

17/04/2024

TO ALL OWNERS
OWNERS CORPORATION 9020
132 LETHBRIDGE STREET
PENRITH NSW 2750

Dear Owners,

**Minutes of the Annual General Meeting and Strata Committee Meeting
Owners Corporation 9020**

We write in our capacity as the Managing Agent of the subject Owners Corporation, and with concern to the recent meeting of the same.

Please find enclosed Minutes from the recent meeting, along with any supplementary information.

Should you have any questions regarding the enclosed documents, please don't hesitate to contact our team.

Kind regards,
Per:



Shaun Sheridan
STRATA MANAGER

Stanton and Taylor Strata Management
ABN 25 276 570 242

☎ 02 4721 2444

@ info@stsm.com.au

📍 Level 1, 314 High Street,
Penrith NSW 2750

✉ PO Box 5, Penrith NSW 2751

Minutes of the 2024 Annual General Meeting
Strata Schemes Management Act 2015

To: Owners Corporation Strata Plan 9020
132 Lethbridge Street, Penrith

Stanton and Taylor Strata Management
ABN 25 276 570 242

Minutes from the Annual General Meeting of The Owners – Strata Plan 9020, that was held;

At: The offices of STSM Strata Management - Level 1, 314 High Street, Penrith,
Alternatively, via teleconference, video conference & pre-meeting electronic vote,
With votes collated at the offices of STSM Strata Management

☎ 02 4721 2444

@ info@stsm.com.au

📍 Level 1, 314 High Street,
Penrith NSW 2750

✉ PO Box 5, Penrith NSW 2751

On: **Wednesday, 10 April 2024**

Meeting Opened: 4:00pm

Chairperson: Shaun Sheridan

Present: Peter Locke Lot 20*
Alan Lang Lot 42

**Present by way of pre-meeting electronic voting form.*

Proxies: Nil

In Attendance: Shaun Sheridan Stanton and Taylor Strata Management

Quorum: The chairperson declared a quorum to be present under Schedule 1, Section 17 (4) (b) of the Strata Schemes Management Act 2015.

Motions:

Motion 1: Confirmation of Minutes	Ordinary Resolution
CARRIED - That the Owners – Strata Plan No 9020 RESOLVE that the Minutes of the preceding General Meeting be confirmed as a true and accurate record of events.	

Motion 2: Insurance	Ordinary Resolution
2.1 CARRIED - That the Owners – Strata Plan No 9020 RESOLVE to confirm and adopt the particulars of each insurance policy, as outlined within the enclosed documents held by the Owners Corporation.	
2.2 CARRIED - That the Owners – Strata Plan No 9020 RESOLVE that the Insurances of the kind referred to in Section 165 (2) be confirmed and continued ~ Insurance for Office Bearers and Fidelity Guarantee.	

2.3 DEFEATED - That the Owners – Strata Plan No 9020 RESOLVE to obtain a valuation for insurance purposes from an appropriately qualified consultant, and to amend the current insurance policy in accordance with the amounts listed within the valuation.

2.4 CARRIED - That the Owners – Strata Plan No 9020 RESOLVE to instruct the Managing Agent to, where possible, obtain three quotations for insurance prior to the renewal of the current policy, and delegate authority to approve one of the insurance quotations to the Strata Committee.

2.5 CARRIED - That the Owners – Strata Plan No 9020 RESOLVE that;

- a) Pursuant to S 60(1) of the Strata Schemes Management Act 2015, that the commissions provided to the agent over the preceding and ensuing 12 month period be accepted.
- b) If amendments to the insurance policy held by the Owners Corporation are requested, the base premium, and therefore the commission, may be altered.
- c) As an authorised representative of several insurers and insurance brokers, Stanton and Taylor Strata Management are obligated to participate in training annually to fulfil ASIC requirements. Training relates to all insurance policies organised by the Firm, and not specifically to any one Owners Corporation.

Motion 3: Strata Committee

Ordinary Resolution

CARRIED - That the Owners – Strata Plan No 9020 RESOLVE to:

- a) Call for nominations for members of the Strata Committee;
Peter Locke Lot 20
Alan Lang Lot 42
- b) Record in the minutes any disclosure of connections with the original owner or building manager for the scheme from the candidates for election to the Strata Committee.
- c) Determine the number of members of the Strata Committee – two (2); and
- d) Elect the strata committee.
Peter Locke Lot 20
Alan Lang Lot 42

Motion 4: Restricted Matters

Ordinary Resolution

DEFEATED - That the Owners – Strata Plan No 9020 RESOLVE in accordance with Schedule 1, clause 6(a) and 9(i) of the Strata Schemes Management Act 2015, to decide if any matter or type of matter is to be determined only by the Owners Corporation in a General Meeting, in addition to the restrictions imposed within Section 36 (3) of the Strata Schemes Management Act 2015.

Motion 5: Financial Statement	Ordinary Resolution
CARRIED - That the Owners – Strata Plan No 9020 RESOLVE to confirm and adopt the enclosed Financial Statement and the relevant Auditor’s report (if required), as presented in accordance with Section 93 of the Strata Schemes Management Act 2015.	
Motion 6: Auditor	Ordinary Resolution
DEFEATED - That the Owners – Strata Plan No 9020 RESOLVE to appoint an Auditor in accordance with Section 95 of the Strata Schemes Management Act 2015.	
Motion 7: Safety Reports	Ordinary Resolution
DEFEATED - That the Owners – Strata Plan No 9020 RESOLVE to engage the services of an independent contractor to undertake a safety audit of the common property and submit a report to the Managing Agent outlining possible safety issues at the property, and that the Managing Agent forward the report onto the Strata Committee for instructions.	
Motion 8: Asbestos Containing Material	Ordinary Resolution
DEFEATED - That the Owners – Strata Plan No 9020 RESOLVE to review and, where necessary, revise the Asbestos Management Plan.	
Motion 9: Visual Termite Inspection	Ordinary Resolution
CARRIED - That the Owners – Strata Plan No 9020 RESOLVE to engage the services of a suitably qualified contractor to undertake an inspection for termites and other destructive pests, and as required treat active termites found within any tree or stump.	
Motion 10: Annual Fire Safety Statement	Ordinary Resolution
CARRIED - That the Owners – Strata Plan No 9020 RESOLVE to; <ul style="list-style-type: none"> a) Review and adopt the Annual Fire Safety Statement issued under the Environmental Planning and Assessment Act 1979. b) Authorise the Managing Agent to engage suitably qualified contractors to prepare the subsequent Annual Fire Safety Statement and sign the Statement on behalf of the Owners Corporation for lodgement with the appropriate authorities. 	

Motion 11: Capital Works Fund Forecast	Ordinary Resolution
<p>CARRIED - That the Owners – Strata Plan No 9020 RESOLVE to, in accordance with Section 79 (5) and 80 of the Strata Schemes Management Act 2015, review and take into consideration anticipated major expenditure identified within the most recent ten-year plan when determining the Capital Works Fund contributions in the following motion.</p>	

Motion 12: Proposed Budget	Ordinary Resolution
<p>CARRIED - That the Owners – Strata Plan No 9020 RESOLVE to:</p> <ul style="list-style-type: none"> a) In accordance with Sections 79(1) and 79(2) of the Strata Schemes Management Act 2015, estimate funds that it will need to credit to its Administrative and Capital Works Funds for the actual and expected expenditure for the period 1 June 2024 to 31 May 2025 and; b) In accordance with Section 81 of the Strata Schemes Management Act 2015, determine that the following amounts, as outlined within the budget enclosed with this notice be adopted; <ul style="list-style-type: none"> Administrative Fund, the sum of \$121,209.00 Capital Works Fund, the sum of \$33,000.00 c) Determine that the levied amounts are to be paid by equal, quarterly instalments due on: <ul style="list-style-type: none"> 1 June 2024, 1 September 2024, 1 December 2024, 1 March 2025 d) Authorise the Treasurer to levy the contributions by written notice on each person liable to pay them. e) Determine that any shortfall between monies held within the Capital Works Fund and those listed within the Capital Works Fund Forecast are to be covered by an increase in future contributions and/or Special Levies to the Capital Works Fund as required. <p>Motion Note: Increasing the Capital Works Fund input was discussed, however due to the increase required to the Administration Fund this year, it was determined at this meeting not to increase the Capital Works Fund as well.</p> <p>The Owners Corporation intend to increase the amount being put into the Capital Works Fund as of 2025 AGM, so owners are encouraged future meetings if they wish to vote on this matter.</p>	

Motion 13: Debt Recovery Procedure	Ordinary Resolution
<p>CARRIED - That the Owners – Strata Plan No 9020 RESOLVE pursuant to the Strata Schemes Management Act 2015 (including section 103) for the purpose of collecting levy contributions to authorise the Strata Managing Agent and/or the Strata Committee to do any one or more of the following:</p> <ul style="list-style-type: none"> a) To issue arrears notices, reminder notices and/or letters to seek recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs/expenses and arrange and monitor payment plans; b) To engage or appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation and/or experts on behalf of The Owners Corporation; 	

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

Motion 14: Payment Plans for Levy Arrears

Ordinary Resolution

CARRIED - That the Owners – Strata Plan 9020 RESOLVE to agree to enter into payment plans generally for matters involving arrears of unpaid contributions/levies or other amounts including interest, legal and other costs/expenses thereon and to delegate to the Strata Manager and/or the Strata Committee the ability to enter into, arrange and monitor each such payment plan limited to a period of 12 months per payment plan with any further or subsequent payment plan to be entered into as agreed by the Strata Committee or Owners Corporation by resolution.

Motion 15: Inspection of Window Safety Devices

Ordinary Resolution

DEFEATED - That the Owners – Strata Plan No 9020 RESOLVE to:

- a) Engage the services of an independent contractor to inspect all window safety devices to ensure that devices are in situ and functioning correctly in accordance with Section 118a of the Strata Schemes Management Act 2015.
- a) Strike a special levy to the relevant Owner of a Lot for the cost to replace or repair a window safety device that fails the inspection as a result of the Owner or tenant tampering with or removing the device.

Motion 16: Re-appointment of Managing Agent

Ordinary Resolution

CARRIED - That the Owners – Strata Plan No 9020 RESOLVE that:

- a) In accordance with Section 49 (2) of the Strata Schemes Management Act 2015, Nepean Strata Management Pty Ltd trading as Stanton & Taylor Strata Management (the Agent) be reappointed with all the powers, duties and functions of Owners Corporation Strata Plan No. 9020 and its Chairman, Secretary and Treasurer necessary to enable the Agent to carry out the '**Agreed Services**' and '**Additional Services**' as set out in the *Agency Agreement* at an annual fee of **\$13,068.00** (Incl GST) for a three year term, incorporating increases in accordance with the terms within the Agency Agreement.

- b) Two members of the Owners Corporation or its Strata Committee are authorised to sign the *Agency Agreement* between Nepean Strata Management Pty Ltd trading as Stanton & Taylor Strata Management and the Owners Corporation either in writing or by way of electronic means (i.e. DocuSign) and without the use of the Common Seal.
- c) Pending the acceptance of parts a, b and c, the Agency Agreement dated 23 March 2022 be terminated in accordance with Cl. 5.2 of said document as a result of a new Agency Agreement being entered into for the period 1 May 2024 to 1 May 2027.

Motion 17: Parking & Vehicles on Common Property

Ordinary Resolution

CARRIED - That the Owners – Strata Plan No 9020 RESOLVE to discuss and provide instruction to the Strata Manager on any action to be taken relating to vehicles currently parking on common property and obstructing access to other residents.

The Strata Manager is to request a quotation for a private car park monitoring company to be appointed short term initially and present this to the Committee for their review / instruction.

In the interim, any complaints regarding parking of vehicles is to include which lot the vehicle belongs so that the Owners Corporation can take appropriate action.

Motion 18: Special By-Law – Minor Renovations

Ordinary Resolution

CARRIED - That the Owners – Strata Plan No 9020 SPECIALLY RESOLVES pursuant to sections 136 and 141 of the *Strata Schemes Management Act 2015* to change the by-laws by adding a new by-law to the by-laws applicable to the strata scheme in the following terms:

Special By-Law 1

Minor Renovations

PART 1 PREAMBLE

1.1 The purpose of this by-law is to:

- (a) permit the Owners Corporation to delegate its functions under section 110 of the Act in respect of Minor Renovations to the strata committee; and
- (b) specify reasonable conditions in relation to the carrying out of Minor Renovations by an Owner.

PART 2 DEFINITIONS & INTERPRETATION

2.1 Definitions

In this by-law, unless the context otherwise requires:

- (a) **Act** means the *Strata Schemes Management Act 2015*.

- (b) **Approved Form** means a form approved by the strata committee or the Owners Corporation from time to time.
- (c) **Australian Standards** means the standards, codes and regulations which govern building and construction work from time to time as relevant and applicable to the particular Minor Renovations being carried out by an Owner.
- (d) **Authority** means any government, semi-government, statutory, judicial, quasi-judicial, public or other authority having any jurisdiction over a Lot or the Building including but not limited to the local council, a court or a tribunal.
- (e) **Building** means the building or buildings situated at 132 Lethbridge Street, Penrith.
- (f) **Building Manager** means the building manager engaged by the Owners Corporation from time to time (where applicable).
- (g) **Insurance** means:
 - (i) contractors all risk insurance (including public liability insurance) in the sum of \$20,000,000.00, or such other amount as is determined by the strata committee, acting reasonably;
 - (ii) insurance required under the *Home Building Act 1989* (if any); and
 - (iii) workers' compensation insurance.
- (h) **Lot** means any lot in Strata Plan No **9020**.
- (i) **Minor Renovations** has the same meaning as defined from time to time in the Act, the Regulations or as part of this by-law and includes, but is not limited to, work by an Owner to common property in connection with the Owner's Lot for the purposes of the following:
 - (i) renovating a kitchen;
 - (ii) changing recessed light fittings;
 - (iii) installing or replacing wood or other hard floors;
 - (iv) installing or replacing wiring or cabling or power or access points;
 - (v) work involving reconfiguring of internal walls;
 - (vi) installing a security or alarm system;
 - (vii) installing a reverse cycle split system air conditioner;
 - (viii) replacing bathroom fixings and fittings (i.e. tap-ware, basin, toilet) where tiles or plumbing connections are not affected; and
 - (ix) any other work prescribed by the Regulations.
- (j) **Owner** means the owner or owners for the time being of a Lot.

(k) **Owners Corporation** means the owners corporation constituted upon the registration of Strata Plan No 9020.

(l) **Regulations** means the *Strata Schemes Management Regulation 2016*.

2.2 Interpretation

2.2.1 In this by-law, unless the context otherwise requires:

- (a) the singular includes the plural and vice versa;
- (b) any gender includes the other genders;
- (c) any terms in the by-law will have the same meaning as those defined in the Act;
- (d) a reference to the Owners Corporation includes, where applicable, the Building Manager, strata managing agent, any member of the strata committee or any person authorised by the Owners Corporation from time to time;
- (e) references to legislation include references to amending and replacing legislation;
- (f) a reference to the Owner includes that Owner's executors, administrators, successors, permitted assigns or transferees; and
- (g) to the extent of any inconsistency between the by-laws applicable to Strata Plan No 9020 and this by-law, the provisions of this by-law shall prevail.

2.2.2 Despite anything contained in this by-law:

- (a) if any provision or part of a provision in this by-law is held or found to be void, invalid or otherwise unenforceable, it shall be deemed to be severed from this by-law (or that provision) to the extent that it is void or invalid or unenforceable but the remainder of this by-law and/or the relevant provision shall remain in full force and effect; and
- (b) if any provision or part of a provision in this by-law is held or found to be harsh, unconscionable and/or oppressive under section 150 of the Act, that provision or part of a provision shall be deemed to be severed from this by-law or that provision, and the Owners Corporation agrees to and accepts the remainder of this by-law and/or the relevant provision shall remain in full force and effect.

PART 3 CONDITIONS

3.1 Delegation of Minor Renovations to strata committee

- (a) The strata committee of the Owners Corporation is delegated the functions under section 110 of the Act to approve Minor Renovations in the strata scheme.
- (b) If the Minor Renovations are approved by the strata committee, the Owner may carry out the Minor Renovations without the further consent of the strata committee or the Owners Corporation but subject to complying with this by-law in all respects.
- (c) The strata committee may, acting reasonably, impose further reasonable conditions in addition to those provided for in this by-law with respect to the carrying out of the Minor Renovations and, if such conditions are imposed, it shall inform the Owner in writing of those conditions.

3.2 Before Commencement of Minor Renovations

- (a) Prior to commencement of any Minor Renovations, an Owner must submit to the strata committee for approval:
 - (i) a duly completed Approved Form;
 - (ii) detailed specifications as to the Minor Renovations to be undertaken including where applicable:
 - (A) specifications for any equipment to be installed as part of the Minor Renovations including any sound or energy rating, type, size together with the manufacturer's or supplier's brochure regarding same;
 - (B) a diagram depicting the location of or proposed installation points of all parts of the Minor Renovations;
 - (iii) details of the duration of the Minor Renovations and any impact on the common property or disruption to common property services or access; and
 - (iv) copies of any Insurance policies as relevant to the particular Minor Renovations, if required and
 - (v) any other documentation or information requested by the strata committee, acting reasonably.
- (b) If, after receiving a duly completed Approved Form from an Owner for proposed works to the Owner's Lot (**proposed works**), the strata committee determines that the proposed works are not in fact Minor Renovations and the Owner requires approval at a general meeting (for example via a by-law) for the proposed works, the strata committee shall notify the Owner of such determination and the Owner must, at the Owner's cost, obtain approval for the proposed works from the Owners Corporation at a general meeting and must not carry out the proposed works unless and until such approval has been obtained and any by-law required as part of such approval has been registered in accordance with the Act.

3.3 Specific Conditions

- (a) Where the Minor Renovations include reconfiguration of non-load bearing walls the Owner must ensure:
 - (i) No reconfigurations alter or impinge on the structural integrity of the Building;
 - (ii) No walls are to be reconfigured so as to place a bedroom over a bathroom and vice versa;
 - (iii) Walls containing wet areas must not be reconfigured;
 - (iv) Walls must not be added to create new wet areas; and
 - (v) A report from an independent structural engineer agreed to between the Owner and the strata committee must be provided certifying that the reconfiguration will have no structural impact on the Building or any part of the strata scheme and does not involve any load bearing walls.
- (b) Where the Minor Renovations involve the installation of a floor finish other than carpet:

- (i) before commencement of the Minor Renovations, the Owner must provide to the strata committee a report from a qualified acoustic engineer that analyses the proposed floor finish, method of installation and the effect of sound transmission including impact noise following installation. The report must state that the proposed floor finish after installation to the Lot will comply with clause 3.3(b)(ii)(B) below;
- (ii) the Owner must:
 - (A) ensure that all floor space within the Lot is covered or otherwise treated to an extent sufficient to prevent the transmission from the floor space of noise likely to disturb the peaceful enjoyment of an Owner or occupier of another Lot;
 - (B) ensure that the flooring is insulated with soundproofing underlay as specified by the strata committee or the Owners Corporation from time to time and shall not have a weighted standardised impact sound pressure level $L'_{nT,w}$ exceeding 50 when measured in situ in accordance with Australian Standard "AS ISO 140.7-2006 Field measurements of impact sound insulation of floors" and rated to AS ISO 717.2-2004" Acoustics – Rating of sound insulation in buildings and of building elements Part 2: Impact sound insulation or such other rating or level as is determined by the strata committee or the Owners Corporation from time to time having regard to acoustic engineering advice provided in respect of the Building;
- (iii) following the installation of a floor finish other than carpet in a Lot, if there are any complaints about noise transmission through or from the floor of the Lot (whether vertically or horizontally) the strata committee or the Owners Corporation may require, and if they or it does so, the Owner must provide the strata committee or the Owners Corporation with a certificate from a qualified acoustic engineer reasonably acceptable to the strata committee or the Owners Corporation. The certificate must state that the qualified acoustic engineer has tested the floor finish as installed to ensure that the installation and the resulting sound transmission meet the parameters set out in this by-law including those in the report required under clause 3.3(b)(i).
- (c) Where the Minor Renovations involve the installation of air-conditioning units, the Minor Renovations must:
 - (i) have a new condenser unit (external) that:
 - (A) is mounted on vibration pads in a location so as to minimise noise and vibration;
 - (B) is installed unobtrusively on the location as approved by the strata committee or the Owners Corporation in writing;
 - (C) is not visible from the street. All electrical and coolant lines must be concealed as much as possible; and
 - (D) does not exceed 45dB(A) during the day and 35dB(A) at night or such other acceptable sound rating as may be specified by an Authority or the strata committee or the Owners Corporation from time to time;
 - (ii) not be installed through or attached to windows;
 - (iii) be manufactured, designed and installed to specifications for residential/domestic use; and

- (iv) have any condensation and run-off from the Lot drained through existing drains or downpipes.

- (d) Owners must ensure that, when carrying out Minor Renovations to their Lots, access panels are not blocked.

3.4 Notice

- (a) At least two (2) weeks prior to the commencement of the Minor Renovations the Owner must notify the strata committee of the proposed day of commencement of the Minor Renovations or an aspect of the Minor Renovations.
- (b) At least two (2) days prior to the commencement of the Minor Renovations or an aspect of the Minor Renovations the Owner must make arrangements with the strata committee or the Building Manager or strata managing agent of the Owners Corporation (where required) regarding:
 - (i) the suitable times and method for the Owner's contractors to access the Building to undertake the Minor Renovations; and
 - (ii) the suitable times and method for contractors to park their vehicles on common property whilst the Minor Renovations are being conducted.

3.5 Compliant Minor Renovations

To be compliant under this by-law, Minor Renovations:

- (a) must not involve any structural changes, involve waterproofing and/or require the consent or another approval under any other Act, including but without limitation consent or approval from any Authority;
- (b) must not change the external appearance of the Lot and must be in keeping with the appearance and amenity of the Building in the opinion of the strata committee;
- (c) must be manufactured, designed and installed to specifications for domestic use;
- (d) must be in accordance with Australian Standards and the National Construction Code (including the Building Code of Australia);
- (e) must not alter or affect the operation of any fire safety systems in a Lot or on the common property or any part of the strata scheme and must be in keeping with fire safety standards.

3.6 During construction

Whilst the Minor Renovations are in progress the Owner of the Lot must:

- (a) use duly licensed employees, contractors or agents to conduct the Minor Renovations;
- (b) ensure the Minor Renovations are conducted with due care and skill and comply with the current National Construction Code (including the Building Code of Australia) and Australian Standards;
- (c) ensure the Minor Renovations are carried out expeditiously and with a minimum of disruption;
- (d) carry out the Minor Renovations between the hours of 7:30am and 5:00pm Monday-Friday and from 8:00am to 12:00pm Saturday or such other times as are reasonably approved by the strata

committee. No Minor Renovations are to be carried out on a Sunday or public holiday unless they are silent works;

- (e) transport all construction materials, equipment and debris as reasonably directed by the strata committee and keep all areas of the Building outside the Lot affected by the Minor Renovations and/or by the exercise of the Owner's rights under this by-law clean and tidy;
- (f) not allow tradespersons and contractors at any time to park on common property without the written consent of the strata committee;
- (g) not dispose of rubbish and waste material in common property waste bins or skips except with the prior written consent of the strata committee;
- (h) not allow waste bins or skips to be placed on or near the common property without the prior written consent of the strata committee;
- (i) not cause or permit storage, mixing, preparation, cutting or any other work in connection with the Minor Renovations to be conducted on the common property;
- (j) protect all affected areas of the Building outside the Lot from damage relating to the Minor Renovations or the transportation of construction materials, equipment and debris;
- (k) provide to the strata committee at least forty-eight (48) hours prior written notice of any noisy Minor Renovations (e.g., the use of any pneumatic, rotary or powder-actuated tools), such Minor Renovations which may only be carried out between the hours of 9:00am and 12:00pm or 1:00pm to 4:00pm Monday-Friday or such other times as are reasonably approved by the strata committee;
- (l) ensure that the Minor Renovations do not interfere with or damage the common property or the property of the Owners Corporation or any other Owner other than as approved in this by-law and if this occurs the Owner must rectify that interference or damage within a reasonable period of time;
- (m) provide the Owners Corporation's nominated representative(s) access to inspect the Lot within forty-eight (48) hours of any request from the strata committee or the Owners Corporation (for clarity more than one inspection may be required);
- (n) observe all the other by-laws applicable to the strata scheme at all times; and
- (o) not vary the Minor Renovations or their scope without first obtaining the consent in writing from the strata committee or the Owners Corporation.

3.7 After construction

3.7.1 After the Minor Renovations have been completed the Owner must without unreasonable delay:

- (a) notify the strata committee that the Minor Renovations have been completed;
- (b) notify the strata committee that all damage, if any, to Lot and common property caused by the Minor Renovations and not permitted by this by-law has been rectified;
- (c) provide to the strata committee a copy of all certifications for the Minor Renovations, including but not limited to any warranties, guarantees and trade certifications;
- (d) provide (if required) the strata committee with certification from a suitably qualified engineer(s) or other consultant approved by the strata committee, acting reasonably, that the Minor Renovations

or works required to rectify any damage to Lot or common property have been completed in accordance with the terms of this by-law;

- (e) provide (if required) the strata committee with certification from a suitably qualified engineer(s) or other consultant approved by the strata committee, acting reasonably, that the Minor Renovations have been completed satisfactorily and in accordance with this by-law; and
- (f) provide the Owners Corporation's nominated representative(s) access to inspect the Lot within forty-eight (48) hours of any request from the strata committee to check compliance with this by-law or any consents provided under this by-law.

3.7.2 The Owners Corporation's right to access the Lot arising under this by-law expires once it or the strata committee are reasonably satisfied that clauses 3.7.1(a)-(f) immediately above have been complied with.

3.8 Statutory and other requirements

(a) The Owner must:

- (i) comply with all directions and requirements of the strata committee and the Owners Corporation and the by-laws applicable to the strata scheme relating to the Minor Renovations;
- (ii) ensure that the respective servants, agents and contractors of the Owner comply with the strata committee's and the Owners Corporation's directions and requirements;
- (iii) ensure that the warranties provided by the National Construction Code (including the Building Code of Australia) and Australian Standards are, so far as relevant, complied with; and
- (iv) comply with the provisions of the *Home Building Act 1989* and all other relevant laws including but without limitation the *Design and Building Practitioners Act 2020* (where applicable) and all laws in relation to fire safety.

(b) The Minor Renovations must:

- (i) be carried out with due care and skill and in accordance with the plans and specifications approved under this by-law;
- (ii) comprise materials that are good and suitable for the purpose for which they are used and must be new.

3.9 Enduring rights and obligations

3.9.1 An Owner must:

- (a) properly maintain and keep the Minor Renovations and those parts of the Lot the subject of such Minor Renovations in a state of good and serviceable repair and must renew or replace the Minor Renovations as required from time to time;
- (b) repair and/or reinstate the common property or personal property of the Owners Corporation to its original condition if the Minor Renovations are removed or relocated;
- (c) ensure that the Minor Renovations (where applicable) do not cause water escape or water penetration to Lot or common property;

- (d) ensure that any electricity or other services required to operate the Minor Renovations (where applicable) are installed so they are connected to the Lot's electricity or appropriate supply; and
- (e) indemnify and keep indemnified the Owners Corporation against any legal liability, costs, loss, claim, demand or proceedings in respect of any injury, loss or damage to any person or to any part of the Building, whether such part being common property or any Lot, caused by, arising out of or related to the Minor Renovations including their installation, repair, maintenance, replacement, removal and/or use.

3.10 Recovery of costs

If an Owner fails to comply with any obligation under this by-law, the Owners Corporation may:

- (a) by its agents, employees and contractors, enter upon the Lot and carry out all reasonable work and/or take all reasonable steps necessary to perform that obligation;
- (b) recover from the Owner as a debt in a forum of competent jurisdiction, all of the Owners Corporation's reasonable costs incurred by the Owners Corporation arising out of or in relation to the Owner's breach of this by-law, including but not limited to interest, strata managing agent's fees, expert fees, legal costs and any other expense of the Owners Corporation reasonably incurred in recovering such debt.

Ownership of Minor Renovations

3.11 The Minor Renovations shall be carried out at the cost of the Owner and shall remain the property of the Owner.

Cost of Approvals and Certification

3.12 The Owner shall be responsible for all reasonable costs associated with the Minor Renovations and any reasonable work or steps required to be undertaken by the strata committee or the Owners Corporation in relation to the Minor Renovations, including but not limited to:

- (a) the consideration and approval of the Minor Renovations and the payment of all reasonable legal, expert and/or strata managing agent fees (where applicable);
- (b) approving any plans, drawings or other documentation for the Minor Renovations; and
- (c) obtaining and considering any certification in relation to the Minor Renovations.

3.13 Applicability

In the event that the Owner desires to remove the Minor Renovations installed under this by-law (or otherwise), the provisions of Part 3 shall also apply in relation to that removal.

Meeting closed: 4:50pm



Shaun Sheridan
Strata Manager for OCSP 9020

Minutes of Strata Committee Meeting
Strata Schemes Management Act 2015
Schedule 2

To: Owners Corporation Strata Plan 9020
132 Lethbridge Street, Penrith

Stanton and Taylor Strata Management
ABN 25 276 570 242

Minutes of the Strata Committee Meeting of the Owners – Strata Plan 9020,
held:

At: The offices of STSM Strata Management - Level 1, 314 High Street, Penrith,
Alternatively, via teleconference, video conference & pre-meeting electronic vote,
With votes collated at the offices of STSM Strata Management

☎ 02 4721 2444

@ info@stsm.com.au

📍 Level 1, 314 High Street,
Penrith NSW 2750

✉ PO Box 5, Penrith NSW 2751

Meeting Opened: 4:50pm

Chairperson: Shaun Sheridan

Present: Peter Locke Lot 20*
Alan Lang Lot 42

**Present by way of pre-meeting electronic voting form.*

Proxies: NIL

In Attendance: Shaun Sheridan Stanton and Taylor Strata Management

Quorum: A quorum is deemed to be present

Motions:

Motion 1: Confirmation of Minutes

CARRIED - That the Strata Committee – Strata Plan No 9020 RESOLVE the Minutes of the preceding Strata Committee Meeting be confirmed as a true and accurate record of events.

Motion 2: Election of Office Bearers

CARRIED - That the Strata Committee – Strata Plan No 9020 RESOLVE to elect a Chairperson, Secretary and Treasurer of the Strata Committee of the Owners Corporation.

Chairman, Secretary & Treasurer - Alan Lang

Motion 3: Appointed Contact Person

CARRIED - That the Strata Committee – Strata Plan No 9020 RESOLVE to;

- a) Appoint a member of the Strata Committee to liaise with the Managing Agent and be the Owners Corporation's point of contact.

- b) Appoint an alternate member of the Strata Committee to be nominated to liaise with the Managing Agent and be the Owners Corporation's substitute point of contact, should the same be required.

Strata Committee's primary contact: Peter Locke & Alan Lang

Strata Committee's alternate contact: J. Smith

Meeting closed: 4:55pm



Shaun Sheridan
Strata Manager for OCSP 9020

STSM Strata Management

First Floor, 314 High Street PENRITH NSW 2750 ABN: 25 276 570 242

Ph: (02) 4721 2444 Email: info@stsm.com.au

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Page 9

Statement of Key Financial Information - Strata Plan 9020 132 LETHBRIDGE STREET, PENRITH, NSW 2750

For the Financial Period 01/03/2023 to 29/02/2024 - Prepared by Shaun Sheridan

FINAL

Consolidated

Name of Fund:	Capital Works Fund	\$	
Balance carried forward from previous reporting period:		121,852.97	
Total income received during reporting period:		30,688.39	(2)
Total interest earned by fund during reporting period:		146.95	(3)
Total contributions paid during reporting period:		32,776.95	
Total unpaid contributions payable for reporting period:		734.36	(4)
Total expenditure for maintenance during reporting period:		78,459.88	
Total expenditure for administration costs during reporting period:		0.00	
Balance of Fund at end of reporting period:		74,228.43	
List of principal items of expenditure proposed for next reporting period:			(5)
CAPITAL WORKS FUND		30,000.00	
Total Expenses		30,000.00	

Notes:

(1) The Statement of Key Financial Information is a statutory report to display amounts for the financial period for financial information required under the Act. It is not a cumulative report and should not be interpreted as one.

(2) Total income received represents the total receipts (exclusive of GST) and may include amounts not represented on this report.

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

Fire Safety Statement

Part 12 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021



Please note:

Information to assist building owners to complete each section of the statement is provided on pages 3, 4 and 5.

Section 1: Type of statement

This is (mark applicable box): ☒ an annual fire safety statement (complete the declaration at Section 8 of this form)
☐ a supplementary fire safety statement (complete the declaration at Section 9 of this form)

Section 2: Description of the building or part of the building

This statement applies to: ☒ the whole building ☐ part of the building

Address (Street No., Street Name, Suburb and Postcode)

132 Lethbridge Street, Penrith NSW 2750

Lot No. (if known)

DP/SP (if known)

Building name (if applicable)

SP - 9020

Provide a brief description of the building or part (building use, number of storeys, construction type etc)

Residential – Three (3) Storey

Section 3: Name and address of the owner(s) of the building or part of the building

Full Name (Given Name/s and Family Name) *

Strata Proprietors of SP – 9020

* Where the owner is not a person/s but an entity including a company or trust insert the full name of that entity.

Address (Street No., Street Name, Suburb and Postcode)

314 High Street, Penrith NSW 2750

Section 4: Fire safety measures

Fire safety measure	Minimum standard of performance	Date(s) assessed	APFS *
Fire Hydrant System	AS 2419.1-2005	03.02.2023	F031341A
Smoke Alarms	AS 3786-1993 / AS 1670.6-1997	03.02.2023	F031341A

* See notes on page 4 about how to correctly identify an accredited practitioner (fire safety) (APFS). Also, new rows can be added if required.

Section 5: Inspection of fire exits and paths of travel to fire exits (Part 15)

Part of the building inspected	Date(s) inspected	APFS *
All Exit and Paths of Travel	03.02.2023	F031341A

* See notes on page 4 about how to correctly identify an accredited practitioner (fire safety) (APFS). Also, new rows can be added if required.

Fire Safety Statement

Part 15 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021



Section 6: Name and contact details of each accredited practitioner (fire safety) (APFS)*

Full name (Given Name/s and Family Name)	Address	Phone	APFS*	Signature
Morvin Edwards	1/10 Production Place, Jamisontown 2750	02 4721 7500	F031341A	

* Where applicable – see notes on page 4 for further information.

Section 7: Details of the person making the declaration in section 8 or 9

Full name (Given Name/s and Family Name)

Stephanie Dickinson – STSM – On Behalf of Owners Corporation SP 9020

Organisation (if applicable)

STSM

Title/Position (if applicable)

Address (Street No, Street Name, Suburb and Postcode)

314 High Street, Penrith NSW 2750

Phone

02 4721 2444

Email

sdickinson@stsm.com.au

The person making the declaration in section 8 or 9 must not be an APFS listed in section 6 or their employer/employee or direct associate.

Section 8: Annual fire safety statement declaration

I, [Click here](#) Stephanie Dickinson - STSM (insert full name) being the: ☐ owner ☒ owner's agent
declare that:

- each essential fire safety measure specified in this statement has been assessed by an accredited practitioner (fire safety) as capable of performing:
 - for an essential fire safety measure specified in the fire safety schedule, to a standard no less than that specified in the schedule, or
 - for an essential fire safety measure applicable to the building but not specified in the fire safety schedule, to a standard no less than that to which the measure was originally designed and implemented, and
- the building has been inspected by an accredited practitioner (fire safety) and was found, when it was inspected, to be in a condition that did not disclose grounds for a prosecution under Part 15 of the Regulation.

Owner/Agent Signature

Date issued

27/04/2023

Section 9: Supplementary fire safety statement declaration

I, [Click here](#) (insert full name) being the: ☐ owner ☐ owner's agent

declare that each critical fire safety measure specified in this statement has been assessed by an accredited practitioner (fire safety) as capable of performing to at least the standard required by the current fire safety schedule for the building.

Owner/Agent Signature

Date issued

Note:

- A fire safety statement for a building must not be issued unless the statement is accompanied by a fire safety schedule for the building in accordance with the Regulation.
- The building owner(s) are also responsible for ensuring that essential fire safety measures are maintained in accordance with section 81 of the Regulation. An agent cannot be made responsible for this requirement.

Table 1 - Estimated Cash Flow

Yr	Period	Opening Balance	Annual Contributions	Estimated Expenditure	Interest on Investment	Estimated Tax	Closing Balance	Contribution per unit Entitlement
1	01 Mar 2020 - 29 Feb 2021	137774	28902	91058	0	0	75618	0.58
2	01 Mar 2021 - 29 Feb 2022	75618	53000	70891	0	0	57727	1.07
3	01 Mar 2022 - 29 Feb 2023	57727	55119	58481	0	0	54365	1.11
4	01 Mar 2023 - 29 Feb 2024	54365	57323	38910	0	0	72778	1.15
5	01 Mar 2024 - 29 Feb 2025	72778	59615	39992	0	0	92401	1.20
6	01 Mar 2025 - 29 Feb 2026	92401	61999	101134	0	0	53266	1.25
7	01 Mar 2026 - 29 Feb 2027	53266	64478	6957	0	0	110787	1.30
8	01 Mar 2027 - 29 Feb 2028	110787	67057	49073	0	0	128771	1.35
9	01 Mar 2028 - 29 Feb 2029	128771	69739	28155	0	0	170355	1.40
10	01 Mar 2029 - 29 Feb 2030	170355	72528	58159	0	0	184724	1.46
11	01 Mar 2030 - 29 Feb 2031	184724	75429	84927	0	0	175226	1.52
12	01 Mar 2031 - 29 Feb 2032	175226	78446	240111	0	0	13561	1.58
13	01 Mar 2032 - 29 Feb 2033	13561	81583	54178	0	0	40966	1.64
14	01 Mar 2033 - 29 Feb 2034	40966	84846	20273	0	0	105539	1.71
15	01 Mar 2034 - 29 Feb 2035	105539	88239	95055	0	0	98723	1.78

Table 2 - Estimated Expenditure

Estimated Expenditure																					
No.	Location and Item	Work Description	Qty	Est Item Life	Year Next Due	Est Cost	2020 2021 Year 1	2021 2022 Year 2	2022 2023 Year 3	2023 2024 Year 4	2024 2025 Year 5	2025 2026 Year 6	2026 2027 Year 7	2027 2028 Year 8	2028 2029 Year 9	2029 2030 Year 10	2030 2031 Year 11	2031 2032 Year 12	2032 2033 Year 13	2033 2034 Year 14	2034 2035 Year 15
Building Exteriors																					
1	Painting	Paint facade areas previously painted	365 sqm	10	8	11680								15370							
2	Painting	Paint roof eaves	342 lm	10	8	7524								9901							
3	Painting	Paint balcony soffits	246 sqm	10	3	7872			8514										12603		
4	Painting	Paint gable timber fascia	198 lm	10	3	4554			4925										7291		
5	Painting	Boomlift allowance	1 Item	5	3	4000			4326					5263					6404		
6	Painting	Paint door face	18 No	10	3	2250			2433										3602		
7	Painting	Paint timber windows	18 No	10	3	3330			3601										5331		
8	Windows	Alluminium window and door replacement allowance 10%	1 ea	5	6	48600						59129					71939				
9	Doors	Replace garage doors and hardware 54 off	18 unit	5	5	22500				26321						32024					38962
Roof Area																					
10	Downpipes	Replace / maintain downpipes (Total 270 lm 20%)	54 lm	3	3	2700			2920						3695			4156			4675
11	Gutters	Replace/maintain fascia gutters (Total 342 lm 20%)	68 lm	3	3	6120			6619			7445			8375			9421			10597
12	Roofing	Replace bedding and pointing to tile roof 50%	85 lm	7	7	4420							5592						7359		
Building Interiors																					
13	Painting	Stairways - Paint ceilings and under stairs	432 sqm	10	2	11664		12130										17956			
14	Painting	Stairways - Paint balustrades	144 lm	10	2	7920		8236										12192			
15	Painting	Stairways - Paint door face and frame	63 No	10	2	7875		8189										12123			
16	Painting	Stairways - Paint timber windows	18 No	10	2	3240		3369										4987			

No.	Location and Item	Work Description	Qty	Est Item Life	Year Next Due	Est Cost	2020 Year 1	2021 Year 2	2022 Year 3	2023 Year 4	2024 Year 5	2025 Year 6	2026 Year 7	2027 Year 8	2028 Year 9	2029 Year 10	2030 Year 11	2031 Year 12	2032 Year 13	2033 Year 14	2034 Year 15
17	Painting	Stairways - Paint walls	1368 sqm	10	2	24624		25608										37907			
18	Doors	Replace unit entry fire doors	10 No	25	1	17500	17500														
19	Doors	Door and hardware allowance	1 No	2	2	1750		1819		1968		2129		2302		2490		2694		2913	
20	Floor Coverings	Stairways - Replace carpet	540 sqm	11	1	56700	56700											87267			
21	Floor Coverings	Stairways - Replace / maintain floor tiles (total 90m2 20%)	18 sqm	4	4	2700				3037				3553				4156			
22	Floor Coverings	Stairways - entry tiles anti slip treatment	1 item	5	1	2200	2200					2676					3256				
Recreation Areas																					
23	Swimming Pool	Replace sand filter	1 No	15	3	1450			1568												
24	Swimming Pool	Replace / maintain pool concourse	5 sqm	3	3	750			811			912			1026			1154			1298
25	Swimming Pool	Resurface pool	90 lm	16	4	19800				22272											
26	Swimming Pool	Replace pool pump	1 No	8	4	950				1068								1462			
Building Services																					
27	Fire Services	Replace smoke detectors 25%	22 No.	3	3	4070			4402			4951			5570			6265			7047
28	Fire Services	Maintain fire hydrants	1 item	5	5	8000					9358					11386					13853
29	Lighting	Replace internal / external light fittings	5 No	2	2	1200		1248		1349		1459		1579		1707		1847		1998	
30	Electrical	Electrical Allowance	1 item	2	1	580	580		627		678		733		793		858				1004
31	Plumbing	Plumbing allowance	1 item	2	2	1200		1248		1349		1459		1579		1707		1847		1998	
32	Building rectification/rep	Safety Audit allowance	1 item	2	2	2500		2600		2812		3041		3269		3558		3848		4162	
External Areas																					
33	Painting	Paint front fencing	85 sqm	10	3	1530			1654										2449		
34	Painting	Paint timber bollards and garden edging	1 item	10	3	850			919										1360		

No.	Location and Item	Work Description	Qty	Est Item Life	Year Next Due	Est Cost	2020 2021 Year 1	2021 2022 Year 2	2022 2023 Year 3	2023 2024 Year 4	2024 2025 Year 5	2025 2026 Year 6	2026 2027 Year 7	2027 2028 Year 8	2028 2029 Year 9	2029 2030 Year 10	2030 2031 Year 11	2031 2032 Year 12	2032 2033 Year 13	2033 2034 Year 14	2034 2035 Year 15
35	Painting	Paint linemarking	60 lm	8	3	780			843								1154				
36	Driveways and Walkways	Replace / maintain concrete driveway and walkways	3 sqm	3	3	435			470			529				595		669			753
37	Clothes lines	Replace post mounted clothes lines	8 No	15	3	3840			4153												
38	Clothes lines	Replace wall mounted clothes lines	2 No	15	15	700															1212
39	Fencing	Replace / maintain internal metal fencing (Total 30 lm 20%)	6 lm	3	3	540			584			656			739			831			935
40	Fencing	Replace / maintain boundary metal fencing (Total 389 lm 20%)	78 lm	3	3	3510			3796			4270			4803			5403			6078
41	Fencing	Replace / maintain internal metal pool fencing (Total 45 lm 20%)	9 lm	4	4	1350				1518				1776				2078			
42	Gardens and Grounds	Upgrade of landscaped areas	1 Item	12	1	5800	5800												9285		
							82780	64447	53165	35373	36357	91940	6325	44612	25596	52872	77207	218283	48253	18430	86414
Yearly Estimated Expenditure including 10.00% Contingency							91058	70891	55481	38910	39992	101134	6957	49073	28155	58159	84927	240111	54178	20273	95055

STSM Strata Management Proposed Budget for Strata Plan 9020

132 LETHBRIDGE STREET PENRITH

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Aggregate Units of Entitlement (UOE) 49701	Proposed Budget (01/03/2024-28/02/2025)	Adjustment	Current Year (01/03/2023-29/02/2024)			Last Year (01/03/2022-28/02/2023)		
			Budget	Actual	Variance	Budget	Actual	Variance
Administrative Fund- Contribution Schedule								
ADMINISTRATION	\$1,500.00		\$1,000.00	\$1,550.00	\$-550.00	\$1,000.00	\$930.00	\$70.00
ARCHIVE FEE	\$120.00		\$120.00	\$120.00	\$0.00	\$120.00	\$120.00	\$0.00
AUDIT FEE	\$0.00		\$0.00	\$980.00	\$-980.00	\$0.00	\$0.00	\$0.00
BAS PREP AND LODGEMENT	\$960.00		\$560.00	\$720.00	\$-160.00	\$560.00	\$560.00	\$0.00
CERTIFICATES	\$0.00		\$0.00	\$-109.00	\$109.00	\$0.00	\$0.00	\$0.00
CLEANING	\$7,850.00		\$7,900.00	\$7,807.00	\$93.00	\$7,500.00	\$7,856.00	\$-356.00
DEBT COLLECTION	\$0.00		\$0.00	\$781.82	\$-781.82	\$0.00	\$675.00	\$-675.00
DISBURSEMENTS	\$2,700.00		\$2,160.00	\$2,700.00	\$-540.00	\$2,376.00	\$2,295.00	\$81.00
ELECTRICITY	\$3,800.00		\$5,200.00	\$3,370.72	\$1,829.28	\$5,000.00	\$4,439.91	\$560.09
FIRE SAFETY COMPLIANCE	\$5,500.00		\$4,500.00	\$5,613.37	\$-1,113.37	\$3,800.00	\$4,506.04	\$-706.04
GUTTER CLEANING	\$3,000.00		\$2,700.00	\$4,000.00	\$-1,300.00	\$2,200.00	\$2,700.00	\$-500.00
INSURANCE	\$40,000.00		\$23,500.00	\$42,520.64	\$-19,020.64	\$22,000.00	\$20,222.75	\$1,777.25
LAWNS & CLEANING	\$5,500.00		\$5,900.00	\$5,490.88	\$409.12	\$5,750.00	\$5,851.78	\$-101.78
MANAGEMENT FEE - STANDARD	\$11,880.00		\$11,232.00	\$11,160.00	\$72.00	\$10,800.00	\$10,547.88	\$252.12
POOL MAINTENANCE	\$5,000.00		\$6,000.00	\$4,716.19	\$1,283.81	\$6,000.00	\$0.00	\$6,000.00
PRINTING, PHOTOCOPYING and POSTAGE	\$3,000.00		\$2,750.00	\$3,009.20	\$-259.20	\$1,900.00	\$3,058.34	\$-1,158.34
REPAIRS & MAINTENANCE	\$8,800.00		\$9,000.00	\$8,869.10	\$130.90	\$9,500.00	\$8,912.00	\$588.00
STRATA HUB	\$330.00		\$462.00	\$462.00	\$0.00	\$0.00	\$0.00	\$0.00
TAX RETURN PREP AND LODGEMENT	\$250.00		\$201.82	\$225.00	\$-23.18	\$201.82	\$201.82	\$0.00
VALUATION	\$0.00		\$0.00	\$510.00	\$-510.00	\$0.00	\$0.00	\$0.00
WATER	\$10,000.00		\$12,000.00	\$9,513.79	\$2,486.21	\$11,000.00	\$11,043.60	\$-43.60
TOTAL ADMIN FUND	\$110,190.00		\$95,185.82	\$114,010.71	\$-18,824.89	\$89,707.82	\$83,920.12	\$5,787.70
ADD: ADMIN GST	\$11,019.00		\$9,518.58			\$8,970.78		

STSM Strata Management
Proposed Budget for Strata Plan 9020
132 LETHBRIDGE STREET PENRITH

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Aggregate Units of Entitlement (UOE) 49701	Proposed Budget (01/03/2024-28/02/2025)	Adjustment	Current Year (01/03/2023-29/02/2024)			Last Year (01/03/2022-28/02/2023)		
			Budget	Actual	Variance	Budget	Actual	Variance
Administrative Fund- <i>Contribution Schedule</i>								
TOTAL ADMIN BUDGET	\$121,209.00		\$104,704.40			\$98,678.60		

STSM Strata Management Proposed Budget for Strata Plan 9020

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Aggregate Units of Entitlement (UOE) 49701	Proposed Budget (01/03/2024-28/02/2025)	Adjustment	Current Year (01/03/2023-29/02/2024)			Last Year (01/03/2022-28/02/2023)		
			Budget	Actual	Variance	Budget	Actual	Variance
Capital Works Fund- <i>Contribution Schedule</i>								
ANTENNA	\$0.00		\$0.00	\$1,333.00	\$-1,333.00	\$0.00	\$0.00	\$0.00
CAPITAL WORKS FUND	\$30,000.00		\$30,000.00	\$9,189.06	\$20,810.94	\$32,752.29	\$5,952.86	\$26,799.43
FIRE COMPLIANCE	\$0.00		\$0.00	\$15,256.00	\$-15,256.00	\$0.00	\$1,209.42	\$-1,209.42
FIRE DOORS	\$0.00		\$0.00	\$36,981.82	\$-36,981.82	\$0.00	\$0.00	\$0.00
ROOFING WORKS	\$0.00		\$0.00	\$15,700.00	\$-15,700.00	\$0.00	\$1,500.00	\$-1,500.00
TREE REMOVAL	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$1,050.00	\$-1,050.00
TOTAL CAP. WORKS FUND	\$30,000.00		\$30,000.00	\$78,459.88	\$-48,459.88	\$32,752.29	\$9,712.28	\$23,040.01
ADD: CAP. WORKS GST	\$3,000.00		\$3,000.00			\$3,275.23		
TOTAL CAP. WORKS BUDGET	\$33,000.00		\$33,000.00			\$36,027.52		

STSM Strata Management
Proposed Budget for Strata Plan 9020
132 LETHBRIDGE STREET PENRITH

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Budget Summary (01/03/2024-28/02/2025)

	Proposed	1st Instalment 01/06/2024	2nd Instalment 01/09/2024	3rd Instalment 01/12/2024	4th Instalment 01/03/2025	TOTAL (01/03/2024-28/02/2025)
Administrative Fund	\$121,209.00	\$30,302.11	\$30,302.11	\$30,302.11	\$30,302.11	\$121,208.44
Capital Works Fund	\$33,000.00	\$8,250.04	\$8,250.04	\$8,250.04	\$8,250.04	\$33,000.16
Contribution Schedule Total	\$154,209.00	\$38,552.15	\$38,552.15	\$38,552.15	\$38,552.15	\$154,208.60
Amount to Collect	\$154,209.00	\$38,552.15	\$38,552.15	\$38,552.15	\$38,552.15	\$154,208.60

Disclaimer: There may be differences in calculated instalment amounts due to rounding to nearest \$0.05

STSM Strata Management Proposed Budget for Strata Plan 9020

132 LETHBRIDGE STREET PENRITH

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Owner Summary (01/03/2024-28/02/2025) - Contribution Schedule

Lot#	Unit#	UOE	Owner Name	1st Instalment 01/06/2024	2nd Instalment 01/09/2024	3rd Instalment 01/12/2024	4th Instalment 01/03/2025	TOTAL (01/03/2024-28/02/2025)
1*	1*	693	BRETT HANNAFORD					
			Admin	\$422.52	\$422.52	\$422.52	\$422.52	\$1,690.08
			Capital Works	\$115.03	\$115.03	\$115.03	\$115.03	\$460.12
			Owner Total	\$537.55	\$537.55	\$537.55	\$537.55	\$2,150.20
2*	2*	693	DANIEL EDWARD & RENAE CORRINE REGNER					
			Admin	\$422.52	\$422.52	\$422.52	\$422.52	\$1,690.08
			Capital Works	\$115.03	\$115.03	\$115.03	\$115.03	\$460.12
			Owner Total	\$537.55	\$537.55	\$537.55	\$537.55	\$2,150.20
3*	3*	693	COPHI PTY LTD					
			Admin	\$422.52	\$422.52	\$422.52	\$422.52	\$1,690.08
			Capital Works	\$115.03	\$115.03	\$115.03	\$115.03	\$460.12
			Owner Total	\$537.55	\$537.55	\$537.55	\$537.55	\$2,150.20
4*	4*	693	LINDA FRANCOVIC					
			Admin	\$422.52	\$422.52	\$422.52	\$422.52	\$1,690.08
			Capital Works	\$115.03	\$115.03	\$115.03	\$115.03	\$460.12
			Owner Total	\$537.55	\$537.55	\$537.55	\$537.55	\$2,150.20
5*	5*	693	JAYDEN SIMUNOVIC					
			Admin	\$422.52	\$422.52	\$422.52	\$422.52	\$1,690.08
			Capital Works	\$115.03	\$115.03	\$115.03	\$115.03	\$460.12
			Owner Total	\$537.55	\$537.55	\$537.55	\$537.55	\$2,150.20
6*	6*	693	CARL & SAMANTHA BENCE					
			Admin	\$422.52	\$422.52	\$422.52	\$422.52	\$1,690.08
			Capital Works	\$115.03	\$115.03	\$115.03	\$115.03	\$460.12
			Owner Total	\$537.55	\$537.55	\$537.55	\$537.55	\$2,150.20

Disclaimer: There may be differences in calculated instalment amounts due to rounding to nearest \$0.05