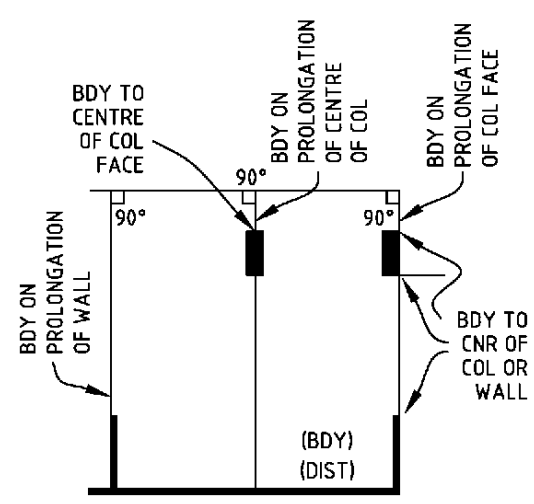
FLOOR PLAN

TOWER 3
BASEMENT 2



TYPICAL KEY

(UNLESS NOTED OTHERWISE)



ALL BOUNDARIES OF CAR SPACES ARE PERPENDICULAR, UNLESS NOTED OTHERWISE

2* DENOTES PT LOT 2 DP 1272951

CP DENOTES COMMON PROPERTY

CS DENOTES CAR SPACES

MB DENOTES MOTORBIKE SPACE (CP)

S DENOTES STEEL MESH STORAGE CAGE

FOR CLARITY, NOT ALL COMMON PROPERTY AREAS ARE SHOWN.

ALL AREAS ARE APPROXIMATE.

THE STRATUM OF THE CAR SPACES DENOTED CS EXTENDS FROM THE UPPER SURFACE OF THE CONCRETE FLOOR TO A HEIGHT OF 2.3 ABOVE THE FLOOR, EXCEPT WHERE COVERED WITHIN THIS LIMIT.

(AB) EASEMENT FOR ELECTRICITY AND OTHER PURPOSES VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1275730)

(B) RIGHT OF ACCESS VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1272951)

SURVEYOR Name: PETER G BENTLEY Date: 17.12.2021 Reference: 2100470-T3 SP	PLAN OF SUBDIVISION OF LOT 3 IN DP 1272951	L.G.A: CITY OF PARRAMATTA Locality: EPPING Reduction Ratio: 1:200 Lengths are in metres	Registered 14.2.2022	SP103041

1* DENOTES PT LOT 1 DP 1272951

CP DENOTES COMMON PROPERTY

CS DENOTES CAR SPACES

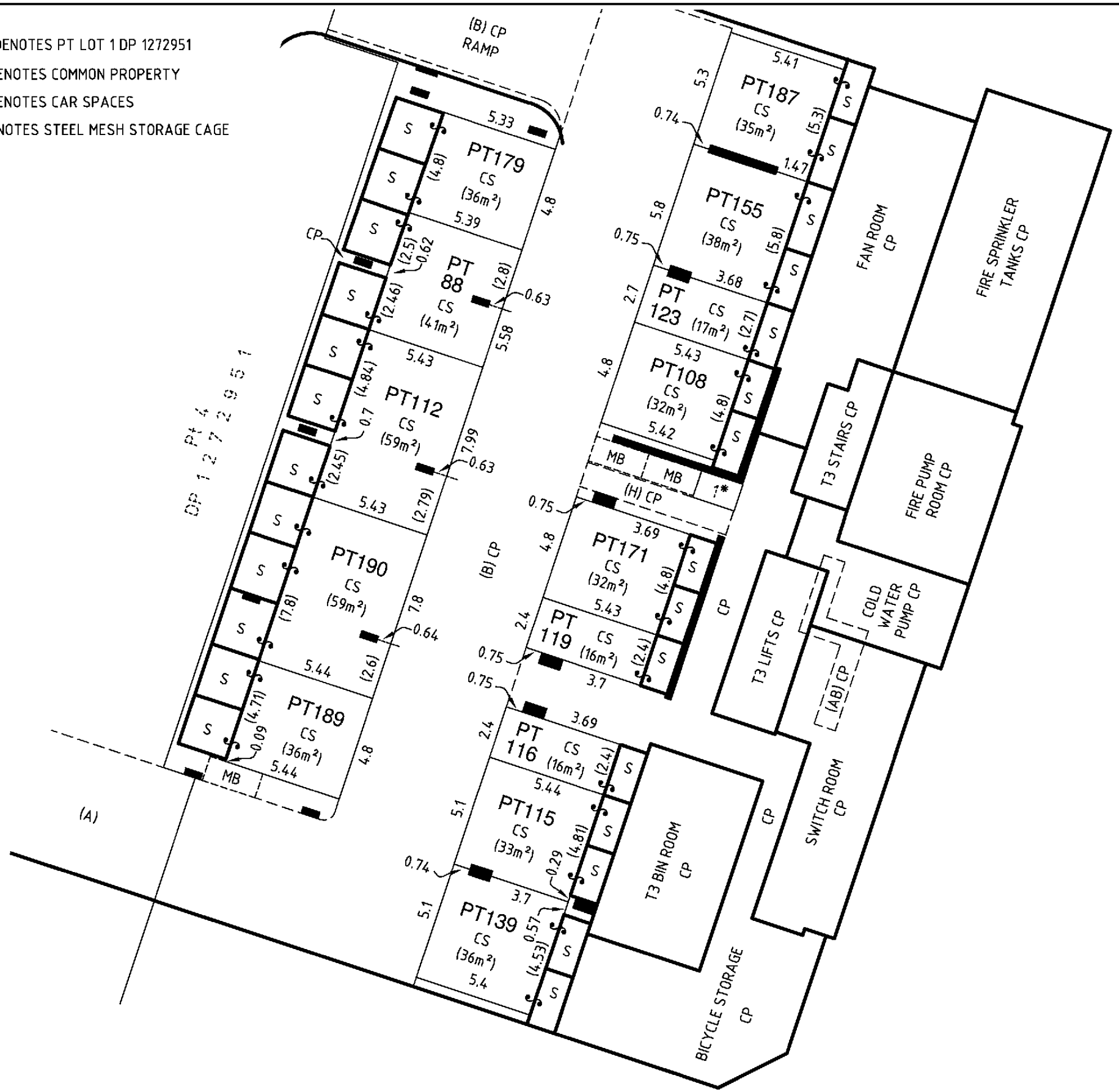
S DENOTES STEEL MESH STORAGE CAGE

FLOOR PLAN

TOWER 3

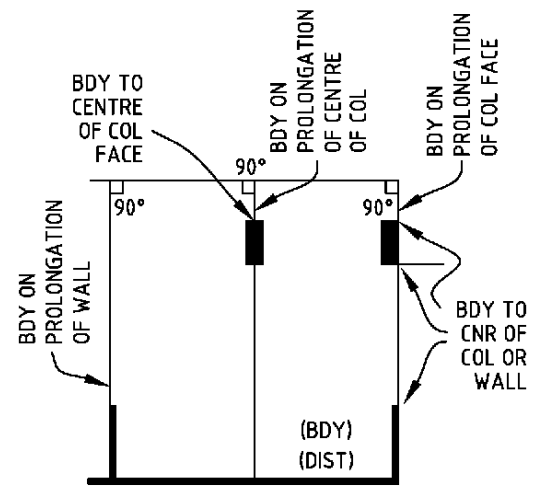
BASEMENT 1

THERE IS NO FLOOR PLAN FOR GROUND LEVEL AS IT CONSISTS OF COMMON PROPERTY ONLY.



TYPICAL KEY

(UNLESS NOTED OTHERWISE)



ALL BOUNDARIES OF CAR SPACES ARE PERPENDICULAR, UNLESS NOTED OTHERWISE

FOR CLARITY, NOT ALL COMMON PROPERTY AREAS ARE SHOWN.

ALL AREAS ARE APPROXIMATE.

THE STRATUM OF THE CAR SPACES DENOTED CS EXTENDS FROM THE UPPER SURFACE OF THE CONCRETE FLOOR TO A HEIGHT OF 2.3 ABOVE THE FLOOR, EXCEPT WHERE COVERED WITHIN THIS LIMIT.

(A) RIGHT OF ACCESS VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1272951)
(AB) EASEMENT FOR ELECTRICITY AND OTHER PURPOSES VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1275730)
(B) RIGHT OF ACCESS VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1272951)
(H) RIGHT OF FOOTWAY VARIABLE WIDTH (LIMITED IN STRATUM) (DP 1272951)

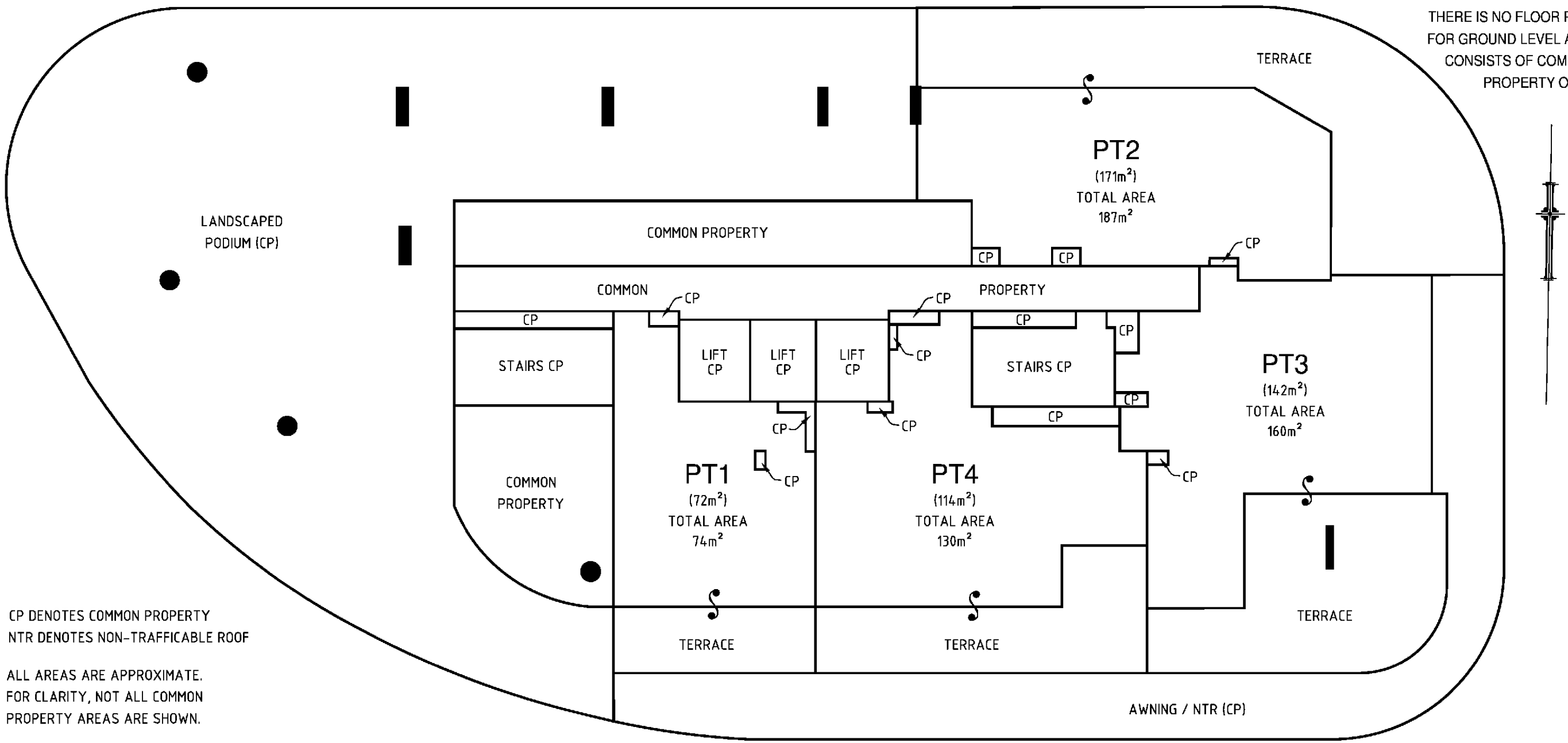
SURVEYOR	PLAN OF SUBDIVISION OF LOT 3 IN DP 1272951	L.G.A: CITY OF PARRAMATTA	Registered	SP103041
Name: PETER G BENTLEY		Locality: EPPING	14.2.2022	
Date: 17.12.2021		Reduction Ratio: 1:200		
Reference: 2100470-T3 SP		Lengths are in metres		

Req:R352563 /Doc:SP 0103041 P /Rev:16-Feb-2022 /NSW LRS /Prt:18-Feb-2022 10:23 /Seq:17 of 54
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FLOOR PLAN - LEVEL 1

TOWER 3

THERE IS NO FLOOR PLAN FOR GROUND LEVEL AS IT CONSISTS OF COMMON PROPERTY ONLY.



CP DENOTES COMMON PROPERTY
NTR DENOTES NON-TRAFFICABLE ROOF

ALL AREAS ARE APPROXIMATE.
FOR CLARITY, NOT ALL COMMON PROPERTY AREAS ARE SHOWN.

TERRACES ARE LIMITED TO 2.7 ABOVE THE UPPER SURFACE OF THEIR CONCRETE FLOOR, EXCEPT WHERE COVERED WITHIN THIS LIMIT. THE PEDESTAL FLOORING SYSTEM ON TERRACES, INCLUDING FLOOR TILES AND PEDESTAL SUPPORTS, IS PART OF COMMON PROPERTY AND IS NOT PART OF THE LOT.

STRUCTURAL COLUMNS WITHIN LOTS ARE NOT SHOWN BUT ARE PART OF COMMON PROPERTY AND ARE NOT PART OF THE LOT.

ALL COMMON SERVICES WITHIN THE BUILDING, INCLUDING ALL DUCTS AND RISERS, ARE COMMON PROPERTY.

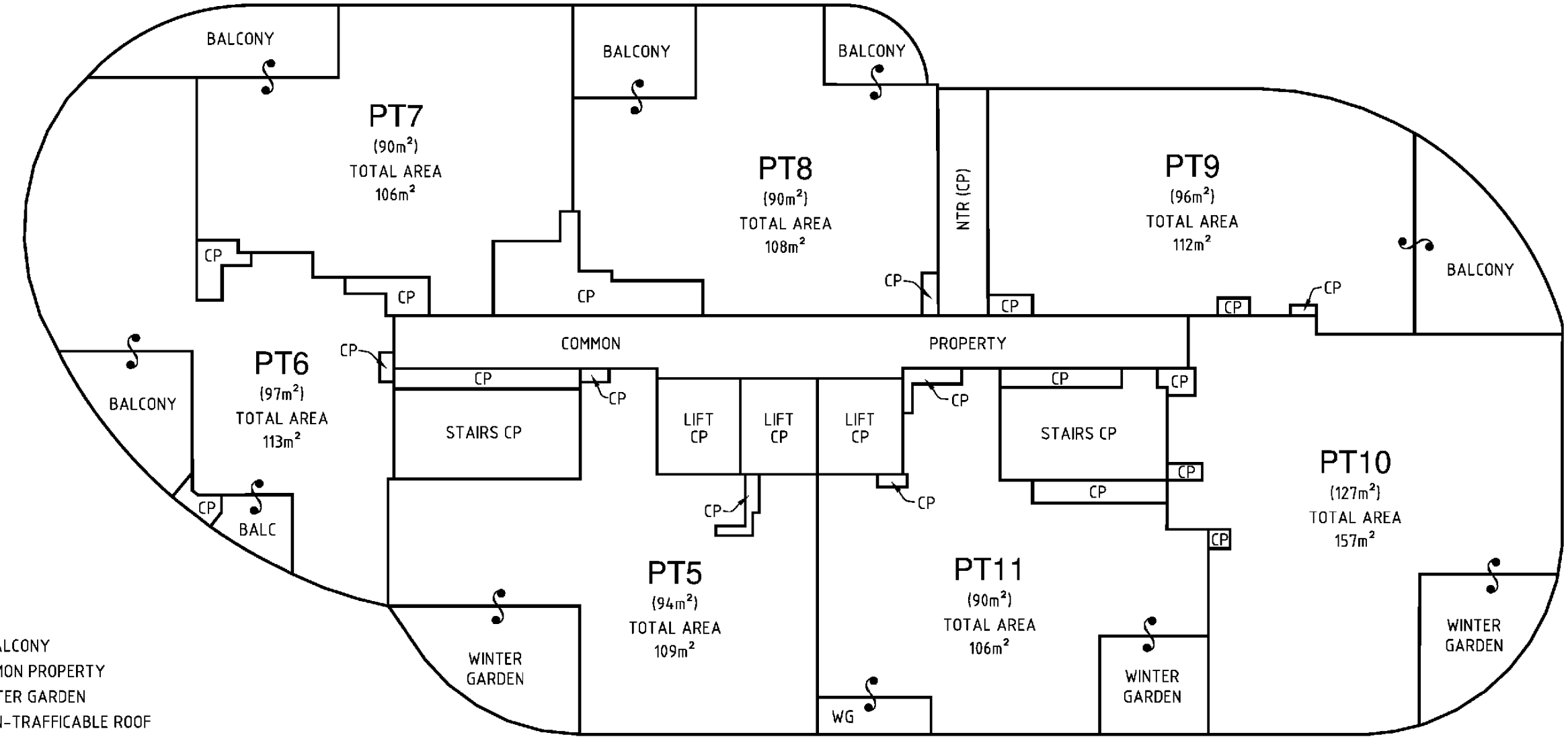
THOSE PARTS OF SERVICE LINES WHICH SERVICE ONE LOT ONLY AND ARE LOCATED OUTSIDE OF THAT LOT ARE COMMON PROPERTY.

SURVEYOR	PLAN OF SUBDIVISION OF LOT 3 IN DP 1272951	L.G.A: CITY OF PARRAMATTA	Registered	SP103041
Name: PETER G BENTLEY		Locality: EPPING	14.2.2022	
Date: 17.12.2021		Reduction Ratio: 1:150		
Reference: 2100470-T3 SP		Lengths are in metres		

Req:R352563 /Doc:SP 0103041 P /Rev:16-Feb-2022 /NSW LRS /Prt:18-Feb-2022 10:23 /Seq:18 of 54
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FLOOR PLAN - LEVEL 2

TOWER 3



BALC DENOTES BALCONY
CP DENOTES COMMON PROPERTY
WG DENOTES WINTER GARDEN
NTR DENOTES NON-TRAFFICABLE ROOF

ALL AREAS ARE APPROXIMATE.
FOR CLARITY, NOT ALL COMMON PROPERTY AREAS ARE SHOWN.

THE STRATUM OF THE BALCONIES AND WINTER GARDENS ARE LIMITED TO 2.7 ABOVE THEIR RESPECTIVE CONCRETE FLOOR, UNLESS COVERED WITHIN THIS LIMIT.

THE PEDESTAL FLOORING SYSTEM ON BALCONIES AND WINTER GARDENS, INCLUDING FLOOR TILES AND PEDESTAL SUPPORTS, IS PART OF COMMON PROPERTY AND IS NOT PART OF THE LOT.

STRUCTURAL COLUMNS WITHIN LOTS ARE NOT SHOWN BUT ARE PART OF COMMON PROPERTY AND ARE NOT PART OF THE LOT.

ALL COMMON SERVICES WITHIN THE BUILDING, INCLUDING ALL DUCTS AND RISERS, ARE COMMON PROPERTY.

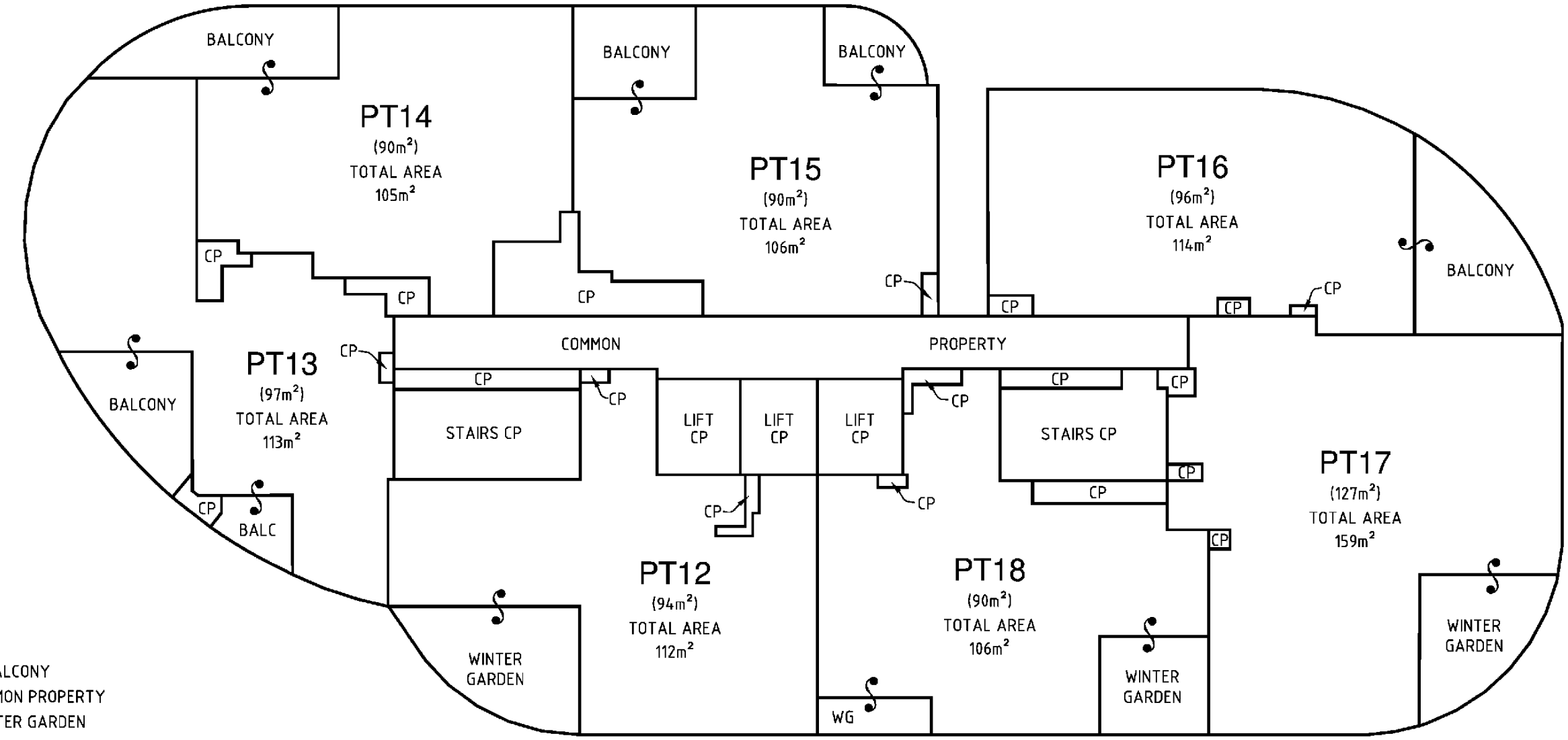
THOSE PARTS OF SERVICE LINES WHICH SERVICE ONE LOT ONLY AND ARE LOCATED OUTSIDE OF THAT LOT ARE COMMON PROPERTY.

SURVEYOR	PLAN OF SUBDIVISION OF LOT 3 IN DP 1272951	L.G.A: CITY OF PARRAMATTA	Registered	SP103041
Name: PETER G BENTLEY		Locality: EPPING	14.2.2022	
Date: 17.12.2021		Reduction Ratio: 1:150		
Reference: 2100470-T3 SP		Lengths are in metres		

Req:R352563 /Doc:SP 0103041 P /Rev:16-Feb-2022 /NSW LRS /Prt:18-Feb-2022 10:23 /Seq:19 of 54
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FLOOR PLAN - LEVEL 3

TOWER 3



BALC DENOTES BALCONY
CP DENOTES COMMON PROPERTY
WG DENOTES WINTER GARDEN

ALL AREAS ARE APPROXIMATE.
FOR CLARITY, NOT ALL COMMON PROPERTY AREAS ARE SHOWN.

THE STRATUM OF THE BALCONIES AND WINTER GARDENS ARE LIMITED TO 2.7 ABOVE THEIR RESPECTIVE CONCRETE FLOOR, UNLESS COVERED WITHIN THIS LIMIT.

THE PEDESTAL FLOORING SYSTEM ON BALCONIES AND WINTER GARDENS, INCLUDING FLOOR TILES AND PEDESTAL SUPPORTS, IS PART OF COMMON PROPERTY AND IS NOT PART OF THE LOT.

STRUCTURAL COLUMNS WITHIN LOTS ARE NOT SHOWN BUT ARE PART OF COMMON PROPERTY AND ARE NOT PART OF THE LOT.

ALL COMMON SERVICES WITHIN THE BUILDING, INCLUDING ALL DUCTS AND RISERS, ARE COMMON PROPERTY.

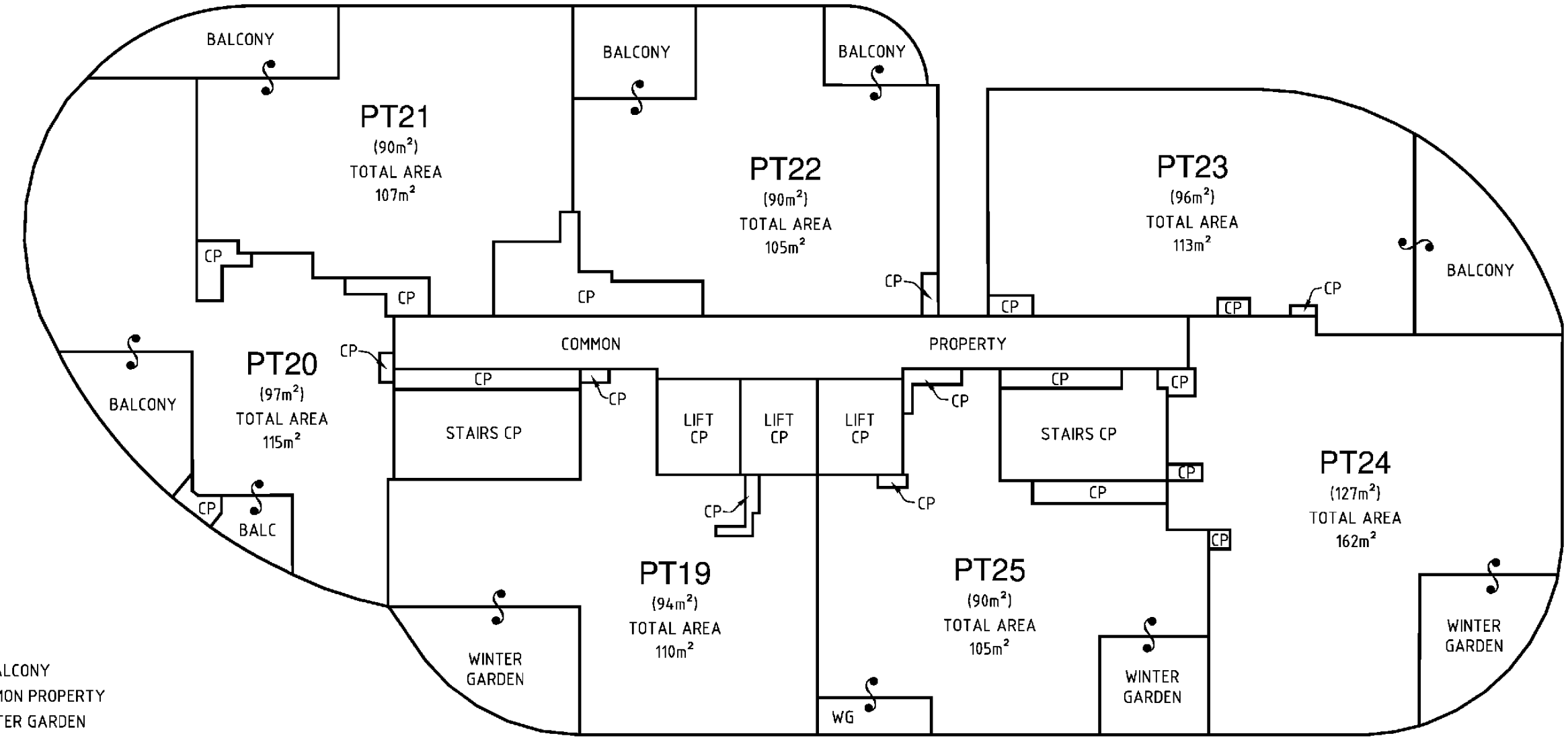
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SURVEYOR	PLAN OF SUBDIVISION OF LOT 3 IN DP 1272951	L.G.A: CITY OF PARRAMATTA	Registered	SP103041
Name: PETER G BENTLEY		Locality: EPPING	14.2.2022	
Date: 17.12.2021		Reduction Ratio: 1:150		
Reference: 2100470-T3 SP		Lengths are in metres		

Req:R352563 /Doc:SP 0103041 P /Rev:16-Feb-2022 /NSW LRS /Prt:18-Feb-2022 10:23 /Seq:20 of 54
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FLOOR PLAN - LEVEL 4

TOWER 3



BALC DENOTES BALCONY
CP DENOTES COMMON PROPERTY
WG DENOTES WINTER GARDEN

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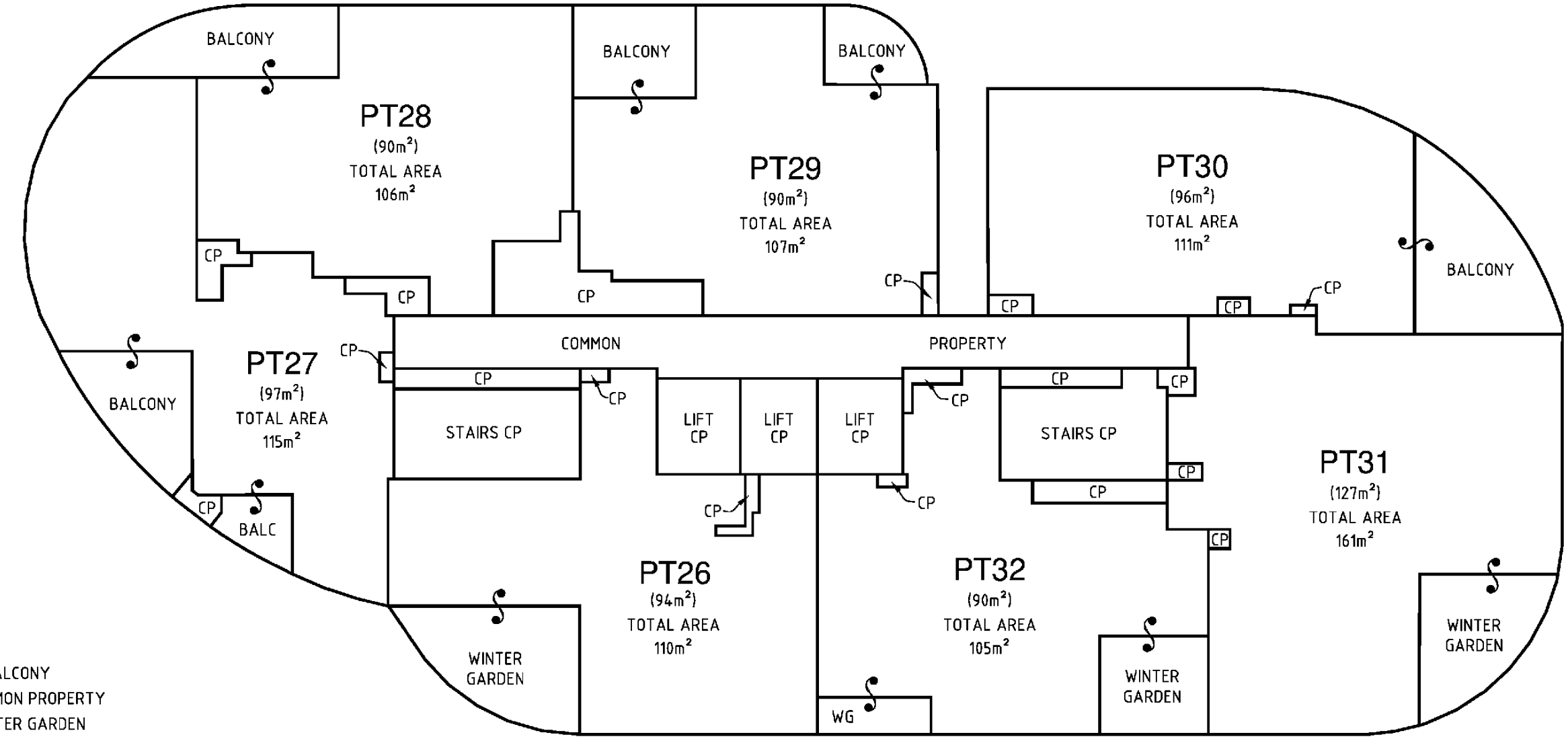
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FLOOR PLAN - LEVEL 5

TOWER 3



BALC DENOTES BALCONY
CP DENOTES COMMON PROPERTY
WG DENOTES WINTER GARDEN

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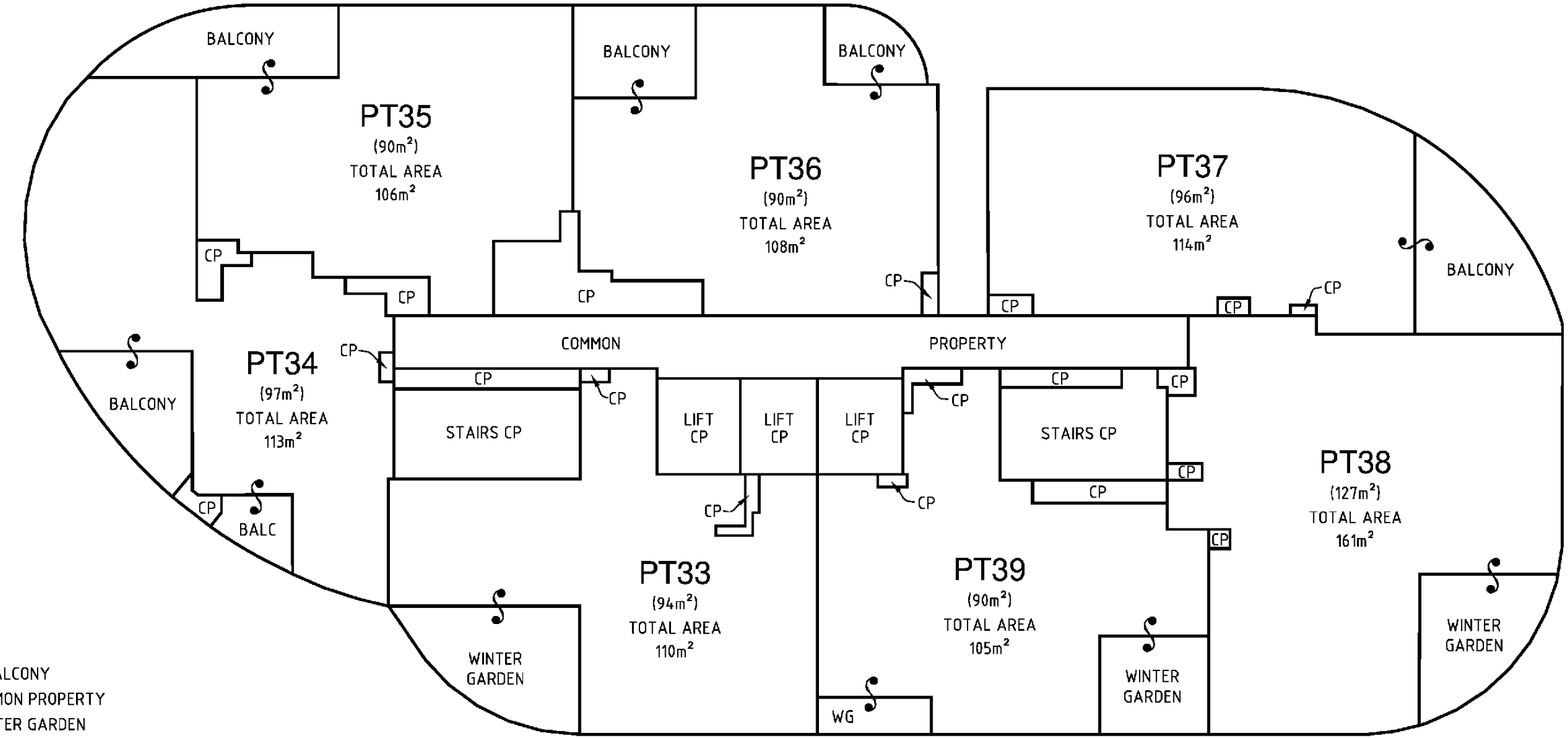
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FLOOR PLAN - LEVEL 6

TOWER 3



BALC DENOTES BALCONY
CP DENOTES COMMON PROPERTY
WG DENOTES WINTER GARDEN

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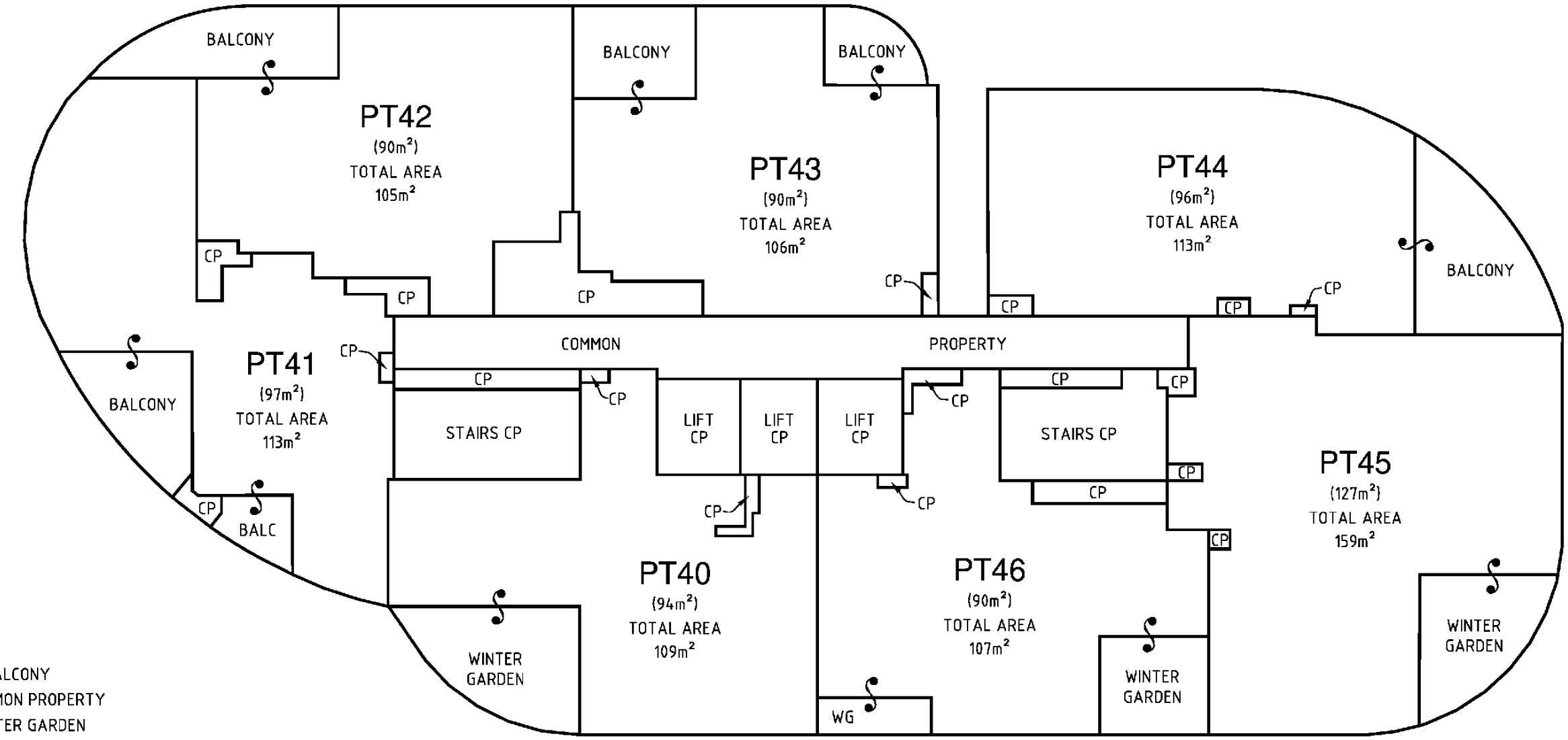
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FLOOR PLAN - LEVEL 7

TOWER 3



BALC DENOTES BALCONY
CP DENOTES COMMON PROPERTY
WG DENOTES WINTER GARDEN

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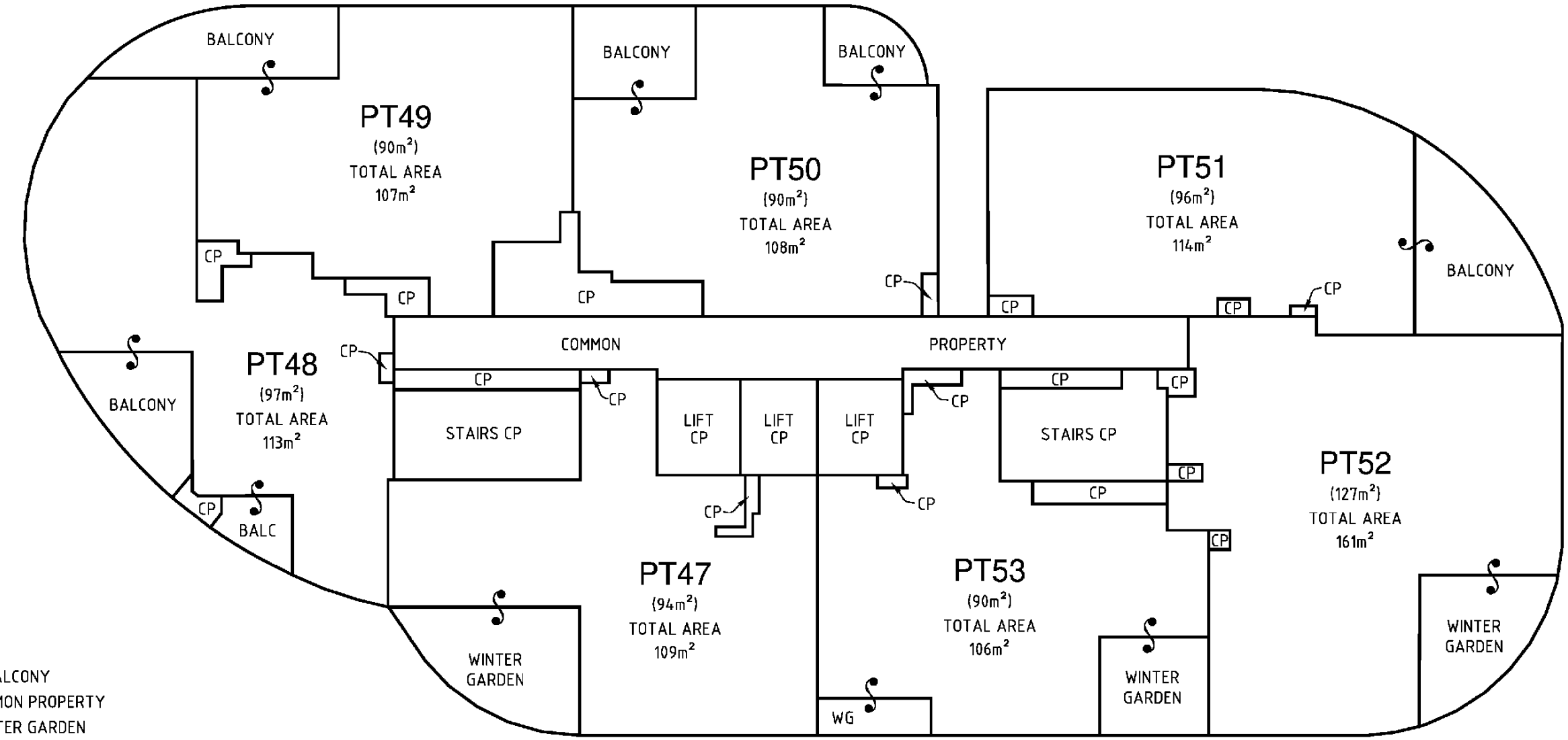
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FLOOR PLAN - LEVEL 8

TOWER 3



BALC DENOTES BALCONY
CP DENOTES COMMON PROPERTY
WG DENOTES WINTER GARDEN

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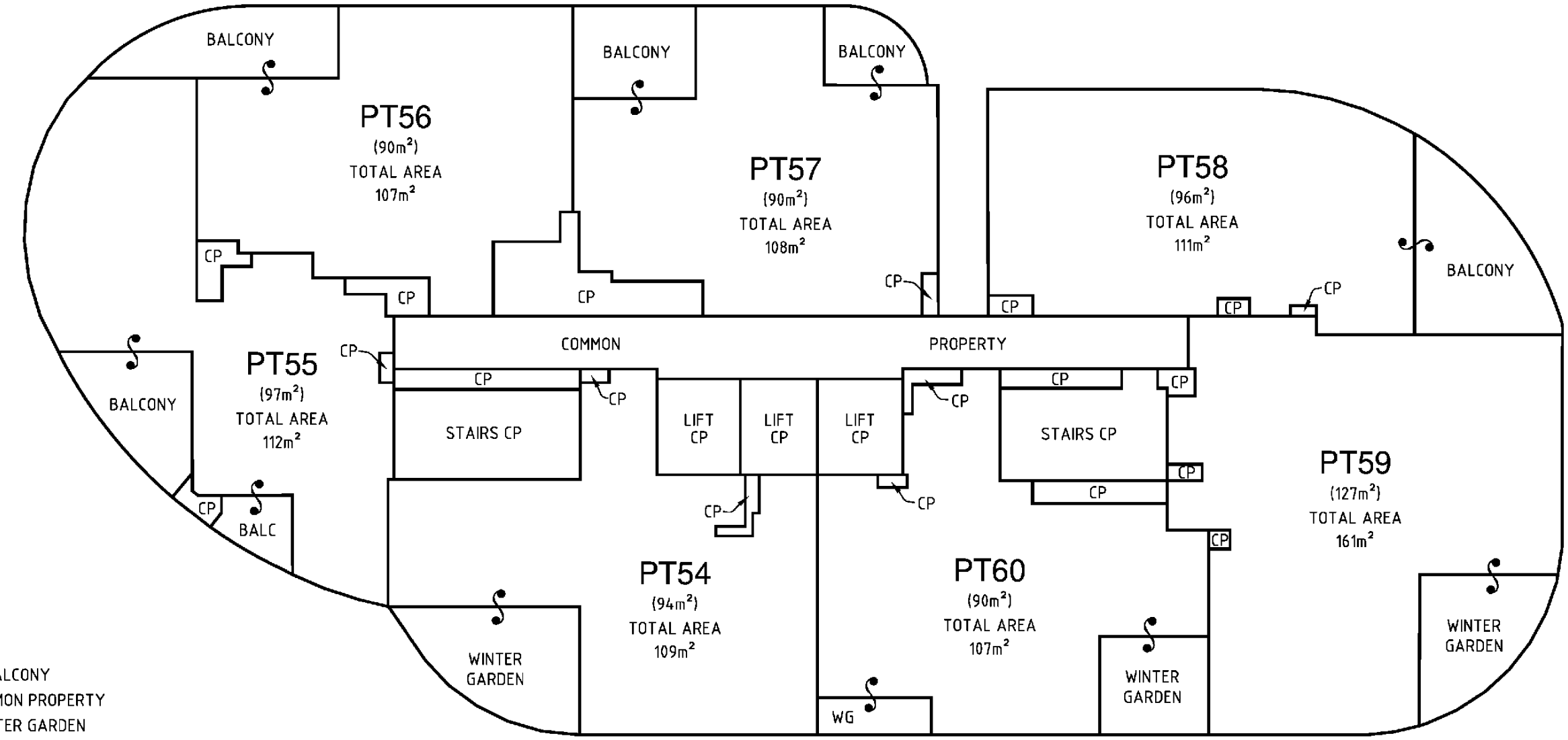
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FLOOR PLAN - LEVEL 9

TOWER 3



BALC DENOTES BALCONY
CP DENOTES COMMON PROPERTY
WG DENOTES WINTER GARDEN

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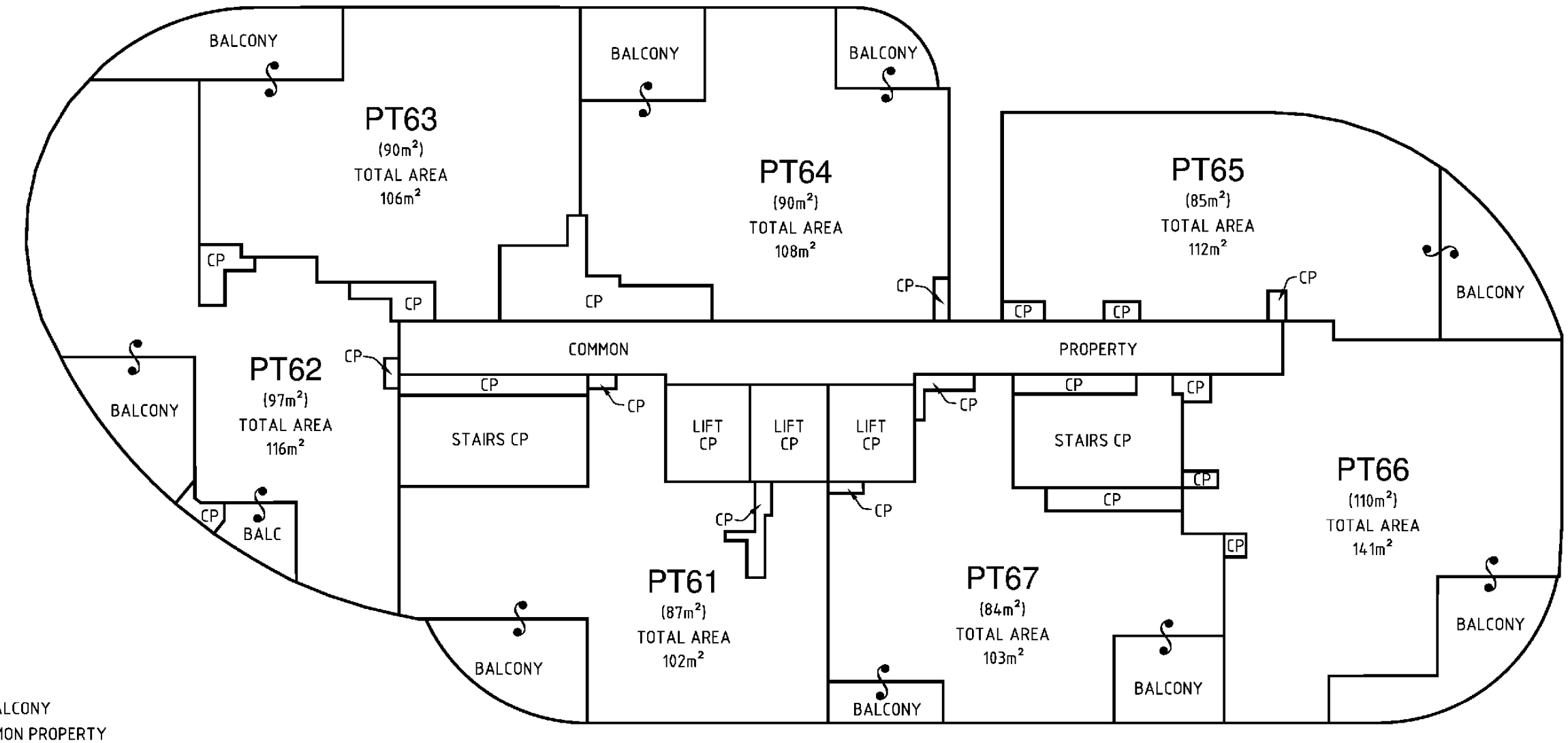
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FLOOR PLAN - LEVEL 10

TOWER 3



BALC DENOTES BALCONY
CP DENOTES COMMON PROPERTY

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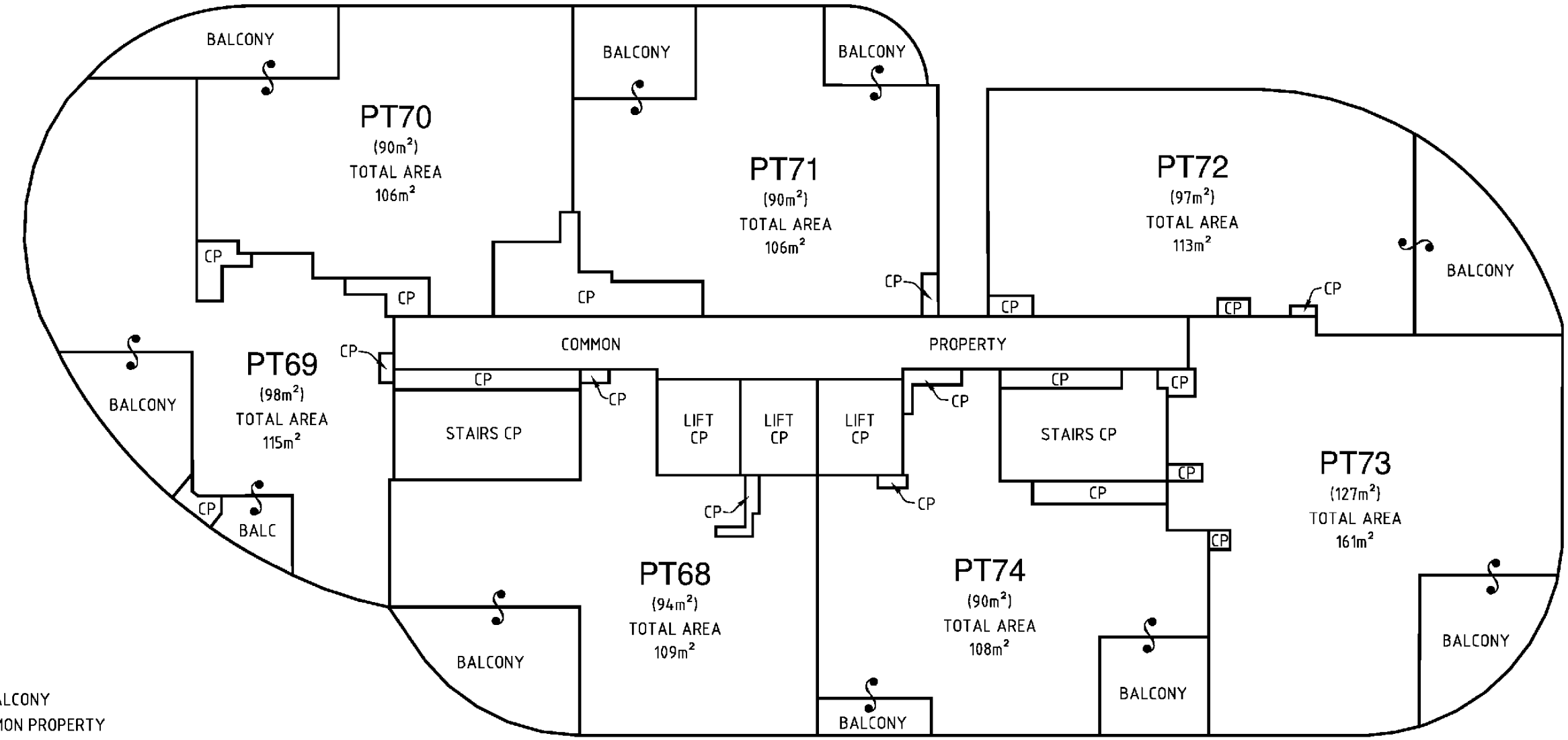
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FLOOR PLAN - LEVEL 11

TOWER 3



BALC DENOTES BALCONY
CP DENOTES COMMON PROPERTY

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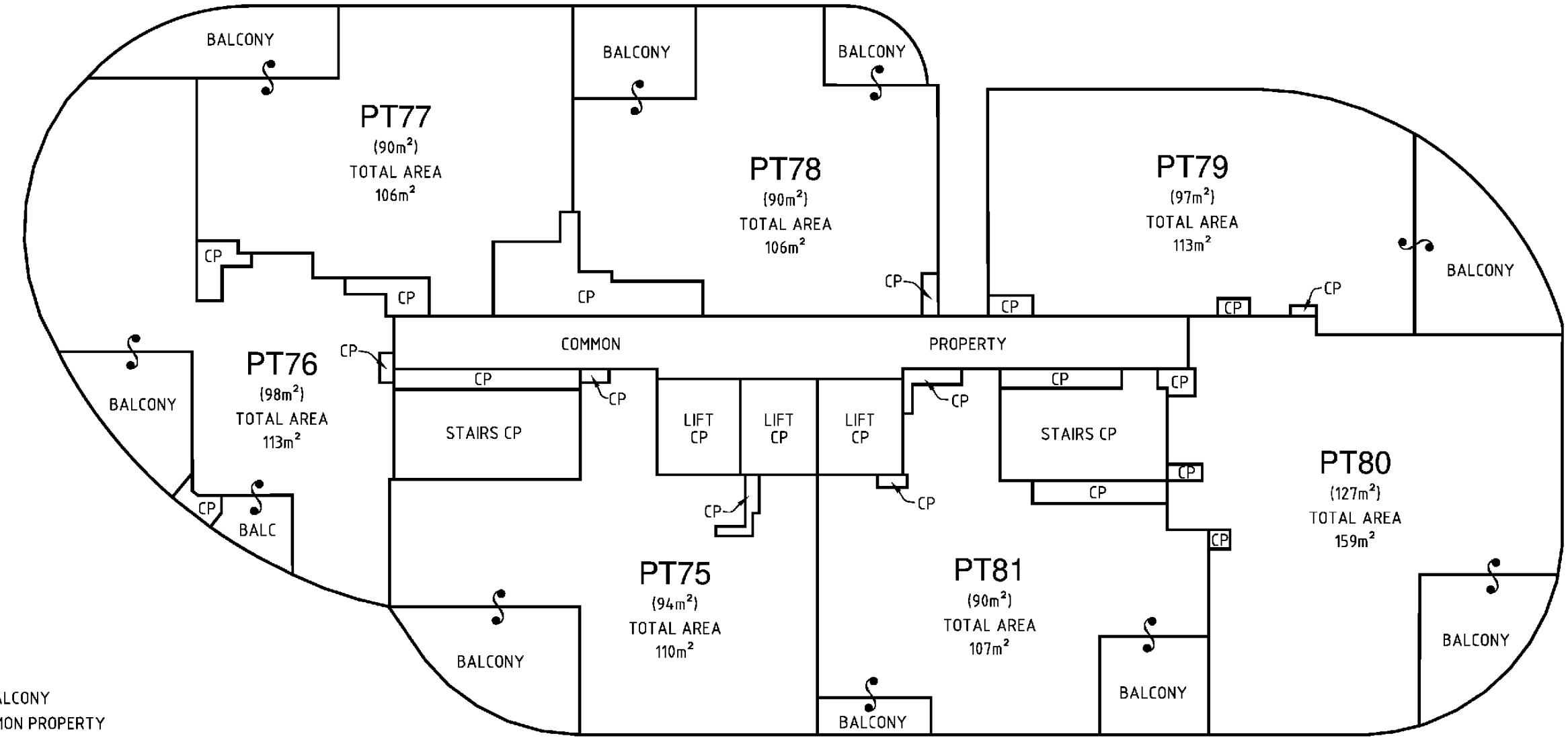
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FLOOR PLAN - LEVEL 12

TOWER 3



BALC DENOTES BALCONY
CP DENOTES COMMON PROPERTY

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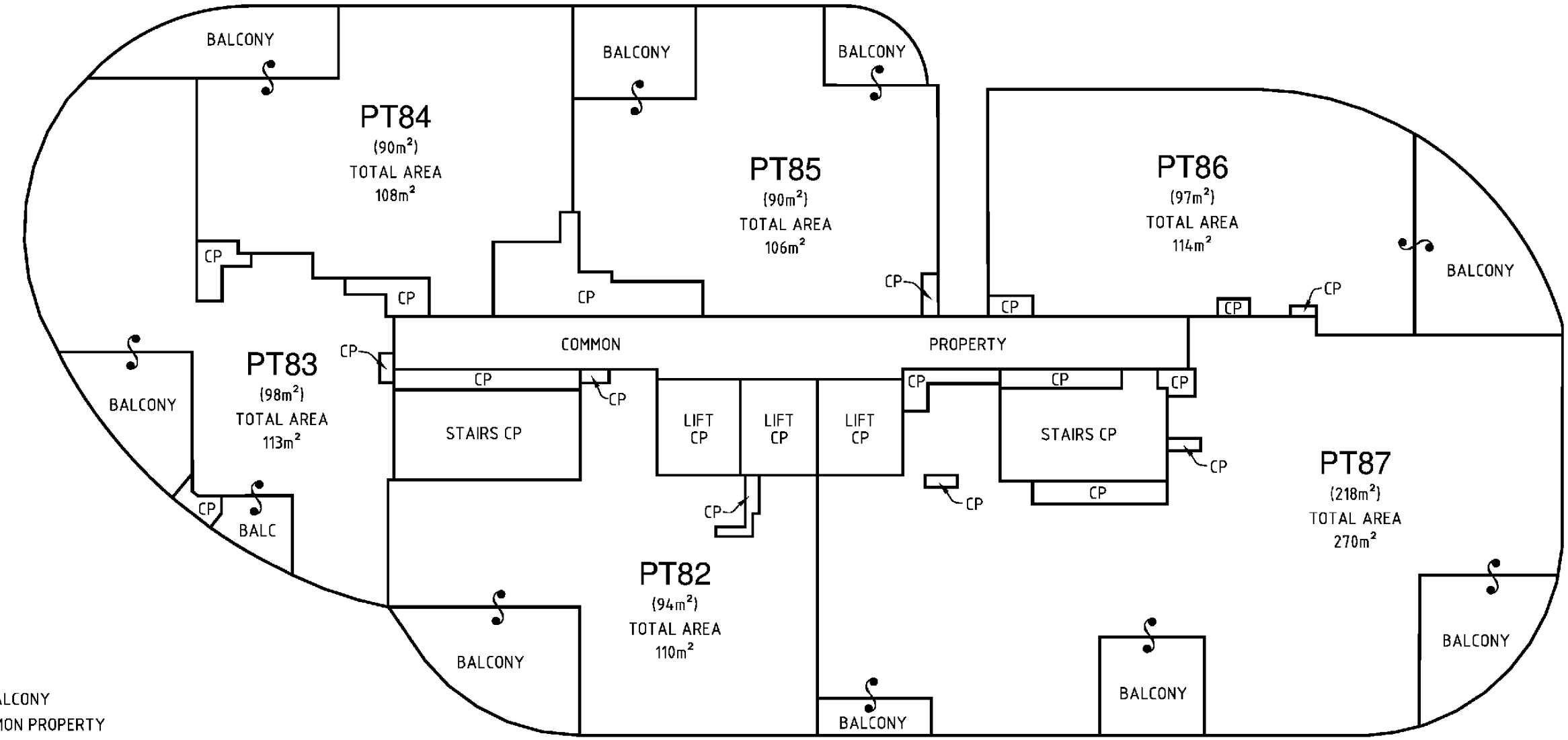
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FLOOR PLAN - LEVEL 13

TOWER 3



BALC DENOTES BALCONY
CP DENOTES COMMON PROPERTY

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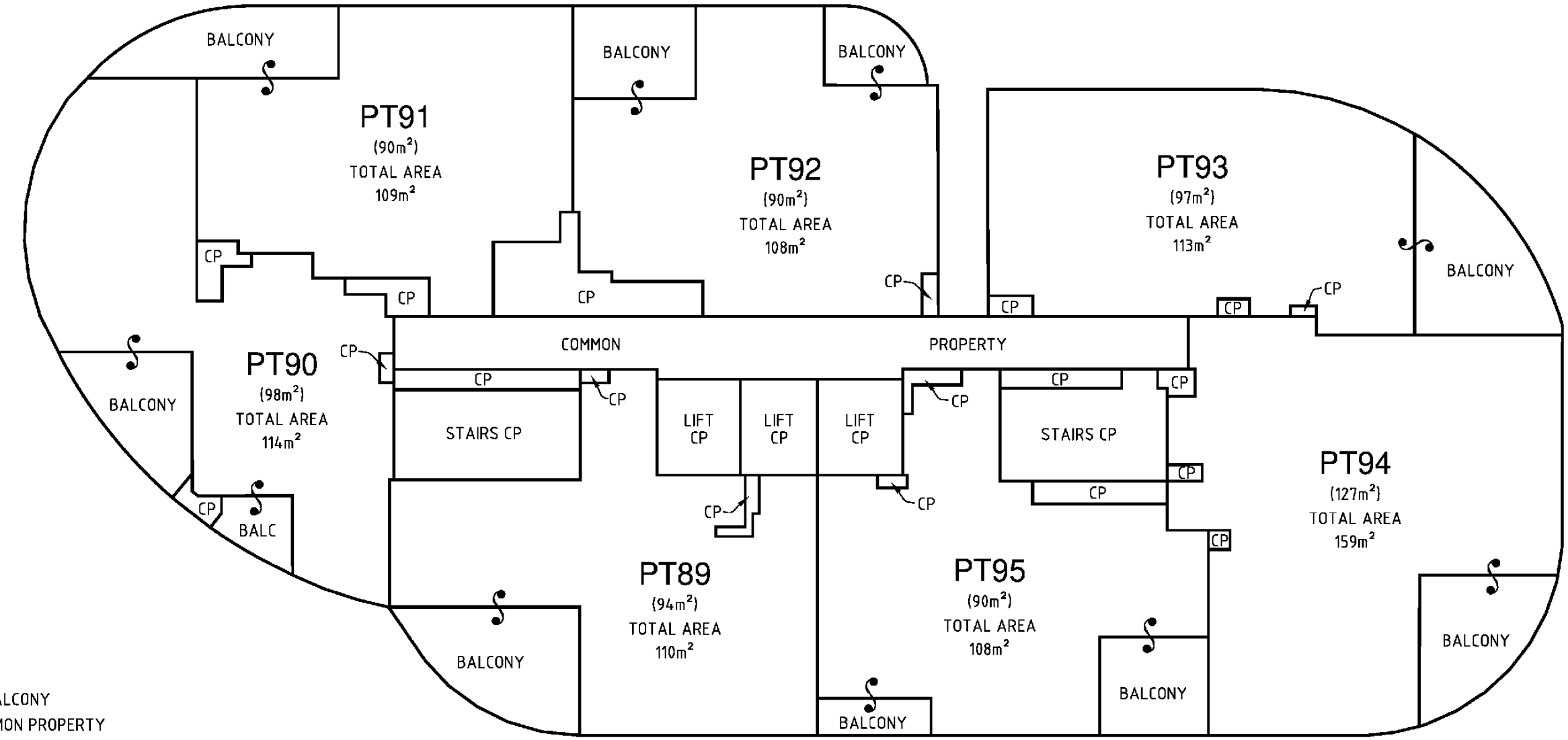
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FLOOR PLAN - LEVEL 14

TOWER 3



BALC DENOTES BALCONY
CP DENOTES COMMON PROPERTY

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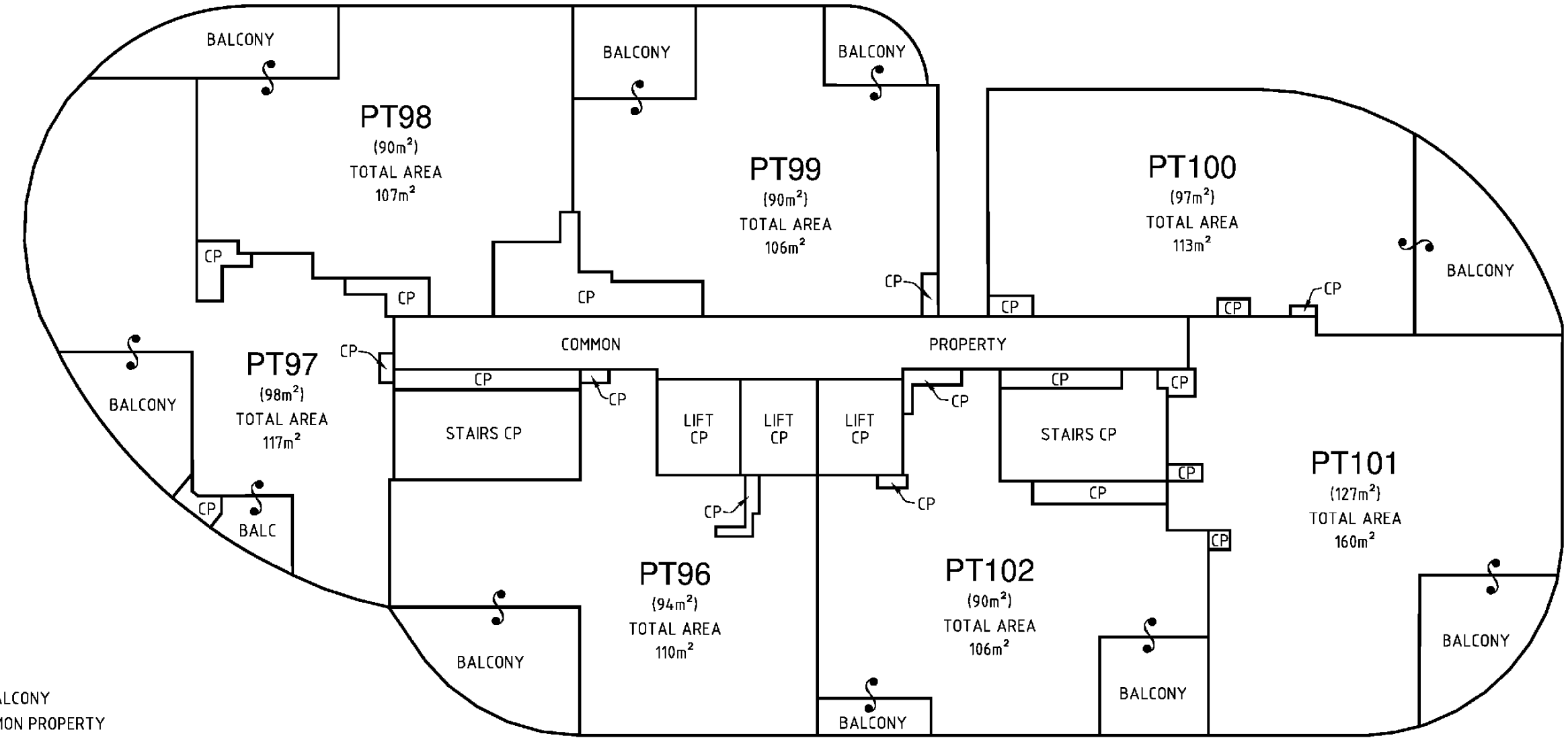
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FLOOR PLAN - LEVEL 15

TOWER 3



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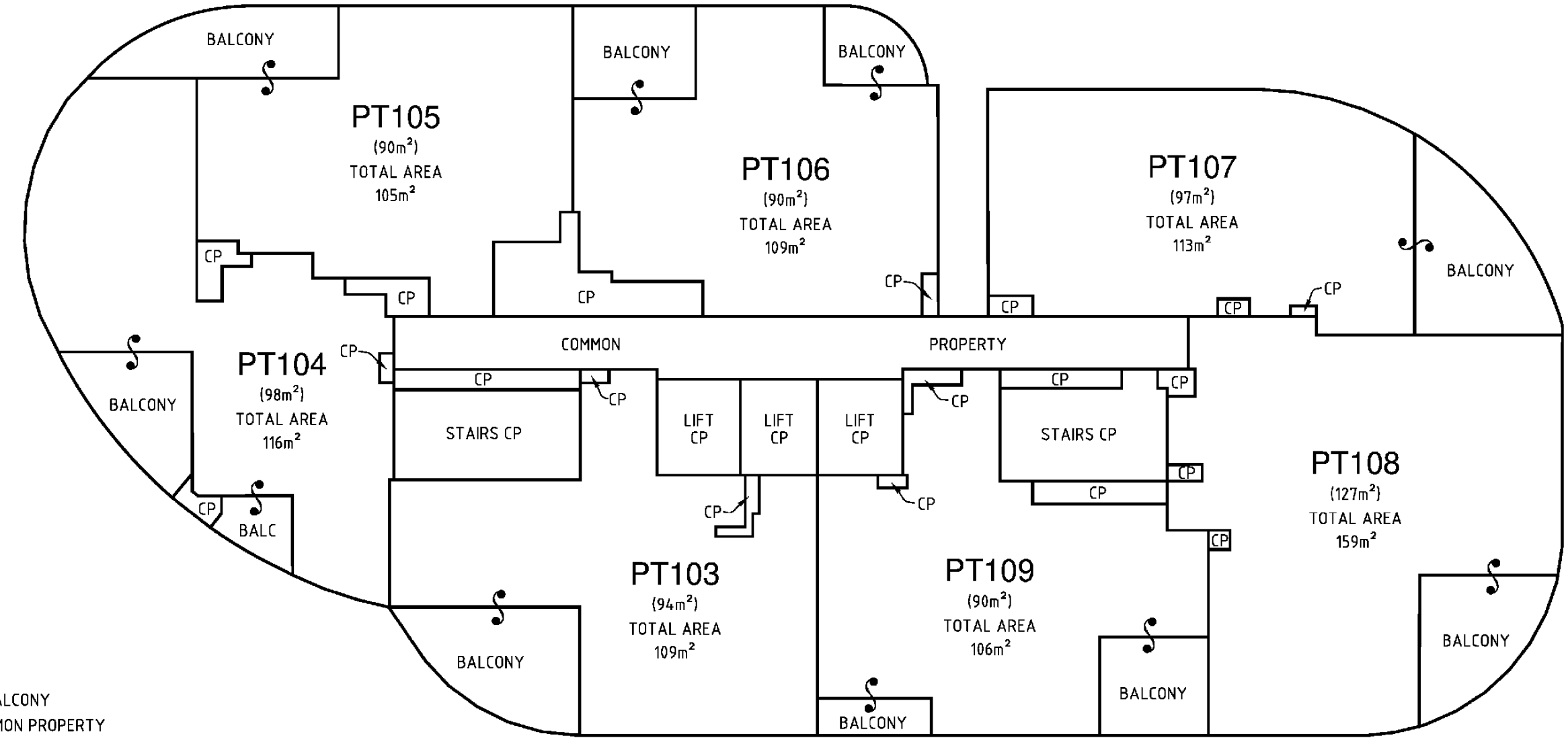
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FLOOR PLAN - LEVEL 16

TOWER 3



BALC DENOTES BALCONY
CP DENOTES COMMON PROPERTY

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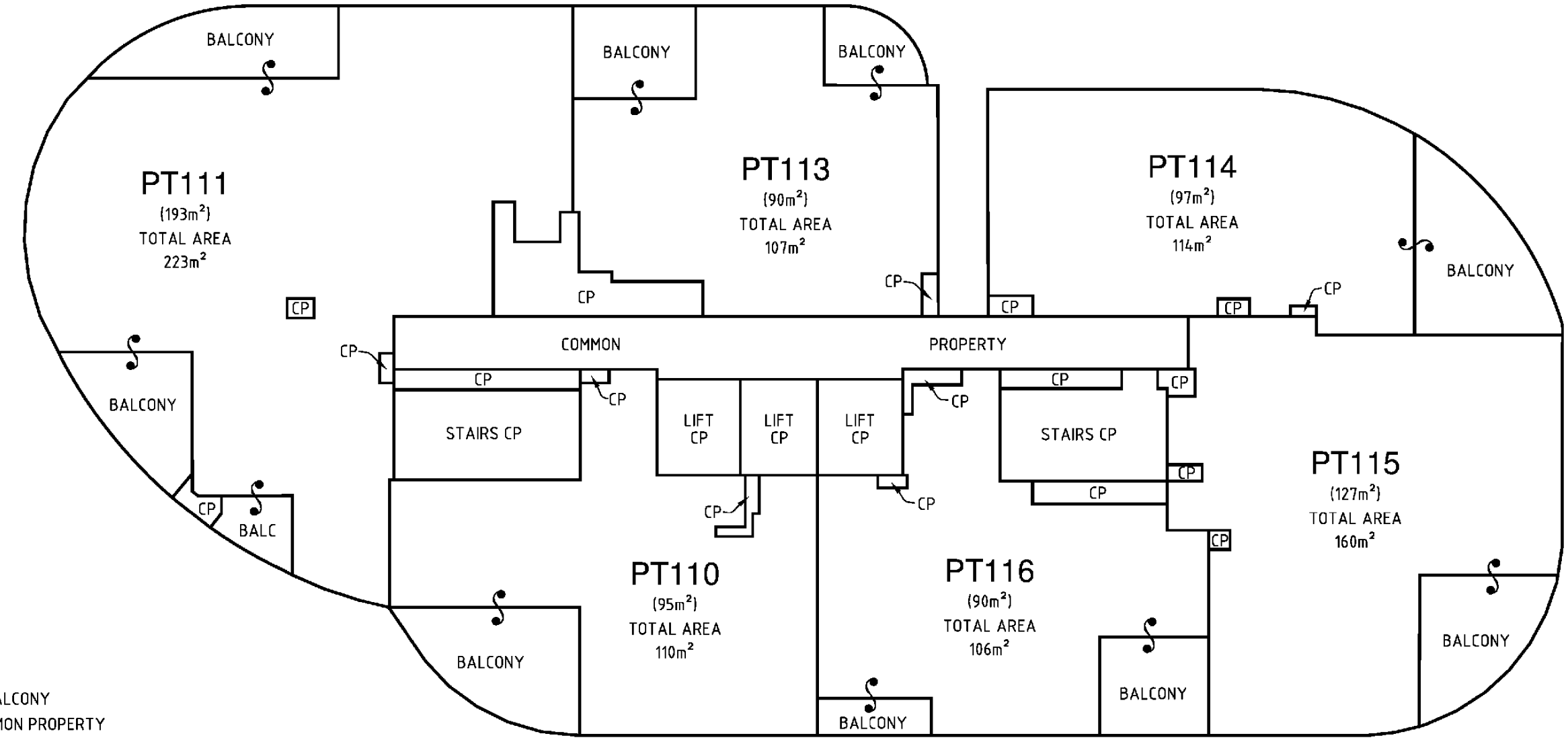
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FLOOR PLAN - LEVEL 17

TOWER 3



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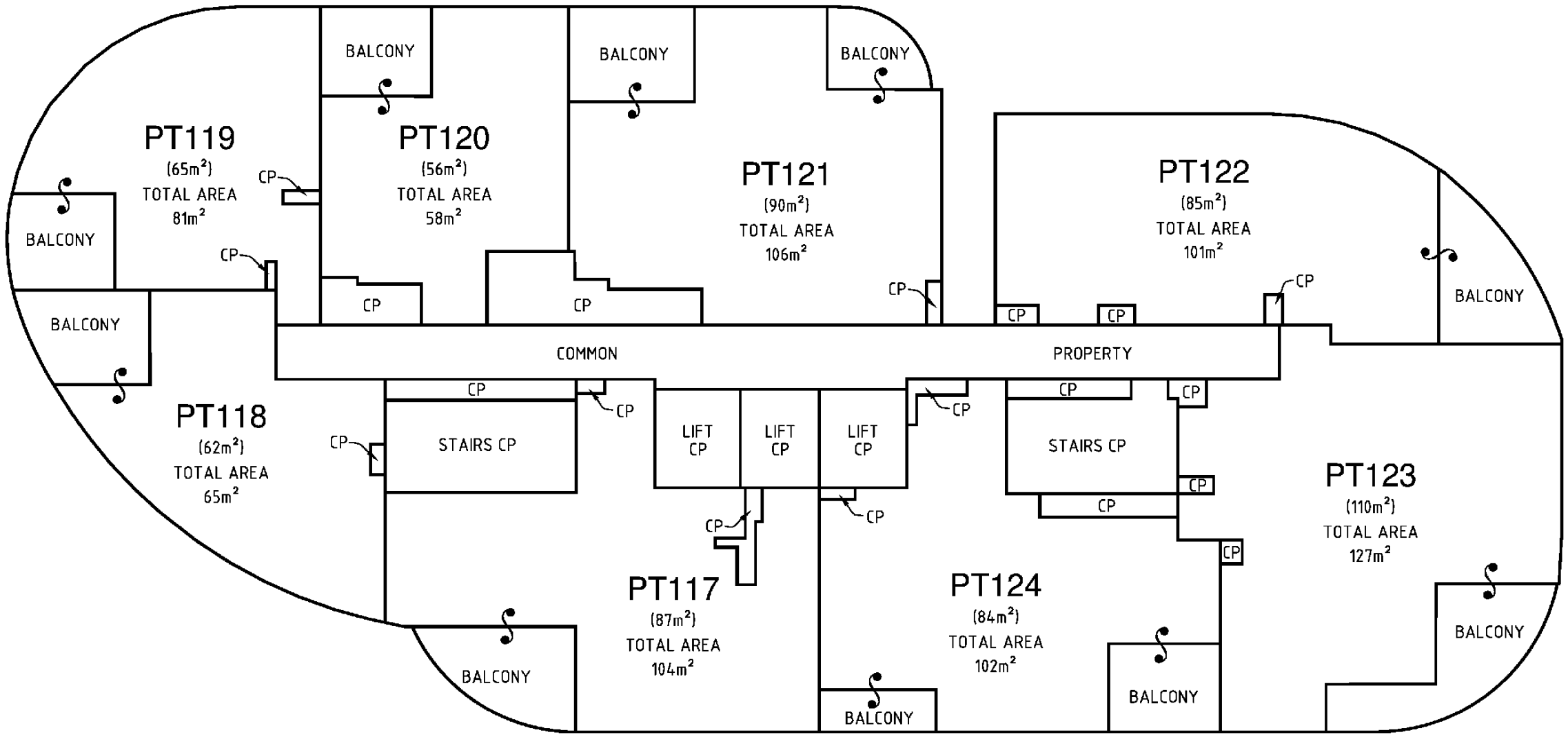
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SURVEYOR	PLAN OF SUBDIVISION OF LOT 3 IN DP 1272951	L.G.A: CITY OF PARRAMATTA	Registered	SP103041
Name: PETER G BENTLEY		Locality: EPPING	14.2.2022	
Date: 17.12.2021		Reduction Ratio: 1:150		
Reference: 2100470-T3 SP		Lengths are in metres		

Req:R352563 /Doc:SP 0103041 P /Rev:16-Feb-2022 /NSW LRS /Prt:18-Feb-2022 10:23 /Seq:34 of 54
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FLOOR PLAN - LEVEL 18

TOWER 3



CP DENOTES COMMON PROPERTY

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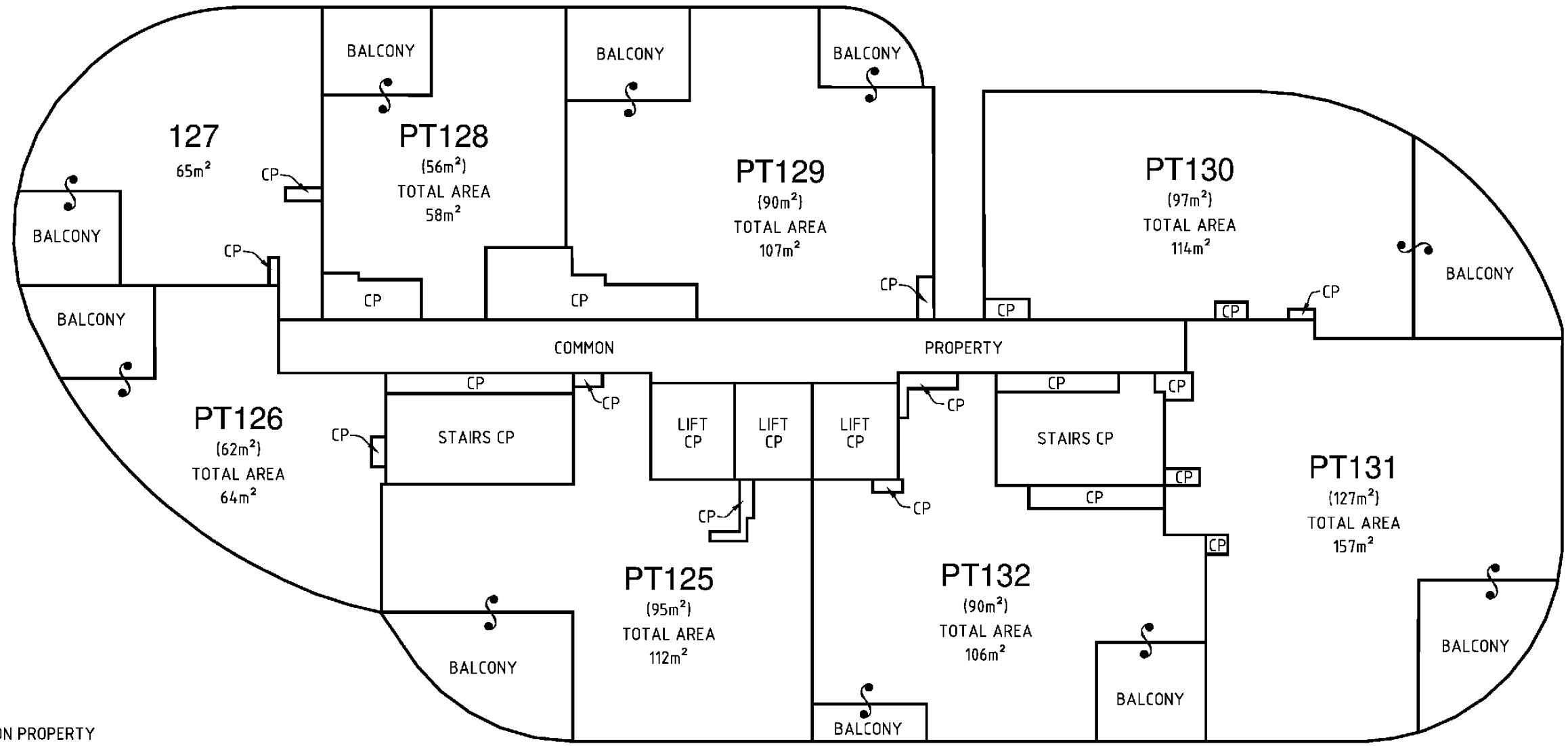
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FLOOR PLAN - LEVEL 19

TOWER 3



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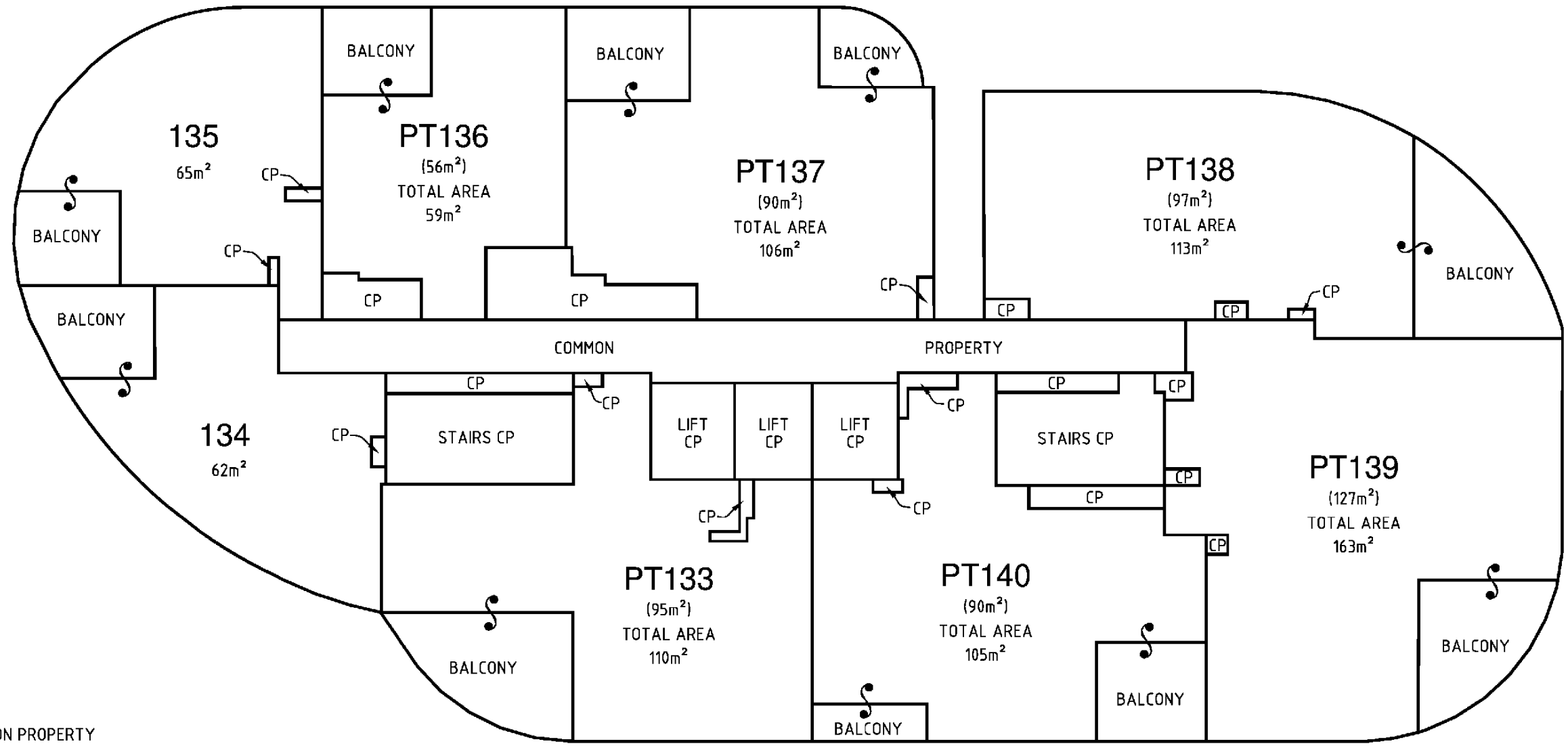
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FLOOR PLAN - LEVEL 20

TOWER 3



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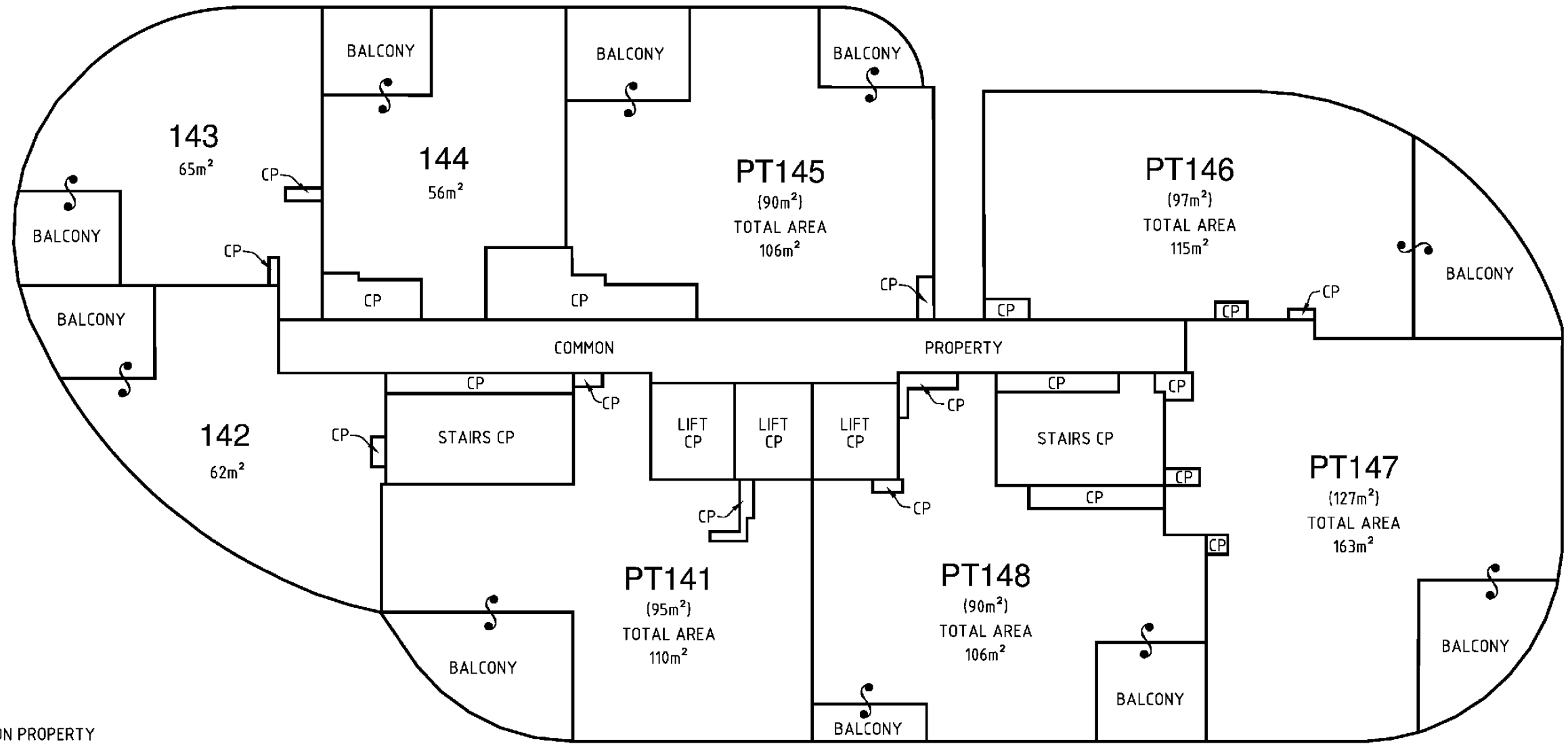
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FLOOR PLAN - LEVEL 21

TOWER 3



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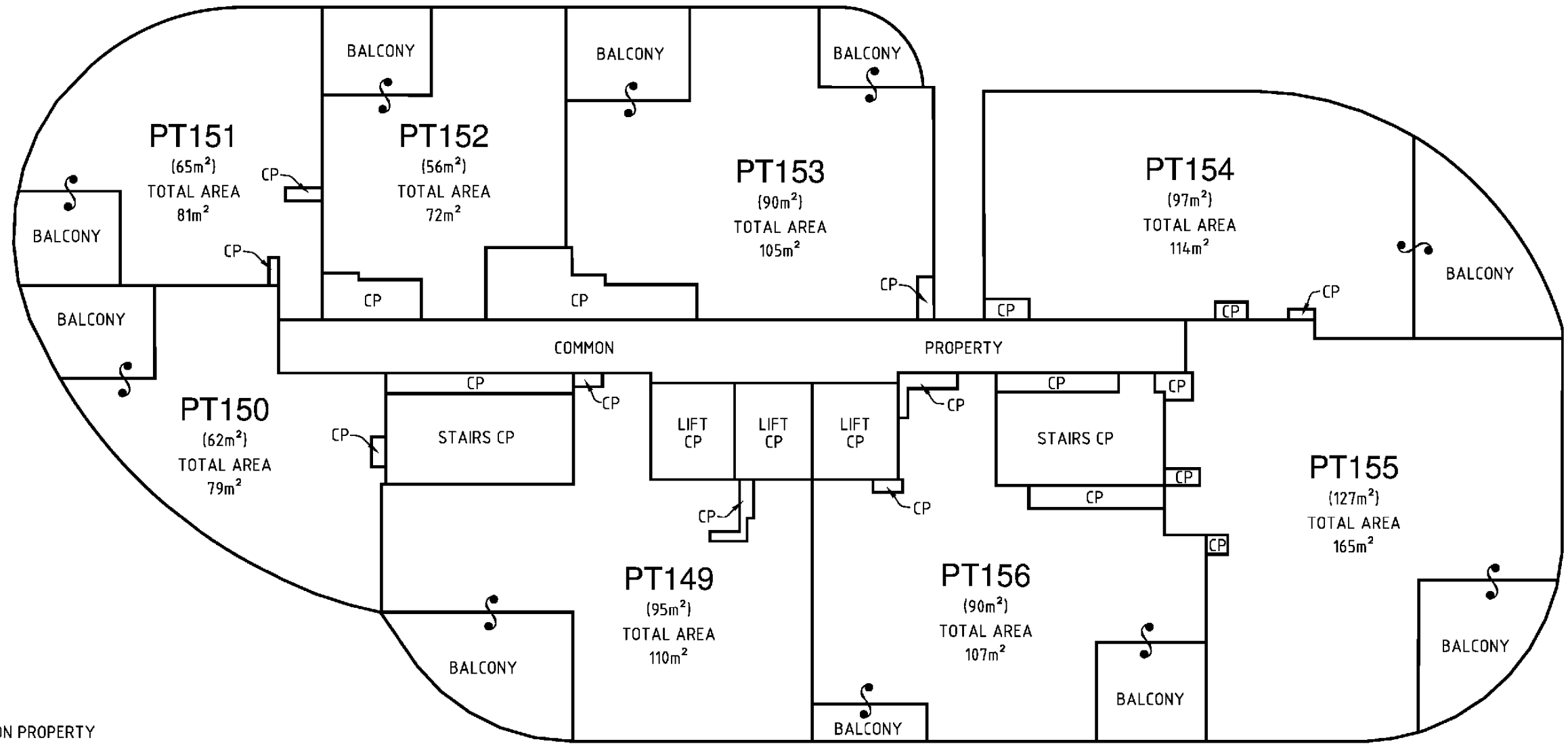
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FLOOR PLAN - LEVEL 22

TOWER 3



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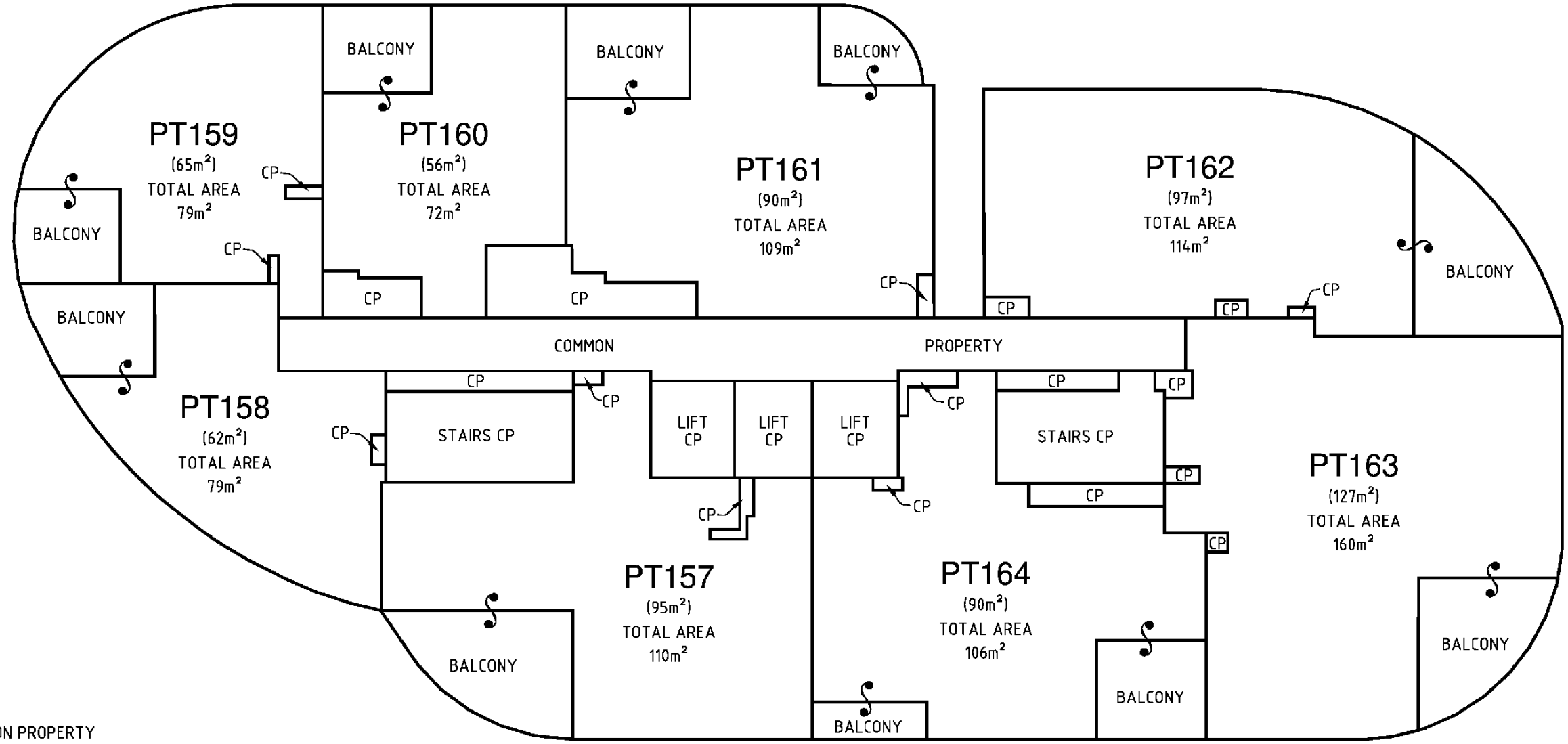
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FLOOR PLAN - LEVEL 23

TOWER 3



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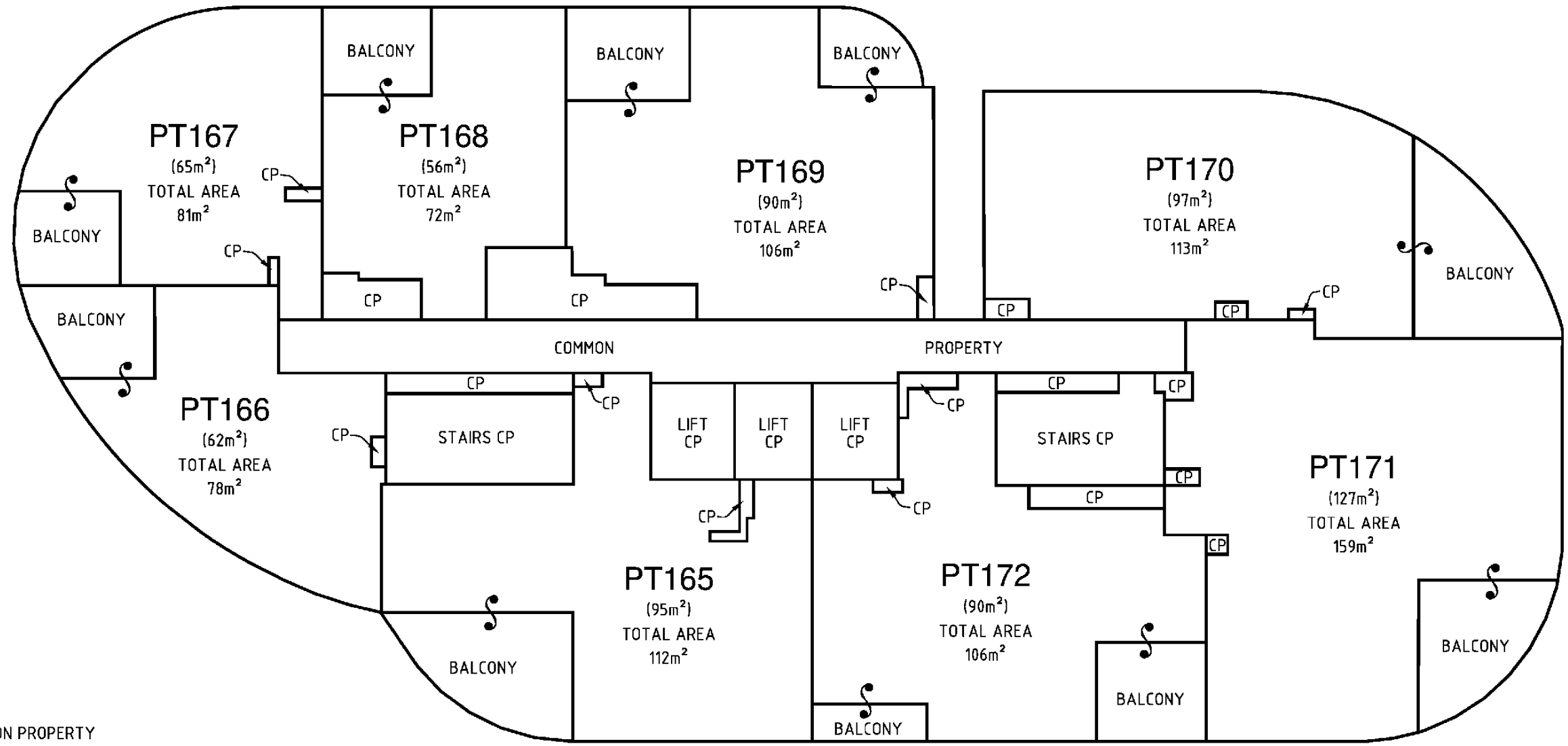
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FLOOR PLAN - LEVEL 24

TOWER 3



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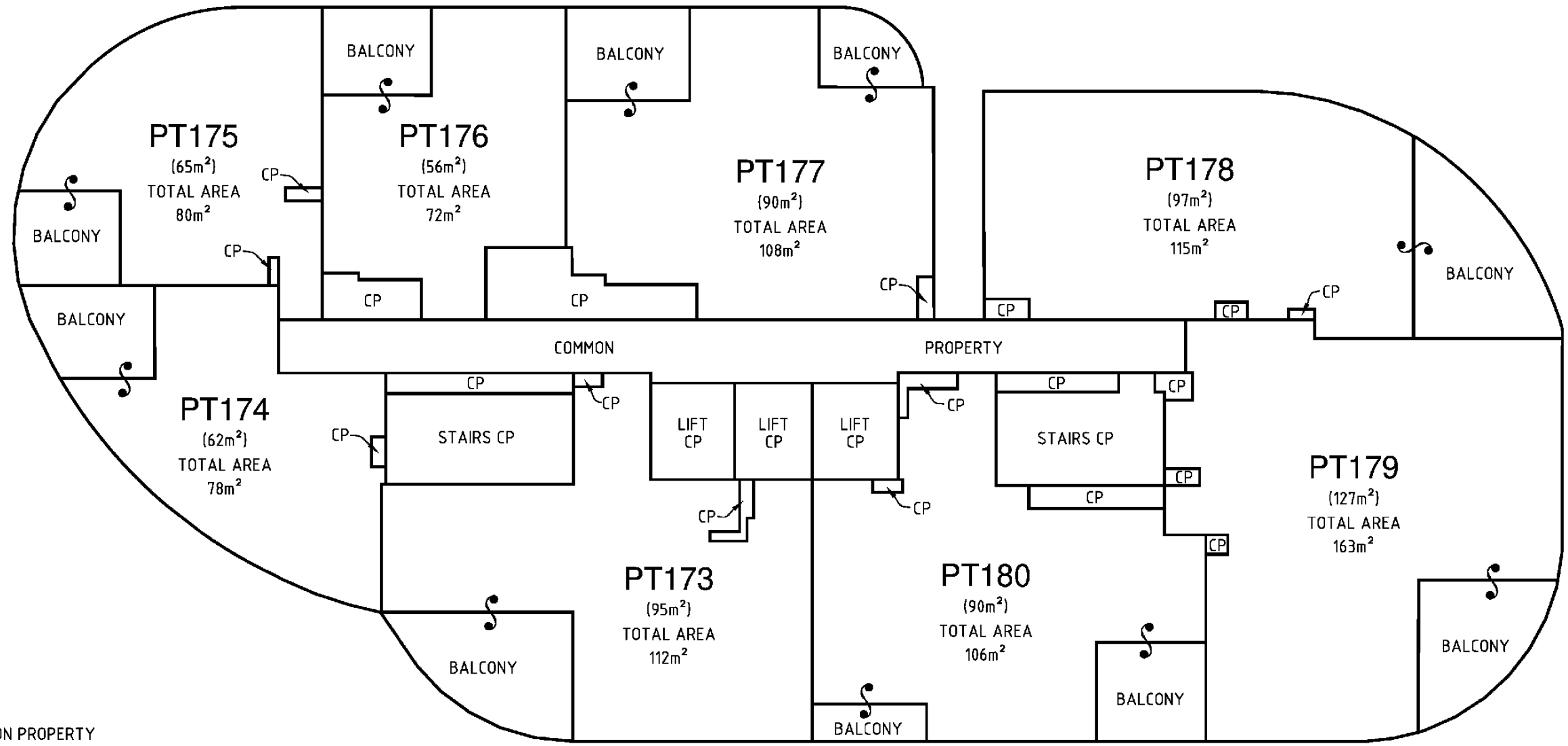
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FLOOR PLAN - LEVEL 25

TOWER 3



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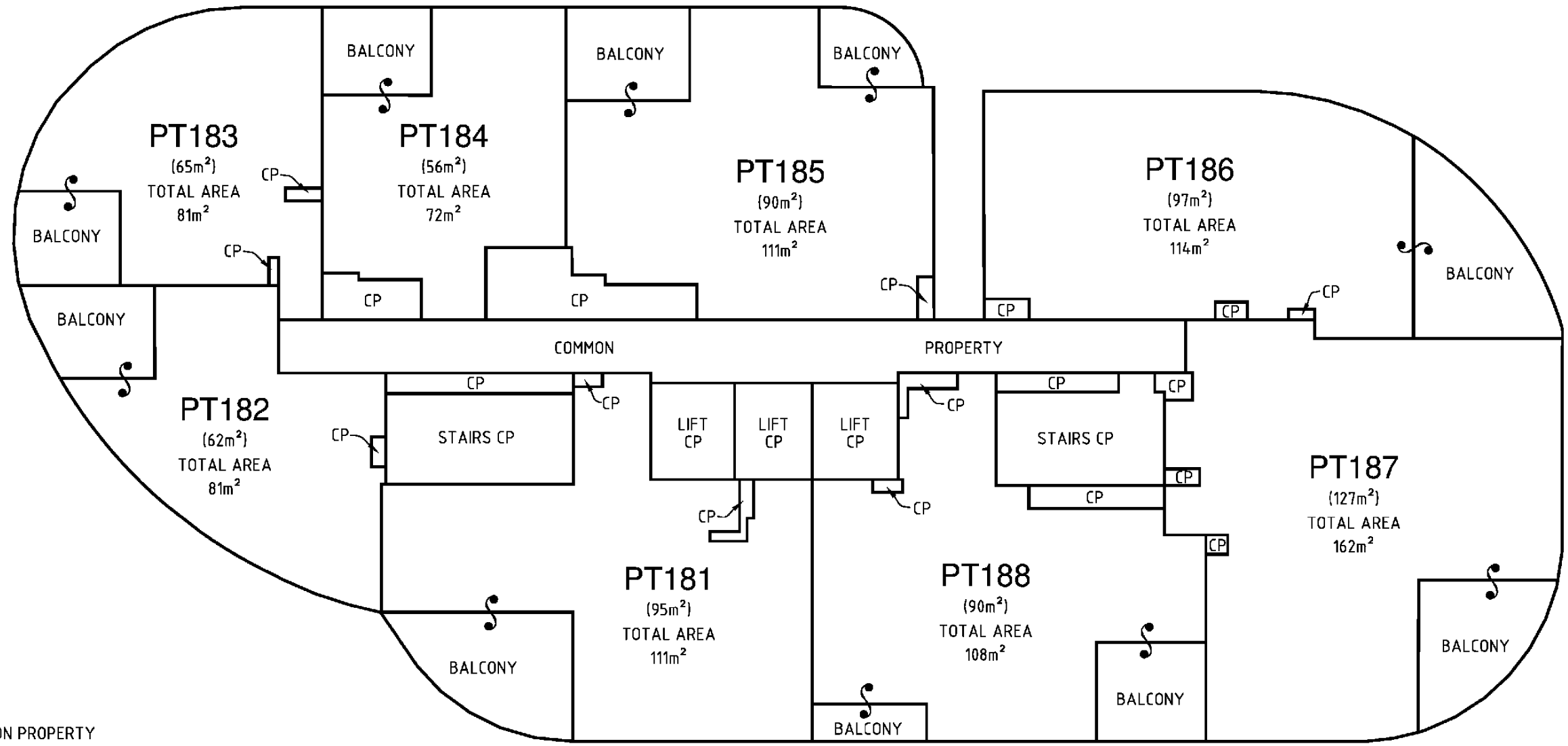
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FLOOR PLAN - LEVEL 26

TOWER 3



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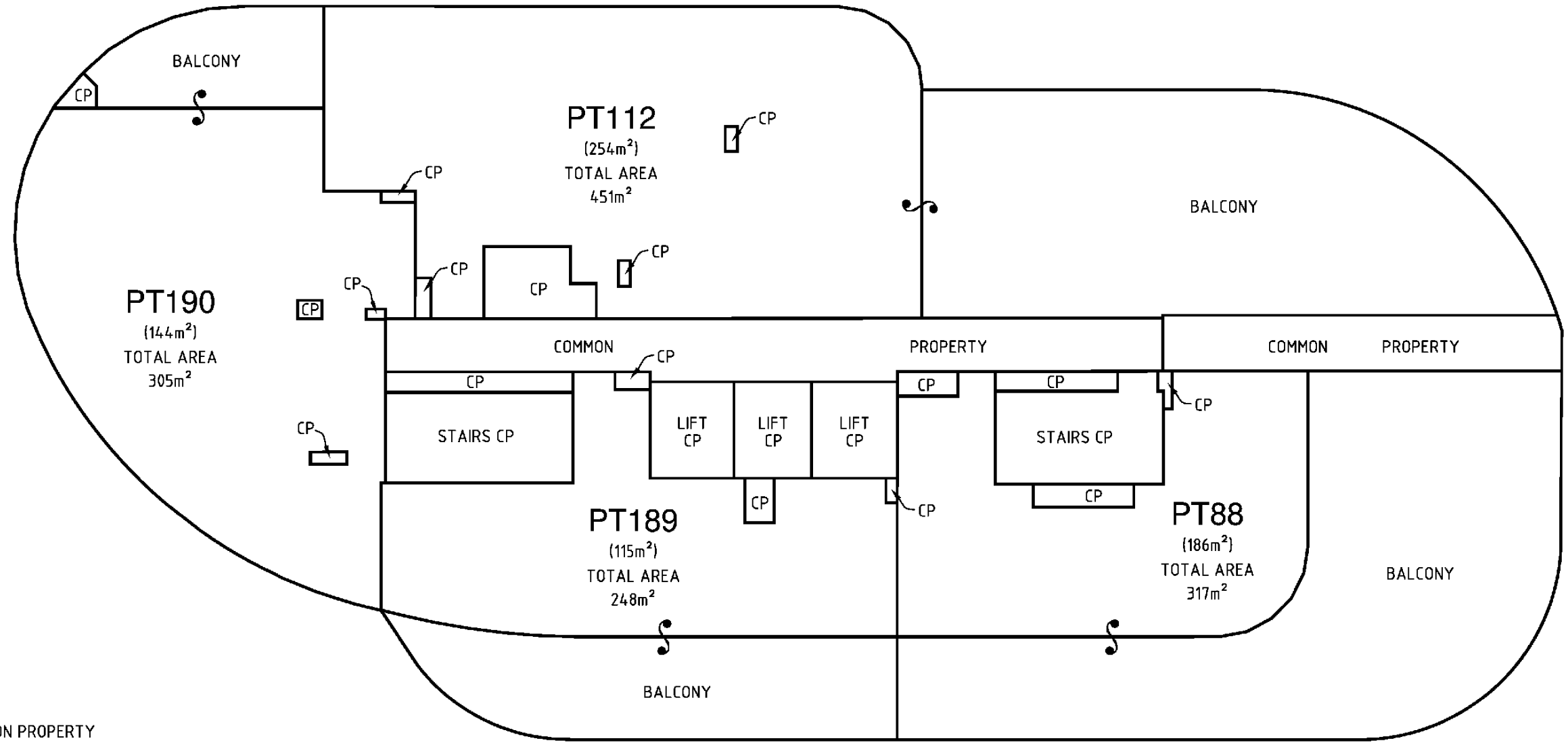
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FLOOR PLAN - LEVEL 27

TOWER 3



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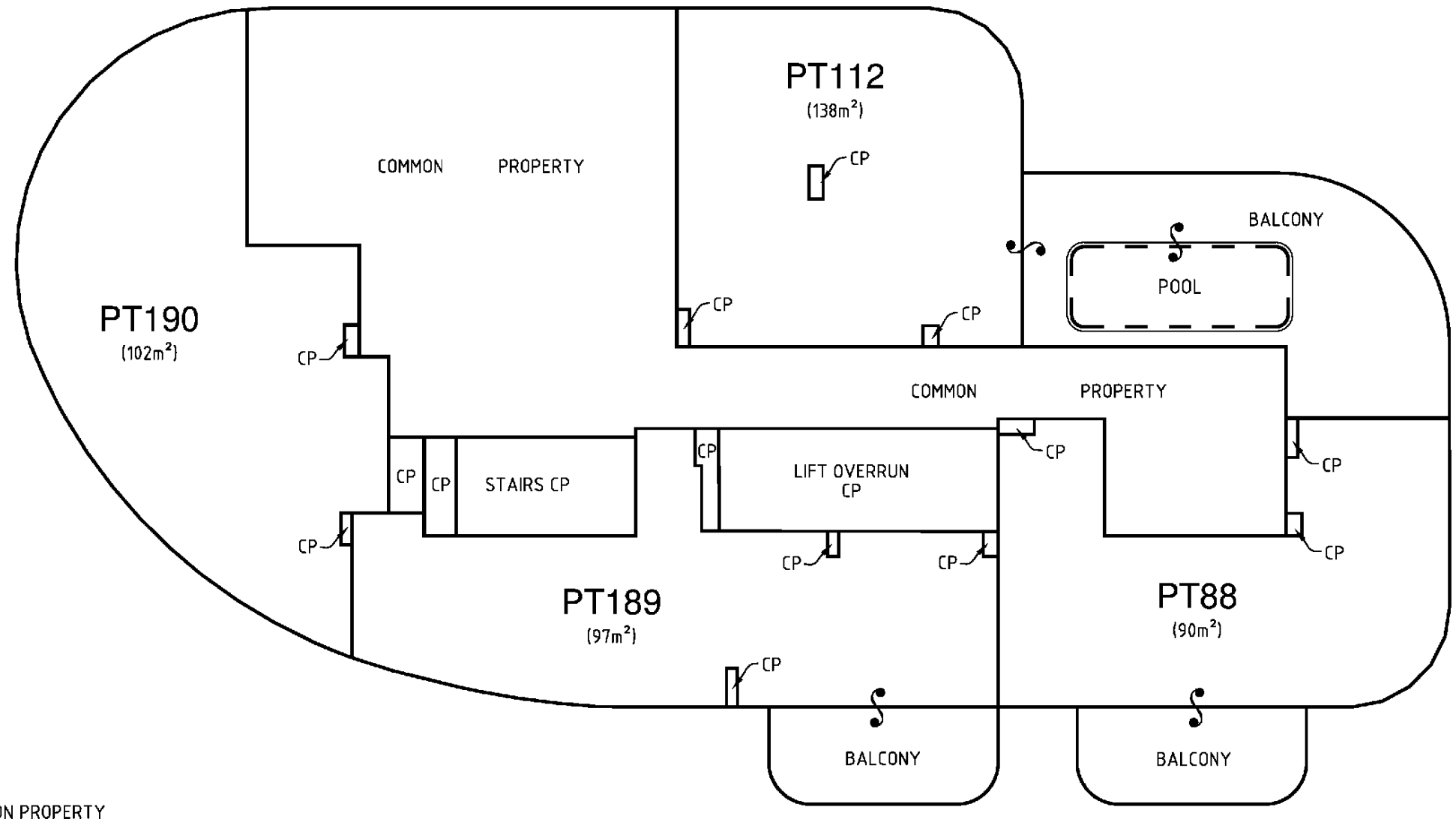
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FLOOR PLAN - LEVEL 28

TOWER 3



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'POOL' DENOTES SELF-CONTAINED SWIM SPA STANDING UPON THE CONCRETE FLOOR.

THE WHOLE OF THE STRUCTURE OF THE POOL AND ALL ASSOCIATED EQUIPMENT FORM PART OF LOT 112 AND ARE NOT COMMON PROPERTY.

THE STRATUM OF THE POOL AREA IS LIMITED TO 2.7 ABOVE THE CONCRETE FLOOR, UNLESS COVERED WITHIN THIS LIMIT.

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SP FORM 3.01	**STRATA PLAN ADMINISTRATION SHEET**	Sheet 1 of 9 sheet(s)

Office Use Only	Office Use Only
Registered: 14.2.2022	SP103041

PLAN OF SUBDIVISION OF: LOT 3 IN DP 1272951	LGA: CITY OF PARRAMATTA Locality: EPPING Parish: FIELD OF MARS County: CUMBERLAND

This is a ***FREEHOLD**/*~~**LEASEHOLD**~~ Strata Scheme

Address for Service of Documents	The by-laws adopted for the scheme are:
20 LANGSTON PLACE, EPPING NSW 2121 Provide an Australian postal address including a postcode	* ~~Model by-laws for residential strata schemes together with:~~ ~~Keeping of animals: Option *A/*B~~ ~~Smoke penetration: Option *A/*B~~ ~~(see Schedule 3 *Strata Schemes Management Regulation 2016*)~~ * The strata by-laws lodged with the plan.

Surveyor's Certificate

I, PETER GREGORY BENTLEY,
of BEVERIDGE WILLIAMS & Co (MIRANDA OFFICE). PO Box 176, CARINGBAH, 1495, being a land surveyor registered under the *Surveying and Spatial Information Act 2002*, certify that the information shown in the accompanying plan is accurate and each applicable requirement of Schedule 1 of the *Strata Schemes Development Act 2015* has been met.

*The building encroaches on:

*(a) a public place

~~*(b) land other than a public place and an appropriate easement to permit the encroachment has been created by ^ .....~~

Signature: .....
Date: 17/12/ 2021
Surveyor ID: 456
Surveyor's Reference: 2100470-T3-SP

^ Insert the deposited plan number or dealing number of the instrument that created the easement

Strata Certificate (Registered Certifier)

I DENNY LINKER being a Registered Certifier, registration number BDC 0232, certify that in regards to the strata plan with this certificate, I have made the required inspections and I am satisfied the plan complies with clause 17 *Strata Schemes Development Regulation 2016* and the relevant parts of Section 58 *Strata Schemes Development Act 2015*.

*(a) ~~This plan is part of a development scheme.~~

*(b) The building encroaches on a public place and in accordance with section 62(3) *Strata Schemes Development Act 2015* the local council has granted a relevant planning approval that is in force for the building with the encroachment or for the subdivision specifying the existence of the encroachment.

*(c) ~~This certificate is given on the condition contained in the relevant planning approval that lot(s) ^ ..... will be created as utility lots and restricted in accordance with section 88 *Strata Schemes Development Act 2015*.~~

Certificate Reference: 072020-T3
Relevant Planning Approval No.: 17/CDC28/21
issued by: IAN BAKER (BDC 0017)
Signature: .....
Date: 17 JANUARY 2022

^ Insert lot numbers of proposed utility lots.

Electronic signature of me, Denny Linker affixed by me, on 17/01/2022

* Strike through if inapplicable

Req:R352563 /Doc:SP 0103041 P /Rev:16-Feb-2022 /NSW LRS /Prt:18-Feb-2022 10:23 /Sc
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SP FORM 3.07 (2019)	STRATA PLAN ADMINISTRATION SHEET	Sheet 2 of 9 sheet(s)

Office Use Only

Registered: 14.2.2022

Office Use Only

SP103041

VALUER'S CERTIFICATE

I, *Walter Leo Dobrow of Unit Entitlement Valuations Pty Limited

being a qualified valuer, as defined in the *Strata Schemes Development Act 2015* by virtue of having membership with:

Professional Body:	Australian Property Institute
Class of membership:	Fellow
Membership number:	67509

certify that the unit entitlements shown in the schedule herewith were apportioned on 20 December 2021 (being the valuation day) in accordance with Schedule 2 Strata Schemes Development Act 2015

Signature: Date 20 December 2021

* Full name, valuer company name or company address

SCHEDULE OF UNIT ENTITLEMENT

Lot	Unit Entitlement
1	358
2	596
3	572
4	442
5	427
6	427
7	427
8	422
9	489
10	683
11	432
12	432
13	432
14	432
15	427
16	492
17	688
18	437
19	437
20	437
21	437
22	432
23	494
24	693

Lot	Unit Entitlement
25	442
26	450
27	450
28	450
29	445
30	497
31	698
32	455
33	455
34	455
35	455
36	450
37	499
38	703
39	460
40	460
41	460
42	460
43	455
44	502
45	708
46	465
47	462
48	462

Lot	Unit Entitlement
49	462
50	457
51	504
52	713
53	467
54	465
55	465
56	465
57	460
58	507
59	718
60	470
61	465
62	465
63	465
64	460
65	482
66	606
67	470
68	470
69	470
70	470
71	465
72	512

Lot	Unit Entitlement
73	728
74	475
75	472
76	472
77	472
78	467
79	514
80	733
81	477
82	475
83	475
84	475
85	470
86	517
87	1,218
88	1,416
89	477
90	477
91	477
92	472
93	519
94	743
95	482
96	480

Continued over

Surveyor's Reference: 2100470-T3-SP

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SP FORM 3.08 (Annexure)	STRATA PLAN ADMINISTRATION SHEET	Sheet 3 of 9 sheet(s)

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SCHEDULE OF UNIT ENTITLEMENT

Lot	Unit Entitlement
97	480
98	480
99	475
100	522
101	748
102	485
103	482
104	482
105	482
106	477
107	524
108	753
109	487
110	485
111	969
112	1,988
113	480
114	527
115	758
116	489
117	487
118	345
119	363
120	358

Lot	Unit Entitlement
121	482
122	502
123	641
124	492
125	489
126	348
127	365
128	360
129	485
130	532
131	768
132	494
133	494
134	350
135	368
136	363
137	489
138	534
139	773
140	499
141	499
142	353
143	370
144	365

Lot	Unit Entitlement
145	494
146	537
147	778
148	504
149	504
150	355
151	373
152	368
153	499
154	539
155	783
156	509
157	509
158	358
159	375
160	370
161	504
162	542
163	788
164	514
165	514
166	360
167	378
168	373

Lot	Unit Entitlement
169	509
170	544
171	793
172	519
173	519
174	363
175	380
176	375
177	514
178	547
179	798
180	524
181	524
182	365
183	383
184	378
185	519
186	554
187	803
188	529
189	1,173
190	1,739

Total	100,000

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Req:R352563 /Doc:SP 0103041 P /Rev:16-Feb-2022 /NSW LRS /Prt:18-Feb-2022 10:23 /Sc
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SP FORM 3.08 (Annexure)	**STRATA PLAN ADMINISTRATION SHEET**	Sheet 4 of 9 sheet(s)

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Lot Number	Sub-Address Number	Address Number	Road Name	Road Type	Locality Name
CP	CP	22	LANGSTON	PLACE	EPPING
1	101	22	LANGSTON	PLACE	EPPING
2	103	22	LANGSTON	PLACE	EPPING
3	105	22	LANGSTON	PLACE	EPPING
4	106	22	LANGSTON	PLACE	EPPING
5	201	22	LANGSTON	PLACE	EPPING
6	202	22	LANGSTON	PLACE	EPPING
7	203	22	LANGSTON	PLACE	EPPING
8	205	22	LANGSTON	PLACE	EPPING
9	206	22	LANGSTON	PLACE	EPPING
10	207	22	LANGSTON	PLACE	EPPING
11	208	22	LANGSTON	PLACE	EPPING
12	301	22	LANGSTON	PLACE	EPPING
13	302	22	LANGSTON	PLACE	EPPING
14	303	22	LANGSTON	PLACE	EPPING
15	305	22	LANGSTON	PLACE	EPPING
16	306	22	LANGSTON	PLACE	EPPING
17	307	22	LANGSTON	PLACE	EPPING
18	308	22	LANGSTON	PLACE	EPPING
19	401	22	LANGSTON	PLACE	EPPING
20	402	22	LANGSTON	PLACE	EPPING
21	403	22	LANGSTON	PLACE	EPPING
22	405	22	LANGSTON	PLACE	EPPING
23	406	22	LANGSTON	PLACE	EPPING
24	407	22	LANGSTON	PLACE	EPPING
25	408	22	LANGSTON	PLACE	EPPING
26	501	22	LANGSTON	PLACE	EPPING
27	502	22	LANGSTON	PLACE	EPPING
28	503	22	LANGSTON	PLACE	EPPING
29	505	22	LANGSTON	PLACE	EPPING
30	506	22	LANGSTON	PLACE	EPPING
31	507	22	LANGSTON	PLACE	EPPING
32	508	22	LANGSTON	PLACE	EPPING
33	601	22	LANGSTON	PLACE	EPPING
34	602	22	LANGSTON	PLACE	EPPING
35	603	22	LANGSTON	PLACE	EPPING
36	605	22	LANGSTON	PLACE	EPPING
37	606	22	LANGSTON	PLACE	EPPING
38	607	22	LANGSTON	PLACE	EPPING
39	608	22	LANGSTON	PLACE	EPPING
40	701	22	LANGSTON	PLACE	EPPING
41	702	22	LANGSTON	PLACE	EPPING
42	703	22	LANGSTON	PLACE	EPPING

Surveyor's Reference: 2100470-T3-SP

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Lot Number	Sub-Address Number	Address Number	Road Name	Road Type	Locality Name
43	705	22	LANGSTON	PLACE	EPPING
44	706	22	LANGSTON	PLACE	EPPING
45	707	22	LANGSTON	PLACE	EPPING
46	708	22	LANGSTON	PLACE	EPPING
47	801	22	LANGSTON	PLACE	EPPING
48	802	22	LANGSTON	PLACE	EPPING
49	803	22	LANGSTON	PLACE	EPPING
50	805	22	LANGSTON	PLACE	EPPING
51	806	22	LANGSTON	PLACE	EPPING
52	807	22	LANGSTON	PLACE	EPPING
53	808	22	LANGSTON	PLACE	EPPING
54	901	22	LANGSTON	PLACE	EPPING
55	902	22	LANGSTON	PLACE	EPPING
56	903	22	LANGSTON	PLACE	EPPING
57	905	22	LANGSTON	PLACE	EPPING
58	906	22	LANGSTON	PLACE	EPPING
59	907	22	LANGSTON	PLACE	EPPING
60	908	22	LANGSTON	PLACE	EPPING
61	1001	22	LANGSTON	PLACE	EPPING
62	1002	22	LANGSTON	PLACE	EPPING
63	1003	22	LANGSTON	PLACE	EPPING
64	1005	22	LANGSTON	PLACE	EPPING
65	1006	22	LANGSTON	PLACE	EPPING
66	1007	22	LANGSTON	PLACE	EPPING
67	1008	22	LANGSTON	PLACE	EPPING
68	1101	22	LANGSTON	PLACE	EPPING
69	1102	22	LANGSTON	PLACE	EPPING
70	1103	22	LANGSTON	PLACE	EPPING
71	1105	22	LANGSTON	PLACE	EPPING
72	1106	22	LANGSTON	PLACE	EPPING
73	1107	22	LANGSTON	PLACE	EPPING
74	1108	22	LANGSTON	PLACE	EPPING
75	1201	22	LANGSTON	PLACE	EPPING
76	1202	22	LANGSTON	PLACE	EPPING
77	1203	22	LANGSTON	PLACE	EPPING
78	1205	22	LANGSTON	PLACE	EPPING
79	1206	22	LANGSTON	PLACE	EPPING
80	1207	22	LANGSTON	PLACE	EPPING
81	1208	22	LANGSTON	PLACE	EPPING
82	1301	22	LANGSTON	PLACE	EPPING
83	1302	22	LANGSTON	PLACE	EPPING
84	1303	22	LANGSTON	PLACE	EPPING

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Req:R352563 /Doc:SP 0103041 P /Rev:16-Feb-2022 /NSW LRS /Prt:18-Feb-2022 10:23 /Sc
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SP FORM 3.08 (Annexure)	**STRATA PLAN ADMINISTRATION SHEET**	Sheet 6 of 9 sheet(s)

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Lot Number	Sub-Address Number	Address Number	Road Name	Road Type	Locality Name
85	1305	22	LANGSTON	PLACE	EPPING
86	1306	22	LANGSTON	PLACE	EPPING
87	1307	22	LANGSTON	PLACE	EPPING
88	2706	22	LANGSTON	PLACE	EPPING
89	1401	22	LANGSTON	PLACE	EPPING
90	1402	22	LANGSTON	PLACE	EPPING
91	1403	22	LANGSTON	PLACE	EPPING
92	1405	22	LANGSTON	PLACE	EPPING
93	1406	22	LANGSTON	PLACE	EPPING
94	1407	22	LANGSTON	PLACE	EPPING
95	1408	22	LANGSTON	PLACE	EPPING
96	1501	22	LANGSTON	PLACE	EPPING
97	1502	22	LANGSTON	PLACE	EPPING
98	1503	22	LANGSTON	PLACE	EPPING
99	1505	22	LANGSTON	PLACE	EPPING
100	1506	22	LANGSTON	PLACE	EPPING
101	1507	22	LANGSTON	PLACE	EPPING
102	1508	22	LANGSTON	PLACE	EPPING
103	1601	22	LANGSTON	PLACE	EPPING
104	1602	22	LANGSTON	PLACE	EPPING
105	1603	22	LANGSTON	PLACE	EPPING
106	1605	22	LANGSTON	PLACE	EPPING
107	1606	22	LANGSTON	PLACE	EPPING
108	1607	22	LANGSTON	PLACE	EPPING
109	1608	22	LANGSTON	PLACE	EPPING
110	1701	22	LANGSTON	PLACE	EPPING
111	1702	22	LANGSTON	PLACE	EPPING
112	2705	22	LANGSTON	PLACE	EPPING
113	1705	22	LANGSTON	PLACE	EPPING
114	1706	22	LANGSTON	PLACE	EPPING
115	1707	22	LANGSTON	PLACE	EPPING
116	1708	22	LANGSTON	PLACE	EPPING
117	1801	22	LANGSTON	PLACE	EPPING
118	1802	22	LANGSTON	PLACE	EPPING
119	1803	22	LANGSTON	PLACE	EPPING
120	1805	22	LANGSTON	PLACE	EPPING
121	1806	22	LANGSTON	PLACE	EPPING
122	1807	22	LANGSTON	PLACE	EPPING
123	1808	22	LANGSTON	PLACE	EPPING
124	1809	22	LANGSTON	PLACE	EPPING
125	1901	22	LANGSTON	PLACE	EPPING
126	1902	22	LANGSTON	PLACE	EPPING
127	1903	22	LANGSTON	PLACE	EPPING
128	1905	22	LANGSTON	PLACE	EPPING

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SP FORM 3.08 (Annexure)	**STRATA PLAN ADMINISTRATION SHEET**	Sheet 7 of 9 sheet(s)

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Lot Number	Sub-Address Number	Address Number	Road Name	Road Type	Locality Name
129	1906	22	LANGSTON	PLACE	EPPING
130	1907	22	LANGSTON	PLACE	EPPING
131	1908	22	LANGSTON	PLACE	EPPING
132	1909	22	LANGSTON	PLACE	EPPING
133	2001	22	LANGSTON	PLACE	EPPING
134	2002	22	LANGSTON	PLACE	EPPING
135	2003	22	LANGSTON	PLACE	EPPING
136	2005	22	LANGSTON	PLACE	EPPING
137	2006	22	LANGSTON	PLACE	EPPING
138	2007	22	LANGSTON	PLACE	EPPING
139	2008	22	LANGSTON	PLACE	EPPING
140	2009	22	LANGSTON	PLACE	EPPING
141	2101	22	LANGSTON	PLACE	EPPING
142	2102	22	LANGSTON	PLACE	EPPING
143	2103	22	LANGSTON	PLACE	EPPING
144	2105	22	LANGSTON	PLACE	EPPING
145	2106	22	LANGSTON	PLACE	EPPING
146	2107	22	LANGSTON	PLACE	EPPING
147	2108	22	LANGSTON	PLACE	EPPING
148	2109	22	LANGSTON	PLACE	EPPING
149	2201	22	LANGSTON	PLACE	EPPING
150	2202	22	LANGSTON	PLACE	EPPING
151	2203	22	LANGSTON	PLACE	EPPING
152	2205	22	LANGSTON	PLACE	EPPING
153	2206	22	LANGSTON	PLACE	EPPING
154	2207	22	LANGSTON	PLACE	EPPING
155	2208	22	LANGSTON	PLACE	EPPING
156	2209	22	LANGSTON	PLACE	EPPING
157	2301	22	LANGSTON	PLACE	EPPING
158	2302	22	LANGSTON	PLACE	EPPING
159	2303	22	LANGSTON	PLACE	EPPING
160	2305	22	LANGSTON	PLACE	EPPING
161	2306	22	LANGSTON	PLACE	EPPING
162	2307	22	LANGSTON	PLACE	EPPING
163	2308	22	LANGSTON	PLACE	EPPING
164	2309	22	LANGSTON	PLACE	EPPING
165	2401	22	LANGSTON	PLACE	EPPING
166	2402	22	LANGSTON	PLACE	EPPING
167	2403	22	LANGSTON	PLACE	EPPING
168	2405	22	LANGSTON	PLACE	EPPING
169	2406	22	LANGSTON	PLACE	EPPING

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Req:R352563 /Doc:SP 0103041 P /Rev:16-Feb-2022 /NSW LRS /Prt:18-Feb-2022 10:23 /Sc
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SP FORM 3.08 (Annexure)	**STRATA PLAN ADMINISTRATION SHEET**	Sheet 8 of 9 sheet(s)

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Lot Number	Sub-Address Number	Address Number	Road Name	Road Type	Locality Name
170	2407	22	LANGSTON	PLACE	EPPING
171	2408	22	LANGSTON	PLACE	EPPING
172	2409	22	LANGSTON	PLACE	EPPING
173	2501	22	LANGSTON	PLACE	EPPING
174	2502	22	LANGSTON	PLACE	EPPING
175	2503	22	LANGSTON	PLACE	EPPING
176	2505	22	LANGSTON	PLACE	EPPING
177	2506	22	LANGSTON	PLACE	EPPING
178	2507	22	LANGSTON	PLACE	EPPING
179	2508	22	LANGSTON	PLACE	EPPING
180	2509	22	LANGSTON	PLACE	EPPING
181	2601	22	LANGSTON	PLACE	EPPING
182	2602	22	LANGSTON	PLACE	EPPING
183	2603	22	LANGSTON	PLACE	EPPING
184	2605	22	LANGSTON	PLACE	EPPING
185	2606	22	LANGSTON	PLACE	EPPING
186	2607	22	LANGSTON	PLACE	EPPING
187	2608	22	LANGSTON	PLACE	EPPING
188	2609	22	LANGSTON	PLACE	EPPING
189	2701	22	LANGSTON	PLACE	EPPING
190	2703	22	LANGSTON	PLACE	EPPING

A STRATA MANAGEMENT STATEMENT IS LODGED WITH THIS STRATA PLAN

Surveyor's Reference: 2100470-T3-SP

Req:R352563 /Doc:SP 0103041 P /Rev:16-Feb-2022 /NSW LRS /Prt:18-Feb-2022 10:23 /Seq:
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SP FORM 3.08 (Annexure)	**STRATA PLAN ADMINISTRATION SHEET**	Sheet 9 of 9 sheet(s)

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Executed by Cbus Property Langston Place Pty Limited as owner:

Signed, sealed and delivered for and on behalf of **Cbus Property Langston Place Pty Ltd ACN 602 148 014** by its attorney under power of attorney Book 4784 No. 377 in the presence of:

Eletronic signature of me, Kyra Alexis Donoso *affixed by me, or at my direction on* 19/01/2022.

Signature of witness

Kyra Alexis Donoso

Full Name of witness (Print)

Suite 1, Level 23, 1 Farrer Place, Sydney NSW 2000

Address of witness (Print)

Eletronic signature of me, William Walker *affixed by me, or at my direction on* 19/01/2022.

Signature of attorney

William Walker

Full Name of attorney (Print)

Executed by Australia and New Zealand Banking Group Limited as mortgagee:

Signed, sealed and **delivered** for **Australia and New Zealand Banking Group Limited ABN 11 005 357 522** by its attorney under power of attorney Book 4376 No 411:

Electronic signature of me, David Foran *affixed by me or at my direction on* 03/02/2022

Signature of witness

David Foran

Full Name of witness (Print)

3/833 Collins St, Docklands

Address of witness (Print)

Electronic signature of me, Deborah Beeck, affixed by me or at my direction on 03/02/2022.

Signature of attorney

Deborah Beeck

Full Name of attorney (Print)

Surveyor's Reference: 2100470-T3-SP

Form: 15CH
Release: 2.3

CONSOLIDATION/ CHANGE OF BY-LAWS

New South Wales
Strata Schemes Management Act 2015
Real Property Act 1900

Leave this space clear. Affix additional pages to the top left-hand corner.

PRIVACY NOTE: Section 31B of the Real Property Act 1900 (RP Act) authorises the Registrar General to collect the information required by this form for the establishment and maintenance of the Real Property Act Register. Section 96B RP Act requires that the Register is made available to any person for search upon payment of a fee, if any.

(A) TORRENS TITLE

For the common property
CP/SP 103041

(B) LODGED BY

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573X	Company NETWORK STRATA SERVICES Address PO BOX 265 HURSTVILLE BC NSW 1481 E-mail admin@netstrata.com.au Contact Number 1300 638 787 Customer Account Number 123421L Reference 103041	CH

(C) The Owner-Strata Plan No. 103041 certify that a special resolution was passed on 25/5/2024

(D) pursuant to the requirements of section 141 of the Strata Schemes Management Act 2015, by which the by-laws were changed as follows –

(E) Repealed by-law No. NOT APPLICABLE
Added by-law No. Special By-Law 6,7,8,9
Amended by-law No. NOT APPLICABLE
as fully set out below :

Strata Plan
...103041....
Common Seal

(F) A consolidated list of by-laws affecting the above mentioned strata scheme and incorporating the change referred to at Note (E) is annexed hereto and marked as Annexure A .

(G) The seal of The Owners-Strata Plan No. 103041 was affixed on 25/6/2024 in the presence of the following person(s) authorised by section 273 Strata Schemes Management Act 2015 to attest the affixing of the seal:

Signature : **Electronic signature of me, Andrew Tunks, affixed by me, on 25/06/24 at 10:30 AM**
Property & Stock Agent Act 2002 Licence No 1361054

Name : ANDREW TUNKS - NETSTRATA

Authority : Appointed Managing Agent

Signature :

Name :

Authority :

ALL HANDWRITING MUST BE IN BLOCK CAPITALS.
2007

Electronic signature of me, Andrew Tunks, affixed by me, on 25/06/24 at 10:30 AM
Property & Stock Agent Act 2002 Licence No 1361054

Strata Plan 103041
22 LANGSTON PLACE EPPING

"Annexure A"

The Following are the Standard By-laws registered with the scheme. Strata Plan registration Date: 14/02/2022

1 Definitions and interpretation clauses

1.1 Definitions

Act means the Strata Schemes Management Act 2015.

Air Conditioning System includes, without limitation, air handling units and equipment, cables, conduits, pipes, wires and ducts which are located in a Lot or Common Property that exclusively services the air conditioning in the Lot.

Architectural Code means schedule 2 of the Strata Management Statement.

Build Cost means the cost to undertake and complete the Building Works.

Building means the Land, and includes car parking, storage and Common Property within the Strata Plan.

Building Works means works, alterations, additions, damage, removal, repairs or replacement of:
(a) Common Property structures, including the Common Property walls, floor and ceilings enclosing the Lot. Common Property walls include windows and doors in those walls;
(b) the structure of the Lot;
(c) the internal walls inside the Lot (eg. a wall dividing two rooms in the Lot);
(d) Common Property services;
(e) services in the Strata Scheme whether or not they are for the exclusive use of the Lot; or
(f) Minor Building Works.

Business Days means a day being Monday to Friday not being a public holiday or bank holiday in New South Wales.

By-laws means the by-laws set out in this document and any other by-laws adopted by the Owners Corporation from time to time.

Car Space means a car space forming part of a Lot.

Common Property means the common property comprised in the Strata Plan.

Cost means a cost, charge, expense, outgoing, payment, fee and other expenditure of any nature.

Council means City of Parramatta Council or its successor

Developer means Cbus Property Langston Place Pty Ltd ACN 602 148 014 and its successors, assigns, employees, agents and contractors.

Development Act means the Strata Schemes Development Act 2015.

Excluded Dog means:
(a) a pit bull terrier;
(b) an American pit bull terrier;
(c) a dogo argentine;
(d) a fini breazileiro
(e) a Japanese tosa;

Strata Plan
...103041....
Common Seal

(f) any outcross of dogs listed in clauses (a) to (e) above;
(g) any dog prohibited from importation into Australia by the Commonwealth government;
(h) any dog greater than 15kg; and
(i) any unregistered or dangerous dog under the Companion Animals Act 1996.

Facilities Manager has the same meaning given in the Strata Management Statement

Garbage Room means the garbage room(s) designated for the use by the Owners and Occupiers of the Strata Scheme.

Goods includes items requiring transport in the nature of plant, machinery, equipment, furniture, appliances, boxes, merchandise, materials, domestic and commercial waste, refuse and garbage (including associated receptacles) but excludes baby strollers, shopping bags on wheels, prams, luggage, wheelchairs and items of a personal nature.

Government Agency means any government or any governmental or semi-governmental administrative, fiscal or judicial body, department, commission, authority, tribunal, agency or entity or state owned corporation.

Insect Screens means any fly screens or other external screen or door which is attached to windows or doors.

Intercom Repair Costs means all Costs incurred in keeping the Intercom Unit in a good and serviceable repair, including the complete replacement of the Intercom Unit as required.

Intercom Unit means the two way communication device servicing a Lot that is used for communicating with people and for access to the Building.

Land means 22 Langston Place, Epping.

Lot means a Lot (as defined in the Act) in the Strata Plan.

Minor Building Work means:
(a) renovating a kitchen;
(b) changing recessed light fittings;
(c) installing or replacing wood or other hard floors;
(d) installing or replacing wiring or cabling or power or access points;
(e) work involving reconfiguring walls (including balcony doors and glass panels adjacent to balcony doors);
(f) removing carpet or other soft floor coverings to expose hard floors;
(g) installing a reverse cycle split system air conditioner;
(h) installing double or triple glazed windows;
(i) installing a heat pump;
(j) installing fixtures to the external surfaces of a Lot or the Building (such as sun blinds, security devices and flyscreens) in accordance with this instrument;

provided that such work does not involve structural changes, changes to the external appearance of a Lot or the Common Property or changes to a Shared Facility.

Move In Fee means a fee determined by the Owners Corporation to permit the Owners Corporation to engage the Facilities Manager to supervise the Owner or Occupier carrying out its obligations under by-law 17.

Move In Security Deposit means a deposit determined by the Owners Corporation to secure the Owner or Occupier's obligations under by-law 17.3.

Occupier means any lessee, sub lessee, licensee, sub licensee, occupier or mortgagee in possession of a Lot in the

Strata Plan 103041
22 LANGSTON PLACE EPPING

Strata Plan.

Owner means the Owner for the time being of any Lot in the Strata Plan.

Owners Corporation means the Owners corporation constituted upon registration of the Strata Plan.

Removalists means a party engaged by an Owner or Occupier to assist in transporting Goods on Common Property. The expression includes the Owner and Occupier if they transport the Goods themselves.

Security Cameras means the close circuit television cameras installed or to be installed in the Common Property.

Security Deposit means an amount nominated by the Owners Corporation from time to time.

Shared Facilities has the meaning given in the Strata Management Statement.

Short Term Rental Accommodation Arrangement means a commercial arrangement for giving a person the right to occupy residential premises for a period of not more than 3 months at any one time, and includes any arrangement prescribed.

Storage Space means a storage space located in the basement of the Building forming part of a Lot.

Strata Committee means the strata committee appointed by the Owners Corporation.

Strata Manager means the manager of the Strata Scheme appointed or to be appointed by the Owners and includes reference to employees and contractors of the strata managing agent.

Strata Management Statement means the strata management statement registered with the Strata Plan.

Strata Plan means the registered strata plan for the Land.

Strata Scheme means the strata scheme established on registration of the Strata Plan.

Vehicle includes a motor cycle and cars but excludes boats, trailers, caravans or motorhomes.

Work Method Statement means a statement by a suitably qualified or licensed person that sets out the Building Works to be carried out, the hazards that may arise from the Building Works and the measures to be put in place to control the risks.

1.2 Interpretation
In these By-laws, unless the context otherwise requires:
(a) headings are for convenience only and do not affect the interpretation of the By-laws;
(b) words importing the singular include the plural and vice versa;
(c) words importing a gender include any gender;
(d) an expression importing a natural person includes any company, partnership, joint venture, association, corporation or other Owners Corporation and any Government Agency;
(e) a reference to a person includes reference to the person's executors, administrators, successors, substitutes (including without limitation, persons taking by novation) and assigns;
(f) a reference to any thing includes a part of that thing;
(g) definitions in the Strata Management Statement have the same meaning in these By-laws; and
(h) a reference to any statute, regulation, proclamation, ordinance or clause includes all statutes, regulations, proclamations, ordinances or clauses varying, consolidating or replacing them, and a reference to a statute includes all regulations, proclamations, ordinances and clauses issued under that statute.

2 Noise

An Owner or Occupier of a Lot must not create any noise on the parcel likely to interfere with the peaceful enjoyment of the Owner or Occupier of another Lot or of any person lawfully using Common Property.

3 Architectural Code

An Owner or Occupier of a Lot must comply with the Architectural Code.

4 Vehicles

4.1 An Owner or Occupier must comply with the Strata Management Statement.

4.2 At the same time that an Owner and Occupier provides to the Committee, the Vehicle Information, the Owner and Occupier must provide the Vehicle Information to the Owners Corporation.

4.3 The Owners Corporation may collect information relating to and keep a register of the registration plate details of vehicles parked in the Building.

5 Obstruction of Common Property

An Owner or Occupier of a Lot must not obstruct lawful use of Common Property by any person.

6 Damage to lawns and plants on Common Property

An owner or occupier of a Lot must not:
(a) damage any lawn, garden, tree, shrub, plant or flower being part of or situated on Common Property, or
(b) use for his or her own purposes as a garden any portion of the Common Property.

7 Damage to Common Property

7.1 What are your obligations?
Subject to the By-laws, the Owner or Occupier of the Lot must:
(a) use Common Property equipment only for its intended purpose;
(b) Must maintain and keep in a state of good and serviceable repair any installation or structure referred to in By-law 7.2 or 7.3 that forms part of the Common Property and that services the Lot.
(c) not mark, paint, drive nails or screws or the like into, or otherwise damage or deface, any structure that forms part of the Common Property without the approval in writing of the Owners Corporation.
(d) immediately notify the Owners Corporation if the Owner or Occupier of a Lot knows about damage or a defect in Common Property; and
(e) compensate the Owners Corporation for any damage to Common Property caused by an Owner or Occupier of a Lot, their visitors or persons doing work or carrying out Building Works on the Strata Scheme on their behalf.

7.2 When will you need consent from the Owners Corporation?
Subject to the By-laws the Owner or Occupier of a Lot must have consent from the Owners Corporation to:

(a) interfere with or damage Common Property;
(b) remove anything from Common Property that belongs to the Owners Corporation;
(c) install any screen or other device to prevent entry of animals or insects on the Lot, or
(d) install any structure or device or prevent harm to children; or
(e) interfere with the operation of the Common Property equipment.

7.3 Locking device
(a) Subject to by-law 7.4, this By-law does not prevent an Owner or person authorised by an Owner from installing any locking or other safety device for protection of the Owner's Lot against intruders.
(b) Any such locking or safety device, screen, other device or structure must be installed in a competent and proper manner and have an appearance, after it has been installed, in keeping with the appearance of the rest of the Building.

7.4 Alterations
(a) An Owner or Occupier must obtain consent of the Owners Corporation before making any alterations, including installing or attaching any items to, the main entry door of a Lot.
(b) The Owners Corporation must consent to the alteration to the main entry door of a Lot if the Owner or Occupier provides a certificate from the suitably qualified or licensed person who provides the fire safety certificate under the Strata Management Statement that the alteration will not affect the fire integrity of the door.
(c) If an Owner or Occupier breaches a provision or provisions of this by-law, the Owners Corporation can exercise the powers granted under by-law 31.

7.5 Insect screens
An Owner or Occupier must not install Insect Screens to an entry door or windows to a Lot without the consent of the Owners Corporation (which must not be unreasonably withheld if the Insect Screen is finished in a powder-coated finish and is the same colour as the window frames or door frames (as the case may be)).

8 Behaviour of Owners and Occupiers

An Owner or Occupier of a Lot when on Common Property must be adequately clothed and must not use language or behave in a manner likely to cause offence or embarrassment to the Owner or Occupier of another Lot or to any person lawfully using Common Property.

9 Children on Common Property

An Owner or Occupier of a Lot must not permit any child of whom the Owner or Occupier has control to play on Common Property within the Building or, unless accompanied by an adult exercising effective control, to be or to remain on Common Property comprising car parking area, lift, Shared Facilities or other area of possible danger or hazard to children.

10 Behaviour of Invitees

An Owner or Occupier of a Lot must take all reasonable steps to ensure that invitees of the Owner or occupier do not behave in a manner likely to interfere with the peaceful enjoyment of the Owner or Occupier of another Lot or any person lawfully using Common Property

11 Depositing rubbish and other material on Common Property

Strata Plan 103041
22 LANGSTON PLACE EPPING

An Owner or Occupier of a Lot must not deposit or throw on the Common Property any rubbish, dirt, dust or other material likely to interfere with the peaceful enjoyment of the Owner or Occupier of another Lot or of any person lawfully using the Common Property.

12 Smoke penetration

12.1 An Owner or Occupier of a Lot must ensure that smoke caused by the smoking of tobacco or any other substance (including e smokes and e cigarettes) by the Owner or Occupier, or any invitee of the Owner or Occupier, on the Lot does not penetrate to the Common Property or any other Lot.

12.2 An Owner or Occupier and any invitee of the Owner or Occupier, must not smoke tobacco or any other substance on the Common Property and a balcony.

12.3 An Owner or Occupier must keep all balconies, glass balustrades, and terraces within their Lot clean, tidy and well maintained.

12.4 An Owner or Occupier must take reasonable care when carrying out their obligations under by-law 12.3 to ensure that no damage is caused to a person or property.

13 Cleaning windows and doors

13.1 Except in accordance with by-law 13.2, an Owner or Occupier of a Lot must keep clean all interior and where safe to do so, exterior surfaces of glass in windows, balustrades, aluminium louvres and all doors on the boundary of the Lot, including so much as is Common Property that is capable of being accessed by the Owner or Occupier of the Lot safely or at all.

13.2 The Owners Corporation is responsible for cleaning regularly all exterior surfaces of glass in windows, external faces of balustrades and doors and the aluminium louvres that cannot be accessed by the Owner or Occupier of the Lot safety or at all.

14 Car spaces, Bicycle and Motorcycle Spaces, Storage and Access spaces

14.1 Obligations of Owner and Occupier's for a Car Space or Storage Space
If an Owner or Occupier has a Car Space or a Storage Space, the Owner and Owner must:
(a) provide the Owners Corporation with access to the Car Space and/or Storage Space to enable the Owners Corporation to comply with its obligation under the Management Act and these by-laws;
(b) keep the Car Space and/or Storage clean and tidy;
(c) use the Car Space and/or Storage Space only for lawful purpose;
(d) keep the Car Space and the Storage Space free of vermin;
(e) not enclose the Car Space without prior written approval of the Owners Corporation which may be given subject to reasonable conditions;
(f) clean up any spills, oil, grease from any Vehicles;
(g) not clean or wash a Vehicle in the Car Space;
(h) not keep dangerous, noxious or inflammable items, materials or liquids in the Car Space or the Storage Space;
(i) repair and make good any damage you cause to the Car Space or Storage Space;
(j) must not store goods in the Car Space;
(k) must ensure that any items stored in a Storage Space are stored 500mm below the sprinkler heads;
(l) keep the Storage Space cage fence in good repair and condition;

(m) ensure that all goods stored in the Storage Space are stored on a platform avoiding direct contact with the slab;
(n) where a fence is shared by an adjoining owner, ensure the Owner is jointly responsible for the cost of the repair, maintenance and replacement of the fence;
(o) if the Storage Cage has a roof or ceiling of any kind, not place or store any item on the roof or ceiling of the Storage Space;
(p) if an Owner or Occupier installs an electrical charging point with the consent of the Committee, the Owner and Occupier must comply with clause 51 of the Strata Management
(q) subject to the approval of the Owners Corporation in relation to the method of security, ensure for security for the Storage Space; and
(r) repair and make good any damage you cause to the Car Space or Storage Space.

14.2 Obligations of Owner and Occupier's for Bicycle Storage Area
(a) Owners and Occupiers may use Bicycle Storage Areas including the bicycle racks in accordance with this by-law and the rules of the Owners Corporation from time to time
(b) An Owner or Occupier must ensure that all locks affixed to, and personal items stored in, the bicycle racks and lockers are removed after use
(c) An Owner or Occupier must not:
(i) permit any bicycle to be stored on the Common Property, other than in a Bicycle Storage Area or such other area as may be designated by the Owners Corporation from time to time as bicycle storage area;
(ii) permit any motorcycle to be stored on the Common Property, other than in a designated Motorcycle parking space;
(iii) permit any bicycle or motorcycle to be kept in any part of the Common Property including the foyer, stairwells, hallways, garden areas, walkways, balcony, terrace or other parts of the Common Property, other than as designated under by-laws above (will need to reference)

14.3 Failure to comply
(a) If an owner or Occupier does not comply with by-law 14.1 or 14.2, the Owners Corporation may, at the Owner's Cost, enter the Lot and comply with the Owner and/or Occupier's obligations.
(b) If an Owner or Occupier does not comply with by-law 14.1 or 14.2, the Owner must compensate the Owners Corporation for:
(i) any damage to Common Property or any Lot; and
(ii) the Owners Corporation exercising its rights in accordance with by-law 14.2(a).

15 Storage of Inflammable Liquids and Other Substances and Materials

15.1 An owner or occupier of a Lot must not, except with the approval in writing of the Owners Corporation, use or store on the Lot or on the Common Property any inflammable chemical, liquid or gas or other inflammable material.

15.2 This By-law does not apply to chemicals, liquids, gases or other material used or intended to be used for domestic purposes, or any chemical, liquid, gas or other material in a fuel tank of a motor vehicle or internal combustion engine.

16 Garbage disposal

16.1 Rights of Owners and Occupiers
(a) The Building includes a garbage chute for an Owner or Occupier to dispose of garbage and waste (other than recycle material).
(b) The Owners of the Strata Scheme have the special privilege of using the garbage chutes and Garbage Room in accordance with the terms of this by-law.

(c) An Owner of Lot may allow any Occupier of a Lot to exercise special privilege rights of the Owner under this by-law. The Owner remains liable under these by-laws for all obligations under this by-law.

16.2 Obligations of Owners and Occupiers
An Owner and Occupier must:
(a) ensure that garbage is drained and securely wrapped before placed in a garbage chute, garbage container or the Garbage Room;
(b) ensure that recyclable materials are placed in a container designed for that purpose in the Garbage Room and are separated and prepared in accordance with the applicable recycling guidelines;
(c) ensure that bottles are drained and cleaned and not broken before placing them in the Garbage Room;
(d) comply with the rules made by the Owners Corporation in relation to the garbage chute, the Garbage Room and the disposal of garbage;
(e) place recyclable material in the containers in a recycling area in the Garbage Room;
(f) not put bottles, glass or liquids in a garbage chute;
(g) not put large items in a garbage chute that might cause a blockage including cardboard boxes or packing material; and
(h) not place garbage or recyclable materials in the receptacle of another Owner or Occupier.

16.3 Obligations of Owners Corporation
The Owners Corporation:
(a) must maintain and keep the garbage chutes and the Garbage Room in a state of good and serviceable repair;
(b) must arrange for recycle materials from the recycling area or areas to be placed in the Garbage Room for collection by Council;
(c) may make rules in relation to the garbage chute, Garbage Room and the disposal of garbage in the Building;
(d) may make agreements with third parties in relation to the Owners Corporation's obligations under this by-law;
(e) must remove garbage and recyclable materials from the Garbage Room (which includes moving the general waste and recycling waste from the Garbage Room to the collection point(s) nominated by Council, cleaning the containers and returning the containers to the Garbage Room) and must enter into an agreement with a Service Contractor for that purpose.

16.4 Costs by Owner
If an Owner or Occupier does not comply with its obligations under this by-law 17, the Owners Corporation may do so at the Owner's Cost.

17 Moving and delivering

17.1 Moving and delivering of Goods
Owners and Occupiers must not transport any furniture or permit or cause to be transport, Goods on Common Property except in compliance with this by-law.

17.2 Conditions
(a) Prior to transporting Goods on Common Property, Owners and Occupiers must give to the Owners Corporation:
(i) not less than two (2) Business Days notice of the date and time the Goods will be transported;
(ii) the name of their Removalist if the Owner or Occupier has engaged a Removalist;
(iii) evidence of suitable public liability or contractors all risk insurance held by the Removalist for the benefit and protection of the Owners Corporation; and
(iv) if the Owner or Occupier requires the use of the Loading Dock, must book the use of the Loading Dock via the HOST app with the Facilities Manager.
(b) Notices to the Owners Corporation:
(i) must identify the approximate quantity of the Goods; and
(ii) must include details of the Removalist (name, telephone number, mobile number, address, email address and

contact name).
(c) Owners and Occupiers may only transport Goods on Common Property at the times and in accordance with the directions of the Owners Corporation.
(d) Owners and Occupiers may only transport Goods in a lift if the lift has a lift protector or blanket.
(e) Owners and Occupiers must ensure that the Owners and Occupiers and their Removalist comply with all rules of the Owners Corporation in connection with transporting Goods on Common Property.
(f) Owners and Occupiers and their Removalists must not:
(i) obstruct Common Property when transporting Goods; or
(ii) interfere with the peaceful enjoyment of Common Property by another Owner or Occupier.
(g) Owners and Occupiers must supervise their Removalist in order to ensure no damage is done to Common Property, another Lot or property vested an the Owners Corporation, by transporting Goods.
(h) Owners and Occupiers must at their own expense:
(i) immediately rectify any damage caused to Common Property, another Lot or property vested in the Owners Corporation, by transporting Goods;
(ii) must remove debris or other materials left on Common Property as a result of transporting Goods; and
(iii) must clean any part of Common Property Which requires cleaning as a consequence of transporting Goods.

17.3 Move In Security Deposit
(a) Prior to transporting Goods on Common Property, if requested by the Owners Corporation, Owners and Occupiers:
(i) must give a Move In Security Deposit to the Owners Corporation to be used by the Owners Corporation in accordance with the terms of this by-law; and
(ii) if the Owners Corporation reasonable determines, a non-refundable Move In Fee for the supervision of the transport of the Goods.
(b) The Owners Corporation may apply all or part of a Move In Security Deposit to remedy a breach of this bylaw.
(c) Such an application by the Owners Corporation is without prejudice to any other right or remedy of the Owners Corporation.
(d) If Goods are being transported by an Owner or Occupier who is already in occupation of a Lot, then only one Move In Security Deposit must be paid by that Owner or Occupier before transporting the Goods.
(e) Provided the Owners Corporation is satisfied there has not been a breach of this by-law or if there has been a breach, that breach has been rectified, the Owners Corporation must refund the Move In Security Deposit paid under the bylaw (or so much of it that has not been refunded) to the party who provided it within 7 days of the Owner completing transporting the Goods.
(f) Move In Security Deposits must be paid by that Owner or Occupier before transporting the Goods.

17.4 Lifts
(a) The Owner and Occupier must use the lift nominated by the Owners Corporation for the transportation of Goods.
(b) If the Owner or Occupier damages the lift or any part of Common Property whilst transporting large objects or furniture, that Owner or Occupier must compensate the Owners Corporation in accordance with clause 7.
(c) A lift used to transport any Goods must have protective blankets and flooring installed by the Facilities Manager prior to the transporting of Goods.

18 Loading Dock

18.1 Appointments
(a) Subject to by-law 18.1(c), the Loading Dock will be available for use by Owners and Occupiers by appointment only.
(b) The Owners Corporation may nominate a person (which may be the Strata Manager or Facilities Manager) to take bookings and make all necessary appointments for the use of the Loading Dock. This nominee of the Owners Corporation must establish and maintain a booking schedule.

(c) Owners and Occupiers entitled to use the Loading Dock must only use the Loading Dock at those times booked with the nominee of the Owners Corporation.

18.2 Rules
(a) Subject to by-law 18.2(b), the Owners Corporation may, from time to time, make reasonable rules and impose conditions (acting reasonably) in relation to the use of the Loading Dock, including:
(i) the hours in which access is permitted;
(ii) the use of the HOST app or such other app provided by the Committee;
(iii) the manner in which large objects or deliveries to and from the Loading Dock and the Lots are to be transported;
(iv) the use of protective covers for surfaces forming part of the Building during such times as large objects or deliveries are transported to and from the Loading Dock to the Lots; and
(v) prohibitions on the use of trolleys or other moving devices; and
(vi) insurance requirements,
provided such rules will not adversely impact on the use and operation of the Lots and otherwise permit the Loading Dock to be used other than for the purpose of loading and unloading of furniture and related goods for the Lot.
(b) All Owners and Occupiers entitled to use the Loading Dock must:
(i) must comply with the Strata Management Statement in relation to the use of the Loading Dock;
(ii) ensure that the Loading Dock is only used for removalist vehicles;
(iii) use the Loading Dock for the loading and unloading of Goods used in connection with the Lot;
(iv) not compromise the necessary access of services in respect of waste management for the Strata Scheme or any other owner or occupier in the Building:
(v) not permit a removalist truck or vehicle to park in the Loading Dock longer than necessary for the purpose of loading and unloading of Goods;
(vi) not permit a removalist vehicle to be parked overnight or for longer than required for the loading and unloading of Goods;
(vii) unless contrary to the Strata Management Statement, use the Loading Dock only as stated in this by-law and in accordance with the rules of the Owners Corporation:
(viii) not use the Loading Dock in a manner that breaches the conditions of any development consent, permit or authorization or any law applicable to the Land:
(ix) promptly clean up any spills in the Loading Dock or the Building; and
(x) switch off vehicles during loading/unloading whilst in the Loading Dock.
(c) If any damage to the Building occurs in connection with the exercise of rights granted to an Owner and Occupier under this by-law 19, the Owners Corporation or any person authorized by it, may rectify such damage and the Costs of carrying out such work shall be a debt payable by the Owner or Occupier to the Owners Corporation on demand.
(d) If an Owner or Occupier does not comply witn this by-law 19, the Facilities Manager may arrange for any vehicle or other item to be removed from the Loading Dock and/or the Building at the Owner or Occupier's Cost. The Owner and Occupier may not make a Claim against the Facilities Manager or the Owners Corporation if the Facilities Manager carries out its obligations under this by-law 18 (d).

19 Acoustic controls

19.1 Purpose
The purpose of this by-law 19 is to maintain acceptable levels and duration of noise transmission between the various components of the Building. It is important that you attempt to minimise noise you create which might interfere with Owners and Occupiers. To achieve this, this by-law 19 provides controls about important issues like holding parties and playing musical instruments.

19.2 General obligations

Strata Plan 103041
22 LANGSTON PLACE EPPING

Despite the Owner and Occupier's rights under by-laws 19.3 to 19.7, an Owner and Occupier must not exercise the Owner or Occupier's rights if it unreasonably interferes with another Owner or Occupier.

19.3 Noise which affects an owner or occupier
Subject to this by-law 19, an Owner and Occupier must not make noise which might unreasonably interfere with the use and enjoyment by another Owner and Occupier of their Lot.

19.4 Equipment and machinery
An Owner and Occupier must ensure that equipment and machinery in your Lot does not cause vibrations or noise in another part of The Langston Epping (eg. tread mills, weight machines or washing machines).

19.5 Using power tools
An Owner and Occupier may use power tools (for example, impact drills, electric saws or angle grinders) only between the hours of 7.30 am to 5.30 pm Mondays to Fridays and 9.00 am to 3.00 pm on Saturdays. An Owner and Occupier must not use power tools on Sundays or public holidays in New South Wales.

19.6 Playing musical instruments
Subject to this by-law 19, you may play or rehearse on musical instruments (other than percussion instruments) only for one hour maximum and between 9.00 am to 8.00 pm. An Owner and Occupier must not play or rehearse on percussion instruments.

19.7 Playing music
Subject to this by-law 19, an Owner and Occupier must not play live or other music which exceeds 65dB(A) at the boundary of your Lot before 7.00am or after 11.00 pm.

19.8 Audio or audio equipment
(a) An Owner or Occupier must obtain the consent of the Owners Corporation before installing or attaching any audio or audio visual equipment to a party wall or ceiling of a Lot.
(b) The Owners Corporation must consent to the installation or attachment proposed if the Owner or Occupier provides a certificate from an acoustic engineer and a structural engineer that certifies the structural and acoustic integrity and performance of the wall or ceiling will not be compromised by the proposed installation.

19.9 Common Property walls
(a) An Owner or Occupier must not affix or penetrate the Common Property walls between Lots which may affect the transmission of noise between Lots.
(b) By-law 26 applies to by-law 19.9(a).

19.10 Inside a Lot in the Residential Component
An Owner and Occupier must not:
(a) carry out exercises in a Lot which result in rapid foot impact on the floor (for example, aerobics or running on the spot) if this causes noise or vibrations in adjoining Lots; or
(b) unnecessarily create noise or vibration by knocking or banging against walls separating the Owner's Lot from another Lot.

20 Floor coverings

20.1 Floor covered to prevent transmission
(a) An Owner of a Lot must ensure that all floor space within the Lot is covered or otherwise treated to an extent sufficient to prevent the transmission from the floor space of noise likely to disturb the peaceful enjoyment of the Owner or Occupier of another Lot.
(b) Without limit the requirements of this by-law, if an Owner wishes to use floor finish within that Owner's Lot

other than carpet, the minimum acoustic performance standard to be achieved for any such floor finish must be equal to that of the flooring system which it proposes to replace or the minimum standard prescribed by law (including the Building Code of Australia) from time to time (whichever is the higher standard).

20.2 Owners Corporation consent
If an Owner wishes to change or alter the floor finish (excluding carpet), the Owner must give to the Owners Corporation a notice requesting the consent of the Owners Corporation to the change or alteration in the floor finish together. If requested by the Owners Corporation, the Owner must provide to the Owners Corporation a report which satisfies the requirements set out in by-law 20.3.

20.3 Report by Owner or Occupier
(a) If the Owners Corporation requests a report in relation to an application to change or alter the floor finish, the Owner must provide to the Owners Corporation a report from a qualified acoustic engineer that:
(i) analyses the proposed floor finish;
(ii) analysis the method of installation;
(iii) analysis the effect on sound transmission including impact noise following installation; and
(iv) states that the proposed floor finish does not breach this by-law.
(b) Subject to the Owner complying with by-laws 20.3(a) and if applicable 20.4, the Owners Corporation must deal promptly with a request for consent under by-law 21.3(a) (such consent not to be unreasonably withheld).
(c) If an Owner or Occupier changes or alters the floor finish from existing as at the registration of this bylaw and the Owners Corporation receives a complaint in relation to noise penetration from another Owner or Occupier, the Owner must give to the Owners Corporation a certificate from a qualified engineer stating that the floor finish has been tested and that the floor finish (as installed) complies with the terms of this by-law.

20.4 Breach by Owner or Occupier
If the Owner does not comply with by-laws 20.1 to 20.3 within a reasonable time, the Owners Corporation may request that the floor finish to be replaced with carpet at the Owner's Cost.

21 Keeping of animals

21.1 Permitted Animals
(a) Subject to by-law 21.2(b), an Owner or Occupier may keep without consent of the Owners Corporation:
(i) fish in an enclose aquarium;
(ii) 2 caged birds (but not to be located on the balcony);
(iii) subject to by-law 21.1(b), a dog; or
(iv) 1 cat.
(b) An Owner or Occupier is not permitted to keep an Excluded Dog.
(c) Despite by-law 21.1(a) and (b), an Owner may keep more than 1 dog and/or a dog in excess of 15kg:
(i) If the Developer or Owners Corporation approved the keeping of more than 1 dog or a dog in excess of 15kg prior to the date on which the relevant Owner becomes the Owner of a Lot;
(ii) the Owner complies with by-law 21.3; and
(iii) provided that the right continues only for so long as the animal referred to in the Developer's or Owners Corporation's approval is alive.

21.2 Consent
An Owner or Occupier must obtain the written consent of the Owners Corporation before that Owner or Occupier keeps:
(a) any other type of animal; or
(b) more than 1 dog (other than an Excluded Dog) or 1 cat at the same time.

21.3 Rules

If an Owner or Occupier keeps an animal, then the Owner or Occupier:
(a) must ensure that the animal is at all times kept under the control and within the confines of that Owner or Occupier's Lot;
(b) must ensure that, when in or on any other part of the Building, the animal is accompanied by the Owner or Occupier;
(c) must, when on any other party of the Building, keep the animal appropriately tethered and under control;
(d) is liable to the Owners Corporation and each other person lawfully on the Building for:
(i) any noise which is disturbing to an extent which is unreasonable;
(ii) for damage to or loss of property or injury to any person caused by the animal; and
(e) is responsible for cleaning up after the animal has used any part of another Lot or any other part of the Building.

21.4 Limitations
This by-law 21 does not apply to guide dogs, hearing dogs or other assistance animals.

21.5 Notice
(a) Without affecting the Owner Corporation's rights under the Act, the Owners Corporation may issue a notice cautioning the Owner or Occupier in respect of a breach of any of the provisions of this by-law.
(b) If an Owner or Occupier further breaches its obligations under the by-law, the Owners Corporation is entitled to request the immediate removal of the animals(s), under this by-law after notice has been served on an Owner or Occupier will entitle the Own

22 Appearance of Lot

22.1 Installation of window coverings
(a) Subject to by-law 22.1(b), the Owner or Occupier of the Lot may install internal curtains, blinds, louvers, shutters or other window and door treatments on or in the Lot provided they have an appearance from outside the Lot which is in keeping with the appearance of the Building and existing as at the date of registration of this bylaw. For the purpose of this bylaw, the window coverings were block colours and were either white, beige, light and dark grey. No stripes are permitted.
(b) An Owner or Occupier must not tint the windows without the approval of the Owners Corporation (such approval to be withheld at the Owners Corporation sole discretion).
(c) If an Owner or Occupier replaces or is required to replace any glass in the Lot, the replaced glass must be in accordance with the specifications of the original glass installed in the Lot as at the date of registration of the Strata Plan.

22.2 Sun shades
The Owner or Occupier of the Lot must have consent from the Owners Corporation and all relevant Government Agency to install a sun shade, sun blind, awning or other sun shading device in the Lot or on Common Property.

22.3 Security devices, screens and doors
The Owner or Occupier of the Lot must obtain all necessary consents from the Owners Corporation before the security device, screen or door is installed.

22.4 Balconies
An Owner or Occupier must not:
(a) use the Balcony for the storage of goods or equipment (including sporting equipment) or any animals of any nature;
(b) install satellite dishes;
(c) enclose the Balcony;
(d) place any upholstered furniture or light weight injection moulded furniture on the Balcony;

(e) place items on the Balcony which:
(i) may be capable of falling or being blown off the Balcony;
(ii) creates or may create a safety hazard; and
(iii) fails to comply with the Building Code of Australia or any other relevant laws and standards.

22.5 Hanging of washing and other items
An Owner and Occupier must not hang any washing, bedding, towels, swimwear, wetsuits or other articles of a similar nature on any part of the Building including from the balcony of a Lot or where such washing, bedding, towels, swimwear, wetsuits or other articles of a similar nature is visible from the street other than the clothes lines provided on the Common Property.

22.6 Advertising, selling and leasing activities
An Owner and Occupier (excluding the Developer) must not erect or display any advertising signs, materials or other items from the Lot or the Common Property

22.7 Maintain, repair and replace
The Owner and Occupier of the Lot must maintain, repair and replace all fixtures, fittings, chattels and the like in the Lot.

23 Notice-board

The Owners, Occupiers and the Owners Corporation acknowledge and agree that the Committee will construct and manage a digital notice-board (including a CCTV screen) to be affixed to some part of the Common Property.

24 Change in use of Lot to be notified

An Occupier of a Lot must notify the Owners Corporation if the Occupier changes the existing use of the Lot in a way that may affect the insurance premiums for the Strata Scheme or Building (for example, if the change of use results in a hazardous activity being carried out on the Lot, or results in the Lot being used for commercial or industrial purposes rather than residential purposes).

25 Rights to enter the Lot

25.1 Rights of the Owners Corporation to enter the Lot
In addition to its rights under this by-law the Owners Corporation has the right to enter the Lot to operate, inspect, test, treat, use, maintain, repair or replace Common Property. The procedures with which the Owners Corporation must comply when it exercises this right are in the Act.

26 Carrying out Building Works

26.1 When do you need consent?
(a) Subject to by-law 26.1(b), the Owner or Occupier of the Lot must have consent from the Owners Corporation to carry out Building Works.
(b) The approval of Minor Building Work is delegated to the Strata Committee.

26.2 Procedures before you carry out Building Works
Before carrying out Building Works, the Owner or Occupier of the Lot must:

(a) obtain necessary consents from the Owners Corporation and any relevant Government Agency; and
(b) find out where service lines and pipes are located;
(c) obtain consent from the Owners Corporation if the Owner or Occupier of a Lot proposes to interfere with or interrupt services;
(d) comply with by-law 26.5(a);
(e) provide a Work Method Statement; and
(f) if the Owner or Occupier of a Lot does not need consent to carry out the Building Works, give the Owners Corporation a written notice describing what the Owner or Occupier of a Lot proposes to do (such notice to include the following:
(i) the estimated time for the carrying out of the Building Works (being the estimated date of commencement of the Building Works and the estimated date of completion of the Building Works;
(ii) the nature and extent of the Building Works; and
(iii) whether the Common Property will be affected.
The Owner or Occupier of the Lot must give the notice at least 30 days before the Building Works are commenced.

26.3 Procedures when you carry out Building Works
If an Owner or Occupier of a Lot carries out Building Works, the Owner or Occupier of the Lot must:
(a) use qualified, reputable and, where appropriate, licensed contractors acceptable to the Owners Corporation (acting reasonably);
(b) carry out the Building Works in a proper manner and to the reasonable satisfaction of the Owners Corporation;
(c) carry out the Building Works promptly; and
(d) repair any damage the Owner or Occupier of the Lot (or persons carying out the Building Works on their behalf) caused to Common Property or the property of another Owner or Occupier.

26.4 Making arrangements with the Owners Corporation
Before the Owner or Occupier of the Lot carries out Building Works (including Building Works for which the consent of the Owners Corporation is not required), the Owner or Occupier must:
(a) arrange with the Owners Corporation a suitable time and means by which to access the Strata Scheme for purposes associated with those Building Works;
(b) comply with the reasonable requirements of the Owners Corporation about the time and means by which the Owner or Occupier of a Lot must access the Strata Scheme; and
(c) ensure that contractors and any persons involved in carrying out the Building Works comply with the reasonable requirements of the Owners Corporation about the times and means by which they must access the Strata Scheme.

26.5 Security deposit
(a) The Owner must give to the Owners Corporation the Security Deposit before the Owner commences the Building Works.
(b) The Owners Corporation may, without notice to the Owner, recover from the Security Deposit any Cost incurred or loss suffered by the Owners Corporation if the Owner breaches this bylaw.
(c) The Owner may either replace the Security Deposit or the proportion of the Security Deposit recovered by the Owners Corporation in accordance with by-law 26.5(b) within 5 Business Days of receiving notice from the Owners Corporation to do so.
(d) The Owner acknowledges that the Owners Corporation is not required to invest the Security Deposit and no interest will be earned on the Security Deposit.
(e) Subject to there being no breach of the bylaw by the Owner, the Owners Corporation must release the Security Deposit within fifteen (15) Business Days from the date the Owners Corporation inspects the Building Works and the Owners Corporation determines (acting reasonably) that the Owner has satisfied these bylaws.

27 Easements

27.1 Easements

Where some items of Common Property are burdened by easements, the Owner or Occupier of the Lot and the Owners Corporation:
(a) must comply with their obligations under those easements; and
(b) must not do anything to prevent the benefited parties under those easements from exercising their rights to use Common Property under those easements.

28 Security at the Strata Scheme

28.1 Obligations of the Owners Corporation
The Owners Corporation must take reasonable steps to stop intruders coming into the Strata Scheme and prevent fire and other hazards.

28.2 Installation of security equipment
The Owners Corporation has the power to install and operate in Common Property audio and visual security cameras and other audio and visual surveillance equipment for the security of the Strata Scheme.

28.3 Security Cameras
(a) The Owners Corporation may install and maintain, repair and replace Security Cameras.
(b) The Security Cameras will record data 24 hours a day, 7 days a week.
(c) The data from the Security Cameras will be stored on a hard drive that is located on the Common Property with access to this part of the Common Property being restricted to the Strata Committee.
(d) The data will be stored on the hard drive until the hard drive is full after which point it is automatically deleted to make space for new data.
(e) Unless otherwise agreed by the Owners Corporation or the Strata Committee, only the Strata Committee or facilities managers will have access to the location where the hard drive is stored and to the data on the hard drivers.
(f) The data on the Security Cameras and any hard drives is the property of the Owners Corporation.

28.4 Intercom Repair Costs
(a) Each Owner and Occupier is responsible for paying the Intercom Repair Costs for the Intercom Unit that exclusively services that Lot
(b) The Owners Corporation is entitled to recover from an Owner or Occupier the Intercom Repair Costs paid by the Owners Corporation in relation to a breach of clause 28.4(a).
(c) The Owners Corporation may demand payment from an Owner or Occupier for any money outstanding under this by-law and recover this amount from the Owner or Occupier as a debt and include reference to the debt on notices under section 22 of the Management Act.

28.5 Security keys and the like
An Owner and Occupier must comply with the terms of the Strata Management Agreement in relation to the provision of Security Keys for the Building.

28.6 Closing doors
An Owner or Occupier of a Lot must take reasonable care to make sure that fire and security doors in the building are locked or closed when they are not being used.

29 Illegal use

29.1 No Illegal use
The Owner or Occupier of a lot must not at any time use or allow to be used the Lot or the Common Property for:
(a) any illegal use; and

(b) any act or thing which in each case is contrary to the provisions of any law, regulation, ordinance, by-law or town planning scheme from time to time in force.

29.2 Reputation of The Langston Epping
An Owner or Occupier must do anything on the Strata Scheme which would damage the reputation of The Langston Epping or otherwise bring it into disrepute.

29.3 Specific uses prohibited
Despite By-law 29.1 the following will not be permitted:
(a) smash repairs;
(b) automotive dismantlers and wreckers;
(c) heavy manufacturing;
(d) any use which causes or may cause unreasonable interference to the use and enjoyment of other Lots by reason of emission of noise, vibration, odours, gases, vapours, dust, fumes, soot, ash, waste water, grit, oil or other impurities which are a nuisance, dangerous or prejudicial to health;
(e) brothels;
(f) introduction agencies;
(g) dance schools;
(h) dance parties;
(i) slot machine and video game centres;
(j) dating agencies;
(k) entertainment halls;
(l) reception halls;
(m) drug referral centres;
(n) drug shooting gallery;
(o) needle issuing centres;
(p) drug counselling centres;
(q) tattoo shops;
(r) meeting places for drug and ex-drug users and any other purpose which involves drug use or drug discussion groups (the drug referred to and described in the above sentence are illicit drugs); and
(s) any other use prohibited by a Government Agency.

30 Rules

30.1 Powers of the Owners Corporation
The Owners Corporation has the power to make rules about the security, control, management, operation, use and enjoyment of the Strata Scheme and, in particular, the use of the Common Property.

30.2 Changing rules
The Owners Corporation may add to or change the rules at any time.

30.3 What are your obligations?
All Owners or Occupiers of a Lot must comply with the rules.

30.4 What if a rule is inconsistent with the By-laws?
If a rule is inconsistent with By-laws or the requirements of a Government Agency, the by-laws or requirements of the Government Agency prevail to the extent of the inconsistency.

31 Failure to comply with By-laws

31.1 What can the Owners Corporation do?
The Owners Corporation may do anything on the Lot which the Owner or Occupier should have done under the Act or the By-laws but which the Owner or Occupier of the Lot have not done or, in the opinion of the Owners Corporation, have not done properly.

31.2 Procedures
The Owners Corporation must give an Owner or Occupier of a Lot a written notice specifying when it will enter the Lot to do the work. The Owner or Occupier of the Lot must:
(a) give the Owners Corporation (or persons authorised by it) access to the Lot according to the notice and at their cost; and
(b) pay the Owners Corporation for its cost for doing the work.

31.3 Recovering money
The Owners Corporation may recover any money an Owner or Occupier of a Lot owes it under the By-law as a debt.

32 Strata Management Statement

32.1 Effect of Strata Management Statement
The Strata Management Statement regulates the management and operational issues affecting the Strata Scheme and the various components of the Building. It contains requirements (in addition to these by-laws) with which an Owner or Occupier of a Lot and the Owners Corporation must comply including:
(a) requirements for use and operation of Shared Facilities; and
(b) the apportionment of costs for Shared Facilities; and
(c) insurance requirements for the Owner and the Owners Corporation.

32.2 Who must comply with the Strata Management Statement?
(a) All Owners or Occupiers of a Lot and the Owners Corporation must comply with the Strata Management Statement.
(b) Contact the Strata Manager if you would like a copy of the Strata Management Statement (at your cost).

32.3 Establishment of Strata Committee
(a) The Owners Corporation is a member of the Committee. It must, by special resolution according to the Development Act, appoint a representative to represent and vote for it at meetings of the Committee.
(b) The Strata Committee may:
(i) appoint a representative and substitute representative for the Owners Corporation for one or more of the members of the Strata Committee; and
(ii) terminate the appointment of a representative and substitute representative at any time.

32.4 Consents of Strata Management Statement
(a) Nothing in the by-laws gives an Owner or Occupier of a Lot or the Owners Corporation consent to do anything which prohibited or regulated by the Strata Management Statement. A consent under the by-laws does not relieve an Owner or Occupier of a Lot or the Owners Corporation from obligations to obtain consents under the Strata Management Statement.
(b) If there is an inconsistency between a by-law and the Strata Management Statement, the Owners Corporation must amend the inconsistent by-law to make it consistent with the Strata Management Statement.

33 Construction Period

33.1 The Developer may carry out the Building Works without any need for the approval of the Owners Corporation

or an Owner or Occupier.

33.2 The Developer has the right to access The Langston Epping which the Developer reasonably requires to access for the purpose of:
(a) connecting, installing, extending, augmenting, maintaining or accessing any of the Common Property;
(b) connecting, installing, extending, augmenting, maintaining or accessing any future Common Property; and/or
(c) carrying out any Building Works.

33.3 The Developer is not required to comply with by-law 26 in exercising the Developer's rights under this by-law 33.

33.4 The Developer must repair any damage caused to the Common Property or other parts of the Building as a result of the Developer exercising the Developer's rights under clause 33.1.

33.5 The Owners and Occupiers must not interfere or delay the Developer in the Developer carrying out the Building Works.

34 Non Disparagement

An Owner or Occupier or any person on the Owner or Occupier's behalf must not, at any time, make any adverse statement about:
(a) the Developer and each of its related bodies corporate, its shareholders, officers, employees and agents and each of its respective former related bodies corporate, shareholders, officers, employees and agents or any of them;
(b) the Strata Scheme;
(c) the Building;
(d) the builder of the Building; or
(e) the Langston development.

35 Short Term Accomodation

35.1 Subject to any laws, an Owner and Occupier must not enter into any Short Term Accommodation.

35.2 An Owner and Occupier must not:
(a) permit the Lot to be occupied by more adults than two adults per bedroom in the Lot;
(b) permit any bedroom in the Lot to be occupied by more than two adults; and
(c) have more than two beds (other than children's beds or bassinets) in any bedroom.

35.3 If the Owners Corporation receives a complaint about a breach of this by-law, an Owner and Occupier must give the Owners Corporation or its delegate immediate access to the Lot for the purpose of monitoring compliance with this by-law.

36 Fire Alarm Calls

36.1 An Owner and Occupier must not by wilful or negligent act or omission, do or permit to anything to be done to cause any Fire Alarm to be activated where such activation of the Fire Alarm could have been prevented by such Owner or Occupier.

36.2 The Owners Corporation is entitled to recover from an Owner or Occupier the Fire Alarm Costs paid by the Owners Corporation in relation to a breach of by-law 36(a) by an Owner or Occupier.

36.3 The Owners Corporation may demand payment from an Owner or Occupier for any money outstanding under this bylaw and recover this amount from the Owner or Occupier as a debt to the Owners Corporation.

37 Furniture etc

37.1 The Owners Corporation may purchase or lease various furnishings, planters or other such decorative items to be used in the Common Areas.

37.2 Any such furnishings, planters or other such decorative items are to be maintained, repaired and replaced in same manner as other Common Property and otherwise in accordance with section 62 of the Act.

38 Exclusive use of Residential Air Conditioning Units

38.1 This is a Common Property Rights By-law. The Owners Corporation may amend or cancel it only by special resolution and with the written consent of each Owner who has special privileges under this by-law.

38.2 There is a separate Residential Air Conditioning System for each Lot.

38.3 Where a Residential Air Conditioning System or any part is located in the Common Property, each Owner of a Lot has exclusive use of the parts of the Residential Air Conditioning System that are Common Property and that exclusively service their Lot.

38.4 The Owner must, at your cost operate, maintain, repair and, where necessary, replace the Residential Air Conditioning System which is located in the Lot or which exclusively services the Lot:
(a) in a proper and safe manner at all times; and
(b) according to the requirements of Government Agencies about air conditioning services; and
(c) using contractors approved by the Owners Corporation to maintain, repair and replace the parts of the Residential Air Conditioning System that exclusively service the Lot.

38.5 If the Owners Corporation chooses to maintain, repair or replacement an Owners Residential Air Conditioning System, the Owner must pay the costs of the Owners Corporation incurred in connection with the operation, maintenance, repair or replacement of the Owner's Residential Air Conditioning System. If the Owners Corporation incurs costs in connection with the maintenance, repair or replacement of your Air Conditioning System, you must pay those costs. The Owners Corporation may:
(a) require you to pay those amounts in advance or in instalments as determined by the Owners Corporation; and
(b) include your costs in your administrative fund or capital works fund contributions.

39 Notices by email

Any notices may be issued to that Owner or Occupier by the Owners Corporation in accordance with the provisions of the Electronic Transactions Act 2000.

The Following are the Special By-laws registered with the scheme.

Strata Plan 103041
22 LANGSTON PLACE EPPING

1 Pre-Meeting & Electronic Voting

Registration Date: 30/06/2022

A) Intention
The intention of this By-law is to provide authorisation to both the Owners Corporation and Strata Committee to utilise pre-meeting electronic voting and electronic voting as a means of collecting and counting votes for a matter to be determined by either the Owners Corporation or Strata Committee.

B) Pre-Meeting Electronic Voting
(i) The Owners Corporation, in addition to the functions conferred upon it by or under the Strata Schemes Management Act 2015 (NSW) (and without limiting the generality thereof) shall have the power and authority to utilise pre-meeting electronic voting as provided by clause 15 of the Strata Schemes Management Regulation 2016.
(ii) The Strata Committee, in addition to the functions conferred upon it by or under the Strata Schemes Management Act 2015 (NSW) (and without limiting the generality thereof) shall have the power and authority to utilise pre-meeting electronic voting as provided by clause 15 of the Strata Schemes Management Regulation 2016.

C) Electronic Voting
The Owners Corporation and Strata Committee shall be authorised to utilise electronic means of voting including but not limited to, teleconferencing, video-conferencing, email (including scanned ballot papers), websites, mobile applications and other electronic means for the purpose of collecting and counting votes on any matter for determination by the Owners Corporation or Strata Committee prior and during the conduct of a meeting.

D) Compliance and Capability
Where the Owners Corporation or Strata Committee elects to use pre-meeting voting and/or electronic voting to assist with the conduct of a meeting, the secretary or Strata Managing Agent must ensure that;
(i) All rules surrounding the conduct of a meeting wholly or partially by pre-meeting and electronic voting are followed as specified by the Strata Schemes Management Act 2015, Strata Schemes Management Regulation 2016 as well as the terms of this By-law, and
(ii) The venue and electronic means used have the appropriate capabilities that will enable the meeting to be conducted using those mediums.

2 Minor Renovations By-Law

Registration Date: 30/06/2022

1. Intention
The intention of this By-law is;
i. To delegate the function of approving Minor Works to the Strata Committee of the Owners Corporation in accordance to section 110(6)(b) of the Strata Schemes Management Act,
ii. Define what Minor Works may be approved by the committee,
iii. Provide owners with an application process to have their Minor Works approved,
iv. Provide Terms and Conditions that will apply to all Minor Works that are approved by the strata committee.

2. Definitions
i. The terms and references used in this By-law have the same meaning as the terms and references found in the Strata Schemes Management Act 2015 (the Act) and Strata Schemes Management Regulation 2016 (the Regulations).
ii. Minor Renovations means any work to the common property in the building in connection with a lot for the following purposes;
a. Renovating a kitchen, bathroom or laundry within a lot (not including waterproofing works)
b. Renovating any other room within a lot (not including structural works)
c. Changing or installing recessed light fittings,
d. Installing or replacing wood or other hard floors,

e. Installing or replacing wiring or cabling or power or access points,
f. Work involving reconfiguring walls,
g. Installing or replacing pipes and duct work,
h. Installing a rainwater tank,
i. Installing a clothesline,
j. Installing a reverse cycle split system or ducted air-conditioning system,
k. Installing double or triple glazed windows,
l. Installing a heat pump or hot water service,
m. Installing ceiling, wall or floor insulation,
n. Installing an antenna, an aerial or satellite dish (less than 1.5M in diameter),
o. Installing a skylight, rotary roof ventilator device or exhaust fan in the roof space directly above the owners lot,
p. Installing solar panels and/or an electric battery for the purposes of providing electricity supply to the owners lot
q. Any other installation or renovation deemed a 'Minor Renovation' by the strata committee that accords with section 110 of the Act.

3. Authority to approve Minor Renovations
i. The Owners Corporation delegates to the Strata Committee under section 110(6)(b) of the Act, the authority to approve Minor Renovations as defined in this By-law to all lots within the strata scheme.
ii. Upon receiving an application for Minor Works, the secretary or Strata Managing agent must convene a meeting of the Strata Committee within the timeframes and within provisions of the Act and Regulations.
iii. The meeting may be convened and conducted by electronic means, if the Owners Corporation or Strata Committee has approved pre-meeting voting and electronic voting.
iv. In the event there is no committee elected or the committee are unable to meet within the timeframes defined by the Act, the application must be determined by the Owners Corporation at a general meeting.
v. The committee may, at its own discretion, decide that an application for Minor Renovations be determined by the Owners Corporation at a general meeting.
vi. The Strata Committee may not unreasonably withhold approval for a Minor Renovation, however where the committee does withhold approval, the owner may refer their application for Minor Renovations to Owners Corporation for determination at a general meeting.
vii. Where a general meeting is required pursuant to clause 3(vi) of this By-law, all costs associated with the production of that meeting will be borne by the owner of the lot to which the application applies, unless the application is to be determined at the next Annual General Meeting of the Owners Corporation or the strata committee agrees that the Owners Corporation will assume the expense.
viii. Pursuant to section 110 of the Act, the Strata Committee cannot approve Minor Renovations of a structural nature or renovations that require waterproofing works.

4. Application Process
An application for a Minor Renovation must be made in writing and sent to the secretary or Strata Managing Agent and be accompanied with all necessary documentation that will readily allow the strata committee to determine the application, including but not limited to;
i. The name of the applicant, contact details and lot number to which the Minor Renovations will apply,
ii. A description of the Minor Renovations proposed,
iii. All plans, specifications, drawings, expert reports or other information that will assist the committee in processing the application, including;
a. For works that involve the installation of timber or hard floors within a lot, details of the acoustics to be used to ensure adequate sound proofing;
b. For works that involve installing recessed lighting, a copy of the fire proofing proposed to be used,
iv. Details of how any rubbish and debris will be disposed of during the construction process,
v. The estimated duration of the work,
vi. Other information that the committee may require in order to process the application.

5. Terms and Conditions that will apply to all approvals

Strata Plan 103041
22 LANGSTON PLACE EPPING

The following terms and conditions will apply to all Minor Renovations approved by the Strata Committee pursuant to this By-law.
i. The owners must inform the secretary or Strata Managing Agent not less than fourteen (14) days before the Minor Renovations are to commence;
ii. Anything installed as a result of the Minor Renovation shall not be, or become, or in any way be construed to be common property and shall always remain the sole property of the owner of the lot which they service, including successors in title;
iii. the owners of any lot undertaking the Minor Renovations must obtain all necessary permits, licenses or consents required by local authority or other statutory or lawful authority for such installation;
iv. the installation of any devices must be effected in a workmanlike manner by licensed and insured tradespersons;
v. any damage to common property that occurs during, or results from, the installation or subsequent removal or replacement of, or use of, the Minor Renovations must be forthwith made good by the owners of the lot from which the damage results at no cost to the Owners Corporation;
vi. the Minor Renovations must be maintained in good working order and condition by the owner without claim on the owners corporation in respect of such maintenance;
vii. the owner shall inform the secretary or strata managing agent of the scheme not later fourteen (14) days before the Minor Renovations are to be replaced or renewed;
(2) In the event that an owner or occupier of a lot to which the Minor Renovations have been completed, after notice, fails to comply with any matters set out in conditions (i) to (vii) hereof then the Owners Corporation may terminate the right of the owner or occupier to install such devices.
(3) The Strata Committee or Owners Corporation may impose additional terms and conditions to the granting of approval for Minor Renovations, including but not limited to;
i. The supply of a Dilapidation Report prior to the commencement of the works,
ii. The supply of additional expert reports relevant to the proposed works,
iii. Payment of a Bond before commencement of the works,
iv. Conditions surrounding noise and proposed times of work,
v. Provisions for cleaning and removal of debris,
vi. Conditions surrounding access to common property for trades, equipment and vehicles.
vii. Any other matter relevant to the application.

3 Enforcement of By-Laws

Registration Date: 20/07/2023

Compliance with By-Laws
Each Owner, Occupier and Permitted Person must, at their own expense and in a timely fashion, perform and observe the By-Laws for the scheme and take all reasonable steps to ensure that their invitees also comply. If an invitee does not comply, the Owner or Occupier must take all reasonable steps to ensure that the invitee leaves the scheme.

Enforcing a By-Law
a) The Owners Corporation may do anything in a Lot or on the Common Property that an Owner or Occupier should have done under the Act or the By-Laws but which it has not done or, in the opinion of the Owners Corporation, has not been done properly.
b) The Owners Corporation may enforce a By-Law by legal means.
c) The Owners Corporation, Strata Committee or Strata Manager may issue notices to an Owner or Occupier informing them of a breach of the By-Laws for the scheme.
d) The Owners Corporation, Strata Committee or Strata Manager may issue a 'Notice to Comply' pursuant to Section 146 of the Act for non-compliance of the By-Laws and notices of the same.
e) The Owners Corporation, Strata Committee or Strata Manager may seek a monetary penalty pursuant to Section 147 of the Act for a breach of a 'Notice to Comply'.
f) Unless instructed by the Strata Committee, the Owners Corporation will not be involved in a dispute between the Owners and/or Occupants of two lots.

Owners Corporation Right to Remedy Breach
Where the Owner or Occupier (or the visitor/s) of a Lot breaches a By-Law, the Owners Corporation reserve the right to apply the following administrative fees for communicating and/or remedying the breach to the offending Lot Owner:
a) A fee of $50 for notifying in writing to, or remedying a breach of a By-Law for, the Owner or Occupier of a Lot for a second time (the first notification will bear no Administrative Fee).
b) A fee of $100 for notifying in writing to, or remedying a breach of a By-Law for, the Owner or Occupier of a Lot for a third time.
c) A fee of $250 for notifying the Owner or Occupier of a Lot with respect to Section 146 of the Act by issuing a notice to comply with a By-Law.
Any Administration Fee charged by the Owners Corporation to a Lot Owner shall be applied to the Lot as a debt. Where an Administrative Fee has been applied pursuant to this By-law, a Lot Owner may apply to the Owners Corporation or Strata Committee that the Administrative Fee be reduced or waived. In the event the Owners Corporation rejects a request made by a Lot Owner, all charges imposed by this By-Law shall stand.

Definitions
The following terms are defined to mean:
'Common Property' means those elements of the building noted as Common Property on the registered Strata Plan for the scheme.
'Lot' means any Lot in the Strata Plan.
'Owner' means the owner/s of the Lot.
'Owners Corporation' means the Owners Corporation created by the registration of a Strata Plan.
'Strata Committee' means the Strata Committee elected by the Owners Corporation at any given time.
'Strata Manager' means the Strata Managing Agent for the Owners Corporation.
'the Act' means the Strata Schemes Management Act 2015. Where any terms used in this By-Law are defined in the Strata Schemes Management Act 2015 (and any subsequent legislation), they will have the same meaning as the terms attributed under that Act.

4 Lot Owner Charges

Registration Date: 20/07/2023

Introduction
The intent of this By-Law is to provide the Owners Corporation with a mechanism to recover the reasonable expenses incurred by the Owners Corporation when addressing administrative and other issues on behalf of individual Lot Owners.

Lot Owner Obligations & Rights
a) A Lot Owner shall be liable to compensate the Owners Corporation for the costs of any Administrative Charges incurred by the Owners Corporation as follows (but not limited to):
I. Tenant updates to the Strata Roll pursuant to Section 258 of the Act.
II. Administrative Fees imposed to arrange afterhours emergencies.
III. By-Law Breaches
IV. Fines for the late submission of the A.F.S.S.
V. Additional Inspection Fees to gain access to a Lot during the A.F.S.S. (except for the initial inspection).
VI. Security key and key fob/swipe Administration Fees
VII. Arrears Fees and Debt Collection Charges for the recovery of overdue Levies.
VIII. Levy Notice Postage Fees.
IX. Arranging repairs and maintenance for Lot property items.
X. Animal/Pet request Application Fees, including the addition of approved animals to a pet register where applicable.
XI. Renovation request Application Fees, including the addition of the renovations to a register where applicable.

XII. Costs for defending an adjudication, tribunal or other legal application made by a Lot Owner or for the costs of Debt Recovery action initiated by the Owners Corporation or the Owners Corporation's agents.
XIII. Any other Administrative Fee deemed reasonable by the Strata Committee.
b) Any Administration Fee charged by the Owners Corporation to a Lot Owner shall be applied to the Lot as a Debt. Where an Administrative Fee has been applied pursuant to this By-Law, a Lot Owner may apply to the Owners Corporation or Strata Committee that the Administrative Fee be reduced or waived. In the event the Owners Corporation rejects a request made by a Lot Owner, all charges imposed by this By-Law shall stand.

Owners Corporation Obligations & Rights
The Owners Corporation shall have the following additional powers, authorities, duties, functions and obligations;
a) The Owners Corporation shall have the power to recover all costs outlined above from a Lot Owner as a Debt by way of a Levy charged to the Lot.
b) The Owners Corporation must serve upon the Owner a written notice of the contribution payable.
c) The Owners Corporation may charge interest upon any contribution payable under this By-Law pursuant to section 85 of the Act.
d) The Owners Corporation may initiate Debt Recovery proceedings for any contribution payable under this By-Law pursuant to section 86 of the Act.
e) All monies recovered by the Owners Corporation shall form part of the Fund to which the relevant contribution belongs.

Definitions
The following terms are defined to mean:
'Common Property' means those elements of the building noted as Common Property on the registered Strata Plan for the scheme.
'Lot' means any Lot in the Strata Plan.
'Owner' means the Owner/s of the Lot.
'Occupier' means the Occupier of a Lot.
'Owners Corporation' means the Owners Corporation created by the registration of a Strata Plan.
'Strata Committee' means the Strata Committee elected by the Owners Corporation at any given time.
'The Act' means the Strata Schemes Management Act 2015. Where any terms used in this By-Law are defined in the Strata Schemes Management Act 2015, they will have the same meaning as the terms attributed under that Act.
'Works' means any repair, maintenance, replacement or refurbishment undertaken at the Strata Scheme.

5 Recovery of Stationery Expenses

Registration Date: 20/07/2023

Intention
i. The intention of this By-law is to provide the Owners Corporation with a fair and equitable mechanism to recover the costs of reasonable stationery expenses incurred by the Owners Corporation for the distribution of serving notices on lot owners via post or other non-electronic means.
ii. The Owners Corporation recognise that the Strata Schemes Management Act 2015 enables the Owners Corporation to issue notices to owners and tenants via email and that this medium of communication is far more cost effective and environmentally friendly than non-electronic means.

A) Definitions
i. Terms used in this By-law which are defined in the Strata Schemes Management Act 2015 have the same meaning given to them in that Act
ii. The following terms are defined to mean:
'Stationery Expense' means the costs incurred by the Owners Corporation for serving documents on lot owners by post or other non-electronic means;
'Administrative Fee' means an amount of $20.00 per quarter (or other such amounts that may be determined by

the Owners Corporation or Strata Committee from time to time acting reasonably) commensurate with administrative costs charged to the Owners Corporation
'New Owners' mean any owner/s that purchases a lot in the scheme after the date this By-law is registered.
'Notice' means any written correspondence that is issued by the Owners Corporation by post or other nonelectronic means
'the Act' means the Strata Schemes Management Act 2015

B) Rights and Obligation of Owners
i. Where a lot owner has not provided the Owners Corporation with an email address for the service of notices as prescribed by the Act, the Owners Corporation may impose upon that lot owner an Administrative fee for reimbursement of serving documents via post or other non-electronic means.
ii. A lot owner has 6 months from the date this By-law is passed to register an email address for the service of notices before the Owners Corporation is entitled to charge an administrative fee.
iii. In the case of 'new owners', they shall have 3 months from the date the Owners Corporation is furnished with a Section 22 notice pursuant to the Act before the Owners Corporation is entitled charge an administrative fee
iv. Where an administrative fee has been applied pursuant to this By-law, a lot owner may apply to the Owners Corporation or Strata Committee that the Administrative fee be reduced or waived.
v. In the event the Owners Corporation rejects a request made by a lot owner pursuant to sub-clause B)(iv) above, all charges imposed by this By-law shall stand.

C) Rights, Powers and Obligations of the Owners Corporation
i. The Owners Corporation shall have the following additional powers, authorities, duties, functions and obligations;
ii. The Owners Corporation shall have the power to recover all costs outlined in clause B) above from a lot owner as a debt by way of a levy charged to the lot;
iii. The Owners Corporation must serve upon the owner a written notice of the contribution payable;
iv. The Owners Corporation may charge interest upon any contribution payable under this By-Law pursuant to section 85 of the Act;
v. The Owners Corporation may initiate debt recovery proceedings for any contribution payable under this By-Law pursuant to section 86 of the Act.

6 Recovery of Costs for Fire Services & Works by Owners

Registration Date: 25/06/2024

1. Introduction
The purpose of this by-law is to assist the Owners Corporation to better manage and administer the strata scheme by prohibiting certain acts and enabling the Owners Corporation to recover certain costs.

2. Damaging Common Property and False Fire Alarms
2.1 An owner or occupier must not trigger a false fire alarm.
2.2 An owner or occupier must not carry out any works to their lot or the common property around the lot, including work that has been approved, which:
2.2.1 are in breach of, or which place the Owners Corporation's fire services in breach of any Law;
2.2.2 reasonably require in the Owners Corporation needing to engage a structural, fire safety or other engineer, or any other consultant, to assess the condition of the common property (unless the owner or occupier has already entered into a binding agreement to pay, and pays, the costs of that engagement); or
2.2.3 result in the Owners Corporation needing to carry out any work under section 106 of the SSMA.
2.3 Each owner must use all reasonable endeavours to ensure that their occupiers and invitees do not:
2.3.1 trigger a false fire alarm; or
2.3.2 carry out any works to which clause 2.2 applies, and:
2.3.3 must upon request provide to the Owners Corporation sufficient evidence to satisfy the Owners Corporation (on the balance of probabilities) that the owner has used those reasonable endeavours.

Strata Plan 103041
22 LANGSTON PLACE EPPING

3. Owners Corporation's power in the event of a breach of this by-law
If an owner or occupier breaches this by-law, the Owners Corporation may:
3.1 if the breach is of clause 2.1 or 2.3.1, recover from the person responsible the charge issued to the Owners Corporation for that false fire alarm; and
3.2 if the breach is of clause 2.2 or 2.3.2, recover from the person responsible its reasonable costs or damages flowing from that breach, including:
3.2.1 the cost of carrying out works to the fire services to ensure they are compliant repairing the damaged common property;
3.2.2 the costs of engaging an engineer or consultant as referred to in clause 2.2;
3.2.3 the costs of carrying out any work of the type described in clause 2.2.3;
3.2.4 the Schedule B Costs in connection with clauses 3.2.1-3.2.3;
3.2.5 any legal fees of reasonably obtaining advice in connection with this by-law or any obligations in it; and
recover the reasonable expenses of recovering those debts (including but not limited to legal fees and Scheule B Costs), and the owner indemnifies the Owners Corporation in respect of those debts and the expenses of recovering those debts.

4. Recovery
4.1 A debt will, if not paid within a month of (Interest Start Date):
4.1.1 sending the invoice to the responsible person; or
4.1.2 otherwise notifying the responsible person of the debt, bear interest at the rate of 10% per annum, calculated on a daily basis from the Interest Start Date until payment.
4.2 The Owners Corporation may recover all of its expenses of recovering a debt, to the extent possible on an indemnity basis.
4.3 All debts, interest on debts and expenses of recovering debts are payable into the Administrative Fund, as an amount payable under a by-law made under Part 7 of the Act.

5. Interpretation
In this by-law:
5.1 common property means the common property for this strata scheme.
5.2 debt means any amount payable to the Owners Corporation under this by-law, any costs payable to the Owners Corporation under clauses 3.1-3.5 including any administrative costs (or Schedule B Costs).
5.3 false fire alarm means setting off a fire alarm (including a false fire alarm), so that the fire brigade or other organisation:
5.3.1 is required to attend the strata scheme; and
5.3.2 charges the Owners Corporation a fee for that attendance.
5.4 Law means any Act, Regulation, code, standard or other requirement, including Australian Standard AS1851, which applies to the parcel.
5.5 Legislation means the Strata Schemes Management Act and all other related legislation.
5.6 lot means a lot in the strata scheme.
5.7 occupier means an occupier of a lot in the strata scheme.
5.8 owner means an owner of a lot in the strata scheme.
5.9 person responsible means, at the Owners Corporation's discretion:
5.9.1 the person who has breached any one or more of clauses 2.1-2.3; or
5.9.2 an owner who is in breach of clause 2.2 or 2.3 by failing to use the necessary reasonable endeavours or take the reasonable steps.
5.10 Schedule B Costs means any costs which a strata managing agent is entitled to charge the Owners Corporation under Schedule B of their agency agreement, or any non-routine duties charges.
5.11 SSMA means the Strata Schemes Management Act 2015.
5.12 Any term used in this by-law that is defined in the SSMA will have the same meaning in this by-law as it does in the Act.
5.13 If there is any conflict between this by-law and any other by-law of the strata scheme, or any approval given by the Owners Corporation to carry out work, this by-law will apply to the extent of that conflict.

5.14 Any provision that is invalid, unenforceable or illegal must be read down to the extent necessary to avoid that effect. If that is not possible, that provision must be excluded from this by-law but only to the extent necessary to avoid that effect. All other provisions of this by-law continue to be valid and enforceable.

7 Levying of Debt Collection Expenses

Registration Date: 25/06/2024

PART 1 - Preamble
(i) The intention of this By-law is to provide a mechanism for the Owners Corporation to add any expenses incurred associated with the pursuit of Levy Arrears and/or Debt Recovery Action for outstanding levies onto an owner by adding the charges directly to the lot owners' notice of contributions or 'Levy Notice'.
(ii) The expenses shall include but will not be limited to expenses charged by the Strata Managing Agent, Debt Collection agents or Solicitors engaged by the Owners Corporation or the reasonable expenses of the strata committee that are incurred during the debt recovery process.
(iii) These expenses will include any expenses or levies issued by the Owners Corporation prior to the commencement of this By-law.

PART 2 - Definitions & Interpretation
2.1 In this by-law, unless the context otherwise requires or permits:
'Agent' means any person engaged by the Owners Corporation to pursue levy arrears of a lot owner, including but not limited to the Strata Managing Agent, Debt Collection Agents or Solicitors.
'Costs' includes any charge, fee or invoice imposed on the Owners Corporation by an agent engaged by the Owners Corporation or the reasonable expenses of the strata committee for the pursuit of levy arrears or debt recovery against a lot owner.
'Levy Payment Notice' means a notice issued by the Owners Corporation to an owner of a lot as notification that a payment for a standard levy, special levy or charge upon the lot is due and payable to the Owners Corporation.
'Lot' means any lot in the strata plan.
'Owner' means the owner/s of the Lot.
'Owners Corporation' means the Owners Corporation created by the registration of strata plan for the scheme
'Owners Corporations Agents' means the Strata Managing Agent, Strata Committee or any contractor, legal counsel, debt recovery agent or other personnel engaged by the Owners Corporation for the pursuit of levy arrears.
'Reasonable expenses of the strata committee' means expenses that may approved by the strata committee at a properly convened executive committee meeting from time to time.
'The Act' means the Strata Schemes Management Act 2015.
2.2 Where any terms used in this by-law are defined in the Strata Schemes Management Act 2015, they will have the same meaning as the terms attributed under that Act.
2.3 In this by-law, unless the context otherwise requires:
(a) the singular includes plural and vice versa;
(b) any gender includes the other genders;
(c) any terms in the by-law will have the same meaning as those defined in the Act; and
(d) references to legislation includes references to amending and replacing legislation.

PART 3 - Powers, Duties and Obligations of the Owners Corporation
The Owners Corporation shall have the following additional powers, authorities, duties, functions and obligations;
(i) The Owners Corporation shall have the authority to add all costs associated with the recovery of levy arrears and/or Debt Recovery Action from a lot owner as a debt by way of a levy charged to the lot;
(ii) Any Debt Recovery expenses may be added to an owners' Levy Payment Notice that is issued by the Owners Corporation from time to time;
(iii) The Owners Corporation must serve upon the owner a written notice of the contribution payable;
(iv) The Owners Corporation may charge interest upon any contribution payable under this By-Law pursuant to section 85 of the Act;
(v) The Owners Corporation may initiate debt recovery proceedings for any contribution payable under this By-Law

pursuant to section 86 of the Act;
(vi) All monies recovered by the Owners Corporation shall form part of the fund to which the relevant contribution belongs.

PART 4 - Owners Right of Appeal
(i) In the event that a lot owner believes the expenses levied upon them pursuant to this By-law are unreasonable, the lot owner may request that the Owners Corporation waive the charge by a resolution of the Owners Corporation at the next general meeting of the Owners Corporation.
(ii) In the event the Owners Corporation rejects a request made by a lot owner pursuant to sub-clause D)(i) above, all charges imposed by the Owners Corporation shall stand.

8 Window Tinting (All Lots)

Registration Date: 25/06/2024

1. Introduction
The purpose of this by-law is to permit each owner to install window tinting, subject to the terms of this by-law.

2. Authorisation and Conditions of Works
2.1 The owners corporation, subject to the provisions of this by-law:
2.1.1 specifically authorises and grants a special privilege to each owner to carry out the Works; and
2.1.2 grants to each owner exclusive use of such of the common property as is reasonably required to keep and use their lot's Works.
2.2 Prior to commencing any Works, an owner must:
2.2.1 give at least 14 days' notice; and
2.2.2 provide to the owners corporation the name and licence number of each contractor used and evidence that they have appropriate insurance.
2.3 During any Works, an owner must:
2.3.1 ensure the Works are carried in a competent and proper manner, and by qualified and licensed tradesmen;
2.3.2 cause as little disruption as possible to other occupants of the strata scheme;
2.3.3 only work between the hours of 7am to 5pm Monday to Friday and only use noisy equipment between 10am and 3pm Monday to Friday, and in both cases not work on weekends or public holidays;
2.3.4 not store any items on common property; and
2.3.5 comply with any reasonable directions of the owners corporation including in relation to removal of debris, vehicular access, transportation of materials and protection of the building.
2.4 Each owner must properly maintain and keep in a state of good and serviceable repair their lot's Works, including all common property forming part of or altered by those Works and must renew or replace any fixtures or fittings comprised in the Works as and when necessary.
2.5 Each owner indemnifies the owners corporation in respect of any loss, damage, injury or cost, to the extent it is caused by or arising out of their lot's Works.
2.6 Each owner must at his or her cost promptly make food any damage to the common property or any other lot in the strata scheme caused by or arising out of their lot's Works.

3. Owners corporation's power in the event of a breach of this by-law
If an owner breaches this by-law and fails to rectify the breach within 30 days of service of a notice of breach, then the owners corporation may:
3.1 rectify the breach;
3.2 access the owner's lot at reasonable times and on reasonable notice in order to rectify the breach; and
3.3 recover from the owner as a liquidated debt and on an indemnity basis the cost of rectifying the breach and the expenses of recovering those costs.

4. Interpretation
In this by-law:

4.1 Act means the Strata Schemes Management Act 2015.
4.2 lot means a lot in the strata scheme;
4.3 owner means the owner of a lot for the time being;
4.4 Works means the installation of 3M Pretige PR70 window tinting or any other tinting product approved by the strata committee prior to its installation. Where relevant Works means the Works that service an owner's lot;
4.5 Any term used in this by-law that is defined in the Act will have the same meaning in this by-law as it does in the Act;
4.6 Any provision that is invalid, unenforceable or illegal must be read down to the extent necessary to avoid that effect. If that is not possible, that provision must be excluded from this by-law but only to the extent necessary to avoid that effect. All other provisions of this by-law continue to be valid and enforceable; and
4.7 If there is any conflict between this by-law and any other by-law of the strata scheme, this by-law will apply to the extent of that conflict.

9 Absolution of Maintenance Lot Fixtures & Fittings

Registration Date: 25/06/2024

PART 1 - Introduction and Intent
a. This By-law has been drafted from the NSW Land and Property Information (now NSW Land Registry Services) memorandum AG600000 dated November 2011 which attempts to provide a guide to owners in determining the maintenance responsibilities for their scheme.
b. The intent of the By-law is to provide definition of the maintenance responsibilities of the fixtures and fittings within a lot and any appliances that only service a single lot within the strata scheme.The intent being that any fixture or fitting contained within the lot, whether specified in this By-law or not, or any appliance that only services one lot, whether specified in this By-law or not shall be deemed to be the maintenance responsibility of the lot owner by virtue of the Owners Corporation absolving its maintenance responsibilities for same pursuant to section 106 and 107 of the Act.
c. Any item specified in this By-law that is afforded cover for damage due to an insurable event by the Owners Corporations insurance policy shall still be protected by that insurance.
d. At all times the Owners Corporation shall retain the maintenance responsibility for the structural elements, integrity and general safety of the building. Waterproofing shall also remain the Owners Corporations responsibility, except where a lot owner has undertaken a renovation within their lot that affects a waterproofed area.
e. This By-law does not confer any rights upon a lot owner to install any item listed in this By-law as a fixture or fitting of a lot.

PART 2 - Definitions
2.1 In this by-law, unless the context otherwise requires or permits:
a. Act means the Strata Schemes Management Act 2015 (NSW) or any amendment
b. Lot means any lot in the strata plan
c. Owner means the owner of the Lot
d. Owners Corporation means the owners corporation created by the registration of strata plan 103041
e. Internal Area means any area within the envelope of a lot as defined by the Strata Plan
f. Internal Pipe Work and Wiring means any pipe work or wiring that only services one lot, whether located on a common property or internal wall.
2.2 In this by-law, unless the context otherwise requires:
a. the singular includes plural and vice versa;
b. any gender includes the other genders;
c. any terms in the by-law will have the same meaning as those defined in the Act; and
d. references to legislation include references to amending and replacing legislation.

PART 3 - Terms and Conditions
In accordance with section 106 of the Act, the Owners Corporation has deemed it inappropriate to repair, maintain, replace or renew any of the following items that are associated with the fixtures and fittings within an owners lot

Strata Plan 103041
22 LANGSTON PLACE EPPING

within the Strata Scheme;
3.1 Internal Areas
All decorative finishes within a lot, including but not limited to;
a. All Cornices
b. All Skirting Boards
c. All Architraves and Internal Door Jams
d. Wall tiles wherever located, including kitchen, bathroom and laundries
e. Floor Tiles wherever located, including kitchen, bathroom and laundries
f. False Ceilings
g. Mezzanines, Stairs and Handrails
h. All paintwork and wall paper
i. The cleaning of mould throughout the lot where the causative factors are purely environmental
3.2 Bathroom, Ensuites and Laundry Areas
All Bathroom, Ensuite & Laundry fixtures and fittings, including but not limited to;
a. All taps and internal pipe work
b. Shower screens
c. Bathtub, including internal floor waste and drainage pipes
d. Sinks and hand basins including internal drainage pipes,
e. Cabinets and mirrors
f. Toilet pan, including cistern and internal waste pipes
g. All lights, light fittings and exhaust fans that only service the lot, wherever located
3.3 Kitchen Areas
All Kitchen fixtures and fittings, including but not limited to;
a. All taps and internal pipe work
b. All internal waste and drainage pipes, including connection to the common stack
c. Bench tops
d. Sinks and insinkerators
e. Ovens, Stoves and Cook Tops
f. All lights, light fittings, exhaust fans and rangehood's that only service the lot, wherever located, including ducting and external ventilation points
3.4 Floor Coverings
a. All carpet within the lot
b. All floor tiles, wherever located, including kitchen, bathroom, laundry and balcony tiles
c. All Floor boards, whether floating or fixed
d. All parquetry, linoleum, vinyl and cork tiles wherever located
3.5 Balcony/Courtyard Areas
a. All tiles, pavers and decking
b. All stairs and handrails within the balcony or courtyard area
c. All awnings, pergolas, privacy screens or louvers, whether originally or installed by the lot owner subsequent to the registration of the Strata Plan
d. All plants and grassed areas within the balcony or courtyard
e. The pruning, trimming or removal of a tree or trees, including damage caused by roots
f. Fences that divide two lots
g. All lights, switches, light fittings and wiring within the balcony or courtyard of the lot
3.6 Electrical Fittings & Appliances
a. All lights and light fittings, including switches that service only one lot, including down lights and transformers that may be recessed in the ceiling
b. All electrical sockets and wall plates
c. Electrical main and sub-main that services only one lot including fuses wherever located
d. Smoke Detectors that only service one lot
e. Alarm Systems that only service one lot
f. Individual Garage Door Motors

Electronic signature of me, Andrew Tunks, affixed by me, on 25/06/24 at 10:30 AM Property & Stock Agent Act 2002 Licence No 1361054

g. Telephone, Television, cable television and internet wall plates and cabling that only services one lot, wherever located
h. Split system and ducted Air-conditioning systems, including condenser units and all associated equipment wherever located that only service one lot;
i. Ceiling Fans
j. Electrical or Gas Hot Water Heaters and all associated equipment that only service one lot, wherever located.
k. Any general appliance, such as a dishwasher, microwave oven, clothes dryer or other that is designed to only service a single lot.
3.7 Front Door, Balcony Doors, Windows and Garage Area
a. All flyscreens and security screens/doors fitted to the windows, doors and balcony doors of the lot, whether installed originally or subsequently by the lot owner;
b. Automatic door closers
c. Any locking device or door furniture installed on the front and back doors, balcony doors or windows of the lot, whether installed originally or subsequently by the lot owner;
d. Supplying or replacing swipe tags, fobs, security passes, restricted keys or remote control units that operate common entry doors and garage doors at the scheme.



Owners Corporation Consent Strata Scheme No 103041

Date 25 June 2024

CP/SP 103041

Owners Corporation consent to the registration of Consolidation of Registered By-Laws of SP 103041

Dear NSW LRS,

I am the person authorised for Owners Corporation SP 103041 by section 273 Strata Schemes Management Act 2015.

I Consent to the registration of the following documents that have been lodged over the Land:

- Registration of Change of By-Laws and Consolidation of Registered By-Laws.
- Approved Form Change of By-Laws, Consolidation of Registered By-laws
  Plans & diagrams

Regards

Attestation

The seal of The Owners - Strata Plan No 103041 was affixed on 25/06/24 in the presence of the person authorised by section 273 *Strata Schemes Management Act 2015* to attest the affixing of the seal.

Signature:..... Name: Andrew Tunks (Netstrata) Authority: Appointed Strata Agent
Electronic signature of me, Andrew Tunks, affixed by me, on 25/06/2024 at 10:30 AM
Property & Stock Agent Act 2002 Licence No 1361054

Strata Plan
...103041....
Common Seal

^ Insert appropriate date

"WARNING"

THIS CONSENT IS NOT A SUBSTITUTE FOR AN APPROVED FORM IF REQUIRED TO BE LODGED