

STRATA SCHEME
INSPECTION REPORT

SP74605

2/14-16 Old Bangalow Road
Byron Bay NSW 2481

ON BEHALF OF

PARKHILL & BROWN

TABLE OF CONTENTS

1. INSPECTORS NOTE	4
2. STRATA MANAGER / MANAGING AGENT	4
3. STRATA COMMITTEE	4
4. STRATA ROLL	5
5. STRATA PLAN	5
6. TITLE DEED	5
7. INSURANCES – Section 164,165	6
8. LEVIES	7
<i>a. Annual Scheme Levies</i>	<i>7</i>
<i>b. Past Scheme Levies</i>	<i>7</i>
<i>c. Lot Levies – Lot 2</i>	<i>7</i>
<i>d. Proposed or Special levies likely/proposed to occur</i>	<i>8</i>
9. SIGNIFICANT MINUTES	8
10. FINANCIAL RECORDS	9
<i>a. Fund Balances</i>	<i>9</i>
<i>b. Income and Expenditures</i>	<i>9</i>
<i>c. Taxation</i>	<i>9</i>
<i>e. Books of Account</i>	<i>9</i>
11. SIGNIFICANT EXPENDITURE ITEMS	10
12. BUILDING MATTERS	10
13. LITIGATION	10
14. BY LAWS	11
<i>a. Changes to By Laws</i>	<i>11</i>
<i>b. Exclusive Use</i>	<i>11</i>
<i>c. Animals</i>	<i>11</i>
<i>d. Lot Alterations/Improvement</i>	<i>11</i>
15. HARMONY	12
16. OTHER MATTERS	12

8 June 2024

Our Ref: S – 72958

STRATA SCHEME INSPECTION REPORT

Property Address:	2/14-16 Old Bangalow Road	
	Byron Bay NSW 2481	
	Lot: 2	Strata Plan No: 74605
Owner:	Jill Brown & Norman Parkhil	
Inspection Date:	7 June 2024	

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

SP74605 is a 3 Lot residential Strata Scheme that commenced in 2005.

The property is improved with 3 attached 2 storey bagged brick and metal roof townhouse units each having 3 bathrooms, 1 bathroom and single garage accommodation located on a 1,123sqm level allotment in Byron Bay.

The current Strata Manager has only been appointed since April 2023 with the Scheme self-managed prior to this time. As a result, past records may not be complete with financials for 6 months of 2023 and full year 2022 not sighted.

No repairs, replacements and upgrades of significance were sighted over the last 4 years on the records sighted. A letterbox appears to have been replaced in 2020 and repairs to a rear storm water pipe were noted in 2022 minutes. It was also noted in 2022 minutes that it was agreed to paint the building's exterior and to re-seal rooves within the next 12 months however it is not known if this has occurred.

Pending works of significance may include painting of the building and resealing of rooves if not yet undertaken and construction of fences at the front of property with no quotes sighted.

Levies have risen significantly in 2023 which appears ongoing, potentially to fund pending works over the medium term.

A termite inspection report dated 07/11/2023 found no active termites or evidence of past activity – see annexures 41-51.

We note that fund levels are sufficient to undertake some minor to moderate upgrades, repairs and replacements.

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:	Jodi Troughton

The managing agent has been involved with this property for **1 year**.

3. STRATA COMMITTEE

C Brady	Unit:	1
J Brown	Unit:	2
D Arnot	Unit:	3

4. STRATA ROLL

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

Owner:	Jill Brown & Norman Parkhil
Address:	Not recorded

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 2 = 1
 Aggregate Unit Entitlement: 3
 Percentage Contribution/Entitlement: 33.33%

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: 12/07/2005

6. TITLE DEED

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

CP/SP: 74605	Ed: 1	Issued: 12/07/2005
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Number of lots:	3
Number of units:	3
Number of units tenanted:	Information not available

7. INSURANCES – Section 164,165

Insurer:	WFI
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Type	Policy No.	Amount	Premium	Due Date
Building	02 RSP 3300544	\$1,321,992	\$4,196.00	11/07/2024
Loss of Rent		\$50,000		
Contents		\$5,000		
Catastrophe		Not covered		
Public Liability		\$20,000,000		
Voluntary Workers		\$50,000		
Fidelity		\$40,000		
Office bearers		Not covered		
Govt. audit costs		Not covered		
Appeal expenses		Not covered		
Defence expenses		Not covered		
Lot owners fixtures & fittings		\$20,000		

Evidence sighted	: Certificate & Invoice - see annexures 27-31
Insurance Broker	: Body Corporate Brokers
Last valuation amount	: \$1,652,000 by Australian Valuers
As at	: 05/10/2023

*** 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

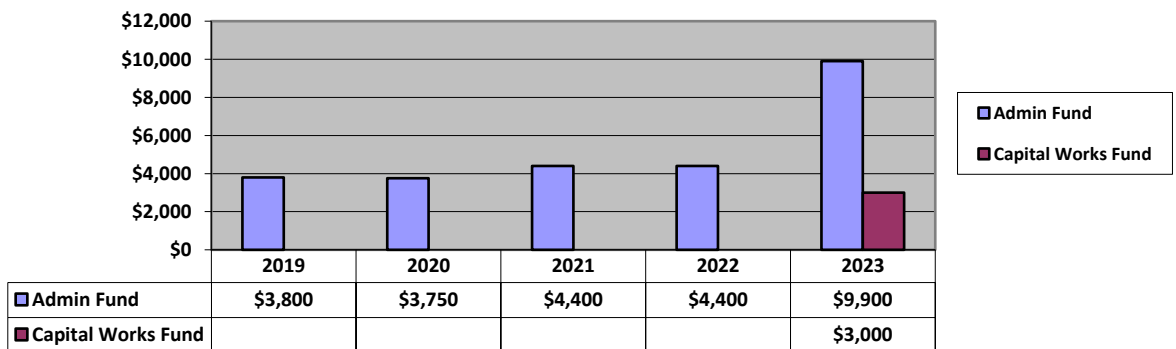
a. Annual Scheme Levies

The current budget upon which annual Scheme levies are generally based is attached in annexures 6-7.

Annual Scheme Levies from last AGM	
Administrative Fund:	\$9,900
Capital Works Fund:	\$3,000

Annual levies commenced effective 01/05/2023

b. Past Scheme Levies



Past Special Levies

None sighted over period

c. Lot Levies – Lot 2

Current standard levies are: **\$4,300 pa**

Paid quarterly in advance as tabled below and paid up to 31/07/2024.

Administrative Fund	\$825.00
Capital Works Fund	\$250.00
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 however it is noted that pending works may require special levies if undertaken over the short term.

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 & SCM – 12/09/2023 (enclosed)

- Strata North to obtain quotations for an insurance valuation
- appoint a suitably qualified pest control company to conduct a termite inspection at the property
- The Owners in attendance are not aware of any obligation to lodge an Annual Fire Safety Statement.
- WET AREAS AND INTERNAL FLOORING - SPECIALLY RESOLVE for the purpose of improving or enhancing the common property to authorise the works to be carried out by the lot owners to their respective lot and the common property on the terms and in the manner as set out in a new by-law which was also approved.
- WET AREAS AND INTERNAL FLOORING BY-LAW approved
- SN to obtain a gardening quote for the complex. The contractor is to meet with the Owners to discuss the scope of work. Lot 3 would also like their lot space to be included but the gardener will need to charge this directly to the Owner.

EGM – 26/04/2023

- Current Strata Manager appointed

AGM – 25/01/2022

- Agreed to painting of building exterior & re-sealing of rooves within the next 12 months. Source comparative quotes & recommended colours for approval from all owners before proceeding. September would be good to aim for given it's the driest month. Kris/Cleans Meanz Heinz to undertake pressure cleaning of building exterior prior to painting
- Agreed to explore construction of fences at the front of property to provide greater privacy & security for Unit 1. Agreed to include replacement of the letterbox within the scope of this work. Chris & Seb to provide comparative designs & quotes for approval by all owners before proceeding
- Agreed to continue to have windows cleaned twice a year and driveway pressure cleaned once a year by Kris/Cleans Meanz Heinz. Norman to arrange & advise
- Agreed to spray for pests & ants this year. Norman to arrange & advise. Anneli to confirm if Viky is ok with spraying Unit 3
- Repairs to rear storm water pipe ongoing. Norman is still waiting on quote from Cape Byron Plumbing & a date when repairs can be undertaken. May engage Brodie to carry out repairs instead

AGM – 25/01/2021

- Agreed to continue to have windows cleaned twice a year and driveway pressure cleaned once a year by Kris/Cleans Meanz Heinz with costs paid from Owners fund. Norman to arrange & advise dates
- Agreed to Chris applying more topsoil to front garden area and costs to be paid from Owners fund
- With a view to increase balance of sinking fund over time, agreed to increase levies by \$25 per unit per month from 1 Feb 2021.

- Agreed to establish all common areas garden maintenance as outlined twice a month October-March and once a month April-September. James has quoted a flat rate of \$150 per visit. Norman feels this is fair and reasonable and his preference is to retain James' services. As a comparison, Dylan to arrange quote from Zac. Once agreed as to whom we will proceed with, we can then calculate how much levies will need to increase in order to cover costs.

AGM – 03/02/2020

- Agreed to continue to have windows cleaned twice a year and driveway pressure cleaned once a year by Kris/Cleans Meanz Heinz with costs paid from Owners bank account.
- Agreed to source building valuation prior to renewing this year's building insurance.
- Agreed to spray for pests & ants for all units. Cost to be paid from Owners bank account.
- Chris has replacement letterbox ready to go.
- Common area garden maintenance to be discussed further.

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:	\$5,004.56
Capital Works Fund:	\$2,307.47
Date:	31/05/2024
Source of information:	Balance Sheet

Note: The Property Stock and Business Agents Act 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 9-26 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 \$500 and items over budget)

Expenditure for period ending (01/06/2023-31/05/2024)

- Nothing of significance

Expenditure for year ending (01/01/2023-31/05/2023)

- Records not sighted

Expenditure for year ending (31/12/2022)

- Records not sighted

Expenditure for year ending (31/12/2021)

- Nothing of significance

Expenditure for year ending (31/12/2020)

- Nothing of significance

Expenditure for year ending (31/12/2019)

- Nothing of significance

12. BUILDING MATTERS

The current Strata Manager has only been appointed since April 2023 with the Scheme self-managed prior to this time. As a result, past records may not be complete with financials for 6 months of 23 and full year 2022 not sighted.

No repairs, replacements and upgrades of significance were sighted over the last 4 years on the records sighted. A letterbox appears to have been replaced in 2020 and repairs to a rear storm water pipe were noted in 2022 minutes. It was also noted in 2022 minutes that it was agreed to paint the building's exterior and to re-seal rooves within the next 12 months however it is not known if this has occurred.

Pending works of significance may include painting of the building and resealing of rooves if not yet undertaken and construction of fences at the front of property with no quotes sighted.

It is noted that levies have risen significantly in 2023 which appears ongoing potentially to fund pending works over the medium term.

A termite inspection report dated 07/11/2023 found no active termites or evidence of past activity – see annexures 41-51.

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

Change sighted in relation to a new WET AREAS AND INTERNAL FLOORING BY-LAW

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 not** been granted

c. Animals

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

- Not without the written approval of the owners corporation such approval not to be unreasonably withheld

d. Lot Alterations/Improvement

None sighted over period

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 of current significance sighted with complaints against past Lot 3 tenants noted as resolved – see annexures 55-57.

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** completed a 10 year Capital Works Fund forecast by **Olive Tree Consulting** – see extract in annexures 32-40.

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 which is not unusual for a small Scheme

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 required**.

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 **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 ANNUAL GENERAL MEETING
THE OWNERS - STRATA PLAN 74605**

14-16 Old Bangalow Road, Byron Bay NSW 2481

DATE, PLACE & TIME OF MEETING: An Annual General Meeting of The Owners - Strata Plan 74605 was held on Tuesday, 12 September 2023 Onsite at Unit 2. The meeting commenced at 12:30 PM.

PRESENT IN PERSON OR BY PROXY:

Lot #	Unit #	Attendance	Owner Name/Representative
1	1	Yes	Brady, Chris
2	2	Yes	Brown, Jill
3	3	Yes	Arnot, Dylan

IN ATTENDANCE: Sebastian Brady

CHAIRPERSON (acting): Jodi Troughton on behalf of SMS Byron Bay/Ballina Pty Ltd T/A Strata North

Minutes of the meeting:

1 MINUTES

Resolved that the Owners - Strata Plan 74605 confirm the minutes of the last general meeting as a true and accurate account of the proceedings of that meeting.

2 KEY FINANCIAL INFORMATION

Resolved that the Owners - Strata Plan 74605 financial statements for the period ended 31/05/2023 as presented be adopted.

3 AUDITOR

Lost that the Owners - Strata Plan 74605 appoint an auditor.

4 STRATA COMMITTEE

- a. **Resolved** that the nominations of the strata committee be C Brady, J Brown, D Arnot.
- b. **Resolved** that the number of members of the strata committee be three.
- c. **Resolved** that C Brady, J Brown, D Arnot be elected as the strata committee.
- d. **Resolved** that the decision making powers of the strata committee be unlimited but in accordance with the Strata Schemes Management Act 2015.

5 VALUATION

Resolved that the Owners - Strata Plan 74605 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.

NB: SN to obtain 2 quotes and send to the Strata Committee for their consideration.

6 INSURANCES

Resolved that the Owners - Strata Plan 74605 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

Lost that the Owners - Strata Plan 74605 effect Office Bearers Liability.

8 TRAINING SERVICES AND COMMISSION DISCLOSURE

Resolved that the Owners - Strata Plan 74605 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 commissions of Nil in the past 12 months, and an amount of Nil in commissions is expected to be received in the next 12 months.

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

Resolved that the Owners - Strata Plan 74605 appoint a suitably qualified pest control company to conduct a termite inspection at the property.

NB: SN to obtain a quote from Byron Pest Control.

10 WORK, HEALTH & SAFETY INSPECTIONS

Lost that the Owners - Strata Plan 74605 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

Lost that the Owners - Strata Plan 74605 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

Resolved that the Owners - Strata Plan 74605 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: SN to obtain 2 quotes and send to the Strata Committee for their consideration.

13 ASBESTOS AUDIT

Lost that the Owners - Strata Plan 74605 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

Resolved that the Owners - Strata Plan 74605 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

Resolved that the Owners - Strata Plan 74605 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:

- a. To issue arrears notices, reminder notices and/or letters to seek recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs/expenses and arrange and monitor payment plans;
- b. 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 74605;
- c. To issue demands, commence, pursue, continue or defend any court, tribunal or any other proceedings against any lot owner, mortgagee in possession and/or former lot owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;
- d. Enter and enforce any judgment obtained in the collection of levy contributions including issuing writ for levy of property (personal and real property), garnishee orders, examination notices/orders/hearings, bankruptcy notices, statutory demands and commencing and maintaining bankruptcy proceedings or winding up proceedings;
- e. Filing an appeal or defending an appeal against any judgment concerning the collection of levy contributions; and
- f. Liaise, instruct and prepare all matters with the Owners Corporation's debt collection agents, lawyers and experts in relation to any levy recovery proceedings.

16 STRATA MANAGING AGENT

WITHDRAWN that the Owners - Strata Plan 74605 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:

- a. Strata North ('Agent') be appointed as strata managing agent of the Owners - Strata Plan 74605;
- b. 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;
- c. The owners corporation execute the written agreement ('Agreement') to give effect to the appointment and delegation;
- d. The delegation is to be subject to the conditions and limitations set out in the Agreement;
- e. 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 74605 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 74605 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.

NB: This was approved at an EGM carried out by the Owners.

18 LEVY CONTRIBUTIONS

Resolved that the Owners - Strata Plan 74605 in accordance with section 81 of the Strata Schemes Management Act 2015 confirm the Administration Fund contribution at \$9,900.00 per annum and that the amount of the Capital Works Fund be determined at \$3,000.00 per annum divided as per the unit entitlement of the individual Lots and payable Quarterly in advance on 1/05/2023, 1/08/2023, 1/11/2023, 1/02/2024.

19 ANNUAL REPORTING STRATA HUB

Resolved that the Owners - Strata Plan 74605 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 \$165 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.

20 SPECIAL RESOLUTION - WET AREAS AND INTERNAL FLOORING

Resolved that subject to the by-law in the next succeeding motion being approved, The Owners - Strata Plan No. 74605 **SPECIALLY RESOLVE** pursuant to section 108 of the *Strata Schemes Management Act 2015* for the purpose of improving or enhancing the common property to authorise the works to be carried out by the lot owners to their respective lot and the common property on the terms and in the manner as set out in the by-law.

POLL VOTE RESULTS (Unit Entitlements)

Total Unit Entitlement (votes) = 3

FOR - 3

AGAINST - Nil

ABSTAIN - Nil

Motion RESOLVED by Special RESOLUTION

21 SPECIAL RESOLUTION - WET AREAS AND INTERNAL FLOORING BY-LAW

Resolved that subject to the preceding motion being approved, The Owners - Strata Plan No. 74605 **SPECIALLY RESOLVE** pursuant to section 143 of the *Strata Schemes Management Act 2015* to make a Special By-Law on the following terms:-

(i) Transfer of responsibility

The Owners Corporation hereby transfers responsibility for all repairs, maintenance and replacement of bathrooms, laundries and toilets (including but not limited to floor tiles, wall tiles, and waterproofing) and internal timber and/or tile floors ("the areas") to the respective Lot owner(s) PROVIDED HOWEVER that should a structural engineer provide a report stating that a structural defect not related to the areas has caused damage to any of the areas, the Owners Corporation is responsible for the repair (including replacement, where necessary) of the areas.

(ii) Renovations

Any owner of a Lot shall have a right of exclusive use and enjoyment and shall be entitled to renovate the areas within their Lot (referred to as 'the works') pursuant to Section 143 of the *Strata Schemes Management Act 2015* ("the Act") on the following provisos:-

(a) Existing works

(i) At the time this By-Law was created some of the owners have already completed works to their respective Lots. The owner(s) of those Lots are not required to comply with clauses (c), (d) & (e) below. Those works are deemed to be approved as long as they comply with the remaining clauses of this By-Law.

(ii) Those Lots where the works have not yet been undertaken must comply with all clauses of this By-Law.

(b) Cost of renovation and maintenance

The renovation, including the cost of obtaining approval and consents, and maintenance of any of the works are to be at the expense of the owner(s) of that Lot and shall at all times remain the property of the owner(s) of that Lot.

(c) Strata Committee approval

- (i) Any reference to the "Strata Committee" in this By-Law is to be replaced with "Owners Corporation" if no Strata Committee exists.
- (ii) Prior to commencement of works the owner(s) of the Lot shall obtain approval from the Strata Committee, or Owners Corporation if no Strata Committee exists, to the works.
- (iii) The owner(s) shall provide the Strata Committee with plans and details of the proposed works to enable them to make their decision.
- (iv) In making their decision, the Strata Committee shall take the following matters into consideration:-
 - the size, bulk and suitability of the works;
 - the impact on visual amenity;
 - the location of all wiring and plumbing; and
 - whether the owner(s) of the Lot has given their written consent to the making of this By-Law.
- (v) The Strata Committee shall not unreasonably withhold such approval.

(d) Conditions of works

The works will:-

- (i) be undertaken by a skilled and appropriately licensed tradesperson(s) with experience in this type of installation;
- (ii) be done in accordance with the instructions of the manufacturer;
- (iii) comply with any applicable Australian standards;
- (iv) be in accordance with all relevant laws and regulations and all relevant consents from the appropriate authorities must be obtained before the commencement of the works; and
- (v) comply with the relevant regulatory By-Laws of the *Act* (as amended).

(e) Completion of works

After the works are completed, the owner(s) must, without unreasonable delay:-

- (i) notify the Strata Committee that the works have been completed;
- (ii) notify the Strata Committee that all damage, if any, to the Lot and common property caused during or by the carrying out of the works and not permitted by this By-Law have been rectified;
- (iii) provide the Strata Committee with a copy of the waterproofing certificate for the work;
- (iv) provide the Strata Committee with a copy of any certificate or certification required by an authority approving the works; and
- (v) provide the Strata Committee (or it's nominated representative) with reasonable access to inspect the lot to assess compliance with this By-Law, if requested by the Strata Committee.

(f) Compliance with SEPP and DCP

The works will comply with State Environmental Planning (Exempt and Complying Development Codes) 2008 the Local Council's Development Control Plan (Exempt and Complying Development), where applicable.

(g) Damage

The owner(s) of the Lot will be liable for any damage caused to any part of the common property as a result of the installation, alteration, use, maintenance, repair or removal of the works and that the said damage will be made good immediately after it occurred.

(h) Maintenance

The current and future owner(s) of the Lot must accept the responsibility of the Owners Corporation for the maintenance and repair of the works, as well as the area(s) of common property for which rights of exclusive usage have been granted in accordance with Section 144(1)(b) of the Act, and that these items are kept in good serviceable repair which is to the satisfaction of the Owners Corporation.

(i) Common property maintenance

Should the Owners Corporation need to undertake repairs or maintenance to that part of the common property adjoining where the works are located and which are not the responsibility of the Lot owner(s) under clause (h), the owner(s) of the respective Lots will be responsible for all costs associated with the removal and reinstatement of the works to enable those repairs and maintenance to be completed (if required).

(j) Failure to comply

Should the owner(s) fail to fulfil their obligations under this By-Law or under Section 144(1)(b) of the Act the Owners Corporation may:-

- (i) carry out all works necessary to perform that obligation;
- (ii) enter upon any part of the lot to carry out the works; and
- (iii) recover the cost of carrying out the works from the owner(s) including any costs and/or legal costs that may be incurred to effect such works or recovery of costs so incurred.

(k) Indemnity

The owner(s) of the lot shall indemnify and keep indemnified the Owners' Corporation against:-

- (i) any sum payable by the Owners Corporation by way of increased insurance premium as a direct or indirect result of the works;
- (ii) all actions, proceedings, claims, demands, costs, damages and expenses which may be incurred by or brought or made against the Owners' Corporation and arising directly or indirectly from the use of the works or a breach of this By-Law.

POLL VOTE RESULTS (Unit Entitlements)

Total Unit Entitlement (votes) = 3

FOR - 3

AGAINST - Nil

ABSTAIN - Nil

Motion RESOLVED by Special RESOLUTION

MEETING CLOSED

Jodi Troughton - Licensed Strata & Community Manager

SMS Byron Bay/Ballina Pty Ltd T/A Strata North

Dated: 20 September 2023

Approved Budget to apply from 01/06/2023

The Owners Corporation - Strata Plan 74605

14-16 Old Bangalow Road, Byron Bay NSW 2481

Administrative Fund

**Approved
budget**

Revenue

Levies Due--Admin	9,900.00
<i>Total revenue</i>	9,900.00

Less expenses

Admin--Agent Regulation 37 Report	110.00
Admin--Archive Storage Fee	66.00
Admin--Compliance & Risk Management	66.00
Admin--Management Fees--Standard	1,985.00
Admin--Tax Return Prep & Lodgement	120.00
Insurance--Premiums	4,440.00
Maint Bldg--General Repairs	1,000.00
Maint Grounds--General Maintenance	2,000.00
<i>Total expenses</i>	9,787.00

Surplus/Deficit

	113.00
Opening balance	0.00

Closing balance

	\$113.00
--	----------

Total units of entitlement	3
Levy contribution per unit entitlement	\$3,300.00

Capital Works Fund**Approved
budget****Revenue**

Levies Due--Capital Works

3,000.00

Total revenue

3,000.00

Surplus/Deficit

3,000.00

Opening balance

0.00

Closing balance

\$3,000.00

Total units of entitlement

3

Levy contribution per unit entitlement

\$1,000.00

Balance Sheet

As at 31/05/2024

The Owners Corporation - Strata Plan 74605

14-16 Old Bangalow Road, Byron Bay NSW 2481

	Current period
Owners' funds	
Administrative Fund	
Operating Surplus/Deficit--Admin	5,004.56
	5,004.56
Capital Works Fund	
Operating Surplus/Deficit--Capital Works	2,307.47
	2,307.47
Net owners' funds	\$7,312.03
Represented by:	
Assets	
Administrative Fund	
Cash at Bank--Admin	5,000.25
Receivable--Levies--Admin	4.31
	5,004.56
Capital Works Fund	
Cash at Bank--Capital Works	2,306.17
Receivable--Levies--Capital Works	1.30
	2,307.47
<i>Total assets</i>	7,312.03
Less liabilities	
Administrative Fund	
	0.00
Capital Works Fund	
	0.00
<i>Total liabilities</i>	0.00
Net assets	\$7,312.03

Income & Expenditure Statement for the financial year to 31/05/2024

The Owners Corporation - Strata Plan 74605

14-16 Old Bangalow Road, Byron Bay NSW 2481

Administrative Fund

Current period

01/06/2023-31/05/2024

Revenue

Interest on Arrears--Admin	24.64
Levies Due--Admin	9,900.00
<i>Total revenue</i>	9,924.64

Less expenses

Admin--Agent Regulation 37 Report	110.00
Admin--Archive Storage Fee	77.00
Admin--Compliance & Risk Management	44.00
Admin--Management Fees--Additional	203.00
Admin--Management Fees--Standard	1,985.00
Admin--Search Fees	58.30
Admin--Tax Return Prep & Lodgement	150.00
Insurance--Premiums	542.00
Insurance--Valuation	265.00
Maint Bldg--Capital Works Fund Forecast	285.00
Maint Bldg--Pest/Vermin Control	360.00
Maint Grounds--Lawns	715.00
Utility--Water Usage	125.78
<i>Total expenses</i>	4,920.08

Surplus/Deficit

5,004.56

Opening balance 0.00

Closing balance

\$5,004.56

Capital Works Fund**Current period**

01/06/2023-31/05/2024

Revenue

Interest on Arrears--Capital Works	7.47
Levies Due--Capital Works	3,000.00

Total revenue 3,007.47

Less expenses

Maint Bldg--General Repairs	700.00
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Total expenses 700.00

Surplus/Deficit2,307.47

Opening balance 0.00

Closing balance\$2,307.47

Expenditure By Account for the financial year from 01/06/2023 to 31/05/2024

The Owners Corporation - Strata Plan 74605 14-16 Old Bangalow Road, Byron Bay NSW 2481

Date	Details	Payee	Amount	GST	Type	Ref.No.	Payment
Administrative Fund							
Admin--Agent Regulation 37 Report 153800							
04/10/2023	Annual Fee - Quarterly Financial Reports October 2	SMS Byron Bay/Ballina Pty Ltd	110.00	0.00	DE		000001
			\$110.00	\$0.00			
Admin--Archive Storage Fee 9898							
05/02/2024	Annual Archive Storage Fee February 2024	SMS Byron Bay/Ballina Pty Ltd	77.00	0.00	DE		000010
			\$77.00	\$0.00			
Admin--Compliance & Risk Management 151550							
08/02/2024	Annual Fee Creditor Compliance	SMS Byron Bay/Ballina Pty Ltd	44.00	0.00	DE		000011
			\$44.00	\$0.00			
Admin--Management Fees--Additional 000019							
06/10/2023	Purchase Common Seal	SMS Byron Bay/Ballina Pty Ltd	115.00	0.00	DE	74605	000003
06/10/2023	Arrange Valuation Report	SMS Byron Bay/Ballina Pty Ltd	88.00	0.00	DE	05102023	000003
			\$203.00	\$0.00			
Admin--Management Fees--Standard 18							
04/10/2023	Standard Management Fee October 2023	SMS Byron Bay/Ballina Pty Ltd	165.42	0.00	DE		000001
06/10/2023	Standard Management Fee September 2023	SMS Byron Bay/Ballina Pty Ltd	165.42	0.00	DE		000003
06/10/2023	Standard Management Fee July 2023	SMS Byron Bay/Ballina Pty Ltd	123.75	0.00	DE		000003
06/10/2023	Standard Management Fee August 2023	SMS Byron Bay/Ballina Pty Ltd	165.42	0.00	DE		000003
02/11/2023	Standard Management Fee November 2023	SMS Byron Bay/Ballina Pty Ltd	165.42	0.00	DE		000005
05/12/2023	Standard Management Fee December 2023	SMS Byron Bay/Ballina Pty Ltd	165.42	0.00	DE		000008
06/01/2024	Standard Management Fee January 2024	SMS Byron Bay/Ballina Pty Ltd	165.42	0.00	DE		000009
05/02/2024	Standard Management Fee February 2024	SMS Byron Bay/Ballina Pty Ltd	165.42	0.00	DE		000010
05/03/2024	Standard Management Fee March 2024	SMS Byron Bay/Ballina Pty Ltd	165.42	0.00	DE		000014
08/04/2024	Standard Management Fee April 2024	SMS Byron Bay/Ballina Pty Ltd	165.42	0.00	DE		000017
03/05/2024	Standard Management Fee May 2024	SMS Byron Bay/Ballina Pty Ltd	165.42	0.00	DE		000018
06/05/2024	Balance of Annual Management Fee	SMS Byron Bay/Ballina Pty Ltd	207.05	0.00	DE		000019
			\$1,985.00	\$0.00			
Admin--Search Fees 58							
06/10/2023	Title Search - Strata Plan	SMS Byron Bay/Ballina Pty Ltd	58.30	0.00	DE	74605	000003
			\$58.30	\$0.00			
Admin--Tax Return Prep & Lodgement 36							
06/10/2023	Tax Return 2022/23	Clayton & Foster Accountants	95.00	0.00	DE		000002
06/10/2023	Tax Return Prep Annual Fee July 2023	SMS Byron Bay/Ballina Pty Ltd	55.00	0.00	DE		000003
			\$150.00	\$0.00			
Insurance--Premiums 10							
01/11/2023	Endorsement 25/10/2023	WFI Insurance Ltd	542.00	0.00	BPAY	33005448	1
			\$542.00	\$0.00			
Insurance--Valuation 52							
06/10/2023	Insurance Valuation	Olive Tree Consulting Group Pty	265.00	0.00	DE	00000760	000004

Date	Details	Payee	Amount	GST Type	Ref.No.	Payment
Administrative Fund						
			<u>\$265.00</u>		<u>\$0.00</u>	
Maint Bldg--Capital Works Fund Forecast 150000						
15/11/2023	Capital Works Fund Analysis Report	Olive Tree Consulting Group Pty	285.00	0.00 DE	00000840	000007
			<u>\$285.00</u>		<u>\$0.00</u>	
Maint Bldg--Pest/Vermin Control 49						
15/11/2023	Termite Inspection	Cape Byron Pest Management	360.00	0.00 DE	3786	000006
			<u>\$360.00</u>		<u>\$0.00</u>	
Maint Grounds--Lawns 23						
12/02/2024	11/01/24	Zamia Palm Pty Ltd	110.00	0.00 DE	0002	000012
12/02/2024	25/01/24	Zamia Palm Pty Ltd	110.00	0.00 DE	0003	000012
20/02/2024	24/12/23	Zamia Palm Pty Ltd	110.00	0.00 DE	0001	000013
21/03/2024	13/02/24	Zamia Palm Pty Ltd	110.00	0.00 DE	0004	000015
21/03/2024	28/02/24	Zamia Palm Pty Ltd	110.00	0.00 DE	0005	000015
21/03/2024	13/03/24	Zamia Palm Pty Ltd	165.00	0.00 DE	0006	000015
			<u>\$715.00</u>		<u>\$0.00</u>	
Utility--Water Usage 55						
27/03/2024	16/11/23 - 16/02/24	Byron Shire Council - water	125.78	0.00 BPAY	1080639	2
			<u>\$125.78</u>		<u>\$0.00</u>	
Total expenditure			\$4,920.08		\$0.00	

Date	Details	Payee	Amount	GST Type	Ref.No.	Payment
Capital Works Fund						
Maint Bldg--General Repairs 270100						
22/03/2024	Pressure Clean Complex Driveway	Cleans Means Heinz	700.00	0.00 DE	28022401	000016
			<u>\$700.00</u>	<u>\$0.00</u>		
Total expenditure			\$700.00	\$0.00		

Category GST Summary Report

for period 01 January 2021 to 31 December 2021

The Owners 14-16 Old Bangalow Rd, Byron Bay

	Excl GST	GST Amount	Including GST
Completed Transactions			
Money IN Categories			
Balance b/fwd	4,950.50	0.00	4,950.50
Unit 1 levies	1,450.00	0.00	1,450.00
Unit 2 levies	1,475.00	0.00	1,475.00
Unit 3 levies	1,475.00	0.00	1,475.00
Money IN Total :	9,350.50	0.00	9,350.50
Money OUT Categories			
Insurances	3,035.45	303.55	3,339.00
Levies reimbursement	150.00	0.00	150.00
Repairs and maintenance	1,610.00	161.00	1,771.00
Water rates	75.60	0.00	75.60
Money OUT Total :	4,871.05	464.55	5,335.60
Nett Cash Flow :			4,014.90
(for the selected period)			42.94%

Money OUT Category Detail

for period 01 January 2021 to 31 December 2021

The Owners 14-16 Old Bangalow Rd, Byron Bay

Date : 01 January 2022

Transaction Date	Details	Reference Number	Excl GST	GST Amount	Including GST
Category Type : Insurances					
12/07/21	WFI		3,035.45	303.55	3,339.00
		Sub Total :	3,035.45	303.55	3,339.00
Category Type : Levies reimbursement					
28/01/21	C Brady		150.00	0.00	150.00
		Sub Total :	150.00	0.00	150.00
Category Type : Repairs and maintenance					
04/01/21	Cleans Means Heinz		340.91	34.09	375.00
06/07/21	Cleans Means Heinz		560.00	56.00	616.00
06/07/21	Cleans Means Heinz		340.91	34.09	375.00
16/12/21	Cleans Means Heinz		368.18	36.82	405.00
		Sub Total :	1,610.00	161.00	1,771.00
Category Type : Water rates					
04/01/21	Byron Shire Council		19.60	0.00	19.60
06/07/21	Byron Shire Council		33.60	0.00	33.60
06/07/21	Byron Shire Council		22.40	0.00	22.40
		Sub Total :	75.60	0.00	75.60
Grand Total of Selected Money OUT Categories :			4,871.05	464.55	5,335.60

Money OUT Category Detail

for period 01 January 2021 to 31 December 2021

The Owners 14-16 Old Bangalow Rd, Byron Bay

Date : 01 January 2022

Transaction Date	Details	Reference Number	Excl GST	GST Amount	Including GST
Category Type : Insurances					
12/07/21	WFI		3,035.45	303.55	3,339.00
Sub Total :			3,035.45	303.55	3,339.00
Category Type : Levies reimbursement					
28/01/21	C Brady		150.00	0.00	150.00
Sub Total :			150.00	0.00	150.00
Category Type : Repairs and maintenance					
04/01/21	Cleans Means Heinz		340.91	34.09	375.00
06/07/21	Cleans Means Heinz		560.00	56.00	616.00
06/07/21	Cleans Means Heinz		340.91	34.09	375.00
16/12/21	Cleans Means Heinz		368.18	36.82	405.00
Sub Total :			1,610.00	161.00	1,771.00
Category Type : Water rates					
04/01/21	Byron Shire Council		19.60	0.00	19.60
06/07/21	Byron Shire Council		33.60	0.00	33.60
06/07/21	Byron Shire Council		22.40	0.00	22.40
Sub Total :			75.60	0.00	75.60
Grand Total of Selected Money OUT Categories :			4,871.05	464.55	5,335.60

Money IN Category Detail

for period 01 January 2021 to 31 December 2021

The Owners 14-16 Old Bangalow Rd, Byron Bay

Date : 01 January 2022

Transaction Date	Details	Reference Number	Excl GST	GST Amount	Including GST
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Category Type : Balance b/fwd

01/01/21	Westpac		4,950.50	0.00	4,950.50
Sub Total :			4,950.50	0.00	4,950.50

Category Type : Unit 1 levies

14/01/21	C Brady		50.00	0.00	50.00
28/01/21	C Brady		50.00	0.00	50.00
11/02/21	C Brady		50.00	0.00	50.00
25/02/21	C Brady		50.00	0.00	50.00
11/03/21	C Brady		50.00	0.00	50.00
15/03/21	C Brady		150.00	0.00	150.00
25/03/21	C Brady		50.00	0.00	50.00
08/04/21	C Brady		50.00	0.00	50.00
22/04/21	C Brady		50.00	0.00	50.00
06/05/21	C Brady		50.00	0.00	50.00
20/05/21	C Brady		50.00	0.00	50.00
03/06/21	C Brady		50.00	0.00	50.00
17/06/21	C Brady		50.00	0.00	50.00
01/07/21	C Brady		50.00	0.00	50.00
15/07/21	C Brady		50.00	0.00	50.00
29/07/21	C Brady		50.00	0.00	50.00
12/08/21	C Brady		50.00	0.00	50.00
26/08/21	C Brady		50.00	0.00	50.00
09/09/21	C Brady		50.00	0.00	50.00
23/09/21	C Brady		50.00	0.00	50.00
07/10/21	C Brady		50.00	0.00	50.00
21/10/21	C Brady		50.00	0.00	50.00
04/11/21	C Brady		50.00	0.00	50.00
18/11/21	C Brady		50.00	0.00	50.00
02/12/21	C Brady		50.00	0.00	50.00
16/12/21	C Brady		50.00	0.00	50.00
30/12/21	C Brady		50.00	0.00	50.00
Sub Total :			1,450.00	0.00	1,450.00

Category Type : Unit 2 levies

04/01/21	N Parkhill		100.00	0.00	100.00
01/02/21	N Parkhill		125.00	0.00	125.00
01/03/21	N Parkhill		125.00	0.00	125.00
01/04/21	N Parkhill		125.00	0.00	125.00
03/05/21	N Parkhill		125.00	0.00	125.00
01/06/21	N Parkhill		125.00	0.00	125.00
01/07/21	N Parkhill		125.00	0.00	125.00
02/08/21	N Parkhill		125.00	0.00	125.00
01/09/21	N Parkhill		125.00	0.00	125.00
07/10/21	N Parkhill		125.00	0.00	125.00
01/11/21	N Parkhill		125.00	0.00	125.00
01/12/21	N Parkhill		125.00	0.00	125.00
Sub Total :			1,475.00	0.00	1,475.00

Transaction Date	Details	Reference Number	Excl GST	GST Amount	Including GST
Category Type : Unit 3 levies					
04/01/21	A Knight		100.00	0.00	100.00
03/02/21	A Knight		125.00	0.00	125.00
03/03/21	A Knight		125.00	0.00	125.00
06/04/21	A Knight		125.00	0.00	125.00
03/05/21	A Knight		125.00	0.00	125.00
03/06/21	A Knight		125.00	0.00	125.00
05/07/21	A Knight		125.00	0.00	125.00
03/08/21	A Knight		125.00	0.00	125.00
03/09/21	A Knight		125.00	0.00	125.00
04/10/21	A Knight		125.00	0.00	125.00
03/11/21	A Knight		125.00	0.00	125.00
03/12/21	A Knight		125.00	0.00	125.00
Sub Total :			1,475.00	0.00	1,475.00
Grand Total of Selected Money IN Categories :			9,350.50	0.00	9,350.50

Category GST Summary Report

for period 01 January 2020 to 31 December 2020

The Owners 14-16 Old Bangalow Rd, Byron Bay

	Excl GST	GST Amount	Including GST
Completed Transactions			
Money IN Categories			
Balance b/fwd	5,597.44	0.00	5,597.44
Interest	4.26	0.00	4.26
Unit 1 levies	1,350.00	0.00	1,350.00
Unit 2 levies	1,200.00	0.00	1,200.00
Unit 3 levies	1,200.00	0.00	1,200.00
Money IN Total :	9,351.70	0.00	9,351.70
Money OUT Categories			
Building valuation	400.00	40.00	440.00
Insurances	2,005.45	200.55	2,206.00
Levies reimbursement	200.00	0.00	200.00
Pest control	422.73	42.27	465.00
Repairs and maintenance	950.91	95.09	1,046.00
Water rates	44.20	0.00	44.20
Money OUT Total :	4,023.29	377.91	4,401.20
Nett Cash Flow :			4,950.50
(for the selected period)			52.94%

Money IN Category Detail

for period 01 January 2020 to 31 December 2020

The Owners 14-16 Old Bangalow Rd, Byron Bay

Date : 07 January 2021

Transaction Date	Details	Reference Number	Excl GST	GST Amount	Including GST
Category Type : Balance b/fwd					
01/01/20	Westpac		5,597.44	0.00	5,597.44
Sub Total :			5,597.44	0.00	5,597.44
Category Type : Interest					
31/01/20	Westpac		0.49	0.00	0.49
28/02/20	Westpac		0.44	0.00	0.44
31/03/20	Westpac		0.48	0.00	0.48
30/04/20	Westpac		0.44	0.00	0.44
29/05/20	Westpac		0.44	0.00	0.44
30/06/20	Westpac		0.49	0.00	0.49
31/07/20	Westpac		0.35	0.00	0.35
31/08/20	Westpac		0.30	0.00	0.30
30/09/20	Westpac		0.32	0.00	0.32
30/10/20	Westpac		0.34	0.00	0.34
30/11/20	Westpac		0.17	0.00	0.17
Sub Total :			4.26	0.00	4.26
Category Type : Unit 1 levies					
02/01/20	C Brady		50.00	0.00	50.00
16/01/20	C Brady		50.00	0.00	50.00
30/01/20	C Brady		50.00	0.00	50.00
13/02/20	C Brady		50.00	0.00	50.00
27/02/20	C Brady		50.00	0.00	50.00
12/03/20	C Brady		50.00	0.00	50.00
26/03/20	C Brady		50.00	0.00	50.00
09/04/20	C Brady		50.00	0.00	50.00
23/04/20	C Brady		50.00	0.00	50.00
07/05/20	C Brady		50.00	0.00	50.00
21/05/20	C Brady		50.00	0.00	50.00
04/06/20	C Brady		50.00	0.00	50.00
18/06/20	C Brady		50.00	0.00	50.00
02/07/20	C Brady		50.00	0.00	50.00
16/07/20	C Brady		50.00	0.00	50.00
30/07/20	C Brady		50.00	0.00	50.00
13/08/20	C Brady		50.00	0.00	50.00
27/08/20	C Brady		50.00	0.00	50.00
10/09/20	C Brady		50.00	0.00	50.00
24/09/20	C Brady		50.00	0.00	50.00
08/10/20	C Brady		50.00	0.00	50.00
22/10/20	C Brady		50.00	0.00	50.00
05/11/20	C Brady		50.00	0.00	50.00
19/11/20	C Brady		50.00	0.00	50.00
03/12/20	C Brady		50.00	0.00	50.00
17/12/20	C Brady		50.00	0.00	50.00
31/12/20	C Brady		50.00	0.00	50.00
Sub Total :			1,350.00	0.00	1,350.00

Transaction Date	Details	Reference Number	Excl GST	GST Amount	Including GST
Category Type : Unit 2 levies					
02/01/20	N Parkhill		100.00	0.00	100.00
03/02/20	N Parkhill		100.00	0.00	100.00
02/03/20	N Parkhill		100.00	0.00	100.00
01/04/20	N Parkhill		100.00	0.00	100.00
01/05/20	N Parkhill		100.00	0.00	100.00
01/06/20	N Parkhill		100.00	0.00	100.00
01/07/20	N Parkhill		100.00	0.00	100.00
03/08/20	N Parkhill		100.00	0.00	100.00
01/09/20	N Parkhill		100.00	0.00	100.00
01/10/20	N Parkhill		100.00	0.00	100.00
02/11/20	N Parkhill		100.00	0.00	100.00
01/12/20	N Parkhill		100.00	0.00	100.00
Sub Total :			1,200.00	0.00	1,200.00
Category Type : Unit 3 levies					
03/01/20	A Knight		100.00	0.00	100.00
03/02/20	A Knight		100.00	0.00	100.00
03/03/20	A Knight		100.00	0.00	100.00
03/04/20	A Knight		100.00	0.00	100.00
04/05/20	A Knight		100.00	0.00	100.00
03/06/20	A Knight		100.00	0.00	100.00
02/07/20	A Knight		100.00	0.00	100.00
03/08/20	A Knight		100.00	0.00	100.00
03/09/20	A Knight		100.00	0.00	100.00
05/10/20	A Knight		100.00	0.00	100.00
03/11/20	A Knight		100.00	0.00	100.00
03/12/20	A Knight		100.00	0.00	100.00
Sub Total :			1,200.00	0.00	1,200.00
Grand Total of Selected Money IN Categories :			9,351.70	0.00	9,351.70

Money OUT Category Detail

for period 01 January 2020 to 31 December 2020

The Owners 14-16 Old Bangalow Rd, Byron Bay

Date : 07 January 2021

Transaction Date	Details	Reference Number	Excl GST	GST Amount	Including GST
Category Type : Building valuation					
15/05/20	Australian Valuers		400.00	40.00	440.00
		Sub Total :	400.00	40.00	440.00
Category Type : Insurances					
10/07/20	WFI		2,005.45	200.55	2,206.00
		Sub Total :	2,005.45	200.55	2,206.00
Category Type : Levies reimbursement					
29/01/20	A Knight		100.00	0.00	100.00
12/02/20	C Brady		100.00	0.00	100.00
		Sub Total :	200.00	0.00	200.00
Category Type : Pest control					
19/02/20	Sanctuary Pest Management		422.73	42.27	465.00
		Sub Total :	422.73	42.27	465.00
Category Type : Repairs and maintenance					
17/03/20	Cleans Means Heinz		560.00	56.00	616.00
10/07/20	Cleans Means Heinz		390.91	39.09	430.00
		Sub Total :	950.91	95.09	1,046.00
Category Type : Water rates					
10/02/20	Byron Shire Council		39.00	0.00	39.00
10/07/20	Byron Shire Council		5.20	0.00	5.20
		Sub Total :	44.20	0.00	44.20
Grand Total of Selected Money OUT Categories :			4,023.29	377.91	4,401.20

Category GST Summary Report

for period 01 January 2019 to 31 December 2020

The Owners 14-16 Old Bangalow Rd, Byron Bay

	Excl GST	GST Amount	Including GST
Completed Transactions			
Money IN Categories			
Balance b/fwd	5,669.86	0.00	5,669.86
Interest	5.57	0.00	5.57
Unit 1 levies	1,300.00	0.00	1,300.00
Unit 2 levies	1,200.00	0.00	1,200.00
Unit 3 levies	1,300.00	0.00	1,300.00
Money IN Total :	9,475.43	0.00	9,475.43
Money OUT Categories			
Insurances	1,751.82	175.18	1,927.00
Levies reimbursement	100.00	0.00	100.00
Repairs and maintenance	1,505.82	150.58	1,656.40
Water rates	87.59	0.00	87.59
Water rates reimbursement	107.00	0.00	107.00
Money OUT Total :	3,552.23	325.76	3,877.99
Nett Cash Flow :			5,597.44
(for the selected period)			59.07%

Money IN Category Detail

for period 01 January 2019 to 31 December 2019

The Owners 14-16 Old Bangalow Rd, Byron Bay

Date : 18 January 2020

Transaction Date	Details	Reference Number	Excl GST	GST Amount	Including GST
Category Type : Balance b/fwd					
01/01/19	Westpac		5,669.86	0.00	5,669.86
Sub Total :			5,669.86	0.00	5,669.86
Category Type : Interest					
31/01/19	Westpac		0.49	0.00	0.49
28/02/19	Westpac		0.44	0.00	0.44
29/03/19	Westpac		0.47	0.00	0.47
30/04/19	Westpac		0.53	0.00	0.53
31/05/19	Westpac		0.51	0.00	0.51
28/06/19	Westpac		0.48	0.00	0.48
31/07/19	Westpac		0.47	0.00	0.47
30/08/19	Westpac		0.38	0.00	0.38
30/09/19	Westpac		0.42	0.00	0.42
31/10/19	Westpac		0.45	0.00	0.45
29/11/19	Westpac		0.44	0.00	0.44
31/12/19	Westpac		0.49	0.00	0.49
Sub Total :			5.57	0.00	5.57
Category Type : Unit 1 levies					
03/01/19	C Brady		50.00	0.00	50.00
17/01/19	C Brady		50.00	0.00	50.00
31/01/19	C Brady		50.00	0.00	50.00
14/02/19	C Brady		50.00	0.00	50.00
28/02/19	C Brady		50.00	0.00	50.00
14/03/19	C Brady		50.00	0.00	50.00
28/03/19	C Brady		50.00	0.00	50.00
11/04/19	C Brady		50.00	0.00	50.00
26/04/19	C Brady		50.00	0.00	50.00
09/05/19	C Brady		50.00	0.00	50.00
23/05/19	C Brady		50.00	0.00	50.00
06/06/19	C Brady		50.00	0.00	50.00
20/06/19	C Brady		50.00	0.00	50.00
04/07/19	C Brady		50.00	0.00	50.00
18/07/19	C Brady		50.00	0.00	50.00
01/08/19	C Brady		50.00	0.00	50.00
05/08/19	C Brady		50.00	0.00	50.00
29/08/19	C Brady		50.00	0.00	50.00
12/09/19	C Brady		50.00	0.00	50.00
26/09/19	C Brady		50.00	0.00	50.00
10/10/19	C Brady		50.00	0.00	50.00
24/10/19	C Brady		50.00	0.00	50.00
07/11/19	C Brady		50.00	0.00	50.00
21/11/19	C Brady		50.00	0.00	50.00
05/12/19	C Brady		50.00	0.00	50.00
19/12/19	C Brady		50.00	0.00	50.00
Sub Total :			1,300.00	0.00	1,300.00

Transaction Date	Details	Reference Number	Excl GST	GST Amount	Including GST
Category Type : Unit 2 levies					
02/01/19	N Parkhill		100.00	0.00	100.00
01/02/19	N Parkhill		100.00	0.00	100.00
01/03/19	N Parkhill		100.00	0.00	100.00
01/04/19	N Parkhill		100.00	0.00	100.00
01/05/19	N Parkhill		100.00	0.00	100.00
03/06/19	N Parkhill		100.00	0.00	100.00
01/07/19	N Parkhill		100.00	0.00	100.00
01/08/19	N Parkhill		100.00	0.00	100.00
02/09/19	N Parkhill		100.00	0.00	100.00
01/10/19	N Parkhill		100.00	0.00	100.00
01/11/19	N Parkhill		100.00	0.00	100.00
02/12/19	N Parkhill		100.00	0.00	100.00
Sub Total :			1,200.00	0.00	1,200.00
Category Type : Unit 3 levies					
03/01/19	A Knight		100.00	0.00	100.00
04/02/19	A Knight		100.00	0.00	100.00
04/03/19	A Knight		100.00	0.00	100.00
03/04/19	A Knight		100.00	0.00	100.00
03/05/19	A Knight		100.00	0.00	100.00
03/06/19	A Knight		100.00	0.00	100.00
15/07/19	A Knight		100.00	0.00	100.00
05/08/19	A Knight		100.00	0.00	100.00
05/08/19	A Knight		100.00	0.00	100.00
03/09/19	A Knight		100.00	0.00	100.00
03/10/19	A Knight		100.00	0.00	100.00
04/11/19	A Knight		100.00	0.00	100.00
03/12/19	A Knight		100.00	0.00	100.00
Sub Total :			1,300.00	0.00	1,300.00
Grand Total of Selected Money IN Categories :			9,475.43	0.00	9,475.43

Money OUT Category Detail

for period 01 January 2019 to 31 December 2019

The Owners 14-16 Old Bangalow Rd, Byron Bay

Date : 18 January 2020

Transaction Date	Details	Reference Number	Excl GST	GST Amount	Including GST
Category Type : Insurances					
12/07/19	WFI		1,751.82	175.18	1,927.00
		Sub Total :	1,751.82	175.18	1,927.00
Category Type : Levies reimbursement					
05/02/19	C Brady		100.00	0.00	100.00
		Sub Total :	100.00	0.00	100.00
Category Type : Repairs and maintenance					
22/01/19	All Glass		264.00	26.40	290.40
17/04/19	Cleans Means Heinz		560.00	56.00	616.00
12/07/19	Cleans Means Heinz		340.91	34.09	375.00
13/12/19	Cleans Means Heinz		340.91	34.09	375.00
		Sub Total :	1,505.82	150.58	1,656.40
Category Type : Water rates					
18/07/19	Byron Shire Council		22.59	0.00	22.59
25/10/19	Byron Shire Council		65.00	0.00	65.00
		Sub Total :	87.59	0.00	87.59
Category Type : Water rates reimbursement					
05/02/19	C Brady		107.00	0.00	107.00
		Sub Total :	107.00	0.00	107.00
Grand Total of Selected Money OUT Categories :			3,552.23	325.76	3,877.99



Your WFI Contact

David Lynam
 P 0448 973 149
 E clientservice@wfi.com.au
 P 1300 934 934 F 1300 797 544
 WFI
 Reply Paid 16213
 COLLINS STREET WEST VIC 8007

09 June 2023



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The Owners of Strata 74605
 PO Box 2485
 BYRON BAY NSW 2481

Go paperless!

Send us your email address to clientservice@wfi.com.au to start receiving your documents via email.

RENEWAL CERTIFICATE

Please be advised that your current policy will expire at midnight on the due date above.

Please find attached our offer to renew your policy on the basis of the details shown above and on the enclosed certificate(s).

If any changes to the certificate(s) are required, please let us know, if we are not advised of any changes, we will assume the details shown on the certificate(s) are accurate.

Please arrange to make payment for this policy using the payment options listed below. If you do not pay on time your policy may be cancelled. We reserve the right to alter our offer to continue cover and the terms of our renewal offer if changes to the certificate(s) are required or new information comes to light.

If you do not want to renew your policy please contact us on 1300 934 934 to arrange this.

TYPE OF INSURANCE RESIDENTIAL STRATA PLAN	
PERIOD OF INSURANCE (EXPIRES MIDNIGHT) 11 July 2023 to 11 July 2024	
CLIENT NAME The Owners of Strata 74605	
CLIENT NUMBER C265422	PREMIUM \$3,074.98
POLICY NUMBER 02 RSP 3300544	ESL/FSL \$424.59
Tax Invoice When payment is made, this schedule can be used as a Tax Invoice for Australian GST purposes. *If you are registered for GST purposes, your input tax credit entitlement is or is based on the GST amount shown. Please note that, in accordance with the GST law relating to insurance premiums the GST amount may be less than 1/11th of the Total Amount Payable*	GST \$349.97
	GOVERNMENT STAMP DUTY \$346.46
	TOTAL AMOUNT PAYABLE \$4,196.00
	DUE DATE 11/07/23

Insurance Australia Limited ABN 11 000 016 722 AFSL 227681 trading as WFI (WFI)

WFI Payment Slip Please do not remit cash by post.

	Biller code 172171		
	Ref. 33005448		
Use BPay to pay from your bank account, credit or debit card.		Please call 1300 934 934 for all credit card payments.	
CLIENT NAME The Owners of Strata 74605			
CLIENT NUMBER C265422	POLICY NUMBER 02 RSP 3300544	DUE DATE 11/07/23	TOTAL AMOUNT PAYABLE \$4,196.00
WFI Office Use Only: REN: 03 AM: 2026 AGENT: 02 9999902			

Important Notes

To help you understand how your renewal premium compares to last year, we have included a comparison below.

Premium Comparison

	Last Year *	This Year
Premium	\$2758.25	\$3074.98
ESL/FSL	\$326.80	\$424.59
GST	\$308.52	\$349.97
Government Stamp Duty	\$305.43	\$346.46
Total	\$3699.00	\$4196.00

* Last year's premium represents the amount you were charged for your insurance policy at the beginning of the last policy term plus or minus any changes you made throughout the policy term.

Changes to your premium

Your premium is based on the possibility of a claim against your policy, and may change if the general cost to protect our customers changes. For information on how your insurance premium is calculated, please contact us to discuss.

To learn more about general premium calculations you may refer to the Insurance Council of Australia website.

<http://understandinsurance.com.au/premiums-explained>

CERTIFICATE
02 RSP 3300544

Page No: 3

Location: 14-16 Old Bangalow Road

BYRON BAY 2481

Risk: 001/001 Building and common contents Effective: 11/07/23
Fidelity guarantee
Voluntary workers accident only

Insured: The Owners of Strata 74605

Business: means the business of the Strata Company as a strata company

BUILDING AND COMMON CONTENTS

Excess: \$900 or as shown in the policy, whichever is greater

Insured Item:	Sum insured:
Building	\$1,321,992
Common Contents	\$5,000

Flood Cover:

Your policy includes cover for damage caused by Flood (refer to the Product Disclosure Statement for details of this cover).

Additional benefits:

Arson reward	\$5,000
Damage to safe or strongroom	\$500
Demolition and removal of debris	\$20,000
Electrical Damage:	
\$1,000 any one electric motor to a maximum	
of \$10,000 in the aggregate	\$10,000
Escape of liquid	\$5,000
Failure of essential services:	
\$1,000 any one Unit Owner to a maximum	
of \$10,000 in the aggregate	\$10,000
Fees of architects, surveyors and other professionals	\$10,000
Fire containment	\$5,000
Improved environmental aspects	\$5,000
Landscaping	\$5,000
Money	\$5,000
Pets: any one Unit Owner	\$500
Property in the open air	\$5,000
Property of third parties	\$5,000
Replacement keys and locks	\$5,000
Replacement title deeds	\$5,000
Restoration of records	\$5,000
Strata Company Fund Fees: \$1,000 any one Unit Owner	\$1,000
Temporary shuttering	\$5,000
Tinting, frames and wiring	\$5,000
Tree removal costs	\$5,000
Removal and storage of Common Contents	\$2,000
Removal and storage of Unit Owner's contents:	
\$2,000 any one Unit Owner's contents to a maximum	
of \$20,000 in the aggregate	\$20,000
Loss of rent; Temporary and emergency premises	\$50,000

CERTIFICATE
02 RSP 3300544

Page No: 4

FIDELITY GUARANTEE

Excess: \$500 or as shown in the policy, whichever is greater
Fidelity guarantee limit \$40,000

VOLUNTARY WORKERS ACCIDENT ONLY

Capital benefit \$50,000
Weekly benefit \$500
Compensation period 52 weeks
Claims exclusion period 2 weeks
Aggregate limit per period \$100,000

Important Note:

1. You have the option to remove Flood cover from this policy. If you wish to remove Flood cover from your policy you will be required to notify us in writing. You can do this by completing the enclosed authority form and post, fax or email it to us.
2. Due to the location of your property there has been no additional charge added to your premium for this cover. If you remove Flood cover from this policy you will not have cover for Flood and your insurance schedule will show this limitation in your cover.
3. When building and contents are insured with us on the same policy and you remove Flood cover, you are removing Flood cover for both building and contents.

Premium	\$3009.93
ESL/FSL	\$424.59
GST	\$343.46
Government Stamp Duty	\$340.02
Total Amount Payable	\$4118.00

Risk: 001/002 Legal liability Effective: 11/07/23

Excess: \$500 for damage to property

Insured: The Owners of Strata 74605

Business: means the business of the Strata Company as a strata company

Limit of Indemnity:	Sum insured:
Any one Occurrence	\$20,000,000
Property in Your physical or legal control	\$250,000
Aggregate limit for pollution liability	\$20,000,000

Premium \$65.05



CERTIFICATE
02 RSP 3300544

Page No: 5

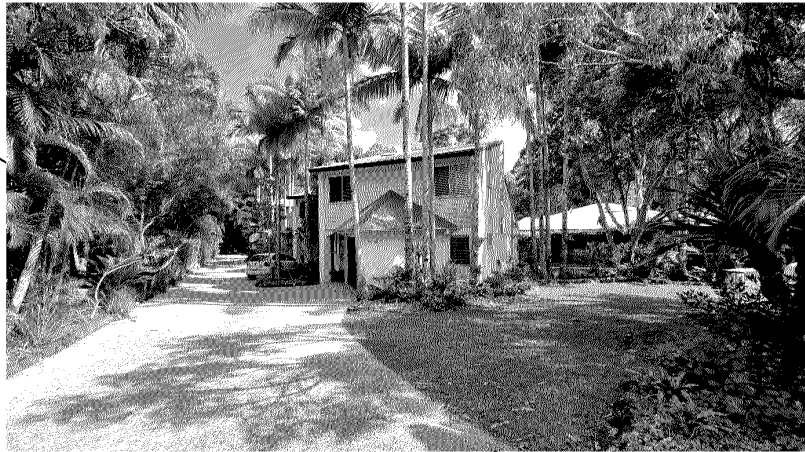
GST	\$6.51
Government Stamp Duty	\$6.44
Total Amount Payable	\$78.00



CAPITAL WORKS FORECAST

SP 74605

14-16 Old Bangalow Road



DATE: 13/11/2023



OLIVE TREE

Consulting Group



INTRODUCTION

PROPERTY DETAILS

Owners Corporation:	
SP	74605
Address	14-16 Old Bangalow Road, Byron Bay NSW 2481
Plan Type	SP
Date of Inspection	13/11/2023
Consultant	Tyrin Batty (QS)

PROPERTY DESCRIPTION:

The scheme consists of 3 lots in two level townhouses.

Common property includes driveways, gardens and boundary fences.

CONSTRUCTION:

Structural: Reinforced concrete.

Roofing: Metal sheeting on trusses.

Walls/ Cladding: Bagged brick and FC cladding.

Roadways: Reinforced concrete.

BASIS OF ASSESSMENT

The Assessment will consider the following:

1. Location
2. Building construction costs
3. Capital maintenance observed during our site inspection.
4. Capital maintenance advised by our client, and or quotations received by contractors to undertake specific works.
5. Estimated date of works to be undertaken.
6. Estimated cost of work to be undertaken.
7. Provisional allowances for works which timing may be unknown, or unclear, however, it is deemed important to include in the forecast period.

STATUS

- We recommend a desktop update of the Capital Works Forecast every 12 months to ensure accuracy of cost forecasting.



METHODOLOGY

KEY INPUTS:

Key data inputs used for this Capital Works Report include:

Start Date of Financial Year	01/06/2023
First Year of this Report	2023
Capital Works Account Balance	\$0.00
Capital Works Contributions Lot Ent. Per Annum – Year 1	\$1,000.00
Capital Works Levy Per Annum – Year 1	\$3,000.00
Capital Works Special Levy – Year 2	\$13,500.00
Capital Works Special Levy – Year 3	\$13,500.00

Key variable inputs include:

Date of Inspection	13/11/2023
Rate of Inflation – over 15 years	4.00% pa
Interest Rate on Investments – over 15 years	1.00% pa
Rate of Taxation on Interest	30.00% pa
Rate for Contingency	5.00% pa
Capital Works Forecast Period	15 years

BACKGROUND INFORMATION:

The report has been compiled based on the following information provided:

- Information pertaining to the current levy contributions from a capital works budget (if already established by the Owners Corporation).
- Total aggregate of Unit Entitlements.
- Capital Works balance or anticipated balance.
- Any specific cost information required for inclusion, should have been provided by the client, such as current quotations and or programming information.

In the event of any missing information, or if unable to attain, the Quantity Surveyor has made necessary assumptions.

SITE INSPECTION:

A physical inspection of the asset was assessed using site plans, survey plan(s), architectural plans. Physical measurements and photographs are taken at the time of inspection.

PERIOD

- The nominal forecast period of this report is for a total of fifteen (15) years.
- Elements may have a life which exceed the 15 years in our report. Allowances have been made or an explanatory note is given to describe these elements.



COST ESTIMATES

- The cost budgets contained herein are forecast estimates only.
- Consideration to the age and overall condition of elements contained herein have been assessed.
- The rates utilised in this report vary from several sources including, but not limited to, our confidential cost database.
- Our cost database has been created from recent experiences with buildings of a similar age, type and condition, and correspondence with various maintenance contractors, painting contractors, plant and equipment suppliers, and general manufactures and/or installers.
- We also reference rates from industry publications such as AIQS Building Cost Index and Rawlinson's published cost databases.
- Consideration to unpredictable weather and ground conditions has been made, but any serious event may exacerbate any damage and associated cost of repair.
- Performance and overall life of the various building materials may also vary unpredictably, but any failure may exacerbate any damage and associated cost of repair.
- Accordingly, we strongly recommend the respective owners of the property, and/or the Owners Corporation, regularly review their cost requirements. It is recommended that a desktop review with us is conducted on an annual basis.

LEVY CONTRIBUTIONS

- Levy Income has been determined by forecasting the expenditure requirement and making an assessment of levy contributions required to meet the expenditure.
- In the event that the Owners Corporation has been under collecting levies and does not have adequate funds, it may be necessary to raise a special levy to catch up or draw level. Similarly, in the event of unexpected costs a special levy may be required.
- The levy income is generally increased at an assumed escalation rate per annum of the forecast, although greater increases may be necessary to maintain an adequate bank balance.
- Precise determination of the most appropriate balance for a Capital Works is considered subjective, hence, again, we propose you review your requirements at least annually for the greatest accuracy of your cost plan.

PROVISIONAL ALLOWANCE

- A provisional allowance for cost elements has been used where the exact cost of replacement timing is unknown.
- This is calculated as a percentage of the overall life of the element. For example: If, total cost of replacement = \$15,000, and estimated life = 15 years, then the annual allowance = \$1,000 + CPI.

REPLACEMENT CONSIDERATIONS

- Replacement is considered for a whole element and new overall life from thereafter for the element would follow.
- Capital repairs are costs the Owners Corporation has allocated to the Capital Works forecast instead of the administrative fund.

GOODS AND SALES TAX (GST)

- GST is excluded on all costs and all levy contributions.



ASSUMPTIONS, INCLUSIONS, EXCLUSIONS AND LIMITATIONS OF REPORT

ASSUMPTIONS

- The cost estimates included within this Report are to be used for budgeting purposes only.
- This report assumes that all plant and equipment falling under the liability of the Owners Corporation will be maintained under comprehensive maintenance agreements. We note that any costs incurred under such maintenance agreements is to be accounted for via a separate Administrative Fund Budget.
- Quantity Surveyors are professionals in construction costs, we are not experts in quality of workmanship or programming. Notwithstanding this, the Quantity Surveyor has made basic observations with regards to workmanship and programming in the preparation of this report.
- Our report should only be relied upon for the purposes of establishing the Capital Works budget for a period of 12 months after the date of the report.

INCLUSIONS:

- Cost elements assessed includes:
 - Preliminary costs, substructure, superstructure, services, external fabric and finishes, internal fabric and finishes, fittings, services, recreational services, external works, oncosts as advised and limited to common property assets.
- Cost associated with planned refurbishments or improvements as advised by the Owners Corporation.
- Other costs specifically advised by the Owners Corporation, including quotations from contractors.

EXCLUSIONS:

- Items which are not common property, nor assets of the Owners Corporation.
- Any elements of regular maintenance of the administrative fund or contained in a service agreement with a contractor.
- Building defects which are not known.
- Structural issues which may arise.
- Refurbishments or improvements not advised by the Owners Corporation.
- Expenditure which is the result of wilful damage.
- Items where suitable access was not provided, or if limited by line of sight – then reasonable assumptions may be made.
- Loose furniture and equipment unless specified under fittings.

Schedule 1 – Capital Works Summary

Building:	
SP:	74605
Number of Lots	3
Unit Entitlement	3
Financial Year	1/06/2023
Balance	\$ -
Estimated Interest	1.0%
CPI	4.0%
Budget Year 1	\$ 3,000.00
Budget Year 1 /CLSE	\$ 1,000.00

Capital Works Forecast

Year	Period		Opening Balance	Budget/ Levies	Special Levy	Cost Allocation	Estimated Interest		Closing Balance	Per Unit / CSLE
							1%			
1	1/06/2023	to	31/05/2024	\$ -	\$ 3,000.00	\$ -	\$ 1,835.74	\$ 12.00	\$ 1,176.26	\$ 1,000.00
2	1/06/2024	to	31/05/2025	\$ 1,176.26	\$ 4,500.00	\$ 13,500.00	\$ 3,598.04	\$ 156.00	\$ 15,734.23	\$ 6,000.00
3	1/06/2025	to	31/05/2026	\$ 15,734.23	\$ 5,175.00	\$ 13,500.00	\$ 33,787.22	\$ 6.00	\$ 628.00	\$ 6,225.00
4	1/06/2026	to	31/05/2027	\$ 628.00	\$ 5,511.38	\$ -	\$ 4,126.46	\$ 20.00	\$ 2,032.92	\$ 1,837.13
5	1/06/2027	to	31/05/2028	\$ 2,032.92	\$ 5,869.61	\$ -	\$ 7,437.63	\$ 5.00	\$ 469.91	\$ 1,956.54
6	1/06/2028	to	31/05/2029	\$ 469.91	\$ 6,251.14	\$ -	\$ 4,986.10	\$ 17.00	\$ 1,751.95	\$ 2,083.71
7	1/06/2029	to	31/05/2030	\$ 1,751.95	\$ 6,657.46	\$ -	\$ 4,122.02	\$ 43.00	\$ 4,330.39	\$ 2,219.15
8	1/06/2030	to	31/05/2031	\$ 4,330.39	\$ 7,090.20	\$ -	\$ 4,580.74	\$ 68.00	\$ 6,907.85	\$ 2,363.40
9	1/06/2031	to	31/05/2032	\$ 6,907.85	\$ 7,551.06	\$ -	\$ 3,578.32	\$ 109.00	\$ 10,989.59	\$ 2,517.02
10	1/06/2032	to	31/05/2033	\$ 10,989.59	\$ 8,041.88	\$ -	\$ 5,690.54	\$ 133.00	\$ 13,473.93	\$ 2,680.63
11	1/06/2033	to	31/05/2034	\$ 13,473.93	\$ 8,564.60	\$ -	\$ 2,386.46	\$ 197.00	\$ 19,849.08	\$ 2,854.87
12	1/06/2034	to	31/05/2035	\$ 19,849.08	\$ 9,121.30	\$ -	\$ 7,239.51	\$ 217.00	\$ 21,947.87	\$ 3,040.43
13	1/06/2035	to	31/05/2036	\$ 21,947.87	\$ 9,714.19	\$ -	\$ 2,496.60	\$ 292.00	\$ 29,457.45	\$ 3,238.06
14	1/06/2036	to	31/05/2037	\$ 29,457.45	\$ 10,345.61	\$ -	\$ 6,026.68	\$ 338.00	\$ 34,114.39	\$ 3,448.54
15	1/06/2037	to	31/05/2038	\$ 34,114.39	\$ 11,018.07	\$ -	\$ 42,436.33	\$ 27.00	\$ 2,723.13	\$ 3,672.69

Schedule 3 – Summary of Cost Elements

CAT#	Cost Element	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Total Estimated Cost
		2023 to	2024 to	2025 to	2026 to	2027 to	2028 to	2029 to	2030 to	2031 to	2032 to	2033 to	2034 to	2035 to	2036 to	2037 to	
		2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	
C1	Preliminaries	0	0	0	2,126	0	2,243	0	2,360	1,302	2,477	0	2,594	0	2,711	0	15,810
C2	Substructure	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C3	Superstructure	674	2,402	715	735	755	775	2,752	816	836	856	877	3,101	917	937	958	18,107
C4	External fabric and finishes	589	607	32,466	642	660	678	696	713	731	749	766	784	802	819	40,170	81,872
C5	Internal fabric and finishes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C6	Fittings	0	0	0	0	0	0	0	0	0	438	0	0	0	0	0	438
C7	Services	422	435	447	460	473	485	498	511	523	536	549	561	574	587	599	7,659
C8	Recreational Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C9	External works	0	0	0	0	4,990	633	0	0	0	0	0	0	0	765	0	6,387
C10	Alterations and renovations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C11	On-costs	150	155	159	164	560	173	177	182	186	635	195	200	204	209	710	4,056
TOTAL		1,836	3,598	33,787	4,126	7,438	4,986	4,122	4,581	3,578	5,691	2,386	7,240	2,497	6,027	42,436	134,328

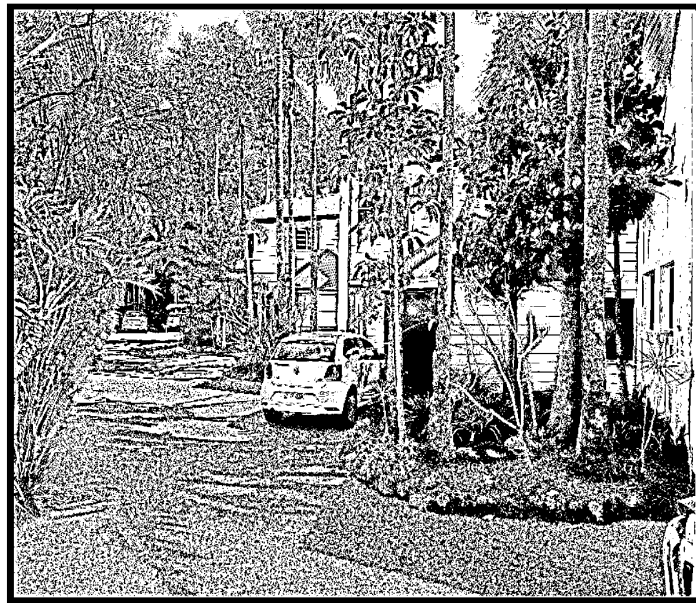
Schedule 4 – Details of Cost Elements

Element	Sub Element	Contribution Type	Est. Life	Year Next Due	Qty	Unit	COST	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	TOTAL COST
								2023 to 2024	2024 to 2025	2025 to 2026	2026 to 2027	2027 to 2028	2028 to 2029	2029 to 2030	2030 to 2031	2031 to 2032	2032 to 2033	2033 to 2034	2034 to 2035	2035 to 2036	2036 to 2037	2037 to 2038	
Preliminaries																							-
Preliminaries	Working at heights - extra over to rates	Replacement	10	9	3	days	1,050									1,302							1,302
Preliminaries	Washdown - removal of mould of external surfaces	Replacement	2	2	3	Item	1,950				2,126		2,243		2,360		2,477		2,594		2,711		14,508
Substructure																							-
Superstructure																							-
Roof	Metal sheeting	Provisional Allowance	45		255	m2	16,575	368	379	390	401	413	424	435	446	457	468	479	490	501	512	523	6,685
Roof	Metal sheeting - repair @ 5%	Replacement	5	2	13	m2	829		854					978					1,102				2,934
Roof	Metal roof fixings / flashings	Provisional Allowance	25		1530	No	7,650	306	315	324	334	343	352	361	370	379	389	398	407	416	425	435	5,554
Roof	Gutters and downpipes - repair @ 15%	Replacement	5	2	13	m	829		854					978					1,102				2,934
External fabric and finishes																							-
External walls	Repainting external walls	Replacement	12	3	533	m2	24,000															34,080	59,520
Balustrading	Timber balustrading / balcony structures - repairs @ 15%	Replacement	12	3	5.4	m	3,699															5,253	9,174
Balustrading	Balustrading fixings	Replacement	25	3	36	m	2,340																2,480
Windows	Metal windows	Provisional Allowance	45		9	No	8,550	190	196	201	207	213	219	224	230	236	241	247	253	258	264	270	3,449
Windows	Window seals	Provisional Allowance	25		9	No	2,250	90	93	95	98	101	104	106	109	112	114	117	120	122	125	128	1,634
External doors	General doors	Provisional Allowance	35		3	No	2,640	75	78	80	82	84	87	89	91	94	96	98	100	103	105	107	1,369
External doors	Garage roller doors	Provisional Allowance	25		3	No	5,850	234	241	248	255	262	269	276	283	290	297	304	311	318	325	332	4,247
Fittings																							-
Fittings	Mailboxes	Replacement	25	10	3	No	345											438					438
Services																							-
Hydraulic services	Upgrade sanitary plumbing services	Provisional Allowance	45		30	m	4,050	90	93	95	98	101	104	106	109	112	114	117	120	122	125	128	1,634
Hydraulic services	Upgrade water supply/mains services	Provisional Allowance	45		30	m	3,450	77	79	81	84	86	88	90	93	95	97	100	102	104	107	109	1,392
Hydraulic services	Upgrade external - stormwater services	Provisional Allowance	45		24	m	3,960	88	91	93	96	99	101	104	106	109	112	114	117	120	122	125	1,597
Electric light and power	Switchboard and wiring services	Provisional Allowance	25		36	Item	3,564	143	147	151	155	160	164	168	172	177	181	185	190	194	198	202	2,587
Electric light and power	External light fittings	Provisional Allowance	20		3	No	495	25	25	26	27	28	28	29	30	31	31	32	33	34	34	35	449
External works																							-
Timber fencing	Replace timber fencing - section	Replacement	15	5	45	m	4,455					4,990											4,990
Landscaping	Upgrade garden beds	Replacement	8	6	1	No	550							633								765	1,397
On-costs																							-
Contingencies	Contingencies @ 5% of annual budget	Replacement	1	1	1	Item	150	150	155	159	164	168	173	177	182	186	191	195	200	204	209	213	2,723
Consultant fees	Capital works forecast update	Replacement	5	5	1	Item	350					392					445					497	1,334



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REGULAR Visual Termite Inspection Report in accordance with AS 3660.2 – 2017



**14-16 Old Bangalow Rd
Byron Bay**

REGULAR Visual Termite Inspection Report in accordance with AS 3660.2-2017

Client: Strata North
Re: Structure at: 14-16 Old Bangalow Rd, Byron Bay
Date of the Inspection: 07 Nov 2023
Weather Conditions at time of inspection: Dry.

1. Brief description of the building and other structures on the property:

Type: Townhouse. X 3
Height: Two Storey.
Building: Brick Veneer.
Piers: Brick.
Floor: Timber with Concrete areas.
Roof: Metal.
Garage: Single Skin Brick & Engaged Piers.
Fences: Timber.

1.1 Brief description of areas inspected: Interior. Exterior. Roof Void.

Only structures, fences, trees etc within 50 m of the building but within the boundary of the property were inspected. If a building or part of a building, is constructed on a concrete slab it is always more susceptible to concealed termite entry.

1.2 Area/s* NOT Inspected and/or Area/s* to which REASONABLE ACCESS for Inspection was NOT AVAILABLE and the Reason/s why:

None.

* Since an inspection of the above areas was not possible, termite activity and/or damage may exist in these areas.

No inspection was made, and no report is submitted, of inaccessible areas. These include, but may not be limited to, concealed frame timbers, inaccessible 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 are not within the Scope of this inspection and were not inspected.

1.3 Area/s* in which Visual Inspection was Obstructed or Restricted and the Reason Why:

• Exterior due to: High soil, paths and gardens and decks about the external walls. This could provide hidden access to termites.

* Since a complete inspection of the above areas was not possible, termite activity and/or damage may exist in these areas.

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 wall linings, soil, landscaping, rubbish, floor coverings, furniture, pictures, appliances, stored items, insulation, hollow blocks/posts.

1.4 High Risk Area(s) to which Access should be gained, or fully gained, since they may show evidence of termites or damage: None available

Recommendation: Further Inspections are strongly recommended to areas where Reasonable Access is Unavailable, Obstructed or Restricted or a High Risk of possible Timber Pests and /or Damage exists.

1.5 Insulation

Where insulation is present in the roof void it is recommended it be moved or removed and an inspection be carried out to the wall top plate timbers and other roofing timbers covered by the insulation. This invasive inspection will not be performed unless a separate contract is entered into.

1.6 Furnishing Status

Was the property furnished at the time of inspection? Yes.

Where a property is furnished at the time of the inspection then you must understand that the furnishings and stored goods may be concealing evidence of termite activity and/or damage. This evidence may only be revealed when the furnishings and stored goods are moved. In this case a further inspection of the property is strongly recommended.

2.0 SUBTERRANEAN TERMITES

2.1 At the time of the inspection were active termites (live insects) found? No.

2.2 Was a termite nest found? No

Where a termite nest is located on or near the property, the risk of termite infestation is increased.

2.3 At the time of the inspection was visible evidence of subterranean termite workings located? No.

2.4 Was termite damage located? No.

2.5 Termite workings and/or damage were found mainly in but not limited to: None

Where damage is detected, the potential for further non-visual (concealed) damage associated with the termite workings and damage found is always high.

If no evidence of termites was found at this inspection be aware that at the initial stages of a termite attack there is often no evidence that an attack has commenced, such evidence may only become apparent sometime after the attack has commenced. As the inspection can only report details of what was found on the day of the inspection, we strongly recommend that if you find evidence of new termite workings or damage prior to the next recommended inspection you should contact our company immediately.

VERY IMPORTANT: Where any termite activity or damage is noted you must realise that further termite damage may be present in concealed areas. A building expert should determine the full extent of damage See Clauses 3, 4 & 5 on Page 1.

2.6 Whilst we are not builders, the termite damage appears to be: - None Visible. See Clause 4 on page 1. If a treatment proposal is attached then note areas marked on the sketch (mud map) for more information on areas of damage and activity.

IMPORTANT: If no live termites were noted above but visual evidence of termite workings and/or damage or any other signs of termites are reported then there may be active termites in concealed areas. Termites may still be active in the immediate vicinity and may return to cause further damage. In most cases it may not be possible without the benefit of further investigation and subsequent inspections to ascertain whether an infestation is active or inactive. Active termites may simply have not been present at the time of inspection due to a prior disturbance, climatic conditions, or they may have been utilising an alternative feeding source. Continued, regular, inspections are essential. Unless written evidence of an appropriate termite management program that accords with "AS 3660 Termite Management" is provided, a treatment must always be considered to reduce the risk of further attack.

High moisture readings can be caused by any one of the following: poor ventilation, ineffective drainage, leaking pipes, leaking roofs, defective flashing or by concealed termite activity. The areas of high moisture should be investigated by way of an invasive inspection. High moisture levels also increase the likelihood of termite attack and may also be conducive to borer activity and wood decay.

2.7 At the time of the inspection moisture readings were normal.

Moisture was tested using a Tramex Encounter Moisture Meter.

If high moisture readings are found and unaccounted for, the use of a Termite Movement Tracker, Thermal Imaging Camera or a Termite Detection Animal if practical or determined necessary by the inspector, may provide further supportive evidence but if high moisture was reported then you must have a building expert investigate the moisture and its cause and determine the full extent of damage and the estimated cost of repairs.

2.8 Previous treatment Evidence: There was no visual evidence of a possible previous termite treatment.

2.9 Was a durable sign located: A durable sign was not located.

Modern termiticides have a limited life expectancy. The liquid termiticide treated zones will need to be re-installed. The timing of that re-treatment can only be determined by regular, competent inspections as recommended by AS 3660.2-2017.

This firm can give no assurances with regard to work that may have been previously performed by other firms.

2.10 Subterranean termite treatment recommendation: A suitable management program that accords with AS 3660 against subterranean termites is considered to be Strongly Recommended. Chemical barrier or termite baiting system.

Termite Protection Notice in the meter box indicates chemical barrier applied in 2006. This barrier has now expired and should be replaced.

A treatment proposal can be supplied on request

2.11 Termite Shields (Ant Caps) form part of Physical Termite Systems. They need to be in good order, complete, continuous and observable in order to fulfil their intended purpose. The function of this type of system is to force termite workings to be exposed if termites are entering or attempting to enter the property. Where it is observed that these conditions are not present, termite shielding must be reported as inadequate. It may be possible for a builder to repair the shielding. If not, a chemical treated zone may need to be installed to replace the use of the shielding. Missing, damaged or poor shields increase the risk of infestation.

Whilst not a builder it appears that termite shields are Not applicable.

If considered inadequate a builder or other building expert should be consulted. NB Physical barrier systems installed in wall cavities etc are not visible to inspection and no comment is made on such systems.

2.12 Wood rot: At the time of the inspection was visible evidence of wood decay fungi (rot) found? Yes. External timbers. See attached pictures.

Wood decay fungi are conducive to subterranean termites. You should consult a builder or other building expert to find out what must be carried out to prevent further decay (repairing of drainage, leaks and/or sealing the timber) and to repair the damage.

2.13 Construction features and/or situations that appear conducive to (may attract) subterranean termite infestation: - High soil, paths, decks and gardens about the external walls. This could provide hidden access to termites.

*NOTE: Where timber is used for external structures e.g. Balconies, Verandas it may be susceptible to fungal decay or termite attack, it is recommended that you consult a Builder or other specialist in the field to inspect exposed timbers and provide expert advice on their durability and suitability for the situation in which they are used.

Any Timber retaining walls should be replaced with non-susceptible material. You should consult a builder prior to removing/replacing retaining walls.

2.14 Vegetation on the property

Where trees above 10m and within 5m of the structure are present it is recommended you consult an Arborist as to management or removal of the trees and that Local Council be consulted concerning their tree management regulations.

Other areas, if any, considered conducive are: It appears that there is no termite management system in place. It is imperative that a comprehensive termite management system is installed and maintained to protect the building(s) and structure(s).

3.0 ENVIRONMENTAL CONDITIONS THAT ARE CONDUCTIVE TO TERMITES

3.1 Drainage: Poor drainage, especially, in or into the subfloor or against the external walls, increases the likelihood of termite attack.

Whilst not a plumber, it appears that drainage is generally: Adequate.

If signs of poor drainage around the structure or in a subfloor were observed, they were:

Where drainage is found to be inadequate or it could not be accessed on day of inspection, it is recommended consult a plumber/drainer to assess or rectify the situation.

3.2 Water leaks: Water leaks, especially in or into the subfloor or against the external walls, increases the likelihood of termite attack. Leaking showers or leaks from other 'wet areas' also increase the likelihood of concealed termite attack. Whilst not a plumber, it appears that water leaks are: Present.

Areas where leaks should be attended to by a plumber or other expert and why: The roof plumbing is in disrepair.

Where drainage is considered inadequate or water leaks are reported then a plumber, builder or other building expert should be consulted.

3.3 Water Discharged against Building e.g. Hot water services or air conditioning units: water released alongside or near to building walls needs to be connected to a drain as the resulting wet area is highly conducive to termites. If this is not possible the water needs to be piped several meters away from the building as the resulting wet area is highly conducive to termites.

Is there a need for this work to be carried out? Yes. Air conditioning unit overflows discharging against the building

3.4 Ventilation: Ventilation, particularly to the sub-floor region is important in minimising the opportunity for termites to establish themselves within a property. Whilst not a builder the ventilation appears to be generally: Not Applicable. Where ventilation needs to be improved consult a builder or other expert.

3.5 Slab Edge Exposure: Where external concrete slab edges are not exposed there is a high risk of concealed termite entry. In some buildings built since July 1995 the edge of the slab forms part of the termite shield system. In these buildings an inspection zone of at least 75mm should be maintained to permit detection of termite entry. The edge should not be concealed by render, tiles, cladding, flashings, adjoining structures, paving, soil, turf or landscaping etc. Where this is the case you should arrange to have the slab edge exposed for inspection. Concealed termite entry may already be taking place but could not be detected at the time of this inspection. This may have resulted in concealed timber damage.

Does the slab edge inspection zone fully comply? No, not required as it is an infill type slab.

Note: A very high proportion of termite attacks are over the edge of both infill and other concrete slab types. Covering the edge of a concrete slab makes concealed termite entry easy. Infill slab type construction has an even higher risk of concealed termite ingress as the slab edge is concealed due to the construction design and cannot be exposed. The type of slab may only be determined by the assessment of the construction plans by a qualified person e.g. Builder or Architect. Construction plans may be obtainable from your local Council or Builder. Termite activity or damage may be present in concealed timbers of the building. We strongly recommend frequent regular termite or timber pest inspections in accordance with AS 3660.2 or AS 4349.3-2010. Where the slab edge cannot be determined then we strongly recommend termite or timber pest inspections every 3-6 months in accordance with AS 3660.2 or AS 4349.3-2010.

Infill Slabs: A slab on the ground cast between walls. Other slabs should be in accordance with AS 2870-2011 and/or AS 3660.1-2000 and for more information you should ask a builder.

3.6 Weep holes in external walls: It is very important that soil, lawn, concrete paths or pavers do not cover the weep holes. Sometimes they have been covered during the rendering of the brick work. They should be clean and free flowing. Covering the weep holes in part or in whole may allow undetected termite entry.

3.7 Risk: Taking into account the above information, at the time of the inspection the degree of risk of subterranean termite infestation to the overall property is considered to be: High

4.0 NEXT REGULAR-INSPECTION DUE

IMPORTANT: It is strongly recommended that a full Regular Inspection and Report be carried out every 12 Months.

Regular, frequent inspections DO NOT stop termite attack. They are intended to limit the amount of damage that may occur by detecting problems early.

Note: AS 3660 and AS 4349.3 both recommend at least 12 monthly inspections but strongly advise more frequent inspections.

Important: "If you become aware of any termite activity DO NOT disturb or treat the termites or their workings in anyway but contact our Company immediately. Home treatments do not work and will invalidate any warranty in place."

You should read and understand the following important information. It will help explain what is involved in a termite inspection, the difficulties faced by a termite inspector and why it is not possible to guarantee that a property is free of termites. It also details important information about what you can do to help protect your property from termites. This information forms an integral part of the report. If you do not understand any part of this report, then please ask the Inspector to explain.

IMPORTANT MAINTENANCE ADVICE REGARDING INTEGRATED PEST MANAGEMENT FOR PROTECTING AGAINST TERMITES

Termites can attack any structure. Periodic maintenance should include measures to minimise possibilities of infestation in and around a property. Factors that may lead to infestation from termites include: -

- Situations where the edge of the concrete slab is covered by soil or garden debris.
- Filled areas, areas with less than 400mm clearance.
- Foam insulation at foundations.
- Poor drainage, leaking pipes, damp areas, form-work timbers, scrap timber, tree stumps, mulch, tree branches touching the structure, wood rot and timber retaining walls. Note: Termites often build nest behind timber retaining walls.
- Gardens, pathways or turf abutting or concealing the edge of a concrete slab will allow for concealed entry by termites.

All timber in contact with soil such as formwork, retaining walls, scrap timbers, firewood or stumps must be removed from under and around the buildings and any leaks or poor drainage repaired. You should endeavour to ensure such conditions DO NOT occur around your property.

We further advise that you engage a professional pest control firm to provide a suitable termite management program in accord with AS 3660 to minimise the risk of termite attack. There is no way of preventing termite attack. Even AS 3660 advises when a complete termite management system is installed in accordance with AS 3660.1-2014 for pre-construction termite work or 3660.2-2017 for post-construction termite work and the Australian Pesticides and Veterinary Medicines Authority (APVMA) product label directions are followed precisely, termites may still bridge the management system. However, if the label directions are followed and the Standard adhered to, and bridging occurs, evidence of the termite ingress will normally be evident to the inspector. Therefore, regular inspections in line with the recommendations in this report are essential in addition to any suitable termite management system you install.

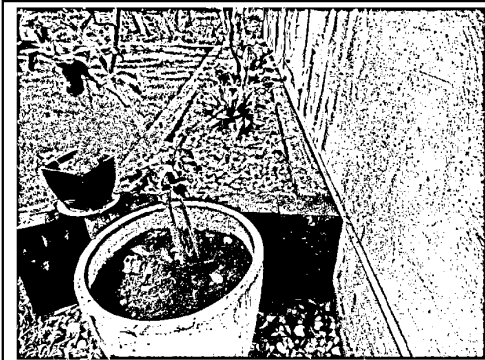
DISCLAIMER OF LIABILITY: - No liability shall be accepted on account of failure of the Report to notify any termite activity and/or damage present at or prior to the date of the Report in any areas(s) or section(s) of the subject property physically inaccessible for inspection, or to which access for inspection is denied by or to the Licensed Inspector (including but not limited to any area(s) or section(s) so specified by the Report).

DISCLAIMER OF LIABILITY TO THIRD PARTIES: Compensation will only be payable for losses arising in contract or tort sustained by the Client named on the front of this report. Any third party acting or relying on this Report, in whole or in part, does so entirely at their own risk.

PHOTOS



High soil, paths and gardens abut the external walls. This could provide hidden access to termites.



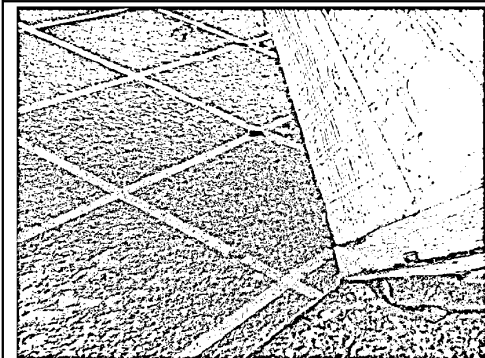
Unit 1. Landscaping timbers about the external walls



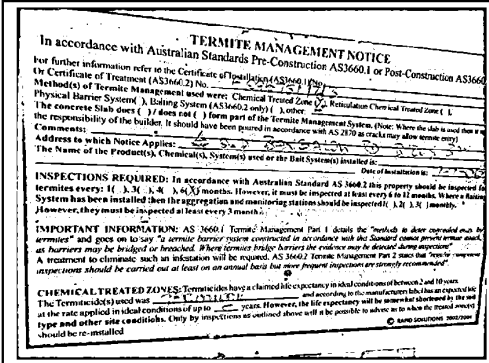
Unit 1. Decay to window frame



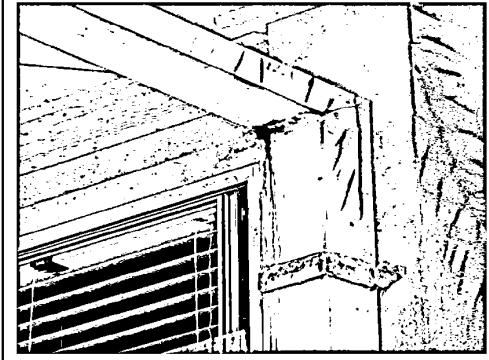
High soil, paths and gardens about the external walls. This could provide hidden access to termites.



Drill holes in paths from previous termite barrier installation.



Termite Protection Notice. Meter box sticker indicates chemical barrier applied in 2006. This barrier has now expired and should be replaced.



Unit 1.
Leaking downpipe



Unit 1.
No access under deck



Unit 2.
High soil, paths and gardens abut the external walls. This could provide hidden access to termites.



Unit 3.
High soil, paths and gardens about the external walls. This could provide hidden access to termites.



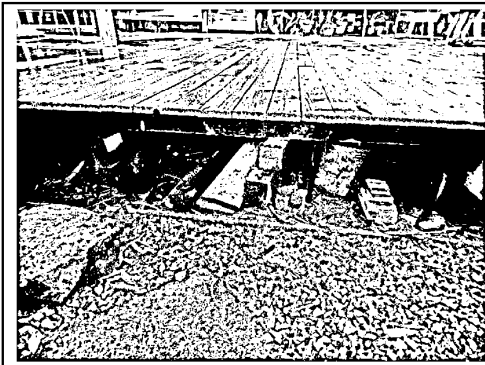
Unit 3 Garage. Stored goods.



Unit 3. Bedroom. Moisture damage to ceiling



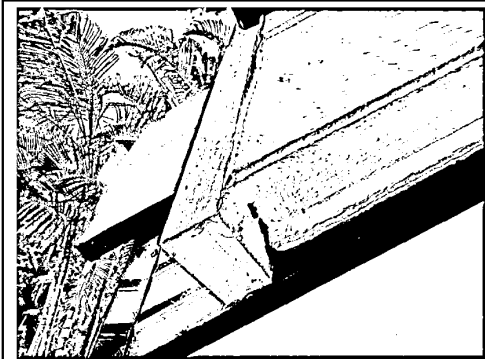
Unit 3. Air conditioning unit overflow discharging against the building



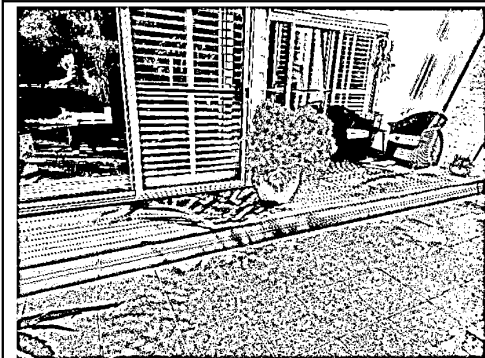
Unit 3. Timber stored under deck



Unit 3. No access under deck.



Decay to timber (Oregon) eave over rear decks



Rear timber deck abuts the building. This could provide hidden access to termites.



Air conditioning unit overflow discharging against the building



Unit 2.
High soil, paths and gardens abut the external walls. This could provide hidden access to termites.

CONTACT THE INSPECTOR

Please feel free to contact the inspector who carried out this inspection. Often it is very difficult to fully explain situations, problems, access difficulties or timber Pest activity and/or damage in a manner that is readily understandable by the reader. Should you have any difficulty in understanding anything contained within this report then you should immediately contact the inspector and have the matter explained to you. If you have any questions at all or require any clarification then contact the inspector prior to acting on this report.

The Inspection and Report was carried out by: Richard Brent

Inspectors Phone: 0412009536

State Licence No: 5070295 PMT TTP

SIGNED FOR AND ON BEHALF OF: Cape Byron Pest Management

Signed: *Richard Brent* on this 7th day of November 2023

Our Ref: AP/VG D24/2602

1 February 2024

The Owners of Strata Plan 74605
C/- Strata North Pty Ltd
PO Box 889
BALLINA NSW 2478

Dear Property Owner

Replacement of water main – Bangalow Road and Paterson Street, Byron Bay
Affected property: DP74605, 14-16 Old Bangalow Road BYRON BAY

Rous County Council (Rous) intends to upgrade a segment of the water infrastructure along Bangalow Road and Paterson Street by replacing the existing 200mm diameter watermain with a larger 355mm diameter main in the middle of 2024.

The watermain segment slated for replacement was constructed in 1952, and current modelling suggests that it will soon struggle to meet the peak day demands, primarily due to the increasing population in Byron Shire.

The primary objective of this project is to ensure Rous can continue to provide customers in the area with a reliable water supply. A map of the proposed replacement water main alignment is attached.

Traffic control and potential lane closures will be in place during the construction period which is expected to take between 6-8 weeks. During this time, residents are advised to check the Rous' website and Facebook page for road updates. Updates will also be posted regularly on digital billboards stationed along Bangalow Road.

Should you have any queries about this project, please contact the undersigned on (02) 6623 3800.

Yours faithfully



Anthony Patterson
Delivery Engineer

Attachment: Map of proposed water main alignment.

Attachment.



Proposed 355 mm Trunk Watermain - Old Bangalow Road to Shelly Drive

THE INFORMATION ON THIS MAP MAY NOT BE ACCURATE.

Disclaimer: The material contained on this map is made available on the understanding that Rous County Council is not liable for any loss or damage arising from its use. While all reasonable care has been taken to ensure the information contained on this map is up to date and accurate, no warranty is given that the information contained on this map is free from error or omission. Any reliance placed on such information shall be at the sole risk of the user. Please verify the accuracy of the information prior to using it.



Printed Date: 17/01/2024
 Prepared By: Jeremy Shephard
 Projection: MGA Zone 56

ROUS COUNTY COUNCIL
 ADMINISTRATION CENTRE
 Level 4, 218/222 Molesworth Street
 LISMORE NSW 2480
 Ph: (02) 6623 3800 Fax: (02) 6622 1181
 Email: council@rous.nsw.gov.au
 Web: www.rous.nsw.gov.au



COMMON AREA GARDEN MAINTENANCE - CHECK LIST

- General garden maintenance of all common areas
- Attend twice a month mid October through mid-April and once a month for the remainder of the year
- Mow front & back lawns
- Trim all edges
- Clean-out storm-water run-off pit at bottom of driveway
- Remove debris from around storm water outlets at the rear of the property & maintain proper drainage away from them into the bush
- Weed & prune growth along driveway fence-line, garden beds along driveway and front of property
- Clear all areas of leaves & palm fronds
- Blow driveway & front footpath of all debris
- Remove accumulated garden debris pile

Archived: Saturday, 8 June 2024 3:22:01 PM
From: [Norman Parkhill](#)
Sent: Sunday, 17 March 2024 10:35:23 AM
To: [Dylan Arnot](#) [Jill Brown](#)
Cc: [Narelle Shortt](#)
Subject: 74605 - Tenants in Lot 3: Letter of complaint
Importance: Normal
Sensitivity: None

Thanks for your swift response Dylan. Much appreciated

Cheers, Norman

From: Dylan Arnot <dylan@eudo.com.au>
Date: Saturday, 16 March 2024 at 7:17 pm
To: Jill <jillbrown15@gmail.com>
Cc: Narelle Shortt <narelles@stratanorth.com.au>, Norman Parkhill <norman@insyncmusic.com.au>
Subject: Re: Tenants in Lot 3: Letter of complaint

Thanks again Jill and Norman.
We've ended the tenants' lease for a number of reasons, their last day will be 6th April.

On Sat, 16 Mar 2024, 4:16 pm Jill Brown, <jillbrown15@gmail.com> wrote:

Hey Dylan -- here's the letter of complaint as discussed and requested

Hope it helps you to move the tenants on

Best wishes
Jill



Words by
Jill Brown
0417 652 617
wordsbyjillbrown.com

The Owners
Lot 3/14-16 Old Bangalow Road
Byron Bay, NSW 2481

16 March 2024

Dear Dylan & Anneli

Re: Unit 3 tenants

This is a formal letter of complaint with regards to the current tenants residing in your property, Unit 3/14-16 Old Bangalow Road, Byron Bay

Since taking up occupancy in late January 2024, they have breached several strata by-laws in relation to noise, nuisance, common property and, today, vehicles. My complaints to them in relation to these matters have been met with indifference. As such, they have frequently interfered with the peaceful enjoyment of our property.

Here is a summary of the incidents to date:

Monday 29 January 2024

10:45pm: Loud shouting, screaming & laughter from outside. Our neighbour from 18 Old Bangalow Road yelled twice for them to 'keep it down' (By-law 1)

Friday 2 February 2024

10:45pm: Loud shouting, screaming & laughter from outside. I knocked on their front door and complained about the excessive noise and asked for it to cease. Their response was that they didn't know what time it was (By-law 1)

Friday 2 February 2024

11:45pm: Excessive noise continued. I knocked on their front door and complained and again, asked for it to cease. Their response was to tell me to get ear plugs (By-law 8)

Wednesday 14 February 2024

4:00pm: Rubbish had been dumped on top of and beside U3 bins for a week or so. I complained to someone (not sure if they were a tenant or a guest). Their response was basically 'what's the problem?' (By-law 9) [Link to photo](#)

Wednesday 21 February 2024

10:30pm: Loud shouting, screaming & laughter from outside. I knocked on their front door and complained about the excessive noise and asked for it to cease. Their response was, again, that they didn't know what time it was and that 'they were young and enjoyed having fun with their friends'. One of the girls turned her back on me, walked inside and slammed the door (By-laws 1/8)

Thursday 15 March 2024

1:00am: Loud moaning as if someone was in extreme pain. Continued for several hours

Saturday 16 March 2024

4:00am numerous vehicles were heard driving up and down the driveway

7:30am The occupiers had 4 vehicles parked on the property. One was a 4-wheel drive with fold-out sleeping shelter and deck parked in the common parking space. Two visitors had been sleeping there overnight. I knocked on the front door and complained about the vehicles on the property and that one had people camping in it. I advised this was trespass and that the vehicles were to be moved immediately. Again, my complaint was met with indifference with one of the tenants arguing that they had a right to allow friends to camp on the property (By-laws 2/8) [Link to photos](#)

In addition to these complaints, there has been new people and cars arriving and leaving every day. It's hard to tell who the actual tenants are. You advised initially that there would be three professional women moving in. I estimate there is at least five occupants—three women and two men—living in the property with a steady stream of visitors

As owners of Lot 2, we are entitled to the peaceful enjoyment of our property. Since your new tenants have moved in, that has not been the case. We ask that you take immediate action to rectify the situation

Yours sincerely

Norman Parkhill & Jill Brown
Owners, Lot 2/14-16 Old Bangalow Road, Byron Bay

Strata Roll

The Owners Corporation - Strata Plan 74605

14-16 Old Bangalow Road, Byron Bay NSW 2481

INDIVIDUAL LOT

Lot 2

Associated lots:

Unit no. 2

Unit entitlements

Levy Entitlement 1.00 / 3.00

Owners

Name	Address for service of notices
-------------	---------------------------------------

Jill Brown & Norman Parkhill

2485, Byron Bay NSW 2481

Email Address jillbrown15@gmail.com

Date of entry 21/06/2023

Date of purchase 21/06/2023

Mortgages

None

Leases

None

Owner Ledger

Start Date: 01/06/2022

End Date: 30/06/2026

Owners: One only

The Owners Corporation - Strata Plan 74605

14-16 Old Bangalow Road, Byron Bay NSW 2481

Lot 2 Unit 2 Jill Brown & Norman Parkhill

UE / AE: 1.00 / 3.00

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	01/05/2023	Quarterly	Cancelled: Quarterly Admin/Capital Works Levy	825.00	0.00	250.00	0.00	0.00	0.00%	Standard	Cancelled	None
2	01/08/2023	Quarterly	Cancelled: Quarterly Admin/Capital Works Levy	825.00	0.00	250.00	0.00	0.00	0.00%	Standard	Cancelled	None
3	01/08/2023	Quarterly	Quarterly Admin/Capital Works Levy	825.00	825.00	250.00	250.00	0.00	0.00%	Standard	Normal	None
4	01/11/2023	Quarterly	Cancelled: Quarterly Admin/Capital Works Levy	825.00	0.00	250.00	0.00	0.00	0.00%	Standard	Cancelled	None
5	01/11/2023	Quarterly	Quarterly Admin/Capital Works Levy	825.00	825.00	250.00	250.00	0.00	0.00%	Standard	Normal	None
6	01/02/2024	Quarterly	Cancelled: Quarterly Admin/Capital Works Levy	825.00	0.00	250.00	0.00	0.00	0.00%	Standard	Cancelled	None
7	01/02/2024	Quarterly	Quarterly Admin/Capital Works Levy	825.00	825.00	250.00	250.00	0.00	0.00%	Standard	Normal	None
8	01/05/2024	Quarterly	Quarterly Admin/Capital Works Levy	825.00	825.00	250.00	250.00	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				
03/10/2023	1	Receipt	Banked		1,650.00	0.00	500.00	0.00	0.00		2,150.00		3, 5
31/01/2024	4	Receipt	Banked		825.00	0.00	250.00	0.00	0.00		1,075.00		7
29/04/2024	7	Receipt	Banked		825.00	0.00	250.00	0.00	0.00		1,075.00		8

**Levy Positions - Complete
for the financial year to
31/05/2024**

The Owners Corporation - Strata Plan 74605

14-16 Old Bangalow Road, Byron Bay NSW 2481

Administrative Fund

Lot	Unit	Paid to	Standard levies				Special levies				Interest		GST due	
			Due	Paid	Arrears	Advance	Due	Paid	Arrears	Advance	Due	Paid		
1	1	31/07/2024	3,300.00	3,300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	2	31/07/2024	3,300.00	3,300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	3	30/04/2024	3,300.00	3,295.69	4.31	0.00	0.00	0.00	0.00	0.00	0.00	24.64	0.00	0.00
			9,900.00	9,895.69	4.31	0.00	0.00	0.00	0.00	0.00	0.00	24.64	0.00	0.00
Due Excl. GST			9,900.00				0.00							

Capital Works Fund

Lot	Unit	Paid to	Standard levies				Special levies				Interest		GST due
			Due	Paid	Arrears	Advance	Due	Paid	Arrears	Advance	Due	Paid	
1	1	31/07/2024	1,000.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	2	31/07/2024	1,000.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	3	30/04/2024	1,000.00	998.70	1.30	0.00	0.00	0.00	0.00	0.00	0.00	7.47	0.00
			3,000.00	2,998.70	1.30	0.00	0.00	0.00	0.00	0.00	0.00	7.47	0.00
Due Excl. GST			3,000.00										