

STRATA SCHEME
INSPECTION REPORT

SP52741

5/7 Oceanside Place
SUFFOLK PARK NSW 2481

ON BEHALF OF

GRAY

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25 May 2025

Our Ref: S – 73588

STRATA SCHEME INSPECTION REPORT

Property Address:	5/7 Oceanside Place	
	SUFFOLK PARK NSW 2481	
	Lot: 5	Strata Plan No: 52741
Owner:	W R & B C Gray	
Inspection Date:	23 May 2025	

TERMS & CONDITIONS

- A. Strata Inspection Specialists ("SIS") is the provider of this Report, and the Client is the person/entity who has requested the Report.
- B. SIS is not liable to any other person/entity who relies upon this report to their detriment.
- C. This Report has been provided specifically by SIS for the client and in relation to the specific property referred to in this Report.
- D. SIS has prepared this Report from an inspection of the books and records provided to it by the relevant officer of the companies, bodies, entities, owners who manage the relevant Owners Corporation or other Association or Company being inspected, so far as is reasonably possible in the 1 hour allocated to an inspection. It may also rely on conversations with the Managing Agent and/or the relevant officers of those bodies, entities, companies, owners corporations and associations.
- E. The Client is specifically directed to the possibility that all of the records provided to it by the relevant officer of the companies, bodies, entities, owners corporations associations and companies, may not be complete, or have been made available for inspection, or may not have contained all of the information of interest to the Client or the client's mortgagee.
- F. No attempt was made during the course of inspection to ascertain whether any Managing Agent or the relevant officer of the companies, bodies, entities, owners/corporations, have complied with Statutory or other requirements of the Property, Stock and Business Agents Act, 2002, the Strata Schemes Management Act or any other regulatory requirements impacting the property the subject of this Report.
- G. SIS is not liable for any costs, (including legal costs) loss or damage whether direct, indirect or consequential, arising or touching upon
 - a. any delay in supplying this Report
 - b. any failure or omission to supply the Report
 - c. any error or omission recorded or omitted from the records inspected by SIS.
 - d. Any error or omission in this Report.
- H. Warranties and conditions implied by Legislation or precedent for the provision of services, are excluded save as are implied by the Trade Practices Act 1974.
- I. Any liability of SIS shall be limited to the cost of the supply of the relevant Report.
- J. This limitation of liability extends to every employee officer and agent of SIS in the performance of any services relating to this Report.
- K. We do not carry out inspections of any building or improvements at the property.
- L. This Report is in respect to records up to a maximum of 4 years prior to the date of the Report.

1. INSPECTORS NOTE

SP52741 is a 5 Lot residential Strata Scheme that commenced in 1996.

The scheme consists of 5 residential lots in two level townhouses. Common property includes driveway, gardens, mailboxes and boundary fencing.

A termite inspection report dated 21/01/2025 found no active termites or evidence of past activity and damage – see annexures 27-38.

Repairs, replacements and upgrades of significance over the last 4 years include external softwash to the buildings and driveway, antenna works to U's 4 & 5, roof & gutter works, boundary fence replacement, window & door screen repairs, front area landscaping, treated pine fence installation, front area landscaping and laying of pavers & concrete edge.

Pending works of significance may include tree pruning and replacement common fencing in the car park with no quotes sighted.

There is a deficit in the Administrative Fund that is capable of being extinguished at the next round of quarterly levy receipts. Remaining fund levels are sufficient to undertake some moderate upgrades, repairs and replacements. It is noted in the budget that there are no major upgrades, repairs and replacements to be undertaken over the short term.

2. STRATA MANAGER / MANAGING AGENT

Owners' Corporation Records are held by:

Name:	Strata North
Address:	Suite 5, 317 River Street
	Ballina NSW
Telephone number:	(02) 6681 4944
Manager's name:	Callum Turner

The managing agent has been involved with this property for **at least 5** years

3. STRATA COMMITTEE

Matthew Wood	Unit:	2
Michael Bowen	Unit:	3
Rosemary Barker	Unit:	4

4. STRATA ROLL

a. The owner/proprietor shown on the Strata Roll is:

Owner:	W R & B C Gray
Address:	5/7 Oceanside Place
	SUFFOLK PARK NSW 2481

- b. The Mortgagee shown on the Strata Roll is:

Mortgagee:	None recorded
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- c. Lessee shown on the Strata Roll are:

Lessee:	None recorded
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- d. Unit entitlement: Lot 5 = 1
Aggregate Unit Entitlement: 5
Percentage Contribution/Entitlement: 20%

Note: Section 178 Compliance: The Act sets out requirements for the keeping of records in conjunction with the Strata Roll. The requirements are usually based on manual recording or of recent date computer based records. Note we do not give a separate report on Section 178 compliance.

- e. Initial period: The initial period **has** expired according to available records.

5. STRATA PLAN

A copy of the Strata Plan **was sighted and registered** on: 24/06/1996

6. TITLE DEED

The original common property Title Deed **was sighted**:

CP/SP: 52741	Ed: 7	Issued: 22/03/2022
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Number of lots:	5
Number of units:	5
Number of units tenanted:	Information not available

7. INSURANCES – Section 164,165

Insurer:	QBE
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Type	Policy No.	Amount	Premium	Due Date
Building	826914	\$3,086,797	\$9,393.78	11/12/2025
Loss of Rent		\$463,019		
Contents		\$30,868		
Catastrophe		Not Selected		
Public Liability		\$20,000,000		
Voluntary Workers		\$200,000		
Fidelity		\$100,000		
Office bearers		Not Selected		
Govt. audit costs		\$25,000		
Appeal expenses		\$100,000		
Defence expenses		\$50,000		
Lot owners fixtures & fittings		\$250,000		

Evidence sighted	: Tax Invoice - see annexures 18-21
Insurance Broker	: Body Corporate Brokers Pty Ltd
Last valuation amount	: \$3,086,797 by Olive Tree Consulting Group
As at	: 10/01/2025

* Please confirm all policies with certificates of currency

Note: Under the provisions of the Strata Schemes Management Act 2015 the Owners' Corporation is required to have:

- i. The Building Insurance at least to the value of the building as determined by a valuation. Such valuation must be obtained at least every 5 years.
- ii. In respect to the Public Liability cover to a minimum amount of \$10,000,000.
- iii. In respect to Worker's Compensation a policy as required.
- iv. In respect to Voluntary Workers Insurance a policy is required.
- v. Further Owners' Corporation insurance policies normally do not cover individual lots but cover only risks associated with the common property. This, it should be noted can apply even where damage to property in an individual lot results from a fault arising in the common property.
- vi. Sufficient and adequate cover by the owners and occupiers need to be taken out to protect their own contents and other risks.

8. LEVIES

a. Annual Scheme Levies

The current budget upon which annual Scheme levies are generally based is attached in annexures 5-6

Annual Scheme Levies from last AGM	
Administrative Fund:	\$17,810
Capital Works Fund:	\$9,500

Annual levies commenced effective 01/01/2025

b. Past Scheme Levies



Past Special Levies

None sighted over period

c. Lot Levies – Lot 5

Current standard levies are: **\$5,462 pa**

Paid quarterly in advance as tabled below and paid up to 30/06/2025.

Administrative Fund	\$890.50
Capital Works Fund	\$475.00
Outstanding levies	\$0.00

These levies appear to have been calculated correctly.

Note: It is noted that the levy information is provided by the Strata Manager at the date of inspection. We recommend strongly obtaining a Section 184 Certificate prior to settlement to confirm any possible changes to the subject lot.

d. Proposed or Special levies likely/proposed to occur.

There is no indication from the minutes that a Special Levy would be required.

9. SIGNIFICANT MINUTES

(List of main points from AGM's, EGM's, SCM's etc for past 4-5 years)

Minutes are retained for the prescribed period.

Last AGM – 17/12/2024 (enclosed)

- obtain quotations for an insurance valuation
- appoint a suitably qualified pest control company to conduct a termite inspection and attendance to the termite baiting system at the property. NB: The Owner of Lot 4 advised that she has two baiting stations in her rear courtyard which will need to be included in the baiting program
- The Owners in attendance are not aware of any obligation to lodge an Annual Fire Safety Statement

SCM – 16/12/2024

- It was noted that the building exterior requires pressure cleaning. Strata North are currently awaiting upon an updated quotation to have the building and driveway pressure cleaned and treated with antifungal solution. Once received the quote is to be circulated to the strata committee for their consideration
- The general water meter was discussed. It was reported that the mains water meter is obscured by overgrown vegetation. Rosemary offered to try and locate it and will advise the committee
- The strata committee agreed to meet up and undertake an audit of the grounds to determine which trees need pruning. The strata committee are then to advise Strata North so that instructions can be communicated to the landscaper to undertake a once off grounds cleanup

AGM – 23/11/2023

- Resolved that the Owners - Strata Plan 52741 appoint a suitably qualified pest control company to conduct a termite inspection at the property. NB: Continue with current system
- RATIFY WORKS Resolved that the Strata Committee ratify the following works completed throughout the last financial year that was approved by the committee via majority email circular: i. CND Property Services \$475.00 ii. Active TV Antenna \$1,001.99
- Common fencing in car park where car park fronts onto #5 Oceanside place (brush fencing) is starting to deteriorate. No action at this stage but will need replacement in the future.
- General discussion that antenna man mentioned roof may need a clean. Strata North to contact the tradesperson who cleaned the exterior of the building previously to enquire whether they can do roof cleaning as well. If so, arrange a quote for both the building and the roof to be cleaned. If not, arrange a separate contractor to quote on roof cleaning

AGM & SCM – 01/12/2022

- General discussion on Aquajet's quote in the amount of \$3,800 to clean building bi-annually with an anti-fungal treatment. It was suggested that the drainpipes off balcony be extended to avoid water stains on the building.
- Strata North to obtain a quote to extend the drainpipes as mentioned above for Strata Committee to discuss whether to have this completed prior to the building being cleaned

- Strata North to also request same contractor (above) to quote on replacing the corroded gutter at back of unit 2 (leaking around the downpipe).
- General discussion on 1 neighbour agreeing to proceed with fence replacement; however; there are 2 more neighbours who are required to be contacted prior to moving forward. L Cramp will follow this up. Noted
- Strata North to send a letter to all owners and residents as a general reminder that the car spaces at the back of the property are a shared parking area and do not belong to specific Lots. It was further determined that tenants can cover their car to avoid pine needles when parked in these areas; however, the temporary structure will need to be removed to avoid confusion.

AGM – 13/12/2021

- appoint a suitably qualified pest control company to conduct a termite inspection at the property.
- EXCLUSIVE USE BYLAW LOT 1 - by-law to authorise the existing renovations to lot and common property.
- Resolved that the strata committee list and agree to action the following maintenance and/or other business item requiring attention: NIL.

AGM – 10/12/2020

- General agenda items only

SCM – 19/08/2020

- grant permission to the owner of Unit 3 to renovate the Bathroom, Ensuite, Laundry and Kitchen within the Lot space of unit 3

Note: The Act requires notice of a Meeting to be given and the need to distribute minutes to Lot owners subsequent to a meeting.

10. FINANCIAL RECORDS

a. Fund Balances

Administrative Fund:	(\$4,625.28)
Capital Works Fund:	\$39,694.66
Date:	23/05/2025
Source of information:	Balance Sheet

Note: The Property and Stock Agents Act 2002 and the Strata Schemes Management Act make a number of obligations in respect to accounting and reporting for funds held in Owners' Corporation trust accounts. The fund balances indicated above are balances obtained from information provided by the records of the Strata Manager. These have not been subject to any audit.

b. Income and Expenditures

Enclosed in annexures 8-17 are the detailed statements of income and expenditure for the last four to five years.

c. Taxation

Income Tax returns are lodged, if liable.

The Owners' Corporation is requested for and collects GST.

We have made no review of the Owners' Corporation taxation obligations.

e. Books of Account

The prescribed books of account are kept.

It was resolved at the last AGM **not** to appoint an independent auditor.

11. SIGNIFICANT EXPENDITURE ITEMS

(Includes repairs, upgrades & replacements over \$1,000 and items over budget)

Expenditure for period ending (23/05/2025)

▪ \$4,356	Pressure Cleaning
▪ \$1,980	Landscaping - Cleanup of Garden/Wall Growth
▪ \$880	Cyclone Damage - Skylight Replacement Unit 1

Expenditure for year ending (31/10/2024)

▪ \$ 770	Gutter Cleaning
▪ \$ 2,640	Roof & Solar Clean

Expenditure for year ending (31/10/2023)

▪ \$ 1,000	General Repairs - incl Replace Frame on Garage Door Unit 3
▪ \$ 1,993	Roof & Gutter Works
▪ \$ 1,001	Antenna Works Units 4 & 5
▪ \$ 628	Investigate Leak
▪ \$ 4,706	Replace Garage Door Unit 1

Expenditure for year ending (31/10/2022)

▪ \$ 444	General Repairs
▪ \$ 2,907	Window & Door Screen Repairs
▪ \$ 3,586	Pressure Clean Building & Driveway
▪ \$ 965	Replace Garage Door Unit 1
▪ \$ 3,047	Front Area Landscaping

Expenditure for year ending (31/10/2021)

▪ \$838	General repairs incl verandah Leak unit 4
▪ \$1,317	Lay Pavers & Concrete Edge
▪ \$4,417	Treated Pine Fence, Concrete & Rubbish Removal
▪ \$951	Replace Garden Installation Lights

Expenditure for year ending (31/10/2020)

▪ \$662	General Repairs
▪ \$957	Blocked downpipe & sewer line
▪ \$574	Clear blocked downpipe & stormwater
▪ \$3,443	Pressure clean and apply anti fungal treatment

12. BUILDING MATTERS

A termite inspection report dated 21/01/2025 found no active termites or evidence of past activity and damage – see annexures 27-38.

Repairs, replacements and upgrades of significance over the last 4 years include external softwash to the buildings and driveway, antenna works U's 4 & 5, roof & gutter works, boundary fence replacement, window & door screen repairs, front area landscaping, treated pine fence installation, front area landscaping and laying of pavers & concrete edge.

Pending works of significance may include tree pruning and replacement common fencing in car park.

13. LITIGATION

We found no evidence of any current or proposed litigation involving the Owners' Corporation.

Note: The Owners' Corporation or Strata Committee must not seek legal advice or the provision of other legal services or initiate legal action, for which any payment may be required unless a resolution is passed at a General Meeting of the Owners' Corporation pursuant to the provisions of the Act. Also note there may be some exemptions in the Regulations.

14. BY LAWS

a. Changes to By Laws

By-law to authorise the existing renovations to lot and common property.

Note: A special resolution at a General Meeting is required to effect changes to By Laws. A period of 2 years for the new By Laws to be registered is allowed. By Laws that may not yet be registered form part of the Inspection Report.

For Strata Schemes registered prior to 1 July 1997 have By Laws as defined by Schedule 1 of the Act subject to later registered changes.

For Strata Schemes registered from 1 July 1997 a copy of the By Laws will be included in the documents registered with the Strata Plan.

b. Exclusive Use

Areas for exclusive use **have** been granted - by-law to authorise Lot 1 for the existing renovations to the lot and common property.

c. Animals

The Owners' Corporation attitude to the keeping of animals is as per By Laws.

(1) Subject to section 157 of the Strata Schemes Management Act 2015, an owner or occupier of a lot must not, without the approval in writing of the owners corporation, keep any animal on the lot or the common property. (2) The owners corporation must not unreasonably withhold its approval of the keeping of an animal on a lot or the common property.

d. Lot Alterations/Improvement

19/08/2020 - grant permission to the owner of Unit 3 to renovate the Bathroom, Ensuite, Laundry

Note: Reference is required to the By Laws and Section 110 (3) of the Strata Schemes Management Act.

Generally, owners are not permitted to make any alteration to their lot or common property except as permitted by the By Laws. Examples of practical situations where an Owners' Corporation's permission must be sought for such things as installing air conditioning, satellite dishes, closing balconies, installation of timber or tiled floor.

Such permission is normally granted with conditions in regard to the brand, style, colour and future maintenance of the changed item. Further note any item of common property altered by a lot owner will become the responsibility of the owner.

15. HARMONY

Nothing noted

16. OTHER MATTERS

Capital Works Fund Forecast

New legislation came into effect on 01 December 2016 regarding the operation of Section 80 of the Strata Scheme Management Act 2015 which requires all Schemes to prepare a plan of anticipated major expenditure to be met from Capital Works Fund over a 10 year period commencing on the first AGM. This plan or forecast is to be reviewed at each AGM. It is to be adjusted, if necessary, at every 5th AGM and a new plan is to be prepared at the conclusion of the 10 year period.

The operation of Section 80 is extended to all Owners' Corporations commencing 01 December 2016:

A professionally prepared Capital Works (sinking) Fund forecast/plan gives an expert appraisal of the cost of every component of the Common Property and the date the major Capital Works Fund items need to be replaced/attended to and the estimated cost of their replacement in the future. If studied carefully the Report may show how closely the Scheme/Management is adhering to the forecast with some showing the amount that should be set for annual Capital Works fund levy each year in order to accumulate sufficient funds for future upgrades and replacements.

Most Capital Works (sinking) Fund Forecasts make no allowance for either lifts or construction defects. If relevant, you should investigate whether the report has made such allowances as lifts and construction defects can both be expensive issues.

The Owners' Corporation **has** not completed a current 10 year Capital Works Fund forecast

Fire Safety

Under the provisions of the *Environmental Planning and Assessment Regulation 2000* (Clause 175 to 177) the **owner** of any building which is subject to essential fire safety requirements, must submit an Annual Fire Safety Statement (AFSS) to the Council, the NSW Fire Brigades and have it prominently displayed in the building.

All Class 2 to Class 9 building, which were subject to a building approval or fire safety notice or order by the Council, after 1 July 1988, are automatically subject to the essential fire safety measures requirements. These include, residential flat building, townhouse development, duplex style dual occupancies, commercial buildings and places of shared accommodation.

The statement must be completed by an appropriately qualified person and must certify essential fire safety measures have received regular maintenance and function in the way they were designed. Lodgement of the statement does not mean the building complies with current standards but is an indication the Owners' Corporation is, at least, taking an interest in the matter.

The statement must be submitted annually to the local Council, Fire Brigade and a copy must be displayed at the building. Failure to comply with these requirements is an offence and the *EPA Regulation 2000* provides for fixed penalties.

We **did not sight** an AFSS and one may not be required. An enquiry of the local council would be definitive.

Home Owners Warranty Insurance

Residential property work is covered by the Home Building Act 1989 and Home Building Amendment Act 2011, and commencing on 1 February 2012. There is a provision in the act for warranties for a period of 6 years for structural defects and 2 years for non-structural defects and insurance is required. These periods will be extended by 6 months if the homeowner or subsequent purchaser becomes aware of a defect in the last 6 months of these time periods.

An insurer pursuant to the legislation is allowed to exclude claims made later than 6 months after the beneficiary first becomes aware or ought reasonably to be aware of the fact or circumstance under which the claim arises. Under some circumstances a delayed claim may be permitted. Note a number of insurers specifically enforce this exclusion.

It is recommended that the insurer be advised in writing of any building defects, claims, immediately they are communicated with the builder, notwithstanding the builder's response.

Further note the Home Owners Warranty Insurance does not apply to unit buildings over 3 stories in height when construction commenced after 31 December 2003.

Workplace Health and Safety Act 2011

The WHS Act provides a framework to protect the health, safety and welfare of all workers at work and of other people who might be affected by the work. The WHS Act aims to:

- protect the health and safety of workers and other people by eliminating or minimising risks arising from work or workplaces
- ensure fair and effective representation, consultation and cooperation to address and resolve health and safety issues in the workplace
- encourage unions and employer organisations to take a constructive role in improving work health and safety practices
- assisting businesses and workers to achieve a healthier and safer working environment
- promote information, education and training on work health and safety
- provide effective compliance and enforcement measures, and

- deliver continuous improvement and progressively higher standards of work health and safety.

In furthering these aims regard must be had to the principle that workers and other persons should be given the highest level of protection against harm to their health, safety and welfare from hazards and risks arising from work as is reasonably practicable.

For these purposes 'health' includes psychological health as well as physical health.

The Act places full responsibility for any breaches on the Owners' Corporation and its officers. Liability cannot be subjugated to trade persons, cleaners or other service providers. While any legitimate claim may be covered by the Public Liability Insurance fines not exceeding \$850,000 are not. Also a penalty of 2 years imprisonment can be imposed. Defending the claim is highly restricted and appears to rest on the Owners' Corporation showing that it took all reasonable steps to ensure a claim would not occur.

The provisions of the **Work Health & Safety legislation** require that the Owners Corporation provide and maintain the common property to

- ensure it's safe and without risk to the health of contractors and others who may use it
- agree to undertake ongoing risk management assessment to identify and eliminate any such risks.

We **did not sight** a Work Health & Safety Audit

Swimming Pool Register

From 29 April 2013, under Section 30C – *Swimming Pools Act 1992*, all property owners of residential, multi occupancy and tourist and visitor accommodation, on which a swimming pool is located, are required to register their swimming pool on a new on-line state-wide register.

We **did not sight** a Certificate of Compliance in accordance with Section 30 of the *Swimming Pools Act 1992* **Not applicable**

New Asbestos Regime

As of 1 January 2012 all strata buildings that contain a common property and built before 1 January 2004 must comply with the new asbestos regime. Surveys must be undertaken to effected buildings with the survey kept on site and available. If asbestos or ACM is found a register and Asbestos Management Plan (AMP) must be provided and made available to those who might be at risk.

An AMP was **not sighted**

Lifts

It is a requirement that an Occupational Health and Safety report is provided for lifts before registration can be effected with WorkCover. The common property of many strata plans is included under the definition of workplace. This means the Owners' Corporation, its executive and Strata Manager are obliged to ensure the property complies with the safe workplace requirements of the legislation. Certification is provided annually. Such a Certification **was not required**

Child Window Safety Device

Under the Strata Scheme Management Act 2015 Section 118 - An Owners Corporation for a strata scheme to which this section applies must ensure that there are complying window safety devices for all windows of each building in the strata scheme that are windows to which this section applies.

Although an owner's corporation has until March 2018 to comply with this legislation, this date is only a guide to avoid penalty by the NSW Government. The NSW Child Window Safety Legislation is in effect now.

Child Window Safety Device certification **was not sighted**

Service and Maintenance Agreements

No search has been made of these or any other agreements that may have been entered into by the Owners' Corporation.

Notices and Orders

It is suggested as a standard enquiry the local Council, relevant water authority and other bodies be contacted to ascertain if there are outstanding notices or orders against the Owners' Corporation.

Professional Indemnity Insurance

The Independent Property Reports (Aust) Pty Ltd carries Professional Indemnity Insurance by Underwriters at Lloyds, policy number SOB/09524/000/16/N.

**MINUTES OF THE ADJOURNED ANNUAL GENERAL MEETING
THE OWNERS - STRATA PLAN 52741**

7 Oceanside Place, SUFFOLK PARK NSW 2481

DATE, PLACE & TIME OF MEETING: An Adjourned Annual General Meeting of The Owners - Strata Plan 52741 was held on Monday, 17 December 2024 at Via Zoom Teleconference (Details Below). The meeting commenced at 03:30 PM.

PRESENT IN PERSON OR BY PROXY:

Lot #	Unit #	Attendance	Owner Name/Representative
2	2	Yes	Matthew Wood
3	3	Yes	Michael Bowen
4	4	Yes	Rosemary Barker

CHAIRPERSON (acting): James Dawes on behalf of Strata North

Minutes of the meeting:

1 MINUTES - Noted

Resolved that the Owners - Strata Plan 52741 confirm the minutes of the last general meeting as a true and accurate account of the proceedings of that meeting.

2 KEY FINANCIAL INFORMATION - Noted

Resolved that the Owners - Strata Plan 52741 financial statements for the period ended 31/10/2024 as presented be adopted.

3 AUDITOR - No Action Required

Lost that the Owners - Strata Plan 52741 appoint an auditor.

4 STRATA COMMITTEE - SM Updated 17/12/24

- Resolved** that the nominations of the strata committee be Matthew Wood, Michael Bowen and Rosemary Barker.
- Resolved** that the number of members of the strata committee be three.
- Resolved** that Matthew Wood, Michael Bowen and Rosemary Barker be elected as the strata committee.
- Resolved** that the decision making powers of the strata committee be unlimited but in accordance with the Strata Schemes Management Act 2015.

5 VALUATION - Actioned 17/12/24

Resolved that the Owners - Strata Plan 52741 engage Strata North to obtain quotations for an insurance valuation and that the strata committee be empowered to provide instructions once the quotes have been received.

6 INSURANCES - Sent to R. Macgregor 17/12/24

Resolved that the Owners - Strata Plan 52741 insurances be confirmed as presented and that the Strata Committee be authorised to approve a quotation provided by the Strata Managing Agent upon renewal.

7 OFFICE BEARERS LIABILITY - Sent to R. Macgregor 17/12/24

Lost that the Owners - Strata Plan 52741 effect Office Bearers Liability.

8 TRAINING SERVICES AND COMMISSION DISCLOSURE - Noted

Resolved that the Owners - Strata Plan 52741 accept the report from the Strata Managing Agent on:-

Commissions or training services provided to or paid for in the past 12 months and an estimate of the amount or value of commissions or training services to be received in the next 12 months. Pursuant to Section 60 of the Strata Schemes Management Act 2015 the strata managing agent reports that as at the date of this notice:-

- The strata managing agent has received insurance commissions of \$1,362.14 excluding GST in the past 12 months, and an amount of \$1,566.46 excluding GST in insurance commissions is expected to be received in the next 12 months. The commission is paid to the strata managing agent by the insurer. No other commissions are received by the strata managing agent.
- No training services have been paid for the agent in the last 12 months and no training services are expected to be paid for the agent in the next 12 months.

- 9 PEST CONTROL - Actioned 17/12/24**
Resolved that the Owners - Strata Plan 52741 appoint a suitably qualified pest control company to conduct a termite inspection and attendance to the termite baiting system at the property.
NB: The Owner of Lot 4 advised that she has two baiting stations in her rear courtyard which will need to be included in the baiting program.
- 10 WORK, HEALTH & SAFETY INSPECTIONS - No Action Required**
Lost that the Owners - Strata Plan 52741 consents to the appointment of a consultant to ensure the Strata Scheme is fully compliant in accordance with the Work Health & Safety Act, 2011 (WH & S Act) and that the Strata Committee ensure that any matters requiring attention are addressed in accordance with the safety inspection record which is to be supplied to the strata manager and held in the owners corporation files.
- 11 ANNUAL FIRE SAFETY STATEMENT - Noted**
Lost that the Owners - Strata Plan 52741 in accordance with the Environmental Assessment and Planning Regulations the Owners Corporation obtain an Annual Fire Safety Statement and complete the mandatory fire safety maintenance as required.
NB: The Owners in attendance are not aware of any obligation to lodge an Annual Fire Safety Statement.
- 12 CAPITAL WORKS FUND ANALYSIS REPORT - Actioned 17/12/24**
Deferred that the Owners - Strata Plan 52741 review the current Capital Works Fund Analysis report (formally 10yr Sinking Fund Forecast) and engage a suitably qualified consultant to review and/or assess the capital upgrade and maintenance requirements of the building for the next ten (10) years or an updated report each five (5) years.
NB: Strata North to circulate the current Capital Works Fund Analysis Report to the incoming strata committee.
- 13 ASBESTOS AUDIT - No Action Required**
Lost that the Owners - Strata Plan 52741 engage a competent person to identify all Asbestos Containing Materials at the property, and if necessary, maintain an Onsite Asbestos Register which is available for employees, contractors and volunteers when working onsite.
- 14 DEBT RECOVERY - PAYMENT PLANS - Noted**
Resolved that the Owners - Strata Plan 52741 resolve pursuant to Section 85(5) of the Strata Schemes Management Act 2015 to agree to enter into payment plans for the payment of overdue levy contributions.
- 15 DEBT RECOVERY - Noted**
Resolved that the Owners - Strata Plan 52741 resolve pursuant to the Strata Schemes Management Act 2015 (including section 103) for the purpose of collecting levy contributions to authorise the Strata Managing Agent and/or the Strata Committee to do any one or more of the following:
- To issue arrears notices, reminder notices and/or letters to seek recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs/expenses and arrange and monitor payment plans;
 - To engage or appoint the services of Grace Lawyers to obtain legal advice and/or retain legal representation and/or experts on behalf of the Owners - Strata Plan 52741;
 - To issue demands, commence, pursue, continue or defend any court, tribunal or any other proceedings against any lot owner, mortgagee in possession and/or former lot owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;
 - Enter and enforce any judgment obtained in the collection of levy contributions including issuing writ for levy of property (personal and real property), garnishee orders, examination notices/orders/hearings, bankruptcy notices, statutory demands and commencing and maintaining bankruptcy proceedings or winding up proceedings;
 - Filing an appeal or defending an appeal against any judgment concerning the collection of levy contributions; and
 - Liaise, instruct and prepare all matters with the Owners Corporation's debt collection agents, lawyers and experts in relation to any levy recovery proceedings.
- 16 STRATA MANAGING AGENT - Actioned 17/12/24**
Resolved that the Owners - Strata Plan 52741 by ordinary resolution consents to the appointment of SMS Byron Bay/Ballina Pty Ltd trading as Strata North in accordance with section 49 of the Strata Schemes Management Act 2015 ("Act") as follows:
- Strata North ('Agent') be appointed as strata managing agent of the Owners - Strata Plan 52741;
 - The owners corporation delegate to the Agent all of its functions (other than those listed in section 52(2) of the Act) and all of the functions of its chairperson, secretary, treasurer and executive committee;
 - The owners corporation execute the written agreement ('Agreement') to give effect to the appointment and delegation;
 - The delegation is to be subject to the conditions and limitations set out in the Agreement;
 - Authority is given for two lot owners (or those representing them by proxy at this general meeting) to affix the common seal of the owners corporation to the agreement; and

- f. Authority is given for one lot owner (or that owners representative by proxy at this general meeting) to sign the Agreement to acknowledge that the owners corporation received a copy of this Agreement within 48 hours of its execution.
- g. The Owners - Strata Plan 52741 authorises to give representatives of Strata North authority under section 273 of the Strata Schemes Management Act 2015, to attest the fact and date of the affixing of the common seal of the Owners - Strata Plan 52741 whenever such seal is required to be affixed by authority of that owners corporation.
- h. In accordance with Section 265 of the Act the Owners Corporation changes its address for service of notices to: Strata North, PO Box 889, BALLINA NSW 2478, and to authorise the Strata Managing Agent to complete, execute under Common Seal and lodge the appropriate notices under Section 273 of the Act for registration at the Land and Property Information Agency.

17 LEVY CONTRIBUTIONS - Noted

Resolved that the Owners - Strata Plan 52741 in accordance with section 81 of the Strata Schemes Management Act 2015 confirm the Administration Fund contribution at \$17,810.00 per annum and that the amount of the Capital Works Fund be determined at \$9,500.00 per annum divided as per the unit entitlement of the individual Lots and payable Quarterly in advance on 1/01/2025, 1/04/2025, 1/07/2025, 1/10/2025.

18 ANNUAL REPORTING STRATA HUB - Actioned 17/12/24

Resolved that the Owners - Strata Plan 52741 Resolve to do the following:

- Delegate to the strata manager the function of updating the information and documents required to comply with the Strata Schemes Management Regulations 2021 (regulation 43A) relating to the Office of Fair Trading "strata hub".
- Approve the payment of the strata managers fees (additional services) under the Agency Agreement in the amount of \$220 incl GST per hour (in 6 minute increments or part thereof). At this stage, we estimate this to take 1 hour to compile and update the information on the hub.

19 ATO - PUBLIC OFFICER - Actioned 17/12/24

Resolved that the Owners - Strata Plan 52741 appoint Chad Duensing (Strata North, Director and Licensee) as the Public Officer of the Owners Corporation with the Australian Taxation Office.

20 OWNERS CORPORATION RECORDS - DESTROYING OF ARCHIVES OLDER THAN 7 YEARS - Noted

Resolved that the Owners - Strata Plan 52741 resolve in accordance with section 180(1) of the Strata Schemes Management Act 2015 to authorise Strata North to destroy all records (excluding building plans, meeting minutes and correspondence relating to any active matters) of the Owners Corporation after 7 years.

MEETING CLOSED

James Dawes - Licensed Strata & Community Manager
Strata North
Dated: 17 December 2024

**MINUTES OF THE STRATA COMMITTEE MEETING
THE OWNERS - STRATA PLAN 52741**

7 Oceanside Place, SUFFOLK PARK NSW 2481

DATE, PLACE & TIME OF MEETING: The Strata Committee of the Owners - Strata Plan 52741 was held on Monday, 16 December 2024 Via Zoom Teleconference (Details Below). The meeting commenced at the conclusion of the Annual General Meeting.

PRESENT IN PERSON:

Lot #	Unit #	Attendance	Owner Name/Representative
2	2	Yes	Mathew Wood
3	3	Yes	Michael Bowen
4	4	Yes	Rosemary Barker

CHAIRPERSON (acting): James Dawes on behalf of Strata North

Minutes of the meeting:

- 1 MINUTES - Noted**
Resolved that the minutes of the last strata committee meeting be confirmed as a true and accurate account of the proceedings of that meeting.
- 2 APPOINTING CONTACT POINT AND SUBSTITUTE CONTACT POINT - No Action Required**
Lost that the Strata Committee resolves to appoint a member of the Strata Committee to liaise with the strata manager and be the strata scheme's contact point. Further THAT an alternate member of the Strata Committee be nominated to liaise with the strata manager and be the scheme's substitute contact point.
- 3 ELECTION OF POSITIONS - SM Remains the Same 17/12/24**
Resolved that in accordance with the *Strata Schemes Management Act, 2015* the Strata Committee elect Matthew Wood - Chairperson and Secretary and Michael Bowen - Treasurer.
- 4 RATIFY WORKS - Noted**
Resolved that the Strata Committee ratify the works throughout the last financial year in accordance with the Expenditure By Account report attached to the meeting notice.
- 5 GENERAL DISCUSSION**
Resolved that the strata committee list and agree to action the following maintenance and/or other business item requiring attention:
 - a) It was noted that the building exterior requires pressure cleaning. Strata North are currently awaiting upon an updated quotation to have the building and driveway pressure cleaned and treated with antifungal solution. Once received the quote is to be circulated to the strata committee for their consideration. - Noted
 - b) The general water meter was discussed. It was reported that the mains water meter is obscured by overgrown vegetation. Rosemary offered to try and locate it and will advise the committee. - Noted
 - c) The strata committee agreed to meet up and undertake an audit of the grounds to determine which trees need pruning. The strata committee are then to advise Strata North so that instructions can be communicated to the landscaper to undertake a once off grounds cleanup. - Noted

MEETING CLOSED

James Dawes - Licensed Strata & Community Manager
Strata North
Dated: 17 December 2024

Proposed Budget to apply from 01/11/2024

The Owners Corporation - Strata Plan 52741

7 Oceanside Place, SUFFOLK PARK NSW 2481

General**Administrative Fund****Proposed
budget****Actual**
01/11/2023-31/10/2024**Previous
budget****Revenue**

Interest on Arrears--Admin	0.00	67.49	0.00
Levies Due--Admin	17,810.00	17,810.00	17,810.00
<i>Total revenue</i>	17,810.00	17,877.49	17,810.00

Less expenses

Admin--Agent Regulation 37 Report	132.00	132.00	110.00
Admin--Archive Storage Fee	77.00	77.00	66.00
Admin--Compliance & Risk Management	77.00	77.00	66.00
Admin--Debt Collection Expenses	0.00	44.00	0.00
Admin--Management Fees--Additional	0.00	235.07	0.00
Admin--Management Fees--Standard	1,820.00	1,735.00	1,735.00
Admin--Tax Return Prep & Lodgement	175.00	175.00	175.00
Insurance--Premiums	10,590.00	9,208.36	10,580.00
Maint Bldg--General Repairs	800.00	214.50	800.00
Maint Bldg--Pest/Vermin Control	924.00	924.00	924.00
Maint Grounds--Lawns & Gardens	2,050.00	1,925.00	2,500.00
Utility--Water Usage	205.00	140.51	850.00
<i>Total expenses</i>	16,850.00	14,887.44	17,806.00

Surplus/Deficit

	960.00	2,990.05	4.00
Opening balance	4,743.72	1,753.67	1,753.67

Closing balance

	\$5,703.72	\$4,743.72	\$1,757.67
Total units of entitlement	5		5
Levy contribution per unit entitlement	\$3,562.00		\$3,562.00

The Owners Corporation - Strata Plan 52741

7 Oceanside Place, SUFFOLK PARK NSW 2481

General**Capital Works Fund****Proposed
budget**

01/11/2023-31/10/2024

Actual**Previous
budget****Revenue**

Interest on Arrears--Capital Works

0.00

36.73

0.00

Levies Due--Capital Works

9,500.00

9,500.00

9,500.00

Total revenue

9,500.00

9,536.73

9,500.00

Less expenses

Maint Bldg--General Repairs

0.00

3,410.00

0.00

Total expenses

0.00

3,410.00

0.00

Surplus/Deficit

9,500.00

6,126.73

9,500.00

Opening balance

37,804.66

31,677.93

31,677.93

Closing balance

\$47,304.66

\$37,804.66

\$41,177.93

Total units of entitlement

5

5

Levy contribution per unit entitlement

\$1,900.00

\$1,900.00

Balance Sheet

As at 23/05/2025

The Owners Corporation - Strata Plan 52741

7 Oceanside Place, SUFFOLK PARK NSW 2481

	Current period
Owners' funds	
Administrative Fund	
Operating Surplus/Deficit--Admin	(9,369.00)
Owners Equity--Admin	4,743.72
	(4,625.28)
Capital Works Fund	
Operating Surplus/Deficit--Capital Works	1,890.00
Owners Equity--Capital Works	37,804.66
	39,694.66
Net owners' funds	\$35,069.38
Represented by:	
Assets	
Administrative Fund	
Cash at Bank--Admin	(3,734.78)
Receivable--Levies--Admin	890.50
	(2,844.28)
Capital Works Fund	
Cash at Bank--Capital Works	40,169.66
Receivable--Levies--Capital Works	475.00
	40,644.66
Unallocated Money	
Cash at Bank--Unallocated	3,434.50
	3,434.50
<i>Total assets</i>	41,234.88
Less liabilities	
Administrative Fund	
Prepaid Levies--Admin	1,781.00
	1,781.00
Capital Works Fund	
Prepaid Levies--Capital Works	950.00
	950.00
Unallocated Money	
Prepaid Levies--Unallocated	3,434.50
	3,434.50
<i>Total liabilities</i>	6,165.50
Net assets	\$35,069.38

Income & Expenditure Statement

for the financial year-to-date

01/11/2024 to 23/05/2025

The Owners Corporation - Strata Plan 52741

7 Oceanside Place, SUFFOLK PARK NSW 2481

Administrative Fund

Current period

01/11/2024-23/05/2025

Revenue

Levies Due--Admin 8,905.00

Total revenue 8,905.00

Less expenses

Admin--Archive Storage Fee 77.00

Admin--Compliance & Risk Management 77.00

Admin--Debt Collection Expenses 77.00

Admin--Management Fees--Additional 323.00

Admin--Management Fees--Standard 1,047.46

Insurance--Premiums 9,393.78

Insurance--Valuation 335.00

Maint Bldg--General Repairs 451.00

Maint Bldg--Pest/Vermin Control 924.00

Maint Bldg--Pressure Cleaning 4,356.00

Maint Grounds--Lawns & Gardens 1,155.00

Utility--Water Usage 57.76

Total expenses 18,274.00

Surplus/Deficit

(9,369.00)

Opening balance 4,743.72

Closing balance

-\$4,625.28

Capital Works Fund**Current period**

01/11/2024-23/05/2025

Revenue

Levies Due--Capital Works 4,750.00

Total revenue 4,750.00**Less expenses**

Maint Bldg--General Repairs 880.00

Maint Grounds--Landscaping 1,980.00

Total expenses 2,860.00**Surplus/Deficit**

1,890.00

Opening balance 37,804.66

Closing balance**\$39,694.66**

Income & Expenditure Statement for the financial year to 31/10/2024

The Owners Corporation - Strata Plan 52741

7 Oceanside Place, SUFFOLK PARK NSW 2481

Administrative Fund

	Current period 01/11/2023-31/10/2024	Annual budget 01/11/2023-31/10/2024	Previous year 01/11/2022-31/10/2023
Revenue			
Interest on Arrears--Admin	67.49	0.00	44.97
Levies Due--Admin	17,810.00	17,810.00	15,930.00
<i>Total revenue</i>	17,877.49	17,810.00	15,974.97
Less expenses			
Admin--Agent Regulation 37 Report	132.00	110.00	110.00
Admin--Archive Storage Fee	77.00	66.00	66.00
Admin--Compliance & Risk Management	77.00	66.00	66.00
Admin--Debt Collection Expenses	44.00	0.00	0.00
Admin--Management Fees--Additional	235.07	0.00	345.07
Admin--Management Fees--Standard	1,735.00	1,735.00	1,650.00
Admin--Tax Return Prep & Lodgement	175.00	175.00	175.00
Insurance--Premiums	9,208.36	10,580.00	9,198.43
Maint Bldg--General Repairs	214.50	800.00	1,000.67
Maint Bldg--Pest/Vermin Control	924.00	924.00	924.00
Maint Grounds--Lawns & Gardens	1,925.00	2,500.00	2,656.50
Utility--Water Usage	140.51	850.00	593.29
<i>Total expenses</i>	14,887.44	17,806.00	16,784.96
Surplus/Deficit	2,990.05	4.00	(809.99)
Opening balance	1,753.67	1,753.67	2,563.66
Closing balance	\$4,743.72	\$1,757.67	\$1,753.67

The Owners Corporation - Strata Plan 52741

7 Oceanside Place, SUFFOLK PARK NSW 2481

Capital Works Fund

	Current period	Annual budget	Previous year
	01/11/2023-31/10/2024	01/11/2023-31/10/2024	01/11/2022-31/10/2023
Revenue			
Interest on Arrears--Capital Works	36.73	0.00	29.53
Levies Due--Capital Works	9,500.00	9,500.00	9,500.00
<i>Total revenue</i>	9,536.73	9,500.00	9,529.53
Less expenses			
Maint Bldg--General Repairs	3,410.00	0.00	3,623.73
Maint Bldg--General Replacement	0.00	0.00	4,706.40
<i>Total expenses</i>	3,410.00	0.00	8,330.13
Surplus/Deficit	6,126.73	9,500.00	1,199.40
Opening balance	31,677.93	31,677.93	30,478.53
Closing balance	\$37,804.66	\$41,177.93	\$31,677.93

Income & Expenditure Statement for the financial year to 31/10/2023

The Owners Corporation - Strata Plan 52741

7 Oceanside Place, SUFFOLK PARK NSW 2481

Administrative Fund

	Current period 01/11/2022-31/10/2023	Annual budget 01/11/2022-31/10/2023	Previous year 01/11/2021-31/10/2022
Revenue			
Interest on Arrears--Admin	44.97	0.00	45.46
Levies Due--Admin	15,930.00	15,930.00	11,600.00
<i>Total revenue</i>	15,974.97	15,930.00	11,645.46
Less expenses			
Admin--Agent Regulation 37 Report	110.00	110.00	110.00
Admin--Archive Storage Fee	66.00	66.00	82.50
Admin--Compliance & Risk Management	66.00	66.00	66.00
Admin--Management Fees--Additional	345.07	0.00	88.00
Admin--Management Fees--Standard	1,650.00	1,650.00	1,569.00
Admin--Tax Return Prep & Lodgement	175.00	175.00	175.00
Insurance--Premiums	9,198.43	9,198.43	6,726.06
Maint Bldg--General Repairs	1,000.67	500.00	444.00
Maint Bldg--Pest/Vermin Control	924.00	924.00	924.00
Maint Grounds--Lawns & Gardens	2,656.50	2,400.00	2,017.25
Utility--Water Usage	593.29	800.00	547.20
<i>Total expenses</i>	16,784.96	15,889.43	12,749.01
Surplus/Deficit	(809.99)	40.57	(1,103.55)
Opening balance	2,563.66	2,563.66	3,667.21
Closing balance	\$1,753.67	\$2,604.23	\$2,563.66

The Owners Corporation - Strata Plan 52741

7 Oceanside Place, SUFFOLK PARK NSW 2481

Capital Works Fund

	Current period	Annual budget	Previous year
	01/11/2022-31/10/2023	01/11/2022-31/10/2023	01/11/2021-31/10/2022
Revenue			
Interest on Arrears--Capital Works	29.53	0.00	38.76
Levies Due--Capital Works	9,500.00	9,500.00	9,500.00
<i>Total revenue</i>	<u>9,529.53</u>	<u>9,500.00</u>	<u>9,538.76</u>
Less expenses			
Maint Bldg--General Repairs	3,623.73	0.00	10,505.40
Maint Bldg--General Replacement	4,706.40	0.00	(457.93)
<i>Total expenses</i>	<u>8,330.13</u>	<u>0.00</u>	<u>10,047.47</u>
Surplus/Deficit	<u>1,199.40</u>	<u>9,500.00</u>	<u>(508.71)</u>
Opening balance	30,478.53	30,478.53	30,987.24
Closing balance	<u>\$31,677.93</u>	<u>\$39,978.53</u>	<u>\$30,478.53</u>

Income & Expenditure Statement for the financial year to 31/10/2022

The Owners Corporation - Strata Plan 52741

7 Oceanside Place, SUFFOLK PARK NSW 2481

Administrative Fund

	Current period 01/11/2021-31/10/2022	Annual budget 01/11/2021-31/10/2022	Previous year 01/11/2020-31/10/2021
Revenue			
Interest on Arrears--Admin	45.46	0.00	20.60
Levies Due--Admin	11,600.00	11,600.00	10,800.00
<i>Total revenue</i>	11,645.46	11,600.00	10,820.60
Less expenses			
Admin--Agent Regulation 37 Report	110.00	110.00	110.00
Admin--Archive Storage Fee	82.50	66.00	66.00
Admin--Compliance & Risk Management	66.00	66.00	66.00
Admin--Management Fees--Additional	88.00	0.00	0.00
Admin--Management Fees--Standard	1,569.00	1,569.00	1,495.00
Admin--Tax Return Prep & Lodgement	175.00	120.00	110.00
Insurance--Premiums	6,726.06	5,480.00	4,980.42
Insurance--Valuation	0.00	0.00	429.00
Maint Bldg--General Repairs	444.00	500.00	838.50
Maint Bldg--Pest/Vermin Control	924.00	924.00	924.00
Maint Grounds--Lawns & Gardens	2,017.25	2,400.00	2,848.51
Utility--Water Usage	547.20	350.00	39.84
<i>Total expenses</i>	12,749.01	11,585.00	11,907.27
Surplus/Deficit	(1,103.55)	15.00	(1,086.67)
Opening balance	3,667.21	3,667.21	4,753.88
Closing balance	\$2,563.66	\$3,682.21	\$3,667.21

The Owners Corporation - Strata Plan 52741

7 Oceanside Place, SUFFOLK PARK NSW 2481

Capital Works Fund

	Current period	Annual budget	Previous year
	01/11/2021-31/10/2022	01/11/2021-31/10/2022	01/11/2020-31/10/2021
Revenue			
Interest on Arrears--Capital Works	38.76	0.00	18.13
Levies Due--Capital Works	9,500.00	9,500.00	9,500.00
<i>Total revenue</i>	<u>9,538.76</u>	<u>9,500.00</u>	<u>9,518.13</u>
Less expenses			
Maint Bldg--General Repairs	10,505.40	0.00	5,735.73
Maint Bldg--General Replacement	(457.93)	0.00	951.50
<i>Total expenses</i>	<u>10,047.47</u>	<u>0.00</u>	<u>6,687.23</u>
Surplus/Deficit	<u>(508.71)</u>	<u>9,500.00</u>	<u>2,830.90</u>
Opening balance	30,987.24	30,987.24	28,156.34
Closing balance	<u>\$30,478.53</u>	<u>\$40,487.24</u>	<u>\$30,987.24</u>

Income & Expenditure Statement for the financial year to 31/10/2021

The Owners Corporation - Strata Plan 52741

7 Oceanside Place, SUFFOLK PARK NSW 2481

Administrative Fund

	Current period 01/11/2020-31/10/2021	Annual budget 01/11/2020-31/10/2021	Previous year 01/11/2019-31/10/2020
Revenue			
Interest on Arrears--Admin	20.60	0.00	37.02
Levies Due--Admin	10,800.00	10,800.00	10,800.00
<i>Total revenue</i>	<u>10,820.60</u>	<u>10,800.00</u>	<u>10,837.02</u>
Less expenses			
Admin--Agent Regulation 37 Report	110.00	100.00	110.00
Admin--Archive Storage Fee	66.00	66.00	66.00
Admin--Compliance & Risk Management	66.00	66.00	66.00
Admin--Management Fees--Additional	0.00	0.00	55.00
Admin--Management Fees--Standard	1,495.00	1,495.00	1,425.00
Admin--Register Change of By-Laws (LPI)	0.00	0.00	629.70
Admin--Search Fees	0.00	0.00	43.41
Admin--Tax Return Prep & Lodgement	110.00	110.00	110.00
Insurance--Premiums	4,980.42	5,160.00	4,693.17
Insurance--Valuation	429.00	0.00	0.00
Maint Bldg--Consultants	0.00	0.00	107.00
Maint Bldg--General Repairs	838.50	500.00	662.00
Maint Bldg--Pest/Vermin Control	924.00	924.00	924.00
Maint Grounds--Lawns & Gardens	2,848.51	2,300.00	2,201.10
Utility--Water Usage	39.84	350.00	309.40
<i>Total expenses</i>	<u>11,907.27</u>	<u>11,071.00</u>	<u>11,401.78</u>
Surplus/Deficit	<u>(1,086.67)</u>	<u>(271.00)</u>	<u>(564.76)</u>
Opening balance	4,753.88	4,753.88	5,318.64
Closing balance	<u><u>\$3,667.21</u></u>	<u><u>\$4,482.88</u></u>	<u><u>\$4,753.88</u></u>

The Owners Corporation - Strata Plan 52741

7 Oceanside Place, SUFFOLK PARK NSW 2481

Capital Works Fund

	Current period	Annual budget	Previous year
	01/11/2020-31/10/2021	01/11/2020-31/10/2021	01/11/2019-31/10/2020
Revenue			
Interest on Arrears--Capital Works	18.13	0.00	32.74
Levies Due--Capital Works	9,500.00	9,500.00	9,500.00
<i>Total revenue</i>	9,518.13	9,500.00	9,532.74
Less expenses			
Maint Bldg--General Repairs	5,735.73	0.00	1,531.51
Maint Bldg--General Replacement	951.50	0.00	0.00
Maint Grounds - Pool Sauna/Equipment	0.00	0.00	3,443.00
<i>Total expenses</i>	6,687.23	0.00	4,974.51
Surplus/Deficit	2,830.90	9,500.00	4,558.23
Opening balance	28,156.34	28,156.34	23,598.11
Closing balance	\$30,987.24	\$37,656.34	\$28,156.34

ENDORSEMENT TAX INVOICE

The Owners Of Strata Plan 52741
C/- Strata North
Suite 5, 317 River Street
BALLINA NSW 2478

Date: 15/01/2025
Invoice Number: 1038329
Key Contact: Karen Evans

Thank you for using our services to arrange this insurance cover.

Brief details of the cover arranged on your behalf are given below. You should refer to the policy documents issued by the insurer for complete policy terms and conditions.

Please read carefully the important notices attached regarding your duty of disclosure. Do not hesitate to contact us with any questions you may have.

Type of Policy	CHU Residential
Insured	The Owners Of Strata Plan 52741
Description	7 Oceanside Place, Suffolk Park NSW 2481
Insurer	CHU Underwriting Agencies
Policy Number	826914
Period of Insurance	11/12/2024 to 11/12/2025
Effective Date	13/01/2025

Premium	FSL	Underwriting Agency Fee	Insurer Total GST	Stamp Duty	Broker Fee	Broker Fee GST	Invoice Total
\$ 135.54	\$ 17.88	\$ 30.00	\$ 18.34	\$ 15.20	\$ 44.00	\$ 4.40	\$ 265.36

Commission included within base premium = \$ 27.11 excl GST

Payment Options



DEFT Reference Number
405076210383295

Pay by credit card or registered bank account at www.deft.com.au.
Payments by credit card may attract a surcharge.



Name: The Owners Of Strata Plan 52741
Invoice No: 01038329
Total: \$ 265.36
Due Date: 27/01/2025



*498 405076 210383295

Pay in-store at Australia Post by cheque or EFTPOS



Biller Code: 20362
Ref: 405076210383295

Total Due: \$ 265.36

Contact your participating financial institution to make BPAY payments using the biller code and reference number as detailed above

+405076 210383295 <

000026536<2+

THIS POLICY HAS BEEN ENDORSED TO INCREASE THE BUILDING SUM INSURED FROM \$3,000,000 TO \$3,086,797 WITH EFFECT FROM 13.01.25; IN ALL OTHER RESPECTS, THIS POLICY REMAINS UNALTERED.

CHU RESIDENTIAL STRATA POLICY SUMMARY

Insured: The Owners Of Strata Plan 52741
Situation: 7 Oceanside Place, Suffolk Park NSW 2481

SECTIONS

POLICY 1 – BUILDING & COMMON CONTENTS

Building(s) and Common Property	\$	3,086,797
Loss of Rent/Temporary Accommodation	\$	463,019
Common Area Contents	\$	30,868
Fusion of an electric motor not exceeding \$5,000 in value	\$	Included
Flood	\$	Included

POLICY 2 – LEGAL LIABILITY

Indemnity limit	\$	20,000,000
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POLICY 3 – VOLUNTARY WORKERS

Capital Benefits	\$	200,000
Weekly Benefits	\$	2,000

POLICY 4 – FIDELITY GUARANTEE

Fidelity Guarantee	\$	100,000
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POLICY 5 – OFFICE BEARERS LIABILITY

Indemnity limit	\$	Not Selected
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POLICY 6 – MACHINERY BREAKDOWN

Indemnity Limit	\$	Not Selected
Loss of Rent/Temp Accommodation (20%)	\$	Not Selected

POLICY 7 – CATASTROPHE (BUILDING & COMMON CONTENTS)

Total Catastrophe cover	\$	Not Selected
Extended cover - rent/temporary accommodation	\$	Not Selected
Escalation in cost of temporary accommodation	\$	Not Selected
Cost of storage and evacuation	\$	Not Selected

POLICY 8 – GOVERNMENT AUDIT COSTS & LEGAL EXPENSES

Government audit costs	\$	25,000
Appeal expenses – Common property health and safety breaches	\$	100,000
Legal defence expenses	\$	50,000

POLICY 9 – LOT OWNERS, FIXTURES AND IMPROVEMENTS (PER LOT)

Indemnity Limit	\$	250,000
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Excesses:

Policy 1	Flood	\$	2,000
Policy 1	Earthquake (per claim or series of claims occurring over a period of 72 hours)	\$	500
Policy 1	All Other Claims	\$	2,000
Policy 8	Legal Defence Expenses	\$	1,000

This Policy has been written through:
 CHU Underwriting Agencies Pty Ltd.
 ABN 18 001 580 070.
 Level 33, 101 Miller St, North Sydney NSW 2060

CHU Underwriting Agencies Pty Ltd is underwritten
 by
 QBE Insurance (Australia) Limited
 ABN 28 008 485 014
 388 George Street, Sydney, NSW, 2000

SPECIAL TERMS AND CONDITIONS

The following terms and conditions are subject to the terms received from your insurer.

Excesses – explanatory notes

Whenever an Excess and amount is shown in the Schedule or Policy Wording, You must pay or contribute the stated amount for each claim You make against the Insured Event.

Water Damage Excess

The following Excess will apply to Policy 1 – Insured Property for loss or damage caused by:

- Damage from bursting, leaking, discharging or overflowing of tanks, apparatus or pipes
- Rainwater

The additional Excess payable will be shown on Your Policy Schedule.

Other excesses apply. These are listed on your Policy Schedule or described in the Policy Wording.

This is a summary only. Full Terms and Conditions are as per the Insurer's Product Disclosure Statement/Policy Wording.

Building Details:

Year Built:	1996	External Walls:	Rendered Masonry and FC Cladding	% of Commercial	0
No. of Lots:	5	Roof:	Tile	% Holiday Let	0
No. of Storeys:	2	Floors:	Concrete/Timber Upper	No. of Lifts:	0
Rewired/replumbed:	No	Claddings:	FC Cladding	No. of pools:	0
Common Property only:			N/A		
OTHER (Defects / Car Stacker etc)			Solar Panels		

If any of the above details are incorrect please advise either BCB or your Strata Manager as a change in your details may result in either a variation to your insurance terms or a withdrawal of cover in certain circumstances.

ADDITIONAL COVERS AVAILABLE

The Owners Corporation may wish to consider cover for the following contingencies:

Machinery Breakdown You may need this cover if you have the following –

- Lifts, escalators and inclinator
- Other electrical and mechanical machinery, boilers and pressure vessels and other similar plant.
- Fusion for large motors

Fusion is covered for electric motors not exceeding \$5,000 in value as per the terms and conditions of the policy.

If you have motors of a higher value you may need to consider obtaining Machinery Breakdown insurance which also includes fusion.

Catastrophe Insurance Cover available up to 30% of Building Sum Insured for an additional premium.

Office Bearers Liability To increase your sum insured to \$5,000,000 (min recommendation).
A quotation will be arranged upon request.

Please contact your strata manager or BCB for more information.

SWS

BUILDING SERVICES



LICENCED BUILDING CONSULTANT : BC879



**AUSTRALIAN
INSTITUTE OF
BUILDING
SURVEYORS**



**PO Box 7028, East Ballina NSW 2478
Phone : 66 875979 Fax : 66 875979
Mobile : 0423 538855
Email : swsbuilding@iprimus.com.au**

SINKING FUND FORECAST

PROPERTY DESCRIPTION

**7 Oceanside Pl,
SUFFOLK PARK**

Strata Plan : 52741

5 June 2008

COMMISSIONED BY

SMS Community & Strata Specialists

PROPERTY REPORT

SWS Building Services

PROPERTY:**7 Oceanside PI, SUFFOLK PARK**

Version 1

STRATA:**52741****Items**

	Qty	Unit	Rate (\$)	Value	Next Due	Total Life	Comment
1. Re Painting							See Item 1 in Condition Summary
Repaint metal gutters	136	m	5	680	2	8	
Repaint PVC downpipes	89	m	5	445	2	8	
Repaint F/C Eaves, Deck Soffits	165	m2	15	2475	2	8	
Repaint timbers (100-200mm) fascia, barge etc	191	m	7	1337	2	8	
Repaint timbers (100-200mm)	70	m	7	490	2	8	
Repaint timbers (300-400mm)	40	m	10	400	2	8	
Repaint smooth ext cladding	23	m2	15	345	2	8	
Repaint entry doors / frames	2	no.	63	126	2	8	
Repaint metals balustrade	58	m	7	406	2	8	
Repaint metals (100-200mm)	110	m	6	660	2	8	
Repaint timber gates / shutters	48	m2	25	1200	2	8	
Restain / clear textured surface.	25	m2	14	350	2	4	
Restain / clear coat timbers (100-200mm)	27	m	4	108	2	4	
Restain / clear coat Timbers (200-300mm)	92	m	5	460	2	4	

Note: High level works may require scaffolding to provide suitable access and to satisfy Workcover requirements. No allowance has been included and is subject to quotation.

Applied Texture Coatings**External**

Recoat external walls	920	m2	40	36800	13	25	Grano tex or similar
Cosmetic crack repairs				1000	1		Provisional Sum

2. Roofing & Rainwater Goods

							See Item 2 in Condition Summary
Replace terra cotta roof tiles	525	m2	61	32025	33	45	Note: Subject to Body Corp discretion
Replace ridge tiles	64	m	40	2560	33	45	
Replace barge tiles	55	m	22	1210	33	45	
Repoint roof ridge tiles	64	m	18	1152	8	20	
Replace PC guttering	136	m	42	5712	8	20	Colour coated zinc steel
Replace PVC downpipes	89	m	38	3382	13	25	80mm dia
Replace valleys	15	m	49	735	18	30	.6mm zinc steel
Replace lead flashings	80	m	72	5760	18	30	< 250mm x .9mm

PROPERTY REPORT

SWS Building Services

Acrylic Domed Skylight 600x600	4 no.	430	1720	13	25
Replace PVC gable ventilator 400dia	2 no.	75	150	13	25

3. Fencing & Carpentry

Replace unroofed timber pergolas	21 m2	50	1050	8	20	See Item 3 in Condition Summary no battens, re-use columns
Replace timber window shutters	16 m2	100	1600	8	20	
Replace 200mm ornate steel balustrade	58 m	110	6380	18	30	
Replace timber courtyard gates	8 m2	100	800	8	20	
Replace 1.5m Timber Paling C/Yard Fence (100%)	9 m	54	486	8	20	
Replace 1.5m Timber Paling Bdry Fence (50%)	67 m	27	1809	8	20	
Replace 1.5-1.8m Brush fence (100%)	17 m	175	2975	13	25	
Replace 1.5-1.8m Brush fence (50%)	66 m	88	5808	13	25	

4. Further Items

Replace damaged external lighting			150			See Item 4 in Condition Summary Annual Allowance
Replace damaged external tiling			100			Annual Allowance
Replace insect screens (windows / doors)	108 m2	63	6804	18	30	
Replace security insect screens (windows/doors)	8 m2	150	1200	18	30	
Replace metal mailboxes	6 no.	75	450	18	30	
Pressure clean / minor maintenance driveway/pavers	420 m2	2	840	5	10	
Replace garage Rolladoor (single)	5 no.	550	2750	8	20	not incl auto openers

PROPERTY:**7 Oceanside Pl, SUFFOLK PARK**

Version 1

STRATA:**52741****Items**

Qty	Unit	Rate (\$)	Value	Next Due	Total Life	Comment
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PLANNED EXPENDITURE

SWS Building Services

PROPERTY:

STRATA PLAN NO:

Items

7 Oceanside PI, SUFFOLK PARK

52741

Indicates anticipated year works required

Version 1

Items	Cost	1-Nov-08	1-Nov-09	1-Nov-10	1-Nov-11	1-Nov-12	1-Nov-13	1-Nov-14	1-Nov-15	1-Nov-16	1-Nov-17
1. Re Painting											
Repaint metal gutters	680	340	357	94	98	103	108	114	120	126	132
Repaint PVC downpipes	445	223	234	61	64	68	71	75	78	82	86
Repaint F/C Eaves, Deck Soffits	2475	1238	1299	341	358	376	395	415	435	457	480
Repaint timbers (100-200mm) fascia, barge etc	1337	669	702	184	193	203	213	224	235	247	259
Repaint timbers (100-200mm)	490	245	257	68	71	74	78	82	86	90	95
Repaint timbers (300-400mm)	400	200	210	55	58	61	64	67	70	74	78
Repaint smooth ext cladding	345	173	181	48	50	52	55	58	61	64	67
Repaint entry doors / frames	126	63	66	17	18	19	20	21	22	23	24
Repaint metals balustrade	406	203	213	56	59	62	65	68	71	75	79
Repaint metals (100-200mm)	660	330	347	91	96	100	105	111	116	122	128
Repaint timber gates / shutters	1200	600	630	165	174	182	191	201	211	222	233
Restain / clear textured surface.	350	175	184	96	101	106	112	117	123	129	136
Restain / clear coat timbers (100-200mm)	108	54	57	30	31	33	34	36	38	40	42
Restain / clear coat Timbers (200-300mm)	460	230	242	127	133	140	147	154	162	170	178

Note: High level works may require scaffolding to provide suitable access and to satisfy Workcover requirements. No allowance has been included and is subject to quotation.

Applied Texture Coatings

External

Recoat external walls	36800	2831	2972	3121	3277	3441	3613	3794	3983	4182	4391
Cosmetic crack repairs	1000	1000									

2. Roofing & Rainwater Goods

Replace terra cotta roof tiles	32025	970	1019	1070	1123	1180	1239	1301	1366	1434	1505
Replace ridge tiles	2560	78	81	86	90	94	99	104	109	115	120
Replace barge tiles	1210	37	39	40	42	45	47	49	52	54	57
Repoint roof ridge tiles	1152	144	151	159	167	175	184	193	203	85	89
Replace PC guttering	5712	714	750	787	827	868	911	957	1005	422	443
Replace PVC downpipes	3382	260	273	287	301	316	332	349	366	384	404
Replace valleys	735	41	43	45	47	50	52	55	57	60	63
Replace lead flashings	5760	320	336	353	370	389	408	429	450	473	496

PLANNED EXPENDITURE

SWS Building Services

Acrylic Domed Skylight 600x600	1720	132	139	146	153	161	169	177	186	195	205
Replace PVC gable ventilator 400dia	150	12	12	13	13	14	15	15	16	17	18

3. Fencing & Carpentry

Replace unroofed timber pergolas	1050	131	138	145	152	160	168	176	185	78	81
Replace timber window shutters	1600	200	210	221	232	243	255	268	281	118	124
Replace 200mm ornate steel balustrade	6380	354	372	391	410	431	452	475	499	524	550
Replace timber courtyard gates	800	100	105	110	116	122	128	134	141	59	62
Replace 1.5m Timber Paling C/Yard Fence (100%)	486	61	64	67	70	74	78	81	85	36	38
Replace 1.5m Timber Paling Bdry Fence (50%)	1809	226	237	249	262	275	289	303	318	134	140
Replace 1.5-1.8m Brush fence (100%)	2975	229	240	252	265	278	292	307	322	338	355
Replace 1.5-1.8m Brush fence (50%)	5808	447	469	493	517	543	570	599	629	660	693

4. Further Items

Replace damaged external lighting	150	150	158	165	174	182	191	201	211	222	233
Replace damaged external tiling	100	100	105	110	116	122	128	134	141	148	155
Replace insect screens (windows / doors)	6804	378	397	417	438	459	482	507	532	558	586
Replace security insect screens (windows/doors)	1200	67	70	74	77	81	85	89	94	98	103
Replace metal mailboxes	450	25	26	28	29	30	32	34	35	37	39
Pressure clean / minor maintenance driveway/pavers	840	168	176	185	194	204	107	113	118	124	130
Replace garage Rolladour (single)	2750	344	361	379	398	418	439	461	484	203	213

Sub Total	14259	13922	10824	11365	11934	12423	13044	13697	12679	13313
Residential Sinking Fund (\$6768.00)	6768.00									
Sub Total	7491	13922	10824	11365	11934	12423	13044	13697	12679	13313
+ Contingency & Round Up	1426	1392	1082	1137	1193	1242	1304	1370	1268	1331
TOTAL CONTRIBUTION	8917	15314	11907	12502	13127	13666	14349	15066	13947	14645

PROPERTY:

STRATA PLAN NO:

Items

7 Oceanside PI, SUFFOLK PARK

52741

Cost

1-Nov-08 1-Nov-09 1-Nov-10 1-Nov-11 1-Nov-12 1-Nov-13 1-Nov-14 1-Nov-15 1-Nov-16 1-Nov-17

Indicates anticipated year works required

Version 1

From: Renae Macgregor
Sent: 26/03/2025 10:28:56 AM
To: Tahlia Taranto
Cc:
Subject: 52741 - FW: Termite Station Monitor -

Kind Regards,
Renae



Renae Macgregor | Insurance / Administration
Suite 5, 317 River Street, Ballina
(02) 6681 4944 stratanorth.com.au
'We Listen, We Act, We're Local'



Liability limited by a scheme approved under Professional Standards Legislation.

If you wish to give feedback regarding your experience with Strata North, please email Chad Duensing at chad@stratanorth.com.au

Disclaimer: Please note any emails sent to our office will be kept on the file of the Owners Corporation and form part of the historical records.

From: Sanctuary Pest Management <service@sanctuarypest.com.au>
Sent: Wednesday, 26 March 2025 10:16 AM
To: brenwilt@bigpond.com; Renae Macgregor <admin@stratanorth.com.au>; Invoices <invoices@stratanorth.com.au>
Subject: Termite Station Monitor -

Hi Brenda - Unit#5,

An email update to confirm we were out at 7 Oceanside Place on MON 24/03/25 to complete a check of the termite stations. The technician has advised no current termite activity in the stations and no current termite damage to the stations. We will be back out for the next check in approximately 2 months.

If you have any questions about this service, please email or phone me on the office number of 6685 4490.

Kind regards,

Sanctuary Pest Management



tel: (02) 6685 4490 fax: (02) 6685 4792
PO Box 995 Byron Bay NSW 2481
email: sanctuary@mulum.com.au
web: www.sanctuarypest.com.au



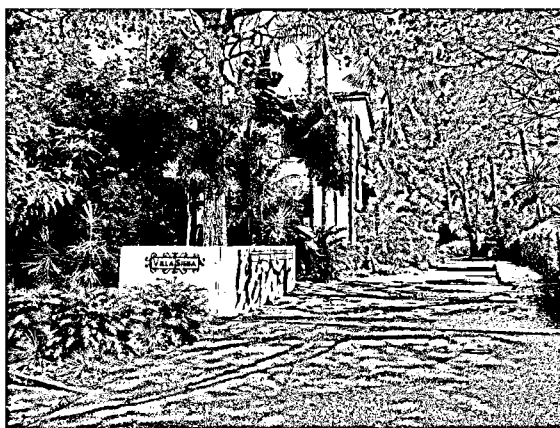


tel: (02) 6685 4490 fax: (02) 6685 4722
PO Box 2606 Byron Bay NSW 2481
email: sanctuary@termite.com.au
web: www.sanctuarypest.com.au



Sanctuary Pest Management
2/27 Brigantine Street
BYRON BAY NSW 2481
Tel: 02 6685 4490
service@sanctuarypest.com.au

Regular Visual Termite Inspection Report in Accordance with AS 3660.2-2017



7 Oceanside Pl , Suffolk Park

Purpose Of Inspection:

The purpose of this inspection is to give advice about the condition of the property with regard to subterranean termites.

INSPECTOR DETAILS

Name Of Inspection Firm:	Sanctuary Pest Management
Contact Phone:	0266854490
Technician Name:	Brad Purtell
Report Prepared Date:	21/01/2025

CONTACT DETAILS

Inspection Requested By:	Strata North P.O Box 889 Ballina NSW 2478
Inspection Requested For:	Same as Inspection Requested By
Cost Billed To:	Same as Inspection Requested By
Contact For Access:	Same as Inspection Requested By

INSPECTION DETAILS

Property Inspected Details:	7 Oceanside Place Suffolk Park NSW 2481
Inspection Date/Time:	22/01/2025 8:00 AM
Weather Condition(s):	Sunny
Standard Tools Used:	Binoculars, Compass, Knife, Ladder (3.6m), Magnifying Glass (x10), Moisture meter, Powerful Torch, Sounding Device, Stepladder (2.1m), Screwdriver

TERMITE REPORT SUMMARY

The Summary section is not the complete Report and therefore cannot be relied oncompletely. The full report must be read together with the summary.

ACCESS

Are there any Area(s) and/or Section(s) to which Access should be gained? Yes

For complete and accurate information You must refer to the following complete Termite Report.

TERMITE ACTIVITY

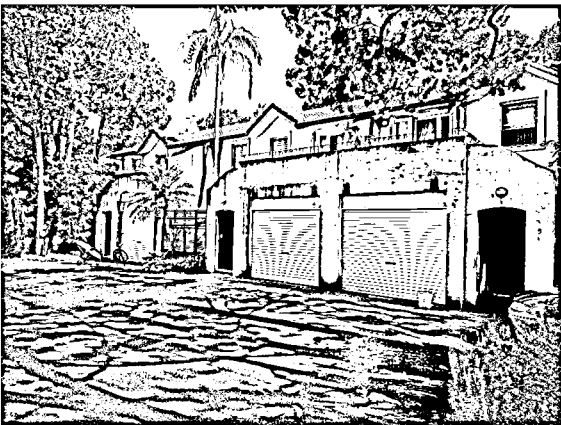
Were active subterranean termites (live specimens) found in any of the structures inspected?	No
Were active subterranean termites (live specimens) found on the site improvements (for termite activity in structures please see above)?	No
Was visible evidence of subterranean termite workings or damage found in any of the structures inspected?	No
Was visible evidence of subterranean termite workings or damage found on the site improvements (for termite evidence in structures please see above)?	No
Overall Degree of Risk of Termite Infestation:	Moderate to high

1: STRUCTURE(S) INSPECTED:

1.1 STRUCTURE NAME: Villa Siena

STRUCTURAL DETAILS

Structure Type:	Double Storey, TownHouse
Orientation:	South
Areas Inspected:	Internal & external areas of property.
	Areas Not Inspected: No inspection was made, and no report is submitted, of inaccessible areas. These include, but may not be limited to, concealed frame timbers, eaves, areas concealed by concrete floors, wall linings, soil, landscaping, rubbish, floor coverings, furniture, pictures, appliances, stored items, insulation, hollow blocks/posts. Furnishings, furniture & stored items were not inspected.
Furnished:	Yes
Foundations:	Slab on Ground
Exterior Walls:	Brick Veneer - Rendered, Full Brick
Roof Structure/s:	Pitched Roof
Roof Covering/s:	Concrete tile
Flooring:	Concrete Slab



Back units

INSPECTION ZONE

Is there a Termite Inspection Zone Present?	No
---	----

Where the report indicates that there is a termite inspection zone, it must be maintained for future inspections.

Where the report indicates that there is no termite inspection zone, some form of termite risk management needs to be put in place to reduce the risk of unseen termite entry at this property. this property.

A Termite Inspection Zone is an unobstructed space which the termites must cross or pass around in order to gain access to a building or structure. As a consequence their presence should be revealed during a visual inspection.

ACCESS ISSUE - Some internal walls and skirting boards.

Access Issue Type:	Restricted Access
Reason(s) Why:	Heavy Furniture, Shelving, Stored Goods (Concealing), Stored Goods (Physical Prevention) Hot water system.

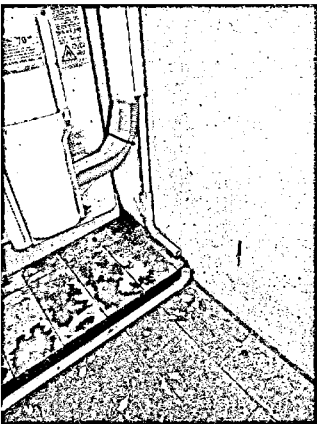


Example of hot water systems restricting access to some parts of internal walls.

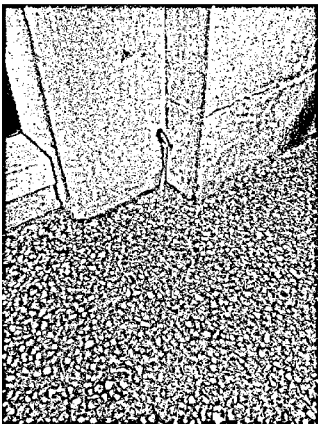
IMPORTANT: If a complete Inspection of the above areas was not possible, timber pest activity and/or damage may exist in these areas. Further Inspections are strongly recommended to the areas where Reasonable Access is Unavailable, Obstructed or Restricted or a High Risk of possible Termite Activity and/or Damage exists.

CONDITIONS CONDUCIVE TO TERMITE INFESTATION AND TERMITE ENTRY

Subfloor Conditions:	Not Applicable as no Subfloor
Exterior Conditions:	Airconditioning/Hotwater System Issues Present, Drainage Issues Present IMPORTANT: The presence of conducive conditions is a termite management hazard as it increases the risk of termite activity at that location. The presence of areas providing potential for hidden termite entry into the structure increases the risk of undetected termite entry and potential termite damage occurring prior to the termite activity being identified or discovered.
Interior Conditions:	Moisture damage present
Roof Void Conditions:	None
Was Vegetation Found Against or Within 5 Metres of the Structures:	Vegetation on or against the structure IMPORTANT: Vegetation on or against the structure is a hazard, it increases termite management hazard as it can allow undetected termite entry and compromise the effectiveness of any installed termite system. It is the owner's responsibility to remove or modify these hazards.



Example of AC outlet pipe not connected to drain, moisture may attract termites. (Unit 1,3)



Example of hot water system outlet not connected to drainage. (unit 1)



Example of vegetation and gardens against structures.



Example of external shower without drainage, may allow moisture build up around structure at unit 3.

STRUCTURE TERMITE ISSUES

No structure termite issues were identified on the day of inspection.

2: SITE IMPROVEMENTS:

SITE CONDUCTIVE CONDITIONS PRESENT

Conductive Conditions Present:

Was susceptible vegetation, deadwood, stumps, trees or roots (+50mm diameter) found on the property and within 5 metres of the structure?

Were there susceptible trees found within 5m of the stucture that may grow over 10 metres height?

Were there susceptible trees greater than 200mm diameter on the property and more than 5 metres and less than 50 metres from the structure?

Yes. Mulched areas, Garden Edging
Surrounding fencing in ground contact.
IMPORTANT: Our firm cannot accept responsibility for termite attack damage resulting from your failure to rectify the conducive conditions outlined in this report. Also refer to SECTION 3.15 for further information.

No

IMPORTANT: Vegetation on or against the structure is a termite management hazard, as it can allow undetected termite entry or compromise the effectiveness of an installed termite system. It is the owner's responsibility to remove these hazards. Also refer to SECTION 3.15 for further information.

Yes

Number of trees: 2
IMPORTANT: Where trees that can grow above 10 metres and within 5 metres of the structure are present, it is recommend you consult an arborist as to the management or removal of the trees and local council be consulted about their tree management regulations.

No



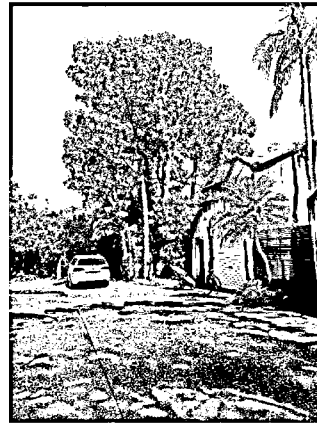
Example of surrounding timber fencing in ground contact.



Example of garden edging timbers in ground contact. Would recommend replacing with less susceptible alternatives.



Example of mulched gardens near structure - may attract termites.



Example of susceptible trees on site.

SITE ACCESS ISSUES

No site access issues were identified on the day of inspection.

SITE TERMITE ISSUES

No site termite issues were identified on the day of inspection.

3. TERMS AND CONDITIONS

1. The Inspector inspected all timber structures such as, decking, extensions, patios, dividing fences, retaining walls constructed with timber, tree stumps within 30 metres of the main building and inside the property boundary.
2. The inspection and report are provided in accordance with the Australian Standards (as amended from time to time) to provide a report on termite activity.
3. This regular termite Inspection was carried out in accordance with AS3660.2 - 2017 Termite management: Part 2.
4. This report is an assessment of areas which the Inspector can see and access to determine the existence or evidence of activities of Subterranean termites.
5. Any restricted areas, structures, furniture which prevent or hinder visual inspection was not moved. The inspector did not undertake any invasive digging, cutting, separated, or pulled apart to gain access.

4: FINAL DETAILS:

TERMITE MANAGEMENT STICKER

Is there a Termite Management Sticker?

Yes
WARNING: This firm can give no assurances with regard to work that may have been previously performed by other firms. You should obtain copies of all paperwork and make your own inquiries as to the quality of the treatment, when it was carried out and warranty information. In most cases you should arrange for a treatment in accordance with 'Australian Standard 3660' be carried out to reduce the risk of further attack.

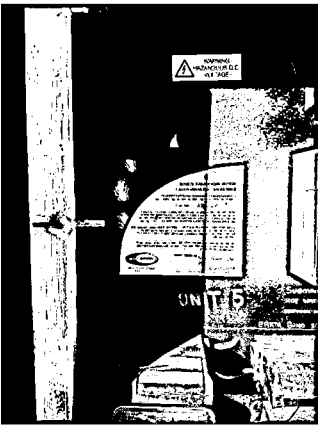
Type of Treatment:

Post-Construction

The location of the termite sticker is:

Electrical Meter Box

Image of Termite Management Sticker



Exterra Termite Management System

Did you find evidence of a sticker that has since been removed?

No

Evidence of Previous Treatment:

Monitoring Stations
Monitoring stations installed and managed by Sanctuary Pest Management.

Chemical soil treatment identified:

No

Environmental Termite Pressure:

Level of Termite Pressure: High
Overall Degree of Risk of Termite Infestation: Moderate to high

RECOMMENDATIONS

Termite Management Recommendation:

A previous termite management system installed by us is current

Frequency of Further Inspections:

12 months

Other Inspections Recommended:

No

FUTURE INSPECTIONS: AS 3660.2-2017 recommends that inspections be carried out at intervals no greater than annually and that, where termite "pressure" is greater, this interval should be shortened. Inspections WILL NOT stop termite infestation; however, the damage which may be caused will be reduced when the infestation is found at an early stage.

GENERAL COMMENTS

No live termites located at time of inspection.
Recommend rectifying any conducive conditions possible.

SIGNED BY INSPECTOR

Inspector Name: **Brad Purtell**

License Number: **5073805**

Date: **21/01/2025**

Signed: 

Strata Roll

The Owners Corporation - Strata Plan 52741 7 Oceanside Place, SUFFOLK PARK NSW 2481

INDIVIDUAL LOT

Lot 5 Associated lots: Unit no. 5

Unit entitlements

Levy 1.00 / 5.00

Owners

Name	Address for service of notices
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W R & B C Gray	5/7 Oceanside Place, SUFFOLK PARK NSW 2481
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Date of entry 30/09/1996

Date of purchase 19/07/1996

Mortgages None

Leases None

Owner Ledger

Start Date: 01/05/2023

End Date: 31/05/2027

Owners: One only

The Owners Corporation - Strata Plan 52741

7 Oceanside Place, SUFFOLK PARK NSW 2481

Lot 5 Unit 5 Brenda Gray

UE / AE: 1.00 / 5.00

Levies

Levy no.	Due date	Frequency	Details	Admin Fund		Capital Works Fund		Interest paid	Discount	Levy type	Status	Group
				Due	Paid	Due	Paid					
			Balance brought forward	0.00		0.00						
1	01/07/2023	Quarterly	Quarterly Admin/Capital Works Levy	796.50	796.50	475.00	475.00	0.00	0.00%	Standard	Normal	None
2	01/10/2023	Quarterly	Quarterly Admin/Capital Works Levy	796.50	796.50	475.00	475.00	0.00	0.00%	Standard	Normal	None
3	01/01/2024	Quarterly	Quarterly Admin/Capital Works Levy	890.50	890.50	475.00	475.00	16.07	0.00%	Standard	Normal	None
4	01/04/2024	Quarterly	Quarterly Admin/Capital Works Levy	890.50	890.50	475.00	475.00	13.09	0.00%	Standard	Normal	None
5	01/07/2024	Quarterly	Quarterly Admin/Capital Works Levy	890.50	890.50	475.00	475.00	0.00	0.00%	Standard	Normal	None
6	18/09/2024	Once-off	Lot 5: Debt recovery Stage 1	44.00	44.00	0.00	0.00	0.00		Owner Invoice	Normal	None
7	01/10/2024	Quarterly	Quarterly Admin/Capital Works Levy	890.50	890.50	475.00	475.00	0.00	0.00%	Standard	Normal	None
8	01/01/2025	Quarterly	Quarterly Admin/Capital Works Levy	890.50	890.50	475.00	475.00	0.00	0.00%	Standard	Normal	None
9	01/04/2025	Quarterly	Quarterly Admin/Capital Works Levy	890.50	890.50	475.00	475.00	0.00	0.00%	Standard	Normal	None
10	01/07/2025	Quarterly	Quarterly Admin/Capital Works Levy	890.50	0.00	475.00	0.00	0.00	0.00%	Standard	Normal	None
11	01/10/2025	Quarterly	Quarterly Admin/Capital Works Levy	890.50	0.00	475.00	0.00	0.00	0.00%	Standard	Normal	None

Current position: Unallocated prepayments \$0.00

Levy arrears & owner invoices due \$0.00

Interest on levy arrears \$0.00

Receipts

Date	Receipt no.	Subtype	Status	Source	Admin Fund		Capital Works Fund		Unallocated		Total amount	Cheque no.	Levy no.
					Paid	Interest	Paid	Interest	Paid				
19/05/2023	177	Receipt	Banked		1,602.38	10.47	955.60	6.25	0.00		2,574.70		1, 2
12/10/2023	182	Receipt	Banked		787.12	0.00	469.40	0.00	0.00		1,256.52		2

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Lot 5	Unit 5	Brenda Gray		UE / AE: 1.00 / 5.00						
12/02/2024	187	Receipt	Banked	880.25	10.25	469.53	5.47	0.00	1,365.50	3
06/05/2024	191	Receipt	Banked	892.12	8.77	475.86	4.67	0.00	1,381.42	3, 4
25/09/2024	197	Receipt	Banked	1,827.73	0.00	951.47	0.00	0.00	2,779.20	4, 5, 7, 6
20/01/2025	204	Receipt	Banked	896.40	0.00	478.14	0.00	0.00	1,374.54	7, 8
09/05/2025	209	Receipt	Banked	890.50	0.00	475.00	0.00	0.00	1,365.50	9