

**NOTICE OF AN ANNUAL GENERAL MEETING  
ADDRESSED TO: ALL OWNERS/MORTGAGEES/COMPANY NOMINEES OF THE LOTS**

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**Notice of Business to be dealt with at the Annual General Meeting of all Owners of Strata Plan 61139 to be held on Tuesday, 10 September 2019 in The Manly Library, 1 Market Place, Manly at 06:00 PM.**

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**1 MINUTES**

That the minutes of the last general meeting be adopted as a true and accurate account of the proceedings of that meeting.

*Explanation: The minutes of the last general meeting, either an extraordinary or annual general meeting have been distributed to all owners and attached to this notice of meeting. This motion confirms the accuracy of the minutes and in the event that the minutes are in error owners can move the minutes be amended*

**2 CHAIRMAN'S ADDRESS**

That the Chairman's address be received.

**3 KEY FINANCIAL INFORMATION**

That the attached statements of key financial information for the administrative fund, the capital works fund and any other fund prepared by the Owners Corporation together with the relevant auditor's report if required be adopted.

*NB: Please forward any queries pertaining to the annual accounts to our office prior to the meeting*

*Explanation: The Financial Statements are a formal record of the financial activities and position of the strata scheme. A copy of the key financial information of the owners corporation is attached. The accounting records of the owners corporation are kept by the strata managing agent. Please direct any inquiries regarding the accounts to the strata managing agent at least 48 hours prior to the meeting*

**4 LEVY CONTRIBUTIONS**

That

(a) in accordance with Section 79(2) and 81 of the Strata Schemes Management Act 2015 the Owners Corporation estimates that in respect of the period from 1/11/2019 to 31/10/2020 it will need to credit to its administrative and capital works funds for actual and expected expenditure referred to in those subsections the amounts set out in the budget that was attached to the notice of the meeting at which this resolution was passed; and

(b) in accordance with Section 81 of the Act, the Owners Corporation determines that the following amounts are to be levied to raise the estimated contributions:

administrative fund, the sum of \$342,061.50

capital works fund, the sum of \$260,881.50

(c) those amounts are to be paid by regular equal periodic instalments on 1/11/2019, 1/02/2020, 1/05/2020, 1/08/2020 ; and

(d) the Treasurer is authorised to levy those contributions by written notice on each person liable to pay them.

*Explanation: Levy contributions provide funds to operate your scheme. All contributions must be calculated in proportion to the unit entitlements. The funds raised towards the administrative fund are to pay for the annual day to day recurrent expenses. The funds raised in the capital works fund are to pay for future capital expenditure. The Owners Corporation may also have a special fund for specific purposes.*

## 5 CAPITAL WORKS FUND

That the Owners Corporation note that the Capital Works Fund Plan has been updated in 2019.

*Explanation: The Owners Corporation must prepare a plan of anticipated major expenditure to be met from the capital works fund over the 10-year period commencing on the date of the first annual general meeting. The capital works fund plan must be reviewed at least once every 5 years. The preparation of this plan is a significant exercise and the legislation allows the owners corporation to engage expert assistance in its preparation. The meeting must discuss the preparation or review of this plan.*

## 6 LEVY COLLECTION

That the Strata Managing Agent be authorized to take and to settle legal action on behalf of the Owners Corporation to recover unpaid contributions, interest on unpaid contributions and related expenses, subject to any direction of the Owners Corporation, and that the Secretary notify the Strata Managing Agent in writing accordingly.

*Explanation: The Owners Corporation must determine how they wish to deal with the recovery of outstanding levy arrears. Interest is not chargeable on outstanding levies until after 1 month from the due date and legal action cannot be taken unless 21 days written notice is given of such action in accordance with Section 86 of the Strata Schemes Management Act 2015.*

## 7 STRATA COMMITTEE

That nominations be received for the election of the Strata Committee Members and the Owners Corporation determine the number of persons to be elected to the Strata Committee and elect same.

*Explanation: The meeting must determine the number of members to be elected to the Strata Committee. The maximum number of strata Committee Members permitted by the Strata Schemes Management Act 2015 is nine (9) or in a two lot scheme the number to be elected is two (2).*

*When the number has been determined, if the number of candidates exceed that number, there will be a Strata Committee ballot to fill the positions. The procedure for election of the Strata Committee is prescribed in Part 2 of the Strata Schemes Management Regulation 2016.*

**A person who is prepared to be nominated as a candidate for election to the strata committee must be financial and personally consent to the nomination. This can be done verbally at the meeting or in writing.**

## 8 BMC REPS

That Building Management Committee representative and sub-representative be elected.

## 9 RESTRICTED MATTERS

That the Owners Corporation determine what matters shall be a restricted matter that can only be decided at a general meeting.

*Explanation: An Owners Corporation may decide in a general meeting that a particular matter or type of matter can only be decided by the owners corporation in a general meeting. Such a decision effectively removes that matter or class of matters from the decision making powers of the strata committee.*

## 10 INSURANCE

(a) That the Owners Corporation insurances as listed in the Annexures to the Agenda of the meeting be confirmed and further that the Strata Committee be delegated the function of increasing, altering or adding insurances should it be resolved to include further insurances.

*Explanation: The Owners Corporation is required to consider its insurances from time to time and where current insurances are in place the owners corporation may review those insurances.*

(b) That the Owners Corporation decide whether additional insurances as referred to in Section 165 (2) should be taken out.

*Explanation: Section 165(2) of the Act allows the Owners Corporation to take out additional insurances such as cover against liability for property, death or bodily injury to a voluntary worker, an error or omission by an office bearer or member of the strata committee of the owners corporation; and misappropriation of money or other property of the Owners Corporation.*

## 11 COMMISSIONS AND TRAINING SERVICES

That a report be received from the Strata Managing Agent on commissions and training services received in the past 12 months and estimate of commissions and training services to be received in the next 12 months.

*Explanation: The strata managing agent under Section 60 of the Strata Schemes Management Act 2015 is required to disclose all commissions or training*

## **Commissions**

\$0.00 in commissions in the past 12 months, and an amount of \$0.00 in commissions is expected to be received in the next 12 months.

## **Training**

The equivalent of \$0.00 in training services in the past 12 months, and an amount of \$0.00 in training services is expected to be received in the next 12 months.

*Please note: Lamb and Walters pay for all Continuing Professional Development (CPD) and training required.*

## **12 REAPPOINTMENT OF STRATA MANAGING AGENT**

That the Owners - Strata Plan No. 61139 RESOLVES by ordinary resolution that, the Owners Corporation having an existing agreement (Prior Agreement) with the Agent:

- (a) the Prior Agreement is terminated on this date, without prejudice to any accrued rights and obligations under the Prior Agreement.
- (b) the Agreement will replace the Prior Agreement and govern the relationship between the Owners Corporation and the Agent as from the date of termination of the Prior Agreement for a period of one (1) year.

**PLEASE CONTACT OUR OFFICE SHOULD YOU WISH TO OBTAIN A COPY OF THE STRATA MANAGEMENT AGENCY AGREEMENT. IT HAS BEEN EMAILED TO THE STRATA COMMITTEE.**

*Explanation: Due to the changes to the Strata Schemes Management Act, Managing Agency Agreements will no longer be allowed to roll after the initial period has expired. An Owners Corporation will also be required to consider the re-appointment of the Managing agent no less than three months out from the expiry of the agreement. The reappointment of the managing agent will therefore need to be considered at the next General Meeting. Should an Owners Corporation delay their AGM this can result in the current Managing Agent being unable to function, as the agreement will have expired. We therefore suggest executing a two or three year agreement.*

## **13 BUILDING MANAGERS CONTRACT**

That the Building management contract with The Property Management Professional Pty Ltd (Tony Strati) be extended to 30 September, 2020 to be inline with the Annual General Meeting.

## **14 ANNUAL FIRE SAFETY STATEMENT**

That the Owners - Strata Plan No. 61139 RESOLVES by ordinary resolution to consider the annual fire safety statement and to make arrangements for obtaining the next annual fire statement.

*Explanation: If an annual fire safety statement is required for the building under the Environmental Planning and Assessment Act 1979, the owners corporation is required to consider it at each annual general meeting and to make arrangements for obtaining the next annual fire safety statement in accordance with clause 6(c) of Schedule 1 of the Strata Schemes Management Act 2015. It is recommended to use an independent certifier*

## **15 AIR CONDITIONING**

*Explanatory note: Our PWB air conditioning (a/c) system is outdated and inefficient. A significant issue is that when one resident turns on their apartment air conditioning it has the effect of starting up the whole building system and using electricity as if all building residents were running their air conditioning systems simultaneously. The air conditioning system is the single biggest consumer of electricity in our building.*

*It is proposed that on a one year trial basis we turn off the main air conditioning system between the hours of 11.30pm and 5.30am each day. As part of the trial there would be an external temperature monitor which would ensure the system re starts instantly should the outside temperature exceed 24 degrees.*

*Apartment a/c units would always continue to circulate air if turned on during the down period (just like a fan). It is unlikely that there will be any difference in amenity to PWB residents however the expected electricity consumption saving may be profound.*

*At this time the Pacific Waves complex generates common area electricity costs of approximately \$120,000 per annum. This proposed trial is to be undertaken in an effort to reduce electricity wastage and therefore costs.*

That the Owners Corporation resolve to undertake for a one (1) year trial period of shutting down the building air conditioning system between the hours of 11.30pm and 5.30am each day subject to there being in

operation an external temperature monitor which will override the turn off in the event that the outside temperature exceeds 24 degrees. Further that the Strata Committee is authorised to discontinue to the trial if it sees fit to do so.

**16 LEGAL FEES**

Resolved that the decision of the Strata Committee to withdraw from proceeding with this litigation be ratified and that the Strata Committee be authorised to handle any further action relating to this matter on behalf of the Owners Corporation.

**17 BY-LAW 63 - EXCLUSIVE RIGHTS**

*Explanatory note:*

*The vestibule areas are "exclusive use areas" which in Legal and practical terms means that these areas are the private domain of the 2 lots which share each vestibule. As such and as explained in the By-law, lot owners are responsible for the maintenance and upkeep jointly. The Owners Corporation is not responsible for the maintenance and upkeep of these vestibules.*

*The Strata Manager and Strata Committee understand that By Law 63 precludes the Owners Corporation from using lot owners levies to pay for carpet replacement or repainting of the exclusive use, private vestibule areas.*

*The proposed changes if passed will mean that the owners Corporation can use lot owners levies to pay for replacement carpet and repainting in the exclusive use private areas when whole of floor upgrade works are undertaken. In todays values such cost is estimated to be \$50000.*

*The resolution process is necessary and complex.*

*If you do not agree that lot owners who do not benefit from these exclusive use areas contribute to their upkeep (in accordance with the current By-law) then you must vote not to approve the first motion which is the rescission of the existing by law 63.*

*If you do want all lot owners to contribute where they have not been required to in the past then you must vote to approve the rescission motion and then vote in favour of the replacement of By law 63.*

*Please note that the rescission of the existing By-law 63 is dependent upon a new By-law 63 being adopted. If the rescission is passed and the new By-law 63 is not passed then the Owners Corporation will revert back to the original By-law 63 so that they are not left with no By-law at all.*

i. That it be specially resolved to rescind By-law 63 (copy attached).

The owners for the time being of the Lots set out in Column 1 are jointly entitled to the right of exclusive use and enjoyment of the areas of the common property indicated with the letter set out in Column 2 opposite such lot numbers on the Strata Plan annexed and such owners are jointly responsible for the proper maintenance and upkeep of such part of the common property.

Column 1	Column 2	Column 1	Column 2
2&3	(a)	58&59	(o)
4&5	(b)	60&61	(p)
6&7	(c)	62&63	(q)
8&9	(ab)	69&70	(r)
10&11	(d)	71&72	(s)
12&13	(e)	73&74	(t)
14&15	(f)	75&76	(u)
44&45	(g)	77&78	(v)
46&47	(h)	79&80	(w)
48&49	(j)	81&82	(x)
50&51	(k)	83&84	(y)
52&53	(l)	85&86	(z)
54&55	(m)	87&88	(aa)
56&57	(n)		

ii. That it be specially resolved to adopt new By-law 63:

**By Law 63 Exclusive use rights**

(a) Subject to paragraphs (b) & (c) The owners for the time being of the Lots set out in Column 1 are jointly entitled to the right of exclusive use and enjoyment of the areas of the common property indicated with the letter set out in Column 2 opposite such lot numbers on the Strata Plan annexed and such owners are jointly responsible for the proper maintenance and upkeep of such part of the common property.

(b) The Owners Corporation shall be responsible for the cost of including the exclusive use areas set out in Column 1 in (a) above in any whole of floor common area upgrade (including the 2019 common area upgrade) which adjoin these exclusive use areas of carpeting or change of wall and ceiling paint colours subject to the proper maintenance and upkeep thereafter being the responsibility of the individual Lot owners.

Column 1	Column 2	Column 1	Column 2
2&3	(a)	58&59	(o)
4&5	(b)	60&61	(p)
6&7	(c)	62&63	(q)
8&9	(ab)	69&70	(r)
10&11	(d)	71&72	(s)
12&13	(e)	73&74	(t)
14&15	(f)	75&76	(u)
44&45	(g)	77&78	(v)
46&47	(h)	79&80	(w)
48&49	(j)	81&82	(x)
50&51	(k)	83&84	(y)
52&53	(l)	85&86	(z)
54&55	(m)	87&88	(aa)
56&57	(n)		

iii. In the event of a dispute between Lot owners set out in Column 1 in (a) above involving proper maintenance and upkeep of an exclusive use area, an affected lot owner must refer the dispute to the Strata Committee for the time being to determine. The decision of the Strata Committee shall be binding on the Lot owners and any financial cost resulting from the decision shall be shared equally between the parties and such amount is to be debited from the Lot owner's levy account.

**18 BY-LAW 77 - INSURANCE EXCESS**

That it be specially resolved to adopt the following By-Law 77:

In the event that the Owners Corporation's insurance policy includes coverage for loss and or damage to individual Lot owners fixtures and fittings, Lot owners shall be responsible for making the claim on the Insurer and shall be responsible for the policy excess and shall pay same at the direction of the Insurer.

There remains no obligation for the Owners Corporation to effect such insurance.

**19 BY-LAW 78 - WORKS LOT 42**

*Explanatory Note (not intended to form part of the by-law)*

*The purpose of this motion is to make a by-law which authorises the owners of lot 42 to carry out renovation works at their lot. The renovation works are described in clause 1.14 of the by-law and involve increasing the floor to the mezzanine by 12.5sqm to provide additional storage for the lot.*

*The by-law gives the current and future owners of lot 42 full responsibility for the ongoing maintenance of the common property affected by the renovation works. The current and future owners of lot 42 are indemnifying the owners corporation in respect of anything arising*

That it be resolved by special resolution, pursuant to sections 141, 108 and 143 of the Strata Schemes Management Act 2015, that the following by-law be made and lodged for registration with the Registrar-General under the common seal of the Owners Corporation.

SPECIAL BY-LAW NO. 78

RENOVATION WORKS AT LOT 42

1. For the purposes of this by-law:

- 1.1. "Act" means the Strata Schemes Management Act 2015 as amended and/or replaced from time to time;
- 1.2. "Authority" means any government, semi-government, statutory, public, private, or any other authority having any jurisdiction over the Lots or the Building, including the local council;
- 1.3. "Building" means the building and improvements on the land located at 9-15 Central Avenue, Manly NSW 2095;
- 1.4. "Common Property" means the common property in Strata Plan 61139;
- 1.5. "Costs" means all professional and trade costs, fees, and disbursements incurred as a result of, or associated with, this by-law, the Works and Remedial Works, and any damage caused as a result of the Works and/or Remedial Works;
- 1.6. "Direction" means a written direction from the Owners Corporation to the Owner relating to the Works and/or Remedial Works;
- 1.7. "Future Owner" means the registered proprietor of the Lot from time to time, succeeding the Owner;
- 1.8. "Indemnify" means the Owner indemnifying the Owners Corporation in respect of the Works and/or Remedial Works or anything arising from the Works and/or Remedial Works, including, but not limited to the following:
  - 1.8.1. all actions, proceedings, claims, demands, costs, damages and expenses which may be incurred by, brought or made against the Owners Corporation;
  - 1.8.2. any sum payable by way of increased premiums; and
  - 1.8.3. any costs or damages for which the Owners Corporation is or becomes liable;
- 1.9. "Lot" means lot 42 in the Strata Plan;
- 1.10. "Owner" means the registered proprietor of the Lot as at the date this by-law is registered, and with respect to clauses 6 to 15 inclusive includes the Future Owner;
- 1.11. "Owners Corporation" means the owners corporation known as The Owners- Strata Plan No 61139;
- 1.12. "Remedial Works" means the repair, maintenance, replacement and/or removal of items relating to the Works and/or Common Property affected by the Works;
- 1.13. "Strata Plan" means registered Strata Plan No 61139;
- 1.14. "Works" means the renovation works to be carried out at the Lot in accordance with:
  - (a) the plans prepared by Drafting Help and dated 2 October 2018, attached to this by-law and marked with the letter 'A' (7 pages); and

- (b) the scope of work itemised by McCormick Carpentry Pty Ltd dated 19 June 2018, attached to this by-law and marked with the letter "B" (2 pages).
2. Where any terms in this by-law are not defined, they will have the same meaning those words are attributed under the Act.
  3. If this by-law empowers the Owners Corporation to take action, it may or may not take such action in its reasonable discretion.
  4. Subject to the provisions of this by-law, the Owners Corporation grants the Owner the right to carry out the Works.
  5. To the extent the Works involve additions to or alterations of the Common Property, the Works are approved for the purpose of section 108 of the Act.
  6. The Owner is responsible for and must carry out Remedial Works when and where necessary, including by Direction.
  7. The Works and Remedial Works must be carried out and completed:
    - 7.1. in a proper and workmanlike manner by licensed and/or accredited contractors using proper materials;
    - 7.2. with due skill and care;
    - 7.3. in compliance with the National Construction Code and any other Australian Standards as applicable;
    - 7.4. in compliance with all necessary approvals from any Authority;
    - 7.5. in keeping with the appearance of the Building in its style, colour, materials, and overall design;
    - 7.6. so as to not unreasonably interfere with the enjoyment of Common Property or access to lots in the Strata Plan by other persons;
    - 7.7. in a way which minimises disturbance to other persons including but not limited to minimising vibration, noise, dust, and dirt;
    - 7.8. while ensuring that the security of the Building is maintained throughout the performance of the Works and/or Remedial Works;
    - 7.9. while promptly and completely removing all rubbish from the Building resulting from the Works and/or Remedial Works;
    - 7.10. while keeping all areas of the Building as clean and tidy as possible;
    - 7.11. while promptly repairing any damage to the Building caused by the Works and/or Remedial Works;
    - 7.12. in a way that does not interfere with the structural integrity of the Building; and
    - 7.13. in compliance with all reasonable requirements of the Owners Corporation, including any requirements relating to access and egress of tradespersons, building materials, tools and debris.
  8. The Owner is responsible for and will bear all Costs.
  9. In the event lots or Common Property are damaged because of the Works or Remedial Works, the Owner is responsible for and will pay the Costs of rectifying the damage.
  10. Where the Owners Corporation has incurred Costs on behalf of the Owner, the Owners Corporation may recover those Costs from the Owner, including charging those Costs to the Owner's lot account as if they were a contribution under the Act, with all the same rights of recovery to apply.
  11. The Owners Corporation reserves the right to issue a Direction to the Owner to remove, repair, or replace any items installed as a part of the Works and/or Remedial Works in the event they do not comply with the

requirements of this by-law.

12. If the Owner fails to comply with a Direction within 3 months of the date of the Direction, the Owners Corporation may:
  - 12.1. enter any part of the Lot;
  - 12.2. carry out all work necessary to comply with the Direction; and
  - 12.3. recover from the Owner any Costs relating to the carrying out of the work, including charging them to the Owner's lot account as if they were a contribution under the Act, with all the same rights of recovery to apply.
13. The Owner will sign all documents and do all things necessary to facilitate the matters the subject of this by-law.
14. The Owner will not claim upon the Owners Corporation's insurance in respect of anything arising out of the Works or Remedial Works.
15. The Owner will Indemnify and will keep Indemnified the Owners Corporation.

**ALSO SEE ATTACHED ANNEXURES A & B**

**20 REPLACEMENT OF NON-COMPLIANT TRIM**

*Explanatory note: The polystyrene trim which was non-compliant has been removed from the building facade. Repairs/reinstatement has involved replacing the trim with a combination of cement board fixings and repainting areas which would not be conducive to affixing cement board.*

That the Owners Corporation adopt the Strata Committees recommendations regarding the replacement, removal and repainting of the polystyrene trim around the building.

**Please note: A Meeting of the Strata Committee will be held immediately after the General Meeting, being for the sole purpose of electing the Chairperson and other Office Bearers for the ensuing year.**

19 August 2019



Notes:

**1. Call for nominations for members of the strata committee**

The owners corporation calls for nominations for members of the strata committee in accordance with the requirements of the Strata Schemes Management Act 2015.

Relevant provisions of the Strata Schemes Management Act 2015 and Strata Schemes Management Regulation 2016 include as follows:

Clause 5 of Schedule 1 of the Strata Schemes Management Act 2015:

- 5 *Nomination of candidates for election prior to meeting*
- (1) *The written notice of an annual general meeting is to include a call for nominations for members of the strata committee at least 7 days before the annual general meeting of an owners corporation.*
  - (2) *Any owner, or any person entitled to vote at a general meeting of an owners corporation, may nominate a person for election as a member of the strata committee.*
  - (3) *The nomination is to be made by written notice given to the secretary of the owners corporation or, in the case of the first annual general meeting, to the convenor of the meeting, that states the name of:*
    - (a) *the person nominated, and*
    - (b) *the person making the nomination and that the person nominated consents to the nomination.*
  - (4) *The secretary must include the nomination in the notice of the meeting at which the election is to take place. Notice of any subsequent nomination is to be given by the secretary at the meeting.*
  - (5) *A nomination may be made at any time before the election is held and may be made at the meeting.*
  - (6) *An owner or a person may make a nomination even if the owner or person cannot vote because the owner is an unfinancial owner.*

Section 30 of the Strata Schemes Management Act 2015:

- 30 *Members of strata committee*
- (1) *The strata committee of an owners corporation is to consist of the number of persons determined by the owners corporation (not being more than 9).*
  - (2) *The strata committee of a large strata scheme must consist of at least 3 members.*
  - (3) *A strata committee for a strata scheme comprising 2 lots is to consist of the following persons:*
    - (a) *the owner of each lot who is a sole owner or the company nominee of a lot if the sole owner is a corporation,*
    - (b) *for each lot that is owned by co-owners, the co-owner nominated by the other co-owners or (if the co-owner nominated is a corporation) the company nominee of that co-owner, or if there is no such nomination, the co-owner first named on the strata roll.*
  - (4) *The elected members of a strata committee must be elected at each annual general meeting of the owners corporation.*
  - (5) *Nomination for election as a member of a strata committee (other than a tenant representative) may be made before or at the meeting at which the election is held.*
  - (6) *The regulations may provide for the procedures for nomination of members of the strata committee.*

Section 31 of the Strata Schemes Management Act 2015:

- 31 *Persons who are eligible to be appointed or elected to strata committee*
- (1) *The following persons are eligible for appointment or election to the strata committee of an owners corporation:*
    - (a) *an individual who is a sole owner of a lot in the strata scheme,*
    - (b) *a company nominee of a corporation that is a sole owner of a lot in the strata scheme,*
    - (c) *an individual who is a co-owner of a lot or a company nominee of a corporation that is a co-owner of a lot in the strata scheme, if the person is nominated for election by an owner*

- who is not a co-owner of the lot or by a co-owner of the lot who is not a candidate for election as a member,
- (d) an individual who is not an owner of a lot in the strata scheme, if the person is nominated for election by an owner of a lot who is not a member, or is not seeking election as a member, of the strata committee.
- (2) To avoid doubt, an individual who is a sole owner of a lot may nominate himself or herself, and an owner that is a corporation may nominate the corporation's company nominee, for election as a member of the strata committee.
- (3) A sole owner of a lot in a strata scheme may not nominate more than one person for election as a member of the strata committee, except as provided by subsection (5).
- (4) Only one co-owner (including a company nominee of a co-owner) of the same lot may be a member of a strata committee at the same time, except as provided by subsection (5).
- (5) A person who is an owner of more than one lot in the strata scheme may nominate one person for election as a member of the strata committee for each lot for which the person is an owner.

Section 32 of the Strata Schemes Management Act 2015:

32 *Persons who are not eligible to be appointed or elected to strata committee*

- (1) *The following persons are not eligible for appointment or election to a strata committee or to act as members of a strata committee unless they are also the owners of lots in the strata scheme:*
- (a) *the building manager for the strata scheme,*
- (b) *a person who acts as an agent for the leasing of a lot or lots in the strata scheme to tenants,*
- (c) *a person who is connected with the original owner of the strata scheme or the building manager for the scheme, unless the person discloses that connection at the meeting at which the election is held and before the election is held or before the person is appointed to act as a member,*
- (d) *any other person prescribed by the regulations for the purposes of this section.*
- (2) *An owner of a lot in a strata scheme who was an unfinancial owner at the date notice was given of the meeting at which the election of a strata committee is to be held and who did not pay the amounts owing by the owner before the meeting is not eligible for appointment or election to the strata committee.*
- (3) *A person who becomes ineligible for appointment or election to a strata committee after being appointed or elected to the strata committee must disclose that fact to the secretary or chairperson of the owners corporation as soon as possible after becoming aware of that fact.*
- (4) *A disclosure by a person under this section, other than a disclosure that is made at a meeting of an owners corporation or strata committee, is to be made by written notice given to the secretary or chairperson.*

Strata Schemes Management Regulation 2016

9 *Election of strata committee*

- (1) *At a meeting of an owners corporation at which the strata committee is to be elected, the chairperson must:*
- (a) *announce the names of the candidates already nominated in writing for election to the strata committee, and*
- (b) *call for any oral nominations of candidates eligible for election to the strata committee.*
- (2) *A written or oral nomination made for the purposes of the election is ineffective if it is made by a person other than the nominee unless it is supported by the consent of the nominee given:*
- (a) *in writing, if the nominee is not present at the meeting, or*
- (b) *orally, if the nominee is present at the meeting.*
- (3) *After the chairperson declares that nominations have closed, the owners corporation is to decide, in accordance with the Act, the number of members of the strata committee.*
- (4) *If the number of candidates:*
- (a) *is the same as, or fewer than, the number of members of the strata committee decided on-those candidates are to be declared by the chairperson to be, and are taken to have been, elected as the strata committee, or*
- (b) *is greater than the number so decided on-a ballot is to be held.*

2. **Priority Votes (Required by clause 8(1)(e) of Schedule 1 of the Strata Schemes Management Act 2015)**

Priority votes: A vote by an owner does not count if a priority vote is cast for the lot in relation to the same matter.

A "priority vote" is defined in clause 24 of Schedule 1 of the Strata Schemes Management Act 2015. It essentially means an owner's vote does not count if a vote is cast on the same motion by:

- The mortgagee shown on the strata roll for the lot;
- The covenant charge shown on the strata roll for the lot; or
- In the case of multiple mortgagees or covenant charges, the priority mortgage or charge shown on the strata roll for the lot,

but only applies to limited classes of motions, and only if prescribed conditions are met.

3. **Voting by unfinancial owners, mortgagees or covenant chargees (Required by clause 8(1)(f) of Schedule 2 of the Strata Schemes Management Act 2015)**

An unfinancial owner, mortgagee or covenant chargee cannot vote at a meeting on a motion (other than a motion requiring a unanimous resolution) unless payment has been made before the meeting of all contributions levied on the owner, and any other amounts recoverable from the owner, in relation to the lot.

Clause 23(8) of Schedule 1 of the Strata Schemes Management Act 2015 provides:

*23(8) Voting rights cannot be exercised if contributions not paid*

*A vote at a general meeting (other than a vote on a motion requiring a unanimous resolution) by an owner of a lot or a person with a priority vote in respect of the lot does not count if the owner of the lot was an unfinancial owner at the date notice of the meeting was given and did not pay the amounts owing before the meeting.*

Please note:

- (1) Cheques will be accepted on the basis that they are subject to clearance and on the basis that payment will not be considered made until the cheque clears.
- (2) Votes will not be counted, where there is an arrears, if the relevant owner has provided a cheque for the arrears and the cheque has not cleared prior to the commencement of the meeting.

4. **Voting - (Required by clause 8(1)(g) of Schedule 1 of the Strata Schemes Management Act 2015)**

Voting or other rights may be exercised in person (if the addressee is an individual) or by a company nominee (if the addressee is a corporation), or by a proxy appointed by the addressee.

Proxy delivery: The instrument is ineffective unless it contains the date on which it was made and it is given to the secretary of the owners corporation:

- (a) at least 24 hours before the first meeting in relation to which the instrument is to operate (in the case of a large corporation); or
- (b) at or before the first meeting in relation to which the instrument is to operate (in any other case).

5. **Quorum - Clause 17, Schedule 1 - (Required by clause 8(1)(h) of Schedule 1 of the Strata Schemes Management Act 2015)**

17 *Quorum*

(1) *Quorum required for motion or election*

*A motion submitted at a meeting must not be considered, and an election must not be held at a meeting, unless there is a quorum present to consider and vote on the motion or on the election.*

(2) *When quorum exists*

*A quorum is present at a meeting only in the following circumstances:*

- (a) *if not less than one-quarter of the persons entitled to vote on the motion or election are present either personally or by duly appointed proxy,*

- (b) *if not less than one-quarter of the aggregate unit entitlement of the strata scheme is represented by the persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election,*
  - (c) *if there are 2 persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election, in a case where there is more than one owner in the strata scheme and the quorum otherwise calculated under this subclause would be less than 2 persons.*
- (3) *A person who has voted, or intends to vote, on a motion or at an election at a meeting by a permitted means other than a vote in person is taken to be present for the purposes of determining whether there is a quorum.*
- (4) *Procedure if no quorum*  
*If no quorum is present within the next half-hour after the relevant motion or business arises for consideration at the meeting, the chairperson must:*
  - (a) *adjourn the meeting for at least 7 days, or*
  - (b) *declare that the persons present either personally or by duly appointed proxy and who are entitled to vote on the motion or election constitute a quorum for considering that motion or business and any subsequent motion or business at the meeting.*
- (5) *Quorum for adjourned meeting*  
*If a quorum is not present within the next half-hour after the time fixed for the adjourned meeting, the persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election constitute a quorum for considering that motion or business and any subsequent motion or business at the meeting.*

#### Notes on appointment of proxies:

1. This form is ineffective unless it contains the date on which it was made and it is given to the secretary of the owners corporation at least 24 hours before the first meeting in relation to which it is to operate (in the case of a large strata scheme) or at or before the first meeting in relation to which it is to operate (in any other case).
2. This form will be revoked by a later proxy appointment form delivered to the secretary of the owners corporation in the manner described in the preceding paragraph.
3. This form is current from the day on which it is signed until the end of the period (if any) specified on the form or the first anniversary of that day or at the end of the second annual general meeting held after that day (whichever occurs first).
4. If a person holds more than the total number of proxies permissible, the person cannot vote using any additional proxies. The total number of proxies that may be held by a person (other than proxies held by the person as the co-owner of a lot) voting on a resolution are as follows:
  - (a) if the strata scheme has 20 lots or less, one,
  - (b) if the strata scheme has more than 20 lots, a number that is equal to not more than 5% of the total number of lots.
5. A provision of a contract for the sale of a lot in a strata scheme, or of any ancillary or related contract or arrangement, is void and unenforceable to the extent that it:
  - (a) requires the purchaser of a lot, or any other person, to cast a vote at a meeting of the owners corporation at the direction of another person, or
  - (b) requires the purchaser to give a proxy at the direction of another person for the purpose of voting at a meeting of the owners corporation (that is a person cannot rely on any such proxy to cast a vote as a proxy).

#### Notes on rights of proxies to vote:

1. A duly appointed proxy:
  - (a) may vote on a show of hands (or by any other means approved by a general resolution at a meeting of the owners corporation), subject to any limitation in this form, or may demand a poll, and
  - (b) may vote in the person's own right if entitled to vote otherwise than as a proxy, and
  - (c) if appointed as a proxy for more than one person, may vote separately as a proxy in each case.
2. A proxy is not authorised to vote on a matter:
  - (a) if the person who appointed the proxy is present at the relevant meeting and personally votes on the matter, or
  - (b) so as to confer a pecuniary or other material benefit on the proxy, if the proxy is a strata managing agent, building manager or on-site residential property manager, or
  - (c) if the right to vote on any such matter is limited by this form.

**Form 1 - Proxy appointment**

Strata Schemes Management Act 2015

Date.....

I/We .....the owners of lot .....in Strata Plan No 61139

appoint .....of.....  
as my/our proxy for the purposes of meetings of the owners corporation (including adjournments of meetings).

I/ We  
appoint.....of..... as  
my/our proxy for the purposes of meetings of the owners corporation (including adjournments of meetings) if already  
holds the maximum number of proxies that may be accepted.

Period or number of meetings for which appointment of proxy has effect for \*1 meeting/\*.....meetings/\*1  
month/..... \*months/\*12 months or 2 consecutive annual general meetings. [\*Tick or tick and complete whichever  
applies]

**Note: The appointment cannot have effect for more than 12 months or 2 consecutive annual general meetings,  
whichever is the greater.**

1. This form authorises the proxy to vote on my/our behalf on all matters.

OR

2. This form authorises the proxy to vote on my/our behalf on the following matters only:  
[Specify the matters and any limitations on the manner in which you want the proxy to vote.]

.....  
.....

Delete paragraph 1 or 2, whichever does not apply.

3. If a vote is taken on whether (the strata managing agent) should be appointed or remain in office or whether  
another managing agent is to be appointed, I/we want the proxy to vote as follows:

.....  
.....

Delete paragraph 3 if proxy is not authorised to vote on this matter. For example, read note 1 below.

4. I understand that, if the proxy already holds more than the permitted number of proxies, the proxy will not be  
permitted to vote on my/our behalf on any matters.

Signature of owner/s

.....

**NOMINATION OF CANDIDATE FOR ELECTION AS A MEMBER OF THE STRATA COMMITTEE**

Clause 5 of Schedule 1 of the Strata Schemes Management Act 2015

To: The Owners - Strata Plan No. 61139  
c/- Lamb and Walters  
PO BOX 95  
GORDON NSW 2072

As owner of lot ..... in strata scheme 61139, I/we, ....., nominate the below name person as a candidate for election as a member of the strata committee at the General Meeting of The Owners - Strata Plan No. 61139.

Nominee: .....

Nominee's Consent: I, the above named nominee, confirm that I consent to being nominated as a candidate for election as a member of the strata committee as set out in this notice.

.....  
Nominee's signature

Date of this notice: \_\_\_\_/\_\_\_\_/\_\_\_\_

Individual lot owner:

Signed: \_\_\_\_\_

Company lot owner: \_\_\_\_\_

Executed for an on behalf of the owner named above pursuant to section 127 of the Corporations Act 2001 by the persons named below:

\_\_\_\_\_  
Signature of Director / Secretary

\_\_\_\_\_  
Signature of Director

\_\_\_\_\_  
Name of Director / Secretary

\_\_\_\_\_  
Name of Director

## **SP61139 ANNUAL GENERAL MEETING**

### **CHAIR'S ADDRESS**

I express my continuing appreciation for the time and effort which our Treasurer Mr. Ray Stone puts into ensuring the financial probity of the Pacific waves complex. Ray is also the Treasurer for the commercial strata which gives him a better overview of the spending allocations shared between the four participating stratum within the complex.

This year your Strata Committee has been very active in concluding major work programs and I thank all for their diligence in looking after the interests of Pacific Waves.

### **COMMON AREAS INTERNAL PAINTING**

This project has now been completed and the new colour scheme is both striking and modern. Once the carpet is replaced the Strata Committee will address replacing some of the decorative decor such as paintings.

### **CARPET REPLACEMENT**

The carpeting on the residential floors is presently scheduled to be laid early September. This has proven to be an exhaustive process however the final product choice is the result of an overwhelming majority vote by lot owners.

### **SOLAR PANELS**

The solar panel contract has been completed. We expect to achieve a cost saving of 20% of our annual electricity expense as a result. We intend to drive other power cost savings from night time usage costs such as the item to be canvassed at this meeting.

### **OUTSIDE LIGHTING**

New outside lighting has been installed using powerful LED flush panel lighting which have been set to movement activation functionality. This initiative makes the entrance, courtyard and side passage look inviting and increases safety. It also discourages the unscrupulous loitering around our building.

### **POLYSTYRENE TRIM REMOVAL**

When we received advice that all buildings with combustible cladding had to register the strata committee decided to be proactive. We had a professional consultant confirm that whilst the polystyrene trim amounted to less than 4 % of the surface area we still had an obligation to register.

We decided to act and have the polystyrene trim removed and replaced by a combination of repainting and affixing composite concrete paneling. This has turned out to be a large project. The cost is being shared proportionately between the residential and Manly Office stratum.

The now extensive adverse publicity certainly vindicates our decision to move quickly. Conveyancing solicitors are now routinely asking for registration details in sale contract enquiries.

**ELECTRIC VEHICLES** The incoming Strata Committee will investigate the potential to install charging facilities this coming year.







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**INDEPENDENT AUDITOR'S REPORT**  
**TO THE OWNERS OF STRATA PLAN 61139**

**Opinion**

We have audited the financial report of Strata Plan 61139, which comprises the balance sheet as at 30 June 2019, and the Income and Expenditure Statements for the Administrative and Capital Works Fund for the year then ended, and a summary of significant accounting policies.

In our opinion, the accompanying financial report presents fairly, in all material respects, the financial position of Strata Plan 61139 and its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements, and the requirements of the New South Wales Strata Schemes Management Act 2015. We have not audited the Statement of Key Financial information.

**Basis for Opinion**

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial report section of our report. We are independent of the Strata Plan in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to our audit of the financial report in Australia, and we have fulfilled our other ethical responsibilities in accordance with the Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Emphasis of Matter – Basis of Accounting and Restriction on Distribution and Use**

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report is prepared to assist the Strata Plan in complying with the financial reporting provisions of the New South Wales Strata Schemes Management Act 2015. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

**Responsibilities of the Strata Committee for the Financial Report**

The Strata Committee is responsible for the preparation of the financial report in accordance with the financial reporting provisions of the New South Wales Strata Schemes Management Act 2015 and for such internal control as the Strata Committee determines is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

The Strata Committee is responsible for overseeing the Strata Plan's financial reporting process.

A member of



Independent legal & accounting firms

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## **Auditor's Responsibilities for the Audit of the Financial Report**

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Strata Plan's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

We communicate with the Strata Committee regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



**THOMAS DAVIS & CO.**



**PARTNER**

SYDNEY,

*19 August*, 2019



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**THE OWNERS OF STRATA PLAN 61139**

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE FINANCIAL YEAR ENDED 30TH JUNE, 2019

**NOTE 1 - STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

The Strata Plan is not a reporting entity and therefore the Financial Statements are a "Special Purpose Financial Report" pursuant to Australian Statements of Accounting Concepts since the only users of the Financial Statements are the Owners.

In accordance with the Strata Schemes Management Act 2015 the Financial Statements have been prepared on an accrual basis.

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## Statement of Financial Position

### As at 30/06/2019

The Owners - Strata Plan No. 61139

Pacific Waves, 9-15 Central Avenue, MANLY NSW 2095

	Current period	Previous year
<b>Owners' funds</b>		
<b>Administrative Fund</b>		
Operating Surplus/Deficit--Admin	(15,561.81)	(15,457.57)
Owners Equity--Admin	102,312.30	117,769.87
	86,750.49	102,312.30
<b>Capital Works Fund</b>		
Operating Surplus/Deficit--Capital Works	(31,687.47)	(128,656.73)
Owners Equity--Capital Works	741,897.09	870,553.82
	710,209.62	741,897.09
<b>Net owners' funds</b>	<b>\$796,960.11</b>	<b>\$844,209.39</b>
<b>Represented by:</b>		
<b>Assets</b>		
<b>Administrative Fund</b>		
Cash at Bank--Admin	98,637.87	105,683.93
Receivable--Levies--Admin	1,235.43	795.45
Receivable--Other--Admin	0.00	1,320.00
Receivable--Owners--Admin	11.00	116.00
	99,884.30	107,915.38
<b>Capital Works Fund</b>		
Cash at Bank--Capital Works	127,182.10	175,116.13
Investments--Capital Works 1	345,290.15	337,336.35
Investments--Capital Works 2	66,000.00	0.00
Investments--Capital Works 4	102,423.26	101,779.92
Investments--Capital Works 6	70,402.93	133,260.87
Receivable--Levies--Capital Works	806.42	653.92
	712,104.86	748,147.19
<b>Unallocated Money</b>		
Cash at Bank--Unallocated	66.27	0.00
	66.27	0.00
<b>Total assets</b>	812,055.43	856,062.57
<b>Less liabilities</b>		
<b>Administrative Fund</b>		
Creditor--GST--Admin	2,222.04	1,816.64
Creditors--Other--Admin	0.00	(1,916.20)
Deposits Received--Keys--Admin	3,350.00	3,000.00
Prepaid Levies--Admin	7,561.77	2,702.64
	13,133.81	5,603.08
<b>Capital Works Fund</b>		
Creditor--GST--Capital Works	(3,040.35)	2,112.30
Creditors--Other--Capital Works	0.00	1,916.20
Prepaid Levies--Capital Works	4,935.59	2,221.60

	<b>Current period</b>	<b>Previous year</b>
	1,895.24	6,250.10
<b>Unallocated Money</b>		
Prepaid Levies--Unallocated	66.27	0.00
	66.27	0.00
<i>Total liabilities</i>	15,095.32	11,853.18
<b>Net assets</b>	<b>\$796,960.11</b>	<b>\$844,209.39</b>

*Handwritten initials*

**Statement of Financial Performance  
for the financial year  
to 30/06/2019**

The Owners - Strata Plan No. 61139

Pacific Waves, 9-15 Central Avenue, MANLY NSW  
2095

**Administrative Fund**

	<b>Current period</b>	<b>Annual budget</b>	<b>Previous year</b>
	01/07/2018-30/06/2019	01/07/2018-30/06/2019	01/07/2017-30/06/2018
<b>Revenue</b>			
Insurance Claims	16,000.00	0.00	0.00
Interest on Arrears--Admin	273.72	0.00	55.18
Levies Due--Admin	311,508.09	322,000.00	302,509.07
Licence Fees	23,443.41	26,450.00	22,157.86
Status Certificate Fees	272.50	0.00	436.00
Strata Roll Inspection Fees	62.00	0.00	62.00
<b>Total revenue</b>	<b>351,559.72</b>	<b>348,450.00</b>	<b>325,220.11</b>
<b>Less expenses</b>			
Admin--Accounting	745.44	850.00	809.08
Admin--Agent Disburst--Postage & Stationery--Extra	812.41	150.00	144.77
Admin--Agent Disburst--Schedule B	439.09	1,200.00	1,199.99
Admin--Annual Computer System Fee	227.27	230.00	227.27
Admin--Annual Storage Fee	90.91	100.00	90.91
Admin--Auditors--Audit Services	450.00	750.00	450.00
Admin--Bank Charges	876.25	60.00	39.95
Admin--Bank Charges--With GST	299.22	360.00	292.41
Admin--Fixed Disbursement Fee	5,300.16	5,300.00	5,262.54
Admin--Legal & Debt Collection Fees	1,401.82	3,000.00	(29.55)
Admin--Levy Contribution--BMC	161,908.14	202,000.00	156,960.78
Admin--Levy Contribution--Community Assoc	0.00	0.00	990.00
Admin--Management Fees--Standard	28,587.30	28,930.00	27,232.26
Admin--Meeting Fees	0.00	800.00	794.00
Admin--Petty Cash Expenses	618.45	0.00	0.00
Admin--Status Certificate Fees Paid	272.50	0.00	545.00
Admin--Strata Inspection Fees Paid	62.00	0.00	62.00
Admin--Trades Monitor	80.00	85.00	78.00
Contingency	0.00	0.00	270.00
General Expenses	0.00	2,000.00	0.00
Insurance--Premiums	3,052.55	2,200.00	1,884.68
Maint Bldg--Airconditioning - Repairs	30.00	1,000.00	31.82
Maint Bldg--Airconditioning--Maintenance Contract	8,157.27	6,500.00	6,270.00
Maint Bldg--Cleaning	890.00	0.00	727.50
Maint Bldg--Cleaning--Carpet/Furniture	2,148.00	4,500.00	678.00
Maint Bldg--Consultants	0.00	3,500.00	2,000.00
Maint Bldg--Doors & Windows	4,568.31	8,000.00	5,652.50
Maint Bldg--Electrical Repairs	4,422.43	5,000.00	2,299.35

**Administrative Fund**

	<b>Current period</b>	<b>Annual budget</b>	<b>Previous year</b>
	01/07/2018-30/06/2019	01/07/2018-30/06/2019	01/07/2017-30/06/2018
Maint Bldg--Exhaust/Ventilation Systems	470.00	2,000.00	350.00
Maint Bldg--Fire Protection	1,366.00	2,000.00	1,907.00
Maint Bldg--Fire Protection--Generator	0.00	0.00	(10,545.45)
Maint Bldg--Garage Door Contract & Repairs	2,226.36	2,500.00	1,665.67
Maint Bldg--Garbage Bins/Bags	610.00	1,000.00	575.82
Maint Bldg--Hot Water Service	2,035.00	2,000.00	469.00
Maint Bldg--Insurance Claims	8,013.64	0.00	5,650.00
Maint Bldg--Intercom Repairs	2,381.30	2,000.00	430.00
Maint Bldg--Lift--Maintenance Contract	12,000.00	19,670.00	19,118.96
Maint Bldg--Lift--Registration Fees	75.50	0.00	74.00
Maint Bldg--Lift--Servicing/Repair	877.00	200.00	170.00
Maint Bldg--Light Globes	103.46	500.00	91.20
Maint Bldg--Locksmith Repairs	1,388.85	1,500.00	395.45
Maint Bldg--Miscellaneous	583.64	1,000.00	403.68
Maint Bldg--Pest/Vermin Control	777.27	1,000.00	600.00
Maint Bldg--Plumbing Repairs	754.00	5,500.00	2,000.50
Maint Bldg--Pool Mtce	7,426.20	10,500.00	10,801.74
Maint Bldg--Pumps	359.00	1,200.00	220.00
Maint Bldg--Repairs & Mtce	3,918.00	3,500.00	0.00
Maint Bldg--Security Alarm Equipment	0.00	500.00	0.00
Maint Bldg--Security Keys	421.77	500.00	0.00
Maint Bldg--Security--Contractor	11,862.50	6,700.00	6,741.66
Maint Bldg--TV Antenna & Cables	0.00	750.00	728.00
Maint Grounds--Gardening & Lawns	0.00	500.00	400.00
Maint Grounds--Plants Hire	1,800.00	1,600.00	1,440.00
Utility--Gas	51,919.78	57,000.00	38,652.40
Utility--Rubbish Removal	967.50	600.00	(12.45)
Utility--Water Usage	29,345.24	43,500.00	43,387.24
<i>Total expenses</i>	367,121.53	444,235.00	340,677.68
<b>Surplus/Deficit</b>	(15,561.81)	(95,785.00)	(15,457.57)
Opening balance	102,312.30	102,312.30	117,769.87
<b>Closing balance</b>	<b>\$86,750.49</b>	<b>\$6,527.30</b>	<b>\$102,312.30</b>



**Capital Works Fund**

	<b>Current period</b>	<b>Annual budget</b>	<b>Previous year</b>
	01/07/2018-30/06/2019	01/07/2018-30/06/2019	01/07/2017-30/06/2018
<b>Revenue</b>			
Interest on Arrears--Capital Works	183.24	0.00	39.04
Interest on Investments--Capital Works	13,195.90	18,000.00	17,085.53
Levies Due--Capital Works	215,173.68	210,165.00	207,672.81
<i>Total revenue</i>	<u>228,552.82</u>	<u>228,165.00</u>	<u>224,797.38</u>
<b>Less expenses</b>			
Admin-- PAYG--Capital Works	5,309.00	8,000.00	6,480.00
Admin--Income Tax--Capital Works	(1,538.10)	0.00	(1,815.32)
Maint Bldg-- Exhaust/Ventilation	0.00	2,000.00	0.00
Maint Bldg--Airconditioning	2,151.55	6,500.00	6,397.50
Maint Bldg--Carpets & Stairs Replacement	2,316.88	153,000.00	3,061.36
Maint Bldg--Consultants	0.00	2,000.00	3,700.00
Maint Bldg--Contingency	0.00	20,000.00	0.00
Maint Bldg--Doors & Windows	149.65	2,000.00	571.56
Maint Bldg--Driveway & Paths	2,195.75	0.00	4,929.17
Maint Bldg--Electrical	10,695.14	4,000.00	195.00
Maint Bldg--Equipment Purchases	34,865.67	0.00	101,498.60
Maint Bldg--Fire Protection	15,791.92	5,500.00	6,341.35
Maint Bldg--General Service & Replacement	19,994.20	25,000.00	17,504.57
Maint Bldg--Legal Fees	2,141.82	0.00	0.00
Maint Bldg--Lift--Refurbishment/Upgrading	0.00	0.00	7,300.00
Maint Bldg--Miscellaneous	649.16	0.00	6,316.00
Maint Bldg--Painting (External)	79,110.14	36,000.00	114,213.60
Maint Bldg--Painting (Internal)	57,458.78	50,000.00	5,804.46
Maint Bldg--Plumbing & Drainage	11,024.30	15,000.00	8,642.00
Maint Bldg--Roof	0.00	10,000.00	32,431.44
Maint Bldg--Security Works	527.50	6,000.00	735.00
Maint Bldg--Shower Repairs	0.00	5,000.00	675.00
Maint Bldg--Spalling Rectification	0.00	20,000.00	1,650.00
Maint Bldg--Structural Rectification	447.38	0.00	12,456.00
Maint Bldg--Tiling	13,515.00	15,000.00	440.00
Maint Grounds--Pool Renovation	3,434.55	5,000.00	12,216.82
Pumps Repair & Maintenance	0.00	6,000.00	1,710.00
<i>Total expenses</i>	<u>260,240.29</u>	<u>396,000.00</u>	<u>353,454.11</u>
<b>Surplus/Deficit</b>	<u>(31,687.47)</u>	<u>(167,835.00)</u>	<u>(128,656.73)</u>
Opening balance	741,897.09	741,897.09	870,553.82
<b>Closing balance</b>	<u><b>\$710,209.62</b></u>	<u><b>\$574,062.09</b></u>	<u><b>\$741,897.09</b></u>

## Levy Positions - Complete for the financial year to 30/06/2019

The Owners - Strata Plan No. 61139

Pacific Waves, 9-15 Central Avenue, MANLY NSW 2095

### Administrative Fund

Lot	Unit	Paid to	Standard levies			Special levies			Interest					
			Due	Paid	Arrears	Advance	Due	Paid	Arrears	Advance	Due	Paid	GST due	
1	201	31/07/2019	1,278.15	1,278.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	116.20
2	202B	31/07/2019	1,315.85	1,315.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.91	119.61
3	202A	31/07/2019	1,956.65	1,956.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	177.88
4	203A	31/07/2019	1,994.35	1,994.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	181.29
5	203B	31/07/2019	1,353.55	1,353.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.83	123.05
6	204B	31/07/2019	1,353.55	1,353.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	123.05
7	204A	31/07/2019	1,994.35	1,994.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.79	181.29
8	205B	30/04/2019	1,428.85	1,382.01	46.84	0.00	0.00	0.00	0.00	0.00	0.00	0.77	1.01	129.90
9	205A	31/07/2019	1,994.35	1,994.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	181.29
10	206A	31/07/2019	2,069.65	2,069.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	188.14
11	206B	31/07/2019	1,428.85	1,428.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	129.90
12	207B	31/07/2019	1,428.85	1,428.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	129.90
13	207A	31/01/2019	2,069.65	1,521.56	548.09	0.00	0.00	0.00	0.00	0.00	0.00	9.17	6.59	188.14
14	208A	31/07/2019	2,069.65	2,069.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	188.14
15	208B	31/07/2019	1,428.85	1,428.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	129.90
16	209	31/07/2019	2,217.05	2,217.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	201.56
17	210	31/10/2019	2,103.90	2,647.60	0.00	543.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	191.27
18	211	31/10/2019	1,353.55	1,703.35	0.00	349.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	123.05
19	212	31/10/2019	1,353.55	1,353.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	123.05
20	213	31/10/2019	2,405.50	3,027.15	0.00	621.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	218.67

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**Administrative Fund**

Lot	Unit	Paid to	Standard levies			Special levies			Interest			
			Due	Paid	Arrears	Advance	Due	Arrears	Advance	Due	Paid	GST due
21	214	31/07/2019	2,405.50	2,405.50	0.00	0.00	0.00	0.00	0.00	0.00	3.55	218.67
22	215	31/07/2019	2,405.50	2,405.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	218.67
23	216	31/07/2019	2,028.60	2,028.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	184.42
24	217	31/07/2019	2,217.05	2,217.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	201.56
25	218	31/07/2019	2,028.60	2,028.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	184.42
26	219	31/07/2019	2,028.60	2,028.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	184.42
27	220	31/07/2019	2,028.60	2,028.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	184.42
28	221	31/07/2019	2,141.60	2,141.60	0.00	0.00	0.00	0.00	0.00	0.00	2.43	194.68
29	222	31/07/2019	2,103.90	2,103.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	191.27
30	223	31/07/2019	1,994.35	1,994.35	0.00	0.00	0.00	0.00	0.00	0.00	2.09	181.29
31	224	31/07/2019	1,805.90	1,809.74	0.00	3.84	0.00	0.00	0.00	0.00	12.53	164.18
32	225	30/04/2019	2,292.35	1,705.63	586.72	0.00	0.00	0.00	0.00	9.64	5.31	208.38
33	226	31/07/2019	2,103.90	2,103.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	191.27
34	227	31/07/2019	2,103.90	2,103.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	191.27
35	228	31/10/2019	2,179.35	2,742.55	0.00	563.20	0.00	0.00	0.00	0.00	20.67	198.12
36	229	31/07/2019	2,141.60	2,141.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	194.68
37	230	31/07/2019	2,292.35	2,292.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	208.38
38	231	31/07/2019	2,292.35	2,292.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	208.38
39	232	31/10/2019	2,028.60	2,552.85	0.00	524.25	0.00	0.00	0.00	0.00	0.00	184.42
40	233	30/04/2019	1,315.85	1,315.75	0.10	0.00	0.00	0.00	0.00	0.00	4.10	119.61
41	234	31/10/2019	2,028.60	2,552.85	0.00	524.25	0.00	0.00	0.00	0.00	0.00	184.42
42	235	30/04/2019	2,292.35	2,292.19	0.16	0.00	0.00	0.00	0.00	0.00	7.14	208.38
43	236	31/07/2019	2,292.35	2,292.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	208.38
44	301A	31/07/2019	1,973.70	1,973.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	179.43
45	301B	30/04/2019	1,336.35	1,334.69	1.66	0.00	0.00	0.00	0.00	0.00	0.00	121.50
46	302B	31/07/2019	1,353.55	1,353.55	0.00	0.00	0.00	0.00	0.00	0.00	7.75	123.05
47	302A	31/07/2019	1,994.35	1,994.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	181.29

**Administrative Fund**

Lot	Unit	Paid to	Standard levies			Special levies			Interest		GST due
			Due	Paid	Arrears	Advance	Due	Arrears	Advance	Due	
48	303A	31/07/2019	2,028.60	2,028.60	0.00	0.00	0.00	0.00	0.00	0.00	184.42
49	303B	31/07/2019	1,391.30	1,391.30	0.00	0.00	0.00	0.00	0.00	0.00	126.49
50	304B	31/07/2019	1,391.30	1,391.30	0.00	0.00	0.00	0.00	0.00	0.00	126.49
51	304A	31/07/2019	2,028.60	2,028.60	0.00	0.00	0.00	0.00	0.00	0.25	184.42
52	305B	31/07/2019	1,466.60	1,466.60	0.00	0.00	0.00	0.00	0.00	0.00	133.31
53	305A	31/07/2019	2,028.60	2,028.60	0.00	0.00	0.00	0.00	0.00	0.00	184.42
54	306A	31/07/2019	2,103.90	2,103.90	0.00	0.00	0.00	0.00	0.00	0.00	191.27
55	306B	31/10/2019	1,466.60	1,845.60	0.00	379.00	0.00	0.00	0.00	0.00	133.31
56	307B	31/07/2019	1,466.60	1,466.60	0.00	0.00	0.00	0.00	0.00	0.00	133.31
57	307A	31/07/2019	2,103.90	2,103.90	0.00	0.00	0.00	0.00	0.00	0.00	191.27
58	308A	31/07/2019	2,103.90	2,103.90	0.00	0.00	0.00	0.00	0.00	0.00	191.27
59	308B	31/07/2019	1,466.60	1,466.60	0.00	0.00	0.00	0.00	0.00	0.00	133.31
60	309A	31/10/2019	2,103.90	2,103.91	0.00	0.01	0.00	0.00	0.00	0.06	191.27
61	309B	31/07/2019	1,466.60	1,466.60	0.00	0.00	0.00	0.00	0.00	0.00	133.31
62	310B	30/04/2019	1,428.85	1,427.19	1.66	0.00	0.00	0.00	0.03	0.00	129.90
63	310A	30/04/2019	2,069.65	2,067.99	1.66	0.00	0.00	0.00	0.03	0.00	188.14
64	311	31/10/2019	2,367.80	2,979.70	0.00	611.90	0.00	0.00	0.00	0.00	215.26
65	312	30/04/2019	2,367.80	2,366.14	1.66	0.00	0.00	0.00	0.03	0.00	215.26
66	313	31/10/2019	2,069.65	2,604.50	0.00	534.85	0.00	0.00	0.00	15.17	188.14
67	314	31/07/2019	1,353.55	1,353.55	0.00	0.00	0.00	0.00	0.00	0.00	123.05
68	315	31/07/2019	2,292.35	2,292.35	0.00	0.00	0.00	0.00	0.00	0.00	208.38
69	401A	31/07/2019	2,049.15	2,049.15	0.00	0.00	0.00	0.00	0.00	0.00	186.28
70	401B	31/07/2019	1,408.35	1,408.35	0.00	0.00	0.00	0.00	0.00	0.00	128.04
71	402B	31/07/2019	1,428.85	1,428.85	0.00	0.00	0.00	0.00	0.00	0.00	129.90
72	402A	31/07/2019	2,069.65	2,069.65	0.00	0.00	0.00	0.00	0.00	0.00	188.14
73	403A	31/07/2019	2,103.90	2,103.90	0.00	0.00	0.00	0.00	0.00	0.26	191.27

**Administrative Fund**

Lot	Unit	Paid to	Standard levies			Special levies			Interest				
			Due	Paid	Arrears	Advance	Due	Paid	Arrears	Advance	Due	Paid	GST due
74	403B	31/07/2019	1,466.60	1,466.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	133.31
75	404B	31/10/2019	1,466.60	1,466.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	133.31
76	404A	31/07/2019	2,103.90	2,103.90	0.00	0.00	0.00	0.00	0.00	0.00	13.26	0.00	191.27
77	405B	31/07/2019	1,504.30	1,504.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	136.75
78	405A	31/10/2019	2,141.60	2,695.05	0.00	553.45	0.00	0.00	0.00	0.00	0.00	0.00	194.68
79	406A	31/10/2019	2,292.35	2,292.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	208.38
80	406B	31/10/2019	1,655.05	1,655.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.45
81	407B	31/07/2019	1,655.05	1,655.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.45
82	407A	31/07/2019	2,292.35	2,292.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	208.38
83	408A	31/07/2019	2,292.35	2,292.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	208.38
84	408B	31/07/2019	1,655.05	1,655.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.45
85	409A	31/10/2019	2,292.35	2,884.75	0.00	592.40	0.00	0.00	0.00	0.00	0.00	0.00	208.38
86	409B	31/07/2019	1,655.05	1,655.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.45
87	410B	31/07/2019	1,504.30	1,504.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	136.75
88	410A	31/07/2019	2,141.60	2,141.60	0.00	0.00	0.00	0.00	0.00	0.00	2.43	0.00	194.68
89	501	31/07/2019	3,645.90	3,645.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	331.43
90	502	30/04/2019	3,721.20	3,712.51	8.69	0.00	0.00	0.00	0.00	0.00	8.69	0.00	338.28
91	503	31/07/2019	3,721.20	3,721.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	338.28
92	504	31/07/2019	4,324.25	4,324.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	393.11
93	505	31/07/2019	4,437.40	4,437.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	403.40
94	506	31/07/2019	4,437.40	4,437.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	403.40
95	507	31/07/2019	4,399.70	4,399.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	399.96
96	508	30/04/2019	4,324.25	4,323.95	0.30	0.00	0.00	0.00	0.00	0.00	16.78	0.00	393.11
97	509	31/07/2019	4,248.95	4,248.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	386.26
98	510	31/07/2019	3,683.60	3,683.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	334.87
99	601	31/07/2019	3,909.80	3,909.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	355.42
100	602	31/07/2019	3,985.10	3,985.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	362.27

**Administrative Fund**

Lot	Unit	Paid to	Standard levies			Special levies			Interest						
			Due	Paid	Arrears	Advance	Due	Paid	Arrears	Advance	Due	Paid	GST due		
101	603	31/07/2019	3,985.10	3,985.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	362.27
102	604	31/07/2019	4,848.55	4,848.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	440.78
103	605	31/07/2019	5,150.20	5,150.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	468.21
104	606	31/07/2019	5,074.75	5,074.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	461.33
105	607	31/07/2019	4,924.00	4,924.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	447.63
106	608	30/04/2019	4,848.55	4,848.54	0.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11.18	0.00	440.78
107	609	31/10/2019	4,697.85	4,697.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.21	0.00	427.08
108	610	31/07/2019	3,758.90	3,759.43	0.00	0.53	0.00	0.00	0.00	0.00	0.00	0.00	14.37	0.00	341.72
109	701	31/07/2019	4,588.15	4,588.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	417.10
110	702	31/07/2019	4,735.55	4,735.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	430.49
111	703	31/07/2019	6,616.60	6,616.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	601.52
112	704	31/07/2019	6,654.30	6,654.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	604.93
113	705	31/07/2019	6,729.75	6,729.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	611.78
114	706	31/07/2019	6,692.05	6,692.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	608.37
115	707	30/04/2019	4,848.55	4,840.33	8.22	0.00	0.00	0.00	0.00	0.00	0.00	0.14	14.28	0.00	440.78
116	708	31/07/2019	4,022.80	4,022.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	365.71
117	801	31/10/2019	4,735.55	4,735.89	0.00	0.34	0.00	0.00	0.00	0.00	0.00	0.00	39.56	0.00	430.49
118	802	31/07/2019	4,810.85	4,810.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	437.34
119	803	30/04/2019	6,767.45	6,738.27	29.18	0.00	0.00	0.00	0.00	0.00	0.00	0.10	23.32	0.00	615.22
120	804	31/10/2019	6,805.05	8,563.65	0.00	1,758.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	618.63
121	805	31/07/2019	6,880.50	6,880.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	625.51
122	806	30/04/2019	6,805.05	6,804.57	0.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21.20	0.00	618.63
123	807	31/07/2019	4,924.00	4,924.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	447.63
124	808	31/07/2019	4,362.00	4,362.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	396.55

**Administrative Fund**

Lot	Unit	Paid to	Standard levies			Special levies			Interest		GST due	
			Due	Paid	Arrears	Advance	Due	Paid	Arrears	Advance		Due
		342,658.30	348,984.64	1,235.43	7,561.77	0.00	0.00	0.00	0.00	19.98	273.72	31,150.21
		<b>Due Excl. GST</b>	311,508.09			0.00						

**Capital Works Fund**

Lot	Unit	Paid to	Standard levies			Special levies			Interest				
			Due	Paid	Arrears	Advance	Due	Arrears	Advance	Due	Paid	GST due	
1	201	31/07/2019	882.90	882.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80.26
2	202B	31/07/2019	908.90	908.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.55	82.64
3	202A	31/07/2019	1,351.60	1,351.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	122.86
4	203A	31/07/2019	1,377.60	1,377.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125.23
5	203B	31/07/2019	934.95	934.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.32	84.98
6	204B	31/07/2019	934.95	934.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	84.98
7	204A	31/07/2019	1,377.60	1,377.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.78	125.23
8	205B	30/04/2019	987.10	956.52	30.58	0.00	0.00	0.00	0.00	0.00	0.50	0.66	89.73
9	205A	31/07/2019	1,377.60	1,377.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125.23
10	206A	31/07/2019	1,429.60	1,429.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	129.97
11	206B	31/07/2019	987.10	987.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	89.73
12	207B	31/07/2019	987.10	987.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	89.73
13	207A	31/01/2019	1,429.60	1,071.85	357.75	0.00	0.00	0.00	0.00	0.00	5.99	4.30	129.97
14	208A	31/07/2019	1,429.60	1,429.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	129.97
15	208B	31/07/2019	987.10	987.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	89.73
16	209	31/07/2019	1,531.40	1,531.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	139.23
17	210	31/10/2019	1,453.35	1,808.25	0.00	354.90	0.00	0.00	0.00	0.00	0.00	0.00	132.11
18	211	31/10/2019	934.95	1,163.25	0.00	228.30	0.00	0.00	0.00	0.00	0.00	0.00	84.98
19	212	31/10/2019	934.95	934.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	84.98
20	213	31/10/2019	1,661.60	2,067.35	0.00	405.75	0.00	0.00	0.00	0.00	0.00	0.00	151.07
21	214	31/07/2019	1,661.60	1,661.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.92	151.07
22	215	31/07/2019	1,661.60	1,661.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	151.07
23	216	31/07/2019	1,401.20	1,401.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	127.37
24	217	31/07/2019	1,531.40	1,531.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	139.23
25	218	31/07/2019	1,401.20	1,401.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	127.37
26	219	31/07/2019	1,401.20	1,401.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	127.37
27	220	31/07/2019	1,401.20	1,401.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	127.37

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**Capital Works Fund**

Lot	Unit	Paid to	Standard levies			Special levies			Interest			
			Due	Paid	Arrears	Advance	Due	Arrears	Advance	Due	Paid	GST due
28	221	31/07/2019	1,479.35	1,479.35	0.00	0.00	0.00	0.00	0.00	0.00	1.58	134.48
29	222	31/07/2019	1,453.35	1,453.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	132.11
30	223	31/07/2019	1,377.60	1,377.60	0.00	0.00	0.00	0.00	0.00	0.00	1.72	125.23
31	224	31/07/2019	1,247.40	1,249.91	0.00	2.51	0.00	0.00	0.00	0.00	8.18	113.40
32	225	30/04/2019	1,583.40	1,200.45	382.95	0.00	0.00	0.00	0.00	6.30	3.63	143.95
33	226	31/07/2019	1,453.35	1,453.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	132.11
34	227	31/07/2019	1,453.35	1,453.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	132.11
35	228	31/10/2019	1,505.40	1,873.00	0.00	367.60	0.00	0.00	0.00	0.00	14.16	136.86
36	229	31/07/2019	1,479.35	1,479.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	134.48
37	230	31/07/2019	1,583.40	1,583.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	143.95
38	231	31/07/2019	1,583.40	1,583.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	143.95
39	232	31/10/2019	1,401.20	1,743.35	0.00	342.15	0.00	0.00	0.00	0.00	0.00	127.37
40	233	30/04/2019	908.90	908.84	0.06	0.00	0.00	0.00	0.00	0.00	2.68	82.64
41	234	31/10/2019	1,401.20	1,743.35	0.00	342.15	0.00	0.00	0.00	0.00	0.00	127.37
42	235	30/04/2019	1,583.40	1,583.30	0.10	0.00	0.00	0.00	0.00	0.00	4.66	143.95
43	236	31/07/2019	1,583.40	1,583.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	143.95
44	301A	31/07/2019	1,363.30	1,363.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	123.93
45	301B	30/04/2019	923.05	921.96	1.09	0.00	0.00	0.00	0.00	0.00	0.00	83.91
46	302B	31/07/2019	934.95	934.95	0.00	0.00	0.00	0.00	0.00	0.00	5.72	84.98
47	302A	31/07/2019	1,377.60	1,377.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125.23
48	303A	31/07/2019	1,401.20	1,401.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	127.37
49	303B	31/07/2019	960.95	960.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	87.35
50	304B	31/07/2019	960.95	960.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	87.35
51	304A	31/07/2019	1,401.20	1,401.20	0.00	0.00	0.00	0.00	0.00	0.00	0.21	127.37
52	305B	31/07/2019	1,013.10	1,013.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	92.10
53	305A	31/07/2019	1,401.20	1,401.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	127.37

**Capital Works Fund**

Lot	Unit	Paid to	Standard levies			Special levies			Interest					
			Due	Paid	Arrears	Advance	Due	Paid	Arrears	Advance	Due	Paid	GST due	
54	306A	31/07/2019	1,453.35	1,453.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	132.11
55	306B	31/10/2019	1,013.10	1,260.50	0.00	247.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	92.10
56	307B	31/07/2019	1,013.10	1,013.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	92.10
57	307A	31/07/2019	1,453.35	1,453.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	132.11
58	308A	31/07/2019	1,453.35	1,453.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	132.11
59	308B	31/07/2019	1,013.10	1,013.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	92.10
60	309A	31/10/2019	1,453.35	1,453.36	0.00	0.01	0.00	0.00	0.00	0.00	0.00	0.00	0.04	132.11
61	309B	31/07/2019	1,013.10	1,013.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	92.10
62	310B	30/04/2019	987.10	986.01	1.09	0.00	0.00	0.00	0.00	0.00	0.00	0.02	0.00	89.73
63	310A	30/04/2019	1,429.60	1,428.51	1.09	0.00	0.00	0.00	0.00	0.00	0.00	0.02	0.00	129.97
64	311	31/10/2019	1,635.60	2,035.00	0.00	399.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	148.69
65	312	30/04/2019	1,635.60	1,634.51	1.09	0.00	0.00	0.00	0.00	0.00	0.00	0.02	0.00	148.69
66	313	31/10/2019	1,429.60	1,778.70	0.00	349.10	0.00	0.00	0.00	0.00	0.00	0.00	10.18	129.97
67	314	31/07/2019	934.95	934.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	84.98
68	315	31/07/2019	1,583.40	1,583.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	143.95
69	401A	31/07/2019	1,415.50	1,415.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	128.67
70	401B	31/07/2019	972.80	972.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	88.45
71	402B	31/07/2019	987.10	987.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	89.73
72	402A	31/07/2019	1,429.60	1,429.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	129.97
73	403A	31/07/2019	1,453.35	1,453.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.22	132.11
74	403B	31/07/2019	1,013.10	1,013.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	92.10
75	404B	31/10/2019	1,013.10	1,013.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	92.10
76	404A	31/07/2019	1,453.35	1,453.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.65	132.11
77	405B	31/07/2019	1,039.15	1,039.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	94.47
78	405A	31/10/2019	1,479.35	1,840.60	0.00	361.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	134.48
79	406A	31/10/2019	1,583.40	1,583.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	143.95
80	406B	31/10/2019	1,143.20	1,143.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	103.94

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**Capital Works Fund**

Lot	Unit	Paid to	Standard levies			Special levies			Interest					
			Due	Paid	Arrears	Advance	Due	Paid	Arrears	Advance	Due	Paid	GST due	
81	407B	31/07/2019	1,143.20	1,143.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	103.94
82	407A	31/07/2019	1,583.40	1,583.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	143.95
83	408A	31/07/2019	1,583.40	1,583.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	143.95
84	408B	31/07/2019	1,143.20	1,143.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	103.94
85	409A	31/10/2019	1,583.40	1,970.05	0.00	386.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	143.95
86	409B	31/07/2019	1,143.20	1,143.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	103.94
87	410B	31/07/2019	1,039.15	1,039.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	94.47
88	410A	31/07/2019	1,479.35	1,479.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.58	134.48
89	501	31/07/2019	2,518.35	2,518.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	228.93
90	502	30/04/2019	2,570.50	2,564.82	5.68	0.00	0.00	0.00	0.00	0.00	0.00	0.04	5.68	233.67
91	503	31/07/2019	2,570.50	2,570.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	233.67
92	504	31/07/2019	2,987.00	2,987.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	271.55
93	505	31/07/2019	3,065.05	3,065.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	278.64
94	506	31/07/2019	3,065.05	3,065.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	278.64
95	507	31/07/2019	3,039.05	3,039.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	276.27
96	508	30/04/2019	2,987.00	2,986.80	0.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11.51	271.55
97	509	31/07/2019	2,935.00	2,935.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	266.80
98	510	31/07/2019	2,544.35	2,544.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	231.30
99	601	31/07/2019	2,700.55	2,700.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	245.50
100	602	31/07/2019	2,752.75	2,752.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.25
101	603	31/07/2019	2,752.75	2,752.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.25
102	604	31/07/2019	3,349.05	3,349.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	304.47
103	605	31/07/2019	3,557.45	3,557.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	323.40
104	606	31/07/2019	3,505.25	3,505.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	318.65
105	607	31/07/2019	3,401.20	3,401.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	309.19
106	608	30/04/2019	3,349.05	3,349.04	0.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.30	304.47

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**Capital Works Fund**

Lot	Unit	Paid to	Standard levies			Special levies			Interest			
			Due	Paid	Arrears	Advance	Due	Paid	Arrears	Advance	Due	Paid
107	609	31/10/2019	3,245.00	3,245.00	0.00	0.00	0.00	0.00	0.00	0.00	4.28	295.01
108	610	31/07/2019	2,596.50	2,596.85	0.00	0.35	0.00	0.00	0.00	0.00	9.38	236.04
109	701	31/07/2019	3,169.25	3,169.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	288.10
110	702	31/07/2019	3,271.00	3,271.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	297.35
111	703	31/07/2019	4,570.40	4,570.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	415.49
112	704	31/07/2019	4,596.40	4,596.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	417.87
113	705	31/07/2019	4,648.45	4,648.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	422.58
114	706	31/07/2019	4,622.45	4,622.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	420.21
115	707	30/04/2019	3,349.05	3,343.68	5.37	0.00	0.00	0.00	0.00	0.09	9.33	304.47
116	708	31/07/2019	2,778.75	2,778.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	252.62
117	801	31/10/2019	3,271.00	3,271.22	0.00	0.22	0.00	0.00	0.00	0.00	25.82	297.35
118	802	31/07/2019	3,323.05	3,323.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	302.10
119	803	30/04/2019	4,674.60	4,655.56	19.04	0.00	0.00	0.00	0.00	0.07	15.36	424.96
120	804	31/10/2019	4,700.60	5,848.45	0.00	1,147.85	0.00	0.00	0.00	0.00	0.00	427.33
121	805	31/07/2019	4,752.65	4,752.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	432.05
122	806	30/04/2019	4,700.60	4,700.28	0.32	0.00	0.00	0.00	0.00	0.00	13.84	427.33
123	807	31/07/2019	3,401.20	3,401.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	309.19
124	808	31/07/2019	3,013.00	3,013.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	273.92
			236,690.70	240,819.87	806.42	4,935.59	0.00	0.00	0.00	13.05	183.24	21,517.02

**Due Excl. GST 215,173.68**

*TRD*

**Unallocated Money Fund**

Lot	Unit	Overpayment	Lot	Unit	Overpayment	Lot	Unit	Overpayment
35	228	57.98	66	313	8.29			

**Total unallocated money 66.27**

# ANNUAL REPORTS

for the financial year to 30/06/2019

Strata Plan 61139

Pacific Waves, 9-15 Central Avenue, MANLY NSW 2095

Manager: Nikki Hopkins

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## Statement of Key Financial Information

Strata Schemes Management Act 2015

**The Owners - Strata Plan No. 61139 Pacific Waves, 9-15 Central Avenue, MANLY NSW 2095**

Name of Fund:	<b>Administrative Fund</b>	
Reporting Period:	01/07/2018 to 30/06/2019	\$
Balance carried forward from previous reporting period:		<b>102,312.30</b>
Total income received during reporting period:		393,992.22 (2)
Total interest earned by fund during reporting period:		273.72 (3)
Total contributions paid during reporting period:		347,077.45
Total unpaid contributions payable for reporting period:		1,235.43 (4)
Total expenditure for maintenance during reporting period:		367,121.53 (5)
Total expenditure for administration costs during reporting period:		0.00
Balance of Fund at end of reporting period:		<b>86,750.49</b>

List of principal items of expenditure proposed for next reporting period: (6)

Admin--Accounting	850.00
Admin--Agent Disburst--Postage & Stationery--Extra	500.00
Admin--Agent Disburst--Schedule B	500.00
Admin--Annual Computer System Fee	230.00
Admin--Annual Storage Fee	100.00
Admin--Auditors--Audit Services	750.00
Admin--Bank Charges	60.00
Admin--Bank Charges--With GST	320.00
Admin--Fixed Disbursement Fee	5,300.00
Admin--Legal & Debt Collection Fees	3,000.00
Admin--Levy Contribution--BMC	170,000.00
Admin--Management Fees--Standard	29,930.00
Admin--Trades Monitor	90.00
General Expenses	2,000.00
Insurance--Premiums	3,300.00
Maint Bldg--Airconditioning - Repairs	1,000.00
Maint Bldg--Airconditioning--Maintenance Contract	6,500.00
Maint Bldg--Cleaning--Carpet/Furniture	2,500.00
Maint Bldg--Consultants	3,500.00
Maint Bldg--Doors & Windows	8,000.00
Maint Bldg--Electrical Repairs	5,000.00
Maint Bldg--Exhaust/Ventilation Systems	2,000.00
Maint Bldg--Fire Protection	4,500.00
Maint Bldg--Garage Door Contract & Repairs	2,500.00
Maint Bldg--Garbage Bins/Bags	850.00

Notes:

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(2) Total income received represents the total receipts (inclusive of GST) and may include amounts not represented on this report. Unallocated receipts are not included on this report as they are not assigned to a fund.

(3) Total interest includes interest received on the working account, and investment accounts and penalty interest for late payment of levies.

(4) This amount represents the total of unpaid levy contributions due and payable during, and prior to the reporting period.

(5) All expenditure for the plan is shown under maintenance. As the plan is GST registered all amounts shown in expenditure totals are exclusive of GST.

(6) As the plan is GST registered all amounts listed for proposed expenditure are exclusive of GST.

Maint Bldg--Hot Water Service	3,700.00
Maint Bldg--Intercom Repairs	2,500.00
Maint Bldg--Lift--Maintenance Contract	13,200.00
Maint Bldg--Lift--Servicing/Repair	1,000.00
Maint Bldg--Light Globes	500.00
Maint Bldg--Locksmith Repairs	1,500.00
Maint Bldg--Miscellaneous	600.00
Maint Bldg--Pest/Vermin Control	1,000.00
Maint Bldg--Plumbing Repairs	5,000.00
Maint Bldg--Pool Mtce	9,500.00
Maint Bldg--Pumps	1,200.00
Maint Bldg--Repairs & Mtce	3,500.00
Maint Bldg--Security Alarm Equipment	500.00
Maint Bldg--Security Keys	500.00
Maint Bldg--Security--Contractor	12,000.00
Maint Bldg--TV Antenna & Cables	750.00
Maint Grounds--Gardening & Lawns	500.00
Maint Grounds--Plants Hire	1,700.00
Utility--Gas	57,000.00
Utility--Rubbish Removal	1,000.00
Utility--Water Usage	35,000.00
Total Expenses	405,430.00

Notes:

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(6) As the plan is GST registered all amounts listed for proposed expenditure are exclusive of GST.



Name of Fund: **Capital Works Fund**

Reporting Period: 01/07/2018 to 30/06/2019 \$

Balance carried forward from previous reporting period:	<b>741,897.09</b>	
Total income received during reporting period:	254,854.07	(2)
Total interest earned by fund during reporting period:	13,379.14	(3)
Total contributions paid during reporting period:	239,252.19	
Total unpaid contributions payable for reporting period:	806.42	(4)
Total expenditure for maintenance during reporting period:	260,240.29	(5)
Total expenditure for administration costs during reporting period:	0.00	
Balance of Fund at end of reporting period:	<b>710,209.62</b>	

List of principal items of expenditure proposed for next reporting period: (6)

Admin-- PAYG--Capital Works	6,500.00
Maint Bldg--Airconditioning	2,200.00
Maint Bldg--Carpets & Stairs Replacement	150,000.00
Maint Bldg--Contingency	19,025.00
Maint Bldg--Doors & Windows	2,150.00
Maint Bldg--Electrical	11,050.00
Maint Bldg--Equipment Purchases	52,000.00
Maint Bldg--Fire Protection	5,650.00
Maint Bldg--General Service & Replacement	30,000.00
Maint Bldg--Legal Fees	40,000.00
Maint Bldg--Painting (External)	53,000.00
Maint Bldg--Roof	9,250.00
Maint Bldg--Security Works	1,000.00
Maint Bldg--Shower Repairs	5,000.00
Maint Bldg--Spalling Rectification	5,000.00
Maint Bldg--Structural Rectification	2,700.00
Maint Bldg--Tiling	13,450.00
Maint Grounds--Pool Renovation	2,000.00
Maint Marina--Plumbing & Drainage	10,000.00
Total Expenses	<b>419,975.00</b>

Notes:

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(3) Total interest includes interest received on the working account, and investment accounts and penalty interest for late payment of levies.

(4) This amount represents the total of unpaid levy contributions due and payable during, and prior to the reporting period.

(5) All expenditure for the plan is shown under maintenance. As the plan is GST registered all amounts shown in expenditure totals are exclusive of GST.

(6) As the plan is GST registered all amounts listed for proposed expenditure are exclusive of GST.

## Proposed Budget to apply from 01/07/2019

The Owners - Strata Plan No. 61139

Pacific Waves, 9-15 Central Avenue, MANLY NSW  
2095

### General

#### Administrative Fund

	Proposed budget	Actual 01/07/2018-30/06/2019	Previous budget
<b>Revenue</b>			
Insurance Claims	0.00	16,000.00	0.00
Interest on Arrears--Admin	0.00	273.72	0.00
Levies Due--Admin	310,965.00	311,508.09	322,000.00
Licence Fees	26,450.00	23,443.41	26,450.00
Status Certificate Fees	0.00	272.50	0.00
Strata Roll Inspection Fees	0.00	62.00	0.00
<i>Total revenue</i>	337,415.00	351,559.72	348,450.00
<b>Less expenses</b>			
Admin--Accounting	850.00	745.44	850.00
Admin--Agent Disburst--Postage & Stationery--Extra	500.00	812.41	150.00
Admin--Agent Disburst--Schedule B	500.00	439.09	1,200.00
Admin--Annual Computer System Fee	230.00	227.27	230.00
Admin--Annual Storage Fee	100.00	90.91	100.00
Admin--Auditors--Audit Services	750.00	450.00	750.00
Admin--Bank Charges	60.00	876.25	60.00
Admin--Bank Charges--With GST	320.00	299.22	360.00
Admin--Fixed Disbursement Fee	5,300.00	5,300.16	5,300.00
Admin--Legal & Debt Collection Fees	3,000.00	1,401.82	3,000.00
Admin--Levy Contribution--BMC	170,000.00	161,908.14	202,000.00
Admin--Management Fees--Standard	29,930.00	28,587.30	28,930.00
Admin--Meeting Fees	0.00	0.00	800.00
Admin--Petty Cash Expenses	0.00	618.45	0.00
Admin--Status Certificate Fees Paid	0.00	272.50	0.00
Admin--Strata Inspection Fees Paid	0.00	62.00	0.00
Admin--Trades Monitor	90.00	80.00	85.00
General Expenses	2,000.00	0.00	2,000.00
Insurance--Premiums	3,300.00	3,052.55	2,200.00
Maint Bldg--Airconditioning - Repairs	1,000.00	30.00	1,000.00
Maint Bldg--Airconditioning--Maintenance Contract	6,500.00	8,157.27	6,500.00
Maint Bldg--Cleaning	0.00	890.00	0.00
Maint Bldg--Cleaning--Carpet/Furniture	2,500.00	2,148.00	4,500.00
Maint Bldg--Consultants	3,500.00	0.00	3,500.00
Maint Bldg--Doors & Windows	8,000.00	4,568.31	8,000.00
Maint Bldg--Electrical Repairs	5,000.00	4,422.43	5,000.00
Maint Bldg--Exhaust/Ventilation Systems	2,000.00	470.00	2,000.00

Maint Bldg--Fire Protection	4,500.00	1,366.00	2,000.00
Maint Bldg--Garage Door Contract & Repairs	2,500.00	2,226.36	2,500.00
Maint Bldg--Garbage Bins/Bags	850.00	610.00	1,000.00
Maint Bldg--Hot Water Service	3,700.00	2,035.00	2,000.00
Maint Bldg--Insurance Claims	0.00	8,013.64	0.00
Maint Bldg--Intercom Repairs	2,500.00	2,381.30	2,000.00
Maint Bldg--Lift--Maintenance Contract	13,200.00	12,000.00	19,670.00
Maint Bldg--Lift--Registration Fees	0.00	75.50	0.00
Maint Bldg--Lift--Servicing/Repair	1,000.00	877.00	200.00
Maint Bldg--Light Globes	500.00	103.46	500.00
Maint Bldg--Locksmith Repairs	1,500.00	1,388.85	1,500.00
Maint Bldg--Miscellaneous	600.00	583.64	1,000.00
Maint Bldg--Pest/Vermin Control	1,000.00	777.27	1,000.00
Maint Bldg--Plumbing Repairs	5,000.00	754.00	5,500.00
Maint Bldg--Pool Mtce	9,500.00	7,426.20	10,500.00
Maint Bldg--Pumps	1,200.00	359.00	1,200.00
Maint Bldg--Repairs & Mtce	3,500.00	3,918.00	3,500.00
Maint Bldg--Security Alarm Equipment	500.00	0.00	500.00
Maint Bldg--Security Keys	500.00	421.77	500.00
Maint Bldg--Security--Contractor	12,000.00	11,862.50	6,700.00
Maint Bldg--TV Antenna & Cables	750.00	0.00	750.00
Maint Grounds--Gardening & Lawns	500.00	0.00	500.00
Maint Grounds--Plants Hire	1,700.00	1,800.00	1,600.00
Utility--Gas	57,000.00	51,919.78	57,000.00
Utility--Rubbish Removal	1,000.00	967.50	600.00
Utility--Water Usage	35,000.00	29,345.24	43,500.00
<i>Total expenses</i>	405,430.00	367,121.53	444,235.00
<b>Surplus/Deficit</b>	(68,015.00)	(15,561.81)	(95,785.00)
Opening balance	86,750.49	102,312.30	102,312.30
<b>Closing balance</b>	\$18,735.49	\$86,750.49	\$6,527.30
Total units of entitlement	100000		100000
Levy contribution per unit entitlement	\$3.42		\$3.54
Budgeted standard levy revenue	310,965.00		322,000.00
Add GST	31,096.50		32,200.00
Amount to raise in levies including GST	\$342,061.50		\$354,200.00

**General****Capital Works Fund**

	<b>Proposed budget</b>	<b>Actual</b>	<b>Previous budget</b>
	01/07/2018-30/06/2019		
<b>Revenue</b>			
Interest on Arrears--Capital Works	0.00	183.24	0.00
Interest on Investments--Capital Works	14,000.00	13,195.90	18,000.00
Levies Due--Capital Works	237,165.00	215,173.68	210,165.00
<i>Total revenue</i>	251,165.00	228,552.82	228,165.00
<b>Less expenses</b>			
Admin-- PAYG--Capital Works	6,500.00	5,309.00	8,000.00
Admin--Income Tax--Capital Works	0.00	(1,538.10)	0.00
Maint Bldg-- Exhaust/Ventilation	0.00	0.00	2,000.00
Maint Bldg--Airconditioning	2,200.00	2,151.55	6,500.00
Maint Bldg--Carpets & Stairs Replacement	150,000.00	2,316.88	153,000.00
Maint Bldg--Consultants	0.00	0.00	2,000.00
Maint Bldg--Contingency	19,025.00	0.00	20,000.00
Maint Bldg--Doors & Windows	2,150.00	149.65	2,000.00
Maint Bldg--Driveway & Paths	0.00	2,195.75	0.00
Maint Bldg--Electrical	11,050.00	10,695.14	4,000.00
Maint Bldg--Equipment Purchases	52,000.00	34,865.67	0.00
Maint Bldg--Fire Protection	5,650.00	15,791.92	5,500.00
Maint Bldg--General Service & Replacement	30,000.00	19,994.20	25,000.00
Maint Bldg--Legal Fees	40,000.00	2,141.82	0.00
Maint Bldg--Miscellaneous	0.00	649.16	0.00
Maint Bldg--Painting (External)	53,000.00	79,110.14	36,000.00
Maint Bldg--Painting (Internal)	0.00	57,458.78	50,000.00
Maint Bldg--Plumbing & Drainage	0.00	11,024.30	15,000.00
Maint Bldg--Roof	9,250.00	0.00	10,000.00
Maint Bldg--Security Works	1,000.00	527.50	6,000.00
Maint Bldg--Shower Repairs	5,000.00	0.00	5,000.00
Maint Bldg--Spalling Rectification	5,000.00	0.00	20,000.00
Maint Bldg--Structural Rectification	2,700.00	447.38	0.00
Maint Bldg--Tiling	13,450.00	13,515.00	15,000.00
Maint Grounds--Pool Renovation	2,000.00	3,434.55	5,000.00
Maint Marina--Plumbing & Drainage	10,000.00	0.00	0.00
Pumps Repair & Maintenance	0.00	0.00	6,000.00
<i>Total expenses</i>	419,975.00	260,240.29	396,000.00
<b>Surplus/Deficit</b>	(168,810.00)	(31,687.47)	(167,835.00)
Opening balance	710,209.62	741,897.09	741,897.09
<b>Closing balance</b>	\$541,399.62	\$710,209.62	\$574,062.09

Total units of entitlement	100000	100000
Levy contribution per unit entitlement	\$2.61	\$2.31
Budgeted standard levy revenue	237,165.00	210,165.00
Add GST	23,716.50	21,016.50
Amount to raise in levies including GST	<u>\$260,881.50</u>	<u>\$231,181.50</u>

## Proposed Levy Schedule to apply from 01/07/2019

The Owners - Strata Plan No. 61139

Pacific Waves, 9-15 Central Avenue, MANLY NSW  
2095

### General

Quarterly levy instalments that would apply to each lot if proposed budgets are accepted by the general meeting:

Lot	Unit	Unit Entitlement	Admin Fund	Capital Works Fund	Quarterly Total	Annual Total
1	201	373.00	319.00	243.30	562.30	2,249.20
2	202B	384.00	328.40	250.45	578.85	2,315.40
3	202A	571.00	488.30	372.45	860.75	3,443.00
4	203A	582.00	497.70	379.60	877.30	3,509.20
5	203B	395.00	337.80	257.65	595.45	2,381.80
6	204B	395.00	337.80	257.65	595.45	2,381.80
7	204A	582.00	497.70	379.60	877.30	3,509.20
8	205B	417.00	356.60	272.00	628.60	2,514.40
9	205A	582.00	497.70	379.60	877.30	3,509.20
10	206A	604.00	516.55	393.95	910.50	3,642.00
11	206B	417.00	356.60	272.00	628.60	2,514.40
12	207B	417.00	356.60	272.00	628.60	2,514.40
13	207A	604.00	516.55	393.95	910.50	3,642.00
14	208A	604.00	516.55	393.95	910.50	3,642.00
15	208B	417.00	356.60	272.00	628.60	2,514.40
16	209	647.00	553.30	422.00	975.30	3,901.20
17	210	614.00	525.10	400.45	925.55	3,702.20
18	211	395.00	337.80	257.65	595.45	2,381.80
19	212	395.00	337.80	257.65	595.45	2,381.80
20	213	702.00	600.35	457.85	1,058.20	4,232.80
21	214	702.00	600.35	457.85	1,058.20	4,232.80
22	215	702.00	600.35	457.85	1,058.20	4,232.80
23	216	592.00	506.25	386.10	892.35	3,569.40
24	217	647.00	553.30	422.00	975.30	3,901.20
25	218	592.00	506.25	386.10	892.35	3,569.40
26	219	592.00	506.25	386.10	892.35	3,569.40
27	220	592.00	506.25	386.10	892.35	3,569.40
28	221	625.00	534.50	407.65	942.15	3,768.60
29	222	614.00	525.10	400.45	925.55	3,702.20
30	223	582.00	497.70	379.60	877.30	3,509.20
31	224	527.00	450.70	343.75	794.45	3,177.80
32	225	669.00	572.10	436.35	1,008.45	4,033.80
33	226	614.00	525.10	400.45	925.55	3,702.20
34	227	614.00	525.10	400.45	925.55	3,702.20
35	228	636.00	543.90	414.80	958.70	3,834.80

36	229	625.00	534.50	407.65	942.15	3,768.60
37	230	669.00	572.10	436.35	1,008.45	4,033.80
38	231	669.00	572.10	436.35	1,008.45	4,033.80
39	232	592.00	506.25	386.10	892.35	3,569.40
40	233	384.00	328.40	250.45	578.85	2,315.40
41	234	592.00	506.25	386.10	892.35	3,569.40
42	235	669.00	572.10	436.35	1,008.45	4,033.80
43	236	669.00	572.10	436.35	1,008.45	4,033.80
44	301A	576.00	492.60	375.70	868.30	3,473.20
45	301B	390.00	333.55	254.40	587.95	2,351.80
46	302B	395.00	337.80	257.65	595.45	2,381.80
47	302A	582.00	497.70	379.60	877.30	3,509.20
48	303A	592.00	506.25	386.10	892.35	3,569.40
49	303B	406.00	347.20	264.80	612.00	2,448.00
50	304B	406.00	347.20	264.80	612.00	2,448.00
51	304A	592.00	506.25	386.10	892.35	3,569.40
52	305B	428.00	366.05	279.15	645.20	2,580.80
53	305A	592.00	506.25	386.10	892.35	3,569.40
54	306A	614.00	525.10	400.45	925.55	3,702.20
55	306B	428.00	366.05	279.15	645.20	2,580.80
56	307B	428.00	366.05	279.15	645.20	2,580.80
57	307A	614.00	525.10	400.45	925.55	3,702.20
58	308A	614.00	525.10	400.45	925.55	3,702.20
59	308B	428.00	366.05	279.15	645.20	2,580.80
60	309A	614.00	525.10	400.45	925.55	3,702.20
61	309B	428.00	366.05	279.15	645.20	2,580.80
62	310B	417.00	356.60	272.00	628.60	2,514.40
63	310A	604.00	516.55	393.95	910.50	3,642.00
64	311	691.00	590.95	450.70	1,041.65	4,166.60
65	312	691.00	590.95	450.70	1,041.65	4,166.60
66	313	604.00	516.55	393.95	910.50	3,642.00
67	314	395.00	337.80	257.65	595.45	2,381.80
68	315	669.00	572.10	436.35	1,008.45	4,033.80
69	401A	598.00	511.40	390.05	901.45	3,605.80
70	401B	411.00	351.50	268.10	619.60	2,478.40
71	402B	417.00	356.60	272.00	628.60	2,514.40
72	402A	604.00	516.55	393.95	910.50	3,642.00
73	403A	614.00	525.10	400.45	925.55	3,702.20
74	403B	428.00	366.05	279.15	645.20	2,580.80
75	404B	428.00	366.05	279.15	645.20	2,580.80
76	404A	614.00	525.10	400.45	925.55	3,702.20
77	405B	439.00	375.45	286.35	661.80	2,647.20
78	405A	625.00	534.50	407.65	942.15	3,768.60
79	406A	669.00	572.10	436.35	1,008.45	4,033.80
80	406B	483.00	413.05	315.05	728.10	2,912.40
81	407B	483.00	413.05	315.05	728.10	2,912.40

82	407A	669.00	572.10	436.35	1,008.45	4,033.80
83	408A	669.00	572.10	436.35	1,008.45	4,033.80
84	408B	483.00	413.05	315.05	728.10	2,912.40
85	409A	669.00	572.10	436.35	1,008.45	4,033.80
86	409B	483.00	413.05	315.05	728.10	2,912.40
87	410B	439.00	375.45	286.35	661.80	2,647.20
88	410A	625.00	534.50	407.65	942.15	3,768.60
89	501	1064.00	909.90	693.95	1,603.85	6,415.40
90	502	1086.00	928.70	708.30	1,637.00	6,548.00
91	503	1086.00	928.70	708.30	1,637.00	6,548.00
92	504	1262.00	1,079.20	823.10	1,902.30	7,609.20
93	505	1295.00	1,107.45	844.60	1,952.05	7,808.20
94	506	1295.00	1,107.45	844.60	1,952.05	7,808.20
95	507	1284.00	1,098.05	837.45	1,935.50	7,742.00
96	508	1262.00	1,079.20	823.10	1,902.30	7,609.20
97	509	1240.00	1,060.40	808.75	1,869.15	7,476.60
98	510	1075.00	919.30	701.15	1,620.45	6,481.80
99	601	1141.00	975.75	744.20	1,719.95	6,879.80
100	602	1163.00	994.55	758.55	1,753.10	7,012.40
101	603	1163.00	994.55	758.55	1,753.10	7,012.40
102	604	1415.00	1,210.05	922.90	2,132.95	8,531.80
103	605	1503.00	1,285.30	980.30	2,265.60	9,062.40
104	606	1481.00	1,266.50	965.95	2,232.45	8,929.80
105	607	1437.00	1,228.90	937.25	2,166.15	8,664.60
106	608	1415.00	1,210.05	922.90	2,132.95	8,531.80
107	609	1371.00	1,172.45	894.20	2,066.65	8,266.60
108	610	1097.00	938.10	715.50	1,653.60	6,614.40
109	701	1339.00	1,145.05	873.30	2,018.35	8,073.40
110	702	1382.00	1,181.85	901.35	2,083.20	8,332.80
111	703	1931.00	1,651.30	1,259.45	2,910.75	11,643.00
112	704	1942.00	1,660.75	1,266.60	2,927.35	11,709.40
113	705	1964.00	1,679.55	1,280.95	2,960.50	11,842.00
114	706	1953.00	1,670.15	1,273.75	2,943.90	11,775.60
115	707	1415.00	1,210.05	922.90	2,132.95	8,531.80
116	708	1174.00	1,003.95	765.70	1,769.65	7,078.60
117	801	1382.00	1,181.85	901.35	2,083.20	8,332.80
118	802	1404.00	1,200.65	915.70	2,116.35	8,465.40
119	803	1975.00	1,688.95	1,288.10	2,977.05	11,908.20
120	804	1986.00	1,698.35	1,295.30	2,993.65	11,974.60
121	805	2008.00	1,717.15	1,309.65	3,026.80	12,107.20
122	806	1986.00	1,698.35	1,295.30	2,993.65	11,974.60
123	807	1437.00	1,228.90	937.25	2,166.15	8,664.60
124	808	1273.00	1,088.65	830.30	1,918.95	7,675.80
		<b>100,000.00</b>	<b>\$85,517.65</b>	<b>\$65,222.60</b>	<b>\$150,740.25</b>	<b>\$602,961.00</b>



## Proposed Budget to apply from 01/07/2019

The Owners - Strata Plan No. 61139

Pacific Waves, 9-15 Central Avenue, MANLY NSW  
2095

### Administrative Fund

	Proposed budget	Actual 01/07/2018-30/06/2019	Previous budget
<b>Revenue</b>			
Insurance Claims	0.00	16,000.00	0.00
Interest on Arrears--Admin	0.00	273.72	0.00
Levies Due--Admin	310,965.00	311,508.09	322,000.00
Licence Fees	26,450.00	23,443.41	26,450.00
Status Certificate Fees	0.00	272.50	0.00
Strata Roll Inspection Fees	0.00	62.00	0.00
<i>Total revenue</i>	337,415.00	351,559.72	348,450.00
<b>Less expenses</b>			
Admin--Accounting	850.00	745.44	850.00
Admin--Agent Disburst--Postage & Stationery--Extra	500.00	812.41	150.00
Admin--Agent Disburst--Schedule B	500.00	439.09	1,200.00
Admin--Annual Computer System Fee	230.00	227.27	230.00
Admin--Annual Storage Fee	100.00	90.91	100.00
Admin--Auditors--Audit Services	750.00	450.00	750.00
Admin--Bank Charges	60.00	876.25	60.00
Admin--Bank Charges--With GST	320.00	299.22	360.00
Admin--Fixed Disbursement Fee	5,300.00	5,300.16	5,300.00
Admin--Legal & Debt Collection Fees	3,000.00	1,401.82	3,000.00
Admin--Levy Contribution--BMC	170,000.00	161,908.14	202,000.00
Admin--Management Fees--Standard	29,930.00	28,587.30	28,930.00
Admin--Meeting Fees	0.00	0.00	800.00
Admin--Petty Cash Expenses	0.00	618.45	0.00
Admin--Status Certificate Fees Paid	0.00	272.50	0.00
Admin--Strata Inspection Fees Paid	0.00	62.00	0.00
Admin--Trades Monitor	90.00	80.00	85.00
General Expenses	2,000.00	0.00	2,000.00
Insurance--Premiums	3,300.00	3,052.55	2,200.00
Maint Bldg--Airconditioning - Repairs	1,000.00	30.00	1,000.00
Maint Bldg--Airconditioning--Maintenance Contract	6,500.00	8,157.27	6,500.00
Maint Bldg--Cleaning	0.00	890.00	0.00
Maint Bldg--Cleaning--Carpet/Furniture	2,500.00	2,148.00	4,500.00
Maint Bldg--Consultants	3,500.00	0.00	3,500.00
Maint Bldg--Doors & Windows	8,000.00	4,568.31	8,000.00

**Administrative Fund**

	<b>Proposed budget</b>	<b>Actual</b> 01/07/2018-30/06/2019	<b>Previous budget</b>
Maint Bldg--Electrical Repairs	5,000.00	4,422.43	5,000.00
Maint Bldg--Exhaust/Ventilation Systems	2,000.00	470.00	2,000.00
Maint Bldg--Fire Protection	4,500.00	1,366.00	2,000.00
Maint Bldg--Garage Door Contract & Repairs	2,500.00	2,226.36	2,500.00
Maint Bldg--Garbage Bins/Bags	850.00	610.00	1,000.00
Maint Bldg--Hot Water Service	3,700.00	2,035.00	2,000.00
Maint Bldg--Insurance Claims	0.00	8,013.64	0.00
Maint Bldg--Intercom Repairs	2,500.00	2,381.30	2,000.00
Maint Bldg--Lift--Maintenance Contract	13,200.00	12,000.00	19,670.00
Maint Bldg--Lift--Registration Fees	0.00	75.50	0.00
Maint Bldg--Lift--Servicing/Repair	1,000.00	877.00	200.00
Maint Bldg--Light Globes	500.00	103.46	500.00
Maint Bldg--Locksmith Repairs	1,500.00	1,388.85	1,500.00
Maint Bldg--Miscellaneous	600.00	583.64	1,000.00
Maint Bldg--Pest/Vermin Control	1,000.00	777.27	1,000.00
Maint Bldg--Plumbing Repairs	5,000.00	754.00	5,500.00
Maint Bldg--Pool Mtce	9,500.00	7,426.20	10,500.00
Maint Bldg--Pumps	1,200.00	359.00	1,200.00
Maint Bldg--Repairs & Mtce	3,500.00	3,918.00	3,500.00
Maint Bldg--Security Alarm Equipment	500.00	0.00	500.00
Maint Bldg--Security Keys	500.00	421.77	500.00
Maint Bldg--Security--Contractor	12,000.00	11,862.50	6,700.00
Maint Bldg--TV Antenna & Cables	750.00	0.00	750.00
Maint Grounds--Gardening & Lawns	500.00	0.00	500.00
Maint Grounds--Plants Hire	1,700.00	1,800.00	1,600.00
Utility--Gas	57,000.00	51,919.78	57,000.00
Utility--Rubbish Removal	1,000.00	967.50	600.00
Utility--Water Usage	35,000.00	29,345.24	43,500.00
<i>Total expenses</i>	405,430.00	367,121.53	444,235.00
<b>Surplus/Deficit</b>	(68,015.00)	(15,561.81)	(95,785.00)
Opening balance	86,750.49	102,312.30	102,312.30
<b>Closing balance</b>	\$18,735.49	\$86,750.49	\$6,527.30
Total units of entitlement	100000		100000
Levy contribution per unit entitlement	\$3.42		\$3.54
Budgeted standard levy revenue	310,965.00		322,000.00
Add GST	31,096.50		32,200.00
Amount to raise in levies including GST	\$342,061.50		\$354,200.00

**Capital Works Fund****Proposed budget** 01/07/2018-30/06/2019**Actual****Previous budget****Revenue**

Interest on Arrears--Capital Works	0.00	183.24	0.00
Interest on Investments--Capital Works	14,000.00	13,195.90	18,000.00
Levies Due--Capital Works	237,165.00	215,173.68	210,165.00
<i>Total revenue</i>	<u>251,165.00</u>	<u>228,552.82</u>	<u>228,165.00</u>

**Less expenses**

Admin-- PAYG--Capital Works	6,500.00	5,309.00	8,000.00
Admin--Income Tax--Capital Works	0.00	(1,538.10)	0.00
Maint Bldg-- Exhaust/Ventilation	0.00	0.00	2,000.00
Maint Bldg--Airconditioning	2,200.00	2,151.55	6,500.00
Maint Bldg--Carpets & Stairs Replacement	150,000.00	2,316.88	153,000.00
Maint Bldg--Consultants	0.00	0.00	2,000.00
Maint Bldg--Contingency	19,025.00	0.00	20,000.00
Maint Bldg--Doors & Windows	2,150.00	149.65	2,000.00
Maint Bldg--Driveway & Paths	0.00	2,195.75	0.00
Maint Bldg--Electrical	11,050.00	10,695.14	4,000.00
Maint Bldg--Equipment Purchases	52,000.00	34,865.67	0.00
Maint Bldg--Fire Protection	5,650.00	15,791.92	5,500.00
Maint Bldg--General Service & Replacement	30,000.00	19,994.20	25,000.00
Maint Bldg--Legal Fees	40,000.00	2,141.82	0.00
Maint Bldg--Miscellaneous	0.00	649.16	0.00
Maint Bldg--Painting (External)	53,000.00	79,110.14	36,000.00
Maint Bldg--Painting (Internal)	0.00	57,458.78	50,000.00
Maint Bldg--Plumbing & Drainage	0.00	11,024.30	15,000.00
Maint Bldg--Roof	9,250.00	0.00	10,000.00
Maint Bldg--Security Works	1,000.00	527.50	6,000.00
Maint Bldg--Shower Repairs	5,000.00	0.00	5,000.00
Maint Bldg--Spalling Rectification	5,000.00	0.00	20,000.00
Maint Bldg--Structural Rectification	2,700.00	447.38	0.00
Maint Bldg--Tiling	13,450.00	13,515.00	15,000.00
Maint Grounds--Pool Renovation	2,000.00	3,434.55	5,000.00
Maint Marina--Plumbing & Drainage	10,000.00	0.00	0.00
Pumps Repair & Maintenance	0.00	0.00	6,000.00
<i>Total expenses</i>	<u>419,975.00</u>	<u>260,240.29</u>	<u>396,000.00</u>

**Surplus/Deficit**

(168,810.00) (31,687.47) (167,835.00)

Opening balance

710,209.62 741,897.09 741,897.09

**Closing balance**\$541,399.62 \$710,209.62 \$574,062.09

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

01/07/2018-30/06/2019

**Actual****Previous  
budget**

Total units of entitlement	100000		100000
Levy contribution per unit entitlement	\$2.61		\$2.31
Budgeted standard levy revenue	237,165.00		210,165.00
Add GST	23,716.50		21,016.50
Amount to raise in levies including GST	<u>\$260,881.50</u>		<u>\$231,181.50</u>

## Proposed Levy Schedule to apply from 01/07/2019

The Owners - Strata Plan No. 61139

Pacific Waves, 9-15 Central Avenue, MANLY NSW  
2095

Quarterly levy instalments that would apply to each lot if proposed budgets are accepted by the general meeting:

Lot	Unit	Unit Entitlement	Admin Fund	Capital Works Fund	Quarterly Total	Annual Total
1	201	373.00	319.00	243.30	562.30	2,249.20
2	202B	384.00	328.40	250.45	578.85	2,315.40
3	202A	571.00	488.30	372.45	860.75	3,443.00
4	203A	582.00	497.70	379.60	877.30	3,509.20
5	203B	395.00	337.80	257.65	595.45	2,381.80
6	204B	395.00	337.80	257.65	595.45	2,381.80
7	204A	582.00	497.70	379.60	877.30	3,509.20
8	205B	417.00	356.60	272.00	628.60	2,514.40
9	205A	582.00	497.70	379.60	877.30	3,509.20
10	206A	604.00	516.55	393.95	910.50	3,642.00
11	206B	417.00	356.60	272.00	628.60	2,514.40
12	207B	417.00	356.60	272.00	628.60	2,514.40
13	207A	604.00	516.55	393.95	910.50	3,642.00
14	208A	604.00	516.55	393.95	910.50	3,642.00
15	208B	417.00	356.60	272.00	628.60	2,514.40
16	209	647.00	553.30	422.00	975.30	3,901.20
17	210	614.00	525.10	400.45	925.55	3,702.20
18	211	395.00	337.80	257.65	595.45	2,381.80
19	212	395.00	337.80	257.65	595.45	2,381.80
20	213	702.00	600.35	457.85	1,058.20	4,232.80
21	214	702.00	600.35	457.85	1,058.20	4,232.80
22	215	702.00	600.35	457.85	1,058.20	4,232.80
23	216	592.00	506.25	386.10	892.35	3,569.40
24	217	647.00	553.30	422.00	975.30	3,901.20
25	218	592.00	506.25	386.10	892.35	3,569.40
26	219	592.00	506.25	386.10	892.35	3,569.40
27	220	592.00	506.25	386.10	892.35	3,569.40
28	221	625.00	534.50	407.65	942.15	3,768.60
29	222	614.00	525.10	400.45	925.55	3,702.20
30	223	582.00	497.70	379.60	877.30	3,509.20
31	224	527.00	450.70	343.75	794.45	3,177.80
32	225	669.00	572.10	436.35	1,008.45	4,033.80
33	226	614.00	525.10	400.45	925.55	3,702.20
34	227	614.00	525.10	400.45	925.55	3,702.20

Quarterly levy instalments that would apply to each lot if proposed budgets are accepted by the general meeting:

Lot	Unit	Unit Entitlement	Admin Fund	Capital Works Fund	Quarterly Total	Annual Total
35	228	636.00	543.90	414.80	958.70	3,834.80
36	229	625.00	534.50	407.65	942.15	3,768.60
37	230	669.00	572.10	436.35	1,008.45	4,033.80
38	231	669.00	572.10	436.35	1,008.45	4,033.80
39	232	592.00	506.25	386.10	892.35	3,569.40
40	233	384.00	328.40	250.45	578.85	2,315.40
41	234	592.00	506.25	386.10	892.35	3,569.40
42	235	669.00	572.10	436.35	1,008.45	4,033.80
43	236	669.00	572.10	436.35	1,008.45	4,033.80
44	301A	576.00	492.60	375.70	868.30	3,473.20
45	301B	390.00	333.55	254.40	587.95	2,351.80
46	302B	395.00	337.80	257.65	595.45	2,381.80
47	302A	582.00	497.70	379.60	877.30	3,509.20
48	303A	592.00	506.25	386.10	892.35	3,569.40
49	303B	406.00	347.20	264.80	612.00	2,448.00
50	304B	406.00	347.20	264.80	612.00	2,448.00
51	304A	592.00	506.25	386.10	892.35	3,569.40
52	305B	428.00	366.05	279.15	645.20	2,580.80
53	305A	592.00	506.25	386.10	892.35	3,569.40
54	306A	614.00	525.10	400.45	925.55	3,702.20
55	306B	428.00	366.05	279.15	645.20	2,580.80
56	307B	428.00	366.05	279.15	645.20	2,580.80
57	307A	614.00	525.10	400.45	925.55	3,702.20
58	308A	614.00	525.10	400.45	925.55	3,702.20
59	308B	428.00	366.05	279.15	645.20	2,580.80
60	309A	614.00	525.10	400.45	925.55	3,702.20
61	309B	428.00	366.05	279.15	645.20	2,580.80
62	310B	417.00	356.60	272.00	628.60	2,514.40
63	310A	604.00	516.55	393.95	910.50	3,642.00
64	311	691.00	590.95	450.70	1,041.65	4,166.60
65	312	691.00	590.95	450.70	1,041.65	4,166.60
66	313	604.00	516.55	393.95	910.50	3,642.00
67	314	395.00	337.80	257.65	595.45	2,381.80
68	315	669.00	572.10	436.35	1,008.45	4,033.80
69	401A	598.00	511.40	390.05	901.45	3,605.80
70	401B	411.00	351.50	268.10	619.60	2,478.40
71	402B	417.00	356.60	272.00	628.60	2,514.40
72	402A	604.00	516.55	393.95	910.50	3,642.00
73	403A	614.00	525.10	400.45	925.55	3,702.20
74	403B	428.00	366.05	279.15	645.20	2,580.80

Quarterly levy instalments that would apply to each lot if proposed budgets are accepted by the general meeting:

Lot	Unit	Unit Entitlement	Admin Fund	Capital Works Fund	Quarterly Total	Annual Total
75	404B	428.00	366.05	279.15	645.20	2,580.80
76	404A	614.00	525.10	400.45	925.55	3,702.20
77	405B	439.00	375.45	286.35	661.80	2,647.20
78	405A	625.00	534.50	407.65	942.15	3,768.60
79	406A	669.00	572.10	436.35	1,008.45	4,033.80
80	406B	483.00	413.05	315.05	728.10	2,912.40
81	407B	483.00	413.05	315.05	728.10	2,912.40
82	407A	669.00	572.10	436.35	1,008.45	4,033.80
83	408A	669.00	572.10	436.35	1,008.45	4,033.80
84	408B	483.00	413.05	315.05	728.10	2,912.40
85	409A	669.00	572.10	436.35	1,008.45	4,033.80
86	409B	483.00	413.05	315.05	728.10	2,912.40
87	410B	439.00	375.45	286.35	661.80	2,647.20
88	410A	625.00	534.50	407.65	942.15	3,768.60
89	501	1064.00	909.90	693.95	1,603.85	6,415.40
90	502	1086.00	928.70	708.30	1,637.00	6,548.00
91	503	1086.00	928.70	708.30	1,637.00	6,548.00
92	504	1262.00	1,079.20	823.10	1,902.30	7,609.20
93	505	1295.00	1,107.45	844.60	1,952.05	7,808.20
94	506	1295.00	1,107.45	844.60	1,952.05	7,808.20
95	507	1284.00	1,098.05	837.45	1,935.50	7,742.00
96	508	1262.00	1,079.20	823.10	1,902.30	7,609.20
97	509	1240.00	1,060.40	808.75	1,869.15	7,476.60
98	510	1075.00	919.30	701.15	1,620.45	6,481.80
99	601	1141.00	975.75	744.20	1,719.95	6,879.80
100	602	1163.00	994.55	758.55	1,753.10	7,012.40
101	603	1163.00	994.55	758.55	1,753.10	7,012.40
102	604	1415.00	1,210.05	922.90	2,132.95	8,531.80
103	605	1503.00	1,285.30	980.30	2,265.60	9,062.40
104	606	1481.00	1,266.50	965.95	2,232.45	8,929.80
105	607	1437.00	1,228.90	937.25	2,166.15	8,664.60
106	608	1415.00	1,210.05	922.90	2,132.95	8,531.80
107	609	1371.00	1,172.45	894.20	2,066.65	8,266.60
108	610	1097.00	938.10	715.50	1,653.60	6,614.40
109	701	1339.00	1,145.05	873.30	2,018.35	8,073.40
110	702	1382.00	1,181.85	901.35	2,083.20	8,332.80
111	703	1931.00	1,651.30	1,259.45	2,910.75	11,643.00
112	704	1942.00	1,660.75	1,266.60	2,927.35	11,709.40
113	705	1964.00	1,679.55	1,280.95	2,960.50	11,842.00
114	706	1953.00	1,670.15	1,273.75	2,943.90	11,775.60

Quarterly levy instalments that would apply to each lot if proposed budgets are accepted by the general meeting:

<b>Lot</b>	<b>Unit</b>	<b>Unit Entitlement</b>	<b>Admin Fund</b>	<b>Capital Works Fund</b>	<b>Quarterly Total</b>	<b>Annual Total</b>
115	707	1415.00	1,210.05	922.90	2,132.95	8,531.80
116	708	1174.00	1,003.95	765.70	1,769.65	7,078.60
117	801	1382.00	1,181.85	901.35	2,083.20	8,332.80
118	802	1404.00	1,200.65	915.70	2,116.35	8,465.40
119	803	1975.00	1,688.95	1,288.10	2,977.05	11,908.20
120	804	1986.00	1,698.35	1,295.30	2,993.65	11,974.60
121	805	2008.00	1,717.15	1,309.65	3,026.80	12,107.20
122	806	1986.00	1,698.35	1,295.30	2,993.65	11,974.60
123	807	1437.00	1,228.90	937.25	2,166.15	8,664.60
124	808	1273.00	1,088.65	830.30	1,918.95	7,675.80
		<b>100,000.00</b>	<b>\$85,517.65</b>	<b>\$65,222.60</b>	<b>\$150,740.25</b>	<b>\$602,961.00</b>



## Certificate of Currency

<b>Insured:</b>	Strata Plan 61139 , 61679, 96802, Lot 100 in DP869516 (Manly Council Carpark Stratum) & the BMC
<b>Policy Number:</b>	93210326
<b>Policy Period:</b>	From: 4PM on 26/05/2019 To: 4PM on 26/05/2020
<b>Particulars Of Insurance:</b>	Residential Strata Insurance
<b>Location:</b>	9-15 Central Ave, Manly NSW 2095
<b>Sum Insured:</b>	
Building & Common property	\$101,353,500
Temporary Accommodation and Loss of Rent	\$15,052,500
Catastrophe Extension and Owners Improvements	\$15,052,500
First Loss Terrorism	Not Insured
General Liability	\$30,000,000
Crime Insurance	\$100,000
Machinery Breakdown	\$100,000
Management Committee Liability	\$20,000,000
Voluntary Workers (in the aggregate any one period)	\$500,000
Voluntary Workers (per volunteer)	\$200,000
Professional Expenses (in the aggregate any one period)	\$30,000
Appeal Expenses (in the aggregate any one period)	\$150,000
<b>Chubb Proportion:</b>	100%
<b>Date:</b>	04 June 2019

All the values on this Certificate of Currency are correct as at 04 June 2019 and may only be subject to change within the Policy Period by written agreement between the Insurer and the Insured.

This Certificate is furnished as a matter of information only and does not constitute an insurance contract upon which claims can be made.

The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.



Aakriti Gupta | **Chubb Insurance Australia Limited**  
Underwriter Property NUC

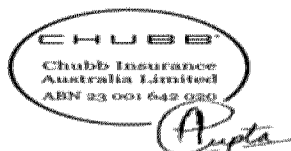
# Certificate of Currency

<b>Insured:</b>	Strata Plan 61139
<b>Policy Number:</b>	93210327
<b>Policy Period:</b>	From: 4PM on 26/05/2019 To: 4PM on 26/05/2020
<b>Particulars Of Insurance:</b>	Residential Strata Insurance
<b>Location:</b>	9-15 Central Ave, Manly NSW 2095
<b>Sum Insured:</b>	
General Liability	\$30,000,000
Crime Insurance	\$100,000
Machinery Breakdown	N/A
Management Committee Liability	\$20,000,000
Voluntary Workers (in the aggregate any one period)	\$500,000
Voluntary Workers (per volunteer)	\$200,000
<b>Chubb Proportion:</b>	100%
<b>Date:</b>	04 June 2019

All the values on this Certificate of Currency are correct as at 04 June 2019 and may only be subject to change within the Policy Period by written agreement between the Insurer and the Insured.

This Certificate is furnished as a matter of information only and does not constitute an insurance contract upon which claims can be made.

The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.



Aakriti Gupta | **Chubb Insurance Australia Limited**  
Underwriter Property NUC

# Mccormick Carpentry pty Ltd

# “B”



Date:19/6/2018

Name : Duncan Sabre

Address: 203 9/15 Central Avenue Manly

ph: 0410539000

## Mezzanine flooring

- ✓ demo existing internal wall and remove as per drawings
- ✓ protect all carpet and flooring
- ✓ handling off all materials to site
- ✓ joist mezzanine area 280mm /45mm f10 joists f10
- ✓ install joist hangers on all new joists
- ✓ build new wall to divide room
- ✓ install window in new wall (supplied by client)
- ✓ all new electrical works carried out ..led down lights GPOs in new wall ..tv output ...fan ...
- ✓ insulate walls and floor

- ✓ install cavity slider door
- ✓ install new door to match existing
- ✓ Gyprock and set new walls
- ✓ gyproc and set new ceiling underside mezzanine
- ✓ install flooring board yellow tongue
- ✓ install skirting were needed
- ✓ install arch's around door
- ✓ remove all Rubbish



Director : Stephen McCormick  
Ph: 0426289397  
ABN :72 605 060 795

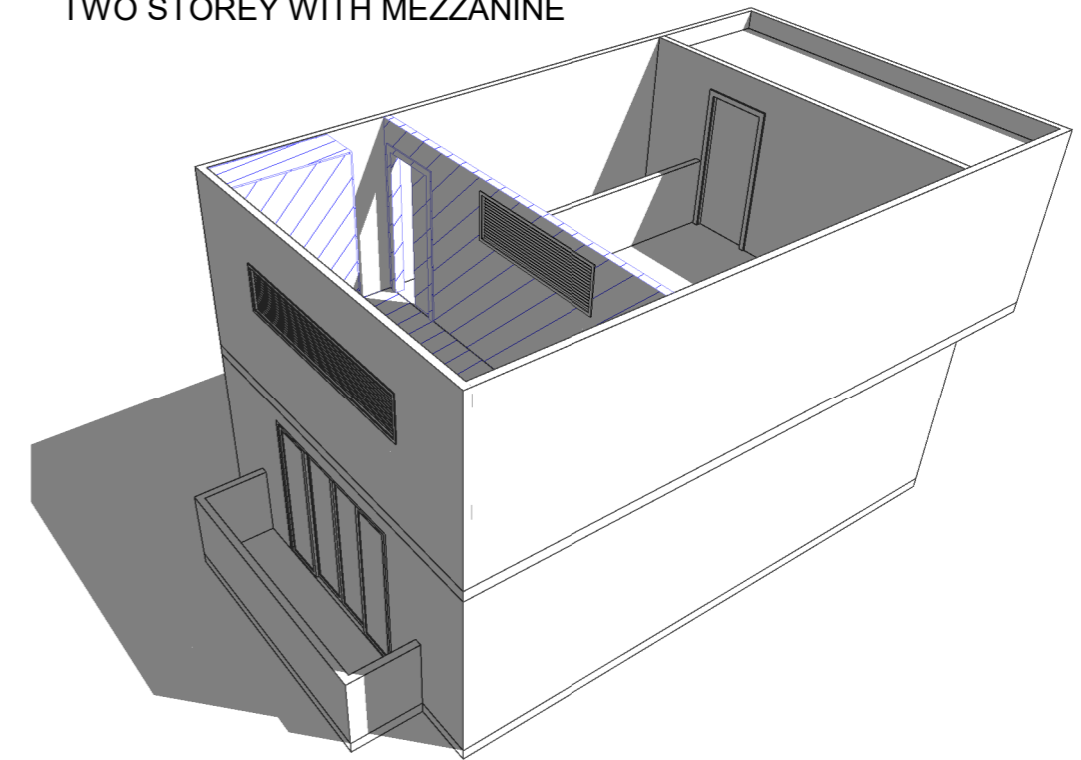
PROJECT: NEW STORE ROOM INSIDE UNIT.

“A”

UNIT 235  
TWO STOREY WITH MEZZANINE

LOCATION: 235/9-15 CENTRAL AVENUE, MANLY.  
PACIFIC WAVES BUILDING

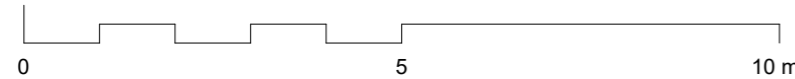
S.P 61139 Lot: 42.



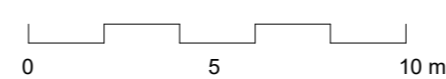
1 3D View 1



Scale 1:100@A3



Scale 1:200@A3



LEGEND:

PROPOSED WORKS  
 DEMOLITION  
 EXISTING

NOTE: THIS DRAWING IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY. IF USED FOR CONSTRUCTION, THE CONTRACTOR ASSUMES ALL RESPONSIBILITY FOR LOCAL CODE COMPLIANCE. ALL DRAWINGS, PLANS, SKETCHES ETC. ARE PROVIDED TO OUR CLIENTS BASED UPON INFORMATION PROVIDED BY THE CLIENT AND DRAWN IN ACCORDANCE WITH COMMON BUILDING PRACTICES AND LOCAL CODES. NONE OF THE EMPLOYEES OF DRAFTING HELP ARE REGISTERED ARCHITECTS, ENGINEERS OR LAND SURVEYORS. ALL DIMENSIONS AND SPECIFICATIONS SHOULD BE VERIFIED BY CLIENT AND/OR CONTRACTOR BEFORE ACTUAL CONSTRUCTION BEGINS. IF DIMENSIONS AND SPECIFICATIONS ARE NOT VERIFIED BY CLIENT AND/OR CONTRACTOR BEFORE ACTUAL CONSTRUCTION BEGINS DRAFTING HELP WILL BE HELD HARMLESS. DRAFTINGHELP ASSUMES NO LIABILITY FOR CHANGES AND/OR REVISIONS MADE TO PLANS BY CLIENT AND/OR CONTRACTOR.



Building Desing, Drafting and Documentation

No.	Description	Date

235/9-15 CENTRAL  
AVE MANLY

New Store Room

INTRO

Council:	NBC
Date	02.10.2018
Drawn by	T.Woods
SP: 61139	LOT: 42

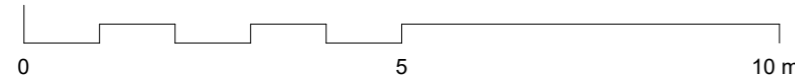
A100

Scale

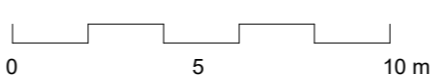


235 / 915 PACIFIC PARADE, MANLY, 2095.

Scale 1:100@A3



Scale 1:200@A3



LEGEND:

- PROPOSED WORKS
- DEMOLITION
- EXISTING

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Building Desing, Drafting and Documentation

No.	Description	Date

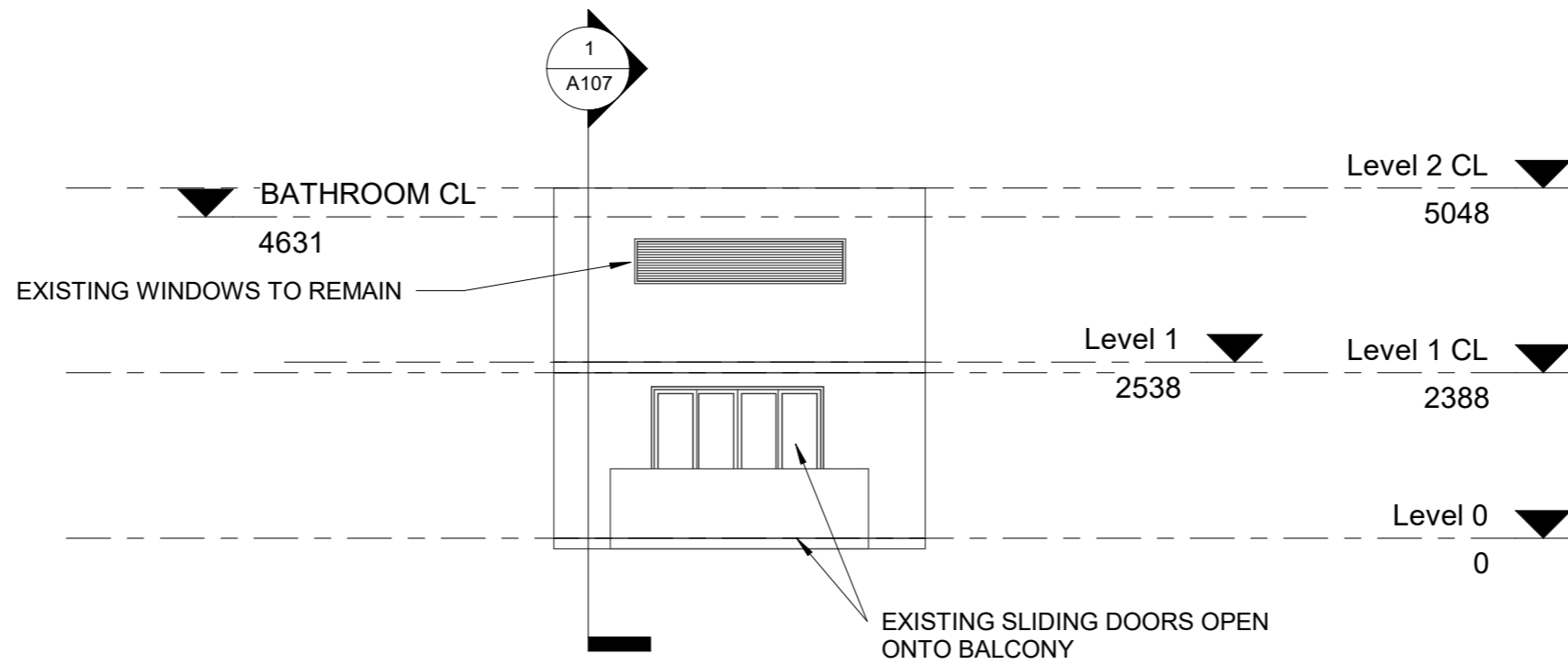
235/9-15 CENTRAL AVE MANLY  
New Store Room

LOCATION

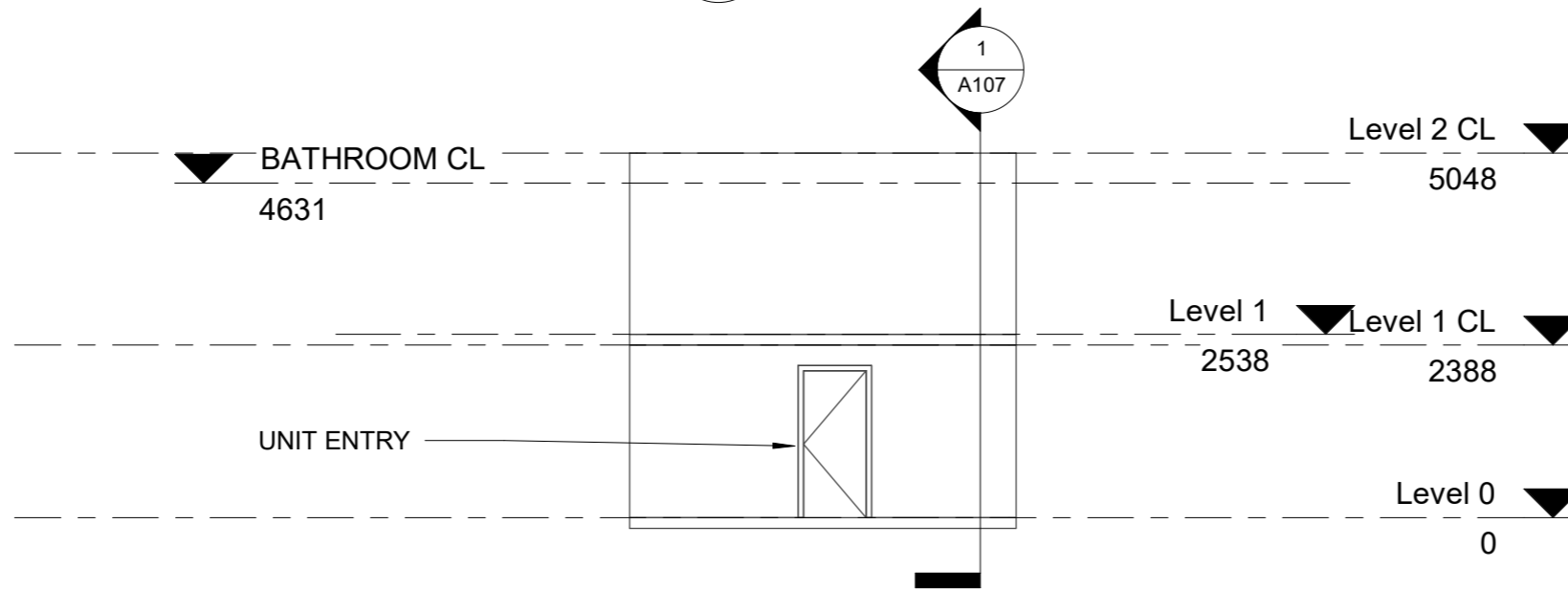
Council:	NBC
Date	02.10.2018
Drawn by	T.Woods
SP: 61139	LOT: 42

A102

Scale



**1 East Elevation**  
1 : 100

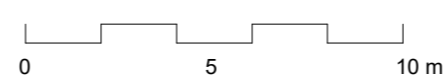


**2 West Elevation**  
1 : 100

Scale 1:100@A3



Scale 1:200@A3



LEGEND:

- PROPOSED WORKS
- DEMOLITION
- EXISTING

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Building Desing, Drafting and Documentation

No.	Description	Date

**235/9-15 CENTRAL AVE MANLY**  
**New Store Room**

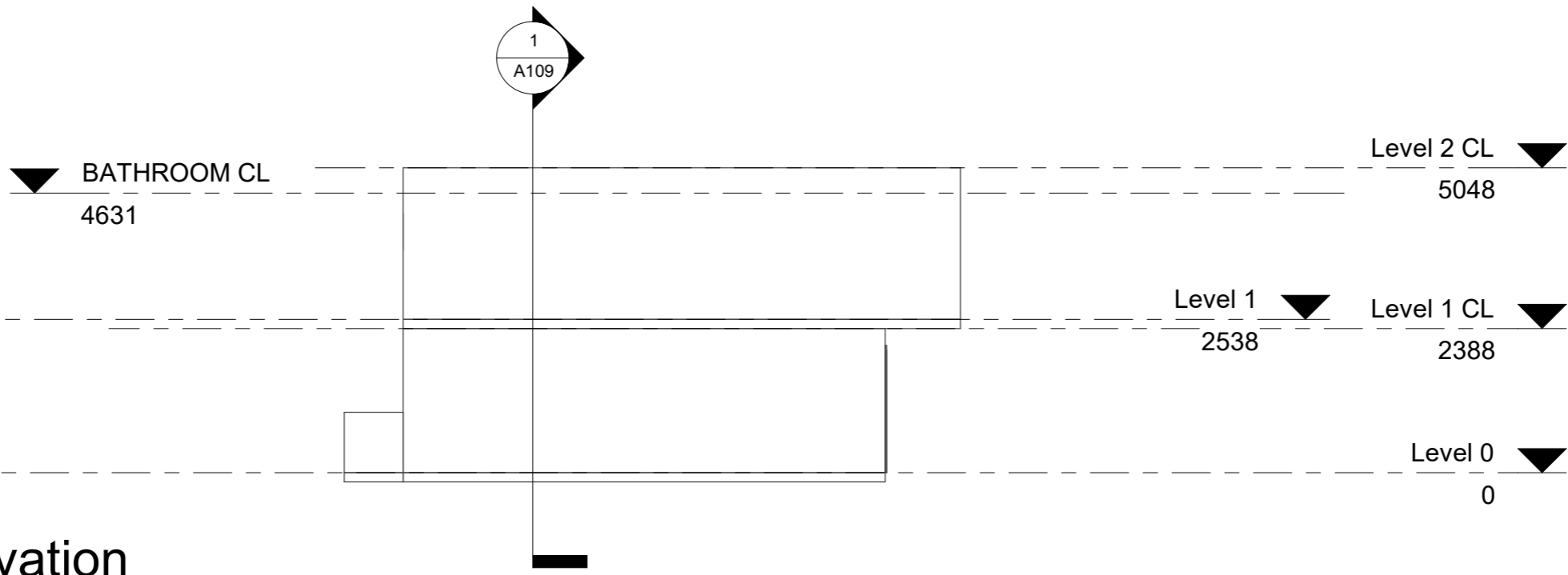
**ELEVATIONS**

Council:	NBC
Date	02.10.2018
Drawn by	T.Woods
SP: 61139	LOT: 42

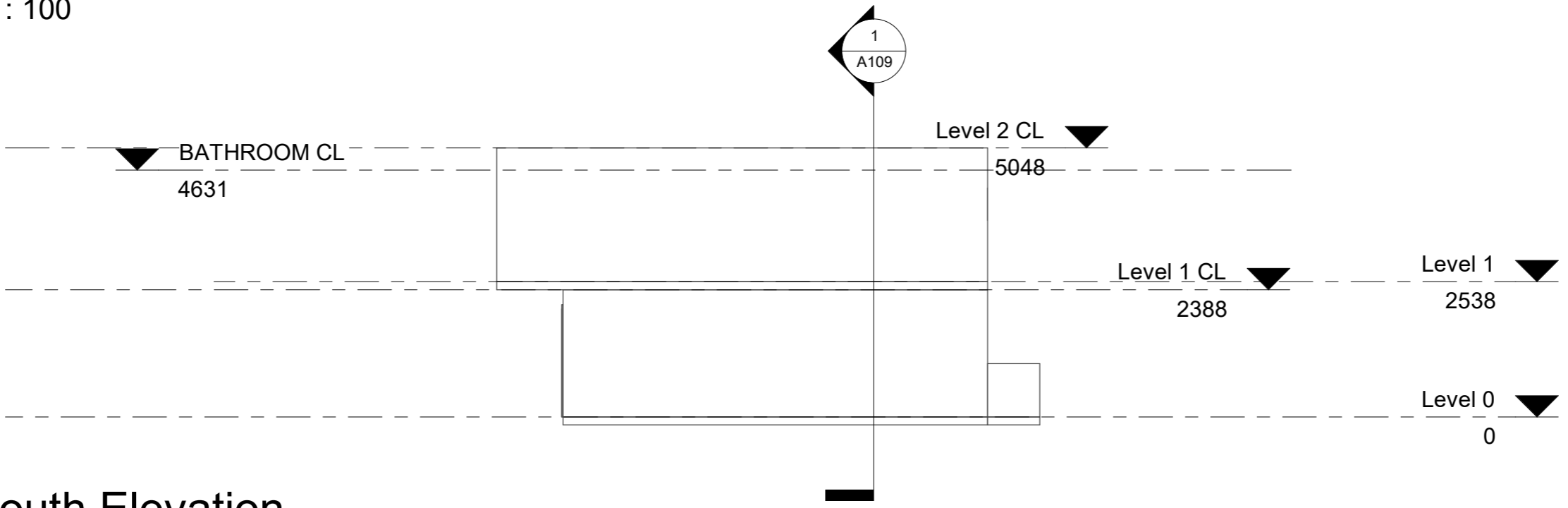
**A105**

Scale 1 : 100



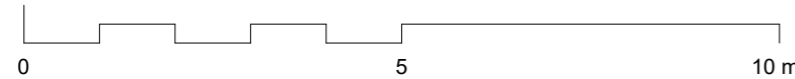


**1** North Elevation  
1 : 100

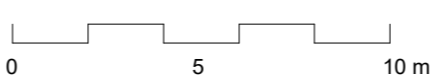


**2** South Elevation  
1 : 100

Scale 1:100@A3



Scale 1:200@A3



LEGEND:

PROPOSED WORKS
  DEMOLITION
  EXISTING

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Building Desing, Drafting and Documentation

No.	Description	Date

**235/9-15 CENTRAL AVE MANLY**  
**New Store Room**

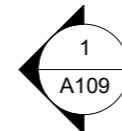
**ELEVATIONS**

Council:	NBC	<b>A106</b>
Date	02.10.2018	
Drawn by	T.Woods	
SP: 61139	LOT: 42	
Scale		1 : 100

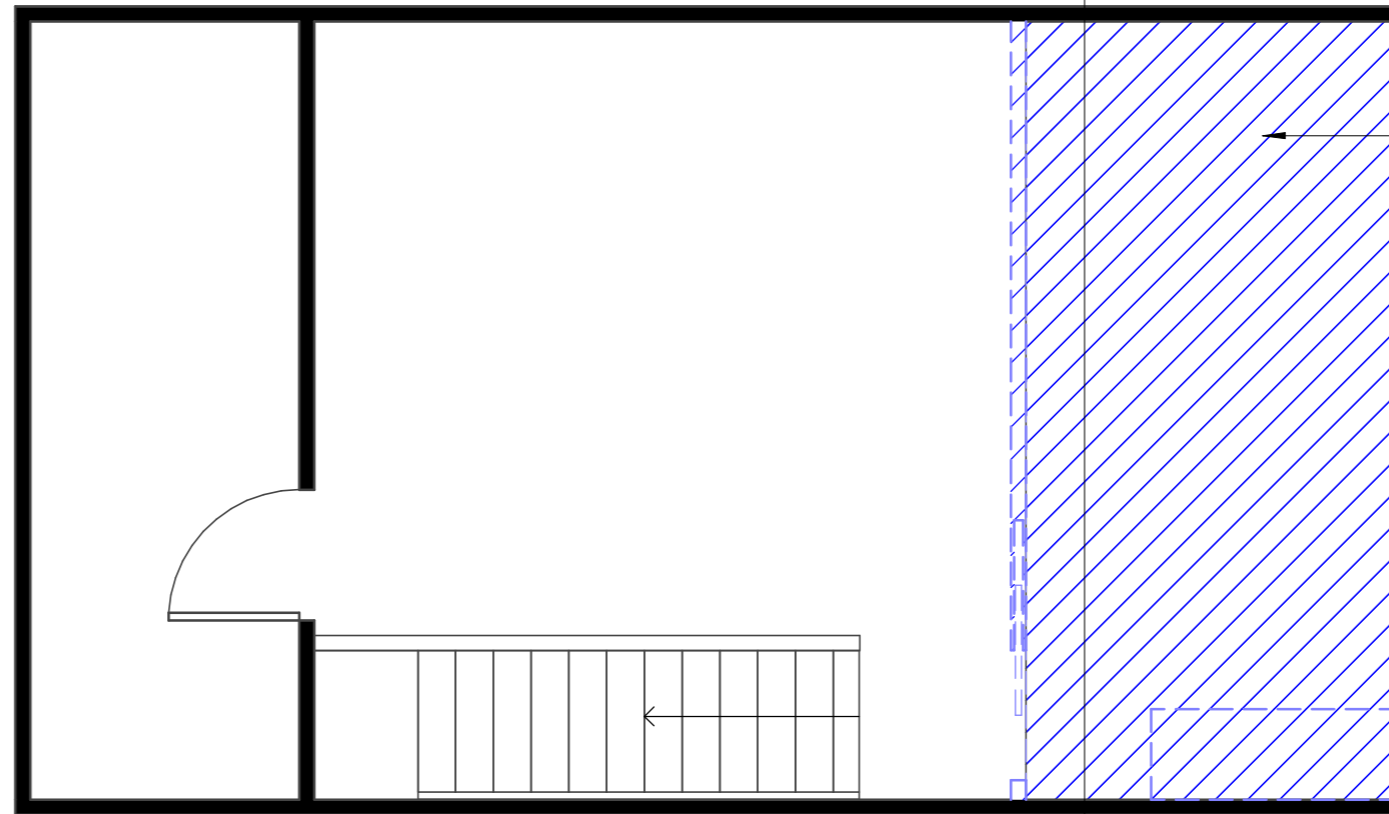


100  
5151  
100

100 1780 100



100



NEW FLOOR CONSTRUCTION  
TO BE CONFIRMED BY  
BUILDER / ENGINEER

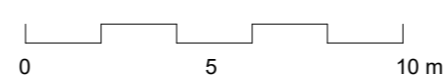
1006 2428

**1 NEW CONSTRUCTION**  
1 : 50

Scale 1:100@A3



Scale 1:200@A3



LEGEND:

PROPOSED WORKS DEMOLITION EXISTING

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Building Desing, Drafting and Documentation

No.	Description	Date

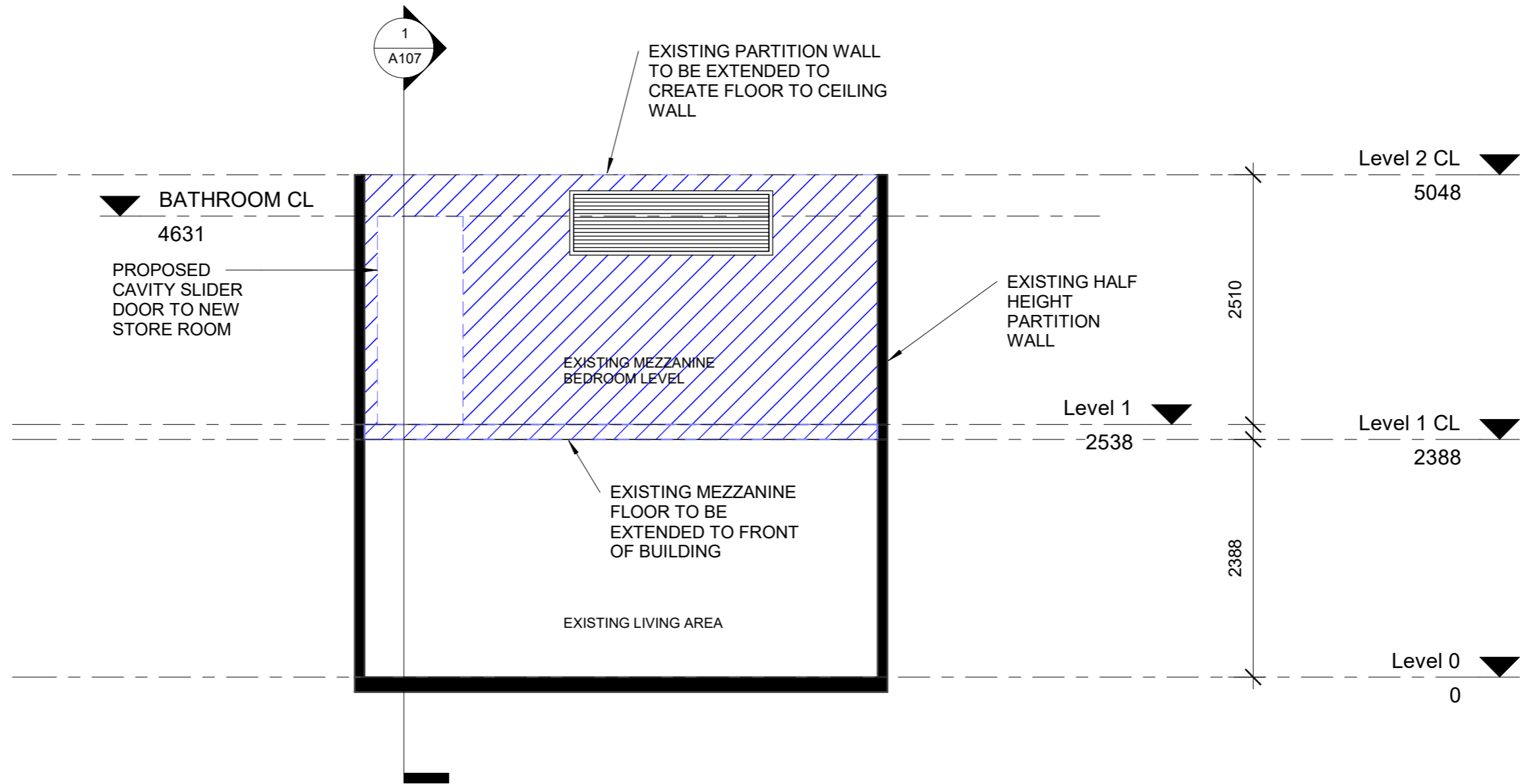
235/9-15 CENTRAL  
AVE MANLY  
  
New Store Room

NEW CONSTRUCTION

Council: NBC  
Date: 02.10.2018  
Drawn by: T.Woods  
SP: 61139 LOT: 42

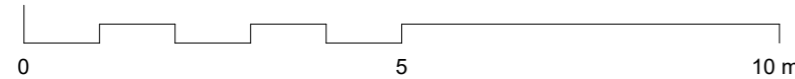
A108

Scale 1 : 50

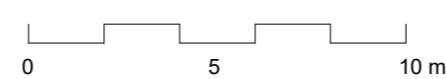


1 Section 2 - New Works  
1 : 50

Scale 1:100@A3



Scale 1:200@A3



LEGEND:

PROPOSED WORKS DEMOLITION EXISTING

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Building Desing, Drafting and Documentation

No.	Description	Date

235/9-15 CENTRAL AVE MANLY  
New Store Room

SECTION 2

Council: NBC  
Date: 02.10.2018  
Drawn by: T.Woods  
SP: 61139 LOT: 42

A109

Scale 1 : 50

**Drafting Help Terms and Conditions**

In these terms and conditions (Terms), Drafting Help means Drafting Help ACN: 621 017 007 and You means the person listed in the Quote (being the quote to which this document is attached) as the client of Drafting Help (and Your has a similar meaning).

You agree to, and will be bound by, these Terms upon the earlier of: Your written or oral confirmation to Drafting Help to commence the Services (being the services specifically set out in the Quote, subject to any exclusions or assumptions in the Quote); and You making any payment to Drafting Help in connection with the Services. You agree that you have been given the opportunity to read and understand these Terms.

1. You have engaged Drafting Help to perform the Services and agree to pay Drafting Help the Fee (being the fee set out in, or calculated in accordance with, the Quote and these Terms) in accordance with these Terms. If, at any time, You seek to end or cancel these Terms prior to the completion of the Services, without limiting Drafting Help's rights, Drafting Help may suspend the performance of the Services, and You must pay Drafting Help the balance of the Fee, immediately.
2. Subject to these Terms, Drafting Help will perform the Services with due care and skill.
3. You will pay the Fee in the manner, and at the times, set out in the Quote. If You do not comply with this paragraph, Drafting Help may immediately suspend the performance of the Services until such time as You have complied with this paragraph.
4. You will pay a default interest rate on any overdue payments at the rate of 18% per annum (calculated and compounding daily). This paragraph 4 survives termination of these Terms.
5. You will provide Drafting Help with all assistance, documentation, information and instructions requested by Drafting Help to enable Drafting Help to perform the Services (Input). If You do not comply with this paragraph, Drafting Help may itself carry out those activities at Your cost (calculated in accordance with the rates and prices set out in the Quote).
6. Drafting Help will not be held responsible for any error, defect, omission, fault, inconsistency, discrepancy or ambiguity in or between the designs or documents prepared by or on behalf of Drafting Help in (or incidental to) the performance of the Services (Deliverables), to the extent caused by Your failure to comply with, or any input provided by or on behalf of You for the purpose of, paragraph 5. This paragraph 6 survives termination of these Terms.
7. If Drafting Help is asked to, or is required to perform:
  - a. services or activities which are different, or in addition, to the Services, You will pay Drafting Help for those services and activities; and
  - b. the Services in an order or sequence, or within a period of time, which is different to what Drafting Help had originally planned to perform those Services, You will pay Drafting Help the additional costs it suffers or incurs as a result of complying with the revised order, sequence or timing,

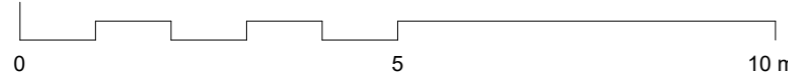
in accordance with the rates and prices set out in the Quote (or, where those rates or prices are not applicable, in accordance with reasonable rates and prices determined by Drafting Help).
8. You acknowledge and agree that the Fee is subject to change (and may be increased) where any fee, contribution, charge or third party cost increases (or a new fee, contribution, charge or third party cost is introduced) after the date Drafting Help issued the Quote.
9. Despite anything to the contrary (to the maximum extent permitted by law):
  - a. Drafting Help excludes all terms implied by statute, in fact, at law or on any other basis;
  - b. You acknowledge and agree that Drafting Help and its employees and consultants are not registered architects, engineers or surveyors;
  - c. You acknowledge and agree that the Services are performed solely for Your benefit, and that no third party will be permitted to use or rely upon the Deliverables, and Drafting Help will not be liable or responsible for any use, reliance or adaptation of the Deliverables;
  - d. You acknowledge and agree that the Services and the Deliverables are subject to inherent limitations having regard to the nature and the scope of the Services, and the circumstances in which they have been commissioned and are to be delivered (and, specifically, the Deliverables are not, and are not intended to be, plans or drawings for construction and should not be used or

relied upon for this purpose);

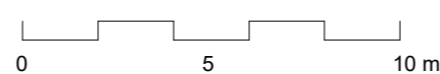
- e. You acknowledge and agree that Drafting Help is not liable or responsible for any work or services carried out or performed by any third party, including in relation to any survey, report, plan or drawing which Drafting Help relied upon, used, adopted or modified (directly or indirectly) in the performance of the Services;
- f. Drafting Help is entitled to include limitation and disclaimer wording in all of the Deliverables to the foregoing effect;
- g. In no event will Drafting Help be liable or responsible for any claim (or cost, expense, liability, loss or damage) caused or contributed to by any act or omission of You or any third party;
- h. In no event will Drafting Help be liable or responsible for economic loss, loss of contract or goodwill, loss of profit or revenue, loss of business opportunity, loss of use, loss of reputation, loss of data, loss of production or production stoppage, financing or holding costs, increased expenses of operation or any indirect or consequential loss; and
- i. Drafting Help's total liability arising out of or in connection with the Quote, these Terms, the Services and the Deliverables will not exceed the Fee (in aggregate), and these limitations and exclusions will apply whether the claim is based on breach of contract, tort (including negligence), under any warranty, under any indemnity, under statute, in equity or otherwise. This paragraph 9 survives termination of these Terms.
10. Drafting Help will retain ownership in all intellectual property rights (including moral rights and copyright) in or arising from the Services and the Deliverables, and You (and any of Your contractors or consultants) must not do anything which may infringe any of those intellectual property rights or the intellectual property rights of third parties (and, if any infringement does arise, You will indemnify Drafting Help for any loss or liability it suffers or incurs as a result). This paragraph 10 survives termination of these Terms.
11. If:
  - a. You are in breach of these Terms, and You fail to rectify the breach within 14 days after being notified by Drafting Help; or
  - b. the Services are not completed by [insert date] as a result or consequence of (directly or indirectly) any event or circumstance which is beyond Drafting Help's reasonable control,

Drafting Help may (without limiting its rights at law) terminate these Terms and You will be obliged to pay the balance of the Fee to Drafting Help immediately. This paragraph 11 survives termination of these Terms.
12. If You have any issue or concern in relation to the Services or Deliverables, You must raise those issues or concerns to Drafting Help in writing within 7 days of first becoming aware of the issue or concern. If You do not comply with this paragraph, to the maximum extent permitted by law, You will have no claim against Drafting Help (and You release and discharge Drafting Help from any such claim). This paragraph 12 survives termination of these Terms.
13. No provision of these Terms will be construed adversely to Drafting Help because Drafting Help was responsible for the preparation of these Terms.
14. The Quote and these Terms constitute the entire agreement between Drafting Help and You in connection with the Services and the Deliverables, and prevail over and supersede all other communications or documentation entered into or exchanged between the parties.
15. These Terms are governed by the law in New South Wales, and each party irrevocably submits to the non-exclusive jurisdiction of courts exercising jurisdiction in New South Wales.

Scale 1:100@A3



Scale 1:200@A3



LEGEND:

- PROPOSED WORKS
- DEMOLITION
- EXISTING

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Building Desing, Drafting and Documentation

No.	Description	Date

235/9-15 CENTRAL AVE MANLY  
New Store Room

**TERMS**

Council:	NBC
Date	02.10.2018
Drawn by	T.Woods
SP: 61139	LOT: 42

**A110**

Scale