

TO WHOM IT MAY CONCERN

14 MAY 2018

Re: Strata Plan: SP62272

**2801/1 Sergeants Lane, St
Leonards**

Lot: 89

This report has been prepared at the vendor or the selling agent's request and can be used only as an information tool. Queries regarding this report from a prospective purchaser will only be addressed if the report has been purchased and downloaded from our website.

<https://www.stratasellfast.com.au/?p=7765>

The records of a strata scheme can be inspected by anyone, in some cases on the provision of an "authority to inspect" that some holders of strata records can demand, as specified in the Strata Schemes Management Act 1996.

Records can be maintained by professional strata managers and internally-managed schemes in various ways - some in hard copy, some electronically, some a mixture of both and in some internally-managed schemes in no particular fashion.

Any inspector, whether acting for a buyer, Mortgagee or the vendor is presented with the same set of records, no matter how they are maintained and no matter what they contain. Each inspector presents their report based on the details provided and sighted, set out in their own individual fashion but always based on the same material.

No opinions are provided nor advice given - only the presented facts are supplied.

It is neither professional nor in any one's interest to deliberately exclude material affecting the strata scheme no matter how "damaging" it may appear to be. Full disclosure is and always has been the best business practice.

TSRS Pty Ltd was the first strata inspection company established in NSW in 1975 when the NSW Law Society's Conveyancing Committee commissioned it to determine the feasibility of a strata report. TSRS has produced a huge volume of such reports since that time and stands by its record of accuracy, promptness and excellence.

Please refer to the "Disclaimer" notice on the last page of the report.

Sincerely

StrataSellFast

Trachtenberg Strata Reporting Services

P O Box 118
VAUCLUSE 2030

STRATA RECORDS INSPECTORS

Telephone (02) 9037 3235

Facsimile (02) 8318 0549

office@tsrs.com.au

Lot 89 SP62272

11 May 2018

A report on the inspection of the records of Strata Plan 62272, known as "Forum High Rise" situated at 1 Sergeants Lane, St Leonards, specifically in relation to Lot 89, Unit 2801 .

Our inspection of these records took place at the office of the managing agents, Wellman Strata Management, at Level 5, 225 Clarence Street, Sydney, 8065 6575, where the manager for this scheme appears to be Mr David Wellman. Managers do not speak with inspectors.

We note that SP62272 was previously managed by Strata Title Management (STM), Wellman Strata Management commenced their management of Building 6 Management Committee on 01.10.2014 and was appointed to manage the records of SP62272 at an Annual General Meeting AGM held on 20.07.2016.

The scheme appears to be a mix of residential, car parking, commercial, non-residential, retail, loading dock, garbage rooms spaces; a search of any registered management statement may disclose these entities; we understand that these may be shared facilities; no doubt a document exists that may explain this and may be registered on the common property title. We have not been able to pursue this as no specific documents appeared amongst the presented records, except for a reference to a "draft shared facilities review" document apparently dated 14.07.2006, which was not sighted.

We have inspected the records of SP62272 only; it appears that this scheme may be under a Building Management Committee (BMC); if an inspection of the BMC is required, and if in fact possible, a separate instruction and fee would be required.

Most of the records have been scanned and are kept on a computer data base; each image (of which there must be hundreds) 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 such image.

The findings in this report are from the records presented for our inspection; should any matters of a major nature become apparent we shall endeavour to provide a brief outline by way of extracts and/or copies; as major decisions are traditionally recorded in minutes of meetings, our inspection concentrates on the minutes presented; any scanned documents attached to this report should be classed as being an integral part of our report and must be read by the recipient.

As to legal matters, CTTT notices, affidavits, correspondence, if any etc; these were not examined; we state that we are not lawyers and have not sought to determine the exact significance or current status of any legal matters. As to structural matters we state we are not engineers and not qualified to interpret engineering reports or comment on structural issues.

Regarding the By-laws, we shall only refer to them briefly and note:

- All strata schemes are subject to some form of By-laws; a buyer's legal representative should inform the buyer of their contents/implications

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- Any changes/additions to the standard By-laws can only occur at a general meeting and must be formally registered on the common property title within a defined/specific period of time
- Such registered changes/additions are also traditionally inserted in a contract for sale of any lot in the scheme together with a copy of the common property title, enabling a buyer's legal representative to explain their significance.

STRATA ROLL – Lot 89, Unit 2801:

- Unit entitlements 814 from an aggregate of 100,000
- Current Owner/s **JOHN KAM HUNG SINN**
- Confirm these and other details with an independent title search.

REGULAR MAINTENANCE CONTRIBUTIONS, Lot 89, Unit 2801: we are advised, paid quarterly:

- Administrative Fund (A/F) \$2,458.85
- Capital Works Fund (CWF) formerly Sinking Fund \$ 261.90
- Balance/arrears \$2,720.75; if any arrears remain outstanding at settlement, these should be adjusted in favour of the purchaser and/or the strata plan
- Prior to the purchase of a strata unit or following the exchange of contracts the prospective buyer may apply to the vendor for a Sec. 184 Certificate which, amongst other information, will confirm all current levies payable and any arrears, as well as details regarding a Capital Works Forecast.

CURRENT FINANCIAL POSITION of this scheme, we are advised, as at 11.05.2018:

- Admin. Fund (A/F) \$ 734,344.64
- Capital Works Fund (CWF) \$ 542,183.79
- Total \$1,276,528.43
- We do not conduct financial audits; we attach the financials for the following periods:
 - Balance Sheet as at 11.05.2018
 - Financial statement for 01.05.2017 to 11.05.2018
 - Financial statement for 01.05.2016 to 30.04.2017
 - We have also included older financial statements as a matter of interest.

DOCUMENTS SIGHTED: not examined as fresh/recent copies should be included in a contract for sale:

- A copy of Common Property Title, edition 11, issued 23.10.2017, copy attached
- A copy of the Strata Plan registered 20.03.2000.

CURRENT INSURANCE PARTICULARS – see attached for details of all covers:

- Insurer Chubb Insurance, policy number 93207568, due date 31.10.2018
- Building cover \$748,014,080 (refer to Master Plaza Deed Policy)
- We attach a copy of various insurance certificates as provided to us by the managing agent
- The matter of insurances may lie within the province of duties of the BMC
- A Sec.184 Certificate, amongst other information, should also confirm all current insurance details.

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VALUATION FOR INSURANCE PURPOSES:

- We did not sight a building valuation; it appears that it may be the province of the BMC.

INSURANCE CLAIMS HISTORY:

- We attach an 'Insurance Claims Register' dated 11.06.2015, disclosing 6 claims from 19.3.2013 to 10.11.2014, copy attached; we did not sight a more recent list of claims & did not pursue this matter unless references are made in the minutes read/attached.

MINUTES OF MEETINGS - summaries from these and financial statements:

From minutes of meetings and financial statements we shall only extract major items. It may be cumbersome/laborious to read all the attachments but for the sake of gaining knowledge about a building's history, it is recommended that especially the minutes of meetings be read as they are chronological and, in most cases, should disclose the progress of various issues

We commenced our reading from an Annual General Meeting (AGM) and Executive Committee Meeting (ECM) held on 17.07.2013 and read every meeting held since then to date (provided they were made available), having either extracted important information or provided a copy for the sake of clarity.

AGM/ECM 17.07.2013, inter alia (ia):

- Adopted a budget to accrue per annum (pa) +GST – A/F \$1,123,359.16, S/F \$0.00
- Appointed a representative for Building 6 Management Committee
- Appointed a representative to the Plaza Deed Committee
- Appointed Forum Properties P/L as Building Manager
- Reappointed Strata Title Management as managing agent
- Specially resolved to make a By-Law for the service of notices – Special By-Law 2 “Service of Documents by Owners Corporation”; note – no changes to the By-laws were examined and should be registered on the common property title with copies attached to the contract for sale

ECM 11.09.2013, ia:

- It was agreed to obtain a legal review on the implications of short term leasing specific to SP62272 and Willoughby City Council
- It was noted that SP62272 is responsible for any repairs to the façade of the building specific to SP62272 boundaries; survey all owners to advise on any deterioration to the façade

ECM 02.10.2013, ia:

- Estimated cost for the installation of a pelmet to cover the damaged section of the mirror on the western wall
- Quote be obtained for the installation of a protective panel on the door to prevent future key or Australia Post trolleys casing damage, agreed to reupholster the seat bench
- Quotes be obtained to refurbish the wooden section of flooring, deferred upgrading of the lift cars, resolved to upgrade lighting to LED lighting
- Quotes be obtained for the internal repainting and that it be put to a general meeting

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ECM 03.12.2013, ia:

- Deferred discussion over lift foyer area upgrade to a general meeting
- Accepted quote to upgrade lighting to LED for a cost of \$18,712.25
- Accepted cost agreement for a legal review on the implications of short term leasing specific to SP62272 and Willoughby City Council

EGM 30.01.2014, ia:

- Accepted a quote from RCZ Master Painters to repaint all interior common areas of SP62272 for \$124,124.00
- Accepted a quote from Special T Operations to repaint all lift foyer doors and frames for \$18,810.00
- Specially resolved to change the colour of the common areas as per the display in the common property lift foyer area; defeated to replace the existing artwork in the lift foyer area
- Specially resolved to authorise the works carried out by the owner of lot 66 as set out in the By-law
- Specially resolved to make a Special By-law 2B renovation works – note – no changes to the By-laws were examined and should be registered on the common property title with copies attached to the contract for sale

ECM 30.01.2014, general items of discussion

ECM 10.04.2014, ia – safety compliance report prepared by Solutions In Engineering dated 28.2.2014 was reviewed

ECM 19.06.2014, ia:

- Upgrade old TV antenna complete
- Resolved no action be taken to review the energy contract ahead of the contract expiry of 30.6.2015

Filed next were minutes of the Forum Plaza Deed Committee meeting held on 04.03.2014, ia – general items of discussion

Filed next were minutes of the Forum Plaza Deed Committee meeting held on 05.06.2014, ia – resolved that contributions be levied for the period 01.07.2014 – 30.09.2014 as followed lot 11 (SP62272) \$50,270.71

Annual Income & Expenditure (I & E) statement to 30.04.2014, ia - A/F BMC levy \$471,955.00, Plaza Deed levy \$168,490.00, S/F general replacement \$83,515.00 (unspecified - U)

AGM/ECM 30.07.2014, copies attached, ia:

- Adopted a budget to accrue pa +GST – A/F \$1,102,935.00, S/F \$0.00
- Resolved to obtain quotes and decide on the engagement of an expert to prepare a Sinking Fund plan; resolved to obtain a WH & S report
- Specially resolved to authorise the works carried out by the owner of lot 42 as set out in the By-Law

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- Specially resolved to make a Special By-Law 2C renovation works – note – no changes to the By-laws were examined; check the common property title to determine if this & similar changes were formally registered
- Specially resolved to authorise the works carried out by the owner of lot 149 as set out in the By- law
- Specially resolved to make Special By-law 2D renovation works – not examined and check if registered
- Resolved to appoint Grace Lawyers to provide legal opinion in relation to concerns raised in correspondence from owners of lot 147
- Approved flooring application from lot 33 subject to the acoustic underlay being a minimum of 5mm in thickness and subject to terms and conditions outline in Special By-Law 1A

ECM 23.10.2014, ia:

- Agreed not to replace the common area carpets; agreed to replace the carpet in each lift
- Follow up required in relation to the installation of stainless steel to mail room door
- Discussion over issues with visitor parking and access; it was resolved to obtain a legal opinion to clarify any commercial conflicts concerning the management of the visitor parking and the collection of funds from replacement security access passes
- Noted that Wellman Strata Management commenced the management of Building 6 Management Committee on 1.10.2014

ECM 27.01.2015, copy attached, ia - Building Manager (BM) report, balustrade survey & compliance report

Minutes of Forum Plaza Deed Committee Meeting held on 17.02.2015, copy attached

ECM 14.04.2015, copy attached, ia - approved quote from Solutions IE \$1,838.00, for sinking fund forecast report, Building 6 Management committee update

Minutes of the Adjourned Building Management Committee held on 24.04.2015, copy attached

I & E statement to 30.04.2015, copy attached, ia - A/F BMC levy \$430,944.00, general repairs \$7,523.00 (U), S/F general replacement \$18,840.00 (U), painting \$130,230.00

Adjourned AGM scheduled for 23.07.2015, held 30.07.2015, copy attached, ia - adopted a budget to accrue pa +GST – A/F \$1,059,300.00, S/F \$153,928.50

We note that ECM meetings were apparently held on 04.11.2015, 08.12.2015 & 03.02.2016 but that the minutes were not sighted amongst the presented records

ECM 20.04.2016, copy attached, ia - update from BM, building repairs, applications for works, updates from committees

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Minutes of Forum Plaza Deed Committee Meeting held on 07.07.2016, including agenda for meeting held 21.09.2016 (minutes not sighted), copies attached, esp. note contributions for the period 01.07.2016 to 30.06.2017

I & E statement to 30.04.2016, copy attached, ia - A/F BMC levy \$401,418.00, S/F balustrades \$3,150.00, painting \$5,420.00, fire protection \$5,390.00

Reconvened AGM/ECM scheduled for 20.07.2016, held on 27.07.2016, copies attached, ia:

- Adopted a budget to accrue pa +GST – A/F \$1,063,000.00, S/F \$100,000.00
- Elected committee of 5, appointed a representative for Building 6 Management Committee
- Appointed a representative to the Plaza Deed Committee
- Specially resolved to make Special By-laws 2E, 2F, 2G, 2H, 2I, 2J - renovation works re Lots 97, 139, 5,32 & 43 (respectively) – not examined; check if formally registered
- Resolved to terminate the appointment of Strata Title Management (STM) and appointed Wellman Strata Management as the managing agent

Filed next we sighted minutes of the Adjourned Building Management Committee held on 28.09.2016, including an agenda for meeting scheduled for 09.11.2016 (minutes not sighted), copies attached, esp. note proposed lobby and mezzanine upgrade

Filed next we sighted a Notice for ECM scheduled for 09.11.2016, copy attached; we did not sight the minutes & there was no evidence the meeting was held

ECM 06.12.2016 - copy attached

Filed next we sighted a Notice for a Strata Committee Meeting (SCM) scheduled for 15.02.2017, copy attached; we did not sight the minutes & there was no evidence if the meeting was held

EGM 04.04.2017, copy attached, ia - special By-laws re Lots 48 & 6

Copies attached – SCM's 04.05.2017, 07.06.2017 - accepted fee proposal of \$6,500.00, re curtain wall/ water leak effecting the south facade, from Apex Consulting and note items of intercom upgrade, foyer refurbishment, gym repainting

I & E statement to 30.04.2017, copy attached, ia - A/F BMC levy \$415,892.00, general repairs \$4,975.00 (U), CW/F BMC levy \$32,974.00, general replacement \$5,030.00 (U), painting \$2,000.00

AGM/SCM 18.07.2017, copies attached, ia - adopted a budget to accrue pa +GST A/F \$1,089,575.00, CW/F \$112,750.00, elected a committee of 6 and office bearers, elected BMC and Plaza Deed representatives

SCM 30.08.2017, copy attached, ia - manager to request quotations for intercom system upgrade, note ongoing matters re curtain walls/water leak, window locking device compliance and foyer refurbishment

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EGM 28.09.2017, copy attached, ia - specially resolved to authorise the works carried out by the owner of lot 79 as set out in the By- law

SCM 25.10.2017, copy attached

Minutes of Forum Plaza Deed Committee Meeting held on 13.12.2017, copy attached, ia - note item of corrosion on the Herbert Street bridge - estimated cost of treatment \$500,000.00

Copies attached – SCM's 21.02.2018, 11.04.2018 - note update re ongoing matter esp. note items of curtain walls/water leak works & proposed removal of a cladding section for testing in order to confirm compliance.

No further minutes appeared in the minute section of the computer database.

From the minutes read we can report of no other situations that may be of concern to an intending purchaser.

FURTHER OBSERVATIONS - from the records:

- At any of our inspections we are never certain that all records are provided for inspection; we confirm that most of this scheme's records are maintained electronically and we cannot state that we sighted each and every image of the records presented.
- We sighted the Building Managers report for the period February March 2018, copy attached as a matter of interest
- Fire safety – (Annual Fire Safety Statement (AFSS):
 - we sighted an AFSS dated 27.11.2015, copy attached; a current copy should be displayed somewhere at the scheme; the matter of fire safety may lie within the province of duties of the building manager and/or the BMC
 - the records provided did not seem to allude to or list or identify which units may have installed the mandatory smoke/fire detectors
 - we could not determine the scheme's current status, if any, with regard to Annual Fire Safety issues/certification & note an independent enquiry with the Local Council may be prudent
- Notices or orders – no reference to unsatisfied or current sighted
- Structural issues – if any – strictly as per minutes of meetings read & financial statements; we note the following:
 - We sighted a facade inspection report dated 01.11.2017, prepared by Apex Diagnostics, as a matter of interest some pages attached including conclusions & recommendations
 - No other formal evidence sighted other than any that may be listed in our extracts &/or copies from minutes of meetings read/attached
 - We reiterate that we are not engineers and cannot comment on structural matters; we can only follow the minutes of meetings
- Capital/major works contemplated at the time of this inspection – strictly as per the minutes of meetings read/attached & financial statements for ongoing major & maintenance works; we

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sighted a fee proposal dated 15.04.2018, re proposed lift modernisation project, from Equity Elevator Consultants; no other reference/s sighted

- Special levies – if any – strictly as per minutes of meeting read/attached; no special levies appear to be formally contemplated at the time of this inspection; we cannot speculate regarding future special funding requirements
- Changes to the By-laws – an inspection of the Common Property Title &/or scheme's By-Laws will be definitive
- Keeping of animals – the scheme's By-Laws will be definitive; a search of the common property title will determine any formal registered additions or changes to this and other By-laws
- Disharmonies amongst the building's occupants – no apparent major references sighted
- Granting of exclusive use to anyone over any part or parts of the Common areas – an inspection of the Common Property Title &/or scheme's By-Laws will be definitive
- We sighted an annual safety report dated 01.01.2016 made by Solutions IE; we attach pages of a "to do list" & implementation plan; we cannot be certain how recommendations may have been addressed unless disclosed in the minutes read; we sighted no other evidence of this building's policy regarding Work Health & Safety
- We sighted an asbestos material survey report dated 12.06.2012 prepared by Noel Arnold & Associates, indicating that no asbestos containing materials were present within accessible areas at the building structure at the time of assessment
- Capital Works plan (until recently called a Sinking Fund plan/analysis/report) – we attach a copy of some pages of one dated 22.05.2015 made by Solutions IE; we cannot state if a later one was produced and note that we cannot be certain how recommendations may or may not be utilised in the formulation of the budget/s unless specifically referred to in the minutes; in the recent past it was understood that such a plan was compulsory to be prepared but it appeared not to be compulsory to follow the recommendations; anecdotally we had been advised by various strata managers that such documents were/are utilised as an "advisory" document only when formulating budgets
- We have not examined the documents to identify or list service contracts and/or other agreements that may have been entered into by this scheme.

We trust that this report proves to be of benefit to a prospective purchaser.

Yours faithfully,

TRACHTENBERG STRATA REPORTING SERVICES

per I Avshalom.

Disclaimer:

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TSRS and its subsidiaries such as contractors shall not be liable in any way for any direct, indirect or consequential loss, damage or expense (including legal costs) arising in any way out of:

- the supply of or omission to supply, or delay in supplying, any services including, without limitation, the conduct and supply of strata searches;
- any negligent conduct or omission of TSRS, including without limitation, any error recorded in any strata search or otherwise in connection with any other services supplied or performed by TSRS; or
- any implied conditions and warranties which relate to the supply or performance of services by TSRS.

2. Certain liability not excluded

Any conditions and/or warranties implied by statute, general law or custom which are applicable to any services performed or provided by TSRS are hereby excluded except any implied condition or warranty the exclusion or limitation of which would contravene any statute (including the Trade Practices Act 1974 (Cth)) or cause any part of this disclaimer to be void ("non-excludable condition").

3. Limitation of liability

The liability of TSRS under any non-excludable condition shall be limited in the absolute discretion of TSRS to:

- in the case of services, the supply of the relevant services again or payment of the costs of having the relevant services supplied again; and
- in the case of goods, the repair or replacement of those goods or the payment of the cost of having the goods repaired or replaced.

4. Exclusions extend to agents

Every exclusion from or limitation of liability applicable to TSRS extends to every officer, employee or agent of TSRS, and to any contractor engaged by TSRS to perform or provide any services.

5. Exclusion of liability

TSRS and its subsidiaries shall not be liable in any way for any direct, indirect or consequential loss, damage or expense (including legal costs) arising in any way out of:

- the supply of, or omission to supply, or delay in supplying, any services including, without limitation, the conduct and supply of strata searches;
- any negligent conduct or omission of TSRS, including without limitation, any error recorded in any strata search or otherwise in connection with any other services supplied or performed by TSRS; or
- any implied conditions and warranties which relate to the supply or performance of services by TSRS.

TSRS - ABN 33 149 146 029

11/05/2018

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6. **Certain liability not excluded**
Any conditions and or warranties implied by statute, general law or custom which are applicable to any services performed or provided by TSRS are hereby excluded except any implied condition or warranty the exclusion or limitation of which would contravene any statute (including the Trade Practices Act 1974 (Cth)) or cause any part of this disclaimer to be void ("non-excludable condition").

7. **Limitation of liability**
The liability of TSRS under any non-excludable condition shall be limited in the absolute discretion of TSRS to:
(c) in the case of services, the supply of the relevant services again or payment of the costs of having the relevant services supplied again; and
(d) in the case of goods, the repair or replacement of those goods or the payment of the cost of having the goods repaired or replaced.

8. **Exclusions extend to agents**
Every exclusion from or limitation of liability applicable to TSRS extends to every officer, employee or agent of TSRS, and to any contractor engaged by TSRS to perform or provide any services.

**Strata Roll of Owners for Strata Plan Number 62272
Forum High Rise
Owner Page**

S/Plan 62272

Building Address: 1 Sergeants Lane

Suburb: ST LEONARDS

Building Name: Forum High Rise

GST: Yes

Units: 151

State: NSW

ABN: 73 786 063 131

Manager: David Wellman

Lots: 151

Post Code: 2065

Lot: 89

Unit: 2801

Last Settled: 22/07/2013

Units of Entitlement: 814 / 100000

Owner Name: John Kam Hung Sinn

Salutation:

Phone:

Fax:

Mobile: 0419 751 682

Email: john.sinn@sydney.edu.au

Address for Notices: 9 Holdsworth Avenue
ST LEONARDS NSW 2065

Levy Notice Name: John Kam Hung Sinn

Levy Notice Address: 9 Holdsworth Avenue
ST LEONARDS NSW 2065
(john.sinn@sydney.edu.au)

Full Name:

Residence Address: 9 Holdsworth Avenue
ST LEONARDS NSW 2065

Schedules: Contribution Schedule (814/100000).

Managing Agent Details

No managing agent assigned.

Tenancy Details

Tenant Name:

Salutation:

Phone 1:

Email:

Notes:

Contact Name:

Phone 2:

Mobile:

Start Date:

Expiry Date:

Strata Roll of Owners for Strata Plan Number 62272

Forum High Rise

Owner Page

S/Plan 62272

Building Address: 1 Sergeants Lane

Suburb: ST LEONARDS

Building Name: Forum High Rise

GST: Yes

Units: 151

State: NSW

ABN: 73 786 063 131

Manager: David Wellman

Lots: 151

Post Code: 2065

Nominees

This lot has no nominees listed.

Mortgagees

This lot has no mortgagees listed.

Past Owners

This lot has no past owners listed.

**WELLMAN STRATA MANAGEMENT PTY LTD
OWNER TRANSACTION SUMMARY from 11/05/17 to 11/05/18
Contribution Schedule**

S/Plan: 62272	Units: 151	Lots: 151
Building Address: 1 Sergeants Lane		
Suburb: ST LEONARDS	State: NSW	Post Code: 2065
Building Name: Forum High Rise	ABN: 73 786 063 131	
GST?: Yes	Manager: David Wellman	

Lot#: 89	Unit#: 2801	Units of Entitlement: 814	Paid To: 30/04/18
Owner Name: John Kam Hung Sinn		Contribution Schedule: 814	Arrears: \$2,720.75
			Interest: \$0.00
			Total Due: \$2,720.75 as at 11/05/18

Levies

Due Date	Reference	Details	Total Dus	Paid	Discount	Unpaid	Arrears	Interest Due	GST
20/08/17	970	Standard Levy Contribution Schedule from 01/08/2017 to 31/10/2017 FULLY PAID	\$2,720.75	\$2,720.75	\$0.00	\$0.00	\$0.00	\$0.00	\$247.34
		Admin	\$2,458.85	\$2,458.85	\$0.00	\$0.00	\$0.00	\$0.00	\$223.53
		Capital Works	\$261.90	\$261.90	\$0.00	\$0.00	\$0.00	\$0.00	\$23.81
01/11/17	971	Standard Levy Contribution Schedule from 01/11/2017 to 31/01/2018 FULLY PAID	\$2,720.75	\$2,720.75	\$0.00	\$0.00	\$0.00	\$0.00	\$247.34
		Admin	\$2,458.85	\$2,458.85	\$0.00	\$0.00	\$0.00	\$0.00	\$223.53
		Capital Works	\$261.90	\$261.90	\$0.00	\$0.00	\$0.00	\$0.00	\$23.81
01/02/18	972	Standard Levy Contribution Schedule from 01/02/2018 to 30/04/2018 FULLY PAID	\$2,720.75	\$2,720.75	\$0.00	\$0.00	\$0.00	\$0.00	\$247.34
		Admin	\$2,458.85	\$2,458.85	\$0.00	\$0.00	\$0.00	\$0.00	\$223.53
		Capital Works	\$261.90	\$261.90	\$0.00	\$0.00	\$0.00	\$0.00	\$23.81
01/05/18	973	Standard Levy Contribution Schedule from 01/05/2018 to 31/07/2018 OVERDUE	\$2,720.75	\$0.00	\$0.00	\$2,720.75	\$2,720.75	\$0.00	\$247.34
		Admin	\$2,458.85	\$0.00	\$0.00	\$2,458.85	\$2,458.85	\$0.00	\$223.53
		Capital Works	\$261.90	\$0.00	\$0.00	\$261.90	\$261.90	\$0.00	\$23.81
		Levy Totals for the Period 11/05/17 to 11/05/18	\$10,883.00	\$8,162.25	\$0.00	\$2,720.75	\$2,720.75	\$0.00	\$989.36

Receipts

Date	Reference	Details	Admin	Capital Works	Total	Discount	Interest Paid	GST
22/08/17	1418	Standard Levy Contribution Schedule for 01/08/2017 to 31/10/2017 Receipt. bpay-payment - DEFT Bpay 0000005224	\$2,458.85	\$261.90	\$2,720.75	\$0.00	\$0.00	\$247.34
03/10/17	1483	Standard Levy Contribution Schedule for 01/11/2017 to 31/01/2018 Receipt. bpay-payment - DEFT Bpay 0000005224	\$2,458.85	\$261.90	\$2,720.75	\$0.00	\$0.00	\$247.34

WELLMAN STRATA MANAGEMENT PTY LTD
OWNER TRANSACTION SUMMARY from 11/05/17 to 11/05/18
Contribution Schedule

S/Plan: 62272	Units of Entitlement: 814	Paid To: 30/04/18
Lot#: 89 Unit#: 2801		Arrears: \$2,720.75
Owner Name: John Kam Hung Sinn	Contribution Schedule: 814	Interest: \$0.00
		Total Due: \$2,720.75 as at 11/05/18

Receipts(Continued)

Date	Reference	Details	Admin	Capital Works	Total	Discount	Interest Paid	GST
20/12/17	1658	Standard Levy Contribution Schedule for 01/02/2018 to 30/04/2018 <small>Receipt, bpay-payment - DEFT Bpay 0000005224</small>	\$2,458.85	\$261.90	\$2,720.75	\$0.00	\$0.00	\$247.34
Receipt Totals for the Period 11/05/17 to 11/05/18			\$7,376.55	\$785.70	\$8,162.25	\$0.00	\$0.00	\$742.02

Balance Sheet - S/Plan 62272
"FORUM HIGH RISE"
1 SERGEANTS LANE, ST LEONARDS, NSW 2065
For the Financial Period 01/05/2017 to 11/05/2018
(Opening Balances as at 01/05/2017)

	Administrative	Capital Works	TOTAL THIS YEAR
Assets			
Cash At Bank			
Strata Plan 62272	\$660,151.75	\$(252,432.37)	\$407,719.38
<i>Macquarie Bank BSB: 182-222 Acc No: 272639154</i>			
Strata Plan 62272--Suncorp Saving	\$0.00	\$790,979.46	\$790,979.46
<i>Suncorp Bank BSB: 484-799 Acc No: 123494071</i>			
Levies Receivable	\$64,945.20	\$7,268.97	\$72,214.17
Prepaid Expenses	\$52,252.11	\$5,408.51	\$57,660.62
Total Assets	\$777,349.06	\$551,224.57	\$1,328,573.63
Liabilities			
BAS Clearing	\$(6,283.40)	\$6,283.90	\$0.50
Paid in Advance	\$22,204.29	\$0.00	\$22,204.29
GST Liabilities	\$27,083.53	\$2,756.88	\$29,840.41
Total Liabilities	\$43,004.42	\$9,040.78	\$52,045.20
Net Assets	\$734,344.64	\$542,183.79	\$1,276,528.43
Owners Funds			
Opening Balance	\$402,740.76	\$460,288.54	\$863,029.30
Net Income For The Period	\$331,603.88	\$81,895.25	\$413,499.13
Total Owners Funds	\$734,344.64	\$542,183.79	\$1,276,528.43

Wellman Strata Management Pty Ltd

Suite 5, Level 9, 189 Kent Street SYDNEY NSW 2000 ABN: 24 110 754 839

Ph: 02 8065 6575 Email: info@wellmanstrata.com.au

Printed: 11/05/2018 10:09 am

User: Brydie McDonnell

Income and Expenditure Statement - S/Plan 62272**"FORUM HIGH RISE"****1 SERGEANTS LANE, ST LEONARDS, NSW 2065**

For the Financial Period 01/05/2017 to 11/05/2018

(Opening Balances as at 01/05/2017)

Administrative Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Income			
Contribution Due	\$1,364,183.41	\$1,089,575.00	\$1,063,000.02
Insurance Claims Received	\$693.20	\$0.00	\$1,310.96
Interest on Investments	\$0.00	\$3,000.00	\$2,311.82
Interest on Overdues	\$2,630.13	\$1,750.00	\$1,735.54
Interest-Bank	\$0.00	\$25.00	\$0.00
Miscellaneous Income	\$0.00	\$0.00	\$30.00
Recoveries - Legal Fees	\$690.00	\$450.00	\$320.00
Recoveries - Other	\$2,272.73	\$50.00	\$0.00
Recoveries - Owner	\$0.00	\$0.00	\$0.00
Status Certificate Fees	\$545.00	\$0.00	\$763.00
Strata Roll Inspection Fees	\$118.18	\$0.00	\$183.73
Unallocated Funds	\$0.00	\$0.00	\$3,807.21
Total Administrative Fund Income	\$1,371,132.65	\$1,094,850.00	\$1,073,462.28
Expenses			
Accounting & Taxation Services	\$327.44	\$0.00	\$200.00
Agent Disbursements	\$13,976.72	\$13,080.00	\$15,101.77
Airconditioning	\$377.24	\$1,000.00	\$377.24
Application Fees-LPI	\$159.28	\$0.00	\$0.00
Audit Services	\$1,100.00	\$1,000.00	\$1,000.00
BAS Process Fee	\$1,578.18	\$0.00	\$0.00
Bank Charges	\$45.00	\$230.00	\$53.88
Building Manager	\$52,410.54	\$61,850.00	\$60,049.51
Cleaning-General	\$54,712.34	\$58,689.00	\$56,980.10
Cleaning-Toilet Requisites	\$0.00	\$500.00	\$0.00
Cleaning-Windows/Glass	\$8,250.00	\$8,250.00	\$8,250.00
Consultant-Engineer (Structural)	\$6,500.00	\$6,500.00	\$0.00
Consultants	\$1,100.50	\$5,000.00	\$0.00
Consultants-Legal Services	\$1,541.82	\$10,000.00	\$1,210.05
Consultants.	\$497.00	\$0.00	\$0.00
Doors & Windows	\$6,061.20	\$5,000.00	\$4,598.35
Electrical	\$2,129.46	\$2,000.00	\$1,267.52
Electricity	\$3,135.52	\$5,000.00	\$4,538.30
Excesses	\$1,000.00	\$1,000.00	\$0.00
Fire Protection Contract	\$3,319.06	\$4,000.00	\$3,303.00
Garage Doors	\$1,730.00	\$1,000.00	\$0.00

**Income and Expenditure Statement - S/Plan 62272
"FORUM HIGH RISE"****1 SERGEANTS LANE, ST LEONARDS, NSW 2065**

For the Financial Period 01/05/2017 to 11/05/2018

(Opening Balances as at 01/05/2017)

Administrative Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Gas	\$35,357.40	\$40,000.00	\$26,845.44
General Repairs	\$6,391.59	\$10,000.00	\$4,975.39
Hot Water Service	\$800.00	\$1,000.00	\$800.00
Income Tax	\$2,832.80	\$3,000.00	\$2,911.76
Insurance Repairs	\$1,298.00	\$0.00	\$1,639.00
Insurance—Premiums	\$94,075.31	\$70,000.00	\$65,725.48
Investment Expenses—Deductible	\$390.00	\$0.00	\$30.00
Keys Swipes & Remotes	\$60.18	\$500.00	\$294.90
Legal & Debt Collection Fees	\$860.00	\$0.00	\$590.00
Levy Cont.—BMC	\$370,544.25	\$381,881.41	\$415,892.90
Levy Cont.—Precinct/Plaza Deed	\$208,442.12	\$202,000.00	\$197,057.54
Lift Maintenance Contract	\$66,276.50	\$58,000.00	\$58,300.80
Lift Registration Fees	\$74.00	\$72.50	\$72.50
Lift Servicing/Repair	\$463.00	\$0.00	\$1,840.00
Management Fee	\$31,068.27	\$27,860.00	\$32,891.97
Management Fee—Schedule B	\$6,183.52	\$5,500.00	\$2,807.60
Mechanical	\$0.00	\$1,000.00	\$0.00
Plumbing & Drainage	\$1,900.00	\$2,000.00	\$605.00
Prior Period Adjustment	\$0.00	\$0.00	\$833.17
Search Fees	\$51.45	\$0.00	\$0.00
Status Certificate Fees Paid	\$981.00	\$0.00	\$577.82
Subscriptions—CPU/Software/Web	\$3,576.00	\$0.00	\$0.00
Telephone & PABX Equipment	\$1,114.04	\$1,200.00	\$1,307.68
Water Consumption	\$46,838.04	\$60,000.00	\$58,061.10
Total Administrative Fund Expenses	\$1,039,528.77	\$1,048,112.91	\$1,030,989.77
Administrative Fund Surplus/Deficit	\$331,603.88	\$46,737.09	\$42,472.51

Wellman Strata Management Pty Ltd

Suite 5, Level 9, 189 Kent Street SYDNEY NSW 2000 ABN: 24 110 754 839

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Printed: 11/05/2018 10:09 am

User: Brydie McDonnell

Page 4

**Income and Expenditure Statement - S/Plan 62272
"FORUM HIGH RISE"****1 SERGEANTS LANE, ST LEONARDS, NSW 2065**

For the Financial Period 01/05/2017 to 11/05/2018

(Opening Balances as at 01/05/2017)

Capital Works Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Income			
Contribution Due	\$141,999.68	\$112,750.00	\$100,000.15
Income Tax Refund	\$0.00	\$1,200.00	\$1,773.85
Insurance Claims Received—Capital Work	\$604.80	\$0.00	\$0.00
Interest on Investments	\$11,568.05	\$4,500.00	\$4,751.93
Interest on Overdues	\$259.45	\$120.00	\$98.14
Miscellaneous Income	\$0.00	\$0.00	\$1.67
Total Capital Works Fund Income	\$154,431.98	\$118,570.00	\$106,625.74
Expenses			
Consultants	\$16,200.00	\$0.00	\$0.00
General Replacement	\$15,645.00	\$15,000.00	\$5,030.00
Intercom Replacement	\$0.00	\$90,000.00	\$0.00
Levy Cont.—BMC	\$19,667.19	\$14,750.80	\$32,974.23
Lift Major Repairs / Upgrades	\$0.00	\$165,258.99	\$0.00
Other Expenses/Contingency—CWF	\$21,024.54	\$22,500.00	\$0.00
Painting & Surface Finishes	\$0.00	\$0.00	\$2,000.00
Total Capital Works Fund Expenses	\$72,536.73	\$307,509.79	\$40,004.23
Capital Works Fund Surplus/Deficit	\$81,895.25	\$(188,939.79)	\$66,621.51

Strata Plan No. 62272

1 Sergeants Lane
St Leonards NSW 2065

STATEMENT OF INCOME AND EXPENDITURE FOR THE PERIOD 1 MAY 2015 TO 30 APRIL 2016

<u>ADMINISTRATIVE FUND</u>	<u>ACTUAL</u> 01/05/15-30/04/16	<u>BUDGET</u> 01/05/15-30/04/16	<u>ACTUAL</u> 01/05/14-30/04/15
<u>INCOME</u>			
Levies - Administrative Fund	962,999.81	963,000.00	1,002,934.98
Interest	0.00	300.00	524.71
Interest-Investments	8,920.27	5,000.00	15,754.41
Interest On Overdue Levies	1,137.27	0.00	1,090.85
Contributions Due (Bmc)--Admin	0.00	0.00	100,000.00
Insurance Claims Sp	0.00	0.00	1,170.08
Miscellaneous Income--Admin	20,600.00	0.00	0.00
Refund--Income Tax	0.00	0.00	293.70
Status Certificate Fees	109.00	0.00	107.00
Strata Roll Inspection Fees	113.77	0.00	103.00
<u>TOTAL ADMIN FUND INCOME</u>	993,280.12	968,300.00	1,121,978.73
<u>EXPENDITURE - ADMIN FUND</u>			
Audit Services	1,488.00	1,488.00	1,800.00
Bank Charges	7.45	0.00	0.00
Bank Charges-With GST	139.39	150.00	125.48
Debt Collection Fees	(160.36)	0.00	0.00
Income Tax-Admin	0.00	6,000.00	4,609.00
Insurance-Excesses	0.00	1,000.00	1,000.00
Insurance-Premiums	68,849.42	70,000.00	63,529.72
Legal Fees	5,157.10	10,000.00	6,603.60
Levy-Bmc	401,481.45	385,876.81	430,955.76
Levy-Plaza Deed	202,241.16	205,000.00	197,975.11
Maint-Aircon	0.00	1,000.00	94.31
Maint-Cleaning	51,834.44	52,000.00	51,879.25
Maint-Cleaning-Sanitary	186.50	500.00	482.00
Maint-Cleaning-Windows/Glass	8,250.00	8,250.00	8,250.00
Maint-Consultants	5,237.27	5,000.00	3,840.00
Maint-Doors & Windows	3,044.97	5,000.00	4,613.36
Maint-Electrical	47.89	2,000.00	1,034.00
Maint-Electrical Lamps & Tubes	0.00	4,000.00	0.00
Maint-Fire Protection	3,078.67	4,000.00	3,697.14
Maint-Fire-Panel/Firedoor/Damp	0.00	2,200.00	2,194.00
Maint-Garage Doors	268.00	2,000.00	1,202.73
Maint-General Repairs	0.00	10,000.00	7,523.81
Maint-Hot Water Service	880.00	2,000.00	0.00
Maint-Insurance Repairs	0.00	0.00	1,170.09
Maint-Lift	55,913.36	56,000.00	53,422.99
Maint-Lift-Registration Fees	70.73	69.00	69.00
Maint-Locks, Keys & Card Keys	250.00	800.00	35.00
Maint-Mechanical	471.55	1,000.00	186.05
Maint-Painting & Sfce Finishes	0.00	0.00	1,260.00
Maint-Plumbing & Drainage	170.00	2,000.00	1,150.00

Strata Plan No. 62272

1 Sergeants Lane
St Leonards NSW 2065

STATEMENT OF INCOME AND EXPENDITURE FOR THE PERIOD 1 MAY 2015 TO 30 APRIL 2016

<u>EXPENDITURE - ADMIN FUND (Continued)</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>
	01/05/15-30/04/16	01/05/15-30/04/16	01/05/14-30/04/15
Management Fees	38,072.56	38,000.00	37,181.78
Mgmt Fees-Additional Services	(467.18)	0.00	1,903.64
Mgmt - Non Routine Services	5,139.00	3,000.00	0.00
Oh & S Compliance	0.00	1,500.00	0.00
Prior Period Adj	0.00	0.00	(260.00)
Search And Certificates	292.50	0.00	213.54
Sinking Fund Assessment	0.00	0.00	1,670.91
Staff-Contract Bldg Mngr	53,535.00	53,000.00	51,900.00
Status Certificate Fees Paid	107.00	270.00	107.00
Strata Inspection Fees Paid	0.00	0.00	103.00
Sundry	0.00	0.00	499.00
Telephone Charges	1,067.49	1,200.00	1,108.20
Utility-Electricity	3,951.21	12,000.00	11,881.15
Utility-Gas	82,711.74	20,000.00	8,800.42
Utility-Water & Sewerage	57,486.52	55,000.00	47,695.05
<u>TOTAL ADMIN EXPENDITURE</u>	1,050,802.83	1,021,303.81	1,011,506.09
<u>SURPLUS DEFICIT</u>	\$ (57,522.71)	\$ (53,003.81)	\$ 110,472.64
Opening Admin Balance	417,790.96	417,790.96	307,318.32
<u>ADMINISTRATIVE FUND BALANCE</u>	\$ 360,268.25	\$ 364,787.15	\$ 417,790.96

Strata Plan No. 62272

1 Sergeants Lane
St Leonards NSW 2065

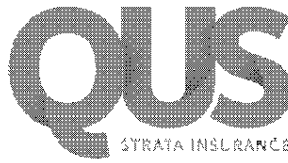
STATEMENT OF INCOME AND EXPENDITURE FOR THE PERIOD 1 MAY 2015 TO 30 APRIL 2016

<u>SINKING FUND</u>	ACTUAL 01/05/15-30/04/16	BUDGET 01/05/15-30/04/16	ACTUAL 01/05/14-30/04/15
<u>INCOME</u>			
Levies - Sinking Fund	139,935.05	139,935.00	0.00
Refund--Income Tax	1,246.30	0.00	0.00
Rental Income	0.00	4,000.00	0.00
<u>TOTAL SINKING FUND INCOME</u>	141,181.35	143,935.00	0.00
<u>EXPENDITURE - SINKING FUND</u>			
Income Tax-Sinking	3,589.00	0.00	0.00
Balustrades	3,150.00	0.00	0.00
Maint-Carpets & Stairs Replace	530.00	0.00	0.00
Ceiling	820.00	0.00	0.00
Doors & Windows	2,240.00	0.00	0.00
Maint-Fire Prten	5,390.50	0.00	0.00
Garage Doors	250.00	0.00	0.00
General Replacement	909.09	20,000.00	18,840.00
Maint-Hot Water Service	(80.00)	0.00	0.00
Painting & Sfce Finishes	5,420.00	0.00	130,230.00
Maint-Plumbing & Drainage	2,282.00	0.00	0.00
Walls	700.00	0.00	0.00
<u>TOTAL SINK FUND EXPENDITURE</u>	25,200.59	20,000.00	149,070.00
<u>SURPLUS DEFICIT</u>	\$ 115,980.76	\$ 123,935.00	\$ (149,070.00)
Opening Sinking Balance	277,686.27	277,686.27	426,756.27
<u>SINKING FUND BALANCE</u>	\$ 393,667.03	\$ 401,621.27	\$ 277,686.27

Certificate of Currency

Insured:	The Owners – Strata Plan No 67702, 72134, 73564, 76555, 62272, 61518, Owners of Stratum Lots 2, 4, 5, 6, 8 in DP 879307, Owners of Stratum Lot 15 in DP 1017606, Forum Tower BMC, Forum West BMC, Willoughby & Lane Cove Council for their respective rights and interests in respects & the Forum Plaza Deed.
Policy Number:	93213191
Policy Period:	From: 4PM on 31/10/2017 To: 4PM on 31/10/2018
Particulars Of Insurance:	Commercial Strata Insurance as outlined in Chubb Commercial Strata Elite Package (Chubb16-33-1116)
Location:	"The Forum" Pacific Highway, Herbert Street & Sergeants Lane, St Leonards NSW 2065
Sum Insured:	
Building & Common property	\$748,014,080
Temporary Accommodation and Loss of Rent	\$280,000,000
L. Declared Catastrophe Extension	0%
General Liability	\$50,000,000
Crime Insurance	\$100,000
Machinery Breakdown	Not Required
Management Committee Liability	\$10,000,000
Voluntary Workers (in the aggregate any one period)	\$500,000
Voluntary Workers (per volunteer)	\$200,000
Professional Expenses (in the aggregate any one period)	\$25,000
Chubb Proportion:	60%
Date:	01 November 2017

QUS PTY LTD
 Level 7, 324 Queen Street
 Brisbane QLD 4000
 PO Box 10552
 Brisbane Adelaide Street QLD 4000
 T 1300 814 011
 www.qus.com.au



BUILT FOR BROKERS,
 BETTER FOR EVERYONE

AFSL 321877
 ABN 92 122 665 310

CERTIFICATE OF CURRENCY

This document certifies that the policy referred to below is currently intended to remain in force until 1600 hours 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 - Strata Plan No 67702, 72134, 73564, 76555, 62272, 61518, Owners of Stratum Lots 2, 4, 5, 6, 8 in DP 879307, Owners of Stratum Lot 15 in DP 1017606, Forum Tower Building Management Committee, Forum West Building Management Committee, Willoughby & Lane Cove Council and Rail Corporation New South Wales, for their respective rights & interests & The Forum Plaza Deed

Intermediary: BAC Insurance Brokers Pty Ltd

Named Party:

Situation: 3 Herbert Street; 205 Pacific Highway; 1 Sergeants Lane; 203 Pacific Highway
 ST LEONARDS NSW 2065

Period of Insurance: From 31/10/2017 to 31/10/2018

Policy Number: QUSS042828

	SUM INSURED
Section 1	PROPERTY INSURED
	Building(s) \$740,608,000
	Additional Benefits
	- Loss of Rent/Temp Accommodation \$280,000,000
	- Common Contents including Carpets \$7,406,080
	- Residential Lots/Units \$250,000
	Optional Additional Benefits
	- Lot Owners Fixtures and improvements in Commercial Lots/Units \$0
	- Catastrophe Cover \$0
Section 2	PROPERTY OWNERS LEGAL LIABILITY Not Insured
Section 3	FIDELITY GUARANTEE Not Insured
Section 4	VOLUNTARY WORKERS PERSONAL ACCIDENT
	Capital Benefit Not Insured
	Weekly Benefit
Section 5	OFFICE BEARER'S LIABILITY Not Insured
Section 6	MACHINERY BREAKDOWN
Section 7	LEGAL EXPENSES Not Insured
Section 8	AUDIT EXPENSES Not Insured

To be valid, this Certificate of Currency must be signed by an authorised officer or agent of the Insurer.

Signed on the 30 October, 2017

Issued on behalf of the Insurer:

AIQ Australia Limited Level 19, 2 Park Street, Sydney NSW 2000 ABN 93 004 727 753 (AFS Licence No. 381686)
 by:

QUS PTY LTD ABN 92 122 665 310 (AFS Licence No. 321877) is an underwriting intermediary acting on behalf of the Insurer.

This certificate has been issued by the Insurer. 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 obtain 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.



Attention: Kayleigh Willington
Broker: BAC Insurance Brokers Pty Ltd

30 October 2017

CERTIFICATE OF CURRENCY

This is to certify that the following policy reference is current as at the date stated above.

This certificate provides a summary of the policy cover and is not intended to amend, extend, replace, or override the policy terms and conditions contained in the actual policy document.

INSURED: The Owners – Strata Plan No 67702, 72134, 73564, 76555, 62272, 61518, Owners of Stratum Lots 2, 4, 5, 6, 8 in DP 879307, Owners of Stratum Lot 15 in DP 1017606, Forum Tower Building Management Committee, Forum West Building Management Committee, Willoughby & Lane Cove Council and Rail Corporation New South Wales, for their respective rights & interests & The Forum Plaza Deed

POLICY NUMBER: MEB020029498

POLICY PERIOD: **From:** 31/10/2017
To: 31/10/2018 at 4:00pm

BUSINESS ACTIVITIES: Residential, Commercial & Retail Property Owners - Strata Development

CLASS OF INSURANCE: Equipment Breakdown

INTRESTED PARTY: N/A

SITUATION: "The Forum" Pacific Highway, Herbert Street & Sergeants Lane, ST LEONARDS NSW 2065

LIMITS:

Equipment Breakdown	\$ 100,000,000
Machinery Business Interruption	\$ 100,000,000

INSURED BY: AAI Limited ABN 48 005 297 807 trading as Vero Insurance

This certificate is issued as a matter of information only and confers no rights upon the Certificate holder.



Date 30 October 2017

Certificate of Currency

This is to certify that the under mentioned Policy is current at the time of issue of this Certificate of Currency, subject always to the Insuring Clause, Exclusions, Definitions, Standard Conditions and Limits of Liability set out in the Policy, its *Schedule* and its Endorsements.

Class of Insurance

Excess Liability

Policy Number

78 2232531 LIA

Insured

The Owners – Strata Plan No 67702, 72134, 73564, 76555, 62272, 61518, Owners of Stratum Lots 2, 4, 5, 6, 8 in DP 879307, Owners of Stratum Lot 15 in DP 1017606, Forum Tower BMC, Forum West BMC, Willoughby & Lane Cove Council for their respective rights and interests in respects & the Forum Plaza Deed.

Business

Property Owners of Residential, Commercial and Retail Lots

Limit(s) of Liability

\$50,000,000 any one *occurrence*, limited in respect to *products* to \$50,000,000 any one *occurrence* and in the aggregate for all *occurrences* during the *period of insurance*

Period of Insurance

From 31 October, 2017 at 4:00pm to 31 October, 2018 at 4:00pm

Territorial Limits

As defined in the Policy

Zurich's Proportion

100%

Issued

at Head Office on 30 October 2017

Telephone +61 2 9995 1111
Direct phone +61 2 9995 2031
Direct fax +61 2 9995 2031
E-mail jade.gray@zurich.com.au



Zurich Australian Insurance Limited
ABN 13 000 296 640
AFS Licence No: 232507

Chubb Insurance Australia Limited
Level 12, 720 Bourke Street
Melbourne VIC 3000
ABN: 23 001 642 020
AFSL: 239687

O +61 3 9242 5111
F +61 3 9642 0909
www.chubb.com/au

30 October 2017

CHUBB

Certificate of Currency

Casualty

Issued to: Harry Savva

Broker: BAC Insurance Brokers

Certificate of Currency	
Insured:	The Forum Plaza Deed & others as noted
Location:	As per policy wording.
Policy Number:	01CE540710
Policy Class:	Public & Products Liability
Interested Party:	None noted
Policy From:	31/10/2017 at 4.00PM local standard time
Policy To:	31/10/2018 at 4.00PM local standard time
Limit of Liability:	50,000,000 AUD in excess of 150,000,000 AUD
Policy Form:	Chubb Excess Wording



Authorised Officer, Chubb Insurance Australia Limited
ABN 23 001 642 020

Note: This advice merely provides confirmation as to the existence of an insurance policy. The policy terms and conditions incorporate provisions which may enable Insurers to cancel or vary the policy on the happening of prescribed circumstances or events (ie 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 as specified hereon.



Certificate of Currency

To whom it may concern, we hereby declare information in respect of the following Insurance:

Issuing Branch: Brisbane

Insured: The Owners – Strata Plan No 67702, 72134, 73564, 76555, 62272, 61518, Owners of Stratum Lots 2, 4, 5, 6, 8 in DP 879307, Owners of Stratum Lot 15 in DP 1017606, Forum Tower Building Management Committee, Forum West Building Management Committee, Willoughby & Lane Cove Council and Rail Corporation New South Wales, for their respective rights & interests & The Forum Plaza Deed

Insurance Location: "The Forum" - Pacific Highway, Herbert Street & Sergeants Lane, St Leonards NSW 2065

Class of Insurance: Excess Liability

Policy No: 0300019965

Policy Period: **From:** 4:00 p.m. 31st October 2017
To: 4:00 p.m. 31st October 2018

Limit of Liability: \$50,000,000 Maximum Limit of AIG any one loss and in the aggregate for Products.
\$50,000,000 Layer Limit
\$50,000,000 Total Underlying Limit

Broker: QUS Pty Ltd

Subject always to the terms, conditions, exclusions and limitations of the Policy.

For and on Behalf of
AIG Australia Limited



PER ABN 93 004 722 753 AFSL 381639 31 October 2017

Head Office	Australia wide
Sydney Level 19, 2 Park Street Sydney NSW 2000 Australia	T 1300 000 286
GPO Box 9933 Sydney NSW 2001 Australia	F 1300 634 940
Melbourne GPO Box 9933 Melbourne VIC 3001 Australia	International
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	www.aig.com.au

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Insurance Claims Register

11 June 2015

Strata Plan No. 62272**1 Sergeants Lane ST LEONARDS NSW**

Claim No	Date of Incident	Date Lodged	Insurer	Policy Number	Policy Type	Claim	Excess	Date Paid	Amount Paid	Remarks
00000001	19/03/13	04/03/13	Chubb Insurance Co Of Aust Ltd	93206099/93206099E	BUILDING	1420.00	500.00	03/08/12	920.00	SETTLED
00000002	08/04/13	07/05/13	Chubb Insurance Co Of Aust Ltd	93206099/93206099E	BUILDING	2514.55	0.00	18/04/13	2514.55	SETTLED
00000003	12/06/13	27/09/13	Chubb Insurance Co Of Aust Ltd	93206099/93206099E	BUILDING	770.00	0.00	04/03/14	138.00	
00000004	25/07/13	13/05/14	Chubb Insurance Co Of Aust Ltd	93206099/93206099E	BUILDING	841.50	0.00	28/05/14	265.00	CLAIM FINALISED
00000005	09/07/14	13/08/14	Chubb Insurance Co Of Aust Ltd	93206099/93206099E	BUILDING	1545.60	500.00	23/10/14	452.54	CLAIM FINALISED
00000006	10/11/14	27/11/14	Chubb Insurance Co Of Aust Ltd	93206099/93206099E	BUILDING -PAID BMC	1380.00	0.00	19/02/14	880.00	CLAIM FINALISED
Records on file:						6				
Records Printed:						6				
						8471.65	1000.00		5170.09	
						8471.65	1000.00		5170.09	



ANNUAL FIRE SAFETY STATEMENT

Certification of **EXISTING** fire safety measures that require certification every twelve months

Made under the Environmental Planning and Assessment Regulation 2000, Division 5

Address of Building: 1 Sergeants Lane, St Leonards

Particulars of building: Residential

Part Certificate Whole Certificate X

Description of Part (if applicable): N/A

Agent's Name: Forum Properties Pty Ltd

Agent's Address: PO Box 386, St Leonards NSW 1590

Agent's Contact

Person: Craig Winter

Phone: (02) 9439 7776

Mobile: 0409 743 221

Fax:

Email: cwinter@forum.net.au

I CERTIFY THAT

- a) each essential fire safety measure specified in this statement has been assessed by a properly qualified person and was found, when it was assessed, to be capable of performing:
 - i) in the case of an essential fire safety measure applicable by virtue of a fire safety schedule, to a standard no less than that specified in the schedule, or
 - ii) in the case of an essential fire safety measure applicable otherwise than by virtue of a fire safety schedule, to a standard no less than that which the measure was originally designed and implemented, and
- b) a properly qualified person (whether the person referred to in paragraph (a) or another person) has inspected the building and has certified that, as at the date of the inspection, the condition of the building did not disclose any grounds for a prosecution under Division 7 of the Environmental Planning and Assessment Regulation 2000, and
- c) the information contained in this certificate is, to the best of my knowledge and belief, true and accurate.

A copy of this Statement was forwarded to NSW Fire Brigades on 27/11/2015

Name: Craig Winter

Signed: 

Date: 27/11/2015

NOTE: A copy of this Statement is to be prominently displayed in the building.

List of Essential Fire Safety Measures

1 Sergeants Lane St Leonards Essential Fire Safety Measures

BCA and Other Provisions	Standard/BCA Clause
Automatic fail safe devices	BCA D2.21
Automatic smoke detection and alarm systems	BCA E2.2 AS 1668
Automatic fire suppression systems	BCA E1-5, Spec E1-5 AS 2118
Breakglass panels	AS1851.3-1997 AS2118.1-1995
Emergency lifts	BCA C3.10, E3.3, E3.4, AS 1735.2 -1997 C 11.1
Emergency lighting	AS2293.1 & 2-1998
Emergency warning and intercommunication system	AS2220.1&2-1989, AS 1851.10 1989
Exit signs	AS2293.1 & 2-1989
Fire control centres	BCA Spec E1.8
Fire dampers	To BCA C3.13; C3.15 Spec E1.8-5; AS 1682.2-1990 & AS 1851.5-1997
Fire doors	To BCA and AS 1905.1 1997 and Supplement No 1 1988
Fire hydrant systems	BCA E1.3; AS 2419.1-1994 & AS 1851.4-1992
Fire seals protecting openings in fire resisting components of the building	BCA C3.15
Hose reel system	BCA E1.4 & AS 1851.2 1994
Paths of Travel	BCA Part D
Portable fire extinguishers	BCA E1.6 AS 1851.1-1995 AS2444
Stair pressurisation system	AS 1668
Smoke detectors and heat detectors	BCA E2.2 AS 1851.8-1987
Smoke exhaust system	To BCA C2.12: E2.2 Spec E2.2b; G3.8; NSW H101 and AS 1851.6-1997
Solid core doors	AS 2689-1984
Stand-by power	BCA E3.4
Wall wetting sprinkler and drencher systems	AS 2118.2
Warning and operational signs	BCA E3.3, E4.7 AS2419.1



Risk Management Services

NOEL ARNOLD & ASSOCIATES PTY LTD
A 11 700 110 016 283 14 15 1 01
Level 2, 11 Khanoum Road
North Ryde, NSW 2113 Australia
Phone: (02) 9889 1800
Fax: (02) 9889 1811
Email: enquiry@noelarnold.com.au
www.noelarnold.com.au

Tuesday 12th June 2012

Our Ref: C108994;J111657-2

J111657-2 | Sergeants Ln St Leonards Asbestos Survey June 2012

Asbestos Materials Survey Report 1 Sergeants Lane, St Leonards NSW

Introduction

This report presents the findings of an Asbestos Materials Survey conducted of the Forum Properties managed building located at 1 Sergeants Lane, St Leonards NSW. A visual inspection was undertaken to identify potential asbestos containing construction materials located on-site. Dean Gleeson of Noel Arnold & Associates Pty Ltd (NAA) conducted the visual inspection on Tuesday 1st May 2012 at the request of Craig Winter, Facilities Manager of Forum Properties.

Site Background

The building located at 1 Sergeants Lane, St Leonards NSW comprises a multi-level commercial/residential building constructed circa 2000. The building is constructed of pre-formed concrete panels and the floors throughout are concrete. Internal non-load bearing walls are constructed of plasterboard. The ceilings throughout consist of suspended Synthetic Mineral Fibre (SMF) ceiling tiles and plasterboard.

Methodology

Clause 422 of the *Work Health and Safety Regulation 2011* (NSW) states that 'a person with management or control of a workplace must ensure, so far as is reasonably practicable, that all asbestos or ACM at the workplace is identified by a competent person'.

The asbestos inspection was conducted in accordance with *How to Manage and Control Asbestos in the Workplace: Code of Practice* (Safe Work Australia, 2011) and comprised of a visual inspection of representative construction materials in accessible areas of the site. No samples of suspected asbestos-containing materials were collected during the inspection.

Findings

The visual inspection indicated that no asbestos containing materials were present within accessible areas of the building structure at the time of assessment.

Please don't hesitate to contact me on (02) 9889 1800 or 0402 430 060 if there are any queries regarding this information.

Regards,

NOEL ARNOLD & ASSOCIATES PTY LTD

DEAN GLEESON
MANAGER – PROPERTY RISK (NSW)



Building Details & Report Inputs

Supplied information

Building Address	1 Sergeants Lane St Leonards NSW 2065
Strata Plan	CTS 62272
Registered Plan Date/Year of Construction	2000
Number of Unit Entitlements	100000
Number of Units	151
Estimated Starting Sinking Fund Balance	\$277,686
Starting date of Financial Year for Report	1/05/2015
GST Status	Registered for GST
Current Sinking Fund Levy per Lot Entitlement (Inc. GST)	\$0.00

Report assumptions & information

Assumed Interest Rate on invested funds (For funds over \$10,000)	3.35%
Company Taxation Rate	30.00%
Interest on Invested Funds - Based on Assumed Interest Rate minus Company Taxation Rate. Calculated only on sinking fund balances over \$10,000.	2.35%
Contingency Allowance - For minor and/or unforeseen expenses	8%
Assumed Rate of Inflation for Building Maintenance Costs - Based on average annual building cost increase between 2002 and 2012	3.10%
Forecast Period - Number of years the forecast looks out.	20 years

20 Year Levy Table

Year	Year To dd/mm/yyyy	Total Contribution		Contribution per Unit Entitlement		Quarterly Contribution	
		Including GST	GST Component	Including GST	GST Component	Including GST	GST Component
1	30/04/2016	82,500.00	7,500.00	0.83	0.08	0.21	0.02
2	30/04/2017	85,057.50	7,732.50	0.85	0.08	0.21	0.02
3	30/04/2018	87,694.29	7,972.21	0.88	0.08	0.22	0.02
4	30/04/2019	90,412.81	8,219.35	0.90	0.08	0.23	0.02
5	30/04/2020	93,215.61	8,474.15	0.93	0.08	0.23	0.02
6	30/04/2021	96,105.30	8,736.85	0.96	0.09	0.24	0.02
7	30/04/2022	99,084.56	9,007.69	0.99	0.09	0.25	0.02
8	30/04/2023	102,156.18	9,286.93	1.02	0.09	0.26	0.02
9	30/04/2024	105,323.02	9,574.82	1.05	0.10	0.26	0.02
10	30/04/2025	108,588.03	9,871.64	1.09	0.10	0.27	0.02
11	30/04/2026	111,954.26	10,177.66	1.12	0.10	0.28	0.03
12	30/04/2027	115,424.84	10,493.17	1.15	0.10	0.29	0.03
13	30/04/2028	119,003.01	10,818.46	1.19	0.11	0.30	0.03
14	30/04/2029	122,692.10	11,153.83	1.23	0.11	0.31	0.03
15	30/04/2030	126,495.56	11,499.60	1.26	0.11	0.32	0.03

16	30/04/2031	130,416.91	11,856.08	1.30	0.12	0.33	0.03
17	30/04/2032	134,459.84	12,223.62	1.34	0.12	0.34	0.03
18	30/04/2033	138,628.09	12,602.55	1.39	0.13	0.35	0.03
19	30/04/2034	142,925.56	12,993.23	1.43	0.13	0.36	0.03
20	30/04/2035	147,356.25	13,396.02	1.47	0.13	0.37	0.03

20 Year Cash Flow Tracking Sheet

The table below shows the cash flow starting with the anticipated 'Opening Balance' at the start of the first financial year which you provided to us. We then add the 'Total Levy Contributions' for the year and any 'Interest' on balances greater than \$10,000. Any 'Anticipated Expenses' are then allowed for leaving a 'Closing Balance' for the year which in turn becomes the 'Opening Balance' for the following year. In summary:
Opening Balance + Total Levy Contributions + Interest – Anticipated Expenses = Closing Balance

Year	Year To	Opening Balance	Total Levy Contributions	Interest	Anticipated Expenses	Closing Balance
1	30/04/2016	277,686.00	75,000.00	7,522.23	-9,818.18	370,026.41
2	30/04/2017	370,026.41	77,325.00	9,552.04	4,438.18	452,465.27
3	30/04/2018	452,465.27	79,722.08	9,219.90	199,980.00	341,427.25
4	30/04/2019	341,427.25	82,193.46	8,385.28	51,407.27	380,598.72
5	30/04/2020	380,598.72	84,741.46	9,464.96	40,410.00	434,395.14
6	30/04/2021	434,395.14	87,368.45	9,424.30	154,090.91	377,096.98
7	30/04/2022	377,096.98	90,076.87	9,920.18	0.00	477,094.03
8	30/04/2023	477,094.03	92,869.25	10,600.15	144,917.27	435,646.16
9	30/04/2024	435,646.16	95,748.20	11,118.82	20,758.18	521,755.00
10	30/04/2025	521,755.00	98,716.39	12,562.52	73,075.45	559,958.46
11	30/04/2026	559,958.46	101,776.60	10,890.12	294,874.55	377,750.63
12	30/04/2027	377,750.63	104,931.67	9,148.64	81,825.45	410,005.49
13	30/04/2028	410,005.49	108,184.55	10,760.78	12,384.55	516,566.27
14	30/04/2029	516,566.27	111,538.27	10,274.96	270,206.36	368,173.14
15	30/04/2030	368,173.14	114,995.96	9,694.32	26,293.64	466,569.78
16	30/04/2031	466,569.78	118,560.83	8,594.57	320,247.27	273,477.91
17	30/04/2032	273,477.91	122,236.22	7,214.52	55,190.00	347,738.65
18	30/04/2033	347,738.65	126,025.54	7,857.78	152,755.45	328,866.52
19	30/04/2034	328,866.52	129,932.33	4,894.33	371,126.36	92,566.82
20	30/04/2035	92,566.82	133,960.23	3,036.93	60,631.82	168,932.16

Please note that all figures in this table are exclusive of GST

20 Year Cash Flow Graph

The graph below tracks the 'Contributions' (the amount collected in levies), the projected 'Closing balance' of the sinking fund and the likely 'Expenses' for each year of this forecast. The three lines in the graph are:

Contributions line - Total sinking fund contributions per year.

Closing balance line - Balance in the sinking fund at the end of the year after all income and expenses.

Closing balance line – Shows the amount left in the sinking fund bank account at the end of the year after all anticipated expenses have been allowed for.

Anticipated Expenditures Table Year 1 - 15

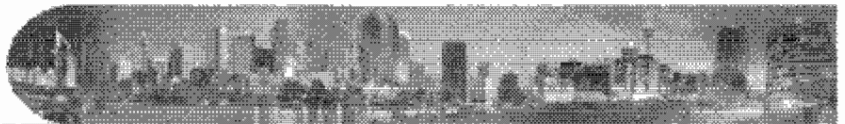
This table shows when expenses will occur in the next 15 years. From left to right the columns are: -
 'Expenditure Items' - lists the different areas and items of expenditure.
 'Current Cost' - shows the current maintenance expenditure costs in today's dollars.
 'Year 1' to 'Year 15' - shows the costs in the year in which they occur including the 'Assumed Rate of Inflation' compounded annually until the cost is due.

At the bottom on each column there are three lines. Firstly, a 'Sub Total (Inc. GST)' followed by a line calculating the 'Contingency Allowance (Inc. GST)' for unforeseen and minor expenses and finally 'Total Expenses (Inc. GST)' for that year. Please note: This page rounds figures to the nearest whole dollar.

Expenditure Item	Current Cost	Year 1 (2016)	Year 2 (2017)	Year 3 (2018)	Year 4 (2019)	Year 5 (2020)	Year 6 (2021)	Year 7 (2022)	Year 8 (2023)	Year 9 (2024)	Year 10 (2025)	Year 11 (2026)	Year 12 (2027)	Year 13 (2028)	Year 14 (2029)	Year 15 (2030)
1. Building exterior																
Repair building exterior vertical painted surfaces	55,878	-	-	59,396	-	-	-	-	-	-	-	75,828	-	-	-	-
Repaint building crown	10,000	10,000	-	-	-	-	-	-	12,766	-	-	-	-	-	-	-
Maintain aluminium windows and sliding doors. Levels 17-35	3,834	-	3,953	-	4,202	-	4,466	-	4,747	-	5,046	-	5,364	-	5,702	-
Repair balcony ceilings. Levels 17-35	60,741	-	-	64,565	-	-	-	-	-	-	-	82,427	-	-	-	-
Maintain metal / glass balustrades (total: 2152 Lm) - 5%	17,655	-	-	-	-	-	20,567	-	-	-	-	-	24,701	-	-	-
Replace balcony floor tiles (total: 284 m2)	42,793	-	-	-	-	-	-	-	-	-	56,325	-	-	-	-	-
Sub Total (Incl. GST)	10,000	10,000	3,953	123,961	4,202	0	25,033	0	4,747	12,766	61,371	158,255	30,065	0	5,702	0
2. Access for work at heights																
Scaffolding allowance	75,000	-	-	79,722	-	-	-	-	-	-	-	101,777	-	-	-	-
Sub Total (Incl. GST)	0	0	0	79,722	0	0	0	0	0	0	0	101,777	0	0	0	0
3. Ground floor vestibule																
Repair ceilings	788	-	-	-	-	-	-	-	976	-	-	-	-	-	-	-
Repair walls	959	-	-	-	-	-	-	-	1,187	-	-	-	-	-	-	-
Repair door face - one side	287	-	-	-	-	-	-	-	355	-	-	-	-	-	-	-
Maintain entry sliding glass door	450	-	-	-	-	508	-	-	-	-	592	-	-	-	-	690
Maintain floor tiles and timber infill (total: 35 m2) - 10%	635	-	-	-	-	-	740	-	-	-	-	-	888	-	-	-
Sub Total (Incl. GST)	0	0	0	0	0	508	740	0	2,518	0	592	0	888	0	0	690
4. Lobbies and hallways																
Repair ceilings	21,767	-	-	-	-	-	-	-	26,953	-	-	-	-	-	-	-
Repair walls	56,263	-	-	-	-	-	-	-	69,668	-	-	-	-	-	-	-
Repair door face - one side	20,020	-	-	-	-	-	-	-	24,790	-	-	-	-	-	-	-
Replace floor tiles (total: 51 m2)	8,095	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12,412
Replace carpet	76,917	-	-	-	-	-	89,602	-	-	-	-	-	-	-	-	-
Replace mirrors (total: 38 ea)	1,003	-	-	-	1,099	-	-	-	1,242	-	-	-	1,403	-	-	-
Replace pre-finished unit entry doors (total: 114 ea)	8,000	-	-	-	-	-	9,319	-	-	-	-	-	11,193	-	-	-
Sub Total (Incl. GST)	0	0	0	0	1,099	0	98,921	0	122,653	0	0	0	12,596	0	0	12,412

Expenditure Item	Current Cost (2016)	Year 1 (2017)	Year 2 (2018)	Year 3 (2019)	Year 4 (2020)	Year 5 (2021)	Year 6 (2022)	Year 7 (2023)	Year 8 (2024)	Year 9 (2025)	Year 10 (2026)	Year 11 (2027)	Year 12 (2028)	Year 13 (2029)	Year 14 (2030)	Year 15 (2030)
5. Fire stairs																
Repair door face – one side	1,916	-	-	-	-	-	-	2,372	-	-	-	-	-	-	-	-
Replace door furniture	550	567	-	603	641	641	0	681	-	724	769	769	0	818	818	-
Sub Total (Incl. GST)		0	567	603	641	641	0	3,053	0	724	769	769	0	818	818	0
6. Garbage disposal rooms																
Repair internal ceilings and walls	4,750	-	-	-	-	-	-	5,882	-	-	-	-	-	-	-	-
Repair door face – one side	1,820	-	-	-	-	-	-	2,254	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)	0	0	0	0	0	0	0	8,136	0	0	0	0	0	0	0	0
7. Basement areas. Levels 2-8 for SP 62272																
Surface cleaning programme	3,986	-	-	-	4,504	-	-	-	-	5,246	-	-	-	-	-	6,112
Repaint line marking	493	-	-	-	-	-	-	610	-	-	-	-	-	-	-	-
Repaint carpark entry gate	402	-	-	-	-	-	-	498	-	-	-	-	-	-	-	-
Repaint level marking and numbers	3,900	-	-	-	-	-	-	4,829	-	-	-	-	-	-	-	-
Replace wheel stops (total: 13 ea)	673	-	-	-	-	784	-	-	-	-	-	942	-	-	-	-
Replace tile floors at lift foyers (total: 79 m2)	4,290	-	-	-	-	-	-	-	5,477	-	-	-	6,188	-	-	-
Replace electric sliding gate motors (total: 7 ea)	4,935	-	-	-	5,576	-	-	-	-	6,496	-	-	-	-	-	7,567
Repaint disabled and motor bike parking signage	450	-	-	-	-	-	-	557	-	-	-	-	-	-	-	-
Repaint walkway walls	14,093	-	-	15,445	-	-	-	-	-	-	-	19,717	-	-	-	-
Repair door face – one side	1,724	-	-	1,889	-	-	-	-	-	-	-	2,412	-	-	-	-
Repair door face – one side	671	-	-	735	-	-	-	-	857	-	-	-	-	-	998	-
Replace garage doors (total: 147 ea)	14,700	-	-	-	-	17,124	-	-	-	-	19,948	-	-	-	-	-
Replace community lighting fixtures	1,600	-	-	-	1,808	-	-	-	2,043	-	-	-	2,308	-	-	-
Replace sump pumps	3,600	-	-	-	4,068	-	-	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)	0	0	0	18,069	15,956	17,908	0	6,494	8,377	11,742	19,948	23,071	8,496	998	998	13,679
8. Void area in car park																
Four year void occupation licence	-20,000	-20,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)	-20,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9. Plant - water																
Replace high rise hot water boilers (total: 2 ea)	180,000	-	-	-	-	-	-	-	-	-	-	-	-	267,692	-	-
Replace hot water storage tanks (total: 2 ea)	15,000	-	-	-	16,948	-	-	-	-	-	20,355	-	-	-	-	-
Replace cold water high rise water pumps (total: 2 ea)	17,000	-	-	18,631	-	-	-	-	-	-	-	-	-	-	-	-
Replace hot and cold water pressure booster pumps (total: 2 ea)	4,000	-	-	-	4,520	-	-	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)	0	0	0	18,631	21,468	0	0	0	0	0	20,355	0	0	267,692	0	0
10. Lifts																
Replace lifts carpet	360	-	-	-	-	419	-	-	-	-	-	-	-	-	-	-
Replace sump pumps	8,901	-	-	9,755	-	-	-	-	-	-	-	-	-	-	-	-
Overhaul lift motors (total: 3 ea)	11,402	-	-	-	-	13,282	-	-	-	-	-	15,952	-	-	-	-

Expenditure Item	Current Cost	Year 1 (2016)	Year 2 (2017)	Year 3 (2018)	Year 4 (2019)	Year 5 (2020)	Year 6 (2021)	Year 7 (2022)	Year 8 (2023)	Year 9 (2024)	Year 10 (2025)	Year 11 (2026)	Year 12 (2027)	Year 13 (2028)	Year 14 (2029)	Year 15 (2030)
Replace lift drive units (total: 3 ea)	45,000	0	0	0	9,755	0	13,701	0	0	0	0	0	15,952	0	0	0
Sub Total (Incl. GST)																
11. Lift motor room																
Repaint ceilings	997	-	-	-	-	1,126	-	-	-	-	-	-	-	1,438	-	-
Repaint walls	1,752	-	-	-	-	1,980	-	-	-	-	-	-	-	2,527	-	-
Repaint doors - both sides	106	-	-	-	-	120	-	-	-	-	-	-	-	153	-	-
Sub Total (Incl. GST)		0	0	0	0	3,226	0	0	0	0	0	0	0	4,118	0	0
Grand Total (Incl. GST)		-10,000	4,520	203,683	52,359	41,158	156,944	0	147,601	21,143	74,429	300,335	83,341	12,614	275,210	26,781
Contingency Allowance (Incl. GST)		-800	362	16,295	4,189	3,293	12,556	0	11,808	1,691	5,954	24,027	6,667	1,009	22,017	2,142
Grand Total Expenses (Incl. Contingency Allowance and GST)		-10,800	4,882	219,978	56,548	44,451	169,500	0	159,409	22,834	80,383	324,362	90,008	13,623	297,227	28,923



ANNUAL SAFETY REPORT

1 Sergeants Lane
St Leonards NSW 2065

Strata Plan 62272

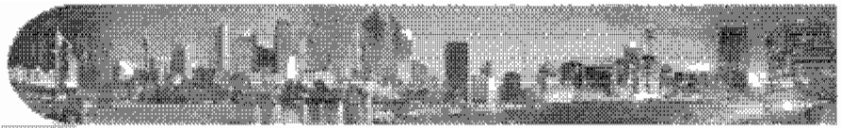



Report details	
Inspection date:	6 January 2016
Inspector:	Kareem Ibrahim
Weather conditions at time of inspection:	Fine
Total items identified:	1
Major hazards:	0
Moderate hazards:	0
Minor hazards:	1
Additional comments:	2

NEW SOUTH WALES
Level 6, 115 Pitt St Sydney 2000
PO Box A72 Sydney South NSW 1235

QUEENSLAND
16 Park Rd Milton 4064
PO Box 1584 Milton 4064

VICTORIA
Level 1, 1 Queens Rd Melbourne 3004
GPO Box 3025 Melbourne 3001



Action list			
Item	Details	Location	Date actioned
Minor hazards			
13	We recommend that the stored building materials obstructing the driveway / car park next to car space 3401 are removed as soon as possible as this represents a tripping / impact / personal injury hazard.	 Car parking areas	

Section 4 Implementation Plan

**Strata Plan 62272
1 Sergeants Lane, St Leonards NSW 2065**

For your convenience, items that have been identified during inspection have been sequentially ordered by risk level, and within each risk level items have been ordered by the person that is to address the associated item.

Item	Person(s) to address Item	Proposed date to complete	Review date (if applicable)
Hazards required to be rectified as soon as possible			
<p>Location: Car parking areas</p> <p>Reference: Obstruction</p> <p>Action: We recommend that the stored building materials obstructing the driveway / car park next to car space 3401 are removed as soon as possible as this represents a tripping / Impact / personal injury hazard.</p> <p>Risk level: 3 - Minor</p>	<p>General Maintenance</p>		

The above table is designed to assist in addressing the issues raised in the "Detailed Inspection Report" in **Section 1** of this report.

BOX 1W
(AM823331)

NEW SOUTH WALES

CERTIFICATE OF TITLE

REAL PROPERTY ACT, 1900



TORRENS TITLE REFERENCE	
CP/SP62272	
EDITION	DATE OF ISSUE
11	23/10/2017
CERTIFICATE AUTHENTICATION CODE	
F2PG-R9-FZDY	



I certify that the person described in the First Schedule is the registered proprietor of an estate in fee simple (or such other estate or interest as is set forth in that Schedule) in the land within described subject to such exceptions, encumbrances, interests and entries as appear in the Second Schedule and to any additional entries in the Folio of the Register.

REGISTRAR GENERAL



LAND

THE COMMON PROPERTY IN THE STRATA SCHEME BASED ON STRATA PLAN 62272
WITHIN THE PARCEL SHOWN IN THE TITLE DIAGRAM

AT ST LEONARDS

LOCAL GOVERNMENT AREA: WILLOUGHBY

PARISH OF WILLOUGHBY COUNTY OF CUMBERLAND

TITLE DIAGRAM: SP62272

FIRST SCHEDULE

THE OWNERS - STRATA PLAN NO. 62272

ADDRESS FOR SERVICE OF NOTICES:

1 SERGEANTS LANE
ST LEONARDS 2065

SECOND SCHEDULE

1. RESERVATIONS AND CONDITIONS IN THE CROWN GRANT(S)
2. ATTENTION IS DIRECTED TO THE STRATA MANAGEMENT STATEMENT FILED WITH SP61518
3. DP269140 EASEMENT FOR ACCESS VARIABLE WIDTH (A) APPURTENANT TO THE LAND ABOVE DESCRIBED
4. DP269140 EASEMENT TO USE LIFT 2.7 WIDE (L) APPURTENANT TO THE LAND ABOVE DESCRIBED
5. DP269140 EASEMENT FOR ACCESS VARIABLE WIDTH (B) APPURTENANT TO THE LAND ABOVE DESCRIBED
6. DP269140 EASEMENT FOR ACCESS VARIABLE WIDTH (C) APPURTENANT TO THE LAND ABOVE DESCRIBED
7. DP269140 EASEMENT FOR ACCESS VARIABLE WIDTH (F) APPURTENANT TO THE LAND ABOVE DESCRIBED
8. DP269140 EASEMENT FOR ACCESS VARIABLE WIDTH (H) APPURTENANT TO THE LAND ABOVE DESCRIBED
9. DP269140 RESTRICTION(S) ON THE USE OF LAND
10. DP269140 EASEMENT FOR ACCESS 3.3 WIDE AND VARIABLE WIDTH (V) APPURTENANT TO THE LAND ABOVE DESCRIBED
11. DP269140 EASEMENT FOR ACCESS 3.3 WIDE AND VARIABLE WIDTH (W) APPURTENANT TO THE LAND ABOVE DESCRIBED
12. 5236645 POSITIVE COVENANT
6444471 RELEASED IN SO FAR AS IT AFFECTS THE EASEMENT FOR ACCESS VARIABLE WIDTH (D) AND (O) CREATED BY DP269140
13. DP1005532 RIGHT OF VEHICULAR ACCESS 5 WIDE AND VARIABLE WIDTH APPURTENANT TO THE LAND ABOVE DESCRIBED
14. DP1005532 EASEMENT FOR CARPARK VENTILATION APPURTENANT TO THE



NEW SOUTH WALES

CERTIFICATE OF TITLE

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REGISTRAR GENERAL



SECOND SCHEDULE (CONTINUED)

LAND ABOVE DESCRIBED

- 15. DP1005532 EASEMENT FOR SERVICES APPURTENANT TO THE LAND ABOVE DESCRIBED
- 16. DP1005532 RIGHT OF ACCESS AND USE LOADING DOCK VARIABLE WIDTH (D) APPURTENANT TO THE LAND ABOVE DESCRIBED
- 17. DP1005532 EASEMENT FOR SUPPORT (S) APPURTENANT TO THE LAND ABOVE DESCRIBED
- 18. DP1005532 PUBLIC RIGHT OF FOOTWAY VARIABLE WIDTH (K) AFFECTING THE PART(S) SHOWN SO BURDENED IN THE TITLE DIAGRAM
- 19. DP1005532 PUBLIC RIGHT OF CARRIAGEWAY VARIABLE WIDTH (L) AFFECTING THE PART(S) SHOWN SO BURDENED IN THE TITLE DIAGRAM
- 20. DP269140 POSITIVE COVENANT (10) AND REFERRED TO AS (D) IN THE S.88B INSTRUMENT WITH DP269140
- 21. DP269140 POSITIVE COVENANT (G) REFERRED TO AND NUMBERED (12) IN THE S.88B INSTRUMENT WITH DP269140
- 22. DP269140 EASEMENT FOR SUPPORT 44 METRE(S) WIDE AFFECTING THE PART(S) SHOWN SO BURDENED IN DP1006213
- 23. DP269140 EASEMENT FOR SUPPORT 44 WIDE APPURTENANT TO THE LAND ABOVE DESCRIBED
- 24. DP269140 EASEMENT FOR SUPPORT OF SRA OVERHEAD STRUCTURES VARIABLE WIDTH (N) AFFECTING THE PART SHOWN SO BURDENED IN DP1006213
- 25. DP269140 POSITIVE COVENANT (W) REFERRED TO AND NUMBERED 34 IN THE S.88B INSTRUMENT
- 26. DP1005532 EASEMENT FOR CARPARK VENTILATION AFFECTING THE LAND ABOVE DESCRIBED
- 27. DP1005532 EASEMENT FOR SERVICES AFFECTING THE LAND ABOVE DESCRIBED
- 28. DP1006213 EASEMENT FOR ACCESS 3.2 WIDE(D2) APPURTENANT TO THE LAND ABOVE DESCRIBED
- 29. DP1006213 RIGHT OF ALTERNATE ACCESS 5 & 2.8 METRES WIDE (A) AFFECTING THE PART(S) SHOWN SO BURDENED IN THE TITLE DIAGRAM
- 30. DP1006213 RIGHT OF ALTERNATE ACCESS 5 & 2.8 METRES WIDE (A) APPURTENANT TO THE LAND ABOVE DESCRIBED
- 31. DP1006213 RIGHT OF VEHICULAR ACCESS 5 WIDE (B) AFFECTING THE PART(S) SHOWN SO BURDENED IN THE TITLE DIAGRAM
- 32. DP1006213 EASEMENT FOR ACCESS VARIABLE WIDTH (D3) APPURTENANT TO THE LAND ABOVE DESCRIBED
- 33. DP1006213 EASEMENT FOR ACCESS (3E) AFFECTING THE PART(S) SHOWN SO BURDENED IN THE TITLE DIAGRAM
- 34. DP1006213 EASEMENT FOR ACCESS (3E) APPURTENANT TO THE LAND

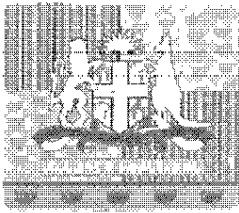


NEW SOUTH WALES

CERTIFICATE OF TITLE

REAL PROPERTY ACT, 1900

CORRENS TITLE REFERENCE	
CP/SP62272	
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F2PG-R9-FZDY	



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REGISTRAR GENERAL



SECOND SCHEDULE (CONTINUED)

- 36. DP1006213 RESTRICTION(S) ON THE USE OF LAND REFERRED TO AND NUMBERED 16 IN THE S.88B INSTRUMENT
- 37. SP61518 EASEMENT FOR SERVICES AFFECTING THE LAND ABOVE DESCRIBED
- 38. SP61518 EASEMENT FOR SERVICES APPURTENANT TO THE LAND ABOVE DESCRIBED
- 39. DP1006213 RIGHT TO USE FIRE STAIRS AFFECTING THE LAND ABOVE DESCRIBED
- 40. DP1006213 RIGHT TO USE FIRE STAIRS APPURTENANT TO THE LAND ABOVE DESCRIBED
- 41. 6390527 EASEMENT FOR NOISE AND VIBRATION AFFECTING THE WHOLE OF THE LAND ABOVE DESCRIBED
- 42. 6444474 EASEMENT TO DRAIN SEWER 1.5 WIDE APPURTENANT TO THE LAND ABOVE DESCRIBED
- 43. SP62272 RESTRICTION(S) ON THE USE OF LAND
- 44. SP62272 POSITIVE COVENANT
- 45. DP1018607 EASEMENT FOR WATER PIPES VARIABLE WIDTH (BH) APPURTENANT TO THE LAND ABOVE DESCRIBED
- 46. AM325015 INITIAL PERIOD EXPIRED
- 47. AM823331 CONSOLIDATION OF REGISTERED BY-LAWS
- 48. AM823331 INITIAL PERIOD EXPIRED

SCHEDULE OF UNIT ENTITLEMENT (AGGREGATE: 100000)

STRATA PLAN 62272

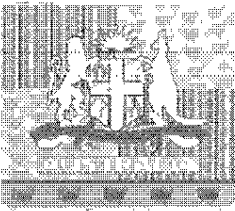
LOT	ENT	LOT	ENT	LOT	ENT	LOT	ENT
1	- 1080	2	- 585	3	- 427	4	- 314
5	- 314	6	- 445	7	- 603	8	- 1170
9	- 855	10	- 594	11	- 431	12	- 317
13	- 317	14	- 451	15	- 612	16	- 945
17	- 742	18	- 603	19	- 436	20	- 320
21	- 320	22	- 457	23	- 621	24	- 841
25	- 711	26	- 612	27	- 440	28	- 322
29	- 322	30	- 467	31	- 629	32	- 805
33	- 720	34	- 620	35	- 445	36	- 325
37	- 325	38	- 475	39	- 643	40	- 814
41	- 733	42	- 629	43	- 449	44	- 328
45	- 328	46	- 484	47	- 656	48	- 828
49	- 747	50	- 638	51	- 454	52	- 330
53	- 330	54	- 493	55	- 670	56	- 841
57	- 760	58	- 647	59	- 458	60	- 333
61	- 333	62	- 502	63	- 683	64	- 855



NEW SOUTH WALES

CERTIFICATE OF TITLE

REAL PROPERTY ACT, 1900



CURRENT TITLE REFERENCE	
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EDITION	DATE OF ISSUE
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F2PG-R9-FZDY	

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REGISTRAR GENERAL



SCHEDULE OF UNIT ENTITLEMENT (AGGREGATE: 100000) (CONTINUED)

STRATA PLAN 62272 (CONTINUED)

LOT	ENT	LOT	ENT	LOT	ENT	LOT	ENT
73	- 787	74	- 665	75	- 467	76	- 339
77	- 339	78	- 520	79	- 710	80	- 882
81	- 801	82	- 674	83	- 472	84	- 341
85	- 341	86	- 529	87	- 724	88	- 895
89	- 814	90	- 683	91	- 477	92	- 345
93	- 345	94	- 539	95	- 739	96	- 910
97	- 860	98	- 693	99	- 482	100	- 348
101	- 348	102	- 548	103	- 752	104	- 955
105	- 882	106	- 702	107	- 486	108	- 350
109	- 350	110	- 557	111	- 766	112	- 977
113	- 905	114	- 711	115	- 491	116	- 353
117	- 353	118	- 566	119	- 779	120	- 1000
121	- 928	122	- 721	123	- 495	124	- 356
125	- 356	126	- 575	127	- 793	128	- 1022
129	- 950	130	- 730	131	- 500	132	- 358
133	- 358	134	- 585	135	- 806	136	- 1045
137	- 973	138	- 739	139	- 504	140	- 361
141	- 361	142	- 594	143	- 820	144	- 1067
145	- 2477	146	- 2297	147	- 1801	148	- 1981
149	- 2477	150	- 2702	151	- 90		

**** END OF CERTIFICATE ****

VENDOR'S COPY TO BE USED ONLY AS AN INFORMATION TOOL - ©2018 TSRS



**STRATA TITLE
MANAGEMENT**
your strata care company

STM Sydney South
ABN: 13 093 036 429
PO Box 2727
TAREN POINT NSW 2229
t. (02) 9540 4199
f. (02) 9540 3943
e. sydney@stratatitle.com.au
stratatitle.com.au

MINUTES OF ADJOURNED ANNUAL GENERAL MEETING OF THE OWNERS CORPORATION – SP62272

MINUTES OF BUSINESS dealt with at the Adjourned Annual General Meeting of the Owners-Strata Plan No 62272
Held in the **Office of Forum Properties**
Mezzanine Level, 1 Sergeants Lane, St Leonards NSW 2065
On **Wednesday, 30 July 2014** commencing at **6.30pm**

PRESENT: J Cook (Lot 1)
C Atfield (Lot 6 – Power of Attorney)
E & B Spechler (Lot 42)
A Stephan (Lots 69 & 144) *Present for Motions 1 - 12*
M Gunn (Lot 115)
R Meher-Homji (Lot 122) *Present for Motions 4 - 17*
A Storr (Lot 123)
L Harding-Smith (Lot 129)
Peter O’Leary (Lot 131)
H Pearson (Lot 139)
P Loneragan (Lot 147)

PROXIES: S Moses (Lot 36) - Proxy to Ann Storr
C & R Nicholson (Lot 62) - Proxy to Ann Storr
A Stephan (Lot 69 & 144) - Proxy to Ann Storr for Motions 13 -17
S Reid (Lot 97) - Proxy to Ann Storr
P Saul (Lot 106) Proxy to Ann Storr for Motion 1 only

IN ATTENDANCE: N Ashfield-Howell of Strata Title Management

APOLOGIES: C Nicholson, B Davis, B Gunn

CHAIRPERSON: Nina Ashfield-Howell (By Invitation)

MINUTES

There being a quorum present after waiting the required 30 minutes, the chairperson declared the meeting open at 7.00pm.

CONFIRMATION OF RECORDS

MOTION 1	Minutes	Ordinary Resolution
	RESOLVED that the minutes of the previous Extraordinary General Meeting held 30 January 2014 be confirmed as a true and accurate account of the proceedings at that meeting.	

FINANCIAL MATTERS

MOTION 2	Financial Statements	Ordinary Resolution
	RESOLVED that the audited financial statements of accounts for the period 01/05/2013 to 30/04/2014 be adopted.	

MOTION 3	Auditor	Ordinary Resolution
	RESOLVED that an auditor be appointed for the financial year 01/05/2014 to 30/04/2015 and that the Executive Committee determine the auditor.	

MOTION 4	Annual Budget and Contributions	Ordinary Resolution																					
a)	RESOLVED that the owners corporation continue to adopt the 10 year Sinking Fund Forecast as completed by Craig Winter of Forum Properties effective from 2012 (with timing adjustments by the treasurer) for the anticipated major capital expenditure of the strata scheme.																						
b)	RESOLVED that the proposed Administration Fund Budget for the financial period 01/05/2014 to 30/04/2015 to raise \$1,102,935.00 (\$1,213,228.50 Including GST) be approved and the Administration Fund Levies including the interim levy for the period commencing 1 May 2015 be determined as set out below.																						
	<table border="1"> <thead> <tr> <th>Levy Period</th> <th>Due Date</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>01.05.14 – 31.07.2014</td> <td>Previously Issued</td> <td>\$280,839.82</td> </tr> <tr> <td>01.08.14 – 31.10.2014</td> <td>01.08.14</td> <td>\$310,796.22</td> </tr> <tr> <td>01.11.14 – 31.01.2015</td> <td>01.11.14</td> <td>\$310,796.23</td> </tr> <tr> <td>01.02.15 – 30.04.2015</td> <td>01.02.15</td> <td>\$310,796.23</td> </tr> <tr> <td></td> <td>TOTAL</td> <td>\$ 1,213,228.50</td> </tr> <tr> <td>01.05.15 – 31.07.2015</td> <td>01.05.15</td> <td>\$310,796.23</td> </tr> </tbody> </table>		Levy Period	Due Date	Total	01.05.14 – 31.07.2014	Previously Issued	\$280,839.82	01.08.14 – 31.10.2014	01.08.14	\$310,796.22	01.11.14 – 31.01.2015	01.11.14	\$310,796.23	01.02.15 – 30.04.2015	01.02.15	\$310,796.23		TOTAL	\$ 1,213,228.50	01.05.15 – 31.07.2015	01.05.15	\$310,796.23
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	TOTAL	\$ 1,213,228.50																					
01.05.15 – 31.07.2015	01.05.15	\$310,796.23																					
c)	RESOLVED that the proposed Sinking Fund Budget for the financial period 01/05/2014 to 30/04/2015 to raise \$0.00 (\$0.00 Including GST) be approved and the Sinking Fund Levies including the interim levy for the period commencing 1 May 2015 be determined as set out below.																						
	<table border="1"> <thead> <tr> <th>Levy Period</th> <th>Due Date</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>01.05.14 – 31.07.2014</td> <td>Previously Issued</td> <td>\$0.00</td> </tr> <tr> <td>01.08.14 – 31.10.2014</td> <td>01/08/14</td> <td>\$0.00</td> </tr> <tr> <td>01.11.14 – 31.01.2015</td> <td>01.11.14</td> <td>\$0.00</td> </tr> <tr> <td>01.02.15 – 30.04.2015</td> <td>01.02.15</td> <td>\$0.00</td> </tr> <tr> <td></td> <td>TOTAL</td> <td>\$0.00</td> </tr> <tr> <td>01.05.15 – 31.07.2015</td> <td>01.05.15</td> <td>\$0.00</td> </tr> </tbody> </table>		Levy Period	Due Date	Total	01.05.14 – 31.07.2014	Previously Issued	\$0.00	01.08.14 – 31.10.2014	01/08/14	\$0.00	01.11.14 – 31.01.2015	01.11.14	\$0.00	01.02.15 – 30.04.2015	01.02.15	\$0.00		TOTAL	\$0.00	01.05.15 – 31.07.2015	01.05.15	\$0.00
Levy Period	Due Date	Total																					
01.05.14 – 31.07.2014	Previously Issued	\$0.00																					
01.08.14 – 31.10.2014	01/08/14	\$0.00																					
01.11.14 – 31.01.2015	01.11.14	\$0.00																					
01.02.15 – 30.04.2015	01.02.15	\$0.00																					
	TOTAL	\$0.00																					
01.05.15 – 31.07.2015	01.05.15	\$0.00																					

MOTION 5	Sinking Fund Forecast	Ordinary Resolution
	MOVED BY THE OWNER OF LOT 131 THAT THE MOTION BE AMENDED AS FOLLOWS: "THAT the Owners Corporation authorise the Executive Committee to obtain quotations and decide on the engagement of an expert to prepare a Sinking Fund Plan to adequately assess future Sinking Fund capital requirements".	
	AMENDED MOTION PUT TO THE MEETING: RESOLVED that the Owners Corporation authorise the Executive Committee to obtain quotations and decide on the engagement of an expert to prepare a Sinking Fund Plan to adequately assess future Sinking Fund capital requirements.	

Note: It was noted that the Executive Committee will first discuss this proposal with the B6MC & Plaza Deed with a view to considering engaging the same expert to prepare a Sinking Fund Forecast for each component of Forum to ensure appropriate funding recommendations are provided and allocated correctly.

EXECUTIVE COMMITTEE		
MOTION 6	Executive Committee Election	Election
<p>a) The Chairperson announced the names of the candidates already nominated in writing for election to the executive committee:</p> <ol style="list-style-type: none"> 1. Barry Davis (Lot 99) 2. Lawrence John Harding-Smith (Lot 129) 3. Peter O'Leary (Lot 131) 4. Helen Pearson (Lot 139) <p>b) The Chairperson called for any oral nominations of candidates eligible for election to the executive committee, and received the following nominations:</p> <ol style="list-style-type: none"> 5. Jennifer Cook (Lot 1) <p>c) The Chairperson declared nominations closed.</p> <p>d) RESOLVED that the above nominees be elected to the Executive Committee of the Owners Corporation and the number of members be set at 5.</p> <p>Vote of Thanks: <i>It was noted that the following owners made the decision not to stand for re-election to the Executive Committee for the coming year. Accordingly, a sincere vote of thanks and gratitude was extended to all the outgoing Executive Committee Members listed below for their many years of voluntary and invaluable service to the owners corporation.</i></p> <ul style="list-style-type: none"> ▪ Ann Storr – 14 years service ▪ Colin Attfield – 8 years service ▪ Rustom Meher-Horji – 6 years service ▪ Beth Gunn – 2 years service ▪ Colin Nicholson – 1 years service 		

MOTION 7	Restricted Matters	Ordinary Resolution
<p>RESOLVED that the Owners Corporation impose no further restrictions on the decision making powers of the Executive Committee until the next Annual General Meeting.</p>		

BUILDING 6 MANAGEMENT COMMITTEE								
MOTION 8	B6MC Representative & Substitute Representative	Special Resolution						
<p>SPECIALLY RESOLVED pursuant to Clause 2 of the Strata Management Statement (SMS), that the Owners – Strata Plan No. 62272 elect Lawrence John Harding-Smith as Representative and Helen Pearson as Substitute Representative to the Building 6 Management Committee (B6MC) and written notice of the appointment be forwarded to the Building 6 Management Committee.</p> <p>RECORD OF VOTING OF SPECIAL RESOLUTION FOR MAIN REPRESENTATIVE:</p> <p>10,706 out of 100,000 Unit of Entitlement (UOE) votes were cast at the meeting; the breakdown of votes was as follows:</p> <table> <tr> <td>8,524</td> <td>UOE votes in favour of the motion</td> <td>(79.6%)</td> </tr> <tr> <td>2,182</td> <td>UOE votes against the motion</td> <td>(20.4%)</td> </tr> </table> <p>Note: Lot 106 Abstained from voting.</p> <p>RECORD OF VOTING OF SPECIAL RESOLUTION FOR SUBSTITUTE REPRESENTATIVE:</p>			8,524	UOE votes in favour of the motion	(79.6%)	2,182	UOE votes against the motion	(20.4%)
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10,706 out of 100,000 Unit of Entitlement (UOE) votes were cast at the meeting; the breakdown of votes was as follows:	
10,706	UOE votes in favour of the motion (100%)
0	UOE votes against the motion (0%)
Note: Lot 106 Abstained from voting.	

PLAZA DEED COMMITTEE														
MOTION 9	PD Representative & Substitute Representative	Special Resolution												
<p>SPECIALLY RESOLVED that the Owners – Strata Plan No. 62272 elect Peter O'Leary as Representative and Helen Pearson as Substitute Representative to the Plaza Deed Committee and written notice of the appointment be forwarded to the Plaza Deed Committee.</p> <p>RECORD OF VOTING OF SPECIAL RESOLUTION FOR MAIN REPRESENTATIVE:</p> <p>10,706 out of 100,000 Unit of Entitlement (UOE) votes were cast at the meeting; the breakdown of votes was as follows:</p> <table> <tr> <td>10,706</td> <td>UOE votes in favour of the motion</td> <td>(100%)</td> </tr> <tr> <td>0</td> <td>UOE votes against the motion</td> <td>(0%)</td> </tr> </table> <p>Note: Lot 106 Abstained from voting.</p> <p>RECORD OF VOTING OF SPECIAL RESOLUTION FOR SUBSTITUTE REPRESENTATIVE:</p> <p>10,706 out of 100,000 Unit of Entitlement (UOE) votes were cast at the meeting; the breakdown of votes was as follows:</p> <table> <tr> <td>10,706</td> <td>UOE votes in favour of the motion</td> <td>(100%)</td> </tr> <tr> <td>0</td> <td>UOE votes against the motion</td> <td>(0%)</td> </tr> </table> <p>Note: Lot 106 Abstained from voting.</p>			10,706	UOE votes in favour of the motion	(100%)	0	UOE votes against the motion	(0%)	10,706	UOE votes in favour of the motion	(100%)	0	UOE votes against the motion	(0%)
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INSURANCE & COMPLIANCE		
MOTION 10	Insurance	Ordinary Resolution
<p>a) RESOLVED that the insurance policies currently in place be confirmed.</p> <p>b) MOTION DEFEATED – That insurance for office bearer's liability and/or Fidelity Guarantee (misappropriation of money or property of the Owners Corporation) be varied.</p>		

MOTION 11	Work, Health and Safety Report	Ordinary Resolution
<p>RESOLVED that the Owners Corporation engage <i>Solutions in Engineering</i> to carry out an Annual Compliance Report of the common property in accordance with the <i>Work Health and Safety Act 2011</i>.</p>		

MOTION 12	Debt Collection	Ordinary Resolution
<p>RESOLVED that the owners corporation resolve pursuant to the Strata Schemes Management Act 1996 (NSW) including Section 80D for the purpose of collecting levy contributions to authorise the Strata Managing Agent and/or the Executive Committee to do any one or more of the following:</p>		
<p>(a) To engage or appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation and/or experts on behalf of the owners of strata plan 62272;</p>		
<p>(b) To commence, pursue, continue or defend any court, tribunal or any other proceedings against any lot owner, mortgagee in possession and/or former lot owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;</p>		
<p>(c) Enforce any judgement obtained in the collection of levy contributions including commencing and maintaining bankruptcy of winding up proceedings;</p>		
<p>(d) Filing an appeal or defending an appeal against any judgment concerning the collection of levy contributions;</p>		
<p>(e) Liaise, instruct and prepare all matters with the owners corporations' debt collection agents, lawyers and experts in relation to any levy recovery proceedings.</p>		

MOTION 13	Appointment of Strata Manager	Ordinary Resolution
<p>RESOLVED that in accordance with Section 27(1) of the Strata Schemes Management Act 1996 ("Act"):</p>		
<p>(a) Vesture Management Pty Ltd trading as Strata Title Management ("Agent") be appointed as strata managing agent of Strata Scheme No 62272 for a 12 month term commencing 1 August 2014;</p>		
<p>(b) The Owners Corporation delegate to the Agent all of its functions (other than those listed in section 28(3) of the Act) and all of the functions of its Chairperson, Secretary, Treasurer and Executive Committee;</p>		
<p>(c) The Owners Corporation execute the written agreement, ("Agreement") circulated with this agenda, to give effect to this appointment and delegation and that the Secretary and one other Executive Committee be authorised to sign the agreement on behalf of the Owners Corporation under common seal in accordance with Section 238 of the Strata Schemes Management Act 1996;</p>		
<p>(d) The delegation is subject to the conditions and limitations set out in the Agreement; and;</p>		
<p>(e) That upon execution on the Agreement, the Owners Corporation and the Agent mutually agrees that this Agreement supersedes and cancels all previous delegations and Agency Agreements between the Owners Corporation and the Agent.</p>		

RENOVATIONS WORKS TO LOT 42 (Apt. 2202)		
MOTION 14	Renovation Works to Lot 42 (Apt. 2202)	Special Resolution
<p>SPECIALLY RESOLVED that the Owners – Strata Plan 62272, pursuant to section 65A of the Strata Schemes Management Act, 1996 (NSW) specifically authorise the Works carried out by the owner of lot 42 to lot and common property on the terms and in the manner as set out in the by-law.</p>		
<p>RECORD OF VOTING OF SPECIAL RESOLUTION:</p> <p>10,706 out of 100,000 Unit of Entitlement (UOE) votes were cast at the meeting; the breakdown of votes was as follows:</p> <p>10,706 UOE votes in favour of the motion (100%) 0 UOE votes against the motion (0%)</p> <p><i>Note: Lot 106 Abstained from voting.</i></p>		

MOTION 15	Renovation Works to Lot 42 (Apt. 2202)	Special Resolution
<p>SPECIALLY RESOLVED that the Owners – Strata Plan 62272, pursuant to section 52 of the Strata Schemes Management Act, 1996 (NSW) make a by-law in the following terms:</p>		
<p>SPECIAL BY-LAW NO. 2C Renovation Works The provisions of Parts 1, 2 and 3 of Special By-law No. 1A are adopted for the purposes of this by-law with the exception of the amendment of the definition of "Lot" as follows:</p>		
<p>(a) "Lot" means Lot 42 in strata plan registration no 62272.</p>		
<p>(b) "Specifications" means the following works:</p> <ol style="list-style-type: none"> 1. New Paint throughout 2. New Carpet 3. New window blinds 4. Renovation of Kitchen including new cabinets, granite counter and electrical works 5. Retiling of flooring to front entrance, kitchen and laundry 6. Retiling of Floors to ensuite and main bathrooms over existing tiling 		

<p>RECORD OF VOTING OF SPECIAL RESOLUTION:</p> <p>10,706 out of 100,000 Unit of Entitlement (UOE) votes were cast at the meeting; the breakdown of votes was as follows:</p> <p>10,706 UOE votes in favour of the motion (100%) 0 UOE votes against the motion (0%)</p> <p><i>Note: Lot 106 Abstained from voting.</i></p>		
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RENOVATIONS WORKS TO LOT 149 (Apt. 3505)		
MOTION 16	Renovation Works to Lot 149 (Apt. 3505)	Special Resolution
<p>SPECIALLY RESOLVED that the Owners – Strata Plan 62272, pursuant to section 65A of the Strata Schemes Management Act, 1996 (NSW) specifically authorise the Works carried out by the owner of lot 149 to lot and common property on the terms and in the manner as set out in the by-law.</p>		
<p>RECORD OF VOTING OF SPECIAL RESOLUTION:</p> <p>10,706 out of 100,000 Unit of Entitlement (UOE) votes were cast at the meeting; the breakdown of votes was as follows:</p> <p>10,706 UOE votes in favour of the motion (100%) 0 UOE votes against the motion (0%)</p> <p><i>Note: Lot 106 Abstained from voting.</i></p>		

MOTION 17	Renovation Works to Lot 149 (Apt. 3505)	Special Resolution						
<p>SPECIALLY RESOLVED that the Owners – Strata Plan 62272, pursuant to section 52 of the Strata Schemes Management Act, 1996 (NSW) make a by-law in the following terms:</p>								
<p>SPECIAL BY-LAW NO. 2D Renovation Works The provisions of Parts 1, 2 and 3 of Special By-law No. 1A are adopted for the purposes of this by-law with the exception of the amendment of the definition of "Lot" as follows:</p>								
<p>(c) "Lot" means Lot 149 in strata plan registration no 62272.</p> <p>(d) "Specifications" means the following works:</p> <ol style="list-style-type: none"> 1. Renovation of Kitchen including new cabinets and electrical works 2. Retiling Kitchen floor 3. Removal of wall which currently divides kitchen and lounge room area 4. Installation of island bench top 								
<p>RECORD OF VOTING OF SPECIAL RESOLUTION:</p> <p>10,706 out of 100,000 Unit of Entitlement (UOE) votes were cast at the meeting; the breakdown of votes was as follows:</p> <table border="0"> <tr> <td>10,706</td> <td>UOE votes in favour of the motion</td> <td>(100%)</td> </tr> <tr> <td>0</td> <td>UOE votes against the motion</td> <td>(0%)</td> </tr> </table> <p><i>Note: Lot 106 Abstained from voting.</i></p>			10,706	UOE votes in favour of the motion	(100%)	0	UOE votes against the motion	(0%)
10,706	UOE votes in favour of the motion	(100%)						
0	UOE votes against the motion	(0%)						

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 8.27PM



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your strata care company

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MINUTES OF EXECUTIVE COMMITTEE MEETING OF THE OWNERS CORPORATION – SP62272

MINUTES of the Executive Committee of the Owners Corporation of Strata Plan 62272 held immediately after the Annual General Meeting in the Office of Forum Properties, Mezzanine Level, 1 Sergeants Lane, St Leonards on **Wednesday, 30 July 2014.**

PRESENT: Jennifer Cook, Lawrence John Harding-Smith, Peter O'Leary, Helen Pearson

IN ATTENDANCE: Ann Storr
Nina Ashfield-Howell of Strata Title Management

APOLOGIES: Barry Davis

CHAIRPERSON: Nina Ashfield-Howell (By Invitation)

There being a quorum, the Chairman declared the meeting open at 8.30pm

MINUTES

MOTION 1 MINUTES

RESOLVED that the minutes of the previous Executive Committee meeting held 19 June 2014 be confirmed as a true and accurate account of the proceedings at that meeting.

MOTION 2 OFFICE BEARERS

RESOLVED that the position of office bearers (chairman, secretary and treasurer) for the ensuing year be determined as follows:

- **Chairperson:** STM under delegated Authority
- **Secretary:** Helen Pearson
- **Treasurer:** Peter O'Leary

MOTION 3 APPOINTED REPRESENTATIVE AND SUBSTITUTE REPRESENTATIVE

MOTION DEFEATED - That the Executive Committee elects a representative and a substitute representative to be the nominated contact person(s) for the strata managing agent.

Note: It was agreed that the Strata Managing Agent communicates with all Executive Committee Members concerning any matters arising.

MOTION 4 AGED ARREARS

It was noted that Grace Lawyers have served a Statement of Claim on the owners of Lot 24 as part of the debt recovery proceedings commenced against them.

**MOTION 5
REVIEW OF SPECIAL BY-LAW 1A CONCERNING RENOVATIONS**

MOTION DEFERRED UNTIL THE NEXT MEETING - That the proposed amendments to Special By-Law 1A be reviewed and finalised for consideration by the owners corporation at the next general meeting.

**MOTION 6
GRACE LAWYERS COST AGREEMENT**

RESOLVED that the cost estimate and agreement from Grace Lawyers be accepted for estimated costs of between \$1,870.00 to \$2,420.00 to provide a legal opinion in relation to the concerns raised in the correspondence dated 4 May 2014 received from the owners of Lot 147. Legal Opinion to be provided within 14 days.

**MOTION 7
REPLACEMENT TO SLIDING GATE MOTOR TO LEVEL 7**

RESOLVED to ratify the decision made electronically to accept the quotation from Autolift to replace the gate motor drive for the sliding gate at Level 7 for the price of \$1,639.00 including GST.

**MOTION 8
CAR PARK LIGHTING**

RESOLVED to ratify the decision made electronically for the Plaza Deed Representative to support the proposal to upgrade the current car park lighting from fluorescent tubes to the latest Phillips LED lighting.

**MOTION 9
FLOOR APPLICATION FROM LOT 33 (APT 2101)**

RESOLVED that the flooring application received from the owners of Lot 33 approved subject to the acoustic underlay being a minimum of 5mm in thickness and subject to the terms and conditions outlined in Special By-Law 1A.

**MOTION 10
NEXT EXECUTIVE COMMITTEE MEETING**

RESOLVED that the next Executive Committee Meeting be held on **Wednesday, 22 September 2014** in the office of Forum Properties commencing at 6.30pm

THERE BEING NO FURTHER BUSINESS THE MEETING WAS CLOSED AT 9.25PM



STM

**STRATA TITLE
MANAGEMENT**

your strata care company

STM Sydney South

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MINUTES OF EXECUTIVE COMMITTEE MEETING OF THE OWNERS CORPORATION – SP 62272

MINUTES OF BUSINESS dealt with at the Executive Committee Meeting

Held in the **Office of Forum Properties Mezzanine Level,
1 Sergeants Lane, St Leonards NSW 2065**

On **Tuesday, 27 January 2015** Commencing at 6.30pm

PRESENT: Jennifer Cooke, John Harding-Smith, Peter O'Leary, Barry Davis,
Edward Spechler

IN ATTENDANCE: Sam Khalef of MYBOS (For Item 1 Only)
Craig Winter of Forum Properties (For Items 1 – 10 only)
Ann Storr, Helen Pearson, Beryl Spechler
Nina Ashfield-Howell of Strata Title Management

CHAIRPERSON: Nina Ashfield-Howell

There being a quorum, the Chairman declared the meeting opened at 6.39pm

MINUTES

ITEMS of BUSINESS:

ITEM 1 MYBOS BUILDING MANAGEMENT SOFTWARE PRESENTATION

Due to technical difficulties, the demonstration of the MYBOS Building Management Software was postponed.

Sam Khalef of MYBOS undertook to inform the Strata Managing Agent of the date the software presentation is scheduled for Strata Plan 61518 (Mid-Rise Apartments) to determine the possibility of a combined presentation between both buildings.

Once the date is confirmed and confirmation received from Mid-Rise that they do not object to a combined presentation, the Strata Managing agent undertook to inform the Executive Committee.

ITEM 2 VACANCY ON EXECUTIVE COMMITTEE

RESOLVED that Edward Spechler be appointed to fill the vacancy on the Executive Committee, left as a result of the resignation by Helen Pearson.

ITEM 3 APPOINTMENT OF SECRETARY

RESOLVED that Jennifer Cooke be appointed Secretary of the Executive Committee due to the resignation by Helen Pearson.

ITEM 4 BUILDING MANAGER'S GENERAL REPORT

RESOLVED that the Building Manager's report be accepted with the following further action items determined/noted:

1) Plant at Entrance

A concern was raised in relation to a plant at the entrance being a possible safety hazard as it poked the eye of one of the owners recently. The Building Manager undertook to arrange the maintenance contractor to assess.

2) Corroding of Flexible Water Hoses

It was noted that there have been a number of incidents recently where the flexible hot and cold water hoses located within the apartments have started to leak as the rubber perishes.

It was further noted that most of these hoses are typically located out of eyesight, therefore can be leaking for some time before any effects are noticed. The location of these hoses is found to all mixer taps, the thermostatic mixing valve under the bathroom vanity and under bench toilet cisterns.

As a sensible precaution, the Strata Managing Agent was requested to write to all owners and recommend that these hoses be replaced to prevent possible damage to their property.

3) Black Marks to Ceiling of Building Entrance

Two black half circular marks on the ceiling at the entrance of the building was reported. The Building Manager undertook to investigate further.

ITEM 5 MINUTES

RESOLVED that the minutes of the previous Executive Committee meeting held 23 October 2014 be confirmed as a true and accurate account of the proceedings of that meeting.

ITEM 6 FINANCIAL STATEMENTS

RESOLVED that the Financial Statements for the period from 1 May 2014 to 15 January 2015 for Strata Plan 62272 be confirmed.

ITEM 7 MATTERS ARISING FROM MINUTES OF THE EXECUTIVE COMMITTEE MEETING CONVENED ON 23 OCTOBER 2014

There were no matters arising from the previous minutes.

ITEM 8 BUILDING REPAIRS

The following building repair matters were considered and the following action determined.

- a) Replacement of Lift Carpet** – The Building Manager previously recommended carpet tiles as a suitable replacement option and indicated the estimated cost to be around \$400.00 per lift. It was agreed that the Building Manager obtain samples based on quality commercial grade carpet tile for consideration by the Executive Committee.

- b) **Stainless Steel to Mail Room Door** – It was agreed that a decision on the brushed stainless steel to the mail room door be made electronically by the Executive Committee once design samples are provided by Helen Pearson.

**ITEM 9
CHRISTMAS TREE PURCHASE**

RESOLVED to ratify a previous decision made to purchase a Christmas Tree for use in the common area for the price of \$499.00 including GST & Delivery.

**ITEM 10
VISITOR PARKING**

RESOLVED that the following set of rules be implemented in relation to the Visitor Parking:

1. Limit of 48 Hours per visitor pass – Pass will be cancelled after 48 hours.
2. No more than 2 passes issued at any one time to a resident.
3. Residents requiring extended visitor parking use must submit in writing stating the time period the pass will be required.
4. A charge of \$100.00 to be recovered from the Lot Owner as a debt on their levy account to cover the replacement costs of any devices not returned.

The Strata Managing Agent was requested to notify all Owners, Residents and Leasing Agents of the new visitor parking rules. The Strata Managing Agent was also requested to notify the Executive Committee of Strata Plan 61518 (Mid-Rise Apartments).

**ITEM 11
LEGAL OPINION ON MANAGEMENT OF SECURITY ACCESS CARDS**

- a) **RESOLVED** to ratify a previous decision made electronically to accept the cost estimate dated 4 December 2014 provided by Grace Lawyers for a legal opinion to clarify any commercial conflicts concerning the management of the visitor parking and the collection of funds for replacement security access passes for the estimated cost of \$2,420.00 including GST.
- b) The legal opinion dated 13 January 2015 provided by Colin Grace of Grace Lawyers was discussed. It was agreed that the Strata Managing Agent seek clarification from the Plaza Deed Members Managing Agent concerning the factual matters and questions raised in the advice prior to any further action being considered.

**ITEM 12
CORRESPONDENCE**

The following items of correspondence were tabled and the following action determined.

- a) **Correspondence dated 4 December 2014 received from the owners of Lot 83 concerning the Development Proposal at 2 Chandos Street, St Leonards.**

Correspondence was tabled and noted. It was agreed that the Strata Managing Agent respond and assure the owners that steps are being taken in combination with neighbouring properties to achieve a coordinated response for all future proposed developments. It was noted that a number of Executive Committee Members had submitted their own independent objections to the Development Proposal at 2 Chandos Street, St Leonards prior to the deadline of 19 December 2014.

Strata Managing Agent was requested to approach Forum West and Mid-Rise to register Strata Plan 62272's interest in participating in a unified approach to all future concerning development proposals in the area.

- b) **Correspondence dated 6 January 2015 received from one of the owners of Lot 115 concerning condition of gymnasium equipment.**

Correspondence was tabled and noted. It was understood that the faulty gym equipment had recently been repaired after the appropriate replacement parts were finally sourced. It was agreed that the Strata Managing Agent respond to the owner to confirm this and to also advise that upgrading of the equipment is currently a matter being considered by the B6MC.

- c) **Application received 16 January 2015 from the owner of Lot 91 seeking approval to install a garage door motor.**

Application was tabled. Approval was granted for the installation subject to the standard terms and conditions.

**ITEM 13
BALUSTRADING**

- a) **RESOLVED** to ratify the decision made electronically to accept Stage 1 of the fee proposal of 25 August 2014 submitted by Dennis Stephenson of Diagnostech Pty Ltd to carry out a Balustrade survey and compliance report of the balustrading for the price of \$3,840.00 plus GST.
- b) **MOTION DEFERRED** - *That the remaining stages outlined in the fee proposal of 25 August 2014 submitted by Dennis Stephenson of Diagnostech Pty Ltd concerning the assessment of the balustrading be reviewed and appropriate action determined.*

It was noted that this report was shared with the Owners Corporation of Strata Plan 61518 (Mid-Rise Apartments) for their review and input so that a unified approach can be considered on any proposed course of action. A response was received to confirm this matter will be raised at the next meeting of the Mid-Rise Executive Committee. A further response is yet to be received therefore the Strata Managing Agent will follow this up.

It was further noted that the area of balustrading located on the Mezzanine level which never complied with the 1996 Building Code of Australia is in the process of being attended to by the Building 6 Management Committee.

**ITEM 14
AGED ARREARS**

The current aged arrears list was tabled. It was noted that legal debt recovery proceedings are continuing against the owner of Lot 24. It was determined that that no further action concerning arrears is required.

**ITEM 15
BUILDING SIX MANAGEMENT COMMITTEE**

The Building Six Management Committee (B6MC) Representative provided an update to the Executive Committee as follows:

- a) A meeting of the BMC was last held on 10 December 2014 which the next meeting scheduled 28 January 2015.
- b) In relation to the Proposed Foyer and Mezzanine Upgrade/Renovation, it was noted that at the last BMC meeting, the Representative for SP61518 tabled a draft brief to be incorporated as part of any future instruction that may be issued to a qualified (and approved) consultant to assist with the renovation and management of the proposed works. It was also noted that the Representative for Challenger would provide contact details of building consultants to both Residential Members in order to facilitate a review of past works and, to allow enquiry by those Representatives seeking a draft concept plan. Matter is ongoing.

The Representative was authorised to raise a suggestion that the B6MC look into the feasibility of leasing commercial grade gymnasium equipment until they have a clearer understanding of what the Mezzanine Level/Gymnasium area upgrade will involve.

The Representative was also authorised to vote in favour for the purchase of outdoor style furniture for the mezzanine level.

**ITEM 16
PLAZA DEED COMMITTEE**

The Plaza Deed Representative provided an update to the Executive Committee as follows:

- a) Last Plaza Deed Meeting was held 9 December 2014.
- b) Next Meeting to be held 17 February 2015.

**ITEM 17
REVIEW OF SPECIAL BY-LAW 1A CONCERNING RENOVATIONS**

RESOLVED that the proposed amendments to Special By-Law 1A be accepted subject to the following further amendments with the final version to be reviewed at the next Executive Committee Meeting before consideration by the Owners Corporation at the Annual General Meeting.

1. It was agreed to limit the works so that works that penetrate any common property walls, ceilings, floor slabs are **not** permitted, but screwing internal partitions to the walls, ceilings, floors, carrying out painting and minor attachments to common property **are allowed**.
2. It was agreed to amend "timber flooring" mentioned throughout the by-law to "hard surface flooring" to encompass all forms of hard flooring products.
3. It was agreed to amend Clause 3.5 (i) to state: "must ensure that the Hard Surface Flooring is insulated with soundproofing underlay so as to minimise the impact of noise transmission."

**ITEM 18
GENERAL BUSINESS**

It was noted that Apartment 2502 is on the market for sale and appears to have timber style flooring tiles installed on the balcony which has raised the height of the floor. It was noted approval was not sought from the Owners Corporation for this work and concerns were raised that this may pose a safety and compliance hazard by reducing the minimum balcony railing height requirements.

The Strata Manager was requested to write to the owner and instruct that the area be reinstated and place the selling agent on notice.

**ITEM 19
NEXT EXECUTIVE COMMITTEE MEETING**

RESOLVED that the next Executive Committee Meeting be held on **Tuesday, 14 April 2015** in the office of Forum Properties commencing at 6.30pm.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 10.03PM



Dynamic Property Services Pty Ltd
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E dps@pip.com.au

ABN 67 002 006 760

MINUTES OF A FORUM PLAZA DEED COMMITTEE MEETING HELD ON TUESDAY 17 FEBRUARY 2015 AT FORUM PROPERTIES MANAGEMENT OFFICE, MEZZANINE LEVEL, FORUM TOWER, 1 SERGEANTS LANE, ST LEONARDS COMMENCING AT 8.00AM.

PRESENT:

Scott Hayward (Representative of Lots 2 & 15 - Challenger Financial Services Group)
Andrew Terell (Representative of Lot 12 - Strata Plan 61518)
Jonathan Gilksten (Representative of Lot 25 - Strata Plan 76555)
Peter O'Leary (Representative of Lot 11 - Strata Plan 62272)
Marcell Pavlovec (Representative of Lot 21 - Strata Plan 67702)

APOLOGIES:

John Nesbitt (Representative of Lot 22 - Strata Plan 72134)
Sara Fletcher (Representative of Lot 23 - Strata Plan 73654)

IN ATTENDANCE:

Ingrid Caceda (Challenger Financial Services Group- Lots 2 & 15)
Ho-Yen Fan & Philippa Houghton (CBRE - Lots 2 & 15)
Craig Winter (Forum Properties)
Sarah Smith (Dynamic Property Services)

CHAIRPERSON:

Sarah Smith (by invitation)

1. MINUTES:

Resolved that the minutes of the last Plaza Deed Committee Meeting held on 9 December 2014 be confirmed as a true record and account of the proceedings at that meeting.

2. MATTERS ARISING FROM MINUTES:

The following matters still outstanding from previous meetings were further discussed.

2.1 Mediation and Dispute Notice Served by SP 61518 - Update:

No update was provided on this matter.

2.2 Dynamic Property Services Agency Agreement - Update regarding Execution of Annexure A by Challenger Life Nominees Pty Ltd & Challenger Listed Investments Limited:

It was noted that the revised limitation of liability has been approved and will be annexed to the agreement.

Scott Hayward will arrange execution of the contract by Challenger Life Nominees Pty Ltd & Challenger Listed Investments Limited who is the final member to execute the agreement.

2.3 Forum Properties - update regarding limitation liability clause by Challenger Life Nominees Pty Ltd & Challenger Listed Investments Limited:

It was noted that the revised limitation of liability has been approved and will be annexed to the agreement.

Scott Hayward will arrange execution of the contract by Challenger Life Nominees Pty Ltd & Challenger Listed Investments Limited who is the final member to execute the agreement.

2.4 Corrosion on the Herbert Street bridge infills - Update:

The Building Manager advised that he has received a proposal from Arup and a second proposal at 10.00pm last night. Both proposals will be reviewed by the Building Manager and a recommendation provided to the members.

2.5 Car Park Access System - Update:

It was noted that the installation is due to commence next week.

2.6 Public liability foot traffic survey information - Update:

- (a) The Managing Agent advised that they attempted to obtain a copy of the current survey completed by OAMPS Insurance Brokers, however OAMPS (now AJG) have advised that they only keep hard copy records for 7 years and they cannot find an electronic record of the document.
- (b) The quotation from Skyhigh dated 10 February 2015 to conduct a survey on pedestrian movements in the sum of \$2,400 (plus GST) was deferred to the next meeting for the members to further consider the proposal.

3. FINANCIAL STATEMENT:

Resolved that the financial statement dated 31 January 2015 as presented by the Managing Agent be adopted.

4. CORRESPONDENCE:

The following correspondence was discussed:

4.1 Email from Strata Plan 62272 (Forum High-Rise) dated 29 January 2015 in relation to the management and collection of funds for security access card replacement.

Peter O'Leary noted that the Strata Plan requires a response in writing.

Scott Hayward noted that Forum Properties staff purchase the security access cards and program them which incurs staffing costs.

Peter O'Leary noted that the question raised is in relation to transparency and that the funds should be disclosed. The Managing Agent will provide a written response to the correspondence.

4.2 Letter from Lane Cove Council dated 30 January 2015 in relation to the Draft St Leonards South Master Plan.

Scott Hayward advised that Challenger are investigating the proposal and will monitor in relation to their own interests. Strata Plan 67702 and Strata Plan 62272 are working together on a submission.

It was noted that the members will share information, however the Plaza Deed Committee will not provide a submission.

4.3 Email from Whitbread dated 3 February 2015 in relation to reimbursement of out of pocket expenses to a third party slip and fall claimant.

The requested reimbursement of \$1,493.65 to a third party for reasonable out of pocket expenses related to a slip and fall claim was approved, subject to the signing of a deed of release.

5. GENERAL BUSINESS:

It was noted that the mid-rise and high-rise concierge contract will be going to tender.

6. NEXT MEETING:

Resolved that the next meeting of the Building Management Committee be held on Wednesday 6 May 2015 at 8.00am.

CLOSURE:

There being no further business, the chairperson declared the meeting closed at 8.25am.

CHAIRPERSON **DATE**



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MANAGEMENT**

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MINUTES OF EXECUTIVE COMMITTEE MEETING OF THE OWNERS CORPORATION – SP 62272

MINUTES OF BUSINESS dealt with at the Executive Committee Meeting

Held in the **Office of Forum Properties Mezzanine Level,**

1 Sergeants Lane, St Leonards NSW 2065

On **Tuesday, 14 April 2015** Commencing at 6.30pm

PRESENT: Jennifer Cooke, John Harding-Smith, Peter O’Leary, Barry Davis,
Edward Spechler

IN ATTENDANCE: Ann Storr, Helen Pearson (from 6.38pm)
Nina Ashfield-Howell of Strata Title Management

CHAIRPERSON: Nina Ashfield-Howell

There being a quorum, the Chairperson declared the meeting opened at 6.30pm

MINUTES

ITEMS of BUSINESS:

ITEM 1 MINUTES

RESOLVED that the minutes of the previous Executive Committee meeting held 27 January 2015 be confirmed as a true and accurate account of the proceedings of that meeting.

ITEM 2 FINANCIAL STATEMENTS

- a) **RESOLVED** that the Financial Statements for the period from 1 May 2014 to 7 April 2015 for Strata Plan 62272 be confirmed.
- b) The current aged arrears list was tabled. It was noted that legal debt recovery proceedings are continuing against the owner of Lot 24. **RESOLVED** that no further action concerning arrears is required.

ITEM 3 SINKING FUND FORECAST

RESOLVED that the previous decision of the Executive Committee be ratified to accept the quotation from Solutions In Engineering for the price of \$1,838.00 including GST to prepare a professional 10 year Sinking Fund Forecast report.

ITEM 4 BUILDING MANAGER’S GENERAL REPORT

RESOLVED that the Building Manager’s report be accepted.

**ITEM 5
MATTERS ARISING FROM MINUTES OF THE EXECUTIVE COMMITTEE MEETING
CONVENED ON 27 JANUARY 2015**

There were no matters arising from the previous minutes.

**ITEM 6
BUILDING MANAGEMENT SOFTWARE**

The proposals received from MYBOS and Building Link were considered.

RESOLVED that the building management software proposal submitted by MYBOS be accepted at the cost of \$3,600.00 plus GST, per annum. The contract is based on an initial 12 month term.

The Strata Managing Agent was requested to enquire with MYBOS concerning the costs for the screen and other associated devices and report back to the Executive Committee.

**ITEM 7
BUILDING REPAIRS**

The following building repair matter was considered and the following action determined:

- a) **Replacement of Lift Carpet** – Helen Pearson undertook to arrange quality commercial grade carpet samples for the Executive Committee members to review. Ms Pearson undertook to notify all members once the carpet samples were available at the concierge desk. In order to progress this matter, it was agreed that the Executive Committee determine their preferred carpet sample electronically and ratify their decision at the next meeting.

**ITEM 8
APPLICATIONS FOR WORKS**

- a) **RESOLVED** that the previous decision of the Executive Committee be ratified to approve the application received from the owner of Lot 99 (Apt 2903) to replace the floating timber floor to the hallway, subject to the agreed standard terms and conditions.
- b) **MOTION DEFERRED** – *“That the application received from the owner of Lot 66 (Apt 2502) be approved to install a vertical garden wall and floating timber tile style floor to the balcony of the lot.”*

In the first instance, it was noted that the balcony work undertaken by the owner of Lot 66 should have formed part of the original application for works undertaken within the lot that was formally approved by the Owners Corporation through the passing of an ‘Exclusive Use’ By-Law. It was further noted, that another ‘Exclusive Use’ By-Law may be required to address the additional works to the balcony, depending on the specific scope of works.

The Strata Managing Agent was instructed to place the selling agent on notice that approval has not yet been granted. The owner of Lot 66 is to be requested to submit a formal and detailed application concerning all balcony works undertaken to enable the Executive Committee to make an informed decision. The application must also include clarification of the following:

1. What drainage provisions are in place to direct water to the existing drainage outlets.
2. How the vertical garden framework has been installed.
3. How the hanging plants are secured to the framework to prevent blowing off the balcony during high winds.
4. How the external power point was installed and clarification on the specifics of any drill holes/damage to the common property balcony door frames.

ITEM 9

LEGAL OPINION CONCERNING COLLECTION OF FUNDS FOR SECURITY ACCESS DEVICES

- a) The email correspondence received from Dynamic Property Services (the Managing Agent of the Plaza Deed Committee) dated 1 March 2015 and 3 March 2015 in response to factual matters raised in the legal opinion from Grace Lawyers dated 13 January 2015 was reviewed and noted.
- b) The issue concerning the collection of funds by the Building Manager for the supply of security access devices was discussed. It was agreed that the following action be taken:
 - 1. It was noted that the Building Manager recently issued notification to all residents requesting HID cards be returned and replaced with Sabar Cards due to the new parking system becoming operational. It was agreed that the Building Manager provided minimal notification to residents of the change back to Sabar Cards and cancelling of the HID Cards. It was further agreed that the HID cards are significantly superior in operation to the Sabar cards and as such, the Executive Committee expressed their confusion as to why the change had occurred. Accordingly, the Strata Managing Agent was requested to write to the Plaza Deed requesting HID cards be reinstated and provided to all owners and residents of Strata Plan 62272 in place of Sabar Cards, at no cost.
 - 2. Grace Lawyers to be requested to provide an updated Cost Estimate/Agreement for their legal opinion on the best way to escalate this issue.
- c) **RESOLVED** that payment of Grace Lawyer's tax invoice number 59439 for the amount of \$3,126.19 be approved for the legal opinion received on the management of the security access devices despite the cost exceeding the original cost estimate by \$706.19.

ITEM 10

CORRESPONDENCE

The following item of correspondence was tabled and the following action determined:

- a) **Correspondence dated 23 March 2015 from the owner of Lot 99 suggesting a 'Smoke Free' By-Law for the complex.**

Correspondence from the owner of Lot 99 was tabled and noted. It was agreed that smoke drifting from unknown apartments has been an issue in recent times at the complex. Examples of 'Smoke Free' by-laws (prepared by the Cancer Council) were also tabled. The owner of Lot 99 was requested to review the proposed by-laws and put forward one of those by-laws he feels is the most appropriate for the Owners Corporation to consider at the next general meeting.

ITEM 11

BALUSTRADING

It was agreed that no further action concerning the assessment of the balustrading is required at this time.

MOTION DEFEATED - *That the remaining stages outlined in the fee proposal of 25 August 2014 submitted by Dennis Stephenson of Diagnostech Pty Ltd concerning the assessment of the balustrading be reviewed and appropriate action determined.*

**ITEM 12
BUILDING SIX MANAGEMENT COMMITTEE**

- a) The Building Six Management Committee (B6MC) Representative provided an update to the Executive Committee as follows:
1. Helen Pearson, the duly appointed Substitute B6MC Representative will now be representing Strata Plan 62272 at future B6MC meetings until further notice. A vote of thanks was extended to John Harding-Smith for his contribution as B6MC Representative during the past 9 months.
 2. Last B6MC Meeting was held 4 March 2015.
 3. Next B6MC Meeting to be held 21 April 2015.
 4. The B6MC Representative for SP61518 (Midrise) provided an updated version of the draft brief for the proposed foyer upgrade. The updated brief is to be forwarded to each member of the Executive Committee for feedback on any further input or amendments. The initial draft concept plan (prepared by a consultant recommended by Challenger) was reviewed however found to fall short of the requirements in its current form. Matter is ongoing.
 5. A proposal to install rubber flooring to the entire gymnasium was raised for consideration by the Executive Committee. It was agreed that a combination of carpet and rubber flooring was the preferred option. Further the Executive Committee agreed that the gymnasium upgrade should not be considered in separate stages but rather holistically. It was agreed that a "Gymnasium Sub Committee" be appointed, consisting of John Harding-Smith and Ed Spechler, to prepare a proposed brief concerning the gymnasium upgrade to be considered by Midrise and then the B6MC. Once the final brief is agreed to by the B6MC, the Building Manager will be in a position to obtain appropriate quotations.
- a) **RESOLVED** that the previous decision of the Executive Committee be ratified to give instructions to the BMC Representative to support the quotation received from Bright Balustrading Pty Ltd for the price of \$9,948.60 plus GST for the installation of a complaint balustrade to the Mezzanine level rotunda.

**ITEM 13
PLAZA DEED COMMITTEE**

The Plaza Deed Representative provided an update to the Executive Committee as follows:

- a) Last Plaza Deed Meeting was held 17 February 2015.
- b) Next Meeting to be held 6 May 2015.

**ITEM 14
REVIEW OF SPECIAL BY-LAW 1A CONCERNING RENOVATIONS**

RESOLVED that the proposed amendments to Special By-Law 1A be accepted and considered by the Owners Corporation at the next general meeting.

**ITEM 15
GENERAL BUSINESS**

The following general business item was discussed and noted:

a) Objections to Proposed Surrounding Developments

It was noted that there are multiple proposed developments in the area that will impact heavily on views and local infrastructure. Helen Pearson advised that she is working closely with the Naremburn Progress Association to express objections against many of the proposals. Helen Pearson undertook to keep all Executive Committee members informed of any progress.

**ITEM 16
NEXT EXECUTIVE COMMITTEE MEETING**

RESOLVED that the next Executive Committee Meeting be held on **Tuesday, 23 June 2015** in the office of Forum Properties commencing at 6.30pm.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 9.01PM



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Print: 24th April 2015

Addressed To: The Owners – Strata Plan 61518
 C/- Ms K Cunningham
champagne.kez@gmail.com

Addressed To: The Owners – Strata Plan 62272
 C/- Mrs H Pearson
h27pearson@gmail.com

Addressed To: Challenger Property Nominees Pty Ltd
 C/- Ms K Kyling
Kathleen.Kyling@cbre.com.au

Minutes of (Adjourned) Building Management Committee Meeting Deposited Plan Number 1006213

Deposited Plan Number:	1006213
Building Name:	Building 6 Management Committee
Address of scheme:	1 Sergeants Lane, St Leonards
Type of Meeting:	Building Management Committee Meeting
Date of Meeting:	Friday, 24 th April 2015
Time of Meeting:	8:00 AM
Meeting Venue:	The Office of Wellman Strata Management Pty Ltd Level 5, Suite 501, 225 Clarence Street, Sydney
Chair:	D Wellman of Wellman Strata Management Pty Ltd (by invitation)

Present: Ms K Cunningham (Representative for SP61518), Mr Ho-Yen Fan (Sub-Representative for Challenger Property Nominees Pty Ltd) and Mrs H Pearson (Representative for SP62272).

Delegations: Nil.

Apologies: Ms K Kyling.

In Attendance: Mr C Winter of Forum Properties Pty Ltd and Mr D Wellman of Wellman Strata Management Pty Ltd ('Wellman Strata')

Quorum: At 8:08 AM the Chairperson declared a quorum for the purpose of addressing the motions listed and opened the meeting.

Resolution 1: Minutes
RESOLVED that the minutes of the last B6MC meeting be confirmed as a true record of the proceedings at that meeting.

Resolution 2: Financial Matters
RESOLVED that the B6MC adopts the audited statement of financial affairs for the period ending January 31, 2015 and, the statement of reconciliation as applied to the shared facilities provided for under Schedule 2 of the statement.

Resolution 3: Annual Budget & Contributions

- The B6MC **RESOLVED** to adopt the proposed operating budget for the period 1st February 2015 to 31st January 2016 for the purpose of maintaining the shared facilities pursuant to Schedules 1, 2 and 3 of the statement; and,
- The B6MC **RESOLVED** to raise annual contributions payable by the Members pursuant to the terms set out under Clause 9 of the statement and, as follows:

Shared Facilities (Admin): \$ 915,747.37 Plus GST
Capital Works Fund: \$ 98,862.76 Plus GST
- The B6MC **RESOLVED** to levy the contributions over four instalments pursuant to the ratios listed under Schedule 2 of the statement and, to be due and payable as set out in the table below:

Date	Admin		Admin		Admin	
	LOT 1	LOT 2	LOT 1	LOT 2	LOT 3	LOT 4
1/05/2015	\$ 82,350.32	\$ 0.00	\$ 77,435.20	\$ 0.00	\$ 2,217.36	\$ 0.00
1/08/2015	\$ 82,350.32	\$ 0.00	\$ 77,435.20	\$ 0.00	\$ 2,217.36	\$ 0.00
1/11/2015	\$ 82,350.32	\$ 72,079.85	\$ 77,435.20	\$ 24,316.17	\$ 2,217.36	\$ 2,466.74
Total	\$ 353,404.41	\$ 72,079.85	\$ 339,187.78	\$ 24,316.17	\$ 8,285.82	\$ 2,466.74

- The B6MC **RESOLVED** to levy the following contribution pursuant to the ratios listed under Schedule 2 of the statement and, to be due and payable as set out in the table below:

Date	LOT 1		LOT 2		LOT 3	
1/02/2016	\$ 82,350.32	\$ 0.00	\$ 77,435.20	\$ 0.00	\$ 2,217.36	\$ 0.00

Resolution 4: Agency Agreement
 Mr Fan provided an update on behalf of Challenger as it concerns the execution of the management agency agreement pursuant to the 29th July 2014 resolution. It was noted that a full review of all associated contracts were being undertaken by Challenger and that a response would be forthcoming soon. Matter ongoing.

Resolution 5: Building Management Report
RESOLVED that the Members receive the latest building management report prepared by Forum Properties Pty Ltd.

Resolution 6: Proposed Lobby Upgrade/Renovation

- It was noted that the Members have considered feedback from the residential owners corporations as it concerns the lobby upgrade works and, in response to the initial concept design prepared by Intermain;
- The Members **RESOLVED** to seek out appropriate consultants to undertake and provide consultant/project management services and, advise and/or prepare concepts for the re-design, prepare specifications/scope of works, undertake to manage a market tender for the works, prepare and advise on entering into building works contracts and, to oversee the works associated with the lobby refurbishment. It was further **RESOLVED** that the managing agent be instructed to (in conjunction with the building manager) seek out appropriately qualified consultants to undertake this service in order to present to the Members for further review.

Resolution 7: Concierge Services
 It was noted that discussions associated with the concierge service was to be held over pending receipt of further tenders. Matter is ongoing.

Resolution 8: Building Maintenance & Repairs

The members gave consideration to the following matters:

i. Mezzanine Balustrades

The Members noted comments from Mr Winter that the works being performed to the mezzanine balustrades was due to commence following a site induction.

ii. Capital Works Fund Review

The Members agreed to obtain proposals to undertake a review of required capital works pursuant to the terms of the statement. It was noted that Wellman Strata was currently sourcing appropriate consultants to undertake this work having regard to the statement and would forward those proposals once in hand. Matter ongoing.

Resolution 9: Matters Arising

There were no matters considered.

Meeting Notes:

- Ms Pearson raised a query around MyBos technology and the implementation of same. It was discussed and noted that the installation of the software was subject to individual contract amongst the members.
- It was agreed that the next meeting of the B6MC be convened on **Tuesday, 14th July 2015 at 8:00** am in the office of Forum Properties.

THERE BEING NO FURTHER BUSINESS
THE CHAIRMAN CLOSED THE MEETING AT 8:32 AM



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MINUTES OF ANNUAL GENERAL MEETING OF THE OWNERS CORPORATION

Minutes of the Annual General Meeting of the
Owners-Strata Plan No **62272**

Held in the **Office of Forum Properties**
Mezzanine Level, 1 Sergeants Lane, St Leonards NSW 2065
On **Thursday 23rd July 2015** commenced at **6:30PM**

Owners Present: C. Attfield (6 – Power of Attorney), E. Spechler (42), A. Pavey (49), A. Storr (123), L. Harding-Smith (129), P. O’Leary (131), H. Pearson (139)

Present By Proxy: S. Moses (36) to A. Storr (123)
C. & R. Nicholson (62) to A. Storr (123)
B. Davis (99) to A. Storr (123)
P. Saul (106) to A. Storr (123)
Y. Zhou & R. Ma (52) to Chairperson
J. & B Doctor (79) to Chairperson
E. Ugg (93) to Chairperson
D. & E. Dyer (136) to Chairperson

In Attendance: Patrick Rush for Strata Title Management

Chairman: Patrick Rush

There not being a quorum present the chairman declared the meeting adjourned until Thursday 30th July 2015 at 6:30PM at the same location.

MINUTES OF ADJOURNED ANNUAL GENERAL MEETING OF THE OWNERS CORPORATION

Minutes of the Annual General Meeting of the
Owners-Strata Plan No **62272**

Held in the **Office of Forum Properties**
Mezzanine Level, 1 Sergeants Lane, St Leonards NSW 2065
On **Thursday 30th July 2015** commenced at **6:30PM**

Owners Present: J. Cooke (1), C. Attfield (6 – Power of Attorney), L. & A. Oliver (16), B. Davey (40), E. Spechler (42), A. Pavey (49), Y. Zhou (52), A. Otto (76), M. & B. Gunn (115), A. Storr (123), L. Harding-Smith (129), P. O’Leary (131), H. Pearson (139)

Present By Proxy: S. Moses (36) to A. Storr (123)
C. & R. Nicholson (62) to A. Storr (123)
B. Davis (99) to A. Storr (123)
P. Saul (106) to A. Storr (123)
J. & B Doctor (79) to Chairperson
E. Ugg (93) to Chairperson

D. & E. Dyer (136) to Chairperson

In Attendance: Patrick Rush for Strata Title Management

Chairman: Patrick Rush as elected by a majority of the Owners present at the meeting.

There not being a quorum present the chairman declared the meeting open at 7:00pm on Thursday 30th July 2015 with those present in person or by proxy received prior to the initial meeting forming the quorum.

It was disclosed that A. Otto (76) is a Director of Forum Properties Pty Ltd, being the current Building Managers as well as an Owner.

CONFIRMATION OF RECORDS		
MOTION 1	Minutes	Ordinary Resolution
MOVED BY THE OWNERS AT THE MEETING THAT THE MOTION BE AMENDED AS FOLLOWED:		
"THAT the minutes of the previous General Meeting held 30/07/2014 be confirmed as a true and accurate account of the proceedings at that meeting".		
AMENDED MOTION PUT TO THE MEETING:		
RESOLVED that the minutes of the previous General Meeting held 30/07/2014 be confirmed as a true and accurate account of the proceedings at that meeting.		

FINANCIAL MATTERS		
MOTION 2	Financial Statements	Ordinary Resolution
RESOLVED that the audited financial statements of accounts for the period 01/05/2014 to 30/04/2015 be adopted.		

MOTION 3	Auditor	Ordinary Resolution
MOVED BY THE OWNERS AT THE MEETING THAT THE MOTION BE AMENDED AS FOLLOWED:		
"THAT an auditor be appointed for the financial year 01/05/2015 to 30/04/2016 and that the Executive Committee be empowered to make a decision on an auditor based on quotations being presented to them".		
AMENDED MOTION PUT TO THE MEETING:		
RESOLVED that an auditor be appointed for the financial year 01/05/2015 to 30/04/2016 and that the Executive Committee be empowered to make a decision on an auditor based on quotations being presented to them.		

MOTION 4	Annual Budget and Contributions	Ordinary Resolution
a) The Sinking Fund Forecast summary as completed by Solutions In Engineering was reviewed prior to the consideration of the proposed annual budget.		

- b) **RESOLVED** that the proposed Administration Fund Budget for the financial period **01/05/2015 to 30/04/2016** to raise \$963,000 (**\$1,059,300.00 Including GST**) be approved and the Administration Fund Levies including the interim levy for the period commencing 1 May 2016 be determined as set out below.

Levy Period	Due Date	Total
01.05.15 - 31.07.2015	Previously Issued	\$310,796.23
01.08.15 - 31.10.2015	01.08.15	\$249,501.26
01.11.15 - 31.01.2016	01.11.15	\$249,501.26
01.02.16 - 30.04.2016	01.02.16	\$249,501.26
	TOTAL	\$1,059,300.00
01.05.16 - 31.07.2016	01.05.16	\$249,501.26

- c) **RESOLVED** that the proposed Sinking Fund Budget for the financial period **01/05/2015 to 30/04/2016** to raise \$139,935.00 (**\$153,928.50 Including GST**) be approved and the Sinking Fund Levies including the interim levy for the period commencing 1 May 2016 be determined as set out below.

Levy Period	Due Date	Total
01.05.15 - 31.07.2015	Previously Issued	\$0.00
01.08.15 - 31.10.2015	01.08.15	\$51,309.50
01.11.15 - 31.01.2016	01.11.15	\$51,309.50
01.02.16 - 30.04.2016	01.02.16	\$51,309.50
	TOTAL	\$153,928.50
01.05.16 - 31.07.2016	01.05.16	\$51,309.50

There was no motion 5 as part of the Annual General Meeting Notice

EXECUTIVE COMMITTEE

MOTION 6 *Executive Committee Election* *Election*

1. The Chairperson announced the names of the candidates already nominated in writing for election to the executive committee:
 1. Barry Davis (99)
2. The Chairperson call for any oral nominations of candidates eligible for election to the executive committee, and received the following nominations:
 1. Jennifer Cooke (1)
 2. Anthony Otto (76)
 3. Matthew Gunn (115)
 4. Ann Storr (123)
 5. Peter O'Leary (131)
3. The Chairperson declared nominations closed.
4. **RESOLVED** that the above nominees be elected to the Executive Committee of the Owners Corporation and the number of members be set at six (6).

MOTION 7	Restriction on Expenditure	Ordinary Resolution
<p>RESOLVED that in accordance with section 80A(2) of the Strata Schemes Management Act 1996 the Owners Corporation amend the limitation imposed by section 80A(1) so that the overspend limit of 10% applies only to the total annual expenditure estimate, rather than to individual expenditure estimates.</p>		

MOTION 8	Restricted Matters	Ordinary Resolution
<p>RESOLVED that the Owners Corporation decide not to place any restrictions on the decision making powers of the Executive Committee until the next Annual General Meeting.</p>		

BUILDING 6 MANAGEMENT COMMITTEE		
MOTION 9	B6MC Representative & Substitute Representative	Special Resolution
<p>SPECIALLY RESOLVED that the Owners – Strata Plan No. 62272 by unanimous decision pursuant Clause 2 of the Strata Management Statement (SMS), elect Jennifer Cooke (1) as the Representative and Ann Storr (123) as the Substitute Representative to the Building 6 Management Committee (B6MC) and written notice of the appointment be forwarded to the Building 6 Management Committee.</p>		

PLAZA DEED COMMITTEE		
MOTION 10	PDC Representative & Substitute Representative	Ordinary Resolution
<p>MOVED BY THE OWNER of LOT 76 AT THE MEETING THAT THE MOTION BE AMENDED AS FOLLOWED:</p> <p>“THAT that the Owners – Strata Plan No. 62272 by elect Peter O’Leary (131) as the Representative and Ann Storr (123) as the Substitute Representative to the Plaza Deed Committee and written notice of the appointment be forwarded to the Plaza Deed Committee”.</p> <p>AMENDED MOTION PUT TO THE MEETING:</p> <p>RESOLVED that the Owners – Strata Plan No. 62272 by elect Peter O’Leary (131) as the Representative and Ann Storr (123) as the Substitute Representative to the Plaza Deed Committee and written notice of the appointment be forwarded to the Plaza Deed Committee.</p>		

INSURANCE & COMPLIANCE		
MOTION 11	Insurance	Ordinary Resolution
<p>a) RESOLVED that the insurance policies currently in place be confirmed.</p> <p>b) RESOLVED that insurance for office bearers liability and/or Fidelity Guarantee (misappropriation of money or property of the Owners Corporation) be confirmed, varied or extended.</p> <p>It was requested that the correct date be placed on the insurance policy report as the current date Reads 31/10/2012.</p>		

MOTION 12	Work, Health and Safety Report	Ordinary Resolution
<p>MOVED BY THE OWNER of LOT 76 AT THE MEETING THAT THE MOTION BE AMENDED AS FOLLOWED:</p> <p>"THAT the Owners Corporation engages <i>Solutions in Engineering</i> based on a quotation being presented to the Executive Committee to carry out an Annual Compliance Report of the common property in accordance with the <i>Work Health and Safety Act 2011</i>. The Executive Committee have been empowered to accept or reject the quotation provided by Solutions In Engineering".</p> <p>AMENDED MOTION PUT TO THE MEETING:</p> <p>RESOLVED that the Owners Corporation engages <i>Solutions in Engineering</i> based on a quotation being presented to the Executive Committee to carry out an Annual Compliance Report of the common property in accordance with the <i>Work Health and Safety Act 2011</i>. The Executive Committee have been empowered to accept or reject the quotation provided by Solutions In Engineering.</p>		

MOTION 13	Debt Collection	Ordinary Resolution
<p>RESOLVED that the owners corporation resolve pursuant to the Strata Schemes Management Act 1996 (NSW) including Section 80D for the purpose of collecting levy contributions to authorise the Strata Managing Agent and/or the Executive Committee to do any one or more of the following:</p> <ul style="list-style-type: none"> (a) To engage or appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation and/or experts on behalf of the owners of strata plan 62272; (b) To commence, pursue, continue or defend any court, tribunal or any other proceedings against any lot owner, mortgagee in possession and/or former lot owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs; (c) Enforce any judgement obtained in the collection of levy contributions including commencing and maintaining bankruptcy of winding up proceedings; (d) Filing an appeal or defending an appeal against any judgment concerning the collection of levy contributions; (e) Liaise, instruct and prepare all matters with the owners corporations' debt collection agents, lawyers and experts in relation to any levy recovery proceedings. 		

MOTION 14	Appointment of Strata Manager	Ordinary Resolution
<p>MOTION DEFEATED - That in accordance with Section 27(1) of the Strata Schemes Management Act 1996 ("Act") that:</p> <ul style="list-style-type: none"> (a) Vesture Management Pty Ltd trading as Strata Title Management ("Agent") be appointed as strata managing agent of Strata Scheme No 62272; (b) The Owners Corporation delegate to the Agent all of its functions (other than those listed in section 28(3) of the Act) and all of the functions of its Chairperson, Secretary, Treasurer and Executive Committee; (c) The Owners Corporation execute the written agreement, ("Agreement") circulated with this agenda, to give effect to this appointment and delegation and that ##the Secretary/ One other Executive Committee Member / Two Owners ## (delete as appropriate) be 		

authorised to sign the agreement on behalf of the Owners Corporation under common seal in accordance with Section 238 of the Strata Schemes Management Act 1996;

- (d) The delegation is to the subject to the conditions and limitations set out in the Agreement; and
- (e) That upon execution on the Agreement, the Owners Corporation and the Agent mutually agree that this Agreement supersedes and cancels all previous delegations and Agency Agreements between the Owners Corporation and the Agent.

This motion was defeated due to the requirement of Regulation 14 of The Strata Schemes Regulation 2010 for an Owners Corporation to obtain at least 2 quotations/fee proposals as per the below –

Strata Schemes Management Regulation 2010

14 Quotations required by large strata schemes

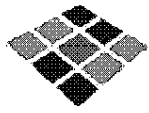
For the purposes of section 80B of the Act, the prescribed amount is \$30,000 in relation to any one item or matter (other than the seeking of legal advice or the provision of any other legal services, or the taking of legal action).

STRATA SCHEMES MANAGEMENT ACT 1996 - SECT 80B

80B Quotations to be obtained for certain items of expenditure by large strata schemes

An owners corporation of a large strata scheme must obtain at least 2 quotations in relation to proposed expenditure in respect of any one item or matter if the proposed expenditure will exceed an amount prescribed by the regulations for the purposes of this section.

BEING NO FURTHER ITEMS OF BUSINESS THE MEETING CLOSED AT 8:00PM



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MINUTES OF EXECUTIVE COMMITTEE MEETING OF THE OWNERS CORPORATION

MINUTES OF BUSINESS dealt with at the Executive Committee Meeting of the
Owners-Strata Plan No **62272**

Held in **the Office of Forum Properties Mezzanine Level,
1 Sergeants Lane, St Leonards NSW 2065**

On **Wednesday 20th April 2016** commencing at **6:30PM**

Present: Jennifer Cook (1)
Matthew Gunn (115)
Anthony Otto (76)
Ann Storr (123)
Peter O'Leary (131)

Present By Delegation: Barry Davis (99) delegated and defeated by those Committee
Members present to Ann Storr (123)

In Attendance: Patrick Rush for Strata Title Management
David Southwell (Village Concierge)
Beryl & Edward Spechler (42)
John Harding-Smith (129) arrived at 6:50pm

Apologies: Barry Davis (99)

Chairman: Patrick Rush for Strata Title Management

There being a quorum present the chairman declared the meeting open.

MOTION 1 PROPOSAL OF NEW CONCEIRGE SERVICE

David Southwell, of Village Concierge attended and presented the proposal for new concierge service for B6MC at 6:30pm as requested by Jennifer Cooke. There was no resolution for this matter.

MOTION 2 MINUTES

RESOLVED that the minutes of the previous Executive Committee Meetings held **04/11/2015, 08/12/2015 and 03/02/2016** be confirmed as a true and accurate account of the proceedings at that meeting.

MOTION 3 FINANCIAL STATEMENTS

a) RESOLVED that the Financial Statements for the period from 1st May 2015 to 11th April 2016 for Strata Plan 62272 be reviewed and confirmed.

b) RESOLVED that the current aged arrears list be accepted and it be noted that the below Lot

Owners currently have outstanding levies –

- Lot 32 – Stage 2 Debt Collection
- Lot 71 – Stage 3 Debt Collection

MOTION 4 DRAFT PROPOSED BUDGET BE REVIEWED

RESOLVED that the draft proposed budget was reviewed and further review will be required prior to the next Executive Committee Meeting. The Sinking Fund Forecasts for B6MC and SP 62272 will also need to be reviewed prior to the budget being finalised.

MOTION 5 BUILDING MANAGER'S GENERAL REPORT

RESOLVED that the Building Manager's report be tabled and accepted. The Executive Committee advised that the following items were not included in the Building Manager's Report that Owners had reported –

- The shattered glass over the steps on the railway station bridge which is a Plaza Deed matter.
- Complaints of noisy, newly installed plant equipment for commercial Lots which were not raised with the Building Manager but at this meeting by concerned Owners. Refer to Motion 11.

MOTION 6 MATTERS ARISING FROM MINUTES OF THE EXECUTIVE COMMITTEE MEETING CONVENED ON

RESOLVED that there were no matters arising from the previous minutes.

MOTION 7 BUILDING MANAGEMENT SOFTWARE

RESOLVED that the implementation of the MYBOS building management software be reviewed after the commencement of the new concierge service.

MOTION 8 Insurance Temporary Accommodation/Loss Rent for The Forum

RESOLVED that the Strata Manager provide Whitbread's with an alternative set of numbers for the temporary accommodation/loss of rent cover and request their confirmation that they believe the numbers provide sufficient cover.

MOTION 9 BUILDING REPAIRS

That any building repair matters be considered, including the following items and appropriate action determined –

- (a) **RESOLVED** that the Executive Committee ratify the approval of the quotation provided by Bismac Pty Ltd for the removal, disposal and installation of a new Maxi Fire Door for Lot 66 (Unit 2502) in the amount of \$1,805.00 + GST.
- (b) **RESOLVED** that the Executive Committee ratify the approval of the quotation provided by

Mick Batar for the retiling of the loose tiles in the laundry of for Lot 17 (Unit 1901) in the amount of \$800.00 + GST.

- (c) **MOTION DEFEATED** that the Executive Committee ratify the approval of the quotation provided by the property plumber KRJ for replacement of the nuts on the faulty meter as requested by Jemena for Lot 63 (Unit 2407) in the amount of \$140.00 + GST.
- (d) **RESOLVED** that the Executive Committee ratify the approval of the quotation provided by Neil's Glass Service for the replaced of the smashed window by a bird flying into it for Lot 79 (Unit 2607) in the amount of \$1,639.00 + GST and an insurance claim be lodged with the property insurer.
- (e) **RESOLVED** that the Executive Committee agree to source a fee proposal from Apex Diagnostics who were engaged to inspect and report on the water ingress issues on the south westerly side of the building and as per the recommendations and conclusions proceed with further investigations to determine how and why water is bypassing the weatherproofing system of the stack joint and where the internal air seal is compromise. This will then allow for suitable remedial strategies to be trialled.
- (f) **RESOLVED** that the Executive Committee confirm the approved work for Lot 34 (Unit 2102) to replace the drummy tile son the common wall with Lot 35 (Unit 2103) by Milan Batar in the amount of \$450.00 + GST.

MOTION 10 APPLICATION FOR WORKS

RESOLVED that the Executive Committee endorse the following renovations requests from Owners and at the next available opportunity for a General Meeting as per below –

1. Renovation Works to Lot 32 (Unit 2008) – Up-to-date Certificate of Currency and permits required for the By Law

THAT subject to the preceding motion being passed, The Owners – Strata Plan No. 62272 SPECIALLY RESOLVE pursuant to section 52 of the Strata Schemes Management Act, 1996 (NSW) to make a by-law in the following terms:

SPECIAL BY-LAW NO. 2H Renovation Works

The provisions of Parts 1, 2, and 3 of Special By-law No. 1A are adopted for the purposes of this by-law with the exception of the amendment of the definition of "Lot" as follows:

- (a) "**Lot**" means Lot 32 in strata plan registration no 62272.
- (b) "**Specifications**" means as per Annexure H

MOTION 11 CORRESPONDENCE

That the any items of correspondence be considered, including the following item and appropriate action determined –

1. **RESOLVED** that the Executive Committee requested the Strata Manager to request the Building Manager to inspect and report on the complaints of residents of the newly installed air conditioning plant on the neighbouring property (commercial) which is adversely affecting the peaceful enjoyment of residents. These complaints were first raised at this meeting.

**MOTION 12 DRAFT PROPOSED AGENCY AGREEMENT
FROM STRATA TITLE MANAGEMENT**

RESOLVED that the draft proposed agency agreement from Strata Title Management was tabled and further proposals are being sourced by the Executive Committee.

MOTION 13 BUILDING SIX MANAGEMENT COMMITTEE

That the Building Six Management Committee Representative provide an update to the Executive Committee on B6MC matters including the following matters and direction at the next meeting be provided as per the following resolutions –

- a) **RESOLVED** that the Gymnasium Camera Quotation by Securacore Electronic Security @ \$11,660.00 + GST be approved.
- b) **RESOLVED** that confirmation of the accepted quotation from JEC Electrical Pty Ltd for the emergency and exit lightning repairs @ \$10,552.30.
- c) **RESOLVED** that the Lobby/Mezzanine Refurbishment proposal from Inside Touch Interiors @ \$41,800.00 + GST be approved.
- d) **RESOLVED** that confirmation of signing the B6MC Gymnasium Equipment Lease Agreement.
- e) **RESOLVED** that the proposal of the new concierge service by Village Concierge @ \$232,960.00 + GST per annum be approved.
- f) **RESOLVED** that the B6MC continue with First Path, now Vocus for the High Speed Internet option and agree to the installation by NBN.
- g) **RESOLVED** that the Wellman Agency Agreement for the BMC is not agreed to and is ongoing due to the limit of liability.
- h) **RESOLVED** that the proposed B6MC Budget for the Administrative Fund is accepted, while the Sinking Fund budget is not due to the fact the owners of SP 62272 do not believe there is any benefit in holding money in multiple areas for capital works.
- i) **RESOLVED** that the quotation for gymnasium scales, Nuweigh JAC929 Electronic Platform Scale be approved @ \$695.00 + GST plus \$30.00 + GST for delivery.
- j) **RESOLVED** that the Ausgrid shutdown to power on Wednesday 25th May 2016 be approved.
- k) **RESOLVED** that the Rules & Regulations for parties and all other matters be circulated when the new concierge is put in place, which will improve the concierge services.

MOTION 14 PLAZA DEED COMMITTEE

That the Plaza Deed Representative provide an update to the Executive Committee on Plaza Deed matters including the following matters and direction at the next meeting be provided as per the following resolutions –

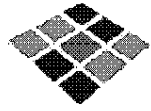
- a) **RESOLVED** that the management of the Plaza Deed and compliance with the deed itself is under discussion as the it needs to be identified who is responsible (Manager) for the deed at a functional level.
- b) **RESOLVED** that the review of the agreement for managing the Plaza as provided by Forum Properties has been undertaken and that there are limitations of liability that cannot be agreed upon as well as Forum Properties changing from a Facilities Manager not a Plaza Manager. The matter is ongoing.
- c) **MOTION DEFEATED** that the Owners Corporation SP 62272 seek legal advice on the determination notice under the Plaza Deed as provided by Forum Mid-Rise (SP 61518) for the dispute over the division of costs for the Plaza Deed Shared Facilities dated 22/10/2015 as attached to this agenda. There is no need for this as this would depend on a LEADER Appointment as per the Plaza Deed. Investigation as to when this was in fact received by the

Strata Manager and the Executive Committee and the Plaza Deed representative advised they had not sighted this prior to this Executive Committee Meeting.

MOTION 15	DATE OF EXECUTIVE COMMITTEE & ANNUAL GENERAL MEETINGS GOING FORWARD
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RESOLVED that the next Executive Committee Meeting will be held on Wednesday 22nd June 2016, the Annual General Meeting be held on Wednesday 20th July 2016 and if required the Reconvened Annual General Meeting be held on Wednesday 27th July 2016 at 6:30pm in the Office of Forum Properties Mezzanine Level, 1 Sergeants Lane, St Leonards NSW 2065.

BEING NO FURTHER ITEMS OF BUSINESS THE MEETING CLOSED AT 8:55PM



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MINUTES OF EXECUTIVE COMMITTEE MEETING OF THE OWNERS CORPORATION

MINUTES OF BUSINESS dealt with at the Executive Committee Meeting of the
Owners-Strata Plan No **62272**

Held in **the Office of Forum Properties Mezzanine Level,
1 Sergeants Lane, St Leonards NSW 2065**

On **Wednesday 22nd June 2016** commencing at **6:30 PM**

Present: Jennifer Cook (1)
Matthew Gunn (115)
Anthony Otto (76)
Ann Storr (123)
Peter O'Leary (131)

Present By Delegation:

In Attendance: Patrick Rush for Strata Title Management
David Southwell (Village Concierge)
Edward Spechler (42)
Helen Pearson (139) – Arrived at 6:55pm

Apologies: Anthony Otto (76)

Chairman: Patrick Rush for Strata Title Management

There being a quorum present the chairman declared the meeting open.

MOTION 1	MINUTES
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RESOLVED that the minutes of the previous Executive Committee Meetings held **20/04/2016** be confirmed as a true and accurate account of the proceedings at that meeting.

MOTION 2	FINANCIAL STATEMENTS
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a) RESOLVED that the Financial Statements for the period from 1st May 2015 to 14th June 2016 for Strata Plan 62272 be reviewed and confirmed.

b) RESOLVED that the current aged arrears list be accepted and it be noted that the below Lot Owners currently have outstanding levies –

- Lot 9 – Stage 1 Debt Collection
- Lot 32 – Overdue Levies (No Debt Collection)
- Lot 71 – Stage 2 Debt Collection

MOTION 3	AUDITED ACCOUNTS BE REVIEWED
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RESOLVED that the audited accounts from Tinworth be reviewed for the period 1st May 2015 to 30th

April 2016 and confirmed for inclusion in the Annual General Meeting Notice.

MOTION 4 DRAFT PROPOSED BUDGET BE REVIEWED

RESOLVED that the draft proposed budget was reviewed, amended and agreed to propose to the Owners for a decision at Annual General Meeting

MOTION 5 BUILDING MANAGER'S GENERAL REPORT

RESOLVED that the Building Manager's report be tabled and accepted. The Executive Committee advised that the following items were not included in the Building Manager's Report that Owners had reported –

- The lift 3 issue has not been reported.
- Was there any claims of water ingress from the storm or any other storm damage.

MOTION 6 MATTERS ARISING FROM MINUTES OF THE EXECUTIVE COMMITTEE MEETING CONVENED ON

RESOLVED that all matters arising from the previous minutes have been resolved.

MOTION 7 BUILDING MANAGEMENT SOFTWARE

RESOLVED that the implementation of the MYBOS building management software be placed on hold at this stage to wait and see how the new concierge service set up goes moving forward

MOTION 8 Insurance Temporary Accommodation/Loss Rent for The Forum

RESOLVED that the Strata Manager is awaiting advice from Whitbread's with the alternative set of numbers for the temporary accommodation/loss of rent cover and request their confirmation that they believe the numbers provide sufficient cover.

MOTION 9 BUILDING REPAIRS

That any building repair matters be considered, including the following items and appropriate action determined –

- (a) **RESOLVED** that the Executive Committee request the Strata Manager obtain 2 fee proposals from consultants for a baseline to be provided for noise levels from the surrounding properties at different levels.
- (b) **RESOLVED** that the Executive Committee ratifies the approval of the replacement of the glass panel in Lot 79 (Unit 2607).
- (c) **RESOLVED** that the Executive Committee agree on the lift maintenance report from Elevate Consultancy and confirm that they would like to move forward with the recommendations for ongoing maintenance and seek costs for this for a 3 year contract.
- (d) **RESOLVED** that the Executive Committee agree to the replacement of the drummy tiles for

Lot 147 (Unit 3503) at a cost of \$800.00 + GST from Milan Batar.

MOTION 10 CORRESPONDENCE

That the any items of correspondence be considered, including the following item and appropriate action determined –

1. **RESOLVED** that the Executive Committee requested the Strata Manager note that there are general noise issues throughout the property as per the report form the new concierge service provide by Village Concierge.
2. **RESOLVED** that a noise issue was raised by the Owner of Lot 99 (Unit 2903). A complaint was then raised about the concierge by the Owner of Lot 107 (Unit 3003). The Owner of Village Concierge wrote to the Owner of Lot 107(3003) and apologised for the actions of the relevant staff member. Acknowledgement and a response of the letter will be addressed to the Owner of Lot 107 (Unit 3003).
3. **RESOLVED** that the Executive Committee endorse the following renovations requests from Owners and at the next available opportunity for a General Meeting as per below –

1. Renovation Works to Lot 32 (Unit 2008) –

THAT subject to the preceding motion being passed, The Owners – Strata Plan No. 62272 SPECIALLY RESOLVE pursuant to section 52 of the Strata Schemes Management Act, 1996 (NSW) to make a by-law in the following terms:

SPECIAL BY-LAW NO. 2I Renovation Works

The provisions of Parts 1, 2, and 3 of Special By-law No. 1A are adopted for the purposes of this by-law with the exception of the amendment of the definition of "Lot" as follows:

- (a) "Lot" means Lot 32 in strata plan registration no 62272.
- (b) "Specifications" means as per Annexure I

2. Renovation Works to Lot 43 (Unit 2203) – Up-to-date Certificate of Currency and permits required for the By Law

THAT subject to the preceding motion being passed, The Owners – Strata Plan No. 62272 SPECIALLY RESOLVE pursuant to section 52 of the Strata Schemes Management Act, 1996 (NSW) to make a by-law in the following terms:

SPECIAL BY-LAW NO. 2J Renovation Works

The provisions of Parts 1, 2, and 3 of Special By-law No. 1A are adopted for the purposes of this by-law with the exception of the amendment of the definition of "Lot" as follows:

- (c) "Lot" means Lot 43 in strata plan registration no 62272.
- (d) "Specifications" means as per Annexure J

MOTION 11 REVIEW OF STRATA MANAGER TENDERS

RESOLVED that the Executive Committee agree to recommend a change in management and that Wellman Strata's proposed agency agreement be noted as the preferred option in the Annual General Meeting Notice.

MOTION 12 BUILDING SIX MANAGEMENT COMMITTEE

That the Building Six Management Committee Representative provide an update to the Executive Committee on B6MC matters including the following matters and direction at the next meeting be provided as per the following resolutions –

- a) **RESOLVED** confirmation of signing of the contract from Village Concierge
- b) **RESOLVED** confirmation of approval to complete the garbage chute cleaning by the current contractor @ \$1,870.00 + GST
- c) **RESOLVED** confirmation of agreement to allow the area supervisor of the Australian Bureau of Statistics access to the building during the census dates between 10th August and 10th September 2016.
- d) **RESOLVED** confirmation of the gymnasium repairs
- e) **RESOLVED** confirmation of the soffit repairs to the main entrance.
- f) **RESOLVED** that the B6MC have had the air conditioning repairs completed in the gymnasium.
- g) **RESOLVED** that the B6MC representative raise the matter of short term leasing with our colleagues at the next B6MC meeting about who provided serviced apartments approval to operate within the complex.

MOTION 13 PLAZA DEED COMMITTEE

That the Plaza Deed Representative provide an update to the Executive Committee on Plaza Deed matters including the following matters and direction at the next meeting be provided as per the following resolutions –

- a) **RESOLVED** that the management of the Plaza Deed and compliance with the deed itself is under discussion and is ongoing, where it will be discussed at the next meeting.
- b) **RESOLVED** that the review of the agreement for managing the Plaza as provided by Forum Properties Corrosion on the Herbert Street Bridge in fills and a quotation of \$7,000.00 + GST for rectification was tabled at the recent meeting.
- c) **RESOLVED** that the Challenger Reimbursement of Pedestrian Tunnel Report is ongoing.
- d) **RESOLVED** that the a quotation for the removal of the palm tree, where the roots are causing trip hazards in the Forum complex was tabled at a cost of \$27,000.00 + GST.
- e) **RESOLVED** that the Plaza Deed has agreed to proceed with obtaining a Sinking Fund Forecast for future capital requirements and will advise each Member when this has been received.

**MOTION 14 ADDITIONAL ANNUAL GENERAL MEETINGS
AGEDNA MOTIONS – 20.07.2016**

RESOLVED that no additional motions be provided for the Annual General Meeting to be held on Wednesday 20th July 2016 besides those included in these minutes and all By Law registrations for renovations that have been approved at Executive Committee Meetings throughout the year.

BEING NO FURTHER ITEMS OF BUSINESS THE MEETING CLOSED AT 8:00PM



Dynamic Property Services Pty Ltd
 Level 9, 66-68 Goulburn Street
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MINUTES OF A FORUM PLAZA DEED COMMITTEE MEETING HELD ON THURSDAY 7 JULY 2016 AT FORUM PROPERTIES MANAGEMENT OFFICE, MEZZANINE LEVEL, FORUM TOWER, 1 SERGEANTS LANE, ST LEONARDS COMMENCING AT 8.00AM.

PRESENT:

David Severino (Representative of Lot 2)
 Peter O'Leary (Representative of Lot 11 - Strata Plan 62272)
 Geoff Solomon (Representative of Lot 15)
 Marcell Pavlovec (Representative of Lot 21 - Strata Plan 67702)
 Sara Fletcher (Representative of Lot 23 - Strata Plan 73654)

IN ATTENDANCE:

Ann Storr (Alternate Representative of Lot 11 - Strata Plan 62272)
 Craig Winter (Forum Properties)
 Reena Van Aalst and Sarah Smith (Dynamic Property Services)

APOLOGIES:

David Wellman (Representative of Lot 12 - SP 61518)

CHAIRPERSON:

Reena Van Aalst (by invitation)

1. MINUTES:

Resolved the minutes of the Plaza Deed Committee Meeting held 18 May 2016 be confirmed as a true record and account of the proceedings at that meeting.

2. REPRESENTATIVES:

Resolved that Chaithan Reddy be confirmed as the representative and Hun Chew Low as substitute representative for Strata Plan 76555.

3. MATTERS ARISING FROM MINUTES:

The following matters still outstanding from previous meetings were further discussed.

3.1 Mediation and dispute notice served by SP 61518

No update was provided.

3.2 Forum Properties Management Agreement – Update from SP 62272

- (a) The delegated functions of the Strata Managing Agent and Forum Properties were clarified. The Managing Agent confirmed that their delegated functions are in accordance with the Agency Agreement between Dynamic Property Services and the Forum Plaza Deed Committee, including maintaining the Trust account and other administrative functions pursuant to the Property, Stock and Business Agents Act 2002. Forum Properties' delegated authority is for day-to-day management of the site.

A schedule of functions will be tabled at the next meeting.

3.3 Corrosion on the Herbert Street bridge infills

The draft scope will be presented in 2-3 weeks.

3.4 Capital works forecast

Altus Page Kirkland have conducted two site meetings and the report is in progress.

4. FINANCIAL STATEMENT:

Resolved that the Financial Statement dated 31 May 2016 as presented by the Managing Agent be adopted.

4.1 Resolved that the draft Plaza Deed Budget for the period 1 July 2016 to 30 June 2017 be confirmed.

5. CORRESPONDENCE:

There was no correspondence tabled.

6. GENERAL ITEMS:

6.1 Representative Authority

Marcell Pavlovec requested that the Managing Agent communicate with all Owners Corporations to confirm their representative’s ostensible authority and representation is on behalf of their scheme and not a personal view.

6.2 Insurance Renewal

The Managing Agent was requested to arrange quotations from the following insurance brokers for the 2016/17 insurance renewal:

- Whitbread Insurance Brokers (incumbent)
- BAC Insurance Brokers
- Interisk
- GSA Insurance Brokers

7. NEXT MEETING:

Resolved that the next meeting of the Plaza Deed Committee be held on Wednesday 21 September 2016 at 8.00am.

CLOSURE:

There being no further business, the chairperson declared the meeting closed at 8.25am.

CHAIRPERSON

DATE



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FORUM PLAZA DEED COMMITTEE MEETING

NOTICE OF A FORUM PLAZA DEED COMMITTEE MEETING

The Forum Plaza Deed Committee will hold a meeting on **Wednesday 21 September 2016** at Forum Properties Management Office, Mezzanine Level, Forum Tower, 1 Sergeants Lane, St Leonards. The meeting will commence at 8.00am.

AGENDA

Present and apologies

1. That the minutes of the Plaza Deed Committee Meeting held 7 July 2016 be confirmed as a true record and account of the proceedings at that meeting.
2. That any matters still outstanding from the above meeting be further discussed and appropriate action determined:
 - 2.1 Mediation and dispute notice served by SP 61518 - update
 - 2.2 Forum Properties Management Agreement – Schedule of functions
 - 2.3 Corrosion on the Herbert Street bridge infills – update
 - 2.4 Capital works forecast – update
 - 2.5 Insurance renewal – appointment of BAC Brokers dated 29 August 2016 and advice from the representatives of Lots 2, 15 and 21 who are not in favour of the appointment.
3. That any correspondence be tabled and discussed.
4. That the following matters be discussed and appropriate action determined:
 - 4.1 Replacement Cost Estimates from WT Partnership dated 16 August 2016 noting the substantial increase in values from \$ 590,381,000 to \$695,200,000, and the endorsement of that sum by Whitbread Insurance Brokers, effective immediately.
5. That the audited Financial Statement for the period 1 July 2015 to 30 June 2016 as presented by the Managing Agent be adopted.
6. That the Plaza Deed Cost Share Reconciliation for the period 1 July 2015 to 30 June 2016 be adopted.
7. That the Plaza Deed Budget for the period 1 July 2016 to 30 June 2017 be adopted.
8. That contributions (excluding GST) be levied in accordance with the approved budget and reconciliation for the period 1 July 2016 to 30 June 2017 as follows until redetermined:

Lot 21 (SP 67702)	\$180,149.05
Lot 22 (SP 72134)	\$11,487.27
Lot 23 (SP 73654)	\$78,788.96
Lot 25 (SP 76555)	\$9,546.80
Lot 2 (Centuria)	\$145,222.48

Lot 15 (St Leonards JV)	\$216,204.57
Lot 12 (SP 61518)	\$192,358.07
Lot 11 (SP 62272)	\$194,252.86

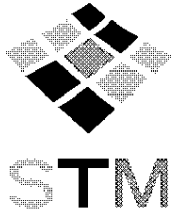
The contributions (excluding GST) for the period 1 July 2015 to 30 June 2016 are noted below for reference:

Lot 21 (SP 67702)	\$166,405.06
Lot 22 (SP 72134)	\$12,752.52
Lot 23 (SP 73654)	\$78,948.17
Lot 25 (SP 76555)	\$10,289.01
Lot 2 (Centuria)	\$152,762.54
Lot 15 (St Leonards JV)	\$231,687.55
Lot 12 (SP 61518)	\$192,154.81
Lot 11 (SP 62272)	\$204,094.27

9. That, pursuant to clause 5.1 of the Plaza Deed, a Chairperson be appointed.
10. That any item of a general nature for the benefit of the Plaza Deed Committee be discussed.
11. That the date and time of the next Plaza Deed Committee Meeting be determined.

Date of this Notice: Wednesday 14 September 2016

**The name of your Dynamic Property Services manager is Reena Van Aalst
Please contact your manager if you have any questions about this Notice.**



**STRATA TITLE
MANAGEMENT**

Level 10, 100 Pitt Street, Sydney, NSW 2000

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MINUTES OF ANNUAL GENERAL MEETING OF THE OWNERS CORPORATION

Minutes of the Annual General Meeting of the
Owners-Strata Plan No **62272**
Held at the **Offices of Forum Properties, Mezzanine Level,
1 Sergeants Lane, ST LEONARDS NSW 2065**
On **Wednesday 20th July, 2016** commenced at **6:30pm**

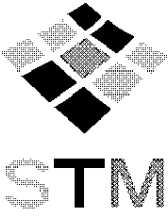
- Owners Present:** J. Cooke (1), A. Pavay (49), C. Lee (64), B. Davis (99), R. Meher-Homji (122), A. Storr (123), L. Harding-Smith (129), P. O'Leary (131) & H. Pearson (139).
- Present By Proxy:** S. Moses (36) proxy to A. Storr (123), A. Stephan (69 & 144) proxy to P. O'Leary (131) & Y. Zhou & R. Ma (52) proxy to Chairman.
- In Attendance:** Patrick Rush for Strata Title Management
- Chairman:** Patrick Rush

There not being a quorum present at 7:00 pm the chairman declared the meeting adjourned to 6:30am, Wednesday 27th July, 2016.

MINUTES OF RECONVENED ANNUAL GENERAL MEETING OF THE OWNERS CORPORATION

Minutes of the Reconvened Annual General Meeting of the
Owners-Strata Plan No **62272**
Held at the **Offices of Forum Properties,
Mezzanine Level, 1 Sergeants Lane, ST LEONARDS NSW 2065**
On **Wednesday 27th July, 2016** commenced at **6:30pm**

- Owners Present:** J. Cooke (1), P. Attfield (6), O. & A. Lai (16), B. Davey (40) A. Pavay (49), B. Davis (99), M. & B. Gunn (115), R. Meher-Homji (122), A. Storr (123), B. Granville for Trenwith Nominees Pty Ltd (127), L. Harding-Smith (129) & P. O'Leary (131)
- Present By Proxy:** S. Moses (36) proxy to A. Storr (123), A. Stephan (69 & 144) proxy to P. O'Leary (131), H. Pearson (139) proxy to P. O'Leary (131) & Y. Zhou & R. Ma (52) proxy to Chairman
- In Attendance:** Patrick Rush for Strata Title Management



**STRATA TITLE
MANAGEMENT**

11/18/16
17/18 80 Alexander St
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Chairman: Jennifer Cooke

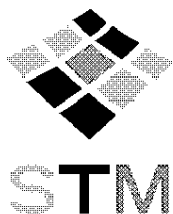
There being a quorum present the chairman declared the meeting open.

CONFIRMATION OF RECORDS	
MOTION 1	Minutes
RESOLVED that the minutes of the previous General Meeting be confirmed as a true and accurate account of the proceedings at that meeting.	

FINANCIAL MATTERS	
MOTION 2	Financial Statements
RESOLVED that the audited financial statements of accounts for the period 01/05/2015 to 30/04/2016 be adopted.	
<i>It was noted that the Owner of Lot 40 wanted it detailed that he felt the fairness of the gas payments made by the Owners Corporation does not equate to how much usage all Lots make of this service.</i>	

MOTION 3	Auditor
MOVED BY THE OWNER OF LOT 123 THAT THE MOTION BE AMENDED AS FOLLOWED:	
"THAT that the Executive Committee agree on an auditor to be appointed for the financial year 01/05/2016 to 30/04/2017 after quotatiosn have been sourced."	
AMENDED MOTION PUT TO THE MEETING:	
RESOLVED that the Executive Committee agree on an auditor to be appointed for the financial year 01/05/2016 to 30/04/2017 after quotatiosn have been sourced.	

MOTION 4	Annual Budget and Contributions
a) RESOLVED that the Sinking Fund Forecast be reviewed prior to the consideration of the proposed annual budget.	



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- b) **RESOLVED** that the proposed Administration Fund Budget (attached to this notice of meeting) for the financial period **01/05/2016 to 30/04/2017** to raise **\$1,063,000.00 + GST** be approved and the Administration Fund Levies including the interim levy for the period commencing 1 May 2017 be determined as set out below.

Levy Period	Due Date	Total
01.05.16 – 31.07.2016	Previously Issued	\$226,819.33
01.08.16 – 31.10.2016	01.08.2016	\$278,726.89
01.11.16 – 31.01.2017	01.11.2016	\$278,726.89
01.02.17 – 30.04.2017	01.02.2017	\$278,726.89
	TOTAL	\$1,063,000.00
01.05.17 – 31.07.2017	01.05.2017	\$265,750.00

- c) **RESOLVED** that the proposed Sinking Fund Budget (attached to this notice of meeting) for the financial period **01/05/2016 to 30/04/2017** to raise **\$100,000.00 + GST** be approved and the Sinking Fund Levies including the interim levy for the period commencing 1 May 2017 be determined as set out below.

Levy Period	Due Date	Total
01.05.16 – 31.07.2016	Previously Issued	\$46,645.00
01.08.16 – 31.10.2016	01.08.2016	\$17,785.00
01.11.16 – 31.01.2017	01.11.2016	\$17,785.00
01.02.17 – 30.04.2017	01.02.2017	\$17,785.00
	TOTAL	\$100,000.00
01.05.17 – 31.07.2017	01.05.2017	\$25,000.00

EXECUTIVE COMMITTEE

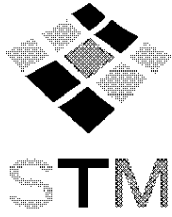
MOTION 5 *Executive Committee Election*

- a) The Chairperson announced the names of the candidates already nominated in writing for election to the executive committee:

Nil

- b) The Chairperson call for any oral nominations of candidates eligible for election to the executive committee, and received the following nominations:

1. Jennifer Cooke (1)
2. Barry Davis (99)
3. Matthew Gunn (115)



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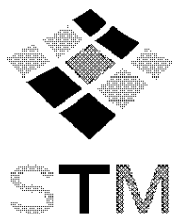
- 4. Ann Storr (123)
- 5. Peter O'Leary (131)
- c) The Chairperson declared nominations closed.
- d) **RESOLVED** that the above nominees be elected to the Executive Committee of the Owners Corporation and the number of members be set at five (5).

MOTION 6	Restricted on Expenditure	
<p>RESOLVED that in accordance with section 80A(2) of the Strata Schemes Management Act 1996 the Owners Corporation amend the limitation imposed by section 80A(1) so that the overspend limit of 10% applies only to the total annual expenditure estimate, rather than to individual expenditure estimates.</p>		

MOTION 7	Restricted Matters	
<p>RESOLVED that the Owners Corporation decide not to place any restrictions on the decision making powers of the Executive Committee until the next Annual General Meeting.</p>		

BUILDING 6 MANAGEMENT COMMITTEE		
MOTION 8	B6MC Representative & Substitute Representative	
<p>RESOLVED that the Owners – Strata Plan No. 62272 by SPECIAL RESOLUTION pursuant Clause 2 of the Strata Management Statement (SMS), elect Jennifer Cooke (1) as a Representative and Ann Storr (123) as a Substitute Representative to the Building 6 Management Committee (B6MC) and written notice of the appointment be forwarded to the Building 6 Management Committee.</p> <p>All Owners present voted in favour of the motion.</p>		

PLAZA DEED COMMITTEE		
MOTION 9	PDC Representative & Substitute Representative	
<p>RESOLVED that the Owners – Strata Plan No. 62272 by SPECIAL RESOLUTION elect Peter O'Leary (131) as a Representative and Ann Storr (123) as a Substitute</p>		



**STRATA TITLE
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Representative to the Plaza Deed Committee and written notice of the appointment be forwarded to the Plaza Deed Committee.

All Owners present voted in favour of the motion.

INSURANCE & COMPLIANCE

MOTION 10 Insurance

- a) **RESOLVED** that the insurance policies currently in place as detailed in agenda be confirmed;
- b) **RESOLVED** that insurance for office bearers liability and/or Fidelity Guarantee be confirmed.

MOTION 11 Work, Health and Safety Report

MOVED BY THE OWNER OF LOT 123 THAT THE MOTION BE AMENDED AS FOLLOWED:

“THAT the Owners Corporation engage a specialist to carry out an Annual Compliance Report of the common property in accordance with the *Work Health and Safety Act 2011* and that the Executive Committee decide once quotations have been sourced.”

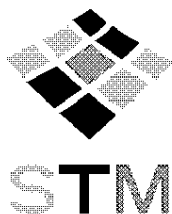
AMENDED MOTION PUT TO THE MEETING:

RESOLVED that the Owners Corporation engage a specialist to carry out an Annual Compliance Report of the common property in accordance with the *Work Health and Safety Act 2011* and that the Executive Committee decide once quotations have been sourced.

MOTION 12 Debt Collection

RESOLVED that the Owners – Strata Plan No 62272 RESOLVE pursuant to the Strata Schemes Management Act 1996 (including section 80D) for the purpose of collecting levy contributions to authorise the Strata Managing Agent and/or the Executive Committee to do any one or more of the following:

- a) to issue arrears notices, reminder notices and/or letters to seek recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs and arrange and monitor payment plans;
- b) to engage or appoint the services of a debt collection agency, obtain legal advice



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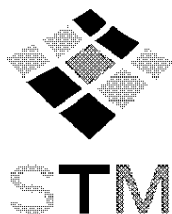
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and/or retain legal representation and/or experts on behalf of The Owners- Strata Plan No 62272;

- c) to issue demands, commence, pursue, continue or defend any court, tribunal or any other proceedings against any lot owner, mortgagee in possession and/or former lot owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;
- d) Enter and enforce any judgment obtained in the collection of levy contributions including issuing writ for levy of property (personal and real property), garnishee orders, examination notices/orders/hearings, bankruptcy notices, statutory demands and commencing and maintaining bankruptcy proceedings or winding up proceedings;
- e) Filing an appeal or defending an appeal against any judgment concerning the collection of levy contributions; and
- f) Liaise, instruct and prepare all matters with the Owners Corporation's debt collection agents, lawyers and experts in relation to any levy recovery proceedings.

MOTION 13	Renovation Works to Lot 97 (Unit 2901)	
<p>RESOLVED that subject to the preceding motion being passed, The Owners – Strata Plan No. 62272 SPECIALLY RESOLVE pursuant to section 52 of the Strata Schemes Management Act, 1996 (NSW) to make a by-law in the following terms:</p> <p>SPECIAL BY-LAW NO. 2E Renovation Works The provisions of Parts 1, 2, and 3 of Special By-law No. 1A are adopted for the purposes of this by-law with the exception of the amendment of the definition of "Lot" as follows:</p> <ul style="list-style-type: none"> (a) "Lot" means Lot 97 in strata plan registration no 62272. (b) "Specifications" means as per Annexure E <p>All Owners present voted in favour of the motion.</p>		

MOTION 14	Renovation Works to Lot 139 (Unit 3403)	
<p>RESOLVED that subject to the preceding motion being passed, The Owners – Strata Plan No. 62272 SPECIALLY RESOLVE pursuant to section 52 of the Strata Schemes Management Act, 1996 (NSW) to make a by-law in the following terms:</p>		



**STRATA TITLE
MANAGEMENT**

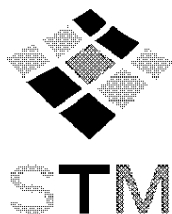
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<p>SPECIAL BY-LAW NO. 2F Renovation Works</p> <p>The provisions of Parts 1, 2, and 3 of Special By-law No. 1A are adopted for the purposes of this by-law with the exception of the amendment of the definition of "Lot" as follows:</p> <p>(a) "Lot" means Lot 139 in strata plan registration no 62272.</p> <p>(b) "Specifications" means as per Annexure F</p> <p>All Owners present voted in favour of the motion.</p>

MOTION 15	Renovation Works to Lot 5 (Unit 1705)	
<p>RESOLVED that that subject to the preceding motion being passed, The Owners – Strata Plan No. 62272 SPECIALLY RESOLVE pursuant to section 52 of the Strata Schemes Management Act, 1996 (NSW) to make a by-law in the following terms:</p> <p>SPECIAL BY-LAW NO. 2G Renovation Works</p> <p>The provisions of Parts 1, 2, and 3 of Special By-law No. 1A are adopted for the purposes of this by-law with the exception of the amendment of the definition of "Lot" as follows:</p> <p>(a) "Lot" means Lot 5 in strata plan registration no 62272.</p> <p>(b) "Specifications" means as per Annexure G</p> <p>All Owners present voted in favour of the motion.</p>		

MOTION 16	Renovation Works to Lot 32 (Unit 2008)	
<p>RESOLVED that subject to the preceding motion being passed, The Owners – Strata Plan No. 62272 SPECIALLY RESOLVE pursuant to section 52 of the Strata Schemes Management Act, 1996 (NSW) to make a by-law in the following terms:</p> <p>SPECIAL BY-LAW NO. 2H Renovation Works</p> <p>The provisions of Parts 1, 2, and 3 of Special By-law No. 1A are adopted for the purposes of this by-law with the exception of the amendment of the definition of "Lot" as follows:</p> <p>(a) "Lot" means Lot 32 in strata plan registration no 62272.</p> <p>(b) "Specifications" means as per Annexure H</p> <p>All Owners present voted in favour of the motion.</p>		

MOTION 17	Renovation Works to Lot 32 (Unit 2008)	
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**STRATA TITLE
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RESOLVED that subject to the preceding motion being passed, The Owners – Strata Plan No. 62272 SPECIALLY RESOLVE pursuant to section 52 of the Strata Schemes Management Act, 1996 (NSW) to make a by-law in the following terms:

SPECIAL BY-LAW NO. 2I Renovation Works

The provisions of Parts 1, 2, and 3 of Special By-law No. 1A are adopted for the purposes of this by-law with the exception of the amendment of the definition of "Lot" as follows:

- (a) "Lot" means Lot 32 in strata plan registration no 62272.
- (b) "Specifications" means as per Annexure I

All Owners present voted in favour of the motion.

MOTION 18	Renovation Works to Lot 43 (Unit 2203)
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RESOLVED that subject to the preceding motion being passed, The Owners – Strata Plan No. 62272 SPECIALLY RESOLVE pursuant to section 52 of the Strata Schemes Management Act, 1996 (NSW) to make a by-law in the following terms:

SPECIAL BY-LAW NO. 2J Renovation Works

The provisions of Parts 1, 2, and 3 of Special By-law No. 1A are adopted for the purposes of this by-law with the exception of the amendment of the definition of "Lot" as follows:

- (a) "Lot" means Lot 43 in strata plan registration no 62272.
- (b) "Specifications" means as per Annexure J

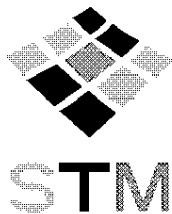
All Owners present voted in favour of the motion.

RE-APPOINTMENT OF STRATA MANAGER

MOTION 19	Appointment of Strata Manager
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MOTION DEFEATED that in accordance with Section 27(1) of the Strata Schemes Management Act 1996 ("Act"):

- (a) Vesture Management Pty Ltd trading as Strata Title Management ("Agent") be appointed as strata managing agent of Strata Scheme No 62272;
- (b) The Owners Corporation delegate to the Agent all of its functions (other than those listed in section 28(3) of the Act) and all of the functions of its Chairperson, Secretary, Treasurer and Executive Committee;
- (c) The Owners Corporation execute the written agreement, ("Agreement") circulated with this agenda, to give effect to this appointment and delegation and that the Secretary and one other Executive Committee be authorised to



**STRATA TITLE
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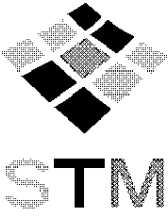
11/18/2016 11:11 AM
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sign the agreement on behalf of the Owners Corporation under common seal in accordance with Section 238 of the Strata Schemes Management Act 1996;

(d) The delegation is to the subject to the conditions and limitations set out in the Agreement; and;

(e) That upon execution on the Agreement, the Owners Corporation and the Agent mutually agrees that this Agreement supersedes and cancels all previous delegations and Agency Agreements between the Owners Corporation and the Agent.

MOTION 19A	Termination of Services	
<p><u>Subject to Motion 19B being approved by the Owners Corporation then</u>, pursuant to s 27(2) of the <i>Strata Schemes Management Act 1996</i> ('Act'), the owners corporation RESOLVE to terminate the appointment of Strata Title Management Pty Ltd ('Incumbent Agent') as strata managing agent for the scheme and:</p> <p>RESOLVED that, pursuant to s 27(2) of the <i>Strata Schemes Management Act 1996</i> ('Act'), the owners corporation RESOLVE to terminate the appointment of Strata Title Management Pty Ltd ('Incumbent Agent') as strata managing agent for the scheme and:</p> <p>a) The owners corporation revokes from the Incumbent Agent all of the functions of:</p> <ul style="list-style-type: none"> i. the owners corporation; and ii. its chairperson, treasurer and secretary <p>(b) That the revocation of duties, functions and any other services provided by the Incumbent Agent be subject to the conditions outlined in the <i>Agency Agreement</i> or, as otherwise agreed between the parties;</p> <p>(c) That the owners corporation serve written notice on the Incumbent Agent attached with a copy of these minutes to give effect to this termination; and,</p> <p>(d) That, at the end of the notice period (or such a time as negotiated between the incumbent agent and the Executive Committee), the Incumbent Agent be instructed to hand over all trust money, files, documents, plans, by laws, title certificates and any other conceivable record held on behalf of the owners corporation to its nominated representative.</p> <p><i>It was noted that the termination will take effect as of 30th October 2016 and that the Executive Committee will officially notify Strata Title Management by email and provide the 3 months termination notice.</i></p>		



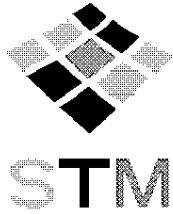
**STRATA TITLE
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111 Pitt Street
Level 11, 111 Pitt Street
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MOTION 19B	Appointment of Strata Manager	
<p>Subject to Motion19A being approved by the Owners Corporation then, pursuant to s 27(1) of the <i>Strata Schemes Management Act 1996</i> ('Act'), the owners corporation RESOLVE to appoint Wellman Strata Management ('Agent') as strata managing agent for the scheme and:</p> <p>RESOLVED that, pursuant to s 27(1) of the <i>Strata Schemes Management Act 1996</i> ('Act'), the owners corporation RESOLVE to appoint Wellman Strata Management ('Agent') as strata managing agent for the scheme and:</p> <p>a) That the owners corporation delegates to the Agent all of the functions of:</p> <ul style="list-style-type: none">i) the owners corporation (other than those listed in section 28(3) of the Act; andii) its chairperson, treasurer and secretary <p>that is necessary to enable the Agent to carry out the 'agreed services' and the 'additional services' as defined in Schedules A1 and A2 of the agreement; and</p> <p>(b) That the delegation to the Agent be subject to the conditions and limitations outlined in the <i>Agency Agreement</i>;</p> <p>(c) That the owners corporation execute the <i>Agency Agreement</i> to give effect to this appointment and delegation;</p> <p>(d) That authority be given for the affixing of the common seal of the owners corporation to the <i>Agency Agreement</i> and witnessed by 2 members of the executive committee;</p> <p>(e) That if 2 members are not available, authority passes to 1 member and the Secretary of the owners corporation.</p> <p><i>It was noted that Wellman Strata will be able to collect the books and records from Strata Title Management from 1st November 2016 and all future correspondence including levy notices will be issued by Wellman Strata from the above date.</i></p>		

BEING NO FURTHER ITEMS OF BUSINESS THE MEETING CLOSED AT 8:20pm



**STRATA TITLE
MANAGEMENT**

Level 1, 100/102, 104, 106, 108, 110, 112, 114, 116, 118, 120, 122, 124, 126, 128, 130, 132, 134, 136, 138, 140, 142, 144, 146, 148, 150, 152, 154, 156, 158, 160, 162, 164, 166, 168, 170, 172, 174, 176, 178, 180, 182, 184, 186, 188, 190, 192, 194, 196, 198, 200, 202, 204, 206, 208, 210, 212, 214, 216, 218, 220, 222, 224, 226, 228, 230, 232, 234, 236, 238, 240, 242, 244, 246, 248, 250, 252, 254, 256, 258, 260, 262, 264, 266, 268, 270, 272, 274, 276, 278, 280, 282, 284, 286, 288, 290, 292, 294, 296, 298, 300, 302, 304, 306, 308, 310, 312, 314, 316, 318, 320, 322, 324, 326, 328, 330, 332, 334, 336, 338, 340, 342, 344, 346, 348, 350, 352, 354, 356, 358, 360, 362, 364, 366, 368, 370, 372, 374, 376, 378, 380, 382, 384, 386, 388, 390, 392, 394, 396, 398, 400, 402, 404, 406, 408, 410, 412, 414, 416, 418, 420, 422, 424, 426, 428, 430, 432, 434, 436, 438, 440, 442, 444, 446, 448, 450, 452, 454, 456, 458, 460, 462, 464, 466, 468, 470, 472, 474, 476, 478, 480, 482, 484, 486, 488, 490, 492, 494, 496, 498, 500, 502, 504, 506, 508, 510, 512, 514, 516, 518, 520, 522, 524, 526, 528, 530, 532, 534, 536, 538, 540, 542, 544, 546, 548, 550, 552, 554, 556, 558, 560, 562, 564, 566, 568, 570, 572, 574, 576, 578, 580, 582, 584, 586, 588, 590, 592, 594, 596, 598, 600, 602, 604, 606, 608, 610, 612, 614, 616, 618, 620, 622, 624, 626, 628, 630, 632, 634, 636, 638, 640, 642, 644, 646, 648, 650, 652, 654, 656, 658, 660, 662, 664, 666, 668, 670, 672, 674, 676, 678, 680, 682, 684, 686, 688, 690, 692, 694, 696, 698, 700, 702, 704, 706, 708, 710, 712, 714, 716, 718, 720, 722, 724, 726, 728, 730, 732, 734, 736, 738, 740, 742, 744, 746, 748, 750, 752, 754, 756, 758, 760, 762, 764, 766, 768, 770, 772, 774, 776, 778, 780, 782, 784, 786, 788, 790, 792, 794, 796, 798, 800, 802, 804, 806, 808, 810, 812, 814, 816, 818, 820, 822, 824, 826, 828, 830, 832, 834, 836, 838, 840, 842, 844, 846, 848, 850, 852, 854, 856, 858, 860, 862, 864, 866, 868, 870, 872, 874, 876, 878, 880, 882, 884, 886, 888, 890, 892, 894, 896, 898, 900, 902, 904, 906, 908, 910, 912, 914, 916, 918, 920, 922, 924, 926, 928, 930, 932, 934, 936, 938, 940, 942, 944, 946, 948, 950, 952, 954, 956, 958, 960, 962, 964, 966, 968, 970, 972, 974, 976, 978, 980, 982, 984, 986, 988, 990, 992, 994, 996, 998, 1000

Level 1, 100/102, 104, 106, 108, 110, 112, 114, 116, 118, 120, 122, 124, 126, 128, 130, 132, 134, 136, 138, 140, 142, 144, 146, 148, 150, 152, 154, 156, 158, 160, 162, 164, 166, 168, 170, 172, 174, 176, 178, 180, 182, 184, 186, 188, 190, 192, 194, 196, 198, 200, 202, 204, 206, 208, 210, 212, 214, 216, 218, 220, 222, 224, 226, 228, 230, 232, 234, 236, 238, 240, 242, 244, 246, 248, 250, 252, 254, 256, 258, 260, 262, 264, 266, 268, 270, 272, 274, 276, 278, 280, 282, 284, 286, 288, 290, 292, 294, 296, 298, 300, 302, 304, 306, 308, 310, 312, 314, 316, 318, 320, 322, 324, 326, 328, 330, 332, 334, 336, 338, 340, 342, 344, 346, 348, 350, 352, 354, 356, 358, 360, 362, 364, 366, 368, 370, 372, 374, 376, 378, 380, 382, 384, 386, 388, 390, 392, 394, 396, 398, 400, 402, 404, 406, 408, 410, 412, 414, 416, 418, 420, 422, 424, 426, 428, 430, 432, 434, 436, 438, 440, 442, 444, 446, 448, 450, 452, 454, 456, 458, 460, 462, 464, 466, 468, 470, 472, 474, 476, 478, 480, 482, 484, 486, 488, 490, 492, 494, 496, 498, 500, 502, 504, 506, 508, 510, 512, 514, 516, 518, 520, 522, 524, 526, 528, 530, 532, 534, 536, 538, 540, 542, 544, 546, 548, 550, 552, 554, 556, 558, 560, 562, 564, 566, 568, 570, 572, 574, 576, 578, 580, 582, 584, 586, 588, 590, 592, 594, 596, 598, 600, 602, 604, 606, 608, 610, 612, 614, 616, 618, 620, 622, 624, 626, 628, 630, 632, 634, 636, 638, 640, 642, 644, 646, 648, 650, 652, 654, 656, 658, 660, 662, 664, 666, 668, 670, 672, 674, 676, 678, 680, 682, 684, 686, 688, 690, 692, 694, 696, 698, 700, 702, 704, 706, 708, 710, 712, 714, 716, 718, 720, 722, 724, 726, 728, 730, 732, 734, 736, 738, 740, 742, 744, 746, 748, 750, 752, 754, 756, 758, 760, 762, 764, 766, 768, 770, 772, 774, 776, 778, 780, 782, 784, 786, 788, 790, 792, 794, 796, 798, 800, 802, 804, 806, 808, 810, 812, 814, 816, 818, 820, 822, 824, 826, 828, 830, 832, 834, 836, 838, 840, 842, 844, 846, 848, 850, 852, 854, 856, 858, 860, 862, 864, 866, 868, 870, 872, 874, 876, 878, 880, 882, 884, 886, 888, 890, 892, 894, 896, 898, 900, 902, 904, 906, 908, 910, 912, 914, 916, 918, 920, 922, 924, 926, 928, 930, 932, 934, 936, 938, 940, 942, 944, 946, 948, 950, 952, 954, 956, 958, 960, 962, 964, 966, 968, 970, 972, 974, 976, 978, 980, 982, 984, 986, 988, 990, 992, 994, 996, 998, 1000

MINUTES OF EXECUTIVE COMMITTEE MEETING OF THE OWNERS CORPORATION

Minutes of the Executive Committee Meeting for the Owners Corporation of Strata Plan 62272 held immediately after the Annual General Meeting in the Offices of Forum Properties, Mezzanine Level, 1 Sergeant Lane, ST LEONARDS NSW 2065 on Wednesday 27th July, 2016.

Present: J. Cooke (1), B. Davis (99), M. Gunn (115), A. Storr (123), P. O'Leary (131)

In Attendance: Patrick Rush for Strata Title Management
B. Gunn (115)

Chairman: Jennifer Cooke

There being a quorum present the chairman declared the meeting open.

MOTIONS

MOTION 1 Minutes

RESOLVED that the minutes of the previous Executive Committee meeting be confirmed as a true and accurate account of the proceedings at that meeting.

MOTION 2 Office Bearers

The following office bearers were elected:

Secretary: Jennifer Cooke (1)
Treasurer: Peter O'Leary (131)
Chairperson: Barry Davis (99)

MOTION 3 Appointed Representative and Substitute Representative

MOTION DEFEATED that the Executive Committee elect a representative and a substitute representative who are the nominated contact person(s) with the strata managing agent.

MOTION 4 Aged Arrears

RESOLVED that it be noted that no Owners are currently in debt collection and the arrears is under \$500.00 for the Owners Corporation.



**STRATA TITLE
MANAGEMENT**

UNITED STATES OF AMERICA

STRA TA TITLE MANAGEMENT
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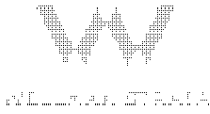
MOTION 5 - Future Executive Committee Meetings

RESOLVED that the date, time and venue of the Executive Committees meetings for the coming year will be determined at a later date.

MOTION 6 - Correspondence

The Owners Corporation requested that it be noted at the next Executive Committee meeting that the gas contract with AGL is to be ratified.

BEING NO FURTHER ITEMS OF BUSINESS THE MEETING CLOSED AT 8:35pm



Print: 28th September 2016

Addressed To: The Owners – Strata Plan 61518
C/- Ms K Cunningham
champagne.kez@gmail.com

Addressed To: The Owners – Strata Plan 62272
C/- Ms J Cook
intercult@netspeed.com.au

Addressed To: St Leonards JV Pty Limited
C/- Mr G Solomon
gsolomon@abacusproperty.com.au

Minutes of (Adjourned) Building Management Committee Meeting Deposited Plan Number 1006213

Deposited Plan Number:	1006213
Building Name:	Building 6 Management Committee
Address of scheme:	1 Sergeants Lane, St Leonards
Type of Meeting:	Adjourned Building Management Committee Meeting
Date of Meeting:	Wednesday, 28 th September 2016
Time of Meeting:	1:00 PM
Meeting Venue:	The Office of Wellman Strata Management Pty Ltd Suite 5, Level 9, 189 Kent Street, Sydney NSW 2000
Chairperson:	D Wellman of Wellman Strata Management Pty Ltd (by invitation)

Present: Ms K Cunningham (Representative for SP61518) and Ms J Cook (Representative for SP62272).

Delegations: Nil.

Apologies: Mr G Solomon.

In Attendance: Mr D Wellman of Wellman Strata Management Pty Ltd ('Wellman Strata')

Quorum: At 1:00 PM the Chairperson declared a quorum for the purpose of addressing the motions listed and opened the meeting.

Resolution 1: Minutes
RESOLVED that the minutes of the last B6MC meeting be confirmed as a true record of the proceedings at that meeting.

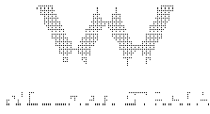
Resolution 2: Proposed Lobby and Mezzanine Upgrade/Renovation

- a. The Members considered an update in respect of the proposed lobby and mezzanine upgrade works and noted that the proposed plans needed to be confirmed for CDC compliance prior to finalising the design concept for presentation to the respective owners corporations.
- b. The Members **RESOLVED** to adopt the proposal submitted by Vic Lilli (Consultant) dated 27th July 2016 following a joint meeting with Inside Touch Interiors on the 9th September 2016.

Notes

The members noted that there were some indications from residents within the Forum who would like to see more use of the mezzanine deck area. It was agreed that further consultation among the committees be taken in advance of the next meeting as it concerned outdoor furniture and BBQ amenity.

THERE BEING NO FURTHER BUSINESS,
THE MEETING CLOSED AT 1:13PM



Wellman Strata Management Pty Ltd
Level 9, 189 Kent Street, Sydney NSW 2000
Tel: (02) 9232 4000
www.wellmanstrata.com.au

Print: 1st November 2016

Addressed To: The Owners – Strata Plan 61518
C/- Ms K Cunningham
champagne.kez@gmail.com

Addressed To: The Owners – Strata Plan 62272
C/- Ms J Cook
intercult@netspeed.com.au

Addressed To: St Leonards JV Pty Limited
C/- Mr G Solomon
gsolomon@abacusproperty.com.au

Notice of Building Management Committee Meeting Deposited Plan Number 1006213

Deposited Plan Number:	1006213
Building Name:	Building 6 Management Committee
Address of scheme:	1 Sergeants Lane, St Leonards
Type of Meeting:	Building Management Committee Meeting
Date of Meeting:	Wednesday, 9 th November 2016
Time of Meeting:	1:00 PM
Meeting Venue:	The Office of Wellman Strata Management Pty Ltd Suite 5, Level 9, 189 Kent Street, Sydney NSW 2000
Facilitator:	Wellman Strata Management Pty Ltd

Meeting Agenda

- i) Record meeting attendances including nominations.
- ii) Declaration of meeting quorum.

Motion 1: Minutes
That the minutes of the last B6MC meeting be confirmed as a true record of the proceedings at that meeting. <i>Refer Annexure A</i>
Motion 2: Financial Matters
That the B6MC table and consider the latest statement of financial affairs. <i>Refer Annexure B</i>

Motion 3: Building Management Report

That the Members table and receive the latest building management report prepared by Forum Properties Pty Ltd.

Motion 4: Proposed Lobby and Mezzanine Upgrade/Renovation

That the Members consider an update in respect of the proposed lobby and mezzanine upgrade works.

Motion 5: Building Maintenance & Repairs

That the members give consideration to the following matters and take appropriate action as required:

Motion 6: Matters Arising

That the Members give consideration to any matters arising:

- i. Correspondence – M Gunn (SP62272) – Mezzanine Security
That the Members consider correspondence from Mr M Gunn as it concerns the security and access to the mezzanine levels.
- ii. Correspondence – J Harding-Smith (SP62272) – Mezzanine Garden
The committee tables a request by Mr J Harding-Smith to utilise two pot plants on the mezzanine balcony to grow herbs.
- iii. Any other business
The members consider any other business.

Motion 7: Next Meeting

That the Members set a date for its next meeting.

Wellman Strata Management Pty Ltd for and on behalf of B6MC



WELLMAN STRATA MANAGEMENT
1 SERGEANTS LANE, ST LEONARDS
NSW 2065
WWW.WELLMANSTRATA.COM.AU

Print: 09 December 2016
To: The Strata Committee
Forum Highrise Apartments
1 Sergeants Lane,
ST LEONARDS NSW 2065
And: All registered lot owners

Minutes of Strata Committee Meeting

Schedule 2, *Strata Schemes Management Act 2015*

Strata Plan Number & Building Name:	SP62272
Address of scheme:	1 Sergeants Lane, St Leonards
Type of Meeting:	Strata Committee Meeting
Date of Meeting:	Tuesday, 6 th December 2016
Time of Meeting:	6:30PM
Meeting Venue:	The office of Forum Properties Pty Ltd Mezzanine Level 1 'Forum Tower' 1 Sergeants Lane, St Leonards
Chairperson:	T Lovie of Wellman Strata Management Pty Ltd (by invitation)

Present: Barry Davies (99), Ann Storr (123) & Matthew Gunn (115)

Delegations: Nil

Apologies: Ms J Cooke of the Strata Committee 62272 & Mr D Wellman of Wellman Strata

In Attendance: Tracey Lovie of Wellman Strata Management Pty Ltd (**Wellman Strata**), Lots 1706
Mr O Lai

Quorum: At 6:30PM the Chairperson welcomed those in attendance and declared a quorum for addressing the motions listed for this meeting.

Resolution 1: Minutes
RESOLVED that the minutes of the previous Strata Committee meeting held 27 th July 2016, be confirmed as a true record and account of the proceedings at that meeting.
Resolution 2: Matters Arising
The Strata Committee considered the following matters arising from the previous minutes of meeting: a. <u>AGL Contract</u> RESOLVED That the strata committee ratify the execution of the AGL contract as detailed in the previous meeting minutes.

b. Wellman Strata Contract

RESOLVED That the strata committee execute the Wellman Strata contract as resolved at the Adjourned AGM of the owners corporation in July 2016

c. MYBOS

DEFERRED a decision for the deployment of MYBOS (building management software) in connection with the concierge service, for further review at the next strata committee meeting

Resolution 3: Financial Statements

a. **RESOLVED** that the Strata Committee table and receive the latest financial statements for the strata scheme. These were accepted without discussion.

b. **RESOLVED** that the Strata Committee receives the latest arrears report for the strata scheme

Resolution 4: Building Manager Report

RESOLVED that the Strata Committee received a written report from the Building Manager. The report was accepted without comment by all members present.

Resolution 5: Application for works

The Strata Committee considered major projects that are currently under the consideration of the committee. The following was noted:

i. Unit 1706 | Mr Lai Application for Timber Flooring

The committee reviewed the application submitted by Mr Lai of unit 1706 with respect to a proposal to install timber flooring to the apartment. This request was conditionally approved subject to clearance with the building manager (Craig Winter), who will review the request and ensure compliance with current BCA Standards are met.

ii. Unit 2208 | Notice of Lot Owner Works

The committee reviewed a notice from the agent representing the owner of apartment 2208 as it related to lot owner works. The request was considered however it was determined an insufficient scope of works was supplied for an informed decision and it was agreed to instruct the strata manager to revert back to the agent for more details surrounding the request and supply said agent with the applicable by-law for renovations.

Resolution 6: Plaza Deed Committee

RESOLVED In the absence of the delegate representative being present the minutes were reviewed and accepted.

Resolution 7: Building 6 Management Committee

RESOLVED In the absence of the delegate representative being present the minutes were reviewed and accepted.

Resolution 8: Items of Correspondence

RESOLVED that the Strata Committee considers the following items of general business or correspondence including items tabled at the meeting:

i. New Strata Laws

The committee received an information paper on the new strata laws as prepared by Chambers Russell Lawyers in conjunction with Wellman Strata. Appreciation was given on this information however the members noted that they would like to table this again at the next strata committee meeting where Mr D Wellman will be present to go over the relevant changes applicable to the scheme. Matter ongoing.

Resolution 9: Next Meeting

RESOLVED that the Strata Committee convene its next meeting on Wednesday, 15th February 2017 at 6:30PM.

THERE BEING NO FURTHER BUSINESS
THE CHAIRMAN CLOSED THE MEETING AT 7:35PM



Print: 8th February 2017

To: The Executive Committee – Strata Plan 62272
Forum Highrise Apartments
1 Sergeants Lane,
ST LEONARDS NSW 2065

And: To all Registered Owners – Strata Plan 62272

Notice of Strata Committee Meeting

Schedule 2, *Strata Schemes Management Act 2015*

Strata Plan Number & Building Name:	SP62272 Forum Highrise Apartments
Address of scheme:	1 Sergeants Lane, St Leonards
Type of Meeting:	Strata Committee Meeting
Date of Meeting:	Wednesday, 15 th February 2017
Time of Meeting:	6:30PM
Meeting Venue:	The Office of Forum Properties Pty Ltd Mezzanine Level 1 'Forum Tower', 1 Sergeants Lane, St Leonards
Facilitator:	Wellman Strata Management Pty Ltd ('Wellman Strata')

Meeting Agenda

- i) Record meeting attendance.
- ii) Declaration of meeting quorum.

Motion 1: Minutes

That the minutes of the previous Executive Committee meeting be confirmed as a true record and account of the proceedings at that meeting.

Motion 2: Matters Arising

The Executive Committee consider any matters arising from the previous meeting.

<ul style="list-style-type: none">i. <u>MYBOS</u>

That the committee consider the application of MYBOS building management software in connection with the concierge service.

ii. New Strata Laws

Further to the previous meeting, the committee table and discuss the publication prepared by Chambers Russell Lawyers and Wellman Strata in relation to the new strata laws.

Motion 3: Financial Statements

- a) That the Executive Committee receives the latest financial statements for the strata scheme.
- b) That the Executive Committee tables and receives the current arrears report for the strata scheme.

Refer interim financial reports circulated with the meeting notice to members of the committee.

Motion 4: Building Manager's Report

That the latest building manager's report be tabled and discussed.

Motion 5: Plaza Deed Committee

That the Plaza Deed representative for SP62272 provides an update to the members on matters concerning the Plaza Deed Committee.

Motion 6: Building 6 Management Committee

That the B6MC representative for SP62272 provides an update to the members on matters concerning the Building Management Committee.

- **Foyer Refurbishment:**
That the Executive Committee considers an update on matters concerning the Foyer Refurbishment.

Motion 7: Application for Works

That the strata committee consider and ratify decisions to approve lot owner works to apartments 1706 and 2208 and consent to the convening of a general meeting to adopt new by-laws in respect of those works (at the lot owner's cost).

Motion 8: Items of Correspondence

That the Executive Committee considers the following items of general business and/or any other correspondence raised at the meeting:

i. 100 Christie Street

That the strata committee consider the 2016 Planning Proposal for 100 Christie Street, St Leonards and discuss appropriate actions to be taken.

https://www.northsydney.nsw.gov.au/Building_Development/LEP_DCP/Planning_Proposals/Planning_Proposal_100_Christie_Street_St_Leonards

Notes:

For additional information please refer to the 'Christie Street Master Plan' is available from the North Sydney Council website: LPO2_Christie_Street Masterplan_Guidelines

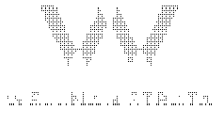
Proponent of motion – Ms A Storr

ii. Artwork in Common Areas

That the strata committee consider a proposal by Mr J Harding-Smith to display artwork in agreed common areas of 62272.

Motion 9: Next Meeting

That the Executive Committee determines a date for its next Meeting.



WELLMAN STRATA MANAGEMENT PTY LTD
 10/11-13/15 Market Street, Sydney NSW 2000
 Phone: 02 9232 2222
 Email: info@wellmanstrata.com.au
 WELLMAN STRATA.COM.AU

Print: 5 April 2017 5th April 2017

To The Owners – Strata Plan 62272
 Forum High Rise,
 1 Sergeants Lane,
 ST LEONARDS NSW 2065

And All Registered Mortgagees and Covenant Chargees

Minutes of Extraordinary General Meeting

Schedule 2, *Strata Schemes Management Act 2015*

Meeting Particulars	
Strata Plan Number & Building Name:	SP62272 Forum High Rise
Address of scheme:	1 Sergeants Lane, St Leonards
Type of Meeting:	Extraordinary General Meeting
Date of Meeting:	Tuesday 4 th April, 2017
Time of Meeting:	6:30PM
Meeting Venue:	The Office of Forum Properties Pty Ltd Mezzanine Level 1 'Forum Tower', 1 Sergeants Lane, St Leonards
Chairperson:	D Wellman of Wellman Strata Management Pty Ltd (by invitation)

Present: A Storr (123), L J Harding-Smith (129) and P O'Leary (131).

Proxies: Lot 1 and 99 to D Wellman of Wellman Strata Management Pty Ltd

Apologies: M and J Cooke (1) and B Davis (99).

In Attendance: D Wellman of Wellman Strata Management Pty Ltd ('Wellman Strata').

Quorum: At 7:00 PM the Chairperson declared the meeting open for the purpose of addressing the motions of the meeting.

Resolution 1: Minutes	Resolution Type:	Ordinary
RESOLVED that the minutes of the previous general meeting be confirmed as a true record and account of the proceedings at that meeting.		

Resolution 2: Lot 48 – Special By-Law 2K	Resolution Type:	Special
The Owners Corporation SPECIALLY RESOLVE pursuant to the following:		
(a) Section 108 (2) of the <i>Strata Schemes Management Act 2015</i> , authorise the owner of Lot 48 in the scheme to add to and alter the common property within the scheme in accordance with the conditions in the common		

property rights By-Law 1A; and

- (b) Section 142 (b) of the *Strata Schemes Management Act 2015*, makes a common property rights By-Law for the benefit of the Owner from time to time of Lot 48 as set out in the Annexure B to change the By-Laws appended to the agenda of the general meeting passing this By-Law and RESOLVE that the Managing Agent be authorised to affix the common seal of the Owners Corporation in accordance with section 273 of the *Strata Schemes Management Act 2015* on the notification to change to the By-Laws and organise lodgement in accordance with section 141 (2) of the *Strata Schemes Management Act 2015* at the Registrar-General's Office.

Unit entitlement opposing the motion: 0%

Explanatory Note:

The owner(s) of Lot 48 seeks approval of the Owners Corporation under a Common Property Rights By-Law to undertake Works, which involve waterproofing of a wet area. Works involving waterproofing are not cosmetic works or minor renovations as defined in the Strata Schemes Management Act 2015 and therefore special privileges via a Common Property Rights By-Law is required to grant approval to Lot 48 to undertake such works within their Lot.

Resolution 3: Lot 6 – Special By-Law 2L	Resolution Type:	Special
<p>The Owners – Strata Plan No. 62272 SPECIALLY RESOLVES pursuant to sections 108 and 142 of the <i>Strata Schemes Management Act 2015</i> (“the Act”) to make a By-Law in the following terms and that, pursuant to section 141 of the Act, notification of this change to the By-Laws be lodged for registration at the Registrar-General's Office:</p>		
<p><u>SPECIAL BY-LAW 2K - LOT 6 - INSTALLATION OF TIMBER FLOORING</u></p>		
<p>The provisions of Parts 1, 2 and 3 of Special By-Law 1A are adopted for the purposes of this By-Law with the exception of the amendment of the definition of “Lot” as follows:</p>		
<p>(g) “Lot” means Lot 6 in strata plan registration no. 62272</p>		
<p>(j) “Specifications” means:</p>		
<p>i. removal of carpet in the hatched areas of the Lot as depicted the plan annexed hereto and marked “A”;</p>		
<p>ii. installation of a 5mm Regupol acoustic rubber underlay in accordance with the Regupol (Australia) Pty Ltd Product Information sheet annexed hereto and marked “B”.</p>		
<p>ii. installation of 3mm engineered oak timber flooring on the hatched areas of the Lot as depicted in Annexure “C”.</p>		
<p><i>Unit entitlement opposing the motion: 0%</i></p>		

NOTES:

It was agreed to convene future general meetings from 6:00PM.

**THERE BEING NO FURTHER BUSINESS,
THE CHAIRMAN CLOSED THE MEETING AT 7:03PM**



Print: 11 May 2017

To: The Executive Committee – Strata Plan 62272
 Forum Highrise Apartments
 1 Sergeants Lane,
 ST LEONARDS NSW 2065

And: To all Registered Owners – Strata Plan 62272

Minutes of Strata Committee Meeting

Schedule 2, *Strata Schemes Management Act 2015*

Strata Plan Number & Building Name:	SP62272 Forum Highrise Apartments
Address of scheme:	1 Sergeants Lane, St Leonards
Type of Meeting:	Strata Committee Meeting
Date of Meeting:	Thursday, 4 th May 2017
Time of Meeting:	6:30PM
Meeting Venue:	The Office of Forum Properties Pty Ltd Mezzanine Level 1 'Forum Tower', 1 Sergeants Lane, St Leonards
Chairperson:	D Wellman of Wellman Strata Management Pty Ltd (by invitation)

Present: J Cooke, A Storr and P O'Leary.

Delegation: M Gunn to P O'Leary.

Apologies: M Gunn.

In Attendance: Oliver Lai (6), Ms M Thompson (9), Ms H Pearson (139), D Wellman of Wellman Strata Management Pty Ltd ('**Wellman Strata**').

Quorum: At 6:30 PM the Chairperson declared the meeting open for the purpose of addressing the motions of the meeting.

Resolution 1: Minutes
RESOLVED that the minutes of the previous strata committee meeting be confirmed as a true record and account of the proceedings at that meeting.

Resolution 2: Matters Arising
The strata committee considered the following matters arising from the previous meeting:

i. MYBOS

The committee acknowledged an offer from David Southwell of Village Concierge to initiate and operate the MYBOS building management software on behalf of the Forum Highrise (and Midrise) apartments. It was noted that further information is being sought from Mr Southwell as to how it is proposed the software will be implemented and to what degree it will be utilised. The matter is ongoing and Wellman Strata will report back to the strata committee once that information comes to hand.

ii. Strata Laws/By-Law to Administer Lot Maintenance

Further to the previous meeting, the committee considered further information as it concerns the ongoing maintenance of lot owner property and, whether the introduction of a by-law would assist the owners corporation in dealing with the administration and enforcement of lot owner property.

Having regard to some advice from Chambers Russell Lawyers as it concerned the introduction of a by-law around this issue, a proposal was put forward for the owners corporation to undertake the regular maintenance/replacement of the flex hoses within the lots on behalf of each registered owner as a proactive measure against future incidents. It was **RESOLVED** that an appropriate motion be put forward to the Annual General Meeting for determination.

In the interim, Wellman Strata is instructed to liaise with the building manager to see if an inspection of the lots can be performed (in advance of the AGM) to identify what lots (and flex hoses) are in need of work. Matter is ongoing.

iii. Intercom Replacement/Upgrade

The committee considered the current state of repair of the intercom system and, discussed options of repair/replacement.

It was noted that the system is currently working and that the matter be further reviewed at the next committee meeting at which time the annual budget will be considered in advance of the AGM.

iv. Lift Contract

The committee tabled recent repair issues concerning the lift operation and renewal of the lift maintenance contract. It was noted that the BM is still liaising with KONE to ensure the prices quoted incorporate compliance related repairs. Wellman Strata to report back to the members once that information comes to hand.

The quotation from Elevate Lift Consultancy to undertake the tender of the lift maintenance contract was also tabled. It was **RESOLVED** to progress the matter and Wellman Strata is instructed to engage Elevate accordingly.

v. 100 Christie Street

The strata committee considered fee proposals sought from town planning consultants in contemplation of engaging a consultant to assist with the 2016 Planning Proposal for 100 Christie Street, St Leonards and discuss appropriate actions to be taken. It was **RESOLVED** to accept the proposal from Milestone Group and, to instruct Wellman Strata to advise The Owners – Strata Plan 61518 with respect to the sharing of costs associated with the appointment.

It is further noted that the appointment of Milestone Group is in connection with the 100 Christie Street proposal only. Any further proposed developments in the area will be considered on a case by case basis and when they arise.

vi. Curtain Walls/Water Leak

Wellman Strata provided an update on the matter of water leaks through the curtain wall of the south façade. It was noted that both Wellman Strata and Forum Properties are continuing to pursue Apex Consulting to identify the most suitable method of repair. The matter is ongoing.

Resolution 3: Financial Statements

- a) **RESOLVED** that the strata committee receives the latest financial statements for the strata scheme.
- b) **RESOLVED** that the strata committee receives the current arrears report for the strata scheme.

The members further noted that the year-end accounts were being prepared and that an auditor is to be appointed. Wellman Strata tabled two quotations – Tinworth & Co Chartered Accountants and Kelly + Partners. It was **RESOLVED** to engage Tinworth & Co.

Resolution 4: Building Manager's Report

That the latest building manager's report be tabled as read. There were no action items arising.

Resolution 5: Plaza Deed Committee

The Plaza Deed representative, Mr P O'Leary, provided an update to the members on matters concerning the Plaza Deed Committee. There was little to report noting that a meeting of the members had not been held for some time (circa 6 months).

Wellman Strata provided the members with a brief update on the dispute.

Resolution 6: Building 6 Management Committee

The B6MC representative, Ms J Cooke, provided an update to the members on matters concerning the Building Management Committee.

- **Foyer Refurbishment:**
It was noted that fee estimates from consultants were being sourced noting some disparity among the original quotations. The matter is ongoing with an update to be tabled at the next B6MC meeting later in May.
- **Gym Repainting**
The committee noted the proposal to repaint the gymnasium and ratified the appointment of RCZ Painters to undertake the work based on the colour selection/recommendations put forth by Inside Touch Interiors.
- **Gymnasium Committee**
RESOLVED that the committee ratifies the appointment of Mr M Gunn to the gymnasium sub-committee.
- **CCTV issue**
A proposal by SP61518 to increase the coverage of the CCTV to the north terrace was tabled noting that the difference in overall costs was negligible. It was **RESOLVED** to support the proposal and agree to the installation as submitted. Ms Cooke advised that the proposal would be reissued to Ms Storr.

Resolution 7: Items of Correspondence

The strata committee considered the following items of general business and/or any other correspondence raised at the meeting:

- i. **Noise Disturbance and Smoke Drift**
The strata committee considered correspondence from Mr Chen of apartment 3105 relating to disturbance from noise and smoke drift from a neighbouring apartment. It was noted that Mr Chen should consult Fair Trading on the dispute resolution services offered by the department should the matter persist. In the first instance, however, it was **RESOLVED** to instruct Wellman Strata to prepare a notice to the occupant concerned to alert him/her to the issues reported.
- ii. **Mail**
Wellman Strata was requested to enquire with Village Concierge in relation to the disposal of general correspondence that is delivered to the Forum on the basis that it is considered junk mail.

Resolution 8: Next Meeting

RESOLVED that the strata committee convene its next meeting on Wednesday, 7th June 2017 at 6:30PM.

THE MEETING CLOSED AT 7:30PM



WELLMAN STRATA MANAGEMENT PTY LTD
100/102 WILSON ROAD, ST LEONARDS NSW 2065
WELLMANSTRATA.COM.AU

Print: 13 June 2017

To: The Strata Committee – Strata Plan 62272
Forum Highrise Apartments
1 Sergeants Lane,
ST LEONARDS NSW 2065

And: To all Registered Owners – Strata Plan 62272

Minutes of Strata Committee Meeting

Schedule 2, *Strata Schemes Management Act 2015*

Strata Plan Number & Building Name:	SP62272 Forum Highrise Apartments
Address of scheme:	1 Sergeants Lane, St Leonards
Type of Meeting:	Strata Committee Meeting
Date of Meeting:	Wednesday, 7 th June 2017
Time of Meeting:	6:30PM
Meeting Venue:	The Office of Forum Properties Pty Ltd Mezzanine Level 1 'Forum Tower', 1 Sergeants Lane, St Leonards
Chairperson:	D Wellman of Wellman Strata Management Pty Ltd (by invitation)

Present: A Storr, P O'Leary and M Gunn.

Delegation: J Cooke to P O'Leary.
B Davis to A Storr.

Apologies: J Cooke and B Davis.

In Attendance: Mr J Fan (74), Ms H Pearson (139), Mr Une (contractor for Mr Fan) and D Wellman of Wellman Strata Management Pty Ltd ('**Wellman Strata**').

Quorum: At 6:30 PM the Chairperson declared the meeting open for the purpose of addressing the motions of the meeting.

Resolution 1: Minutes
RESOLVED that the minutes of the previous strata committee meeting be confirmed as a true record and account of the proceedings at that meeting.
Resolution 2: Matters Arising
The strata committee considered the following matters arising from the previous meeting.

i. MYBOS

The committee tabled further correspondence from David Southwell in connection with the proposed application of the MyBos Software. The members also noted that SP61518 has endorsed the proposal. It was **RESOLVED** to accept the offer and instruct Wellman Strata to inform Village Concierge accordingly.

ii. Intercom Replacement/Upgrade

The committee considered the current state of repair of the intercom system. It was acknowledged that, by enlarge, the system was still quite functional and, that no formal quotations had yet been sought however it was agreed to keep the item listed as an ongoing discussion point. It was **RESOLVED** that Wellman recurring item for future committees to discuss.

iii. Lift Contract

The committee discussed issues relating to the ongoing lift maintenance, compliance repairs and overhaul as highlighted by the Elevate Lift Consultancy ('Elevate') report. It was noted that the cost to undertake the lift compliance repairs has been quoted by KONE Lifts at circa \$55,000 per lift with estimates to perform a complete overhaul at between \$260,000 and \$300,000 per lift. Whilst it was advised that the lift overhaul work should be considered in approximately 4-7 years from now, it was agreed to ask Elevate whether it was more commercially sound to address that now having regard to the costs to perform the compliance works.

It was also noted that the tender process for the lift maintenance contract is currently underway. Wellman Strata will report further on this once the quotations come to hand.

iv. 100 Christie Street

The strata committee noted that Wellman Strata is pursuing Milestone Group for its preliminary advice and update as it concerns the draft planning proposal associated with 100 Christie Street. The matter is ongoing.

v. Curtain Walls/Water Leak

The committee tabled a fee proposal from Apex Consulting to provide advice in respect of the curtain wall leaks affecting the south façade. It was **RESOLVED** to accept the proposal - \$6500.00 + GST.

Resolution 3: Financial Statements

- a) **RESOLVED** that the strata committee receives the latest financial statements for the strata scheme.
- b) **RESOLVED** that the strata committee receives the current arrears report for the strata scheme.
- c) **RESOLVED** that the strata committee considers the draft annual budget in preparation for the Annual General Meeting and that the proposed annual contributions be adjusted a further 5% pa increase on the draft figures. It was agreed that the 5% be split between the administrative (2.5% pa) and capital works fund (2.5% pa).

It was noted that the sinking fund currently prepared for SP62272 does not take into account the shared services as determined under the registered strata management statement and, it is questionable as to the level of funding currently available to meet any future demands of the B6MC.

It was agreed that Wellman Strata forward the capital works fund assessment prepared by Napier & Blakely in respect of the shared facilities.

Resolution 4: Building Manager's Report

The latest building manager's report was tabled and discussed.

The members **RESOLVED** to table the report as read. However, there were concerns expressed around the level of detail incorporated with the report noting. By comparison, the Concierge report listed a number of lift faults that were not reported in the Forum Management report. It was **RESOLVED** to instruct Wellman Strata to request the management team to identify any other issues that the management team is currently encountering and, what are (specifically) the items of repair as mentioned in the report.

Wellman Strata is also requested to follow up the issue of the flex hose inspection in order to report back to the committee, particularly as it concerned a proposal by the committee to determine (via Forum Properties) whether the issue surrounding the flex hose maintenance was better addressed by setting aside some time for the scheme's plumbing contractor to be on site to allow owners the opportunity to engage the company to undertake the works and, that such a process be dealt with over the course of a few weeks with the assistance of the concierge and management team. Matter ongoing.

Resolution 5: Address for service of notice

RESOLVED that the strata committee instructs Wellman Strata to register its business address as the address for the service of notice for The Owners – Strata Plan 62272.

Resolution 6: Plaza Deed Committee

The Plaza Deed representative for SP62272 provided an update to the members on matters concerning the Plaza Deed Committee noting that there has still been no meeting convened.

It was noted that further plant maintenance was required to the plaza area for an amount of \$6,000 (approximately).

It was **RESOLVED** that Wellman Strata follow up with the relevant parties in respect of convening a meeting of the plaza deed committee.

Resolution 7: Building 6 Management Committee

The B6MC representative for SP62272 provided an update to the members on matters concerning the Building Management Committee. The following was noted:

- **Foyer Refurbishment:**

It was noted that consultant proposals to undertake to prepare a specification, run a tender and perform project management have been received and, that both residential members needed to agree on the appointment of one. It was agreed that a joint informal meeting be convened. Wellman Strata indicated that it would take carriage of this and propose some dates to both members.

The Inside Touch proposal relating to the supply of furniture for the north terrace was tabled and adopted. It was noted that Wellman Strata would clarify the use of matting where it appeared to be placed over the balcony draining outlet. It was further agreed that the furniture be further discussed/addressed at the proposed informal meeting of the members (TBA).

- **Use of Ante-Room:**

It was noted that SP62272 supports the proposal to allow a mother's group to use the pool ante-room on a 3 month trial basis. Wellman Strata is to inform Form Properties.

- **Agency Agreement:**

It was noted that the draft agency agreement, as amended to reflect the balance of the initial term of contract and, the new owner in St Leonards JV Pty Ltd be endorsed.

- **Lighting**

It was **RESOLVED** to ratify the replacement of lighting as considered by the B6MC.

Resolution 8: Items of Correspondence

The strata committee considered the following items of general business and/or any other correspondence raised at the meeting.

- i. **Apartment Renovations – Jackson Fan**

The committee invited Mr Fan to address the meeting in respect of proposed works to be performed in apartment 2602. It was noted that it is the intention of the owner to undertake certain lot owner works. Wellman Strata and members of the committee provided an overview of the approval process associated with lot owner works pursuant to the registered by-laws. It was agreed that Mr Fan would submit all relevant information in the coming weeks with

the prospect of having the matter listed at the upcoming AGM for further consideration by the owners.

ii. Pipe Networks

The committee tabled recent correspondence as it concerned PIPE Networks and TPG. It was agreed that SP62272 allow the works installing telecommunication infrastructure to proceed however, that the contribution towards electricity consumption be queried. Wellman Strata to inform Forum Properties.

iii. Window Locking Devices

Noting the requirement to comply with window locking devices fitted to each window captured by the legislation, it was agreed that Wellman Strata follow this matter up with Forum Properties.

Resolution 9: Next Meeting

RESOLVED that the strata committee convene its next meeting (the AGM) on **18th July 2017 to commence at 6:00pm.**

THERE BEING NO FURTHER BUSINESS
THE MEETING CLOSED AT 8:18PM



WELLMAN STRATA MANAGEMENT PTY LTD
 1 SERGEANTS LANE
 ST LEONARDS NSW 2065
 AUSTRALIA
 WELLMANSTRATA.COM.AU

Print: 28 July 2017

To: The Owners – Strata Plan 62272
 Forum Highrise
 1 Sergeants Lane
 ST LEONARDS NSW 2065

And: To all mortgagees, covenant charges and registered tenants

Minutes of Annual General Meeting

Schedule 1, *Strata Schemes Management Act 2015 (NSW)*

Meeting Particulars	
Strata Plan Number & Building Name:	62272 – Forum Highrise
Address of scheme:	1 Sergeants Lane, St Leonards NSW 2065
Type of Meeting:	Annual General Meeting
Date of Meeting:	Tuesday, 18 th July 2017
Time of Meeting:	6:00PM
Meeting Venue:	The Office of Forum Properties Pty Ltd Mezzanine Level, 1 Sergeants Lane, St Leonards NSW 2065
Chairperson:	D Wellman of Wellman Strata Management Pty Ltd (by invitation)

Present in Person: J Cooke (1), E Spechler (42), A J Pavey (49), M and B Gunn (115), J Chen (117), A Storr (123) L J Harding-Smith (129) and P O’Leary (131).

Present by Proxy: Lot 52 proxy to D Wellman of Wellman Strata Management Pty Ltd
 Lot 106 proxy to A Storr (123)
 Lot 139 proxy to P O’Leary (131).

Apologies: B Spechler (42) and Ms H Pearson (139).

In Attendance: D Wellman of Wellman Strata Management Pty Ltd (**‘Wellman Strata’**).

Quorum: At 6:30 PM the Chairperson declared a quorum for the purpose of addressing the Resolutions listed for this meeting.

Resolution 1: Minutes	Resolution Type:	Ordinary
RESOLVED that the minutes of the previous general meeting be confirmed as a true record and account of the proceedings at that meeting. It was noted that the minutes confirmed relate to the extraordinary general meeting held 4 th April 2017.		

Resolution 2: Financial Statements	Resolution Type:	Ordinary
RESOLVED that the owners corporation adopt the audited statement of financial affairs of the strata scheme for the financial year ending 30 th April 2017.		

Resolution 3: Auditor	Resolution Type:	Ordinary
The Owners – Strata Plan 62272 RESOLVED to appoint an auditor for the strata scheme.		
<i>Note:</i> It was agreed that quotations be sourced by Wellman Strata to perform the annual audit of the owners corporations statement of financial affairs at 30 th April 2018 and submit those quotations to the strata committee for approval in advance of the 2018 AGM.		

Resolution 4: Annual Budget & Contributions	Resolution Type:	Ordinary	
a) RESOLVED that the statement of estimated receipts and payments (“budget”) as determined in accordance with Sub Section 79 (1) and 79 (2) of the <i>Strata Schemes Management Act 2015</i> for the period 01/05/2017 to 30/04/2018 and, as set out in <u>Annexure C</u> annexed to the meeting agenda be adopted.			
Note – the scheme is registered for GST			
b) An amendment to the motion was moved, seconded and supported as it concerned the representation of Goods and Services Tax noting that the figures were net of GST as opposed to inclusive of.			
The owners corporation then RESOLVED to levy and collect the total annual contribution in the following amounts:			
ADMINISTRATION FUND	\$ 1,089,575.00 Plus GST		
CAPITAL WORKS FUND	\$ 112,750.00 Plus GST		
And to be levied in accordance with sections 79 (1) and 79 (2) of the <i>Strata Schemes Management Act 2015</i> to be due and payable as set out in the table below:			
Date	Method of Calculation	Admin Fund	Capital Works Fund
01/05/2017	* As per unit entitlement.	\$ 265,749.95 Plus GST	\$ 25,000.00 Plus GST
01/08/2017	As per unit entitlement.	\$ 274,608.35 Plus GST	\$ 29,250.00 Plus GST
01/11/2017	As per unit entitlement.	\$ 274,608.35 Plus GST	\$ 29,250.00 Plus GST
01/02/2018	As per unit entitlement.	\$ 274,608.35 Plus GST	\$ 29,250.00 Plus GST
c) The owners corporation RESOLVED to levy and collect the following additional contribution as at 1/05/2018:			
ADMINISTRATION FUND	\$ 274,608.35 Plus GST		
CAPITAL WORKS FUND	\$ 29,250.00 Plus GST		

Resolution 5: Insurance	Resolution Type:	Ordinary
a) RESOLVED that the insurances currently held by the strata scheme as set out in the attached <u>Annexure D</u> of the meeting notice be confirmed.		
b) RESOLVED that cover for liability of officers or members of the strata committee for damage to property, death or bodily injury in accordance with section (165)(2)(a) of the <i>Strata Schemes Management Act 2015</i> as set out in the attached <u>Annexure D</u> of the meeting notice be confirmed.		
c) RESOLVED that cover for misappropriation of money or other property of the owners corporation in accordance with section 165(2)(b) of the <i>Strata Schemes Management Act 2015</i> as set out in the attached <u>Annexure D</u> be confirmed.		

Resolution 6: Strata Committee	Resolution Type:	Ordinary
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a) **RESOLVED** that the Chairman declared one written nomination, Lot 106 (Saul) and then called for all oral nominations to the Strata Committee. The following oral nominations were recorded:

- i. P O’Leary (131)
- ii. J Cooke (1)
- iii. A Storr (123)
- iv. B Gunn (115)
- v. A Pavey (49)

b) **RESOLVED** that the number of members of the Strata Committee be determined at six (6).

c) **RESOLVED** that the following members of the Strata Committee be elected:

- i. P Saul (106)
- ii. P O’Leary (131)
- iii. J Cooke (1)
- iv. A Storr (123)
- v. B Gunn (115)
- vi. A Pavey (49)

Note:

The Chairman recorded a written nomination form made out by the owner of Lot 106, P Saul. Following the election however whereby the nomination was taken to give effect to the appointment of P Saul, it was recognised that the nomination form was intended for the purpose of nominating a different candidate. Procedurally therefore, a vacancy has been created and will need to be filled by way of further election of the committee in due course.

Resolution 7: BMC Representative	Resolution Type:	Special
<p>a. The Owners – Strata Plan 62272 SPECIALLY RESOLVED to elect J Cooke (Lot 1) to act as representative for SP62272 at all Building 6 Management Committee meetings and any other BMC related matter; and,</p> <p>b. The Owners – Strata Plan 62272 SPECIALLY RESOLVED to elect A Storr (Lot 123) as Substitute Representative of the BMC.</p>		
<p><i>Unit entitlement voting against motions 7(a) and (b) – 0%</i></p>		

Resolution 8: Plaza Deed Representative	Resolution Type:	Special
<p>a. Pursuant to clause 2.3 of the Plaza Deed (Dealing Registration Number: BK4267NO24), The Owners – Strata Plan 62272 (‘SP62272’) by special resolution elects P O’Leary (Lot 131) to act as representative for SP62272 at all Plaza Deed Committee meetings and any other Plaza Deed related matter.</p> <p>b. The Owners – Strata Plan 62272 SPECIALLY RESOLVED to elect A Storr (Lot 123) as an alternate representative to the Plaza Deed Committee.</p>		
<p><i>Unit entitlement voting against motions 7(a) and (b) – 0%</i></p>		

Resolution 9: Restricted Matters	Resolution Type:	Ordinary
<p>RESOLVED that there be no matter or, class of matter, that is to be determined only by the owners corporation at a general meeting.</p>		

Resolution 10: Large Schemes - Spending Restriction	Resolution Type:	Ordinary
The owners corporation RESOLVED to remove the restriction under Section 102(2) and (3) of the <i>Strata Schemes Management Act 2015</i> and supplement the spending restriction to 10% over and above the total annual expenditure budgeted to 30 th April 2018.		

Resolution 11: Report of the Managing Agent	Resolution Type:	Ordinary				
The Owners corporation considered the report by the strata managing agent as to whether, and what, commissions or training services have been provided or paid for or are likely to be so provided to or paid for the agent for the following 12 months and RESOLVED to accept that report as summarised in the below table:						
<table border="1"> <tr> <td>Commission/s paid on insurance within prior 12-month period</td> <td>\$ 0.00</td> </tr> <tr> <td>Estimate of commission/s payable within the next 12-month period</td> <td>\$ 0.00</td> </tr> </table>			Commission/s paid on insurance within prior 12-month period	\$ 0.00	Estimate of commission/s payable within the next 12-month period	\$ 0.00
Commission/s paid on insurance within prior 12-month period	\$ 0.00					
Estimate of commission/s payable within the next 12-month period	\$ 0.00					
<p><i>Notes (not forming part of this motion):</i> <i>Clause 9 (g) Schedule 1 of the Strata Schemes Management Act 2015 refers to commissions that may be received by an agent under the insurance Policy in place, as outlined able to be received by us your agent. Note no other commissions or training are provided to Wellman Stata.</i></p>						

Resolution 12: Overdue Contributions	Resolution Type:	Ordinary
The owners corporation RESOLVED to deal with overdue contributions payable to the owners corporation as follows:		
Part A Payment Plans		
In respect of any payment plan under section 85 (5) of the <i>Strata Schemes Management Act 2015</i> (“ Payment Plan ”):		
<ul style="list-style-type: none"> (i) The owners corporation will in fact enter into any Payment Plan that it has agreed to enter into in accordance with that section 85 (5). (ii) While the lot owner concerned complies with a Payment Plan, the owners corporation will not take action under section 86 of the <i>Strata Schemes Management Act 2015</i> to recover such unpaid contributions and interest as are the subject of that Payment Plan, nor the expenses of the owners corporation incurred in recovering the same. (iii) However, if the lot owner concerned ceases to comply with a Payment Plan, the owners corporation will proceed as set out in Part B below in respect of the whole of the unpaid contributions and interest the subject of that Payment Plan and the expenses of the owners corporation incurred in recovering the same. 		
Part B Recovery Action on Arrears		
In respect of any unpaid contributions and interest which have remained unpaid for a period of at least seven (7) days after the date that they became due and payable:		
<ul style="list-style-type: none"> (i) The owners corporation will first issue a written demand for immediate payment (“First Demand”). (ii) If those unpaid contributions and interest remain wholly or partly unpaid for a further seven (7) days after the issue of the First Demand, the owners corporation will issue a second written demand for immediate payment (“Second Demand”). (iii) If after then, those unpaid contributions and interest remain wholly or partly unpaid for a further 14 days after the issue of the Second Demand, the owners corporation will engage solicitors to issue a final demand for immediate payment of the unpaid amount (“Legal Demand”). (iv) If the unpaid contributions and interest remain unpaid after a further 14 days following the issue of the Legal Demand, the owners corporation will engage solicitors to issue a notice of action in accordance with section 86 (4) of the <i>Strata Schemes Management Act 2015</i> (“Notice of Action”) in respect of the action proposed to be taken under (iv) below. (v) On the expiry of the required 21 days after the giving of the Notice of Action the owners corporation will commence proceedings against the lot owner concerned for the recovery of the unpaid contributions, interest and the expenses of the owners corporation incurred in recovering the same in the New South Wales Civil and Administrative Tribunal or the Local Court of New South Wales, subject to and in accordance with legal advice. 		

(vi) Where a person is jointly and severally liable for unpaid contributions and interest under section 84 of the *Strata Schemes Management Act 2015* the owners corporation will take steps against that person in accordance with the remaining provisions of this motion as if that person was the owner of the lot referred to.

Resolution 13: Capital Works fund plan	Resolution Type:	Ordinary
The owners corporation RESOLVED to review its 10-year plan for the capital works fund for the current 10 year period commencing on 15 th April 2015 (as prepared by Solutions in Engineering). It was agreed that the committee investigate and obtain proposals to do this in preparation for determining appropriate budgets at the 2018 AGM.		

Resolution 14: Annual Fire Safety Statement	Resolution Type:	Ordinary
The owners corporation RESOLVED that it consider its obligations in relation to fire safety under the <i>Environmental Planning and Assessment Act 1979</i> and it delegates power to the Strata Committee to investigate and make appropriate arrangements for annual fire safety compliance.		

Notes (not forming part of this motion):

The annual fire testing and certification is a duty binding the respective owners corporations and/or owner of the subject land however, it was acknowledged that the function is administered via the Building 6 Management Committee as the essential services constitute a shared facility under the registered strata management statement.

Owners present wished to seek more clarity around the fire and life safety reporting and it was agreed to instruct Wellman Strata to liaise with Forum Properties on this issue, particularly as it concerned compliance.

It was further noted that a copy of the AFSS (current certificate) should be displayed at the building and it was agreed that Wellman Strata make further enquiries with Forum Properties on this point and report back to the committee.

Resolution 15: Wall Art to Common Areas	Resolution Type:	Special
MOTION WITHDRAWN		
<i>Pursuant to s 108 of the Strata Schemes Management Act 2015, the owners corporation SPECIALLY RESOLVE to authorise the hanging of wall art in the common areas vested in The Owners – Strata Plan 62272 including apartment corridors (P3-P8) and the lift lobby.</i>		

Proponent of motion:

Mr J Harding-Smith of lot 129 proposes this motion to be considered by the owners corporation.

Resolution 16: Lot Owner Maintenance	Resolution Type:	Ordinary
<p>a) The owners corporation RESOLVED to consider a proposal to assist owners to undertake and perform certain works (responsible of the lot owner) within the lots so to mitigate future risk associated with the non-performance of same. In this particular instance, the committee will review proposals to assist owners to maintain and repair flexi-hoses that are located beneath the respective kitchen sinks and bathroom vanities. Any such proposal will require the assistance of Forum Properties. Matter is ongoing; and,</p> <p>b) That the elected strata committee investigate additional measures in which to reduce circumstances that may give rise to damage being caused to the common property and neighbouring residences due to the disrepair of lot property. These measures may include the review and proposal to introduce new by-laws to empower the owners corporation to recover costs in circumstances whereby a lot owner fails to do certain work that has been prescribed.</p>		

**THERE BEING NO FURTHER BUSINESS,
THE CHAIRMAN CLOSED THE MEETING AT 7:52PM**



Print: 28 July 2017

To: The Owners – Strata Plan 62272
 1 Sergeants Lane,
 ST LEONARDS NSW 2065

And: All Registered Lot Owners

Minutes of Strata Committee Meeting

Schedule 2, *Strata Schemes Management Act 2015*

Meeting Particulars	
Strata Plan Number & Building Name:	62272 – Forum Highrise
Address of scheme:	1 Sergeants Lane, St Leonards NSW 2065
Type of Meeting:	Strata Committee Meeting
Date of Meeting:	Tuesday, 18 th July 2017
Time of Meeting:	7:55 PM
Meeting Venue:	The Office of Forum Properties Pty Ltd Level 1, Mezzanine, 1 Sergeants Lane, St Leonards NSW 2065
Chairperson:	D Wellman of Wellman Strata Management Pty Ltd (by invitation)

Present in Person: J Cooke, A J Pavey, B Gunn, A Storr and P O’Leary.

Delegation: Nil

Apologies: Nil.

In Attendance: M Gunn (115) and D Wellman of Wellman Strata Management Pty Ltd (‘Wellman Strata’).

Quorum: At 7:55 PM the Chairperson declared a quorum for the purpose of addressing the Resolutions listed for this meeting.

Resolution 1: Minutes
RESOLVED that the minutes of the previous Strata Committee meeting be confirmed as a true record and account of the proceedings at that meeting.

Resolution 2: Office Bearers
RESOLVED that the Strata Committee elect the following office bearers:
i. Chairperson: J Cooke
ii. Secretary: J Cooke

iii. Treasurer: B Gunn

Resolution 3: Parking Incident

The Strata Committee tabled an incident report issued by Forum Properties as it concerned a damage claim made by a commercial tenant within the Forum. It was noted that the matter had been referred to the insurer representing the Plaza Deed Committee and that there was no direct or causal relationship between the claimant and The Owners – Strata Plan 62272.

Resolution 4: Next Meeting

RESOLVED that the Strata Committee convene its next meeting Wednesday, 30th August 2017 at 6:30PM.

**THERE BEING NO FURTHER BUSINESS,
THE CHAIRMAN CLOSED THE MEETING AT 8:04PM**



WELLMAN STRATA MANAGEMENT
 WELLMAN STRATA MANAGEMENT PTY LTD
 WELLMAN STRATA MANAGEMENT PTY LTD
 WELLMAN STRATA MANAGEMENT PTY LTD
 WELLMAN STRATA MANAGEMENT PTY LTD

Print: 07 September 2017

To: The Strata Committee – Strata Plan 62272
 Forum Highrise Apartments
 1 Sergeants Lane,
ST LEONARDS NSW 2065

And: To all Registered Owners – Strata Plan 62272 and registered tenants.

Minutes of Strata Committee Meeting

Schedule 2, *Strata Schemes Management Act 2015*

Strata Plan Number & Building Name:	SP62272 Forum Highrise Apartments
Address of scheme:	1 Sergeants Lane, St Leonards
Type of Meeting:	Strata Committee Meeting
Date of Meeting:	Wednesday, 30 th August 2017
Time of Meeting:	6:30PM
Meeting Venue:	The Office of Forum Properties Pty Ltd Mezzanine Level 1 'Forum Tower', 1 Sergeants Lane, St Leonards
Chairman:	D Wellman of Wellman Strata Management Pty Ltd (by invitation)

Present: A Storr, P O’Leary, J Cooke, B Gunn, A Pavey and P Davidson.

Delegation: Nil.

Apologies: Mr B Davis.

In Attendance: Mrs C Davidson (34), Mr J Fan (74), Mr J Harding-Smith (129), Ms H Pearson (139) and D Wellman of Wellman Strata Management Pty Ltd (**‘Wellman Strata’**).

Quorum: At 6:30 PM the Chairperson declared the meeting open for the purpose of addressing the motions of the meeting.

Resolution 1: Minutes
RESOLVED that the minutes of the previous strata committee meeting be confirmed as a true record and account of the proceedings at that meeting.

Resolution 2: Election of Member
The strata committee tabled applications received in respect of the position (1) left vacant following the Annual General Meeting. The following members who nominated were:

- Mr P Davidson (34)
- Mr B Davis (99)
- Mr J Fan (74)
- Mr J Harding-Smith (129).

Mr Fan withdrew his nomination prior to the members holding a vote on the matter.

It was then **RESOLVED** to elect Mr Davidson (34) to the committee for the remainder of the term.

Resolution 3: Matters Arising

The strata committee considered the following matters arising from the previous meeting:

i. MYBOS

The committee tabled and discussed the updated proposal from MYBOS building management software. It was noted that:

- i. the cost of the software was \$2.20 per lot per month (incl GST);
- ii. the software be utilised for the purpose of real time recording and management of building issues;
- iii. the software is a cloud based operating platform that is designed to provide:
 - instant reporting, parcel management and key management systems;
 - event calendar systems, scheduling and servicing;
 - on-line portal for owners and residents to communicate with various stakeholders and service providers;

It was **RESOLVED** that the MYBOS proposal be adopted. Wellman Strata is instructed to coordinate the deployment and onboarding of the software with MYBOS.

The members discussed potential issues around the synergies of the software noting that Forum Properties had not yet agreed to administer the software. It was therefore **RESOLVED** that Wellman Strata be instructed to make further enquiries with Forum Properties on behalf of the members as it concerned the application of MYBOS at Highrise and whether some form of agreement could be reached in this regard. Matter is ongoing.

ii. Intercom Replacement/Upgrade

The committee again considered the current intercom system and options for its replacement. It was **RESOLVED** that Wellman Strata request Forum Properties to assist with obtaining quotations to undertake a replacement of the system. Once received, the quotations will be forwarded to the committee for further consideration.

iii. Lift Contract

The committee noted comments from Wellman Strata that Elevate Lift Consultancy was not prepared to give any indication on whether the owners corporation should adopt a complete overhaul of the lifts now as opposed to the expected end of life of the equipment which has been estimated between 4-7 years into the future. Wellman Strata informed the members that its counterpart in SP61518 is currently obtaining an opinion in respect of the performance of its own lifts via a different consultant and that it may be sensible to await those findings to determine if there are any different recommendations. It was agreed to defer the discussion to the next meeting.

However, issues were raised with respect to the lift buttons and the calling function of the lift equipment. It was agreed that Wellman Strata be instructed to take up discussions with Forum Properties to determine what could be done now to improve that function.

iv. 100 Christie Street

The strata committee noted that further information is pending following Council's letter to the applicant. It was further noted that any new information will be issued to the members once it comes to hand.

Ms Storr advised that the web link to the St Leonards master plan would be issued to Mr Pavey.

v. Curtain Walls/Water Leak

The meeting noted that APEX consulting engineers are underway inspecting units in relation to water penetrating the curtain wall along the southern façade of the building. The matter is ongoing.

vi. Management of Braided Hose Replacement within Lots

The committee considered recent correspondence relating to proposed action that is to assist owners with the replacement of braided hoses within their respective apartments. It was **RESOLVED** that Wellman Strata re-draft its original letter addressed to owners and share the revised draft with the members for further comment/instruction prior to issue.

vii. Window Locking Devices and Compliance

RESOLVED that the strata committee ratifies the engagement of Complete Window Services to undertake an inspection of a cross section of apartments in order to advise the owners corporation on its compliance obligations. Matter ongoing.

Resolution 4: Financial Statements

a) **RESOLVED** that the strata committee receives the latest financial statements for the strata scheme. The following queries were raised at the meeting:

- Hot Water

It was noted that a spend of \$800 against a budget of \$1000 was indicated in the financial reports. Upon review, the \$800 expenditure reflects the annual service fee for charged for the hot water boilers.

- Disbursements

The committee noted disbursement charges were tracking higher against budget. Wellman Strata explained that this related to a timing issue in connection with the recovery of costs from lot owners when convening the recent Extraordinary General Meeting for the purpose of by-law changes and consolidation. Accordingly, these amounts will be journaled out of the disbursement expense item thereby reducing the YTD spend.

- Insurance

The committee raised concerns around the insurance YTD figure indicating that it seemed as though the expense was tracking high against the annual budget. It should be noted that the \$21,000 (approx.) YTD spend equates for 3 months at circa \$7,000.00 (total premium \$84,916 pa). The figures are in order.

b) **RESOLVED** that the strata committee tables and receives the current arrears report for the strata scheme.

Resolution 5: Building Manager's Report

The latest building manager's report was tabled as read.

Resolution 6: Works Application 2602 | Kitchen and Flooring

The strata committee considered the works application submitted by the owner of apartment 2602 and determine what steps appropriate. Mr Wellman informed the meeting that Forum Properties has advised the following key points:

- That, on the paperwork submitted, the proposed work appears to be consistent with other like installations performed within SP62272;
- That the flooring will extend through the kitchen (requiring removal of tiles) which will lead to increased noise for the duration of these works;
- That the flooring will extend to the entrance door which will require an adjustment due to the increase in height to the surface level following installation. This adjustment will need to be compliant with the relevant Australian Standards;
- The contractor will also need to undergo a site induction;

RESOLVED that the works be approved. Wellman Strata is instructed to coordinate Chambers Russell Lawyers to prepare the change in by-law (pursuant to Special By-Law 1A) and coordinate the required general meeting at Mr Fan's cost.

It was agreed that each of the points identified by Forum Properties be considered when drafting the relevant by-law. The matter is ongoing.

Resolution 7: Plaza Deed Committee

The Plaza Deed sub-representative for SP62272 provided an update to the members on matters concerning the Plaza Deed Committee. It was noted that the committee recently met and that there were a number of action items that are currently pending. Of particular note were issues surrounding insurance cover (loss of rent) and renewal FY2017 and, end of year reconciliation and budgeting process for FY2018.

Resolution 8: Building 6 Management Committee

The B6MC representative for SP62272 provided an update to the members on matters concerning the Building Management Committee. The following was noted:

- **Foyer Refurbishment:**

It was noted that Inside Touch was in the process of finalising its drawings in order to revert back to both strata committees of SP62272 and SP61518. Once those final plans are approved, the project will be put to tender via Landlay Consulting Engineers and Project Managers. Wellman Strata advised that it is continuing to follow up with Inside Touch to get an update on all extant issues. Matter ongoing.

Reports were tendered to the meeting that Inside Touch had displayed images of the Forum lobby on the company's website. It was noted that there had been no approvals given for this and Wellman Strata was instructed to request that the images be taken down.

- **North Terrace Furniture Proposal:**

The committee further considered the furniture proposal for the north terrace. It was then **RESOLVED** to adopt the proposed furniture plan for the north terrace. Wellman Strata is instructed to place the order with Inside Touch noting that SP61518 had also given its consent to proceed with the proposal.

Resolution 9: Items of Correspondence

The strata committee considered the following items of general business and/or any other correspondence raised at the meeting:

- i. Correspondence | H Pearson 15th July

The committee tabled correspondence received from Mrs H Pearson in respect of the proposed renovation of the foyer. Further to the discussion under *Resolution 8* (above) it was noted that there is nothing tangible at this stage to report to the lot owners or, to invite opinion (outside of the initial concept board prepared several months ago). It was agreed that, once the final plans and tender analysis of the project has been received, that the committees (joint SP62272 and 61518) consider holding an owner information session on the proposed renovations in order to invite further comment. The matter is ongoing.

- ii. Correspondence | A Fischer (Keeping of Animals)

The meeting tabled correspondence from Arlette Fischer as it concerned a proposal to review the existing by-laws,

particularly as it concerned animals being kept within the scheme. The members voted on the proposal to consider amending the existing pet by-law to allow a relaxation around keeping animals in the scheme. The vote was lost by a clear majority.

Wellman Strata was instructed to notify Ms Fischer accordingly.

iii. Correspondence | J Chen (apt 3105) NBN Speeds

The committee tabled correspondence from Mr Chen in relation to internet speeds being received from TPG. It was **RESOLVED** that Wellman Strata further investigate the issue prior to reporting back to the members and, in advance of the committee agreeing to any proposed building survey.

Resolution 9: Next Meeting

RESOLVED that the strata committee convenes its next meeting on Wednesday, 25th October 2017 at 6:30PM.

MEETING CLOSED AT 8:47PM

section 108(1) of the Strata Schemes Management Act 2015 as required to carry out the Permitted Works subject to and in accordance with the Conditions, the ongoing maintenance of which is to be the responsibility of the Authorised Owner.

Notes:

Note in accordance with section 108(5) of the Strata Schemes Management Act 2015 this resolution has no effect unless:

- (a) the owners corporation obtains the written consent of the owner to the making of a by-law to provide for the maintenance of the common property by the owner, and
- (b) the owners corporation makes such a by-law.

Explanatory note (Cl 4(2)(c) Sch 1 SSMA 2015): This motion proposes to authorise the doing of works to add to, alter or erect a structure on the common property by special resolution under section 108 of the Strata Schemes Management Act 2015.

In this motion:

Authorised Owner means the Owner as defined in the Proposed By-Law;

Conditions means the provisions of the Proposed By-Law;

Permitted Works means works permitted or required to be done by the Owner in accordance with the Proposed By-Law; and,

Proposed By-Law means the proposed by-law in the document headed 'Proposed Change of By-Laws – Special By-Law [X]' as was annexed to the agenda for this meeting.

Unit entitlement voting against the motion – 0%

Resolution 3: Lot 74 Creation of By-Law to allow works	Resolution Type:	Special
<p>The owners corporation SPECIALLY RESOLVED to make a by-law to which Division 3 of Part 7 of the Strata Schemes Management Act 2015 applies in the form of the Proposed By-Law and to complete, affix the seal to and lodge in the Registrar-General's office notification of the same in the form approved under the Real Property Act 1900 as contemplated by section 141(2)(a) of the Strata Schemes Management Act 2015.</p> <p>Note in accordance with section 142 and 143(1) of the Strata Schemes Management Act 2015 the Owners Corporation may only make or change the Proposed By-Law with the written consent of the owner or owners of the lot(s) on whom the by-law confers rights or special privileges.</p> <p>Explanatory note (Cl 4(2)(c) Sch 1 SSMA 2015): This motion proposes to adopt a common property rights by-law by special resolution.</p> <p><i>In this motion:</i></p> <p>Proposed By-Law means the proposed by-law in the document headed 'Proposed Change of By-Laws – Special By-Law [X]' as was annexed to the agenda for this meeting.</p> <p><u>Unit entitlement voting against the motion – 0%</u></p>		

THE MEETING CLOSED 10:15AM



Print: 01 November 2017

To: The Strata Committee – Strata Plan 62272
Forum Highrise Apartments
1 Sergeants Lane,
ST LEONARDS NSW 2065

And: To all Registered Owners – Strata Plan 62272 and registered tenants.

Minutes of Strata Committee Meeting

Schedule 2, *Strata Schemes Management Act 2015*

Strata Plan Number & Building Name:	SP62272 Forum Highrise Apartments
Address of scheme:	1 Sergeants Lane, St Leonards
Type of Meeting:	Strata Committee Meeting
Date of Meeting:	Wednesday, 25 th October 2017
Time of Meeting:	6:30PM
Meeting Venue:	The Office of Forum Properties Pty Ltd Mezzanine Level 1 'Forum Tower', 1 Sergeants Lane, St Leonards
Chairperson:	D Wellman of Wellman Strata Management Pty Ltd (by invitation)

Present: A Storr, P O'Leary, J Cooke and B Gunn.

Delegation: P Davidson to A Storr.

Apologies: P Davidson.

In Attendance: E Spechler (42), and J Harding-Smith (129), and D Wellman of Wellman Strata Management Pty Ltd ('Wellman Strata').

Quorum: At 6:32 PM the Chairperson declared the meeting open for the purpose of addressing the motions of the meeting.

Resolution 1: Minutes

RESOLVED that the minutes of the previous strata committee meeting be confirmed as a true record and account of the proceedings at that meeting.

Resolution 2: Matters Arising

The strata committee considered the following matters arising from the previous meeting:

i. MYBOS

The committee received an update as it concerned the application of the MYBOS building management software. It was noted that Wellman Strata, in conjunction with MyBos representatives, Forum Properties and Village Concierge are scheduled to meet on 1st November 2017 to discuss logistics and how best to deploy the software following the resolution of the members to engage MyBos. Matter ongoing.

ii. Intercom Replacement

The committee tabled quotations to replace the intercom system to SP62272. It was noted that the committee request Forum Properties to seek further quotations for a more sophisticated system for the committee's review. Matter is ongoing.

iii. Lift Contract

The committee discussed issues relating to the performance of the lifts and, renewal of the lift maintenance contract. It was noted that there were ongoing problems with the call notification system on one of the lifts and the call buttons on all lifts. These matters have been referred previously to the Building Manager and it was requested that the Building Manager provide advice on whether these matters could be dealt with as part of the existing lift maintenance contract.

It was also noted that SP61518 had recently had its lifts reported on by a different consultant to that of SP62272. It was noted that there were similar findings as it concerned the performance of the lifts and, for comparison purposes, Wellman Strata was requested to seek consent form SP6518 to release the report by Equity Elevator Consultants to the members of SP62272. Matter ongoing.

iv. 100 Christie Street

The strata committee noted that there was no further information available as it concerns the draft planning proposal associated with 100 Christie Street.

v. Curtain Walls/Water Leak

Wellman Strata informed the members that further information relating to the curtain wall leak repair is being followed up with Forum Properties. Matter ongoing.

vi. Window Locking Devices and Compliance

The strata committee received an update on the window compliance following the engagement of Complete Window Services. It was noted that the company engaged was not able to assist the owners corporation with a schedule of works or, compliance statements following the completion of the works. It was **RESOVLED** that Wellman Strata further liaise with Forum Properties on this issue and, on the basis that Complete Window Services are unable to assist with these requirements, look to engage another company who can perform the work with appropriate sign off. Matter ongoing.

Resolution 3: Financial Statements

- a) **RESOLVED** that the strata committee received the latest financial statements for the strata scheme.
- b) **RESOLVED** that the strata committee tabled and received the current arrears report for the strata scheme.

Wellman Strata will report directly to the members in relation to any current arrears and, what action has been taken in respect of recovery.

Resolution 4: Building Manager's Report

That the latest building manager's report was tabled and discussed.

Issues relating to the content of the report, in particular, the level of detail surrounding the recording of incidents, reports from residents and various complaints were discussed. It was suggested that the introduction of MyBos may improve on this.

Resolution 5: Plaza Deed Committee

The Plaza Deed representative for SP62272 provided an update to the members on matters concerning the Plaza Deed Committee. It was noted:

- i. That there had been a lack of meetings convened and held;
- ii. There are concerns with respect to the current management of the plaza with Members looking to propose alternative firms to undertake the management duties on behalf of the plaza deed committee;
- iii. That there is still currently no decision on placement of insurances despite renewal falling due as at 31st October 2017. Further to this point, the meeting recorded that following a change in insurance brokers last year, the public liability policy (that was previously determined on foot traffic to the plaza) has reverted to a Gross Floor Area (calculation) whereby the residential members under the deed incurs a larger portion of the cost;
- iv. A meeting of the Members is set down for Friday, 27th October;
- v. That a cladding issue has been identified in respect of some of the panelling installed at the Forum and that there is a requirement to have that material tested and data submitted to the insurer prior to placement next year.
- vi. The members are still awaiting year-end figures, reconciliation reports and audit for FYE2017.

The committee also received recommendations from the Plaza Representative to revisit issues explored in relation to the split of costs associated with the shared and joint facilities of the plaza and, the allocation of key monies. It was **RESOLVED** to instruct Wellman Strata to search through the records to locate advice given to the owners corporation 2-3 years ago by Grace Lawyers and re-issue that advice to each member of the committee.

Resolution 6: Building 6 Management Committee

The B6MC representative for SP62272 provided an update to the members on matters concerning the Building Management Committee noting that the meeting set down for this morning (25th October) was adjourned until the 16th November.

- **Foyer Refurbishment:**

The members noted that Wellman Strata is continuing to follow up Inside Touch for an update as it concerned the progress of the Foyer upgrade proposal. Matter ongoing.

Resolution 7: Items of Correspondence

The strata committee considered the following items of general business and/or any other correspondence raised at the meeting:

- i. Correspondence – E Spechler

The committee tabled recent correspondence from the owner of lot 42 requesting consideration be given to the purchase of additional equipment for the gymnasium (such as scales and skipping ropes). It was noted that the proposal is required to be considered by the Building 6 Management Committee and, is otherwise to be referred to the gymnasium sub-committee for further review in advance of the B6MC meeting set down for 16th November.

- ii. General

- It was agreed to reintroduce and list the matter of the braided hose replacement on future meeting agendas. It was noted that there had been a limited take up of the recommendation made by the committee to all lot owners to have the braided hoses (within apartments) replaced despite having advised of the 10-year life expectancy of the apparatus. The issue will continue to be monitored.
- The committee noted a recent request by the owner of lot 139 to install a fan to the ceiling of the lot. It was noted that the proposed works are not currently considered to be within the powers of the committee to approve and therefore required the consent of the owners corporation at a properly convened general meeting. It was agreed that Wellman Strata obtain fee proposal from a strata lawyer to prepare by-law that allowed the elected committee members (from time-to-time) to make decisions with respect to minor renovations put forward by lot owners pursuant to s 110 of the Management Act.
- The meeting tabled correspondence relating to cracking within apartment 2706. It was noted that the lot

owners had taken carriage of the cracking on the basis that they were cosmetic by nature.

- The committee tabled correspondence received from Forum Properties in respect of a leak in the riser cupboard. It was noted that the works had been progressed and Forum Properties was deploying contractors to remedy the problem.

Resolution 8: Next Meeting

RESOLVED that the strata committee convenes its next meeting on **Wednesday, 21st January 2018 at 6:30PM.**

THERE BEING NO FURTHER BUSINESS,
THE CHAIRMAN CLOSED THE MEETING AT 7:55

MINUTES OF A FORUM PLAZA DEED COMMITTEE MEETING HELD ON WEDNESDAY 13 DECEMBER 2017 AT FORUM PROPERTIES MANAGEMENT OFFICE, MEZZANINE LEVEL, FORUM TOWER, 1 SERGEANTS LANE, ST LEONARDS COMMENCING AT 8.00 AM.

PRESENT:

David Severino (Representative of Lot 2 & 5)
David Wellman (Alternate Representative of Lot 3 - SP 61518)
Ann Storr (Alternate Representative of Lot 11 - SP 62272)
Geoff Solomon (Representative of Lot 15)
Marcell Pavlovec (Representative of Lot 21 – Strata Plan 67702)
Hun Chew Low (Alternate Representative SP 76555)
Mark Lyons (Representative of SP 73654)
Khaled Jebara (Representative NSW Trains)

IN ATTENDANCE:

Ceaser Su (SP 76555)
Seamus Christley (Sydney Metro)
Craig Winter (Forum Properties)
Diane Atkinson (Dynamic Property Services)

CHAIRPERSON:

Diane Atkinson (by invitation)

1. MINUTES:

Resolved the minutes of the Plaza Deed Committee Meeting held 27 October 2017 be confirmed as a true record and account of the proceedings at that meeting subject to the following amendments:

- Item 2.3 – after the words “Motion withdrawn by Marcell Pavlovec” add the words “although believes that the entitlement exists, but not pursuing this line of approach at this time.”
- Item 2.4 – After the second sentence ending “to the manager directly” add the words Marcell Pavlovec advised he would address enquiry direct with Broker”

2. MATTERS ARISING FROM MINUTES:

2.1 Corrosion on the Herbert Street bridge infills

Seamus Christley addressed the meeting on the plans for the North-West Metro Project which will required the closure of the Sydney to Chatswood railway line including platforms. For the Epping to Chatswood section it is proposed to use buses as a replacement for 6-8 months. It is also proposed to use St Leonards as an anchor point in using buses on Herbert Street, which requires the use of the Herbert Street Bridge, with foot traffic expected to increase significantly.

The Building Manager advised that the bridge is partly corroding and an estimated cost to treat it is estimated at \$500,000.

Seamus Christley advised that Sydney Metro had engaged a structural engineer to inspect the bridge and noted that the report indicated that the bridge can carry the anticipated foot traffic. Seamus will provide a copy of this report via the Strata Manager.

Resolved that the Committee cannot provide any approval or undertakings concerning the bridge until further and better particulars are received from expert consultants, including engineering advice.

The Building Manager was instructed to obtain a quotation or pricing on encasing the bridge infills, if this is feasible.

2.2 Update on Management Agent Tender:

Resolved to transfer management to Strata Central. The Strata Manager was instructed to obtain the required motions and documents from Reena Van Aalst for appointment.

3. FINANCIAL STATEMENT:

The Financial Statement dated 30 November 2017 as presented by the Managing Agent was adopted.

Resolved to include the following in the 2017/2018 budget:

- Legal fees on dispute with sp 61518 \$50,000
- Painting – directional arrows in carpark and other painting – \$15,000
- Consultancy fees for Milestone on Herbert Street bridge – \$10,000
- Bridge infill/encasing screens for Herbert Street bridge - \$30,000
- Upgrade waste bins to stainless steel - \$24,000
- NBN/ lift upgrade work - \$13,500

The Strata Manager was instructed that the draft budget is to be circulated with these minutes.

4. BUILDING MANAGER'S REPORT:

4.1 NBN Lift Upgrade:

Resolved to accept the quotations totalling \$13,100 plus GST from Schindler for the bridge lift and Kone for the remaining four lifts to upgrade each lift to a GSM sim card application which is required because of the forthcoming change to NBN and disconnection of the existing copper cabling. Noted that there will be additional costs associated with supply of SIM cards of \$140 plus GST per lift. Noted the lead time associated with this project is 10 weeks.

5. GENERAL ITEMS:

5.1 Insurance for 2016/2017:

The Strata Manager was instructed to follow up on the email sent to Whitbread Insurance Brokers concerning liability for insurance cover deficiencies.

5.2 Delegated Authorities:

The Strata Manager instructed to obtain the minutes from each strata plan appointing the representative to determine the nature of the delegation to each representative and their ability to make decisions at the Plaza Deed Committee meeting on behalf of their respective strata plans.

5.3 Building Management Contract:

Resolved to confirm the resolution of the Committee Meeting on 16 August 2017 to execute the Building Management Contract with Forum Properties Pty Ltd and Marcell Pavlovec and Geoff Solomon authorised to sign the contract on behalf of the Forum Plaza Deed Committee.

6. NEXT MEETING:

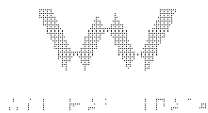
Resolved that the next meeting of the Plaza Deed Committee be held on **Thursday 15 February 2018** in the Forum Properties Management Office, at 8.00 am.

CLOSURE:

There being no further business, the chairperson declared the meeting closed at 9.20 am.

CHAIRPERSON

DATE



Wellman Strata Management Pty Ltd
100 Pitt Street, Level 10, Sydney, NSW 2000
Tel: 02 9250 1234
www.wellmanstrata.com.au

Print: 28 February 2018

To: The Strata Committee – Strata Plan 62272
Forum Highrise Apartments
1 Sergeants Lane,
ST LEONARDS NSW 2065

And: To all Registered Owners – Strata Plan 62272 and registered tenants.

Minutes of Strata Committee Meeting

Schedule 2, *Strata Schemes Management Act 2015*

Strata Plan Number & Building Name:	SP62272 Forum Highrise Apartments
Address of scheme:	1 Sergeants Lane, St Leonards
Type of Meeting:	Strata Committee Meeting
Date of Meeting:	Wednesday, 21 st February 2018
Time of Meeting:	6:30PM
Meeting Venue:	The Office of Forum Properties Pty Ltd Mezzanine Level 1 'Forum Tower', 1 Sergeants Lane, St Leonards
Chairman:	D Wellman of Wellman Strata Management Pty Ltd (by invitation)

Present: J Cooke, P Davidson, B Gunn, P O'Leary, A Pavey and A Storr.

Delegation: Nil.

Apologies: Nil.

In Attendance: J Chen (117), J Harding-Smith (129), H Pearson (139) and D Wellman of Wellman Strata Management Pty Ltd ('Wellman Strata').

Quorum: At 6:30 PM the Chairperson declared the meeting open for the purpose of addressing the motions of the meeting.

Resolution 1: Minutes

RESOLVED that the minutes of the previous strata committee meeting be amended to reflect Ms A Storr as 'in attendance' at that meeting. The minutes were then confirmed as a true record and account of the proceedings at that meeting.

Resolution 2: Matters Arising

The strata committee considered the following matters arising from the previous meeting:

- i. MYBOS

The committee tabled the most recent correspondence in connection with the application of the MYBOS building management software and, the revised Forum Properties Pty Ltd contract to account for the duties associated with administering the software.

It was discussed and **RESOLVED**:

- a. That Wellman Strata be instructed to seek a proposal/quotation from Forum Properties to operate the software on a trial basis for a period of 3-6 months; and,
- b. That the committee agrees to tender the current facilities management contract with a view to identify fair value. Matter is ongoing.

ii. Intercom Replacement/Upgrade

The committee tabled quotations to replace the intercom system to SP62272. The members considered the proposals in some detail however it was **RESOLVED** that the matter be carried over to the next meeting.

iii. Lift Contract

The committee discussed issues relating to the lifts. It was **RESOLVED** that Wellman Strata be instructed to engage Equity Elevators to undertake a new assessment of the lift cars and provide a report to the committee with its recommendations. Matter ongoing.

iv. 100 Christie Street

It was noted that there was no further information available in respect of this issue. It was **RESOLVED** that Wellman Strata be instructed to make further enquiries with Milestone Group seeking an update on the proposed development and to report back to the members. It was noted that the matter be left on future agendas.

v. Curtain Walls/Water Leak

The committee considered an update as it concerned further testing in respect of the curtain wall leak repair. It was **RESOLVED** that the committee adopt the advice and recommendations made by APEX following further discussions with Forum Properties and, to instruct Forum Properties to obtain pricing to undertake remedial repairs as detailed in the APEX report dated 2nd November 2017 and set out on page 31. Upon receipt of the quotations, Wellman Strata is instructed to forward to the strata committee seeking appropriate instructions to proceed with the works. Matter ongoing.

vi. Window Locking Devices and Compliance

The strata committee noted that this matter is in hand with Forum Properties progressing the inspections and repairs by CSL (Child Safety Lock). It was noted that the inspection is expected to take place in early March 2018.

vii. Braided Hoses

The committee received an update in respect of lot property repairs to the braided hoses within the lots. Mr Wellman informed the members that Wellman Strata is aware of approximately 20 owners who have complied with the owners corporation's written requests. It was noted that Wellman Strata will continue to update the record as required and upon receipt of owner notices.

viii. Extraordinary General Meeting

The committee agreed, subject to further review by Wellman Strata as it related to pending flooring requests, to convene an EGM for the purpose of making changes to the current list of by-laws, particularly as it concerns a proposal to create a by-law conferring power to the committee to make determinations in respect of minor renovations. Alternatively, if there were no other pressing matters to be addressed at this meeting, the by-law is to be held over until the AGM later this year. It was **RESOLVED** (pending the above) that a date being Wednesday, 21st March 2018 be set down and, that the meeting be convened during office hours in the offices of Wellman Strata.

ix. NBN Lift Phone Gateway

The committee considered proposals sought from KONE Elevators to install equipment in order to correspond with an NBN compatible service for the lift lines. It was **RESOLVED** that Wellman Strata be instructed to obtain additional quotes in respect of this matter and circulate those quotations to the strata committee for decision by way of an email poll (noting that the switch over is slated for March/early April). Matter ongoing.

x. Additional Gym Equipment

The committee again considered a request for the supply of additional gymnasium equipment. It was **RESOLVED** that the matter be raised at the Building 6 Management Committee meeting by the appointed representative. Matter ongoing.

xi. Painting of Lift Vestibules

The members considered a proposal submitted by Ms A Storr to consider repainting the areas around the entries to the three lift vestibules of SP 62272. It was **RESOLVED** that Wellman Strata request Forum Properties to obtain pricing for the committee's further consideration. A further issue was raised with respect to the scuffed lift door on level 6. It was agreed to refer the matter to Forum Properties for further comment/advice. Matter ongoing.

Resolution 3: Financial Statements

a) **RESOLVED** that the strata committee receives the latest financial statements for the strata scheme.

It was also **RESOLVED** to invest \$300,000.00 to an investment account on behalf of the owners corporation.

A request was raised by Ms A Storr to seek details on the overall final cost associated with the mezzanine furniture, including consultant, install and delivery costs. It was agreed that the BMC Representative be instructed to raise it at the next meeting of the BMC – 22nd February 2018.

b) **RESOLVED** that the strata committee receives the current arrears report for the strata scheme.

Resolution 4: Building Manager's Report

The latest building manager's report was tabled and discussed. It was **RESOLVED** to table as read.

Resolution 5: Plaza Deed Committee

Mr O'Leary as the Plaza Deed representative for SP62272 provided an update to the members on matters concerning the Plaza Deed Committee. It was noted that:

Agent for the Plaza Deed Committee:

- i. The agency agreement with Dynamic Property Services was terminated effective as at 30th June 2018;
- ii. It was noted the motion to appoint Strata Central was defeated on the basis that a market tender for services had not been called by the Plaza Deed Committee. The members were informed that that the Plaza Deed Committee decided against placing the contract to market at its previous meeting however was overturned at the most recent meeting;
- iii. Messrs P O'Leary (62272) and M Pavlovic (67702) are appointed as the sub-committee to progress the tender and, to return the matter to a meeting of the Plaza Deed Committee set down for the end of April 2018.

Proposed Development

The members noted a further development proposal submitted by NSW Health Services to Willoughby Council proposing to erect a 10-storey building in Herbert Street. It was agreed that the committee undertake to monitor this proposal.

Resolution 6: Building 6 Management Committee

Ms Cooke as the B6MC representative for SP62272 addressed the members on matters concerning the Building Management Committee noting that the next meeting was set down for the morning following (22nd February 2018). Other matters considered:

i. Conversion of PSTN Lines to NBN Compatible | Concierge & Mezzanine Lines

The committee tabled and considered a proposal sought from Commander by Forum Properties to convert the current PSTN Lines at the concierge desk and mezzanine levels to an NBN compatible service. It was noted that the committee supported this proposal and instructed J Cooke to vote in favour of the proposal at the B6MC meeting.

i. Complaint re: use of swimming pool

It was noted that the complaint raised in respect of the use of the swimming pool was to be considered at the meeting. It was agreed that Ms Cooke support the proposal that a letter be issued to the offending party reminding them of the rules and obligations around pool use at the Forum.

Resolution 7: Items of Correspondence

The strata committee considered the following items of general business and/or any other correspondence raised at the meeting.

i. John Harding Smith | Notice of Strata Committee Meetings

The members tabled correspondence from Mr J Harding-Smith as it concerned notice of meetings and requesting further notice be given for the benefit of all residents. It was noted that the requirement for strata committee meetings was 3 days and, as a policy, Wellman Strata aims to provide approximately 1 weeks' notice in advance of the meeting (with supporting information for the members). It was also noted that each subsequent meeting date is set by the committee at the conclusion of each meeting held with minutes circulated to all owners.

ii. Correspondence parking P2

The committee tabled correspondence as it concerned the management of the visitor parking area on level P2. It was complained that there appears to be a regular vehicle parked in the area with the majority of spaces vacant. It was agreed to instruct Wellman Strata to make enquiries with Forum Properties and Village Concierge around the management of the parking area and report back to the committee.

iii. Pets By-Law Breach

A complaint was brought to the attention of the members concerning the keeping of animals within the strata scheme. The members confirmed that the by-laws do not provide for the keeping of animals (without relevant consents) and, it has been a long-held policy of the owners corporation to prohibit the keeping of animals within the building. The committee requested that a written complaint be registered with Wellman Strata for appropriate action to be taken by the committee. Matter ongoing.

iv. Legal Advice – Grace

Further to the last meeting, the committee acknowledged the redistribution of legal advice tendered by Grace Lawyers as it concerned the management of access cards connected with Forum Highrise. It was **RESOLVED** to:

- a. Proceed with phase one of that advice which involves writing to The Plaza Deed Committee/Dynamic Property Services seeking information in respect of the access cards; and,
- b. To instruct Wellman Strata to further engage Grace Lawyers to issue that correspondence per its advice.

Background

It is noted that the issues and advice prepared by Grace Lawyers was previously accepted by the committee however, the matter had stalled. Accordingly, it was agreed to progress the matter on the basis as previously set out.

v. Apartment 1701 – Noise

The members acknowledged correspondence received from SP61518 in respect of noise emanating from the balcony of apartment 1701 as a result of garden pots knocking during periods of strong winds. The members received comments from the respective owner of 1701 and noted that there is a plan of action being administered in respect of addressing this issue. The owner further requested that Wellman Strata communicate to the owner in

SP61518 that feedback is welcomed and that there is a keen interest to resolve the issue.

vi. Noise Complaint – 2304

Ms Storr raised a second noise complaint in connection with apartment 2304. Mr Wellman advised that he would undertake to liaise with his staff on the matter and revert to the committee in due course.

vii. Other Correspondence

The members noted that Ms Storr had hand delivered correspondence to the office of Wellman Strata on behalf of the owner of 2008. Mr Wellman informed the members that he would undertake to review that correspondence and report back to the committee in due course.

Resolution 8: Next Meeting

RESOLVED that the strata committee convene its next meeting on Wednesday, 11th April 2018 at 6:30pm.

THERE BEING NO FURTHER BUSINESS,
THE MEETING CLOSED AT 8:35PM



Wellman Strata Management Pty Ltd
100 Pitt Street, Level 10, Sydney, NSW 2000
Tel: 02 9250 1234
www.wellmanstrata.com.au

Print: 18 April 2018

To: The Strata Committee – Strata Plan 62272
Forum Highrise Apartments
1 Sergeants Lane,
ST LEONARDS NSW 2065

And: To all Registered Owners – Strata Plan 62272 and registered tenants.

Minutes of Strata Committee Meeting

Schedule 2, *Strata Schemes Management Act 2015*

Strata Plan Number & Building Name:	SP62272 Forum Highrise Apartments
Address of scheme:	1 Sergeants Lane, St Leonards
Type of Meeting:	Strata Committee Meeting
Date of Meeting:	Wednesday, 11 th April 2018
Time of Meeting:	6:30PM
Meeting Venue:	The Office of Forum Properties Pty Ltd Mezzanine Level 1 'Forum Tower', 1 Sergeants Lane, St Leonards
Chairperson:	D Wellman of Wellman Strata Management Pty Ltd ('Wellman Strata')

Present: P Davidson, P O'Leary and A Storr.

Delegation: J Cooke delegation to P O'Leary.

Apologies: J Cooke and A Pavey.

In Attendance: J Chen (117), J Harding-Smith (129) and D Wellman of Wellman Strata Management Pty Ltd ('Wellman Strata').

Quorum: At 6:30 PM the Chairperson declared the meeting open for the purpose of addressing the motions of the meeting.

Resolution 1: Minutes
RESOLVED that the minutes of the previous strata committee meeting be amended noting that: i. The minute with respect to the attendance by Ms A Storr was in actual fact relative to the meeting held by the Building 6 Management Committee; and, ii. Under Resolution 5 it should read "Reserve Road" and not "Herbert Street". It was then RESOLVED that the minutes be confirmed as a true record and account of the proceedings at that meeting.

Resolution 2: Matters Arising

The strata committee considered the following matters arising from the previous meeting.

i. MYBOS

The committee noted that MYBOS had been populated with building and owner data and, it is pending roll out to the respective lot owners, occupants and committee members. Matter ongoing.

ii. Intercom Replacement/Upgrade

The committee again considered the proposal to replace the intercom system at SP62272. Having regard to several other projects currently being explored, it was **RESOLVED** to defer the proposed works until further notice. Wellman Strata was instructed to remove the motion from future agendas.

iii. Lift Contract

The committee tabled and received the lift assessment report prepared by Equity Elevators and dated 6th April 2018 detailing recommendations associated with a lift modernisation project. It was **RESOLVED** to instruct Wellman Strata to engage Equity Elevators to prepare a technical scope of works and tender the project with instructions to report back to the committee. Matter ongoing.

iv. 100 Christie Street

The strata committee noted that there was no 'new' information as it concerns the draft planning proposal associated with 100 Christie Street. It was agreed to continue to monitor the situation accordingly.

v. Curtain Walls/Water Leak

The committee considered an update on the curtain wall leak repair noting that Wellman Strata is liaising with Forum Properties/APEX for a status report on the works. Matter is ongoing.

In conjunction with this work, however, was the proposal to remove a section of cladding and refer the sample for testing in order to confirm whether it is a compliant building product. Mr Wellman informed the members that his office was preparing correspondence to be issued to all clients advising on the changes the Environmental Planning and Assessment Regulation that is earmarked to be released at the end of April which will require all owners corporations that have become aware of combustible cladding installed at a site to notify the state government within three (3) months and register the respective building on a 'cladding register'. Following on from this, the owners corporation will need to appoint a suitable fire consultant to prepare a 'cladding statement' within 11 months from the date of release.

The committee noted that it will review the correspondence to be issued by Wellman Strata and agree to consider the proposed action plan that will accompany the correspondence at its next meeting.

vi. Window Locking Devices and Compliance

The strata committee noted that the window compliance at the scheme is now finalised. No further action required at this time.

vii. Braided Hoses

The committee noted that there was no new update or information as it relates to the repair/replacement of braided hoses within the lots. It was **RESOLVED** to remove from future agendas.

viii. Extraordinary General Meeting/New By-Law

Mr Wellman provided further commentary (in addition to email correspondence served) in connection with the making of a new by-law that will confer power to the committee to determine lot owner applications for minor renovations, including flooring works. It was agreed that the proposed by-law be considered at the AGM that is to be held later this year in June however, should the owners with works pending wish to meet the costs associated with an additional meeting in advance of the AGM, then that option is available. It was agreed that Wellman Strata

communicate that proposal to the respective parties.

ix. Painting of Lift Vestibules

The committee **RESOLVED** to ratify its decision to proceed with repainting the wall area around the entries to the three lifts in the vestibule of SP 62272 pursuant to the quotations obtained by Forum Properties.

x. Visitor Parking and Management of Use

The committee tabled correspondence received from Village Concierge as it concerns the processes adopted to manage the use of the visitor parking area. It was suggested that this process will be better improved with the implementation of MYBOS. No further action required at this time.

Resolution 3: Financial Statements

a) **RESOLVED** that the strata committee receives the latest financial statements for the strata scheme.

b) **RESOLVED** that the strata committee receives the current arrears report for the strata scheme.

Note:

Mr Wellman corrected a statement in the notice of meeting advising that the financial year ends at the conclusion of April 2018 as opposed to the 31st March which was previously stated.

Resolution 4: Legal Cost Agreement

The Strata Committee of the Owners – Strata Plan No.62272 **RESOLVED** pursuant to Section 103(3)(c) of the *Strata Schemes Management Act 2015* and Clause 26(2) of the *Strata Schemes Management Regulations 2016* to engage Grace Lawyers to obtain access to the books and records of the Plaza Deed Committee, its building manager and/or its managing agent, arrange and/or attend an inspection of those books and records and all matters incidental thereto and to pay all of Grace Lawyers' reasonable costs in acting for the owners corporation as disclosed in the costs agreement and costs disclosure between Grace Lawyers and the owners corporation dated 19 March 2018.

Notes not forming part of this motion:

The above motion follows the committee's agreement to obtain and seek further information relating to the operation of the plaza deed and the manager.

The cost agreement has been disclosed to all owners pursuant to s 105 of the Strata Schemes Management Act 2015.

Resolution 5: Building Manager's Report

RESOLVED that the latest building manager's report be tabled and received.

Resolution 6: Plaza Deed Committee

The Plaza Deed representative for SP62272 provided an update to the members on matters concerning the Plaza Deed Committee.

The following was noted:

- The Plaza Deed Committee will be without a Plaza Manager at the end of June which will coincide with the termination date of Dynamic Property Services. It was noted that the Plaza Deed Committee is seeking tenders for the role and that the members will be further informed as the matter progresses;
- That the Plaza Deed Committee is placing the security services contract to tender. It was noted that the tender document was last prepared in 2010 and as such, will need revision ensure compliance with current legislation.
- The next scheduled meeting of the Plaza Deed Committee is set down for 3rd May 2018.

Resolution 7: Building 6 Management Committee

There was no update by the B6MC representative for SP62272 noting that a meeting of the committee had been set down

for Thursday, 12th April 2018.

Foyer Refurbishment:

- Mr Wellman informed the members that Inside Touch had finalised its plans/drawings in connection with the foyer upgrade and, that a USB will be delivered to Wellman Strata with all development files, plans and applications stored.

- It was noted that Wellman Strata will pick up discussions with the engineer/project manager (Landlay Project Consulting) who was endorsed by the members some 12-18 months earlier to determine if the proposal tendered still stands. Matter is ongoing.

Mr Chen (from the floor) requested that enquiries be made with the Building Manager in connection with the pool lights as they are not currently working.

Resolution 8: Items of Correspondence

The strata committee considered the following items of general business and/or any other correspondence raised at the meeting.

i. Resignation from the strata committee

The committee tabled and received correspondence from Ms B Gunn indicating her resignation from a position on the committee. It was noted that a new committee will be elected at the AGM scheduled to occur in June 2018.

ii. Use of Mezzanine

The committee tabled correspondence received via the concierge in respect of inappropriate use of the mezzanine and pool area by an occupant in apartment 2401. It was noted that Wellman Strata had written to the occupant concerned and, that the matter had been acknowledged by the occupant.

Ms Storr raised some concern in connection with the concierge staff and how Village Concierge may best address such situations from a duty of care perspective owed to its employees should they arise. It was agreed to defer the discussion to the B6MC however it was largely agreed that such issues were a matter for the directors of Village Concierge to address however, and it was acknowledged that the matter was contained appropriately by the concierge.

iii. Energy Tender

Wellman Strata informed the committee that the current electricity contract is due to expire in June 2018. It was **RESOLVED** that Wellman Strata be instructed to engage Energy Brokers to tender the contract and report back to the committee. Matter is ongoing.

iv. Management Tender

The committee tabled a draft tender letter/proposal to be submitted to appropriately suitable building management companies. It was agreed that Wellman Strata be instructed to develop, in conjunction with the committee, a draft scope of works. Matter ongoing.

v. Pet Complaint | Apartment 3106

The committee received a further complaint in relation to an animal being kept on the parcel and in apartment 3106. It was **RESOLVED** to instruct Wellman Strata to issue a breach letter to the owner/occupier of the lot and, requesting that the animal be removed from the scheme.

Resolution 9: Next Meeting

RESOLVED that the strata committee convenes its next meeting on **Tuesday, 22nd May 2018 at 6:30PM.**

THERE BEING NO FURTHER BUSINESS,
THE CHAIRMAN CLOSED THE MEETING AT 7:45PM



Building Managers Report SP 62272
Feb 18 – Mar 18

EXECUTIVE SUMMARY

The building continues to be maintained at a standard commensurate with its age; with all contractors performing their required responsibilities in accordance with the terms and conditions of their engagement.

During the period of this report, Forum Properties continued to undertake works additional to the contracted scope. These additional works included carrying out minor repairs and maintenance to lighting, mechanical, electrical and plumbing problems. These ongoing services provided by the Building Manager contribute to associated cost savings to the building.

Contract Management

The following information is a summary of the regular contracted maintenance carried out by externally contracted companies.

The contractors are performing their required responsibilities in accordance with the terms and conditions set out in the tender documents issued or service agreements.

Cleaning

The ongoing cleaning is supervised by Forum Properties, with regular weekly cleaning inspections conducted with BIC Area Cleaning Supervisor.

Security

Date	Strata Plan	Time	Event	Staff
18/2/2018	62272	01.38am	A man came to the security office and said his HID card was not working. I noticed that the HID card was not from the forum. The man said he lived in unit 3307, but he was unable to produce any ID to support this. I asked if anyone was in the unit the man said that his flat mate was sleeping. I advised the man due to his lack of ID he needed to contact his flat mate to gain access to the building.	James
20/03/2018	622272	5.32pm	Unit 2806 reported a white van tailgated him as he exited the car park, he reports he felt intimidated by the other driver doing this. A review off the CCTV shows the white van belongs to resident of apartment 0909.	Chad

Lifts

Kone have attended site as per their contract to conduct schedule maintenance as per the terms of the agreement.

In addition to their service scheduled maintenance, Kone service technicians have attend site for 1 service calls:

11/2/2018 Lift #1: Lift stopped onP1. Doors not opening. Service tech attended noted that doors were not closing fully. Doors sensors cleaned, adjusted and cleaned guide tracks. Lift tested and placed back in service.

General Maintenance Issues

The following is a summary of works reported to Forum Properties, where there was a requirement to carry out inspections within apartments on items of common property to assess the need for repair or rectification.

In instances where work of a minor nature has been identified. Forum Properties has been able to draw on its qualified technical staff to avail their skills in order to carry out these repairs affording the associated cost savings to the Strata Plan.

In other instances there have been requirements to organise and facilitate access for external contractors to provide quotes and or carry out repair work.

In terms of general maintenance to common areas there have been no major items requiring maintenance for the period this report covers.

Water leak Apt 2501, bedroom window

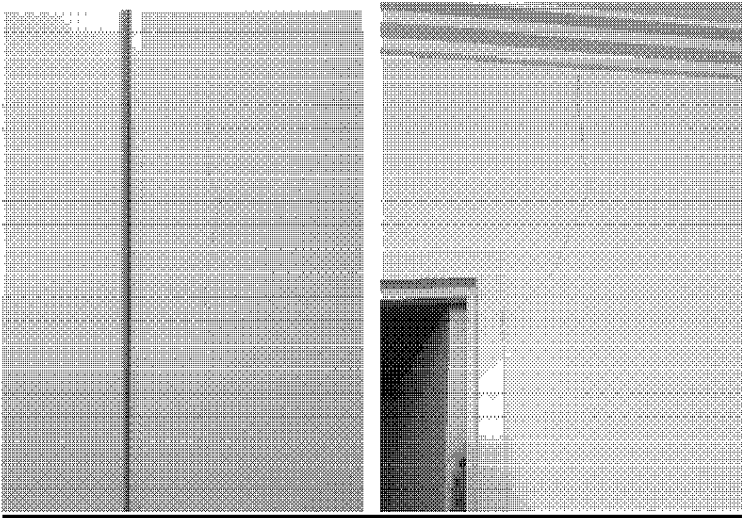
The owner of apartment 2501 contacted the management office and advised that during severe storms with strong winds, he had noticed water drips internally in the 3rd bedroom window.

An external inspection of the balcony window framing was made using the BMU and the area around the frame was re-sealed.

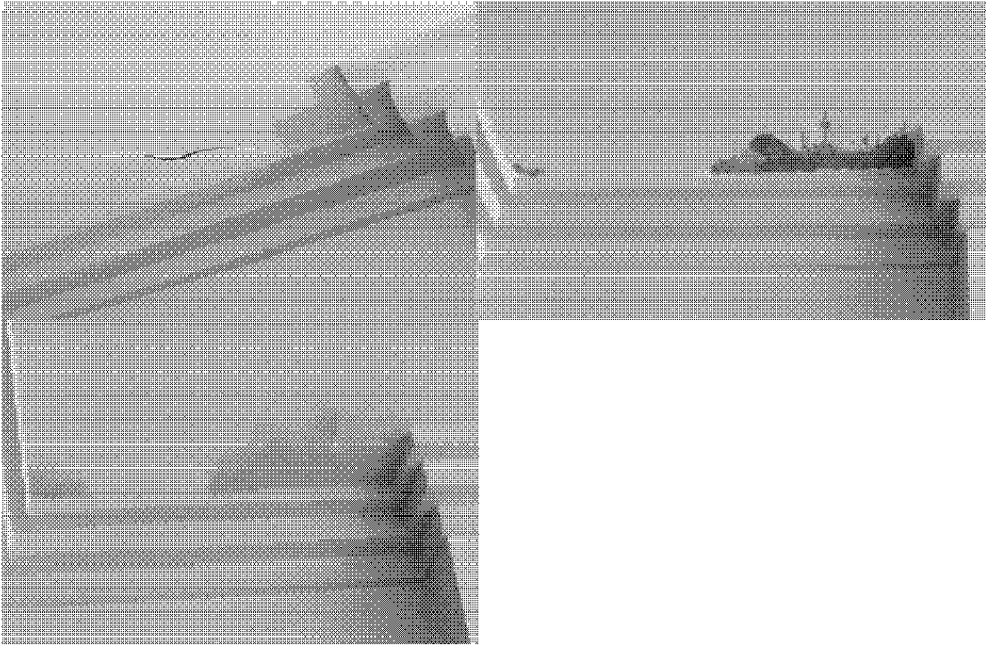
Owner advised of repair and requested to monitor the area and advise of any frther water ingress should it occur



Apartment 1905 minor settlement cracks

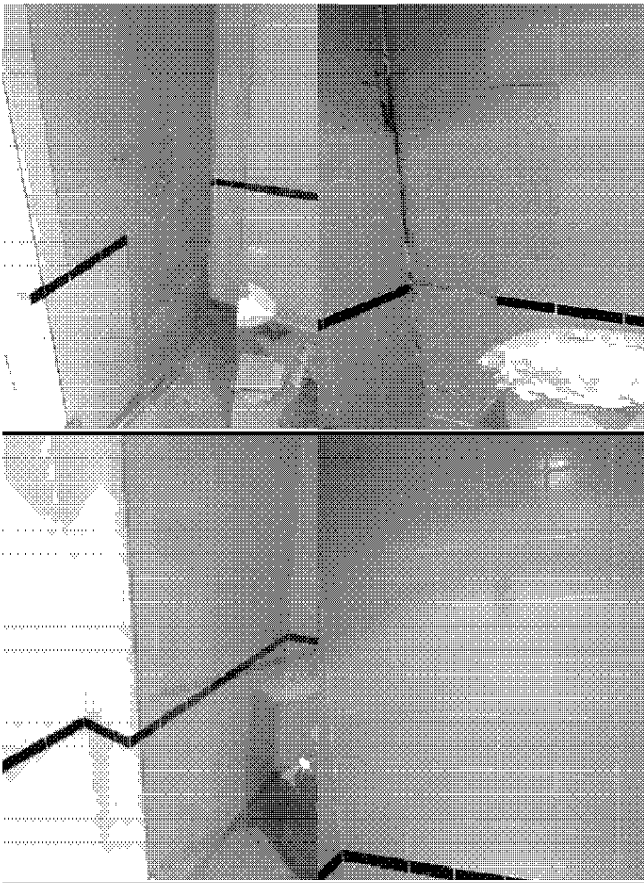


The agent of the apartment contacted the management office to request an inspection of some cracks she had noted on the walls of the apartment. Building manager contacted owner and arranged access. Minor settlement cracking was evident in a number of places as per attached photographs. These minor hairline cracks to the walls were all on internal walls. The agent was notified and advised this would be an owner's responsibility and there affected areas could be repaired during the course of maintenance and painting.



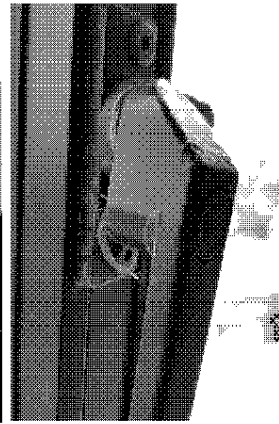
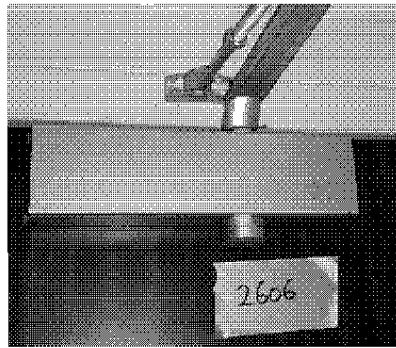
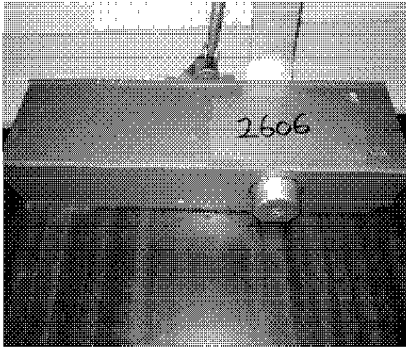
There was also some minor cracking as per attached photographs on the set ceiling. As this was common property, repairs were arranged with Strata approval.

Apartment 2606 Ensuite tiles drummy



The agents contacted the management office to advise that tiles in the ensuite had fallen off and were loose. An inspection was completed and loose tiles were removed to prevent them falling, causing damage or injury and arrangements were made to have them reinstated.

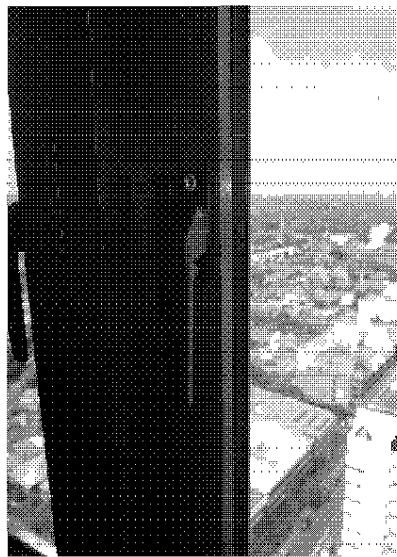
Apartment 2606 Window handles and door closer broken



Forum Properties supplied and installed a new front door closer and four new window handles in the bedrooms.

Apartment 1706 Window handles broken

Forum Properties supplied and installed four new window handles in the main bedroom.



Gate drive motor CP level 8

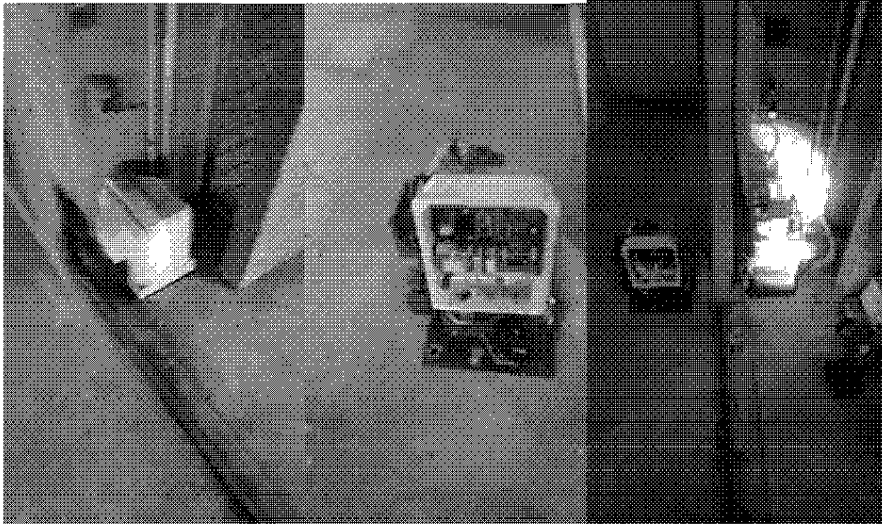
Management office was advised by Owners of 2903, Barry Davies and his wife there have been issues with one of the parking gates on their parking level P8, intermittently not operating, causing difficulties accessing and egressing the residential parking area.

Forum Staff checked the track drive roller wheels and also adjusted the clutch mechanism on the gear drive, and whilst it appeared to overcome the issue for a short period of time, the problem re-occured, but was intermittent in nature.

The drive motor is the original equipment and deemed to be beyond economical repair as it has been superseded a number of times since first installed.

Quote was obtained for a replacement gate motor from Autolift garage doors, presented to the Strata Manager and subsequently approved.

The new motor was installed 20th March 2018



Apartment 2801 Door not closing

The owner of the apartment contacted the management office to request an inspection of the front door that was not closing fully. Building management inspected the door and found the closer was leaking oil meaning the seal was broken. The inspection also revealed that the door spine was broken, rendering the door unserviceable. A quote from subsequently sought Blsmac, presented to the Strata on receipt and approved.

Door is currently being manufactured and will be installed once available.



Repairs to apartment 1904 door.

All repairs to the damaged door for apartment 1904 were completed. New door installed and varnished. Framework re-painted. Invoices forwarded to Strata for payment and monies to be recovered from the occupant as per their agreement.



1708 Balcony Glass Door.

The new glass panel for the door was installed by Express Glass on 14th March.

Window compliance check

The inspection of the opening windows to ensure compliance with the Strata Schemes Management Amendment Act 2016 (Child Window Safety Devices) was conducted on Friday 9th March

Child safety lock had been engaged to conduct the inspection. Access was required to 76 apartments that had been identified as having windows that required inspection.

They were able to complete inspections to 71 apartments and were unable to access on 5 apartments, 2608, 2701, 2801, 2908 and 3106. Two apartments were noted as requiring replacement stays 2706 and 2801

A further inspection has been arranged for Thursday 12th April, with notices sent to the respective apartments, to request that access be provided on this date. Repairs to the stays will be conducted at the same time.

Water ingress curtain wall

Following the Committees agreement to adopt the advice and recommendations made by Apex Diagnostics, Tim Womack was contacted to discuss progression of the works.

Tim agreed to present a proposal for the works after obtaining quotes from a number of rope access companies to complete the scope of works as described in their report.

Furthermore he also agreed that they would be able to obtain samples of the cladding for testing, whilst the work was to be undertaken. The cost for the testing will also be included in the proposal



The Owners of SP62272

THE FORUM, ST LEONARDS

Facade Inspection Report

040/004/FIR/20171025D2

Issue 1 | November 2017

apex diagnostics pty ltd
asn 25 168 345 882

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mobile +61 402 340 581
email tim.womack@apexfc.com.au

www.apexdiagnostics.com.au

This report takes into account the particular instructions and requirements of our client.

It is not intended for and should not be relied upon by any third party and no responsibility is undertaken to any third party.

Job number 040/004

Executive Summary

Apex Diagnostics Pty Ltd was engaged by the Owners of SP62272 to carry out additional targeted diagnostic water testing to further investigate the cause of persistent and widespread leaks through the curtain walling to the south elevation of Building 6 at The Forum, St Leonards.

The investigation continues on previous investigations and water testing (Apex Diagnostics Facade Inspection Report published February 2016) which resulted in significant water ingress through the curtain wall. While our previous investigations did prove that there are deficiencies in the façade, we were unable to determine the root cause.

As such, the purpose of this investigation was to conduct further, targeted, diagnostic water testing along with the removal of selected internal finishes to isolate the causes behind this water ingress.

Tim Womack (Director), Tom Hatton (Senior Engineer) and Scott Archbold (Undergraduate Engineer) carried out further inspections and diagnostic water testing on 30th of August 2017, with rigging assistance provided by Specialist Height Access. These inspections were visual and physical in nature and were carried out using industrial rope access (commercial abseiling). In total 3 pairs of abseil 'drops' were carried out.

In addition to the external facade inspections, two areas were subject to indicative water testing –the spandrel zone between apartments 3506/3408 and 3108/3008. Internal finishes were removed to the sill of 3506 and 3108 to assist with our investigation.

Our continued investigation finds that there is no gutter sleeve installed in the curtain wall junctions, and that moisture is likely passing through the stack-joint interfaces onto the lower level flashings, tracking across the façade (sometimes several bays) before exiting through deficiencies in the lower flashing seal – although, due to continued difficulties associated with seeing into the system, this exact leak mechanism was not witnessed during our additional water testing and only the resultant moisture ingress was visible.

Our investigation further finds that there are a number of other, minor details and previous remedial attempts which exacerbate the lack of a gutter sleeve.

Due to the confined nature of the missing gutter sleeve location, ultimate resolution of this issue will possibly prove both costly and disruptive. Given this, we have recommended the following to determine if mitigation methods will reduce the leaks to an acceptable level:

1. As any potential rectification method will have a relatively high associated financial cost when compared to that of an additional test procedure, we recommend you conduct further, targeted water testing in one location with all ceiling finishes removed for several window bays (including the lower flashings), to confirm that the hypothesis described within the report is the actual leak mechanism.
2. Implement a series of externally applied remedial measures to reduce the amount of moisture reaching the deficient seals. These should be applied to one or two areas with known leak history, and these should either be subsequently monitored or subject to additional water testing to determine their adequacy.

3. Should this be unsuccessful, additional drainage paths consisting of internal catch trays adjacent to the curtain wall could be installed to the system to divert any water away that does find its way through the façade.

1. Introduction

1.1. General

Apex Diagnostics Pty Ltd was engaged by the Owners of SP62272 to carry out additional targeted diagnostic water testing to further investigate the cause of persistent and widespread leaks through the curtain walling to the south elevation of Building 6 at The Forum, St Leonards.

The investigation continues on from previous investigations and water testing (documented in the Apex Diagnostics Facade Inspection Report published February 2016) which resulted in significant water ingress through the curtain wall. While our previous investigations did prove that there are deficiencies in the façade, we were unable to determine the root cause.

As such, the purpose of this investigation was to conduct further, targeted, diagnostic water testing along with the removal of selected internal finishes to isolate the causes behind this water ingress.

1.2. Building Description

From supplied project documentation, we understand that Concrete Constructions Group Ltd constructed the building in circa 1998. Peddle Thorp and Walker was the building architect. The building consists of a 36 storey residential tower constructed on a three-storey podium. The building structure comprises a reinforced concrete frame.

Permasteelisa was the sub-contractor for the southern curtain walls. They were presumably responsible for the design, fabrication, and installation of the curtain wall.

The curtain wall consists of an aluminium framed unitised curtain wall (i.e. a series of interlocking cladding panels, fabricated off site). The panels are single-glazed with laminated, tinted vision glass. The building facade is faceted to form an almost semi-circular curve.

The available curtain wall shop drawings (which are marked 'As-Built') show that:

1. The typical mullions consist of a standard 'coupled' mullion arrangement, which allows for normal lateral movement and sway of the curtain wall system. The interlock of the mullion is slightly splayed to accommodate the curved profile of the facade.
2. There is a stack-joint (where the panel above interlocks with the one below) at the base of the vision light (i.e. approximately at sill/floor level). This allows for rapid installation, as well as on-going inter-storey building movements.
3. The horizontal aluminium member above the vision glass is a fixed transom (i.e. there is no interlocking connection here, and it is a single, solid member)
4. There is a metal spandrel panel located between the vision glass panels above and below, which forms a decorative band at the location of the slab edge.
5. There are projecting horizontal aluminium box sections that form decorative sills above and below the spandrel panels. These also form part of the captive glazing bead system for the vision glass at the horizontal joints.

5. Conclusion and Recommendations

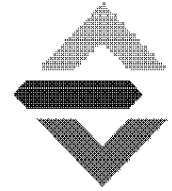
Our continued investigation finds that there is no gutter sleeve installed in locations of known water leaks, and that moisture is likely passing through the stack joint interfaces onto the lower level flashings, tracking across the façade (sometimes several bays) before exiting through deficiencies in the lower flashing seal. Due to continued difficulties associated with seeing into the system, this exact leak mechanism was not witnessed during our additional water testing and only the resultant moisture ingress was visible.

Our investigation also established that there are a number of other, minor details and previous remedial attempts which may exacerbate the issues associated with a missing gutter sleeve.

Due to the confined nature of the missing gutter sleeve location, ultimate resolution of this issue will possibly prove both costly and disruptive. Given this, we have recommended the following to determine if it will reduce the leaks to an acceptable level:

1. As any potential rectification method will have a relatively high associated financial cost when compared to that of an additional test procedure, we recommend you conduct further, targeted water testing in one location with all ceiling finishes removed (including the lower flashings), to confirm that the hypothesis described within the report is the actual leak mechanism.
2. Implement a series of externally applied remedial measures to reduce the amount of moisture reaching the deficient seals. These should be applied to one or two areas with known leak history, and these should either be subsequently monitored or subject to additional water testing to determine their adequacy.
3. Should this be unsuccessful, additional drainage paths could be installed to the system to divert any water away that does find its way through the façade.

EEM00253
15th April 2018



Rebecca Marco
Wellman Strata Management Pty Ltd
PO Box Q1916
QVB SYDNEY, NSW 1230

Dear Rebecca,

**1 Sergeants Lane, St Leonards, SP62272 (Forum High Rise), Lifts No 1, 2 & 3
Consultancy Services for Proposed Lift Modernisation Project**

Further to our assessment report issued on the 6th April 2018 and your email instruction to proceed dated 12 April 2016, we confirm our agreement to undertake the works set out below on the same basis as with the recently completed process for "Mid Rise". Tender documents will be issued today with a fast-track tender time frame such that our adjudication report and recommendations will be ready for the owners committee meeting on 22nd May 2018.

Item 1 Prepare Technical Specifications

- ✓ Meet with industry suppliers to verify the proposed retained equipment life cycle
- ✓ Design and specify an appropriate lift upgrade solution.
- ✓ Prepare the Design Brief for the proposed works.
- ✓ Meet with owners to finalize scope, time frame, project financial budgets, cash flow, installation methodology, tender process on-site logistics.

Item 2 Tender Documents Package

- ✓ Prepare tender documents, pricing schedules, etc
- ✓ Preparation of the commercial contract document for tender terms (*Optional*)
- ✓ Prepare a building information guide with respect to safety, rules and regulations applicable to the building.

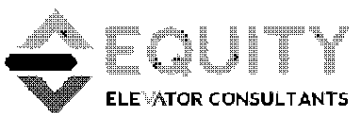
Item 3 Tender Review and Assessment

- ✓ Invite and deliver tender document packages to selected lift companies
- ✓ Facilitate a project briefing with site walkthrough for tendering contractors
- ✓ Field any technical or commercial questions, disseminate responses to all parties
- ✓ Receive tender submissions, carry out adjudication based on the following criteria; Price in relation to product offering, Capabilities to do the work (Manpower, Methods, Safety), Industry references, Ongoing maintenance and backup support capability/structure
- ✓ Present a summary and recommendation to the owners

We hope we have understood your requirements correctly and our proposal is set out in a clear and concise manner.

Yours faithfully,
Equity Elevator Management Pty Ltd

Rex Henning
Lift Consultant/Director



Equity Elevator Management Pty Ltd
U18/8-12 Wandella Road
Miranda
NSW, 2229

T: +61 2 9531 0226
E: enquiry@equityelevator.com.au
www.liftsconsultant.com
ABN 19 608 872 402

Equity Fee Structure

Item No.	Consultants Scope of Works	Fee *
Item 1	Prepare Technical Specifications	\$ 6,720.00
Item 2	Tender Documents Package	\$ 5,880.00
Item 3	Tender Review and Assessment	\$ 3,920.00
	Sub-total	\$ 16,520.00

* Note: All fees above are exclusive of GST