



# Disclosure Statement

*With Implied Warranties*

## **Body Corporate and Community Management Act 1997**

### SECTION 206

<b>Body Corporate</b>	Body Corporate for:	SIGNATURE ON HIGH	Community Titles Scheme	41138
	Lot No:	5	on SP	229212
	Address:	84 - 86 HIGH STREET, SOUTHPORT QLD 4215		

### PRESCRIBED INFORMATION

<b>Secretary of Body Corporate</b>	Name:	PAUL CLIFFORD C/- STRATA CARE AUSTRALIA		
	Address:	PO BOX 10820 SOUTHPORT QLD 4215		
	Telephone:	(07) 5531 2622		

<b>Body Corporate Manager</b>	Name:	STRATA CARE AUSTRALIA		
	Address:	AS ABOVE		
	Telephone:			

<b>Annual Contributions and Levies</b>	Administrative Fund:	\$2,564.10	GROSS	each year by instalments in advance on the FIRST day of each QUARTER Discount: N/A
	Sinking Fund:	\$1,102.56	GROSS	each year by instalments in advance on the FIRST day of each QUARTER Discount: N/A
	Insurance:	\$765.96	GROSS	each year by instalments in advance on the FIRST day of each QUARTER Discount: N/A

<b>Contribution Schedule Lot Entitlements</b>	Based on <u>Contribution Schedule Lot Entitlements</u> :	Lot Entitlement 1 Aggregate	39	2564.1026 (Admin) 1102.5642 (Sinking) N/A (Other)
		Ratified at AGM dated 18/04/2024		
	Based on <u>Interest Schedule Lot Entitlements</u> :	Lot Entitlement 3 Aggregate	94	255.3192 (Insurance not included in Admin Fund Levy)
		Ratified at AGM dated 18/04/2024		
		<b>*Only applies if a separate Levy has been struck for Insurance otherwise the Insurance is paid from Administration Fund</b>		

<b>Improvements on Common Property for which Buyer will be responsible</b>	SEE ATTACHED – NIL
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Initial  
 Initials

**Body Corporate Committee**

Is there a committee for the Body Corporate? Yes X  
 No  
 If there is a committee, is the Body Corporate manager engaged to perform the functions of the committee? Yes  
 No X

**Information prescribed under Regulation Module**

ACCOMMODATION - NIL

**Body Corporate Assets Required to be Recorded on Register**

SEE ASSET REGISTER ATTACHED

**Sinking Fund Balance**

\$108,143.96 AS AT 2 APRIL 2025

**Insurance**

**Insurer:** SCI  
**Policy No:** QRSC21006253  
**Building:** \$16,230,900.00  
**Public Liability:** \$30,000,000.00  
**Other:** SEE ATTACHED  
**Valid to:** 11/09/2025

**Warranties**

The Seller warrants that:-

1. The body corporate records do not reveal any latent or patent defects in the common property assets, other than the following –
  - (a) Defects arising through fair wear and tear; and
  - (b) Defects disclosed in the contract
2. The body corporate records do not disclose any defects to which the Warranty in paragraph (a) above applies.  
**REFER TO ATTACHED MINUTES**
3. The body corporate records do not reveal any actual, contingent or expected liabilities of the body corporate that are not part of the body corporate’s normal operating expenses, other than liabilities disclosed in the contract.  
**REFER TO ATTACHED MINUTES, FINANCIALS & SINKING FUND FORECAST**
4. The body corporate records do not disclose any liabilities of the body corporate to which the warranty in paragraph (3) above applies.  
**REFER TO ATTACHED MINUTES, FINANCIALS & SINKING FUND FORECAST**
5. The seller warrants that the body corporate records do not reveal any circumstance (other than circumstances disclosed in the contract) in relation to the affairs of the body corporate likely to materially prejudice the buyer, i.e
  - (a) Has an Administrator been appointed under the Order of an Adjudicator under the dispute resolution provisions;  
**NOTHING SIGHTED IN RECORDS PROVIDED**

- (b) Has the body corporate failed to comply with the provisions of The Act to the extent that its affairs are in disarray, records are incomplete and there is no reasonable prospect of the buyer finding out whether the warranty mentioned in subsection (2) above has been breached.

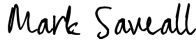
**NOTHING SIGHTED IN RECORDS PROVIDED**

*(For this sub-section, a seller is taken to have knowledge of a matter if the seller has actual knowledge of the matter or ought reasonably to have knowledge of the matter)*

The information in this Report has been prepared from records provided to us by the Secretary of the Body Corporate and personally inspected by our search agent. No responsibility will be given or accepted for any inconsistencies, errors or omissions.

Dated this **3<sup>RD</sup>** day of **APRIL 2025** Signed: Emily Strong  
**For Quicksearch QLD**

**Signing**

Signed by:  
  
055B162EE6EB49F  
 Seller  
 ADAM MCCUBBIN - MCGRATH ESTATE AGENTS  
 03-04-2025  
 Date

Witness

**Buyer's Acknowledgment**

The Buyer acknowledges having received and read this statement from the Seller before entering into the contract and has received a copy of the Community Management Statement

Buyer

Witness

Date

*Body Corporate and Community Management Act 1997*  
**Body Corporate and Community Management (Accommodation Module)**  
 Roll of Lots and Entitlements (Section 204)  
**SIGNATURE ON HIGH CTS 41138**

LOT NO. 5      UNIT NO. 5      PLAN NO. 229212      TYPE B.F.P.      ACCOUNT NO. 02100005

ORIGINAL OWNER		
Name of Original Owner of Lot	Residential Address of Original Owner	Address for service of notices on Original Owner
Paratei Pty Ltd	P.O. BOX 7265 GOLD COAST MC QLD 9726	P.O. BOX 7265 GOLD COAST MC QLD 9726

CONTRIBUTION ENTITLEMENTS	
Contribution Entitlements	Date of Registration
1.00	12-Feb-10

INTEREST ENTITLEMENTS	
Interest Entitlements	Date of Registration
3.00	12-Feb-10

PARTICULARS OF SUBSEQUENT OWNERS			
Full Name of Owner(s)	Residential Address	Address for service of notices on Owner(s)	Date of notice
P J Headlam	P.O BOX 1154 SANDY BAY TAS 7006	P.O BOX 1154 SANDY BAY TAS 7006	25/01/22
pjheadlam@outlook.com			
P J Headlam	P.O BOX 1154 SANDY BAY TAS 7006	P.O BOX 1154 SANDY BAY TAS 7006	24/04/13
pjheadlam@outlook.com			
P J Headlam	P.O BOX 1154 SANDY BAY TAS 7006	P.O BOX 1154 SANDY BAY TAS 7006	30/08/10
pjheadlam@hotmail.com			
P J Headlam	P.O BOX 1154 SANDY BAY TAS 7006	P.O BOX 1154 SANDY BAY TAS 7006	09/04/10

NOMINEES				
Name of Corporation	Nominee for	Ranking	Full name of company nominee	Date of notice
Paratei Pty Ltd	Owner	1	Domenico Battaglia	05/03/10

(continued)

## Roll of Lots and Entitlements (Section 204)

**SIGNATURE ON HIGH CTS 41138**

LOT NO. 5      UNIT NO. 5      PLAN NO. 229212      TYPE B.F.P.      ACCOUNT NO. 02100005

TENANT				
Full Name of lessee of lot	Address for service of notices	Type Of Notice	Term	Date of notice
Liane Rosa da Silva Paulo & Henrique Rocha Gomes e Souza	5/84-86 High Street SOUTHPORT QLD 4215	Lease	1 yr	31/01/22
Mooalsan Yoo	5/84-86 High Street SOUTHPORT QLD 4215	Lease	6 Mths	30/08/10

LETTING AGENT			
Full Name of representative	Address for service of notices	Date of receipt of withdrawal notice	Date of notice
Natgroup Realty	6 / 64 Siganto Drive HELENSVALE Q 4212		26/03/20
Ray White Broadbeach	Ray White Broadbeach Qld 4218	26/03/2020	07/02/19
Ray White Broadbeach	Ray White Broadbeach Qld 4218	07/02/2019	06/02/18
Paratei P/L	Paratei P/L Unit 9 84-86 High St Southport QLD 4215	06/02/2018	30/08/10

**SIGNATURE ON HIGH CTS 41138**A/c No **02100005****Owner Information****02 April 2025**

Lot No	Contribution Entitlements	Interest Entitlements	Unit No	StrataPay No	Car Space	Storage Space
<b>5</b>	<b>1</b>	<b>3</b>	<b>5</b>	<b>127339442</b>		

Owner Name **Peter James Headlam**  
 Email **pjheadlam@outlook.com**  
 Telephone (1) Mobile **0419560143**  
 Telephone (2) Facsimile

Account Balance	Administrative Fund Paid To	Sinking Fund Paid To	Direct Debit
<b>1,163.56</b>	<b>30/04/25</b>	<b>30/04/25</b>	<b>Not Set up</b>
Residential / Business Address	Address for Service of Notices	Levy Notice Address	
<b>P.O BOX 1154 SANDY BAY TAS 7006</b>	<b>P.O BOX 1154 SANDY BAY TAS 7006</b>	<b>P.O BOX 1154 SANDY BAY TAS 7006</b>	
Delivery by Post to Owner	Delivery by Post to Owner	Delivery by Post to Owner	

Letting Agent <b>Natgroup Realty</b>	Address
Email <b>rentals@natgroup.net</b>	<b>6 / 64 Siganto Drive</b>
Telephone (1) Mobile	<b>HELENSVALE Q 4212</b>
Telephone (2) <b>5627 0083</b>	Facsimile

Date	Description	Fund	Reference	Amount	Balance
	Brought Forward			1,029.80	1,029.80
15/03/24	01/05/24 to 31/07/24	Admin Fund	I0006908	599.00	1,628.80
15/03/24	01/05/24 to 31/07/24	Sinking Fund	I0006947	215.00	1,843.80
15/03/24	01/05/24 to 31/07/24	Insurance Levy	I0006986	216.00	2,059.80
18/03/24	Admin Fund	Admin Fund	R0002173	-598.80	1,461.00
18/03/24	Sinking Fund	Sinking Fund	RA002173	-215.00	1,246.00
18/03/24	Insurance Levy	Insurance Levy	RB002173	-216.00	1,030.00
02/05/24	Admin Fund	Admin Fund	R0002211	-599.00	431.00
02/05/24	Sinking Fund	Sinking Fund	RA002211	-215.00	216.00
02/05/24	Insurance Levy	Insurance Levy	RB002211	-216.00	0.00
18/06/24	01/08/24 to 31/10/24	Admin Fund	I0007025	683.05	683.05
18/06/24	01/08/24 to 31/10/24	Sinking Fund	I0007064	336.28	1,019.33
18/06/24	01/08/24 to 31/10/24	Insurance Levy	I0007103	166.98	1,186.31
08/07/24	Admin Fund	Admin Fund	R0002245	-683.05	503.26
08/07/24	Sinking Fund	Sinking Fund	RA002245	-336.28	166.98
08/07/24	Insurance Levy	Insurance Levy	RB002245	-166.98	0.00
19/09/24	01/11/24 to 31/01/25	Admin Fund	I0007142	683.05	683.05
19/09/24	01/11/24 to 31/01/25	Sinking Fund	I0007181	336.28	1,019.33
19/09/24	01/11/24 to 31/01/25	Insurance Levy	I0007220	166.98	1,186.31
11/10/24	Admin Fund	Admin Fund	R0002298	-683.05	503.26
11/10/24	Sinking Fund	Sinking Fund	RA002298	-336.28	166.98
11/10/24	Insurance Levy	Insurance Levy	RB002298	-166.98	0.00
11/12/24	01/02/25 to 30/04/25	Admin Fund	I0007259	673.08	673.08
11/12/24	01/02/25 to 30/04/25	Sinking Fund	I0007298	289.42	962.50
11/12/24	01/02/25 to 30/04/25	Insurance Levy	I0007337	201.06	1,163.56
03/02/25	Admin Fund	Admin Fund	R0002377	-673.08	490.48
03/02/25	Sinking Fund	Sinking Fund	RA002377	-289.42	201.06
03/02/25	Insurance Levy	Insurance Levy	RB002377	-201.06	0.00
18/03/25	01/05/25 to 31/07/25	Admin Fund	I0007376	673.08	673.08
18/03/25	01/05/25 to 31/07/25	Sinking Fund	I0007415	289.42	962.50
18/03/25	01/05/25 to 31/07/25	Insurance Levy	I0007454	201.06	1,163.56

# LEVY REGISTER REPORT

## SIGNATURE ON HIGH CTS 41138

<b>Levy Year</b>	<b>Last Annual General Meeting</b>	<b>Contribution Entitlements</b>	<b>Interest Entitlements</b>	<b>Total Number of Lots</b>	<b>Financial Year</b>
<b>Start</b> 01/02/2025	<b>End</b> 31/01/2026	39	94	39	<b>Start</b> 01/02/2025
	14/10/2024				<b>End</b> 31/01/2026

Lot No	Description	Period	Notice Date	Amount	Discount	If Paid by or Due	Net Amount	Date Paid	Balance Due	Net Due
5	HEADLAM PETER JAMES Contribution Entitlements: 1 Interest Entitlements: 3									
	Admin Fund	01/02/25 to 30/04/25	11/12/2024	673.08	0.00	01/02/2025	673.08	03/02/2025		
	Admin Fund	01/05/25 to 31/07/25	18/03/2025	673.08	0.00	01/05/2025	673.08		673.08	673.08
	Admin Fund	01/08/25 to 31/10/25		737.18	0.00	01/08/2025	737.18			
	Admin Fund	01/11/25 to 31/01/26		737.18	0.00	01/11/2025	737.18			
	Admin Fund	01/02/26 to 30/04/26		740.38	0.00	01/02/2026	740.38			
	Admin Fund	01/05/26 to 31/07/26		740.38	0.00	01/05/2026	740.38			
	Sinking Fund	01/02/25 to 30/04/25	11/12/2024	289.42	0.00	01/02/2025	289.42	03/02/2025		
	Sinking Fund	01/05/25 to 31/07/25	18/03/2025	289.42	0.00	01/05/2025	289.42		289.42	289.42
	Sinking Fund	01/08/25 to 31/10/25		287.50	0.00	01/08/2025	287.50			
	Sinking Fund	01/11/25 to 31/01/26		287.50	0.00	01/11/2025	287.50			
	Sinking Fund	01/02/26 to 30/04/26		302.88	0.00	01/02/2026	302.88			
	Sinking Fund	01/05/26 to 31/07/26		302.88	0.00	01/05/2026	302.88			
	Insurance Levy	01/02/25 to 30/04/25	11/12/2024	201.06	0.00	01/02/2025	201.06	03/02/2025		
	Insurance Levy	01/05/25 to 31/07/25	18/03/2025	201.06	0.00	01/05/2025	201.06		201.06	201.06
	Insurance Levy	01/08/25 to 31/10/25		181.91	0.00	01/08/2025	181.91			
	Insurance Levy	01/11/25 to 31/01/26		181.91	0.00	01/11/2025	181.91			
	Insurance Levy	01/02/26 to 30/04/26		201.06	0.00	01/02/2026	201.06			
	Insurance Levy	01/05/26 to 31/07/26		201.06	0.00	01/05/2026	201.06			

# LEVY REGISTER SUMMARY REPORT

## SIGNATURE ON HIGH CTS 41138

Levy Year		Last Annual General Meeting	Contribution Entitlement		Interest Entitlements		Total Number of Lots		Financial Year	
Start	End		39		94		39		Start	End
01/02/2025	31/01/2026	14/10/2024							01/02/2025	31/01/2026
Description	Period	Determined	Rate per U/E	Due Date	Discount Rate	Discount Date	Notice Date	Schedule	Total	
Admin Fund	01/02/25 to 30/04/25	01/02/2024	673.0769	01/02/2025	0.00		11/12/2024	Contribution	26,250.12	
Admin Fund	01/05/25 to 31/07/25	01/02/2024	673.0769	01/05/2025	0.00		18/03/2025	Contribution	26,250.12	
Admin Fund	01/08/25 to 31/10/25	01/02/2025	737.1795	01/08/2025	0.00			Contribution	28,750.02	
Admin Fund	01/11/25 to 31/01/26	01/02/2025	737.1795	01/11/2025	0.00			Contribution	28,750.02	
Admin Fund	01/02/26 to 30/04/26	01/02/2025	740.3846	01/02/2026	0.00			Contribution	28,874.82	
Admin Fund	01/05/26 to 31/07/26	01/02/2025	740.3846	01/05/2026	0.00			Contribution	28,874.82	
Insurance Levy	01/02/25 to 30/04/25	01/02/2024	67.0213	01/02/2025	0.00		11/12/2024	Interest	6,299.92	
Insurance Levy	01/05/25 to 31/07/25	01/02/2024	67.0213	01/05/2025	0.00		18/03/2025	Interest	6,299.92	
Insurance Levy	01/08/25 to 31/10/25	01/02/2025	60.6383	01/08/2025	0.00			Interest	5,700.04	
Insurance Levy	01/11/25 to 31/01/26	01/02/2025	60.6383	01/11/2025	0.00			Interest	5,700.04	
Insurance Levy	01/02/26 to 30/04/26	01/02/2025	67.0213	01/02/2026	0.00			Interest	6,299.92	
Insurance Levy	01/05/26 to 31/07/26	01/02/2025	67.0213	01/05/2026	0.00			Interest	6,299.92	
Sinking Fund	01/02/25 to 30/04/25	01/02/2024	289.4231	01/02/2025	0.00		11/12/2024	Contribution	11,287.38	
Sinking Fund	01/05/25 to 31/07/25	01/02/2024	289.4231	01/05/2025	0.00		18/03/2025	Contribution	11,287.38	
Sinking Fund	01/08/25 to 31/10/25	01/02/2025	287.5000	01/08/2025	0.00			Contribution	11,212.50	
Sinking Fund	01/11/25 to 31/01/26	01/02/2025	287.5000	01/11/2025	0.00			Contribution	11,212.50	
Sinking Fund	01/02/26 to 30/04/26	01/02/2025	302.8846	01/02/2026	0.00			Contribution	11,812.32	
Sinking Fund	01/05/26 to 31/07/26	01/02/2025	302.8846	01/05/2026	0.00			Contribution	11,812.32	

# LEVY REGISTER REPORT

## SIGNATURE ON HIGH CTS 41138

<b>Levy Year</b>	<b>Last Annual General Meeting</b>	<b>Contribution Entitlements</b>	<b>Interest Entitlements</b>	<b>Total Number of Lots</b>	<b>Financial Year</b>
<b>Start</b> 01/02/2025	<b>End</b> 31/01/2026	<b>Start</b> 14/10/2024	<b>End</b> 39	<b>Start</b> 39	<b>Start</b> 01/02/2025
					<b>End</b> 31/01/2026

Lot No	Description	Period	Notice Date	Amount	Discount	If Paid by or Due	Net Amount	Date Paid	Balance Due	Net Due
5	HEADLAM PETER JAMES Contribution Entitlements: 1 Interest Entitlements: 3									
	Admin Fund	01/02/25 to 30/04/25	11/12/2024	673.08	0.00	01/02/2025	673.08	03/02/2025		
	Admin Fund	01/05/25 to 31/07/25	18/03/2025	673.08	0.00	01/05/2025	673.08		673.08	673.08
	Admin Fund	01/08/25 to 31/10/25		737.18	0.00	01/08/2025	737.18			
	Admin Fund	01/11/25 to 31/01/26		737.18	0.00	01/11/2025	737.18			
	Admin Fund	01/02/26 to 30/04/26		740.38	0.00	01/02/2026	740.38			
	Admin Fund	01/05/26 to 31/07/26		740.38	0.00	01/05/2026	740.38			
	Sinking Fund	01/02/25 to 30/04/25	11/12/2024	289.42	0.00	01/02/2025	289.42	03/02/2025		
	Sinking Fund	01/05/25 to 31/07/25	18/03/2025	289.42	0.00	01/05/2025	289.42		289.42	289.42
	Sinking Fund	01/08/25 to 31/10/25		287.50	0.00	01/08/2025	287.50			
	Sinking Fund	01/11/25 to 31/01/26		287.50	0.00	01/11/2025	287.50			
	Sinking Fund	01/02/26 to 30/04/26		302.88	0.00	01/02/2026	302.88			
	Sinking Fund	01/05/26 to 31/07/26		302.88	0.00	01/05/2026	302.88			
	Insurance Levy	01/02/25 to 30/04/25	11/12/2024	201.06	0.00	01/02/2025	201.06	03/02/2025		
	Insurance Levy	01/05/25 to 31/07/25	18/03/2025	201.06	0.00	01/05/2025	201.06		201.06	201.06
	Insurance Levy	01/08/25 to 31/10/25		181.91	0.00	01/08/2025	181.91			
	Insurance Levy	01/11/25 to 31/01/26		181.91	0.00	01/11/2025	181.91			
	Insurance Levy	01/02/26 to 30/04/26		201.06	0.00	01/02/2026	201.06			
	Insurance Levy	01/05/26 to 31/07/26		201.06	0.00	01/05/2026	201.06			



Stratacare Australia Pty Ltd ABN 87 088 584 267  
 E: finance@stratacare.com.au  
 P: 07 3435 5300



## SIGNATURE ON HIGH CTS 41138

### BALANCE SHEET

AS AT 02 APRIL 2025

	ACTUAL 02/04/2025	ACTUAL 31/01/2025
<b><u>OWNERS FUND</u></b>		
Administrative Fund	(7,119.08)	(2,459.97)
Sinking Fund	108,143.96	99,587.37
<b><u>TOTAL</u></b>	<b><u>\$ 101,024.88</u></b>	<b><u>\$ 97,127.40</u></b>
<b><u>THESE FUNDS ARE REPRESENTED BY</u></b>		
<b><u>CURRENT ASSETS</u></b>		
Cash At Bank - Admin Fund	(14,521.50)	(1,338.55)
Cash At Bank - Sinking Fund	53,389.92	51,012.04
Term Deposit - 3Months	60,000.00	60,000.00
Prepaid Expenses	0.00	14,752.58
Levies In Arrears	1,601.75	372.93
Other Arrears	542.99	111.32
Other Debtors	1,162.28	2,453.08
<b><u>TOTAL ASSETS</u></b>	<b><u>102,175.44</u></b>	<b><u>127,363.40</u></b>
<b><u>LIABILITIES</u></b>		
Gst Clearing Account	(4,363.84)	(5,131.89)
Gst Adj Bas Account	(2,736.07)	(2,736.07)
Accrued Expenses	0.00	3,198.17
Levies In Advance	7,044.09	30,214.67
Other Payments In Advance	1,206.38	4,691.12
<b><u>TOTAL LIABILITIES</u></b>	<b><u>1,150.56</u></b>	<b><u>30,236.00</u></b>
<b><u>NET ASSETS</u></b>	<b><u>\$ 101,024.88</u></b>	<b><u>\$ 97,127.40</u></b>

Stratacare Australia Pty Ltd ABN 87 088 584 267

E: finance@stratacare.com.au

P: 07 3435 5300



## SIGNATURE ON HIGH CTS 41138

### STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 FEBRUARY 2025 TO 02 APRIL 2025

	ACTUAL	BUDGET	VARIANCE	ACTUAL
	01/02/25-02/04/25	01/02/25-31/01/26	%	01/02/24-31/01/25
<b><u>ADMINISTRATIVE FUND</u></b>				
<b><u>INCOME</u></b>				
Admin Fund Levies	26,250.12	110,000.00	23.86	99,999.91
Admin Fund Discount	0.01	0.00		0.00
Insurance Levy	6,299.92	24,000.00	26.25	24,000.08
Gst On Income	(2,959.09)	(12,181.82)	24.29	(8,533.72)
<b><u>TOTAL ADMIN. FUND INCOME</u></b>	<b>29,590.96</b>	<b>121,818.18</b>		<b>115,466.27</b>
<b><u>EXPENDITURE - ADMIN. FUND</u></b>				
Bank Fee - Deft/Stratapay	8.35	150.00	5.57	100.30
Caretaker - Remuneration	9,057.31	65,200.00	13.89	63,953.67
Cleaning - General	110.00	1,700.00	6.47	1,532.50
Compliance - Backflow Rego N	0.00	350.00	0.00	258.39
Compliance - Pool Cert	159.76	300.00	53.25	235.66
Compliance - Creditors	0.00	154.00	0.00	154.00
Compliance - Switchboard Test	0.00	300.00	0.00	0.00
Fire - System & Equipment	2,579.94	6,000.00	43.00	5,619.73
Insurance - Claim Refunds N	632.00	0.00		0.00
Insurance - Premium	13,503.24	24,000.00	56.26	22,250.82
Insurance - Work Cover	0.00	300.00	0.00	277.00
Pest - Pest Control	220.00	1,000.00	22.00	880.00
R & M - Backflow Maintenance	0.00	500.00	0.00	792.00
R & M - Building	4,792.21	2,500.00	191.69	1,849.33
R & M - Electrical	360.80	2,500.00	14.43	1,975.60
R & M - Garden & Grounds	1,145.35	3,000.00	38.18	5,180.61
R & M - Plant & Equipment	396.00	750.00	52.80	726.00
R & M - Plumbing	448.50	600.00	74.75	578.00
R & M - Pool	343.00	1,800.00	19.06	1,713.00
R & M - Sundry	0.00	550.00	0.00	482.28
Reports - Wphs	0.00	700.00	0.00	0.00
Utilities - Electricity Com Po	(575.03)	8,000.00	(7.19)	7,302.41
Utilities - Electricity Recove	0.00	(250.00)	0.00	(239.32)
Bcm - Abn & Tfn Application	0.00	0.00	0.00	220.00
Bcm - Bas Lodgement	1,210.00	1,320.00	91.67	1,320.00
Bcm - Disbursements	751.14	1,500.00	50.08	999.96
Bcm - Income Tax Lodgement	0.00	330.00	0.00	330.00
Bcm - Additional	405.90	1,000.00	40.59	1,158.25

Stratacare Australia Pty Ltd ABN 87 088 584 267

E: finance@stratacare.com.au

P: 07 3435 5300



## SIGNATURE ON HIGH CTS 41138

### STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 FEBRUARY 2025 TO 02 APRIL 2025

	ACTUAL	BUDGET	VARIANCE	ACTUAL
	01/02/25-02/04/25	01/02/25-31/01/26	%	01/02/24-31/01/25
Bcm - Secretarial Contract	1,404.99	5,545.00	25.34	5,277.24
Bcm - Software Licence Fee	273.78	1,093.95	25.03	1,093.92
Bcm - Voc	0.00	500.00	0.00	799.20
Bcm - Work Order & Quotes	0.00	100.00	0.00	0.00
Gst On Expenses	(2,977.17)	(11,922.10)	24.97	(8,798.44)
<b><u>TOTAL ADMIN. EXPENDITURE</u></b>	<b><u>34,250.07</u></b>	<b><u>119,570.85</u></b>		<b><u>118,022.11</u></b>
<b><u>SURPLUS / DEFICIT</u></b>	<b><u>\$ (4,659.11)</u></b>	<b><u>\$ 2,247.33</u></b>		<b><u>\$ (2,555.84)</u></b>
Opening Admin. Balance	(2,459.97)	(2,459.97)	100.00	95.87
<b><u>ADMINISTRATIVE FUND BALANCE</u></b>	<b><u>\$ (7,119.08)</u></b>	<b><u>\$ (212.64)</u></b>		<b><u>\$ (2,459.97)</u></b>

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## SIGNATURE ON HIGH CTS 41138

### STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 FEBRUARY 2025 TO 02 APRIL 2025

	ACTUAL 01/02/25-02/04/25	BUDGET 01/02/25-31/01/26	VARIANCE %	ACTUAL 01/02/24-31/01/25
<b><u>SINKING FUND</u></b>				
<b><u>INCOME</u></b>				
Sinking Fund Levies	11,287.38	45,000.00	25.08	42,999.84
Interest Received	695.34	2,000.00	34.77	1,398.41
Gst On Income	(1,026.13)	(4,090.91)	25.08	(3,146.81)
<b><u>TOTAL SINKING FUND INCOME</u></b>	<b>10,956.59</b>	<b>42,909.09</b>		<b>41,251.44</b>
<b><u>EXPENDITURE - SINKING FUND</u></b>				
Building & General Repairs	2,640.00	2,000.00	132.00	1,729.20
Security Fencing - Planting	0.00	2,000.00	0.00	0.00
Electrical+Comm Lights	0.00	2,000.00	0.00	1,766.38
Gardens - Mulch	0.00	3,000.00	0.00	3,314.00
Plant & Equip Reps & Replace	0.00	3,000.00	0.00	2,651.00
Tree Lopping	0.00	3,000.00	0.00	6,050.00
Gst On Expenses	(240.00)	(1,363.65)	17.60	(1,410.05)
<b><u>TOTAL SINK. FUND EXPENDITURE</u></b>	<b>2,400.00</b>	<b>13,636.35</b>		<b>14,100.53</b>
<b><u>SURPLUS / DEFICIT</u></b>	<b>\$ 8,556.59</b>	<b>\$ 29,272.74</b>		<b>\$ 27,150.91</b>
Opening Sinking Fund Balance	99,587.37	99,587.37	100.00	72,436.46
<b><u>SINKING FUND BALANCE</u></b>	<b>\$ 108,143.96</b>	<b>\$ 128,860.11</b>		<b>\$ 99,587.37</b>

## ASSET REGISTER

## SIGNATURE ON HIGH CTS 41138

Description	Type	Method of Acquisition	Date of Acquisition	Acquired from	Original Cost	Cost to date	Market Value
<b>Honda Mower</b>	<b>Plant and Machinery</b>	<b>Purchase</b>	<b>24/06/15</b>	<b>ASHMORE MOWER CENTRE 9 United Rd ASHMORE QLD 4214</b>	<b>34.28</b>	<b>34.28</b>	<b>640.00</b>
<b>Brushcutter &amp; Blower</b>	<b>Plant and Machinery</b>	<b>Purchase</b>	<b>28/10/15</b>	<b>ASHMORE MOWER CENTRE 9 United Road ASHMORE QLD 4214</b>	<b>998.00</b>	<b>998.00</b>	<b>998.00</b>
<b>backpak vacuum</b>	<b>Office Equipment</b>	<b>Purchase</b>	<b>13/06/16</b>	<b>GODFREYS - BUNDALL Shop 3A, 17 Upton Street Bundall QLD 4217</b>	<b>379.00</b>	<b>379.00</b>	<b>379.00</b>
<b>pressure washer</b>	<b>Plant and Machinery</b>	<b>Purchase</b>	<b>06/08/16</b>	<b>Masters Bundall</b>	<b>299.00</b>	<b>299.00</b>	<b>299.00</b>
<b>RYOBI VACUUM CLEANER</b>	<b>Plant and Machinery</b>	<b>Purchase</b>	<b>19/02/21</b>	<b>BUNNINGS WAREHOUSE P.O BOX 160 WELSHPOOL WA 6986</b>	<b>299.00</b>	<b>299.00</b>	<b>299.00</b>
<b>RYOBI POWER TOOL</b>	<b>Plant and Machinery</b>	<b>Purchase</b>	<b>20/02/21</b>	<b>BUNNINGS WAREHOUSE 492-542 OLSEN AVENUE SOTUHPORT QLD 4215</b>	<b>149.00</b>	<b>149.00</b>	<b>149.00</b>
<b>Supplies</b>	<b>Plant and Machinery</b>	<b>Purchase</b>	<b>24/04/21</b>	<b>BUNNINGS WAREHOUSE P.O BOX 160 WELSHPOOL WA 6986</b>	<b>19.74</b>	<b>19.74</b>	<b>19.74</b>
				Page Totals	<b>2,178.02</b>	<b>2,178.02</b>	<b>2,783.74</b>
				Report Totals	<b>2,178.02</b>	<b>2,178.02</b>	<b>2,783.74</b>

# Register Of Authorisations Affecting Common Property

## **SIGNATURE ON HIGH CTS 41138**

Lot No	Date of Resolution	Authority Given To	Description of Area	Conditions
There are no items to report!				

## CONTRACTS REGISTER SIGNATURE ON HIGH CTS 41138

Contractor Name and Address <b>Stratacare</b>	Details of Duties	Delegated Powers	Basis of Remuneration <b>See Contract</b>
Commencement Date Term of Contract Options Copy of Agreement on File Workers Comp No	<b>28/04/23</b>  <b>2</b>  <b>Y</b>	Termination Date <hr/> <div style="text-align: center;">Finance</div> <hr/> Name of Financier Date of Advice from Financier Date of Withdrawal of Financier	
Contractor Name and Address <b>Moreton Island Sea Farms</b>  <b>40 Kennedy Street</b> <b>Kilcoy QLD 4515</b>	Details of Duties	Delegated Powers	Basis of Remuneration <b>see contract</b>
Commencement Date Term of Contract Options Copy of Agreement on File Workers Comp No	<b>03/03/10</b> <b>see contract</b>  <b>Y</b>	Termination Date <hr/> <div style="text-align: center;">Finance</div> <hr/> Name of Financier Date of Advice from Financier Date of Withdrawal of Financier	
Contractor Name and Address <b>Moreton Island Sea Farms</b>  <b>40 Kennedy Street</b> <b>Kilcoy QLD 4515</b>	Details of Duties	Delegated Powers	Basis of Remuneration <b>See contract</b>
Commencement Date Term of Contract Options Copy of Agreement on File Workers Comp No	<b>03/03/10</b> <b>See contract</b>	Termination Date <hr/> <div style="text-align: center;">Finance</div> <hr/> Name of Financier Date of Advice from Financier Date of Withdrawal of Financier	
Contractor Name and Address	Details of Duties	Delegated Powers	Basis of Remuneration
Commencement Date Term of Contract Options Copy of Agreement on File Workers Comp No		Termination Date <hr/> <div style="text-align: center;">Finance</div> <hr/> Name of Financier Date of Advice from Financier Date of Withdrawal of Financier	
Contractor Name and Address	Details of Duties	Delegated Powers	Basis of Remuneration
Commencement Date Term of Contract Options Copy of Agreement on File Workers Comp No		Termination Date <hr/> <div style="text-align: center;">Finance</div> <hr/> Name of Financier Date of Advice from Financier Date of Withdrawal of Financier	



# STRATA COMMUNITY INSURANCE

 [stratacommunityinsure.com.au](https://stratacommunityinsure.com.au)

T 1300 SCINSURE (1300 724 678)

E [myenquiry@scinsure.com.au](mailto:myenquiry@scinsure.com.au)

A PO Box 2878, Brisbane, QLD 4001

## CERTIFICATE OF CURRENCY

### THE INSURED

POLICY NUMBER	QRSC21006253
PDS AND POLICY WORDING	Residential Strata Product Disclosure Statement and Policy Wording <a href="#">SCI034-Policy-RS-PPW-02/2021</a> Supplementary Product Disclosure Statement <a href="#">SCIA-036_SPDS_RSC-10/2021</a>
THE INSURED SITUATION	Body Corporate for Signature On High Community Title Scheme 41138 84 High Street, Southport, QLD, 4215
PERIOD OF INSURANCE	Commencement Date: 4:00pm on 11/09/2024 Expiry Date: 4:00pm on 11/09/2025
INTERMEDIARY ADDRESS	Insurance Advisernet Fortitude Valley PO Box 403, Fortitude Valley, QLD, 4006
DATE OF ISSUE	09/08/2024

### POLICY LIMITS / SUMS INSURED

SECTION 1	PART A	1. Building	\$16,230,900
		Common Area Contents	\$162,309
	PART B	2. Terrorism Cover under Section 1 Part A2	Applies
		Loss of Rent/Temporary Accommodation	\$2,434,635
	OPTIONAL COVERS	1. Flood	Not Included
		2. Floating Floors	Included
SECTION 2	Liability		\$30,000,000
SECTION 3	Voluntary Workers		Included
SECTION 5	Fidelity Guarantee		\$100,000
SECTION 6	Office Bearers' Liability		\$1,000,000
SECTION 7	Machinery Breakdown		\$25,000
SECTION 8	Catastrophe		\$2,434,635
SECTION 9	PART A	Government Audit Costs – Professional Fees	\$25,000
	PART B	Appeal Expenses	\$100,000
	PART C	Legal Defence Expenses	\$50,000
SECTION 10	Lot Owners' Fixtures and Improvements		\$300,000
SECTION 11	Loss of Lot Market Value		Not Included

This certificate of currency has been issued by Strata Community Insurance Agencies Pty Ltd, ABN 72 165 914 009, AFSL 457787 on behalf of the insurer Allianz Australia Insurance Limited, ABN 15 000 122 850, AFSL 234708 and confirms that on the Date of Issue a policy existed for the Period of Insurance and sums insured shown herein. The Policy may be subsequently altered or cancelled in accordance with its terms after the Date of Issue of this notice without further notice to the holder of this notice. It is issued as a matter of information only and does not confer any rights on the holder.

This certificate does not amend, extend, replace, negate or override the benefits, terms, conditions and exclusions as described in the Schedule documents together with the Product Disclosure Statement and insurance policy wording.



STRATACARE

To All Owners  
SIGNATURE ON HIGH CTS 41138  
84 - 86 High Street  
Southport, QLD, 4215

Dear Owner,

**RE: ANNUAL GENERAL MEETING MINUTE**

Please find enclosed a copy of the Minute of the last Annual General Meeting of the Body Corporate for SIGNATURE ON HIGH CTS 41138

Should you require further information or clarification in relation to this matter please do not hesitate to contact this office on telephone (07)55312622 or email at [office@stratacare.com.au](mailto:office@stratacare.com.au)

Yours sincerely,

Rebecca Owen, Body Corporate Manager  
Stratacare Australia Pty Ltd  
For and on behalf of the Body Corporate



## CHAIRPERSON

Brian Smart

## QUORUM

The Chairperson declared that a quorum was present and opened the meeting at 2:00pm..

## MOTION NO. 1 CONFIRMATION OF PREVIOUS MINUTES

### Motion CARRIED.

That the minutes of the General Meeting (as attached) held on 26th of April 2023 be confirmed as a full and accurate record of that meeting.

### Ordinary Resolution

<b>VOTING</b>	YES	<input type="text" value="13"/>	NO	<input type="text" value="0"/>	ABSTAIN	<input type="text" value="0"/>	INVALID	<input type="text" value="0"/>
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## MOTION NO. 2 STATEMENT OF ACCOUNTS

### Motion CARRIED.

That the Statement of Accounts for the period ending 31st of January 2024 (as attached) be adopted.

### Ordinary Resolution

<b>VOTING</b>	YES	<input type="text" value="12"/>	NO	<input type="text" value="0"/>	ABSTAIN	<input type="text" value="1"/>	INVALID	<input type="text" value="0"/>
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### MOTION NO. 3 ADMINISTRATIVE FUND BUDGET & CONTRIBUTIONS

**Motion CARRIED.**

That in accordance with the relevant sections of the Body Corporate and Community Management Act (Accommodation Module) the Administrative Fund Budget amounting to \$100,000.00 for the financial year ending 31st of January 2025 be approved and that the Administrative Fund Contributions (levies) be adopted as follows:

PERIOD	PER LOT ENTITLEMENT	
	Gross Rate	Due Date
01/02/2024 to 30/04/2024	\$599.0000	01/02/2024
01/05/2024 to 31/07/2024	\$599.0000	01/05/2024
01/08/2024 to 31/10/2024	\$683.0513	01/08/2024
01/11/2024 to 31/01/2025	\$683.0513	01/11/2024
<b>Pre-Issue Next Financial Year Levies</b>		
01/02/2025 to 30/04/2025	\$673.0769	01/02/2025
01/05/2025 to 31/07/2025	\$673.0769	01/05/2025

**Ordinary Resolution**

<b>VOTING</b>	YES	<input type="text" value="12"/>	NO	<input type="text" value="0"/>	ABSTAIN	<input type="text" value="1"/>	INVALID	<input type="text" value="0"/>
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### MOTION NO. 4 SINKING FUND BUDGET & CONTRIBUTIONS

**Motion CARRIED.**

That in accordance with the relevant sections of the Body Corporate and Community Management Act (Accommodation Module) the Sinking Fund Budget amounting to \$43,000.00 for the financial year ending 31st of January 2025 be approved and that the Sinking Fund Contributions (levies) be adopted as follows:

PERIOD	PER LOT ENTITLEMENT	
	Gross Rate	Due Date
01/02/2024 to 30/04/2024	\$215.0000	01/02/2024
01/05/2024 to 31/07/2024	\$215.0000	01/05/2024
01/08/2024 to 31/10/2024	\$336.2821	01/08/2024
01/11/2024 to 31/01/2025	\$336.2821	01/11/2024
<b>Pre-Issue Next Financial Year Levies</b>		
01/02/2025 to 30/04/2025	\$289.4231	01/02/2025
01/05/2025 to 31/07/2025	\$289.4231	01/05/2025

**Ordinary Resolution**

<b>VOTING</b>	YES	<input type="text" value="12"/>	NO	<input type="text" value="0"/>	ABSTAIN	<input type="text" value="1"/>	INVALID	<input type="text" value="0"/>
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## MOTION NO. 5 BODY CORPORATE INSURANCE CONTRIBUTIONS

**Motion CARRIED.**

That in accordance with the relevant sections of the Body Corporate and Community Act (Accommodation Module) the insurance contribution due 31st of January 2025 totalling \$24,000.00 be adopted and the insurance levies be issued as follows:

PERIOD	PER LOT ENTITLEMENT	
	Gross Rate	Due Date
01/02/2024 to 30/04/2024	\$72.0000	01/02/2024
01/05/2024 to 31/07/2024	\$72.0000	01/05/2024
01/08/2024 to 31/10/2024	\$55.6596	01/08/2024
01/11/2024 to 31/01/2025	\$55.6596	01/11/2024
<b>Pre-Issue Next Financial Year Levies</b>		
01/02/2025 to 30/04/2025	\$67.0213	01/02/2025
01/05/2025 to 31/07/2025	\$67.0213	01/05/2025

**Ordinary Resolution**

**VOTING** YES  NO  ABSTAIN  INVALID

## MOTION NO. 6 NO AUDIT

**Motion CARRIED.**

That the Statement of Accounts for the financial year ending 31st of January 2025 not be audited.

*N.B. If you want the accounts to be audited, vote 'NO'; If you do not want the accounts to be audited, vote 'YES'. The last Audit was undertaken 31st of January 2022 by Russell & Wood.*

**Special Resolution**

**VOTING** YES  NO  ABSTAIN  INVALID

## MOTION NO. 7 APPOINTMENT OF AUDITOR

**Motion was ruled Out of Order: The motion, if carried, would conflict with another motion already voted on at the meeting**

That the Body Corporate appoint Dickfos & Dunn Accountants & Auditors to audit the Statement of Accounts of the body corporate for the financial year ending 31st of January 2025 at a cost of \$1,155.00 including GST and that the funds be allocated from the Body Corporate Administration Fund.

**Ordinary Resolution**

**VOTING** YES  NO  ABSTAIN  INVALID

**MOTION NO. 8 CONFIRMATION OF INSURANCE****Motion CARRIED.**

That the insurances set out hereunder be confirmed and that the Committee be authorised to renew the insurances for the ensuing twelve-month period. If Committee approval is not obtained the Body Corporate Manager be authorised to renew the insurances for the ensuing twelve-month period after obtaining at least two quotations so that the scheme remains insured as per the BCCM Act.

Insurer	SCI	Voluntary Workers	\$200,000.00/\$2,000.00
Policy Number	QRSC21006253	Workcover Queensland	(As per the Act)
Current to	11/09/2024	Fidelity Guarantee	\$100,000.00
Building	\$15,458,000.00	Office Bearers	\$1,000,000.00
Common Contents	\$154,580.00	Loss of Rent	\$2,318,700.00
Public Liability	\$30,000,000.00	Catastrophe	\$2,318,700.00
Legal Expenses	\$50,000.00	Audit Costs	\$25,000.00
Appeal Expenses WHS	\$100,000.00	Lot Owner Fixtures	\$300,000.00
Flood	Not insured	Floating Floors	Insured
Machinery Breakdown	\$25,000.00		

*N.B. At the last Insurance Valuation date 5th of July 2023 undertaken by QIA Group, the recommended insurance replacement value was \$15,458,000.00.*

**Ordinary Resolution**

**VOTING**                      YES            NO            ABSTAIN            INVALID     

**MOTION NO. 9 GST REGISTRATION****Motion CARRIED.**

That the Body Corporate for SIGNATURE ON HIGH CTS 41138 be registered with the ATO for an ABN Number and GST. N.B. The Body Corporate must, by law, be registered as its annual turnover exceeds the \$150,000 threshold.

**Ordinary Resolution**

**VOTING**                      YES            NO            ABSTAIN            INVALID     

**ELECTION OF OFFICE BEARERS:****Chairperson:**

Brian Smart has been elected unopposed as Chairperson.

**Secretary:**

Paul Clifford has been elected unopposed as Secretary.

**Treasurer:**

Geoff Lawler has been elected unopposed as Treasurer.

**Ordinary Member:**

Megan Sloss & Erin Moody have been elected to the committee.

## CLOSURE:

There being no further business the meeting closed at 02:15 PM QLD local time.

**Secretary:** Paul Clifford  
C/- Strata Care Australia Pty Ltd  
PO Box 10820  
Southport QLD 4215

## General Business:

### **Acknowledgement to Mr Peter Headlam**

Those present at the meeting again wanted to express their sincere condolences on the passing of Mr. Peter Headlam. Peter was a valued member of the Committee for many years and will be deeply missed. heartfelt condolences are extended to Peter's family during this difficult time.

### **Thanks to the Building Managers**

Chairperson Brian expressed his desire to extend a vote of gratitude to the Building Managers David & Sandra for their ongoing commitment and tireless efforts on behalf of the Scheme. Their dedication and hard work are both recognised and deeply appreciated.

### **Term Deposits**

The Body Corporate is interested in exploring the possibility of placing some of its surplus funds into a Term Deposit. The Strata Manager is requested to furnish details regarding the terms and conditions for the Committee's review and consideration.

### **Building Managers Report**

The Building Manager distributed a copy of their Scheme report for attendees to peruse. It was decided that this report would be shared with all Owners along with these Minutes.

## Signature on High Building Managers Report

April 2024

### Pool Area

- Pool use has increased by 70% since the installation of the Heat Pump
- New Pool magnetic latch and hinges have been installed to make the area Safety Compliant

### Driveway

- Maintenance contract for Garage Door has prevented any door issues.
- Since the installation of a new control unit the door has required less maintenance.

### High Street Podium

- Regular sprinkler maintenance is carried out.
- Area is swept and Palm fronds removed on a daily basis.

### Johnston Street Podium

- Some Large trees have been removed
- Areas have been mulched
- Broken Tiles have been Replaced
- Fountain Lights have been replaced.
- Electrical Box has been Repaired

## Basement

- Swept on a regular basis.
- All exhaust fan duct outlets have been cleaned rust proofed and painted.
- Issues are still occurring with Real Estate agents giving renters the Wrong Car Park Space !!!
- Still some issues with tenants using their parking area as a Storage Area. Notices are given to offenders on a regular basis.
- Directional Arrows have been painted on driveway entrance and around Drainage Grates.
- Basement Lights are checked on a regular basis and fixed inhouse however some fittings need replacement by an electrician this is done on a need's basis.
- Stair entry doors require replacement as the internal handle return springs have worn 6 required.

## Garbage Room

- Requires painting of floor and walls. Not done because of 3 Months of inclement weather

## Balconies and Courtyards

- Balcony and Courtyard lights are disintegrating and need replacement.
- Rear Courtyards belonging to the following units have issues. U1-U2-U3-U10 have issues with subsidence of their cement slabs. The Slab U10 has a downpipe through the concrete the downpipe has been repaired but seepage is still occurring into the basement. Suspect breakage under collapsed slab.

## Urgent Issues

Water ingress into the ceiling above unit 39 this issue has been investigated from within the ceiling void but the exact source can't be determined until investigated from the roof.

The Fig tree on Johnston Street and several other trees need to be removed by an arborist because damage caused by roots could affect the building foundation.

A pressure valve has been installed in the main water supply to try and alleviate pipe rupture within units.

The Mailbox vandalism has decreased a solution is being investigated.

Quotes are being obtained for security fencing.

David Cairns  
Building Manager



STRATACARE

To All Owners  
SIGNATURE ON HIGH CTS 41138  
84-86 High Street  
SOUTHPORT, QLD, 4215

Dear Owner,

**RE: ANNUAL GENERAL MEETING MINUTE**

Please find enclosed a copy of the Minute of the last Annual General Meeting of the Body Corporate for SIGNATURE ON HIGH CTS 41138

Should you require further information or clarification in relation to this matter please do not hesitate to contact this office on telephone (07)55312622 or email at [office@stratacare.com.au](mailto:office@stratacare.com.au)

Yours sincerely,

Rebecca Owen, Body Corporate Manager  
Stratacare Australia Pty Ltd  
For and on behalf of the Body Corporate

# MINUTES OF THE ANNUAL GENERAL MEETING

OF THE BODY CORPORATE FOR SIGNATURE ON HIGH CTS 41138

held on 26 April 2023 at 03:00 PM QLD local time  
at Stratacare Gold Coast Office and via Teams

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## PRESENT:

Peter Headlam	Lot 5 and Lot 28
Geoff Lawler	Lot 6
Brian Smart	Lot 14, Lot 27, Lot 33, Lot 34 & Lot 39
Paul Clifford	Lot 17
DL Cairns	Lot 9

## PROXIES:

None to Record

## VOTING PAPERS:

Lot 5	Electronic Vote
Lot 6	Electronic Vote
Lot 8	Electronic Vote
Lot 9	Electronic Vote
Lot 14	Electronic Vote
Lot 17	On the Floor
Lot 27	Electronic Vote
Lot 28	Electronic Vote
Lot 33	Electronic Vote
Lot 34	Electronic Vote
Lot 39	Electronic Vote

## APOLOGIES:

None to Record

## IN ATTENDANCE:

Rebecca Owen	Representing Stratacare Australia Pty Ltd
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## CHAIRPERSON

Brian Smart

## QUORUM

The Chairperson declared that a quorum was present and opened the meeting.

**MOTION NO. 1 CONFIRMATION OF PREVIOUS MINUTES****Motion CARRIED.**

That the minutes of the General Meeting (as attached) held on 28th of April 2022 be confirmed as a full and accurate record of that meeting.

**Ordinary Resolution**

**VOTING** YES  NO  ABSTAIN  INVALID

**MOTION NO. 2 STATEMENT OF ACCOUNTS****Motion CARRIED.**

That the Statement of Accounts for the period ending 31st of January 2023 (as attached) be adopted.

**Ordinary Resolution**

**VOTING** YES  NO  ABSTAIN  INVALID

**MOTION NO. 3 ADMINISTRATIVE FUND BUDGET & CONTRIBUTIONS****Motion CARRIED.**

That in accordance with the relevant sections of the Body Corporate and Community Management Act (Accommodation Module) the Administrative Fund Budget amounting to \$89,000.00 for the financial year ending 31st of January 2024 be approved and that the Administrative Fund Contributions (levies) be adopted as follows:

PERIOD	PER LOT ENTITLEMENT	
	Gross Rate	Due Date
1 February 2023 - 30 April 2023	\$596.3462	Issued
1 May 2023 - 31 July 2023	\$596.3462	1 May 2023
1 August 2023 - 31 October 2023	\$544.6794	1 August 2023
1 November 2023 - 31 January 2024	\$544.6794	1 November 2023
<b>Pre-Issue Next Financial Year Levies</b>		
1 February 2024 - 30 April 2024	\$599.0000	1 February 2024
1 May 2024 - 31 July 2024	\$599.0000	1 May 2024

**Ordinary Resolution**

**VOTING** YES  NO  ABSTAIN  INVALID

## MOTION NO. 4 SINKING FUND BUDGET & CONTRIBUTIONS

**Motion CARRIED.**

That in accordance with the relevant sections of the Body Corporate and Community Management Act (Accommodation Module) the Sinking Fund Budget amounting to \$32,000.00 for the financial year ending 31st of January 2024 be approved and that the Sinking Fund Contributions (levies) be adopted as follows:

PERIOD	PER LOT ENTITLEMENT	
	Gross Rate	Due Date
1 February 2023 - 30 April 2023	\$178.3654	Issued
1 May 2023 - 31 July 2023	\$178.3654	1 May 2023
1 August 2023 - 31 October 2023	\$231.8910	1 August 2023
1 November 2023 - 31 January 2024	\$231.8910	1 November 2023
<b>Pre-Issue Next Financial Year Levies</b>		
1 February 2024 - 30 April 2024	\$215.0000	1 February 2024
1 May 2024 - 31 July 2024	\$215.0000	1 May 2024

**Ordinary Resolution**

**VOTING**                      YES            NO            ABSTAIN            INVALID     

## MOTION NO. 5 BODY CORPORATE INSURANCE CONTRIBUTIONS

**Motion CARRIED.**

That in accordance with the relevant sections of the Body Corporate and Community Act (Accommodation Module) the insurance contribution due 31st of January 2024 totalling \$26,000.00 be adopted and the insurance levies be issued as follows:

PERIOD	PER LOT ENTITLEMENT	
	Gross Rate	Due Date
1 February 2023 - 30 April 2023	\$52.7793	Issued
1 May 2023 - 31 July 2023	\$52.7793	1 May 2023
1 August 2023 - 31 October 2023	\$85.5186	1 August 2023
1 November 2023 - 31 January 2024	\$85.5186	1 November 2023
<b>Pre-Issue Next Financial Year Levies</b>		
1 February 2024 - 30 April 2024	\$72.0000	1 February 2024
1 May 2024 - 31 July 2024	\$72.0000	1 May 2024

**Ordinary Resolution**

**VOTING**                      YES            NO            ABSTAIN            INVALID

**MOTION NO. 6 NO AUDIT****Motion CARRIED.**

That the Statement of Accounts for the financial year ending 31st of January 2024 not be audited.

*N.B. If you want the accounts to be audited, vote 'NO'; If you do not want the accounts to be audited, vote 'YES'.  
The last Audit was undertaken 31st of January 2022 by Russell & Wood.*

**Special Resolution**

**VOTING** YES  NO  ABSTAIN  INVALID

**MOTION NO. 7 APPOINTMENT OF AUDITOR****Motion was ruled Out of Order: The motion, if carried, would conflict with another motion already voted on at the meeting**

That the Body Corporate appoint Mr Gary McLennan of Russell & Wood Chartered Accountants and Advisors or an alternative auditor to audit the Statement of Accounts of the body corporate for the financial year ending 31st of January 2024 at a cost not to exceed \$1,254.00 including GST and that the funds be allocated from the Body Corporate Administration Fund.

**Ordinary Resolution**

**VOTING** YES  NO  ABSTAIN  INVALID

**MOTION NO. 8 CONFIRMATION OF INSURANCE****Motion CARRIED.**

That the insurances set out hereunder be confirmed and that the Committee be authorised to renew the insurances for the ensuing twelve-month period. If Committee approval is not obtained the Body Corporate Manager be authorised to renew the insurances for the ensuing twelve-month period after obtaining at least two quotations so that the scheme remains insured as per the BCCM Act.

Insurer	SCI	Voluntary Workers	\$200,000.00/\$2,000.00
Policy Number	QRSC21006253	Workcover Queensland	(As per the Act)
Current to	11/09/2023	Fidelity Guarantee	\$100,000.00
Building	\$15,600,000.00	Office Bearers	\$1,000,000.00
Common Contents	\$156,000.00	Loss of Rent	\$2,340,000.00
Public Liability	\$30,000,000.00	Catastrophe	\$2,340,000.00
Legal Expenses	\$50,000.00	Audit Costs	\$25,000.00
Appeal Expenses WHS	\$100,000.00	Lot Owner Fixtures	\$300,000.00
Flood	Not included	Floating Floors	Included
Machinery Breakdown	\$25,000.00		

*N.B. At the last Insurance Valuation date 25th of June 2018 undertaken by Seymour Consultants, the recommended insurance replacement value was \$14,146,400.00.*

**Ordinary Resolution**

**VOTING** YES  NO  ABSTAIN  INVALID

**MOTION NO. 9 INSURANCE REASSESSMENT****Motion CARRIED AS AMENDED**That the following Motion:

That the Body Corporate engage Strata Umbrella to carry out the Insurance Reassessment to comply with the requirements of the Body Corporate and Community Management Act and Regulations at a cost not to exceed \$738.00 including GST and that the Body Corporate Manager be authorised to amend the building sum in line with the current valuation.

Be amended to read:

That the Body Corporate engage a qualified contractor to carry out the Insurance Reassessment to comply with the requirements of the Body Corporate and Community Management Act and Regulations at a cost not to exceed \$738.00 including GST and that the Body Corporate Manager be authorised to amend the building sum in line with the current valuation.

**Ordinary Resolution**

**VOTING** YES  NO  ABSTAIN  INVALID

**MOTION NO. 10 ADMINISTRATION****Motion CARRIED.**

That Stratacare Australia Pty Ltd (herein called "The Manager") be appointed as the Body Corporate Manager of the Body Corporate for SIGNATURE ON HIGH CTS 41138 and that the common seal be affixed to an instrument in writing pursuant to the provisions of Section 116 of the Body Corporate & Community Management Accommodation Module Regulation 2008 appointing the Manager. The term of this appointment shall be for a period of 2 years commencing from 28th of April 2023 at a fee of \$4,954.95 including GST per annum plus disbursements adjusted in accordance with the attached agreement.

**Ordinary Resolution Without use of Proxies**

**VOTING** YES  NO  ABSTAIN  INVALID

**ELECTION OF OFFICE BEARERS:****Chairperson:**

Brian Smart

**Secretary:**

Paul Clifford

**Treasurer:**

Geoff Lawler

**Ordinary Member:**

Peter Headlam

Erin Moody

## Closure:

There being no further business the meeting closed at 03:34 PM QLD local time.

**Secretary:** Paul Clifford  
C/- Strata Care Australia Pty Ltd  
PO Box 10820  
Southport QLD 4215

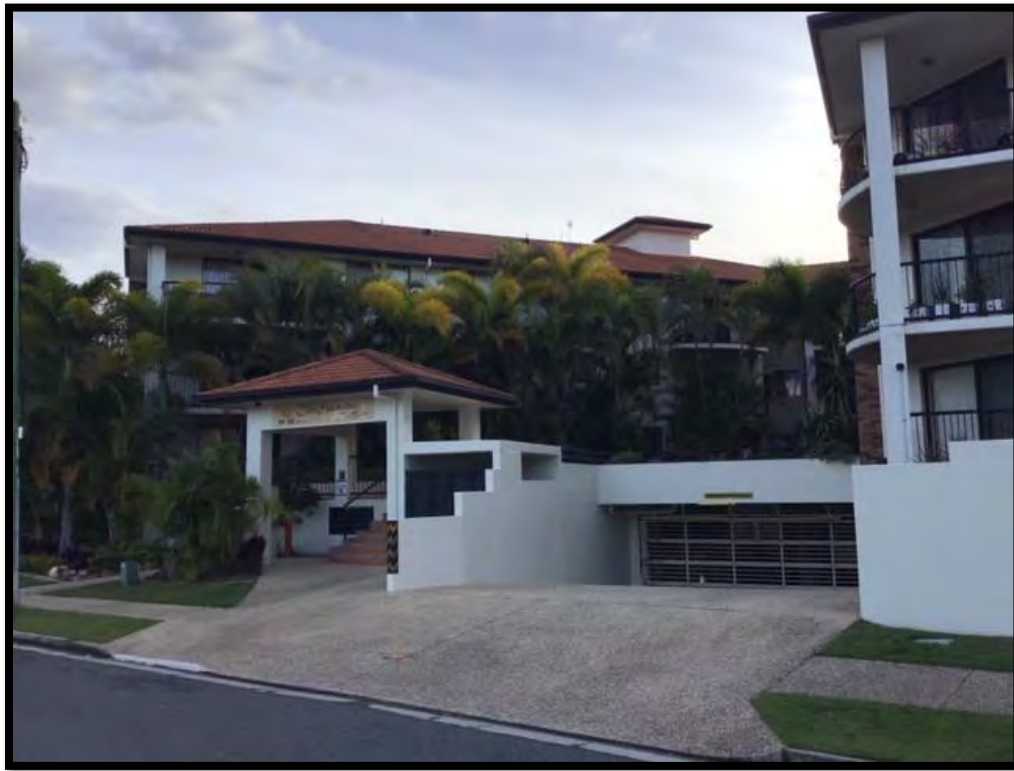
## GENERAL DISCUSSION:

### Caretakers

The Chairman moved a notion of thank you to David & Sandra, the Caretakers, noting that the gardens and grounds are looking amazing, and their efforts are appreciated.

# Sinking Fund Forecast Report

**Signature on High**  
**84-86 High Street, Southport, QLD 4215**  
**Scheme Number: 41138**



***COMPILED BY SIMON VINCENT***

**On 30 July 2020 for the  
15 Years Commencing: 1 February 2020  
QIA Job Reference Number: 154354**

Professional Indemnity Insurance Policy Number 96 0968886 PLP  
© QIA Group Pty Ltd

PO Box 1280,  
Beenleigh QLD 4207

**P** 1300 309 201  
**F** 1300 369 190  
**E** [info@qjagroup.com.au](mailto:info@qjagroup.com.au)  
**W** [www.qjagroup.com.au](http://www.qjagroup.com.au)

QIA Group Pty Ltd  
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## INTRODUCTION

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

## LOCATION

84-86 High Street, Southport, QLD 4215

## REPORT SUMMARY

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

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

The Sinking Fund Levy per entitlement already set is:	\$470.97
Number of Lot/Unit Entitlements:	39
Opening Balance:	\$60,448.68
The proposed Sinking Fund Levy per entitlement is:	\$1,000.08

## METHODOLOGY

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

The report will generally categorise costs as follows:

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

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

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

Future replacement costs have been calculated by assessing the current replacement cost for each item to a standard the same or better than the original. These anticipated costs are increased each year at a rate of 3.0% per annum, this rate is reflective of building price indices which are historically higher than the general inflation rate. A contingency of 10.0% per annum has been applied to anticipated costs and it is applied to each individual cost in the year the cost (e.g. painting) is expected to occur (e.g. 2035), the contingency rate is not an annual compounding cost.

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

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

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

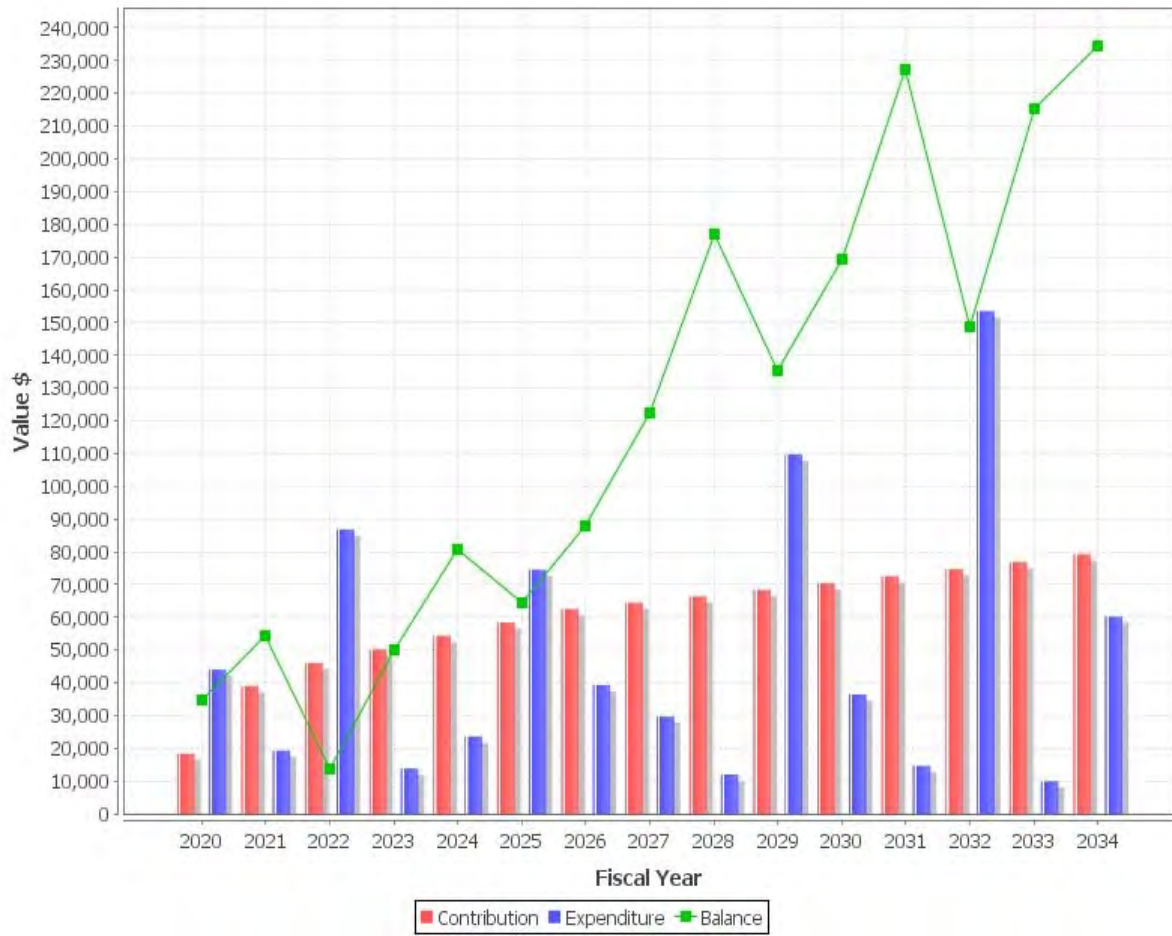
No allowance has been made for buildings Registered for Goods and Services Tax (GST) and GST will need to be applied to the levies proposed in this report.

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

### SINKING FUND FINANCIAL SUMMARY

Year		Opening Balance	Income		Expenses	Closing Balance
Report Year	Fiscal From	Beginning of Year	Contribution Total P.A.	Contribution per Entitlement	Est Expenditure (Inc GST)	Closing Balance (End of Year)
1	01/02/2020	\$60,449	\$18,368	\$470.97	\$44,080	\$34,736
2	01/02/2021	\$34,736	\$39,003	\$1,000.08	\$19,349	\$54,390
3	01/02/2022	\$54,390	\$46,116	\$1,182.46	\$86,836	\$13,670
4	01/02/2023	\$13,670	\$50,229	\$1,287.92	\$13,879	\$50,021
5	01/02/2024	\$50,021	\$54,342	\$1,393.38	\$23,621	\$80,742
6	01/02/2025	\$80,742	\$58,455	\$1,498.85	\$74,614	\$64,584
7	01/02/2026	\$64,584	\$62,568	\$1,604.31	\$39,327	\$87,824
8	01/02/2027	\$87,824	\$64,445	\$1,652.44	\$29,703	\$122,567
9	01/02/2028	\$122,567	\$66,378	\$1,702.01	\$12,046	\$176,899
10	01/02/2029	\$176,899	\$68,370	\$1,753.07	\$109,775	\$135,494
11	01/02/2030	\$135,494	\$70,421	\$1,805.66	\$36,437	\$169,478
12	01/02/2031	\$169,478	\$72,533	\$1,859.83	\$14,673	\$227,339
13	01/02/2032	\$227,339	\$74,709	\$1,915.63	\$153,531	\$148,517
14	01/02/2033	\$148,517	\$76,951	\$1,973.10	\$10,011	\$215,456
15	01/02/2034	\$215,456	\$79,259	\$2,032.29	\$60,238	\$234,477

### SINKING FUND FORECAST MOVEMENT



## SUMMARY OF ANNUAL FORECAST EXPENDITURE

February 2020	Expense Inc GST
<b>SUPERSTRUCTURE</b>	
- Provision to replace balustrade fixings	\$170
- Capital Replacement - General	\$1,950
<b>FENCING</b>	
- Provision to replace timber fencing in 10 years 25% of total	\$1,700
<b>FURNITURE &amp; FITTINGS</b>	
- Provision to replace intercom - remaining cost	\$6,500
- Provision to replace door closers	\$761
<b>ROOF</b>	
- Provision for installation of solar panels & associated equipment	\$33,000
<u>Total Forecast Expenditure for year - February 2020 (Inc GST):</u>	<u>\$44,080</u>
Includes GST amount of :	\$4,007
February 2021	Expense Inc GST
<b>SUPERSTRUCTURE</b>	
- Capital Replacement - General	\$2,008
<b>FURNITURE &amp; FITTINGS</b>	
- Ongoing partial replacement of exterior lighting	\$338
- Provision to replace water feature pump	\$467
<b>LANDSCAPING</b>	
- Provision to remove/trim trees	\$2,917
<b>FIRE PROTECTION SYSTEMS</b>	
- Provision to replace portable fire extinguishers	\$1,167

Signature on High

30 July 2020

**ROOF**

- Maintain roof ridge capping/tiles	\$11,330
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**SWIMMING POOL**

- Replace pool pump in 2 years	\$817
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- Maintain filter - replace sand	\$303
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<u>Total Forecast Expenditure for year - February 2021 (Inc GST):</u>	<u>\$19,349</u>
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Includes GST amount of :	\$1,759
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**February 2022**

Expense Inc GST
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**SUPERSTRUCTURE**

- Repaint building - remaining	\$43,873
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- Repaint balcony ceilings	\$13,222
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- Repaint soffits	\$5,048
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- Scaffold/access equip allowance	\$19,833
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- Provision to replace balustrade fixings	\$180
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- Capital Replacement - General	\$2,069
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**FURNITURE & FITTINGS**

- Provision to replace door closers	\$808
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**FIRE PROTECTION SYSTEMS**

- Install/replace sensors/exit signage/emergency lighting	\$721
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**SWIMMING POOL**

- Repaint toilet walls/ceiling	\$1,082
--------------------------------	---------

<u>Total Forecast Expenditure for year - February 2022 (Inc GST):</u>	<u>\$86,836</u>
---	-----------------

Includes GST amount of :	\$7,894
--------------------------	---------

Signature on High

30 July 2020

**February 2023**Expense  
Inc GST**SUPERSTRUCTURE**

- Replace window fixtures and fittings 5% of total \$1,014
- Capital Replacement - General \$2,131

**BASEMENT**

- Replace garage door motor in 4 years \$2,476
- Replace stormwater pumps in 4 years \$3,714

**FENCING**

- Provision to replace timber fencing in 10 years 25% of total \$1,857

**FURNITURE & FITTINGS**

- Ongoing partial replacement of exterior lighting \$359

**SWIMMING POOL**

- Replace water chlorinator in 4 years \$1,709
- Provision to replace pool furniture \$619

Total Forecast Expenditure for year - February 2023 (Inc  
GST): \$13,879

Includes GST amount of : \$1,262

**February 2024**Expense  
Inc GST**SUPERSTRUCTURE**

- Provision to replace balustrade fixings \$191
- Provision to replace planter box membrane 33% of total \$10,100
- Capital Replacement - General \$2,195

**BASEMENT**

- Provision to replace exhaust/supply fans \$6,121
- Repaint line marking \$3,826

Signature on High

30 July 2020

**FURNITURE & FITTINGS**

- Provision to replace door closers	\$857
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**SWIMMING POOL**

- Maintain filter - replace sand	\$332
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<u>Total Forecast Expenditure for year - February 2024 (Inc GST):</u>	<u>\$23,621</u>
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Includes GST amount of :	\$2,147
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**February 2025**Expense  
Inc GST**SUPERSTRUCTURE**

- Capital Replacement - General	\$2,260
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**BASEMENT**

- Repaint walls	\$5,911
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- Repaint door face	\$946
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**EXTERNAL WORKS**

- Maintain common pipework	\$3,546
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**FURNITURE & FITTINGS**

- Ongoing partial replacement of exterior lighting	\$381
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- Provision to replace door hardware	\$717
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- Provision to replace water feature pump	\$525
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**FIRE PROTECTION SYSTEMS**

- Install/replace sensors/exit signage/emergency lighting	\$788
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**STAIRWELL**

- Repaint walls	\$22,591
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- Repaint ceiling	\$5,254
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- Repaint door face	\$3,586
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**SWIMMING POOL**

- Replace pool pump in 2 years	\$919
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**Signature on High**

30 July 2020

- Provision to refurbish pool surface \$27,189

Total Forecast Expenditure for year - February 2025 (Inc GST): \$74,614

Includes GST amount of : \$6,783

<b>February 2026</b>	<b>Expense Inc GST</b>
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**SUPERSTRUCTURE**

- Provision to replace balustrade fixings \$203

- Provision for partial podium slab membrane replacement 20% of total \$9,741

- Capital Replacement - General \$2,328

**FENCING**

- Provision to replace timber fencing in 10 years 25% of total \$2,029

**FURNITURE & FITTINGS**

- Provision to replace door closers \$909

**FIRE PROTECTION SYSTEMS**

- Provision to replace portable fire extinguishers \$1,353

**ROOF**

- Provision to replace guttering in 15 years 33% of total \$4,875

- Provision to replace down pipes in 15 years 33% of total \$3,616

- Provision for partial balcony membrane replacement 20% of total \$11,905

**STAIRWELL**

- Maintain tiles 10% of total \$1,184

**SWIMMING POOL**

- Maintain pool concourse 10% of total \$710

- Maintain tiles \$474

Total Forecast Expenditure for year - February 2026 (Inc GST): \$39,327

Signature on High

30 July 2020

Includes GST amount of : \$3,575

<b>February 2027</b>	Expense Inc GST
----------------------	--------------------

**SUPERSTRUCTURE**

- Replace window fixtures and fittings 5% of total \$1,141
- Capital Replacement - General \$2,398

**BASEMENT**

- Maintain ventilation ducting 20% of total \$2,341

**FURNITURE & FITTINGS**

- Ongoing partial replacement of exterior lighting \$404
- Provision to replace door hardware \$761

**STAIRWELL**

- Replace carpet/floor covering in 8 years \$22,295

**SWIMMING POOL**

- Maintain filter - replace sand \$362

Total Forecast Expenditure for year - February 2027 (Inc GST): **\$29,703**

Includes GST amount of : \$2,700

<b>February 2028</b>	Expense Inc GST
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**SUPERSTRUCTURE**

- Provision to replace balustrade fixings \$215
- Capital Replacement - General \$2,470

**DRIVEWAY**

- Maintain driveway 20% of total \$3,014

**FURNITURE & FITTINGS**

- Provision to replace door closers \$964

Signature on High

30 July 2020

**LANDSCAPING**

- Provision to remove/trim trees	\$3,588
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**FIRE PROTECTION SYSTEMS**

- Install/replace sensors/exit signage/emergency lighting	\$861
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**SWIMMING POOL**

- Provision to replace toilet and basin	\$933
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<u>Total Forecast Expenditure for year - February 2028 (Inc GST):</u>	<u>\$12,046</u>
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Includes GST amount of :	\$1,095
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**February 2029**

Expense Inc GST
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**SUPERSTRUCTURE**

- Repaint building - ground level	\$28,679
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- Provision for partial podium slab membrane replacement 20% of total	\$10,644
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- Provision to replace planter box membrane 33% of total	\$11,708
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- Capital Replacement - General	\$2,544
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**FENCING**

- Provision to replace timber fencing in 10 years 25% of total	\$2,217
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**FURNITURE & FITTINGS**

- Ongoing partial replacement of exterior lighting	\$429
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- Provision to replace door hardware	\$807
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- Provision to replace water feature pump	\$591
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**FIRE PROTECTION SYSTEMS**

- Provision to upgrade Fire Panel & associated detection equipment	\$28,827
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- Provision to replace fire hose reels	\$1,478
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Signature on High

30 July 2020

**ROOF**

- Provision for partial balcony membrane replacement 20% of total \$13,009

- Provision to replace solar inverter \$3,696

**STAIRWELL**

- Maintain tiles 10% of total \$1,294

**SWIMMING POOL**

- Replace pool pump in 2 years \$1,035

- Replace water chlorinator in 4 years \$2,040

- Maintain pool concourse 10% of total \$776

Total Forecast Expenditure for year - February 2029 (Inc GST): \$109,775

Includes GST amount of : \$9,980

**February 2030**

Expense  
Inc GST

**SUPERSTRUCTURE**

- Provision to replace balustrade fixings \$228

- Capital Replacement - General \$2,620

**BASEMENT**

- Provision to replace garage door in 11 years \$6,395

- Maintain/repair main garage door running gear \$1,523

- Replace garage door motor in 4 years \$3,045

**FURNITURE & FITTINGS**

- Provision to replace door closers \$1,023

**ROOF**

- Provision to replace guttering in 15 years 33% of total \$5,487

- Provision to replace down pipes in 15 years 33% of total \$4,070

Signature on High

30 July 2020

**SWIMMING POOL**

- Maintain filter - replace sand \$396
- Replace pool filter in 11 years \$2,056
- Provision to replace pool furniture \$761
- Provision to replace pool sail/shade structure \$8,831

Total Forecast Expenditure for year - February 2030 (Inc GST): \$36,437

Includes GST amount of : \$3,312

**February 2031**

Expense  
Inc GST

**SUPERSTRUCTURE**

- Replace window fixtures and fittings 5% of total \$1,284
- Capital Replacement - General \$2,699

**BASEMENT**

- Maintain ventilation ducting 20% of total \$2,635

**EXTERNAL WORKS**

- Maintain common pipework \$4,235

**FURNITURE & FITTINGS**

- Ongoing partial replacement of exterior lighting \$455
- Provision to replace door hardware \$856

**FIRE PROTECTION SYSTEMS**

- Provision to replace portable fire extinguishers \$1,568
- Install/replace sensors/exit signage/emergency lighting \$941

Total Forecast Expenditure for year - February 2031 (Inc GST): \$14,673

Includes GST amount of : \$1,334

Signature on High

30 July 2020

**February 2032**Expense  
Inc GST**SUPERSTRUCTURE**

- Repaint building - remaining	\$58,962
- Repaint balcony ceilings	\$17,769
- Repaint soffits	\$6,785
- Scaffold/access equip allowance	\$26,654
- Provision to replace balustrade fixings	\$242
- Provision for partial podium slab membrane replacement 20% of total	\$11,631
- Capital Replacement - General	\$2,780

**BASEMENT**

- Repaint line marking	\$4,846
- Replace stormwater pumps in 4 years	\$4,846

**FURNITURE & FITTINGS**

- Provision to replace door closers	\$1,086
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**ROOF**

- Provision for partial balcony membrane replacement 20% of total	\$14,215
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**STAIRWELL**

- Maintain tiles 10% of total	\$1,413
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**SWIMMING POOL**

- Maintain pool concourse 10% of total	\$848
- Repaint toilet walls/ceiling	\$1,454

Total Forecast Expenditure for year - February 2032 (Inc  
GST):

\$153,531

Includes GST amount of :

\$13,957

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<b>February 2033</b>	<b>Expense Inc GST</b>
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**SUPERSTRUCTURE**

- Capital Replacement - General	\$2,863
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**DRIVEWAY**

- Maintain driveway 20% of total	\$3,494
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**FURNITURE & FITTINGS**

- Ongoing partial replacement of exterior lighting	\$483
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- Provision to replace door hardware	\$908
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- Provision to replace water feature pump	\$666
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**SWIMMING POOL**

- Replace pool pump in 2 years	\$1,165
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- Maintain filter - replace sand	\$433
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<u>Total Forecast Expenditure for year - February 2033 (Inc GST):</u>	<u>\$10,011</u>
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Includes GST amount of :	\$910
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<b>February 2034</b>	<b>Expense Inc GST</b>
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**SUPERSTRUCTURE**

- Provision to replace balustrade fixings	\$257
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- Provision to replace planter box membrane 33% of total	\$13,573
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- Capital Replacement - General	\$2,949
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**FURNITURE & FITTINGS**

- Provision to upgrade intercom systems & associated equipment	\$19,664
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- Provision to replace door closers	\$1,152
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**FIRE PROTECTION SYSTEMS**

- Install/replace sensors/exit signage/emergency lighting	\$1,028
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**ROOF**

- Provision to replace guttering in 15 years 33% of total	\$6,176
- Provision to replace down pipes in 15 years 33% of total	\$4,581
- Provision to replace solar panels in 25 years 33% of total	\$10,858
<u>Total Forecast Expenditure for year - February 2034 (Inc GST):</u>	<u>\$60,238</u>
Includes GST amount of :	\$5,476

**ITEMISED EXPENDITURE BY YEAR**

Item	Current Cost	Year 1st Applied	Remain Life/ Next Interval	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
<b>SUPERSTRUCTURE</b>																		
- Repaint building - ground level	\$19,400	2029	10										28679					
- Repaint building - remaining	\$36,500	2022	10			43873										58962		
- Repaint balcony ceilings	\$11,000	2022	10			13222										17769		
- Replace window fixtures and fittings 5% of total	\$819	2023	4				1014				1141				1284			
- Repaint soffits	\$4,200	2022	10			5048										6785		
- Scaffold/access equip allowance	\$16,500	2022	10			19833										26654		
- Provision to replace balustrade fixings	\$150	2020	2	170		180		191		203		215		228		242		257
- Provision for partial podium slab membrane replacement 20% of total	\$7,200	2026	3							9741			10644			11631		
- Provision to replace planter box membrane 33% of total	\$7,920	2024	5					10100					11708					13573
- Capital Replacement - General	\$1,721	2020	0	1950	2008	2069	2131	2195	2260	2328	2398	2470	2544	2620	2699	2780	2863	2949
<b>BASEMENT</b>																		
- Provision to replace exhaust/supply fans	\$4,800	2024	12					6121										
- Repaint line marking	\$3,000	2024	8					3826								4846		
- Repaint walls	\$4,500	2025	10						5911									
- Maintain ventilation ducting 20% of total	\$1,680	2027	4								2341				2635			
- Repaint door face	\$720	2025	10						946									
- Provision to replace garage door in 11 years	\$4,200	2030	30											6395				
- Maintain/repair main garage door running gear	\$1,000	2030	15											1523				
- Replace garage door motor in 4 years	\$2,000	2023	7				2476							3045				
- Replace stormwater pumps in 4 years	\$3,000	2023	9				3714									4846		
<b>DRIVEWAY</b>																		
- Maintain driveway 20% of total	\$2,100	2028	5									3014						3494
<b>EXTERNAL WORKS</b>																		
- Maintain common pipework	\$2,700	2025	6						3546						4235			

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Item	Current Cost	Year 1st Applied	Remain Life/ Next Interval	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
<b>FENCING</b>																		
- Provision to replace timber fencing in 10 years 25% of total	\$1,500	2020	3	1700			1857						2217					
<b>FURNITURE &amp; FITTINGS</b>																		
- Ongoing partial replacement of exterior lighting	\$290	2021	2		338		359		381		404		429		455		483	
- Provision to replace intercom - remaining cost	\$5,737	2020	0	6500														
- Provision to upgrade intercom systems & associated equipment	\$11,474	2034	15															19664
- Provision to replace door closers	\$672	2020	2	761		808		857		909		964		1023		1086		1152
- Provision to replace door hardware	\$546	2025	2						717		761		807		856		908	
- Provision to replace water feature pump	\$400	2021	4		467				525				591				666	
<b>LANDSCAPING</b>																		
- Provision to remove/trim trees	\$2,500	2021	7		2917							3588						
<b>FIRE PROTECTION SYSTEMS</b>																		
- Provision to upgrade Fire Panel & associated detection equipment	\$19,500	2029	15										28827					
- Provision to replace fire hose reels	\$1,000	2029	15										1478					
- Provision to replace portable fire extinguishers	\$1,000	2021	5		1167					1353					1568			
- Install/replace sensors/exit signage/emergency lighting	\$600	2022	3			721			788			861			941			1028
<b>ROOF</b>																		
- Maintain roof ridge capping/tiles	\$9,709	2021	15		11330													
- Provision to replace guttering in 15 years 33% of total	\$3,604	2026	4							4875				5487				6176
- Provision to replace down pipes in 15 years 33% of total	\$2,673	2026	4							3616				4070				4581
- Provision for partial balcony membrane replacement 20% of total	\$8,800	2026	3							11905			13009			14215		
- Provision for installation of solar panels & associated equipment	\$29,126	2020	0	33000														
- Provision to replace solar inverter	\$2,500	2029	10										3696					
- Provision to replace solar panels in 25 years 33% of total	\$6,336	2034	5															10858

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Item	Current Cost	Year 1st Applied	Remain Life/ Next Interval	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
<b>STAIRWELL</b>																		
- Repaint walls	\$17,200	2025	10						22591									
- Repaint ceiling	\$4,000	2025	10						5254									
- Maintain tiles 10% of total	\$875	2026	3							1184			1294			1413		
- Replace carpet/floor covering in 8 years	\$16,000	2027	12								22295							
- Repaint door face	\$2,730	2025	10						3586									
<b>SWIMMING POOL</b>																		
- Replace pool pump in 2 years	\$700	2021	4		817				919				1035					1165
- Replace water chlorinator in 4 years	\$1,380	2023	6				1709						2040					
- Maintain filter - replace sand	\$260	2021	3		303			332			362			396				433
- Replace pool filter in 11 years	\$1,350	2030	15											2056				
- Provision to refurbish pool surface	\$20,700	2025	25						27189									
- Provision to replace pool furniture	\$500	2023	7				619								761			
- Provision to replace pool sail/shade structure	\$5,800	2030	12											8831				
- Maintain pool concourse 10% of total	\$525	2026	3							710			776					848
- Repaint toilet walls/ceiling	\$900	2022	10			1082												1454
- Maintain tiles	\$350	2026	27							474								
- Provision to replace toilet and basin	\$650	2028	14									933						
<b>Total</b>				44080	19349	86836	13879	23621	74614	39327	29703	12046	109775	36437	14673	153531	10011	60238
<b>Includes GST amount of</b>				4007	1759	7894	1262	2147	6783	3575	2700	1095	9980	3312	1334	13957	910	5476

### ITEMISED ACCRUALS BY YEAR

Item	Current Cost	Year 1st applied	Remain Life/ Next Interval	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
<b>SUPERSTRUCTURE</b>																		
- Repaint building - ground level	\$19,400	2029	10	2502	5078	7732	10466	13282	16182	19169	22246	25415	28679	3362	6825	10392	14066	17850
- Repaint building - remaining	\$36,500	2022	10	14194	28814	43873	5143	10441	15897	21518	27306	33269	39410	45736	52251	58962	6912	14031
- Repaint balcony ceilings	\$11,000	2022	10	4278	8684	13222	1550	3146	4791	6485	8229	10026	11877	13783	15747	17769	2083	4229
- Replace window fixtures and fittings 5% of total	\$819	2023	4	242	492	749	1014	273	554	843	1141	307	623	949	1284	345	701	1068
- Repaint soffits	\$4,200	2022	10	1633	3315	5048	592	1201	1829	2476	3142	3828	4535	5263	6013	6785	795	1615
- Scaffold/access equip allowance	\$16,500	2022	10	6417	13026	19833	2325	4720	7186	9727	12344	15039	17816	20675	23620	26654	3125	6343
- Provision to replace balustrade fixings	\$150	2020	2	170	89	180	94	191	100	203	106	215	112	228	119	242	127	257
- Provision for partial podium slab membrane replacement 20% of total	\$7,200	2026	3	1271	2581	3929	5318	6749	8223	9741	3444	6991	10644	3763	7639	11631	4112	8347
- Provision to replace planter box membrane 33% of total	\$7,920	2024	5	1902	3862	5880	7959	10100	2205	4477	6816	9226	11708	2557	5190	7902	10696	13573
- Capital Replacement - General	\$1,721	2020	0	1950	2008	2069	2131	2195	2260	2328	2398	2470	2544	2620	2699	2780	2863	2949
<b>BASEMENT</b>																		
- Provision to replace exhaust/supply fans	\$4,800	2024	12	1153	2340	3564	4823	6121	615	1248	1901	2573	3265	3978	4712	5468	6247	7049
- Repaint line marking	\$3,000	2024	8	721	1463	2227	3015	3826	545	1106	1684	2280	2893	3525	4176	4846	690	1401
- Repaint walls	\$4,500	2025	10	914	1855	2825	3823	4852	5911	693	1407	2142	2899	3679	4482	5309	6161	7039
- Maintain ventilation ducting 20% of total	\$1,680	2027	4	263	534	814	1101	1398	1703	2017	2341	630	1279	1947	2635	709	1439	2191
- Repaint door face	\$720	2025	10	146	297	452	612	776	946	111	225	343	464	589	717	850	986	1126
- Provision to replace garage door in 11 years	\$4,200	2030	30	499	1014	1543	2089	2651	3230	3826	4440	5072	5724	6395	326	662	1008	1365
- Maintain/repair main garage door running gear	\$1,000	2030	15	119	241	368	497	631	769	911	1057	1208	1363	1523	128	259	394	534
- Replace garage door motor in 4 years	\$2,000	2023	7	592	1201	1829	2476	397	807	1228	1663	2110	2570	3045	489	992	1510	2044
- Replace stormwater pumps in 4 years	\$3,000	2023	9	888	1802	2744	3714	477	968	1474	1996	2533	3085	3655	4242	4846		
<b>DRIVEWAY</b>																		
- Maintain driveway 20% of total	\$2,100	2028	5	297	602	917	1241	1575	1919	2273	2638	3014	658	1336	2034	2753	3494	763

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Item	Current Cost	Year 1st applied	Remain Life/ Next Interval	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
<b>EXTERNAL WORKS</b>																		
- Maintain common pipework	\$2,700	2025	6	548	1113	1694	2293	2910	3546	655	1329	2024	2739	3476	4235	782	1587	2416
<b>FENCING</b>																		
- Provision to replace timber fencing in 10 years 25% of total	\$1,500	2020	3	1700	601	1220	1857	656	1333	2029	717	1456	2217					
<b>FURNITURE &amp; FITTINGS</b>																		
- Replace mail boxes in 25 years	\$8,000	2044	25	505	1026	1562	2114	2683	3269	3872	4494	5134	5793	6473	7172	7893	8635	9399
- Ongoing partial replacement of exterior lighting	\$290	2021	2	167	338	177	359	188	381	199	404	211	429	224	455	238	483	252
- Provision to replace intercom - remaining cost	\$5,737	2020	0	6500														
- Provision to upgrade intercom systems & associated equipment	\$11,474	2034	15	1057	2146	3268	4423	5613	6839	8101	9402	10741	12120	13541	15005	16512	18065	19664
- Provision to replace door closers	\$672	2020	2	761	398	808	422	857	448	909	475	964	504	1023	535	1086	567	1152
- Provision to replace door hardware	\$546	2025	2	111	225	343	464	588	717	375	761	398	807	422	856	447	908	474
- Provision to replace water feature pump	\$400	2021	4	230	467	125	255	388	525	141	287	437	591	159	323	492	666	179
<b>LANDSCAPING</b>																		
- Provision to remove/trim trees	\$2,500	2021	7	1437	2917	468	951	1447	1959	2486	3029	3588	576	1169	1780	2409	3057	3724
<b>FIRE PROTECTION SYSTEMS</b>																		
- Provision to upgrade Fire Panel & associated detection equipment	\$19,500	2029	15	2515	5105	7772	10520	13350	16265	19268	22361	25546	28827	2415	4902	7464	10102	12820
- Provision to replace fire hose reels	\$1,000	2029	15	129	262	398	539	684	834	988	1146	1310	1478	124	251	383	518	657
- Provision to replace portable fire extinguishers	\$1,000	2021	5	575	1167	255	517	788	1066	1353	295	600	913	1236	1568	342	695	1058
- Install/replace sensors/exit signage/emergency lighting	\$600	2022	3	233	474	721	255	518	788	279	565	861	304	618	941	333	675	1028
<b>ROOF</b>																		
- Maintain roof ridge capping/tiles	\$9,709	2021	15	5581	11330	1044	2119	3227	4367	5542	6753	7999	9283	10605	11968	13370	14816	16304

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Item	Current Cost	Year 1st applied	Remain Life/ Next Interval	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
- Provision to replace guttering in 15 years 33% of total	\$3,604	2026	4	636	1292	1966	2662	3378	4115	<b>4875</b>	1312	2662	4054	<b>5487</b>	1476	2997	4563	<b>6176</b>
- Provision to replace down pipes in 15 years 33% of total	\$2,673	2026	4	472	958	1459	1974	2505	3053	<b>3616</b>	973	1975	3007	<b>4070</b>	1095	2223	3384	<b>4581</b>
- Provision for partial balcony membrane replacement 20% of total	\$8,800	2026	3	1554	3154	4802	6500	8249	10050	<b>11905</b>	4209	8544	<b>13009</b>	4599	9336	<b>14215</b>	5025	10202
- Provision for installation of solar panels & associated equipment	\$29,126	2020	0	<b>33000</b>														
- Provision to replace solar inverter	\$2,500	2029	10	322	654	997	1349	1712	2085	2470	2867	3275	<b>3696</b>	433	880	1339	1813	2300
- Provision to replace solar panels in 25 years 33% of total	\$6,336	2034	5	584	1185	1804	2442	3099	3776	4473	5191	5931	6693	7477	8285	9118	9975	<b>10858</b>
<b>STAIRWELL</b>																		
- Repaint walls	\$17,200	2025	10	3493	7090	10795	14611	18542	<b>22591</b>	2648	5376	8186	11080	14060	17130	20293	23550	26905
- Repaint ceiling	\$4,000	2025	10	812	1649	2511	3398	4312	<b>5254</b>	616	1250	1904	2576	3270	3984	4719	5476	6256
- Maintain tiles 10% of total	\$875	2026	3	155	314	478	646	820	999	<b>1184</b>	419	850	<b>1294</b>	457	928	<b>1413</b>	500	1014
- Replace carpet/floor covering in 8 years	\$16,000	2027	12	2507	5090	7750	10489	13311	16218	19211	<b>22295</b>	2240	4547	6923	9370	11891	14488	17162
- Repaint door face	\$2,730	2025	10	554	1125	1714	2319	2943	<b>3586</b>	420	853	1299	1759	2232	2719	3221	3738	4271
<b>SWIMMING POOL</b>																		
- Replace pool pump in 2 years	\$700	2021	4	402	<b>817</b>	220	446	679	<b>919</b>	247	502	765	<b>1035</b>	278	565	861	<b>1165</b>	313
- Replace water chlorinator in 4 years	\$1,380	2023	6	408	829	1263	<b>1709</b>	315	640	975	1319	1674	<b>2040</b>	376	764	1164	1575	1999
- Maintain filter - replace sand	\$260	2021	3	149	<b>303</b>	107	218	<b>332</b>	117	238	<b>362</b>	128	260	<b>396</b>	140	284	<b>433</b>	
- Replace pool filter in 11 years	\$1,350	2030	15	161	326	496	672	852	1038	1230	1427	1631	1840	<b>2056</b>	172	350	532	720
- Provision to refurbish pool surface	\$20,700	2025	25	4203	8533	12992	17585	22316	<b>27189</b>	1561	3170	4826	6532	8290	10100	11964	13884	15862
- Provision to replace pool furniture	\$500	2023	7	148	300	457	<b>619</b>	99	202	307	415	527	642	<b>761</b>	122	248	377	511
- Provision to replace pool sail/shade structure	\$5,800	2030	12	690	1400	2131	2885	3661	4460	5283	6131	7005	7904	<b>8831</b>	887	1801	2742	3711
- Maintain pool concourse 10% of total	\$525	2026	3	93	188	286	388	492	599	<b>710</b>	251	510	<b>776</b>	274	557	<b>848</b>	300	608
- Repaint toilet walls/ceiling	\$900	2022	10	350	711	<b>1082</b>	127	257	392	531	673	820	972	1128	1289	<b>1454</b>	170	346
- Maintain tiles	\$350	2026	27	62	126	191	259	328	400	<b>474</b>	26	52	80	108	137	167	198	230
- Provision to replace toilet and basin	\$650	2028	14	92	186	284	384	488	594	704	817	<b>933</b>	83	168	255	345	438	534
<b>TOTAL ACCRUALS</b>				<b>68966</b>	<b>123750</b>	<b>106602</b>	<b>144874</b>	<b>173967</b>	<b>152641</b>	<b>162402</b>	<b>188678</b>	<b>233652</b>	<b>182834</b>	<b>205332</b>	<b>250837</b>	<b>159291</b>	<b>212497</b>	<b>217222</b>

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

## REPORT INFORMATION

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

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

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

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

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

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

## AREAS NOT INSPECTED

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





A pool safety certificate is required in Queensland when selling or leasing a property with a regulated pool. This form is to be used for the purposes of sections 246AA and 246AK of the *Building Act 1975*.

**1. Pool safety certificate number**

 Identification number: 
**2. Location of the swimming pool**

Property details are usually shown on the title documents and rates notices

Street address:



Postcode





Lot and plan details:

Local government area:

**3. Exemptions or alternative solutions for the swimming pool (if applicable)**

If an exemption or alternative solution is applicable to the swimming pool please state this. This will help provide pool owners with a concise and practical explanation of the exemption or alternative solution. It will also help to ensure the ongoing use of the pool and any future modifications do not compromise compliance with the pool safety standard.


**4. Pool properties**

Shared pool

Non-shared pool

Number of pools

**5. Pool safety certificate validity**

Effective date:

  /   /    

Expiry date:

  /   /    
**6. Certification**

I certify that I have inspected the swimming pool and I am reasonably satisfied that, under the *Building Act 1975*, the pool is a complying pool.

Name:

 Pool safety inspector  
licence number:

Signature:

**Other important information that could help save a young child's life**

It is the pool owner's responsibility to ensure that the pool (including the barriers for the pool) is properly maintained at all times to comply with the pool safety standard under the *Building Act 1975*. High penalties apply for non-compliance. Parents should also consider beginning swimming lessons for their young children from an early age. Please visit

<https://www.qbcc.qld.gov.au/your-property/swimming-pools/pool-safety-standard> for further information about swimming pool safety. This pool safety certificate does not certify that a building development approval has been given for the pool or the barriers for the pool. You can contact your local government to ensure this approval is in place.

**Privacy statement**

The Queensland Building and Construction Commission is collecting personal information as required under the *Building Act 1975*. This information may be stored by the QBCC, and will be used for administration, compliance, statistical research and evaluation of pool safety laws. Your personal information will be disclosed to other government agencies, local government authorities and third parties for purposes relating to administering and monitoring compliance with the Building Act 1975. Personal information will otherwise only be disclosed to third parties with your consent or unless authorised or required by law.

**RTI:** The information collected on this form will be retained as required by the *Public Records Act 2002* and other relevant Acts and regulations, and is subject to the Right to Information regime established by the *Right to Information Act 2009*.

This is a public document and the information in this form will be made available to the public.