



## **Strata Information**

Unit 11/1045 Albany Highway, St James

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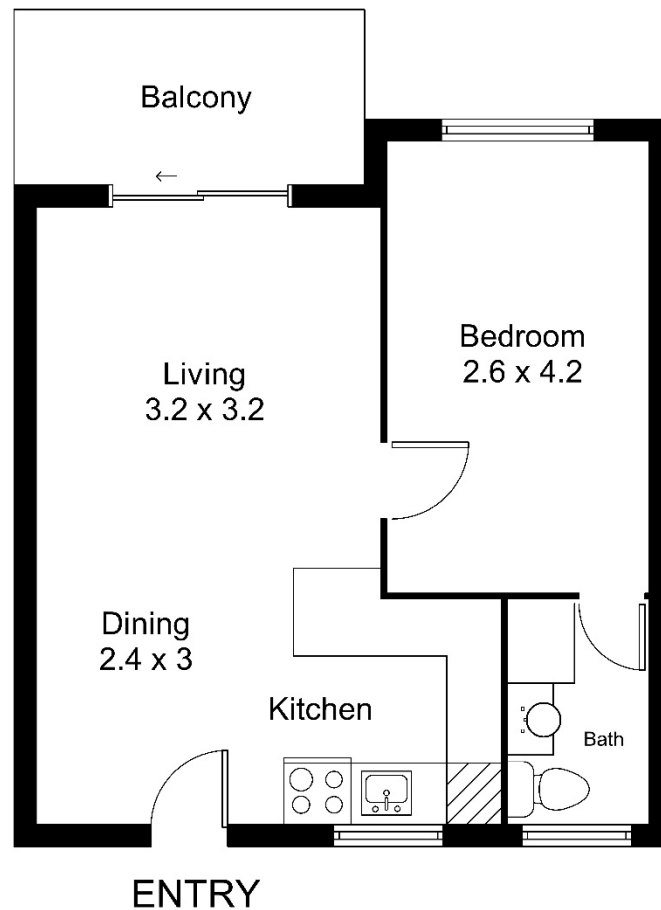
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Summary of Outgoings & Owners Funds		
Council Rates	\$ 1,564.50	per year
Water Service	\$ 906.45	per year
Strata Admin	\$ 567.50	per quarter
Strata Reserve	\$ 208.35	per quarter
Total Owners Funds	\$ 116,717.91	as at 22/08/2025

**Tracey Mainstone 0414 766 804**

Sales Specialist [tracey@kprperth.com.au](mailto:tracey@kprperth.com.au)

# Floor Plan



/ for information and guidance purpose only /  
measurements shown are approximate

11/1045 Albany Highway  
ST JAMES

(This floor plan is for information & guidance purposes only / measurements shown are approximate)

INTERESTS AND NOTIFICATIONS					FORM 1	
SUBJECT	PURPOSE	STATUTORY REFERENCE	ORIGIN	LAND BURDENED	BENEFIT TO	COMMENTS
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p><b>STRATA / SURVEY -</b> <b>STRATA PLAN 43672</b></p> <p>SHEET 1 OF 4 SHEETS</p> <p>MANAGEMENT STATEMENT <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>Lodged, 15.7.03 388263</p> <p>Examined, 21.7.2003</p> <p>Registered, 27.5.2005 330129</p> <p><i>Robb</i> REGISTRAR OF TITLES</p> <p>WESTERN AUSTRALIAN PLANNING COMMISSION 561-03 Certificate of Approval of W.A.P.C. under Section 25B(2) of Strata Titles Act 1985.</p> <p>Delegated Under S20 WAPC Act 1985</p> <p>DATE JOB : 6099</p> </div> <div style="width: 65%;"> <p><b>PLAN OF</b> LOT 2 ON DIAGRAM 40776</p> <p><b>CERTIFICATE OF TITLE</b> VOLUME: 1397 FOLIO: 244 65A</p> <p><b>LOCAL GOVERNMENT</b> TOWN OF VICTORIA PARK</p> <p><b>INDEX PLAN</b> BG34(2) 16.20</p> <p><b>FIELD BOOK NUMBER</b></p> <p><b>SCALE</b> 1 : 400</p> <p><b>NAME OF SCHEME</b> 1045 ALBANY HIGHWAY ST. JAMES</p> <p><b>ADDRESS OF PARCEL</b> 1045 ALBANY HIGHWAY ST. JAMES WA 6102</p> <p><b>Department of Land Administration</b></p> </div> </div>						

**ALBANY HIGHWAY**

**LEGHARDT STREET**

**PLAN OF LOT 2 ON DIAGRAM 40776**

**STRATA PLAN 43672**

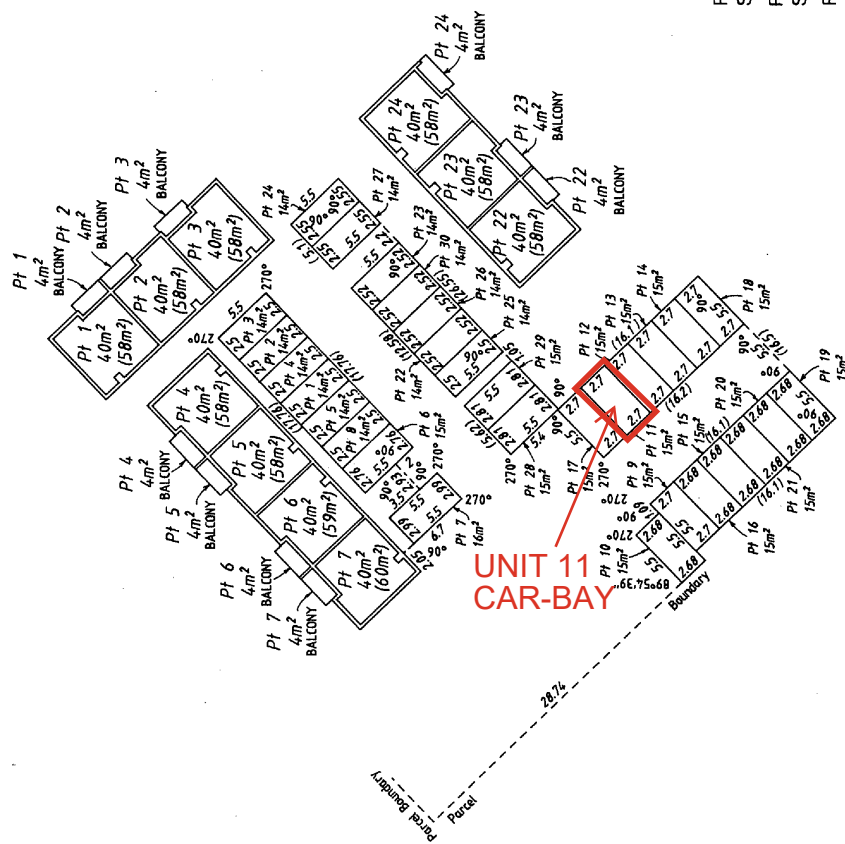
**SCALE 1 : 400**

**LOCATION PLAN (Scale 1 : 400)**

**CARLTON SURVEYS LICENSED SURVEYORS**  
SUITE 4, 160 BURSWOOD ROAD  
BURSWOOD 6100  
TELEPHONE 9361 5356 FAX 9361 3457

STRATA / SURVEY -  
STRATA PLAN 43672

SHEET 2 OF 4 SHEETS



FOR OTHER PARTS OF LOTS 8-14 INCLUSIVE  
SEE SHEET 3 OF 4 SHEETS  
FOR OTHER PARTS OF LOTS 25, 26 & 27  
SEE SHEET 3 OF 4 SHEETS  
FOR OTHER PARTS OF LOTS 15-21 INCLUSIVE  
SEE SHEET 4 OF 4 SHEETS  
FOR OTHER PARTS OF LOTS 28, 29 & 30  
SEE SHEET 4 OF 4 SHEETS

0 10 20  
GROUND FLOOR  
(Scale 1 : 400)

STRATA OF THE LOTS EXTERNAL TO THE BUILDINGS EXTENDS BETWEEN 0.6 METRES BELOW AND 3 METRES ABOVE THE UPPER SURFACE OF THE BUILDING WALLS, TO THE EXTERNAL SURFACES OF THE BUILDING WALLS, TO THE EXTERNAL SURFACES OF THE BALCONY CONCRETE SLAB, THE UPPER SURFACE LEVEL OF THE BALCONY SLAB AND 2.4 METRES ABOVE, UNLESS COVERED.  
THE STRATA BOUNDARIES OF THE BALCONIES ARE TO THE EXTERNAL SURFACES OF THE BUILDING WALLS, TO THE EXTERNAL SURFACES OF THE BALCONY CONCRETE SLAB, THE UPPER SURFACE LEVEL OF THE BALCONY SLAB AND 2.4 METRES ABOVE, UNLESS COVERED.  
THE BOUNDARIES OF THE LOTS OR PARTS OF THE LOTS WHICH ARE SHOWN ON THE STRATA PLAN ARE THE CENTRELINE OF THE WALLS, THE UPPER SURFACES OF THE FLOOR AND THE UNDER SURFACE OF THE CEILING AND THE UNDER SURFACE OF THE STRATA TITLES ACT 1988.

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0 10 20  
FIRST FLOOR  
(Scale 1 : 400)

THE STRATA OF THE LOTS EXTERNAL TO THE BUILDINGS EXTENDS BETWEEN 0.5 METRES BELOW AND 3 METRES ABOVE THE UPPER SURFACE LEVEL OF THE GROUND FLOOR OF THE BUILDING ON LOT 7, UNLESS COVERED OR OTHERWISE STATED.

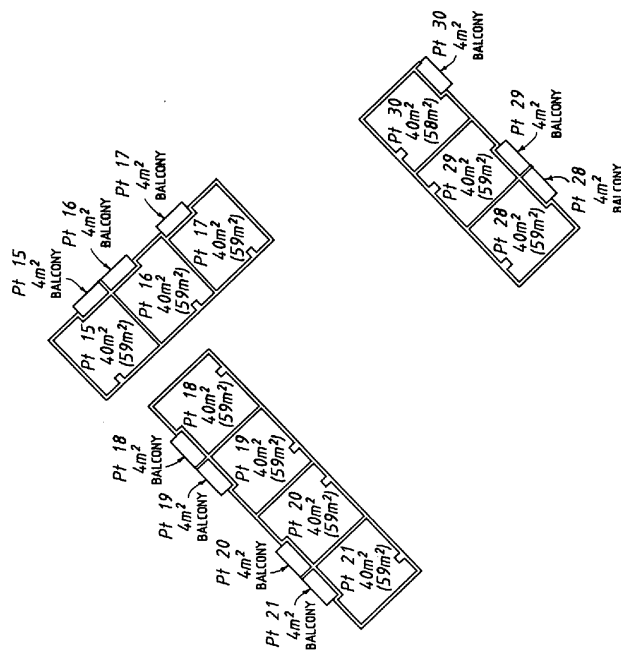
THE STRATA BOUNDARIES OF THE BALCONIES ARE TO THE EXTERNAL SURFACES OF THE BUILDING WALLS, TO THE EXTERNAL SURFACES OF THE BALCONY CONCRETE SLAB, THE UPPER SURFACE LEVEL OF THE BALCONY SLAB AND 2.4 METRES ABOVE, UNLESS COVERED.

THE BOUNDARIES OF THE LOTS OR PARTS OF THE LOTS WHICH ARE BUILDINGS SHOWN ON THE STRATA PLAN ARE THE CENTRELINE OF THE WALLS, THE UPPER SURFACES OF THE FLOOR AND THE UNDER SURFACE OF THE CEILING AS SHOWN BY SECTION 312(b) OF THE STRATA TITLES ACT 1985.

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STRATA / SURVEY -  
STRATA PLAN 43672

SHEET 4 OF 4 SHEETS



FOR OTHER PART OF LOTS 15-21 INCLUSIVE  
SEE SHEET 2 OF 4 SHEETS  
FOR OTHER PART OF LOTS 28, 29 & 30  
SEE SHEET 2 OF 4 SHEETS

0 10 20

SECOND FLOOR  
(Scale 1 : 400)

STRATA OF THE LOTS EXTERNAL TO THE BUILDINGS EXTENDS  
1.5 METRES ABOVE THE BALCONY AND 3 METRES ABOVE THE UPPER  
SURFACE LEVEL OF THE GROUND FLOOR OF THE BUILDING ON  
LOT 7, UNLESS COVERED OR OTHERWISE STATED.

THE STRATA BOUNDARIES OF THE BALCONIES ARE TO THE EXTERNAL  
SURFACES OF THE BUILDING WALLS TO THE EXTERNAL SURFACES OF  
THE CONCRETE SLAB, THE UPPER SURFACE LEVEL OF THE  
BALCONY SLAB AND 2.4 METRES ABOVE, UNLESS COVERED.

THE BOUNDARIES OF THE LOTS OR PARTS OF THE LOTS WHICH  
ARE BUILDINGS SHOWN ON THE STRATA PLAN ARE THE CENTRELINE  
OF THE BUILDING WALLS TO THE EXTERNAL SURFACES OF THE  
UNDER SURFACE OF THE CEILING AS SHOWN IN SECTION 3(2)(b)  
UNDER

CON. 765/2003 44.5 P. 31

FORM 3

STRATA/SURVEY-STRATA PLAN No. 43672							
Schedule of Unit Entitlement		Office Use Only		Schedule of Unit Entitlement		Office Use Only	
		Current Cs of Title				Current Cs of Title	
Lot No.	Unit Entitlement	Vol.	Fol.	Lot No.	Unit Entitlement	Vol.	Fol.
1	1	2591	954	18	1	2591	971
2	1	2591	955	19	1	2591	972
3	1	2591	956	20	1	2591	973
4	1	2591	957	21	1	2591	974
5	1	2591	958	22	1	2591	975
6	1	2591	959	23	1	2591	976
7	1	2591	960	24	1	2591	977
8	1	2591	961	25	1	2591	978
9	1	2591	962	26	1	2591	979
10	1	2591	963	27	1	2591	980
11	1	2591	964	28	1	2591	981
12	1	2591	965	29	1	2591	982
13	1	2591	966	30	1	2591	983
14	1	2591	967				
15	1	2591	968				
16	1	2591	969				
17	1	2591	970	Aggregate	30		

DESCRIPTION OF PARCEL AND BUILDING/PARCEL-

THE BUILDING SUBJECTS OF THIS PLAN ARE THREE BRICK AND TILE THREE STOREY COMPLEXES COMPRISED OF THIRTY RESIDENTIAL UNITS SITUATED ON LOT 2 ON DIAGRAM 40776 COMPRISED IN CERTIFICATE OF TITLE VOLUME:1397 FOLIO:244 AND BEING KNOWN AS 1045 ALBANY HIGHWAY, ST. JAMES.

CERTIFICATE OF LICENSED VALUER  
STRATA/SURVEY-STRATA-

I, MARK GERARD CATLIN, being a Licensed Valuer licensed under the Land Valuers Licensing Act 1978 certify that the unit entitlement of each lot (in this certificate, excluding any common property lots), as stated in the schedule bears in relation to the aggregate unit entitlement of all lots delineated on the plan a proportion not greater than 5 per cent more or 5 per cent less than the proportion that the value (as that term is defined in section 14 (2a) of the Strata Titles Act 1985) of that lot bears to the aggregate value of all the lots delineated on the plan.

15-7-03

Date

  
Signed

**FORM 5**

Strata Titles Act 1985  
Sections 5B(1), 8A, 22(1)

**STRATA PLAN No. 43672**

**DESCRIPTION OF PARCEL & BUILDING**

THE BUILDING SUBJECTS OF THIS PLAN ARE THREE BRICK AND TILE THREE STOREY COMPLEXES COMPRISED OF THIRTY RESIDENTIAL UNITS SITUATED ON LOT 2 ON DIAGRAM 40776 COMPRISED IN CERTIFICATE OF TITLE VOLUME:1397 FOLIO:244 AND BEING KNOWN AS 1045 ALBANY HIGHWAY, ST. JAMES.

**CERTIFICATE OF LICENSED SURVEYOR**

I,.....MURRAY CARLTON....., being a licensed surveyor registered under the *Licensed Surveyors Act 1909*, certify that in respect of the strata plan which relates to the parcel and building described above (in this certificate called "the plan")—

- (a) each lot that is not wholly within a building shown on the plan is within the external surface boundaries of the parcel; and either
- (b) each building shown on the plan is within the external surface boundaries of the parcel; or
- (c) in a case where a part of a wall or building, or material attached to a wall or building, encroaches beyond the external surface boundaries of the parcel—
  - (i) all lots shown on the plan are within the external surface boundaries of the parcel;
  - (ii) the plan clearly indicates the existence of the encroachment and its nature and extent; and
  - (iii) where the encroachment is not on to a public road, street or way, that an appropriate easement has been granted and will be lodged with the Registrar of Titles to enable it to be registered as an appurtenance of the parcel; and
- \* (d) if the plan is a plan of re-subdivision, it complies with Schedule 1 by-law(s) No(s)..... on Strata Plan No..... registered in respect of (name of scheme)..... or sufficiently complies with that/those by-law(s) in a way that is allowed by regulation 36 of the *Strata Titles General Regulations 1996*.

.....9-6-2003.....  
Date

.....  
Licensed Surveyor

\* Delete if inapplicable

FORM 7

Strata Titles Act 1985

Section 5B(2), 8A(f), 23(1)

STRATA PLAN No. 43672

DESCRIPTION OF PARCEL & BUILDING

THE BUILDING SUBJECTS OF THIS PLAN ARE THREE BRICK AND TILE THREE STOREY COMPLEXES COMPRISED OF THIRTY RESIDENTIAL UNITS SITUATED ON LOT 2 ON DIAGRAM 40776 COMPRISED IN CERTIFICATE OF TITLE VOLUME:1397 FOLIO:244 AND BEING KNOWN AS 1045 ALBANY HIGHWAY, ST. JAMES.

CERTIFICATE OF LOCAL GOVERNMENT

.....TOWN OF VICTORIA PARK....., the local government hereby certifies that in respect of the strata plan which relates to the parcel and building described above (in this certificate called "the plan"):-

- (1) \*(a) the building and the parcel shown on the plan have been inspected and that it is consistent with the approved building plans and specifications in respect of the building; ~~or~~

~~\*(b) the building has been inspected and the modification is consistent with the approved building plans and specifications relating to the modification;~~

- (2) the building, in the opinion of the local government, is of sufficient standard to be brought under the *Strata Titles Act 1985*;

~~(3) where a part of a wall or building or material attached to a wall or building, encroaches beyond the external surface boundaries of the parcel on to a public road, street or way the local government is of the opinion that retention of the encroachment in its existing state will not endanger public safety or unreasonably interfere with the amenity of the neighbourhood and the local government does not object to the encroachment; and~~

- (4) \*(a) any conditions imposed by the Western Australian Planning Commission have been complied with; ~~or~~

~~\*(b) the within strata scheme is exempt from the requirement of approval by the Western Australian Planning Commission.~~

7 JULY 2003

Date

\*Delete if inapplicable

.....  
for Chief Executive Officer  
DELEGATED OFFICER  
SECTION 23(5)  
STRATA TITLES ACT 1985

FORM 26

WAPC Ref. No. 561-03.

STRATA PLAN No. 43672

STRATA TITLES ACT 1985

Sections 25(1), 25(4)

**CERTIFICATE OF GRANT OF APPROVAL BY WESTERN AUSTRALIAN  
PLANNING COMMISSION TO STRATA PLAN**

It is hereby certified that the approval of the Western Australian Planning Commission has been granted pursuant to section 25(1) of the *Strata Titles Act 1985* to—

\* (i) the \*Strata Plan/~~Plan of Re-Subdivision/Plan of Consolidation~~ submitted on 7-7-03  
and relating to the property described below;

\* (ii) the sketch submitted on .....  
of the \*proposed subdivision of the property described below into lots on a Strata Plan/  
Re-Subdivision/Consolidation of the lots on the Strata Plan described below, subject to the  
following conditions—

Property Description: Lot (or Strata Plan) No. 2

Location CANNING LOCATION 2

Locality ALBANY HIGHWAY CNR LEICHARDT  
STREET, ST. JAMES

Local Government TOWN OF VICTORIA PARK

Lodged by: CARLTON SURVEYS

Date: 16-5-2003

For Chairman, Western Australian  
Planning Commission

- 9 JUL 2003

(\*To be deleted as appropriate)

Date

A OF STRATA / SURVEY STRATA PLAN No. 43672

[illegible]

**Note: Entries may be affected by subsequent endorsements.**

ANNEXURE B OF STRATA / SURVEY-STRATA PLAN No. 43672

[illegible]

**Note:** Entries may be affected by subsequent endorsements.

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF STRATA PLAN 43672  
SITUATED AT 1041 -1045 ALBANY HIGHWAY, ST JAMES WA 6102  
HELD ON MONDAY THE 11<sup>th</sup> OF NOVEMBER 2024  
AT CHAMBERS FRANKLYN STRATA MANAGEMENT, 47 CEDRIC STREET, STIRLING  
AND ONLINE VIA ZOOM TELECONFERENCE**

---

**Preliminary Matters**

**Open**

The meeting was declared open at 5:30 p.m.

**Attendance**

Cynthia Duggan	Lot 8
Joe Fernandez	Lot 18
Owen Ow	Lot 22, 23, 24, 25, 26, 27, 28, 29 & 30

**Managing Agent Representative**

Ingolf Ruttermann	Chambers Franklyn Strata Management
-------------------	-------------------------------------

**Proxies**

Louise Chappel Lot 15 Proxy to the meeting chairperson  
Suzette Hualda Lot 19 Proxy to the meeting chairperson  
QPIF Pty Ltd Lot 22, 23, 24, 25, 26, 27, 28, 29 & 30 Enduring Proxy to Owen Ow

---

**1. APPOINTMENT OF MEETING CHAIRPERSON**

It was RESOLVED that Ingolf Ruttermann be appointed to chair the meeting.

**2. QUORUM**

The meeting was scheduled to commence at 5:00 p.m. however there was an insufficient quorum at that time to declare the meeting open.

In accordance with Section 130(4) of the Strata Titles Act 1985, after 30 minutes had elapsed those present and represented by proxy constituted sufficient quorum to proceed, and the meeting was declared open at 5:30 p.m.

**3. CONFIRMATION OF MINUTES**

**3.1** It was RESOLVED that the minutes of the Annual General Meeting held on the 16<sup>th</sup> of November 2023 be received and accepted as an accurate record.

**3.2 Business Arising**

The line marking, the neighbouring tree and the painting were raised and deferred to general business on this agenda.

**4. FINANCIAL STATEMENT OF ACCOUNTS**

Pursuant to Section 127(3)(b) of the Strata Titles Act 1985 it was RESOLVED to accept the financial statements for the period 1st of July 2023 to 30<sup>th</sup> of June 2024 and the interim financial statement for the period of 1<sup>st</sup> July 2024 to 30<sup>th</sup> September 2024 as issued with the meeting agenda.

## **5. COUNCIL OF OWNERS**

### **5.1 Number of Council Members**

The meeting RESOLVED that in accordance with the Strata Titles Act 1985 Schedule 1 By-Law 5 the Council of Owners (CoO) would consist of three members.

### **5.2 Nomination & Election of Council**

The chairperson called for Council member nominations.

The following Lots were nominated and subsequently elected as members of the council until the next Annual General Meeting.

<b>Lot 8</b>	<b>Cynthia Duggan</b>
<b>Lot 18</b>	<b>Joe Fernadez</b>
<b>Lot 22</b>	<b>QPIF Pty Ltd (nominated representative, Owen Ow)</b>

On behalf of the meeting, the chairperson thanked the outgoing councillors for their past service, thanked those re-elected for their continuation of service, and welcomed them to the Council of Owners.

### **5.3 Execution of Documents**

Pursuant to Section 118 of the Strata Titles Act 1985, it was RESOLVED that the council is authorised to:

1. Enter into and, if required to, execute contracts, agreements, commitments, undertakings, or other legally binding arrangements, which are either desirable or necessary for the achievement of the strata company's objectives and the performance of the functions of the strata company; and,
2. If the strata company has a common seal, and when desirable or necessary to do so, use the common seal which must be attested to by the signatures of two members of the Council of the strata company.

## **6. INSURANCE**

The Strata Company has previously been advised that as required by the Financial Services Reform Act 2004 (FSRA) Ingolf Ruttermann is an authorised representative of Lync Insurance Brokers, and for which Chambers Franklyn Strata Management receives remuneration. Insurance renewal reports are available on your strata portal and disclose fees and charges applicable to the insurance of your strata scheme.

Irrespective of any of these agreements your strata scheme has the right to choose an insurance broker. If you opt to use services from other providers, we will work with you to ensure the best possible outcome for your strata scheme requirements.

The Strata Company has been advised that under the FSRA the authorised representative is required to obtain clear instructions for the renewal of the insurance.

Copies of the most recent Financial Services Guide & Product Disclosure Statement are available upon request and online at any time at [www.lyncinsure.com.au](http://www.lyncinsure.com.au).

### **6.1 Current Insurance Details**

The meeting was advised of the Strata Companies' current insurance cover (as per a copy of the certificate of currency attached to the meeting agenda) and its obligations under Section 97 of the Strata Titles Act (1985), and any additional insurance available was also advised.

Pursuant to Sections 97 and 127(3)(c) of the Strata Titles Act 1985 it was RESOLVED that the current insurance cover was adequate with no additional cover required.

## **6.2 Insurance Replacement Cost Estimate**

Ingolf Ruttermann explained that under Section 97 of the Strata Titles Act 1985, the Strata Company was required to insure the buildings to their replacement value.

As Strata Company Managers neither Ingolf Ruttermann nor Chambers Franklyn Strata Management could offer advice as to the replacement value as neither holds the relevant qualifications.

The Strata Company Managers recommended obtaining an insurance replacement cost estimate to ascertain the replacement value as required under the Strata Titles Act 1985.

The Chairperson noted that there is an insurance replacement cost estimate on file.

Previous insurance replacement cost estimate - \$6,831,000.00

Date 29<sup>th</sup> November 2023

Current cover - \$6,934,472.00

The meeting RESOLVED that the sums insured were adequate, declined another insurance replacement cost estimate, and instructed the strata manager maintain the current sum insured at the next renewal.

## **6.3 Insurance Policy Renewal**

It was RESOLVED that the Strata Management Company shall forward the insurance broker renewal proposal to the Council of Owners, who shall provide clear renewal instructions to the Strata Management Company before the renewal date.

## **7 SPECIAL BUSINESS**

### **7.1 OTHER BUSINESS**

General discussion of items raised that were not notified as agenda items for the reference of the Council of Owners to act as directed.

#### **Line marking**

The meeting discussed increasing parking on the common property and re-lining the existing car bays.

The meeting requested that the strata manager obtain a quote for the line marking and authorise the council of owners to approve a quotation.

#### **Tree**

The meeting discussed a large tree overhanging the boundary fence from a neighbouring property.

The meeting agreed that the CoO determine who the strata manager for the property is and request Chambers Franklyn to contact them and request they remove the tree.

#### **Painting of the balustrades and walls**

The council of owners will investigate several areas in the complex that require painting and obtain quotes to proceed with painting as per the approved budget

## **8. BUDGET & FUND CONTRIBUTIONS**

### **8.1 Proposed Budget of Estimated Expenditure**

Pursuant to Section 102 of the Strata Titles Act 1985, it was RESOLVED to adopt the proposed budget for the period 1st of July 2024 to 30th of June 2025 as provided with the notice of meeting and included with these minutes.

Further, the strata company resolved to adopt the approved budget of expenditure in the aforementioned motion for the period beginning **1st of July 2025** subject to amendment at the next Annual General Meeting.

## 8.2 Administrative Fund Contributions

Pursuant to Section 100(1) (a) & (c) of the Strata Titles Act 1985, it was RESOLVED that the ongoing administrative fund contributions as proposed to collect **\$68,100.00** p.a. (divided according to unit entitlement) be adopted and be due & payable quarterly in advance on the following dates every year:

Contribution Date Due	Total Amount per Quarter
<b>1st July 2024</b>	\$ 15,000.00
<b>1st October 2024</b>	\$ 15,000.00
<b>1st January 2025</b>	\$ 19,050.00
<b>1st April 2025</b>	\$ 19,050.00
<b>Total Administrative Contribution</b>	<b>\$68,100.00</b>
<b>Next Levy Due 1st July 2025</b>	<b>\$ 17,025.00</b>

**Note:** The contributions due on the **1st of July and 1st of October 2024** have already been issued.

The remaining **quarterly** levy contributions will be increased accordingly to \$19,050.00, (divided according to Unit Entitlement) until the 1<sup>st</sup> of July 2025 when they will be amended to \$17,025.00 until amended at the next AGM.

## 8.3 Reserve Fund Contributions

Pursuant to Section 100(2) of the Strata Titles Act 1985, it was RESOLVED that the ongoing reserve fund contributions as proposed to collect **\$25,000.00** p.a. (divided according to unit entitlement) be adopted and be due & payable quarterly in advance on the following dates every year:

Contribution Date Due	Total Amount per Quarter
<b>1st July 2024</b>	\$ 6,250.50
<b>1st October 2024</b>	\$ 6,250.50
<b>1st January 2025</b>	\$ 6,249.50
<b>1st April 2025</b>	\$ 6,249.50
<b>Total Reserve Contribution</b>	<b>\$ 25,000.00</b>
<b>Next Levy Due 1st July 2025</b>	<b>\$ 6,250.00</b>

**Note:** The contributions due on the **1<sup>st</sup> of July and 1<sup>st</sup> of October 2024** have already been issued.

The remaining quarterly contributions will remain accordingly at **\$6,250.00**, (divided according to Unit Entitlement) until amended at the next AGM.

The reserve fund contributions are estimated in accordance with the approved 10-year plan and other potential expenditures that may be required to maintain the property.

## 9. NEXT GENERAL MEETING

The next Annual General Meeting will be held September 2025 subject to confirmation from the CoO.

It is requested that any agenda items be forwarded to either the Council of Owners or Strata Managers before the next meeting.

## 10. CLOSE OF MEETING

There being no further business, the Chairperson, thanked those present, via Zoom, or by proxy, for their attendance, and declared the meeting closed at 6:00 p.m.

## Approved Budget to apply from 01/07/2024

The Owners of SP 43672

1041- 1045 Albany Highway, ST JAMES WA 6102

### Administrative Fund

Approved  
budget

#### Revenue

Levies Due--Admin	68,100.00
<i>Total revenue</i>	68,100.00

#### Less expenses

Admin--Administration fees	1,025.00
Admin--Agent Disbursements	850.00
Admin--Archive Storage Fees	66.00
Admin--Management Fees--Standard	9,730.00
Admin--Meeting Fees	600.00
Admin--Meter Reading	3,200.00
Insurance - Risk Management	99.00
Insurance--Premiums	16,000.00
Maint Bldg--Electrical	1,000.00
Maint Bldg--Fire Protection	600.00
Maint Bldg--General Repairs	5,000.00
Maint Bldg--Gutters & Downpipes	1,200.00
Maint Bldg--Pest/Vermin Control	2,200.00
Maint Bldg--Plumbing & Drainage	2,500.00
Maint Grounds--Bins	4,800.00
Maint Grounds--Gates	1,500.00
Maint Grounds--Lawns & Gardening	9,500.00
Maint Grounds--Linemarking	2,500.00
Maint Grounds--Reticulation	500.00
Utility - Water Rates	200.00
Utility--Electricity	850.00
Utility--Gas	400.00
Utility--Water Consumption	6,300.00
<i>Total expenses</i>	70,620.00

Surplus/Deficit	(2,520.00)
-----------------	------------

Opening balance	20,333.01
-----------------	-----------

Closing balance	\$17,813.01
-----------------	-------------

Administrative Fund

Approved  
budget

Total units of entitlement	30
Levy contribution per unit entitlement	\$2,270.00

## Reserve Fund

Approved  
budget

## Revenue

Levies Due--Reserve Fund

25,000.00

*Total revenue*

25,000.00

## Less expenses

Maint Bldg--Ceiling Repairs

5,000.00

Maint Bldg--Painting

15,000.00

Maint Bldg--Plumbing &amp; Drainage

5,000.00

*Total expenses*

25,000.00

## Surplus/Deficit

0.00

Opening balance

68,987.27

## Closing balance

\$68,987.27

Total units of entitlement

30

Levy contribution per unit entitlement

\$833.33

## Income & Expenditure Statement for the financial year to 30/06/2025

The Owners of SP 43672

1041- 1045 Albany Highway, ST JAMES WA 6102

### Administrative Fund

	Current period 01/07/2024-30/06/2025	Annual budget 01/07/2024-30/06/2025
<b>Revenue</b>		
Interest on Arrears--Admin	10.08	0.00
Levies Due--Admin	68,100.00	68,100.00
Miscellaneous Income--Admin	176.00	0.00
Section 110 Certificate Fees	1,680.00	0.00
Security Keys/Tags	324.00	0.00
<b>Total revenue</b>	70,290.08	68,100.00
<b>Less expenses</b>		
Admin--Accounting	100.00	0.00
Admin--Administration fees	1,008.36	1,025.00
Admin--Agent Disbursements	924.00	850.00
Admin--Archive Storage Fees	66.00	66.00
Admin--Management Fees--Standard	9,576.64	9,730.00
Admin--Meeting Fees	300.00	600.00
Admin--Meter Reading	3,439.70	3,200.00
Admin--Section 110 Certificate Fees Paid	1,680.00	0.00
Insurance - Risk Management	99.00	99.00
Insurance--Premiums	15,162.00	16,000.00
Maint Bldg--Cleaning	(578.52)	0.00
Maint Bldg--Electrical	1,059.62	1,000.00
Maint Bldg--Fire Protection	339.90	600.00
Maint Bldg--General Repairs	3,839.20	5,000.00
Maint Bldg--Gutters & Downpipes	0.00	1,200.00
Maint Bldg--Pest/Vermin Control	2,596.00	2,200.00
Maint Bldg--Plumbing & Drainage	1,772.80	2,500.00
Maint Grounds--Bins	4,800.00	4,800.00
Maint Grounds--Gates	1,250.14	1,500.00
Maint Grounds--Lawnmowing	220.00	0.00
Maint Grounds--Lawns & Gardening	10,824.00	9,500.00
Maint Grounds--Linemarking	0.00	2,500.00
Maint Grounds--Reticulation	1,347.50	500.00
Utility - Water Rates	0.00	200.00
Utility--Electricity	(4.83)	850.00
Utility--Gas	2,541.87	400.00
Utility--Water Consumption	5,534.37	6,300.00
<b>Total expenses</b>	67,897.75	70,620.00
<b>Surplus/Deficit</b>	2,392.33	(2,520.00)

Administrative Fund		
	Current period	Annual budget
	01/07/2024-30/06/2025	01/07/2024-30/06/2025
Opening balance	20,333.01	20,333.01
Closing balance	\$22,725.34	\$17,813.01

## Reserve Fund

	Current period 01/07/2024-30/06/2025	Annual budget 01/07/2024-30/06/2025
Revenue		
Interest on Arrears--Reserve	3.30	0.00
Levies Due--Reserve Fund	25,002.00	25,000.00
Total revenue	25,005.30	25,000.00
Less expenses		
Maint Bldg--Ceiling Repairs	0.00	5,000.00
Maint Bldg--Painting	0.00	15,000.00
Maint Bldg--Plumbing & Drainage	0.00	5,000.00
Total expenses	0.00	25,000.00
Surplus/Deficit	25,005.30	0.00
Opening balance	68,987.27	68,987.27
Closing balance	\$93,992.57	\$68,987.27

## Approved Budget to apply from 01/07/2024

The Owners of SP 43672

1041- 1045 Albany Highway, ST JAMES WA 6102

### Administrative Fund

Approved  
budget

#### Revenue

Levies Due--Admin	68,100.00
Total revenue	68,100.00

#### Less expenses

Admin--Administration fees	1,025.00
Admin--Agent Disbursements	850.00
Admin--Archive Storage Fees	66.00
Admin--Management Fees--Standard	9,730.00
Admin--Meeting Fees	600.00
Admin--Meter Reading	3,200.00
Insurance - Risk Management	99.00
Insurance--Premiums	16,000.00
Maint Bldg--Electrical	1,000.00
Maint Bldg--Fire Protection	600.00
Maint Bldg--General Repairs	5,000.00
Maint Bldg--Gutters & Downpipes	1,200.00
Maint Bldg--Pest/Vermin Control	2,200.00
Maint Bldg--Plumbing & Drainage	2,500.00
Maint Grounds--Bins	4,800.00
Maint Grounds--Gates	1,500.00
Maint Grounds--Lawns & Gardening	9,500.00
Maint Grounds--Linemarking	2,500.00
Maint Grounds--Reticulation	500.00
Utility - Water Rates	200.00
Utility--Electricity	850.00
Utility--Gas	400.00
Utility--Water Consumption	6,300.00
Total expenses	70,620.00

Surplus/Deficit	(2,520.00)
-----------------	------------

Opening balance	20,333.01
-----------------	-----------

Closing balance	\$17,813.01
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Administrative Fund

Approved  
budget

Total units of entitlement	30
Levy contribution per unit entitlement	\$2,270.00

## Reserve Fund

Approved  
budget

## Revenue

Levies Due--Reserve Fund	25,000.00
Total revenue	25,000.00

## Less expenses

Maint Bldg--Ceiling Repairs	5,000.00
Maint Bldg--Painting	15,000.00
Maint Bldg--Plumbing & Drainage	5,000.00
Total expenses	25,000.00

Surplus/Deficit	0.00
-----------------	------

Opening balance	68,987.27
-----------------	-----------

Closing balance	\$68,987.27
-----------------	-------------

Total units of entitlement	30
----------------------------	----

Levy contribution per unit entitlement	\$833.33
--	----------

## Balance Sheet

### As at 30/06/2025

The Owners of SP 43672

1041- 1045 Albany Highway, ST JAMES WA 6102

	Current period
Owners' funds	
Administrative Fund	
Operating Surplus/Deficit--Admin	2,392.33
Owners Equity--Admin	20,333.01
	22,725.34
Reserve Fund	
Operating Surplus/Deficit--Reserve	25,005.30
Owners Equity--Reserve	68,987.27
	93,992.57
Net owners' funds	\$116,717.91
Represented by:	
Assets	
Administrative Fund	
Cash at Bank--Admin	35,672.51
Receivable--Owners--Admin	200.94
	35,873.45
Reserve Fund	
Cash at Bank--Reserve	98,819.73
	98,819.73
Unallocated Money	
Cash at Bank--Unallocated	714.65
	714.65
Total assets	135,407.83
Less liabilities	
Administrative Fund	
Levies paid in advance--Admin	13,148.11
	13,148.11
Reserve Fund	
Prepaid Levies--Reserve	4,827.16
	4,827.16
Unallocated Money	
Levies paid in advance--Unallocated	714.65
	714.65
Total liabilities	18,689.92
Net assets	\$116,717.91

The Owners of SP 43672  
1041 - 1045 Albany  
Highway ST JAMES WA  
6102  
ABN: 17 183 118 086

# NOTES TO AND FORMING PART OF FINANCIAL STATEMENTS REVENUE AND EXPENSES FROM 01 July 2025 TO 22 August 2025



## Revenue - Admin Fund

Trans Date	Account Name Transaction Description	Account Code Payee/Nature of Payment	Amounts (\$)
	<b>Levies Due-Admin</b>	<b>143000</b>	
01/07/2025	Lot 1: Quarterly Admin/Reserve Levy (Standard)		567.50
01/07/2025	Lot 2: Quarterly Admin/Reserve Levy (Standard)		567.50
01/07/2025	Lot 3: Quarterly Admin/Reserve Levy (Standard)		567.50
01/07/2025	Lot 4: Quarterly Admin/Reserve Levy (Standard)		567.50
01/07/2025	Lot 5: Quarterly Admin/Reserve Levy (Standard)		567.50
01/07/2025	Lot 6: Quarterly Admin/Reserve Levy (Standard)		567.50
01/07/2025	Lot 7: Quarterly Admin/Reserve Levy (Standard)		567.50
01/07/2025	Lot 8: Quarterly Admin/Reserve Levy (Standard)		567.50
01/07/2025	Lot 9: Quarterly Admin/Reserve Levy (Standard)		567.50
01/07/2025	Lot 10: Quarterly Admin/Reserve Levy (Standard)		567.50
01/07/2025	Lot 11: Quarterly Admin/Reserve Levy (Standard)		567.50
01/07/2025	Lot 12: Quarterly Admin/Reserve Levy (Standard)		567.50
01/07/2025	Lot 13: Quarterly Admin/Reserve Levy (Standard)		567.50
01/07/2025	Lot 14: Quarterly Admin/Reserve Levy (Standard)		567.50
01/07/2025	Lot 15: Quarterly Admin/Reserve Levy (Standard)		567.50
01/07/2025	Lot 16: Quarterly Admin/Reserve Levy (Standard)		567.50
01/07/2025	Lot 30: Quarterly Admin/Reserve Levy (Standard)		567.50
01/07/2025	Lot 17: Quarterly Admin/Reserve Levy (Standard)		567.50
01/07/2025	Lot 18: Quarterly Admin/Reserve Levy (Standard)		567.50
01/07/2025	Lot 19: Quarterly Admin/Reserve Levy (Standard)		567.50
01/07/2025	Lot 20: Quarterly Admin/Reserve Levy (Standard)		567.50
01/07/2025	Lot 21: Quarterly Admin/Reserve Levy (Standard)		567.50
01/07/2025	Lot 22: Quarterly Admin/Reserve Levy (Standard)		567.50
01/07/2025	Lot 23: Quarterly Admin/Reserve Levy (Standard)		567.50
01/07/2025	Lot 24: Quarterly Admin/Reserve Levy (Standard)		567.50
01/07/2025	Lot 25: Quarterly Admin/Reserve Levy (Standard)		567.50
01/07/2025	Lot 26: Quarterly Admin/Reserve Levy (Standard)		567.50
01/07/2025	Lot 27: Quarterly Admin/Reserve Levy (Standard)		567.50
01/07/2025	Lot 28: Quarterly Admin/Reserve Levy (Standard)		567.50
01/07/2025	Lot 29: Quarterly Admin/Reserve Levy (Standard)		567.50
			<b>17,025.00</b>
	<b>Miscellaneous Income-Admin</b>	<b>144000</b>	
04/07/2025	Lot 21: 1 x Pedestrian access key		28.25
			<b>28.25</b>
	<b>Security Keys/Tags</b>	<b>146550</b>	
18/07/2025	Lot 16: Unit 16		28.25
	1x Pedestrian Gate Key		
	Order		

The Owners of SP 43672  
1041 - 1045 Albany  
Highway ST JAMES WA  
6102  
ABN: 17 183 118 086

NOTES TO AND FORMING PART OF FINANCIAL  
STATEMENTS  
REVENUE AND EXPENSES FROM 01 July 2025 TO  
22 August 2025



06/08/2025	Lot 17: Unit 17	28.25
	1x Pedestrian Gate Key	
	Order	
		<hr/> <b>56.50</b> <hr/>

The Owners of SP 43672  
1041 - 1045 Albany  
Highway ST JAMES WA  
6102  
ABN: 17 183 118 086

# NOTES TO AND FORMING PART OF FINANCIAL STATEMENTS REVENUE AND EXPENSES FROM 01 July 2025 TO 22 August 2025



## Revenue - Capital Works Fund

Trans Date	Account Name Transaction Description	Account Code Payee/Nature of Payment	Amounts (\$)
	<b>Levies Due-Reserve Fund</b>	<b>243000</b>	
01/07/2025	Lot 29: Quarterly Admin/Reserve Levy (Standard)		208.35
01/07/2025	Lot 28: Quarterly Admin/Reserve Levy (Standard)		208.35
01/07/2025	Lot 27: Quarterly Admin/Reserve Levy (Standard)		208.35
01/07/2025	Lot 26: Quarterly Admin/Reserve Levy (Standard)		208.35
01/07/2025	Lot 25: Quarterly Admin/Reserve Levy (Standard)		208.35
01/07/2025	Lot 24: Quarterly Admin/Reserve Levy (Standard)		208.35
01/07/2025	Lot 23: Quarterly Admin/Reserve Levy (Standard)		208.35
01/07/2025	Lot 22: Quarterly Admin/Reserve Levy (Standard)		208.35
01/07/2025	Lot 21: Quarterly Admin/Reserve Levy (Standard)		208.35
01/07/2025	Lot 20: Quarterly Admin/Reserve Levy (Standard)		208.35
01/07/2025	Lot 19: Quarterly Admin/Reserve Levy (Standard)		208.35
01/07/2025	Lot 18: Quarterly Admin/Reserve Levy (Standard)		208.35
01/07/2025	Lot 17: Quarterly Admin/Reserve Levy (Standard)		208.35
01/07/2025	Lot 30: Quarterly Admin/Reserve Levy (Standard)		208.35
01/07/2025	Lot 16: Quarterly Admin/Reserve Levy (Standard)		208.35
01/07/2025	Lot 15: Quarterly Admin/Reserve Levy (Standard)		208.35
01/07/2025	Lot 14: Quarterly Admin/Reserve Levy (Standard)		208.35
01/07/2025	Lot 13: Quarterly Admin/Reserve Levy (Standard)		208.35
01/07/2025	Lot 12: Quarterly Admin/Reserve Levy (Standard)		208.35
01/07/2025	Lot 11: Quarterly Admin/Reserve Levy (Standard)		208.35
01/07/2025	Lot 10: Quarterly Admin/Reserve Levy (Standard)		208.35
01/07/2025	Lot 9: Quarterly Admin/Reserve Levy (Standard)		208.35
01/07/2025	Lot 8: Quarterly Admin/Reserve Levy (Standard)		208.35
01/07/2025	Lot 7: Quarterly Admin/Reserve Levy (Standard)		208.35
01/07/2025	Lot 6: Quarterly Admin/Reserve Levy (Standard)		208.35
01/07/2025	Lot 5: Quarterly Admin/Reserve Levy (Standard)		208.35
01/07/2025	Lot 4: Quarterly Admin/Reserve Levy (Standard)		208.35
01/07/2025	Lot 3: Quarterly Admin/Reserve Levy (Standard)		208.35
01/07/2025	Lot 2: Quarterly Admin/Reserve Levy (Standard)		208.35
01/07/2025	Lot 1: Quarterly Admin/Reserve Levy (Standard)		208.35
			<b>6,250.50</b>



## CERTIFICATE OF CURRENCY

### THE INSURED

POLICY NUMBER	POL11077242
PDS AND POLICY WORDING	Residential Strata Product Disclosure Statement and Policy Wording <a href="#">SCI034-Policy-RS-PPW-02/2021</a> Supplementary Product Disclosure Statement <a href="#">SCIA-036_SPDS_RSC-10/2021</a>
THE INSURED SITUATION	The Owners of 1045 Albany Highway St James Strata Plan 43672 1045 Albany Highway, St James, WA, 6102
PERIOD OF INSURANCE	Commencement Date: 4:00pm on 21/07/2025 Expiry Date: 4:00pm on 21/07/2026
INTERMEDIARY	Lync Insurance Brokers Pty Ltd
ADDRESS	Level 1, 905 Hay Street, Perth, WA, 6000
DATE OF ISSUE	24/07/2025

### POLICY LIMITS / SUMS INSURED

SECTION 1	PART A	1. Building	\$6,934,472
		Common Area Contents	Not Included
		2. Terrorism Cover under Section 1 Part A2	Applies
	PART B	Loss of Rent/Temporary Accommodation	\$1,040,171
	OPTIONAL COVERS	1. Flood	Included
		2. Floating Floors	Included
SECTION 2	Liability		\$30,000,000
SECTION 3	Voluntary Workers		Included
SECTION 4	Workers Compensation		Selected
SECTION 5	Fidelity Guarantee		\$100,000
SECTION 6	Office Bearers' Liability		\$1,000,000
SECTION 7	Machinery Breakdown		Not Included
SECTION 8	Catastrophe		\$1,040,171
SECTION 9	PART A	Government Audit Costs – Professional Fees	\$25,000
	PART B	Appeal Expenses	\$100,000
	PART C	Legal Defence Expenses	\$50,000
SECTION 10	Lot Owners' Fixtures and Improvements		\$300,000
SECTION 11	Loss of Lot Market Value		Not Included

This certificate of currency has been issued by Strata Community Insurance Agencies Pty Ltd, ABN 72 165 914 009, AFSL 457787 on behalf of the insurer Allianz Australia Insurance Limited, ABN 15 000 122 850, AFSL 234708 and confirms that on the Date of Issue a policy existed for the Period of Insurance and sums insured shown herein. The Policy may be subsequently altered or cancelled in accordance with its terms after the Date of Issue of this notice without further

notice to the holder of this notice. It is issued as a matter of information only and does not confer any rights on the holder. This certificate does not amend, extend, replace, negate or override the benefits, terms, conditions and exclusions as described in the Schedule documents together with the Product Disclosure Statement and insurance policy wording.

# HOUSE RULES

## 1041-1045 ALBANY HIGHWAY, ST JAMES

### STRATA PLAN 43672

#### WELCOME TO 1041-1045 ALBANY HIGHWAY

The council of Owners has approved the following regulations to promote a harmonious living environment for all residents.

These regulations are derived from the relevant Strata Titles Act 1985 Section 42(2) Schedule 1 and 2 by-laws (as registered on the Strata Plan).

#### **BEHAVIOUR BASICS**

- All residents have a fundamental right to peaceful enjoyment of their apartment. By-laws and rules are developed and enforced to protect that right. Penalties may apply for breaches of by-laws or rules.

#### **VISITORS**

- All residents are responsible for the actions of their guests and visitors. Please ensure they are aware of and abide by the regulations.

#### **NOISE**

- Gatherings, conversations and farewells outside the units late at night or in the early morning should be as short and restrained as possible.
- Please be aware that noise carries easily between neighbouring units. Traffic on stairs is of particular concern.
- The playing of unreasonably loud music, heavy bass music, excessive party noise and the playing of musical instruments which can be heard by other residents is **not tolerated at any time.**

Please adhere to the following times for the playing of acceptable levels of music and entertaining within the strata complex:

<b>Sunday through to Thursday</b>	<b><u>not beyond 10.00pm</u></b>
<b>Friday, Saturday and public holiday Sundays</b>	<b><u>not beyond midnight</u></b>

The above times are derived from Environmental Protection (Noise) Regulations 1997, which is used by Police and local authorities when assessing noise levels. Any resident experiencing excess noise outside the times listed can request Police attendance by calling 131 444 or the Town of Victoria Park 9311 8111 (Monday to Friday 8.00am - 5.00pm).

#### **PARKING AND VEHICLES**

- Residents are permitted to park in designated parking bays only.
- There is only one allocated parking bay per unit.
- There is NO Visitor Parking within the complex.
- Obstruction of parking bays or the common property driveway is not permitted unless for short term loading or unloading of a vehicle.

#### **ANIMALS**

- A proprietor, occupier or other resident shall not keep any animal or bird on the lot that he owns, occupies or resides in, or on common property.

#### **LAUNDRY**

- Hours for the laundry use are 7.00am – 7.30pm. Please be considerate of others when using the laundry and drying areas.

#### **WASHING**

- Residents must use only the lines provided. The display of washing elsewhere is prohibited.

#### **SECURITY ISSUES**

- Please ensure when using the pedestrian side gate that is left closed and locked **AT ALL TIMES**. Leaving the gate unlocked/open for visitors etc. is unacceptable.
- Please do not give strangers access to the complex as this could endanger the security of all residents.

#### **COMMON PROPERTY**

- All residents may use and enjoy the common property provided such use does not unreasonably interfere with the use and enjoyment by any other residents.
- Residents shall not damage any lawn, tree or garden vegetation upon common property or use any portion as a personal garden.
- Children are permitted upon the common property provided they are in the company of an adult exercising effective control.
- All residents must be adequately clothed when on the common property and must not use language or behave in such a manner as to cause a nuisance, threat or embarrassment to other residents.

#### **APPEARANCE OF LOT**

- A proprietor, occupier or other resident of a lot shall not, without the consent in writing of the strata company, maintain anything visible from outside the lot that is not in keeping with the rest of the building. For example, laundry items, banners or placards.

#### **ALTERATIONS & ADDITIONS**

- No visible alteration or additions, or anything likely to interfere with another unit, are to be made without prior written consent from the Council of Owners.

#### **STORAGE OF INFLAMMABLE LIQUIDS ETC.**

- A proprietor, occupier, or other resident shall not, expect with the approval in writing of the strata company, use or store upon the lot or upon the common property and inflammable chemical, liquid or gas or other inflammable material, other than intended to be used for domestic purposes, or any such chemical, liquid, gas or other material in a fuel tank of a motor vehicle or internal combustion engine.

#### **OCCUPANTS IN UNITS**

- Residents must comply with Local Government and Fire Regulations in relation to the number of people living in a unit.

# GARBAGE & RECYCLING

- All rubbish and materials for recycling must be taken to the bin area and correctly placed in the appropriate bin.
- Make sure that your garbage does not drip when you carry it through common areas.
- Food and degradable waste must be suitably wrapped before being placed in a green –top bin.
- Close the bin lid securely – look for another bin if one bin does not have enough space for your garbage.
- Do not over fill bins as this will encourage vermin.
- Materials for recycling must be taken out of any bag or container before being placed in a yellow-top bin.
- Familiarize yourself with what can and cannot be recycled.
- Flatten and, if necessary, cut up cartons and cardboard boxes to ensure that the bin lid can fully close.
- Hazardous waste, including paints, oils and solvents, must be disposed of in accordance with city by-laws, and may not be placed in the bins or drains.
- Potential toxic waste, like batteries, light bulbs and printer cartridges, should be taken to a suitable disposal facility.
- Take e-waste (old computers, phones and electrical goods) to an approved disposal facility.
- Clothes and household items that are still in good condition should be cleaned and donated to charity.
- If you have an unusually large amount of garbage, household appliances, furniture or any item too big to fit entirely within the bin, do not leave it in the bin area or common area.

Your co-operation is greatly appreciated.

**1041-1045 Albany Highway Management Committee**  
**August 2014**

# RESERVE FUND PLANS<sup>TM</sup>

Insurance Valuations · WHS (Safety) Reports · Asbestos Reports

ABN 90 620 626 565

Independent Professional Reports

## 10 YEAR RESERVE FUND PLAN

DATE OF INSPECTION: 3 AUGUST 2021



1041 - 1045 ALBANY HIGHWAY, ST JAMES :: SP43672



**RESERVE FUND PLANS**

WESTERN AUSTRALIA

**1300 55 18 30**

Specialists in Strata

Specialist Property Professionals

Ph: 1300 55 18 30

RFplans@RFplans.com.au :: www.RFplans.com.au

Suite 18, 30 Kearns Crescent, Applecross WA 6153



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association  
WA



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# RESERVE FUND PLANS<sup>TM</sup>

Insurance Valuations · WHS (Safety) Reports · Asbestos Reports

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ABN 90 620 626 565

## Independent Professional Reports

The Owners of Strata Plan 43672  
1041 - 1045 Albany Highway, St James

4 August 2021

Dear Owners,

**RE: 10 Year Reserve Fund Plan - 1041 - 1045 Albany Highway, St James - Strata Plan 43672**

Thank you for your instructions to provide a 10 Year Reserve Fund Plan for your strata scheme.

You will find that our Reports are easy to read and understand, however if you have any questions feel free to contact us directly.

Over 34% of all Strata Managers in Western Australia utilise Reserve Fund Plans to carry out various property compliance reports including the 10 Year Plan required under s102 of the Strata Titles Act 1985 and Regulation 77 of the Strata Titles (General) Regulations 2019.

As far as we know Reserve Fund Plans are the only company that provides a 10 Year Plan that complies with the legislation in Western Australia.

Our other services include:

- Asbestos Registers
- Building Insurance Valuations
- Common Property Safety Reports
- COVID-19 Plans
- Cladding Clearance Certificates
- Life Cycle Maintenance Reports

The above Reports, Plans and Certificates are carried out on all types of property including residential, retail, commercial, industrial, high rise, CBD, marinas, stratum, non-strata and others.

Contact your Strata Manager to engage Reserve Fund Plans to provide any of the above additional Reports, or alternately contact us if you have any questions on these Reports.

Congratulations, you now comply with the Strata Titles Act 1985 and the Strata Titles (General) Regulations 2019, in regard to obtaining a compliant 10 Year Plan from Reserve Fund Plans.

Your sincerely,



**Wal Dobrow** FAPI FRICS FREI REIV(Aust) CDP CPP CPV  
Director



Specialist Strata Property Professionals

Ph: 1300 55 18 30

RFplans@RFplans.com.au :: www.RFplans.com.au  
Suite 18, 30 Kearns Crescent, Applecross WA 6153



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### **Annexure A - Annual Individual Lot Contribution over the 10 Year Plan**

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COVERED ITEMS	Identification of Covered Items - 10 Year Reserve Fund Plan - Cost Estimates (includes GST)											Page 3		
10 Year Plan for:	The Owners of Strata Plan 43672 - 1041 - 1045 Albany Highway, St James										Strata Plan:	SP43672		
Period covered by the Plan:	30 June 2021 to 30 June 2031										Plan prepared on:	4 August 2021		

					End of Year 1	End of Year 2	End of Year 3	End of Year 4	End of Year 5	End of Year 6	End of Year 7	End of Year 8	End of Year 9	End of Year 10
Ser-ial	*Covered Items	Current Cost	Approx year work required	Escalated amount	Jun-22	Jun-23	Jun-24	Jun-25	Jun-26	Jun-27	Jun-28	Jun-29	Jun-30	Jun-31
1	<b>Structure</b>													
2	Roof	\$81,000	10	\$125,791										\$125,791
3	Long term capital items (see page 12)	\$15,000	10	\$23,295										\$23,295
4	<b>Appendages</b>													
5	Common prop. doors + windows	\$7,800	7	\$10,615							\$10,615			
6	Common property lighting	\$5,400	2	\$5,785		\$5,785								
7	Fire safety services	\$1,800	4	\$2,066				\$2,066						
8	Vehicle security gate + motor	\$4,400	6	\$5,730						\$5,730				
9	Converting to external downpipes	\$2,700	3	\$2,994			\$2,994							
10	Guttering + downpipes	\$10,000	9	\$14,861									\$14,861	
11	Intercom+ security pedestrian gate	\$4,600	5	\$5,463					\$5,463					
12	Balustrades + handrails	\$5,800	5	\$6,889					\$6,889					
13	Clotheslines + laundry	\$6,100	3	\$6,763			\$6,763							
14	<b>Other</b>													
15														
16	Asbestos fencing (when broken)	\$2,500	3	\$2,772			\$2,772							
17														
18	Seal elevated walkways+ balconies	\$9,000	4	\$10,328				\$10,328						
19	<b>Outside</b>													
20	External painting	\$39,000	7	\$53,074							\$53,074			
21	Utility services, cabinets, conduits	\$2,300	9	\$3,418									\$3,418	
22	Fences + gates	\$2,400	8	\$3,413								\$3,413		
23	Driveway + pavers + bollards	\$6,200	4	\$7,115				\$7,115						
24	Garden + reticulation	\$3,300	5	\$3,919					\$3,919					
25	Garbage bin area	\$2,100	8	\$2,986								\$2,986		
26	Trip slip hazards + stair nosings	\$800	1	\$828	\$828									
27	Stormwater pits + pipes	\$950	4	\$1,090				\$1,090						
28	Concrete spalling	\$2,100	1	\$2,174	\$2,174									
29	Car ports (new)	\$15,000	2	\$16,068		\$16,068								
30	Line marking + signage	\$3,200	3	\$3,548			\$3,548							
31	Mail boxes	\$2,200	6	\$2,865						\$2,865				
	<b>Total Estimate (rounded)</b>	<b>\$235,650</b>		<b>\$323,847</b>	<b>\$3,002</b>	<b>\$21,853</b>	<b>\$16,076</b>	<b>\$20,598</b>	<b>\$16,271</b>	<b>\$8,595</b>	<b>\$63,688</b>	<b>\$6,399</b>	<b>\$18,279</b>	<b>\$149,085</b>

\*Covered Items are the items as defined in regulation 77(1)(e) of the Strata Titles (General) Regulations 2019.

CONDITION REPORT		Condition Report - 10 Year Reserve Fund Plan - Method and Reasoning for the Costs Estimates (includes GST)		Page 4
10 Year Plan for:		The Owners of Strata Plan 43672 - 1041 - 1045 Albany Highway, St James	Strata Plan:	SP43672
Period covered by the Plan:		30 June 2021 to 30 June 2031	Plan prepared on:	4 August 2021

Method and Reasoning						
Ser- ial	*Covered Items	Current Cost	*Approx year work required	Details of any maintenance, repair, renewal or replacement that is anticipated to be required in the period covered by the Plan	Current Condition or operating state	Estimated Lifespan after work carried out
1	<b>Structure</b>					
2	Roof	\$81,000	10	Contribution towards the repair of the roof	Average condition	15-20 years
3	Long term capital items (see page 12)	\$15,000	10	Contribution towards the repair of the long term capital items (see page 12)		More than 20 years
4	<b>Appendages</b>					
5	Common prop. doors + windows	\$7,800	7	Contribution towards the repair of the common prop. doors + windows	Average condition	5-7 years
6	Common property lighting	\$5,400	2	Contribution towards the replacement of the common property lighting	Average condition	3-5 years
7	Fire safety services	\$1,800	4	Contribution towards the renewal of the fire safety services	Average condition	5-7 years
8	Vehicle security gate + motor	\$4,400	6	Allowance for the repair of the vehicle security gate + motor	Average condition	7-10 years
9	Converting to external downpipes	\$2,700	3	Allowance for converting to external downpipes	Average condition	11-15 years
10	Guttering + downpipes	\$10,000	9	Contribution towards the repair of the guttering + downpipes	Average condition	11-15 years
11	Intercom+ security pedestrian gate	\$4,600	5	Contribution towards the repair of the intercom+ security pedestrian gate	Average condition	5-7 years
12	Balustrades + handrails	\$5,800	5	Allowance for the repair of the balustrades + handrails	Average condition	7-10 years
13	Clotheslines + laundry	\$6,100	3	Contribution towards the maintenance of the clotheslines + laundry	Below average cond.	7-10 years
14	<b>Other</b>					
15						
16	Asbestos fencing (when broken)	\$2,500	3	Allowance for the replacement of the asbestos fencing (when broken)	Average condition	11-15 years
17						
18	Seal elevated walkways+ balconies	\$9,000	4	Allowance to seal elevated walkways+ balconies	Average condition	5-7 years
19	<b>Outside</b>					
20	External painting	\$39,000	7	Allowance for the renewal of the external painting	Average condition	7-10 years
21	Utility services, cabinets, conduits	\$2,300	9	Contribution towards the repair of the utility services, cabinets, conduits	Average condition	11-15 years
22	Fences + gates	\$2,400	8	Allowance for the repair of the fences + gates	Average condition	15-20 years
23	Driveway + pavers + bollards	\$6,200	4	Contribution towards the repair of the driveway + pavers + bollards	Below average cond.	7-10 years
24	Garden + reticulation	\$3,300	5	Contribution towards the renewal of the garden + reticulation	Average condition	5-7 years
25	Garbage bin area	\$2,100	8	Contribution towards the upgrade of the garbage bin area	Average condition	7-10 years
26	Trip slip hazards + stair nosings	\$800	1	Allowance for trip slip hazards + stair nosings	Average condition	5-7 years
27	Stormwater pits + pipes	\$950	4	Contribution towards the maintenance of the stormwater pits + pipes	Average condition	7-10 years
28	Concrete spalling	\$2,100	1	Contribution towards the repair of the concrete spalling	Poor condition	7-10 years
29	Car ports (new)	\$15,000	2	Allowance for car ports (new)		11-15 years
30	Line marking + signage	\$3,200	3	Allowance for the renewal of the line marking + signage	Average condition	5-7 years
31	Mail boxes	\$2,200	6	Contribution towards the repair of the mail boxes	Average condition	7-10 years
	<b>Total Estimate (rounded)</b>	<b>\$235,650</b>				

\* This means the year after the Plan is prepared.

PAYMENT PLAN	Recommended Annual Reserve Fund Payment Plan and verification of our recommendations			Page 5
10 Year Plan for:	The Owners of Strata Plan 43672 - 1041 - 1045 Albany Highway, St James		Strata Plan:	SP43672
Period covered by the Plan:	30 June 2021 to 30 June 2031		Plan prepared on:	4 August 2021

End of Year	Year Ending	Recommended Reserve Fund Payment (inc gst)	Annual % change in Reserve Fund Payment	Adjusted Reserve Fund Payment (increase/decrease)	Res/Fund Balance + Interest + Annual Res/Fund Payment	Costs in each year refer to the table above (page 3)	Reserve Fund Balance	Interest on the Reserve Fund Balance
A	B	C	D	E	F	G	H	I
					H+I+C		F-G	0.75%
							\$18,089	\$136
1	Jun-22	\$26,683			\$44,907	\$3,002	\$41,906	\$314
2	Jun-23	\$27,750	4.00%		\$69,970	\$21,853	\$48,117	\$361
3	Jun-24	\$28,860	4.00%		\$77,338	\$16,076	\$61,261	\$459
4	Jun-25	\$30,014	4.00%		\$91,735	\$20,598	\$71,137	\$534
5	Jun-26	\$31,215	4.00%		\$102,885	\$16,271	\$86,614	\$650
6	Jun-27	\$32,463	4.00%		\$119,727	\$8,595	\$111,132	\$833
7	Jun-28	\$33,762	4.00%		\$145,728	\$63,688	\$82,039	\$615
8	Jun-29	\$35,112	4.00%		\$117,767	\$6,399	\$111,368	\$835
9	Jun-30	\$36,517	4.00%		\$148,720	\$18,279	\$130,441	\$978
10	Jun-31	\$37,978	4.00%		\$169,397	\$149,085	\$20,312	\$152
11	Jun-32	\$39,497	4.00%		\$59,961		\$59,961	\$450

Note: some figures may be rounded

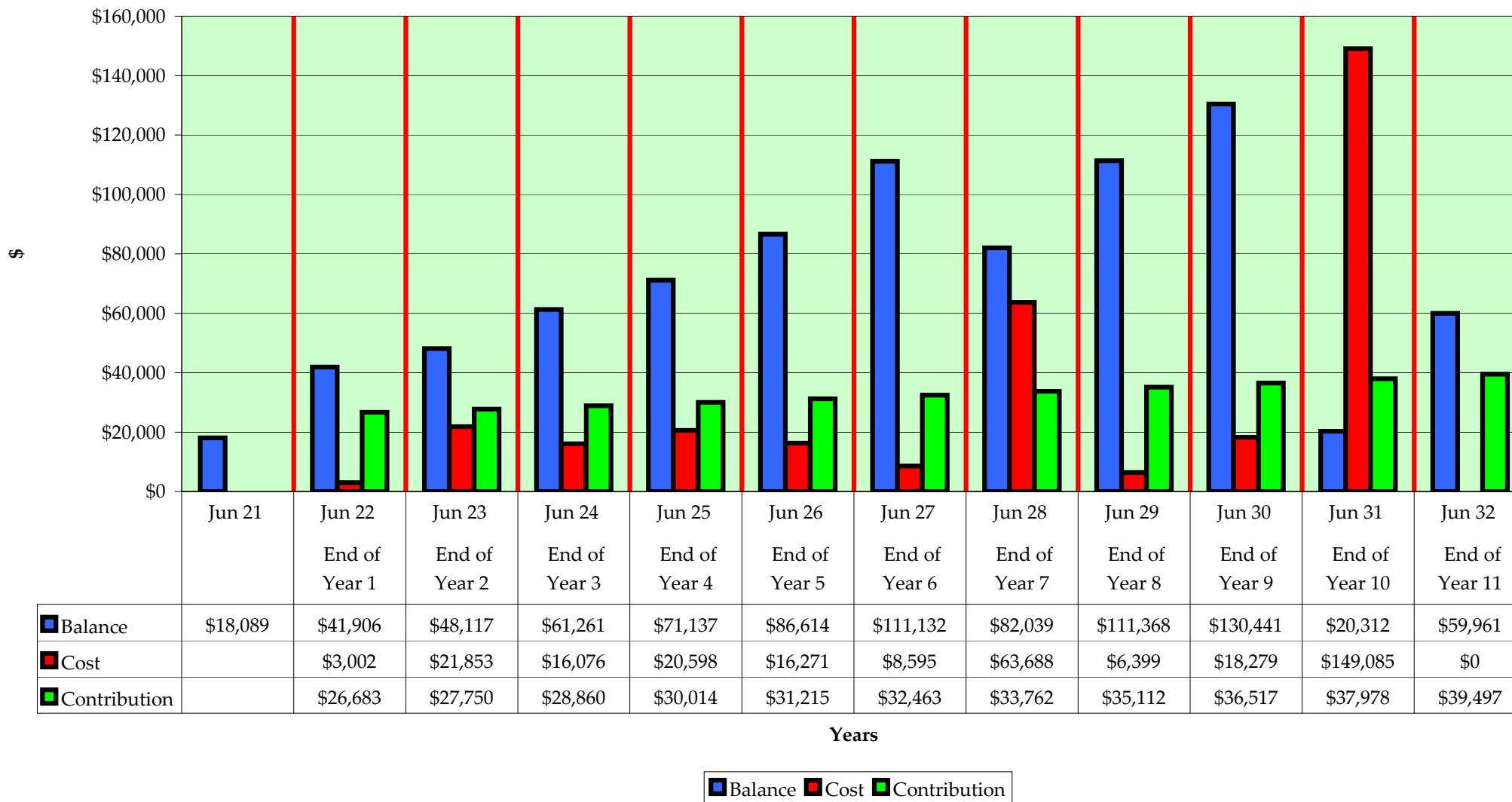
Assumptions		Our Recommendation of the Annual Reserve Fund Payments for the next 11 years is set out in the Table above. Column C (Recommended Reserve Fund Payment) may include Extra Costs Payments (positive adjustment) or reductions in the Recommended Reserve Fund Payment (negative adjustment) from Column E to ensure that the Reserve Fund Balance remains positive in each year. Column F includes the Reserve Fund Balance as at the end of the previous year plus any interest earned plus the Recommended Reserve Fund Payment for the current year. Column G sets out the Anticipated Expenses in each year. Column H is the Reserve Fund Balance which remains positive and proves our Recommendations are correct.
Base Annual Reserve Fund contribution for Capital Items	\$30,583	
Buffer (or adjustment to the base annual contribution)	-\$3,900	
<b>Recommended Annual Fund Contribution</b> (After Buffer) inc gst	<b>\$26,683</b>	
Current Annual Reserve Fund contribution (as instructed)	\$5,004	
Current Reserve Fund Balance (as instructed)	\$18,089	
Annual Reserve Fund Payment increase rate	4.00%	
Adopted Investment Rate after tax	0.75%	

RECOMMENDATION	First Year - Recommended Annual Reserve Fund Contributions for each Lot PER ANNUM			Page 6
10 Year Plan for:	The Owners of Strata Plan 43672 - 1041 - 1045 Albany Highway, St James	Strata Plan:	SP43672	
Period covered by the Plan:	30 June 2021 to 30 June 2031	Plan prepared on:	4 August 2021	

Rate per U/E	Lot No	Unit Entitlem.	First Year Reserve Fund Payment PA
\$889.42	1	1	\$889
	2	1	\$889
	3	1	\$889
Total Unit Entitlement	4	1	\$889
	5	1	\$889
	6	1	\$889
30	7	1	\$889
	8	1	\$889
	9	1	\$889
Recommended First Year Reserve Fund Contribution	10	1	\$889
	11	1	\$889
	12	1	\$889
	13	1	\$889
\$26,683	14	1	\$889
	15	1	\$889
	16	1	\$889
	17	1	\$889
	18	1	\$889
	19	1	\$889
	20	1	\$889
	21	1	\$889
	22	1	\$889
	23	1	\$889
	24	1	\$889
	25	1	\$889
	26	1	\$889
	27	1	\$889
	28	1	\$889
	29	1	\$889
	30	1	\$889
			\$26,683

GRAPH RESULTS	Graph - Recommended Reserve Fund Contributions, Estimated Costs, Reserve Fund Balance - 10 Years			Page 7
10 Year Plan for:	The Owners of Strata Plan 43672 - 1041 - 1045 Albany Highway, St James		Strata Plan:	SP43672
Period covered by the Plan:	30 June 2021 to 30 June 2031		Plan prepared on:	4 August 2021

### 10 Year Reserve Fund Plan



## **Method**

The Method by which the estimated costs for the maintenance, repair, renewal or replacement of the Covered Items as set out in the 10 Year Plan were determined is set out below: See Regulation 77(1)(g). The assessments contained in this Plan have been calculated in accordance with the Strata Titles Act 1985 (Act), in particular section 100(2A), and the Strata Titles (General) Regulations 2019 (Regulations), specifically, Regulations 77 and 179.

The recommended Contributions are calculated from an amalgam of cost estimates and a single figure is provided for practical purposes from within a range of values and a combination of a range of estimates. Areas have been calculated from our on-site measurements of the external parts of the building or the subject Strata Plan. Building plans or building surveys should be provided if the Strata Company requires more accurate areas.

I have relied upon published Building Costs Guides and my extensive experience in costs assessment to determine the costs of maintenance, repair, renewal, replacement or upgrading of Covered Items and do not accept responsibility for any errors from the above providers of source data. The estimated cost in a future year is escalated from a today's cost to allow for the increase in building costs and uncertainty and risk over time.

The easily accessible areas of the property are physically inspected at the time of our inspection, and the Covered Items requiring maintenance, repair, renewal or replacement are identified, and then an estimated cost within the likely range of cost for that item is made having regard to quotes, costings from Building Costs publications, and using my over 30 years experience as a Valuer, and specialising in strata matters and 10 year Sinking and Reserve Fund Plans.

## **Additional comments**

The property appears to be well maintained for its age. I have made allowances for addressing concrete spalling early which will prevent significant costs in the future, sealing the balconies and any elevated exposed walkways to prevent water penetration and subsequent concrete spalling (cancer), stair nosings or non slip finishes for additional safety, handrails have been allowed as a safety barrier and also to prevent a fall hazard, more common property lighting (some of which can be as simple as solar lights), the garbage area, replacement or treatment of any broken asbestos fencing, converting the internal downpipes to external downpipes in order to prevent the stormwater leakage into the eaves lining which causes mould, discolouration and other issues, maintaining the fire services from a capital and not a recurrent basis, external painting renewal, maintenance and repairs to the roof, laundry, driveway, pavers, fences, gates, and other Covered Items of a capital (not recurrent) nature, amongst other things.

I have also included an allowance for the installation of new car ports in year 2, if the owners so choose.

## **Recommendation**

I consider that the existing Reserve Fund Balance is low, the Current Contributions are not sufficient and additional allowances should always be made for any unforeseen circumstances. I recommend that the Owners adopt as a minimum, the Reserve Fund Payments as shown.

## **Points of consideration**

I have made the following allowances:

- contribution towards the repair of the roof in year 10, if required.
- contribution towards the repair of the long term capital items (see page 12), if required.
- in year 7, contribution towards the repair of the common prop. doors + windows.
- in year 2, contribution towards the replacement of the common property lighting, if required.
- contribution towards the renewal of the fire safety services in year 4.
- allowance for the repair of the vehicle security gate + motor, if required.
- allowance for converting to external downpipes.
- contribution towards the repair of the guttering + downpipes in year 9, if required.
- in year 5, contribution towards the repair of the intercom+ security pedestrian gate.
- in year 5, allowance for the repair of the balustrades + handrails, if required.
- contribution towards the maintenance of the clotheslines + laundry in year 3.
- allowance for the replacement of the asbestos fencing (when broken), if required.
- allowance to seal elevated walkways+ balconies in year 4, if required.
- allowance for the renewal of the external painting in year 7, if required. If performed regularly, repainting will prevent excessive preparation costs in the future.
- contribution towards the repair of the utility services, cabinets, conduits in year 9.
- in year 8, allowance for the repair of the fences + gates. Where appropriate, at 50% of the cost in accordance with the Dividing Fences Act 1961.
- in year 4, contribution towards the repair of the driveway + pavers + bollards, if required.
- contribution towards the renewal of the garden + reticulation in year 5. The owners may wish to refresh and restore the landscaped areas.
- contribution towards the upgrade of the garbage bin area, if required.
- allowance for trip slip hazards + stair nosings.
- contribution towards the maintenance of the stormwater pits + pipes in year 4, if required.
- in year 1, contribution towards the repair of the concrete spalling.
- in year 2, allowance for car ports (new), if required.
- allowance for the renewal of the line marking + signage in year 3.
- contribution towards the repair of the mail boxes, if required.

Note that this Reserve Fund Plan is only an estimate of what items may reasonably require maintenance, repair, renewal or replacement during the period covered by the Plan. There is no guarantee that a reasonable assessment of a future projection today may in fact come to pass. Additional items of capital repairs or replacement that are unforeseen at the time of preparing a Reserve Fund Plan may occur in the immediate future. This Reserve Fund Plan should be reviewed periodically to remove items that are no longer required and to add new items that are discovered.

## Summary

The following annual Reserve Fund contributions are recommended at the dates shown below.

Year	Year Ending	Recommended Reserve Fund Payment (includes any Extra Costs payment)
1	Jun-22	\$26,683
2	Jun-23	\$27,750
3	Jun-24	\$28,860
4	Jun-25	\$30,014
5	Jun-26	\$31,215
6	Jun-27	\$32,463
7	Jun-28	\$33,762
8	Jun-29	\$35,112
9	Jun-30	\$36,517
10	Jun-31	\$37,978
11	Jun-32	\$39,497

For the recommended annual contribution for each Lot and for each year in the Plan see Annexure A.

Plan prepared by:



**W. L. Dobrow FAPI FRICS FREI REIV(Aust) CDP CPP CPV**

Licenced Valuer No. 44995 Western Australia - Unrestricted

Australian Property Institute - Certified Practising Valuer

Accredited Practitioner (Fire Safety) No F053119A

Suite 18, 30 Kearns Crescent, Applecross WA 6153

This Plan is for the use of the Strata Company and the Strata Manager to assist in determining budgets and for no other purpose. No responsibility is accepted to any third party who may use or rely on the whole or any part of the content of this Plan. Neither the whole nor any part of this Plan or any reference thereto may be included in any published document, circular or statement or published in any way without my written approval of the form and context in which it may appear. This Plan has been prepared on the basis of the instruction being for a 10 Year Plan for the Reserve Fund only and in order to satisfy the requirements of the Act and the Regulations, and for no other purpose.

A comprehensive Report including a 10 Year Reserve Fund Plan should be commissioned if a party requires a Report for another purpose or for use in litigation matters. I reserve the right to review or withdraw my Plan at any time. This Plan does not cover the structural condition of the property nor environmental contamination. This Plan does not identify or comment on the structural integrity (defect, pest or rot, etc), nor occupational safety and health, nor fire safety, nor council or building compliance in any respect (ie. flooding, cladding, building standards, etc) nor should it be construed as such.

The amounts shown on the Plan are a recommendation based upon my assessment of the likely expenditure on the Covered Items contained in the 10 Year Reserve Fund Plan, as requested by the Strata Company. The Strata Company is entitled to choose whatever Reserve Fund contributions they deem appropriate for their particular circumstances.

## The Legislation

The Strata Titles Act 1985 was amended on 1 May 2020 and the Strata Titles (General) Regulations 2019 commenced operation on that date. The Act requires a Designated Strata Company to have a Reserve Fund and to prepare a 10 year plan.

**A Designated Strata Company** is defined as a strata company for a:

- a. strata company for a scheme with 10 or more lots, or
- b. strata company for a scheme that has a scheme building replacement cost of more than \$5,000,000, or
- c. strata company for a survey-strata scheme if the replacement cost of the improvements on the common property is more than \$5,000,000.

Section 100 of the Strata Titles Act 1985 states that any other strata company **MAY** establish a Reserve Fund, the purpose of which is to accumulate funds for contingent expenses of a non-routine nature and major expenses of the strata company likely to arise in the future.

## Budget

The legislative purpose of a 10 Year Plan is to assist owners and a strata company in determining an appropriate annual budget for the reserve fund.

### **102. Budget (Strata Titles Act 1985)**

- (1) *A strata company **must** prepare a budget for each financial year and submit it for approval to its annual general meeting.*
- (2) *The budget must be prepared -*
  - (a) *taking into account, if applicable, **the 10 year plan for the reserve fund** ; and*
  - (b) *in accordance with any requirements set out in the regulations and the scheme by-laws.*

I have called my Plan a **Reserve Fund Plan** because the 10 Year Plan is aimed at assisting owners to decide how much money to allocate to the Reserve Fund.

## Decisions made by the Strata Company about the Plan

The Strata Company has instructed us to prepare the 10 year Plan on the following basis:

1. The Covered Items contained within the Plan are all of the items the Strata Company anticipates will require maintenance, repair, renewal or replacement in the period covered by the plan: see regulation 77(1)(e) of the Regulations.
2. The Covered Items contained within the Plan includes all of the items of value that form part of the common property or the personal property of the Strata Company that, in the opinion of the Strata Company, should be included in the Plan having regard to the maintenance, repair, renewal or replacement that it is anticipated will be required in the period covered by the Plan: see regulation 77(2) of the Regulations.
3. The Strata Company considers the way the items have been itemised separately or grouped together in the Plan as appropriate: see regulation 77(4) of the Regulations.
4. The Strata Company considers the information contained in the Condition Report within the Plan as the appropriate information for each Covered Item in accordance with regulation 77(6) of the Regulations.

Regulation 77 of the Regulations allows the Owners the discretion to choose or confirm the list of Covered Items scheduled within the 10 year plan provided, as well as the discretion to augment the Condition Report within the Plan with further details if they choose. These additional details for any Covered Item in a Condition Report include the installation, construction or acquisition date, the present condition, working or operating state, the date of last inspection, details of any anticipated maintenance, repair, renewal or replacement costs and future dates required, if the Owners so choose (see Regulation 77(2) and 77(6)). If the Strata Company or the Owners choose not to provide any of the above information, this Reserve Fund Plan is a 10 Year Plan that still complies with the Strata Titles Act 1985 and the Strata Titles (General) Regulations 2019.

When I prepare the 10 year Reserve Fund Plan, I already take into account the above details as best available, and the Owners may choose to add or amend the information provided within my issued Reserve Fund Plan. The benefit of this approach is the time saving for the Owners and the Strata Manager, as well as compliance with the legislation.

### Covered Items

I take into account the list of Covered Items set out in Regulation 77(3) being the items of value of common property of the scheme and personal property of the Strata Company, as well as any other relevant items of value that should be included within the 10 year Reserve Fund Plan. The Owners may choose to add additional items and their estimate of the costs to repair, maintain, renew or replace those items. The additional items may include cladding rectification, building defects, the construction of improvements upon the common property such as a new pergola, garbage bin enclosure, landscaping upgrading, additional car parking and the like.

### Condition Report

My 10 year Reserve Fund Plan includes a Condition Report which sets out the current condition of each item scheduled within the Plan, the expected lifespan once the item has been maintained, repaired, renewed or replaced, as well as the method and any assumptions used to determine the estimated costs in order to comply with Regulation 77.

### Long Term Capital Items

My Long Term Capital Items comprises two broad components. (1) minor and small items that would not warrant a separate inclusion on the Plan ie hinges, glass window rollers or glass door rollers, seals, locks and similar fittings; and (2) contingency and larger long term items such as an allowance for improved fire rating between Sole Occupancy Units (BCA or National Construction Code term) if they may require upgrading, future structural improvements, ie sagging roof timbers, that would be beyond the 10 year plan but contributed as a user pays approach in the 10 years contained within the Plan. These items are typically reflected as an amount ranging between \$500 and \$750 per Lot, and on a more simplistic straight-line approach, it is \$50 to \$75 per lot for the 10 year Plan.

### Reserve Fund Plans Compliance with the Legislation

In weighing up the above approach and analysis of the legislation, my Reserve Fund Plan complies with each relevant aspect of the Strata Titles Act 1985 and Strata Titles (General) Regulations 2019 relating to 10 Year Plans.

## **General background comments**

The following comments and observations do not form part of the Plan and are only provided to assist the owners.

### **Explanation of a Reserve Fund Plan**

Primarily the purpose of a Reserve Fund Plan is to determine the most practical and cost effective annual contribution for the reserve fund budget, and which covers the anticipated costs for the maintenance, repair, renewal, replacement or the upgrade of items of value that form part of the common property of the scheme and the personal property of the Strata Company for the 10 year period that the Plan covers.

### **Practical approach**

My recommended contribution takes into account any of the 'Covered Items' scheduled under Regulation 77(3) that apply to the Strata Company as well any other relevant common property including personal property of a scheme, for example, lawnmowers, vehicles, computers, gardening or maintenance equipment and signage.

### **Benefit of a well prepared Reserve Fund Plan**

The benefit of this change in strata legislation is that owners now know the extent of their common property assets, and the amount of money that should be budgeted to cover the cost of properly maintaining, repairing, renewing or replacing items primarily of a capital nature, rather than those costs and items of a routine nature.

My 10 year Reserve Fund Plan smooths out the cash flow lumps, and provides practical and useful recommended annual contributions for your Reserve Fund.

The benefit of a properly prepared and implemented Reserve Fund Plan is that it creates a form of forced savings plan on a user pays basis for the scheme that avoids or minimises irregular and unexpected special levies, and provides a pool of funds immediately available for the Strata Company to meet their legislative obligations to repair and maintain the common property.

### **10 Year Plan v Maintenance Plan**

A Maintenance Plan is generally different to a 10 year Plan required under the Act, and will tend to schedule the cost of items such as the renewal of painting or waterproofing of the balconies or elevated walkways and stairs that will need be needed after so much scheduled use. An analogy of a Maintenance Plan is getting your car tuned after so many kilometres or months of use. A Maintenance Plan is no different to the current circumstance for a Strata Corporation where large special levies are typically imposed upon owners in a scheme as a result of poor financial planning. For example, a Maintenance Plan for painting may have no money required for years 1 to 4, and then have a large amount in year 5, and then nothing for each of the following years, and that is all a Maintenance Plan provides.

A scheme that relies upon Maintenance Plans only is left with lumps of money required in various years, whereas a properly prepared 10 Year Plan will consider the Reserve Fund balance and make adjustments for reasonable and practical annual Reserve Fund contributions.

### Contractors and consultants

Two tier strata schemes (typically low rise multi-storey residential, and sometimes a mixed use with retail or commercial) may have consultants and contractors that provide maintenance servicing, testing, repairs and similar for common property services such as fire protection with hydrant tanks, pumps, piping, detection and alarm systems, external painting, roofing experts, landscaping and garden, waterproofing, stormwater drainage, plumbing, electrical, structural engineering, and the like. Each of these servicing companies may be able to provide maintenance or servicing plans with more detailed estimates of the capital cost of maintaining, repairing, renewing or replacing common property items that are not of a routine nature, and these plans assist with informing some figures within a Reserve Fund Plan. In the absence of these figures I make an allowance towards these likely costs.

In addition, some schemes may have engaged engineers or fire or building consultants to make comment upon building defects or external combustible cladding, fire upgrading, and similar costs. All of these costs need to be allowed for in the budget. It really is impractical to have a building consultant inspect the property and list a series of items that need work carried out upon them, provide a cost estimate and then walk away. This sort of advice and situation leaves the Owners in exactly the same position they were in prior to the introduction of the strata reform legislation. That is, the Owners are still left with special levies when large items have not been allowed for nor saved in earlier years leading up to a major cost.

In contrast to the above, my 10 year Reserve Fund Plan is a practical budgeting tool that provides a saving plan approach that ensures that there is sufficient money in the Reserve Fund to pay for the estimated contingent costs to maintain, repair, renew, replace or upgrade each anticipated Covered Item.

## Photographs







ANNEXURE A		Annual Individual Lot Contributions over the 10 Year Reserve Fund Plan (including GST)									
10 Year Plan for:		The Owners of Strata Plan 43672 - 1041 - 1045 Albany Highway, St James								Strata Plan:	SP43672
Period covered by the Plan:		30 June 2021 to 30 June 2031								Prepared:	4 August 2021

Figures may be rounded		End of Year 1	End of Year 2	End of Year 3	End of Year 4	End of Year 5	End of Year 6	End of Year 7	End of Year 8	End of Year 9	End of Year 10	End of Year 11
Lot No	Unit Ent.	Jun-22	Jun-23	Jun-24	Jun-25	Jun-26	Jun-27	Jun-28	Jun-29	Jun-30	Jun-31	Jun-32
1	1	\$889	\$925	\$962	\$1,000	\$1,041	\$1,082	\$1,125	\$1,170	\$1,217	\$1,266	\$1,317
2	1	\$889	\$925	\$962	\$1,000	\$1,041	\$1,082	\$1,125	\$1,170	\$1,217	\$1,266	\$1,317
3	1	\$889	\$925	\$962	\$1,000	\$1,041	\$1,082	\$1,125	\$1,170	\$1,217	\$1,266	\$1,317
4	1	\$889	\$925	\$962	\$1,000	\$1,041	\$1,082	\$1,125	\$1,170	\$1,217	\$1,266	\$1,317
5	1	\$889	\$925	\$962	\$1,000	\$1,041	\$1,082	\$1,125	\$1,170	\$1,217	\$1,266	\$1,317
6	1	\$889	\$925	\$962	\$1,000	\$1,041	\$1,082	\$1,125	\$1,170	\$1,217	\$1,266	\$1,317
7	1	\$889	\$925	\$962	\$1,000	\$1,041	\$1,082	\$1,125	\$1,170	\$1,217	\$1,266	\$1,317
8	1	\$889	\$925	\$962	\$1,000	\$1,041	\$1,082	\$1,125	\$1,170	\$1,217	\$1,266	\$1,317
9	1	\$889	\$925	\$962	\$1,000	\$1,041	\$1,082	\$1,125	\$1,170	\$1,217	\$1,266	\$1,317
10	1	\$889	\$925	\$962	\$1,000	\$1,041	\$1,082	\$1,125	\$1,170	\$1,217	\$1,266	\$1,317
11	1	\$889	\$925	\$962	\$1,000	\$1,041	\$1,082	\$1,125	\$1,170	\$1,217	\$1,266	\$1,317
12	1	\$889	\$925	\$962	\$1,000	\$1,041	\$1,082	\$1,125	\$1,170	\$1,217	\$1,266	\$1,317
13	1	\$889	\$925	\$962	\$1,000	\$1,041	\$1,082	\$1,125	\$1,170	\$1,217	\$1,266	\$1,317
14	1	\$889	\$925	\$962	\$1,000	\$1,041	\$1,082	\$1,125	\$1,170	\$1,217	\$1,266	\$1,317
15	1	\$889	\$925	\$962	\$1,000	\$1,041	\$1,082	\$1,125	\$1,170	\$1,217	\$1,266	\$1,317
16	1	\$889	\$925	\$962	\$1,000	\$1,041	\$1,082	\$1,125	\$1,170	\$1,217	\$1,266	\$1,317
17	1	\$889	\$925	\$962	\$1,000	\$1,041	\$1,082	\$1,125	\$1,170	\$1,217	\$1,266	\$1,317
18	1	\$889	\$925	\$962	\$1,000	\$1,041	\$1,082	\$1,125	\$1,170	\$1,217	\$1,266	\$1,317
19	1	\$889	\$925	\$962	\$1,000	\$1,041	\$1,082	\$1,125	\$1,170	\$1,217	\$1,266	\$1,317
20	1	\$889	\$925	\$962	\$1,000	\$1,041	\$1,082	\$1,125	\$1,170	\$1,217	\$1,266	\$1,317
21	1	\$889	\$925	\$962	\$1,000	\$1,041	\$1,082	\$1,125	\$1,170	\$1,217	\$1,266	\$1,317
22	1	\$889	\$925	\$962	\$1,000	\$1,041	\$1,082	\$1,125	\$1,170	\$1,217	\$1,266	\$1,317
23	1	\$889	\$925	\$962	\$1,000	\$1,041	\$1,082	\$1,125	\$1,170	\$1,217	\$1,266	\$1,317
24	1	\$889	\$925	\$962	\$1,000	\$1,041	\$1,082	\$1,125	\$1,170	\$1,217	\$1,266	\$1,317
25	1	\$889	\$925	\$962	\$1,000	\$1,041	\$1,082	\$1,125	\$1,170	\$1,217	\$1,266	\$1,317
26	1	\$889	\$925	\$962	\$1,000	\$1,041	\$1,082	\$1,125	\$1,170	\$1,217	\$1,266	\$1,317
27	1	\$889	\$925	\$962	\$1,000	\$1,041	\$1,082	\$1,125	\$1,170	\$1,217	\$1,266	\$1,317
28	1	\$889	\$925	\$962	\$1,000	\$1,041	\$1,082	\$1,125	\$1,170	\$1,217	\$1,266	\$1,317
29	1	\$889	\$925	\$962	\$1,000	\$1,041	\$1,082	\$1,125	\$1,170	\$1,217	\$1,266	\$1,317
30	1	\$889	\$925	\$962	\$1,000	\$1,041	\$1,082	\$1,125	\$1,170	\$1,217	\$1,266	\$1,317
	30	\$26,683	\$27,750	\$28,860	\$30,014	\$31,215	\$32,463	\$33,762	\$35,112	\$36,517	\$37,978	\$39,497

**STRATA TITLES ACT 1985****SCHEDULES****SCHEDULE 1 & SCHEDULE 2 (s39)****Schedule 1 – Governance by-laws**

[Heading inserted by No. 30 of 2018 s. 86.]

[Part I heading deleted by No. 58 of 1995 s. 87(1).]

**1. Duties of owner**

- (1) The owner of a lot must –
  - (a) immediately carry out all work that may be ordered under a written law in respect of the lot other than such work as may be for the benefit of the building generally and pay all rates, taxes, charges, outgoings and assessments that may be payable in respect of the lot;
  - (b) maintain and repair the lot, and keep it in a state of good condition, reasonable wear and tear, and damage by fire, storm, tempest or act of God excepted.
- (1A) The owner of a lot must –
  - (a) notify in writing the strata company immediately on becoming the owner of the lot, including in the notice the owner's address for service for the purposes of this Act; and
  - (b) if required in writing by the strata company, notify the strata company of any mortgage or other dealing in connection with the lot, including in the case of a lease of a lot, the name of the lessee and the term of the lease.

[Clause 1 amended by No. 58 of 1995 s. 87(2); No. 14 of 1996 s. 4; No. 74 of 2003 s. 112(15); No. 30 of 2018 s. 87.]

[2. Deleted by No. 30 of 2018 s. 88.]

**3. Power of strata company regarding submeters**

- (1) If the supply of gas or electricity to a lot is regulated by means of a submeter, the strata company may require the owner or occupier of the lot to pay the strata company by way of security for the payment of charges arising through the submeter an amount not exceeding \$200 and, if any amount so paid is applied by the strata company under sub-by-law (3), to pay such further amount or amounts by way of such security as may be necessary to maintain the amount of the security as, subject to this sub-by-law, the strata company may require.
- (2) The strata company must lodge every sum received under this by-law to the credit of an interest-bearing ADI account and all interest accruing in respect of amounts so received must, subject to this by-law, be held on trust for the owner or occupier who made the payment.
- (3) If the owner or occupier of a lot in respect of which a submeter is used for the supply of gas or electricity refuses or fails to pay any charges due for the supply of gas or electricity to that lot, the strata company may apply in payment of those charges all, or such part as is necessary, of any amount paid to the strata company by that owner or occupier under this by-law, including any interest that may have accrued in respect of that amount.
- (4) If a person who has paid an amount under this by-law to a strata company satisfies the strata company that the person is no longer the owner or occupier of a lot and that the strata company no longer has any liability or contingent liability for the supply of gas or electricity to that lot during the period when that person was an owner or occupier of the lot, the strata company must refund to that person the amount then held on the person's behalf under this by-law.

[Clause 3 amended by No. 26 of 1999 s. 104; No. 74 of 2003 s. 112(16); No. 30 of 2018 s. 89.]

**4. Constitution of council**

- (1) The powers and duties of the strata company must, subject to any restriction imposed or direction given at a general meeting, be exercised and performed by the council of the strata company and a meeting of the council at which a quorum is present is competent to exercise all or any of the authorities, functions or powers of the council.
- (2) Until the first annual general meeting of the strata company, the owners of all the lots constitute the council.

- (3) If there are not more than 3 lots in the scheme, the council consists of all of the owners of the lots and, if there are more than 3 lots in the scheme, the council consists of not less than 3 nor more than 7 of the owners of the lots, as is determined by the strata company.
- (4) If there are more than 3 lots in the scheme, the members of the council must be elected at each annual general meeting of the strata company or, if the number of lots in the scheme increases to more than 3, at an extraordinary general meeting convened for the purpose.
- (6) If there are co-owners of a lot, 1 only of the co-owners is eligible to be, or to be elected to be, a member of the council and the co-owner who is so eligible must be nominated by the co-owners, but, if the co-owners fail to agree on a nominee, the co-owner who owns the largest share of the lot is the nominee or, if there is no co-owner who owns the largest share of the lot, the co-owner whose name appears first in the certificate of title for the lot is the nominee.
- (8) Except if the council consists of all the owners of lots in the scheme, the strata company may by special resolution remove any member of the council before the expiration of the member's term of office.
- (9) A member of the council vacates office as a member of the council –
  - (a) if the member dies or ceases to be an owner or co-owner of a lot; or
  - (b) on receipt by the strata company of a written notice of the member's resignation from the office of member; or
  - (c) at the conclusion of an annual general meeting of the strata company at which an election of members of the council takes place and at which the member is not elected or re-elected; or
  - (d) in a case where the member is a member of the council by reason of there being not more than 3 owners of lots in the scheme, on an election of members of the council (as a result of there being an increase in the number of owners to more than 3) at which the member is not elected; or
  - (e) if the member is removed from office under sub-by-law (8); or
  - (f) if the Tribunal orders that the member's appointment is revoked and the member is removed from office.
- (10) The remaining members of the council may appoint a person eligible for election to the council to fill a vacancy in the office of a member of the council, other than a vacancy arising under sub-by-law (9)(c) or (d), and any person so appointed holds office, subject to this by-law, for the balance of the predecessor's term of office.  
 Note for this sub-by-law: By-law 6(3A) provides for the filling of vacancies in the offices of chairperson, secretary and treasurer.
- (11) Except if 1 person is the owner of all of the lots in the scheme, a quorum of the council is 2 if the council consists of 3 or 4 members; 3, if it consists of 5 or 6 members; and 4, if it consists of 7 members.
- (12) The continuing members of the council may act even if there is a vacancy in the council, but so long as the number of members is reduced below the number fixed by these by-laws as the quorum of the council, the continuing members or member of the council may act for the purpose of increasing the number of members of the council or convening a general meeting of the strata company, but for no other purpose.
- (13) All acts done in good faith by the council, even if it is afterwards discovered that there was some defect in the appointment or continuance in office of any member of the council, are as valid as if that member had been duly appointed or had duly continued in office.

[Clause 4 amended by No. 30 of 2018 s. 90.]

## 5. Election of council at general meeting

The procedure for nomination and election of members of a council must be in accordance with the following rules –

- (1) The meeting must determine, in accordance with the requirements of by-law 4(3) the number of persons of whom the council is to consist.
- (2) The chairperson must call on those persons who are present at the meeting in person or by proxy and entitled to nominate candidates to nominate candidates for election to the council.
- (3) A nomination is ineffective unless supported by the consent of the nominee to the nomination, given –
  - (a) in writing, and furnished to the chairperson at the meeting; or
  - (b) orally by a nominee who is present at the meeting in person or by proxy.

- (4) When no further nominations are forthcoming, the chairperson –
  - (a) if the number of candidates equals the number of members of the council determined in accordance with the requirements of by-law 4(3), must declare those candidates to be elected as members of the council;
  - (b) if the number of candidates exceeds the number of members of the council as so determined, must direct that a ballot be held.
- (5) If a ballot is to be held, the chairperson must –
  - (a) announce the names of the candidates; and
  - (b) cause to be furnished to each person entitled to vote and present in person or by proxy, a blank form in respect of each lot in respect of which the person is entitled to vote for use as a ballot form.
- (6) A person who is entitled to vote must complete a valid ballot form by –
  - (a) writing on the form the names of candidates, equal in number to the number of members of the council so that no name is repeated; and
  - (b) indicating on the form the number of each lot in respect of which the person's vote is cast and whether the person so votes as owner or first mortgagee of each such lot or as proxy of the owner or first mortgagee; and
  - (c) signing the ballot form; and
  - (d) returning it to the chairperson.
- (7) The chairperson, or a person appointed by the chairperson, must count the votes recorded on valid ballot forms in favour of each candidate.
- (8) Subject to sub-by-law (9), candidates, being equal in number to the number of members of the council determined in accordance with by-law 4(3), who receive the highest numbers (in terms of lots or unit entitlements as required under the *Strata Titles Act 1985* section 122) of votes are to be declared elected to the council.
- (9) If the number (in terms of lots or unit entitlements as required under the *Strata Titles Act 1985* section 122) of votes recorded in favour of any candidate is the lowest of the numbers of votes referred to in sub-by-law (8) and –
  - (a) that number equals the number of votes recorded in favour of any other candidate; and
  - (b) if each of those candidates were to be declared elected the number of persons elected would exceed the number of persons required to be elected, as between those candidates, the election must be decided by a show of hands of those entitled to vote and present in person or by proxy.

[Clause 5 amended by No. 74 of 2003 s. 112(17)-(19); No. 30 of 2018 s. 91.]

## 6. Chairperson, secretary and treasurer of council

- (1) The members of a council must, at the first meeting of the council after they assume office as such members, appoint a chairperson, a secretary and a treasurer of the council.
- (2) A person –
  - (a) must not be appointed to an office referred to in sub-by-law (1) unless the person is a member of the council; and
  - (b) may be appointed to 1 or more of those offices.
- (3) A person appointed to an office referred to in sub-by-law (1) holds office until the first of the following events happens –
  - (a) the person ceases to be a member of the council under by-law 4(9);
  - (b) receipt by the strata company of a written notice of the person's resignation from that office;
  - (c) another person is appointed by the council to hold that office.
- (3A) The remaining members of the council must appoint a member of the council to fill a vacancy in an office referred to in sub-by-law (1), other than a vacancy arising under by-law 4(9)(c) or (d), and any person so appointed holds office, subject to this by-law, for the balance of the predecessor's term of office.

- (4) The chairperson is to preside at all meetings of the council but, if the chairperson is absent from, or is unwilling or unable to preside at, a meeting, the members of the council present at that meeting can appoint 1 of their number to preside at that meeting during the absence of the chairperson.

[Clause 6 amended by No. 30 of 2018 s. 92.]

## **7. Chairperson, secretary and treasurer of strata company**

- (1) Subject to sub-bylaw (2), the chairperson, secretary and treasurer of the council are also respectively the chairperson, secretary and treasurer of the strata company.
- (2) A strata company may at a general meeting authorise a person who is not an owner of a lot to act as the chairperson of the strata company for the purposes of that meeting.
- (3) A person appointed under sub-bylaw (2) may act until the end of the meeting for which the person was appointed to act.

[Clause 7 inserted by No. 58 of 1995 s. 87(3); amended by No. 74 of 2003 s. 112(20); No. 30 of 2018 s. 93.]

## **8. Meetings of council**

- (1) At meetings of the council, all matters must be determined by a simple majority vote.
- (2) The council may –
  - (a) meet together for the conduct of business and adjourn and otherwise regulate its meetings as it thinks fit, but the council must meet when any member of the council gives to the other members not less than 7 days' notice of a meeting proposed by the member specifying in the notice the reason for calling the meeting; or
  - (b) employ or engage, on behalf of the strata company, any person as it thinks is necessary to provide any goods, amenity or service to the strata company; or (c) subject to any restriction imposed or direction given at a general meeting of the strata company, delegate to 1 or more of its members such of its powers and duties as it thinks fit, and at any time revoke the delegation.
- (3) A member of a council may appoint an owner of a lot, or an individual authorised under the *Strata Titles Act 1985* section 136 by a corporation which is the owner of a lot, to act in the member's place as a member of the council at any meeting of the council.
- (4) An owner of a lot or individual may be appointed under sub-bylaw (3) whether or not that person is a member of the council.
- (5) If a person appointed under sub-bylaw (3) is a member of the council the person may, at any meeting of the council, separately vote in the person's capacity as a member and on behalf of the member in whose place the person has been appointed to act.

[Clause 8 amended by No. 30 of 2018 s. 94.]

## **9. Powers and duties of secretary of strata company**

The powers and duties of the secretary of a strata company include –

- (a) the preparation and distribution of minutes of meetings of the strata company and the submission of a motion for confirmation of the minutes of any meeting of the strata company at the next such meeting; and
- (b) the giving on behalf of the strata company and of the council of the notices required to be given under the Act; and
- (c) the supply of information on behalf of the strata company in accordance with the *Strata Titles Act 1985* sections 108 and 109; and
- (d) the answering of communications addressed to the strata company; and
- (e) the calling of nominations of candidates for election as members of the council; and
- (f) subject to the *Strata Titles Act 1985* sections 127, 128, 129, 200(2)(f) and
- (g) the convening of meetings of the strata company and of the council.

[Clause 9 amended by No. 30 of 2018 s. 95.]

**10. Powers and duties of treasurer of strata company**

The powers and duties of the treasurer of a strata company include –

- (a) the notifying of owners of lots of any contributions levied under the *Strata Titles Act 1985*; and
- (b) the receipt, acknowledgment and banking of and the accounting for any money paid to the strata company; and
- (c) the preparation of any certificate applied for under the *Strata Titles Act 1985* section 110; and
- (d) the keeping of the records of account referred to in the *Strata Titles Act 1985* section 101 and the preparation of the statement of accounts referred to in the *Strata Titles Act 1985* section 101.

[Clause 10 amended by No. 30 of 2018 s. 96.]

[**11-15.** Deleted by No. 30 of 2018 s. 97.]

**Schedule 2 – Conduct by-laws**

[Heading inserted by No. 30 of 2018 s. 98.]

**1. Vehicles and parking**

- (1) An owner or occupier of a lot must take all reasonable steps to ensure that the owner's or occupier's visitors comply with the scheme by-laws relating to the parking of motor vehicles.
- (2) An owner or occupier of a lot must not park or stand any motor or other vehicle on common property except with the written approval of the strata company.

[Clause 1 inserted by No. 30 of 2018 s. 99.]

**2. Use of common property**

An owner or occupier of a lot must –

- (a) use and enjoy the common property in such a manner as not unreasonably to interfere with the use and enjoyment of the common property by other owners or occupiers of lots or of their visitors; and
- (b) not use the lot or permit it to be used in such manner or for such purpose as causes a nuisance to an occupier of another lot (whether an owner or not) or the family of such an occupier; and
- (c) take all reasonable steps to ensure that the owner's or occupier's visitors do not behave in a manner likely to interfere with the peaceful enjoyment of an owner or occupier of another lot or of a person lawfully using common property; and
- (d) not obstruct lawful use of common property by any person.

[Clause 2 inserted by No. 30 of 2018 s. 100.]

**3. Damage to lawns etc. on common property**

Except with the approval of the strata company, an owner or occupier of a lot must not –

- (a) damage any lawn, garden, tree, shrub, plant or flower on common property; or
- (b) use any portion of the common property for the owner's or occupier's own purposes as a garden.

[Clause 3 amended by No. 30 of 2018 s. 101.]

**4. Behaviour of owners and occupiers**

An owner or occupier of a lot must be adequately clothed when on common property and must not use language or behave in a manner likely to cause offence or embarrassment to an owner or occupier of another lot or to any person lawfully using common property.

[Clause 4 amended by No. 30 of 2018 s. 102.]

[**5.** Deleted by No. 30 of 2018 s. 103.]

**6. Depositing rubbish etc. on common property**

An owner or occupier of a lot must not deposit or throw on that lot or any other lot or the common property any rubbish, dirt, dust or other material likely to interfere with the peaceful enjoyment of an owner or occupier of another lot or of any person lawfully using the common property.

[Clause 6 amended by No. 58 of 1995 s. 88(2); No. 30 of 2018 s. 104.]

**7. Drying of laundry items and signage**

An owner or occupier of a lot must not, except with the consent in writing of the strata company –

- (a) hang any washing, towel, bedding, clothing or other article on any part of the parcel in such a way as to be visible from outside the building, other than for a reasonable period on any lines provided by the strata company for the purpose; or
- (b) display any sign, advertisement, placard, banner, pamphlet or like matter on any part of their lot in such a way as to be visible from outside the building.

[Clause 7 amended No. 30 of 2018 s. 105.] [Former By-law 8 repealed by No. 58 of 1995 s. 88(3).]

**8. Storage of inflammable liquids etc.**

An owner or occupier of a lot must not, except with the written approval of the strata company, use or store on the lot or on the common property any inflammable chemical, liquid or gas or other inflammable material, other than chemicals, liquids, gases or other materials used or intended to be used for domestic purposes, or any such chemical, liquid, gas or other material in a fuel tank of a motor vehicle or internal combustion engine.

[Clause 8, formerly by-law 9, renumbered as by-law 8 by No. 58 of 1995 s. 88(4); amended by No. 30 of 2018 s. 106.]

**9. Moving furniture etc. on or through common property**

An owner or occupier of a lot must not transport any furniture or large object through or on common property within the building unless that person has first given to the council sufficient notice of their intention to do so to enable the council to arrange for its nominee to be present at the time when that person does so.

[Clause 9, formerly by-law 10, renumbered as by-law 9 by No. 58 of 1995 s. 88(4); amended by No. 30 of 2018 s. 107.]

**10. Floor coverings**

An owner of a lot must ensure that all floor space within the lot (other than that comprising kitchen, laundry, lavatory or bathroom) is covered or otherwise treated to an extent sufficient to prevent the transmission therefrom of noise likely to disturb the peaceful enjoyment of an owner or occupier of another lot.

[Clause 10, formerly by-law 11, renumbered as by-law 10 by No. 58 of 1995 s. 88(4); amended by No. 30 of 2018 s. 108.]

**11. Garbage disposal**

An owner or occupier of a lot must –

- (a) maintain within their lot, or on such part of the common property as may be authorised by the strata company, in clean and dry condition and adequately covered, a receptacle for garbage;
- (b) comply with all local laws relating to the disposal of garbage; (c) ensure that the health, hygiene and comfort of an owner or occupier of any other lot is not adversely affected by their disposal of garbage.

[Clause 11, formerly by-law 12, renumbered as by-law 11 by No. 58 of 1995 s. 88(4); amended by No. 57 of 1997 s. 115(5); No. 30 of 2018 s. 109.]

**12. Additional duties of owners and occupiers**

An owner or occupier of a lot must not –

- (a) use the lot for a purpose that may be illegal or injurious to the reputation of the building; or
- (b) make undue noise in or about the lot or common property; or
- (c) keep animals on the lot or the common property after notice in that behalf given to that person by the council.

[Clause 12 inserted by No. 58 of 1995 s. 88(5); amended by No. 74 of 2003 s. 112(22); No. 30 of 2018 s. 110.]

**13. Notice of alteration to lot**

An owner of a lot must not alter or permit the alteration of the structure of the lot except as may be permitted and provided for under the Act and the by-laws and in any event must not alter the structure of the lot without giving to the strata company, not later than 14 days before commencement of the alteration, a written notice describing the proposed alteration.

[Clause 13 inserted by No. 58 of 1995 s. 88(5); amended by No. 30 of 2018 s. 111.]

**14. Appearance of lot**

An owner or occupier of a lot must not, without the written consent of the strata company, maintain within the lot anything visible from outside the lot that, viewed from outside the lot, is not in keeping with the rest of the building.

[Clause 14 inserted by No. 58 of 1995 s. 88(5); amended by No. 30 of 2018 s. 112.]

**15. Decoration of, and affixing items to, inner surface of lot**

An owner or occupier of a lot must not, without the written consent of the strata company, paint, wallpaper or otherwise decorate a structure which forms the inner surface of the boundary of the lot or affix locking devices, flyscreens, furnishings, furniture, carpets and other similar things to that surface, if that action will unreasonably damage the common property.

[Clause 15 inserted by No. 30 of 2018 s. 113.]