actlawsociety

The Law Society of the Australian Capital Territory: Contract for Sale

Schedule

Land	The unexpired term of the Lease	Unit	UP No.	Block	Section	Division/District
		69	13397	4	209	Gungahlin
		and known as 614/2 Gribble Street, Gungahlin ACT 2912				
Seller	Full name	Robert Bruce Mines and Lee-Anne Robyn Mines				
	ACN/ABN					
	Address	28 Balcombe Street, Jerrabomberra NSW 2619				
Seller Solicitor	Firm	Terracon Legal				
	Email	conveyancing@terraconlegal.com.au				
	Phone	02 6128 0755	Ref: Jordan Davis-Kimber			
	DX/Address	30 Bougainville Street, Griffith ACT 2603				
Stakeholder	Name	Hive Property (ACT) Pty Ltd				
Seller Agent	Firm	Hive Property				
	Email	anthony@hiveproperty.co				
	Phone	0439 282 508	Ref: Anthony Weston			
	DX/Address	Level 1, 4 Campion Street, Deakin ACT 2600				
Restriction on Transfer	*Mark as applicable*	☒ Nil	☐ section 370	☐ section 280	☐ section 306	☐ section 351
Land Rent	*Mark one*	☒ Non-Land Rent Lease	☐ Land Rent Lease			
Occupancy	*Mark one*	☒ Vacant possession	☐ Subject to tenancy			
Breach of covenant or unit articles	Description *(Insert other breaches)*	As disclosed in the Required Documents and this Contract for Sale (if any)				
Goods	Description	Fixed floor coverings, light fittings, window treatments, dishwasher, dryer as inspected				
Date for Registration of Units Plan		Not applicable				
Date for Completion		30 days from the Date of this Contract				
Electronic Transaction?		☐ No	☒ Yes, using Nominated ELN:	PEXA		
Land Tax to be adjusted?		☐ No	☒ Yes			
Residential Withholding Tax		New residential premises?		☒ No	☐ Yes	
		Potential residential land?		☒ No	☐ Yes	
		Buyer required to make a withholding payment?		☒ No	☐ Yes (insert details on p.3)	
Foreign Resident Withholding Tax		Relevant Price more than $750,000.00?		☐ No	☐ Yes	
		Clearance Certificates attached for all the Sellers?		☐ No	☐ Yes	

An agent may only complete the details in this black box and exchange this contract. See page 3 for more information.				
Buyer	Full name			
	ACN/ABN			
	Address			
Buyer Solicitor	Firm			
	Email			
	Phone		Ref	
	DX/Address			
Price	Price	$	(GST inclusive unless otherwise specified)	
	Less deposit	$	(10% of Price)	☐ Deposit by Instalments (clause 52 applies)
	Balance	$		
Date of this Contract				

Co-Ownership	*Mark one (show shares)*	☐ Joint tenants	☐ Tenants in common in the following shares:

Read This Before Signing: Before signing this Contract you should ensure that you understand your rights and obligations. You should read the important notes on page 3. You should get advice from your solicitor.

Seller signature	**Buyer signature**
Seller witness name and signature	Buyer witness name and signature

Seller Disclosure Documents

The following marked documents are attached and form part of this Contract. The Buyer acknowledges that by execution of this Contract the Buyer certifies in writing that the Buyer received the marked documents prior to entering into this Contract.

- ☐ Crown lease of the Land (including variations)
- ☒ Current certified extract from the land titles register showing all registered interests affecting the Property
- ☒ Deposited Plan for the Land
- ☒ Energy Efficiency Rating Statement
- ☒ Encumbrances shown on the land titles register (excluding any mortgage or other encumbrance to be discharged)
- ☐ If there is an encumbrance not shown on the land titles register — a statement about the encumbrance complying with the Civil Law (Sale of Residential Property) Regulations
- ☒ Lease Conveyancing Inquiry Documents for the Property
- ☐ Building Conveyancing Inquiry Document (except if:
  - the Property is a Class A Unit
  - the residence on the Property has not previously been occupied or sold as a dwelling; or
  - this Contract is an "off-the-plan purchase")
- ☐ Building and Compliance Inspection Report(s) (except if section 9(2)(a)(ii) or section 9(2)(a)(iii) of the Sale of Residential Property Act applies).
- ☐ Pest information (except if the property is a Class A Unit or is a residence that has never been occupied): Pest Inspection Report(s).
- ☐ Regulated Swimming Pool documentation required under section 9 (1)(ja) of the Sale of Residential Property Act (on and from 1 May 2024).

If the Property is off-the-plan:

- ☐ Proposed plan
- ☐ Inclusions list

If the Property is a Unit where the Units Plan is not registered:

- ☐ Inclusions list
- ☐ Disclosure Statement

If the Property is a Unit where the Units Plan is registered:

- ☒ Units Plan concerning the Property
- ☒ Current certified extract from the land titles register showing all registered interests affecting the Common Property
- ☒ Unit Title Certificate
- ☒ Registered variations to rules of the Owners Corporation
- ☐ (If the Unit is an Adaptable Housing Dwelling) drawings and plans demonstrating compliance with Australian Standard AS 4299-1995 (Adaptable Housing) as in force from time to time
- ☐ (If the Owners Corporation is a party to a Building Management Statement) Building Management Statement

If the Property is a Lot that is part of a Community Title Scheme:

- ☐ Section 67 Statement, as first or top sheet
- ☐ Community Title Master Plan
- ☐ Community Title Management Statement

If the Property is a Lot that will form part of a Community Title Scheme:

- ☐ Proposed Community Title Master Plan or sketch plan
- ☐ Proposed Community Title Management Statement

GST

- ☐ Not applicable
- ☐ Input taxed supply of residential premises
- ☐ Taxable supply (including new residential premises)
- ☐ GST-free supply of going concern
- ☐ Margin scheme applies

Tenancy

- ☐ Tenancy Agreement
- ☐ No written Tenancy Agreement exists

Invoices

- ☐ Building and Compliance Inspection Report
- ☐ Pest Inspection Report

Asbestos

- ☒ Asbestos Advice
- ☐ Current Asbestos Assessment Report

Damages for delay in Completion – applicable interest rate and legal costs and disbursements amount (see clause 22)

Interest rate if the defaulting party is the Seller	0% per annum
Interest rate if the defaulting party is the Buyer	10% per annum
Amount to be applied towards legal costs and disbursements incurred by the party not at fault	$660.00(GST inclusive)

Tenancy Summary

Premises		Expiry date	
Tenant name		Rent	
Commencement date		Rent review date	
Term		Rent review mechanism	

Managing Agent Details for Owners Corporation or Community Title Scheme (if no managing agent, secretary)

Name		Phone	
Address			

RW Amount

(residential withholding payment) — further details

The supplier will frequently be the Seller. However, sometimes further information will be required as to which entity is liable for GST (eg if the Seller is part of a GST group, where the GST representative has the GST liability). If more than one supplier, provide details for each supplier.

Supplier	Name			
	ABN		Phone	
	Business address			
	Email			
Residential Withholding Tax	Supplier's portion of the RW Amount:			$
	RW Percentage:			%
	RW Amount (ie the amount that the Buyer is required to pay to the ATO):			$
	Is any of the consideration not expressed as an amount in money?			☐ No ☐ Yes
	If 'Yes', the GST inclusive market value of the non-monetary consideration:			$
	Other details (including those required by regulation or the ATO forms):			

Cooling Off Period

(for residential property only)

1 The Buyer may rescind this Contract at any time before 5pm on the 5th Business Day after the day this Contract is made except if any circumstance in paragraph 2 applies.

2 There is no cooling off period if:

- the Buyer is a corporation; or
- the Property is sold by tender; or
- the Property is sold by auction; or
- before signing this Contract, the Buyer gives the Seller a certificate in the form required by the Sale of Residential Property Act signed by the Buyer Solicitor; or
- this Contract is made on the same day the Property was offered for sale by auction but passed in and the Buyer was recorded in the bidders record as a bidder or a person for whom a bidder was bidding.

3 A Buyer exercising the cooling off right by rescinding this Contract forfeits 0.25% of the Price. The Seller is entitled to recover the amount forfeited from the Deposit and the Buyer is entitled to a refund of any balance.

Unit 602 Gribble Street
Block 4 Section 205 Gungahlin
614/2 Gribble Street, Gungahlin ACT
2012

Warnings

1 The Lease may be affected by the *Residential Tenancies Act 1997* (ACT) or the *Leases (Commercial & Retail) Act 2001* (ACT).

2 If a consent to transfer is required by law, see clause 4 as to the obligations of the parties.

3 As some risks associated with the Property pass from the Seller to Buyer on the Date of this Contract, (except if the Property is a Unit) the Buyer should take out insurance on the Property on the Date of this Contract.

4 The Buyer will usually have to pay stamp duty on the purchase of the Land. The Buyer may incur penalties if the Buyer does not pay the stamp duty within the required time.

5 There are serious risks to a Buyer releasing the Deposit before Completion. The Buyer should take legal advice before agreeing to release the Deposit.

6 The Buyer should consider the application of the Territory Plan and other planning and heritage issues before signing this Contract.

7 If the Lease is a concessional lease then restrictions on transfer and other dealings may apply.

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Disputes

If there is a dispute, the Law Society encourages the use of informal procedures such as negotiation, independent expert appraisal or mediation to resolve the dispute.

Exchange of Contract

1 An Agent, authorised by the Seller, may:

- insert:
  - the name and address of, and contact details for, the Buyer;
  - the name and address of, and contact details for, the Buyer Solicitor;
  - the Price;
  - the Date of this Contract,
- insert in, or delete from, the Goods; and
- exchange this Contract.

2 An Agent must not otherwise insert, delete or amend this Contract.

3 **The Agent must not exchange this Contract unless expressly authorised by the Seller or (if a solicitor is acting for the Seller) by the Seller or the Seller Solicitor.**

The Seller agrees to sell and the Buyer agrees to buy the Property for the Price on these terms:

1. Definitions and interpretation

1.1 Definitions appear in the Schedule and as follows:

Affecting Interests means any mortgage, encumbrance, lease, lien, charge, notice, order, caveat, writ, or other interest;

Adaptable Housing Dwelling has the meaning in the Sale of Residential Property Act;

Agent has the meaning in the Sale of Residential Property Act;

ATO means the Australian Taxation Office, and includes the Commissioner for Taxation;

Balance of the Price means the Price less the Deposit;

Breach of Covenant means:

- a Development not approved under the Planning Act including a development for which design and siting approval has not been obtained;
- a breach of the Building and Development Provision;
- a breach of any obligation of the Seller in a registered restrictive covenant affecting the Lease;
- a breach of any other term of the Lease;
- a breach of the articles of the Owners Corporation (if the Property is a Unit); or
- an Unapproved Structure;

Building Act means the *Building Act 2004* (ACT);

Building and Development Provision has the meaning in the Planning Act;

Building Conveyancing Inquiry Document has the meaning in the Sale of Residential Property Act;

Building and Compliance Inspection Report has the meaning in the Sale of Residential Property Act;

Building Management Statement has the meaning in the Land Titles Act;

Business Day means any day other than a Saturday, Sunday, public holiday or bank holiday in the Australian Capital Territory;

Class A Unit has the meaning in the Sale of Residential Property Act;

Common Property for a Unit has the meaning in the Unit Titles Act;

Common Property for a Lot that forms part of a Community Title Scheme has the meaning in the Community Title Act;

Community Title Act means the *Community Title Act 2001* (ACT);

Community Title Body Corporate means the entity referred to as such in the Community Title Act;

Community Title Management Statement has the meaning in the Community Title Act;

Community Title Master Plan has the meaning in the Community Title Act;

Community Title Scheme has the meaning in the Community Title Act;

Completion means the time at which this Contract is completed and **Completed** has a corresponding meaning;

Compliance Certificate means a certificate issued for the Lease under section 296 of the *Planning and Development Act* 2007,Division 10.12.2 of the Planning Act or under section 28 of the *City Area Leases Act 1936* or under section 180 of the Land Act;

Covenant includes a restrictive covenant;

Unit 69 2 Gribble Street Block 4 Section 20 Gungahlin ACT 2912 Gribble Street Gungahlin ACT 61472

Default Notice means a notice in accordance with clause 18.5 and clause;18.6

Default Rules has the meaning in the Unit Titles Management Act;

Deposit means the deposit forming part of the Price;

Developer in respect of a Lot has the meaning in the Community Title Act;

Developer Control Period has the meaning in the Unit Titles Management Act;

Development has the meaning in the Planning Act;

Development Statement has the meaning in the Unit Titles Act;

Disclosure Statement has the meaning in the Property Act;

Disclosure Update Notice has the meaning in section 260(2) of the Property Act;

Encumbrance has the meaning in the Sale of Residential Property Act but excludes a mortgage;

Energy Efficiency Rating Statement has the meaning in the Sale of Residential Property Act;

Excluded Change has the meaning in section 259A(4) of the Property Act;

General Fund Contribution has the meaning in section 78(1) of the Unit Titles Management Act;

GST has the meaning in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth);

GST Rate means the prevailing rate of GST specified as a percentage;

Improvements means the buildings, structures and fixtures erected on and forming part of the Land;

Income includes the rents and profits derived from the Property;

Land Act means the *Land (Planning & Environment) Act 1991* (ACT);

Land Charges means rates, land rent, land tax and other taxes and outgoings of a periodic nature in respect of the Property;

Land Rent Act means the *Land Rent Act 2008* (ACT);

Land Rent Lease means a Lease that is subject to the Land Rent Act;

Land Titles Act means the *Land Titles Act 1925* (ACT);

Lease means the lease of the Land having the meaning in the Planning Act;

Lease Conveyancing Inquiry Document has the meaning in the Sale of Residential Property Act;

Legislation Act means the *Legislation Act 2001*;

Liability of the Owners Corporation means any actual or contingent liability of the Owners Corporation attributable to the Unit on a Unit Entitlement basis (other than normal operating expenses) or expenditure to be made by the Owners Corporation to fulfil its obligations under the Unit Titles Management Act;

Lot has the meaning in the Community Title Act;

Non-Land Rent Lease means a Lease that is not subject to the Land Rent Act;

Notice to Complete means a notice in accordance with clause 18.1 and clause 18.2 requiring a party to complete;

Owners Corporation means the Owners Corporation for the Unit constituted or to be constituted under the Unit Titles Management Act following registration of the Units Plan;

Pest Inspection Report has the meaning in the Sale of Residential Property Act;

Pest Treatment Certificate has the meaning in the Sale of Residential Property Act;

Planning Act means the *Planning Act 2023* (ACT);

Planning and Land Authority has the meaning in the Legislation Act;

Prescribed Building has the meaning in the Building Act;

Prescribed Terms has the meaning in the Residential Tenancies Act;

Property means the unexpired term of the Lease, the Improvements and the Goods, or (if the Land is a Unit) the unexpired term of the Unit Lease, the Improvements and the Goods;

Property Act means *Civil Law (Property) Act 2006* (ACT);

Required Documents has the meaning in the Sale of Residential Property Act and includes a Unit Title Certificate but excludes a copy of this Contract;

Rescission Notice has the meaning in the Sale of Residential Property Act;

Residential Tenancies Act means the *Residential Tenancies Act 1997* (ACT);

Sale of Residential Property Act means the *Civil Law (Sale of Residential Property) Act 2003* (ACT);

Unit 2 Gribble Street Block 1 Section 203 Gribble Street Curtin ACT 2605

Section 56 Certificate means a certificate for a Lot issued under section 56 of the Community Title Act;

Section 67 Statement means a statement for a Lot complying with section 67(2)-(4) of the Community Title Act;

Service includes air, communication, drainage, electricity, garbage, gas, oil, radio, sewerage, telephone, television, or water service;

Staged Development has the meaning given by section 17(4) of the Unit Titles Act;

Tenancy Agreement includes a lease for any term and whether for residential purposes or otherwise;

Unapproved Structure has the meaning in the Sale of Residential Property Act;

Unit means the Unit referred to in the Schedule and which has the meaning in the Unit Titles Act;

Unit Entitlement for the Unit has the meaning in the Unit Titles Act;

Unit Title is the Lease together with the rights of the registered lessee of the Unit;

Unit Title Certificate means a certificate for the Unit issued under section 119 of the Unit Titles Management Act;

Unit Titles Act means the *Unit Titles Act 2001* (ACT);

Unit Titles Management Act means the *Unit Titles (Management) Act 2011* (ACT);

Units Plan means all the documents relating to the subdivision of the Land registered as the Units Plan for the Unit under the *Land Titles (Unit Titles) Act 1970;* and

Withholding Law means Subdivision 14 of Schedule 1 of the *Taxation Administration Act 1953* (Cth) and associated provisions.

1.2 In this Contract:

- a reference to the Seller or to the Buyer includes the executors, administrators and permitted assigns of any of them, if an individual, and the successors or permitted assigns of any of them, if a corporation;
- the singular includes the plural, and the plural includes the singular;
- a reference to a person includes a body corporate;
- a term not otherwise defined has the meaning in the Legislation Act; and
- a reference to an Act includes a reference to any subordinate legislation made under it or any Act which replaces it.

1.3 Headings are inserted for convenience only and are not part of this Contract.

1.4 If the time for something to be done or to happen is not a Business Day, the time is extended to the next Business Day, except in the case of clause 2.1.

1.5 A reference to "this Contract" extends to the Schedule, any annexure, additional clauses and attachments forming part of this Contract.

1.6 If there is more than one buyer or more than one seller the obligations which they undertake bind them jointly and individually.

1.7 Where the Buyer consists of more than one person, as between themselves, they agree to buy the Property in the specified manner of Co-ownership or if one alternative is not marked, as joint tenants.

1.8 Without limiting clause 13, the parties agree that for the purposes of the *Electronic Transactions Act 2001* (ACT) and the Electronic Transactions Act 1999 (Cth), this Contract may be signed and/or exchanged electronically.

2. Terms of payment

2.1 The Buyer must pay the Deposit on the Date of this Contract, to the Stakeholder or, if no Stakeholder is named, then to the Seller.

2.2 The Deposit becomes the Seller's property on Completion.

2.3 The Deposit may be paid by cheque or in cash (up to $3,000.00) but if it is not paid on time or, if it is paid by cheque which is not honoured on first presentation, the Buyer is in default.

2.4 If the Buyer is in default under clause 2.3, then immediately and without the notice otherwise necessary under clause 18, clause 19 applies.

2.5 On Completion the Buyer must give the Seller an authority directing the Stakeholder to account to the Seller for the Deposit.

2.6 On Completion the Buyer must pay to the Seller in Canberra the Balance of the Price by unendorsed bank cheque, or in cash (up to $200.00).

2.7 Any money payable to the Seller by the Buyer or the Stakeholder must be paid to the Seller or as the Seller Solicitor directs in writing and payment in accordance with that direction will be sufficient discharge to the person paying.

2.8 Completion must take place on the Date for Completion or as otherwise determined by this Contract and if not specified or determined, within a reasonable time.

Block 2 Gribble Street
Block 4 Section 209 Gungahlin ACT
2912 Gribble Street Gungahlin ACT

3. Title to the Lease

3.1 The Lease is or will before Completion be granted under the Planning Act.

3.2 The Lease is transferred subject to its provisions.

3.3 The title to the Lease is or will before Completion be registered under the Land Titles Act.

3.4 The title to the Lease must be transferred free from all Affecting Interests except as otherwise provided.

3.5 The Buyer cannot insist on any Affecting Interests being removed from the title to the Lease before Completion provided, on Completion, the Seller gives the Buyer any documents and registration fees necessary to remove the Affecting Interests.

4. Restrictions on transfer

4.1 The Lease is not subject to any restrictions on transfer other than any Restriction on Transfer.

4.2 If the Lease is subject to a Restriction on Transfer under the Planning Act due to non-compliance with the Building and Development Provision then this Contract is subject to the grant of the approval referred to in section 370 of the Planning Act. A Restriction on Transfer referring to "section 370" refers to this restriction.

4.3 If the Lease is a lease of the type referred to in section 279 of the Planning Act then this Contract is subject to the approval in accordance with the Planning Act. A Restriction on Transfer referring to "section 280" refers to this restriction.

4.3A If the Lease is subject to a Restriction on Transfer under section 306 of the Planning Act, then this Contract is subject to the grant of the approval mentioned in sections 306 and 307 of the Planning Act. A Restriction on Transfer referring to "section 306" refers to this restriction.

4.3B If the Lease is subject to a Restriction on Transfer under section 351 of the Planning Act, then this Contract is subject to the grant of the approval mentioned in section 351 of the Planning Act. A Restriction on Transfer referring to "section 351" refers to this restriction.

4.4 Immediately after the Date of this Contract the Seller must do everything reasonably necessary to remove the restriction or obtain the consent required. If requested in writing, the Buyer must join in any application of the Seller and must do everything reasonably necessary to enable the Seller to obtain the consent. The Seller must pay all associated fees in connection with the application.

4.5 If the consent referred to in clauses 4.2, 4.3, 4.3A or 4.3B is not granted by the Date for Completion then either party may rescind this Contract (provided that the party seeking to rescind is not then in default) and clause 21 applies.

5. Particulars of title and submission of transfer

5.1 Unless clause 5.3 applies the Seller need not provide particulars of title.

5.2 No later than 7 days before the Date for Completion, the Buyer must give the Seller a transfer of the Lease in the form prescribed by the Land Titles Act, to be returned by the Seller to the Buyer on Completion in registrable form.

5.3 If the Seller is not the registered proprietor of the Lease at the Date of this Contract, the Seller must give to the Buyer no later than 14 days before the Date for Completion a copy of the instrument and any other documents necessary to enable the Seller to be registered as proprietor.

6. Buyer rights and limitations

6.1 If the Buyer establishes before Completion that except as disclosed in this Contract there is any Unapproved Structure on the Property, then the Buyer may:

6.1.1 require the Seller to arrange for the Unapproved Structure to be approved before Completion; and

6.1.2 if the Unapproved Structure is not approved before Completion, rescind or complete and sue the Seller for damages.

6.2 If the Buyer establishes, immediately before Completion, that, except as disclosed in this Contract:

6.2.1 the Property is subject to an encumbrance other than the encumbrances shown on the title to the Lease; or

6.2.2 the Buyer is not entitled to vacant possession,

then the Buyer may either:

6.2.3 rescind; or

6.2.4 complete and sue the Seller for damages.

6.3 The Buyer is not entitled to make any requisitions on the title to the Property.

6.4 The Buyer cannot make a claim or objection or rescind or terminate in respect of:

6.4.1 a Service for the Property being a joint service or passing through another property, or any Service for another property passing through the Property;

6.4.2 a wall being or not being a party wall or the Property being affected by an

Unit 2 9 Gribble St Braddon ACT
Block 4 Section 20 Gribble Street, Canberra ACT
2612 Australia

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easement for support or not having the benefit of an easement for support;

6.4.3 any change in the Property due to fair wear and tear before Completion;

6.4.4 a promise, representation or statement about this Contract, the Property or the Lease, not made in this Contract;

6.4.5 any Breach of Covenant described in the Schedule or disclosed elsewhere in this Contract;

6.4.6 the ownership or location of any dividing fence;

6.4.7 the ownership of any fuel storage tank; and

6.4.8 anything disclosed in this Contract (except an Affecting Interest).

7. Seller warranties

7.1 The Seller warrants that at the Date of this Contract:

7.1.1 the Seller will be able to complete at Completion;

7.1.2 the Seller has no knowledge of any unsatisfied judgment, order or writ affecting the Property;

7.1.3 the Seller has no knowledge of any current or threatened claims, notices or proceedings that may lead to a judgment, order or writ affecting the Property; and

7.1.4 the Seller is not aware of any material change in the matters disclosed in the Required Documents.

7.2 The Seller warrants that on Completion:

7.2.1 the Seller will be or will be able to be the registered proprietor of the Lease and will own the rest of the Property free from any Affecting Interests;

7.2.2 the Seller will have the capacity to complete;

7.2.3 there will be no unsatisfied judgment, order or writ affecting the Property;

7.2.4 the Seller has no knowledge of any current or threatened claims, notices or proceedings that may lead to a judgment, order or writ affecting the Property;

7.2.5 the Seller is not aware of any encroachments by or upon the Property except as disclosed. This warranty does not extend to the location of any dividing fence;

7.2.6 there will be no Breach of Covenant except as disclosed in this Contract; and

7.2.7 unless disclosed in the Schedule or elsewhere in this Contract, the Lease is a Non-Land Rent Lease and not a Land Rent Lease.

7.3 The Seller gives no warranties as to the present state of repair of any of the Improvements or condition of the Land, except as required by law.

8. Adjustments

8.1 The Seller is entitled to the Income and is liable for all Land Charges up to and including Completion after which the Buyer will be entitled to the Income and liable for the Land Charges, provided the Seller will be liable for all land tax in respect of the Property if the 'Land Tax to be adjusted?' option on the Schedule is marked 'No'.

8.2 The parties must pay any adjustment of the Income and Land Charges calculated under clause 8.1 on Completion.

8.3 Any concessional Land Charges must be adjusted on the concessional amount of those Land Charges.

8.4 If any of the Land Charges have not been assessed on Completion, the Buyer will be entitled to retain in the Buyer Solicitor trust account from the Balance of the Price an amount sufficient to pay the Seller's proportion of those Land Charges.

8.5 Attached are copies of the relevant invoices for the cost of obtaining the Building and Compliance Inspection Report and Pest Inspection Report. The Buyer must pay to the Seller the cost of obtaining the Building and Compliance Inspection Report and the Pest Inspection Report as required by section 18 of the Sale of Residential Property Act on Completion.

9. Terms of possession

9.1 The Seller must give the Buyer vacant possession of the Property on Completion unless otherwise marked in the Schedule.

9.2 If the Property is sold subject to a tenancy, the Seller has:

9.2.1 attached to this Contract a copy of the signed Tenancy Agreement; or

9.2.2 completed the tenancy summary on page 2 of this Contract.

9.3 If the Property is sold subject to a tenancy:

9.3.1 the Seller warrants that except as disclosed in this Contract:

(a) if applicable, the rental bond has been provided in accordance with the Residential Tenancies Act;

(b) if applicable, the Seller has complied with the Residential Tenancies Act;

Unit 69 2 Gribble Street Bruce ACT 2617 Section 209 Graduation 2617

(c) if applicable, the Seller has no notice of any application by the tenant for the release of the rental bond;

(d) no notices relating to the tenancy have been served on the Seller or any agent of the Seller or on the tenant other than as disclosed in this Contract and there are no outstanding claims or disputes with the tenant;

(e) there is no unremedied breach of the Tenancy Agreement by the tenant or the Seller; and

(f) if applicable, the Tenancy Agreement incorporates:

(i) the Prescribed Terms; and

(ii) any other terms approved by the Residential Tenancies Tribunal.

9.3.2 The Seller must hand to the Buyer on Completion:

(a) any written Tenancy Agreement to which this Contract is subject;

(b) a notice of attornment;

(c) if applicable, any notice required to be signed by the Seller to transfer the rental bond by the Office of Rental Bonds to the Buyer; and

(d) if applicable, any other notice required to be signed by the Seller under the Residential Tenancies Act.

9.3.3 The Buyer indemnifies the Seller in relation to any liability which the Seller incurs or to which the Seller is subject under the tenancy because of matters occurring after Completion.

10. Inspection and condition of Property

10.1 The Buyer may on reasonable notice to the Seller and at reasonable times inspect the Property before Completion.

10.2 The Seller must leave the Property clean and tidy on Completion.

11. Inspection of building file

11.1 The Seller must, if requested by the Buyer, give to the Buyer all authorities necessary to enable the Buyer (or Buyer's nominee) to inspect and obtain at the Buyer's expense, copies of:

11.1.1 any document in relation to the Land and Improvements held by any government or statutory authority; and

11.1.2 any notices issued by any authority in relation to the Land and Improvements.

12. Additional Seller obligations

12.1 Except for any Breach of Covenant disclosed in this Contract, the Seller must before Completion:

12.1.1 comply with any notice issued by any authority before the Date of this Contract which requires work to be done or money to be spent on or in relation to the Property or the Lease;

12.1.2 obtain approval for any Development conducted on the Land;

12.1.3 comply with the Lease to the extent to which the Seller is required to comply up to Completion;

12.1.4 comply with any obligations on the Seller in a registered restrictive covenant affecting the Lease; and

12.1.5 give the Buyer notice of any material change (other than fair wear and tear) the Seller becomes aware of in the matters disclosed in the Required Documents, since the date of each of the relevant Required Documents.

13. Electronic transaction

13.1 In this clause 13, the following words mean:

Adjustment Figures mean details of the adjustments to be made to the Price under this Contract;

Completion Time means the time of day on the Date for Completion when the Electronic Transaction is to be Completed;

Conveyancing Transaction has the meaning given in the Participation Rules;

Digitally Signed has the meaning given in the Participation Rules and **Digitally Sign** has a corresponding meaning;

Discharging Mortgagee means any discharging mortgagee, chargee, covenant chargee or caveator whose provision of a Digitally Signed discharge of mortgage, discharge of charge or withdrawal of caveat is required in order for unencumbered title to the Lease to be transferred to the Buyer;

ECNL means the *Electronic Conveyancing National Law (ACT) Act 2020* (ACT);

Effective Date means the date on which the Conveyancing Transaction is agreed to be an Electronic Transaction under clause 13.2.2 or, if clause 13.2.1 applies, the Date of this Contract;

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Electronic Document means a caveat, a Crown lease or an instrument as defined in the Land Titles Act which may be created and Digitally Signed in an Electronic Workspace;

Electronic Transaction means a Conveyancing Transaction to be conducted for the parties by their legal representatives as Subscribers using an ELN and in accordance with the ECNL and the Participation Rules;

Electronic Transfer means a transfer of the Lease under the Land Titles Act to be prepared and Digitally Signed in the Electronic Workspace established for the purposes of the parties' Conveyancing Transaction;

Electronic Workspace has the meaning given in the Participation Rules;

Electronically Tradeable means a land title dealing that can be lodged electronically;

ELN has the meaning given in the Participation Rules;

FRCGW Remittance means a remittance which the Buyer must make in accordance with the Withholding Law and clauses 51.4 to 51.8;

GSTRW Payment means a payment which the Buyer must make in accordance with the Withholding Law and clauses 53.5 to 53.9;

Incoming Mortgagee means any mortgagee who is to provide finance to the Buyer on the security of the Lease and to enable the Buyer to pay the whole or part of the price;

Land Registry has the meaning given in the Participation Rules;

Lodgment Case has the meaning given in the Participation Rules;

Mortgagee Details mean the details which a party to the Electronic Transaction must provide about any Discharging Mortgagee of the Land as at Completion;

Nominated ELN means the ELN specified in the Schedule;

Participation Rules mean the participation rules as determined by the ECNL;

Populate means to complete data fields in the Electronic Workspace;

Prescribed Requirement has the meaning given in the Participation Rules;

Subscribers has the meaning given in the Participation Rules; and

Title Data means the details of the title to the Lease made available to the Electronic Workspace by the Land Registry.

13.2 This Conveyancing Transaction is to be conducted as an Electronic Transaction and this Contract is amended as required if:

13.2.1 this Contract says that it is an Electronic Transaction; or

13.2.2 the parties otherwise agree that it is to be conducted as an Electronic Transaction.

13.3 However, this Conveyancing Transaction is not to be conducted as an Electronic Transaction:

13.3.1 if the title to the Lease is not Electronically Tradeable or the transfer of the Lease is not eligible be lodged electronically; or

13.3.2 if, at any time after the Effective Date, but at least 14 days before the Date for Completion, a party serves a notice on the other party stating a valid reason why it cannot be conducted as an Electronic Transaction.

13.4 If, because of clause 13.3.2, this Conveyancing Transaction is not to be conducted as an Electronic Transaction:

13.4.1 each party must:

(a) bear equally any disbursements or fees; and

(b) otherwise bear that party's own costs;

incurred because this Conveyancing Transaction was to be conducted as an Electronic Transaction; and

13.4.2 if a party has paid all of a disbursement or fee which by reason of this clause, is to be borne equally by the parties, that amount must be adjusted on Completion.

13.5 If this Conveyancing Transaction is to be conducted as an Electronic Transaction:

13.5.1 to the extent that any other provision of this Contract is inconsistent with this clause, the provisions of this clause prevail and this Contract is amended to give full effect to the Electronic Transaction;

13.5.2 without limiting clause 13.5.1, clause 5.2 does not apply;

13.5.3 the parties must conduct the Electronic Transaction:

(a) in accordance with the Participation Rules and the ECNL; and

(b) using the Nominated ELN, unless the parties otherwise agree;

13.5.4 a party must pay the fees and charges payable by that party to the ELN and the

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Land Registry as a result of this transaction being an Electronic Transaction; and

13.5.5 a document which is an Electronic Document is served as soon as it is first Digitally Signed in the Electronic Workspace on behalf of the party required to serve it.

13.6 The Seller must within 7 days of the Effective Date:

13.6.1 create an Electronic Workspace;

13.6.2 Populate the Electronic Workspace with Title Data, the Date for Completion and, if applicable, Mortgagee Details; and

13.6.3 invite the Buyer and any Discharging Mortgagee to the Electronic Workspace.

13.7 If the Seller has not created an Electronic Workspace in accordance with clause 13.6, the Buyer may create an Electronic Workspace. If the Buyer creates the Electronic Workspace the Buyer must:

13.7.1 Populate the Electronic Workspace with Title Data;

13.7.2 create and Populate the Electronic Transfer;

13.7.3 Populate the Electronic Workspace with the Date for Completion and a nominated Completion Time; and

13.7.4 invite the Seller and any Incoming Mortgagee to join the Electronic Workspace.

13.8 Within 7 days of receiving an invitation from the Seller to join the Electronic Workspace, the Buyer must:

13.8.1 join the Electronic Workspace;

13.8.2 create and Populate the Electronic Transfer;

13.8.3 invite any Incoming Mortgagee to join the Electronic Workspace; and

13.8.4 Populate the Electronic Workspace with a nominated Completion Time.

13.9 If the Buyer has created the Electronic Workspace the Seller must within 7 days of being invited to the Electronic Workspace:

13.9.1 join the Electronic Workspace;

13.9.2 Populate the Electronic Workspace with Mortgagee Details, if applicable; and

13.9.3 invite any Discharging Mortgagee to join the Electronic Workspace.

13.10 To complete the financial settlement schedule in the Electronic Workspace:

13.10.1 the Seller must provide the Buyer with Adjustment Figures at least 2 Business Days before the Date for Completion;

13.10.2 the Buyer must confirm the Adjustment Figures at least 1 Business Day before the Date for Completion; and

13.10.3 if the Buyer must make a GSTRW Payment and / or an FRCGW Remittance, the Buyer must Populate the Electronic Workspace with the payment details for the GSTRW Payment or FRCGW Remittance payable to the ATO at least 2 Business Days before the Date for Completion.

13.11 Before Completion, the parties must ensure that:

13.11.1 all Electronic Documents which a party must Digitally Sign to complete the Electronic Transaction are Populated and Digitally Signed;

13.11.2 all certifications required by the ECNL are properly given; and

13.11.3 they do everything else in the Electronic Workspace which that party must do to enable the Electronic Transaction to proceed to Completion.

13.12 If Completion takes place in the Electronic Workspace:

13.12.1 payment electronically on Completion of the Balance of the Price in accordance with clause 2.6 is taken to be payment by a single unendorsed bank cheque; and

13.12.2 clauses 51.4.3, 51.4.4, 53.8 and 53.9 do not apply.

13.13 If the computer systems of any of the Land Registry, the ELN, the ATO or the Reserve Bank of Australia are inoperative for any reason at the Completion Time agreed by the parties, a failure to complete this Contract for that reason is not a default under this Contract on the part of either party.

13.14 If the computer systems of the Land Registry are inoperative for any reason at the Completion Time agreed by the parties, and the parties agree that financial settlement is to occur despite this, then on financial settlement occurring:

13.14.1 all Electronic Documents Digitally Signed by the Seller, any discharge of mortgage, withdrawal of caveat or other Electronic Document forming part of the Lodgment Case for the Electronic Transaction shall be taken to have been unconditionally and irrevocably delivered to the Buyer or

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the Buyer's mortgagee at the time of financial settlement; and

13.14.2 the Seller shall be taken to have no legal or equitable interest in the Property.

13.15 If the parties do not agree about the delivery before Completion of one or more documents or things that cannot be delivered through the Electronic Workspace, the party required to deliver the documents or things:

13.15.1 holds them on Completion in escrow for the benefit of the other party; and

13.15.2 must immediately after Completion deliver the documents or things to, or as directed by the party entitled to them.

14. Off the plan purchase and Compliance Certificate

14.1 If the Lease contains a Building and Development Provision which has not been complied with at the Date of this Contract, and clause 4.2 does not apply:

14.1.1 where the Seller is obliged to construct Improvements by Completion, before the Date for Completion, the Seller must at the Seller's expense complete the construction of the Improvements promptly and in a good and workmanlike manner substantially in accordance with the proposed plan, specifications and inclusions list attached; and

14.1.2 on or before Completion, the Seller must at the Seller's expense give to the Buyer evidence that a Compliance Certificate has been obtained.

15. Goods

15.1 The Seller gives no warranties as to the present state of repair of any of the Goods except as required by law.

15.2 The Goods are included in the Price.

15.3 The Seller warrants that the Goods are unencumbered and that the Seller has the right to sell them.

15.4 The Goods become the Buyer's property on Completion.

15.5 Except for fair wear and tear, the Seller must give the Goods to the Buyer on Completion in the same state of repair they are in at the Date of this Contract.

16. Errors and misdescriptions

16.1 If, before Completion, the Buyer becomes aware of an error in the description of the Property the Buyer may:

16.1.1 identify whether the error is material or not material, and ask the Seller to arrange for the error to be corrected before Completion; and

16.1.2 if the error is not corrected before Completion:

(a) for an error that is material — rescind this Contract, or complete this Contract and make a claim for compensation; and

(b) for an error that is not material — complete this Contract and make a claim for compensation.

16.2 This clause applies even if the Buyer did not take notice of or rely on anything in this Contract containing or giving rise to the error or misdescription.

16.3 The Buyer is not entitled to compensation to the extent the Buyer knew the true position before the Date of this Contract.

17. Compensation claims by Buyer

17.1 To make a claim for compensation (including a claim under clause 16) the Buyer must give notice to the Seller before Completion specifying the amount claimed and:

17.1.1 the Seller can rescind if in the case of a claim that is not a claim for delay:

(a) the total amount claimed exceeds 5% of the Price;

(b) the Seller gives notice to the Buyer of an intention to rescind; and

(c) the Buyer does not give notice to the Seller waiving the claim within 14 days after receiving the notice; and

17.1.2 if the Seller does not rescind under clause 17.1.1, the parties must complete and:

(a) the lesser of the total amount claimed and 5% of the Price must be paid out of the Price to, and held by, the Stakeholder until the claim is finalised or lapses;

(b) the amount held is to be invested by the Stakeholder (at the risk of the party who becomes entitled to it) with an Australian bank in an interest-bearing account at call in the name of

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the Stakeholder in trust for the Seller and the Buyer;

(c) the claim must be finalised by an arbitrator appointed by the parties or, if an appointment is not made within 28 days of Completion, by an arbitrator appointed by the President of the Law Society of the Australian Capital Territory at the request of a party;

(d) the decision of the arbitrator is final and binding;

(e) the costs of the arbitration must be shared equally by the parties unless otherwise determined by the arbitrator. For clarity, the arbitrator has the power to award indemnity costs on a legal basis against either party;

(f) the Buyer is not entitled, in respect of the claim, to more than the total amount claimed and the costs of the Buyer;

(g) interest on the amount held, after deduction of all taxes and bank charges, Stakeholder administration fee and other similar charges and expenses, must be paid to the parties equally or as otherwise determined by the arbitrator; and

(h) the claim lapses if the parties do not appoint an arbitrator and neither party asks the President of the Law Society of the Australian Capital Territory to appoint an arbitrator within 90 days after Completion and the amount held by the Stakeholder must be paid immediately to the Seller without any further authority being necessary.

18. Notice to Complete and Default Notice

18.1 If Completion does not take place in accordance with clause 2.8, either party may, at any time after the Date for Completion, serve the other party a Notice to Complete.

18.2 A Notice to Complete must appoint a time during business hours and a date being not less than 14* days after service of the Notice to Complete (excluding the date of service) by which and a place in Canberra at which to complete this Contract.

18.3 At the time the Notice to Complete is served the party serving the Notice to Complete must:

18.3.1 not be in default; and

18.3.2 be ready willing and able to complete but for some default or omission of the other party.

18.4 Completion at the time date and place specified in the Notice to Complete is an essential term.

18.5 Where one party is in default (other than failing to complete) the other party may at any time after the default serve the party in default a Default Notice.

18.6 A Default Notice:

18.6.1 must specify the default;

18.6.2 must require the party served with the Default Notice to rectify the default within 7* days after service of the Default Notice (excluding the date of service), except in the case of a Default Notice for the purposes of clause 52.6, in which case the period specified in clause 52.6 will apply; and

18.6.3 cannot be used to require a party to complete this Contract.

18.7 At the time the Default Notice is served, the party serving the Default Notice must not be in default.

18.8 The time specified in a Default Notice to rectify the specified default is an essential term.

18.9 Clauses 19 or 20 will apply as appropriate where the party served does not comply with the Notice to Complete or the Default Notice which complies with this clause.

18.10 If the party serving a notice under this clause varies the time referred to in the notice at the request of the other party, the time agreed to in the variation remains an essential term. The consent to the variation must be in writing and be served on the other party.

18.11 The parties agree that the time referred to in clauses 18.2 and 18.6.2 is fair and reasonable.

19. Termination — Buyer default

19.1 If the Buyer does not comply with a Notice to Complete or a Default Notice or is otherwise in breach of an essential term then the Seller may by notice served on the Buyer terminate and may then keep, or recover and keep, the Deposit (except so much of it as exceeds 10% of the Price) and either:

19.1.1 sue the Buyer for breach; or

19.1.2 resell the Property and any deficiency arising on the resale and all expenses of and incidental to the resale or attempted resale and the Buyer's default are

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* Alter as necessary

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recoverable by the Seller from the Buyer as liquidated damages provided the Seller has entered into a contract for the resale of the Property within 12 months of termination.

19.2 In addition to any money kept or recovered under clause 19.1, the Seller may retain on termination any other money paid by the Buyer as security for any damages awarded to the Seller arising from the Buyer's default provided that proceedings for the recovery of damages are commenced within 12 months of termination.

20. Termination — Seller default

20.1 If the Seller does not comply with a Notice to Complete or a Default Notice or is otherwise in breach of an essential term the Buyer may by notice served on the Seller either:

20.1.1 terminate and seek damages; or

20.1.2 enforce without further notice any other rights and remedies available to the Buyer.

20.2 If the Buyer terminates, the Stakeholder is authorised to refund to the Buyer immediately any money paid on account of the Price.

21. Rescission

21.1 Unless section 15 of the Sale of Residential Property Act applies, if this Contract is rescinded, it is rescinded from the beginning, and unless the parties otherwise agree:

21.1.1 the Deposit and all other money paid by the Buyer must be refunded to the Buyer immediately without any further authority being necessary; and

21.1.2 neither party is liable to pay the other any amount for damages, costs or expenses.

22. Damages for delay in Completion

22.1 If Completion does not occur by the Date for Completion, due to the default of either party, the party who is at fault must pay the other party as liquidated damages on Completion:

22.1.1 if the defaulting party is the Seller, interest on the Price at the rate this Contract says on page 2, calculated on a daily basis from the date 7 days after the Date for Completion to Completion;

22.1.2 if the defaulting party is the Buyer, interest on the Price at the rate this Contract says on page 2, calculated on a daily basis from the date 7 days after the Date for Completion to Completion; and

22.1.3 the amount this Contract says on page 2 to be applied towards any legal costs and disbursements incurred by the party not at fault if Completion occurs later than 7 days after the Date for Completion.

22.2 Whether or not percentages are inserted in clauses 22.1.1 or 22.1.2 the party at fault must pay the amount specified in clause 22.1.3 in addition to any other damages to which the party not at fault is entitled both at law and under this Contract.

22.3 The parties agree that:

22.3.1 the amount of any damages payable under clause 22.1.1 or clause 22.1.2 to the party not in default is a genuine and honest pre-estimate of loss to that party for the delay in Completion, and

22.3.2 the damages must be paid on Completion.

23. Foreign Buyer

23.1 The Buyer warrants the Commonwealth Treasurer cannot prohibit and has not prohibited the transfer of the Lease under the *Foreign Acquisitions and Takeovers Act 1975* (Cth).

23.2 This clause is an essential term.

24. GST

24.1 If a party must pay the Price or provide any other consideration to another party under this Contract, GST is not to be added to the Price or amount, unless this Contract provides otherwise.

24.2 If the Price is stated in the Schedule to exclude GST and the sale of the Property is a taxable supply, the Buyer must pay to the Seller on Completion an amount equal to the GST payable by the Seller in relation to the supply.

24.3 If under this Contract a party (Relevant Party) must make an adjustment, pay an amount to another party (excluding the Price but including the Deposit if it is released or forfeited to the Seller) or pay an amount payable by or to a third party:

24.3.1 the Relevant Party must adjust or pay at that time any GST added to or included in the amount; but

24.3.2 if this Contract says this sale is a taxable supply, and payment would entitle the Relevant Party to claim an input tax credit, the adjustment or payment is to be worked out by deducting any input tax credit to which the party receiving the adjustment or payment is or was entitled multiplied by the GST Rate.

24.4 If this Contract says this sale is the supply of a going concern:

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24.4.1 the parties agree the supply of the Property is the supply of a going concern;

24.4.2 the Seller must on Completion supply to the Buyer all of the things that are necessary for the continued operation of the enterprise;

24.4.3 the Seller must carry on the enterprise until Completion;

24.4.4 the Buyer warrants to the Seller that on Completion the Buyer will be registered or required to be registered; and

24.4.5 if for any reason (and despite clauses 24.1 and 24.4.1) the sale of the Property is not the supply of a going concern but is a taxable supply:

(a) the Buyer must pay to the Seller on demand the amount of any GST payable by the Seller in respect of the sale of the Property; and

(b) the Buyer indemnifies the Seller against any loss or expense incurred by the Seller in respect of that GST and any breach of clause 24.4.5(a).

24.5 If this Contract says the margin scheme applies:

24.5.1 the Seller warrants that it can use the margin scheme; and

24.5.2 the Buyer and Seller agree that the margin scheme is to apply,

in respect of the sale of the Property.

24.6 If this Contract says the sale is a taxable supply, does not say the margin scheme applies to the sale of the Property, and the sale is in fact not a taxable supply, then the Seller must pay the Buyer on Completion an amount of one-eleventh of the Price.

24.7 Unless the margin scheme applies the Seller must, on Completion, give the Buyer a tax invoice for any taxable supply by the Seller by or under this Contract.

25. Power of attorney

25.1 Any party who signs this Contract or any document in connection with it under a power of attorney must, on request and without cost, provide the other party with a true copy of the registered power of attorney.

26. Notices claims and authorities

26.1 Notices, claims and authorities required or authorised by this Contract must be in writing.

26.2 To serve a notice a party must:

26.2.1 leave it at; or

26.2.2 send it by a method of post requiring acknowledgment of receipt by the addressee to,

the address of the person to be served as stated in the Schedule or as notified by that person to the other as that person's address for service under this Contract; or

26.2.3 serve it on that party's solicitor in any of the above ways; or

26.2.4 deliver it to an appropriate place in the facilities of a document exchange system in which the recipient solicitor has receiving facilities (and in the latter case service is deemed effected on the Business Day following delivery); or

26.2.5 transmit it by email to a party's solicitor to the email address for that solicitor as stated in the Schedule or as notified by that solicitor to the other solicitor as the email address for service under this Contract.

26.3 A party's solicitor may give a notice, claim or authority on behalf of that party.

27. Unit title

27.1 The following clauses 28 to 39 inclusive apply if the Property is a Unit.

28. Definitions and interpretation

28.1 A reference in these clauses 28 to 39 inclusive to a section or Part is a reference to a section or Part of the Unit Titles Management Act.

28.2 For the purposes of a claim for compensation pursuant to clause 39, the provisions of clause 17 will apply provided that clause 17.1.1(c) is amended to read "the Buyer does not give notice to the Seller waiving the claim, or so much of it as exceeds 5% of the Price within 14 days after receiving the notice".

29. Title to the Unit

29.1 Clauses 3.1, 3.2 and 3.3 do not apply.

29.2 The Unit Title is or will before Completion be granted under the Planning Act and is or will before Completion be registered under the *Land Titles (Unit Titles) Act 1970* (ACT).

29.3 The Unit Title is transferred subject to the Units Plan under which the lease to the Unit is held.

30. Buyer rights limited

30.1 In addition to clause 6, the Buyer cannot make any requisition on title or make a claim for compensation in respect of any Breach of Covenant of the Unit Title, any breach of the

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lease of the Common Property or breach of rules of the Owners Corporation disclosed in this Contract.

31. Adjustment of contribution

31.1 Any adjustment under clause 8 must include an adjustment of the contributions to the Owners Corporation under section 78 and section 89 of the Unit Titles Management Act.

32. Inspection of Unit

32.1 For the purposes of clause 10.1 Property includes the Common Property.

33. Seller warranties

33.1 The Seller warrants that at the Date of this Contract:

33.1.1 to the Seller's knowledge, there are no unfunded latent or patent defects in the Common Property or Owners Corporation assets, other than the following:

(a) defects arising through fair wear and tear; and

(b) defects disclosed in this Contract;

33.1.2 the Owners Corporation records do not disclose any defects to which the warranty in clause 33.1.1 applies;

33.1.3 to the Seller's knowledge, there are no actual, contingent or expected unfunded liabilities of the Owners Corporation that are not part of the Owners Corporation's normal operating expenses, other than liabilities disclosed in this Contract;

33.1.4 the Owners Corporation records do not disclose any liabilities of the Owners Corporation to which the warranty in clause 33.1.3 applies;

33.1.5 the Seller or any occupier of the Unit has not committed any act or omission which may cause the Owners Corporation to incur any costs or perform any repairs;

33.1.6 there is no amount payable to the Owners Corporation by the Seller other than a contribution due under section 78 and section 89 of the Unit Titles Management Act; and

33.1.7 except for an unregistered Units Plan, the rules of the Owners Corporation are, as appropriate:

(a) as set out in Schedule 4 to the Unit Titles Management Act; or

(b) in respect of a corporation established under the *Unit Titles Act 1970 (repealed)* and that was in existence immediately prior to 30 March 2012, the articles in force immediately prior to 30 March 2012; or

(c) in respect of a corporation established under the Unit Titles Act and that was in existence immediately prior to 30 March 2012, the articles in force immediately prior to 30 March 2012;

except for any alterations to those rules registered under section 108.

33.2 For clauses 33.1.1 to 33.1.4 inclusive, a Seller is taken to have knowledge of a thing if the Seller has actual knowledge, or ought reasonably to have knowledge, of that thing.

33.3 The Seller warrants that at Completion to the Seller's knowledge, there are no circumstances (other than circumstances disclosed in this Contract) in relation to the affairs of the Owners Corporation likely to significantly prejudice the Buyer.

33.4 For the purposes of clause 7, Property includes the Common Property.

33.5 These warranties are in addition to those given in clause 7.

34. Damage or destruction before Completion

34.1 If the Unit is destroyed or substantially damaged before Completion not due to the fault of either party then either party may by notice to the other rescind and clause 21 applies.

34.2 For the purposes of clause 34.1, the Unit is deemed to be substantially damaged if though not destroyed is unfit for the use to which it was being put at the Date of this Contract or, if not being used at that time, for the purpose permitted by the Unit Title.

35. Notice to Owners Corporation

35.1 The parties must comply with the rules of the Owners Corporation in relation to notification of the sale and purchase of the Unit.

36. Unit Title Certificate

36.1 On Completion the Buyer must pay to the Seller the fee as determined by the Minister pursuant to section 119(7) of the Units Title Management Act for the Unit Title Certificate attached.

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37. Unregistered Units Plan

Warning: The following clauses 37, 38 and 39 do not encompass all obligations, rights and remedies under Part 2.9 of the Property Act for off the plan contracts.

37.1 This clause 37 applies if at the Date of this Contract, the Units Plan has not been registered.

37.2 The Seller must attach a copy of the proposed Units Plan or a sketch plan showing the location and dimensions of the Unit sufficient to enable the Buyer to determine the location and dimensions of the Unit in relation to other units and the Common Property in the proposed development.

37.3 If the Units Plan is not registered by the date specified in the Schedule, or elsewhere in this Contract, the Buyer may at any time after that date by notice served on the Seller require that the Units Plan be registered within 14 days of the service of the notice. If the Units Plan is not registered within the time limited by the notice the Buyer may at any time after expiry of the time in the notice rescind and clause 21 will apply.

37.4 If the Seller notifies the Buyer that the Units Plan is registered before rescission under this clause, the Buyer will not be entitled to rescind under this clause.

37.5 The Buyer cannot make any objection or requisition on title or claim for compensation in respect of:

37.5.1 any minor variations to the Unit between the plan attached, and the Units Plan registered by the Registrar General; or

37.5.2 any minor alterations required by an authority or the Registrar General in the number, size, location or Unit Entitlement of any other unit in the Units Plan or in or to the Common Property provided the proportion of the Unit Entitlement of the Unit to the other units in the Units Plan is not varied.

In this clause, a minor variation is any variation less than 5% to either the size or value of the Unit described in the plan attached.

37.6 After the Owners Corporation has been constituted under section 8, the Seller must cause the Owners Corporation to comply with the rules of the Owners Corporation and with Parts 2, 3, 4, 5 and 7 to the extent to which the Owners Corporation is required by law to comply with those provisions up to the Date for Completion.

37.7 The Seller must not permit the Owners Corporation to vary the rules of the Owners Corporation from those set out in Schedule 4 of the Unit Title Management Act.

37.8 If clause 37.1 applies, the Seller must give to the Buyer a Unit Title Certificate at the Buyer's expense at least 7 days before Completion.

37.9 The parties acknowledge that the following must form part of the Contract:

37.9.1 a Disclosure Statement for the Unit that complies with the requirements of section 260 of the Property Act; and

37.9.2 if a right to approve the keeping of animals during the Developer Control Period is reserved — details of the reservation, including the kind and number of animals.

37.10 The Seller warrants that the information disclosed in the Disclosure Statement, including information in any Disclosure Update Notice, is accurate.

38. Rescission of Contract

38.1 The Buyer may, by written notice given to the Seller, rescind this Contract if:

38.1.1 there would be a breach of a warranty provided in any of clauses 33.1.1, 33.1.2, 33.1.3, 33.1.4 or 33.3, were this Contract completed at the time it is rescinded; or

38.1.2 there would be a breach of a warranty provided in clause 37.10:

(a) were this Contract completed at the time it is rescinded; and

(b) the Buyer is significantly prejudiced by the breach,

and the breach does not relate to an amendment to the Development Statement that is an Excluded Change.

38.2 A notice must be given:

38.2.1 under clause 38.1.1:

(a) if this Contract is entered before the Units Plan for the Unit is registered — not later than 3 days before the Buyer is required to complete this Contract; or

(b) in any other case — not later than 14 days after the later of the following happens:

(i) the Date of this Contract; and

(ii) another period agreed between the Buyer and Seller ends; or

Unit 69 9 Gribble St Block 4 Section 209 Gungahlin Street, Gungahlin ACT 2912

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38.2.2 under clause 38.1.2 – at any time before the Buyer is required to complete this Contract.

38.3 If the Buyer rescinds this Contract, the Seller must repay any amount paid to the Seller towards the purchase of the Unit and otherwise the provisions of clause 21 will apply.

39. Claims for compensation

39.1 This clause 39 applies if, before Completion, the Buyer reasonably believes that, except as disclosed in this Contract, there would be a breach of a warranty established under any of clauses 33.1.1, 33.1.2, 33.1.3, 33.1.4, 33.3 or 37.10 were this Contract to be completed.

39.2 The Buyer may, by written notice given to the Seller:

39.2.1 tell the Seller:

(a) about the breach; and

(b) that the Buyer will complete this Contract; and

39.2.2 claim compensation for the breach.

39.3 A notice under clause 39.2 must be given:

39.3.1 if this Contract is entered before the Units Plan for the Unit is registered — not later than 3 days before the Buyer is required to complete this Contract; or

39.3.2 in any other case — not later than 14 days after the later of the following happens:

(a) the Buyer's copy of the Contract is received by the Buyer;

(b) another period agreed between the Buyer and Seller ends.

39.4 The Buyer may not claim compensation under this clause 39 only because of the breach of a warranty related to an amendment to the Development Statement that is an Excluded Change.

40. Community title

40.1 The following clauses 41 to 50 inclusive apply if the Property is, or will on Completion form, a Lot within a Community Title Scheme.

41. Definitions and interpretation

41.1 A reference in these clauses 40 to 50 inclusive to a section or Part is a reference to a section or Part of the Community Title Act.

42. Buyer rights limited

42.1 In addition to clause 6, the Buyer cannot make any requisition on title or make a claim for compensation in respect of any breach of the lease of the Common Property or breach of rules or by-laws of the Community Title Body Corporate disclosed in this Contract.

43. Adjustment of contribution

43.1 Any adjustment under clause 8 must include an adjustment of the contributions to the fund under section 45.

44. Inspection of property

44.1 For the purposes of clause 10.1 Property includes the Common Property.

45. Unregistered Community Title Scheme

45.1 This clause 45 applies if at the Date of this Contract, the Community Title Scheme has not registered.

45.2 The Seller must attach a copy of the proposed Community Title Master Plan, or a sketch plan showing the location and dimensions of the Lot sufficient to enable the Buyer to determine the location and dimensions of the Lot in relation to other lots and the Common Property in the proposed scheme.

45.3 The Seller must attach a copy of the proposed Community Title Management Statement.

45.4 The Buyer cannot make any objection or requisition on title or claim for compensation in respect of:

45.4.1 any minor variations to the Lot between the plan attached, and the registered Community Title Master Plan; or

45.4.2 any minor alterations required by an authority or the Registrar General in the number, size, location or entitlement of any other Lot in the Community Title Scheme or in or to the Common Property provided the proportion of the entitlement of the Lot to the other lots in the Community Title Scheme is not varied; or

45.4.3 any minor variations between the proposed Community Title Management Statement and the registered Community Title Management Statement.

In this clause, a minor variation is any variation less than 5% to either the size or value of the Lot described in the plan attached and referred to in the proposed Community Title Management Statement.

45.5 The Seller must not permit the Community Title Body Corporate to vary the by-laws of the

Lot 6 in Section 200 Gribble Street, Gungahlin 29/6/2024 Gungahlin ACT

Community Title Scheme from those set out in Schedule 1 of the Community Title Act, unless otherwise disclosed in this Contract.

45.6 After the Community Title Body Corporate has been constituted under section 30, the Seller must cause the Community Title Body Corporate to comply with Part 8 to the extent to which the Community Title Body Corporate is required by law to comply with those provisions up to the Date for Completion.

46. Incomplete development of Community Title Scheme

46.1 This clause 46 applies if at the Date of this Contract, development of the Community Title Scheme has not completed.

46.2 Until the development of a Community Title Scheme is finished, the Developer warrants to the Buyer that the development will be carried out in accordance with the scheme.

46.3 Without limiting the damages recoverable for breach of the warranty in clause 46.2, the Buyer may recover damages for the loss of a reasonably expected capital appreciation of the Lot that would have resulted from completion of the development in accordance with the terms of the Community Title Scheme.

47. Incomplete development of Lot

47.1 This clause 47 applies if at the Date of this Contract, the Lot is to be developed or further developed in accordance with the Community Title Scheme. For clarity, this clause does not apply if an unconditional Compliance Certificate has issued before the Date of this Contract and the Seller gives to the Buyer evidence acceptable to the Registrar General that an unconditional Compliance Certificate has issued for the Lot, or if the Seller gives an unconditional Compliance Certificate to the Buyer on Completion.

47.2 The Buyer becomes bound to develop the Lot in accordance with the Community Title Scheme.

47.3 The Seller must give written notice of the proposed sale of the Lot to the Planning and Land Authority.

47.4 The Buyer must:

47.4.1 give to the Planning and Land Authority a written undertaking to develop the Lot in accordance with the Community Title Scheme (if a form is approved for an undertaking, the form must be used); and

47.4.2 give the Planning and Land Authority any security required by the Planning and Land Authority, within 28 days after notice of the transaction was given to the Planning and Land Authority, for the development of the Lot in accordance with the Community Title Scheme.

48. Required first or top sheet

48.1 The Seller must give to the Buyer, before the Buyer enters into this Contract, a Section 67 Statement.

48.2 The Section 67 Statement must:

48.2.1 state that the Lot is included in a Community Title Scheme that imposes obligations on the owner of the Lot;

48.2.2 state the name and address of:

(a) the body corporate of the scheme; or

(b) if it is the duty of the Community Title Body Corporate manager to act for the Community Title Body Corporate in supplying Section 56 Certificates — the manager;

48.2.3 state the amount of annual contributions currently fixed by the Community Title Body Corporate as payable by the owner of the Lot;

48.2.4 identify improvements on common property of the scheme for which the owner of the Lot is responsible;

48.2.5 be signed by the Seller or a person authorised by the Seller; and

48.2.6 be substantially complete.

48.3 The Seller must attach to this Contract, as a first or top sheet, a copy of the Section 67 Statement given to the Buyer under clause 48.1.

48.4 The Buyer may rescind this Contract if:

48.4.1 the Seller has not complied with clauses 48.1 and 48.3; and

48.4.2 Completion has not taken place.

49. Notice to Community Title Body Corporate

49.1 The parties must comply with the rules and by-laws of the Community Title Body Corporate in relation to notification of the sale and purchase of the Lot.

50. Section 56 Certificate

50.1 The Seller must give to the Buyer a Section 56 Certificate at least 7 days before Completion.

50.2 On Completion, the Buyer must pay to the Seller the fee charged for the Section 56 Certificate.

Block 2 Gribble Street Section 209 Conder ACT 2906 Purchaser 61 423 [illegible]

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51. Foreign Resident Withholding Tax

Warning: The questions in the Schedule regarding the Relevant Price and the Clearance Certificates are not binding, and are included to remind the parties of their obligations under the Withholding Law.

Warning: The following clauses 51.1 to 51.8 are subject to the Withholding Law, and do not encompass all obligations under the Withholding Law.

51.1 In this clause 51 the following words have the following meanings:

CGT Asset has the meaning in the *Income Tax Assessment Act 1997*;

Clearance Certificate means a certificate issued under section 14-220 of the Withholding Law that covers the date of Completion;

Relevant Percentage means the percentage amount stated in section 14-200(3)(a) and 14-205(4)(a) of the Withholding Law;

Relevant Price means the higher of:

- the Price (including GST); and
- the market value of the CGT Assets sold under this Contract;

as at the Date of this Contract;

Variation Certificate means a certificate issued under section 14-235 of the Withholding Law that covers the date of Completion;

Withholding Amount means, subject to clauses 51.6 and 51.7, the Relevant Percentage of the first element of the CGT Asset's cost base (for all CGT Assets sold under this Contract) as at the Date of this Contract; and

Withholding Law means Subdivision 14-D of Schedule 1 of the *Taxation Administration Act 1953* and associated provisions.

51.2 If the Relevant Price is less than the dollar amount stated in section 14-215(1)(a) of the Withholding Law as at the Date of this Contract, the parties acknowledge that there are no obligations under the Withholding Law.

51.3 If Clearance Certificates for all the Sellers are provided to the Buyer prior to Completion, the parties acknowledge that there are no obligations under the Withholding Law.

51.4 If neither clauses 51.2 or 51.3 apply, then:

51.4.1 the Seller must provide to the Buyer any information required to enable the Buyer to comply with clause 51.4.2(a), within 5 days of written request from the Buyer;

51.4.2 the Buyer must:

(a) lodge a purchaser payment notification form with the ATO; and

(b) give evidence of compliance with clause 51.4.2(a) to the Seller;

no later than 5 days before the Date for Completion;

51.4.3 the Seller irrevocably instructs the Buyer to draw as part of the Price, and the Buyer must draw and retain on Completion, an unendorsed bank cheque payable to the ATO for the Withholding Amount; and

51.4.4 the parties must both, on the date of Completion, attend the offices of an authorised collection agent of the ATO to deposit the bank cheque referred to in clause 51.4.3 in payment of the Withholding Amount following Completion.

51.5 If clause 51.4 applies and the parties do not comply with clause 51.4.4:

51.5.1 the Buyer indemnifies the Seller for any loss or damage resulting from the Buyer's delay in remitting and/or failure to remit the Withholding Amount to the ATO; and

51.5.2 the Buyer charges the Property (for the benefit of the Seller) with the Buyer's obligations under this clause 51.5.

51.6 Where the Seller gives the Buyer a Variation Certificate prior to Completion, the Withholding Amount is the amount stated in the Variation Certificate.

51.7 Where Clearance Certificates for some but not all of the Sellers are provided to the Buyer prior to Completion, then the Withholding Amount is reduced by the same percentage as the percentage ownership of the Property of the Sellers that are subject to a Clearance Certificate.

51.8 Where a Clearance Certificate is provided by a Seller to the Buyer, the Seller warrants to the Buyer that that Seller is the entity referred to in the Clearance Certificate and is the relevant taxpayer for capital gains tax payable on the sale of the CGT Assets sold under this Contract.

52. Deposit by Instalments

52.1 The following clauses 52.2 to 52.8 inclusive only apply if the 'Deposit by Instalments' option on the Schedule is selected.

52.2 Clauses 2.1, 2.2, 2.3 and 2.4 are deleted.

52.3 The Buyer must pay the Deposit to the Stakeholder. The Seller agrees to accept the payment of the Deposit in two instalments as follows:

Block 4 Section 209 Gribble Street Gungahlin ACT 2912

52.3.1 5% of the Price by cheque on the Date of this Contract (**First Instalment**); and

52.3.2 the balance of the Deposit (if it has not already been paid) by unendorsed bank cheque on the Date for Completion (**Second Instalment**);

and in every respect time is of the essence for payment of the First Instalment in this clause 52.3.1.

52.4 The Deposit becomes the Seller's property on Completion or on the earlier termination of this Contract by the Seller for the Buyer's default.

52.5 If the First Instalment of the Deposit is:

52.5.1 not paid on time and in accordance with clause 52.3; or

52.5.2 paid by cheque and the cheque is not honoured on first presentation,

the Buyer is in default and the Seller may terminate this Contract immediately by written notice to the Buyer (without the notice otherwise necessary under clause 18) and clause 19 applies. If the Seller does not terminate this Contract in accordance with this clause 52.5, then this Contract remains on foot, subject to this clause 52.5, until either the Seller terminates the Contract pursuant to this clause 52.5, or waives the benefit of this clause 52.5 pursuant to clause 52.8.

52.6 If the Second Instalment of the Deposit is not paid on time in accordance with clause 52.3, then the Seller cannot immediately terminate the Contract for the Buyer's breach of an essential condition. The Seller must make timing of the payment of the Second Instalment an essential condition of the Contract by serving on the Buyer a Default Notice requiring the Buyer to pay the Second Instalment within 14* days after service of the Default Notice (excluding the date of service).

52.7 For clarity, the Buyer must pay the full Price to the Seller, on or before Completion.

52.8 These clauses 52.2 to 52.8 inclusive are for the benefit of the Seller. The Seller may at any time before this Contract is terminated notify the Buyer in writing that the benefit of these clauses 52.2 to 52.8 inclusive is waived.

53. Residential Withholding Tax

Warning: The following clauses 53.1 to 53.9 are subject to the Withholding Law, and do not encompass all obligations under the Withholding Law.

53.1 In this clause 53 the following words have the following meanings:

RW Amount means the amount which the Buyer must pay under section 14-250 of the Withholding Law;

RW Amount Information means the completed RW Amount details referred to on page 3 of this Contract; and

RW Percentage means the percentage amount stated in section 14-250(6), (8) and (9) of the Withholding Law, as applicable to the supply of the Property from the Seller to the Buyer.

53.2 The Seller must provide the Buyer with the RW Amount Information no later than 7 days after the Date of this Contract.

53.3 If the 'Buyer required to make a withholding payment?' option on the Schedule is selected 'no' or if no selection is made, the Seller warrants to the Buyer that the Buyer is not required to make a payment under section 14-250 in relation to the supply of the Property from the Seller to the Buyer.

53.4 The following clauses 53.5 to 53.9 inclusive only apply if the 'Buyer required to make a withholding payment?' option on the Schedule is selected 'yes'.

53.5 Subject to any adjustments to the Price that may arise after the date that the RW Amount Information is provided in accordance with clause 53.2 and which affect the RW Amount, the Seller warrants to the Buyer on the date that the RW Amount Information is provided to the Buyer that the Seller has provided the Buyer with the information required under section 14 255 of the Withholding Law in relation to the supply of the Property from the Seller to the Buyer, and that this information is true and correct to the Seller's knowledge.

53.6 The Buyer must provide the Seller with a copy of the 'GST property settlement withholding notification online form' confirmation email (or emails, if applicable) issued to the Buyer by the ATO no later than:

53.6.1 21 days after a written request from the Seller; or

53.6.2 7 days prior to the Date for Completion,

whichever is the earlier.

53.7 The Buyer must provide the Seller with evidence of submission by the Buyer to the ATO of the 'GST property settlement date confirmation online form', with such evidence to be provided prior to or on Completion.

Block 12 Section 20 Gribble St Turner 2612 ACT 25 Cowlishaw St Greenway ACT

* Alter as necessary

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53.8 The Seller irrevocably instructs the Buyer to draw as part of the Price, and the Buyer must draw and retain on Completion, an unendorsed bank cheque payable to the ATO for the RW Amount.

53.9 In relation to the unendorsed bank cheque required by clause 53.8, the Buyer must:

53.9.1 forward the unendorsed bank cheque to the ATO immediately after Completion; and

53.9.2 provide the Seller with evidence of payment of the RW Amount to the ATO.

Unit 69 2 Gribble Street
Block 4 Section 209 Gungahlin
614/2 Gribble Street, Gungahlin ACT
2912

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SPECIAL CONDITIONS

1. GENERAL

(a) To the extent that the printed terms of the ACT Law Society Contract 2024 (General Conditions) are inconsistent with these special conditions, these special conditions override the General Conditions.

(b) The General Conditions are amended as follows:

i. Clause 2.3 is amended by deleting the words “or in cash (up to $3,000)” and inserting in its place “electronic funds transfer (noting payment is received once cleared in the recipient’s account and not at the time of transfer from the payee’s account)”;

ii. Clause 2.6 is amended by deleting the words “or in cash (up to $200)”.

iii. Clause 4 is deleted in its entirety.

iv. Clause 10.1 is amended to include the following words at the end of the sentence “, but no more than two (2) inspections between the Date of this Contract and Completion in any event”.

v. Clause 10.2 is amended by including the following words at the end of the sentence “in the opinion of the Seller, acting reasonably (and the parties agree that this clause will not require the Seller to carry out or undertake any patching or painting works if the relevant damage was present on or before the Date of this Contract)”.

vi. Clause 13.6 is amended by deleting the words “within 7 days of the Effective Date” and inserting the words “as soon as reasonably practicable following the Date of this Contract but no later than 14 days before the Date for Completion”.

vii. Clauses 13.10.1 and 13.10.2 (inclusive) are deleted in their entirety.

viii. Clause 14 is deleted in its entirety.

ix. Clause 17.1.1(a) is amended by deleting the number “5” and inserting “1”.

x. Clause 17.1.2(a) is amended by deleting the number “5” and inserting “1”.

xi. Clause 22.1.2 is amended by replacing the reference to “7 days” to “2 days”.

xii. clause 22.1.3 is amended by replacing the words “if Completion occurs later than 7 days after the Date for Completion” with “, however, this clause 22.1.3 only applies where the Buyer is the party at fault”;

xiii. Clause 39.4, a new clause is inserted as follows “Clause 17 will apply to any claim for compensation made under this clause 39”.

xiv. Clauses 40 – 50 (inclusive) are deleted in their entirety.

2. ENTIRE AGREEMENT

(a) This Contract:

i. sets out the entire understanding between the parties concerning the subject matter of this Contract; and

ii. it supersedes any prior arrangement, contract, advice or material provided to the Buyer.

(b) The Buyer confirms that it has not relied on any warranty or representation from the Seller or the Agent or any other person acting on behalf of the Seller concerning the Property.

3. KEYS

(a) The Seller will provide the Buyer with keys necessary to gain access to the Improvements on the Land.

(b) The Buyer must not make any objection or claim, cause any delay or raise any issue regarding the keys provided by the Seller to the Buyer under this clause.

4. CONDITION OF PROPERTY

(a) The Buyer warrants that the Buyer is satisfied with the condition of the Property including any defects and contamination.

(b) The Buyer:

i. acknowledges that the Improvements may be subject to or require compliance with current building laws under which the Improvements were constructed; and

ii. agrees that a failure to comply with any such laws will not constitute a defect in the Seller's title.

(c) The Seller does not warrant or provide the Buyer with any assurance that the Property is free from contamination.

(d) The Buyer acknowledges that it has made, or has had the opportunity to make, its own investigations concerning contamination on or in the Property and relies entirely on those investigations in entering this Contract.

(e) On and from the Date of this Contract, the Buyer will:

i. be responsible and liable for any damage or destruction to the Property; and

ii. accept all insurable risk concerning the Property,

except to the extent caused by the negligent act or omission of the Seller.

(f) The Buyer must not make any claim, requisition, delay Completion, terminate or rescind this Contract due to:

i. any encroachment by or on the Property;

ii. anything that was discoverable by the Buyer, or on behalf of the Buyer, or anything that should have been within the knowledge of the Buyer;

iii. any omission or mistake in the measurement or description of the Property or Seller;

iv. any outstanding requirement to erect additional fencing or amend the existing fencing on the Property;

v. any loss, damage or need for further works (whether repair or otherwise) to the Property;

vi. the requirements of an authority (whether made before or after the Date for Completion);

vii. any contamination on or in the Property;

viii. any non-compliance of the Property with any law; or

ix. the existence or non-existence of any services or utilities.

(g) The Buyer must not make any objection or claim, raise any issue, cause any delay, or rescind, purport to rescind or terminate this Contract concerning the deterioration of any landscaped or garden areas in or on the Property between the Date of this Contract and Completion (including, but not limited to, the length of grass, and the presence of weeds, leaves and similar debris).

5. ADJUSTMENTS

If Completion does not occur on the Date for Completion due to an act or omission of the Buyer, the parties agree that all Land Charges in clause 8.1 will be adjusted from the Date for Completion.

6. NOTICE TO COMPLETE

If the Seller issues a Notice to Complete or a Default Notice in accordance with clause 18, the Buyer must allow an adjustment in favour of the Seller on Completion equal to the amount of $330.00 (GST inclusive) as an additional contribution toward the Seller's legal costs.

7. SELLER AGENT

(a) The Buyer warrants that it was not introduced directly or indirectly to either the Seller or the Property by any person other than the Seller Agent or in circumstances that would otherwise give rise to any claim or demand for commission or remuneration with respect to the sale of the Property.

(b) The Buyer indemnifies the Seller against any claim or demand for commission or remuneration by any person other than the Seller Agent arising from a breach of the warranty in clause 7(a).

8. FIRB APPROVAL

(a) The Buyer warrants to the Seller that:

i. it does not require any approvals under the Australian Government's foreign investment policy to acquire the Property; and

ii. the Treasurer cannot make an order under Part II of the *Foreign Acquisitions and Takeovers Act 1975* (Cth) regarding the acquisition of the Property by the Buyer.

(b) The Buyer indemnifies the Seller against all liability or loss suffered or incurred by the Seller which arises directly or indirectly from a breach of any of the obligations of the Buyer under this clause 8.

(c) This clause 8 is an essential term of this Contract.

9. BUYER WARRANTY

The Buyer warrants:

(a) they are not prohibited by any legislation or laws from entering this Contract; and

(b) that each Buyer has the authority and power to enter this Contract.

10. DEATH & MENTAL ILLNESS

(a) If the Buyer (or one of the buyers, if there are multiple buyers) dies or becomes mentally ill, the Seller may rescind this Contract by issuing a notice in writing to the Buyer or its solicitor.

(b) If this Contract is rescinded in accordance with this clause 10, then clause 21 will apply.

11. INSOLVENCY EVENT

(a) If an Insolvency Event occurs before Completion, the Seller will be permitted to terminate this Contract by providing written notice effective immediately and clause 19 will apply.

(b) For the purposes of this clause, an **'Insolvency Event**' means:

i. the Buyer goes into liquidation;

ii. the Buyer has a summons or application presented or an order made for it to be wound up;

iii. the Buyer has an administrator or receiver appointed over any part of its assets;

iv. the Buyer enters into a scheme, deed of arrangement, assignment or composition for the benefit of its creditors.

12. NON-MERGER

Any obligation for the Buyer to make any payment under this Contract will not merge on Completion.

13. ELECTRONIC TRANSACTION

(a) For the purposes of this clause 13:

i. **Platform** means an electronic conveyancing platform specified by the Seller or its solicitor from time to time, by written notice to the Buyer.

(b) For the purposes of the *Electronic Transactions Act 2001* (ACT) and the *Electronic Transactions Act 1999* (Cth), each party consents to:

i. the electronic signing of this Contract;

ii. the electronic exchange of this Contract;

iii. the electronic Completion of this Contract (if available at the time of Completion); and

iv. notices being served or received under this Contract electronically, including by email,

whether performed via the Platform or otherwise.

(c) The parties warrant that:

i. the electronically signed and exchanged Contract; and

ii. if reasonably required by any party, a print out of the Contract which has been electronically signed and exchanged,

is sufficient evidence of:

iii. the parties' intention to enter into and be bound by the Contract;

iv. the parties' consent to conducting this Contract electronically; and

v. the Contract itself being a document which is in writing and signed in a manner that results in a binding agreement.

(d) Where the Buyer is a corporation, the Buyer warrants that:

i. it has complied with its constitution and any provisions of the *Corporations Act 2001* (Cth) that apply to the Buyer as replaceable rules;

ii. the persons signing on behalf of the Buyer:

a. have been duly appointed;

b. have the authority to exercise the powers and perform the duties customarily exercised or performed by that kind of officer or agent of a similar company;

c. properly perform their duties to the Buyer

d. hold the office or role that they hold out that they occupy, when signing this Contract;

iii. it considers that this Contract has been duly executed with the intention of the Buyer being bound to perform this Contract.

(e) The parties acknowledge and agree that:

i. this Special Condition does not diminish the obligations of the parties to:

a. provide the transfer and other documents or instruments on paper, signed and duly attested in accordance with the *Land Titles Act 1925* (ACT);

b. sign and duly attest, in accordance with *Civil Law (Property) Act 2006* (ACT):

1. documents, pursuant to a power of attorney; and

2. deeds generally; and

ii. the parties will do all things necessary to give effect to this Contract, whether electronically or otherwise.

(f) The Seller's solicitor will provide to the Buyer's solicitor within seven (7) days from the date of this Contract:

i. an authorised copy of the Printed Terms;

ii. the duly executed transfer, as required by clause 5.2 of the Printed Terms; and

iii. if the Contract is executed under a power of attorney for the Seller, the original front page of the Contract signed and by that attorney and duly witnessed as required by section 227(4) of the *Civil Law (Property) Act 2006* (ACT), with the security certificate from the Platform confirming electronic exchange.

(g) The parties warrant that a signed original front page of this Contract is held and can be produced if reasonably requested by any party, if not already handed over in accordance with this clause 13.

14. DIRECTOR GUARANTEE AND INDEMNITY

(a) If the Buyer is a corporation that is not listed on the Australian Stock Exchange or is a company limited by guarantee under the *Corporations Act 2001* (Cth), then each director of the Buyer must provide a personal guarantee in the form of the Deed of Guarantee and Indemnity attached as Annexure A (**Guarantee & Indemnity Deed**).

(b) If any Guarantor has not signed the Guarantee & Indemnity Deed within 7 days from the Date of this Contract, the Seller may immediately terminate this Contract by serving a written notice to the Buyer or its solicitor.

TERRACON

ANNEXURE A – GUARANTEE & INDEMNITY DEED

In this Deed:

(a) Guarantor means each director of the Buyer as at the Date of this Contract.

(b) Any capitalised terms used in this Deed which are not defined have the corresponding meaning given to them in the Contract for Sale which this Deed forms an Annexure to.

(c) In consideration of the Seller entering the Contract at the request of each Guarantor, each Guarantor guarantees to the Seller the payment of all money payable by the Buyer under this Contract and the performance of all other obligations imposed on the Buyer under this Contract.

(d) Each Guarantor indemnifies the Seller against any loss, claim, damage, action, cost, liability, expense or payment incurred by the Seller in connection with or arising from any breach or default by the Buyer of its obligations under this Contract.

(e) Each Guarantor must pay on demand any money due to the Seller under the indemnity in clause (b).

(f) Each Guarantor is jointly and severally liable with the Buyer to the Seller for the performance of the Buyer's obligations under this Contract and any damage incurred by the Seller due to the Buyer's failure to perform its obligations under this Contract.

(g) Each and every guarantee and indemnity provided under the terms of this Deed is continuing and binds each Guarantor despite:

i. the death, bankruptcy or liquidation of any Guarantor;

ii. the resignation of any Guarantor as a director of the Buyer;

iii. any waiver or extension of time granted from the Seller to the Buyer;

iv. the Contract being held invalid or incomplete for any reason;

v. Completion of the Contract; or

vi. improper execution by the Buyer to the Contract.

(h) Each Guarantor warrants that their obligations under this Deed are valid and binding, they are entering this Deed as an adult above the age of 18 and are not acting in any capacity as a trustee and have been given an opportunity to seek independent legal and financial advice before entering this Deed.

TERRACON

Executed as a Deed

DATED:

SIGNED AND SEALED by the **GUARANTOR** in the presence of:

Signature of **GUARANTOR**	Signature of Witness
Name of **GUARANTOR**	Name of Witness

SIGNED AND SEALED by the **GUARANTOR** in the presence of:

Signature of **GUARANTOR**	Signature of Witness
Name of **GUARANTOR**	Name of Witness

Product	Title Details
Date/Time	05/03/2026 10:01AM
Customer Reference	20247004
Order ID	20260305000267
Cost	$35.00

Volume 3004 **Folio** 232 **Edition** 4

AUSTRALIAN CAPITAL TERRITORY

TITLE SEARCH

LAND

Gungahlin Section 209 Block 4 on Deposited Plan 11246 with 173 units on Unit Plan 13397

Unit 69 (Class A) entitlement 6 of 1000, 3 subsidiaries

Lease commenced on 18/12/2020, terminating on 01/11/2109

Proprietor

LEE-ANNE ROBYN MINES

905, NORTON ROAD, WAMBOIN NSW 2620

ROBERT BRUCE MINES

905, NORTON ROAD, WAMBOIN NSW 2620

as Joint Tenants

REGISTERED ENCUMBRANCES AND INTERESTS

Original title is **Volume** N/A **Folio** N/A

Restrictions

Purpose Clause: Refer Units Plan

Easements

Subject To Easement In Units Plan Current

Registered Date	Dealing Number	Description
06/03/2023	3230021	Mortgage to MACQUARIE BANK LIMITED (ACN: 008 583 542)

End of interests

ADMINISTRATIVE INTERESTS

Administrative interests information is **not** guaranteed by the Registrar-General, and the Registrar-General nor an authorised entity incurs liability for any omission, misstatement or inaccuracy in the information.

Territory Planning Authority - For further information concerning the following administrative interests, please refer to decided development application information available at https://www.planning.act.gov.au/ or on the DA Finder App, available for download on iOS and Android mobile devices. Alternatively, please contact Access Canberra Land, Planning and Building Services at ACEPDcustomerservices@act.gov.au or 6207 1923. The Territory Planning Authority's administrative interest information has been provided to the Registrar-General since 1 February 2010.

Reference Number	Type	Lodgement Date	Assessment Track	Status	Status Date
201732990	Development Application	04/12/2017	MERIT TRACK - MAJOR NOTIFICATION	APPROVAL CONDITIONAL	22/03/2018

This data (excluding administrative interests) is certified correct by the Registrar-General at 10:01:19 on 05/03/2026

Unregistered dealings have not been formally recorded in the register.

Description
PROPOSAL FOR 14 STOREY MIXED USE COMMERCIAL AND RESIDENTAIL DEVELOPMENT - Construction of mixed use development comprising of 5 commercial tenancies and 172 dwellings, basement car parking, landscaping and associated works.

Territory Planning Authority - For further information concerning the following administrative interests, please refer to decided development application information available at https://www.planning.act.gov.au/ or on the DA Finder App, available for download on iOS and Android mobile devices. Alternatively, please contact Access Canberra Land, Planning and Building Services at ACEPDcustomerservices@act.gov.au or 6207 1923. The Territory Planning Authority's administrative interest information has been provided to the Registrar-General since 1 February 2010.

Reference Number	Type	Lodgement Date	Assessment Track	Status	Status Date
201936205	Development Application	11/10/2019	MERIT TRACK - MAJOR NOTIFICATION	APPROVAL CONDITIONAL	12/12/2019

Description
LEASE VARIATION - To vary the lease by including a requirement for a noise management plan to be endorsed by EPA prior to the site being used for restaurant and indoor recreation facility.

Territory Planning Authority - For further information concerning the following administrative interests, please refer to decided development application information available at https://www.planning.act.gov.au/ or on the DA Finder App, available for download on iOS and Android mobile devices. Alternatively, please contact Access Canberra Land, Planning and Building Services at ACEPDcustomerservices@act.gov.au or 6207 1923. The Territory Planning Authority's administrative interest information has been provided to the Registrar-General since 1 February 2010.

Reference Number	Type	Lodgement Date	Assessment Track	Status	Status Date
201527119	Development Application	08/05/2015	MERIT TRACK - MAJOR NOTIFICATION	APPROVAL CONDITIONAL	05/11/2015

Description
MULTI DWELLING - LEASE VARIATION- 192 UNIT DEVELOPEMENT. Proposed construction of a standalone 19 storey building, comprising a total of 192 residential apartments. Site access via Gribble Street. Onsite parking comprising 1 basement and 4 podium levels which will provide a total of 182 parking spaces. Please see application form for details.

This data (excluding administrative interests) is certified correct by the Registrar-General at 10:01:19 on 05/03/2026

Unregistered dealings have not been formally recorded in the register.

Product	Title Details
Date/Time	05/03/2026 10:02AM
Customer Reference	20247004
Order ID	20260305000273
Cost	$35.00

Volume 3004 **Folio** 163 **Edition** 1

AUSTRALIAN CAPITAL TERRITORY

TITLE SEARCH

LAND

Gungahlin Section 209 Block 4 on Deposited Plan 11246 with 173 units on Unit Plan 13397

Lease commenced on 18/12/2020, terminating on 01/11/2109

COMMON PROPERTY

Proprietor

The Owners - Units Plan No 13,397

Vantage Strata, PO Box 206 Civic Square ACT 2608

REGISTERED ENCUMBRANCES AND INTERESTS

Original title is **Volume** N/A **Folio** N/A

Restrictions

Purpose Clause: Refer Units Plan

Registered Date	Dealing Number	Description
29/07/2022	3178444	Application to Note Special Resolution

End of interests

ADMINISTRATIVE INTERESTS

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Territory Planning Authority - For further information concerning the following administrative interests, please refer to decided development application information available at https://www.planning.act.gov.au/ or on the DA Finder App, available for download on iOS and Android mobile devices. Alternatively, please contact Access Canberra Land, Planning and Building Services at ACEPDcustomerservices@act.gov.au or 6207 1923. The Territory Planning Authority's administrative interest information has been provided to the Registrar-General since 1 February 2010.

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This data (excluding administrative interests) is certified correct by the Registrar-General at 10:02:42 on 05/03/2026

Unregistered dealings have not been formally recorded in the register.

Reference Number	Type	Lodgement Date	Assessment Track	Status	Status Date
201936205	Development Application	11/10/2019	MERIT TRACK - MAJOR NOTIFICATION	APPROVAL CONDITIONAL	12/12/2019

Description
LEASE VARIATION - To vary the lease by including a requirement for a noise management plan to be endorsed by EPA prior to the site being used for restaurant and indoor recreation facility.

Territory Planning Authority - For further information concerning the following administrative interests, please refer to decided development application information available at https://www.planning.act.gov.au/ or on the DA Finder App, available for download on iOS and Android mobile devices. Alternatively, please contact Access Canberra Land, Planning and Building Services at ACEPDcustomerservices@act.gov.au or 6207 1923. The Territory Planning Authority's administrative interest information has been provided to the Registrar-General since 1 February 2010.

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This data (excluding administrative interests) is certified correct by the Registrar-General at 10:02:42 on 05/03/2026
Unregistered dealings have not been formally recorded in the register.

ACT Government

Access Canberra.

LAND TITLES
:ESS CANBERRA
ent Directorate

SR$3178444 22/07/2022 15:21:10 Wood E

3178444

SOLUTION
'ORATION

Land Titles Act 1925

SR

LODGING PARTY DETAILS	info@vantagestrata.com.au	
Name	**Email Address**	**Contact Telephone Number**
Vantage Strata	**PO Box 206 CIVIC SQUARE ACT 206**	**1800 878 728**

TITLE AND LAND DETAILS

Volume & Folio	District/Division	Section	Block
3004:163	GUNGAHLIN	209	4

UNITS PLAN NUMBER
13397

DETAILS OF ARTICLE/S BEING AMENDED (Insert article number/s)

THE OWNERS CORPORATION RULES ARE TO BE AMMENDED IN ACCORANCE WITH THE DECISION MADE AT THE FIRST ANNULA GENERAL MEETING HELD ON THE 17th June 2021 AND RESOLVED BY THE OWNERS CORPORATION

SUPPORTING DOCUMENTATION
(Please tick appropriate item – Original signed copy must be supplied)

- ☒ Sealed copy of Minutes of Meeting
- ☒ Sealed copy of Resolution/Motion
- ☐ Other (specify) -

COMMON SEAL OF OWNERS CORPORATION
(Seal must be affixed)

THE OWNERS - UNIT PLAN NO 13397
Common Seal

CERTIFICATION **Delete the inapplicable*
Applicant

*The Certifier has retained the evidence to support this Registry Instrument or Document.
*The Certifier has taken reasonable steps to ensure that the Registry Instrument or Document is correct and compliant with relevant legislation and any Prescribed Requirement.

Signed By:

Daniel Kade Leskovec
Senior Strata Manager

Melissa Coles
Office Manager

for: Vantage Strata
on behalf of the Registered Proprietor/Managing Agent

OFFICE USE ONLY			
Lodged by		Annexures/Attachments	Minutes/Resolution/Motion
Data entered by		Evidence Manager Appointed	Yes ☐
Registered by	AS	Registration Date	29/07/2022

X 1 SELF REP PACK SIGHTED

DRAFT RULES

References to section numbers are references to sections in the *Unit Titles (Management) Act 2011*, and references to the Act are references to the *Unit Titles (Management) Act 2011*

(see s 106)

Note 1 The owners corporation may amend the default rules under s 108.

1 Definitions—default rules

(1) In these rules:

executive committee representative means a person authorised in writing by the executive committee under rule 10 (4).

owner, occupier or user, of a unit, includes an invitee or licensee of an owner, occupier or user of a unit.

(2) A word or expression in the Act has the same meaning in these rules.

2 Payment of rates and taxes by unit owners

A unit owner must pay all rates, taxes and any other amount payable for the unit.

3 Repairs and maintenance

(1) A unit owner must ensure that the unit is in a state of good repair.

(2) A unit owner must carry out any work in relation to the unit, and do anything else in relation to the unit, that is required by a territory law.

4 Erections and alterations

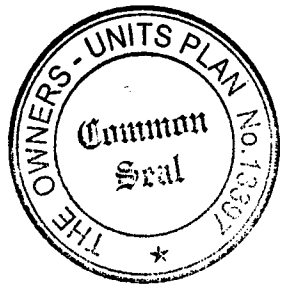
(1) A unit owner may erect or alter any structure in or on the unit or the common property only—

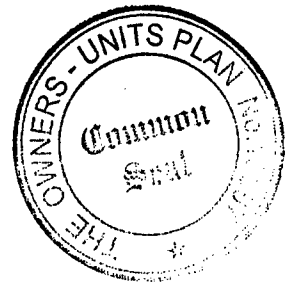
(a) in accordance with the express permission of the Executive Committee and

(b) in accordance with the requirements of any applicable territory law (for example, a law requiring development approval to be obtained for the erection or alteration).

Note An example is part of the Act, is not exhaustive and may extend, but does not limit, the meaning of the provision in which it appears (see Legislation Act, s 126 and s 132).

(2) Permission may be given subject to conditions stated in the resolution.





5 Use of common property

A unit owner must not use the common property, or permit it to be used, to interfere unreasonably with the use and enjoyment of the common property by an owner, occupier or user of another unit.

6 Hazardous use of unit

A unit owner must not use the unit, or permit it to be used, so as to cause a hazard to an owner, occupier or user of another unit.

7 Use of unit—nuisance or annoyance

(1) A unit owner must not use the unit, or permit it to be used, in a way that causes a nuisance or substantial annoyance to an owner, occupier or user of another unit.

(2) This rule does not apply to a use of a unit if the executive committee has given an owner, occupier or user of the unit written permission for that use.

(3) Permission may be given subject to stated conditions.

(4) Permission may be withdrawn by special resolution of the owners corporation.

8 Noise

(1) A unit owner must not make, or permit to be made, such a noise within the unit as might (in the circumstances) be reasonably likely to cause substantial annoyance to an owner, occupier or user of another unit.

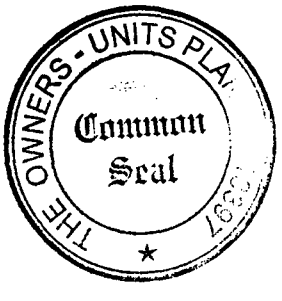
(2) This rule does not apply to the making of a noise if the executive committee has given the person responsible for making the noise written permission to do so.

(3) Permission may be given subject to stated conditions.

(4) Permission may be withdrawn by special resolution of the owners corporation.

9 Illegal use of unit

A unit owner must not use the unit, or permit it to be used, to contravene a law in force in the ACT.



10 What may an executive committee representative do?

(1) An executive committee representative may do any of the following in relation to a unit at all reasonable times:

(a) if the committee has reasonable grounds for suspecting that there is a breach of the Act or these rules in relation to a unit— inspect the unit to investigate the breach;

(b) carry out any maintenance required under the Act or these rules;

(c) do anything else the owners corporation is required to do under the Act or these rules.

(2) An executive committee representative may enter a unit and remain in the unit for as long as is necessary to do something mentioned in subrule (1).

(3) An executive committee representative is not authorised to do anything in relation to a unit mentioned in subrule (1) unless—

(a) the executive committee or the representative has given the owner, occupier or user of the unit reasonable notice of his or her intention to do the thing; or

(b) in an emergency, it is essential that it be done without notice.

(4) The executive committee may give a written authority to a person to represent the corporation under this rule.

11 Seal of owners corporation

For the attaching of the seal of the owners corporation to a document to be effective—

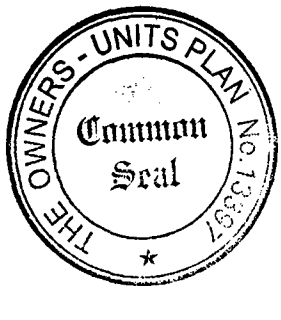
(a) the seal must be attached by decision of the executive committee; and

Note Executive committee decisions must be made by majority vote, or by unanimous vote if there are only 2 members of the committee

(see sch 2, s 2.10).

(b) the seal must be attached in the presence of 2 executive members; and

(c) the executive members witnessing the attaching of the seal must sign the document as witnesses.



SG/AG CO-ORDINATES OF REFERENCE MARKS		
CRM 12889	211002.23	614914.80
CRM 12890	211013.985	614868.505

TERRITORY LAND

238°03'10" 216.455 DP 9897 & DP 10528 BY ME

11032 FD

A

DH&W FD CONC EDGE OF TELSTRA PIT (DP10528)

137°07'50" 57.16

161°50' 5.155

PEG FD

149°12' 37.00

PEG FD

239°12' 27.80

150°24'30" 118.35

PEG GONE REPL

27.8 WIDE

GRIBBLE

149°12' 26.60

MARKS GONE

149°12' 19.79

R39.75 339°40'45" C14.460 A14.54

MARKS GONE

PATHWAY

8°50'

8.015

COR OF BK FENCE ON BDY COR (DP10528)

187°19' 38.025

3 2 DP9951

COR OF BK WALL TO COR 0.13 IDP 10670

6 2 DP10670

191°30' 14.455

164°48' 14.555

A&C16.54 276°44'46" R429.00

MARKS GONE

FD (DP10670)

7720 GONE

30°05' 16.57

191°30' 63.935

STREET 28.22 WIDE

VAR WIDTH

A35.13 C35.12 273°17'44" R429.00

PEG GONE REPL

MARKS GONE

DH&W IN CONC PLINTH

3.71 33°44'

RAD 0°7'55"

RAD 0°56'59"

A&C7.57 263°42'40" R165.50 0.28

A14.75 C14.745 267°34'20" R429.00 A&C6.165 270°32'17" R165.50

PEG GONE REPL

159°12'40" 23.51

WASTE COLLECTION BUILDING

SEE DIAGRAM A

PROPOSED ELECTRIC SUPPLY SERVICE EASEMENT 3 WIDE

115°12'30" 4.035

141°51' 28.935

10°44'40" 51.36

12889 FD (X20647)

149° 46.42

180°59'30" 12.985

289°22'30" 20.838

270°50'30" 7.245

165°45'20" 47.765

12 24.76

PEG GONE REPL

A8.82 C8.625 170°21'

R11.95

17.015 319°34'20"

12890 FD (X20647)

VAR WIDTH

8.015

47.25

12.21 & VAR WIDTH

(27.475) 30.475

(44.25) 12' ACCESS (16.76)

149°12' 3.00

9.21 149°12'

(8.865)

PROPOSED ELECTRIC SUPPLY SERVICE EASEMENT 3 WIDE

148°54'40" 31.44

(7.40)

0.16

KERB

59° 0.03

FOR 59° 12 79.415

48.94

PROPOSED ELECTRIC SUPPLY SERVICE EASEMENT 3 WIDE

87.275 EASEMENT

40.025

DRIVE

85.5 WIDE

4 2193m²

1

DP 10528

12'

47.25

59°

149°12' 46.42

33.42

VAR WIDTH

PEG GONE REPL

77°41' 25.235

3 3362m²

209

5 2163m²

6 5527m²

GUNDAROO

PEG FD

Amended by DP 11467

12' 14.98

148°38'50" 44.85

1.745 90°55' FR GIP

10.495

59° 37.02

84°54' 20.84

72°03' C2.67 A2.69 R6.00

(12.00) PROPOSED

(4.145)

84°54' 26.76

2 4017m²

R5.99 66°05'40" C4.695 A4.825

A6.497 C6.443 33°28'

48°44'30" 2.07

13.965

46°37'20"

148°39' 3.025

0.695 328°59' FR DH&W IN CONC FOOTPATH

R114.49

0.08

BRICK BUILDING

140 146

(10.69)

262°24' 11.355

PEG GONE REPL

R84.50 268°46'58" C18.785 A18.825

PEG GONE REPL RADIAL 185°09'55"

85°47'30" 17.68

DH&W FD IN CONC EDGE OF TELSTRA PIT (DP10528)

BUS SERVICE BUILDING

7719 GONE

ROLFE

53.5 WIDE

A15.95 C14.36 135°00'

R10.16

35°10'20" 27.80

0.12

0.68

0.1

C64.865 285°54'30" A65.245

R174.00

PEG GONE REPL

15.55 RADIAL 228°14'56"

86°18'20" 11.25

9°35'20"

PEG AT FACE OF FOOTPATH

307°27' C65.205 A65.595 R174.00

NAIL GONE

DH&W FD CONC EDGE OF SERVICE PIT (DP10528)

103°56'20" 61.89

B

SR 967 FD
ACTGSO PLAN
RM D2104-6144
DP 10528

34°04'40" 11.23

10°06'30" 44.90

95°05'30" 53.565

52 WIDE

ANTHONY

11546 FD

1 225

1 4

AVENUE

VAR WIDTH

AMENDED
BY D.P. No: 11467
on 10th March 2017

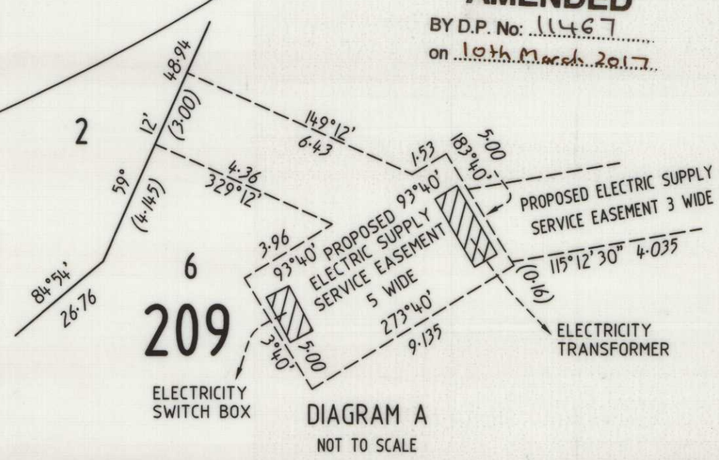


DIAGRAM A
NOT TO SCALE

REFERENCE MARKS

- Denotes GIP ~~in road 1.83 radially from TP~~
- ~~Denotes CB in road 1.83 radially from TP~~
- Denotes PLAQUE IN KERB
- ~~Denotes DEEP DRIVEN ROD~~
- Denotes DH&W IN KERB
- (Except as otherwise shown)

NOTE

All Easements are 2.5 metres wide
(Except as otherwise shown)

Azimuth: A–B (Strom)

Field Books:
Surveyor's Ref : 09011.02

I, DAVID AMBROSE STONE
of LANDdata SURVEYS Pty Ltd CANBERRA
a surveyor registered under the Surveyors Act 2007 hereby certify that the survey represented on this plan is accurate and has been made in accordance with the Surveyors Practice Directions and was completed on 02 June 2014

(Signature) 30/09/14
Surveyor registered under the Surveyors Act 2007.

I certify that this plan is the plan prepared in accordance with the Districts Act 2002

R. Harman 1.10.2014
for Surveyor-General of the ACT

PLAN OF
BLOCKS 2-6 SECTION 209
BEING A SUBDIVISION OF BLOCK 1

DIVISION: GUNGAHLIN
DISTRICT: GUNGAHLIN
AUSTRALIAN CAPITAL TERRITORY

SCALE 1:600

0 5 10 20 30 40 METRES

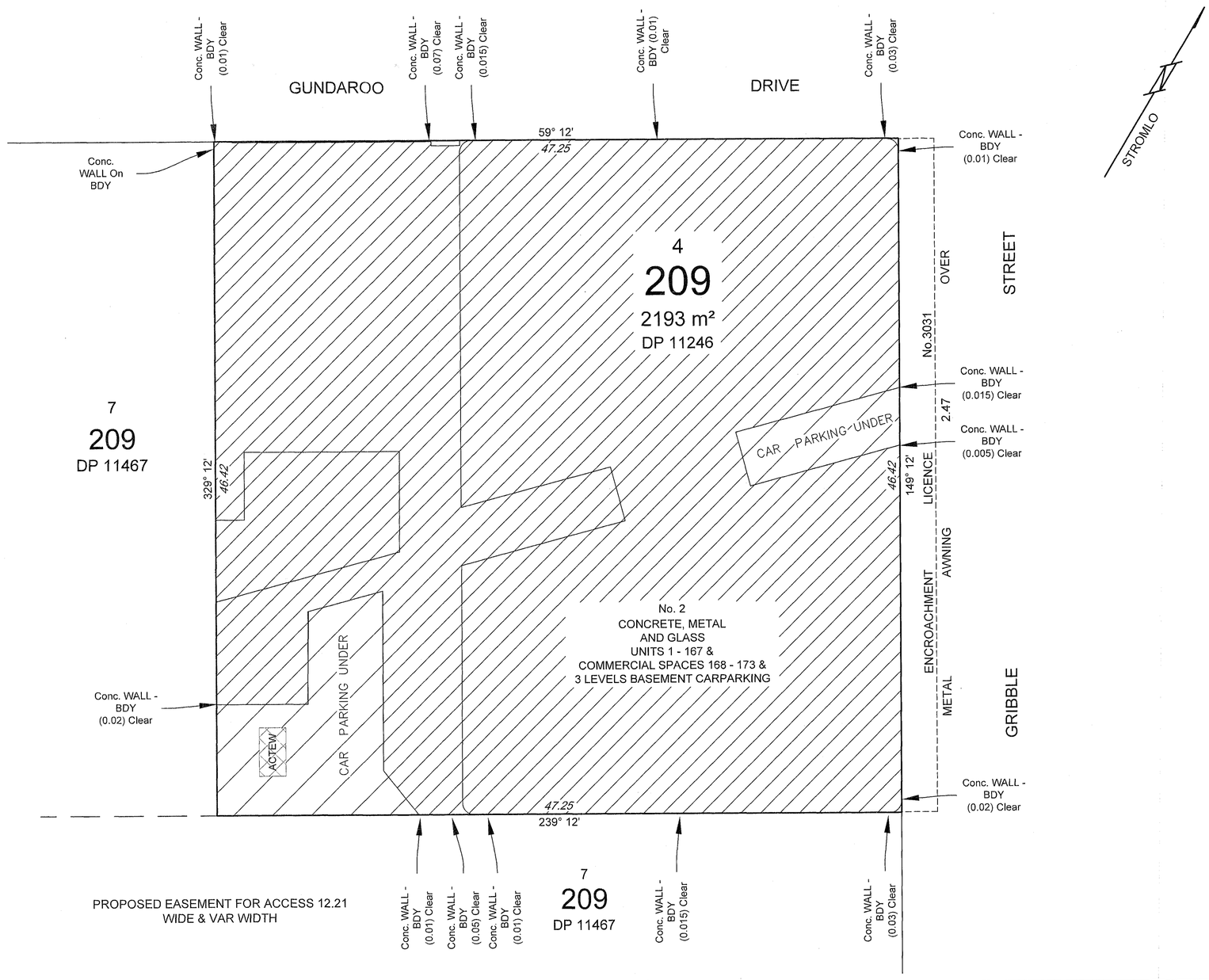
Deposited in the office of the Registrar of Titles at Canberra in the Australian Capital Territory the Thirteenth day of October 2014 at 30 minutes past 12 o'clock in the AM noon

Approved
Brett Phillips
Registrar-General
Registrar of Titles

DEPOSITED PLAN
11246
AMENDS DP 10528

*GL

X20679



0 1 2 3 4 5 10 15 20

Graphic bar scale - SCALE 1:200

Form 1

Form 088 - SP

Units and Subsidiaries are subject to the provisions of Section 34 of the Unit Titles Act 2001, where applicable.

SURVEYORS DECLARATION

I, Gregory Ireton Gibson of Geosurv Pty Ltd

A surveyor registered under the *Surveyors Act 2007*, herby certify that:

1. The survey represented by the diagrams on forms 1 and 3 of this plan are accurate and was completed on (insert date) -

2. The survey is in accordance with the following Acts:
   - *Unit Titles Act 2001*;
   - *Land Titles (Unit Titles) Act 1970*;
   - *Land Titles Act 1925*; and,
   - any other Regulation made under those Acts and in accordance with the *Surveyors Practice Directions*.

Signature of Registered Surveyor

REF: 180717 Dated 12/11/2020

CROSS OUT EITHER OF ITEM 3 OR 3(a)-3(c), WHICHEVER DOES NOT APPLY — 3(a)-(c) CANNOT APPLY IF AN ENCROACHMENT OCCURS OVER A ROAD OR PUBLIC PLACE UNLESS THE ENCROACHMENT IS AN ATTACHMENT AS DEFINED BY THE *UNIT TITLES ACT 2001*.

~~3. Each building (including anything attached to it) or building in the course of erection on the parcel is wholly within the parcel.~~

OR

3 ~~(a), (b),~~ (c)

~~a) All units and unit subsidiaries shown in the diagrams are wholly within the parcel;~~

b) The diagram clearly indicates the existence, nature and ~~extent of~~ any encroachment by a building (including anything ~~attached to it), beyond the boundaries of the parcel; and,~~

c) The diagrams clearly indicate the existence, nature and extent of any easement granted and registered, or to be granted and registered upon registration of this proposed plan, pertaining to the parcel.

PO BOX 206
CIVIC SQUARE, ACT 2608
Address for Service of Notice

VANTAGE STRATA
Name of Manager / Owners Corporation

LAND TITLES
ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

Sheet No. 1 of 5

SITE PLAN

LAND DETAILS

Block 4

Section 209

Division GUNGAHLIN

Deposited Plan Number DP11246

Volume/Folio 2150/64

Class of Units (A or B) A

POD LAND OWNER No. 3 Pty Ltd (ACN 604 316 770) BY ITS SOLE DIRECTOR JONATHON PAUL O'DONNELL IN ACCORDANCE WITH S.127 OF THE CORPORATIONS ACT

Paul O'Donnell

JONATHON PAUL O'DONNELL
(SOLE DIRECTOR)

Signature of Lessee

Lyn Tankey
Delegate of the
ACT Planning and Land Authority

APPROVED UNDER THE *UNIT TITLES ACT 2001*, AS THE UNITS PLAN FOR THE SUBDIVISION OF THE ABOVE MENTIONED PARCEL OF LAND

David Pryce
Registrar-General

18 DEC 2020

UNITS PLAN No.

13397

XUP 22165

Form 2

ACT GOVERNMENT
Land Titles (Unit Titles) Act 1970
Registrar-General's Office

Sheet No 2 of 50 Sheets

SUE
Form 078

SCHEDULE OF UNIT ENTITLEMENTS

1. LAND

District/Division	Section	Block
GUNGAHLIN / GUNGAHLIN	209	4

Unit Plan No
13397

2. APPROVAL UNDER *UNIT TITLES ACT 2001*

COLUMN 1			COLUMN 2	
UNIT NO	UNIT ENTITLEMENT	UNIT SUBSIDIARIES	VOLUME	FOLIO
1	7	45 G.G	3004	164
2	4	3	3004	165
3	4	3	3004	166
4	7	4	3004	167
5	6	4	3004	168
6	6	3	3004	169
7	5	3	3004	170
8	6	4	3004	171
9	4	3	3004	172
10	4	3	3004	173
11	7	45 G.G	3004	174
12	6	45 G.G	3004	175
13	6	84 G.G	3004	176
14	5	84 G.G	3004	177
15	7	4	3004	178
16	4	3	3004	179
17	4	3	3004	180
18	7	4	3004	181
19	6	4	3004	182
20	6	3	3004	183
21	5	3	3004	184
22	6	4	3004	185
23	4	3	3004	186
24	4	3	3004	187
25	6	4	3004	188
Aggregate				

POD LANDOWNER NO. 3 PTY LTD ACN 604 316 770 BY ITS SOLE DIRECTOR JONATHON PAUL O'DONNELL

Paul O'Donnell
.....
Signature of Lessee

The Certificate of Title issued for each of the units into which the parcel of land has been subdivided is as shown in Column 2 above. The Certificate of Title for the common property is:

Volume	Folio
3004	163

Column 1 above is the schedule of unit entitlement approved for the subdivision.

Dated Fifteenth this day of December 2020

Lyn Tankey
.....
Delegate of the Authority/Executive

David Pryce
Registrar-General

.....
Deputy Registrar-General

Approved form AF 2010 – 59 approved by Brett Phillips, Registrar-General on 12/03/2010 under s140 *Land Titles Act 1925* (approved forms). This form revokes form AF 2009-217

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Form 2

ACT GOVERNMENT
Land Titles (Unit Titles) Act 1970
Registrar-General's Office

Sheet No 3 of 50 Sheets

SUE
Form 078

SCHEDULE OF UNIT ENTITLEMENTS

1. LAND

District/Division	Section	Block
GUNGAHLIN / GUNGAHLIN	209	4

Unit Plan No
13397

2. APPROVAL UNDER *UNIT TITLES ACT 2001*

COLUMN 1			COLUMN 2	
UNIT NO	UNIT ENTITLEMENT	UNIT SUBSIDIARIES	VOLUME	FOLIO
26	6	4	3004	189
27	5	3	3004	190
28	5	3	3004	191
29	7	4	3004	192
30	4	3	3004	193
31	4	3	3004	194
32	7	4	3004	195
33	6	4	3004	196
34	6	3	3004	197
35	5	3	3004	198
36	6	4	3004	199
37	4	3	3004	200
38	4	3	3004	201
39	6	4	3004	202
40	6	4	3004	203
41	6	3	3004	204
42	5	3	3004	205
43	7	4	3004	206
44	4	3	3004	207
45	4	3	3004	208
46	7	4	3004	209
47	6	4	3004	210
48	6	3	3004	211
49	5	3	3004	212
50	6	4	3004	213
Aggregate				

POD LAND OWNER NO.3 PTY LTD ACN 604 316 770 BY ITS SOLE DIRECTOR JONATHON PAUL O'DONNELL

Paul O'Donnell
.....
Signature of Lessee

The Certificate of Title issued for each of the units into which the parcel of land has been subdivided is as shown in Column 2 above. The Certificate of Title for the common property is:

Volume	Folio
3004	163

Column 1 above is the schedule of unit entitlement approved for the subdivision.

Dated ~~Fifteenth~~ Fifteenth this day of December 2020

J Valley
Lyn Tankey
.....
Delegate of the Authority/Executive

David Pryce
Registrar-General
.....
Deputy Registrar-General

Approved form AF 2010 – 59 approved by Brett Phillips, Registrar-General on 12/03/2010 under s140 *Land Titles Act 1925* (approved forms) . This form revokes form AF 2009-217

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Form 2

ACT GOVERNMENT
Land Titles (Unit Titles) Act 1970
Registrar-General's Office

Sheet No 4 of 50 Sheets

SUE
Form 078

SCHEDULE OF UNIT ENTITLEMENTS

1. LAND

District/Division	Section	Block
GUNGAHLIN / GUNGAHLIN	209	4

Unit Plan No
13397

2. APPROVAL UNDER *UNIT TITLES ACT 2001*

COLUMN 1			COLUMN 2	
UNIT NO	UNIT ENTITLEMENT	UNIT SUBSIDIARIES	VOLUME	FOLIO
51	4	3	3004	214
52	4	3	3004	215
53	6	4	3004	216
54	6	4	3004	217
55	6	3	3004	218
56	5	3	3004	219
57	7	4	3004	220
58	4	3	3004	221
59	4	3	3004	222
60	7	5	3004	223
61	6	4	3004	224
62	6	3	3004	225
63	5	3	3004	226
64	7	4	3004	227
65	4	3	3004	228
66	4	3	3004	229
67	7	4	3004	230
68	6	4	3004	231
69	6	3	3004	232
70	5	3	3004	233
71	7	4	3004	234
72	4	3	3004	235
73	4	3	3004	236
74	7	4	3004	237
75	6	4	3004	238
Aggregate				

POD LAND OWNER NO 3 PTY LTD ACN 604 316 770 BY ITS SOLE DIRECTOR JONATHON PAUL O'DONNELL

Paul O'Donnell
Signature of Lessee

The Certificate of Title issued for each of the units into which the parcel of land has been subdivided is as shown in Column 2 above. The Certificate of Title for the common property is:

Volume	Folio
3004	163

Column 1 above is the schedule of unit entitlement approved for the subdivision.

Dated Fifteenth this day of December 2020

V Vanley Lyn Tankey
Delegate of the Authority/Executive

David Pryce
Registrar-General

Deputy Registrar-General

Approved form AF 2010 – 59 approved by Brett Phillips, Registrar-General on 12/03/2010 under s140 *Land Titles Act 1925* (approved forms) . This form revokes form AF 2009-217

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Form 2

ACT GOVERNMENT
Land Titles (Unit Titles) Act 1970
Registrar-General's Office

Sheet No 5 of 50 Sheets

SUE
Form 078

SCHEDULE OF UNIT ENTITLEMENTS

1. LAND

District/Division	Section	Block
GUNGAHLIN / GUNGAHLIN	209	4

Unit Plan No
13397

2. APPROVAL UNDER *UNIT TITLES ACT 2001*

COLUMN 1			COLUMN 2	
UNIT NO	UNIT ENTITLEMENT	UNIT SUBSIDIARIES	VOLUME	FOLIO
76	6	3	3004	239
77	5	3	3004	240
78	7	4	3004	241
79	4	3	3004	242
80	4	3	3004	243
81	7	4	3004	244
82 G.G	6	4	3004	245
~~86~~ 83	6	3	3004	246
84	5	3	3004	247
85	7	4	3004	248
86	4	3	3004	249
87	4	3	3004	250
88	7	4	3004	251
89	6	4	3004	252
90	6	3	3004	253
91	5	3	3004	254
92	7	4	3004	255
93	4	3	3004	256
94	4	3	3004	257
95	7	4	3004	258
96	6	4	3004	259
97	6	3	3004	260
98	5	3	3004	261
99	7	4	3004	262
100	4	3	3004	263
Aggregate				

POD LAND OWNER NO. 3 PTY LTD ACN 604 316 770 BY ITS SOLE DIRECTOR JONATHON PAUL O'DONNELL

Paul O'Donnell
Signature of Lessee

The Certificate of Title issued for each of the units into which the parcel of land has been subdivided is as shown in Column 2 above. The Certificate of Title for the common property is:

Volume	Folio
3004	163

Column 1 above is the schedule of unit entitlement approved for the subdivision.

Dated Fifteenth this day of December 2020

Lyn Tankey
Delegate of the Authority/Executive

David Pryce
Registrar-General

Deputy Registrar-General

Approved form AF 2010 – 59 approved by Brett Phillips, Registrar-General on 12/03/2010 under s140 *Land Titles Act 1925* (approved forms) . This form revokes form AF 2009-217

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Form 2

ACT GOVERNMENT
Land Titles (Unit Titles) Act 1970
Registrar-General's Office

Sheet No 6 of 50 Sheets

SUE
Form 078

SCHEDULE OF UNIT ENTITLEMENTS

1. LAND

District/Division	Section	Block
GUNGAHLIN / GUNGAHLIN	209	4

Unit Plan No
13397

2. APPROVAL UNDER *UNIT TITLES ACT 2001*

COLUMN 1			COLUMN 2	
UNIT NO	UNIT ENTITLEMENT	UNIT SUBSIDIARIES	VOLUME	FOLIO
101	4	~~3~~ 3	3004	264
102	~~7~~ 7	4	3004	265
103	7	4	3004	266
104	6	4	3004	267
105	6	3	3004	268
106	5	4	3004	269
107	7	3	3004	270
108	4	3	3004	271
109	4	4	3004	272
110	7	4	3004	273
111	6	4	3004	274
112	6	3	3004	275
113	5	4	3004	276
114	7	3	3004	277
115	5	3	3004	278
116	5	4	3004	279
117	7	4	3004	280
118	6	4	3004	281
119	5	3	3004	282
120	7	4	3004	283
121	4	3	3004	284
122	4	3	3004	285
123	7	4	3004	286
124	7	4	3004	287
125	6	4	3004	288
Aggregate				

POD LAND OWNER NO.3 PTY LTD ACN 604 316 770 BY ITS SOLE DIRECTOR JONATHON PAUL O'DONNELL

Paul O'Donnell
.....
Signature of Lessee

The Certificate of Title issued for each of the units into which the parcel of land has been subdivided is as shown in Column 2 above. The Certificate of Title for the common property is:

Volume	Folio
3004	163

Column 1 above is the schedule of unit entitlement approved for the subdivision.

Dated Fifteenth this day of December 2020

V Vallely Lyn Tankey
.....
Delegate of the Authority/Executive

David Pryce
Registrar-General

.....
Deputy Registrar-General

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Form 2

ACT GOVERNMENT
Land Titles (Unit Titles) Act 1970
Registrar-General's Office

Sheet No 7 of 50 Sheets

SUE
Form 078

SCHEDULE OF UNIT ENTITLEMENTS

1. LAND

District/Division	Section	Block
GUNGAHLIN / GUNGAHLIN	209	4

Unit Plan No
13397

2. APPROVAL UNDER *UNIT TITLES ACT 2001*

COLUMN 1			COLUMN 2	
UNIT NO	UNIT ENTITLEMENT	UNIT SUBSIDIARIES	VOLUME	FOLIO
126	5	3	3004	289
127	10	6	3004	290
128	10	6	3004	291
129	7	4	3004	292
130	6	4	3004	293
131	5	3	3004	294
132	7	4	3004	295
133	5	3	3004	296
134	5	3	3004	297
135	7	4	3004	298
136	7	4	3004	299
137	6	4	3004	300
138	5	3	3004	301
139	10	6	3004	302
140	10	6	3004	303
141	7	4	3004	304
142	6	4	3004	305
143	5	3	3004	306
144	7	4	3004	307
145	5	3	3004	308
146	5	3	3004	309
147	7	4	3004	310
148	7	4	3004	311
149	6	4	3004	312
150	5	3	3004	313
Aggregate				

POD LAND OWNER NO. 3 PTY LTD ACN 604 316 770 BY ITS SOLE DIRECTOR JONATHON PAUL O'DONNELL

Paul O'Donnell
Signature of Lessee

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Volume	Folio
3004	163

Column 1 above is the schedule of unit entitlement approved for the subdivision.

Dated Fifteenth this day of December 2020

Lyn Tankey
Delegate of the Authority/Executive

David Pryce
Registrar-General

Deputy Registrar-General

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Form 2

ACT GOVERNMENT
Land Titles (Unit Titles) Act 1970
Registrar-General's Office

Sheet No 8 of 50 Sheets

SUE
Form 078

SCHEDULE OF UNIT ENTITLEMENTS

1. LAND

District/Division	Section	Block
GUNGAHLIN / GUNGAHLIN	209	4

Unit Plan No
13397

2. APPROVAL UNDER *UNIT TITLES ACT 2001*

COLUMN 1			COLUMN 2	
UNIT NO	UNIT ENTITLEMENT	UNIT SUBSIDIARIES	VOLUME	FOLIO
151	11	7	3004	314
152	11	7	3004	315
153	7	4	3004	316
154	6	4	3004	317
155	5	3	3004	318
156	7	4	3004	319
157	5	3	3004	320
158	5	3	3004	321
159	7	4	3004	322
160	7	4	3004	323
161	6	4	3004	324
162	5	3	3004	325
163	7	4	3004	326
164	8	4	3004	327
165	6	4	3004	328
166	6	4	3004	329
167	6	4	3004	330
168	6	2	3004	331
169	4	1	3004	332
170	4	1	3004	333
171	5	2	3004	334
172	4	2	3004	335
173	4	2	3004	336
Aggregate	1000	~~613~~ 618 6.5		

POD LAND OWNER NO. 3 PTY LTD ACN 604 316 770 BY ITS SOLE DIRECTOR JONATHON PAUL O'DONNELL.

Paul O'Donnell
Signature of Lessee

The Certificate of Title issued for each of the units into which the parcel of land has been subdivided is as shown in Column 2 above. The Certificate of Title for the common property is:

Volume	Folio
3004	163

Column 1 above is the schedule of unit entitlement approved for the subdivision.

Dated Fifteenth this day of December 2020

Lyn Tankey
Delegate of the Authority/Executive

David Pryce
Registrar-General

Deputy Registrar-General

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UNIT IDENTIFIER					SUBSIDIARIES								
UNIT No.	SHEET No.	FLOOR	DOOR No.	STREET	CARSPACE		STORAGE CAGE		BALCONY		PLANTER		SUBSIDIARY TOTAL
					SUB No.	SHEET No.	SUB No.	SHEET No.	SUB No.	SHEET No.	SUB No.	SHEET No.	
1	22	2nd	202	No 2. GRIBBLE STREET	1,2	19	3	21	4	22	5	22	5
2	22	2nd	203		1	17	2	21	3	22			3
3	22	2nd	204		1	19	2	21	3	22			3
4	22	2nd	205		1,2	17	3	18	4	22			4
5	22	2nd	206		1,2	19	3	21	4	22			4
6	22	2nd	207		1	19	2	21	3	22			3
7	22	2nd	208		1	19	2	21	3	22			3
8	22	2nd	209		1,2	17	3	17	4	22			4
9	22	2nd	210		1	19	2	21	3	22			3
10	22	2nd	211		1	19	2	21	3	22			3
11	22	2nd	212		1,2	19	3	21	4	22	5	22	5
12	22	2nd	213		1,2	19	3	21	4	22	5	22	5
13	22	2nd	214		1	19	2	21	3	22	4	22	4
14	22	2nd	201		1	19	2	21	3	22	4	22	4
15	23	3rd	302		1,2	17	3	17	4	23			4
16	23	3rd	303		1	19	2	21	3	23			3
17	23	3rd	304		1	19	2	21	3	23			3
18	23	3rd	305		1,2	17	3	17	4	23			4
19	23	3rd	306		1,2	17	3	17	4	23			4
20	23	3rd	307		1	19	2	21	3	23			3
21	23	3rd	308		1	17	2	21	3	23			3
22	23	3rd	309		1,2	20	3	21	4	23			4
23	23	3rd	310		1	20	2	21	3	23			3
24	23	3rd	311		1	17	2	21	3	23			3
25	23	3rd	312		1,2	20	3	21	4	23			4
26	23	3rd	313		1,2	17	3	17	4	23			4
27	23	3rd	314		1	17	2	21	3	23			3
28	23	3rd	301		1	17	2	21	3	23			3
29	24	4th	402		1,2	15	3	16	4	24			4
30	24	4th	403		1	20	2	21	3	24			3
31	24	4th	404		1	17	2	17	3	24			3
32	24	4th	405		1,2	15	3	15	4	24			4
33	24	4th	406		1,2	17	3	18	4	24			4
34	24	4th	407		1	17	2	21	3	24			3
35	24	4th	408		1	15	2	21	3	24			3
36	24	4th	409		1,2	20	3	21	4	24			4
37	24	4th	410		1	20	2	21	3	24			3
38	24	4th	411		1	15	2	21	3	24			3
39	24	4th	412		1,2	20	3	21	4	24			4
40	24	4th	413		1,2	19	3	21	4	24			4

LAND TITLES
ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

Sheet No. 9 of 50

FLOOR PLAN

Block
4

Section
209

Division
GUNGAHLIN

FLOOR NUMBER

POD LAND OWNER No. 3 Pty Ltd (ACN 604 316 770) BY ITS SOLE DIRECTOR JONATHON PAUL O'DONNELL IN ACCORDANCE WITH S.127 OF THE CORPORATIONS ACT

Paul O'Donnell
JONATHON PAUL O'DONNELL
(SOLE DIRECTOR)

Signature of Lessee

Lyn Tankey
Delegate of the
ACT Planning and Land Authority

APPROVED UNDER THE *UNIT TITLES ACT 2001*, AS THE UNITS PLAN FOR THE SUBDIVISION OF THE ABOVE MENTIONED PARCEL OF LAND

UNITS PLAN No.
13397

Form 3

Form 091 - FP

UNIT IDENTIFIER					SUBSIDIARIES						
					CARSPACE		STORAGE CAGE		BALCONY		
UNIT No.	SHEET No.	FLOOR	DOOR No.	STREET	SUB No.	SHEET No.	SUB No.	SHEET No.	SUB No.	SHEET No.	SUBSIDIARY TOTAL
41	24	4th	414	No. 2 GRIBBLE STREET	1	17	2	21	3	24	3
42	24	4th	401		1	15	2	21	3	24	3
43	25	5th	502		1,2	17	3	13	4	25	4
44	25	5th	503		1	17	2	18	3	25	3
45	25	5th	504		1	17	2	21	3	25	3
46	25	5th	505		1,2	17	3	13	4	25	4
47	25	5th	506		1,2	19	3	21	4	25	4
48	25	5th	507		1	15	2	15	3	25	3
49	25	5th	508		1	17	2	18	3	25	3
50	25	5th	509		1,2	20	3	20	4	25	4
51	25	5th	510		1	20	2	21	3	25	3
52	25	5th	511		1	17	2	17	3	25	3
53	25	5th	512		1,2	20	3	21	4	25	4
54	25	5th	513		1,2	19	3	21	4	25	4
55	25	5th	514		1	17	2	21	3	25	3
56	25	5th	501		1	17	2	17	3	25	3
57	26	6th	602		1,2	17	3	17	4	26	4
58	26	6th	603		1	17	2	17	3	26	3
59	26	6th	604		1	17	2	17	3	26	3
60	26	6th	605		1,2	17	3,5	17	4	26	5
61	26	6th	606		1,2	17	3	17	4	26	4
62	26	6th	607		1	17	2	17	3	26	3
63	26	6th	608		1	17	2	17	3	26	3
64	26	6th	609		1,2	20	3	21	4	26	4
65	26	6th	610		1	15	2	21	3	26	3
66	26	6th	611		1	17	2	17	3	26	3
67	26	6th	612		1,2	20	3	21	4	26	4
68	26	6th	613		1,2	15	3	21	4	26	4
69	26	6th	614		1	17	2	21	3	26	3
70	26	6th	601		1	17	2	18	3	26	3
71	27	7th	702		1,2	17	3	17	4	27	4
72	27	7th	703		1	17	2	17	3	27	3
73	27	7th	704		1	17	2	17	3	27	3
74	27	7th	705		1,2	17	3	17	4	27	4
75	27	7th	706		1,2	15	3	21	4	27	4
76	27	7th	707		1	17	2	13	3	27	3
77	27	7th	708		1	17	2	18	3	27	3
78	27	7th	709		1,2	20	3	21	4	27	4
79	27	7th	710		1	17	2	17	3	27	3

UNIT IDENTIFIER					SUBSIDIARIES						
					CARSPACE		STORAGE CAGE		BALCONY		
UNIT No.	SHEET No.	FLOOR	DOOR No.	STREET	SUB No.	SHEET No.	SUB No.	SHEET No.	SUB No.	SHEET No.	SUBSIDIARY TOTAL
80	27	7th	711	No. 2 GRIBBLE STREET	1	17	2	18	3	27	3
81	27	7th	712		1,2	20	3	21	4	27	4
82	27	7th	713		1,2	17	3	17	4	27	4
83	27	7th	714		1	15	2	15	3	27	3
84	27	7th	701		1	17	2	18	3	27	3
85	28	8th	802		1,2	15	3	15	4	28	4
86	28	8th	803		1	15	2	16	3	28	3
87	28	8th	804		1	15	2	16	3	28	3
88	28	8th	805		1,2	15	3	16	4	28	4
89	28	8th	806		1,2	17	3	18	4	28	4
90	28	8th	807		1	15	2	16	3	28	3
91	28	8th	808		1	15	2	16	3	28	3
92	28	8th	809		1,2	20	3	21	4	28	4
93	28	8th	810		1	15	2	16	3	28	3
94	28	8th	811		1	15	2	16	3	28	3
95	28	8th	812		1,2	20	3	21	4	28	4
96	28	8th	813		1,2	15	3	16	4	28	4
97	28	8th	814		1	15	2	16	3	28	3
98	28	8th	801		1	15	2	16	3	28	3
99	29	9th	902		1,2	15	3	16	4	29	4
100	29	9th	903		1	15	2	16	3	29	3
101	29	9th	904		1	15	2	16	3	29	3
102	29	9th	905		1,2	15	3	15	4	29	4
103	29	9th	906		1,2	15	3	15	4	29	4
104	29	9th	907		1,2	17	3	17	4	29	4
105	29	9th	908		1	15	2	15	3	29	3
106	29	9th	909		1,2	19	3	19	4	29	4
107	29	9th	910		1	15	2	15	3	29	3
108	29	9th	911		1	15	2	15	3	29	3
109	29	9th	912		1,2	20	3	21	4	29	4
110	29	9th	913		1,2	15	3	15	4	29	4
111	29	9th	914		1,2	15	3	21	4	29	4
112	29	9th	901		1	15	2	15	3	29	3
113	30	10th	1002		1,2	15	3	15	4	30	4
114	30	10th	1003		1	15	2	15	3	30	3
115	30	10th	1004		1	15	2	16	3	30	3
116	30	10th	1005		1,2	15	3	16	4	30	4
117	30	10th	1006		1,2	15	3	16	4	30	4
118	30	10th	1007		1,2	15	3	15	4	30	4

Form 3

Form 091 - FP

LAND TITLES
ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

Sheet No. 10 of 50

FLOOR PLAN

Block
4

Section
209

Division
GUNGAHLIN

FLOOR NUMBER

POD LAND OWNER No. 3 Pty Ltd (ACN 604 316 770) BY ITS SOLE DIRECTOR JONATHON PAUL O'DONNELL IN ACCORDANCE WITH S.127 OF THE CORPORATIONS ACT

Paul O'Donnell
JONATHON PAUL O'DONNELL
(SOLE DIRECTOR)

Signature of Lessee

V Vaccy
Lyn Tankey
Delegate of the
ACT Planning and Land Authority

APPROVED UNDER THE *UNIT TITLES ACT 2001*, AS THE UNITS PLAN FOR THE SUBDIVISION OF THE ABOVE MENTIONED PARCEL OF LAND

UNITS PLAN No.
13397

UNIT IDENTIFIER					SUBSIDIARIES						
					CARSPACE		STORAGE CAGE		BALCONY		
UNIT No.	SHEET No.	FLOOR	DOOR No.	STREET	SUB No.	SHEET No.	SUB No.	SHEET No.	SUB No.	SHEET No.	SUBSIDIARY TOTAL
119	30	10th	1008	No. 2 GRIBBLE STREET	1	15	2	15	3	30	3
120	30	10th	1009		1,2	15	3	15	4	30	4
121	30	10th	1010		1	13	2	14	3	30	3
122	30	10th	1011		1	13	2	14	3	30	3
123	30	10th	1012		1,2	13	3	14	4	30	4
124	30	10th	1013		1,2	13	3	14	4	30	4
125	30	10th	1014		1,2	13	3	14	4	30	4
126	30	10th	1001		1	13	2	14	3	30	3
127	31	11th	1102		1,2,3	15	4,5	15	6	31	6
128	31	11th	1103		1,2,3	15	4,5	15	6	31	6
129	31	11th	1104		1,2	13	3	14	4	31	4
130	31	11th	1105		1,2	13	3	14	4	31	4
131	31	11th	1106		1	13	2	14	3	31	3
132	31	11th	1107		1,2	13	3	14	4	31	4
133	31	11th	1108		1	13	2	14	3	31	3
134	31	11th	1109		1	13	2	14	3	31	3
135	31	11th	1110		1,2	13	3	14	4	31	4
136	31	11th	1111		1,2	13	3	14	4	31	4
137	31	11th	1112		1,2	13	3	14	4	31	4
138	31	11th	1101		1	13	2	14	3	31	3
139	32	12th	1202		1,2,3	15	4,5	15	6	32	6
140	32	12th	1203		1,2,3	13	4,5	13	6	32	6
141	32	12th	1204		1,2	13	3	14	4	32	4
142	32	12th	1205		1,2	13	3	14	4	32	4
143	32	12th	1206		1	13	2	14	3	32	3
144	32	12th	1207		1,2	13	3	13	4	32	4
145	32	12th	1208		1	13	2	13	3	32	3
146	32	12th	1209		1	13	2	14	3	32	3

UNIT IDENTIFIER					SUBSIDIARIES						
					CARSPACE		STORAGE CAGE		BALCONY		
UNIT No.	SHEET No.	FLOOR	DOOR No.	STREET	SUB No.	SHEET No.	SUB No.	SHEET No.	SUB No.	SHEET No.	SUBSIDIARY TOTAL
147	32	12th	1210	No. 2 GRIBBLE STREET	1,2	13	3	14	4	32	4
148	32	12th	1211		1,2	13	3	13	4	32	4
149	32	12th	1212		1,2	13	3	13	4	32	4
150	32	12th	1201		1	13	2	13	3	32	3
151	33	13th	1302		1,2,3	13	4,5,6	13	7	33	7
152	33	13th	1303		1,2,3	13	4,5,6	13	7	33	7
153	33	13th	1304		1,2	13	3	13	4	33	4
154	33	13th	1305		1,2	13	3	13	4	33	4
155	33	13th	1306		1	13	2	13	3	33	3
156	33	13th	1307		1,2	13	3	14	4	33	4
157	33	13th	1308		1	13	2	14	3	33	3
158	33	13th	1309		1	13	2	14	3	33	3
159	33	13th	1310		1,2	13	3	14	4	33	4
160	33	13th	1311		1,2	13	3	13	4	33	4
161	33	13th	1312		1,2	13	3	13	4	33	4
162	33	13th	1301		1	13	2	13	3	33	3
163	20	1st	101		1,2	20	3	21	4	20	4
164	20	1st	102		1,2	20	3	21	4	20	4
165	20	1st	103		1,2	20	3	20	4	20	4
166	20	1st	104		1,2	20	3	21	4	20	4
167	20	1st	105		1,2	20	3	21	4	20	4
168	19	GROUND	G01		1,2	19					2
169	19	GROUND	G02		1	19					1
170	19	GROUND	G03		1	19					1
171	19	GROUND	G04		1,2	19					2
172	19	GROUND	G05		1,2	19					2
173	19	GROUND	G06		1,2	19					2

LAND TITLES
ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

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FLOOR PLAN

Block
4

Section
209

Division
GUNGAHLIN

FLOOR NUMBER

POD LAND OWNER No. 3 Pty Ltd (ACN 604 316 770) BY ITS SOLE DIRECTOR JONATHON PAUL O'DONNELL IN ACCORDANCE WITH S.127 OF THE CORPORATIONS ACT

Paul O'Donnell
JONATHON PAUL O'DONNELL
(SOLE DIRECTOR)

Signature of Lessee

Lyn Tankey
Delegate of the
ACT Planning and Land Authority

APPROVED UNDER THE *UNIT TITLES ACT 2001*, AS THE UNITS PLAN FOR THE SUBDIVISION OF THE ABOVE MENTIONED PARCEL OF LAND

Form 3

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UNITS PLAN No.
13397

LEGEND and SPECIFICATION SHEET

MB - DENOTES MOTORCYCLE SPACE (COMMON PROPERTY)
B - DENOTES BALCONY
P - DENOTES PLANTER BOX
CP - DENOTES COMMON PROPERTY
CY - DENOTES COURT YARD
● ▬ DENOTES STRUCTURAL COLUMNS
◊ - DENOTES CARSPACE 2.4m x 5.4m, 13m²
\+ - DENOTES CARSPACE 2.3m x 5.4m, 13m²
\# - DENOTES STORAGE SPACE 1m²
* - DENOTES STORAGE SPACE 2m²
▨ - DENOTES BRICK WALL
▩ - DENOTES METAL ACTEW POWER KIOSK ON CONCRETE PLINTH

UNIT AREAS HAVE BEEN DETERMINED WITH REFERENCE TO THE CENTRELINES OF WALLS, UNLESS NOTED OTHERWISE

THE POSITION OF THE WALL CENTRELINES HAVE BEEN DEDUCED TO DETERMINE UNIT AREA

ALL AREAS ARE APPROXIMATE AND MAY CONTAIN COLUMNS AND SERVICE DUCTS, WHICH ARE COMMON PROPERTY

AREAS ARE SHOWN FOR THE PURPOSES OF THE UNITS PLAN ONLY AND MUST NOT BE USED FOR ANY OTHER PURPOSE

UNITS AND SUBSIDIARIES ARE SUBJECT TO THE PROVISIONS OF SECTION 34 OF THE UNIT TITLES ACT 2001, WHERE APPLICABLE

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ACCESS CANBERRA
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FLOOR PLAN

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4

Section
209

Division
GUNGAHLIN

FLOOR NUMBER

POD LAND OWNER No. 3 Pty Ltd (ACN 604 316 770) BY ITS SOLE DIRECTOR JONATHON PAUL O'DONNELL IN ACCORDANCE WITH S.127 OF THE CORPORATIONS ACT

Paul O'Donnell
JONATHON PAUL O'DONNELL
(SOLE DIRECTOR)

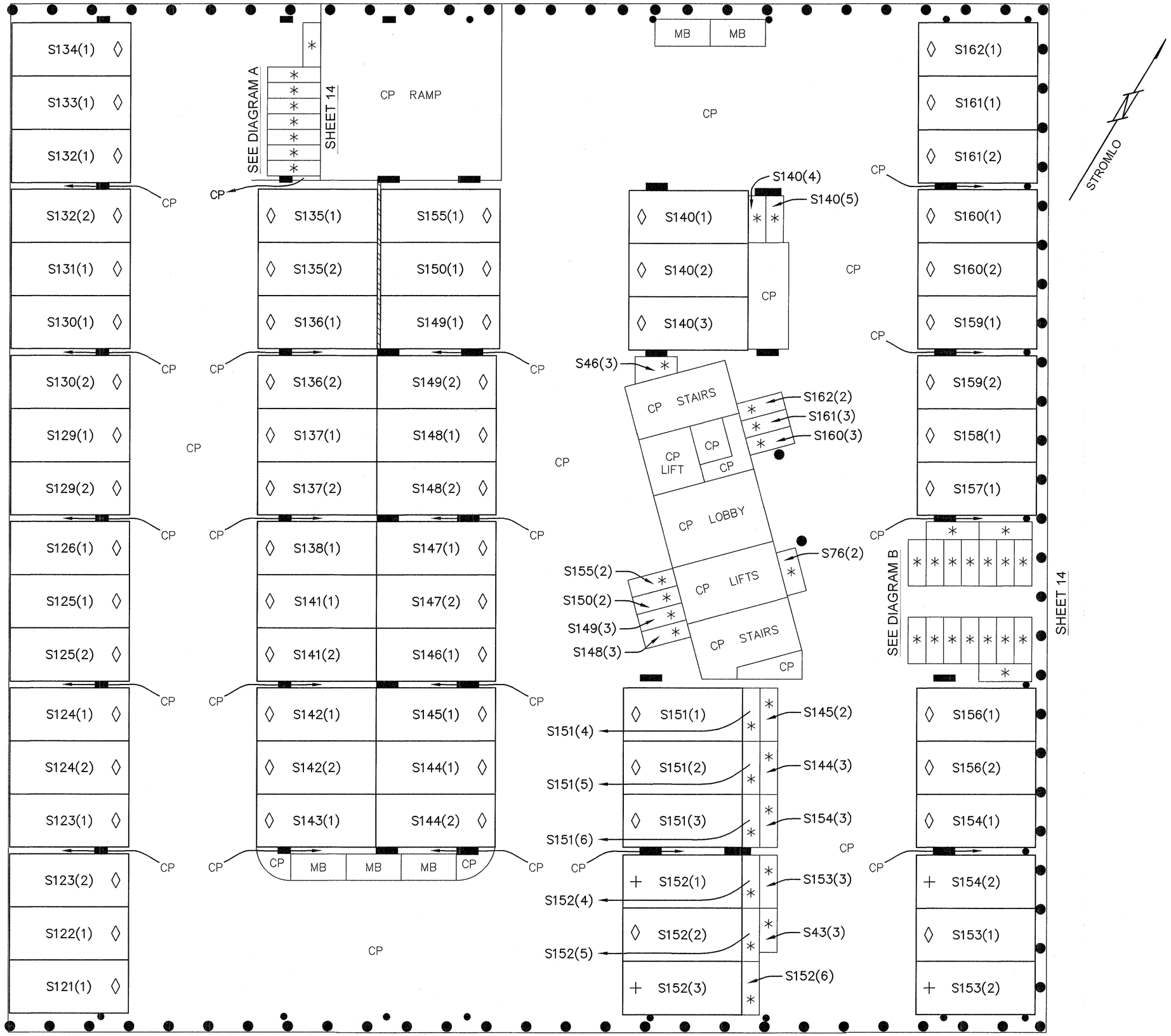
Signature of Lessee

L Varley
Lyn Tankey
Delegate of the
ACT Planning and Land Authority

APPROVED UNDER THE *UNIT TITLES ACT 2001*, AS THE UNITS PLAN FOR THE SUBDIVISION OF THE ABOVE MENTIONED PARCEL OF LAND

UNITS PLAN No.
13397

Form 3
Form 091 - FP



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Graphic bar scale - SCALE 1:125

Form 3

Form 091 - FP

LAND TITLES
ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

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FLOOR PLAN

Block
4

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209

Division
GUNGAHLIN

FLOOR NUMBER

BASEMENT 3

POD LAND OWNER No. 3 Pty Ltd (ACN 604 316 770) BY ITS SOLE DIRECTOR JONATHON PAUL O'DONNELL IN ACCORDANCE WITH S.127 OF THE CORPORATIONS ACT

Paul O'Donnell
JONATHON PAUL O'DONNELL
(SOLE DIRECTOR)

Signature of Lessee

Lyn Tankey
Delegate of the
ACT Planning and Land Authority

APPROVED UNDER THE *UNIT TITLES ACT 2001*, AS THE UNITS PLAN FOR THE SUBDIVISION OF THE ABOVE MENTIONED PARCEL OF LAND

UNITS PLAN No.
13397

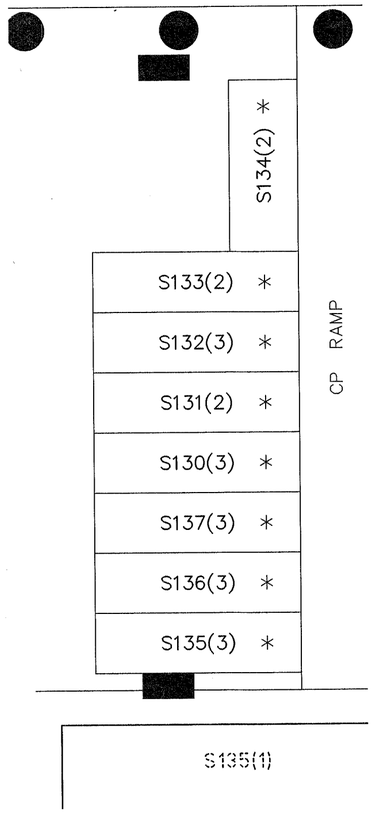


DIAGRAM A

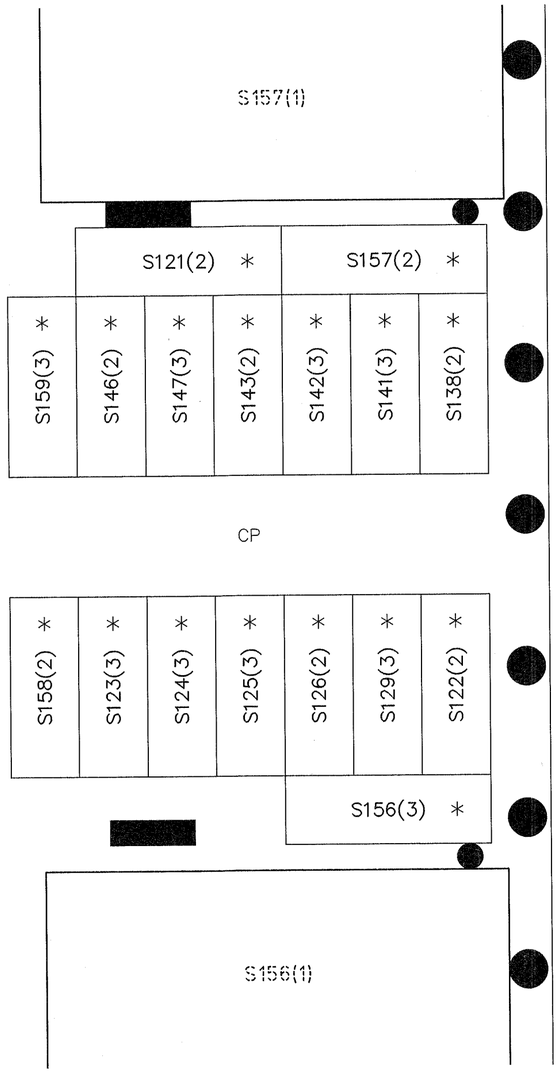
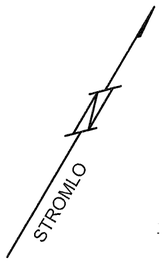
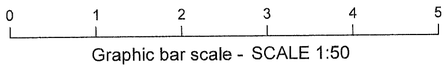


DIAGRAM B





Form 3

Form 091 - FP

LAND TITLES

ACCESS CANBERRA

Chief Minister, Treasury and Economic Development Directorate

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FLOOR PLAN

Block

4

Section

209

Division

GUNGAHLIN

FLOOR NUMBER

BASEMENT 3 DIAGRAMS

POD LAND OWNER No. 3 Pty Ltd (ACN 604 316 770) BY ITS SOLE DIRECTOR JONATHON PAUL O'DONNELL IN ACCORDANCE WITH S.127 OF THE CORPORATIONS ACT

Paul O'Donnell

JONATHON PAUL O'DONNELL
(SOLE DIRECTOR)

Signature of Lessee

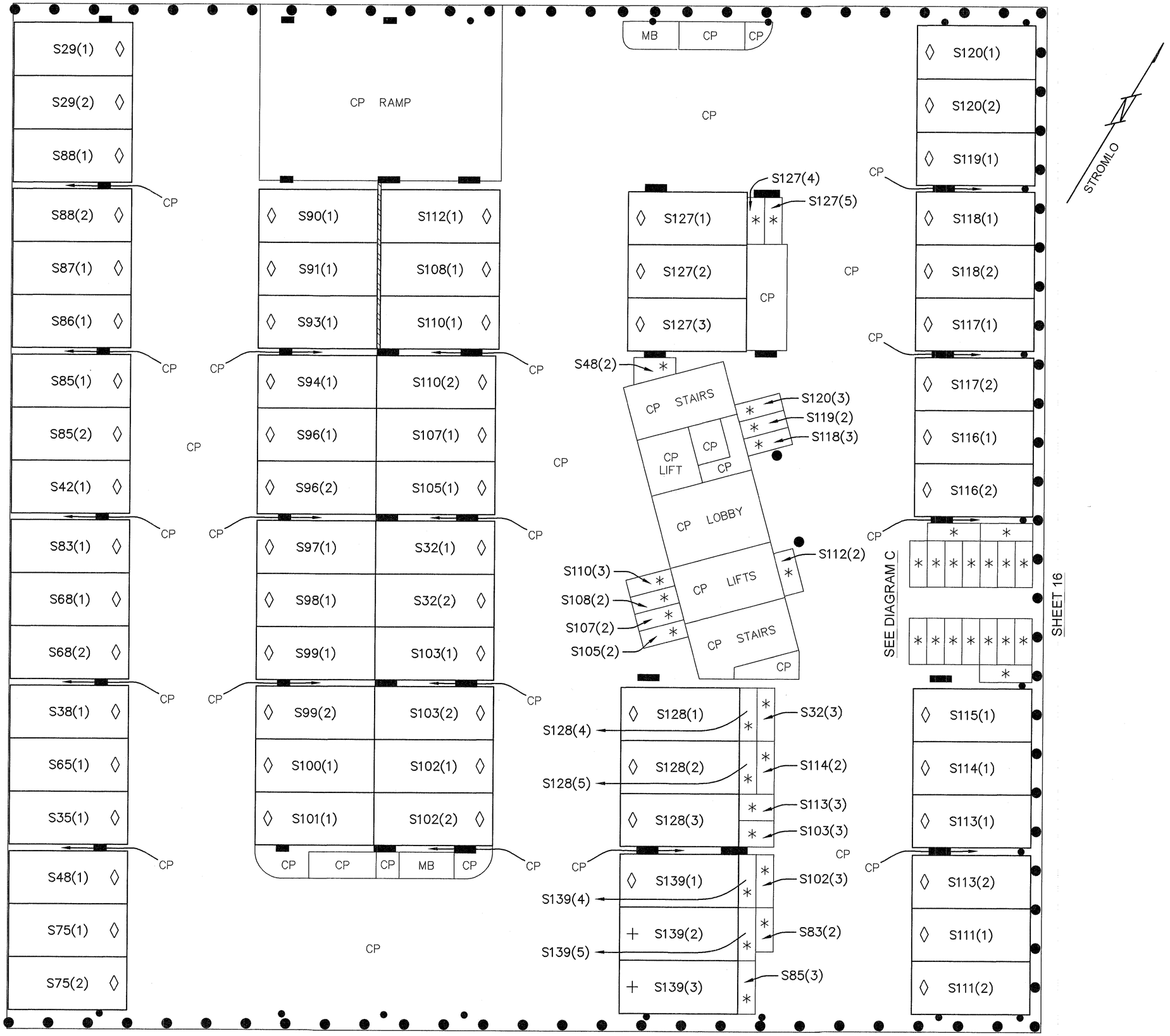
Lyn Tankey

Delegate of the
ACT Planning and Land Authority

APPROVED UNDER THE *UNIT TITLES ACT 2001*, AS THE UNITS PLAN FOR THE SUBDIVISION OF THE ABOVE MENTIONED PARCEL OF LAND

UNITS PLAN No.

13397



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Graphic bar scale - SCALE 1:125

Form 3

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ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

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Division
GUNGAHLIN

FLOOR NUMBER

BASEMENT 2

POD LAND OWNER No. 3 Pty Ltd (ACN 604 316 770) BY ITS SOLE DIRECTOR JONATHON PAUL O'DONNELL IN ACCORDANCE WITH S.127 OF THE CORPORATIONS ACT

Paul O'Donnell
JONATHON PAUL O'DONNELL
(SOLE DIRECTOR)

Signature of Lessee

Lyn Tankey
Delegate of the
ACT Planning and Land Authority

APPROVED UNDER THE *UNIT TITLES ACT 2001*, AS THE UNITS PLAN FOR THE SUBDIVISION OF THE ABOVE MENTIONED PARCEL OF LAND

UNITS PLAN No.
13397

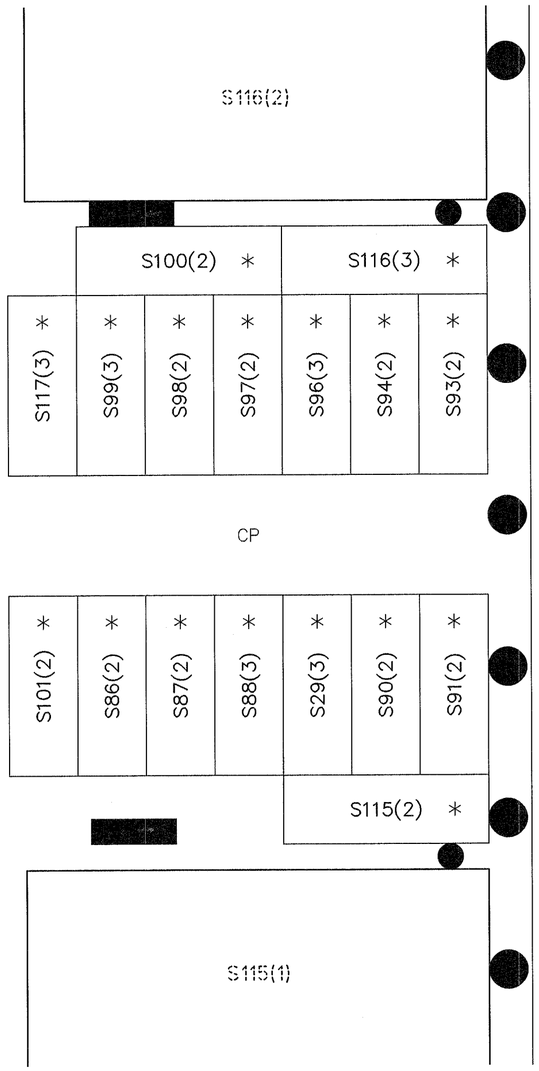
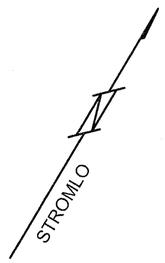


DIAGRAM C



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Graphic bar scale - SCALE 1:50

Form 3

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ACCESS CANBERRA

Chief Minister, Treasury and Economic Development Directorate

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Division

GUNGAHLIN

FLOOR NUMBER

BASEMENT 2 DIAGRAMS

POD LAND OWNER No. 3 Pty Ltd (ACN 604 316 770) BY ITS SOLE DIRECTOR JONATHON PAUL O'DONNELL IN ACCORDANCE WITH S.127 OF THE CORPORATIONS ACT

Paul O'Donnell

JONATHON PAUL O'DONNELL
(SOLE DIRECTOR)

Signature of Lessee

V Valley

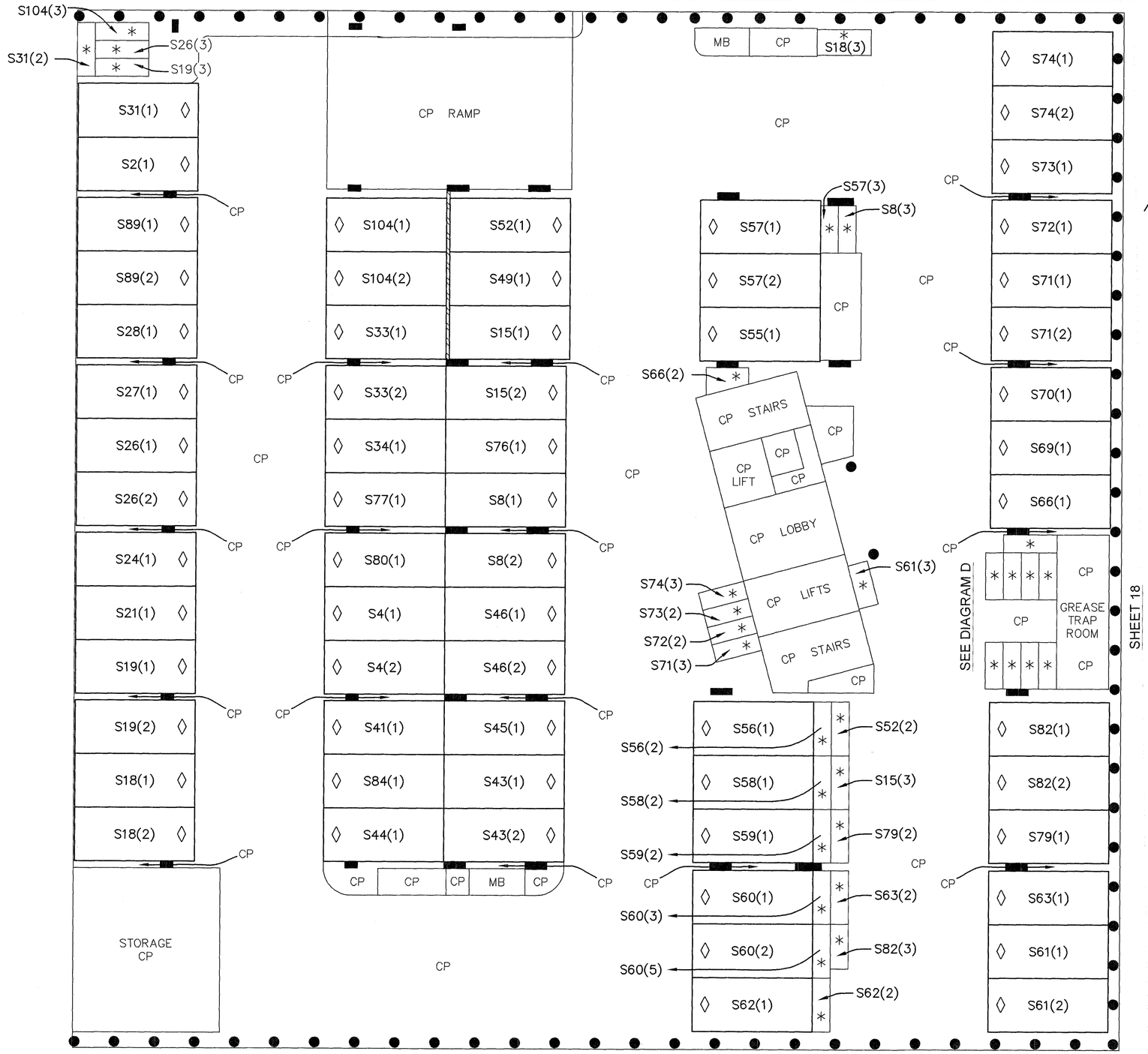
Lyn Tankey

Delegate of the
ACT Planning and Land Authority

APPROVED UNDER THE *UNIT TITLES ACT 2001*, AS THE UNITS PLAN FOR THE SUBDIVISION OF THE ABOVE MENTIONED PARCEL OF LAND

UNITS PLAN No.

13397



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ACCESS CANBERRA
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FLOOR PLAN

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Section
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Division
GUNGAHLIN

FLOOR NUMBER

BASEMENT 1

POD LAND OWNER No. 3 Pty Ltd (ACN 604 316 770) BY ITS SOLE DIRECTOR JONATHON PAUL O'DONNELL IN ACCORDANCE WITH S.127 OF THE CORPORATIONS ACT

Paul O'Donnell
JONATHON PAUL O'DONNELL
(SOLE DIRECTOR)

Signature of Lessee

Lyn Tankey
Delegate of the
ACT Planning and Land Authority

APPROVED UNDER THE *UNIT TITLES ACT 2001*, AS THE UNITS PLAN FOR THE SUBDIVISION OF THE ABOVE MENTIONED PARCEL OF LAND

Form 3

Form 091 - FP

UNITS PLAN No.
13397

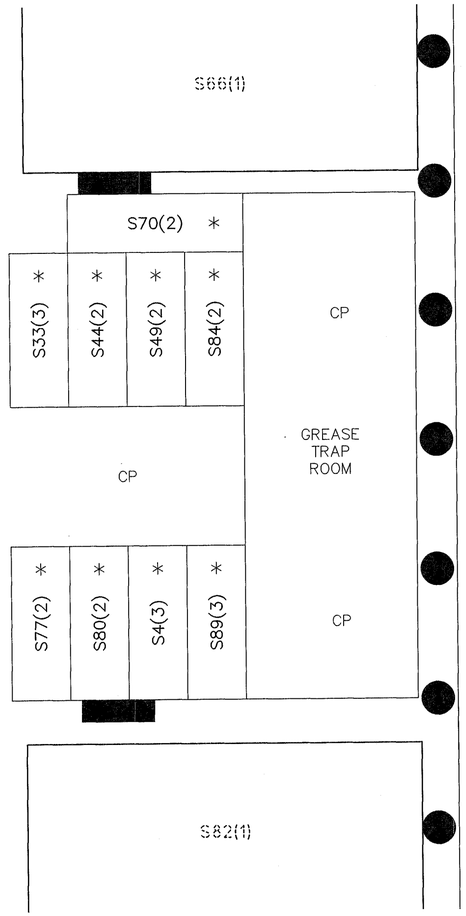
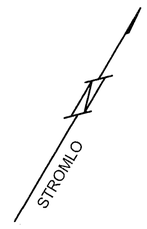


DIAGRAM D



0 1 2 3 4 5

Graphic bar scale - SCALE 1:50

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LAND TITLES

ACCESS CANBERRA

Chief Minister, Treasury and Economic Development Directorate

Sheet No. 18 of

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Division

GUNGAHLIN

FLOOR NUMBER

BASEMENT 1 DIAGRAMS

POD LAND OWNER No. 3 Pty Ltd (ACN 604 316 770) BY ITS SOLE DIRECTOR JONATHON PAUL O'DONNELL IN ACCORDANCE WITH S.127 OF THE CORPORATIONS ACT

Paul O'Donnell

JONATHON PAUL O'DONNELL
(SOLE DIRECTOR)

Signature of Lessee

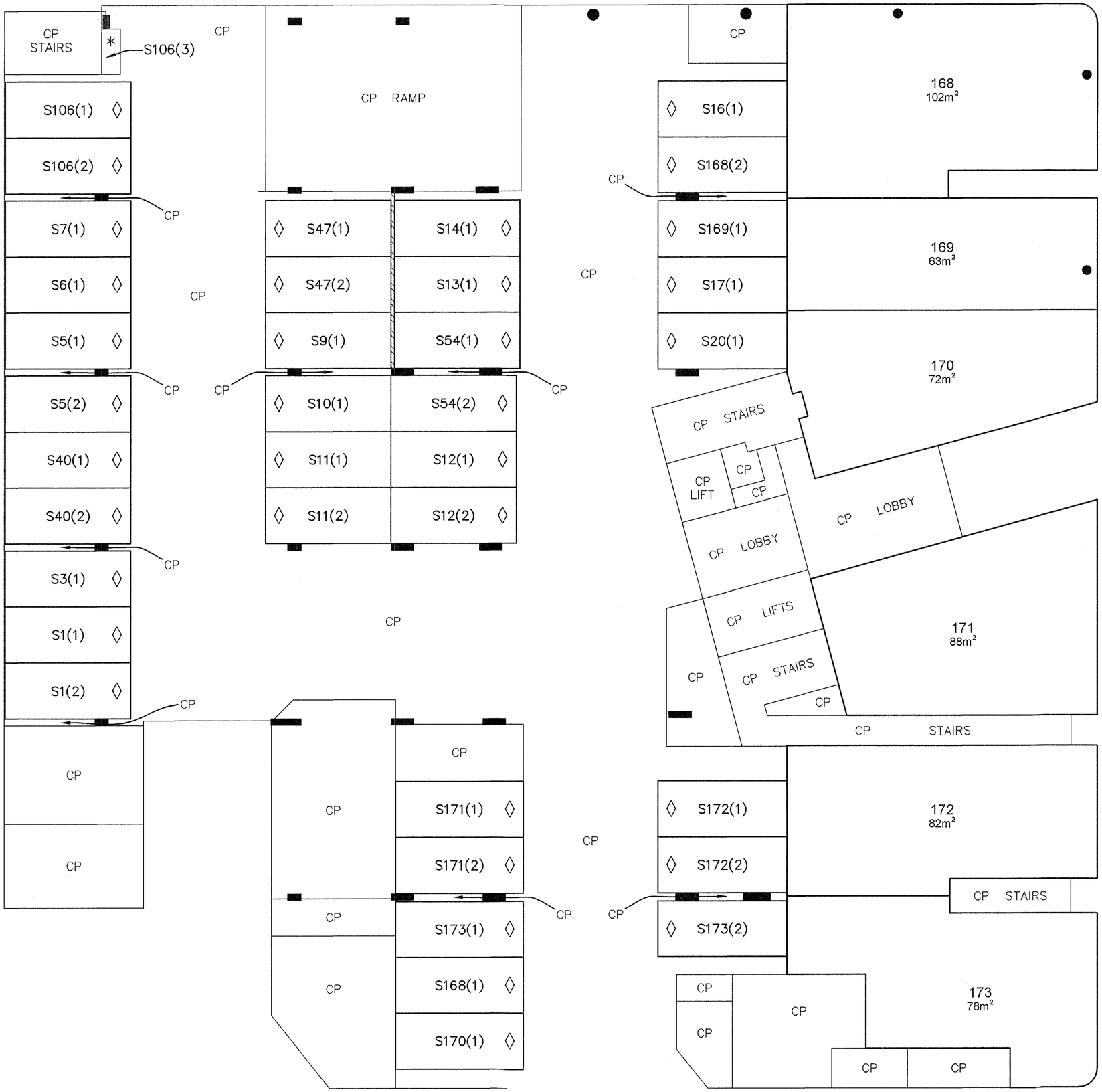
V Vaulkey

Lyn Tankey
Delegate of the
ACT Planning and Land Authority

APPROVED UNDER THE *UNIT TITLES ACT 2001*, AS THE UNITS PLAN FOR THE SUBDIVISION OF THE ABOVE MENTIONED PARCEL OF LAND

UNITS PLAN No.

13397



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ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

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FLOOR PLAN

Block
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Section
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Division
GUNGAHLIN

FLOOR NUMBER

GROUND LEVEL

POD LAND OWNER No. 3 Pty Ltd (ACN 604 316 770) BY ITS SOLE DIRECTOR JONATHON PAUL O'DONNELL IN ACCORDANCE WITH S.127 OF THE CORPORATIONS ACT

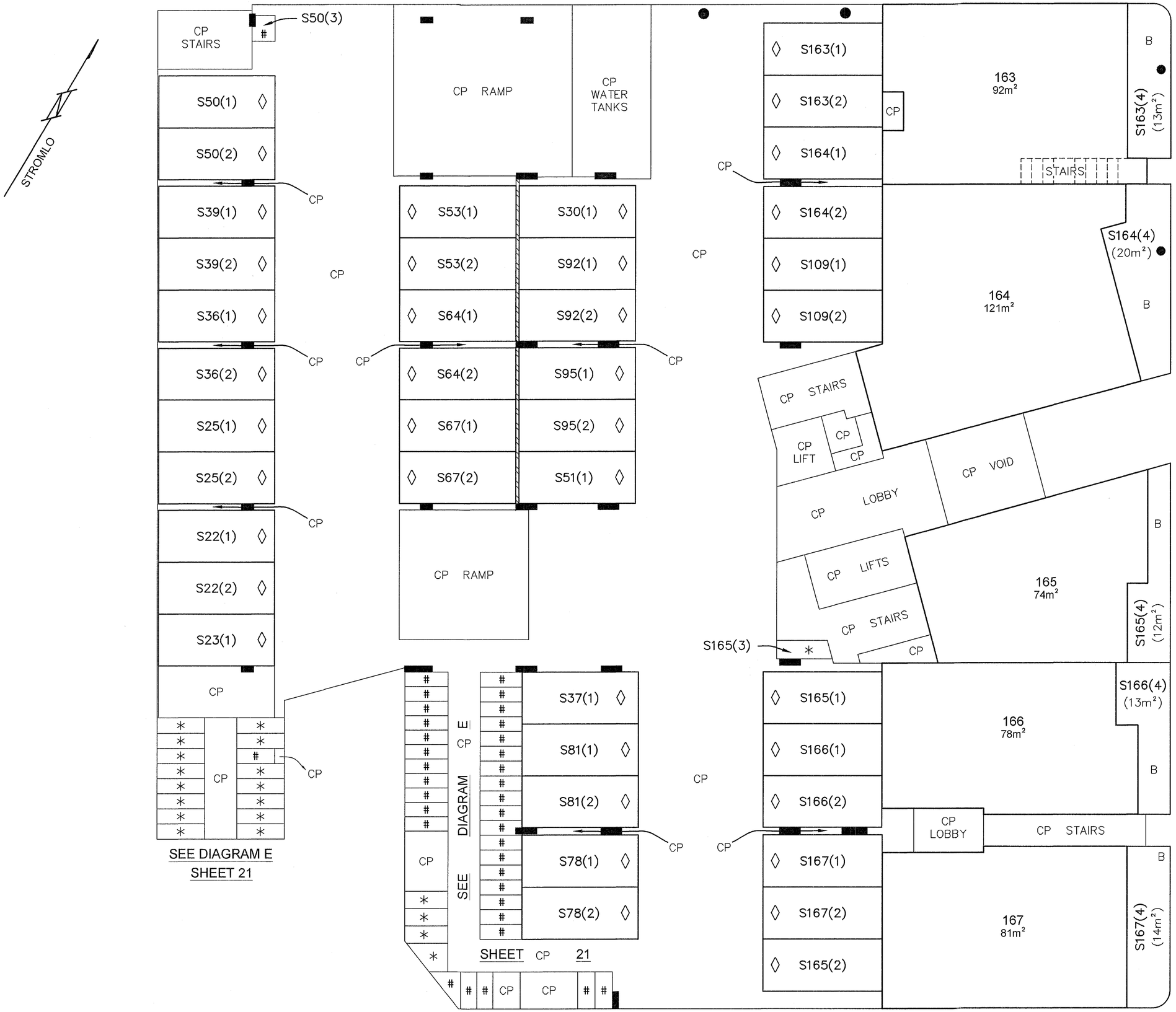
Paul O'Donnell
JONATHON PAUL O'DONNELL
(SOLE DIRECTOR)

Signature of Lessee

V Varley
Lyn Tankey
Delegate of the
ACT Planning and Land Authority

APPROVED UNDER THE *UNIT TITLES ACT 2001*, AS THE UNITS PLAN FOR THE SUBDIVISION OF THE ABOVE MENTIONED PARCEL OF LAND

UNITS PLAN No.
133977



LAND TITLES
ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

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FLOOR PLAN

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Division
GUNGAHLIN

FLOOR NUMBER

LEVEL 1

POD LAND OWNER No. 3 Pty Ltd (ACN 604 316 770) BY ITS SOLE DIRECTOR JONATHON PAUL O'DONNELL IN ACCORDANCE WITH S.127 OF THE CORPORATIONS ACT

Paul O'Donnell
JONATHON PAUL O'DONNELL
(SOLE DIRECTOR)

Signature of Lessee

Lyn Tankey
Delegate of the
ACT Planning and Land Authority

APPROVED UNDER THE *UNIT TITLES ACT 2001*, AS THE UNITS PLAN FOR THE SUBDIVISION OF THE ABOVE MENTIONED PARCEL OF LAND

UNITS PLAN No.
13397

Form 3

Form 091 - FP

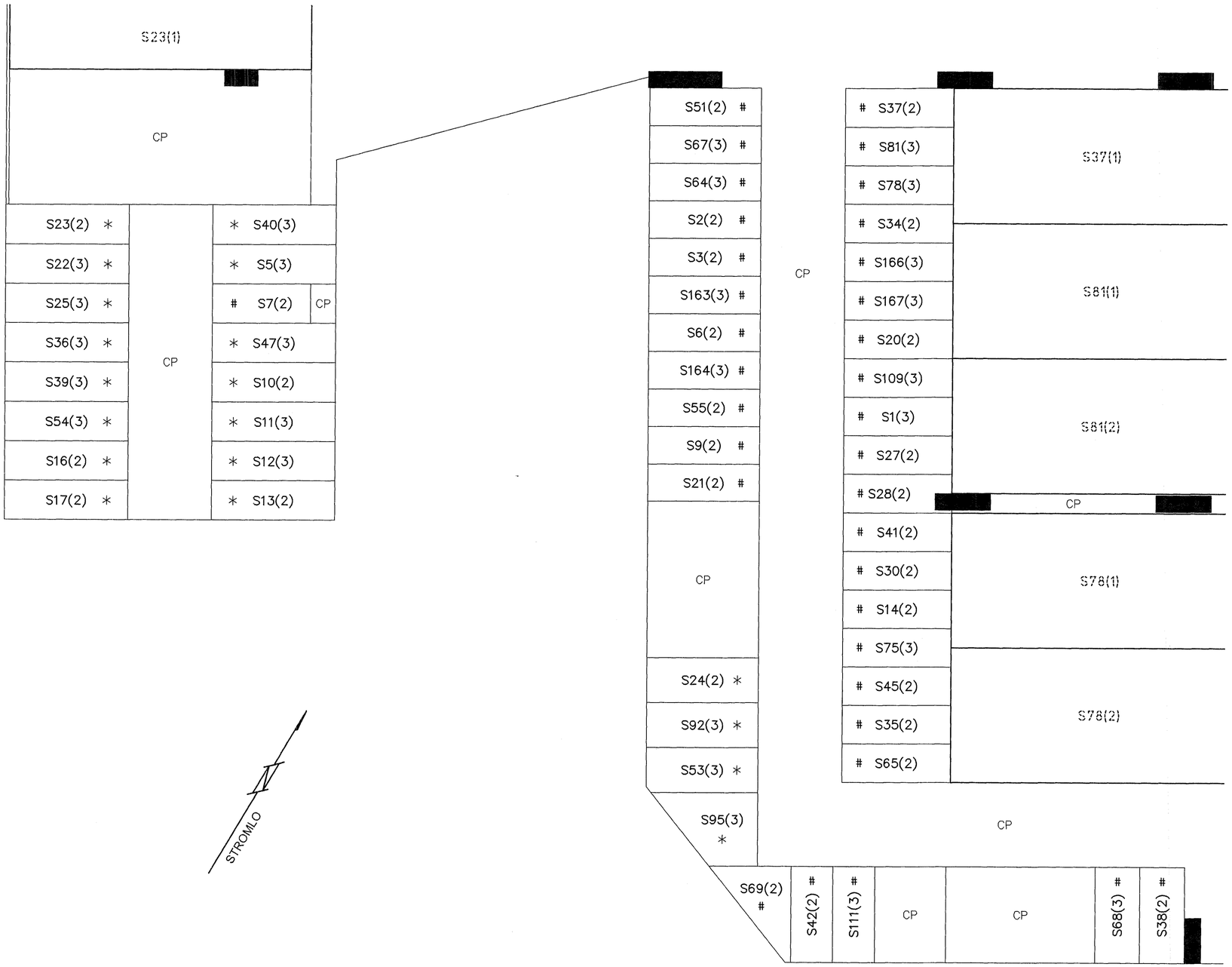


DIAGRAM E

Form 3

Form 091 - FP

0 1 2 3 4 5

Graphic bar scale - SCALE 1:50

LAND TITLES

ACCESS CANBERRA

Chief Minister, Treasury and Economic Development Directorate

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FLOOR PLAN

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Division

GUNGAHLIN

FLOOR NUMBER

LEVEL 1 DIAGRAMS

POD LAND OWNER No. 3 Pty Ltd (ACN 604 316 770) BY ITS SOLE DIRECTOR JONATHON PAUL O'DONNELL IN ACCORDANCE WITH S.127 OF THE CORPORATIONS ACT

Paul O'Donnell

JONATHON PAUL O'DONNELL (SOLE DIRECTOR)

Signature of Lessee

Lyn Tankey

Delegate of the ACT Planning and Land Authority

APPROVED UNDER THE *UNIT TITLES ACT 2001*, AS THE UNITS PLAN FOR THE SUBDIVISION OF THE ABOVE MENTIONED PARCEL OF LAND

UNITS PLAN No.

13397



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ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

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Division
GUNGAHLIN

FLOOR NUMBER

LEVEL 2

POD LAND OWNER No. 3 Pty Ltd (ACN 604 316 770) BY ITS SOLE DIRECTOR JONATHON PAUL O'DONNELL IN ACCORDANCE WITH S.127 OF THE CORPORATIONS ACT

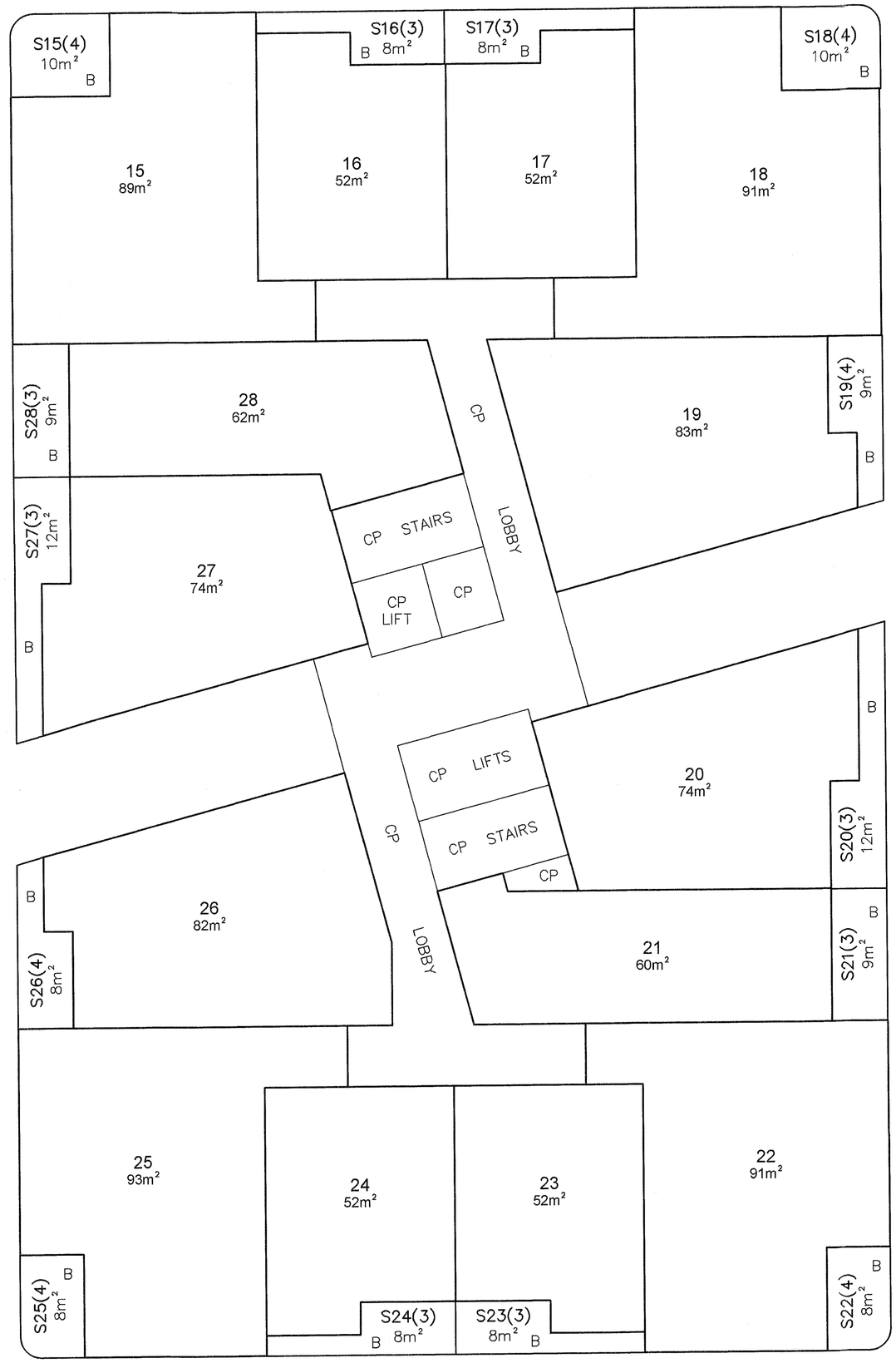
Paul O'Donnell
JONATHON PAUL O'DONNELL
(SOLE DIRECTOR)

Signature of Lessee

V Vaney
Lyn Tankey
Delegate of the
ACT Planning and Land Authority

APPROVED UNDER THE *UNIT TITLES ACT 2001*, AS THE UNITS PLAN FOR THE SUBDIVISION OF THE ABOVE MENTIONED PARCEL OF LAND

UNITS PLAN No.
13397



LAND TITLES
ACCESS CANBERRA
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FLOOR PLAN

Block
4

Section
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Division
GUNGAHLIN

FLOOR NUMBER

LEVEL 3

POD LAND OWNER No. 3 Pty Ltd (ACN 604 316 770) BY ITS SOLE DIRECTOR JONATHON PAUL O'DONNELL IN ACCORDANCE WITH S.127 OF THE CORPORATIONS ACT

Paul O'Donnell
JONATHON PAUL O'DONNELL
(SOLE DIRECTOR)

Signature of Lessee

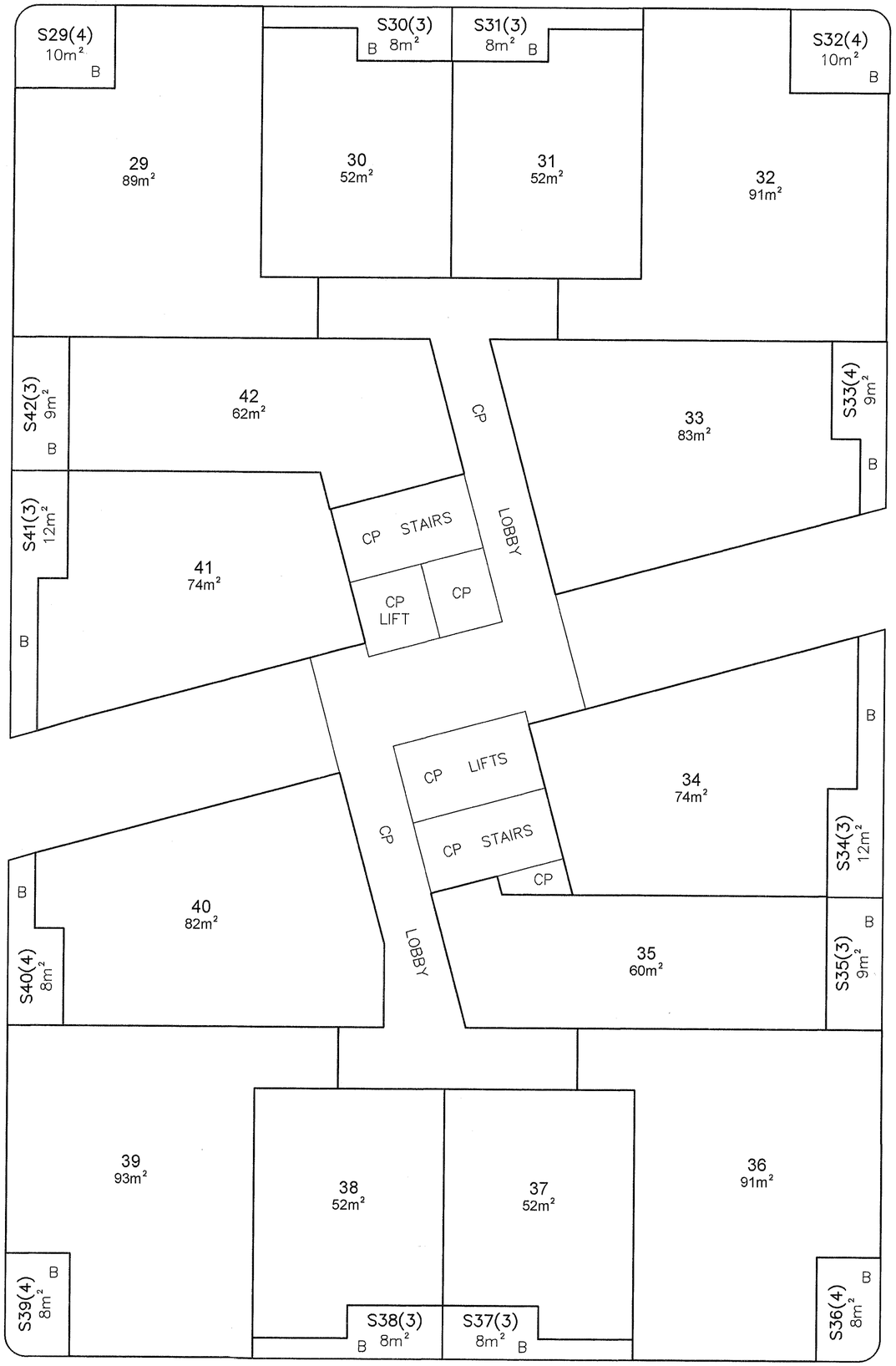
L Tankey
Lyn Tankey
Delegate of the
ACT Planning and Land Authority

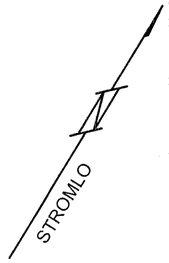
APPROVED UNDER THE *UNIT TITLES ACT 2001*, AS THE UNITS PLAN FOR THE SUBDIVISION OF THE ABOVE MENTIONED PARCEL OF LAND

UNITS PLAN No.
13397

Form 3

Form 091 - FP





LAND TITLES
ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

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FLOOR PLAN

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Division
GUNGAHLIN

FLOOR NUMBER

LEVEL 4

POD LAND OWNER No. 3 Pty Ltd (ACN 604 316 770) BY ITS SOLE DIRECTOR JONATHON PAUL O'DONNELL IN ACCORDANCE WITH S.127 OF THE CORPORATIONS ACT

Paul O'Donnell
JONATHON PAUL O'DONNELL
(SOLE DIRECTOR)

Signature of Lessee

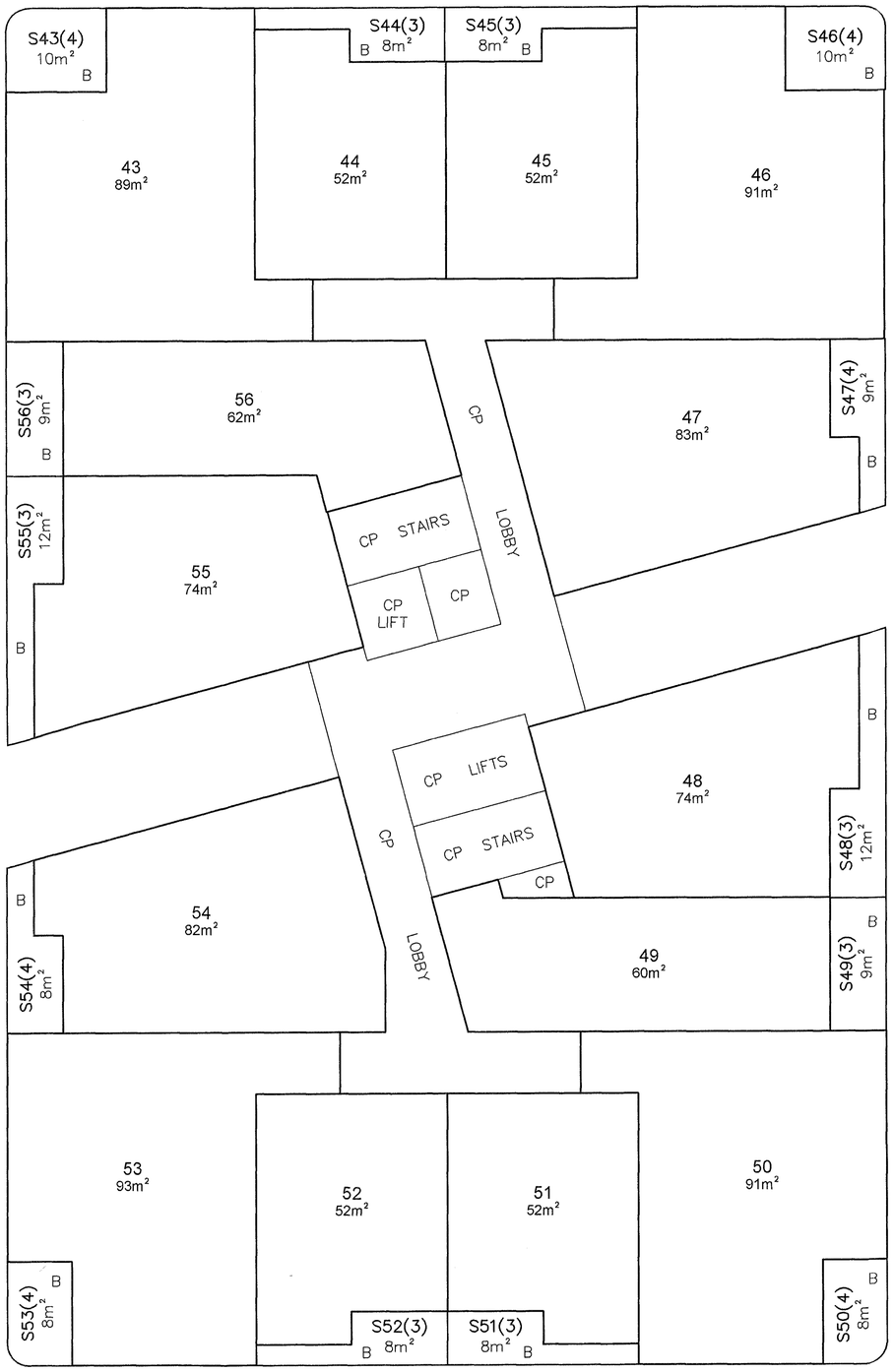
Lyn Tankey
Delegate of the
ACT Planning and Land Authority

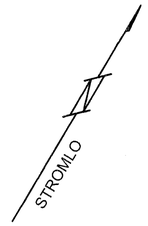
APPROVED UNDER THE *UNIT TITLES ACT 2001*, AS THE UNITS PLAN FOR THE SUBDIVISION OF THE ABOVE MENTIONED PARCEL OF LAND

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Division

GUNGAHLIN

FLOOR NUMBER

LEVEL 5

POD LAND OWNER No. 3 Pty Ltd (ACN 604 316 770) BY ITS SOLE DIRECTOR JONATHON PAUL O'DONNELL IN ACCORDANCE WITH S.127 OF THE CORPORATIONS ACT

Paul O'Donnell

JONATHON PAUL O'DONNELL
(SOLE DIRECTOR)

Signature of Lessee

Lyn Tankey

Delegate of the
ACT Planning and Land Authority

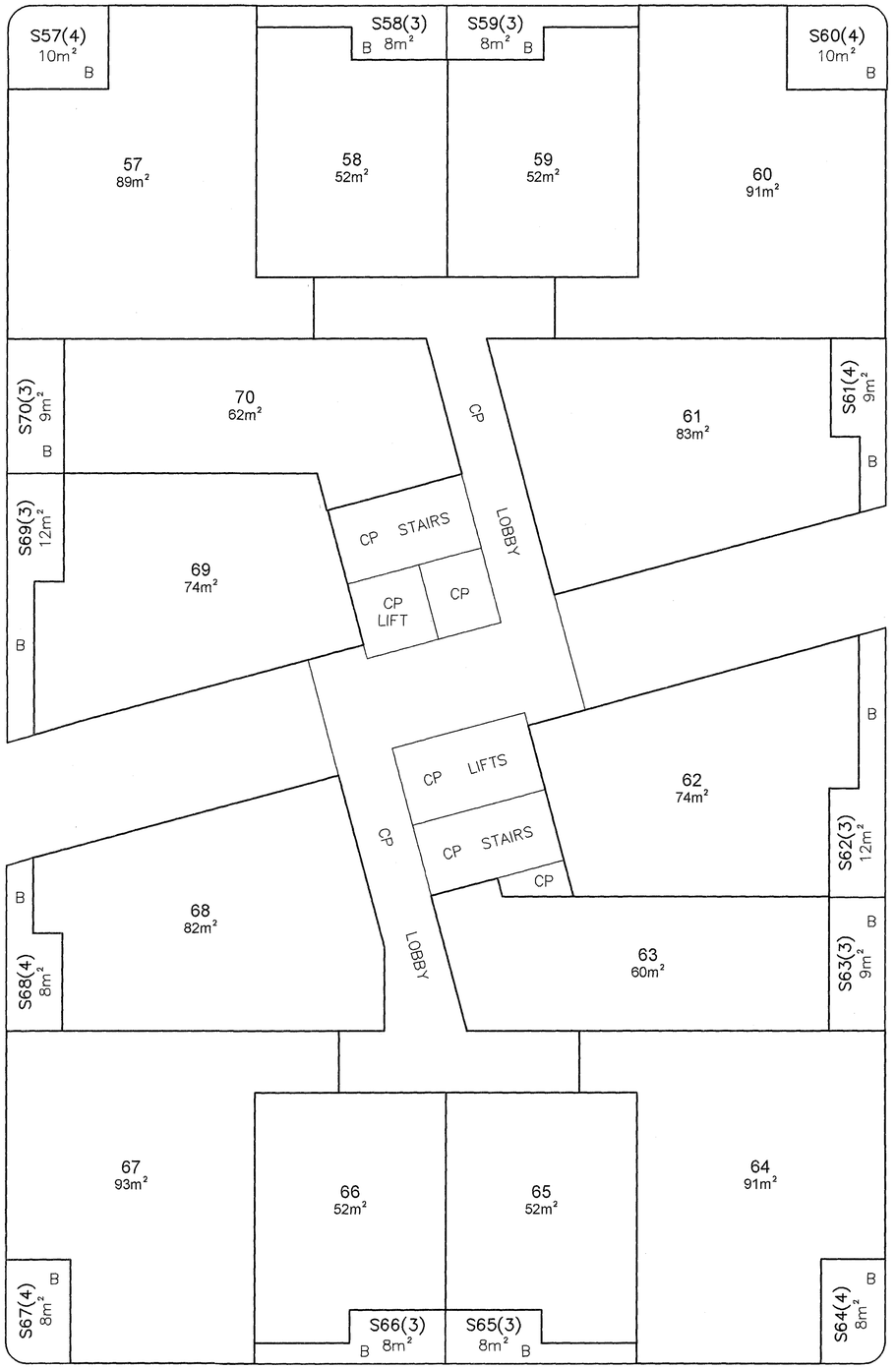
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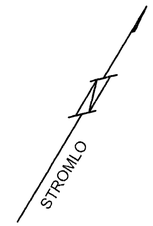
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GUNGAHLIN

FLOOR NUMBER

LEVEL 6

POD LAND OWNER No. 3 Pty Ltd (ACN 604 316 770) BY ITS SOLE DIRECTOR JONATHON PAUL O'DONNELL IN ACCORDANCE WITH S.127 OF THE CORPORATIONS ACT

Paul O'Donnell

JONATHON PAUL O'DONNELL
(SOLE DIRECTOR)

Signature of Lessee

V Tankey

Lyn Tankey

Delegate of the
ACT Planning and Land Authority

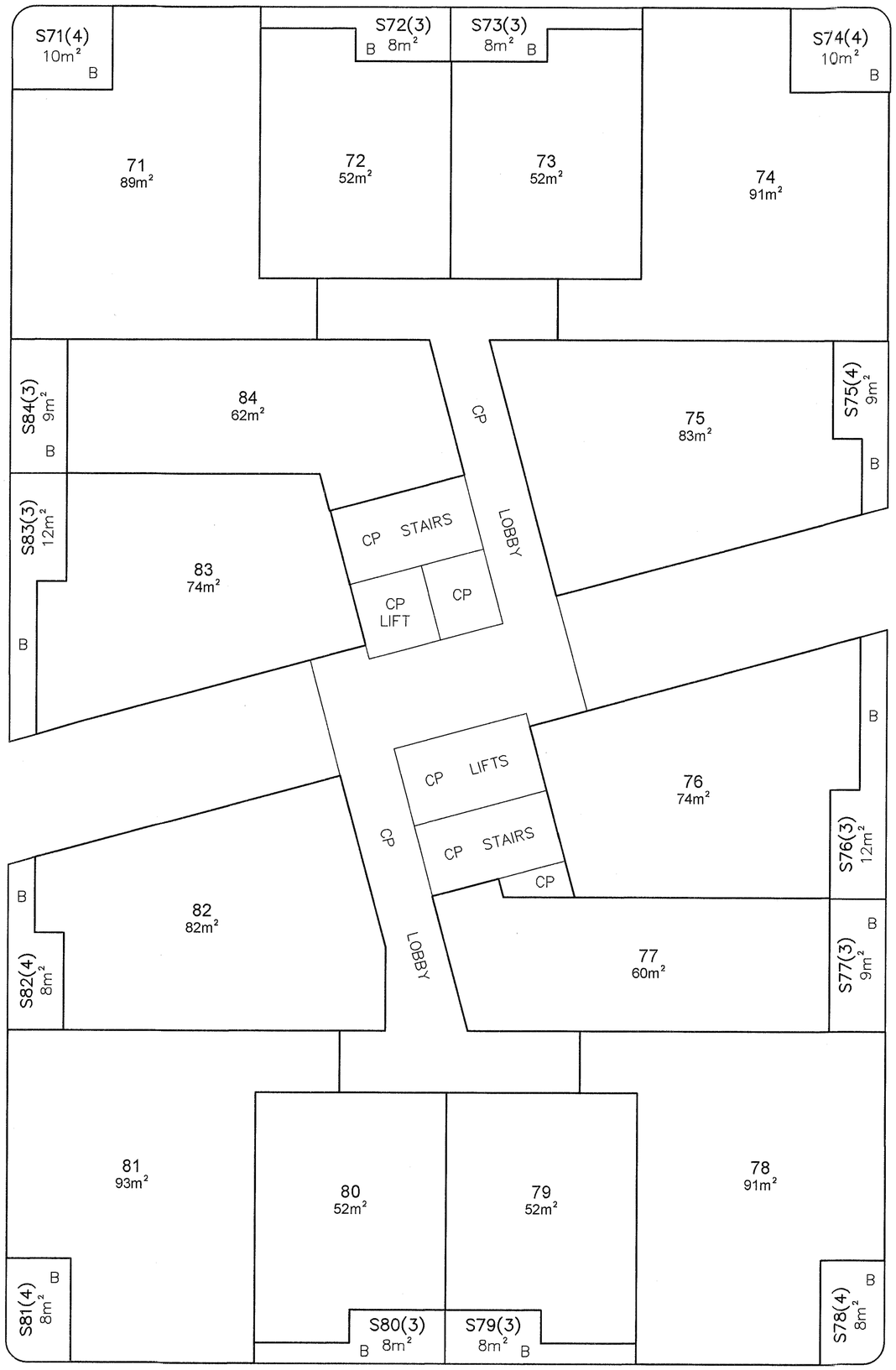
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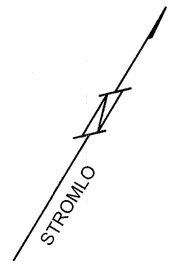
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ACCESS CANBERRA
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Division
GUNGAHLIN

FLOOR NUMBER

LEVEL 7

POD LAND OWNER No. 3 Pty Ltd (ACN 604 316 770) BY ITS SOLE DIRECTOR JONATHON PAUL O'DONNELL IN ACCORDANCE WITH S.127 OF THE CORPORATIONS ACT

Paul O'Donnell
JONATHON PAUL O'DONNELL
(SOLE DIRECTOR)

Signature of Lessee

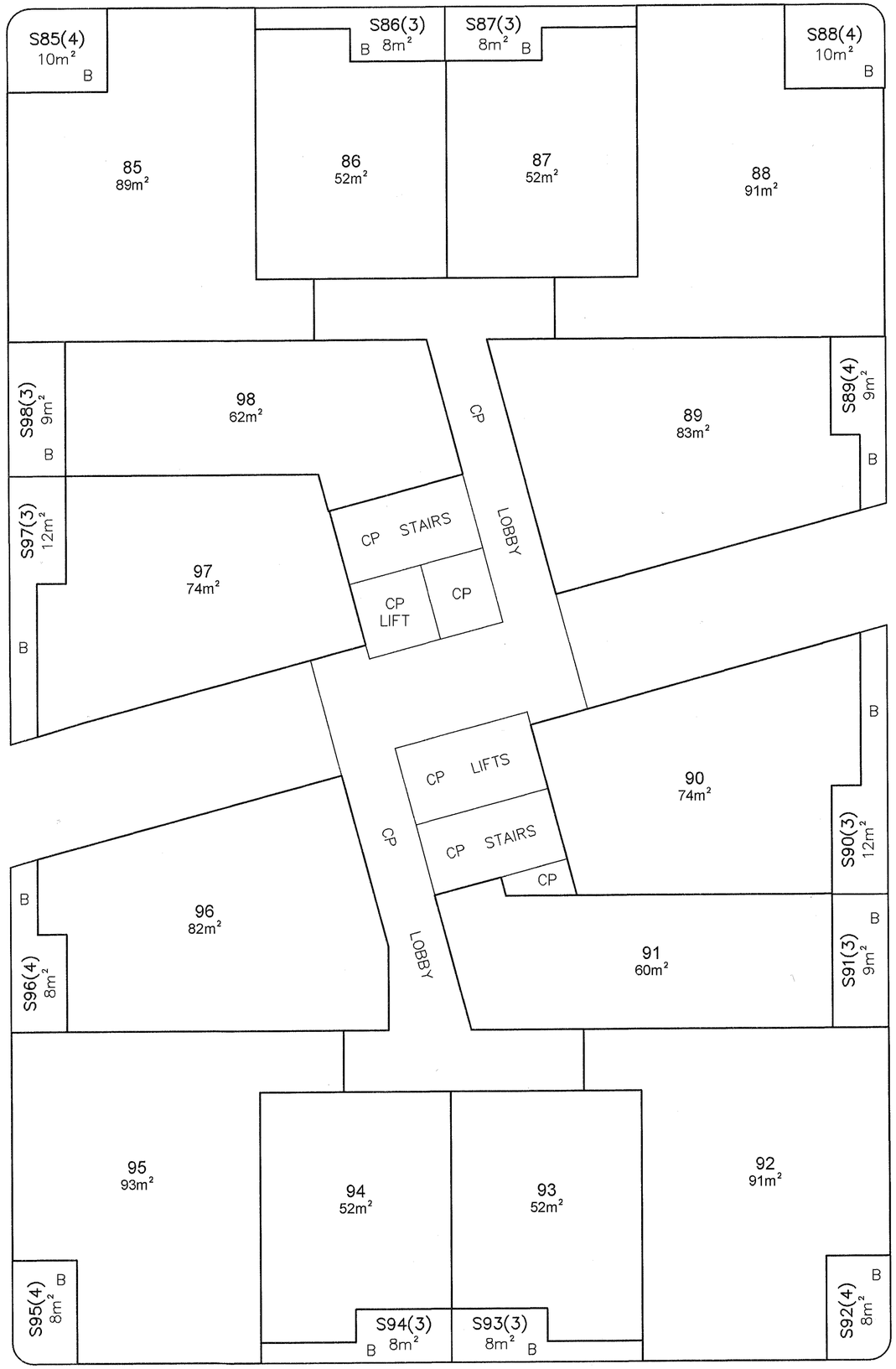
Lyn Tankey
Delegate of the
ACT Planning and Land Authority

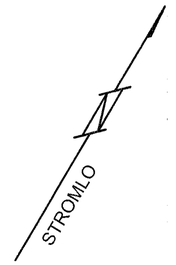
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GUNGAHLIN

FLOOR NUMBER

LEVEL 8

POD LAND OWNER No. 3 Pty Ltd (ACN 604 316 770) BY ITS SOLE DIRECTOR JONATHON PAUL O'DONNELL IN ACCORDANCE WITH S.127 OF THE CORPORATIONS ACT

Paul O'Donnell
JONATHON PAUL O'DONNELL
(SOLE DIRECTOR)

Signature of Lessee

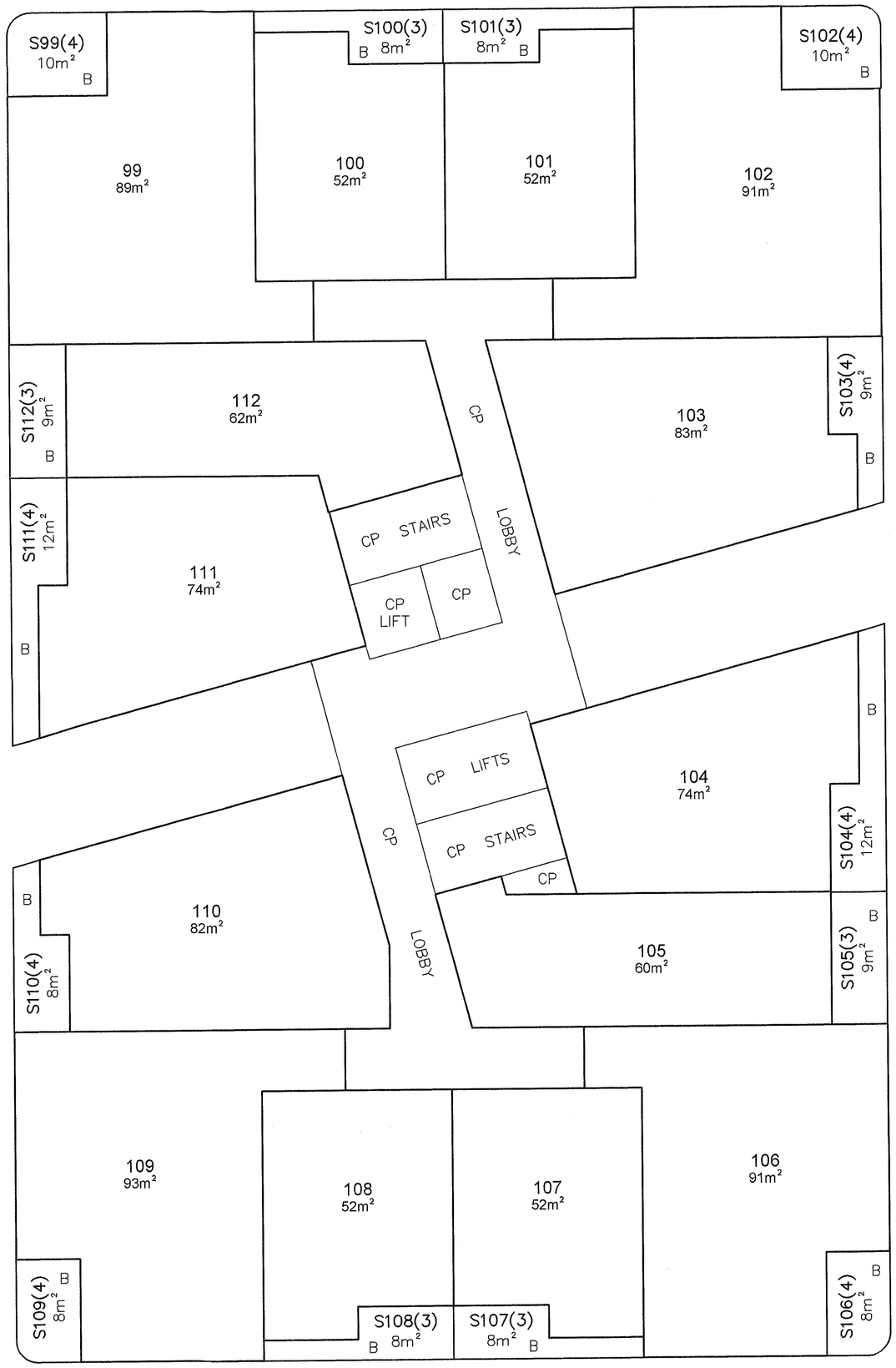
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Lyn Tankey
Delegate of the
ACT Planning and Land Authority

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Division
GUNGAHLIN

FLOOR NUMBER

LEVEL 9

POD LAND OWNER No. 3 Pty Ltd (ACN 604 316 770) BY ITS SOLE DIRECTOR JONATHON PAUL O'DONNELL IN ACCORDANCE WITH S.127 OF THE CORPORATIONS ACT

Paul O'Donnell
JONATHON PAUL O'DONNELL
(SOLE DIRECTOR)

Signature of Lessee

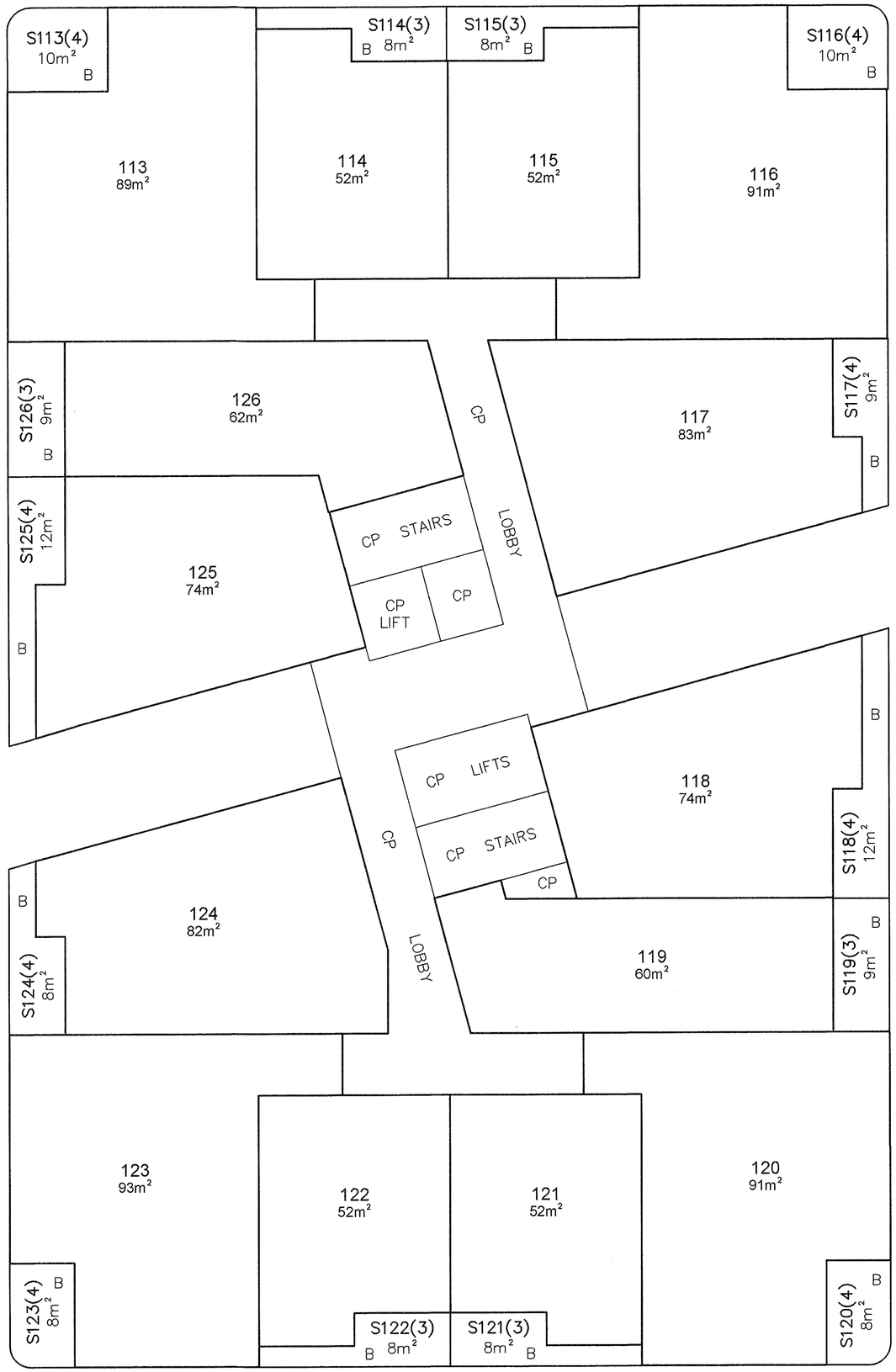
Lyn Tankey
Delegate of the
ACT Planning and Land Authority

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FLOOR NUMBER

LEVEL 10

POD LAND OWNER No. 3 Pty Ltd (ACN 604 316 770) BY ITS SOLE DIRECTOR JONATHON PAUL O'DONNELL IN ACCORDANCE WITH S.127 OF THE CORPORATIONS ACT

Paul O'Donnell

JONATHON PAUL O'DONNELL
(SOLE DIRECTOR)

Signature of Lessee

V Vaccy

Lyn Tankey
Delegate of the
ACT Planning and Land Authority

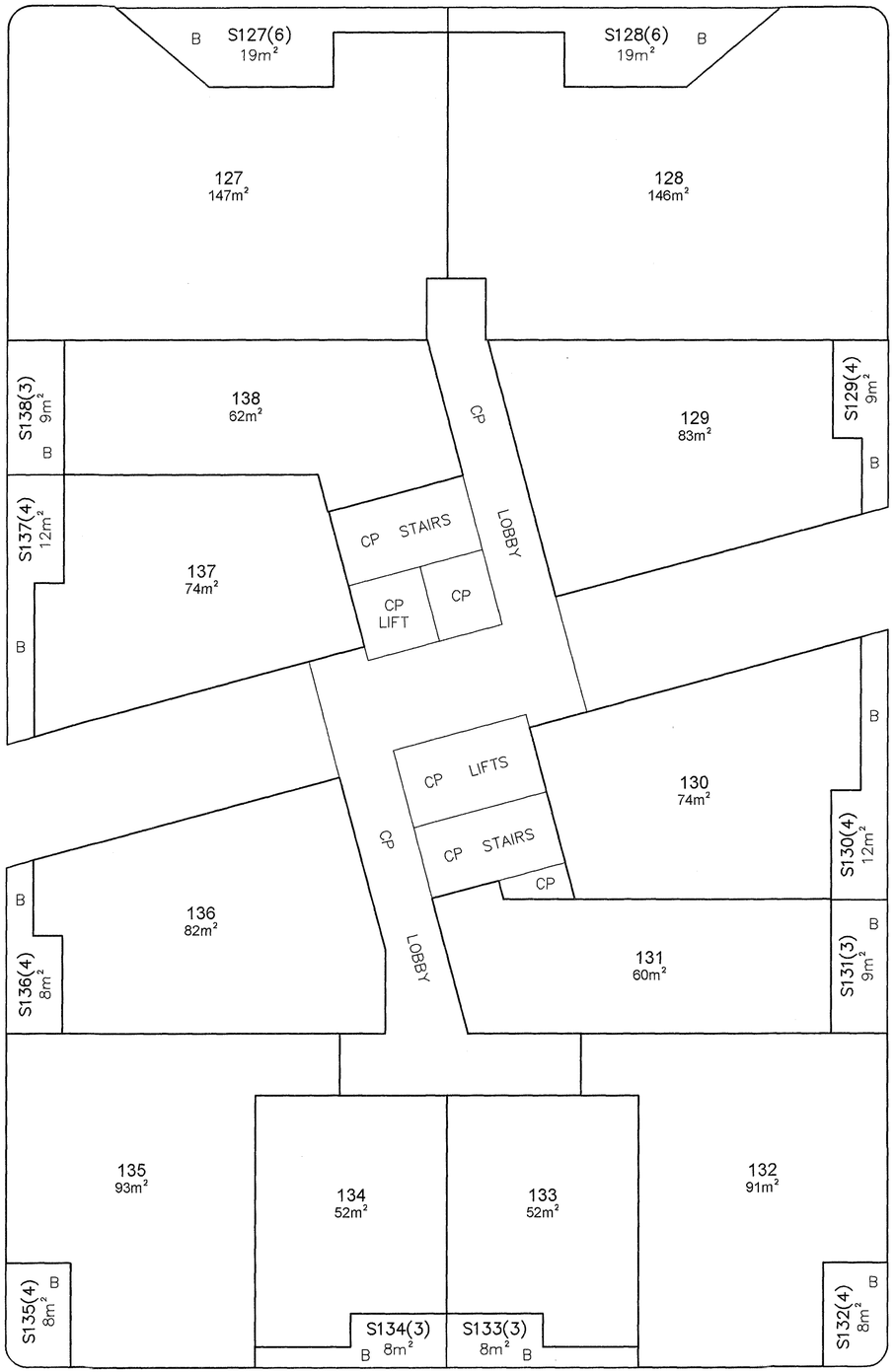
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FLOOR NUMBER

LEVEL 11

POD LAND OWNER No. 3 Pty Ltd (ACN 604 316 770) BY ITS SOLE DIRECTOR JONATHON PAUL O'DONNELL IN ACCORDANCE WITH S.127 OF THE CORPORATIONS ACT

Paul O'Donnell

JONATHON PAUL O'DONNELL
(SOLE DIRECTOR)

Signature of Lessee

V Tankey

Lyn Tankey

Delegate of the
ACT Planning and Land Authority

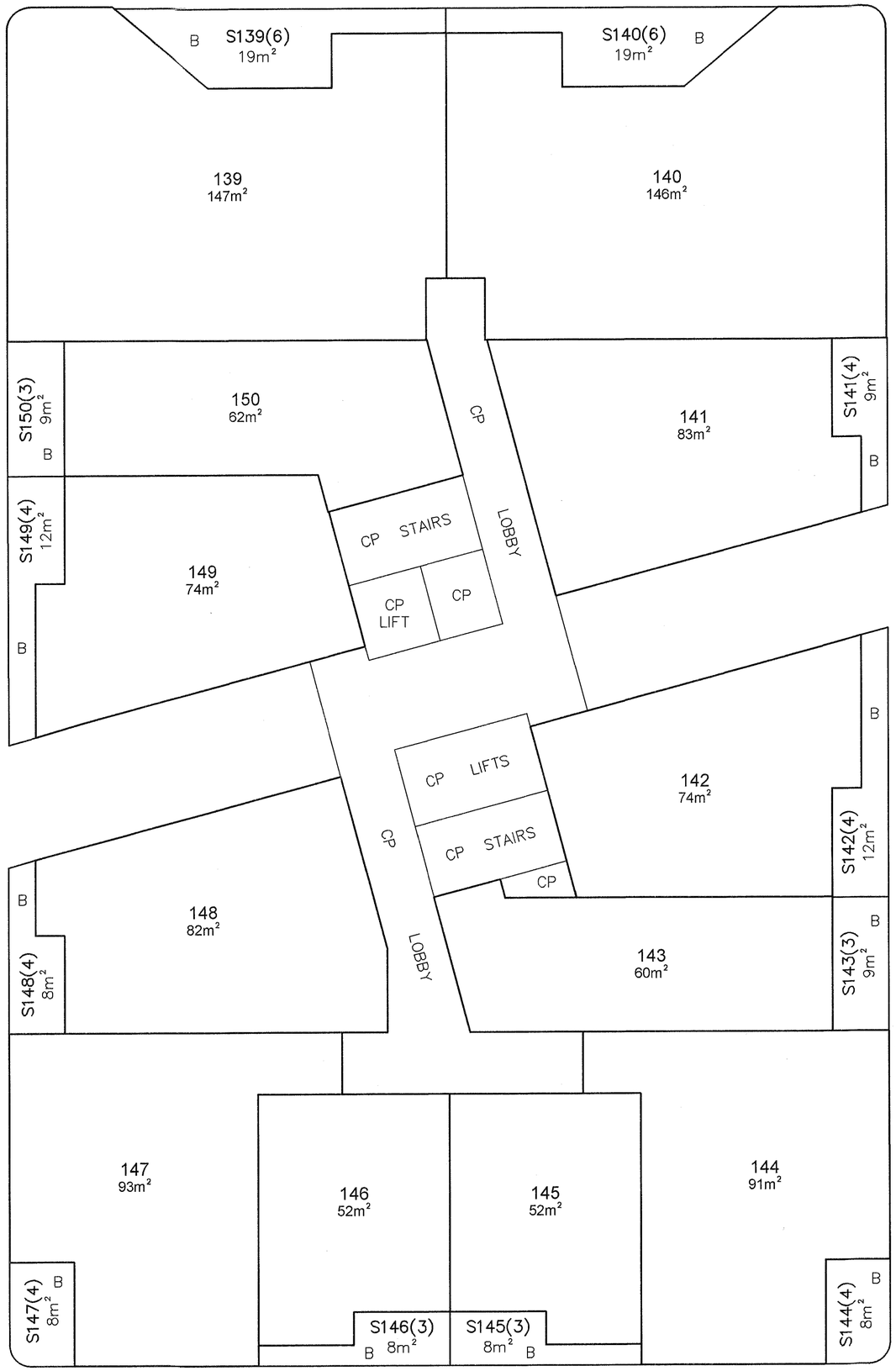
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GUNGAHLIN

FLOOR NUMBER

LEVEL 12

POD LAND OWNER No. 3 Pty Ltd (ACN 604 316 770) BY ITS SOLE DIRECTOR JONATHON PAUL O'DONNELL IN ACCORDANCE WITH S.127 OF THE CORPORATIONS ACT

Paul O'Donnell

JONATHON PAUL O'DONNELL
(SOLE DIRECTOR)

Signature of Lessee

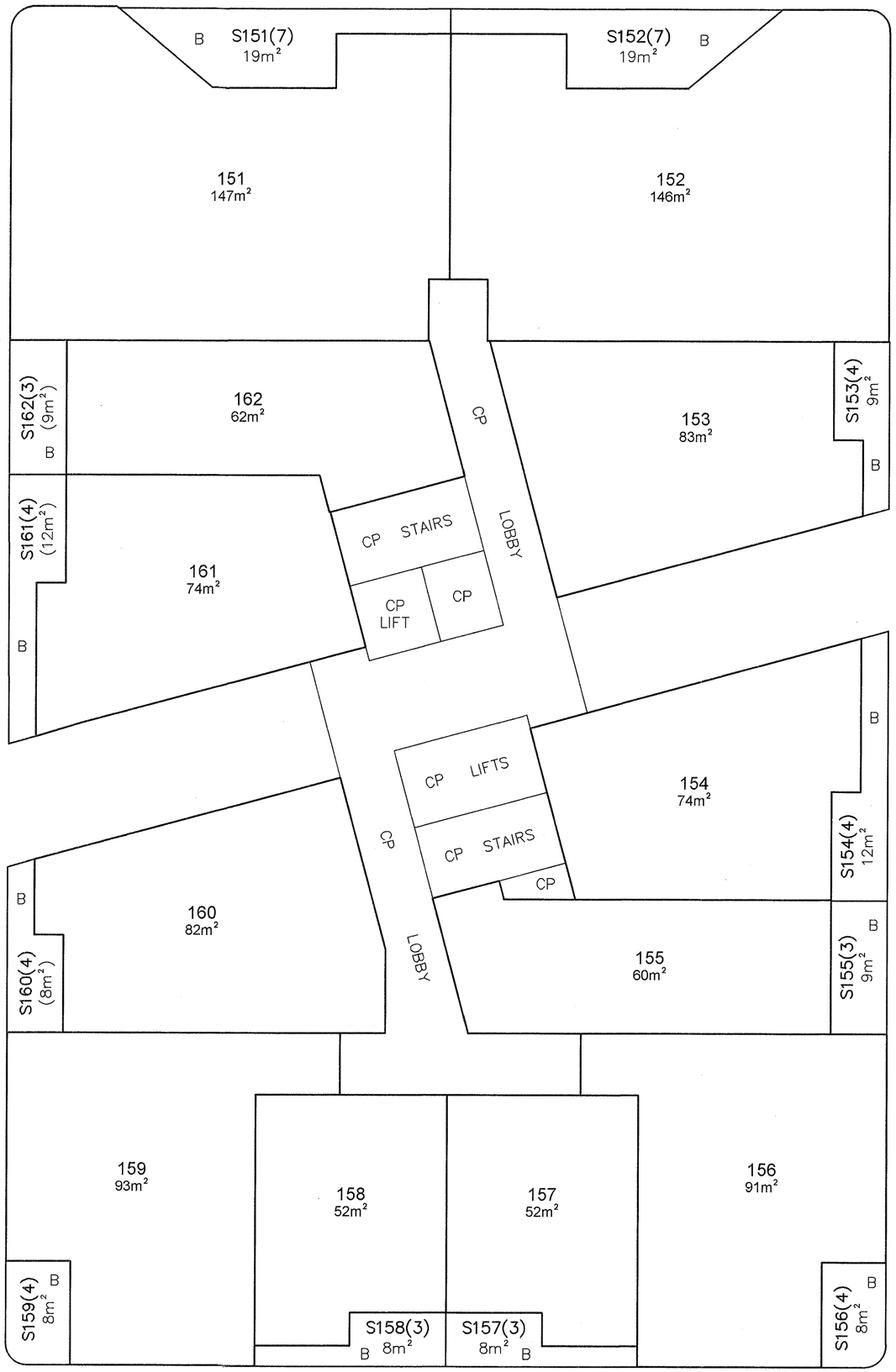
Lyn Tankey

Delegate of the
ACT Planning and Land Authority

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FLOOR NUMBER
LEVEL 13

POD LAND OWNER No. 3 Pty Ltd (ACN 604 316 770) BY ITS SOLE DIRECTOR JONATHON PAUL O'DONNELL IN ACCORDANCE WITH S.127 OF THE CORPORATIONS ACT

Paul O'Donnell
JONATHON PAUL O'DONNELL
(SOLE DIRECTOR)

Signature of Lessee

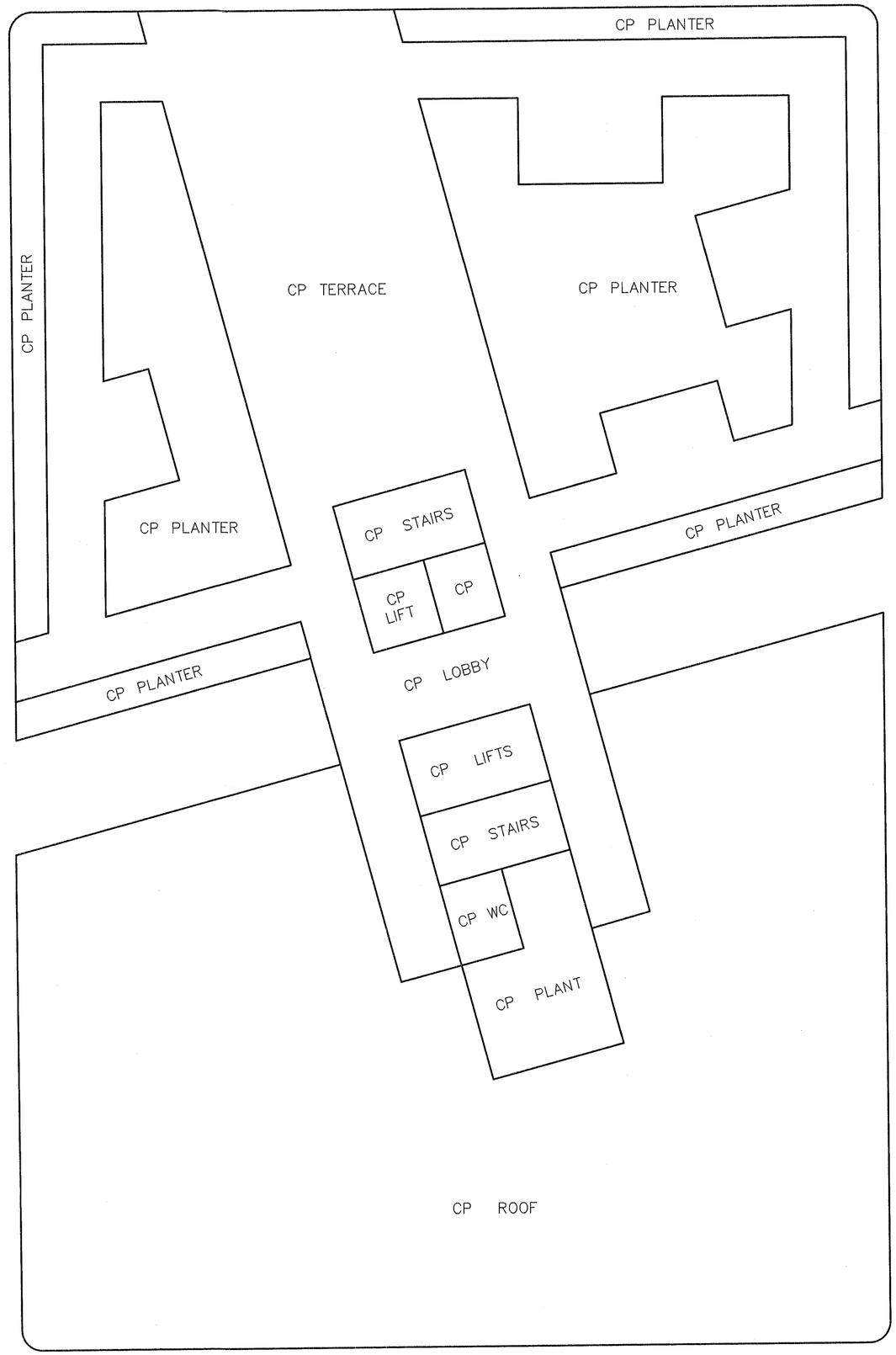
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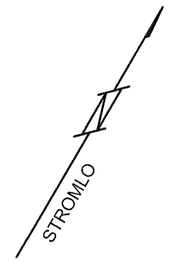
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FLOOR NUMBER

ROOF LEVEL

POD LAND OWNER No. 3 Pty Ltd (ACN 604 316 770) BY ITS SOLE DIRECTOR JONATHON PAUL O'DONNELL IN ACCORDANCE WITH S.127 OF THE CORPORATIONS ACT

Paul O'Donnell
JONATHON PAUL O'DONNELL
(SOLE DIRECTOR)

Signature of Lessee

Lyn Tankey
Delegate of the
ACT Planning and Land Authority

APPROVED UNDER THE *UNIT TITLES ACT 2001*, AS THE UNITS PLAN FOR THE SUBDIVISION OF THE ABOVE MENTIONED PARCEL OF LAND

UNITS PLAN No.
13397

Form 4

Land Titles (Units Titles) Act 1970

UNITS PLAN NO 13897

Block 4 Section 209 Division of GUNGAHLIN

SCHEDULE OF PROVISIONS COVENANTS AND CONDITIONS SUBJECT TO WHICH LEASES OF UNITS ARE HELD

TERM 1. The term of the lease of each of the units expires on the first day of November Two thousand one hundred and nine.

RENT 2. The rent reserved by and payable under the lease of each of the units is five cents per annum if and when demanded.

GROSS FLOOR AREA 3. The combined gross floor area of all buildings erected on the parcel of land shall not be less than 3,500 square metres;

4. Each Lessee of each of the Units Nos 1 - 173 inclusive covenants with the Planning and Land Authority ("the Authority") on behalf of the Commonwealth of Australia ("the Commonwealth") in respect of each Lessee's relevant unit as follows:

(a) to pay to the Authority at Canberra the rent hereinbefore reserved and any other moneys payable under the lease within one month of the date of any demand made by the Authority relating thereto and served on the Lessee;

(b) to pay to the Authority or any statutory authority his proportion that is equal to the proportion the unit entitlement bears to the aggregate unit entitlement of all the units of any amounts payable by the Owners Corporation to the Authority or a statutory authority (but which has not been paid by the Owners Corporation within the required time under the provisions of any law of the Territory applicable to the unit or common property) and without limiting the generality thereof under the provisions of the Planning and Development Act 2007 and the Unit Titles Act 2001;

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PURPOSE	(c)	To use Units 1 – 173 only for one more of the following purposes: (i) carpark; (ii) commercial accommodation use LIMITED TO serviced apartments; (iii) community use LIMITED TO child care centre and health facility; (iv) indoor recreation facility; (v) non retail commercial use; (vi) residential use; (vii) restaurant; and (viii) shop LIMITED to a maximum of 200 square metres per shop;
NOISE MANAGEMENT PLAN	(d)	That the Lessee must, prior to the use of the premises for indoor recreation facility and/or restaurant, implement noise attenuation measures in accordance with a Noise Management Plan prepared specifically for the proposed use and that has previously been submitted to and endorsed by the Environment Protection Authority, or its successor;
UNIT SUBSIDIARY	(e)	Not to use any unit subsidiary to that unit as a habitation;
ACCESS EASEMENT	(f)	The Lessee, their employees, contractors, sublessees or other occupiers and visitors are permitted to pass and repass, with or without vehicles, across over and along the part of the premises on Block 7 Section 209 Division of Gungahlin identified as an "easement for access" on the plan attached;
SERVICE AREAS	(g)	That the Lessee shall screen and keep screened all service areas to the satisfaction of the Authority and shall ensure that all plant and machinery contained within the unit is suitably screened from public view;
FACILITIES AND ACCESS FOR PERSONS WITH A DISABILITY	(h)	That the Lessee shall provide and maintain facilities and access on the parcel of land for persons with a disability in accordance with plans and specifications prepared by the Lessee and previously submitted to and approved in writing by the Authority;
BUILDING SUBJECT TO APPROVAL	(i)	That the Lessee shall not without the previous approval in writing of the Authority, except where exempt by law, erect any building on the parcel or make any structural alterations to the unit;

3 POD

REPAIR (j) That the Lessee shall at all times during the said term maintain repair and keep in repair the unit and any unit subsidiary to the satisfaction of the Authority excluding any defined parts under the provisions of the Unit Titles Act 2001;

FAILURE TO REPAIR (k) If and whenever the Lessee is in breach of the Lessee's obligations to maintain repair and keep in repair the unit and any unit subsidiary the Authority may by notice in writing to the Lessee specifying the repairs and maintenance needed require the Lessee to effect the necessary work in accordance with the notice. If the Authority is of the opinion that a building or some other improvement on the leased parcel is beyond reasonable repair the Authority may by notice in writing to the Lessee require the Lessee to remove the building or improvement and may require the Lessee to construct a new building or improvement in place of that removed within the time specified in the notice. If the Lessee does not carry out the required work within the time specified by the Authority any person or persons duly authorised by the Authority with such equipment as is necessary may enter upon the leased parcel and carry out the necessary work and all costs and expenses incurred by the Authority in carrying out the work shall be paid by the Lessee to the Authority on demand and from the date of such demand until paid shall for all purposes of this lease be a debt due and payable to the Authority by the Lessee;

RIGHT OF INSPECTION (l) To permit any person or persons authorised by the Authority to enter upon the unit or any unit subsidiary at all reasonable times and in any reasonable manner to inspect the unit;

RATES AND CHARGES (m) To pay all rates charges and other statutory outgoings assessed levied or payable in respect of the unit as and when they are due for payment;

PRESERVATION OF TREES (n) That the Lessee shall not, without the previous consent in writing of the Territory, remove any tree:

(i) that has been identified in a development approval for retention during the period allowed for construction of the building;

(ii) to which the Tree Protection Act 2005, applies;

MINERALS AND WATER (o) All minerals on or in the unit and the right to the use, flow and control of ground water under the surface of the unit are reserved to the Territory.

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5. The Commonwealth covenants with each of the Lessees of all the units as follows:

QUIET ENJOYMENT

That the Lessee paying the rent and all other money due and observing and performing the covenants and stipulations on the part of the Lessee to be observed and performed shall quietly enjoy the unit without interruption by the Authority or any person lawfully claiming from or under or in trust for the Authority.

6. It is mutually covenanted and agreed by the Commonwealth and each of the Lessees of all the units as follows:

TERMINATION

(a) That if:

(i) any rent or other moneys payable under this lease shall remain unpaid for three months next after the date appointed for payment thereof (whether such rent shall have been formally demanded or not); or

(ii) the said unit is at any time not used for a period of one year for the purpose for which this lease is granted; or

(iii) the Lessee shall fail to observe or perform any other of the covenants contained in this lease on the part of the Lessee to be observed or performed and shall have failed to remedy such breach within a period of six months from the date of service on the Lessee of a notice in writing from the Authority specifying the nature of such breach

the Authority on behalf of the Commonwealth may terminate this lease but without prejudice to any claim which the Authority or the Commonwealth may have against the Lessee in respect of any breach of the covenants on the part of the Lessee to be observed or performed;

ACCEPTANCE OF RENT

(b) That acceptance of rent or other moneys by the Authority during or after any period referred to in Clause 6(a)(i), (ii) or (iii) shall not prevent or impede the exercise by the Authority of the powers conferred upon it by Clause 6(a);

FURTHER LEASE

(c) That any extension of terms for all the leases shall be in accordance with the provisions of the Planning and Development Act 2007;

3 POD

NOTICES

(d) That any notice requirement demand consent or other communication to be given to or served upon the Lessee under this lease shall be deemed to have been duly given or served if signed by or on behalf of the Authority and delivered to or sent in a prepaid letter addressed to the Lessee at the Unit or at the registered office or last known address of the Lessee or affixed in a conspicuous position on the Unit;

EXERCISE OF POWERS

(e) Any and every right, power or remedy conferred on the Commonwealth or Territory in this lease, by law or implied by law may be exercised on behalf of the Commonwealth or the Territory or as the case may be by:

(i) the Authority;

(ii) an authority or person for the time being authorised by the Authority or by law to exercise those powers or functions of the Commonwealth or Territory; or

(iii) an authority or person to whom the Authority has delegated all its powers or functions under the Planning and Development Act 2007.

7. In this schedule unless the contrary intention appears:

(a) "apartment" means a dwelling located within a building containing two or more dwellings and which is not an attached house;

(b) "Authority" means the Planning and Land Authority established by section 10 of the Planning and Development Act 2007;

(c) "building" means any building or structure constructed or partially constructed or to be constructed, as the context permits or requires, on or under the parcel of land;

(d) "bulky goods retailing" means a shop which includes a loading dock within the building, and where the goods or materials sold or displayed are of such size, shape or weight as to require:

(i) a large area for handling, storage or display; and/ or

(ii) direct vehicular access to the site by members of the public, for the purpose of loading goods or materials into their vehicles after purchase, but does not include any shop used primarily for the

3 POD

sale of food or clothing;

(e) "business agency" means the use of the parcel of land for the purpose of providing a commercial service directly and regularly to the public;

(f) "caretaker's residence" means any dwelling used for the residence of a caretaker, in connection with another land use, including industry and commercial activity;

(g) "car park" means the use of the parcel of land specifically allocated for the parking of motor vehicles;

(h) "child care centre" means the use of the parcel of land for the purpose of educating, supervising or caring for children of any age throughout a specified period of time in any one day, which is registered under the Children and Young People Act 2008 or authorised pursuant to the Education and Care Services National Law (ACT) Act 2011 and which does not include residential care;

(i) "commercial accommodation use" means commercial accommodation unit, guest house, hotel, serviced apartment, and tourist resort but does not include a caravan park/camping ground or a group or organised camp;

(j) "community use" means child care centre, community activity centre, community theatre, cultural facility, educational establishment, health facility, hospital, place of worship, and religious associated use;

(k) "department store" means a shop in which goods are sold by separate departments within the shop and from which a significant amount or proportion of retail sales occur from at least four of the following types of goods: furniture and floor coverings; fabrics and household textiles; clothing; footwear; household appliances; china, glassware and domestic hardware;

(l) "drink establishment" means the use of the parcel of land for the sale of alcoholic beverages and spirits to members of the public primarily for consumption on the premises, and which is a licensed premise under the Liquor Act 2010;

(m) "financial establishment" means the use of the parcel of land for the primary purpose of providing finance,

investing money, and providing services to lenders, borrowers and investors on a direct and regular basis;

(n) "gross floor area" means the sum of the area of all floors of the building measured from the external faces of the exterior walls or from the centre lines of walls separating the building from any other building excluding any area used solely for rooftop fixed mechanical plant and/or basement car parking;

(o) "health facility" means the use of the parcel of land for providing health care services (including diagnosis, preventative care or counselling) or medical or surgical treatment to out-patients only:

(p) "indoor recreation facility" means the use of the parcel of land for sporting activities where such use is primarily indoors;

(q) "Lessee" shall:

(i) where the Lessee consists of one person be deemed to include the Lessee and the executors administrators and assigns of the Lessee;

(ii) where the Lessee consists of two or more persons be deemed to include in the case of a tenancy in common the persons and each of them and their and each of their executors administrators and assigns and in the case of a joint tenancy the persons and each of them and their and each of their assigns and the executors administrators and assigns of the survivor of them; and

(iii) where the Lessee is a corporation be deemed to include such corporation and its successors and assigns;

(r) "multi-unit housing" means the use of the parcel of land for more than one dwelling and includes but is not limited to dual occupancy housing;

(s) "non retail commercial use" means business agency, financial establishment, office, and public agency;

(t) "office" means the use of the parcel of land for the purpose of administration, clerical, technical, professional or like business activities, including a government office, which does not include dealing with members of the public on a direct and regular basis

3 POD

except where this is ancillary to the main purpose of the office;

(u) "personal services" means a shop used primarily for selling services and in which the sale of goods is ancillary to the service provided;

(v) "premises" means the parcel of land and any building or other improvements on the parcel of land;

(w) "public agency" means the use of the parcel of land for the purpose of providing a public service directly and regularly to the public and includes a government agency, which provides a commercial service to the public;

(x) "residential care accommodation" means the use of the parcel of land by an agency or organisation that exists for the purpose of providing accommodation and services such as the provision of meals, domestic services and personal care for persons requiring support. Although services must be delivered on site, management and preparation may be carried out on site or elsewhere;

(y) "residential use" means caretaker's residence, multi-unit housing, residential care accommodation, retirement village, secondary residence, single dwelling housing and supportive housing;

(z) "restaurant" means the use of the parcel of land for the primary purpose of providing food for consumption on the premises whether or not the premises are licensed premises under the Liquor Act 2010 and whether or not entertainment is provided;

(aa) "retail plant nursery" means a shop used for the propagation and sale of plants, shrubs, trees and garden supplies;

(bb) "retirement village" means premises where older members of the community or retired people live, in independent living units or serviced units, under a retirement village scheme;

(cc) "retirement village scheme" for a retirement village, means a scheme under which a person may –

(i) enter into a residence contract with the scheme operator for the retirement village; and

(ii) on payment of an ingoing contribution, acquire personally or for someone else a right to live in the retirement village, however the right accrues; and

(iii) on payment of the relevant charge, acquires personally or for someone else a right to receive one (1) or more services in relation to the retirement village;

(dd) "secondary residence" means a second dwelling on the block;

(ee) "serviced apartment" means an apartment that is used as a commercial accommodation unit;

(ff) "shop" means the use of the parcel of land for the purpose of selling, exposing or offering the sale by retail or hire, goods and personal services and includes bulky goods retailing, department store, personal service, retail plant nursery, supermarket, and take-away food shop;

(gg) "single dwelling housing" means the use of the parcel of land for residential purposes for a single dwelling only;

(hh) "supermarket" means a large shop selling food and other household items where the selection of goods is organised on a self service basis;

(ii) "supportive housing" means the use of the parcel of land for residential accommodation for persons in need of support, which is managed by a Territory approved organisation that provides a range of support services such as counselling, domestic assistance and personal care for residents as required. Although such services must be able to be delivered on site, management and preparation may be carried out on site or elsewhere. Housing may be provided in the form of self-contained dwellings. The term does not include a retirement village or student accommodation;

(jj) "take-away food shop" means a shop, which is predominantly for the preparation of food and refreshments for consumption elsewhere;

(kk) "Territory" means:

(i) when used in a geographical sense the Australian Capital Territory; and

(ii) when used in any other sense the body politic established by section 7 of the Australian Capital Territory (Self-Government) Act 1988 (C'th);

(ll) "unit" means the parcel of land and the building and other improvements constructed or to be constructed on a part of the relevant parcel of land shown on the Units Plan as a unit;

(mm) "unit subsidiaries" has the same meaning as in the Unit Titles Act 2001;

(nn) words in the singular include the plural and vice versa;

(oo) words importing one gender include the other genders;

(pp) a reference in this lease to any statute or statutory provision shall include a reference to any statute or statutory provision that amends, extends, consolidates or replaces the statute or statutory provision and to any other regulation, instrument or other subordinate legislation made under the statute.

Dated this...Fifteenth..... day of .....December.....2020.

Lyn Tankey
a delegate of the Planning and Land Authority in exercising its functions

LESSEE: **POD LAND OWNER NO 3 PTY LIMITED ACN 604 316 770**

Paul O'Donnell

JONATHON PAUL O'DONNELL
SOLE DIRECTOR.

Form 5

Land Titles (Unit Titles) Act 1970

UNITS PLAN NO 13397

Block 4 Section 209 Division of GUNGAHLIN

SCHEDULE OF PROVISIONS COVENANTS AND CONDITIONS SUBJECT TO WHICH THE LEASE OF THE COMMON PROPERTY IS HELD

1. The term of the lease expires on the first day of November Two thousand one hundred and nine.

2. The rent reserved by and payable under the lease is five cents per annum if and when demanded.

3. That the combined gross floor area of all buildings erected on the parcel of land shall not be less than 3,500 square metres;

4. The Owners - Units Plan No. 13397 ("the Owners Corporation") covenants with Planning and Land Authority ("the Authority") on behalf of the Commonwealth of Australia ("the Commonwealth") as follows:

   (a) To pay to the Authority at Canberra the rent hereinbefore reserved within one month of the date of any demand made by the Authority relating thereto and served on the Owners Corporation;

   (b) To use the common property for the purpose of carparking, landscaping, paving, lighting, storage areas, service areas, vehicular and pedestrian access and for any other purpose approved by the Owners Corporation PROVIDED THAT these uses are consistent with the permitted purposes of the units;

   (c) Not to erect any building or make any structural alterations in any building or part of a building or other improvement on the common property without the previous approval in writing of the Authority, except where exempt by law;

   (d) At all times during the term of the lease maintain repair and keep in repair to the satisfaction of the Authority all buildings parts of buildings landscaping and all other improvements on the common property and without limiting the generality thereof to maintain repair and keep in good working order the services situated in or on the land forming the common property;

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(e) except where necessary for compliance with Clause 4(d) of this lease not to install any services or make any alterations in any of the services or any part of the services situated in or on the land forming the common property without the previous approval in writing of the Authority;

(f) If and whenever the Owners Corporation is in breach of the Owners Corporation's obligations to maintain repair and keep in repair the common property the Authority may by notice in writing to the Owners Corporation specifying the repairs and maintenance needed require the Owners Corporation to effect the necessary work in accordance with the notice. If the Authority is of the opinion that a building or some other improvement on the leased parcel is beyond reasonable repair the Authority may by notice in writing to the Owners Corporation require the Owners Corporation to remove the building or improvement and may require the Owners Corporation to construct a new building or improvement in place of that removed within the time specified in the notice. If the Owners Corporation does not carry out the required work within the time specified by the Authority any person or persons duly authorised by the Authority with such equipment as is necessary may enter upon the leased parcel and carry out the necessary work and all costs and expenses incurred by the Authority in carrying out the work shall be paid by the Owners Corporation to the Authority on demand and from the date of such demand until paid shall for all purposes of this lease be a debt due and payable to the Authority by the Owners Corporation;

(g) The Owners Corporation, their employees, contractors, sublessees or other occupiers and visitors are permitted to pass and repass, with or without vehicles, across over and along the part of the premises on Block 7 Section 209 Division of Gungahlin identified as an "easement for access" on the plan attached;

(h) That the Owners Corporation shall provide and maintain an approved drained and sealed car, truck, motorcycle, scooter and bicycle parking and associated facilities on the parcel of land to a standard acceptable to the Authority in accordance with plans and specifications prepared and previously submitted to and approved in writing by the Authority;

(i) That the Owners Corporation shall illuminate and keep illuminated all public access areas, carparks and driveways on the parcel of land at the Owners Corporation's cost during the evening hours of operation to a standard acceptable to the Authority in accordance with plans and specifications prepared and previously submitted to and approved in writing by the Authority;

(j) That the Owners Corporation shall provide and maintain an area for the loading and unloading of vehicles on the parcel of land to a standard acceptable to the Authority in accordance with plans and specifications

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prepared and previously submitted to and approved in writing by the Authority;

(k) That the Owners Corporation shall provide and maintain facilities and access on the parcel of land for persons with a disability in accordance with plans and specifications prepared and previously submitted to and approved in writing by the Authority;

(l) To permit any person or persons authorised by the Authority to enter upon the common property at all reasonable times and in any reasonable manner and inspect the common property and buildings parts of buildings services parts of services and improvements situated in or on the parcel of land forming the common property;

(m) That the Owners Corporation shall screen and keep screened all service areas to the satisfaction of the Authority and shall ensure that all plant and machinery contained within the common property is suitably screened from public view;

(n) That the Owners Corporation shall not, without the previous consent in writing of the Territory, remove any tree:

(I) that has been identified in a development approval for retention during the period allowed for construction of the building; or

(ii) to which the Tree Protection Act 2005, applies;

(o) All minerals on or in the common property and the right to the use, flow and control of ground water under the surface of the common property are reserved to the Territory.

5. It is mutually covenanted and agreed by the Commonwealth of Australia and the Owners Corporation as follows:

(a) That if the common property is at any time not used for a period of one year for the purpose for which this lease is granted the Authority on behalf of the Commonwealth may terminate this lease but without prejudice to any claim which the Authority or the Commonwealth may have against the Owners Corporation in respect of any breach of the covenants on the part of the Owners Corporation to be observed or performed;

(b) That any extension of terms for all the leases shall be in accordance with the provisions of the Planning and Development Act 2007;

(c) Any and every right, power or remedy conferred on the Commonwealth or Territory in this lease, by law or implied by law may be exercised on behalf of the Commonwealth or the Territory as the case may be by:

(i) the Authority;

POD

(ii) an authority or person for the time being authorised by the Authority or by law to exercise those powers or functions of the Commonwealth or Territory; or

(iii) an authority or person to whom the Authority has delegated all its powers or functions under the Planning and Development Act 2007.

6. In this schedule unless the contrary intention appears:

(a) "Authority" means the Planning and Land Authority established by section 10 of the Planning and Development Act 2007;

(b) "building" means any building or structure constructed or partially constructed or to be constructed, as the context permits or requires, on or under the parcel of land;

(c) "gross floor area" means the sum of the area of all floors of the building measured from the external faces of the exterior walls or from the centre lines of walls separating the building from any other building excluding any area used solely for rooftop fixed mechanical plant and/or basement car parking;

(d) "owners corporation" means the body corporate under the name of 'The Owners - Units Plan No. 13317'

(e) "premises" means the parcel of land and any building or other improvements on the parcel of land;

(f) "services" means hydraulic mains stormwater drains sewer lines hydraulic fire mains and hydrants together with all necessary appurtenances;

(g) "Territory" means:

(i) when used in a geographical sense the Australian Capital Territory; and

(ii) when used in any other sense the body politic established by section 7 of the Australian Capital Territory (Self-Government) Act 1988 (C'th);

(h) "unit" means the parcel of land and the building and other improvements constructed or to be constructed on a part of the relevant parcel of land shown on the Units Plan as a unit;

(i) words in the singular include the plural and vice versa;

(j) words importing one gender include the other genders;

3 POD

(k) a reference in this lease to any statute or statutory provision shall include a reference to any statute or statutory provision that amends, extends, consolidates or replaces the statute or statutory provision and to any other regulation, instrument or other subordinate legislation made under the statute.

Dated this Fifteenth day of December 2020.

Lyn Tankey
a delegate of the Planning and Land Authority in exercising its functions

LESSEE: **POD LAND OWNER NO 3 PTY LIMITED ACN 604 316 770**

JONATHON PAUL O'DONNELL
SOLE DIRECTOR

LEGEND

A ——

B ▨



3 POD

ACCESS CANBERRA
LAND, PLANNING & BUILDING SERVICE
8 Darling Street
MITCHELL ACT 2911

PHONE: 62071923

LEASE CONVEYANCING ENQUIRY

Your response is sought to the following questions in relation to:

LAND: Please provide details of the land you are enquiring about.

Unit	69	Block	4	Section	209	Suburb	GUNGAHLIN

Leased by the Australian Capital Territory on behalf of the Commonwealth under the Land (Planning and Environment) Act 1991, Planning & Development Act 2007 and Planning Act 2023.

	No	Yes
1. Have any notices been issued relating to the Crown Lease?	(X)	( )
2. Is the Lessor aware of any notice of a breach of the Crown Lease?	(X)	( )
3. Has a Certificate of Compliance been issued? (N/A ex-Government House) N/A	( )	( )

Certificate Number: 82617 Dated: 14-DEC-20

Please Note: Compliance Certificate 82617 (issued 14/12/2020) was issued under a previous Crown Lease. There are no development covenants within the latest Units Plan, therefore a Compliance Certificate is not applicable.

4. Has an application for Subdivision been received under the Unit Titles Act?	(see report)
5. Has the Property been nominated for provisional registration, provisionally registered or registered in accordance with provisions of the Heritage Act 2004?	(see report)
6. If an application has been determined, is the land subject to an Environmental Impact Statement under Chapter 8 of the Planning & Development Act 2007, or part 6.3 of the Planning Act 2023?	(see report)
7. Has a development application been received, or approval (applications lodged prior to 2 April 1992 will not be included)?	(see report)
8. Has an application been received or approved for Dual Occupancy? (applications lodged prior to 2 April 1992 will not be included)	(see report)
9. Has an Order been made in respect of the Land pursuant to Part 11.3 of the Planning & Development Act 2007 or Part 12.3 of the Planning Act 2023?	(see report)
10 Contaminated Land Search - Is there information recorded by Environment ACT regarding the contamination status of the land?	(see report)

Date: 05-MAR-26 15:48:23

Applicant's Name : Info Track
E-mail Address : actenquiries@infotrack.com.au
Client Reference : 20247004 - 187985328

ACCESS CANBERRA
LAND, PLANNING & BUILDING SERVICES
8 Darling Street
MITCHELL ACT 2911

INFORMATION ABOUT THE PROPERTY

GUNGAHLIN Section 209/Block 4/Unit 69 **Building Class: A**

Area(m2): 2,193.4
Unimproved Value: $4,430,000 **Year:** 2025
Subdivision Status: Application received under the Unit Titles Act.

Heritage Status: Nil.

Environment Assessment: The Land is not subject to an Environmental Impact Statement under Chapter 8 of the Planning & Development ACT 2007, or part 6.3a of the Planning Act 2023.

ACCESS CANBERRA
LAND, PLANNING & BUILDING SERVICES
8 Darling Street
MITCHELL ACT 2911

DEVELOPMENT APPLICATIONS ON THE PROPERTY (SINCE APRIL 1992)

Application DA201936205 **Lodged** 11-OCT-19 **Type** See Subclass

-- Application Details ----------

Description
LEASE VARIATION - To vary the lease by including a requirement for a noise management plan to be endorsed by EPA prior to the site being used for restaurant and indoor recreation facility.

-- Site Details ----------

District	Division	Section	Block(s)	Unit
Gungahlin	Gungahlin	209	4-4	

-- Involved Parties ----------

Role	Name
Lessee	Pod Land Owner 3 Pty Limited
Applicant	Purdon Planning Pty Ltd
Representor	Gail & Graham Carters

-- Activities ----------

Activity Name	Status
Merit Track	Approval Conditional

Application DA201732990 **Lodged** 04-DEC-17 **Type** See Subclass

-- Application Details ----------

Description
PROPOSAL FOR 14 STOREY MIXED USE COMMERCIAL AND RESIDENTAIL DEVELOPMENT - Construction of mixed use development comprising of 5 commercial tenancies and 172 dwellings, basement car parking, landscaping and associated works.

-- Site Details ----------

District	Division	Section	Block(s)	Unit
Gungahlin	Gungahlin	209	4-4	

-- Involved Parties ----------

Role	Name
Lessee	Pod Landowner No3
Applicant	Purdon Planning Pty Ltd
Representor	Paul Gabriel

-- Activities ----------

Activity Name	Status
Merit Track	Approval Conditional

ACCESS CANBERRA
LAND, PLANNING & BUILDING SERVICES
8 Darling Street
MITCHELL ACT 2911

Application DA201527119 **Lodged** 08-MAY-15 **Type** See Subclass

-- Application Details ----------

Description
MULTI DWELLING - LEASE VARIATION- 192 UNIT DEVELOPEMENT. Proposed construction of a standalone 19 storey building, comprising a total of 192 residential apartments. Site access via Gribble Street. Onsite parking comprising 1 basement and 4 podium levels which will provide a total of 182 parking spaces. Please see application form for details.

-- Site Details ----------

District	Division	Section	Block(s)	Unit
Gungahlin	Gungahlin	209	4-4	

-- Involved Parties ----------

Role	Name

ACCESS CANBERRA
LAND, PLANNING & BUILDING SERVICES
8 Darling Street
MITCHELL ACT 2911

Application DA201527119 **Lodged** 08-MAY-15 **Type** See Subclass

Representor	Unknown
Representor	Unknown
Representor	Anonymous Representor
Lessee	Geocon Commercial Holdings Pty
Applicant	Purdon Planning Pty Ltd
Representor	Sharyn Bailey
Representor	Dr Kathleen Ibbotson
Representor	Adam Levinson
Representor	Stuart Gwynne
Representor	Luton
Representor	Dna Building & Construction
Representor	Jb Hi-Fi
Representor	Leaseplan Australia
Representor	Mceneny,Amy
Representor	Pantano,Robert
Representor	Independent Property Group
Representor	Independent Property Group
Representor	Southern Plumbing Supplies P/L
Representor	Building Link International
Representor	Macgregor, Ian
Representor	Iqbal,S
Representor	Folkstone
Representor	Williams, John
Comment	Paine, Mark
Representor	John & Christine Coghlan
Representor	Susan & David Kilby
Representor	John Williams
Representor	Maxim
Representor	Nitish
Representor	Charlie Nussio
Representor	Palomei, K
Representor	Penney'S Papershop
Representor	Unknown
Representor	Webster, E
Representor	Taylor, S
Representor	Unknown
Representor	Couyful, P
Representor	Siren Bar And Restaurant
Representor	Donkin,R
Representor	Samarasinghe, M
Representor	Fleenpsey, A
Representor	Six Fingers Creative Marketing
Representor	Carly, T

ACCESS CANBERRA
LAND, PLANNING & BUILDING SERVICES
8 Darling Street
MITCHELL ACT 2911

Application DA201527119 **Lodged** 08-MAY-15 **Type** See Subclass

Representor	Seongwon, B
Representor	Liekulah, I
Representor	Douvss, R
Representor	Chan, D
Representor	G, Nathan
Representor	Larter, T
Representor	Yoo, W
Representor	Patts, R.J
Representor	Lane, M
Representor	Unknown
Representor	Thaller, K
Representor	Watts, M
Representor	Allesch, M
Representor	Cese, K
Representor	Dimarhus, D
Representor	Guthrie, M
Representor	Ko, E
Representor	Stephans, B
Representor	Unknown
Representor	Kumar Di Wedi, S
Representor	Westbury, H
Representor	Blatch, G
Representor	Hall, T
Representor	Laugbton, B
Representor	Seaman, N
Representor	Wlbardy, S
Representor	Papalle, P
Representor	Wakefield, J
Representor	Folkestone Education Trust

-- Activities ----------

Activity Name	Status
Da - Reconsideration	Active
Merit Track	Approval Conditional

Application DA201426000 **Lodged** 25-JUL-14 **Type** See Subclass

-- Application Details ----------

Description
LEASE VARIATION - Please see application form for details of the lease variation.

-- Site Details ----------

District	Division	Section	Block(s)	Unit
Gungahlin	Gungahlin	209	1-1	
Gungahlin	Gungahlin	209	2-6	
Gungahlin	Gungahlin	209	7-7	
Gungahlin	Gungahlin	209	8-10	

-- Involved Parties ----------

Role	Name
Lessee	Geocon Commercial Holdings Pty
Applicant	Geocon Constructors Pty Ltd

-- Activities ----------

Activity Name	Status
Da - Reconsideration	Active
Merit Track	Approval Conditional

Application DA201324634 **Lodged** 06-JAN-14 **Type** See Subclass

-- Application Details ----------

Description
NON RESIDENTIAL-SIGNAGE-LEASE VARIATION. Proposed installation of pole signage; Subdivision of the site into 5 blocks.

-- Site Details ----------

District	Division	Section	Block(s)	Unit
Gungahlin	Gungahlin	209	1-1	
Gungahlin	Gungahlin	209	2-6	
Gungahlin	Gungahlin	209	7-7	
Gungahlin	Gungahlin	209	8-10	

-- Involved Parties ----------

Role	Name
Lessee	Geocon Commercial Holdings Pty
Applicant	Purdon Associates Pty Ltd

-- Activities ----------

Activity Name	Status
Merit Track	Approval Conditional

ACCESS CANBERRA
LAND, PLANNING & BUILDING SERVICES
8 Darling Street
MITCHELL ACT 2911

Application DA201221070 **Lodged** 09-FEB-12 **Type** See Subclass

-- Application Details ----------

Description
COMMERCIAL-NEW BUSINESS PARK. Proposed construction of a new business park containing 5 office buildings from two storeys to twelve storeys; new multi storey carparking with associated basement and surface parking; addition of ancillary structures, signage and landscaping.

-- Site Details ----------

District	Division	Section	Block(s)	Unit
Gungahlin	Gungahlin	209	1-1	
Gungahlin	Gungahlin	209	2-6	
Gungahlin	Gungahlin	209	7-7	
Gungahlin	Gungahlin	209	7-7	
Gungahlin	Gungahlin	209	8-10	

-- Involved Parties ----------

Role	Name
Lessee	Geocon Commercial Holdings P/L
Applicant	Amc Projects Pty Ltd
Representor	Kdngroup Pty Ltd

-- Activities ----------

Activity Name	Status
Merit Track	Approval Conditional

DEVELOPMENT APPLICATIONS ON THE ADJACENT PROPERTIES (LAST 2 YEARS ONLY)

The information on development applications on adjacent blocks is to assist purchasers to be aware of possible nearby development activity. Please note however, it doesn't cover all development activity. Exempt activities can include but are not limited to, new residences, additions to residences, certain sheds, carports and pergolas etc. Information on exempt developments can be found at https://www.planning.act.gov.au/applications-and-assessments/development-applications/check-if-you-need-a-da

LAND USE POLICIES

To check the current land use policy in the suburb that you are buying a property in, please check the Territory Plan online at https://www.legislation.act.gov.au/ni/2023-540/

ACCESS CANBERRA
LAND, PLANNING & BUILDING SERVICES
8 Darling Street
MITCHELL ACT 2911

CONTAMINATED LAND SEARCH

Information is not recorded by the Environment Protection Authority regarding the contamination status of this land. However, this does not absolutely rule out the possibility of contamination and should not be interpreted as a warranty that there is no contamination. To be completely sure, independent tests should be arranged.

ASBESTOS SEARCH

ACT Government records indicate that asbestos (loose fill or otherwise) is not present on this land. However, the accuracy of this information is not guaranteed. If the property was built prior to 1 January 2004, you should make your own enquiries and obtain reports (from a licensed Asbestos Assessor) in relation to the presence of loose-fill asbestos insulation (and other forms of asbestos e.g. bonded asbestos) on the premises.

CAT CONTAINMENT AREAS

Cat containment has been extended across the ACT for cats born on or after 1 July 2022. Containment means keeping your cat on your premise 24 hours a day. This can include your house or apartment, enclosed area in a backyard or courtyard, a cat crate or leash.
Cats born before 1 July 2022 do not have to be contained unless the live in one of the 17 currently declared cat containment suburbs. All cats (regardless of age) located in the following suburbs must be contained to their premise 24 hours a day. However, cats can be walked on a leash and harness under effective control in all containment suburbs: BONNER, COOMBS, CRACE, DENMAN PROSPECT, FORDE, JACKA, LAWSON, MOLONGLO, MONCRIEFF, STRATHNAIRN, THE FAIR in north WATSON, THROSBY, WRIGHT, GUNGAHLIN TOWN CENTRE, MACNAMARA, TAYLOR and WHITLAM. More information on cat containment is available at https://www.cityservices.act.gov.au/pets-and-wildlife/domestic-animals/cats/cat-containment or by phoning Access Canberra on 13 22 81.

URBAN FOREST ACT 2023

The Urban Forest Act 2023 (or Tree Protection Act 2005 where applicable) protects individual trees of importance and urban forest areas that require particular protection. A Tree Register has been established and can be found on the Transport Canberra and City Services website https://www.cityservices.act.gov.au/trees-and-nature/trees/act_tree_register or for further information please call Access Canberra on 132281.

---- END OF REPORT ----

Unit Titles (Management) Act 2011

UNIT TITLE CERTIFICATE

Section 119

Jade, Plan 13397

The above Owners Corporation hereby certifies, pursuant to the
Unit Titles Act, Section 119, the details in respect to the unit are as follows.

Entitlements

Entitlement for Unit 614:	6
Total Entitlements:	1000



Unit 614

Committee Section 119(1)(a)

At time of printing, the Owners Corporation committee comprised the following members:

Name	Unit	Address	Position
Kimberley McLarty	71	702/2 Gribble Street Gungahlin, ACT, 2912	Chairperson
Justin Hayden	140	1203/2 Gribble Street Gungahlin, Australian Capital Territory, 2912	Member
Jack Clifford	153	Unit 1304/2 Gribble Street Gungahlin, Australian Capital Territory, 2912	Member
Malcolm L Mahon	91	808/2 Gribble Street Gungahlin, Australian Capital Territory, 2912	Member
Daniel Fearnley	159	1310/2 Gribble Street GUNGAHLIN, ACT, 2912	Secretary
Sharon Lopez	33	406/2 Gribble Street Gungahlin, Australian Capital Territory, 2912	Treasurer

Managing Agent Section 119(1)(b & c)

The Owners Corporation is managed by First Choice Strata located at PO Box 479, DICKSON ACT, 2602. For inspection of the records please contact +61 026241 4000.

Has the Developer control expired?	
Has the Owners Corporation Borrowed Money? (details if applicable)	
Has the Owners Corporation Installed any Sustainability Infrastructure?	
Has the Owners Corporation applied to Planning and Land Authority for an extension of the Crown Lease?	
Is the Unit Plan subject to any ongoing Development Approval Conditions?	

Reports and Contract

Copy of Current Sinking Fund, Insurance Valuation Report and Contractors Agreement attached

Insurance Policies Section 119(1)(d)

The Owners Corporation has the current valid insurance policies in place.

The unit has no insurance policies to display

Bank Accounts

Find the Owners Corporations bank account details below as no unopposed resolution exempting this requirement has been passed.

Account Name	BSB	Account Number	Type
The Owners of UP13397	182-266	2028-48081	Operating

Levy Contributions Section 119(1)(e)[i to iv]

The current financial year budgeted Levy Contributions for this unit are:

Period	Due Date	Cost Centre	Admin	Sinking
18/12/2025 to 17/06/2026	TBA	Normal	TBA	TBA
18/06/2026 to 17/12/2026	TBA	Normal	TBA	TBA

Other Outstanding Debts

This unit has the following outstanding debts other than budgeted Levy Contributions:

Description	Due Date	Amount Total	Amount Due
NormalStandard Levy - 18/06/25 to 17/12/25	29/01/2026	$ 1,821.88	$ 0.02

Summary of Unit Debts

The below is a summary of the above listed debts this unit has to the Owners Corporation.

Levy Contributions:	$ 0.00 DR
Other Outstanding Debts:	$ 0.02 DR
Total Debt to Owners Corporation:	$ 0.02 DR

Fund Balances Section 119(1)[e & v]

The Owners Corporation fund balances as of 20/03/2026 are:

Admin:	$ 72,039.90 DR
Sinking:	$ 377,459.96 CR
Total:	$ 305,420.06 CR

Validity

This document was generated on 20/03/2026 and is valid for a period of 60 days unless new or varied contributions are approved within that period.

FIRST CHOICE STRATA
STRATA & FACILITIES

To Whom It May Concern,

We confirm the below for the Owners Corporation of Jade, Units Plan 13397:

The developer control period has expired;
The Owners Corporation has not borrowed money;
The Owners Corporation has not installed sustainability infrastructure;
The Owners Corporation has not applied to the Planning and Land Authority for an extension of the crown lease;
The Owners Corporation is not subject to any ongoing Development Approval conditions;

A summary of current contracts for service contractors appointed by the Owners Corporation is enclosed.

Yours sincerely,

Strata Management Team
First Choice Strata & Facilities

Level 33, 101 Miller Street
North Sydney NSW 2060

PO BOX 500, North Sydney NSW 2059

Certificate of Currency

CHU Residential Strata Insurance Plan

Policy No	**HU**0006056448
Policy Wording	CHU RESIDENTIAL STRATA INSURANCE PLAN
Period of Insurance	24/11/2025 to 24/11/2026 at 4:00pm
The Insured	THE OWNERS - UNITS PLAN NO.13397
Situation	2 GRIBBLE STREET GUNGAHLIN ACT 2912

Sections

Section 1 – Insured Property

Building: $65,488,500
Common Area Contents: $654,885
Loss of Rent & Temporary Accommodation (total payable): $9,823,275
Lot Owners' Fixtures and Improvements (per lot): $250,000

Optional Extensions:
Catastrophe Insurance Sum Insured: $9,823,275
- Extended Cover - Loss of Rent & Temporary Accommodation: $1,473,491
- Escalation in Cost of Temporary Accommodation: $491,163
- Cost of Removal, Storage and Evacuation: $491,163

Machinery Breakdown: $100,000
Lot Owners' Contents inclusion (per lot): Not Selected

Section 2 – Liability to Others

Sum Insured: $30,000,000

Section 3 – Voluntary Workers

Death: $300,000
Total Disablement: $3,000 per week

Section 4 – Fidelity Guarantee

Sum Insured: $250,000

Section 5 – Office Bearers' Legal Liability

Sum Insured: $5,000,000

Section 6 – Government Audit Costs and Legal Expenses

Government Audit Costs: $25,000
Appeal expenses – common property health & safety breaches: $100,000
Legal Defence Expenses: $50,000

The contract of insurance is arranged by CHU Underwriting Agencies Pty Ltd (ABN 18 001 580 070, AFSL 243261) on behalf of the insurer: QBE Insurance (Australia) Limited (ABN 78 003 191 035, AFSL 239545).

Flood Cover is included.

Date Printed 08/12/2025

This certificate confirms this policy is in force for the Period of Insurance shown, subject to the policy terms, conditions and exclusions. It is a summary of cover only (for full details refer to the current policy wording QM562-0725 and schedule). It does not alter, amend or extend the policy. This information is current only at the date of printing.

Insurance Valuation Report

For

"Jade"

2 Gribble Street, Gungahlin

Scheme Number: UP13397



COMPILED BY: QIA GROUP PTY LTD

Job Reference Number: 160541

17 February 2021

Professional Indemnity Insurance Policy Number 96 0968886 PLP

PO Box 1280,
Beenleigh QLD 4207

P 1300 309 201
F 1300 369 190
E info@qiagroup.com.au
W www.qiagroup.com.au

QIA Group Pty Ltd
ABN 27 116 106 453

setting the standard...

QIA Group Pty Ltd

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SECTION 1 – INSURANCE VALUATION SUMMARY

1.1 Purpose of Report

We have been instructed by the Body Corporate to provide a building replacement valuation report which estimates the reinstatement costs of the building/s and associated common property improvement and body corporate assets for insurance purposes situated at **2 Gribble Street, Gungahlin.**

1.2 Property Address

The property is situated at **2 Gribble Street, Gungahlin**.

1.3 Description of Building

The property is a 'mixed use' complex comprising five 'shell only' retail/commercial lots at ground level and one hundred and sixty seven residential apartments in a single fourteen storey building with allocated car parking spaces in shared secure garage areas arranged over three basement and two above ground levels. Access to the upper floors is by internal stairs & lobbies and three passenger lifts. Common property includes a gym room, podium recreation area with swimming pool and rooftop bbq area, driveway pavings and site landscaping.
In accordance with the plans provided the date of registration of the scheme is 2020.

1.4 Client

The Owners for "Jade".

1.5 Reinstatement Cost Assessment Value

Reinstatement Cost Assessment Value: **$59,400,000 (Inc GST)**

1.6 Inspector Details

Inspector Number **101**

R.T. Haughey

Signed for and on behalf of QIA Group Pty Ltd

SECTION 2 – INSURANCE VALUATION REPORT

2.1

2.1 Reinstatement Cost Assessment Value

The Reinstatement Cost Assessment Value represents the reinstatement costs associated with the reconstruction of building/s having regard for the functional use and useable area of the original building/s, common areas and body corporate assets. The Reinstatement Cost Assessment Value also estimates the professional fees associated with compilation of design documentation and drafting of plans.

2.2 Loss of Revenue

The Insurance Valuation represents reinstatement costs only and excludes loss of revenue.

2.3 Current Trends

Past years of inflationary trends in the cost of building have shown building cost indices rising at a rate substantially in excess of official CPI figures.

2.4 Periodic Reviews

It is recommended that periodic reviews of the insurance valuation are undertaken to ensure inflationary and legislative factors and any improvements to common property or assets purchases are taken up in the Insurance Valuation.

2.5 Elements used in the Calculated Value of the Building Replacement

The calculated value of the building comprises of several elements including:

- Estimated Cost of constructing a similar building on the same site;
- Allowance for cost escalation during the claim settlement period and time for planning, calling tenders, and fitout;
- Professional and authority fees relating to the demolition, and the new building;
- Costs of making the damaged building safe, demolition and site clearance;
- Cost Escalation in the likely time lapse between the building insurance anniversary date and the date of the event which triggers a reinstatement event.

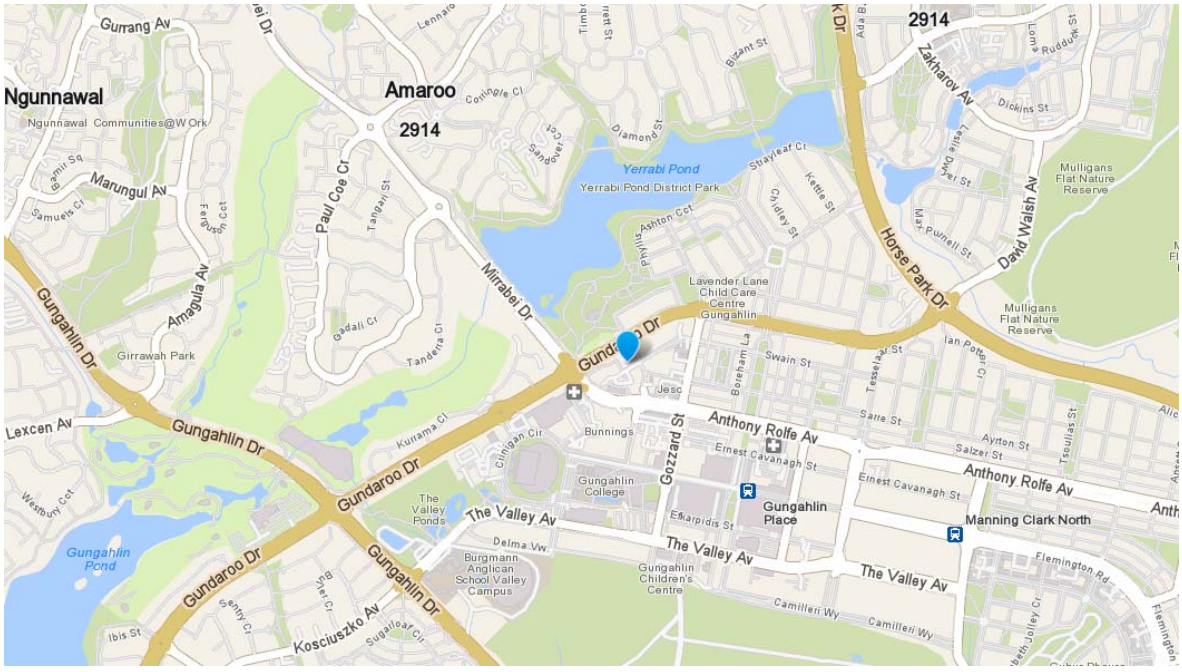
NB

No allowance has been made for short term price escalations that may eventuate due to a declared catastrophe. Insurers will provide cover for these circumstances upon request, based on the sum insured recommended in this report.

2.6 Valuation

Replacement Building and Improvements Cost:		**$47,500,000**
Allowance for Cost Escalation during the following:		
Demolition, Design and Documentation:	9 Months	
Calling Tenders and Appraisals:	3 Months	
Construction Period and Fit-out:	15 Months	
Calculated at 3% per annum over the period		$3,100,000
Progressive Subtotal:		**$50,600,000**
Professional Fees:		$4,000,000
Progressive Subtotal:		**$54,600,000**
Demolition and Removal of Debris:		$2,600,000
Progressive Subtotal:		**$57,200,000**
Cost Escalation for Insurance Policy Lapse Period:		$2,200,000
Progressive Subtotal:		**$59,400,000**
Reinstatement Cost Assessment Value: (Inc GST)		**$59,400,000**

2.7 Site Location Map



SECTION 3 – REPORTING PROCESS AND CONTENT

3.1 SITE FACTORS

The building is sited on, what appears to be a reasonably well drained block of land. Easy pedestrian and vehicular access was available.

3.2 ADDITIONS & IMPROVEMENTS

There appears to have been no improvement to the original construction.

3.3 MAINTENANCE

Generally, the building appears to have been reasonably well maintained.

3.4 SUMMARY OF CONSTRUCTION

3.4.1 Primary Method of Construction

3.4.1.1 FLOOR STRUCTURE

FLOOR CONSTRUCTION: Reinforced concrete ground and upper floors.

3.4.1.2 WALL STRUCTURE

EXTERNAL WALL CONSTRUCTION: Masonry and steel framing.
EXTERNAL WALL FINISHES: Paint to masonry and profiled steel sheeting.

3.4.1.3 ROOF STRUCTURE

ROOF CONSTRUCTION: Reinforced concrete.
ROOFING: Waterproof membrane.

3.4.1.4 DRIVEWAY STRUCTURE

DRIVEWAY CONSTRUCTION: Concrete.

3.5 AREAS NOT INSPECTED - TYPICAL

- Part or parts of the building interior that were not readily accessible.
- Part or parts of the building exterior that were not readily accessible.
- Part or parts of the roof exterior that were not readily accessible or inaccessible or obstructed at the time of inspection because of exceeding height.
- Part or parts of the retaining walls, fencing were not readily accessible or inaccessible or obstructed at the time of inspection as a result of alignment of the common property land, buildings or vegetation.

3.6 SCOPE

- This Inspection Report does not include the inspection and assessment of items or matters outside the stated purpose of the requested inspection and report. Other items or matters may be the subject of an Inspection Report which is adequately specified.
- The inspection only covered the Readily Accessible Areas of the subject property. The inspection did not include areas which were inaccessible, not readily accessible or obstructed at the time of inspection. Obstructions are defined as any condition or physical limitation which inhibits or prevents inspection of the property.
- The report is designed to be published only by the Strata Manager to unit owners and the respective insurance company.
- The report does not carry the right of other publication, with the exception of the above, without written consent of QIA Group Pty Ltd.
- This report is not an engineering survey of improvements or status of the building and its contents.
- This report is only for insurance replacement purposes, and not an evaluation of the market value of the property.
- Structural or ground improvements to exclusive use areas are the responsibility of the owners and should be insured by the relevant owner.

3.7 EXCLUSIONS

An Insurance Valuation Report does not cover or deal with:

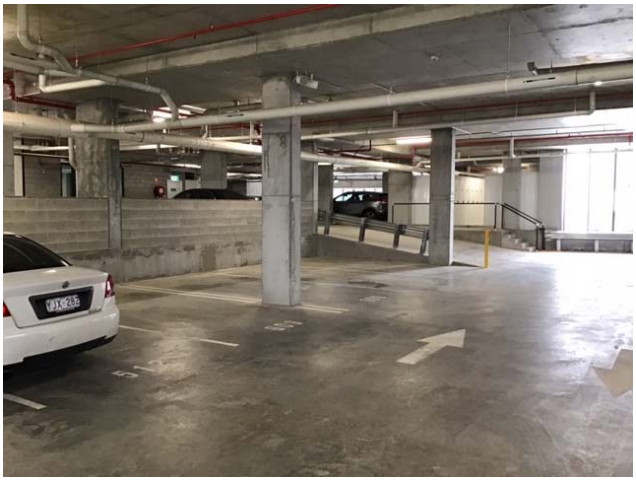
- Any 'minor fault or defect';
- Any tenancy works and contents;
- Solving or providing costs for any rectification or repair work;
- The structural design or adequacy of any element of construction;
- Detection of wood destroying insects such as termites and wood borers;
- Any specialised equipment or services not visible at the time of inspection;
- A review of occupational, health or safety issues such as asbestos content, or the provision of safety glass or swimming pool fencing;
- Whether the building complies with the provisions of any building Act, code, regulation(s) or by-laws;
- Any heritage listing that may apply; and
- Whether the ground on which the building rests has been filled, is liable to subside, is subject to landslip, earthquakes or tidal inundation, or if it is flood prone.

SECTION 4 – SITE PHOTOGRAPHS













Sinking Fund Plan

Jade
2 Gribble Street, Gungahlin, ACT 2912
Scheme Number: 13397



COMPILED BY SIMON VINCENT

On 29 April 2021 for the
15 Years Commencing: 1 December 2021
QIA Job Reference Number: 160542

Professional Indemnity Insurance Policy Number 96 0968886 PLP
© QIA Group Pty Ltd

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QIA Group Pty Ltd
ABN 27 116 106 453
setting the standard...

QIA Group Pty Ltd

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INTRODUCTION

We have estimated that the Sinking Fund Levies as proposed in this report will be adequate to accumulate sufficient funds to meet anticipated long term costs, with essentially only an adjustment for inflation being required.

LOCATION

2 Gribble Street, Gungahlin, ACT 2912

REPORT SUMMARY

We have estimated that the Sinking Fund Levies as proposed in this report will be adequate to accumulate sufficient funds to meet anticipated long term costs, with essentially only an adjustment for inflation being required.

We recommend that the Sinking Fund Report be regularly updated to ensure that an accurate assessment of how the scheme land, building and facilities are aging and to incorporate into the Report any major changes brought about by legislation, or pricing.

The Sinking Fund Levy per entitlement already set (GST incl) is:	$0.00
Number of Lot/Unit Entitlements:	1000
Opening Balance:	$0.00
The proposed Sinking Fund Levy per entitlement (GST incl) is:	$86.50

METHODOLOGY

The nominal forecast period of this report is 15 years and the costs anticipated during each of the years are detailed line by line on a yearly basis. The nominal time frame of the Report is to a large extent driven by the fact that many elements in a building's structure have a life beyond 15 years. Therefore an amount has been taken up for each item that would require replacement or substantial repair outside of the 15 year forecast period to account for these anticipated expenses. The basis for the accrual of these funds is that Owners use or consume the common property during their period of ownership and so are responsible for funding their eventual replacement. The manner in which the land, buildings and facilities actually age cannot be accurately determined without regular inspections which take into account the size, location and use of the scheme.

The report will generally categorise costs as follows:

1. Costs that occur in a predictable timeframe, in one tranche or as one project and within the 15 years forecast – a typical example of this kind of cost may be external painting or external door replacement. These items are generally described as straight costs e.g. repaint building or replace door.
2. Costs that occur in a predictable timeframe, in several tranches within the 15 years forecast – a typical example of this kind of cost may be boundary fence replacement, light fitting replacements or tree removal/lopping. These costs are generally described as an ongoing or partial replacement or provision cost.
3. Costs that occur in a predictable timeframe in one tranche or multiple tranches but will be outside the 15 years forecast – a typical example of this would be driveway resurfacing, gutter or downpipe replacements. These costs will only appear as annual accruals in the **Itemised Accruals by Year** section of the report, or may appear as a “partial” provision if there is a need for some allowance in the duration of the report.
4. Costs that are not predictable and may occur in one tranche or multiple tranches – a typical example of this cost is a burst water pipe. These costs are generally shown in the report as a repairs and replacement cost or an allowance.

The levy income has been determined by forecasting the expenditure requirement to replace or renew assets or finishes that have an effective life and making an allowance for items that do not have a finite lifespan. The levy income is initially increased each year by a variable inflationary factor to smooth the effects of major cost fluctuations given the initial fund balance and income.

No allowance has been made for interest receivable on the Sinking Fund Account, possible bank charges or tax obligations arising from bank interest.

Future replacement costs have been calculated by assessing the current replacement cost for each item to a standard the same or better than the original. These anticipated costs are increased each year at a rate of 3.0% per annum, this rate is reflective of building price indices which are historically higher than the general inflation rate. A contingency of 10.0% per annum has been applied to anticipated costs and it is applied to each individual cost in the year the cost (e.g. painting) is expected to occur (e.g. 2035), the contingency rate is not an annual compounding cost.

The effective life for each item identified is based on its material effective life, therefore no consideration has been made for the economic life of plant, equipment, finishes or upgrades.

We have included a line item called Capital Replacement – General which is a yearly provision for unforeseen and/or unknown capital costs and expenses. This provision will allow Owners to expend funds on items which are not specifically allowed for, without the need to call an Extraordinary General Meeting to raise a special levy to pay for those otherwise unspecified items.

If the amounts provided for are not expended in any one year they will be accumulated to meet expenditures in future years although it has been our experience that some form of capital expenditure occurs every year and not all of it is accounted for via the specific line items in our report.

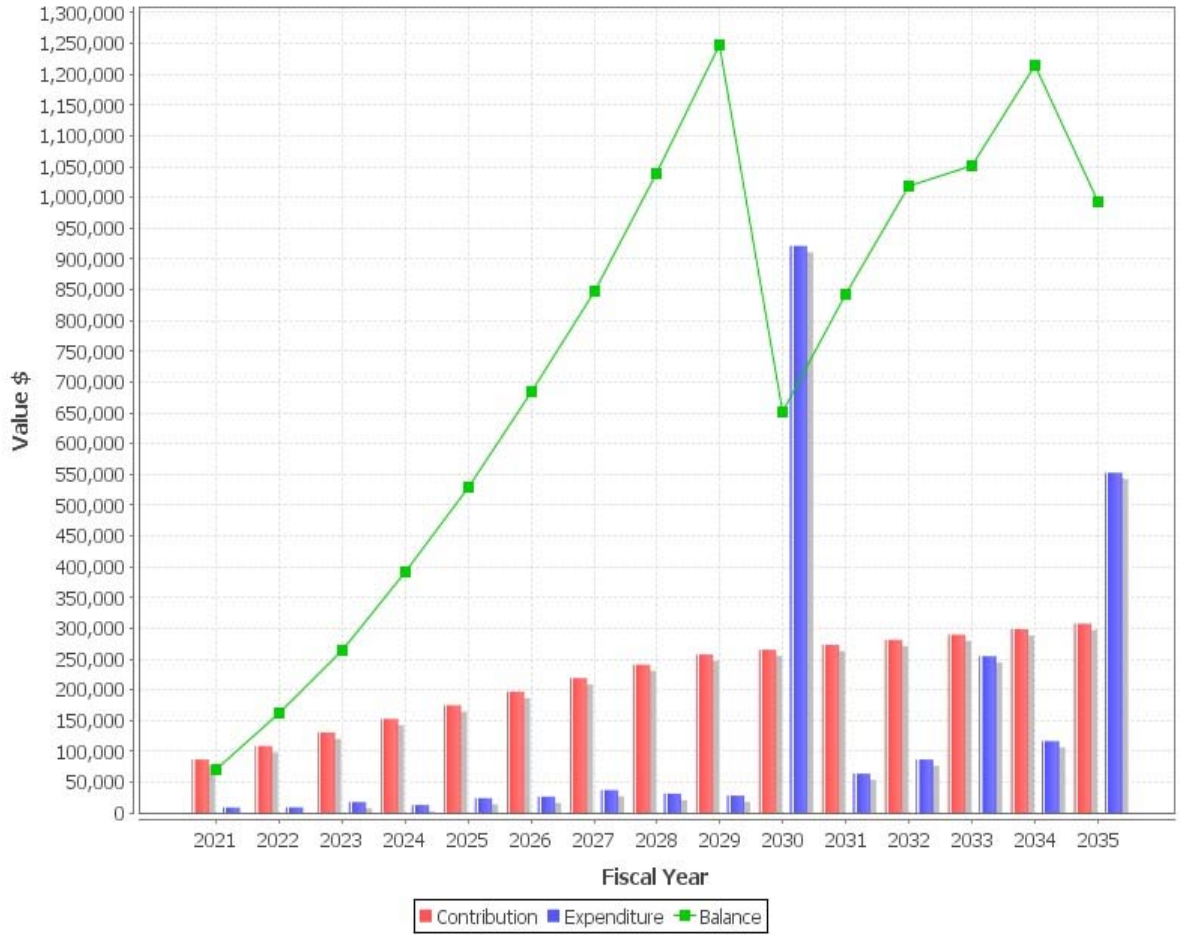
An allowance has been made for buildings Registered for Goods and Services Tax (GST) and GST has been applied to the levies and expenses proposed in this report – input tax credits have been accounted for and are shown in the ***Financial Summary Table*** in this report.

This report assumes that all plant and equipment will be maintained under comprehensive maintenance agreements. Expenditure incurred for maintenance agreements is taken to be covered within the Administrative Fund Budget, as are any smaller items that would be considered routine replacement items.

SINKING FUND FINANCIAL SUMMARY

Year		Opening Balance	Income							Expenses	Closing Balance
Report Year	Fiscal From	Beginning of Year	Contribution Total P.A. Ex GST	GST	Contribution Total P.A. Incl GST	Contribution per Entitlement Ex GST	GST	Contribution per Entitlement Inc GST	Input Tax Credits	Est Expenditure (Inc GST)	Closing Balance (End of Year)
1	01/12/2021	$0	$78,636	$7,864	$86,500	$78.64	$7.86	$86.50	$786	$8,650	$70,772
2	01/12/2022	$70,772	$98,688	$9,869	$108,557	$98.69	$9.87	$108.56	$810	$8,910	$161,361
3	01/12/2023	$161,361	$118,740	$11,874	$130,614	$118.74	$11.87	$130.61	$1,595	$17,543	$264,152
4	01/12/2024	$264,152	$138,792	$13,879	$152,671	$138.79	$13.88	$152.67	$1,146	$12,610	$391,481
5	01/12/2025	$391,481	$158,844	$15,884	$174,728	$158.84	$15.88	$174.73	$2,183	$24,018	$528,489
6	01/12/2026	$528,489	$178,895	$17,890	$196,785	$178.90	$17.89	$196.78	$2,411	$26,525	$683,271
7	01/12/2027	$683,271	$198,947	$19,895	$218,842	$198.95	$19.89	$218.84	$3,374	$37,116	$848,477
8	01/12/2028	$848,477	$218,999	$21,900	$240,899	$219.00	$21.90	$240.90	$2,841	$31,254	$1,039,063
9	01/12/2029	$1,039,063	$233,960	$23,396	$257,356	$233.96	$23.40	$257.36	$2,538	$27,923	$1,247,639
10	01/12/2030	$1,247,639	$240,979	$24,098	$265,077	$240.98	$24.10	$265.08	$83,737	$921,103	$651,252
11	01/12/2031	$651,252	$248,208	$24,821	$273,029	$248.21	$24.82	$273.03	$5,797	$63,769	$841,488
12	01/12/2032	$841,488	$255,654	$25,565	$281,220	$255.65	$25.57	$281.22	$7,872	$86,589	$1,018,425
13	01/12/2033	$1,018,425	$263,324	$26,332	$289,656	$263.32	$26.33	$289.66	$23,137	$254,512	$1,050,374
14	01/12/2034	$1,050,374	$271,224	$27,122	$298,346	$271.22	$27.12	$298.35	$10,594	$116,538	$1,215,655
15	01/12/2035	$1,215,655	$279,360	$27,936	$307,297	$279.36	$27.94	$307.30	$50,241	$552,646	$992,609

SINKING FUND FORECAST MOVEMENT



SUMMARY OF ANNUAL FORECAST EXPENDITURE

December 2021	Expense Inc GST
SUPERSTRUCTURE	
- Capital Replacement - General	$8,650
Total Forecast Expenditure for year - December 2021 (Inc GST):	$8,650
Includes GST amount of :	$786

December 2022	Expense Inc GST
SUPERSTRUCTURE	
- Capital Replacement - General	$8,910
Total Forecast Expenditure for year - December 2022 (Inc GST):	$8,910
Includes GST amount of :	$810

December 2023	Expense Inc GST
SUPERSTRUCTURE	
- Capital Replacement - General	$9,177
FIRE PROTECTION SYSTEMS	
- Install/Replace sensors/exit signage/emergency lighting	$6,250
SWIMMING POOL	
- Provision for ongoing replacement of pool pumps	$1,803
- Maintain filter - replace sand	$313
Total Forecast Expenditure for year - December 2023 (Inc GST):	$17,543
Includes GST amount of :	$1,595

December 2024	Expense Inc GST
SUPERSTRUCTURE	
- Capital Replacement - General	$9,453
FURNITURE & FITTINGS	
- Provision to upgrade swipe/card readers	$1,300
SWIMMING POOL	
- Provision for ongoing replacement of pool pumps	$1,857
Total Forecast Expenditure for year - December 2024 (Inc GST):	$12,610
Includes GST amount of :	$1,146

December 2025	Expense Inc GST
SUPERSTRUCTURE	
- Capital Replacement - General	$9,736
FURNITURE & FITTINGS	
- Maintain signage	$1,275
FIRE PROTECTION SYSTEMS	
- Provision to replace portable fire extinguishers	$7,269
SWIMMING POOL	
- Provision to replace pool furniture	$3,188
GYM	
- Provision for ongoing replacement of gym equipment	$2,550
Total Forecast Expenditure for year - December 2025 (Inc GST):	$24,018
Includes GST amount of :	$2,183

December 2026	Expense Inc GST
SUPERSTRUCTURE	
- Capital Replacement - General	$10,028
FURNITURE & FITTINGS	
- Provision to replace entry keypads	$2,102
TOILETS	
- Maintain fixtures/fittings	$525
FIRE PROTECTION SYSTEMS	
- Install/Replace sensors/exit signage/emergency lighting	$6,830
SWIMMING POOL	
- Provision for ongoing replacement of pool pumps	$1,970
- Replace water chlorinators in 6 years	$4,728
- Maintain filter - replace sand	$341
Total Forecast Expenditure for year - December 2026 (Inc GST):	$26,525
Includes GST amount of :	$2,411

December 2027	Expense Inc GST
SUPERSTRUCTURE	
- Capital Replacement - General	$10,329
BASEMENT	
- Replace garage door motors in 7 years	$6,764
EXTERNAL WORKS	
- Replace individual garage door motors in 7 years	$6,088
FURNITURE & FITTINGS	
- Provision to upgrade security cameras and associated equipment	$8,117

SWIMMING POOL	
- Provision for ongoing replacement of pool pumps	$2,029
RECREATION AREA	
- Provision for Pizza over replacement	$1,082
GYM	
- Provision for ongoing replacement of gym equipment	$2,706
Total Forecast Expenditure for year - December 2027 (Inc GST):	$37,116
Includes GST amount of :	$3,374

December 2028	Expense Inc GST
SUPERSTRUCTURE	
- Capital Replacement - General	$10,639
BASEMENT	
- Repaint line marking	$8,361
DRIVEWAY	
- Repaint line marking	$697
FURNITURE & FITTINGS	
- Provision to upgrade swipe/card readers	$1,463
- Provision to replace door closers	$897
SWIMMING POOL	
- Replace pool heater in 8 years	$6,410
PLANT & EQUIPMENT	
- Provision to replace bin lifter/multi tip in 8 years	$2,787
Total Forecast Expenditure for year - December 2028 (Inc GST):	$31,254
Includes GST amount of :	$2,841

December 2029	Expense Inc GST
SUPERSTRUCTURE	
- Provision to replace balustrade fixings	$1,866
- Capital Replacement - General	$10,958
EXTERNAL WORKS	
- Ongoing partial maintenance of walkways	$2,009
FIRE PROTECTION SYSTEMS	
- Install/Replace sensors/exit signage/emergency lighting	$7,463
SWIMMING POOL	
- Provision for ongoing replacement of pool pumps	$2,153
- Maintain filter - replace sand	$373
- Maintain glass pool fencing fixings	$230
GYM	
- Provision for ongoing replacement of gym equipment	$2,871
Total Forecast Expenditure for year - December 2029 (Inc GST):	$27,923
Includes GST amount of :	$2,538

December 2030	Expense Inc GST
SUPERSTRUCTURE	
- Repaint building	$464,928
- Repaint balcony ceilings	$70,959
- Repaint soffits	$6,505
- Scaffold/access equip allowance	$162,614
- Repaint door face	$3,844
- Capital Replacement - General	$11,287

BASEMENT	
- Repaint bollards	$4,435
- Repaint door face	$1,330
ENTRY FOYER	
- Repaint walls	$3,104
- Repaint ceiling	$1,478
- Repaint door face	$887
FURNITURE & FITTINGS	
- Maintain signage	$1,478
- Provision to replace door closers	$952
TOILETS	
- Repaint ceilings	$1,478
FIRE PROTECTION SYSTEMS	
- Provision to replace portable fire extinguishers	$8,426
- Replace pressure vessels in 10 years	$1,626
LOBBIES	
- Repaint walls	$88,698
- Repaint ceiling	$41,393
- Repaint door face	$19,070
- Repaint handrails	$887
STAIRWELL	
- Repaint door face	$10,052
SWIMMING POOL	
- Provision for ongoing replacement of pool pumps	$2,217
- Provision to replace pool furniture	$3,696
GYM	
- Repaint walls/ceiling	$5,322

- Replace air conditioning split system unit in 10 years	$4,435
Total Forecast Expenditure for year - December 2030 (Inc GST):	$921,103
Includes GST amount of :	$83,737

December 2031	Expense Inc GST
SUPERSTRUCTURE	
- Provision to replace balustrade fixings	$1,979
- Capital Replacement - General	$11,625
ROOF	
- Provision for partial balcony/rooftop terrace membrane replacement	$18,310
SWIMMING POOL	
- Maintain pool concourse 20% of total	$3,654
- Maintain glass pool fencing fixings	$244
PLANT & EQUIPMENT	
- Provision for ongoing replacement of exhaust/supply fans	$22,170
- Replace pressure pumps/vessel	$2,741
GYM	
- Provision for ongoing replacement of gym equipment	$3,045
Total Forecast Expenditure for year - December 2031 (Inc GST):	$63,769
Includes GST amount of :	$5,797

December 2032	Expense Inc GST
SUPERSTRUCTURE	
- Maintain common pipework	$5,646
- Capital Replacement - General	$11,974

BASEMENT	
- Replace stormwater pumps in 12 years	$6,273
ENTRY FOYER	
- Provision to upgrade automatic doors	$22,584
- Replace synthetic mat in 12 years	$784
EXTERNAL WORKS	
- Ongoing partial maintenance of walkways	$2,196
FURNITURE & FITTINGS	
- Provision to replace satelitte/tv aerials	$3,137
- Provision to upgrade swipe/card readers	$1,647
- Provision to replace door closers	$1,010
- Provision to replace door hardware	$3,799
- Provision to replace entry keypads	$2,509
TOILETS	
- Maintain fixtures/fittings	$627
FIRE PROTECTION SYSTEMS	
- Install/Replace sensors/exit signage/emergency lighting	$8,155
ROOF	
- Maintain metal roof fixings/flashings	$7,842
SWIMMING POOL	
- Provision for ongoing replacement of pool pumps	$2,353
- Replace water chlorinators in 6 years	$5,646
- Maintain filter - replace sand	$408
Total Forecast Expenditure for year - December 2032 (Inc GST):	$86,589
Includes GST amount of :	$7,872

December 2033	Expense Inc GST
SUPERSTRUCTURE	
- Provision to replace balustrade fixings	$2,100
- Capital Replacement - General	$12,333
ENTRY FOYER	
- Maintain tiles 10% of total	$1,413
FURNITURE & FITTINGS	
- Provision to upgrade intercom systems & associated equipment	$78,346
TOILETS	
- Maintain tiles 10% of total	$1,413
LOBBIES	
- Replace carpet/floor covering in 13 years	$116,308
- Maintain tiles 2% of total	$2,827
SWIMMING POOL	
- Provision for ongoing replacement of pool pumps	$2,423
- Maintain glass pool fencing fixings	$258
PLANT & EQUIPMENT	
- Provision for ongoing replacement of exhaust/supply fans	$23,520
GYM	
- Replace carpet/floor covering in 13 years	$10,338
- Provision for ongoing replacement of gym equipment	$3,231
Total Forecast Expenditure for year - December 2033 (Inc GST):	$254,512
Includes GST amount of :	$23,137

December 2034	Expense Inc GST
SUPERSTRUCTURE	
- Provision to replace external door/frame 20% of total	$1,830
- Capital Replacement - General	$12,703
BASEMENT	
- Replace garage door motors in 7 years	$8,319
DRIVEWAY	
- Maintain driveway 3% of total	$2,621
EXTERNAL WORKS	
- Replace individual garage door motors in 7 years	$7,487
FURNITURE & FITTINGS	
- Provision to upgrade security cameras and associated equipment	$9,983
- Provision to replace door closers	$1,072
- Provision to replace door hardware	$4,030
ROOF	
- Provision to replace down pipes in 30 years (partial accrual)	$14,708
- Provision for partial balcony/rooftop terrace membrane replacement	$20,008
SWIMMING POOL	
- Provision to refurbish pool surface in 20 years (partial accrual)	$22,961
- Maintain pool concourse 20% of total	$3,993
RECREATION AREA	
- Provision to replace outdoor furniture in 20 years (partial accrual)	$5,491
- Provision for Pizza over replacement	$1,331

Total Forecast Expenditure for year - December 2034 (Inc GST):	$116,538
Includes GST amount of :	$10,594

December 2035	Expense Inc GST
SUPERSTRUCTURE	
- Provision to replace balustrade fixings	$2,228
- Maintain awnings	$18,851
- Replace planter box membrane in 15 years	$46,272
- Capital Replacement - General	$13,085
BASEMENT	
- Provision for CO monitor replacement	$11,311
- Maintain/repair main garage doors running gear	$2,228
EXTERNAL WORKS	
- Ongoing partial maintenance of walkways	$2,399
FURNITURE & FITTINGS	
- Maintain signage	$1,714
TOILETS	
- Provision to replace toilet and basin	$3,290
FIRE PROTECTION SYSTEMS	
- Replace fire hose reels in 15 years	$9,426
- Provision to replace portable fire extinguishers	$9,768
- Install/Replace sensors/exit signage/emergency lighting	$8,912
ROOF	
- Provision to repaint membrane in 20 years (partial accrual)	$77,976
SWIMMING POOL	
- Provision for ongoing replacement of pool pumps	$2,571
- Maintain filter - replace sand	$446

- Replace pool filter in 15 years	$2,571
- Provision to replace pool furniture	$4,284
- Maintain glass pool fencing fixings	$274
- Provision to replace pool access lifter	$18,851
PLANT & EQUIPMENT	
- Provision for mechanical upgrade of lifts in 25 years	$254,494
- Provision to replace Disabled lift in 20 years (partial accrual)	$25,706
- Provision for ongoing replacement of exhaust/supply fans	$24,952
- Maintain ventilation ducting	$1,440
RECREATION AREA	
- Provision for BBQ replacement	$9,597
Total Forecast Expenditure for year - December 2035 (Inc GST):	$552,646
Includes GST amount of :	$50,241

ITEMISED EXPENDITURE BY YEAR

Item	Current Cost	Year 1st Applied	Remain Life/ Next Interval	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
SUPERSTRUCTURE																		
- Repaint building	$314,500	2030	10										464928					
- Repaint balcony ceilings	$48,000	2030	10										70959					
- Repaint soffits	$4,400	2030	10										6505					
- Scaffold/access equip allowance	$110,000	2030	10										162614					
- Repaint door face	$2,600	2030	10										3844					
- Provision to replace external door/frame 20% of total	$1,100	2034	2														1830	
- Provision to replace balustrade fixings	$1,300	2029	2									1866		1979		2100		2228
- Maintain awnings	$11,000	2035	3															18851
- Replace planter box membrane in 15 years	$27,000	2035	15															46272
- Maintain common pipework	$3,600	2032	5												5646			
- Capital Replacement - General	$7,635	2021	0	8650	8910	9177	9453	9736	10028	10329	10639	10958	11287	11625	11974	12333	12703	13085
BASEMENT																		
- Repaint line marking	$6,000	2028	8								8361							
- Provision for CO monitor replacement	$6,600	2035	15															11311
- Repaint bollards	$3,000	2030	10										4435					
- Repaint door face	$900	2030	10										1330					
- Maintain/repair main garage doors running gear	$1,300	2035	15															2228
- Replace garage door motors in 7 years	$5,000	2027	7							6764							8319	
- Replace stormwater pumps in 12 years	$4,000	2032	12												6273			

Item	Current Cost	Year 1st Applied	Remain Life/ Next Interval	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
DRIVEWAY																		
- Maintain driveway 3% of total	$1,575	2034	4														2621	
- Repaint line marking	$500	2028	8								697							
ENTRY FOYER																		
- Repaint walls	$2,100	2030	10										3104					
- Repaint ceiling	$1,000	2030	10										1478					
- Maintain tiles 10% of total	$875	2033	3													1413		
- Provision to upgrade automatic doors	$14,400	2032	12												22584			
- Repaint door face	$600	2030	10										887					
- Replace synthetic mat in 12 years	$500	2032	12												784			
EXTERNAL WORKS																		
- Ongoing partial maintenance of walkways	$1,400	2029	3									2009			2196			2399
- Replace individual garage door motors in 7 years	$4,500	2027	7							6088							7487	
FURNITURE & FITTINGS																		
- Maintain signage	$1,000	2025	5					1275					1478					1714
- Provision to replace satelitte/tv aerials	$2,000	2032	12												3137			
- Provision to upgrade swipe/card readers	$1,050	2024	4				1300				1463				1647			
- Provision to upgrade security cameras and associated equipment	$6,000	2027	7							8117							9983	
- Provision to upgrade intercom systems & associated equipment	$48,500	2033	13													78346		
- Provision to replace door closers	$644	2028	2								897		952		1010		1072	
- Provision to replace door hardware	$2,422	2032	2												3799		4030	
- Provision to replace entry keypads	$1,600	2026	6						2102						2509			

Item	Current Cost	Year 1st Applied	Remain Life/ Next Interval	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
TOILETS																		
- Maintain fixtures/fittings	$400	2026	6						525						627			
- Repaint ceilings	$1,000	2030	10										1478					
- Maintain tiles 10% of total	$875	2033	3													1413		
- Provision to replace toilet and basin	$1,920	2035	15															3290
FIRE PROTECTION SYSTEMS																		
- Replace fire hose reels in 15 years	$5,500	2035	15															9426
- Provision to replace portable fire extinguishers	$5,700	2025	5					7269					8426					9768
- Install/Replace sensors/exit signage/emergency lighting	$5,200	2023	3			6250			6830			7463			8155			8912
- Replace pressure vessels in 10 years	$1,100	2030	10										1626					
LOBBIES																		
- Repaint walls	$60,000	2030	10										88698					
- Repaint ceiling	$28,000	2030	10										41393					
- Replace carpet/floor covering in 13 years	$72,000	2033	13													116308		
- Repaint door face	$12,900	2030	10										19070					
- Maintain tiles 2% of total	$1,750	2033	3													2827		
- Repaint handrails	$600	2030	10										887					
ROOF																		
- Maintain metal roof fixings/flashings	$5,000	2032	6												7842			
- Provision to replace down pipes in 30 years (partial accrual)	$8,840	2034	4														14708	
- Provision to repaint membrane in 20 years (partial accrual)	$45,500	2035	5															77976
- Provision for partial balcony/rooftop terrace membrane replacement	$12,025	2031	3											18310			20008	

Item	Current Cost	Year 1st Applied	Remain Life/ Next Interval	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
STAIRWELL																		
- Repaint door face	$6,800	2030	10										10052					
SWIMMING POOL																		
- Provision for ongoing replacement of pool pumps	$1,500	2023	3			1803	1857		1970	2029		2153	2217		2353	2423		2571
- Replace water chlorinators in 6 years	$3,600	2026	6						4728						5646			
- Maintain filter - replace sand	$260	2023	3			313			341			373			408			446
- Replace pool filter in 15 years	$1,500	2035	15															2571
- Provision to refurbish pool surface in 20 years (partial accrual)	$13,800	2034	6														22961	
- Provision to replace pool furniture	$2,500	2025	5					3188					3696					4284
- Replace pool heater in 8 years	$4,600	2028	8								6410							
- Maintain pool concourse 20% of total	$2,400	2031	3											3654			3993	
- Maintain glass pool fencing fixings	$160	2029	2									230		244		258		274
- Provision to replace pool access lifter	$11,000	2035	15															18851
PLANT & EQUIPMENT																		
- Provision for mechanical upgrade of lifts in 25 years	$148,500	2035	5															254494
- Provision to replace Disabled lift in 20 years (partial accrual)	$15,000	2035	5															25706
- Provision for ongoing replacement of exhaust/supply fans	$14,560	2031	2											22170		23520		24952
- Maintain ventilation ducting	$840	2035	3															1440
- Replace pressure pumps/vessel	$1,800	2031	12											2741				
- Provision to replace bin lifter/multi tip in 8 years	$2,000	2028	8								2787							
RECREATION AREA																		
- Provision to replace outdoor furniture in 20 years (partial accrual)	$3,300	2034	3														5491	

Item	Current Cost	Year 1st Applied	Remain Life/ Next Interval	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
- Provision for BBQ replacement	$5,600	2035	15															9597
- Provision for Pizza over replacement	$800	2027	7							1082							1331	
GYM																		
- Repaint walls/ceiling	$3,600	2030	10										5322					
- Replace carpet/floor covering in 13 years	$6,400	2033	13													10338		
- Provision for ongoing replacement of gym equipment	$2,000	2025	2					2550		2706		2871		3045		3231		
- Replace air conditioning split system unit in 10 years	$3,000	2030	10										4435					
Total				8650	8910	17543	12610	24018	26525	37116	31254	27923	921103	63769	86589	254512	116538	552646
Includes GST amount of				786	810	1595	1146	2183	2411	3374	2841	2538	83737	5797	7872	23137	10594	50241

ITEMISED ACCRUALS BY YEAR

Item	Current Cost	Year 1st applied	Remain Life/ Next Interval	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
SUPERSTRUCTURE																		
- Repaint building	$314,500	2030	10	40556	82328	125354	169671	215317	262332	310758	360637	412012	**464928**	54504	110643	168466	228023	289368
- Repaint balcony ceilings	$48,000	2030	10	6190	12565	19132	25896	32862	40038	47429	55042	62883	**70959**	8318	16887	25712	34801	44164
- Repaint soffits	$4,400	2030	10	567	1152	1754	2374	3013	3670	4348	5046	5765	**6505**	763	1548	2357	3190	4049
- Scaffold/access equip allowance	$110,000	2030	10	14185	28795	43844	59344	75310	91754	108691	126137	144106	**162614**	19063	38698	58923	79754	101209
- Repaint door face	$2,600	2030	10	335	681	1036	1403	1780	2169	2569	2982	3406	**3844**	451	915	1393	1885	2392
- Provision to replace external door/frame 20% of total	$1,100	2034	2	107	217	331	448	569	693	821	952	1088	1228	1372	1520	1673	**1830**	956
- Provision to replace balustrade fixings	$1,300	2029	2	184	373	568	768	975	1188	1407	1633	**1866**	975	**1979**	1034	**2100**	1098	**2228**
- Maintain awnings	$11,000	2035	3	1014	2058	3133	4240	5381	6556	7766	9013	10297	11619	12981	14384	15829	17318	**18851**
- Replace planter box membrane in 15 years	$27,000	2035	15	2488	5050	7690	10408	13209	16093	19063	22123	25275	28521	31864	35308	38855	42509	**46272**
- Maintain common pipework	$3,600	2032	5	398	808	1230	1664	2112	2573	3048	3538	4042	4561	5095	**5646**	1233	2503	3810
- Capital Replacement - General	$7,635	2021	0	**8650**	**8910**	**9177**	**9453**	**9736**	**10028**	**10329**	**10639**	**10958**	**11287**	**11625**	**11974**	**12333**	**12703**	**13085**
BASEMENT																		
- Repaint line marking	$6,000	2028	8	940	1909	2906	3934	4992	6082	7205	**8361**	1191	2418	3681	4983	6323	7704	9126
- Provision for CO monitor replacement	$6,600	2035	15	608	1235	1880	2544	3229	3934	4660	5408	6178	6972	7789	8631	9498	10391	**11311**
- Repaint bollards	$3,000	2030	10	387	785	1196	1619	2054	2502	2964	3440	3930	**4435**	520	1055	1607	2175	2760
- Repaint door face	$900	2030	10	116	236	359	485	616	750	889	1032	1179	**1330**	156	316	482	652	828
- Replace garage doors in 30 years	$11,000	2050	30	617	1253	1908	2583	3277	3993	4730	5489	6271	7077	7906	8761	9641	10548	11481
- Maintain/repair main garage doors running gear	$1,300	2035	15	120	243	370	501	636	775	918	1065	1217	1373	1534	1700	1871	2047	**2228**

Item	Current Cost	Year 1st applied	Remain Life/ Next Interval	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
- Replace garage door motors in 7 years	$5,000	2027	7	883	1792	2728	3693	4687	5710	**6764**	1086	2204	3356	4542	5764	7023	**8319**	1335
- Replace stormwater pumps in 12 years	$4,000	2032	12	442	897	1366	1849	2347	2859	3387	3930	4490	5067	5661	**6273**	630	1279	1948
DRIVEWAY																		
- Maintain driveway 3% of total	$1,575	2034	4	153	311	474	642	814	992	1175	1364	1558	1759	1965	2177	2396	**2621**	705
- Repaint line marking	$500	2028	8	78	159	242	328	416	507	601	**697**	99	201	307	415	527	642	760
ENTRY FOYER																		
- Repaint walls	$2,100	2030	10	271	550	837	1133	1438	1751	2075	2408	2751	**3104**	364	739	1125	1522	1932
- Repaint ceiling	$1,000	2030	10	129	262	398	539	684	834	988	1146	1310	**1478**	173	352	535	725	920
- Maintain tiles 10% of total	$875	2033	3	90	184	280	379	480	585	693	805	919	1037	1159	1284	**1413**	500	1014
- Provision to upgrade automatic doors	$14,400	2032	12	1591	3230	4919	6657	8449	10293	12193	14151	16166	18243	20381	**22584**	2269	4606	7013
- Repaint door face	$600	2030	10	77	157	239	324	411	500	593	688	786	**887**	104	211	321	435	552
- Replace synthetic mat in 12 years	$500	2032	12	55	112	171	231	293	357	423	491	561	633	708	**784**	79	160	243
EXTERNAL WORKS																		
- Ongoing partial maintenance of walkways	$1,400	2029	3	198	401	611	827	1050	1279	1515	1758	**2009**	710	1442	**2196**	776	1576	**2399**
- Replace individual garage doors in 30 years	$19,000	2050	30	1066	2165	3296	4461	5661	6897	8170	9482	10833	12224	13657	15133	16653	18219	19832
- Replace individual garage door motors in 7 years	$4,500	2027	7	795	1613	2456	3324	4218	5139	**6088**	977	1984	3020	4088	5188	6320	**7487**	1202
FURNITURE & FITTINGS																		
- Maintain signage	$1,000	2025	5	240	488	742	1005	**1275**	278	565	860	1165	**1478**	323	655	998	1351	**1714**

Item	Current Cost	Year 1st applied	Remain Life/ Next Interval	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
- Replace mail boxes in 27 years	$21,600	2047	27	1296	2632	4007	5424	6883	8386	9934	11528	13171	14862	16604	18399	20247	22151	24112
- Provision to replace satelitte/tv aerials	$2,000	2032	12	221	449	683	925	1174	1430	1694	1966	2246	2534	2831	**3137**	315	640	974
- Provision to upgrade swipe/card readers	$1,050	2024	4	311	631	960	**1300**	350	710	1081	**1463**	394	799	1217	**1647**	443	899	1369
- Provision to upgrade security cameras and associated equipment	$6,000	2027	7	1059	2150	3274	4432	5624	6852	**8117**	1303	2645	4027	5451	6917	8427	**9983**	1602
- Provision to upgrade intercom systems & associated equipment	$48,500	2033	13	5016	10183	15505	20987	26633	32449	38438	44608	50963	57508	64250	71194	**78346**	7367	14955
- Provision to replace door closers	$644	2028	2	101	205	312	422	536	652	773	**897**	469	**952**	498	**1010**	528	**1072**	560
- Provision to replace door hardware	$2,422	2032	2	268	543	827	1120	1421	1731	2051	2380	2719	3069	3428	**3799**	1985	**4030**	2106
- Provision to replace entry keypads	$1,600	2026	6	325	660	1004	1360	1725	**2102**	388	787	1199	1623	2059	**2509**	463	940	1431
TOILETS																		
- Maintain fixtures/fittings	$400	2026	6	81	165	251	340	431	**525**	97	197	300	406	515	**627**	116	235	357
- Repaint ceilings	$1,000	2030	10	129	262	398	539	684	834	988	1146	1310	**1478**	173	352	535	725	920
- Maintain tiles 10% of total	$875	2033	3	90	184	280	379	480	585	693	805	919	1037	1159	1284	**1413**	500	1014
- Replace instant hot water heaters in 20 years	$6,000	2040	20	444	901	1371	1856	2355	2869	3399	3945	4507	5086	5682	6296	6928	7580	8251
- Provision to replace toilet and basin	$1,920	2035	15	177	359	547	740	939	1144	1355	1573	1797	2028	2266	2510	2763	3022	**3290**
FIRE PROTECTION SYSTEMS																		
- Overhaul hydrant/sprinkler booster pumps and controllers in 25 years	$24,000	2045	25	1516	3078	4686	6343	8049	9807	11617	13481	15402	17380	19418	21516	23678	25904	28197

Item	Current Cost	Year 1st applied	Remain Life/ Next Interval	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
- Upgrade Fire Panel & associated detection equipment in 17 years	$88,000	2037	17	7352	14925	22725	30759	39034	47557	56336	65378	74692	84284	94165	104342	114825	125622	136742
- Replace fire hose reels in 15 years	$5,500	2035	15	507	1029	1566	2120	2691	3278	3883	4507	5149	5810	6491	7193	7915	8659	**9426**
- Provision to replace portable fire extinguishers	$5,700	2025	5	1369	2779	4232	5728	**7269**	1587	3222	4905	6640	**8426**	1840	3735	5687	7697	**9768**
- Install/Replace sensors/exit signage/emergency lighting	$5,200	2023	3	2022	4105	**6250**	2210	4486	**6830**	2415	4901	**7463**	2638	5356	**8155**	2883	5853	**8912**
- Replace jacking/sprinkler pumps in 17 years	$5,000	2037	17	418	848	1291	1748	2218	2702	3201	3714	4244	4789	5350	5928	6524	7137	7769
- Replace pressure vessels in 10 years	$1,100	2030	10	142	288	438	593	753	917	1087	1261	1441	**1626**	191	387	589	797	1012
- Provision to replace hydrant valve assemblies & seals	$10,000	2040	20	739	1501	2285	3093	3925	4783	5665	6575	7511	8476	9470	10493	11547	12633	13751
LOBBIES																		
- Repaint walls	$60,000	2030	10	7737	15706	23915	32369	41078	50047	59286	68802	78603	**88698**	10398	21108	32139	43502	55205
- Repaint ceiling	$28,000	2030	10	3611	7330	11160	15106	19170	23356	27667	32108	36682	**41393**	4852	9850	14998	20301	25762
- Replace carpet/floor covering in 13 years	$72,000	2033	13	7447	15118	23018	31156	39538	48171	57063	66223	75656	85373	95382	105690	**116308**	10936	22201
- Repaint door face	$12,900	2030	10	1663	3377	5142	6959	8832	10760	12746	14792	16900	**19070**	2236	4538	6910	9353	11869
- Maintain tiles 2% of total	$1,750	2033	3	181	367	559	757	961	1171	1387	1610	1839	2075	2318	2569	**2827**	999	2029
- Repaint handrails	$600	2030	10	77	157	239	324	411	500	593	688	786	**887**	104	211	321	435	552
ROOF																		
- Replace guttering in 30 years	$6,400	2050	30	359	729	1110	1503	1907	2323	2752	3194	3649	4117	4600	5097	5609	6137	6680
- Maintain metal roof fixings/flashings	$5,000	2032	6	553	1122	1708	2312	2934	3574	4234	4914	5614	6335	7077	**7842**	1447	2938	4474

Item	Current Cost	Year 1st applied	Remain Life/ Next Interval	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
- Provision to replace down pipes in 30 years (partial accrual)	$8,840	2034	4	861	1747	2661	3601	4570	5568	6596	7655	8745	9868	11025	12217	13444	**14708**	3957
- Provision to repaint membrane in 20 years (partial accrual)	$45,500	2035	5	4193	8511	12959	17540	22259	27119	32125	37281	42592	48062	53697	59500	65478	71634	**77976**
- Provision for partial balcony/rooftop terrace membrane replacement	$12,025	2031	3	1430	2902	4419	5981	7590	9247	10954	12712	14523	16389	**18310**	6473	13141	**20008**	7073
STAIRWELL																		
- Repaint door face	$6,800	2030	10	877	1780	2710	3668	4655	5672	6719	7797	8908	**10052**	1178	2392	3642	4930	6256
SWIMMING POOL																		
- Provision for ongoing replacement of pool pumps	$1,500	2023	3	583	1184	**1803**	**1857**	970	**1970**	**2029**	1061	**2153**	**2217**	1159	**2353**	**2423**	1267	**2571**
- Replace water chlorinators in 6 years	$3,600	2026	6	731	1484	2259	3058	3881	**4728**	873	1772	2698	3652	4634	**5646**	1042	2116	3221
- Maintain filter - replace sand	$260	2023	3	101	206	**313**	110	224	**341**	121	245	**373**	132	268	**408**	144	293	**446**
- Replace pool filter in 15 years	$1,500	2035	15	138	281	427	578	734	894	1059	1229	1404	1585	1770	1962	2159	2362	**2571**
- Provision to refurbish pool surface in 20 years (partial accrual)	$13,800	2034	6	1344	2728	4154	5622	7135	8692	10297	11950	13652	15405	17211	19072	20988	**22961**	4238
- Replace aluminium pool fence in 25 years	$3,900	2045	25	246	500	761	1031	1308	1594	1888	2191	2503	2824	3155	3496	3848	4209	4582
- Provision to replace pool furniture	$2,500	2025	5	600	1219	1856	2512	**3188**	696	1413	2152	2912	**3696**	807	1638	2494	3376	**4284**
- Replace pool heater in 8 years	$4,600	2028	8	721	1463	2228	3016	3827	4663	5523	**6410**	913	1853	2822	3820	4847	5906	6996
- Maintain pool concourse 20% of total	$2,400	2031	3	285	579	882	1194	1515	1845	2186	2537	2898	3271	**3654**	1292	2622	**3993**	1412
- Maintain glass pool fencing fixings	$160	2029	2	23	46	70	95	120	146	173	201	**230**	120	**244**	127	**258**	135	**274**

Item	Current Cost	Year 1st applied	Remain Life/ Next Interval	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
- Provision to replace pool access lifter	$11,000	2035	15	1014	2058	3133	4240	5381	6556	7766	9013	10297	11619	12981	14384	15829	17318	**18851**
PLANT & EQUIPMENT																		
- Refurbish lift interiors in 25 years	$30,000	2045	25	1895	3847	5858	7928	10061	12258	14521	16852	19253	21725	24272	26895	29597	32380	35247
- Provision for mechanical upgrade of lifts in 25 years	$148,500	2035	5	13683	27777	42294	57246	72646	88509	104848	121676	139010	156863	175253	194193	213702	233797	**254494**
- Provision to replace Disabled lift in 20 years (partial accrual)	$15,000	2035	5	1382	2806	4272	5782	7338	8940	10590	12290	14041	15844	17702	19615	21586	23615	**25706**
- Replace town water supply pumps in 17 years	$13,500	2037	17	1128	2290	3486	4719	5988	7295	8642	10029	11458	12930	14445	16007	17615	19271	20977
- Provision for ongoing replacement of exhaust/supply fans	$14,560	2031	2	1731	3514	5350	7242	9190	11197	13264	15392	17585	19844	**22170**	11586	**23520**	12292	**24952**
- Maintain ventilation ducting	$840	2035	3	77	157	239	324	411	501	593	688	787	888	992	1099	1209	1323	**1440**
- Replace pressure pumps/vessel	$1,800	2031	12	214	434	661	895	1136	1384	1640	1903	2174	2453	**2741**	275	559	851	1152
- Provision to replace bin lifter/multi tip in 8 years	$2,000	2028	8	313	636	969	1311	1664	2027	2402	**2787**	397	806	1227	1661	2108	2568	3042
RECREATION AREA																		
- Provision to replace outdoor furniture in 20 years (partial accrual)	$3,300	2034	3	321	652	993	1344	1706	2079	2462	2858	3265	3684	4116	4561	5019	**5491**	1941
- Provision for BBQ replacement	$5,600	2035	15	516	1047	1595	2159	2740	3338	3954	4588	5242	5915	6609	7323	8059	8817	**9597**
- Provision for Pizza over replacement	$800	2027	7	141	287	436	591	750	913	**1082**	174	353	537	727	922	1124	**1331**	214
GYM																		
- Repaint walls/ceiling	$3,600	2030	10	464	942	1435	1942	2465	3003	3557	4128	4716	**5322**	624	1266	1928	2610	3312

Item	Current Cost	Year 1st applied	Remain Life/ Next Interval	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
- Replace carpet/floor covering in 13 years	$6,400	2033	13	662	1344	2046	2769	3514	4282	5072	5886	6725	7588	8478	9394	**10338**	972	1973
- Provision for ongoing replacement of gym equipment	$2,000	2025	2	480	975	1485	2009	**2550**	1333	**2706**	1414	**2871**	1500	**3045**	1592	**3231**		
- Replace air conditioning split system unit in 10 years	$3,000	2030	10	387	785	1196	1619	2054	2502	2964	3440	3930	**4435**	520	1055	1607	2175	2760
TOTAL ACCRUALS				**156632**	**317973**	**475777**	**645004**	**807334**	**973511**	**1135891**	**1309088**	**1492094**	**790607**	**951924**	**1111727**	**1115128**	**1262792**	**989846**

*** Bold blue items listed above are expense items that occur in that year.**

REPORT INFORMATION

The values included in the report are for budgeting purposes and have been obtained from a number of sources including building cost information guides, painting contractors, plant and equipment suppliers, manufactures and installers and working knowledge of each buildings configuration at the time of inspection.

Every endeavour has been undertaken to accurately compile a budget for the maintenance, repair, renewal or replacement of the items of a non-routine nature that have been identified in this report. However as there is no definitive scope of works for maintenance, repair, renewal or replacement of the items contained in this report it is expected that if said items were put to tender, the quotations received would vary significantly dependent upon the timing and scope of works to that will be undertaken. For this reason it is recommended that several quotations are sourced as far in advance of any anticipated work as possible.

The installation date, present condition and estimated life of each item is determined at the time of the site inspection from a visual inspection, the age of the building (where this information is provided) and any other relevant information provided by the Owners at the time of inspection. This information is then communicated in the report by way of nominated total life cycle in comparison with expected remaining life. The life cycles of each of the items will vary depending upon where the building is located, for example buildings near a salt environment tend to have a lesser life cycle and a higher maintenance requirement.

This Sinking Fund plan is not a building dilapidation report, building diagnostic report, warranty inspection, defects report, engineering report or structural assessment of the building. Where information in respect of any of these items at time of ordering, it has been incorporated into the report wherever possible. We recommend that a periodic survey be carried out by qualified building contractors to assess the building condition, if required. The inspection of the common property of the scheme is a cursory visual inspection only limited to those areas of the common property that are fully accessible and visible to the inspector from floor or ground level at the time of inspection. The primary purpose of the inspection is to determine the materials used in the construction of the building that need to be maintained, estimate the quantities of same, identify the plant and equipment in the common areas of the building and make a recommendation as to the timing of the repairs and replacements identified for restorative purposes only. The inspection did not include breaking apart, dismantling, removing or moving any element of the building and items located on the common property.

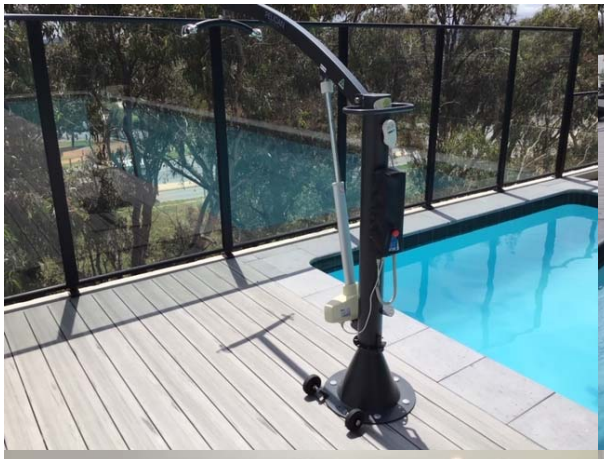
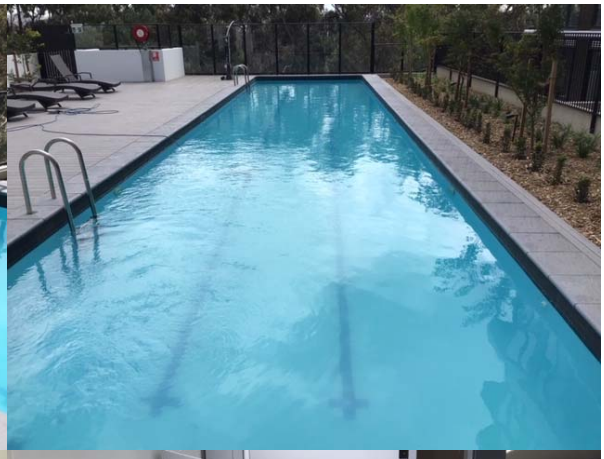
The report does not and cannot make comment upon: defects that may have been concealed; the assessment of which may rely on certain weather conditions and the presence or absence of timber pests. The report will allow for ordinary inclusion, but does not consider or make recommendations as to the specific condition of specialist items and equipment such as gas fittings and supply systems; heritage listing conditions or requirements; fire protection fittings and systems; HVAC fittings and systems site drainage; electrical or data systems or wiring, building plumbing systems including sewerage, potable and stormwater pipe work and fittings; security concerns; detection and identification of illegal building work; and the durability of exposed finishes.

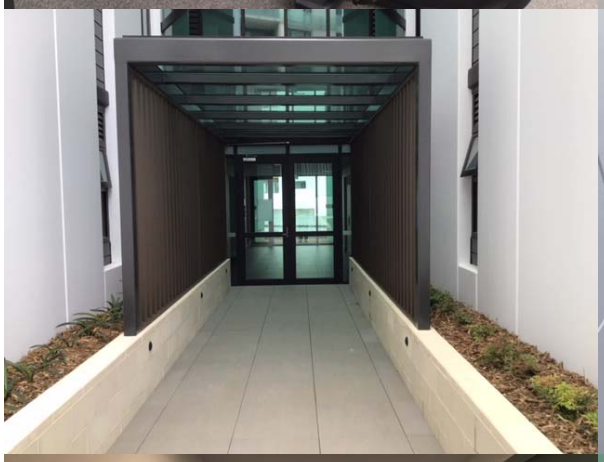
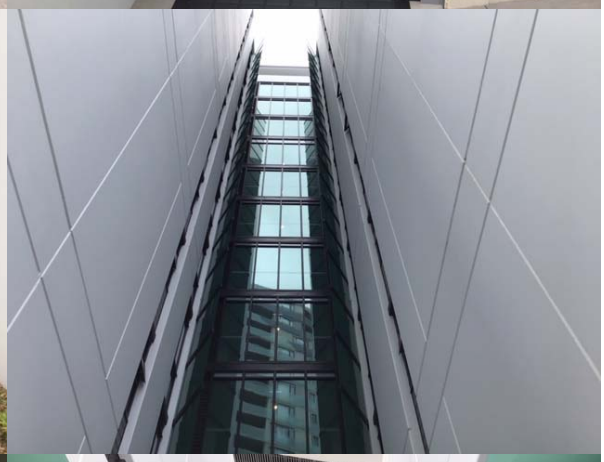
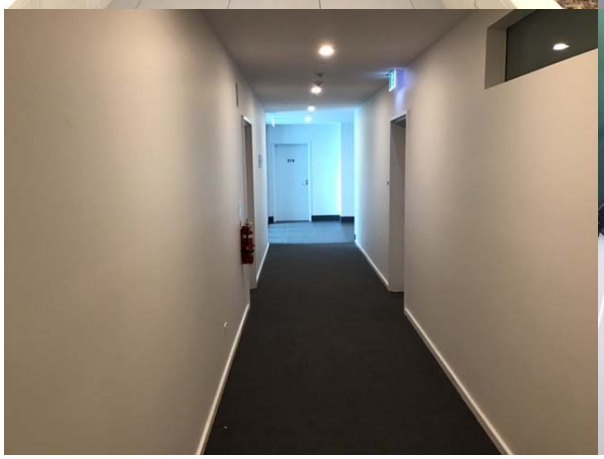
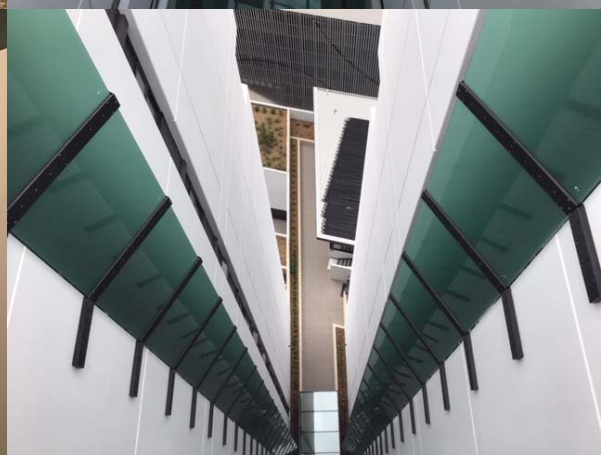
The inspector did not identify and assess safety hazards and did not carry out a risk assessment relating to any hazards upon the common property as part of this report. The report is not an Asbestos report and no assessment was made of asbestos products. The report is not Pool Safety or Window Safety report and no assessment was made as to the compliance or otherwise of any pool barrier or common property windows.

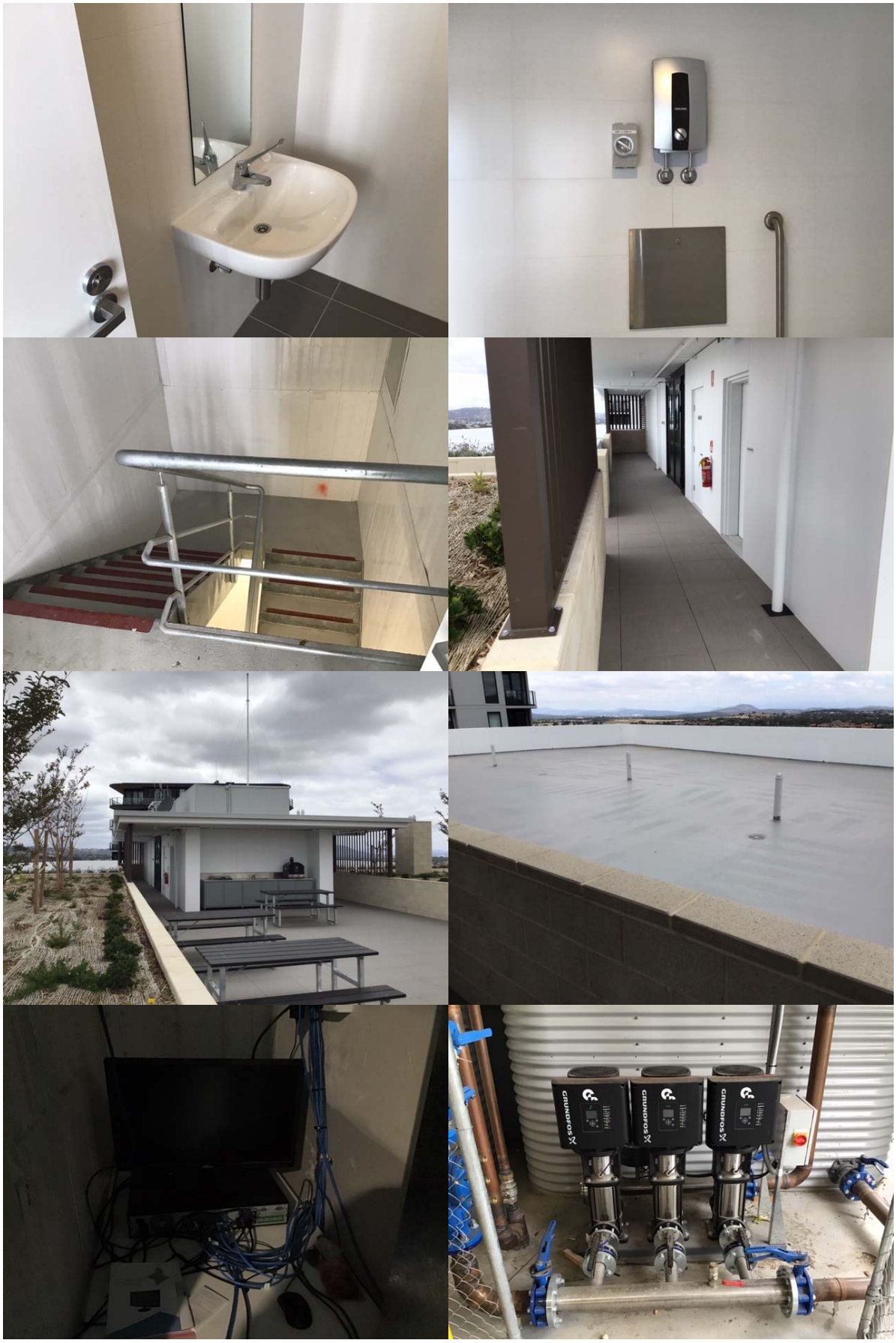
AREAS NOT INSPECTED

- Part or parts of the common property building interior that were not readily accessible
- Part or parts of the building exterior were not readily accessible
- Part or parts of the roof exterior that were not readily visible from ground or floor level or obstructed at the time of inspection because of exceeding height, vegetation or neighbouring buildings.
- Part or parts of the Common Property plant and equipment where specialised knowledge or equipment is required to carry out the inspection, particularly in respect of its' operation.
- Part or parts of the retaining walls, fencing where not readily accessible or inaccessible or obstructed at the time of inspection because of on alignment, vegetation.


QMAX
DANGER


GRUNDFOS
GRUNDFOS
GRUNDFOS




411
613




Multi-Tip
suez








Aline




2 GRIBBLE STREET











Certificate of Completion of a Structure

Certificate No.: **B20183873C2**

Access Canberra Building Services

ABN 16 479 763 216
8 Darling Street Mitchell
GPO Box 158 ACT 2601
www.act.gov.au/accesscbr

This Certificate is issued in accordance with Section 72 (2) of the Building Act 2004.

The structure listed on this certificate has been erected and completed in accordance with the prescribed requirements.

Unit	Block	Section	Division (Suburb)	District	Jurisdiction
	4	209	GUNGAHLIN	GUNGAHLIN	Australian Capital Territory
	4	209	GUNGAHLIN	GUNGAHLIN	Australian Capital Territory

Plans
B20183873/A
B20183873/B

Building Works

Class of Occupancy	Nature of Work	Project Item Description	Other Description	Type Of Const.	Unit	BCN ID	Builder
7a	New	CAR PARK	Excavation, Piling & Shoring and Structural Building Work to and including Ground Floor Slab	A		B20183873N1	CORE BUILDING GROUP PTY LTD

Comments

Important Note:

The issue, under this Part, of a certificate in respect of a building or portion of a building does not affect the liability of a person to comply with the provisions of a law of the territory (including this Act) relating to the building or portion of the building.

Issued by: Shama Gunaratne

Delegate of the ACT Construction Occupations Registrar.

Issued on: 24/11/2020

Certificate of Occupancy and Use

Certificate No.: **B20191459C1**

Access Canberra Building Services

ABN 16 479 763 216
8 Darling Street Mitchell
GPO Box 158 ACT 2601
www.act.gov.au/accesscbr

This Certificate is issued in accordance with Section 69 (2) of the Building Act 2004.

The building work listed on this certificate has been completed substantially in accordance with the prescribed requirements and is considered fit for occupation and use.

Unit	Block	Section	Division (Suburb)	District	Jurisdiction
	4	209	GUNGAHLIN	GUNGAHLIN	Australian Capital Territory
	4	209	GUNGAHLIN	GUNGAHLIN	Australian Capital Territory

Plans
B20191459/A

Building Works

Class of Occupancy	Nature of Work	Project Item Description	Other Description	Type Of Const.	Unit	BCN ID	Builder
7a	New	CAR PARK	Class 7a. Basement Levels 1 - 3, Building works to completion, past structural bulding work to & including ground floor slab	A		B20191459N1	CORE BUILDING GROUP PTY LTD
7a	New	CAR PARK	Class 7a Carpark, ground floor & level 1	A		B20191459N1	CORE BUILDING GROUP PTY LTD
10a	New	PERGOLA	Substation area, swithc room, waste area + Pergola - Ground floor & roof	NA		B20191459N1	CORE BUILDING GROUP PTY LTD
6	New	SHOP/RETAIL BUILDING	Ground floor commercial area Class 5, 6 & 9b	A		B20191459N1	CORE BUILDING GROUP PTY LTD
2	New Medium Density	FLAT/UNIT/APARTMENT	Level 2 to level 13 Residential apartments	A		B20191459N1	CORE BUILDING GROUP PTY LTD
10b	New	SWIMMING POOL		NA		B20191459N1	CORE BUILDING GROUP PTY LTD

Comments **Important Note:**

This building work incorporates an alternative solution to the Building Code of Australia (BCA). Refer to the approval documentation for further information.

The issue, under this Part, of a certificate in respect of a building or portion of a building does not affect the liability of a person to comply with the provisions of a law of the territory (including this Act) relating to the building or portion of the building.

Issued by: Shama Gunaratne

Delegate of the ACT Construction Occupations Registrar.

Issued on: 24/11/2020

ACT Government

Example of Swimming Pool Disclosure Statement for a Regulated Swimming Pool

Location of regulated swimming pool	UNITS PLAN 13397 - JADE 2 GRIBBLE STREET, GUNGAHLIN, ACT. 2912.
Date the premises was purchased	N/A.
Date of construction of the premises where the regulated swimming pool is located	ON OR AROUND 24/11/2020
Was the swimming pool built or installed at the same time as the premises?	ON OR AROUND 24/11/2020
If no, do you know when the swimming pool was built or installed?	ON OR AROUND 24/11/2020
Was building approval issued at any time for the swimming pool or swimming pool area? If yes, please provide details of the building approval	PLEASE SEE ATTACHED.
Are you aware of any alterations to the swimming pool since it was built or installed?	YES. REPLACEMENT OF POOL'S GEL COAT LINING, PLUS ADDITION OF STAIRS AND HANDRAIL. REFURBISHMENT OF POOL'S EDGING.
If yes, please provide details of the alterations including dates and type of alteration (where known)	
Does a standing exemption apply to the pool? If yes, which one and why (include details of any advice to support this position)	N/A.

Unit Titles (Management) Act 2011 – Form 1

NOTICE OF REDUCED QUORUM DECISIONS

Part A Details of reduced quorum decisions†

A1 The Owners—Units Plan No 13397

A2 General meeting

Date (or dates) of general meeting at which the reduced quorum decision or decisions were made—
17/06/2021

Tick applicable box, or both boxes if applicable:

X **Regularly convened**

The general meeting was regularly convened (not following any adjournment under UTMA s 3.9(3) or (6)(a), part 3.1, schedule 3).

A3 Reduced quorum decisions

[*If there is insufficient space here, tick* X *and attach details to the notice*]

Date of decision	Full text of reduced quorum decision
02/06/2021	See attached Minutes

A4 Owners corporation declaration

The information in this notice has been recorded on the following date from details shown in the records of the owners corporation.

17/06/2021

[*Affix owners corporation seal in accordance with the corporation articles*]



† In this notice, ***UTMA*** means the *Unit Titles (Management) Act 2011*.

NOTICE OF REDUCED QUORUM DECISIONS

Part B General information

B1 What is a reduced quorum decision?

- A ***reduced quorum decision*** is a decision of a general meeting of the owners corporation made while a quorum (a ***reduced quorum***) smaller than a ***standard quorum*** was present.
- A ***standard quorum*** is those people entitled to vote (on the motion) in relation to not less than ½ the total number of units (see UTMA s 3.9 (1) (a), part 3.1, schedule 3).

There are 2 types of ***reduced quorum decision***, requiring different reduced quorums.

Reduced quorum decisions made at regularly-convened general meetings

- If, within ½ an hour after a motion arises for consideration at a general meeting that has been regularly convened, a ***standard quorum*** for the motion (see above) is not present a reduced quorum decision may be made if a ***reduced quorum*** (see next point) is then present for consideration of the motion (UTMA s 3.9 (2), part 3.1, schedule 3).
- At a regularly-convened general meeting, a ***reduced quorum*** means 2 or more people present at the meeting and entitled to vote on the motion (UTMA s 3.9 (2), part 3.1, schedule 3).
- A reduced quorum is also sufficient to make decisions on any later motions arising at the meeting. Any such later decisions made while only a reduced quorum was present are also reduced quorum decisions (UTMA s 3.9 (2), part 3.1, schedule 3).

Reduced quorum decisions—adjournment following quorum trouble

- If, within ½ an hour after a motion arises for consideration at a general meeting that has been regularly convened, neither a ***standard quorum*** for the motion (see above) nor a ***reduced quorum*** (see above) is present, the meeting is adjourned to the following week at the same place and time (UTMA s 3.9 (3), part 3.1, schedule 3). The meeting may also decide to adjourn even if a reduced quorum is present (UTMA s 3.9 (5), part 3.1, schedule 3).
- If, within ½ an hour after a motion arises for consideration at a general meeting convened following such an adjournment, a standard quorum for the motion is not present, a reduced quorum decision may be made if there is a ***reduced quorum*** made up by *anyone* then present and entitled to vote (even if that is only a single voter) (UTMA s 3.9 (6) (a), part 3.1, schedule 3).
- Such a reduced quorum (of *anyone* present and entitled to vote) is also sufficient to make decisions on any later motions arising at the meeting. Any such later decisions made while only a reduced quorum was present are also ***reduced quorum decisions*** (UTA s 3.9 (6) (a), part 3.1, schedule 3).

B2 When does a reduced quorum decision take effect?

- A reduced-quorum decision takes effect 28 days after the date of the decision (the decision's ***date of effect***) (UTMA s 3.11 (1), part 3.1, schedule 3).
- However, this does not apply if the decision is disallowed, confirmed by a standard quorum general meeting or revoked (see below) (UTMA s 3.11 (3) – (5), part 3.1, schedule 3)

B3 How may reduced quorum decisions be disallowed?

Reduced quorum decisions may be disallowed by petition (UTMA, s 3.11 (3), part 3.1, schedule 3). The petition must—

- state the resolution or resolutions to which it applies; and
- be signed by a majority of persons entitled to vote at a general meeting of the owners corporation (a person may sign whether or not he or she attended the meeting); and
- be given to the owners corporation before the decision's date of effect (see B2 above).

B4 How may reduced quorum decisions be confirmed?

- A reduced-quorum decision may be confirmed by a general meeting of the owners corporation held before the decision's date of effect (see B2 above).
- For the confirmation to be valid, a standard quorum must be present when the confirmation motion is considered at the later general meeting (see B1 above).
- If a decision is confirmed, it takes effect from the date of the later general meeting whether or not a petition is given to the owners (UTMA s 3.11 (4), part 3.1, schedule 3).

B5 How may reduced quorum decisions be revoked?

- A reduced-quorum decision may be revoked by a general meeting of the owners corporation held at any time, whether or not the decision has earlier been confirmed.
- A revocation is valid whether a standard quorum or a reduced quorum is present when the revocation motion is considered (see B1 above; UTMA s 3.11 (5), part 3.1, schedule 3).

MINUTES OF THE FIRST MEETING OF THE OWNERS UNITS PLAN NO. 13397 2 Gribble Street, GUNGAHLIN, ACT 2912

Venue: Held electronically via Zoom

Date: Thursday, 17 June 2021

Time: 5:30PM

Present: J Green (Unit 103), G & A Morgan-Bruce (105), H Huang (201), T Sauerwald (212), R Amos (213), M Amrutha (302), C Woods (306), M Moore (307), A Fry (308), C Sanz (314), M Elkheir (406), D Low (407), A Garcia (409), M Mirsini (412), L Ngoyi (506), V Lazo (507), L Jiang (707), H Bui (710), S Honeysett (713), L Dadheech (801), D Johnston (811), S Jayasooriya (901), M Bassaletti (904), J Smith (905), M Dargan (907), J Rose (913), S Christian (1005), O Walker (1101), J Hogan (1102), N John (1105), S Muprhy-Kyaw (1201), D Amos (1304), A Sawicki (1306), D Fearnley (1310), P O'Donnell (G01-G06 and representing Jade Gungahlin Developments Pty Ltd).

Apologies: N/A

Proxy Votes: J Chandra (Unit 607) and M & N Merrick (1206) to the Chairperson.

Absentee Votes: W Chung (Unit 613), R & L Mines (614), A & J Smith (905).

In Attendance: Dennis Holmes, Onboarding Specialist (Vantage Strata)
Gidget Palmer, Strata Manager (Vantage Strata)

Quorum: A quorum was not present. However, the meeting proceeded with a Reduced Quorum (Schedule 3.9 of the Unit Titles (Management) Act 2011).

Secretarial Note *– Owners are advised that under Schedule 3.9 of the Unit Titles (Management) Act 2011, Reduced Quorum Decisions take effect 28 days after the date of this meeting. A reduced quorum decision is only disallowed if within 28 days after the decision was made, the Owners Corporation is to give a petition requiring that the decision be disallowed signed by a majority of people entitled to vote.*

MEETING FORMALITIES

MOTION 1: *It was **resolved** that the Owners Corporation appoint M Bassaletti (Unit 904) as chairperson for the purpose of the First Annual General Meeting.*

CARRIED

INSURANCE

MOTION 2: *It was **resolved** that the Owners Corporation authorise the Executive Committee by special resolution, upon renewal of the existing insurance policy, to act on its behalf to:*
a) obtain quotations,
b) give consideration to premium funding the policy if necessary,
c) to place and/or renew the insurance policy on terms that the Committee considers appropriate.

CARRIED

EXECUTIVE COMMITTEE

The Executive Committee is elected at each Annual General Meeting and exercises the functions of the corporation between AGM's (subject to certain limitations).

MOTION 3: *It was **resolved** that the Owners Corporation elects 7 owners to the Executive Committee:*

J Green (Unit 103)	*C Woods (306)*	*L Dadheech (801)*	*M Bassaletti (904)*
S Christian (1005)	*D Amos (1304)*	*P O'Donnell (G01 – G06)*	

CARRIED

RULE AMENDMENTS

Alterations and Erections

(1) A unit owner may erect or alter any structure in or on the unit or the common property only—

(a) in accordance with the express permission of the ~~owners corporation by unopposed resolution;~~ ***Executive Committee*** and

(b) in accordance with the requirements of any applicable territory law (for example, a law requiring development approval to be obtained for the erection or alteration).

Note: An example is part of the Act, is not exhaustive and may extend, but does not limit, the meaning of the provision in which it appears (see Legislation Act, s 126 and s 132).

(2) Permission may be given subject to conditions stated in the resolution.

Please note – an 'unopposed resolution' can only be decided at a general meeting of the Owners Corporation. Further information on the application process for Erections and Alterations is attached.

MOTION 4: *It was **resolved** that the Owners Corporation resolves, by Special Resolution, to amend Rule 4 of the Default Articles.*

CARRIED

Seal of Owners Corporation

Managing Agent may affix seal –

(d) Notwithstanding clauses a, b and c above, the common seal may be affixed to reduced quorum meeting notices and certifications under sec.119 of the Act by the managing agent of the Owners Corporation without following procedure.

MOTION 5: *It was **resolved** that the Owners Corporation resolves, by Special Resolution, to amend Rule 11 of the Default Articles.*

CARRIED

AUDITED FINANCIALS

It is a requirement of the Unit Titles Management Act that Units Plan consisting of more than 100 units or with an annual budget in excess of $250,000 have their annual financial statements audited. Considering the aforementioned the following motion has been tabled.

MOTION 6: *It was **resolved** that upon conclusion of the current financial year, the Owners Corporation authorise the Manager to have the financial statements audited with a view to having the audited financials presented at the next Annual General Meeting for consideration.*

CARRIED

CONTRACTS / SERVICE AGREEMENTS

MOTION 7:
*It was **resolved** that the Owners Corporation authorise the incoming Executive Committee to review any contracts/service agreements that become due for renewal before the second Annual General Meeting and appoint new contractors as needed, after following a competitive tender process.*

CARRIED

SECTION 303 ENCROACHMENT LICENCE

MOTION 8:
*It was **resolved** That the Owners Corporation authorise the Managing Agent to execute any document required by the Developer or the ACT Government to novate (and if required, vary) the Section 303 Encroachment Licence from the Developer to the Owner Corporation, including (but not limited to) the execution of a Deed of Novation, Deed of Variation or a document dealing with both matters (if required).*

CARRIED

.

GENERAL BUSINESS

- **Commercial unit updates –** P O'Donnell briefed those present on the commercial opportunities coming to Jade, specifically a café/restaurant, laundromat and a real estate office. It was also noted a salon is currently active at Ruby.
- **Traffic mirrors –** It was raised that convex traffic mirrors would assist residents as many people have mentioned they have had 'near-miss' incidents internally along the carpark ramps and corners and the entry/exit from the building. Quotes will be requested.
- **Security** – P O'Donnell explained that a spate of breakins had been occurring all over Canberra. Security was at the forefront of everyone's thoughts and quotes have been sourced by the building manager for increased camera coverage. Quotes to be sent on to incoming Committee for review.
- **Gas tanks** – resident raised whether gas tanks will be made available for the pizza ovens. Managing agent explained gas tanks have not been purchased yet. Reason being that we would like to consult with incoming Committee whether to leave gas tanks in place permanently or utilise a booking system through BuildingLink.

- **Level 13 leak** – resident queried progress of water leak damage on level 13. Builder explained the source had been identified as coming from level 14 plant room and was well underway to being resolved.

- **Solar panel enquiry** – solar panels are used to heat the pool and a query was raised if this presents an opportunity to increase solar panel capacity. Managing agent can investigate if Committee considers this fruitful.

CLOSURE

There being no further business the meeting was closed at 6:50pm.

Date: 30 August 2023

Attendees: Harold McCormick, Jennifer Hogan, Marianne Moore, Mauricio Bassaletti, John Hayford, Daniel Fearnley

Location: Eastlake Football Club, Gungahlin

Meeting opened at 5:30pm

Motion 1: That Mauricio's version of the minutes of the EC meeting on 19 July are accepted as the official minutes for that meeting

Carried

Motion 2: The EC and FCS will trial having Konika as the minute take for future EC meetings

Carried

Appointment of 7th Committee Member

Based on the interpretation of the act from EC members and on advice provided by First Choice Strata we have conflicting opinions on the validity of the EC and whether we can accept a 7th member.

The chairman made a determination based on the act that we can appoint a 7th member.

Motion 3: The Chairman's ruling will be upheld

Carried

Motion 4: The EC appoints Kavita Kapoor to the Jade Executive Committee

Carried

Motion 5: We engage FCS to confirm the position of

a) the commercial grease trap, and

b) the residential grease trap

And organise quotes for the cleaning of the residential trap.

Carried

Motion 6: All contracts and quotes be approved via the Committee Wall instead of email

Carried

Motion 7: We request a free precis report from Consultile outlining the reasons the roof membrane doesn’t comply with the Building Code of Australia

Carried

Motion 8: The secretary to contact FCS asking that levies are sent out this week

Carried

Motion 9: As suggested by Norris Cleaning, the EC agrees to add an extra hour to each 4-hour shift to allow them to complete their cleaning tasks

Carried

Motion 10: The EC engage Capital Doorworks to carry out quarterly safety check and maintenance on the garage roller door

Declined - at this time the EC would prefer for the Building Manager to keep an eye on the gararge door and call for maintenance when needed, and the EC will reconsider this proposal when a new garage door is installed (expected to be within two years)

Motion 11: The Secretary will ask First Choice Strata to call a general meeting at 6pm on 27 September

Carried

Motion 12: The Secretary will ask First Choice Strata to contact Stuart Christian to find out what he has organised regarding the exit lights in the carpark

Carried

Meeting closed at 7:36pm

Date: 23 September 2023
Venue: Raiders Gungahlin
Attendees: Harold McCormick, Marianne Moore, John Hayford, Jennifer Hogan, Daniel Fearnley, and Mauricio Bassaletti, Cameron Cooper and Rachel Trustum

Meeting commenced at 4:15pm.

The main item of discussion was the current friction between the Jade EC and First Choice Strata surrounding the security walkthrough and allegations made by FCS about apparent comments by Jennifer about FCS's performance in managing Jade since April 2023.

The EC acknowledges that such remarks would be hurtful and defamatory to FCS. However, based on testimony from members of the EC and OC who were present at the security walk around, it is the position of the EC that the account that FCS heard of these remarks is hearsay, given that these remarks were alleged to have been made after FCS representatives had already left the premises. Furthermore, the testimony from members who were present does not support the allegations that Jennifer made these remarks. Therefore, it is the position of the EC that Jennifer does not need to be stood down from the EC, nor provide a formal apology to FCS.

The EC wishes to work collaboratively with FCS whilst remaining informed and involved in all matters pertaining to Jade, and are happy to more formally discuss how this will work in a meeting with FCS.

At approximately 4:40pm Marianne resigned from the EC with immediate effect and left the meeting immediately.

The EC also discussed the need for greater transparency, and agreed to consider the following actions:

- All EC members to have access to the Jade executive committee group mailbox (this has already been actioned)
- Creation of a decision register, risk register and an incident log.
- All correspondence from FCS is to be made in writing to the Jade executive committee group inbox, which all members of the EC have access to.

Meeting closed at 5:30pm.

28 September 2023 minutes
Venue: Roof, 2 Gribble St. Gungahlin
Attendees: Mauricio Bassaletti, John Hayford, Jennifer Hogan, Harold McCormick, Daniel Fearnley, Rachel Trustum, Cameron Cooper

Meeting commenced at 7:30pm

Motion 1: The Executive Committee accepts the resignation of Marianne Moore provided verbally at the Sept. 23, 2023 meeting of the Executive Committee.
Carried

The Executive Committee would like to thank Marianne for her two years of service on the EC, and for the many hours of work that she has provided for the residents of this building.

Motion 2: The Executive Committee notes the letter from Kavita Kapoor and accepts her resignation from the Executive Committee

Carried.

The Executive Committee thanks Kavita for her interest in offering herself as a candidate.

Motion 3: The Executive Committee appoint Rachel Trustum and Cameron Cooper to fill the vacancies on the Executive Committee (ACT Unit Titles Management Act 2011 rule 39 (6))
Carried

Other Business
The EC discussed a number of outstanding items requiring attention in Jade, and agreed to organise a meeting with FCS as soon as possible to begin working towards resolutions.

Meeting closed at 7:50pm.

8 November 2023
Location: Roof, 2 Gribble St Gungahlin
Attendees: Harold McCormick, John Hayford, Rachel Trustum, Mauricio Bassaletti, Daniel Fearnley
Apologies: Cam Cooper

Meeting commenced at 5:35pm

Motion 1 That the Executive Committee approves the renewal insurance for the building with CHU as recommended in the quote from BAC Brokers for 58742.40.
The Executive Committee notes that the number of units in the information section is incorrect (should read 173).

Closed at 6:00pm.

Unit Titles (Management) Act 2011 – Form 1

NOTICE OF REDUCED QUORUM DECISIONS

Part A Details of reduced quorum decisions†

A1 The Owners—Units Plan No 13397 [*insert number*]

A2 General meeting

Date (or dates) of general meeting at which the reduced quorum decision or decisions were made— 23 November 2023

Tick applicable box, or both boxes if applicable:

☑ **Regularly convened**
The general meeting was regularly convened (not following any adjournment under UTMA s 3.9(3) or (6)(a), part 3.1, schedule 3).

O **Convened after adjournment**
The general meeting was convened following an adjournment or adjournments (under UTMA s 3.9(3) or (6)(a), part 3.1, schedule 3).

A3 Reduced quorum decisions

[*If there is insufficient space here, tick* O *and attach details to the notice*]

Date of decision	Full text of reduced quorum decision
23/11/2023	Refer to attached

A4 Owners corporation declaration

The information in this notice has been recorded on the following date from details shown in the records of the owners corporation.

28/11/2023

…….[*insert date of affixing of seal*]

[*Affix owners corporation seal in accordance with the corporation articles*]

† In this notice, ***UTMA*** means the *Unit Titles (Management) Act 2011*.

Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au

NOTICE OF REDUCED QUORUM DECISIONS

Part B General information

B1 What is a reduced quorum decision?

- A ***reduced quorum decision*** is a decision of a general meeting of the owners corporation made while a quorum (a ***reduced quorum***) smaller than a ***standard quorum*** was present.
- A ***standard quorum*** is those people entitled to vote (on the motion) in relation to not less than ½ the total number of units (see UTMA s 3.9 (1) (a), part 3.1, schedule 3).

There are 2 types of ***reduced quorum decision***, requiring different reduced quorums.

Reduced quorum decisions made at regularly-convened general meetings

- If, within ½ an hour after a motion arises for consideration at a general meeting that has been regularly convened, a ***standard quorum*** for the motion (see above) is not present a reduced quorum decision may be made if a ***reduced quorum*** (see next point) is then present for consideration of the motion (UTMA s 3.9 (2), part 3.1, schedule 3).
- At a regularly-convened general meeting, a ***reduced quorum*** means 2 or more people present at the meeting and entitled to vote on the motion (UTMA s 3.9 (2), part 3.1, schedule 3).
- A reduced quorum is also sufficient to make decisions on any later motions arising at the meeting. Any such later decisions made while only a reduced quorum was present are also reduced quorum decisions (UTMA s 3.9 (2), part 3.1, schedule 3).

Reduced quorum decisions—adjournment following quorum trouble

- If, within ½ an hour after a motion arises for consideration at a general meeting that has been regularly convened, neither a ***standard quorum*** for the motion (see above) nor a ***reduced quorum*** (see above) is present, the meeting is adjourned to the following week at the same place and time (UTMA s 3.9 (3), part 3.1, schedule 3). The meeting may also decide to adjourn even if a reduced quorum is present (UTMA s 3.9 (5), part 3.1, schedule 3).
- If, within ½ an hour after a motion arises for consideration at a general meeting convened following such an adjournment, a standard quorum for the motion is not present, a reduced quorum decision may be made if there is a ***reduced quorum*** made up by *anyone* then present and entitled to vote (even if that is only a single voter) (UTMA s 3.9 (6) (a), part 3.1, schedule 3).
- Such a reduced quorum (of *anyone* present and entitled to vote) is also sufficient to make decisions on any later motions arising at the meeting. Any such later decisions made while only a reduced quorum was present are also ***reduced quorum decisions*** (UTA s 3.9 (6) (a), part 3.1, schedule 3).

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B2 When does a reduced quorum decision take effect?

- A reduced-quorum decision takes effect 28 days after the date of the decision (the decision's ***date of effect***) (UTMA s 3.11 (1), part 3.1, schedule 3).
- However, this does not apply if the decision is disallowed, confirmed by a standard quorum general meeting or revoked (see below) (UTMA s 3.11 (3) – (5), part 3.1, schedule 3)

B3 How may reduced quorum decisions be disallowed?

Reduced quorum decisions may be disallowed by petition (UTMA, s 3.11 (3), part 3.1, schedule 3). The petition must—

- state the resolution or resolutions to which it applies; and
- be signed by a majority of persons entitled to vote at a general meeting of the owners corporation (a person may sign whether or not he or she attended the meeting); and
- be given to the owners corporation before the decision's date of effect (see B2 above).

B4 How may reduced quorum decisions be confirmed?

- A reduced-quorum decision may be confirmed by a general meeting of the owners corporation held before the decision's date of effect (see B2 above).
- For the confirmation to be valid, a standard quorum must be present when the confirmation motion is considered at the later general meeting (see B1 above).
- If a decision is confirmed, it takes effect from the date of the later general meeting whether or not a petition is given to the owners (UTMA s 3.11 (4), part 3.1, schedule 3).

B5 How may reduced quorum decisions be revoked?

- A reduced-quorum decision may be revoked by a general meeting of the owners corporation held at any time, whether or not the decision has earlier been confirmed.
- A revocation is valid whether a standard quorum or a reduced quorum is present when the revocation motion is considered (see B1 above; UTMA s 3.11 (5), part 3.1, schedule 3).

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FIRST CHOICE STRATA
STRATA & FACILITIES

UP13397 - Jade Apartments
2023 General Meeting Minutes

Date: Thursday 23 November 2023
Venue: Eastlake Gungahlin, 51 Hinder Street, Gungahlin ACT 2912
Time: 5:30 – 8:16 pm

1. ELECTION OF CHAIRPERSON

H McCormick of Unit 402 was elected as Chairperson of the Meeting.

Quorum Status:

As a standard quorum was not present the decisions taken at the Meeting were Reduced Quorum decisions in accordance with Schedule 3 Part 3.1 Section 3.11 of the Unit Titles (Management) Act 2011.

All decisions made at the meeting will take effect after 28 days as per Reduced Quorum rules.

2. NOTIFICATION OF PROXIES, APOLOGIES AND ABSENTEE VOTES

Present:
Units
212, 307, 313, 402, 412, 502, 605, 706, 802, 809, 904, 909, 910, 913, 1102, 1103, 1005, 1009, 1202, 1203, 1302, 1303, 1308, 1309 and 1312.

First Choice Strata:
K Elphick and B Read.

Proxies:
Units 713, 1301, 1307, 1006 In Favour of M Moore (Unit 307)

Absentee Votes:
Units 19, 104, 155, 614 and 813.

Apologies:
Nil

3. OWNERS CORPORATION INSURANCE

The meeting was reminded that unit owners must ensure they hold contents insurance for their unit as items such as carpet, furniture and fittings are not covered under the Owners Corporation insurance policy. The Owners Corporation is not responsible for the replacement of items not covered by the Owners Corporations Policy.

K Elphick noted that the insurance policy has recently been renewed and that the new Certificate of Currency will be provided on the Owners Portal as soon as received.

FIRST CHOICE STRATA
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4. ADOPTION OF MEETING MINUTES

H McCormick advised the meeting that the minutes of the General Meeting held on 4 April 2023 as originally circulated to owners, have been amended as Vantage Strata raised concern with some statements made underneath the heading 'Strata Management Agreement Q and A'.

The minutes have been amended to include "The opinions and views expressed by individual members are the views of the speaker and are not reflective of the views of the Owners UP 13397 Jade as a whole" underneath the heading 'Strata Management Agreement Q and A'. The Executive Committee offered this amendment to address concerns raised by Vantage Strata about some of the comments in the minutes of the April 4, 2023 meeting. Vantage Strata accepted that this amendment would address those concerns.

Please note – Motion 2 was placed for voting prior to Motion 1.

Motion 2 (Ordinary Resolution): That the Amended Minutes of the General Meeting, held on 4 April 2023 be confirmed as an accurate record of that meeting.

Motion Carried

Motion 1 (Ordinary Resolution): That the minutes of the Annual General Meeting, held on 9 March 2023 be confirmed as an accurate record of that meeting.

Motion Carried

5. MAINTENANCE ITEMS

The below maintenance items were included as part of the meeting agenda pack:

Changes in Maintenance contracts

1. Cleaning Contract: M & R Rolfe replaced by Norris Cleaning (now Dimeo) although more expensive included movement of waste bins hours; later increased from 20 to 23 hours per week.
2. Garden Contract: Outscape Horticultural Services to be replaced by Beautiful Gardens
3. Pool Contract: First Rate Pools replaced by Cool Pools
4. Electrical Contract: Maritex to be replaced by GMH Electrical

Recommended Changes not yet authorised

1. Bin Cleaning ACT wheelies $2629 per quarter. We have trialled the service and been happy with the result; have delayed approval for quarterly services as we have no allocation in this year's budget.
2. Pest Control Quote from A1 Pest Control approval delayed until allocation in budget.
3. Fire Protection Dedicated Fire to be replaced by O'Neil & Brown

Other Maintenance

- Pizza ovens and BBQs all working.
- Basement Wash: Norris carried out a thorough basement clean in June.
- Cabling installed in lift to accommodate installation of security cameras.
- Signs for pool area and BBQ area ordered but not yet supplied.
- Grease Trap: The grease Trap was emptied for the first time on 22/08/23 by Southern Sullage. A maintenance contract of service at least 6 monthly is required. Paid for by commercials.

- Parking Entry Door: There is no maintenance contact- has been serviced on an ad hoc basis. A new springless drum has been ordered and is awaiting delivery. The chain broke on Fri 08/23 and was replaced. The operation is much quieter since the chain replacement.
- Swimming Pool: Damage to the pool occurred over a year ago when a heavy item was dropped into the pool. The pool was used without incident since that time.
- The present EC were of the view that that damage should be repaired as quickly as possible, in the winter, spring period and requested First Choice at the June 21 EC meeting to advise. FCS advised that insurance would not cover the damage.
- EC authorised the replacement of First Rate Pools by Cool Pools on July 19.
- First Rate Pools last serviced Jade pool on August 13.
- A quote for repair was presented in a report sent to the EC on Aug 30 which contained a
- recommendation to request CORE (the builder) to replace the entire lining with an estimated timeframe of 12 weeks after approval.
- First Choice without authorisation from the EC decided to close the Jade swimming pool on Sept 29 declaring it a Health and Safety issue.

The below maintenance items were noted at meeting:

Rectification of the Pool

B Read advised the meeting that the damage to the pool occurred approximately 12 months ago, which was prior to First Choice Strata managing the complex. As preparation for the summer period was occurring, First Choice Strata began to seek quotations for the damage to the pool lining and it was advised by specialist contractors that the damage had exacerbated the gel coating of the pool's lining being corrupted and that there was a serious safety risk to residents as a direct result of the damage.

This information was provided to the Executive Committee and was followed up by First Choice Strata over a period of 6-7 weeks with no response. First Choice Strata were also instructed to not have discussions with CORE in relation to this matter.

B Read of First Choice Strata and an owner with experience in the construction industry assessed the pool, and due to the severity of the risk to owners, the decision to close the pool was made as per the expert advice already received.

B Read advised that she received instruction to raise the matter with CORE, who have subsequently advised that there is a defect in the pool lining and that they will accept responsibility for rectification. B Read noted that the total value of the works being conducting is approximately $60,000 which is a very large financial saving for the Owners Corporation.

B Read further advised that there was also mechanical failures of pool plant equipment, and the pool has now been drained which enables the pool to be properly assessed to a high degree and is being prepared for rectification works to be commenced.

B Read advised that she was proactively assisting CORE by obtaining quotations for rectification in hopes that works could be performed as soon as possible, however most likely that works would not be able to be performed until early 2024. B Read noted that she empathised with all owners who were experiencing frustration and disappointment with the proposed timeframe of the works, however this could not be progressed for quite some time due to the lack of instruction from the previous Executive Committee and that this was wholly outside the control of First Choice Strata.

Carpet Cleaning

An owner noted that all common area carpets need to be cleaned and this has not been completed since registration of the complex. It was agreed that this will be budgeted for at the upcoming Annual General Meeting.

6. CCTV SYSTEM

H McCormick provided an overview to the meeting as per the agenda, which stated that First Choice Strata and the Executive Committee have completed a further assessment of the proposed CCTV system upgrade and have agreed that the agreement originally submitted by Custom Security Solutions and approved by the Owners Corporation does not best suit the needs of the Owners Corporation or provide the best value for money. This item has failed to gain momentum due to conflict between members of the Executive Committee.

The meeting discussed the historic motions put forward as part of the agenda, and it was noted that should all motions pass, the Owners Corporation will need to raise a special purpose levy at a later meeting to enable the Owners Corporation to proceed with installation of further CCTV cameras and an access control system.

The majority of owners present expressed that they did not feel that this was the best outcome for Jade, and K Elphick provided confirmation as to what motions would need to fail to ensure progression can occur.

An owner requested confirmation from J Hogan that she was happy for the loan to remain in place, and be repaid as per the original decision, and J Hogan advised she was happy with this to proceed.

Motion 3 (Ordinary Resolution): That the Owners Corporation revokes Motion 3 carried by Ordinary Resolution at the General Meeting held 27 October 2022.

Motion Failed

Motion 4 (Ordinary Resolution): That the Owners Corporation revokes Motion 4 (Option 2) carried by Ordinary Resolution at the General Meeting held 27 October 2022.

Motion Failed

Motion 5 (Ordinary Resolution): That the Owners Corporation revokes Motion 6 carried by Ordinary Resolution at the General Meeting held 27 October 2022.

Motion Carried

Motion 6 (Special Resolution): That the Owners Corporation revokes the special levy contained in Motion 5 (4) carried by Special Resolution at the Annual General Meeting held 9 March 2023 and further that any levies already raised be credited to the account of the owner and the balance of the loan mentioned in Motion 5, points 1-3 between Jennifer Hogan and the Owners Unit Plan 13397 and executed by a deed of loan on 3 May 2023 be immediately repaid.

Motion Failed

Informal feedback was sought from the meeting as to if those present were comfortable with the incoming Executive Committee selecting a new contractor following a new tender process being undertaken, and the majority of those present advised they were comfortable with this.

FIRST CHOICE STRATA
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7. WASTE MANAGEMENT

H McCormick provided an overview to the meeting as per the agenda, which stated that the Executive Committee has determined that progressing with a shared waste tug between Jade and Ruby is not in the best interests of the Owners Corporation and are therefore seeking to rescind the motion approved at the 2022 General Meeting.

The Executive Committee and First Choice Strata are investigating other alternatives in hopes to provide a long-term benefit to Jade, and result in an overall reduction of costs for the building. An example of this is to lock the B1, B2 & B3 garbage areas on weekdays, which would mean occupants must take all rubbish to Level 1 Monday through Friday.
However, the garbage areas on B1, B2 & B3 would be open over the weekends to allow extra capacity when the budling's rubbish isn't being serviced.

The meeting was advised that at current, the cleaners are performing additional hours to complete the waste management, rather than the Building Manager completing the work.

Motion 7 (Ordinary Resolution): That the Owners Corporation revokes Motion 2 carried by Ordinary Resolution at the General Meeting held 27 October 2022.

Motion Carried

8. DISSOLVEMENT OF EXECUTIVE COMMITTEE AND NOMINATION OF NEW MEMBERS

Motion 8 (Special Resolution): That the Executive Committee appointed at the Annual General Meeting held 9 March 2023 be disbanded.

Motion Carried

Motion 9 (Ordinary Resolution): That the Owners Corporation creates 7 Executive Committee positions.

Motion Carried

The following members of the Owners Corporation we appointed to an Executive Committee position:

C Woods (Unit 306), M Moore (Unit 307), J Swanepoel (Unit 313), M Potts (Unit 802), L Meade (Unit 809), M Bassaletti (Unit 904), S Christian (Unit 1005),

Motion 10 (Ordinary Resolution: If motion 8 is unsuccessful, that the Owners Corporation elects new Executive Committee members to fill any vacancies.

Motion Rescinded

9. UPDATES AND AMENDMENTS TO ALTERNATIVE (HOUSE) RULES

Motion 11 (Special Resolution): That the Owners Corporation register the Alternative Rules.

Motion Carried

10. GENERAL BUSINESS

Requests for Motions Relating to Executive Committee Authorisation
Prior to the meeting an owner requested that the below motions be placed for voting at the meeting:

That Jade UP 13397 Owners Corporation allow their Executive Committee to consider proposed expenditures of up to $10,000 per annum, per contractor, for undertaking necessary maintenance or repair works. This limited allowance is given provided 2 – 3 quotations are received by the Executive Committee for their consideration of each undertaking, prior to any approval being given.

That Jade UP 13397 Owners Corporation require all proposed expenditure of $10,000 and above, per annum, per contractor, be provided to them with 2 – 3 quotations for each proposal. The Owners Corporation will consider and/or approve all expenses above $10,000.

The meeting agreed that these items require further discussion by the incoming Executive Committee, however noted that this concept may present negative impacts on the progression of action items for Jade.

Items From An Owner

Prior to the meeting an owner requested that the below items be raised at the meeting:

- That the bin rooms are not locked at any time, as this can affect disability access.
- Levy increases – the owner noted concern in relation to the levy increases, and requested that increases be kept to a minimum due to affordability. K Elphick noted that the complex needs to have the funds available to ensure that proactive and reactive maintenance can occur, and that it is not uncommon for levies to increase during the initial years of a complex, in order to facilitate the actual expenditure of the building.
- Cooking smells at the front of the complex reportedly due to the commercial premises.
- House Rules update – the owner noted concern in relation to ventilating units from balconies and not the front door and felt that this request was not reasonable.
  K Elphick noted that ventilating units from the front door is not recommended, as this can trigger false fire alarms and as such, units should ventilate via the sliding door.
- The owner requested that the Executive Committee view owners as people and not as levy contributors.

Appreciation for the Executive Committee

An owner expressed thanks to the outgoing Executive Committee for their work on behalf of the Jade community.

With no further business the meeting closed at 8:16 pm.

UP13397 - JADE – MINUTES OF EXECUTIVE COMMITTEE MEETING

Date: 24 January 2024
Venue: Eastlake Gungahlin
Time: 5:45 – 7:20 pm
Present: C Woods, M Moore, J Swanepoel, L Meade, M Bassaletti and S Christian
First Choice Strata: K Elphick and B Read

Laneway Parking

M Moore raised her concerns of cars parking in the laneway, which can be hazardous to cars navigating the area.

It was agreed that B Read will seek quotations for the installation of signage on the wall of the building, as well as painting on the ground. Further investigations will be actioned to have the area patrolled, so that formal fines can be issued by Access Canberra.

Request for Access to Executive Committee Email Account

Prior to the meeting, an owner had requested that they be provided access to the Executive Committee email account.

This request was declined, as owners regularly email the Executive Committee regarding confidential items, and there is no requirement or right for any owner to receive access to the account unless they have volunteered for the Executive Committee.

K Elphick suggested that a policy for the email account be created and integrated into the House Rules at the upcoming Annual General Meeting.

Community Wall Communication

The Executive Committee agreed to update the Owners Portal on items in between meetings, endeavouring to see that this will be no less than fortnightly updates where possible.

Public Holiday Cleaners Attendance

The meeting provided approval for the cleaners to attend on Saturday 27 January to accommodate the additional waste from the Australia Day public holiday.

It was agreed that additional attendances due to public holidays are pre-authorised on an as needed basis.

Lawnmowing

The meeting approved for Beautiful Gardens to complete the lawnmowing of the surrounding lawns.

Pool Works

B Read advised that CORE is currently negotiating with an appointed contractor and is expecting to receive an update on the works within the next 14 days.

The meeting instructed B Read to obtain quotations for the replacement chlorinator as a priority, to ensure that works can be completed to ensure this is functional. The meeting further agreed that the

unit responsible for the damage to the pool lining should be charged for the cost of the draining of the pool.

Security – CCTV and Access Control Tender

The meeting discussed the previously received quotations and agreed that a formal scope of works needs to be created, as this was not completed when the initial quotations were received 12 months ago, which has resulted in the current quotations differing significantly in scope and service deliverables.

S Christian advised he will conduct a site visit with both Leader Security and Gallaghers, which B Read and any Executive Committee member can attend. The possibility of a third priced option being explored has been requested.

Once quotations are received, the Executive Committee will complete a full assessment of the documents received and make a determination on the way forward.

Annual General Meeting

K Elphick advised she is awaiting quotations for the financial audit, which is required to be completed prior to the meeting.

It was agreed that K Elphick would provide M Moore with a draft budget, which would then be provided to all Executive Committee members.

The meeting requested that House Rules on the below items be circulated to the Executive Committee as part of the draft Agenda:

- The installation of lockboxes.
- Trolleys.

Election of Office Bearers Positions

As a requirement under the Unit Titles (Management) Act 2011, the Executive Committee must appoint a Chairperson, Secretary and Treasurer. The below members were elected office bearers' positions, with delegations to be further discussed out of forum:

Chairperson: S Christian
Secretary: C Woods
Treasurer: M Moore

Roof Anchors

B Read advised she is waiting for Magnate to be available to apply membrane protection around each anchor point as the same time that they are being installed by I-Safe Access. Once the roof anchors are installed and certified, quotations for the façade clean will be obtained, noting the feedback from a large number of residents, this is a priority item over the next 12 months.

Pest Control

B Read advised she is seeking quotations for pest control across the complex, as this is not a current service and a number of complaints have been received from residents.

External Building Painting

S Christian advised the meeting he believes the building will require full external painting in approximately 3 years (subject to a thorough building clean and appropriate assessment), which is earlier than anticipated in the Sinking Fund Forecast Report.

K Elphick advised that Jade requires a new Sinking Fund Forecast Report within four years of the first report (secretarial note – this will be required prior to 1 December 2025) and that the Owners Corporation can choose to update the report earlier, in order to accommodate the painting.

Garage, Carpet and Tiling Cleaning

The meeting discussed the ongoing cleaning of the basement, carpets and tiles and agreed that this needs to be completed on a regular basis.

It was agreed that the proposed budget for approval at the upcoming Annual General Meeting will include the provision for six monthly cleaning for each of these common areas.

Fire System

B Read advised she is seeking alternative quotations for fire maintenance, which will be provided to the Executive Committee for a decision out of forum.

Lift Maintenance

B Read advised that as of 1 January 2024, New Lift Co. has merged with Electra Lift Company which has resulted in a larger number of staff servicing the Canberra region. It was agreed to monitor the merger and address a tender option for lift maintenance at a later date if needed.

Laundry Water Readings

The meeting discussed the water usage of the laundromat and were advised that R Haines is now completing monthly meter readings for the unit to determine the amount of water used.

Once the water consumption is clearly documented, the Executive Committee will further determine next steps in relation to the unit covering the water consumption costs.

With no further business the meeting was closed at 7:20 pm.

Unit Titles (Management) Act 2011 – Form 1

NOTICE OF REDUCED QUORUM DECISIONS

Part A Details of reduced quorum decisions†

A1 The Owners—Units Plan No 13397 [*insert number*]

A2 General meeting

Date (or dates) of general meeting at which the reduced quorum decision or decisions were made— 5 June 2024

Tick applicable box, or both boxes if applicable:

☑ **Regularly convened**
The general meeting was regularly convened (not following any adjournment under UTMA s 3.9(3) or (6)(a), part 3.1, schedule 3).

o **Convened after adjournment**
The general meeting was convened following an adjournment or adjournments (under UTMA s 3.9(3) or (6)(a), part 3.1, schedule 3).

A3 Reduced quorum decisions

[*If there is insufficient space here, tick* o *and attach details to the notice*]

Date of decision	Full text of reduced quorum decision
5 June 2024	Refer to enclosed minutes

A4 Owners corporation declaration

The information in this notice has been recorded on the following date from details shown in the records of the owners corporation.

18 June 2024

……[*insert date of affixing of seal*]

[*Affix owners corporation seal in accordance with the corporation articles*]

THE OWNERS - UNIT PLAN NO. 13397 Common Seal

† In this notice, ***UTMA*** means the *Unit Titles (Management) Act 2011*.

Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au

NOTICE OF REDUCED QUORUM DECISIONS

Part B General information

B1 What is a reduced quorum decision?

- A ***reduced quorum decision*** is a decision of a general meeting of the owners corporation made while a quorum (a ***reduced quorum***) smaller than a ***standard quorum*** was present.
- A ***standard quorum*** is those people entitled to vote (on the motion) in relation to not less than ½ the total number of units (see UTMA s 3.9 (1) (a), part 3.1, schedule 3).

There are 2 types of ***reduced quorum decision***, requiring different reduced quorums.

Reduced quorum decisions made at regularly-convened general meetings

- If, within ½ an hour after a motion arises for consideration at a general meeting that has been regularly convened, a ***standard quorum*** for the motion (see above) is not present a reduced quorum decision may be made if a ***reduced quorum*** (see next point) is then present for consideration of the motion (UTMA s 3.9 (2), part 3.1, schedule 3).
- At a regularly-convened general meeting, a ***reduced quorum*** means 2 or more people present at the meeting and entitled to vote on the motion (UTMA s 3.9 (2), part 3.1, schedule 3).
- A reduced quorum is also sufficient to make decisions on any later motions arising at the meeting. Any such later decisions made while only a reduced quorum was present are also reduced quorum decisions (UTMA s 3.9 (2), part 3.1, schedule 3).

Reduced quorum decisions—adjournment following quorum trouble

- If, within ½ an hour after a motion arises for consideration at a general meeting that has been regularly convened, neither a ***standard quorum*** for the motion (see above) nor a ***reduced quorum*** (see above) is present, the meeting is adjourned to the following week at the same place and time (UTMA s 3.9 (3), part 3.1, schedule 3). The meeting may also decide to adjourn even if a reduced quorum is present (UTMA s 3.9 (5), part 3.1, schedule 3).
- If, within ½ an hour after a motion arises for consideration at a general meeting convened following such an adjournment, a standard quorum for the motion is not present, a reduced quorum decision may be made if there is a ***reduced quorum*** made up by *anyone* then present and entitled to vote (even if that is only a single voter) (UTMA s 3.9 (6) (a), part 3.1, schedule 3).
- Such a reduced quorum (of *anyone* present and entitled to vote) is also sufficient to make decisions on any later motions arising at the meeting. Any such later decisions made while only a reduced quorum was present are also ***reduced quorum decisions*** (UTA s 3.9 (6) (a), part 3.1, schedule 3).

Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au

B2 When does a reduced quorum decision take effect?

- A reduced-quorum decision takes effect 28 days after the date of the decision (the decision's ***date of effect***) (UTMA s 3.11 (1), part 3.1, schedule 3).
- However, this does not apply if the decision is disallowed, confirmed by a standard quorum general meeting or revoked (see below) (UTMA s 3.11 (3) – (5), part 3.1, schedule 3)

B3 How may reduced quorum decisions be disallowed?

Reduced quorum decisions may be disallowed by petition (UTMA, s 3.11 (3), part 3.1, schedule 3). The petition must—

- state the resolution or resolutions to which it applies; and
- be signed by a majority of persons entitled to vote at a general meeting of the owners corporation (a person may sign whether or not he or she attended the meeting); and
- be given to the owners corporation before the decision's date of effect (see B2 above).

B4 How may reduced quorum decisions be confirmed?

- A reduced-quorum decision may be confirmed by a general meeting of the owners corporation held before the decision's date of effect (see B2 above).
- For the confirmation to be valid, a standard quorum must be present when the confirmation motion is considered at the later general meeting (see B1 above).
- If a decision is confirmed, it takes effect from the date of the later general meeting whether or not a petition is given to the owners (UTMA s 3.11 (4), part 3.1, schedule 3).

B5 How may reduced quorum decisions be revoked?

- A reduced-quorum decision may be revoked by a general meeting of the owners corporation held at any time, whether or not the decision has earlier been confirmed.
- A revocation is valid whether a standard quorum or a reduced quorum is present when the revocation motion is considered (see B1 above; UTMA s 3.11 (5), part 3.1, schedule 3).

Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au

FIRST CHOICE STRATA
STRATA & FACILITIES

Minutes of Jade Apartments 2024 Annual General Meeting

Date: 5 June 2024
Venue: Eastlake Gungahlin, 51 Hinder St, Gungahlin ACT 2912
Time: 5:30 – 8:03 pm

1. ELECTION OF CHAIRPERSON

S Christian of Unit 116 was elected as Chairperson of the Meeting.

Quorum Status:
As a standard quorum was not present the decisions taken at the Meeting were Reduced Quorum decisions in accordance with Schedule 3 Part 3.1 Section 3.11 of the Unit Titles (Management) Act 2011.

All decisions made at the meeting will take effect after 28 days as per Reduced Quorum rules.

2. NOTIFICATION OF PROXIES, APOLOGIES AND ABSENTEE VOTES

Present:
Units 12, 19, 21, 26, 27, 29, 32, 36, 39, 60, 63, 69, 78, 85, 91, 96, 101, 104, 110, 116, 119, 120, 127, 128, 139, 141, 153, 157, 158, 159, 160, and 161.

First Choice Strata:
K Elphick and B Read.

Proxies:
Unit 141 IFO J Hogan of Unit 127.
Unit 809 IFO J Swanepoel of Unit 313.
Units 713 and 905 IFO S Christian of Unit 1005.
Unit 171 IFO J Glover.

Absentee Votes:
Units 69, 104, 165 and 1101.

Apologies:
Unit 406.

3. ADOPTION OF MEETING MINUTES

Motion 1 (Ordinary Resolution): That the minutes of the last General Meeting, held on 23 November 2023 be confirmed as an accurate record of that meeting.

Motion Carried

4. FINANCIAL STATEMENTS

Amended Motion 2 (Ordinary Resolution): That the audited financial statements for the period 18 December 2022 – 17 December 2023 be accepted.

Motion Carried

5. INSURANCE RENEWAL

K Elphick advised that unit owners are heavily encouraged to obtain contents insurance for their unit as items such as carpet, furniture and fittings are not covered under the Owners Corporation insurance policy. The Owners Corporation is not responsible for the replacement of items not covered by the Owners Corporations Policy.

Motion 3 (Ordinary Resolution): That the incoming Executive Committee be authorised to place and adjust the insurance policies of the Owners Corporation in accordance with statutory requirements.

Motion Carried

6. MAINTENANCE ITEMS

Pool Defect Rectification Works

S Christian advised that at current, CORE have not engaged Young Pools to complete the rectification works of the pool defects and are still completing due diligence on the matter.

As having an operational pool is of critical importance to owners, particular in the summer season, the Executive Committee have now paid a deposit to Young Pools to ensure that they will reserve a timeslot in November to complete the rectification works to ensure the pool is operational by November.

Should CORE not commit to funding the full rectification works, the Owners Corporation will need to make a further decision at a General Meeting to raise a special purpose levy to cover the rectification costs, which total approximately $65,000 inc. GST, as well as consideration of taking legal action against CORE.

S Christian noted that although CORE may choose to fund the works, the Owners Corporation has now preserved the opportunity to rectify the pool in time for Summer.

The below queries were raised by owners:

Is POD Projects aware of the pool matter?
S Christian – advised that POD Projects are aware of the matter and are aware that CORE have not rectified the pool as yet.

Can the pool be cleaned, as it is currently very dirty?
B Read – this will be organised as a priority.

An owner noted that the tiles around the ladder are loose and requested that a longer ladder be investigated to assist with access.
S Christian – advised this will be further reviewed with CORE, if possible, when the other rectification works take place.

Is the pool heated by the sun or a pool heater?
S Christian – advised that the pool is heated by the heat pump and solar, however the heat pump was not in operation over the last summer period and will have to be replaced, it was out of warranty when it died, along with the chlorinator prior to the pool reopening.

The below maintenance items noted within the agenda were discussed further:
Facade Clean and Pest Spray

B Read advised that the full façade clean and pest spray will be completed into the Spring season and owners requested that spot cleaning occur to areas in the interim.

The below maintenance items were noted within the agenda, and were not discussed further:

- Roof top Gardens - Mulching and Replacement Box Hedging Plants
- Safety Review of Fire Stairs off Pool Concourse (Anti-Slip Remedial Works)
- Anchoring the Disability Hoist off Pool
- Pest Control PPM
- Poolside Furniture Anchorage
- Selective Common Area Paintwork
- HVAC Certification of Commercial Units (where relevant)
- Benches and Chairs on Rooftop Gardens Rejuvenation

Owners raised the below maintenance at the meeting:

Level One – Leak Near Bins

An owner advised that there is a leak in front of the bins and B Read advised the Building Manager Randall will further investigate. S Christian advised that the leak will most likely be a result of a unit's courtyard leak, to be notified to Core.

Gribble Street Doors

An owner advised that there is a leak from Gribble Street that runs down the walls, and B Read advised that this is likely a due to a sealant defect and will be looked into.

Carpark Lighting Outage – Level One

An owner advised that some lights in the carpark are not working and was requested to send a photo to First Choice Strata.

Lift Blankets

An owner queried when the lift blankets will be removed and was advised that this will occur once the CCTV has been installed.

7. FIRE SAFETY REVIEW

S Christian advised owners that Dedicated Fire have been terminated from providing services for Jade, and that O'Neill & Brown Fire Services (O&BFS) have since been engaged to maintain the assets.

8. ADEQUACY OF AUTHORISATIONS, DELEGATION AND APPOINTMENTS

K Elphick noted that it is a requirement under the Unit Titles (management) Act 2011 meeting guidelines, that the Owners Corporation must consider the adequacy of authorisations, delegation and appointments and that the Executive Committee will complete this throughout their term.

An owner requested that the Executive Committee not be able to proceed with items that cost more than $10,000 without the permission of the Owners Corporation. Owners present discussed the proposal, with most agreeing that this could be prohibitive in the case of emergencies and could result in negative outcomes for the complex. The incoming Executive Committee will give this further consideration.

9. GENERAL AND SINKING FUND BUDGETS AND LEVIES

It was noted that the below items have been included in the budget:

- An increase of three hours per week for the cleaners.
- An increase of three hours per week for the Building Manager.
- Inclusion of pest control services for common areas.
- Carpet and tiling cleaning.
- Façade cleaning and pest spray.

Amended Motion 4 (Ordinary Resolution): That the proposed Administrative Fund budget of $518,386.64 (**excluding** GST) for the period 18 December 2023 – 17 December 2024 be accepted.

Motion Carried

Motion 5 (Ordinary Resolution): That the Owners Corporation strike a general fund levy of $570,225.30 (**including** GST) to be payable in two equal instalments in accordance with Unit Entitlements.

Motion Carried

Amended Motion 6 (Ordinary Resolution): That the proposed Sinking Fund budget of $36,036.00 (**excluding** GST) for the period 18 December 2023 – 17 December 2024 be accepted.

Motion Carried

Motion 7 (Ordinary Resolution): That the Owners Corporation strike a sinking fund levy of $130,614.00 (**including** GST) to be payable in two equal instalments in accordance with Unit Entitlements.

Motion Carried

Standard Levy Due Dates: 1 August 2024 and 1 February 2025.

Please note: We will endeavour to issue the standard levy notices at least 28 days prior to the due date. However, it is imperative that you plan and prepare your payments as the due dates will not change. Should you require a payment plan, please contact our office for assistance.

10. ELECTION OF EXECUTIVE COMMITTEE

Motion 8 (Ordinary Resolution): That the Owners Corporation creates six (6) Executive Committee positions.

Motion Carried

The following members of the Owners Corporation were appointed to fill an Executive Committee position:

J Swanepoel (Unit 26), M Summers (Unit 39), M Mahon (Unit 91), L Meade (Unit 92), M Bassaletti (Unit 101) and S Christian (Unit 116).

11. GENERAL BUSINESS

Items Raised in advance of the Meeting

K Elphick advised that the below items were raised by owners and will be considered by the incoming Executive Committee:

- Owner has requested that meetings be online or hybrid in future - an informal vote on this was taken by owners, who preferred in person meetings.
- Purchase of soil and mulch for garden bed on roof top – K Elphick noted this will be completed.
- Owner noted they have issues with smells from common property, which they believe to be from the commercial units – K Elphick noted that investigations on this item have occurred,

and the smell in likely emanating from surrounding units cooking, and not the commercial properties.

- That the Executive Committee must not delegate any additional management services without seeking Owners Corporation approval.
- That the Executive Committee must not appoint a Security provider without taking all proposals sought, with recommendations for their preferred supplier, to Owners Corporation for their consideration.
- That Jade join the ACT Owners Corporation Network (OCN).

Installation of CCTV and Access Control System

S Christian advised the meeting that the previous tender process has been revisited by the new Executive Committee, and an in-depth analysis as well as on site visits were completed to review the quotations. The Executive Committee also reviewed the service options post-installation to be provided by both companies, as this will be pertinent to the ongoing security needs for Jade.

Following an on-site meeting, Marr & Phillips ceased responding to enquiries made by S Christian, whilst Leader Security continued to respond to such enquiries.

S Christian advised that the Executive Committee have determined that the quotation from Leader Security provides the best value for money, as well as after-installation support services, including their rapid response security provisions.

The below queries were raised by owners:

Can the garage door be programmed to close faster, as this is one of the main points of concern relating to unauthorised access to the complex.

B Read advised that each door has a limitation as to timing of closure, and this will be investigated to see if it is possible to have the door closer any faster than the current performance.

Will the system result in the fire doors being locked?

S Christian – the system will not isolate the fire stair doors.

Unit Defects - Developer Liability Period

A unit owner noted that they have 90-day defects which were reported to CORE and remaining outstanding. S Christian noted that CORE is legally obligated to rectify the defects if they were agreed as defects upon inspection, and the unit owners must escalate such matters themselves. The owner advised they have a defect with their balustrade panel, and K Elphick asked the owner to provide First Choice Strata with further information on the item.

Laundromat Water Charges

Owners asked if the laundromat is being charged for their water consumption, and K Elphick advised that meter readings have been completed, however will be monitored for a longer period of time before making a further determination. It was noted that the usage of the unit is approximately $1,400 for a four-month period, and that the unit does contribute to areas of the complex that they do not utilise on an ongoing basis.

Level Two Entrance Door

An owner noted that the entrance door to Level Two is not working, which was acknowledged by First Choice Strata advising that the Building Manager will review this matter.

FIRST CHOICE STRATA
STRATA & FACILITIES

Commercial Units – Storage of Rubbish in Car Spaces

An owner noted that some commercial units are storing rubbish in their car spaces, and B Read advised that these units have been contacted and any ongoing issues will be escalated appropriately.

Appreciation for the Executive Committee

Owners thanked the outgoing Executive Committee for their work on behalf of Jade over their term.

With no further business the meeting closed at 8:03 pm.

UP13397 - JADE –EXECUTIVE COMMITTEE MEETING MINUTES

Date: 31 July 2024
Venue: Zoom
Time: 12:00 – 12:45 pm
Present: J Swanepoel, M Summers, M Mahon, M Bassaletti and S Christian
Apologies: L Meade
First Choice Strata: K Elphick and B Read
Chambers Russell Lawyers: W Lim
Sir Owen Dixon Chambers: M Barnes

Privacy and Confidentiality

B Read noted that the meeting was private and confidential, and members should ensure that others within their vicinity are not privy to the meeting.

Chambers Russell Lawyers Update

W Lim of Chambers Russell Lawyers (CRL) advised that Ms Hogan has obtained legal representation as of this morning and that CRL have received a without prejudice email from her representative prior to the meeting.

W Lim advised that in essence, Ms Hogan has advised she will retract the ACAT Interim Application on the basis that the Executive Committee agree to:

1) Provide her with a copy of the signed contract between CORE and Young Pools.
2) Provided the full scope of works from Leader Security.
3) That the Owners Corporation holds a General Meeting to approve the scope of works by Leader Security.

W Lim confirmed that a stop works has not been articulated as a requirement of any of the above.

B Read advised that she anticipates that Leader Security will have all works completed prior to any General Meeting being able to be held.

The meeting queried how the Owners Corporation can reasonably be expected to provide Ms Hogan with the contract between CORE and Young Pools, given that the Owners Corporation is not a party to the contract, and W Lim advised that CRL will request a copy of the contract, and authorisation to provide to Ms Hogan on the assist with resolving the matter.

W Lim advised that CRL will request a copy of the contract and seek to resolve the dispute, however, still prepare to appear and represent the Owners Corporation at ACAT tomorrow if that resolution is not possible.

The meeting agreed that the Owners Corporation must hold a General Meeting as soon as practical to protect itself from further action taken by Ms Hogan, by having the Owners Corporation retrospective approval the security installation works. Further, the meeting will seek the authorisation from the Owners Corporation to engage Chambers Russell Lawyers, as costs associated with representant will exceed the $10,000 expenditure that the Executive Committee can utilise.

CRL will provide the Executive Committee with motions to include as part of the agenda.

M Barnes & W Lim of Chambers Russell Lawyers vacated the meeting at 12:20 pm and the meeting continued.

7 Day Meeting Notice Waiver

The meeting agreed to waive the 7 day notice period for Executive Committee Meetings as required under Schedule 2, Part 2.2, Section 2.8 due to the emergency nature of the meeting.

Election of Office Bearers Positions

As a requirement under the Unit Titles (Management) Act 2011, the Executive Committee must appoint a Chairperson, Secretary and Treasurer. The following members were elected to Office Bearers positions, and delegations will be set at the next Executive Committee Meeting:

Chairperson: S Christian
Secretary: M Bassaletti
Treasurer: M Summers

ACT Civil and Administrative Tribunal Action

On Thursday 25 July, the Owners Corporation received notice from the ACT Civil and Administrative Tribunal (ACAT) that an owner had lodged a request for the pool defect works being rectified by CORE to immediately cease, and for all works in relation to the CCTV and Access control system to cease.

Engagement of Chambers Russell Lawyers on behalf of the Owners Corporation

On Thursday 25 July, the Executive Committee engaged Chambers Russell Lawyers to represent the Owners Corporation at ACAT in relation to UT35/2024. The Executive Committee has the authority to engage Chambers Russell Lawyers on an urgent basis as long as costs do not exceed $10,000 and the extract from the Unit Titles (Management) Act 2011 supporting the Executive Committees actions in relation to this matter is confirmed.

The meeting ratified the out of forum decision to engage Chambers Russell Lawyers.

General Meeting

The meeting confirmed that the General Meeting Agenda will contain:

- A motion to seek retrospective approval from the Owners Corporation to proceed with the CCTV and Security Access Device installation by Leader Security.
- A motion to ratify the decision of the Executive Committee to engage Chambers Russell Lawyers to represent the Owners Corporation in relation to matter UT35/2024.
- A motion to approve expenditure for engagement of Chambers Russell Lawyers above $10,000 with further costs to be known following further attendance at ACAT on 1 August. This may require a special purpose fund to be created, and levies issued to owners.

The meeting requested that advice be obtained from Chambers Russell Lawyers as to if costs relating to the ACAT matter can be passed to the unit owner who lodged the application.

It is anticipated that a General Meeting Agenda will be distributed to the Owners Corporation within the next 7 days, and it was noted that 21 days' notice of the meeting must be given.

Next Executive Committee Meeting

The Executive Committee agreed to a tentative date of 13 August for the next meeting, which will be held in person.

Security System Works

The meeting discussed the scope of works relating to the CCTV and Access Control installation, and agreed to seek advice from Chambers Russell Lawyers as to if the access of the locations of items can be restricted as concern was raised that should this be disseminated, it could compromise the purpose and security of Jade. It was further agreed that validity of the inclusion of a motion restricting access to this will be sought from Chambers Russell Lawyers.

With no further business the meeting closed at 12:45 pm.

UP13397 - JADE - EXECUTIVE COMMITTEE MEETING MINUTES

Date: 13 August 2024
Venue: Zoom
Time: 6:00 – 7:11 pm
Present: J Swanepoel, M Summers, M Mahon, L Meade, M Bassaletti and S Christian
Apologies: Nil
First Choice Strata: K Elphick and B Read

General Meeting

The meeting discussed the planning of the General Meeting and agreed to seek advice from Chambers Russell Lawyers on the below items to assist with the preparation of the agenda:

- Advice relating to seeking approval from the Owners Corporation to pursue all costs associated with the ACAT matter from the owner.
- Advice relating to seeking the Owners Corporation to ratify the decisions made by the Executive Committee for the engagement of Leader Security.
- Advice relating to seeking the Owners Corporation to ratify the decisions made by the Executive Committee for the additional pool works completed to rectify the defective tiles and the access ramp.

It was agreed that it should be explained to owners the realistic pathways of taking action to pursue the owner for associated ACAT costs and a cost estimate from Chambers Russell Lawyers should be obtained.

Community Wall

K Elphick noted that it has been stated on the portal on several occasions that the wall should not be utilised as a communication platform with First Choice Strata, however owners are continuing to ignore this and make inflammatory comments when not receiving a response. A reminder will be placed on the portal relating to this.

Security System

M Summers queried if the security system installation is currently on hold as workers have not been on site for several days. B Read advised that Leader Security will be returning to site within two days.

Pool Works and Cleanliness

M Summers advised that the pool is full of dirty water, and B Read advised that contractors had cleaned the area however had not completed a total clean as mindfulness was paid to costs, and the continued works. B Read advised that Young Pools have advised pool works should be completed by end of August, however this is weather dependent.

Financial Reports

M Mahon advised that the latest monthly financial report contained the budgeted line items reading as $0 and K Elphick advised that this will be reviewed and rectified as soon as possible.

Location of General Meeting

The meeting discussed the location of the General Meeting, and it was agreed that an online only meeting will be considered. K Elphick noted that hybrid meetings (both in person and zoom) can be

difficult for attendees, due to being unable to fully hear or see others and advised she recommends one option only.

With no further business the meeting closed at 7:11 pm.

Unit Titles (Management) Act 2011 – Form 1

NOTICE OF REDUCED QUORUM DECISIONS

Part A Details of reduced quorum decisions†

A1 The Owners—Units Plan No 13397 [*insert number*]

A2 General meeting

Date (or dates) of general meeting at which the reduced quorum decision or decisions were made— 17 October 2024

Tick applicable box, or both boxes if applicable:

☑ **Regularly convened**
The general meeting was regularly convened (not following any adjournment under UTMA s 3.9(3) or (6)(a), part 3.1, schedule 3).

o **Convened after adjournment**
The general meeting was convened following an adjournment or adjournments (under UTMA s 3.9(3) or (6)(a), part 3.1, schedule 3).

A3 Reduced quorum decisions

[*If there is insufficient space here, tick* ☑ *and attach details to the notice*]

Date of decision	Full text of reduced quorum decision
17 October 2024	Refer to attached.

A4 Owners corporation declaration

The information in this notice has been recorded on the following date from details shown in the records of the owners corporation.

31 October 2024

……[*insert date of affixing of seal*]

[*Affix owners corporation seal in accordance with the corporation articles*]

† In this notice, ***UTMA*** means the *Unit Titles (Management) Act 2011*.

Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au

NOTICE OF REDUCED QUORUM DECISIONS

Part B General information

B1 What is a reduced quorum decision?

- A ***reduced quorum decision*** is a decision of a general meeting of the owners corporation made while a quorum (a ***reduced quorum***) smaller than a ***standard quorum*** was present.
- A ***standard quorum*** is those people entitled to vote (on the motion) in relation to not less than ½ the total number of units (see UTMA s 3.9 (1) (a), part 3.1, schedule 3).

There are 2 types of ***reduced quorum decision***, requiring different reduced quorums.

Reduced quorum decisions made at regularly-convened general meetings

- If, within ½ an hour after a motion arises for consideration at a general meeting that has been regularly convened, a ***standard quorum*** for the motion (see above) is not present a reduced quorum decision may be made if a ***reduced quorum*** (see next point) is then present for consideration of the motion (UTMA s 3.9 (2), part 3.1, schedule 3).
- At a regularly-convened general meeting, a ***reduced quorum*** means 2 or more people present at the meeting and entitled to vote on the motion (UTMA s 3.9 (2), part 3.1, schedule 3).
- A reduced quorum is also sufficient to make decisions on any later motions arising at the meeting. Any such later decisions made while only a reduced quorum was present are also reduced quorum decisions (UTMA s 3.9 (2), part 3.1, schedule 3).

Reduced quorum decisions—adjournment following quorum trouble

- If, within ½ an hour after a motion arises for consideration at a general meeting that has been regularly convened, neither a ***standard quorum*** for the motion (see above) nor a ***reduced quorum*** (see above) is present, the meeting is adjourned to the following week at the same place and time (UTMA s 3.9 (3), part 3.1, schedule 3). The meeting may also decide to adjourn even if a reduced quorum is present (UTMA s 3.9 (5), part 3.1, schedule 3).
- If, within ½ an hour after a motion arises for consideration at a general meeting convened following such an adjournment, a standard quorum for the motion is not present, a reduced quorum decision may be made if there is a ***reduced quorum*** made up by *anyone* then present and entitled to vote (even if that is only a single voter) (UTMA s 3.9 (6) (a), part 3.1, schedule 3).
- Such a reduced quorum (of *anyone* present and entitled to vote) is also sufficient to make decisions on any later motions arising at the meeting. Any such later decisions made while only a reduced quorum was present are also ***reduced quorum decisions*** (UTA s 3.9 (6) (a), part 3.1, schedule 3).

Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au

B2 When does a reduced quorum decision take effect?

- A reduced-quorum decision takes effect 28 days after the date of the decision (the decision's ***date of effect***) (UTMA s 3.11 (1), part 3.1, schedule 3).
- However, this does not apply if the decision is disallowed, confirmed by a standard quorum general meeting or revoked (see below) (UTMA s 3.11 (3) – (5), part 3.1, schedule 3)

B3 How may reduced quorum decisions be disallowed?

Reduced quorum decisions may be disallowed by petition (UTMA, s 3.11 (3), part 3.1, schedule 3). The petition must—

- state the resolution or resolutions to which it applies; and
- be signed by a majority of persons entitled to vote at a general meeting of the owners corporation (a person may sign whether or not he or she attended the meeting); and
- be given to the owners corporation before the decision's date of effect (see B2 above).

B4 How may reduced quorum decisions be confirmed?

- A reduced-quorum decision may be confirmed by a general meeting of the owners corporation held before the decision's date of effect (see B2 above).
- For the confirmation to be valid, a standard quorum must be present when the confirmation motion is considered at the later general meeting (see B1 above).
- If a decision is confirmed, it takes effect from the date of the later general meeting whether or not a petition is given to the owners (UTMA s 3.11 (4), part 3.1, schedule 3).

B5 How may reduced quorum decisions be revoked?

- A reduced-quorum decision may be revoked by a general meeting of the owners corporation held at any time, whether or not the decision has earlier been confirmed.
- A revocation is valid whether a standard quorum or a reduced quorum is present when the revocation motion is considered (see B1 above; UTMA s 3.11 (5), part 3.1, schedule 3).

Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au

FIRST CHOICE STRATA
STRATA & FACILITIES

Minutes of UP13397 - Jade Apartments
2024 General Meeting

Date: 17 October 2024
Venue: Zoom
Time: 5:30 – 8:08 pm

1. ELECTION OF CHAIRPERSON

S Christian of Unit 1005 was elected as Chairperson of the Meeting.

Quorum Status:
As a standard quorum was not present the decisions taken at the Meeting were Reduced Quorum decisions in accordance with Schedule 3 Part 3.1 Section 3.11 of the Unit Titles (Management) Act 2011.

All decisions made at the meeting will take effect after 28 days as per Reduced Quorum rules.

2. NOTIFICATION OF PROXIES, APOLOGIES AND ABSENTEE VOTES

Present:
Units 36, 105, 155, 308, 402, 406, 412, 503, 605, 702, 706, 802, 809, 904, 913, 1005, 1101, 1102, 1105, 1103, 1112, 1202, 1204, 1210, 1211, 1302, 1308, 1309 and 1312.

First Choice Strata:
K Elphick and B Read.

Proxies:
165 IFO M Bassaletti Unit 904
314 IFO H D McCormick Unit 402
713 IFO S Christian Unit 1005
120 IFO J Hogan Unit 1102

Absentee Votes:
Units 91, 1007

Apologies:
Unit 212

3. CCTV SYSTEM - ENDORSEMENT OF DECISIONS

FCS's overview of the ACAT Matter: B Read advised the meeting that correspondence was received from ACAT notifying First Choice Strata (FCS) of a hearing set down for the following morning. First Choice Strata was not in a position to organise this due to prior engagement and logistics, and Chambers Russell Lawyers (CRL) were engaged to assist with the preparation of the submission on behalf of the Owners Corporation, as authorised by the Executive Committee. Both FCS and CRL worked a substantial number of hours outside of standard office hours to ensure that the Owners Corporation was properly represented. There was ongoing correspondence and communication with the applicant, including several attempts to allay any concerns or lack of information. The applicant chose to progress with their submissions and accelerate the matter, causing further expense for the

Owner's Corporation, including the time applied by both First Choice Strata and Chambers Russell Lawyers. This incurred approximately $40,000 or more in overall costs for the Owners Corporation. It is a matter for the Owners Corporation as to how they respond to the matter of costs, and whether they choose to pursue the applicant for reclamation of costs.

Chambers Russell Lawyers' overview of the ACAT Matter: The application was first listed on 26th July 2024. The Orders being sought by the Applicant essentially consisted of three points, being:
(1) That First Choice Strata and the Executive Committee cease the installation of the upgraded security system undertaken by Leader Security.
The view of Chambers Russell Lawyers is that the order had no basis as communicated by the applicant in support of that order, except that the applicant themselves would have liked to see the scope of works captured by Leader Security.
(2) That an Order be made against the Executive Committee and First Choice Strata to cease remedial works to the common property pool being performed by Young Pools.
The basis for that Order, or lack thereof, was that the Applicant did not receive proof that the cost of the remedial works would not be borne by the Owners Corporation, however confirmation had been provided to First Choice Strata and the Executive Committee, as well as the Owners Corporation that the costs would not be borne by the Owners Corporation.
(3) An Order be made that the Owner's Corporation was to investigate the pool refurbishment under the insurance, which was unnecessary as per Order Two.

All three Orders were directed at First Choice Strata and the Executive Committee; however, the Owners Corporation is the relevant entity that would be burdened by any Orders to be made, had they have been successful, and therefore the Owners Corporation was the necessary party to the application.

Unequivocally, the Tribunal would have required the Owners Corporation to have been joined as the necessary party. No dispute was raised against this point at the first Hearing of the Interim Application, which was then adjourned for a week.

All matters above in relation to the Orders themselves are ultimately separate from the necessity for the Owners Corporation to defend the Application. If those Orders had been successful, the security system and the remediation of the common property pool would have been left incomplete and unable to progress for some months.

In relation to the pool, although CORE Building Group would have been responsible for paying the costs of the remediation in the first instance, approximately $40,000 worth of products had been purchased by Young Pools, which had a shelf life of approximately three months. Should the "stop work" Order have had been granted, the builders themselves would not have been able to attend the property until early 2025, which would have incurred specific cancellation fees, re-quoted tenders, as well as well as the necessity to purchase more of the product.

The only way the Owners Corporation would have been required to pay any amount of money would have been the direct result of a successful application. Chambers Russell Lawyers was engages purely on an urgent basis to preserve the interests of the Owners Corporation.

Throughout the entire process, multiple attempts were made to invite the Applicant to withdraw the application so that it cold limit the costs associated with defending it. The Applicant confirmed, after

gaining legal representation, the day prior to the adjourned hearing that the Application would be discontinued. While the view that the interim applications was commenced incorrectly, against the wrong parties, without lawful basis, the discontinuance of said application, reflects that decision.

Statement From an Owner: In relation to Motion Three, which seeks retrospective approval for the legal action to defend the ACAT application, I understand that urgent legal action was permitted under sections 2.5 and 2.6 of the Unit Trust Management Act, however the UTMA Regulations, particularly Regulation 9, states that the limit for urgent legal expenses is $10,000. As of last Saturday, 12/10/2024, an amount of $19,017.50 had been paid to Chambers Russell Lawyers, which exceeds the previous forecast of $8,000 to $10,000, respectively, on the 25th and 31st of July. That is a breach of the regulation, that is a criminal offence, and I invite people to ponder that. On Motion Three, I don't believe that anybody should be asked to ratify a Motion where the Executive Committee and First Choice Strata have breached the regulation.

K Topic in response to the statement from an Owner: I would like to confirm that the allegation that First Choice Strata breached the regulation is false.

Chambers Russell Lawyers' Response to the statement from an Owner: References made to Regulation 9 of the Unit Titles Management Regulation 2011 provides for a $10,000 figure that is used for the purpose of Schedule 2 Section 2.5, Subsection 2 of the Act. The Regulation is related to a provision in the Act. The provision in the Act in Schedule 2 Section 2.52 is about the taking of ordinary legal action. Urgent legal action is delt with by Section 2.6, and there is no limit. If the legal action is urgent, the Executive Committee have the power, provided that it gets brought back to a General Meeting to take legal action or defend legal claims, regardless of what the costs are.

Question from an Owner: I put it to all present this evening, that if you have been presented with a position by the likes of which we all were, consider the potential ramifications for the Owners Corporation collectively, that whilst the Applicant brought the actions on by her own accord, and by her admission at the time her belief was that she was bringing that action on behalf of the Owners Corporation, it was made abundantly clear to her that this was not the case and that the action was being brought on by her. The action that the Executive Committee had no choice but to take was to engage legal counsel. Regardless of the unauthorised limit, I ask those present to consider the ramifications had we not made that decisions and where we may have ended up. No one within the timeframe, including the Executive Committee and First Choice Strata, were in any position to be able to build any level of a case that could be presented. The action taken at the time was the only course of action that we could take. Subject to this meeting, the discussion around those costs will no doubt flow from here. The bills must be paid, whether we like it or not.

Question from B Read of First Choice Strata for Chambers Russell Lawyers: Please confirm for the safety and assurance for the Owners Corporation and the conduct of the Executive Committee, if there was a $10,000 limit, may it be considered that each incident was an urgent matter and that the limit applies to each incident?

Question from an Owner: Is the Owners Corporation looking to recover unnecessary legal fees based on the application interim being dismissed?

Response from Chambers Russell Lawyers: When it comes to those notions, it is best for us to not provide our views, and those decisions are ultimately a matter for the Owners Corporation. One of

the Motions on the Agenda which relates to that issue contemplates legal action against one of the members who is present in the room. If we were to give advice, that would waive the privilege that the Owners Corporation has in that advice against that particular member.

Statement from S Christian: My view is that, reliving that week, and the reasons behind the decision, to go to ACAT was unnecessary. It was unnecessary and unjustifiable because one person wanted information and did not get the answer they wanted. To chase the legal fees or to let bygones be bygones is the decision of the Owners Corporation.

Statement from K Topic: Some of the items in the ACAT Application had not been raised prior to the application being filed with ACAT.

Question from an Owner: Was there an Application made in the counter lodge for outstanding legal fees or for costs?

Answer from Chambers Russell Lawyers: In respect of costs against the Applicant themselves, there was no hearing of the Application. There was no opportunity to seek those costs.

Statement from an Owner: My understanding is that an ACAT member will still consider the request for reimbursement for expenses until that point is an ACAT hearing is withdrawn.

Answer from Chambers Russell Lawyers: There is an avenue by which that can be done by making an Application, and to have that Application heard.

Statement from an Owner: That is something the Executive Committee can consider on behalf of the Owners Corporation.

Answer from Chambers Russell Lawyers: We will not provide this legal advice where the opponent is present. I would suggest that you email the Executive Committee for discussion outside of this forum.

Motion 2 (Ordinary Resolution): The Owners Corporation RESOLVES to approve, adopt and ratify the prior decision of the Executive Committee to engage Leader Security Electronics Pty Limited t/a Leader Security (ACN 167 225 532) in accordance with its quotation dated 14 February 2024 by utilising the pre-approved use of the owners corporation's administrative funds to undertake works installing a security system in the common property of the parcel.

Motion Carried

4. ACAT MATTER AND POOL WORKS

Motion 3 (Ordinary Resolution): The Owners Corporation RESOLVES to approve the engagement of Chambers Russell Lawyers to provide legal advice and in relation to the recovery of costs associated with the defence of the Interim Application filed in the ACT Civil and Administrative Tribunal Proceedings No. UT 35/2024 by Ms Jennifer Hogan. Subject to and in accordance with that legal advice, the Owners Corporation approves the Executive Committee to take action in respect of the recovery of these costs.

Question from an Owner: The $9500.00 was paid on the 24th of July. I'm surprised that First Choice Strata and the Executive Committee didn't make a contrary charge for the booking fee of $6,500.00, which was promised to be refunded, and has not been. Would you like to comment on that?

Answer from B Read: That is happening upon completion of the works. On CORE's second payment, Young Pools will reimburse the Owner's Corporation upon receipt of the second payment.

Motion Carried

Motion 4 (Ordinary Resolution): The Owners Corporation RESOLVES to approve, adopt, and ratify the prior decision of the Executive Committee in relation to the engagement of Perkins Group (Young) Pty Ltd t/a Young Pools Refurbishment (ACN 114 665 066) in accordance with its quotation reference number QU-0009 for the additional works to provide disability access to the common property pool and to authorise the payment of $9,500.00 (including GST) to Perkins Group (Young) Pty Ltd t/a Young Pools Refurbishment (ACN 114 665 066) from the Owners Corporation's administrative fund.

Motion Carried

Question from an Owner: If there is a Motion for retrospective payment for $9,500 for the mobility steps, why is there not one for supply and installation of the equipment?

Answer from B Read: Much of this work should have been done historically, and was not, including the heater pump. Because of the deficiencies in the authorisation of these works, the current Executive Committee is investing the funds that are required in the interests of the Owners Corporation and commencing necessary plant equipment works. The motion for retrospective payment is not necessary as it is for operational plant equipment replacement and repair. The equipment has been installed, the work is complete, and ready for commissioning upon completion of the pool project work.

Question from an Owner: Why are we not requiring communication on this?

Answer from B Read: Communication is required on an Executive Committee level, not an Owners Corporation level for this matter.

Motion 5 (Ordinary Resolution): The Owners Corporation RESOLVES to approve, adopt, and ratify the prior decision of the Executive Committee to take legal action against the Interim Application in the ACT Civil and Administrative Tribunal Proceedings No. UT 35/2024 filed by Ms Jennifer Hogan ("Interim Application") including the engagement of Chambers Russell Lawyers in accordance with its legal services agreement dated 25 July 2024 and the further estimates of 29 July 2024 to provide legal advice, defend, and appear on behalf of the owners corporation at the hearings of the Interim Application.

Motion Carried

Question from an Owner: We have been given backup information. The forecasted costs to provide an opinion was $2,000 to $3,000 plus GST, and a further $20,000 to $30,000 for their day in court. I don't think you have a chance to get that. There has not been an event, and it is typical for costs to follow an event. Why would you spend $30,000 to recover, at this stage, $19,700, with no chance of success?

Answer from K Topic: The Executive Committee put this Motion forward to the Owners Corporation as this is not a decision that the Executive Committee can make, and the Executive Committee members felt that it was in the best interest of the Owners Corporation that the Motion get put forward for transparency.

Answer from CRL: The purpose of this motion is that the Executive Committee would not pursue this against the Applicant without the Owners Corporation being aware. Spending that money to gain the same level of money is not a good choice. This issue is one of precedent and has costed everyone involved a substantial amount of money. This is to mediate differing opinions, and to make everyone aware of the situation.

Question from an Owner: If we are voting yes, are we committing to the initial consultation? Is the Owners Corporation going to have to advise on the Owners Corporation, or will it be approved by the Executive Committee?

Answer from S Christian: I can confirm that this would be taken to the Owners Corporation if we were to pursue the Applicant for costs. There is no motion here that would give the EC power to take legal action.

5. ADOPTION OF ANNUAL GENERAL MEETING MINUTES

Motion 1 (Ordinary Resolution): That the minutes of the Annual General Meeting, held on 5 June 2024 be confirmed as an accurate record of that meeting.

Motion Deferred

K Topic: In the last two days, we have received a request for quite a substantial number of changes to the Minutes. I suggest we defer this Motion until the next meeting to allow the Owners Corporation to review those requested changes.

6. OWNERS CORPORATION INSURANCE

Explanatory Note - unit owners must ensure they hold contents insurance for their unit as items such as carpet, furniture and fittings are not covered under the Owners Corporation insurance policy. The Owners Corporation is not responsible for the replacement of items not covered by the Owners Corporations Policy.

Question from an owner: I would like to see the current claims because I would like to establish if you are dealing with our broken window.

Answer from B Read: We are aware of this matter. We have a major window matter on the top floor that we are currently navigating. There are several exacerbated factors as to why the window has broken on the top floor, which may have been a consequence of poor handling from a third-party contractor. I welcome your communication in relation to the matter, which may be an onsite meeting. It has not been forgotten.

7. MAINTENANCE ITEMS

The below items were circulated as part of the agenda:

- Carpark Scrub (Annual)
- Pool maintenance (filters and pumps)
- Pool Commissioning for Summer 2024.
- Gym equipment (Safety and Compliance check)
- Plumbing (Backflows, drains, stormwater pumps, hotwater heaters)
- Electrical (emergency lighting audit, Test and tag, RCD's)
- Fire Door Audit (Unit entry doors)
- Security and Access fobs (CCTV and Fobs)

- Grease Trap for Commercial (empty tank quarterly)
- Facade Clean - whole building
- Lobby Paintwork Refurbishment
- Pest Control Tender (due for completion October 2024)
- Carpet cleaning - all common areas
- Lifts - WIP Upgrade to 4G

The below maintenance items were raised by owners:

- One of the three lifts has a faulty door that has been opening and closing without obvious reason.
- Another lift has had substantial damage to the frame.

The owner was requested to send further correspondence on these items to First Choice Strata.

8. GENERAL BUSINESS

Replacement of Fobs and Remotes – Security System Upgrade

Question from an owner: There was a discussion about in person meetings as opposed to Zoom meetings, or a hybrid. I think the majority said that they wanted in person meetings said that they would prefer in person meetings, however this one is via Zoom. Could you please advise as to why that is?

Answer from K Topic: That's correct, the noted preference was for in-person meetings. The reason this one is via zoom was to all Chambers Russell to be in attendance to answer any questions. Chambers Russell are located in Sydney, so there would have been a substantial cost for them to travel to Canberra from Sydney, which may have included accommodation. The reason for this meeting to be via Zoom was to be reduce expenditure.

Question from an owner: I think the fobs should be replaced like-for-like. We have purchased additional fobs and remote controls for the garage door, and it was extremely expensive. Now to have to do it again I don't believe is fair. At the moment we have received two, however we had purchased additional ones previously.

Answer from B Read: The Executive Committee and First Choice Strata have had limited communication in relation cost implications in addition to the project itself and the quantum of devices in addition to the project itself. What we have discovered over the last 7-10 days from owners is that what the redundant system will be, is the quantity of devices required by owners is varied. We were provided with the best quantum of devices, value for money, from Leader Security, which are combined devices for roller doors and pedestrian access in one device. They are more expensive, and the other device available is pedestrian access only. The combined device is more efficient as it provides for garage and pedestrian entry. Many units have additional pedestrian only access devices, separate to the hybrid devices, and varied types and quantity. Most units do not have more than the two roller door remotes in their possession. Most units are already receiving the same, if not more devices as part of the rollout. We are currently auditing the amount of pedestrian access devices owned by unit owners. Those devices are being quoted by Leader Security and are vastly cheaper than the hybrid device. Upon surrender of the old pedestrian access device, replacement devices will e provided subject to EC approval, which will be highly cost effective.

Answer from S Christian: We are waiting on final numbers as to what is out there. It appears that overall record keeping from building occupation as to what extra fobs have been given out is

somewhat questionable. Belinda will advise once we have more information, however the pedestrian access devices will be more cost effective.

Question from an owner: What about additional remote access?

Answer from S Christian: At this stage, Belinda is doing background work to find what is out there based on what is left over of the additional fobs initially issued as part of the overall security upgrade. The penthouse apartments should receive three. Everyone else who purchased extras, the records are not distinct from the multiple strata management changeovers. The most cost-effective outcome is being determined.

Answer from B Read: We believe that if you can surrender your garage remotes to justify additional access devices, the view is that you should be recumbent with like-for-like devices.

Fire Door Audit

Question from an owner: We had a fire door audit. The ground floor fire door is not catching properly. It needs to be looked at.

Answer from K Topic: We will note that down and have it looked at.

Question from an owner: As part of the security system, what are we doing about the Level One fire door?

Answer from S Christian: The door is being blocked off for re-entry. The locksmith has been on site and the door barrel will be changed to allow access only from the lift foyer. For the benefit of making the building more secure, the barrels of the fire egress' on the Ground Floor will change and will not work from unit entry keys. The entry near the garage door will also be changed.

With no further business the meeting closed at 8:08 pm.

FIRST CHOICE STRATA
STRATA & FACILITIES

Notice of Jade Apartments 2025 Annual General Meeting

Date: September 3rd, 2025
Venue: Zoom - https://us06web.zoom.us/meeting/register/vi-4B9KKT5q2Z2tkd31_ZA
Time: 5:30 pm

Dear Owner,

We write on behalf of Units Plan 13397 – Jade Apartments to invite you to attend the 2025 Annual General Meeting.

It is of great importance to Jade Apartments that each owner reads the enclosed agenda and takes the time to either attend the Annual General Meeting or submit an absentee or proxy form.

We ask that if you are attending the Annual General Meeting that you arrive 20 minutes before the start of the meeting (approx. 5:10 pm) to allow us enough time to enroll your attendance and ensure the meeting commences on time.

Please see below information which we hope will assist you with any queries you have regarding procedural items at the Annual General Meeting.

What is a Quorum?

- A quorum is obtained when 50% of units entitled to vote are represented by owners in attendance at the meeting, or proxy form submissions.
- If a quorum is not present the meeting will be postponed by half an hour, then a reduced quorum meeting will proceed (at 6:00 pm).
- Should a quorum not be reached, any decisions made at the Annual General Meeting will take 28 days to come into full effect.

Voting – Eligibility, Absentee Voting & Proxy Forms

- **Any unit with overdue levies will be unable to cast a vote at the Annual General Meeting.**
- To enable someone to vote on your behalf, a completed proxy form must be submitted prior to the meeting to First Choice Strata. The proxy form can be found on pages 7 - 8.
- You are able to submit an absentee voting form, however, please note that this will not count towards the quorum.
- If any unit is owned by a company, the company must send a letter to First Choice Strata nominating a person entitled to vote on their behalf (See proxy form).

General Business

Should you wish to add any items to General Business, please contact the Strata Manager 7 days prior to the meeting.

Yours sincerely,



Belinda Read
Co-Founder | Senior Strata Manager | Director

FIRST CHOICE STRATA
STRATA & FACILITIES

1. **ELECTION OF CHAIRPERSON, NOTIFICATION OF PROXIES, APOLOGIES AND ABSENTEE VOTES**

2. **ADOPTION OF MEETING MINUTES**

Explanatory Note - the minutes of the Annual General Meeting can be found on pages 9 - 17 and the minutes of the General Meeting can be found on pages 18 - 28.

Motion 1 (Ordinary Resolution): That the minutes of the last Annual General Meeting, held on 5 June 2024 be confirmed as an accurate record of that meeting.

Motion 2 (Ordinary Resolution): That the minutes of the last General Meeting, held on 17 October 2024 be confirmed as an accurate record of that meeting.

3. **FINANCIAL STATEMENTS**

Explanatory Note – the financial statements have been audited in line with the requirement under the Unit Titles (Management) Act 2011. The financial audit report can be found on pages 35 - 36 and the financial reports can be found on pages 74 - 81 of this Agenda.

Motion 3 (Ordinary Resolution): That the audited financial statements for the period 18 December 2023 – 17 December 2024 be accepted.

Motion 4 (Special Resolution): That the Owners Corporation by special resolution authorise the Executive Committee to invest surplus funds in interest bearing investments as considered appropriate.

4. **SINKING FUND REPORT**

Explanatory Note – Sinking Fund Forecast Reports assist with predicting upcoming expenses that will be covered by the Sinking Fund and establish the required levy income to meet those costs. These reports typically project over a 15-year timeframe, but it is important to obtain an updated copy approximately every five years to keep the forecasts current and accurate. Regular updates support consistent budgeting and financial stability. The Sinking Fund Report can be found on pages 37 – 67 of this Agenda.

Motion 5 (Ordinary Resolution): That the Owners Corporation authorises the Executive Committee to obtain a new Sinking Fund Forecast Report.

5. **INSURANCE RENEWAL**

Explanatory Note - Unit owners are encouraged to obtain contents insurance for their unit as items such as carpet, furniture and fittings are not covered under the Owners Corporation insurance policy. The Owners Corporation is not responsible for the replacement of items not covered by the Owners Corporations Policy. A copy of the current Certificate of Currency and Claims History for the last twelve months can be found on pages 29 - 30 of this Agenda.

Motion 6 (Ordinary Resolution): That the incoming Executive Committee be authorised to place and adjust the insurance policies of the Owners Corporation in accordance with statutory requirements.

FIRST CHOICE STRATA
STRATA & FACILITIES

6. HOUSE RULES

Explanatory Note – Commercial shopping trolleys are known to cause damage to flooring throughout the complex, as well as posing a pedestrian hazard when abandoned in various parts of the building, including corridors, fire stairs, and car park areas. By creating a House Rule that commercial grade shopping trolleys are not to enter the building will reduce the risks of damage to common property, as well as ensuring that trafficable areas are not blocked by these items.

Motion 7 (Special Resolution): That the House Rules be amended to include the following new rule, and that it be subsequently registered in accordance with the Unit Titles (Management) Act 2011 (ACT):

"Commercial shopping trolleys are not to be brought into the building."

7. MAINTENANCE ITEMS

Explanatory Note – it is a requirement under the Unit Titles (Management) (Meeting Agenda) Guidelines 2023, that the Owners Corporation must consider any physical building structural defects and maintenance items in accordance with statutory requirements.

- Additional Car Park Mirror Installations
- Electrical Repairs to Back Lane - Waste Room Area.
- Selective Paint work to Roof Garden area
- General Building Defect Repairs – Ongoing with Core Developments

8. FIRE SAFETY REVIEW

Explanatory Note – it is a requirement that the Owners Corporation have a fire safety review completed and can be found on pages 32 - 34 of this Agenda.

9. ADEQUACY OF AUTHORISATIONS, DELEGATION AND APPOINTMENTS

Explanatory Note – In accordance with the Notifiable Instrument NI2023-528, the Unit Titles (Management) (Meeting Agenda) Guidelines 2023 the Owners Corporation each year the Owners Corporation must consider the adequacy of authorisations, delegations, and appointments or contractors and personnel, which can be completed by the Executive Committee over the course of their term.

Motion 8 (Ordinary Resolution): That the Executive Committee review the current authorities, delegations, and appointments and adjust them from time to time as appropriate.

FIRST CHOICE STRATA
STRATA & FACILITIES

10. GENERAL AND SINKING FUND BUDGETS AND LEVIES

Explanatory Note - the General Fund is for the purpose of the day-to-day running of Jade Apartments, and covers costs for items such as water consumption, common property gardening, maintenance, and electricity. Please note, owners are responsible for covering the cost of sewerage and water connection to the apartment, and for gas (for hot water) and electricity usage within the apartment.

The Sinking Fund budget and levies are in line with the Sinking Fund Report and is used to cover the costs for repairing and replacing large capital items across Jade Apartments such as lifts, car parks, driveways, building exteriors, etc. Repairing and replacing capital items can be costly. The Owners Corporations' annual contribution toward this fund reduces the likelihood of a greater expense being borne by the OC, as well as the issuance of another special levy fund notice, in the future. A copy of the sinking fund report can be found on the Owners Portal.

The proposed budgets for the General and Sinking funds can be found on pages 82 -84 of this agenda. The budget shows in detail the costs budgeted for against each item for the next 12 months (18 December 2024 – 17 December 2025).

Motion 9 (Ordinary Resolution): That the proposed Administrative Fund budget of $545,143.70 (**excluding** GST) for the period 18 December 2024 – 17 December 2025 be accepted.

Motion 10 (Ordinary Resolution): That the Owners Corporation strike a General Fund levy of $607,293.34 (**including** GST) to be payable in two equal instalments in accordance with Unit Entitlements.

Motion 11 (Ordinary Resolution): That the proposed Sinking Fund budget of $43,750.00 (**excluding** GST) for the period 18 December 2024 – 17 December 2025 be accepted.

Motion 12 (Ordinary Resolution): That the Owners Corporation strike a Sinking Fund levy of $152,671.00 (**including** GST) to be payable in two equal instalments in accordance with Unit Entitlements.

Standard Levy Due Dates: 31/10/2025, 29/01/2026

Please note: We will endeavour to issue the standard levy notices at least 28 days prior to the due date. However, it is imperative that you plan and prepare your payments as the due dates will not change.

11. STRATA MANAGEMENT

Explanatory Note – That the Owners Corporate resolves to appoint First Choice Strata for a period of 36 months. The Executive Committee incentivised a discounted rate for financial stability of the Owners Corporation.

Motion 13 (Ordinary Resolution): That the Owners Corporation approves the appointment of First Choice Strata Pty Ltd for a period of three years in accordance with the proposed Agency Agreement.

FIRST CHOICE STRATA
STRATA & FACILITIES

12. ELECTION OF EXECUTIVE COMMITTEE

Explanatory Note - Executive Committee Members make decisions on the day-to-day running of Jade Apartments. This includes making decisions regarding repairs and maintenance and legal proceedings, approving quotations and expenditures, listening to and responding to feedback from the Owners Corporation and residents/tenants, etc. The Executive Committee Members work closely with First Choice Strata on all matters relating to Jade Apartments. Executive Committee Members are also responsible for planning and making decisions about the complex on behalf of the Owners Corporation that could potentially impact the Owners Corporation well into the future.

Please note: Only unit owners can join the Executive Committee.

Motion 14 (Ordinary Resolution): That the Owners Corporation creates between 3 and 7 Executive Committee Positions and considers nominations to fill those positions.

13. GENERAL BUSINESS

Please advise the Strata Manager of any General Business 7 days prior to the meeting.

It is imperative that you either nominate a proxy, or submit an absentee voting form, to ensure the smooth running of your building. **Please ensure you complete and return this form to our office no later than two hours prior to the beginning of the meeting (before 3:30 pm).**

FIRST CHOICE STRATA
STRATA & FACILITIES

Appointment of Proxy

By submitting a proxy form, you allow your nominated representative to vote on your behalf, and this will contribute to the quorum at the meeting, meaning that decisions voted on may be acted on faster by your Strata Manager should a quorum be reached. The proxy form can be found on page 6 - 7 of this agenda.

Please ensure you complete and return this form to our office no later than two hours prior to the beginning of the meeting.

Absentee Voting

By submitting an absentee vote, your vote will be counted at the meeting and will directly affect the decisions that are made. Your absentee vote does not contribute towards the number to reach the quorum.

I/We
Owner of Unit _____ of UP 13397 **Signed** _____ **Date** _____/ _____/ _____

Motion 1	◯ For	◯ Against	◯ Abstain
Motion 2	◯ For	◯ Against	◯ Abstain
Motion 3	◯ For	◯ Against	◯ Abstain
Motion 4	◯ For	◯ Against	◯ Abstain
Motion 5	◯ For	◯ Against	◯ Abstain
Motion 6	◯ For	◯ Against	◯ Abstain
Motion 7	◯ For	◯ Against	◯ Abstain
Motion 8	◯ For	◯ Against	◯ Abstain
Motion 9	◯ For	◯ Against	◯ Abstain
Motion 10	◯ For	◯ Against	◯ Abstain
Motion 11	◯ For	◯ Against	◯ Abstain
Motion 12	◯ For	◯ Against	◯ Abstain
Motion 13	◯ For	◯ Against	◯ Abstain
Motion 14	◯ For	◯ Against	◯ Abstain

Unit Titles (Management) Act 2011 – Form 2 AF2021-17

(see Schedule 3.7)

APPOINTMENT OF A PROXY

Part A Authorisation for proxy to vote on owner's behalf

A1 Date _____

I/We _____

the owner/s of unit _____in Units Plan No ___13397____

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.

Note: The person appointed as a proxy must not be the manager or a service contractor.

Note: You may wish to provide instructions to your proxy regarding voting preferences. You may also wish to discuss your preferences with your proxy should a motion be raised from the floor or amended at the meeting.

A2 Period or number of meetings for which appointment of proxy has effect for [*tick or tick and complete whichever applies*].

- ○ 1 meeting
- ○ _____ meetings
- ○ 1 month
- ○ _____ months
- ○ 12 months

A3 I understand that, if the proxy already holds more than the permitted number of proxies, the chairperson will exercise the proxy vote on my/our behalf.

Signature of owner/s

Part B Notes on appointment of proxies

B1 This form must accompany a notice of a general meeting given to a person entitled to vote on any motion.

B2 A person entitled to vote at a general meeting of an owners corporation must not –

(a) appoint a proxy for more than 1 year after the day the appointment is made; or
(b) appoint a person as a proxy if the person is –
    (i) the manager; or
    (ii) a service contractor.

B3 A person, other than the chairperson, must not exercise more than the following number of proxy votes in a vote on a matter at a general meeting:

(a) if there are more than 20 units in the units plan – a number that is not more than 5% of the total number of units;
(b) in any other case – 1.

B4 If a person holds more proxy votes than they can exercise, the chairperson must exercise the excess proxy votes.

Part C Notes on limits on developers to exercise proxy votes

C1 A developer of a units plan who is appointed as the proxy under a contract for the sale of a unit in the units plan must not exercise 3 or more proxy votes in a vote on a matter at a general meeting of the owners corporation for the units plan unless –

(a) each contract for the sale of a unit in the units plan contains a proxy disclosure statement; and
(b) the use of each proxy vote is consistent with the statement; and
(c) the matter being voted on relates to development rather than the ordinary operation of the owners corporation.

A ***proxy disclosure statement*** includes the following:

(a) if a person is appointed as a proxy – the name of the person;
(b) if the proxy is appointed by naming the occupant of a position – the name of the position;
(c) the length of time of the appointment;
(d) a sufficient description of the development matter for the buyer of a unit to easily identify the matter.

C2 The developer of the units plan in not entitled to vote, or exercise a proxy vote, on a motion that relates to defective building work unless –

(a) the members of the owners corporation, other than the developer, pass a special resolution allowing the developer to vote; or
(b) the ACT Civil and Administrative Tribunal (ACAT) makes a declaration that the developer may vote on the motion.

Unit Titles (Management) Act 2011 – Form 1

NOTICE OF REDUCED QUORUM DECISIONS

Part A Details of reduced quorum decisions†

A1 The Owners—Units Plan No 13397 [*insert number*]

A2 General meeting

Date (or dates) of general meeting at which the reduced quorum decision or decisions were made— 5 June 2024

Tick applicable box, or both boxes if applicable:

☑ **Regularly convened**
The general meeting was regularly convened (not following any adjournment under UTMA s 3.9(3) or (6)(a), part 3.1, schedule 3).

o **Convened after adjournment**
The general meeting was convened following an adjournment or adjournments (under UTMA s 3.9(3) or (6)(a), part 3.1, schedule 3).

A3 Reduced quorum decisions

[*If there is insufficient space here, tick* o *and attach details to the notice*]

Date of decision	Full text of reduced quorum decision
5 June 2024	Refer to enclosed minutes

A4 Owners corporation declaration

The information in this notice has been recorded on the following date from details shown in the records of the owners corporation.

18 June 2024

……[*insert date of affixing of seal*]

[*Affix owners corporation seal in accordance with the corporation articles*]

THE OWNERS - UNIT PLAN NO. 13397 Common Seal

† In this notice, ***UTMA*** means the *Unit Titles (Management) Act 2011*.

Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au

NOTICE OF REDUCED QUORUM DECISIONS

Part B General information

B1 What is a reduced quorum decision?

- A ***reduced quorum decision*** is a decision of a general meeting of the owners corporation made while a quorum (a ***reduced quorum***) smaller than a ***standard quorum*** was present.
- A ***standard quorum*** is those people entitled to vote (on the motion) in relation to not less than ½ the total number of units (see UTMA s 3.9 (1) (a), part 3.1, schedule 3).

There are 2 types of ***reduced quorum decision***, requiring different reduced quorums.

Reduced quorum decisions made at regularly-convened general meetings

- If, within ½ an hour after a motion arises for consideration at a general meeting that has been regularly convened, a ***standard quorum*** for the motion (see above) is not present a reduced quorum decision may be made if a ***reduced quorum*** (see next point) is then present for consideration of the motion (UTMA s 3.9 (2), part 3.1, schedule 3).
- At a regularly-convened general meeting, a ***reduced quorum*** means 2 or more people present at the meeting and entitled to vote on the motion (UTMA s 3.9 (2), part 3.1, schedule 3).
- A reduced quorum is also sufficient to make decisions on any later motions arising at the meeting. Any such later decisions made while only a reduced quorum was present are also reduced quorum decisions (UTMA s 3.9 (2), part 3.1, schedule 3).

Reduced quorum decisions—adjournment following quorum trouble

- If, within ½ an hour after a motion arises for consideration at a general meeting that has been regularly convened, neither a ***standard quorum*** for the motion (see above) nor a ***reduced quorum*** (see above) is present, the meeting is adjourned to the following week at the same place and time (UTMA s 3.9 (3), part 3.1, schedule 3). The meeting may also decide to adjourn even if a reduced quorum is present (UTMA s 3.9 (5), part 3.1, schedule 3).
- If, within ½ an hour after a motion arises for consideration at a general meeting convened following such an adjournment, a standard quorum for the motion is not present, a reduced quorum decision may be made if there is a ***reduced quorum*** made up by *anyone* then present and entitled to vote (even if that is only a single voter) (UTMA s 3.9 (6) (a), part 3.1, schedule 3).
- Such a reduced quorum (of *anyone* present and entitled to vote) is also sufficient to make decisions on any later motions arising at the meeting. Any such later decisions made while only a reduced quorum was present are also ***reduced quorum decisions*** (UTA s 3.9 (6) (a), part 3.1, schedule 3).

Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au

B2 When does a reduced quorum decision take effect?

- A reduced-quorum decision takes effect 28 days after the date of the decision (the decision's ***date of effect***) (UTMA s 3.11 (1), part 3.1, schedule 3).
- However, this does not apply if the decision is disallowed, confirmed by a standard quorum general meeting or revoked (see below) (UTMA s 3.11 (3) – (5), part 3.1, schedule 3)

B3 How may reduced quorum decisions be disallowed?

Reduced quorum decisions may be disallowed by petition (UTMA, s 3.11 (3), part 3.1, schedule 3). The petition must—

- state the resolution or resolutions to which it applies; and
- be signed by a majority of persons entitled to vote at a general meeting of the owners corporation (a person may sign whether or not he or she attended the meeting); and
- be given to the owners corporation before the decision's date of effect (see B2 above).

B4 How may reduced quorum decisions be confirmed?

- A reduced-quorum decision may be confirmed by a general meeting of the owners corporation held before the decision's date of effect (see B2 above).
- For the confirmation to be valid, a standard quorum must be present when the confirmation motion is considered at the later general meeting (see B1 above).
- If a decision is confirmed, it takes effect from the date of the later general meeting whether or not a petition is given to the owners (UTMA s 3.11 (4), part 3.1, schedule 3).

B5 How may reduced quorum decisions be revoked?

- A reduced-quorum decision may be revoked by a general meeting of the owners corporation held at any time, whether or not the decision has earlier been confirmed.
- A revocation is valid whether a standard quorum or a reduced quorum is present when the revocation motion is considered (see B1 above; UTMA s 3.11 (5), part 3.1, schedule 3).

Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au

FIRST CHOICE STRATA
STRATA & FACILITIES

Minutes of Jade Apartments 2024 Annual General Meeting

Date: 5 June 2024
Venue: Eastlake Gungahlin, 51 Hinder St, Gungahlin ACT 2912
Time: 5:30 – 8:03 pm

1. ELECTION OF CHAIRPERSON

S Christian of Unit 116 was elected as Chairperson of the Meeting.

Quorum Status:
As a standard quorum was not present the decisions taken at the Meeting were Reduced Quorum decisions in accordance with Schedule 3 Part 3.1 Section 3.11 of the Unit Titles (Management) Act 2011.

All decisions made at the meeting will take effect after 28 days as per Reduced Quorum rules.

2. NOTIFICATION OF PROXIES, APOLOGIES AND ABSENTEE VOTES

Present:
Units 12, 19, 21, 26, 27, 29, 32, 36, 39, 60, 63, 69, 78, 85, 91, 96, 101, 104, 110, 116, 119, 120, 127, 128, 139, 141, 153, 157, 158, 159, 160, and 161.

First Choice Strata:
K Elphick and B Read.

Proxies:
Unit 141 IFO J Hogan of Unit 127.
Unit 809 IFO J Swanepoel of Unit 313.
Units 713 and 905 IFO S Christian of Unit 1005.
Unit 171 IFO J Glover.

Absentee Votes:
Units 69, 104, 165 and 1101.

Apologies:
Unit 406.

3. ADOPTION OF MEETING MINUTES

Motion 1 (Ordinary Resolution): That the minutes of the last General Meeting, held on 23 November 2023 be confirmed as an accurate record of that meeting.

Motion Carried

4. FINANCIAL STATEMENTS

Amended Motion 2 (Ordinary Resolution): That the audited financial statements for the period 18 December 2022 – 17 December 2023 be accepted.

Motion Carried

5. INSURANCE RENEWAL

K Elphick advised that unit owners are heavily encouraged to obtain contents insurance for their unit as items such as carpet, furniture and fittings are not covered under the Owners Corporation insurance policy. The Owners Corporation is not responsible for the replacement of items not covered by the Owners Corporations Policy.

Motion 3 (Ordinary Resolution): That the incoming Executive Committee be authorised to place and adjust the insurance policies of the Owners Corporation in accordance with statutory requirements.

Motion Carried

6. MAINTENANCE ITEMS

Pool Defect Rectification Works

S Christian advised that at current, CORE have not engaged Young Pools to complete the rectification works of the pool defects and are still completing due diligence on the matter.

As having an operational pool is of critical importance to owners, particular in the summer season, the Executive Committee have now paid a deposit to Young Pools to ensure that they will reserve a timeslot in November to complete the rectification works to ensure the pool is operational by November.

Should CORE not commit to funding the full rectification works, the Owners Corporation will need to make a further decision at a General Meeting to raise a special purpose levy to cover the rectification costs, which total approximately $65,000 inc. GST, as well as consideration of taking legal action against CORE.

S Christian noted that although CORE may choose to fund the works, the Owners Corporation has now preserved the opportunity to rectify the pool in time for Summer.

The below queries were raised by owners:

Is POD Projects aware of the pool matter?
S Christian – advised that POD Projects are aware of the matter and are aware that CORE have not rectified the pool as yet.

Can the pool be cleaned, as it is currently very dirty?
B Read – this will be organised as a priority.

An owner noted that the tiles around the ladder are loose and requested that a longer ladder be investigated to assist with access.
S Christian – advised this will be further reviewed with CORE, if possible, when the other rectification works take place.

Is the pool heated by the sun or a pool heater?
S Christian – advised that the pool is heated by the heat pump and solar, however the heat pump was not in operation over the last summer period and will have to be replaced, it was out of warranty when it died, along with the chlorinator prior to the pool reopening.

The below maintenance items noted within the agenda were discussed further:
Facade Clean and Pest Spray

B Read advised that the full façade clean and pest spray will be completed into the Spring season and owners requested that spot cleaning occur to areas in the interim.

The below maintenance items were noted within the agenda, and were not discussed further:

- Roof top Gardens - Mulching and Replacement Box Hedging Plants
- Safety Review of Fire Stairs off Pool Concourse (Anti-Slip Remedial Works)
- Anchoring the Disability Hoist off Pool
- Pest Control PPM
- Poolside Furniture Anchorage
- Selective Common Area Paintwork
- HVAC Certification of Commercial Units (where relevant)
- Benches and Chairs on Rooftop Gardens Rejuvenation

Owners raised the below maintenance at the meeting:

Level One – Leak Near Bins

An owner advised that there is a leak in front of the bins and B Read advised the Building Manager Randall will further investigate. S Christian advised that the leak will most likely be a result of a unit's courtyard leak, to be notified to Core.

Gribble Street Doors

An owner advised that there is a leak from Gribble Street that runs down the walls, and B Read advised that this is likely a due to a sealant defect and will be looked into.

Carpark Lighting Outage – Level One

An owner advised that some lights in the carpark are not working and was requested to send a photo to First Choice Strata.

Lift Blankets

An owner queried when the lift blankets will be removed and was advised that this will occur once the CCTV has been installed.

7. FIRE SAFETY REVIEW

S Christian advised owners that Dedicated Fire have been terminated from providing services for Jade, and that O'Neill & Brown Fire Services (O&BFS) have since been engaged to maintain the assets.

8. ADEQUACY OF AUTHORISATIONS, DELEGATION AND APPOINTMENTS

K Elphick noted that it is a requirement under the Unit Titles (management) Act 2011 meeting guidelines, that the Owners Corporation must consider the adequacy of authorisations, delegation and appointments and that the Executive Committee will complete this throughout their term.

An owner requested that the Executive Committee not be able to proceed with items that cost more than $10,000 without the permission of the Owners Corporation. Owners present discussed the proposal, with most agreeing that this could be prohibitive in the case of emergencies and could result in negative outcomes for the complex. The incoming Executive Committee will give this further consideration.

9. GENERAL AND SINKING FUND BUDGETS AND LEVIES

It was noted that the below items have been included in the budget:

- An increase of three hours per week for the cleaners.
- An increase of three hours per week for the Building Manager.
- Inclusion of pest control services for common areas.
- Carpet and tiling cleaning.
- Façade cleaning and pest spray.

Amended Motion 4 (Ordinary Resolution): That the proposed Administrative Fund budget of $518,386.64 (**excluding** GST) for the period 18 December 2023 – 17 December 2024 be accepted.

Motion Carried

Motion 5 (Ordinary Resolution): That the Owners Corporation strike a general fund levy of $570,225.30 (**including** GST) to be payable in two equal instalments in accordance with Unit Entitlements.

Motion Carried

Amended Motion 6 (Ordinary Resolution): That the proposed Sinking Fund budget of $36,036.00 (**excluding** GST) for the period 18 December 2023 – 17 December 2024 be accepted.

Motion Carried

Motion 7 (Ordinary Resolution): That the Owners Corporation strike a sinking fund levy of $130,614.00 (**including** GST) to be payable in two equal instalments in accordance with Unit Entitlements.

Motion Carried

Standard Levy Due Dates: 1 August 2024 and 1 February 2025.

Please note: We will endeavour to issue the standard levy notices at least 28 days prior to the due date. However, it is imperative that you plan and prepare your payments as the due dates will not change. Should you require a payment plan, please contact our office for assistance.

10. ELECTION OF EXECUTIVE COMMITTEE

Motion 8 (Ordinary Resolution): That the Owners Corporation creates six (6) Executive Committee positions.

Motion Carried

The following members of the Owners Corporation were appointed to fill an Executive Committee position:

J Swanepoel (Unit 26), M Summers (Unit 39), M Mahon (Unit 91), L Meade (Unit 92), M Bassaletti (Unit 101) and S Christian (Unit 116).

11. GENERAL BUSINESS

Items Raised in advance of the Meeting

K Elphick advised that the below items were raised by owners and will be considered by the incoming Executive Committee:

- Owner has requested that meetings be online or hybrid in future - an informal vote on this was taken by owners, who preferred in person meetings.
- Purchase of soil and mulch for garden bed on roof top – K Elphick noted this will be completed.
- Owner noted they have issues with smells from common property, which they believe to be from the commercial units – K Elphick noted that investigations on this item have occurred,

and the smell in likely emanating from surrounding units cooking, and not the commercial properties.

- That the Executive Committee must not delegate any additional management services without seeking Owners Corporation approval.
- That the Executive Committee must not appoint a Security provider without taking all proposals sought, with recommendations for their preferred supplier, to Owners Corporation for their consideration.
- That Jade join the ACT Owners Corporation Network (OCN).

Installation of CCTV and Access Control System

S Christian advised the meeting that the previous tender process has been revisited by the new Executive Committee, and an in-depth analysis as well as on site visits were completed to review the quotations. The Executive Committee also reviewed the service options post-installation to be provided by both companies, as this will be pertinent to the ongoing security needs for Jade.

Following an on-site meeting, Marr & Phillips ceased responding to enquiries made by S Christian, whilst Leader Security continued to respond to such enquiries.

S Christian advised that the Executive Committee have determined that the quotation from Leader Security provides the best value for money, as well as after-installation support services, including their rapid response security provisions.

The below queries were raised by owners:

Can the garage door be programmed to close faster, as this is one of the main points of concern relating to unauthorised access to the complex.

B Read advised that each door has a limitation as to timing of closure, and this will be investigated to see if it is possible to have the door closer any faster than the current performance.

Will the system result in the fire doors being locked?

S Christian – the system will not isolate the fire stair doors.

Unit Defects - Developer Liability Period

A unit owner noted that they have 90-day defects which were reported to CORE and remaining outstanding. S Christian noted that CORE is legally obligated to rectify the defects if they were agreed as defects upon inspection, and the unit owners must escalate such matters themselves. The owner advised they have a defect with their balustrade panel, and K Elphick asked the owner to provide First Choice Strata with further information on the item.

Laundromat Water Charges

Owners asked if the laundromat is being charged for their water consumption, and K Elphick advised that meter readings have been completed, however will be monitored for a longer period of time before making a further determination. It was noted that the usage of the unit is approximately $1,400 for a four-month period, and that the unit does contribute to areas of the complex that they do not utilise on an ongoing basis.

Level Two Entrance Door

An owner noted that the entrance door to Level Two is not working, which was acknowledged by First Choice Strata advising that the Building Manager will review this matter.

FIRST CHOICE STRATA
STRATA & FACILITIES

Commercial Units – Storage of Rubbish in Car Spaces

An owner noted that some commercial units are storing rubbish in their car spaces, and B Read advised that these units have been contacted and any ongoing issues will be escalated appropriately.

Appreciation for the Executive Committee

Owners thanked the outgoing Executive Committee for their work on behalf of Jade over their term.

With no further business the meeting closed at 8:03 pm.

Unit Titles (Management) Act 2011 – Form 1

NOTICE OF REDUCED QUORUM DECISIONS

Part A Details of reduced quorum decisions†

A1 The Owners—Units Plan No 13397 [*insert number*]

A2 General meeting

Date (or dates) of general meeting at which the reduced quorum decision or decisions were made— 17 October 2024

Tick applicable box, or both boxes if applicable:

☑ **Regularly convened**
The general meeting was regularly convened (not following any adjournment under UTMA s 3.9(3) or (6)(a), part 3.1, schedule 3).

o **Convened after adjournment**
The general meeting was convened following an adjournment or adjournments (under UTMA s 3.9(3) or (6)(a), part 3.1, schedule 3).

A3 Reduced quorum decisions

[*If there is insufficient space here, tick* ☑ *and attach details to the notice*]

Date of decision	Full text of reduced quorum decision
17 October 2024	Refer to attached.

A4 Owners corporation declaration

The information in this notice has been recorded on the following date from details shown in the records of the owners corporation.

31 October 2024

……[*insert date of affixing of seal*]

[*Affix owners corporation seal in accordance with the corporation articles*]

† In this notice, ***UTMA*** means the *Unit Titles (Management) Act 2011*.

Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au

NOTICE OF REDUCED QUORUM DECISIONS

Part B General information

B1 What is a reduced quorum decision?

- A ***reduced quorum decision*** is a decision of a general meeting of the owners corporation made while a quorum (a ***reduced quorum***) smaller than a ***standard quorum*** was present.
- A ***standard quorum*** is those people entitled to vote (on the motion) in relation to not less than ½ the total number of units (see UTMA s 3.9 (1) (a), part 3.1, schedule 3).

There are 2 types of ***reduced quorum decision***, requiring different reduced quorums.

Reduced quorum decisions made at regularly-convened general meetings

- If, within ½ an hour after a motion arises for consideration at a general meeting that has been regularly convened, a ***standard quorum*** for the motion (see above) is not present a reduced quorum decision may be made if a ***reduced quorum*** (see next point) is then present for consideration of the motion (UTMA s 3.9 (2), part 3.1, schedule 3).
- At a regularly-convened general meeting, a ***reduced quorum*** means 2 or more people present at the meeting and entitled to vote on the motion (UTMA s 3.9 (2), part 3.1, schedule 3).
- A reduced quorum is also sufficient to make decisions on any later motions arising at the meeting. Any such later decisions made while only a reduced quorum was present are also reduced quorum decisions (UTMA s 3.9 (2), part 3.1, schedule 3).

Reduced quorum decisions—adjournment following quorum trouble

- If, within ½ an hour after a motion arises for consideration at a general meeting that has been regularly convened, neither a ***standard quorum*** for the motion (see above) nor a ***reduced quorum*** (see above) is present, the meeting is adjourned to the following week at the same place and time (UTMA s 3.9 (3), part 3.1, schedule 3). The meeting may also decide to adjourn even if a reduced quorum is present (UTMA s 3.9 (5), part 3.1, schedule 3).
- If, within ½ an hour after a motion arises for consideration at a general meeting convened following such an adjournment, a standard quorum for the motion is not present, a reduced quorum decision may be made if there is a ***reduced quorum*** made up by *anyone* then present and entitled to vote (even if that is only a single voter) (UTMA s 3.9 (6) (a), part 3.1, schedule 3).
- Such a reduced quorum (of *anyone* present and entitled to vote) is also sufficient to make decisions on any later motions arising at the meeting. Any such later decisions made while only a reduced quorum was present are also ***reduced quorum decisions*** (UTA s 3.9 (6) (a), part 3.1, schedule 3).

Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au

B2 When does a reduced quorum decision take effect?

- A reduced-quorum decision takes effect 28 days after the date of the decision (the decision's ***date of effect***) (UTMA s 3.11 (1), part 3.1, schedule 3).
- However, this does not apply if the decision is disallowed, confirmed by a standard quorum general meeting or revoked (see below) (UTMA s 3.11 (3) – (5), part 3.1, schedule 3)

B3 How may reduced quorum decisions be disallowed?

Reduced quorum decisions may be disallowed by petition (UTMA, s 3.11 (3), part 3.1, schedule 3). The petition must—

- state the resolution or resolutions to which it applies; and
- be signed by a majority of persons entitled to vote at a general meeting of the owners corporation (a person may sign whether or not he or she attended the meeting); and
- be given to the owners corporation before the decision's date of effect (see B2 above).

B4 How may reduced quorum decisions be confirmed?

- A reduced-quorum decision may be confirmed by a general meeting of the owners corporation held before the decision's date of effect (see B2 above).
- For the confirmation to be valid, a standard quorum must be present when the confirmation motion is considered at the later general meeting (see B1 above).
- If a decision is confirmed, it takes effect from the date of the later general meeting whether or not a petition is given to the owners (UTMA s 3.11 (4), part 3.1, schedule 3).

B5 How may reduced quorum decisions be revoked?

- A reduced-quorum decision may be revoked by a general meeting of the owners corporation held at any time, whether or not the decision has earlier been confirmed.
- A revocation is valid whether a standard quorum or a reduced quorum is present when the revocation motion is considered (see B1 above; UTMA s 3.11 (5), part 3.1, schedule 3).

Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au

FIRST CHOICE STRATA
STRATA & FACILITIES

Minutes of UP13397 - Jade Apartments
2024 General Meeting

Date: 17 October 2024
Venue: Zoom
Time: 5:30 – 8:08 pm

1. ELECTION OF CHAIRPERSON

S Christian of Unit 1005 was elected as Chairperson of the Meeting.

Quorum Status:
As a standard quorum was not present the decisions taken at the Meeting were Reduced Quorum decisions in accordance with Schedule 3 Part 3.1 Section 3.11 of the Unit Titles (Management) Act 2011.

All decisions made at the meeting will take effect after 28 days as per Reduced Quorum rules.

2. NOTIFICATION OF PROXIES, APOLOGIES AND ABSENTEE VOTES

Present:
Units 36, 105, 155, 308, 402, 406, 412, 503, 605, 702, 706, 802, 809, 904, 913, 1005, 1101, 1102, 1105, 1103, 1112, 1202, 1204, 1210, 1211, 1302, 1308, 1309 and 1312.

First Choice Strata:
K Elphick and B Read.

Proxies:
165 IFO M Bassaletti Unit 904
314 IFO H D McCormick Unit 402
713 IFO S Christian Unit 1005
120 IFO J Hogan Unit 1102

Absentee Votes:
Units 91, 1007

Apologies:
Unit 212

3. CCTV SYSTEM - ENDORSEMENT OF DECISIONS

FCS's overview of the ACAT Matter: B Read advised the meeting that correspondence was received from ACAT notifying First Choice Strata (FCS) of a hearing set down for the following morning. First Choice Strata was not in a position to organise this due to prior engagement and logistics, and Chambers Russell Lawyers (CRL) were engaged to assist with the preparation of the submission on behalf of the Owners Corporation, as authorised by the Executive Committee. Both FCS and CRL worked a substantial number of hours outside of standard office hours to ensure that the Owners Corporation was properly represented. There was ongoing correspondence and communication with the applicant, including several attempts to allay any concerns or lack of information. The applicant chose to progress with their submissions and accelerate the matter, causing further expense for the

Owner's Corporation, including the time applied by both First Choice Strata and Chambers Russell Lawyers. This incurred approximately $40,000 or more in overall costs for the Owners Corporation. It is a matter for the Owners Corporation as to how they respond to the matter of costs, and whether they choose to pursue the applicant for reclamation of costs.

Chambers Russell Lawyers' overview of the ACAT Matter: The application was first listed on 26th July 2024. The Orders being sought by the Applicant essentially consisted of three points, being:
(1) That First Choice Strata and the Executive Committee cease the installation of the upgraded security system undertaken by Leader Security.
The view of Chambers Russell Lawyers is that the order had no basis as communicated by the applicant in support of that order, except that the applicant themselves would have liked to see the scope of works captured by Leader Security.
(2) That an Order be made against the Executive Committee and First Choice Strata to cease remedial works to the common property pool being performed by Young Pools.
The basis for that Order, or lack thereof, was that the Applicant did not receive proof that the cost of the remedial works would not be borne by the Owners Corporation, however confirmation had been provided to First Choice Strata and the Executive Committee, as well as the Owners Corporation that the costs would not be borne by the Owners Corporation.
(3) An Order be made that the Owner's Corporation was to investigate the pool refurbishment under the insurance, which was unnecessary as per Order Two.

All three Orders were directed at First Choice Strata and the Executive Committee; however, the Owners Corporation is the relevant entity that would be burdened by any Orders to be made, had they have been successful, and therefore the Owners Corporation was the necessary party to the application.

Unequivocally, the Tribunal would have required the Owners Corporation to have been joined as the necessary party. No dispute was raised against this point at the first Hearing of the Interim Application, which was then adjourned for a week.

All matters above in relation to the Orders themselves are ultimately separate from the necessity for the Owners Corporation to defend the Application. If those Orders had been successful, the security system and the remediation of the common property pool would have been left incomplete and unable to progress for some months.

In relation to the pool, although CORE Building Group would have been responsible for paying the costs of the remediation in the first instance, approximately $40,000 worth of products had been purchased by Young Pools, which had a shelf life of approximately three months. Should the "stop work" Order have had been granted, the builders themselves would not have been able to attend the property until early 2025, which would have incurred specific cancellation fees, re-quoted tenders, as well as well as the necessity to purchase more of the product.

The only way the Owners Corporation would have been required to pay any amount of money would have been the direct result of a successful application. Chambers Russell Lawyers was engages purely on an urgent basis to preserve the interests of the Owners Corporation.

Throughout the entire process, multiple attempts were made to invite the Applicant to withdraw the application so that it cold limit the costs associated with defending it. The Applicant confirmed, after

gaining legal representation, the day prior to the adjourned hearing that the Application would be discontinued. While the view that the interim applications was commenced incorrectly, against the wrong parties, without lawful basis, the discontinuance of said application, reflects that decision.

Statement From an Owner: In relation to Motion Three, which seeks retrospective approval for the legal action to defend the ACAT application, I understand that urgent legal action was permitted under sections 2.5 and 2.6 of the Unit Trust Management Act, however the UTMA Regulations, particularly Regulation 9, states that the limit for urgent legal expenses is $10,000. As of last Saturday, 12/10/2024, an amount of $19,017.50 had been paid to Chambers Russell Lawyers, which exceeds the previous forecast of $8,000 to $10,000, respectively, on the 25th and 31st of July. That is a breach of the regulation, that is a criminal offence, and I invite people to ponder that. On Motion Three, I don't believe that anybody should be asked to ratify a Motion where the Executive Committee and First Choice Strata have breached the regulation.

K Topic in response to the statement from an Owner: I would like to confirm that the allegation that First Choice Strata breached the regulation is false.

Chambers Russell Lawyers' Response to the statement from an Owner: References made to Regulation 9 of the Unit Titles Management Regulation 2011 provides for a $10,000 figure that is used for the purpose of Schedule 2 Section 2.5, Subsection 2 of the Act. The Regulation is related to a provision in the Act. The provision in the Act in Schedule 2 Section 2.52 is about the taking of ordinary legal action. Urgent legal action is delt with by Section 2.6, and there is no limit. If the legal action is urgent, the Executive Committee have the power, provided that it gets brought back to a General Meeting to take legal action or defend legal claims, regardless of what the costs are.

Question from an Owner: I put it to all present this evening, that if you have been presented with a position by the likes of which we all were, consider the potential ramifications for the Owners Corporation collectively, that whilst the Applicant brought the actions on by her own accord, and by her admission at the time her belief was that she was bringing that action on behalf of the Owners Corporation, it was made abundantly clear to her that this was not the case and that the action was being brought on by her. The action that the Executive Committee had no choice but to take was to engage legal counsel. Regardless of the unauthorised limit, I ask those present to consider the ramifications had we not made that decisions and where we may have ended up. No one within the timeframe, including the Executive Committee and First Choice Strata, were in any position to be able to build any level of a case that could be presented. The action taken at the time was the only course of action that we could take. Subject to this meeting, the discussion around those costs will no doubt flow from here. The bills must be paid, whether we like it or not.

Question from B Read of First Choice Strata for Chambers Russell Lawyers: Please confirm for the safety and assurance for the Owners Corporation and the conduct of the Executive Committee, if there was a $10,000 limit, may it be considered that each incident was an urgent matter and that the limit applies to each incident?

Question from an Owner: Is the Owners Corporation looking to recover unnecessary legal fees based on the application interim being dismissed?

Response from Chambers Russell Lawyers: When it comes to those notions, it is best for us to not provide our views, and those decisions are ultimately a matter for the Owners Corporation. One of

the Motions on the Agenda which relates to that issue contemplates legal action against one of the members who is present in the room. If we were to give advice, that would waive the privilege that the Owners Corporation has in that advice against that particular member.

Statement from S Christian: My view is that, reliving that week, and the reasons behind the decision, to go to ACAT was unnecessary. It was unnecessary and unjustifiable because one person wanted information and did not get the answer they wanted. To chase the legal fees or to let bygones be bygones is the decision of the Owners Corporation.

Statement from K Topic: Some of the items in the ACAT Application had not been raised prior to the application being filed with ACAT.

Question from an Owner: Was there an Application made in the counter lodge for outstanding legal fees or for costs?

Answer from Chambers Russell Lawyers: In respect of costs against the Applicant themselves, there was no hearing of the Application. There was no opportunity to seek those costs.

Statement from an Owner: My understanding is that an ACAT member will still consider the request for reimbursement for expenses until that point is an ACAT hearing is withdrawn.

Answer from Chambers Russell Lawyers: There is an avenue by which that can be done by making an Application, and to have that Application heard.

Statement from an Owner: That is something the Executive Committee can consider on behalf of the Owners Corporation.

Answer from Chambers Russell Lawyers: We will not provide this legal advice where the opponent is present. I would suggest that you email the Executive Committee for discussion outside of this forum.

Motion 2 (Ordinary Resolution): The Owners Corporation RESOLVES to approve, adopt and ratify the prior decision of the Executive Committee to engage Leader Security Electronics Pty Limited t/a Leader Security (ACN 167 225 532) in accordance with its quotation dated 14 February 2024 by utilising the pre-approved use of the owners corporation's administrative funds to undertake works installing a security system in the common property of the parcel.

Motion Carried

4. ACAT MATTER AND POOL WORKS

Motion 3 (Ordinary Resolution): The Owners Corporation RESOLVES to approve the engagement of Chambers Russell Lawyers to provide legal advice and in relation to the recovery of costs associated with the defence of the Interim Application filed in the ACT Civil and Administrative Tribunal Proceedings No. UT 35/2024 by Ms Jennifer Hogan. Subject to and in accordance with that legal advice, the Owners Corporation approves the Executive Committee to take action in respect of the recovery of these costs.

Question from an Owner: The $9500.00 was paid on the 24th of July. I'm surprised that First Choice Strata and the Executive Committee didn't make a contrary charge for the booking fee of $6,500.00, which was promised to be refunded, and has not been. Would you like to comment on that?

Answer from B Read: That is happening upon completion of the works. On CORE's second payment, Young Pools will reimburse the Owner's Corporation upon receipt of the second payment.

Motion Carried

Motion 4 (Ordinary Resolution): The Owners Corporation RESOLVES to approve, adopt, and ratify the prior decision of the Executive Committee in relation to the engagement of Perkins Group (Young) Pty Ltd t/a Young Pools Refurbishment (ACN 114 665 066) in accordance with its quotation reference number QU-0009 for the additional works to provide disability access to the common property pool and to authorise the payment of $9,500.00 (including GST) to Perkins Group (Young) Pty Ltd t/a Young Pools Refurbishment (ACN 114 665 066) from the Owners Corporation's administrative fund.

Motion Carried

Question from an Owner: If there is a Motion for retrospective payment for $9,500 for the mobility steps, why is there not one for supply and installation of the equipment?

Answer from B Read: Much of this work should have been done historically, and was not, including the heater pump. Because of the deficiencies in the authorisation of these works, the current Executive Committee is investing the funds that are required in the interests of the Owners Corporation and commencing necessary plant equipment works. The motion for retrospective payment is not necessary as it is for operational plant equipment replacement and repair. The equipment has been installed, the work is complete, and ready for commissioning upon completion of the pool project work.

Question from an Owner: Why are we not requiring communication on this?

Answer from B Read: Communication is required on an Executive Committee level, not an Owners Corporation level for this matter.

Motion 5 (Ordinary Resolution): The Owners Corporation RESOLVES to approve, adopt, and ratify the prior decision of the Executive Committee to take legal action against the Interim Application in the ACT Civil and Administrative Tribunal Proceedings No. UT 35/2024 filed by Ms Jennifer Hogan ("Interim Application") including the engagement of Chambers Russell Lawyers in accordance with its legal services agreement dated 25 July 2024 and the further estimates of 29 July 2024 to provide legal advice, defend, and appear on behalf of the owners corporation at the hearings of the Interim Application.

Motion Carried

Question from an Owner: We have been given backup information. The forecasted costs to provide an opinion was $2,000 to $3,000 plus GST, and a further $20,000 to $30,000 for their day in court. I don't think you have a chance to get that. There has not been an event, and it is typical for costs to follow an event. Why would you spend $30,000 to recover, at this stage, $19,700, with no chance of success?

Answer from K Topic: The Executive Committee put this Motion forward to the Owners Corporation as this is not a decision that the Executive Committee can make, and the Executive Committee members felt that it was in the best interest of the Owners Corporation that the Motion get put forward for transparency.

Answer from CRL: The purpose of this motion is that the Executive Committee would not pursue this against the Applicant without the Owners Corporation being aware. Spending that money to gain the same level of money is not a good choice. This issue is one of precedent and has costed everyone involved a substantial amount of money. This is to mediate differing opinions, and to make everyone aware of the situation.

Question from an Owner: If we are voting yes, are we committing to the initial consultation? Is the Owners Corporation going to have to advise on the Owners Corporation, or will it be approved by the Executive Committee?

Answer from S Christian: I can confirm that this would be taken to the Owners Corporation if we were to pursue the Applicant for costs. There is no motion here that would give the EC power to take legal action.

5. ADOPTION OF ANNUAL GENERAL MEETING MINUTES

Motion 1 (Ordinary Resolution): That the minutes of the Annual General Meeting, held on 5 June 2024 be confirmed as an accurate record of that meeting.

Motion Deferred

K Topic: In the last two days, we have received a request for quite a substantial number of changes to the Minutes. I suggest we defer this Motion until the next meeting to allow the Owners Corporation to review those requested changes.

6. OWNERS CORPORATION INSURANCE

Explanatory Note - unit owners must ensure they hold contents insurance for their unit as items such as carpet, furniture and fittings are not covered under the Owners Corporation insurance policy. The Owners Corporation is not responsible for the replacement of items not covered by the Owners Corporations Policy.

Question from an owner: I would like to see the current claims because I would like to establish if you are dealing with our broken window.

Answer from B Read: We are aware of this matter. We have a major window matter on the top floor that we are currently navigating. There are several exacerbated factors as to why the window has broken on the top floor, which may have been a consequence of poor handling from a third-party contractor. I welcome your communication in relation to the matter, which may be an onsite meeting. It has not been forgotten.

7. MAINTENANCE ITEMS

The below items were circulated as part of the agenda:

- Carpark Scrub (Annual)
- Pool maintenance (filters and pumps)
- Pool Commissioning for Summer 2024.
- Gym equipment (Safety and Compliance check)
- Plumbing (Backflows, drains, stormwater pumps, hotwater heaters)
- Electrical (emergency lighting audit, Test and tag, RCD's)
- Fire Door Audit (Unit entry doors)
- Security and Access fobs (CCTV and Fobs)

- Grease Trap for Commercial (empty tank quarterly)
- Facade Clean - whole building
- Lobby Paintwork Refurbishment
- Pest Control Tender (due for completion October 2024)
- Carpet cleaning - all common areas
- Lifts - WIP Upgrade to 4G

The below maintenance items were raised by owners:

- One of the three lifts has a faulty door that has been opening and closing without obvious reason.
- Another lift has had substantial damage to the frame.

The owner was requested to send further correspondence on these items to First Choice Strata.

8. GENERAL BUSINESS

Replacement of Fobs and Remotes – Security System Upgrade

Question from an owner: There was a discussion about in person meetings as opposed to Zoom meetings, or a hybrid. I think the majority said that they wanted in person meetings said that they would prefer in person meetings, however this one is via Zoom. Could you please advise as to why that is?

Answer from K Topic: That's correct, the noted preference was for in-person meetings. The reason this one is via zoom was to all Chambers Russell to be in attendance to answer any questions. Chambers Russell are located in Sydney, so there would have been a substantial cost for them to travel to Canberra from Sydney, which may have included accommodation. The reason for this meeting to be via Zoom was to be reduce expenditure.

Question from an owner: I think the fobs should be replaced like-for-like. We have purchased additional fobs and remote controls for the garage door, and it was extremely expensive. Now to have to do it again I don't believe is fair. At the moment we have received two, however we had purchased additional ones previously.

Answer from B Read: The Executive Committee and First Choice Strata have had limited communication in relation cost implications in addition to the project itself and the quantum of devices in addition to the project itself. What we have discovered over the last 7-10 days from owners is that what the redundant system will be, is the quantity of devices required by owners is varied. We were provided with the best quantum of devices, value for money, from Leader Security, which are combined devices for roller doors and pedestrian access in one device. They are more expensive, and the other device available is pedestrian access only. The combined device is more efficient as it provides for garage and pedestrian entry. Many units have additional pedestrian only access devices, separate to the hybrid devices, and varied types and quantity. Most units do not have more than the two roller door remotes in their possession. Most units are already receiving the same, if not more devices as part of the rollout. We are currently auditing the amount of pedestrian access devices owned by unit owners. Those devices are being quoted by Leader Security and are vastly cheaper than the hybrid device. Upon surrender of the old pedestrian access device, replacement devices will e provided subject to EC approval, which will be highly cost effective.

Answer from S Christian: We are waiting on final numbers as to what is out there. It appears that overall record keeping from building occupation as to what extra fobs have been given out is

somewhat questionable. Belinda will advise once we have more information, however the pedestrian access devices will be more cost effective.

Question from an owner: What about additional remote access?

Answer from S Christian: At this stage, Belinda is doing background work to find what is out there based on what is left over of the additional fobs initially issued as part of the overall security upgrade. The penthouse apartments should receive three. Everyone else who purchased extras, the records are not distinct from the multiple strata management changeovers. The most cost-effective outcome is being determined.

Answer from B Read: We believe that if you can surrender your garage remotes to justify additional access devices, the view is that you should be recumbent with like-for-like devices.

Fire Door Audit

Question from an owner: We had a fire door audit. The ground floor fire door is not catching properly. It needs to be looked at.

Answer from K Topic: We will note that down and have it looked at.

Question from an owner: As part of the security system, what are we doing about the Level One fire door?

Answer from S Christian: The door is being blocked off for re-entry. The locksmith has been on site and the door barrel will be changed to allow access only from the lift foyer. For the benefit of making the building more secure, the barrels of the fire egress' on the Ground Floor will change and will not work from unit entry keys. The entry near the garage door will also be changed.

With no further business the meeting closed at 8:08 pm.

Level 33, 101 Miller Street
North Sydney NSW 2060

PO BOX 500, North Sydney NSW 2059

Certificate of Currency

CHU Residential Strata Insurance Plan

Policy No	**HU**0006056448
Policy Wording	CHU RESIDENTIAL STRATA INSURANCE PLAN
Period of Insurance	24/11/2024 to 24/11/2025 at 4:00pm
The Insured	THE OWNERS - UNITS PLAN NO.13397
Situation	2 GRIBBLE STREET GUNGAHLIN ACT 2912

Policies Selected

Policy 1 – Insured Property
Building: $62,370,000
Common Area Contents: $623,700
Loss of Rent & Temporary Accommodation (total payable): $9,355,500

Policy 2 – Liability to Others
Sum Insured: $30,000,000

Policy 3 – Voluntary Workers
Death: $200,000
Total Disablement: $2,000 per week

Policy 4 – Fidelity Guarantee
Sum Insured: $250,000

Policy 5 – Office Bearers' Legal Liability
Sum Insured: $5,000,000

Policy 6 – Machinery Breakdown
Sum Insured: $100,000

Policy 7 – Catastrophe Insurance
Sum Insured: $9,355,500
Extended Cover - Loss of Rent & Temporary Accommodation: $1,403,325
Escalation in Cost of Temporary Accommodation: $467,775
Cost of Removal, Storage and Evacuation: $467,775

Policy 8 – Government Audit Costs and Legal Expenses
Government Audit Costs: $25,000
Appeal expenses – common property health & safety breaches: $100,000
Legal Defence Expenses: $50,000

The contract of insurance is arranged by CHU Underwriting Agencies Pty Ltd (ABN 18 001 580 070, AFSL 243261) on behalf of the insurer: QBE Insurance (Australia) Limited (ABN 78 003 191 035, AFSL 239545).

Policy 9 – Lot owners' fixtures and improvements (per lot)

Sum Insured: $250,000

Flood Cover is included.

Date Printed 22/11/2024

This certificate confirms this policy is in force for the Period of Insurance shown, subject to the policy terms, conditions and exclusions. It is a summary of cover only (for full details refer to the current policy wording QM562-1023 and schedule). It does not alter, amend or extend the policy. This information is current only at the date of printing.

INSURANCE CLAIMS FOR PERIOD 2023 -2024

UP13397 filed one claim against its insurance policy during the last policy cover period. The incident affected unit 1203 approx. 24 months ago. The original claim was upheld under the Owners Corporation insurance policy.

The replacement glass was installed under the approved claim; however, the unit owners subsequently identified a spontaneous crack/defect located at the top centre near the curved point of the window. This crack has since extended the full length of the window.

A glazier has implemented an appropriate make-safe measure to ensure the safety of the occupants. It is believed that the replacement double-glazed unit (DGU) was either faulty at the time of manufacture or sustained damage during transportation or installation.

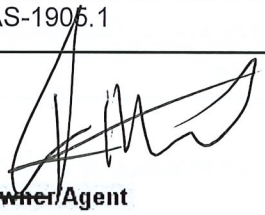
This matter remains an open insurance claim in the interests of the Owners Corporation.

O'Neill & Brown Fire Services Pty Ltd
20 Spongolite Street
Beard 2620 ACT
Tel: 02 6297 2022 - Fax: 02 6299 2316

Annual Fire Safety Statement

Under the Environmental Planning and Assessment Regulation 2000 - Division 5, Clause 175

Type of certificate	**Annual**
Certificate Name ~~Owner~~/Agent Address	**I, Kurt Masters of O'Neill & Brown Fire Services Pty Ltd** **20 Spongolite Street** **Beard** **ACT 2620** Certify that: (a) each essential fire safety measure specified in the statement has been assessed by a properly qualified person and was found, when it was assessed, to be capable of performing: (i) in the case of an essential fire safety measure applicable by virtue of a fire safety schedule, to a standard no less than that specified in the schedule, or (ii) in the case of an essential fire safety measure applicable otherwise than by virtue of a fire safety schedule, to a standard no less than that to which the measure was originally designed and implemented, and (b) the building has been inspected by a properly qualified person and was found, when it was inspected, to be in a condition that did not disclose any grounds for a prosecution under the Environmental Planning and Assessment Regulation 2000, Clauses 170, 171, 172, 173, 174 and (c) the information contained in this certificate, is to the best of my knowledge and belief, true and accurate.
Identification of building **Street** **City** **Postcode**	**Jade Apartments UP 13397** 2 Gribble Street Gungahlin 2912
Particulars of building	Whole Building
Date of assessment	2024-09-24
Owners details Name Address	First Choice Strata Pty Ltd PO Box 479 Dickson 2602
Date of certificate	2024-09-24
Essential fire safety measures	**Standard of performance**
General Sprinkler System	AS-2118.1
General Sprinkler & Hydrant Pumpsets	AS-2941
Fire Hydrant Systems	AS-2419
Exit & Emergency Lighting Single Point System	AS2293.1 .
Fire Detection Systems	AS-1670
Sound Systems	AS-2220.2

Intercom Systems	AS-2220.2
Fire Extinguishers	AS-2444
Fire Hose Reels	AS-2441
Fire Blankets	AS-2444
Fire Doorsets - Hinged & Pivoted	AS-1905.1
Smoke Doors	AS-1905.1
Signature	 **~~Owner~~/Agent**

NOTES for completing final / interim fire safety certificate

Note 1 - An interim fire safety certificate or a final fire safety certificate is required before:

- An interim occupation certificate can be issued to allow a partially completed new building (including an altered portion of, or an extension to a new building) to be occupied or used, or
- An interim occupation certificate can be issued to allow a change of building use for part of an existing building.

A final safety certificate is required:

- Before a final occupation certificate can be issued to allow a new building (including an altered portion of, or extension to a new building) to be occupied or used, or
- Before a final occupation certificate can be issued to allow a change of building use for an existing building, or
- In accordance with a fire safety order given by a council.

An **interim fire safety certificate** is used for part of the building and may deal only with those essential fire safety measures appearing on the most recent fire safety schedule (see note 3) relevant to the part of the building for which an interim occupation certificate will be sought.

A **final safety certificate** must deal with all essential fire safety measures appearing on the most recent fire safety schedule (see note 3) subject to the following.

An interim fire safety certificate or a final fire safety certificate need not deal with those essential fire safety measures which have been the subject of some other final fire safety certificate or annual fire safety statement within the previous 6 months, unless the person or authority responsible for determining the relevant development consent, complying development certificate, construction certificate or fire safety order, has specified otherwise in the schedule.

See note 3.

Note 2 - the person who carries out the assessment:

- Must inspect and verify the performance of each safety measure being assessed; and
- In the case of a (interim or final) fire safety certificate for a new building (not an alteration to, or enlargement or extension of an existing building) must test the operation of each item of fire safety equipment installed in the building.

Note 3 - the relevant essential fire safety measure are those specified in the most recent fire safety schedule, attached to one of the following:

- Development consent for a change of building use,
- Complying development certificate for the erection of a building or a change of building use; or
- A fire safety order.

The fire safety schedule will also identify the required standard of performance for each essential fire safety measure.

Independent Auditor's Report
To the Owners of Unit Plan 13397

Opinion

We have audited the financial report of Unit Plan 13397 (the Plan), which comprises the balance sheet as at 17 December 2024, the income and expenditure statements for the 12 month period then ended, and notes to the financial statements, including a summary of significant accounting policies. We have not audited any budget information which may be included in the financial report.

In our opinion, the accompanying financial report presents fairly, in all material respects, the financial position of Unit Plan 13397 as at 17 December 2024, and its financial performance for the 12 month period then ended in accordance with the accounting policies described in the notes to the financial report and the financial reporting requirements of Schedule 2 Part 2 of the Unit Titles (Management) Act 2011.

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 Plan in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (Including Independence Standards) (the Code) that are relevant to our audit of the financial report in Australia. We have also 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

We draw attention to the notes to the financial report, which describes the basis of accounting. The financial report has been prepared for distribution to the Owners for the purpose of fulfilling the Executive Committee's financial reporting responsibilities under Schedule 2 Part 2 of the Unit Titles (Management) Act 2011. 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 Executive Committee for the Financial Report

The Executive Committee is responsible for the preparation and fair presentation of the financial report in accordance with the accounting policies described in the notes to the financial report, and has determined that the accounting policies described in the notes to the financial report are appropriate to meet the financial reporting requirements of Schedule 2 Part 2 of the Unit Titles (Management) Act 2011, and are appropriate to meet the needs of the Owners.

The Executive Committee's responsibility also includes such internal control as the Executive Committee determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Executive Committee is responsible for assessing the Plan's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the Executive Committee either intends to liquidate the Plan or to cease operations, or has no realistic alternative but to do so.

Unit G10 Quayside
50 Eastlake Parade
Kingston ACT 2604

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ABN 44 163 754 498
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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 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 the 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 skepticism 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 the 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 Plan's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Executive Committee.

- Conclude on the appropriateness of the Executive Committee's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Plan's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Plan to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Executive 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.

Yours faithfully



Bernard Hardy FCA

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Sinking Fund Plan

Jade
2 Gribble Street, Gungahlin, ACT 2912
Scheme Number: 13397



COMPILED BY SIMON VINCENT

On 29 April 2021 for the
15 Years Commencing: 1 December 2021
QIA Job Reference Number: 160542

Professional Indemnity Insurance Policy Number 96 0968886 PLP
© QIA Group Pty Ltd

PO Box 1280,
Beenleigh QLD 4207

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QIA Group Pty Ltd
ABN 27 116 106 453
setting the standard...

QIA Group Pty Ltd

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INTRODUCTION

We have estimated that the Sinking Fund Levies as proposed in this report will be adequate to accumulate sufficient funds to meet anticipated long term costs, with essentially only an adjustment for inflation being required.

LOCATION

2 Gribble Street, Gungahlin, ACT 2912

REPORT SUMMARY

We have estimated that the Sinking Fund Levies as proposed in this report will be adequate to accumulate sufficient funds to meet anticipated long term costs, with essentially only an adjustment for inflation being required.

We recommend that the Sinking Fund Report be regularly updated to ensure that an accurate assessment of how the scheme land, building and facilities are aging and to incorporate into the Report any major changes brought about by legislation, or pricing.

The Sinking Fund Levy per entitlement already set (GST incl) is:	$0.00
Number of Lot/Unit Entitlements:	1000
Opening Balance:	$0.00
The proposed Sinking Fund Levy per entitlement (GST incl) is:	$86.50

METHODOLOGY

The nominal forecast period of this report is 15 years and the costs anticipated during each of the years are detailed line by line on a yearly basis. The nominal time frame of the Report is to a large extent driven by the fact that many elements in a building's structure have a life beyond 15 years. Therefore an amount has been taken up for each item that would require replacement or substantial repair outside of the 15 year forecast period to account for these anticipated expenses. The basis for the accrual of these funds is that Owners use or consume the common property during their period of ownership and so are responsible for funding their eventual replacement. The manner in which the land, buildings and facilities actually age cannot be accurately determined without regular inspections which take into account the size, location and use of the scheme.

The report will generally categorise costs as follows:

1. Costs that occur in a predictable timeframe, in one tranche or as one project and within the 15 years forecast – a typical example of this kind of cost may be external painting or external door replacement. These items are generally described as straight costs e.g. repaint building or replace door.
2. Costs that occur in a predictable timeframe, in several tranches within the 15 years forecast – a typical example of this kind of cost may be boundary fence replacement, light fitting replacements or tree removal/lopping. These costs are generally described as an ongoing or partial replacement or provision cost.
3. Costs that occur in a predictable timeframe in one tranche or multiple tranches but will be outside the 15 years forecast – a typical example of this would be driveway resurfacing, gutter or downpipe replacements. These costs will only appear as annual accruals in the **Itemised Accruals by Year** section of the report, or may appear as a “partial” provision if there is a need for some allowance in the duration of the report.
4. Costs that are not predictable and may occur in one tranche or multiple tranches – a typical example of this cost is a burst water pipe. These costs are generally shown in the report as a repairs and replacement cost or an allowance.

The levy income has been determined by forecasting the expenditure requirement to replace or renew assets or finishes that have an effective life and making an allowance for items that do not have a finite lifespan. The levy income is initially increased each year by a variable inflationary factor to smooth the effects of major cost fluctuations given the initial fund balance and income.

No allowance has been made for interest receivable on the Sinking Fund Account, possible bank charges or tax obligations arising from bank interest.

Future replacement costs have been calculated by assessing the current replacement cost for each item to a standard the same or better than the original. These anticipated costs are increased each year at a rate of 3.0% per annum, this rate is reflective of building price indices which are historically higher than the general inflation rate. A contingency of 10.0% per annum has been applied to anticipated costs and it is applied to each individual cost in the year the cost (e.g. painting) is expected to occur (e.g. 2035), the contingency rate is not an annual compounding cost.

The effective life for each item identified is based on its material effective life, therefore no consideration has been made for the economic life of plant, equipment, finishes or upgrades.

We have included a line item called Capital Replacement – General which is a yearly provision for unforeseen and/or unknown capital costs and expenses. This provision will allow Owners to expend funds on items which are not specifically allowed for, without the need to call an Extraordinary General Meeting to raise a special levy to pay for those otherwise unspecified items.

If the amounts provided for are not expended in any one year they will be accumulated to meet expenditures in future years although it has been our experience that some form of capital expenditure occurs every year and not all of it is accounted for via the specific line items in our report.

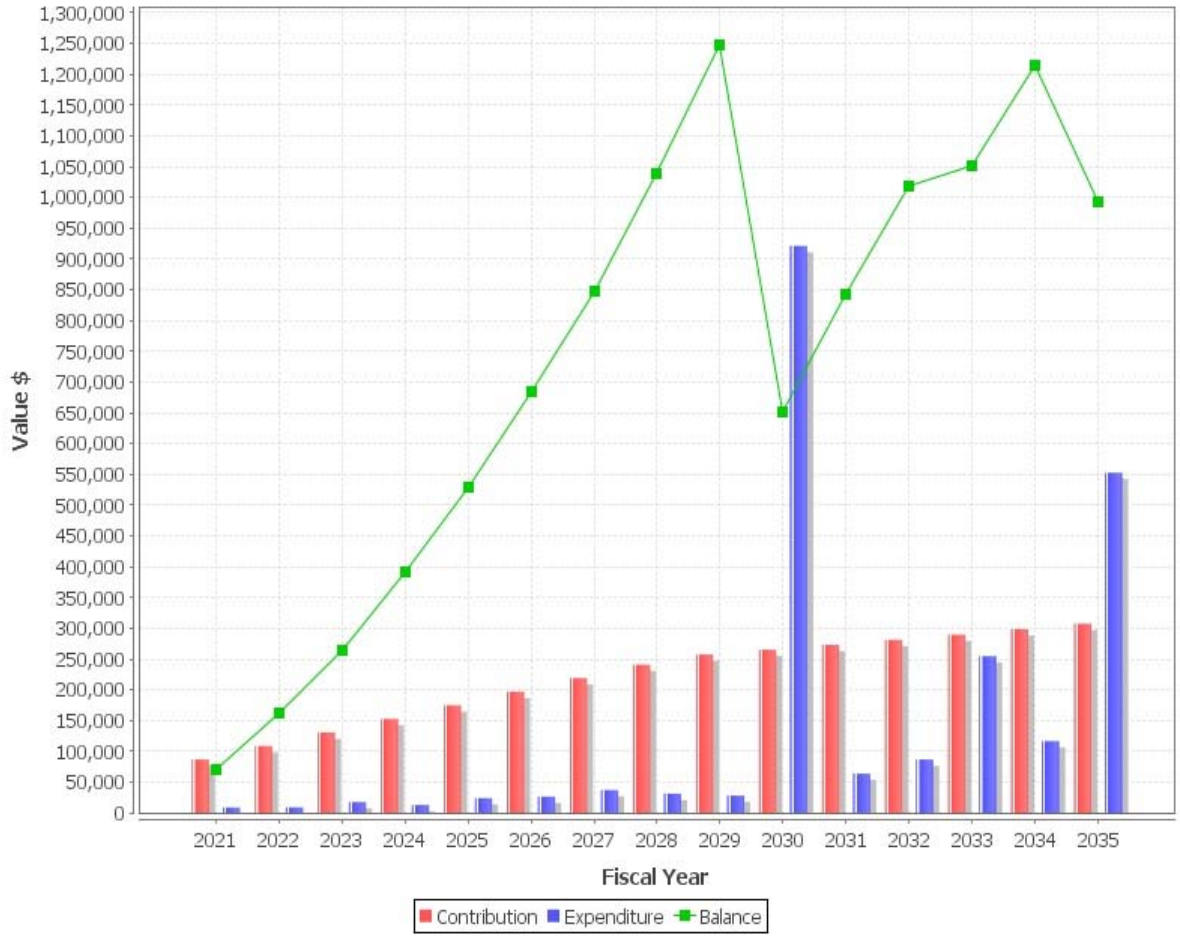
An allowance has been made for buildings Registered for Goods and Services Tax (GST) and GST has been applied to the levies and expenses proposed in this report – input tax credits have been accounted for and are shown in the ***Financial Summary Table*** in this report.

This report assumes that all plant and equipment will be maintained under comprehensive maintenance agreements. Expenditure incurred for maintenance agreements is taken to be covered within the Administrative Fund Budget, as are any smaller items that would be considered routine replacement items.

SINKING FUND FINANCIAL SUMMARY

Year		Opening Balance	Income							Expenses	Closing Balance
Report Year	Fiscal From	Beginning of Year	Contribution Total P.A. Ex GST	GST	Contribution Total P.A. Incl GST	Contribution per Entitlement Ex GST	GST	Contribution per Entitlement Inc GST	Input Tax Credits	Est Expenditure (Inc GST)	Closing Balance (End of Year)
1	01/12/2021	$0	$78,636	$7,864	$86,500	$78.64	$7.86	$86.50	$786	$8,650	$70,772
2	01/12/2022	$70,772	$98,688	$9,869	$108,557	$98.69	$9.87	$108.56	$810	$8,910	$161,361
3	01/12/2023	$161,361	$118,740	$11,874	$130,614	$118.74	$11.87	$130.61	$1,595	$17,543	$264,152
4	01/12/2024	$264,152	$138,792	$13,879	$152,671	$138.79	$13.88	$152.67	$1,146	$12,610	$391,481
5	01/12/2025	$391,481	$158,844	$15,884	$174,728	$158.84	$15.88	$174.73	$2,183	$24,018	$528,489
6	01/12/2026	$528,489	$178,895	$17,890	$196,785	$178.90	$17.89	$196.78	$2,411	$26,525	$683,271
7	01/12/2027	$683,271	$198,947	$19,895	$218,842	$198.95	$19.89	$218.84	$3,374	$37,116	$848,477
8	01/12/2028	$848,477	$218,999	$21,900	$240,899	$219.00	$21.90	$240.90	$2,841	$31,254	$1,039,063
9	01/12/2029	$1,039,063	$233,960	$23,396	$257,356	$233.96	$23.40	$257.36	$2,538	$27,923	$1,247,639
10	01/12/2030	$1,247,639	$240,979	$24,098	$265,077	$240.98	$24.10	$265.08	$83,737	$921,103	$651,252
11	01/12/2031	$651,252	$248,208	$24,821	$273,029	$248.21	$24.82	$273.03	$5,797	$63,769	$841,488
12	01/12/2032	$841,488	$255,654	$25,565	$281,220	$255.65	$25.57	$281.22	$7,872	$86,589	$1,018,425
13	01/12/2033	$1,018,425	$263,324	$26,332	$289,656	$263.32	$26.33	$289.66	$23,137	$254,512	$1,050,374
14	01/12/2034	$1,050,374	$271,224	$27,122	$298,346	$271.22	$27.12	$298.35	$10,594	$116,538	$1,215,655
15	01/12/2035	$1,215,655	$279,360	$27,936	$307,297	$279.36	$27.94	$307.30	$50,241	$552,646	$992,609

SINKING FUND FORECAST MOVEMENT



SUMMARY OF ANNUAL FORECAST EXPENDITURE

December 2021	Expense Inc GST
SUPERSTRUCTURE	
- Capital Replacement - General	$8,650
Total Forecast Expenditure for year - December 2021 (Inc GST):	$8,650
Includes GST amount of :	$786

December 2022	Expense Inc GST
SUPERSTRUCTURE	
- Capital Replacement - General	$8,910
Total Forecast Expenditure for year - December 2022 (Inc GST):	$8,910
Includes GST amount of :	$810

December 2023	Expense Inc GST
SUPERSTRUCTURE	
- Capital Replacement - General	$9,177
FIRE PROTECTION SYSTEMS	
- Install/Replace sensors/exit signage/emergency lighting	$6,250
SWIMMING POOL	
- Provision for ongoing replacement of pool pumps	$1,803
- Maintain filter - replace sand	$313
Total Forecast Expenditure for year - December 2023 (Inc GST):	$17,543
Includes GST amount of :	$1,595

December 2024	Expense Inc GST
SUPERSTRUCTURE	
- Capital Replacement - General	$9,453
FURNITURE & FITTINGS	
- Provision to upgrade swipe/card readers	$1,300
SWIMMING POOL	
- Provision for ongoing replacement of pool pumps	$1,857
Total Forecast Expenditure for year - December 2024 (Inc GST):	$12,610
Includes GST amount of :	$1,146

December 2025	Expense Inc GST
SUPERSTRUCTURE	
- Capital Replacement - General	$9,736
FURNITURE & FITTINGS	
- Maintain signage	$1,275
FIRE PROTECTION SYSTEMS	
- Provision to replace portable fire extinguishers	$7,269
SWIMMING POOL	
- Provision to replace pool furniture	$3,188
GYM	
- Provision for ongoing replacement of gym equipment	$2,550
Total Forecast Expenditure for year - December 2025 (Inc GST):	$24,018
Includes GST amount of :	$2,183

December 2026	Expense Inc GST
SUPERSTRUCTURE	
- Capital Replacement - General	$10,028
FURNITURE & FITTINGS	
- Provision to replace entry keypads	$2,102
TOILETS	
- Maintain fixtures/fittings	$525
FIRE PROTECTION SYSTEMS	
- Install/Replace sensors/exit signage/emergency lighting	$6,830
SWIMMING POOL	
- Provision for ongoing replacement of pool pumps	$1,970
- Replace water chlorinators in 6 years	$4,728
- Maintain filter - replace sand	$341
Total Forecast Expenditure for year - December 2026 (Inc GST):	$26,525
Includes GST amount of :	$2,411

December 2027	Expense Inc GST
SUPERSTRUCTURE	
- Capital Replacement - General	$10,329
BASEMENT	
- Replace garage door motors in 7 years	$6,764
EXTERNAL WORKS	
- Replace individual garage door motors in 7 years	$6,088
FURNITURE & FITTINGS	
- Provision to upgrade security cameras and associated equipment	$8,117

SWIMMING POOL	
- Provision for ongoing replacement of pool pumps	$2,029
RECREATION AREA	
- Provision for Pizza over replacement	$1,082
GYM	
- Provision for ongoing replacement of gym equipment	$2,706
Total Forecast Expenditure for year - December 2027 (Inc GST):	$37,116
Includes GST amount of :	$3,374

December 2028	Expense Inc GST
SUPERSTRUCTURE	
- Capital Replacement - General	$10,639
BASEMENT	
- Repaint line marking	$8,361
DRIVEWAY	
- Repaint line marking	$697
FURNITURE & FITTINGS	
- Provision to upgrade swipe/card readers	$1,463
- Provision to replace door closers	$897
SWIMMING POOL	
- Replace pool heater in 8 years	$6,410
PLANT & EQUIPMENT	
- Provision to replace bin lifter/multi tip in 8 years	$2,787
Total Forecast Expenditure for year - December 2028 (Inc GST):	$31,254
Includes GST amount of :	$2,841

December 2029	Expense Inc GST
SUPERSTRUCTURE	
- Provision to replace balustrade fixings	$1,866
- Capital Replacement - General	$10,958
EXTERNAL WORKS	
- Ongoing partial maintenance of walkways	$2,009
FIRE PROTECTION SYSTEMS	
- Install/Replace sensors/exit signage/emergency lighting	$7,463
SWIMMING POOL	
- Provision for ongoing replacement of pool pumps	$2,153
- Maintain filter - replace sand	$373
- Maintain glass pool fencing fixings	$230
GYM	
- Provision for ongoing replacement of gym equipment	$2,871
Total Forecast Expenditure for year - December 2029 (Inc GST):	$27,923
Includes GST amount of :	$2,538

December 2030	Expense Inc GST
SUPERSTRUCTURE	
- Repaint building	$464,928
- Repaint balcony ceilings	$70,959
- Repaint soffits	$6,505
- Scaffold/access equip allowance	$162,614
- Repaint door face	$3,844
- Capital Replacement - General	$11,287

BASEMENT	
- Repaint bollards	$4,435
- Repaint door face	$1,330
ENTRY FOYER	
- Repaint walls	$3,104
- Repaint ceiling	$1,478
- Repaint door face	$887
FURNITURE & FITTINGS	
- Maintain signage	$1,478
- Provision to replace door closers	$952
TOILETS	
- Repaint ceilings	$1,478
FIRE PROTECTION SYSTEMS	
- Provision to replace portable fire extinguishers	$8,426
- Replace pressure vessels in 10 years	$1,626
LOBBIES	
- Repaint walls	$88,698
- Repaint ceiling	$41,393
- Repaint door face	$19,070
- Repaint handrails	$887
STAIRWELL	
- Repaint door face	$10,052
SWIMMING POOL	
- Provision for ongoing replacement of pool pumps	$2,217
- Provision to replace pool furniture	$3,696
GYM	
- Repaint walls/ceiling	$5,322

- Replace air conditioning split system unit in 10 years	$4,435
Total Forecast Expenditure for year - December 2030 (Inc GST):	$921,103
Includes GST amount of :	$83,737

December 2031	Expense Inc GST
SUPERSTRUCTURE	
- Provision to replace balustrade fixings	$1,979
- Capital Replacement - General	$11,625
ROOF	
- Provision for partial balcony/rooftop terrace membrane replacement	$18,310
SWIMMING POOL	
- Maintain pool concourse 20% of total	$3,654
- Maintain glass pool fencing fixings	$244
PLANT & EQUIPMENT	
- Provision for ongoing replacement of exhaust/supply fans	$22,170
- Replace pressure pumps/vessel	$2,741
GYM	
- Provision for ongoing replacement of gym equipment	$3,045
Total Forecast Expenditure for year - December 2031 (Inc GST):	$63,769
Includes GST amount of :	$5,797

December 2032	Expense Inc GST
SUPERSTRUCTURE	
- Maintain common pipework	$5,646
- Capital Replacement - General	$11,974

BASEMENT	
- Replace stormwater pumps in 12 years	$6,273
ENTRY FOYER	
- Provision to upgrade automatic doors	$22,584
- Replace synthetic mat in 12 years	$784
EXTERNAL WORKS	
- Ongoing partial maintenance of walkways	$2,196
FURNITURE & FITTINGS	
- Provision to replace satelitte/tv aerials	$3,137
- Provision to upgrade swipe/card readers	$1,647
- Provision to replace door closers	$1,010
- Provision to replace door hardware	$3,799
- Provision to replace entry keypads	$2,509
TOILETS	
- Maintain fixtures/fittings	$627
FIRE PROTECTION SYSTEMS	
- Install/Replace sensors/exit signage/emergency lighting	$8,155
ROOF	
- Maintain metal roof fixings/flashings	$7,842
SWIMMING POOL	
- Provision for ongoing replacement of pool pumps	$2,353
- Replace water chlorinators in 6 years	$5,646
- Maintain filter - replace sand	$408
Total Forecast Expenditure for year - December 2032 (Inc GST):	$86,589
Includes GST amount of :	$7,872

December 2033	Expense Inc GST
SUPERSTRUCTURE	
- Provision to replace balustrade fixings	$2,100
- Capital Replacement - General	$12,333
ENTRY FOYER	
- Maintain tiles 10% of total	$1,413
FURNITURE & FITTINGS	
- Provision to upgrade intercom systems & associated equipment	$78,346
TOILETS	
- Maintain tiles 10% of total	$1,413
LOBBIES	
- Replace carpet/floor covering in 13 years	$116,308
- Maintain tiles 2% of total	$2,827
SWIMMING POOL	
- Provision for ongoing replacement of pool pumps	$2,423
- Maintain glass pool fencing fixings	$258
PLANT & EQUIPMENT	
- Provision for ongoing replacement of exhaust/supply fans	$23,520
GYM	
- Replace carpet/floor covering in 13 years	$10,338
- Provision for ongoing replacement of gym equipment	$3,231
Total Forecast Expenditure for year - December 2033 (Inc GST):	$254,512
Includes GST amount of :	$23,137

December 2034	Expense Inc GST
SUPERSTRUCTURE	
- Provision to replace external door/frame 20% of total	$1,830
- Capital Replacement - General	$12,703
BASEMENT	
- Replace garage door motors in 7 years	$8,319
DRIVEWAY	
- Maintain driveway 3% of total	$2,621
EXTERNAL WORKS	
- Replace individual garage door motors in 7 years	$7,487
FURNITURE & FITTINGS	
- Provision to upgrade security cameras and associated equipment	$9,983
- Provision to replace door closers	$1,072
- Provision to replace door hardware	$4,030
ROOF	
- Provision to replace down pipes in 30 years (partial accrual)	$14,708
- Provision for partial balcony/rooftop terrace membrane replacement	$20,008
SWIMMING POOL	
- Provision to refurbish pool surface in 20 years (partial accrual)	$22,961
- Maintain pool concourse 20% of total	$3,993
RECREATION AREA	
- Provision to replace outdoor furniture in 20 years (partial accrual)	$5,491
- Provision for Pizza over replacement	$1,331

Total Forecast Expenditure for year - December 2034 (Inc GST):	$116,538
Includes GST amount of :	$10,594

December 2035	Expense Inc GST
SUPERSTRUCTURE	
- Provision to replace balustrade fixings	$2,228
- Maintain awnings	$18,851
- Replace planter box membrane in 15 years	$46,272
- Capital Replacement - General	$13,085
BASEMENT	
- Provision for CO monitor replacement	$11,311
- Maintain/repair main garage doors running gear	$2,228
EXTERNAL WORKS	
- Ongoing partial maintenance of walkways	$2,399
FURNITURE & FITTINGS	
- Maintain signage	$1,714
TOILETS	
- Provision to replace toilet and basin	$3,290
FIRE PROTECTION SYSTEMS	
- Replace fire hose reels in 15 years	$9,426
- Provision to replace portable fire extinguishers	$9,768
- Install/Replace sensors/exit signage/emergency lighting	$8,912
ROOF	
- Provision to repaint membrane in 20 years (partial accrual)	$77,976
SWIMMING POOL	
- Provision for ongoing replacement of pool pumps	$2,571
- Maintain filter - replace sand	$446

- Replace pool filter in 15 years	$2,571
- Provision to replace pool furniture	$4,284
- Maintain glass pool fencing fixings	$274
- Provision to replace pool access lifter	$18,851
PLANT & EQUIPMENT	
- Provision for mechanical upgrade of lifts in 25 years	$254,494
- Provision to replace Disabled lift in 20 years (partial accrual)	$25,706
- Provision for ongoing replacement of exhaust/supply fans	$24,952
- Maintain ventilation ducting	$1,440
RECREATION AREA	
- Provision for BBQ replacement	$9,597
Total Forecast Expenditure for year - December 2035 (Inc GST):	$552,646
Includes GST amount of :	$50,241

ITEMISED EXPENDITURE BY YEAR

Item	Current Cost	Year 1st Applied	Remain Life/ Next Interval	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
SUPERSTRUCTURE																		
- Repaint building	$314,500	2030	10										464928					
- Repaint balcony ceilings	$48,000	2030	10										70959					
- Repaint soffits	$4,400	2030	10										6505					
- Scaffold/access equip allowance	$110,000	2030	10										162614					
- Repaint door face	$2,600	2030	10										3844					
- Provision to replace external door/frame 20% of total	$1,100	2034	2														1830	
- Provision to replace balustrade fixings	$1,300	2029	2									1866		1979		2100		2228
- Maintain awnings	$11,000	2035	3															18851
- Replace planter box membrane in 15 years	$27,000	2035	15															46272
- Maintain common pipework	$3,600	2032	5												5646			
- Capital Replacement - General	$7,635	2021	0	8650	8910	9177	9453	9736	10028	10329	10639	10958	11287	11625	11974	12333	12703	13085
BASEMENT																		
- Repaint line marking	$6,000	2028	8								8361							
- Provision for CO monitor replacement	$6,600	2035	15															11311
- Repaint bollards	$3,000	2030	10										4435					
- Repaint door face	$900	2030	10										1330					
- Maintain/repair main garage doors running gear	$1,300	2035	15															2228
- Replace garage door motors in 7 years	$5,000	2027	7							6764							8319	
- Replace stormwater pumps in 12 years	$4,000	2032	12												6273			

Item	Current Cost	Year 1st Applied	Remain Life/ Next Interval	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
DRIVEWAY																		
- Maintain driveway 3% of total	$1,575	2034	4														2621	
- Repaint line marking	$500	2028	8								697							
ENTRY FOYER																		
- Repaint walls	$2,100	2030	10										3104					
- Repaint ceiling	$1,000	2030	10										1478					
- Maintain tiles 10% of total	$875	2033	3													1413		
- Provision to upgrade automatic doors	$14,400	2032	12												22584			
- Repaint door face	$600	2030	10										887					
- Replace synthetic mat in 12 years	$500	2032	12												784			
EXTERNAL WORKS																		
- Ongoing partial maintenance of walkways	$1,400	2029	3									2009			2196			2399
- Replace individual garage door motors in 7 years	$4,500	2027	7							6088							7487	
FURNITURE & FITTINGS																		
- Maintain signage	$1,000	2025	5					1275					1478					1714
- Provision to replace satelitte/tv aerials	$2,000	2032	12												3137			
- Provision to upgrade swipe/card readers	$1,050	2024	4				1300				1463				1647			
- Provision to upgrade security cameras and associated equipment	$6,000	2027	7							8117							9983	
- Provision to upgrade intercom systems & associated equipment	$48,500	2033	13													78346		
- Provision to replace door closers	$644	2028	2								897		952		1010		1072	
- Provision to replace door hardware	$2,422	2032	2												3799		4030	
- Provision to replace entry keypads	$1,600	2026	6						2102						2509			

Item	Current Cost	Year 1st Applied	Remain Life/ Next Interval	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
TOILETS																		
- Maintain fixtures/fittings	$400	2026	6						525						627			
- Repaint ceilings	$1,000	2030	10										1478					
- Maintain tiles 10% of total	$875	2033	3													1413		
- Provision to replace toilet and basin	$1,920	2035	15															3290
FIRE PROTECTION SYSTEMS																		
- Replace fire hose reels in 15 years	$5,500	2035	15															9426
- Provision to replace portable fire extinguishers	$5,700	2025	5					7269					8426					9768
- Install/Replace sensors/exit signage/emergency lighting	$5,200	2023	3			6250			6830			7463			8155			8912
- Replace pressure vessels in 10 years	$1,100	2030	10										1626					
LOBBIES																		
- Repaint walls	$60,000	2030	10										88698					
- Repaint ceiling	$28,000	2030	10										41393					
- Replace carpet/floor covering in 13 years	$72,000	2033	13													116308		
- Repaint door face	$12,900	2030	10										19070					
- Maintain tiles 2% of total	$1,750	2033	3													2827		
- Repaint handrails	$600	2030	10										887					
ROOF																		
- Maintain metal roof fixings/flashings	$5,000	2032	6												7842			
- Provision to replace down pipes in 30 years (partial accrual)	$8,840	2034	4														14708	
- Provision to repaint membrane in 20 years (partial accrual)	$45,500	2035	5															77976
- Provision for partial balcony/rooftop terrace membrane replacement	$12,025	2031	3											18310			20008	

Item	Current Cost	Year 1st Applied	Remain Life/ Next Interval	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
STAIRWELL																		
- Repaint door face	$6,800	2030	10										10052					
SWIMMING POOL																		
- Provision for ongoing replacement of pool pumps	$1,500	2023	3			1803	1857		1970	2029		2153	2217		2353	2423		2571
- Replace water chlorinators in 6 years	$3,600	2026	6						4728						5646			
- Maintain filter - replace sand	$260	2023	3			313			341			373			408			446
- Replace pool filter in 15 years	$1,500	2035	15															2571
- Provision to refurbish pool surface in 20 years (partial accrual)	$13,800	2034	6														22961	
- Provision to replace pool furniture	$2,500	2025	5					3188					3696					4284
- Replace pool heater in 8 years	$4,600	2028	8								6410							
- Maintain pool concourse 20% of total	$2,400	2031	3											3654			3993	
- Maintain glass pool fencing fixings	$160	2029	2									230		244		258		274
- Provision to replace pool access lifter	$11,000	2035	15															18851
PLANT & EQUIPMENT																		
- Provision for mechanical upgrade of lifts in 25 years	$148,500	2035	5															254494
- Provision to replace Disabled lift in 20 years (partial accrual)	$15,000	2035	5															25706
- Provision for ongoing replacement of exhaust/supply fans	$14,560	2031	2											22170		23520		24952
- Maintain ventilation ducting	$840	2035	3															1440
- Replace pressure pumps/vessel	$1,800	2031	12											2741				
- Provision to replace bin lifter/multi tip in 8 years	$2,000	2028	8								2787							
RECREATION AREA																		
- Provision to replace outdoor furniture in 20 years (partial accrual)	$3,300	2034	3														5491	

Item	Current Cost	Year 1st Applied	Remain Life/ Next Interval	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
- Provision for BBQ replacement	$5,600	2035	15															9597
- Provision for Pizza over replacement	$800	2027	7							1082							1331	
GYM																		
- Repaint walls/ceiling	$3,600	2030	10										5322					
- Replace carpet/floor covering in 13 years	$6,400	2033	13													10338		
- Provision for ongoing replacement of gym equipment	$2,000	2025	2					2550		2706		2871		3045		3231		
- Replace air conditioning split system unit in 10 years	$3,000	2030	10										4435					
Total				8650	8910	17543	12610	24018	26525	37116	31254	27923	921103	63769	86589	254512	116538	552646
Includes GST amount of				786	810	1595	1146	2183	2411	3374	2841	2538	83737	5797	7872	23137	10594	50241

ITEMISED ACCRUALS BY YEAR

Item	Current Cost	Year 1st applied	Remain Life/ Next Interval	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
SUPERSTRUCTURE																		
- Repaint building	$314,500	2030	10	40556	82328	125354	169671	215317	262332	310758	360637	412012	**464928**	54504	110643	168466	228023	289368
- Repaint balcony ceilings	$48,000	2030	10	6190	12565	19132	25896	32862	40038	47429	55042	62883	**70959**	8318	16887	25712	34801	44164
- Repaint soffits	$4,400	2030	10	567	1152	1754	2374	3013	3670	4348	5046	5765	**6505**	763	1548	2357	3190	4049
- Scaffold/access equip allowance	$110,000	2030	10	14185	28795	43844	59344	75310	91754	108691	126137	144106	**162614**	19063	38698	58923	79754	101209
- Repaint door face	$2,600	2030	10	335	681	1036	1403	1780	2169	2569	2982	3406	**3844**	451	915	1393	1885	2392
- Provision to replace external door/frame 20% of total	$1,100	2034	2	107	217	331	448	569	693	821	952	1088	1228	1372	1520	1673	**1830**	956
- Provision to replace balustrade fixings	$1,300	2029	2	184	373	568	768	975	1188	1407	1633	**1866**	975	**1979**	1034	**2100**	1098	**2228**
- Maintain awnings	$11,000	2035	3	1014	2058	3133	4240	5381	6556	7766	9013	10297	11619	12981	14384	15829	17318	**18851**
- Replace planter box membrane in 15 years	$27,000	2035	15	2488	5050	7690	10408	13209	16093	19063	22123	25275	28521	31864	35308	38855	42509	**46272**
- Maintain common pipework	$3,600	2032	5	398	808	1230	1664	2112	2573	3048	3538	4042	4561	5095	**5646**	1233	2503	3810
- Capital Replacement - General	$7,635	2021	0	**8650**	**8910**	**9177**	**9453**	**9736**	**10028**	**10329**	**10639**	**10958**	**11287**	**11625**	**11974**	**12333**	**12703**	**13085**
BASEMENT																		
- Repaint line marking	$6,000	2028	8	940	1909	2906	3934	4992	6082	7205	**8361**	1191	2418	3681	4983	6323	7704	9126
- Provision for CO monitor replacement	$6,600	2035	15	608	1235	1880	2544	3229	3934	4660	5408	6178	6972	7789	8631	9498	10391	**11311**
- Repaint bollards	$3,000	2030	10	387	785	1196	1619	2054	2502	2964	3440	3930	**4435**	520	1055	1607	2175	2760
- Repaint door face	$900	2030	10	116	236	359	485	616	750	889	1032	1179	**1330**	156	316	482	652	828
- Replace garage doors in 30 years	$11,000	2050	30	617	1253	1908	2583	3277	3993	4730	5489	6271	7077	7906	8761	9641	10548	11481
- Maintain/repair main garage doors running gear	$1,300	2035	15	120	243	370	501	636	775	918	1065	1217	1373	1534	1700	1871	2047	**2228**

Item	Current Cost	Year 1st applied	Remain Life/ Next Interval	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
- Replace garage door motors in 7 years	$5,000	2027	7	883	1792	2728	3693	4687	5710	**6764**	1086	2204	3356	4542	5764	7023	**8319**	1335
- Replace stormwater pumps in 12 years	$4,000	2032	12	442	897	1366	1849	2347	2859	3387	3930	4490	5067	5661	**6273**	630	1279	1948
DRIVEWAY																		
- Maintain driveway 3% of total	$1,575	2034	4	153	311	474	642	814	992	1175	1364	1558	1759	1965	2177	2396	**2621**	705
- Repaint line marking	$500	2028	8	78	159	242	328	416	507	601	**697**	99	201	307	415	527	642	760
ENTRY FOYER																		
- Repaint walls	$2,100	2030	10	271	550	837	1133	1438	1751	2075	2408	2751	**3104**	364	739	1125	1522	1932
- Repaint ceiling	$1,000	2030	10	129	262	398	539	684	834	988	1146	1310	**1478**	173	352	535	725	920
- Maintain tiles 10% of total	$875	2033	3	90	184	280	379	480	585	693	805	919	1037	1159	1284	**1413**	500	1014
- Provision to upgrade automatic doors	$14,400	2032	12	1591	3230	4919	6657	8449	10293	12193	14151	16166	18243	20381	**22584**	2269	4606	7013
- Repaint door face	$600	2030	10	77	157	239	324	411	500	593	688	786	**887**	104	211	321	435	552
- Replace synthetic mat in 12 years	$500	2032	12	55	112	171	231	293	357	423	491	561	633	708	**784**	79	160	243
EXTERNAL WORKS																		
- Ongoing partial maintenance of walkways	$1,400	2029	3	198	401	611	827	1050	1279	1515	1758	**2009**	710	1442	**2196**	776	1576	**2399**
- Replace individual garage doors in 30 years	$19,000	2050	30	1066	2165	3296	4461	5661	6897	8170	9482	10833	12224	13657	15133	16653	18219	19832
- Replace individual garage door motors in 7 years	$4,500	2027	7	795	1613	2456	3324	4218	5139	**6088**	977	1984	3020	4088	5188	6320	**7487**	1202
FURNITURE & FITTINGS																		
- Maintain signage	$1,000	2025	5	240	488	742	1005	**1275**	278	565	860	1165	**1478**	323	655	998	1351	**1714**

Item	Current Cost	Year 1st applied	Remain Life/ Next Interval	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
- Replace mail boxes in 27 years	$21,600	2047	27	1296	2632	4007	5424	6883	8386	9934	11528	13171	14862	16604	18399	20247	22151	24112
- Provision to replace satelitte/tv aerials	$2,000	2032	12	221	449	683	925	1174	1430	1694	1966	2246	2534	2831	**3137**	315	640	974
- Provision to upgrade swipe/card readers	$1,050	2024	4	311	631	960	**1300**	350	710	1081	**1463**	394	799	1217	**1647**	443	899	1369
- Provision to upgrade security cameras and associated equipment	$6,000	2027	7	1059	2150	3274	4432	5624	6852	**8117**	1303	2645	4027	5451	6917	8427	**9983**	1602
- Provision to upgrade intercom systems & associated equipment	$48,500	2033	13	5016	10183	15505	20987	26633	32449	38438	44608	50963	57508	64250	71194	**78346**	7367	14955
- Provision to replace door closers	$644	2028	2	101	205	312	422	536	652	773	**897**	469	**952**	498	**1010**	528	**1072**	560
- Provision to replace door hardware	$2,422	2032	2	268	543	827	1120	1421	1731	2051	2380	2719	3069	3428	**3799**	1985	**4030**	2106
- Provision to replace entry keypads	$1,600	2026	6	325	660	1004	1360	1725	**2102**	388	787	1199	1623	2059	**2509**	463	940	1431
TOILETS																		
- Maintain fixtures/fittings	$400	2026	6	81	165	251	340	431	**525**	97	197	300	406	515	**627**	116	235	357
- Repaint ceilings	$1,000	2030	10	129	262	398	539	684	834	988	1146	1310	**1478**	173	352	535	725	920
- Maintain tiles 10% of total	$875	2033	3	90	184	280	379	480	585	693	805	919	1037	1159	1284	**1413**	500	1014
- Replace instant hot water heaters in 20 years	$6,000	2040	20	444	901	1371	1856	2355	2869	3399	3945	4507	5086	5682	6296	6928	7580	8251
- Provision to replace toilet and basin	$1,920	2035	15	177	359	547	740	939	1144	1355	1573	1797	2028	2266	2510	2763	3022	**3290**
FIRE PROTECTION SYSTEMS																		
- Overhaul hydrant/sprinkler booster pumps and controllers in 25 years	$24,000	2045	25	1516	3078	4686	6343	8049	9807	11617	13481	15402	17380	19418	21516	23678	25904	28197

Item	Current Cost	Year 1st applied	Remain Life/ Next Interval	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
- Upgrade Fire Panel & associated detection equipment in 17 years	$88,000	2037	17	7352	14925	22725	30759	39034	47557	56336	65378	74692	84284	94165	104342	114825	125622	136742
- Replace fire hose reels in 15 years	$5,500	2035	15	507	1029	1566	2120	2691	3278	3883	4507	5149	5810	6491	7193	7915	8659	**9426**
- Provision to replace portable fire extinguishers	$5,700	2025	5	1369	2779	4232	5728	**7269**	1587	3222	4905	6640	**8426**	1840	3735	5687	7697	**9768**
- Install/Replace sensors/exit signage/emergency lighting	$5,200	2023	3	2022	4105	**6250**	2210	4486	**6830**	2415	4901	**7463**	2638	5356	**8155**	2883	5853	**8912**
- Replace jacking/sprinkler pumps in 17 years	$5,000	2037	17	418	848	1291	1748	2218	2702	3201	3714	4244	4789	5350	5928	6524	7137	7769
- Replace pressure vessels in 10 years	$1,100	2030	10	142	288	438	593	753	917	1087	1261	1441	**1626**	191	387	589	797	1012
- Provision to replace hydrant valve assemblies & seals	$10,000	2040	20	739	1501	2285	3093	3925	4783	5665	6575	7511	8476	9470	10493	11547	12633	13751
LOBBIES																		
- Repaint walls	$60,000	2030	10	7737	15706	23915	32369	41078	50047	59286	68802	78603	**88698**	10398	21108	32139	43502	55205
- Repaint ceiling	$28,000	2030	10	3611	7330	11160	15106	19170	23356	27667	32108	36682	**41393**	4852	9850	14998	20301	25762
- Replace carpet/floor covering in 13 years	$72,000	2033	13	7447	15118	23018	31156	39538	48171	57063	66223	75656	85373	95382	105690	**116308**	10936	22201
- Repaint door face	$12,900	2030	10	1663	3377	5142	6959	8832	10760	12746	14792	16900	**19070**	2236	4538	6910	9353	11869
- Maintain tiles 2% of total	$1,750	2033	3	181	367	559	757	961	1171	1387	1610	1839	2075	2318	2569	**2827**	999	2029
- Repaint handrails	$600	2030	10	77	157	239	324	411	500	593	688	786	**887**	104	211	321	435	552
ROOF																		
- Replace guttering in 30 years	$6,400	2050	30	359	729	1110	1503	1907	2323	2752	3194	3649	4117	4600	5097	5609	6137	6680
- Maintain metal roof fixings/flashings	$5,000	2032	6	553	1122	1708	2312	2934	3574	4234	4914	5614	6335	7077	**7842**	1447	2938	4474

Item	Current Cost	Year 1st applied	Remain Life/ Next Interval	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
- Provision to replace down pipes in 30 years (partial accrual)	$8,840	2034	4	861	1747	2661	3601	4570	5568	6596	7655	8745	9868	11025	12217	13444	**14708**	3957
- Provision to repaint membrane in 20 years (partial accrual)	$45,500	2035	5	4193	8511	12959	17540	22259	27119	32125	37281	42592	48062	53697	59500	65478	71634	**77976**
- Provision for partial balcony/rooftop terrace membrane replacement	$12,025	2031	3	1430	2902	4419	5981	7590	9247	10954	12712	14523	16389	**18310**	6473	13141	**20008**	7073
STAIRWELL																		
- Repaint door face	$6,800	2030	10	877	1780	2710	3668	4655	5672	6719	7797	8908	**10052**	1178	2392	3642	4930	6256
SWIMMING POOL																		
- Provision for ongoing replacement of pool pumps	$1,500	2023	3	583	1184	**1803**	**1857**	970	**1970**	**2029**	1061	**2153**	**2217**	1159	**2353**	**2423**	1267	**2571**
- Replace water chlorinators in 6 years	$3,600	2026	6	731	1484	2259	3058	3881	**4728**	873	1772	2698	3652	4634	**5646**	1042	2116	3221
- Maintain filter - replace sand	$260	2023	3	101	206	**313**	110	224	**341**	121	245	**373**	132	268	**408**	144	293	**446**
- Replace pool filter in 15 years	$1,500	2035	15	138	281	427	578	734	894	1059	1229	1404	1585	1770	1962	2159	2362	**2571**
- Provision to refurbish pool surface in 20 years (partial accrual)	$13,800	2034	6	1344	2728	4154	5622	7135	8692	10297	11950	13652	15405	17211	19072	20988	**22961**	4238
- Replace aluminium pool fence in 25 years	$3,900	2045	25	246	500	761	1031	1308	1594	1888	2191	2503	2824	3155	3496	3848	4209	4582
- Provision to replace pool furniture	$2,500	2025	5	600	1219	1856	2512	**3188**	696	1413	2152	2912	**3696**	807	1638	2494	3376	**4284**
- Replace pool heater in 8 years	$4,600	2028	8	721	1463	2228	3016	3827	4663	5523	**6410**	913	1853	2822	3820	4847	5906	6996
- Maintain pool concourse 20% of total	$2,400	2031	3	285	579	882	1194	1515	1845	2186	2537	2898	3271	**3654**	1292	2622	**3993**	1412
- Maintain glass pool fencing fixings	$160	2029	2	23	46	70	95	120	146	173	201	**230**	120	**244**	127	**258**	135	**274**

Item	Current Cost	Year 1st applied	Remain Life/ Next Interval	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
- Provision to replace pool access lifter	$11,000	2035	15	1014	2058	3133	4240	5381	6556	7766	9013	10297	11619	12981	14384	15829	17318	**18851**
PLANT & EQUIPMENT																		
- Refurbish lift interiors in 25 years	$30,000	2045	25	1895	3847	5858	7928	10061	12258	14521	16852	19253	21725	24272	26895	29597	32380	35247
- Provision for mechanical upgrade of lifts in 25 years	$148,500	2035	5	13683	27777	42294	57246	72646	88509	104848	121676	139010	156863	175253	194193	213702	233797	**254494**
- Provision to replace Disabled lift in 20 years (partial accrual)	$15,000	2035	5	1382	2806	4272	5782	7338	8940	10590	12290	14041	15844	17702	19615	21586	23615	**25706**
- Replace town water supply pumps in 17 years	$13,500	2037	17	1128	2290	3486	4719	5988	7295	8642	10029	11458	12930	14445	16007	17615	19271	20977
- Provision for ongoing replacement of exhaust/supply fans	$14,560	2031	2	1731	3514	5350	7242	9190	11197	13264	15392	17585	19844	**22170**	11586	**23520**	12292	**24952**
- Maintain ventilation ducting	$840	2035	3	77	157	239	324	411	501	593	688	787	888	992	1099	1209	1323	**1440**
- Replace pressure pumps/vessel	$1,800	2031	12	214	434	661	895	1136	1384	1640	1903	2174	2453	**2741**	275	559	851	1152
- Provision to replace bin lifter/multi tip in 8 years	$2,000	2028	8	313	636	969	1311	1664	2027	2402	**2787**	397	806	1227	1661	2108	2568	3042
RECREATION AREA																		
- Provision to replace outdoor furniture in 20 years (partial accrual)	$3,300	2034	3	321	652	993	1344	1706	2079	2462	2858	3265	3684	4116	4561	5019	**5491**	1941
- Provision for BBQ replacement	$5,600	2035	15	516	1047	1595	2159	2740	3338	3954	4588	5242	5915	6609	7323	8059	8817	**9597**
- Provision for Pizza over replacement	$800	2027	7	141	287	436	591	750	913	**1082**	174	353	537	727	922	1124	**1331**	214
GYM																		
- Repaint walls/ceiling	$3,600	2030	10	464	942	1435	1942	2465	3003	3557	4128	4716	**5322**	624	1266	1928	2610	3312

Item	Current Cost	Year 1st applied	Remain Life/ Next Interval	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
- Replace carpet/floor covering in 13 years	$6,400	2033	13	662	1344	2046	2769	3514	4282	5072	5886	6725	7588	8478	9394	**10338**	972	1973
- Provision for ongoing replacement of gym equipment	$2,000	2025	2	480	975	1485	2009	**2550**	1333	**2706**	1414	**2871**	1500	**3045**	1592	**3231**		
- Replace air conditioning split system unit in 10 years	$3,000	2030	10	387	785	1196	1619	2054	2502	2964	3440	3930	**4435**	520	1055	1607	2175	2760
TOTAL ACCRUALS				**156632**	**317973**	**475777**	**645004**	**807334**	**973511**	**1135891**	**1309088**	**1492094**	**790607**	**951924**	**1111727**	**1115128**	**1262792**	**989846**

*** Bold blue items listed above are expense items that occur in that year.**

REPORT INFORMATION

The values included in the report are for budgeting purposes and have been obtained from a number of sources including building cost information guides, painting contractors, plant and equipment suppliers, manufactures and installers and working knowledge of each buildings configuration at the time of inspection.

Every endeavour has been undertaken to accurately compile a budget for the maintenance, repair, renewal or replacement of the items of a non-routine nature that have been identified in this report. However as there is no definitive scope of works for maintenance, repair, renewal or replacement of the items contained in this report it is expected that if said items were put to tender, the quotations received would vary significantly dependent upon the timing and scope of works to that will be undertaken. For this reason it is recommended that several quotations are sourced as far in advance of any anticipated work as possible.

The installation date, present condition and estimated life of each item is determined at the time of the site inspection from a visual inspection, the age of the building (where this information is provided) and any other relevant information provided by the Owners at the time of inspection. This information is then communicated in the report by way of nominated total life cycle in comparison with expected remaining life. The life cycles of each of the items will vary depending upon where the building is located, for example buildings near a salt environment tend to have a lesser life cycle and a higher maintenance requirement.

This Sinking Fund plan is not a building dilapidation report, building diagnostic report, warranty inspection, defects report, engineering report or structural assessment of the building. Where information in respect of any of these items at time of ordering, it has been incorporated into the report wherever possible. We recommend that a periodic survey be carried out by qualified building contractors to assess the building condition, if required. The inspection of the common property of the scheme is a cursory visual inspection only limited to those areas of the common property that are fully accessible and visible to the inspector from floor or ground level at the time of inspection. The primary purpose of the inspection is to determine the materials used in the construction of the building that need to be maintained, estimate the quantities of same, identify the plant and equipment in the common areas of the building and make a recommendation as to the timing of the repairs and replacements identified for restorative purposes only. The inspection did not include breaking apart, dismantling, removing or moving any element of the building and items located on the common property.

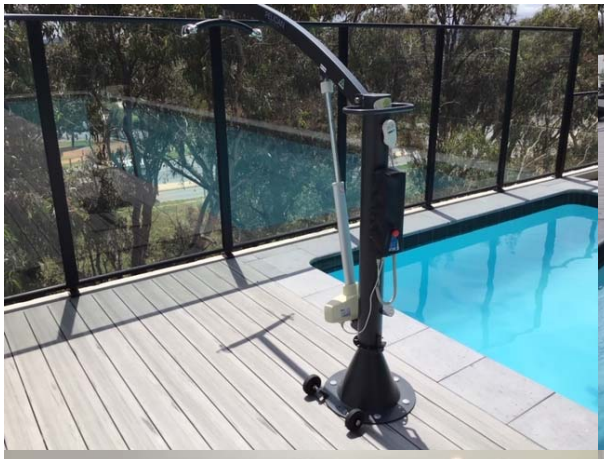
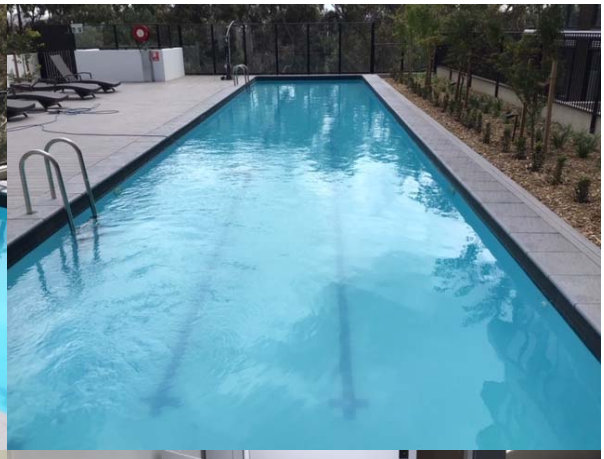
The report does not and cannot make comment upon: defects that may have been concealed; the assessment of which may rely on certain weather conditions and the presence or absence of timber pests. The report will allow for ordinary inclusion, but does not consider or make recommendations as to the specific condition of specialist items and equipment such as gas fittings and supply systems; heritage listing conditions or requirements; fire protection fittings and systems; HVAC fittings and systems site drainage; electrical or data systems or wiring, building plumbing systems including sewerage, potable and stormwater pipe work and fittings; security concerns; detection and identification of illegal building work; and the durability of exposed finishes.

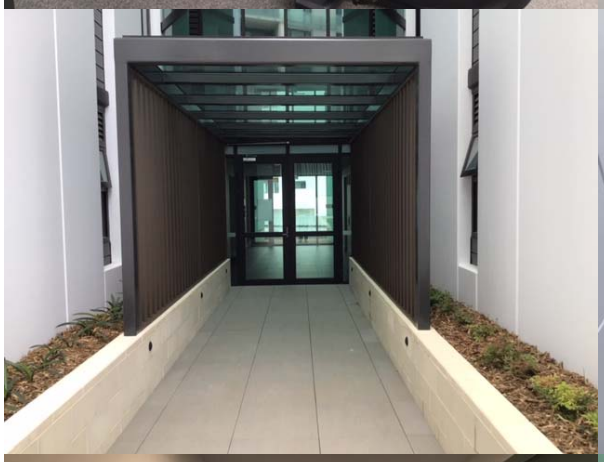
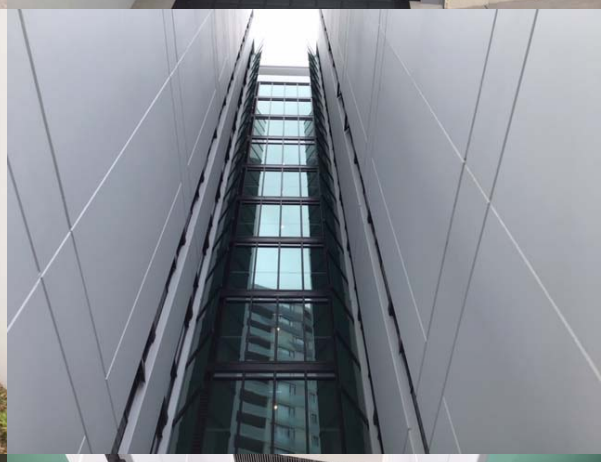
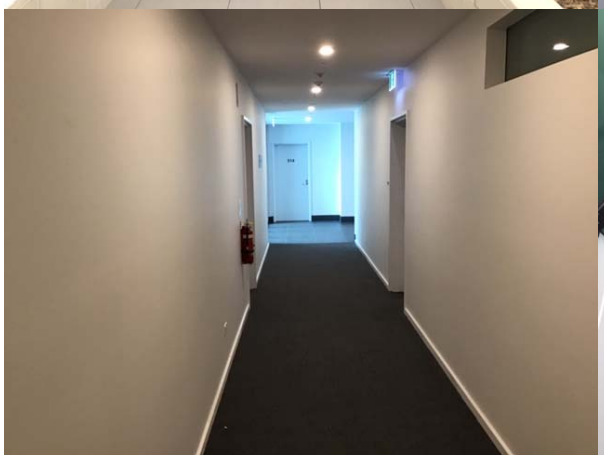
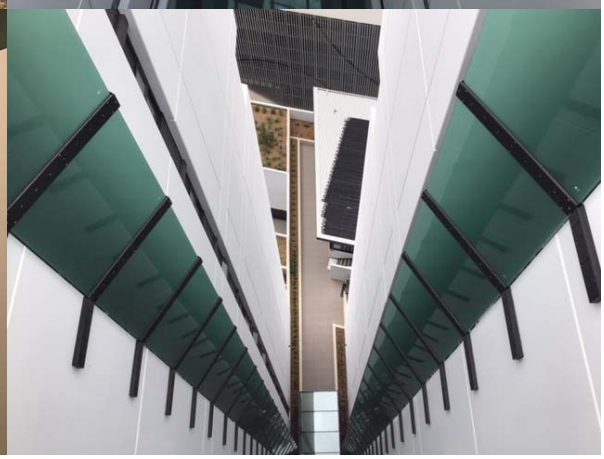
The inspector did not identify and assess safety hazards and did not carry out a risk assessment relating to any hazards upon the common property as part of this report. The report is not an Asbestos report and no assessment was made of asbestos products. The report is not Pool Safety or Window Safety report and no assessment was made as to the compliance or otherwise of any pool barrier or common property windows.

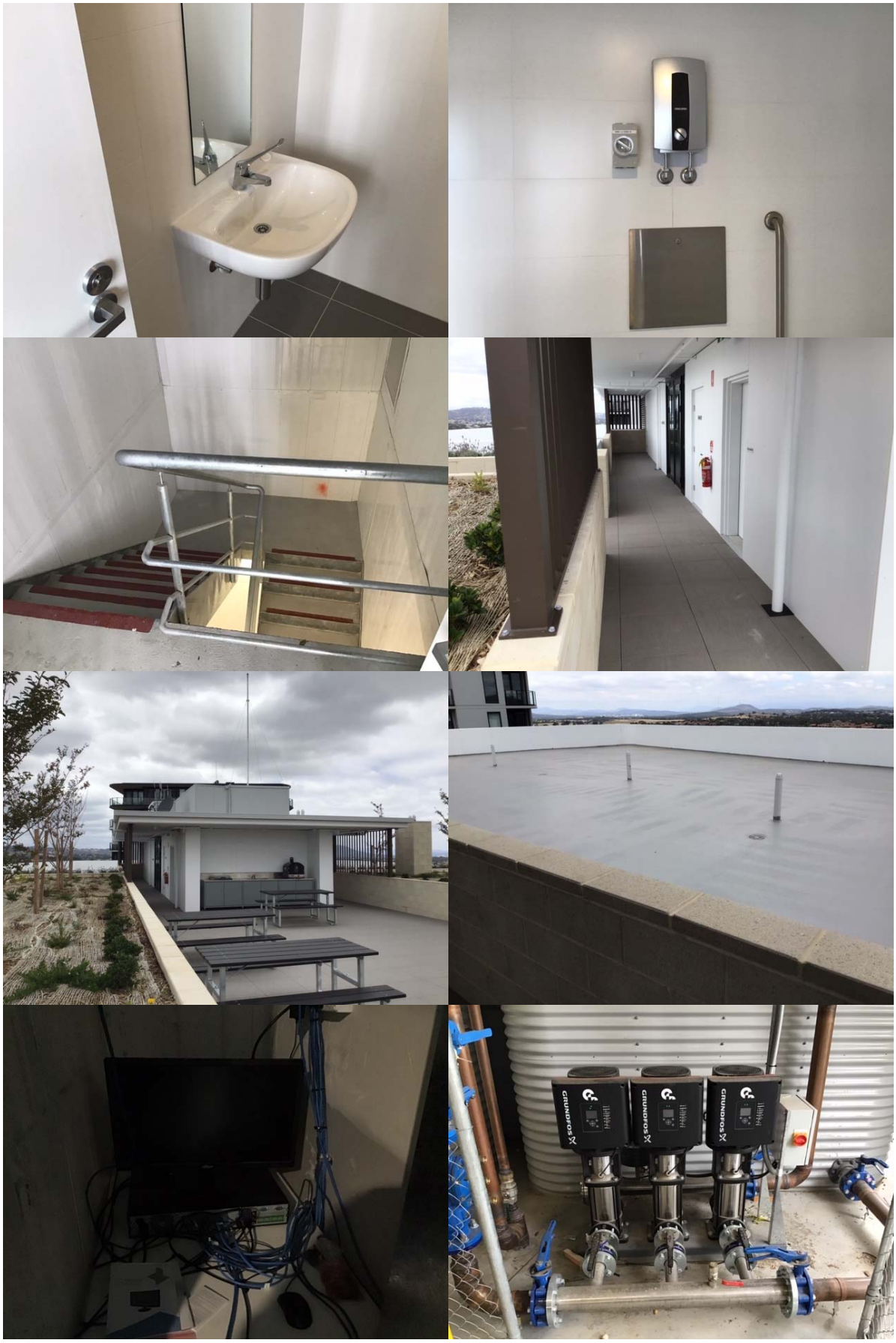
AREAS NOT INSPECTED

- Part or parts of the common property building interior that were not readily accessible
- Part or parts of the building exterior were not readily accessible
- Part or parts of the roof exterior that were not readily visible from ground or floor level or obstructed at the time of inspection because of exceeding height, vegetation or neighbouring buildings.
- Part or parts of the Common Property plant and equipment where specialised knowledge or equipment is required to carry out the inspection, particularly in respect of its' operation.
- Part or parts of the retaining walls, fencing where not readily accessible or inaccessible or obstructed at the time of inspection because of on alignment, vegetation.


QMAX
DANGER


GRUNDFOS
GRUNDFOS
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411
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Multi-Tip
suez








Aline




2 GRIBBLE STREET











ANNUAL FINANCIAL STATEMENTS

For the period 18 December 2023 to 17 December 2024

Prepared For

Jade

A Class 13397

2 Gribble Street
Gungahlin
Australian Capital Territory 2912

Printed
17 February 2025

Balance Sheet

General & Sinking Fund

Owners Corporation for Plan No. 13397

As at 17th December 2024

2 Gribble Street Gungahlin Australian Capital Territory 2912

ABN/ACN 46402713493

Assets		**2024**
Cash		90,123.73
Accounts Receivable	Note 9	1,634.00
Contributions in Arrears	Note 10	31,396.51
Accrued Revenue	Note 15	318,563.32
GST balance to collect		31,953.13
Total Assets		**$ 473,670.69**

Liabilities		
Contributions in Advance	Note 12	89,625.70
Contribution payments unidentified	Note 13	1,658.28
Accounts Payable Liability	Note 14	22,503.33
Unallocated Monies Received	Note 11	2,810.26
GST Liability		8,300.12
Total Liabilities		**$ 124,897.69**
Net Assets		**$ 348,773.00**

Equity	
General Fund	71,367.95
Sinking Fund	277,405.05
Total Equity	**$ 348,773.00**

Income	Actuals 18/12/23 17/12/24	Budget 18/12/23 17/12/24	Variance $ 18/12/23 17/12/24	Variance % 18/12/23 17/12/24	Actuals 18/12/22 17/12/23 (PRIOR YEAR)
Body Corporate Manager - certificate fees	7,009.12	0.00	7,009.12	100	4,323.65
Contributions - Debt recovery costs	3,920.00	0.00	3,920.00	100	6,440.00
Contributions - Debt recovery costs	0.00	0.00	0	0	(1,640.02)
Contributions - Security	60,000.00	0.00	60,000.00	100	0.00
Contributions - Security	0.00	0.00	0	0	59,999.86
Contributions - other	4,881.55	0.00	4,881.55	100	0.00
Contributions - regular payments	518,386.64	518,386.64	0	0	481,399.12
Contributions - regular payments	0.00	0.00	0	0	(1,712.90)
Lock & Key Systems - fobs	(90.00)	0.00	(90.00)	100	0.00
Mutual Revenue - penalty interest	1,086.67	0.00	1,086.67	100	612.21
Mutual Revenue - security devices	2,070.50	0.00	2,070.50	100	1,348.16
Plumbing	488.18	0.00	488.18	100	330.00
Taxes, Fees & Charges - GST rounding	0.38	0.00	0.38	100	0.58
Waste Management Services	79.10	0.00	79.10	100	25.50
Total General Fund Income	**597,832.14**	**518,386.64**	**79,445.50**	**15**	**551,126.16**

Expenditure

Accountant - BAS/IAS fees	1,500.00	750.00	(750.00)	(100)	1,034.55
Accountant - audit fees	2,650.00	2,000.00	(650.00)	(33)	1,680.00
Administrative Fees & Charges - printing, photocop...	431.62	0.00	(431.62)	(100)	0.00
Air Conditioning Maintenance	2,380.00	2,500.00	120.00	5	2,515.00
Bank Fees & Charges	450.53	150.00	(300.53)	(200)	149.48
Bank Fees & Charges - account keeping fees	229.60	0.00	(229.60)	(100)	0.00
Body Corporate Manager - Management Fee Supple...	170.00	0.00	(170.00)	(100)	0.00
Body Corporate Manager - certificate fees	6,372.73	0.00	(6,372.73)	(100)	3,741.83
Body Corporate Manager - management fees	82,834.20	89,040.00	6,205.80	7	112,954.72
Body Corporate Manager - schedule B fees	0.00	4,545.00	4,545.00	100	700.00
Building Management	31,258.20	44,712.00	13,453.80	30	0.00
Car Park (Basement) Maintenance	0.00	3,000.00	3,000.00	100	1,960.00
Cleaning Service	65,745.25	66,643.00	897.75	1	59,668.82
Cleaning Service - bins, garbage chutes	0.00	0.00	0	0	3,474.50
Cleaning Service - carpets	3,339.09	4,290.00	950.91	22	0.00
Cleaning Service - grease traps	4,800.00	2,000.00	(2,800.00)	(140)	0.00
Cleaning Service - other (services)	426.40	4,000.00	3,573.60	89	537.54
Cleaning Service - windows	1,200.00	13,500.00	12,300.00	91	0.00
Consultant	0.00	3,000.00	3,000.00	100	2,445.45
Debt Collection Service	0.00	0.00	0	0	3,040.00
Door & Window Maintenance	1,740.00	2,750.00	1,010.00	37	180.00
Electrical Repairs	5,355.00	13,340.00	7,985.00	60	3,283.00
Electricity	39,801.77	40,000.00	198.23	1	39,826.03
Exterior Finishes - ceramic tiles	0.00	4,363.64	4,363.64	100	0.00
Fire Protection Services - false alarms	735.00	4,545.00	3,810.00	84	10,227.02
Fire Protection Services - maintenance contract	5,258.31	6,250.00	991.69	16	6,970.01
Fire Protection Services - monitoring	4,090.04	2,150.00	(1,940.04)	(90)	(1,462.50)
Future Capital Works	0.00	0.00	0	0	(510.00)
Garden/Lawn Maintenance	11,755.65	12,250.00	494.35	4	13,112.76

Income and Expenditure Statement (continued) General Fund

Owners Corporation for Plan No. 13397 **18 December 2023 to 17 December 2024**

2 Gribble Street Gungahlin Australian Capital Territory 2912 **ABN/ACN 46402713493**

Expenditure	Actuals 18/12/23 17/12/24	Budget 18/12/23 17/12/24	Variance $ 18/12/23 17/12/24	Variance % 18/12/23 17/12/24	Actuals 18/12/22 17/12/23 (PRIOR YEAR)
General Repairs	3,014.15	4,545.00	1,530.85	34	1,075.00
Insurance Claim - excess	0.00	1,000.00	1,000.00	100	0.00
Insurance Premiums	57,313.07	60,000.00	2,686.93	4	98,379.70
Intercom & Security System - Security System Upgr...	113,086.07	0.00	(113,086.07)	(100)	0.00
Legal Services	22,515.00	0.00	(22,515.00)	(100)	0.00
Legal Services - debt recovery	5,480.00	0.00	(5,480.00)	(100)	2,720.00
Lift Maintenance	13,502.49	22,880.00	9,377.51	41	27,720.00
Lift Maintenance - other	0.00	4,000.00	4,000.00	100	893.20
Lift Maintenance - telephone charges	2,970.00	3,000.00	30.00	1	5,805.00
Lifts	5,721.00	0.00	(5,721.00)	(100)	0.00
Lock & Key Systems - fobs	4,216.71	2,500.00	(1,716.71)	(69)	2,674.12
Minor Building Maintenance	7,341.97	13,700.00	6,358.03	46	2,596.09
Pest Control Services	0.00	8,500.00	8,500.00	100	0.00
Plumbing	2,283.43	6,817.00	4,533.57	67	0.00
Plumbing Maintenance	2,957.76	1,830.00	(1,127.76)	(62)	4,192.48
Plumbing Maintenance - sump pumps	0.00	0.00	0	0	(456.00)
Pool Maintenance	469.00	9,090.00	8,621.00	95	4,172.83
Pools, Spas & Saunas	40,354.54	0.00	(40,354.54)	(100)	0.00
Roof Systems - anchor points	11,160.00	1,400.00	(9,760.00)	(697)	0.00
Security Services - mobile patrols	0.00	150.00	150.00	100	68.18
Sundry Expenditure	0.00	0.00	0	0	23,699.16
Taxes, Fees & Charges - GST rounding	(0.60)	0.00	0.60	(100)	0.00
WH & S - compliance	0.00	0.00	0	0	87.00
Waste Management Services	2,206.84	9,560.00	7,353.16	77	2,337.55
Water	62,096.63	43,636.00	(18,460.63)	(42)	41,644.95
Total General Fund Expenditure	**629,211.45**	**518,386.64**	**(110,824.81)**	**(21)**	**483,137.47**
Surplus / Deficit for period	**(31,379.31)**	**0**			**67,988.69**

Summary

Opening Balance as at 18 December 2023	102,747.26
Total Revenue during period	597,832.14
Total Expenditure during period	(629,211.45)
General Fund balance as at 17 December 2024	**$ 71,367.95**

Income and Expenditure Statement

Sinking Fund

Owners Corporation for Plan No. 13397

18 December 2023 to 17 December 2024

2 Gribble Street Gungahlin Australian Capital Territory 2912

ABN/ACN 46402713493

Income	Actuals 18/12/23 17/12/24	Budget 18/12/23 17/12/24	Variance $ 18/12/23 17/12/24	Variance % 18/12/23 17/12/24	Actuals 18/12/22 17/12/23 (PRIOR YEAR)
Contributions - regular payments	118,740.00	118,740.00	0	0	114,364.23
Mutual Revenue - penalty interest	217.63	0.00	217.63	100	132.18
Total Sinking Fund Income	**118,957.63**	**118,740.00**	**217.63**	**0**	**114,496.41**
Expenditure					
Electrical Repairs	0.00	0.00	0	0	7,575.00
Fire Protection Systems	5,545.00	5,681.00	136.00	2	0.00
General Repairs	6,115.00	8,432.00	2,317.00	27	0.00
Intercom & Security System - Security System Upgr...	0.00	0.00	0	0	9,675.00
Painting	0.00	10,000.00	10,000.00	100	0.00
Pools, Spas & Saunas	5,909.09	11,923.00	6,013.91	50	0.00
Total Sinking Fund Expenditure	**17,569.09**	**36,036.00**	**18,466.91**	**51**	**17,250.00**
Surplus / Deficit for period	**101,388.54**	**82,704.00**			**97,246.41**

Summary

Opening Balance as at 18 December 2023	176,016.51
Total Revenue during period	118,957.63
Total Expenditure during period	(17,569.09)
Sinking Fund balance as at 17 December 2024	**$ 277,405.05**

Notes To Financial Statements

Owners Corporation for Plan No. 13397

2 Gribble Street Gungahlin Australian Capital Territory 2912 **ABN/ACN 46402713493**

Note 1 Summary of Accounting Policies

This special purpose financial report has been prepared for distribution to owners to fulfill the owners corporation's financial reporting requirements. The accounting policies used in the preparation of this report, as described below, are in the opinion of the owners corporation manager appropriate to meet the needs of owners.

(a) The financial report has been prepared on the Accrual basis of accounting including the historical cost convention and the going concern assumption.
(b) The requirements of Accounting Standards and other professional reporting requirements in Australia do not have mandatory applicability to the body corporate because it is not a "reporting entity" as defined in those Standards.

Note 2 Contributions in Arrears, in Advance, not Due and payments unidentified

Any items shown as "Contributions in Arrears" and "Contributions in Advance" in the Balance Sheet represent the position of all contributions in arrears or advance, as the case may be, as at the balance date. Any items shown as "Contributions not Due" in the Balance Sheet represent contributions which have a due date after the balance date. Any items shown as "Contributions payments unidentified" in the Balance Sheet represent contribution payments that have been received, however could not be identified and therefore allocated to a unit correctly, these funds are held as a liability until they can be correctly allocated. Any other charges against unit owners in arrears or payments in advance appear as liabilities and assets, as the case may be, elsewhere in the Balance Sheet.

Note 3 Unallocated Monies Received

Any items shown as "Unallocated Monies Received" in the Balance Sheet represents amounts received for levies and/or items not yet billed and are recognised as revenue on the day the levy and/or invoice is billed.

Note 4 Income Tax

Assessable income such as interest, dividends and other investment income derived by the Owners Corporation, is taxable at the current company tax rate of 30%. Assessable income received by the Owners Corporation in respect of common property, other than as stated above, is taxable in the hands of individual owners as determined by Tax Ruling 2015/3.

Note 5 Depreciation

Common property, including assets fixed to it, is not beneficially owned by the owners corporation and is therefore not depreciable. Non-fixed assets that are purchased by the owners corporation are beneficially owned by it, but the purchase cost is expensed upon acquisition and not depreciated.

Note 6 Unearned Revenue

Any items shown as "Unearned Revenue" in the Balance Sheet represents money received for a service or product that has yet to be fulfilled. For example, pre-payment on a lease agreement. The revenue is a liability until it has been 'earned' by the owners corporation.

Note 7 GST Rounding

Any items shown as "GST Rounding" in the Income and Expenditure Statement represents the rounded amount not included in any amounts paid to the ATO when calculating GST transactions. This amount is net of GST.

Note 8 GST balance to collect

Any items shown as "GST balance to collect" in the Balance Sheet represents the GST portion of any invoices that are due and accrue in the next financial year. EG. Interim contributions issued in this reporting period that are for a levy period in the next financial year. The invoice (net of GST) is not an asset as the accrual period has not started. However the GST portion is considered both an asset and a liability as at the invoice date. The asset is reported as "GST balance to collect".

Note 9 Accounts Receivable

Detail	Amount
InfoTrack National UP4421 - Section 119 with Minutes - Unit 159	332.00
Maxwell & CO. Barristers and Solicitors UP 13397 - Book Search - Unit 1303	121.00
O'Connor Harris Units Plan 13397 - Section 119 with minutes - Unit 601	320.00
Ray White Belconnen UP 13397 - Rental Section 119 Certificate - Unit 281	332.00
Unit: 63 Unit: 608 UP 13297 - Remote #358 - Unit 63	73.00
Unit: 66 Unit: 611 UP 13397-Fob 80774762540904 Remote 439 - Unit 611	138.00
Unit: 66 Unit: 611 UP 13397 Remote 420 Unit 611	99.00
Unit: 75 Unit: 706 UP 13397 - Remote #379 - Unit 706	73.00
Unit: 161 Unit: 1312 UP 13397 - Remote Number 372 and 373 - Unit 161	146.00
	$ 1,634.00

These notes (other than notes added by the owners corporation manager) are the subject of copyright and are generated by the software program "Strataware", developed by Mystrata Pty Ltd (www.mystrata.com). These notes explain how the accounts were prepared, what specific policies/rulings apply and futher clarify the figures in the financial statement. The form of accounts produced by Strataware has been settled by a prominent national firm of Chartered Accountants. The accuracy of data used to generate the accounts is the responsibility of the software user.

Notes To Financial Statements

Owners Corporation for Plan No. 13397
2 Gribble Street Gungahlin Australian Capital Territory 2912 **ABN/ACN 46402713493**

Note 10 Contributions in Arrears - also see note 2

Detail	Amount
Unit: 28 Unit: 301	88.00
Unit: 30 Unit: 403	213.98
Unit: 47 Unit: 506	101.47
Unit: 49 Unit: 508	4086.90
Unit: 52 Unit: 511	3005.09
Unit: 60 Unit: 605	0.34
Unit: 66 Unit: 611	1.37
Unit: 103 Unit: 906	2102.52
Unit: 109 Unit: 912	2898.87
Unit: 125 Unit: 1014	7535.02
Unit: 129 Unit: 1104	17.11
Unit: 137 Unit: 1112	44.00
Unit: 141 Unit: 1204	193.14
Unit: 163 Unit: 101	11062.45
Unit: 170 Unit: G03	46.25
	$ 31,396.51

Note 11 Unallocated Monies Received - also see note 3

Detail	Amount
Unit: 5 Unit: 206	0.02
Unit: 9 Unit: 210	240.49
Unit: 62 Unit: 607	833.76
Unit: 74 Unit: 705	0.43
Unit: 90 Unit: 807	1079.87
Unit: 127 Unit: 1102	653.07
Unit: 160 Unit: 1311	2.62
	$ 2,810.26

Note 12 Contributions in Advance - also see note 2

Detail	Amount
Lot: 1 Unit: 202	2452.94
Lot: 3 Unit: 204	1401.68
Lot: 5 Unit: 206	2102.52
Lot: 8 Unit: 209	2102.52
Lot: 9 Unit: 210	1401.68
Lot: 15 Unit: 302	2452.94
Lot: 18 Unit: 305	2452.94
Lot: 21 Unit: 308	1278.98
Lot: 22 Unit: 309	2102.52
Lot: 25 Unit: 312	0.98
Lot: 27 Unit: 314	1752.10
Lot: 29 Unit: 402	2452.94
Lot: 34 Unit: 407	0.73
Lot: 37 Unit: 410	1401.68
Lot: 42 Unit: 401	1752.10
Lot: 45 Unit: 504	1401.68
Lot: 58 Unit: 603	1401.68
Lot: 61 Unit: 606	1955.02
Lot: 62 Unit: 607	1710.68
Lot: 63 Unit: 608	1752.10
Lot: 64 Unit: 609	1230.00
Lot: 72 Unit: 703	1401.68
Lot: 74 Unit: 705	2452.94
Lot: 78 Unit: 709	2452.94
Lot: 79 Unit: 710	1401.68
Lot: 83 Unit: 714	2101.52
Lot: 84 Unit: 701	44.00
Lot: 87 Unit: 804	1401.68
Lot: 89 Unit: 806	2102.52
Lot: 90 Unit: 807	1710.68

Detail	Amount
Lot: 92 Unit: 809	2452.94
Lot: 94 Unit: 811	1401.68
Lot: 97 Unit: 814	2102.52
Lot: 100 Unit: 903	1401.68
Lot: 114 Unit: 1003	1752.10
Lot: 122 Unit: 1011	1401.68
Lot: 126 Unit: 1001	1752.10
Lot: 127 Unit: 1102	2851.13
Lot: 130 Unit: 1105	2102.52
Lot: 135 Unit: 1110	2452.94
Lot: 140 Unit: 1203	2452.94
Lot: 143 Unit: 1206	1752.10
Lot: 146 Unit: 1209	1752.10
Lot: 154 Unit: 1305	2102.52
Lot: 157 Unit: 1308	1752.10
Lot: 159 Unit: 1310	2452.94
Lot: 160 Unit: 1311	2452.94
Lot: 167 Unit: 105	2102.52
Lot: 168 Unit: G01	2102.52
Lot: 173 Unit: G06	1401.68
	$ 89,625.70

Note 13 Contribution payments unidentified - also see note 2

Detail	Amount
Unidentified Payment Unidentified Levy payment 20 Jul 2023	1658.28
	$ 1,658.28

Note 14 Accounts Payable Liability

Detail	Amount
Beautiful Gardens & Horticulture Pty Ltd Monthly Gardening	1007.60
Beautiful Gardens & Horticulture Pty Ltd Monthly garden maintenance	1007.60
Chambers Russell Pty Limited Payment refund	-17039.00
Dimeo Cleaning Services Pty Ltd Cleaning services for December 2024	5623.46
Dimeo Cleaning Services Pty Ltd Hand towel supply	112.35
Dimeo Cleaning Services Pty Ltd Provision of hand towels and Multi Klean	268.06
First Choice Strata 4 Blank domestic keys and letter printing expenses	26.60
First Choice Strata September 2024 BAS preparation and lodgement	330.00
Icon Water Water consumption from 12/09/2024 to 31/12/2024	13806.08
Infinity Fire Protection Works undertaken to correct outstanding defects to the complex prior to annual fire safety...	2527.81
Johnson Controls Australia Pty Ltd Fire alarm monitoring 13/10/2024 - 12/10/2025	2299.04
Leader Security 30 x Fobs	767.82
Leader Security Fobs connection of system and access control change, including disconnecting the old fobs an...	319.00
Lift Connect Annual invoice for Lift Emergency Phone Services for 01/01/2025 - 31/12/2025	2970.00
O'Neill & Brown Fire Services Pty Ltd Equipment maintenance for 01/11/2024 - 30/11/2024	572.91
O'Neill & Brown Fire Services Pty Ltd Equipment maintenance for 01/12/2024 - 31/12/2024	572.91
O'Neill & Brown Fire Services Pty Ltd Pump room defects, waste overflows and gauge replacement.	1342.00
O'Neill & Brown Plumbing Services Pty Ltd Preventative maintenance - Hydraulic maintenance for 05/12/2024 to ...	271.13
Origin Energy Electricity 22/10/2024 - 21/11/2024	4181.92
Southern Sullage Pump out grease trap and disposal of waste - On-charged to commercial units	1056.00
The Cleaning Warehouse Wave screen X 10 at $3.64 each	40.04
Value Glass Install customer supplied glass	440.00
	$ 22,503.33

Note 15 Accrued Revenue

Detail	Amount
General Journal: Adjustment as at 17.12.24	259193.32
General Journal: Adjustment as at 17.12.24	59370.00
	$ 318,563.32

Proposed Annual Budget

General Fund

Owners Corporation for Plan No. 13397

18 December 2024 to 17 December 2025

2 Gribble Street Gungahlin Australian Capital Territory 2912

Expenditure	Actuals 12/23 - 12/24	Budget 12/23 - 12/24	Budget 12/24 - 12/25	Variance $
Accountant - BAS/IAS fees	1,500.00	750.00	2,000.00	1,250.00
Accountant - audit fees	2,650.00	2,000.00	3,000.00	1,000.00
Administrative Fees & Charges - printing, photocopying	431.62	-	500.00	500.00
Air Conditioning Maintenance	2,380.00	2,500.00	2,500.00	-
Bank Fees & Charges	450.53	150.00	600.00	450.00
Bank Fees & Charges - account keeping fees	229.60	-	300.00	300.00
Body Corporate Manager - Management Fee Supplementary	170.00	-	200.00	200.00
Body Corporate Manager - certificate fees	6,372.73	-	-	-
Body Corporate Manager - management fees	82,834.20	89,040.00	85,743.70	(3,296.30)
Body Corporate Manager - schedule B fees	-	4,545.00	-	(4,545.00)
Building Management	31,258.20	44,712.00	35,000.00	(9,712.00)
Car Park (Basement) Maintenance	-	3,000.00	-	(3,000.00)
Cleaning Service	65,745.25	66,643.00	68,000.00	1,357.00
Cleaning Service - carpets	3,339.09	4,290.00	4,000.00	(290.00)
Cleaning Service - grease traps	4,800.00	2,000.00	5,000.00	3,000.00
Cleaning Service - other (services)	426.40	4,000.00	500.00	(3,500.00)
Cleaning Service - windows	1,200.00	13,500.00	13,500.00	-
Consultant	-	3,000.00	2,000.00	(1,000.00)
Consultant - sinking fund forecast	-	-	4,000.00	4,000.00
Door & Window Maintenance	1,740.00	2,750.00	2,000.00	(750.00)
Electrical Repairs	5,355.00	13,340.00	7,000.00	(6,340.00)
Electricity	39,801.77	40,000.00	60,000.00	20,000.00
Exterior Finishes - ceramic tiles	-	4,363.64	-	(4,363.64)
Fire Protection Services - false alarms	735.00	4,545.00	1,000.00	(3,545.00)
Fire Protection Services - maintenance contract	5,258.31	6,250.00	5,750.00	(500.00)
Fire Protection Services - monitoring	4,090.04	2,150.00	4,500.00	2,350.00
Garden/Lawn Maintenance	11,755.65	12,250.00	12,250.00	-
General Repairs	3,014.15	4,545.00	5,000.00	455.00
Insurance Claim - excess	-	1,000.00	1,000.00	-
Insurance Premiums	57,313.07	60,000.00	60,000.00	-
Intercom & Security System - Security System Upgrades	113,086.07	-	-	-
Legal Services	22,515.00	-	30,000.00	30,000.00
Legal Services - debt recovery	5,480.00	-	-	-
Lift Maintenance	13,502.49	22,880.00	15,000.00	(7,880.00)
Lift Maintenance - other	-	4,000.00	-	(4,000.00)
Lift Maintenance - telephone charges	2,970.00	3,000.00	3,200.00	200.00
Lifts	5,721.00	-	6,000.00	6,000.00
Lock & Key Maintenance	-	-	1,500.00	1,500.00
Lock & Key Systems - fobs	4,306.71	2,500.00	100.00	(2,400.00)
Minor Building Maintenance	7,341.97	13,700.00	8,500.00	(5,200.00)
Mutual Revenue - penalty interest	33.82	-	-	-
Pest Control Services	-	8,500.00	8,500.00	-
Plumbing	2,283.43	6,817.00	3,500.00	(3,317.00)
Plumbing Maintenance	2,957.76	1,830.00	4,000.00	2,170.00
Pool Maintenance	469.00	9,090.00	9,500.00	410.00
Pools, Spas & Saunas	40,354.54	-	-	-
Roof Systems - anchor points	11,160.00	1,400.00	2,000.00	600.00
Security Services - mobile patrols	-	150.00	-	(150.00)
Waste Management Services	2,206.84	9,560.00	3,000.00	(6,560.00)
Water	62,096.63	43,636.00	65,000.00	21,364.00
Total General Fund Expenditure	**629,335.87**	**518,386.64**	**545,143.70**	**26,757.06**

Additional Revenue	Actuals 12/23 - 12/24	Budget 12/23 - 12/24	Budget 12/24 - 12/25	Variance $

Owners Corporation for Plan No. 13397

18 December 2024 to 17 December 2025

2 Gribble Street Gungahlin Australian Capital Territory 2912

Body Corporate Manager - certificate fees	7,009.12	-	-	-
Mutual Revenue - security devices	2,070.50	-	-	-
Plumbing	488.18	-	-	-
Taxes - GST rounding	0.98	-	-	-
Waste Management Services	79.10	-	-	-
Total General Fund Additional Revenue	**9,647.88**	**-**	**-**	**-**

General Fund Summary		**Budget 12/24 - 12/25**
Opening balance (Surplus)	71,367.95	
Expenditure during budget period	545,143.70	
	473,775.75	
Less Additional revenue during budget period	0.00	
Plus Planned surplus at end of budget period	71,367.94	
Plus Allowance for GST on contributions	62,149.65	**Per Ent**
Budgeted contributions to be raised $	**607,293.34**	607.2933
Last years budgeted contributions raised	570,225.30	570.2253
Variance $	37,068.04	
Total Lot Liability	1000	

*May include insurance contributions

Owners Corporation for Plan No. 13397

18 December 2024 to 17 December 2025

2 Gribble Street Gungahlin Australian Capital Territory 2912

Expenditure	Actuals 12/23 - 12/24	Budget 12/23 - 12/24	Budget 12/24 - 12/25	Variance $
Consultant - Consultant - Defects Report	-	-	20,000.00	20,000.00
Fire Protection Systems	5,545.00	5,681.00	5,750.00	69.00
General Repairs	6,115.00	8,432.00	6,500.00	(1,932.00)
Painting	-	10,000.00	-	(10,000.00)
Pools, Spas & Saunas	5,909.09	11,923.00	11,500.00	(423.00)
Total Sinking Fund Expenditure	**17,569.09**	**36,036.00**	**43,750.00**	**7,714.00**

Sinking Fund Summary			Budget 12/24 - 12/25
Opening balance (Surplus)		277,405.05	
Expenditure during budget period		43,750.00	
		(233,655.05)	
Less	Additional revenue during budget period	0.00	
Plus	Planned surplus at end of budget period	350,011.22	
Plus	Allowance for GST on contributions	8,984.52	**Per Ent**
Budgeted contributions to be raised $		**125,340.69**	125.3407
Last years budgeted contributions raised		130,614.00	130.6140
Variance $		(5,273.31)	
Total Lot Liability		1000	

18 December 2024 to 17 December 2025

Owners Corporation for Plan No. 13397

2 Gribble Street Gungahlin Australian Capital Territory 2912

Proposed Contribution Period Start	18/12/2024
Contribution Period Duration	12 month(s)
No. of Instalment(s):	4
GST	YES

TOTAL CONTRIBUTIONS	Per Period	Per Year
General Fund	P1 151,823.3400	607,293.34
	P2 151,823.3400	
	P3 151,823.3400	
	P4 151,823.3200	
Sink Fund	P1 31,335.1700	125,340.69
	P2 31,335.1700	
	P3 31,335.1700	
	P4 31,335.1800	
Total Contribution	P1 183,158.5100	732,634.03
	P2 183,158.5100	
	P3 183,158.5100	
	P4 183,158.5000	

TOTAL LIABILITIES	Per Period	Per Year
General Fund	P1 151.8233	607.2933
	P2 151.8233	
	P3 151.8233	
	P4 151.8233	
Sink Fund	P1 31.3352	125.3407
	P2 31.3352	
	P3 31.3352	
	P4 31.3352	
Total Per Lot Liability	P1 183.1585	732.6340
	P2 183.1585	
	P3 183.1585	
	P4 183.1585	

Yearly Contribution By Period (Estimate Only)

Unit No.		Lot Liability	Period	General Fund	Sinking Fund	Total	
1		7	1	1,062.76	219.35	1,282.11	
			2	1,062.76	219.35	1,282.11	
			3	1,062.76	219.35	1,282.11	
			4	1,062.76	219.35	1,282.11	
2		4	1	607.29	125.34	732.63	
			2	607.29	125.34	732.63	
			3	607.29	125.34	732.63	
			4	607.29	125.34	732.63	
3		4	1	607.29	125.34	732.63	
			2	607.29	125.34	732.63	
			3	607.29	125.34	732.63	
			4	607.29	125.34	732.63	
4		7	1	1,062.76	219.35	1,282.11	
			2	1,062.76	219.35	1,282.11	
			3	1,062.76	219.35	1,282.11	
			4	1,062.76	219.35	1,282.11	
5		6	1	910.94	188.01	1,098.95	

Unit No.		. Lot Liability	Period	General Fund	Sinking Fund	Total	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
6		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
7		5	1	759.12	156.68	915.79	
			2	759.12	156.68	915.79	
			3	759.12	156.68	915.79	
			4	759.12	156.68	915.79	
8		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
9		4	1	607.29	125.34	732.63	
			2	607.29	125.34	732.63	
			3	607.29	125.34	732.63	
			4	607.29	125.34	732.63	
10		4	1	607.29	125.34	732.63	
			2	607.29	125.34	732.63	
			3	607.29	125.34	732.63	
			4	607.29	125.34	732.63	
11		7	1	1,062.76	219.35	1,282.11	
			2	1,062.76	219.35	1,282.11	
			3	1,062.76	219.35	1,282.11	
			4	1,062.76	219.35	1,282.11	
12		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
13		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
14		5	1	759.12	156.68	915.79	
			2	759.12	156.68	915.79	
			3	759.12	156.68	915.79	
			4	759.12	156.68	915.79	
15		7	1	1,062.76	219.35	1,282.11	
			2	1,062.76	219.35	1,282.11	
			3	1,062.76	219.35	1,282.11	
			4	1,062.76	219.35	1,282.11	
16		4	1	607.29	125.34	732.63	

Unit No.		. Lot Liability	Period	General Fund	Sinking Fund	Total	
			2	607.29	125.34	732.63	
			3	607.29	125.34	732.63	
			4	607.29	125.34	732.63	
17		4	1	607.29	125.34	732.63	
			2	607.29	125.34	732.63	
			3	607.29	125.34	732.63	
			4	607.29	125.34	732.63	
18		7	1	1,062.76	219.35	1,282.11	
			2	1,062.76	219.35	1,282.11	
			3	1,062.76	219.35	1,282.11	
			4	1,062.76	219.35	1,282.11	
19		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
20		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
21		5	1	759.12	156.68	915.79	
			2	759.12	156.68	915.79	
			3	759.12	156.68	915.79	
			4	759.12	156.68	915.79	
22		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
23		4	1	607.29	125.34	732.63	
			2	607.29	125.34	732.63	
			3	607.29	125.34	732.63	
			4	607.29	125.34	732.63	
24		4	1	607.29	125.34	732.63	
			2	607.29	125.34	732.63	
			3	607.29	125.34	732.63	
			4	607.29	125.34	732.63	
25		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
26		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
27		5	1	759.12	156.68	915.79	

Unit No.		. Lot Liability	Period	General Fund	Sinking Fund	Total	
			2	759.12	156.68	915.79	
			3	759.12	156.68	915.79	
			4	759.12	156.68	915.79	
28		5	1	759.12	156.68	915.79	
			2	759.12	156.68	915.79	
			3	759.12	156.68	915.79	
			4	759.12	156.68	915.79	
29		7	1	1,062.76	219.35	1,282.11	
			2	1,062.76	219.35	1,282.11	
			3	1,062.76	219.35	1,282.11	
			4	1,062.76	219.35	1,282.11	
30		4	1	607.29	125.34	732.63	
			2	607.29	125.34	732.63	
			3	607.29	125.34	732.63	
			4	607.29	125.34	732.63	
31		4	1	607.29	125.34	732.63	
			2	607.29	125.34	732.63	
			3	607.29	125.34	732.63	
			4	607.29	125.34	732.63	
32		7	1	1,062.76	219.35	1,282.11	
			2	1,062.76	219.35	1,282.11	
			3	1,062.76	219.35	1,282.11	
			4	1,062.76	219.35	1,282.11	
33		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
34		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
35		5	1	759.12	156.68	915.79	
			2	759.12	156.68	915.79	
			3	759.12	156.68	915.79	
			4	759.12	156.68	915.79	
36		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
37		4	1	607.29	125.34	732.63	
			2	607.29	125.34	732.63	
			3	607.29	125.34	732.63	
			4	607.29	125.34	732.63	
38		4	1	607.29	125.34	732.63	

Unit No.		. Lot Liability	Period	General Fund	Sinking Fund	Total	
			2	607.29	125.34	732.63	
			3	607.29	125.34	732.63	
			4	607.29	125.34	732.63	
39		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
40		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
41		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
42		5	1	759.12	156.68	915.79	
			2	759.12	156.68	915.79	
			3	759.12	156.68	915.79	
			4	759.12	156.68	915.79	
43		7	1	1,062.76	219.35	1,282.11	
			2	1,062.76	219.35	1,282.11	
			3	1,062.76	219.35	1,282.11	
			4	1,062.76	219.35	1,282.11	
44		4	1	607.29	125.34	732.63	
			2	607.29	125.34	732.63	
			3	607.29	125.34	732.63	
			4	607.29	125.34	732.63	
45		4	1	607.29	125.34	732.63	
			2	607.29	125.34	732.63	
			3	607.29	125.34	732.63	
			4	607.29	125.34	732.63	
46		7	1	1,062.76	219.35	1,282.11	
			2	1,062.76	219.35	1,282.11	
			3	1,062.76	219.35	1,282.11	
			4	1,062.76	219.35	1,282.11	
47		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
48		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
49		5	1	759.12	156.68	915.79	

Unit No.		. Lot Liability	Period	General Fund	Sinking Fund	Total	
			2	759.12	156.68	915.79	
			3	759.12	156.68	915.79	
			4	759.12	156.68	915.79	
50		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
51		4	1	607.29	125.34	732.63	
			2	607.29	125.34	732.63	
			3	607.29	125.34	732.63	
			4	607.29	125.34	732.63	
52		4	1	607.29	125.34	732.63	
			2	607.29	125.34	732.63	
			3	607.29	125.34	732.63	
			4	607.29	125.34	732.63	
53		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
54		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
55		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
56		5	1	759.12	156.68	915.79	
			2	759.12	156.68	915.79	
			3	759.12	156.68	915.79	
			4	759.12	156.68	915.79	
57		7	1	1,062.76	219.35	1,282.11	
			2	1,062.76	219.35	1,282.11	
			3	1,062.76	219.35	1,282.11	
			4	1,062.76	219.35	1,282.11	
58		4	1	607.29	125.34	732.63	
			2	607.29	125.34	732.63	
			3	607.29	125.34	732.63	
			4	607.29	125.34	732.63	
59		4	1	607.29	125.34	732.63	
			2	607.29	125.34	732.63	
			3	607.29	125.34	732.63	
			4	607.29	125.34	732.63	
60		7	1	1,062.76	219.35	1,282.11	

Unit No.		. Lot Liability	Period	General Fund	Sinking Fund	Total	
			2	1,062.76	219.35	1,282.11	
			3	1,062.76	219.35	1,282.11	
			4	1,062.76	219.35	1,282.11	
61		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
62		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
63		5	1	759.12	156.68	915.79	
			2	759.12	156.68	915.79	
			3	759.12	156.68	915.79	
			4	759.12	156.68	915.79	
64		7	1	1,062.76	219.35	1,282.11	
			2	1,062.76	219.35	1,282.11	
			3	1,062.76	219.35	1,282.11	
			4	1,062.76	219.35	1,282.11	
65		4	1	607.29	125.34	732.63	
			2	607.29	125.34	732.63	
			3	607.29	125.34	732.63	
			4	607.29	125.34	732.63	
66		4	1	607.29	125.34	732.63	
			2	607.29	125.34	732.63	
			3	607.29	125.34	732.63	
			4	607.29	125.34	732.63	
67		7	1	1,062.76	219.35	1,282.11	
			2	1,062.76	219.35	1,282.11	
			3	1,062.76	219.35	1,282.11	
			4	1,062.76	219.35	1,282.11	
68		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
69		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
70		5	1	759.12	156.68	915.79	
			2	759.12	156.68	915.79	
			3	759.12	156.68	915.79	
			4	759.12	156.68	915.79	
71		7	1	1,062.76	219.35	1,282.11	

Unit No.		. Lot Liability	Period	General Fund	Sinking Fund	Total	
			2	1,062.76	219.35	1,282.11	
			3	1,062.76	219.35	1,282.11	
			4	1,062.76	219.35	1,282.11	
72		4	1	607.29	125.34	732.63	
			2	607.29	125.34	732.63	
			3	607.29	125.34	732.63	
			4	607.29	125.34	732.63	
73		4	1	607.29	125.34	732.63	
			2	607.29	125.34	732.63	
			3	607.29	125.34	732.63	
			4	607.29	125.34	732.63	
74		7	1	1,062.76	219.35	1,282.11	
			2	1,062.76	219.35	1,282.11	
			3	1,062.76	219.35	1,282.11	
			4	1,062.76	219.35	1,282.11	
75		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
76		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
77		5	1	759.12	156.68	915.79	
			2	759.12	156.68	915.79	
			3	759.12	156.68	915.79	
			4	759.12	156.68	915.79	
78		7	1	1,062.76	219.35	1,282.11	
			2	1,062.76	219.35	1,282.11	
			3	1,062.76	219.35	1,282.11	
			4	1,062.76	219.35	1,282.11	
79		4	1	607.29	125.34	732.63	
			2	607.29	125.34	732.63	
			3	607.29	125.34	732.63	
			4	607.29	125.34	732.63	
80		4	1	607.29	125.34	732.63	
			2	607.29	125.34	732.63	
			3	607.29	125.34	732.63	
			4	607.29	125.34	732.63	
81		7	1	1,062.76	219.35	1,282.11	
			2	1,062.76	219.35	1,282.11	
			3	1,062.76	219.35	1,282.11	
			4	1,062.76	219.35	1,282.11	
82		6	1	910.94	188.01	1,098.95	

Unit No.		. Lot Liability	Period	General Fund	Sinking Fund	Total	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
83		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
84		5	1	759.12	156.68	915.79	
			2	759.12	156.68	915.79	
			3	759.12	156.68	915.79	
			4	759.12	156.68	915.79	
85		7	1	1,062.76	219.35	1,282.11	
			2	1,062.76	219.35	1,282.11	
			3	1,062.76	219.35	1,282.11	
			4	1,062.76	219.35	1,282.11	
86		4	1	607.29	125.34	732.63	
			2	607.29	125.34	732.63	
			3	607.29	125.34	732.63	
			4	607.29	125.34	732.63	
87		4	1	607.29	125.34	732.63	
			2	607.29	125.34	732.63	
			3	607.29	125.34	732.63	
			4	607.29	125.34	732.63	
88		7	1	1,062.76	219.35	1,282.11	
			2	1,062.76	219.35	1,282.11	
			3	1,062.76	219.35	1,282.11	
			4	1,062.76	219.35	1,282.11	
89		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
90		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
91		5	1	759.12	156.68	915.79	
			2	759.12	156.68	915.79	
			3	759.12	156.68	915.79	
			4	759.12	156.68	915.79	
92		7	1	1,062.76	219.35	1,282.11	
			2	1,062.76	219.35	1,282.11	
			3	1,062.76	219.35	1,282.11	
			4	1,062.76	219.35	1,282.11	
93		4	1	607.29	125.34	732.63	

Unit No.		. Lot Liability	Period	General Fund	Sinking Fund	Total	
			2	607.29	125.34	732.63	
			3	607.29	125.34	732.63	
			4	607.29	125.34	732.63	
94		4	1	607.29	125.34	732.63	
			2	607.29	125.34	732.63	
			3	607.29	125.34	732.63	
			4	607.29	125.34	732.63	
95		7	1	1,062.76	219.35	1,282.11	
			2	1,062.76	219.35	1,282.11	
			3	1,062.76	219.35	1,282.11	
			4	1,062.76	219.35	1,282.11	
96		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
97		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
98		5	1	759.12	156.68	915.79	
			2	759.12	156.68	915.79	
			3	759.12	156.68	915.79	
			4	759.12	156.68	915.79	
99		7	1	1,062.76	219.35	1,282.11	
			2	1,062.76	219.35	1,282.11	
			3	1,062.76	219.35	1,282.11	
			4	1,062.76	219.35	1,282.11	
100		4	1	607.29	125.34	732.63	
			2	607.29	125.34	732.63	
			3	607.29	125.34	732.63	
			4	607.29	125.34	732.63	
101		4	1	607.29	125.34	732.63	
			2	607.29	125.34	732.63	
			3	607.29	125.34	732.63	
			4	607.29	125.34	732.63	
102		7	1	1,062.76	219.35	1,282.11	
			2	1,062.76	219.35	1,282.11	
			3	1,062.76	219.35	1,282.11	
			4	1,062.76	219.35	1,282.11	
103		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
104		6	1	910.94	188.01	1,098.95	

Unit No.		. Lot Liability	Period	General Fund	Sinking Fund	Total	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
105		5	1	759.12	156.68	915.79	
			2	759.12	156.68	915.79	
			3	759.12	156.68	915.79	
			4	759.12	156.68	915.79	
106		7	1	1,062.76	219.35	1,282.11	
			2	1,062.76	219.35	1,282.11	
			3	1,062.76	219.35	1,282.11	
			4	1,062.76	219.35	1,282.11	
107		4	1	607.29	125.34	732.63	
			2	607.29	125.34	732.63	
			3	607.29	125.34	732.63	
			4	607.29	125.34	732.63	
108		4	1	607.29	125.34	732.63	
			2	607.29	125.34	732.63	
			3	607.29	125.34	732.63	
			4	607.29	125.34	732.63	
109		7	1	1,062.76	219.35	1,282.11	
			2	1,062.76	219.35	1,282.11	
			3	1,062.76	219.35	1,282.11	
			4	1,062.76	219.35	1,282.11	
110		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
111		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
112		5	1	759.12	156.68	915.79	
			2	759.12	156.68	915.79	
			3	759.12	156.68	915.79	
			4	759.12	156.68	915.79	
113		7	1	1,062.76	219.35	1,282.11	
			2	1,062.76	219.35	1,282.11	
			3	1,062.76	219.35	1,282.11	
			4	1,062.76	219.35	1,282.11	
114		5	1	759.12	156.68	915.79	
			2	759.12	156.68	915.79	
			3	759.12	156.68	915.79	
			4	759.12	156.68	915.79	
115		5	1	759.12	156.68	915.79	

Unit No.		. Lot Liability	Period	General Fund	Sinking Fund	Total	
			2	759.12	156.68	915.79	
			3	759.12	156.68	915.79	
			4	759.12	156.68	915.79	
116		7	1	1,062.76	219.35	1,282.11	
			2	1,062.76	219.35	1,282.11	
			3	1,062.76	219.35	1,282.11	
			4	1,062.76	219.35	1,282.11	
117		7	1	1,062.76	219.35	1,282.11	
			2	1,062.76	219.35	1,282.11	
			3	1,062.76	219.35	1,282.11	
			4	1,062.76	219.35	1,282.11	
118		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
119		5	1	759.12	156.68	915.79	
			2	759.12	156.68	915.79	
			3	759.12	156.68	915.79	
			4	759.12	156.68	915.79	
120		7	1	1,062.76	219.35	1,282.11	
			2	1,062.76	219.35	1,282.11	
			3	1,062.76	219.35	1,282.11	
			4	1,062.76	219.35	1,282.11	
121		4	1	607.29	125.34	732.63	
			2	607.29	125.34	732.63	
			3	607.29	125.34	732.63	
			4	607.29	125.34	732.63	
122		4	1	607.29	125.34	732.63	
			2	607.29	125.34	732.63	
			3	607.29	125.34	732.63	
			4	607.29	125.34	732.63	
123		7	1	1,062.76	219.35	1,282.11	
			2	1,062.76	219.35	1,282.11	
			3	1,062.76	219.35	1,282.11	
			4	1,062.76	219.35	1,282.11	
124		7	1	1,062.76	219.35	1,282.11	
			2	1,062.76	219.35	1,282.11	
			3	1,062.76	219.35	1,282.11	
			4	1,062.76	219.35	1,282.11	
125		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
126		5	1	759.12	156.68	915.79	

Unit No.		. Lot Liability	Period	General Fund	Sinking Fund	Total	
			2	759.12	156.68	915.79	
			3	759.12	156.68	915.79	
			4	759.12	156.68	915.79	
127		10	1	1,518.23	313.35	1,831.59	
			2	1,518.23	313.35	1,831.59	
			3	1,518.23	313.35	1,831.59	
			4	1,518.23	313.35	1,831.59	
128		10	1	1,518.23	313.35	1,831.59	
			2	1,518.23	313.35	1,831.59	
			3	1,518.23	313.35	1,831.59	
			4	1,518.23	313.35	1,831.59	
129		7	1	1,062.76	219.35	1,282.11	
			2	1,062.76	219.35	1,282.11	
			3	1,062.76	219.35	1,282.11	
			4	1,062.76	219.35	1,282.11	
130		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
131		5	1	759.12	156.68	915.79	
			2	759.12	156.68	915.79	
			3	759.12	156.68	915.79	
			4	759.12	156.68	915.79	
132		7	1	1,062.76	219.35	1,282.11	
			2	1,062.76	219.35	1,282.11	
			3	1,062.76	219.35	1,282.11	
			4	1,062.76	219.35	1,282.11	
133		5	1	759.12	156.68	915.79	
			2	759.12	156.68	915.79	
			3	759.12	156.68	915.79	
			4	759.12	156.68	915.79	
134		5	1	759.12	156.68	915.79	
			2	759.12	156.68	915.79	
			3	759.12	156.68	915.79	
			4	759.12	156.68	915.79	
135		7	1	1,062.76	219.35	1,282.11	
			2	1,062.76	219.35	1,282.11	
			3	1,062.76	219.35	1,282.11	
			4	1,062.76	219.35	1,282.11	
136		7	1	1,062.76	219.35	1,282.11	
			2	1,062.76	219.35	1,282.11	
			3	1,062.76	219.35	1,282.11	
			4	1,062.76	219.35	1,282.11	
137		6	1	910.94	188.01	1,098.95	

Unit No.		. Lot Liability	Period	General Fund	Sinking Fund	Total	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
138		5	1	759.12	156.68	915.79	
			2	759.12	156.68	915.79	
			3	759.12	156.68	915.79	
			4	759.12	156.68	915.79	
139		10	1	1,518.23	313.35	1,831.59	
			2	1,518.23	313.35	1,831.59	
			3	1,518.23	313.35	1,831.59	
			4	1,518.23	313.35	1,831.59	
140		10	1	1,518.23	313.35	1,831.59	
			2	1,518.23	313.35	1,831.59	
			3	1,518.23	313.35	1,831.59	
			4	1,518.23	313.35	1,831.59	
141		7	1	1,062.76	219.35	1,282.11	
			2	1,062.76	219.35	1,282.11	
			3	1,062.76	219.35	1,282.11	
			4	1,062.76	219.35	1,282.11	
142		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
143		5	1	759.12	156.68	915.79	
			2	759.12	156.68	915.79	
			3	759.12	156.68	915.79	
			4	759.12	156.68	915.79	
144		7	1	1,062.76	219.35	1,282.11	
			2	1,062.76	219.35	1,282.11	
			3	1,062.76	219.35	1,282.11	
			4	1,062.76	219.35	1,282.11	
145		5	1	759.12	156.68	915.79	
			2	759.12	156.68	915.79	
			3	759.12	156.68	915.79	
			4	759.12	156.68	915.79	
146		5	1	759.12	156.68	915.79	
			2	759.12	156.68	915.79	
			3	759.12	156.68	915.79	
			4	759.12	156.68	915.79	
147		7	1	1,062.76	219.35	1,282.11	
			2	1,062.76	219.35	1,282.11	
			3	1,062.76	219.35	1,282.11	
			4	1,062.76	219.35	1,282.11	
148		7	1	1,062.76	219.35	1,282.11	

Unit No.		. Lot Liability	Period	General Fund	Sinking Fund	Total	
			2	1,062.76	219.35	1,282.11	
			3	1,062.76	219.35	1,282.11	
			4	1,062.76	219.35	1,282.11	
149		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
150		5	1	759.12	156.68	915.79	
			2	759.12	156.68	915.79	
			3	759.12	156.68	915.79	
			4	759.12	156.68	915.79	
151		11	1	1,670.06	344.69	2,014.74	
			2	1,670.06	344.69	2,014.74	
			3	1,670.06	344.69	2,014.74	
			4	1,670.06	344.69	2,014.74	
152		11	1	1,670.06	344.69	2,014.74	
			2	1,670.06	344.69	2,014.74	
			3	1,670.06	344.69	2,014.74	
			4	1,670.06	344.69	2,014.74	
153		7	1	1,062.76	219.35	1,282.11	
			2	1,062.76	219.35	1,282.11	
			3	1,062.76	219.35	1,282.11	
			4	1,062.76	219.35	1,282.11	
154		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
155		5	1	759.12	156.68	915.79	
			2	759.12	156.68	915.79	
			3	759.12	156.68	915.79	
			4	759.12	156.68	915.79	
156		7	1	1,062.76	219.35	1,282.11	
			2	1,062.76	219.35	1,282.11	
			3	1,062.76	219.35	1,282.11	
			4	1,062.76	219.35	1,282.11	
157		5	1	759.12	156.68	915.79	
			2	759.12	156.68	915.79	
			3	759.12	156.68	915.79	
			4	759.12	156.68	915.79	
158		5	1	759.12	156.68	915.79	
			2	759.12	156.68	915.79	
			3	759.12	156.68	915.79	
			4	759.12	156.68	915.79	
159		7	1	1,062.76	219.35	1,282.11	

Unit No.		. Lot Liability	Period	General Fund	Sinking Fund	Total	
			2	1,062.76	219.35	1,282.11	
			3	1,062.76	219.35	1,282.11	
			4	1,062.76	219.35	1,282.11	
160		7	1	1,062.76	219.35	1,282.11	
			2	1,062.76	219.35	1,282.11	
			3	1,062.76	219.35	1,282.11	
			4	1,062.76	219.35	1,282.11	
161		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
162		5	1	759.12	156.68	915.79	
			2	759.12	156.68	915.79	
			3	759.12	156.68	915.79	
			4	759.12	156.68	915.79	
163		7	1	1,062.76	219.35	1,282.11	
			2	1,062.76	219.35	1,282.11	
			3	1,062.76	219.35	1,282.11	
			4	1,062.76	219.35	1,282.11	
164		8	1	1,214.59	250.68	1,465.27	
			2	1,214.59	250.68	1,465.27	
			3	1,214.59	250.68	1,465.27	
			4	1,214.59	250.68	1,465.27	
165		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
166		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
167		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
168		6	1	910.94	188.01	1,098.95	
			2	910.94	188.01	1,098.95	
			3	910.94	188.01	1,098.95	
			4	910.94	188.01	1,098.95	
169		4	1	607.29	125.34	732.63	
			2	607.29	125.34	732.63	
			3	607.29	125.34	732.63	
			4	607.29	125.34	732.63	
170		4	1	607.29	125.34	732.63	

Unit No.		. Lot Liability	Period	General Fund	Sinking Fund	Total	
			2	607.29	125.34	732.63	
			3	607.29	125.34	732.63	
			4	607.29	125.34	732.63	
171		5	1	759.12	156.68	915.79	
			2	759.12	156.68	915.79	
			3	759.12	156.68	915.79	
			4	759.12	156.68	915.79	
172		4	1	607.29	125.34	732.63	
			2	607.29	125.34	732.63	
			3	607.29	125.34	732.63	
			4	607.29	125.34	732.63	
173		4	1	607.29	125.34	732.63	
			2	607.29	125.34	732.63	
			3	607.29	125.34	732.63	
			4	607.29	125.34	732.63	
		1000		**607,293.34**	**125,340.70**	**732,634.04**	

Owners Corporation for Plan No. 13397

2 Gribble Street Gungahlin Australian Capital Territory 2912
ABN/ACN 46402713493

AGED DEBTORS

as at 11th August 2025 (Excludes Unpresented Transactions)

Unit No.	Unit	Type	Debtor Level	1 to 30 days	31 to 60 days	61 to 90 days (From Due Date)	91+ days	Total
1	202	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
2	203	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
3	204	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
4	205	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
5	206	Contrib	Nil	0.00	0.00	0.00	(0.02)	(0.02)
6	207	Contrib	Nil	0.00	0.00	0.00	44.00	44.00
7	208	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
8	209	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
9	210	Contrib	Nil	0.00	0.00	0.00	(2,107.53)	(2,107.53)
10	211	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
11	212	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
12	213	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
13	214	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
14	201	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
15	302	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
16	303	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
17	304	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
18	305	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
19	306	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
20	307	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
21	308	Contrib	Nil	0.00	0.00	324.50	(2,489.56)	(2,165.06)
22	309	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
23	310	Contrib	Level 3	9.77	9.77	9.77	1,606.99	1,636.30
24	311	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
25	312	Contrib	Nil	0.00	0.00	0.00	2,101.54	2,101.54
26	313	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
27	314	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
28	301	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
29	402	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
30	403	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
31	404	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
32	405	Contrib	Nil	0.00	0.00	0.00	0.00	0.00

Owners Corporation for Plan No. 13397

2 Gribble Street Gungahlin Australian Capital Territory 2912
ABN/ACN 46402713493

AGED DEBTORS (continued)

as at 11th August 2025 (Excludes Unpresented Transactions)

Unit No.	Unit	Type	Debtor Level	1 to 30 days	31 to 60 days	61 to 90 days (From Due Date)	91+ days	Total
33	406	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
34	407	Contrib	Nil	0.00	0.00	0.00	(8.21)	(8.21)
35	408	Contrib	Nil	0.00	0.00	0.00	44.00	44.00
36	409	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
37	410	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
38	411	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
39	412	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
40	413	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
41	414	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
42	401	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
43	502	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
44	503	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
45	504	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
46	505	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
47	506	Contrib	Level 3	0.00	0.00	0.00	1,031.39	1,031.39
48	507	Contrib	Nil	0.00	0.00	0.00	44.00	44.00
49	508	Contrib	Level 3	0.00	0.00	0.00	1,831.51	1,831.51
50	509	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
51	510	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
52	511	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
53	512	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
54	513	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
55	514	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
56	501	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
57	602	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
58	603	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
59	604	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
60	605	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
61	606	Contrib	Nil	0.00	0.00	0.00	(5.41)	(5.41)
62	607	Contrib	Nil	0.00	0.00	0.00	(3,241.92)	(3,241.92)
63	608	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
64	609	Contrib	Nil	0.00	0.00	0.00	(820.00)	(820.00)

Owners Corporation for Plan No. 13397

2 Gribble Street Gungahlin Australian Capital Territory 2912
ABN/ACN 46402713493

AGED DEBTORS (continued)

as at 11th August 2025 (Excludes Unpresented Transactions)

Unit No.	Unit	Type	Debtor Level	1 to 30 days	31 to 60 days	61 to 90 days (From Due Date)	91+ days	Total
65	610	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
66	611	Contrib	Level 2	0.00	0.00	0.00	1,491.07	1,491.07
67	612	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
68	613	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
69	614	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
70	601	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
71	702	Contrib	Nil	0.00	0.00	0.00	(21.06)	(21.06)
72	703	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
73	704	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
74	705	Contrib	Nil	0.00	0.00	0.00	(0.43)	(0.43)
75	706	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
76	707	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
77	708	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
78	709	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
79	710	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
80	711	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
81	712	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
82	713	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
83	714	Contrib	Nil	0.01	0.01	0.01	1.03	1.06
84	701	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
85	802	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
86	803	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
87	804	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
88	805	Contrib	Nil	0.00	0.00	0.00	0.03	0.03
89	806	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
90	807	Contrib	Nil	0.00	0.00	0.00	(3,166.03)	(3,166.03)
91	808	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
92	809	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
93	810	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
94	811	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
95	812	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
96	813	Contrib	Nil	0.00	0.00	0.00	0.00	0.00

Owners Corporation for Plan No. 13397

2 Gribble Street Gungahlin Australian Capital Territory 2912
ABN/ACN 46402713493

AGED DEBTORS (continued)

as at 11th August 2025 (Excludes Unpresented Transactions)

Unit No.	Unit	Type	Debtor Level	1 to 30 days	31 to 60 days (From Due Date)	61 to 90 days (From Due Date)	91+ days (From Due Date)	Total
97	814	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
98	801	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
99	902	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
100	903	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
101	904	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
102	905	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
103	906	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
104	907	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
105	908	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
106	909	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
107	910	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
108	911	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
109	912	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
110	913	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
111	914	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
112	901	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
113	1002	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
114	1003	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
115	1004	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
116	1005	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
117	1006	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
118	1007	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
119	1008	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
120	1009	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
121	1010	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
122	1011	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
123	1012	Contrib	Nil	0.00	0.00	0.00	(4,905.88)	(4,905.88)
124	1013	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
125	1014	Contrib	Level 3	220.00	0.00	762.00	9,786.48	10,768.48
126	1001	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
127	1102	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
128	1103	Contrib	Nil	0.00	0.00	0.00	0.00	0.00

Owners Corporation for Plan No. 13397

2 Gribble Street Gungahlin Australian Capital Territory 2912
ABN/ACN 46402713493

AGED DEBTORS (continued)

as at 11th August 2025 (Excludes Unpresented Transactions)

Unit No.	Unit	Type	Debtor Level	1 to 30 days	31 to 60 days (From Due Date)	61 to 90 days (From Due Date)	91+ days (From Due Date)	Total
129	1104	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
130	1105	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
131	1106	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
132	1107	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
133	1108	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
134	1109	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
135	1110	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
136	1111	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
137	1112	Contrib	Nil	0.31	0.31	0.31	132.93	133.86
138	1101	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
139	1202	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
140	1203	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
141	1204	Contrib	Nil	0.00	0.00	0.00	(1,553.92)	(1,553.92)
142	1205	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
143	1206	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
144	1207	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
145	1208	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
146	1209	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
147	1210	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
148	1211	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
149	1212	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
150	1201	Contrib	Nil	0.00	0.00	0.00	(1,752.10)	(1,752.10)
151	1302	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
152	1303	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
153	1304	Contrib	Nil	0.00	0.00	0.00	(3,000.06)	(3,000.06)
154	1305	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
155	1306	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
156	1307	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
157	1308	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
158	1309	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
159	1310	Contrib	Nil	0.00	0.00	0.00	0.00	0.00
160	1311	Contrib	Nil	0.00	0.00	0.00	(3,166.27)	(3,166.27)

Owners Corporation for Plan No. 13397

2 Gribble Street Gungahlin Australian Capital Territory 2912
ABN/ACN 46402713493

AGED DEBTORS (continued)

as at 11th August 2025 (Excludes Unpresented Transactions)

Unit No.	Unit	Type	Debtor Level		1 to 30 days	31 to 60 days (From Due Date)	61 to 90 days (From Due Date)	91+ days (From Due Date)	Total
161	1312	Contrib	Nil		0.00	0.00	0.00	0.00	0.00
162	1301	Contrib	Nil		0.00	0.00	0.00	0.00	0.00
163	101	Contrib	Nil		0.00	0.00	0.00	0.00	0.00
164	102	Contrib	Nil		0.00	0.00	0.00	0.00	0.00
165	103	Contrib	Nil		0.00	0.00	0.00	0.00	0.00
166	104	Contrib	Nil		0.00	0.00	0.00	0.00	0.00
167	105	Contrib	Nil		0.00	0.00	0.00	0.00	0.00
168		Contrib	Nil		0.00	0.00	0.00	(3,853.04)	(3,853.04)
169		Contrib	Nil		0.00	0.00	0.00	0.00	0.00
170		Contrib	Nil		0.00	0.00	0.00	0.00	0.00
171		Contrib	Nil		0.00	0.00	0.00	0.00	0.00
172		Contrib	Nil		165.00	0.00	0.00	(1,049.68)	(884.68)
173		Contrib	Nil		0.00	0.00	0.00	0.00	0.00
				Contrib Total $	395.09	10.09	1,096.59	(13,026.15)	(11,524.38)

Owners Corporation for Plan No. 13397

2 Gribble Street Gungahlin Australian Capital Territory 2912
ABN/ACN 46402713493

AGED DEBTORS (continued)

as at 11th August 2025 (Excludes Unpresented Transactions)

Unit No.	Unit	Type	Debtor Level		1 to 30 days	31 to 60 days (From Due Date)	61 to 90 days (From Due Date)	91+ days (From Due Date)	Total
		Sundry			0.00	0.00	332.00	0.00	332.00
		Sundry			0.00	0.00	0.00	332.00	332.00
		Sundry			0.00	0.00	0.00	332.00	332.00
		Sundry			342.00	0.00	0.00	0.00	342.00
		Sundry			0.00	0.00	0.00	121.00	121.00
		Sundry			0.00	0.00	0.00	320.00	320.00
		Sundry			0.00	0.00	0.00	332.00	332.00
66	611	Sundry			0.00	0.00	0.00	237.00	237.00
147	1210	Sundry			0.00	18.30	0.00	0.30	18.60
			Sundry Total	$	342.00	18.30	332.00	1,674.30	2,366.60
This report is gross of GST			Grand Total	$	737.09	28.39	1,428.59	(11,351.85)	(9,157.78)

STRATA MANAGEMENT AGREEMENT

THE OWNERS – UNITS PLAN NO. 13397 **ABN TBA**	**"Jade"** **Address 2 Gribble Street, Gungahlin ACT 2912**
NAME OF AGENT: FIRST CHOICE STRATA PTY LTD **ABN 65 639 897 368**	**Address PO Box 479 DICKSON ACT 2602**
Telephone: 6241 4000	Email: info@firstchoicestrata.com

PARTICULARS:	
Commencement Date	TBA 2025
Initial Term	Three (3) Years
Management Fee	$95,380.00 per annum, inclusive of GST.
Agreed Services	Services set out in Schedule A to this Agreement.
Additional Services	Services set out in Schedule B to this Agreement.
Additional Services Fees	Fees as set out in Schedule C to this Agreement
Units Plan	Means Units Plan 13397
Payment Method	Monthly in advance
Fee Review Method	4.0% per annum
Limit of Expenditure	$2,000.00

EXECUTED BY:

Owners Corporation

The common seal of the Owners Corporation was affixed on _____ in the presence of the following persons authorised in accordance with the rules of the Owners Corporation:

Signature Name	Signature Name
Position	Position

Agent

Executed by _____ in accordance with Section 127 of the Corporations Act 2001:

Signature of a Director Name of Director	Signature of director/company secretary Name of director/secretary

SERVICE: The Owners Corporation acknowledges receipt of a copy of this Agreement within 48 hours of execution by the Owner's Corporation.

Name of Signatory (print name)	Signature

1 DEFINITIONS

In this Agreement:

Act means the *Unit Titles Act 2001* (ACT).

Additional Services means the services set out in Schedule B to this Agreement.

Agreement means this agreement and includes any annexure or schedule to it.

Common Property means that part of the Units Plan which comprises the common property as defined in section 13 of the Act.

GST Act means the *A New Tax System (Goods and Services Tax) Act 1999* (Cth).

GST has the meaning given to it in the GST Act.

Management Act means the *Unit Titles (Management) Act 2011* (ACT).

Non-Standard Work means any work which is not Standard Work.

Standard Work means:

a) construction work where there is no requirement to work above 3 metres, including but not limited to the replacement of roofing and guttering;

b) general maintenance works, including but not limited: to lawn mowing; gardening; window cleaning (below 3 metres); and painting;

c) minor maintenance repairs, including but not limited to: repair and replacement of leaking pipes; replacing pavers and tiles; and lock replacement and repair;

d) annual inspection, notifications and maintenance required for essential fire safety equipment;

e) pest management treatments (excluding fumigation);

f) lift, travelator or escalator maintenance; and

g) renewal of plant registrations in accordance with the requirements of the WHS Act and WHS Regulation,

provided however:

a) if any of these works require a principal contractor (as defined under the WHS Act and WHS Regulation to be appointed then the works will be considered to be Non-Standard Work; and

b) if there is any inconsistency between Standard Work and Non-Standard Work, the work will be interpreted as Non-Standard Work.

WHS Act means the *Work Health & Safety Act 2011* (ACT).

WHS Regulation means the *Work Health & Safety Regulation 2001* (ACT).

2 WARRANTIES AND ACKNOWLEDGEMENT

h) The Owners Corporation warrants that it has resolved and had authority to enter into the Agreement.

i) The Agent warrants that the Agent holds a real estate agent's licence under the *Agents Act 2003* (ACT) and the licence will be maintained while the Agreement is in force.

3 APPOINTMENT OF THE AGENT

The Owners Corporation appoints the Agent, and the Agent accepts the appointment, to perform the Agreed Services and any Additional Services which may be agreed to by the Agent, on the terms and conditions set out in this Agreement.

4 TERM OF APPOINTMENT

Upon the expiry of the Initial Term and each subsequent term, this Agreement will automatically be extended for a further 12 month period, up to a maximum term of three years, unless terminated in accordance with either clause 9 or clause 10.

5 DUTIES OF THE AGENT

a) The Agent will use all reasonable endeavours to perform the Agreed Services in a proper and skilful manner. The Agreed Services are included in the Management Fee.

b) The Agent may, if requested by the Owners Corporation, agree to perform the Additional Services for an additional fee as set out in Schedule C to this Agreement.

c) In carrying out the Agreed Services, and when requested the Additional Services, the Agent will comply with and carry out all reasonable and lawful directions of the Owners Corporation.

d) The Agent must take out and maintain public liability insurance in respect of an act or omission of the Agent in the performance of the Agreed Services and Additional Services as set out in the Management Act.

6 DUTIES OF THE OWNERS CORPORATION

The Owners Corporation will:

a) pay the Management Fee and Additional Service Fees in accordance with clause 8;

b) provide the Agent with copies of all documents reasonably necessary to enable the Agent to carry out the Agreed Services and Additional Services (where requested);

c) nominate a representative to be the point of contact with the Agent and ensure, to the extent reasonably practicable, all communications are directed through that person;

d) as and when requested by the Agent, effect all necessary service agreements for equipment normally the subject of a service agreement; and

e) pay (or reimburse the Agent) for all disbursements including venue hire, materials and parts used or supplied, or third party contractors reasonably engaged, in carrying out the Agreed Services or Additional Services.

7 THIRD PARTY CONTRACTORS

a) The Owners Corporation authorises the Agent to, on behalf of the Owners Corporation, engage any third party contractors reasonably necessary to provide the Agreed Services (or part of them) or, where requested, the Additional Services.

b) Except in the case of an emergency or where the work is within the Limit of Expenditure, the Agent will obtain agreement from the Owners Corporation prior to engaging any third party contractors.

c) The Owners Corporation agrees to reimburse the Agent for all costs associated with those third party contractors.

8 PAYMENT OF FEES

a) The Management Fee and Additional Services Fees are payable in accordance with the Payment Method, upon receipt of a tax invoice from the Agent.

b) The Management Fee and Additional Services Fees will be increased according to the Fee Review Method on and from each anniversary of the Commencement Date.

9 TERMINATION BY THE OWNERS CORPORATION

The Owners Corporation may terminate this Agreement:

a) at the end of the Initial Term, by giving notice in writing not less than 3 months' prior to the end of the Initial Term to the Agent that it does not wish the Agreement to be automatically extended;

b) immediately by notice in writing to the Agent if the Agent fails or neglects to carry out the Agreed Services or any Additional Services which it has agreed to provide and

   i) the Owners Corporation has given notice in writing requiring the Agent to rectify the breach within 28 days; and

   ii) the Agent has failed to rectify the breach;

c) immediately by notice in writing to the Agent if the Agent is guilty of gross misconduct or gross negligence in the performance of the Agreed Services or any Additional Service which it has agreed to provide; or

d) immediately by notice in writing to the Agent if the Agent has a liquidator, receiver or administrator appointed, other than where the appointment is for the purpose of reconstruction or amalgamation of its business.

10 TERMINATION BY THE AGENT

The Agent may terminate this Agreement:

a) immediately by notice in writing to the Owners Corporation if the Owners Corporation fails or neglects to carry out its duties pursuant to clause 6 and:

   i) the Agent has given notice in writing requiring the Owners Corporation to rectify the breach within 14 days; and

   ii) the Owners Corporation has failed to rectify the breach;

b) immediately by notice in writing to the Owners Corporation if the Owners Corporation fails to pay the Agent the Management Fee, Additional Services Fees or other money payable in accordance with this Agreement for 14 days after the payment is due;

c) immediately by notice in writing to the Owners Corporation if any person applies to vary the Crown lease for the Land pursuant to section 166 of Act;

d) immediately by notice in writing to the Owners Corporation if any person applies to cancel the Units Plan pursuant to section 160 of the Act; or

e) at any time for no reason by giving 28 days' notice in writing to the Owners Corporation.

11 DISCLOSURE

The Agent may receive rebates, commissions or discounts from third party suppliers. All such rebates, commissions or discounts that are in place at the date of this Agreement are set out in Schedule D to this Agreement or as otherwise notified in writing to the Owners Corporation from time to time.

12 LIMITATION AND INDEMNITY

a) The Owners Corporation acknowledges that the Agent is providing management services only and is not obliged nor qualified to provide specialised advice such as legal or accounting advice. The Agent may, as reasonably necessary and subject to instructions from the Owners Corporation, engage suitably qualified experts to provide any necessary advice.

b) The Owners Corporation releases and indemnifies the Agent from (however caused):

   i) any loss or damage arising out of a breach of the rules of the Owners Corporation (as defined in the Management Act), the Act, the Management Act or any other contract or law by any unit owner, tenant, visitor, invitee, licensee or contractor on the Common Property or any of the units in the Units Plan;

   ii) any injury or death of any person on the Common Property or any of the units in the Units Plan;

   iii) any claim made against the Agent by any third party arising out of the Agent's provision of the Agreed Services or the Additional Services; and

   iv) any loss or damage to property of the Agent on the Common Property or any of the units in the Units Plan,

   except where the loss or damage was directly caused solely by the negligence or wilful breach of this Agreement by the Agent.

13 TRANSFER

a) The Agent cannot transfer its rights under this Agreement without the written consent of the Owners Corporation, which consent will not be unreasonably withheld, if the Agent satisfies the Owners Corporation that the proposed transferee and associates are fit and proper persons and have the qualifications, competence and expertise to perform the Agreed Services and Additional Services at a fee not greater than the current Management Fee and Additional Services Fees.

b) The Owner's Corporation must advise the Agent of its decision whether to approve a proposed transfer within 30 days after receiving from the Agent the information reasonably necessary to make the decision.

c) If the Owners Corporation approves the transfer, the Owners Corporation, the Agent and the transferee must enter into a transfer agreement.

14 WORK HEALTH & SAFETY

a) The parties agree that they will each comply with their respective obligations under the WHS Act and WHS Regulation.

b) Subject to the provisions of the WHS Act and the WHS Regulation, the appointment of the Agent by the Owner's Corporation under this Agreement does not constitute the appointment of the Agent as a principal contractor within the meaning of regulation 293 of the WHS Regulation.

15 GST

a) Words or expressions used in this clause 15, or elsewhere in this Agreement, that are defined in the GST Act have the same meaning in this Agreement.

b) All amounts expressed in this Agreement are exclusive of GST.

c) If the Agent incurs a liability to pay GST in connection with a supply to the Owners Corporation pursuant to this Agreement, the fees that the Owners Corporation must pay to the Agent for that supply is increased by an amount equal to the GST liability that the Agent incurs in making the supply and that amount is payable at the same time as the fees are payable in respect of that supply before that increase.

16 NOTICES

Notices can be given by any one of the following means:

a) by sending it by pre-paid post or delivering it by hand to the address specified in this Agreement for the party, and in either case the notice will be deemed to be received on the day following delivery that is not a weekend or a public holiday in the Australian Capital Territory; or

b) by sending it by facsimile transmission to the facsimile number of the party, in which case the notice will be deemed to be received when the facsimile has been successfully transmitted; or

c) by sending it by email to the email address notified by the other party, in which case the notice will be deemed to be received the day the email is sent.

FIRST CHOICE STRATA
STRATA & FACILITIES

SCHEDULE A – AGREED SERVICES

The following services are the Agreed Services and includes all time reasonably necessary to perform the services listed EXCEPT THAT where a service or task is specifically listed as an Additional Service in Schedule B or where a rate is specified for the service or task in Schedule C, it does not form part of the Agreed Services. The Agent will charge separately for disbursements incurred in carrying out the Agreed Services.

ACCOUNTING

- Managing the funds of the Owners Corporation, including:
  - paying invoices on behalf of Owners Corporation (eg for water charges, rates, maintenance and Agent's fees and expenses under this Agreement)
  - paying disbursements and expenses incurred in the connection with the Agent's management under this Agreement;
  - establishing and maintaining the trust account in accordance with the provisions of the *Agents Act 2003* (ACT); and
  - issuing levy notices for standard levies.
- Preparing, and (where applicable) filing, accounts and budgets, including:
  - financial statements for each executive committee meeting;
  - provide statutory reconciled accounts including balance sheet, statement of income and expenditure and levy status report;
  - financial statements and levy status report as and when reasonably required for general meetings;
  - prepare administrative fund budget and arrange for sinking fund budget; and
  - manage administrative fund and sinking fund.

INSURANCE

- Assisting the Owners Corporation in arranging insurance as required under the Management Act, including:
  - arranging, on instructions, valuations for new policies or renewals as required; and
  - obtaining quotes as requested.
- On request from the Owners Corporation, preparing and lodging routine insurance claims. Note that where preparation and lodgement of the insurance claim takes more than 15 minutes or is in excess of $5,000.00, the claim is not routine and will be an Additional Service.

SECRETARIAL

- Maintaining the corporate register and minute book including electronic rolls.
- Providing access to the corporate register to allow for the inspection of records in accordance with section 116 of the Management Act.
- Maintaining an up to date correspondence file.
- Recording and retaining notices received by the Owners Corporation under section 115 of the Management Act.
- Maintaining and administering the use of the common seal.
- Attending to routine communication with the executive committee or unit owners via fax, email, verbal, letter etc.

MEETINGS

- Preparing and distributing notices of annual general meetings.
- Attending annual general meetings held at the Agent's premises (or other venues by agreement), including after hours' attendance except where the Units Plan consists of 15 or fewer units in which case all meetings will be held during office hours.
- Attending 10 ('Agreed Number') Executive Committee Meetings per year. Where the Units Plan consists of 15 of fewer units all executive committee meetings will be held during office hours. For larger Owners Corporations, after hours meetings can be arranged by agreement.
- Preparing and distributing minutes of annual general meetings.
- Arranging venue for meetings where necessary.
- Meetings with the Strata or Facilities Manager are to commence no earlier than 9:00 am and conclude no later than 8:30 pm Monday to Thursday, unless arrangements have been agreed to prior to the commencement of the meeting. Meetings held outside of these hours may incur an additional charge.

RULES

- Answering routine queries about rights and obligations of the Owners Corporation and individual unit owners.

REPAIRS & MAINTENANCE

- Arranging building inspections and reports.

- Arranging for appropriately qualified contractors to undertake Standard Work, routine repairs to and maintenance of the Common Property (without consent if the works are within the Limit of Expenditure).
- Advising the Owners Corporation of any correspondence, reports, enquiries or complaints regarding the Common Property. This includes advising the Owners Corporation of any matters brought to the Agent's attention regarding parts of the Common Property that are unsafe or in need of repair, but does not extend to an obligation to perform inspections of the Common Property.

FIRST CHOICE STRATA
STRATA & FACILITIES

SCHEDULE B – ADDITIONAL SERVICES

EXECUTIVE COMMITTEE MEETINGS

- Preparing and distributing notices of executive committee meetings.
- Attending executive committee meetings in excess of the Agreed Number of Executive Committee Meetings.
- Preparing and distributing minutes of executive committee meetings.

GENERAL MEETINGS OTHER THAN THE ANNUAL GENERAL MEETING

- Preparing and distributing notices of additional or extraordinary general meetings.
- Attending additional or extraordinary general meetings.
- Preparing and distributing minutes of additional or extraordinary general meetings.

REPAIRS AND MAINTENANCE

- Arranging building inspections and reports for non-routine maintenance and Non-Standard Work.
- Arranging (including, as directed, obtaining quotes, liaising with contractors or executing contracts) for appropriately qualified contractors to undertake non-routine repairs and maintenance and Non-Standard Work (without consent if the works are within the Limit of Expenditure).
- Attending to out of hours call outs.

INSURANCE

- Preparing and lodging non-routine insurance claims.
- Administering claims and other activities involved in minimisation of loss, liaison with loss adjustors and other related activities.

RULES

- Issuing and serving notice to comply with the rules.

ACCOUNTING

- GST related activities (including checking tax invoices, supplying ABN details and BAS preparation and lodgement).
- Additional financial reports or reports prepared to specific requirements, including providing monthly accounts paid summary.
- Preparation and lodgement of any annual tax return required by law.
- Assisting an auditor if applicable.
- monitoring and arrange recovery of levy arrears which have been outstanding for more than 30 days.
- Issuing levy notices for non-standard levies.

UNIT TITLE CERTIFICATES

- Providing unit title certificates in accordance with section 119 of the Management Act or attending to requisitions.

GENERAL

- Initiate debt recovery action for all levies which have been outstanding for more than 60 days.
- Representing the Owners Corporation in tribunal or court proceedings.
- Briefing solicitors or representing the Owners Corporation in any disputes (including mediation, adjudication, arbitration, tribunal or court proceedings).
- Briefing solicitors in relation to provision of non-dispute related advice.
- Assisting the Executive Committee in drafting, amending or reviewing the rules of the Owners Corporation as defined in the Management Act.
- Assisting the Owner’s Corporation in the renewal of lease or change in units of entitlement.
- Assisting the Owner’s Corporation in changing the lease purpose clause

- Any other services requested by the Owner's Corporation, which are not Agreed Services) that can be provided by the Agent.

AFTER HOURS CONTACT

- After hours contact between the hours of 5:00pm and 9:00am on 6241 4000

FIRST CHOICE STRATA
STRATA & FACILITIES

SCHEDULE C – ADDITIONAL SERVICES RATES

Additional Service Rates - Professional & Administration Fees*

No.	Item	Charge per unit (GST Incl)	Unit
1.	Prepare & distribute notices of Executive Committee meetings	Nil	Per owner
2.	Attend executive committee meetings (in excess of the Agreed Number of Executive Committee meetings) during office hours	$185.00 $185.00	First Hour Each subsequent hour
3.	Attend executive committee meetings (in excess of the Agreed Number of Executive Committee meetings) outside office hours	$220.00 $220.00	First Hour Each subsequent hour
4.	Prepare & distribute executive committee meeting minutes to all owners for meetings in excess of the Agreed Number of Executive Committee meetings	$4.00	Per owner
5.	Prepare & distribute notice of general or extraordinary meeting (other than the annual general meeting)	$4.00	Per owner
6.	Attend general or extraordinary meetings during office hours (other than the annual general meeting)	$185.00 $185.00	First Hour Each subsequent hour
7.	Attend general or extraordinary meetings outside office hours (other than the annual general meeting)	$220.00 $220.00	First hour Each subsequent hour
8.	Prepare & distribute minutes of general or extraordinary meeting (other than the annual general meeting)	$4.00	Per owner
9.	Attending meeting with executive committee or contractors during office hours	$185.00	Per hour or part thereof (Plus travel time) charged on a discretionary basis
10.	Attending meeting with executive committee or contractors outside office hours (weekdays)	$295.00	Per hour or part thereof (Plus travel time)
11.	Software Fee	$3200.00	Charged Annually
12.	Prepare and lodge non-routine insurance claims in excess of $5,000.00 or which take more than 15 minutes to prepare	$165.00	Per hour charged in 15 min intervals
13.	Administering insurance claims and other activities involved in minimisation of loss, liaison with loss adjustors and other related activities.	$165.00	Per hour charged in 15 min intervals
14.	Additional financial reports or reports prepared to specific requirements	$180.00	Per hour charged in 15 min intervals
15.	Assist auditor in providing accounts and records for audit	$180.00	Per hour charged in 15 min intervals
16.	Issue levy notice – non-standard i.e.: special levy notice	$4.00	Per owner
17.	Provide information to solicitors in relation to applications for mediation, adjudication and/or tribunal orders	$195.00	Per hour charged in 15 min intervals
18.	ACT Civil & Administrative Tribunal and/or Court documentation/appearance	$240.00	Per hour charged in 15 min intervals
19.	Assist the executive committee in drafting Rules, amendments to Rules, & Rules reviews	Nil	Per hour charged in 15 min intervals
20.	Issue non-standard communication i.e.: notice to all owners/residents, issue of house rules etc in excess of 2 per year	$4.00	Per letter
21.	Renewal of lease or change in units of entitlement	To be negotiated	Per unit. A minimum charge of $2,750.00 (plus costs)
22.	Change to lease purpose clause	To be negotiated	Per hour charged in 15 min intervals
23.	Adjourned/other meeting charge	$190.00	Per hour or part thereof
24.	Attending property weekends or public holidays	$295.00	Per hour or part thereof (plus travel time)
25.	Attending meetings weekends or public holidays	$295.00	Per hour or part thereof (plus travel time)
26.	After hours call out	$295.00	Per hour or part thereof (plus travel time)
27.	Lodgement of taxation return	$385.00	Per return
28.	Lodgement of quarterly BAS	$330.00	Per statement
29.	Attending to other GST or tax related activities	$185.00	Per hour charged in 15 min intervals
30.	Section 119 certificates and requisitions	As directed	As directed by the regulation (paid by the applicant).
31.	Levy arrears notices (to be recharged to defaulting owner):	$54.00 $54.00 $95.00	2nd Reminder Letter 3rd Reminder Letter Final Notice
32.	Rental certificates and requisitions	As directed	As directed by the regulation (paid by the applicant).
33.	Urgency fee for certificates	$100.00	Admin charge for urgent request
34.	Issuing of Article infringement notices (to be recharged to defaulting owner)	$110.00 $110.00	Per letter – 1st Infringement Notice Per letter – Any Subsequent/Final Notices
35.	Assistance with management of building defects	$185.00	Per hour charged in 15 min intervals

36.	Major project coordination (i.e.: carpet replacement, internal/external painting, fence replacement etc)	$185.00	Per hour charged in 15 min intervals
37.	On-site building manager, 13 hours per week, 50 weeks per year. To increase annually by 4.5%.	$4,101.00	Per calendar month, paid monthly in advance

*These fees have been negotiated between the parties to agreement **The owners unit plan no 13397**……**Date**:……

FIRST CHOICE STRATA
STRATA & FACILITIES

SCHEDULE D – DISCLOSURE SCHEDULE

Name of supplier	Amount/percentage of rebate, discount or commission	Other information relating to the disclosure
BAC Insurance Brokers Pty Ltd	20% of the Base Premium charged by the insurer excluding all government charges, underwriter levies and GST.	

Unit Titles (Management) Act 2011 – Form 1

NOTICE OF REDUCED QUORUM DECISIONS

Part A Details of reduced quorum decisions†

A1 The Owners—Units Plan No 13397 [*insert number*]

A2 General meeting

Date (or dates) of general meeting at which the reduced quorum decision or decisions were made— 10 September 2025

Tick applicable box, or both boxes if applicable:

O **Regularly convened**
The general meeting was regularly convened (not following any adjournment under UTMA s 3.9(3) or (6)(a), part 3.1, schedule 3).

☑ **Convened after adjournment**
The general meeting was convened following an adjournment or adjournments (under UTMA s 3.9(3) or (6)(a), part 3.1, schedule 3).

A3 Reduced quorum decisions

[*If there is insufficient space here, tick* O *and attach details to the notice*]

Date of decision	Full text of reduced quorum decision
10 September 2025	See attached Meeting Minutes.

A4 Owners corporation declaration

The information in this notice has been recorded on the following date from details shown in the records of the owners corporation.

25 September 2025 ..... [*insert date of affixing of seal*]

[*Affix owners corporation seal in accordance with the corporation articles*]

THE OWNERS - UNIT PLAN NO. 13397
Common Seal

† In this notice, ***UTMA*** means the *Unit Titles (Management) Act 2011*.

Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au

NOTICE OF REDUCED QUORUM DECISIONS

Part B General information

B1 What is a reduced quorum decision?

- A ***reduced quorum decision*** is a decision of a general meeting of the owners corporation made while a quorum (a ***reduced quorum***) smaller than a ***standard quorum*** was present.
- A ***standard quorum*** is those people entitled to vote (on the motion) in relation to not less than ½ the total number of units (see UTMA s 3.9 (1) (a), part 3.1, schedule 3).

There are 2 types of ***reduced quorum decision***, requiring different reduced quorums.

Reduced quorum decisions made at regularly-convened general meetings

- If, within ½ an hour after a motion arises for consideration at a general meeting that has been regularly convened, a ***standard quorum*** for the motion (see above) is not present a reduced quorum decision may be made if a ***reduced quorum*** (see next point) is then present for consideration of the motion (UTMA s 3.9 (2), part 3.1, schedule 3).
- At a regularly-convened general meeting, a ***reduced quorum*** means 2 or more people present at the meeting and entitled to vote on the motion (UTMA s 3.9 (2), part 3.1, schedule 3).
- A reduced quorum is also sufficient to make decisions on any later motions arising at the meeting. Any such later decisions made while only a reduced quorum was present are also reduced quorum decisions (UTMA s 3.9 (2), part 3.1, schedule 3).

Reduced quorum decisions—adjournment following quorum trouble

- If, within ½ an hour after a motion arises for consideration at a general meeting that has been regularly convened, neither a ***standard quorum*** for the motion (see above) nor a ***reduced quorum*** (see above) is present, the meeting is adjourned to the following week at the same place and time (UTMA s 3.9 (3), part 3.1, schedule 3). The meeting may also decide to adjourn even if a reduced quorum is present (UTMA s 3.9 (5), part 3.1, schedule 3).
- If, within ½ an hour after a motion arises for consideration at a general meeting convened following such an adjournment, a standard quorum for the motion is not present, a reduced quorum decision may be made if there is a ***reduced quorum*** made up by *anyone* then present and entitled to vote (even if that is only a single voter) (UTMA s 3.9 (6) (a), part 3.1, schedule 3).
- Such a reduced quorum (of *anyone* present and entitled to vote) is also sufficient to make decisions on any later motions arising at the meeting. Any such later decisions made while only a reduced quorum was present are also ***reduced quorum decisions*** (UTA s 3.9 (6) (a), part 3.1, schedule 3).

Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au

B2 When does a reduced quorum decision take effect?

- A reduced-quorum decision takes effect 28 days after the date of the decision (the decision's ***date of effect***) (UTMA s 3.11 (1), part 3.1, schedule 3).
- However, this does not apply if the decision is disallowed, confirmed by a standard quorum general meeting or revoked (see below) (UTMA s 3.11 (3) – (5), part 3.1, schedule 3)

B3 How may reduced quorum decisions be disallowed?

Reduced quorum decisions may be disallowed by petition (UTMA, s 3.11 (3), part 3.1, schedule 3). The petition must—

- state the resolution or resolutions to which it applies; and
- be signed by a majority of persons entitled to vote at a general meeting of the owners corporation (a person may sign whether or not he or she attended the meeting); and
- be given to the owners corporation before the decision's date of effect (see B2 above).

B4 How may reduced quorum decisions be confirmed?

- A reduced-quorum decision may be confirmed by a general meeting of the owners corporation held before the decision's date of effect (see B2 above).
- For the confirmation to be valid, a standard quorum must be present when the confirmation motion is considered at the later general meeting (see B1 above).
- If a decision is confirmed, it takes effect from the date of the later general meeting whether or not a petition is given to the owners (UTMA s 3.11 (4), part 3.1, schedule 3).

B5 How may reduced quorum decisions be revoked?

- A reduced-quorum decision may be revoked by a general meeting of the owners corporation held at any time, whether or not the decision has earlier been confirmed.
- A revocation is valid whether a standard quorum or a reduced quorum is present when the revocation motion is considered (see B1 above; UTMA s 3.11 (5), part 3.1, schedule 3).

Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au

Minutes of Jade Apartments 2025 Annual General Meeting

Date: 10 September 2025
Venue: Eastlake Gungahlin, 51 Hinder St, Gungahlin ACT 2912
Venue: Zoom
Time: 6:00 – 9:30 PM.

1. ELECTION OF CHAIRPERSON

S Christian of Unit 116 was elected as Chairperson of the Meeting.

Quorum Status:
As a standard quorum was not present the decisions taken at the Meeting were Reduced Quorum decisions in accordance with Schedule 3 Part 3.1 Section 3.11 of the Unit Titles (Management) Act 2011.

All decisions made at the meeting will take effect after 28 days as per Reduced Quorum rules.

2. NOTIFICATION OF PROXIES, APOLOGIES AND ABSENTEE VOTES

Present:
Units 213, 314, 402, 406, 506, 611, 802, 808, 1211, 904, 913, 1005, 1102, 1103, 1111, 1202, 1302, 1304, 1312, 1210, 905, 308, 809, 104, 412, 614, 505, 1309, 105, 710, 713, 409, 101, 603, 1001, 1205, 606, 910, 1107, 1105, 306, 810, 405, 702, 1112, 1203, 103, 209, 509, and 605.

First Choice Strata:
B Read & M McCracken

Proxies:
Unit 313 IFO L Meade & M Bodilly of Unit 809.

Absentee Votes:
Units 1306, 1310, and 1308.

Apologies:
Nil.

3. ADOPTION OF MEETING MINUTES

Motion 1 (Ordinary Resolution): That the minutes of the last Annual General Meeting, held on 5 June 2024 be confirmed as an accurate record of that meeting.

Motion Carried

Motion 2 (Ordinary Resolution): That the minutes of the last General Meeting, held on 17 October 2024 be confirmed as an accurate record of that meeting.

Motion Carried

4. FINANCIAL STATEMENTS

Motion 3 (Ordinary Resolution): That the audited financial statements for the period 18 December 2023 – 17 December 2024 be accepted.

Motion Carried

Motion 4 (Special Resolution): That the Owners Corporation by special resolution authorise the Executive Committee to invest surplus funds in interest bearing investments as considered appropriate.

Question from an Owner: What type of investments would be considered?

Answer from B Read & S Christian, Chairperson: Surplus funds would be invested in term deposits as a low-risk, long-term investment plan. The Owners Corporation may wish to open term deposit accounts across multiple banks.

Motion Deferred

5. SINKING FUND REPORT

A new Sinking Fund Report should be obtained to forecast future expenses more accurately, as the current Sinking Fund Report does not reflect the ongoing expenses for the legal and defect cases.

Motion 5 (Ordinary Resolution): That the Owners Corporation authorise the Executive Committee to obtain a new Sinking Fund Forecast Report.

Motion Carried

6. INSURANCE RENEWAL

Motion 6 (Ordinary Resolution): That the incoming Executive Committee be authorised to place and adjust the insurance policies of the Owners Corporation in accordance with statutory requirements.

Motion Carried

7. HOUSE RULES

Commercial shopping trolleys are known to cause damage to flooring throughout the complex, as well as posing a pedestrian hazard when abandoned in various parts of the building, including corridors, fire stairs, and car park areas. By creating a House Rule that commercial grade shopping trolleys are not to enter the building will reduce the risks of damage to common property, as well as ensuring that trafficable areas are not blocked by these items.

If the proposed rule is endorsed, Jade's Building Managers will monitor the presence of commercial trolleys and identify the unit responsible for the breach. The resident(s) would then be contacted by First Choice Strata.

Motion 7 (Special Resolution): That the House Rules be amended to include the following new rule, and that it be subsequently registered in accordance with the Unit Titles (Management) Act 2011 (ACT):

"Commercial shopping trolleys are not to be brought into the building."

Motion Carried

8. MAINTENANCE ITEMS

It is a requirement under the Unit Titles (Management) (Meeting Agenda) Guidelines 2023, that the Owners Corporation must consider any physical building structural defects and maintenance items in accordance with statutory requirements.

1. Additional Car Park Mirror Installations
   Additional mirrors have been installed across the carparks, and further installations are to follow.

2. Electrical Repairs to Back Lane - Waste Room Area.
   This matter was resolved prior to the meeting being held.

3. Selective Paint work to Roof Garden area
   Maintenance and minor repairs are required to rectify chipped paintwork outside of the garden area entry doors, on the concrete wall.

4. General Building Defect Repairs – Ongoing with Core Developments
   Refer to General Business.

The Following Maintenance Items Were Raised from the Floor:

5. Free Bulky Waste Collections with ACT No Waste:
   An Owner requested that a Bulky Waste Collection be organised with ACT No Waste. This will be organised in the coming weeks and can occur at a maximum of twice per year.

6. Waste Buildup
   It has been noted that there has been an increased amount of litter outside of the commercial units at Jade. The owners of those commercial units are responsible for removing the waste from those areas and for maintaining their unit and the surrounding property.

7. Parking
   There are several residents who store their personal belongings in their parking space, which is against House Rules and presents a hazard and potential cause for damage to other vehicles. Multiple residents own large vehicles, which reduces ease of access to the driveways and other parking spaces. Owners should be mindful of other residents and accessibility, by parking neatly and within the boundaries of their parking space where possible.

8. Carpark Clean
   The incoming Executive Committee should consider the possibility of organising a carpark clean, as it is due to be completed.

9. Glass Panels in Foyer
   Water ingress and flooding have occurred through the glass panel (external) to the foyer, which poses a concern and hazard. CORE have agreed to investigate and seal the area(s) allowing the ingress.

10. Building Façade
    Deterioration across Jade's façade has been found. This will be addressed by CORE.

9. FIRE SAFETY REVIEW

It is a requirement that the Owners Corporation have a fire safety review completed. A fire safety review was conducted and included in the 2025 Annual General Meeting Agenda. No concerns regarding the review or documentation were raised.

10. ADEQUACY OF AUTHORISATIONS, DELEGATION AND APPOINTMENTS

In accordance with the Notifiable Instrument NI2023-528, the Unit Titles (Management) (Meeting Agenda) Guidelines 2023 the Owners Corporation each year the Owners Corporation must consider the adequacy of authorisations, delegations, and appointments or contractors and personnel, which can be completed by the Executive Committee over the course of their term.

An owner advised that they had raised a motion prior to the 2024 Annual General Meeting, which was dismissed by the Executive Committee prior to the meeting. The owner raised these motions at the 2025 Annual General Meeting from the floor, which were subsequently dismissed by the Chairperson as they were not submitted appropriately. It was noted that the requests prior to the 2024 Annual General Meeting were not articulated, nor were they necessary.

The requests were in relation to the Executive Committee's ability to review the adequacy of authorisations, delegations, and appointments or contractors and personnel. The motions consisted of implementing restrictions and regulations for acting on Notifiable Instrument NI2023-528, all of which are already in place.

Question From an Owner: What are the thresholds for expenditures for the Executive Committee and First Choice Strata?

Answer from B Read of FCS: From memory, First Choice Strata has the capacity to approve expenditure up to $1,500.00 which is used for emergencies and matters requiring immediate attention and/or works, under the Unit Titles (Management) Act 2011. The Executive Committee make decisions and act on behalf of the Owners Corporation and mutually agree on expenditure where necessary and/or in the best interest of all owners.

Motion 8 (Ordinary Resolution): That the Executive Committee review the current authorities, delegations, and appointments and adjust them from time to time as appropriate.

Motion Carried

11. GENERAL AND SINKING FUND BUDGETS AND LEVIES

The General Fund is for the purpose of the day-to-day running of Jade Apartments, and covers costs for items such as water consumption, common property gardening, maintenance, and electricity. Please note, owners are responsible for covering the cost of sewerage and water connection to the apartment, and for gas (for hot water) and electricity usage within the apartment.

The Sinking Fund is used to cover the costs for repairing and replacing large capital items across Jade Apartments such as lifts, car parks, driveways, building exteriors, etcetera. Repairing and replacing capital items can be costly. The Owners Corporations' annual contribution toward this fund reduces the likelihood of a greater expense being borne by the OC in the future.

It was noted that Annual General Meetings will be held regularly and within a standard timeframe moving forward to prevent loss of cashflow.

Motion 9 (Ordinary Resolution): That the proposed Administrative Fund budget of $545,143.70 (excluding GST) for the period 18 December 2024 – 17 December 2025 be accepted.

Motion Carried

Motion 10 (Ordinary Resolution): That the Owners Corporation strike a General Fund levy of $607,293.34 (including GST) to be payable in two equal instalments in accordance with Unit Entitlements.

Motion Carried

Motion 11 (Ordinary Resolution): That the proposed Sinking Fund budget of $43,750.00 (excluding GST) for the period 18 December 2024 – 17 December 2025 be accepted.

Motion Carried

Motion 12 (Ordinary Resolution): That the Owners Corporation strike a Sinking Fund levy of $152,671.00 (including GST) to be payable in two equal instalments in accordance with Unit Entitlements.

Motion Carried

Standard Levy Due Dates: 31/10/2025, 29/01/2026

Please note: We will endeavour to issue the standard levy notices at least 28 days prior to the due date. However, it is imperative that you plan and prepare your payments as the due dates will not change.

12. STRATA MANAGEMENT

Explanatory Note – That the Owners Corporate resolves to appoint First Choice Strata for a period of 36 months. The Executive Committee incentivised a discounted rate for financial stability of the Owners Corporation.

Motion 13 (Ordinary Resolution): That the Owners Corporation approves the appointment of First Choice Strata Pty Ltd for a period of three years in accordance with the proposed Agency Agreement.

Motion Carried

FIRST CHOICE STRATA
STRATA & FACILITIES

13. ELECTION OF EXECUTIVE COMMITTEE

Motion 14 (Ordinary Resolution): That the Owners Corporation creates between 3 and 7 Executive Committee Positions and considers nominations to fill those positions.

Motion Carried

Results

All nominations were accepted at the meeting, and there were no objections from the floor. These results will remain accurate if all nominees meet or continue to meet the guidelines and requirements set out by the Unit Titles (Management) Act 2011. The following owners nominated for a position on the Executive Committee:

- Jennifer Hogan of Unit 1102;
- Kim McLarty of Unit 702;
- Justin Hayden of Unit 1203;
- Daniel Fearnley of Unit 1310;
- Jack Clifford of Unit 1304;
- Malcolm Mahon of Unit 808;
- Sharon Lopez of Unit 406.

14. GENERAL BUSINESS

The following items were raised at the meeting:

Carpark Clean

A carpark clean is to be discussed and scheduled in collaboration with the incoming Executive Committee.

Bulky Waste Collection

A Bulky Waste Collection with ACT No Waste is to be scheduled in the coming weeks.

Water Charges

Meter readings have been tracked by Randall, the Building Manager for Jade, which identifies the laundromat commercial unit as the source of the excessive consumption. Potential methods of on-charging or recouping the expenditure will be discussed by the incoming Executive Committee and First Choice Strata, if it is possible to do so.

2026 Annual General Meeting

The Incoming Executive Committee will set a date for the 2026 Annual General Meeting at the beginning of their term.

Parcel Lockers

The incoming Executive Committee will investigate options and costs of parcel lockers to be utilised at Jade to prevent theft, which is an ongoing issue and concern for residents. Residents are reminded that it is best to send parcels to a family member, friend, or to a nearby post office instead of to Jade Apartments directly.

FIRST CHOICE STRATA
STRATA & FACILITIES

Pool Rectification

- Works have commenced to rectify the pool defects. The Owners Corporation have signed a deed with CORE for them to rectify the issues at hand. Poor weather conditions have caused delays, however the works should be completed by mid-November.

- Pool stairs and ladders have been installed, however these facilities are not certificate disability assistance equipment. A hoist is available if residents require assistance.

- The pool heating issues have been resolved, and everything is now in place for the re-opening of the pool. The pool is heated using solar energy systems and heat pumps, and the temperature will fluctuate with the weather. A pool net will be purchased by the Owners Corporation to remove leaves and debris.

Embedded Network

An embedded network electricity agreement with Origin Energy is currently in place, however owners can choose any provider, which may incur additional costs. The current contract is deemed to be costly, and should be reviewed by the incoming Executive Committee.

Appreciation for the Executive Committee

Owners thanked the outgoing Executive Committee for their work on behalf of Jade over their term.

With no further business the meeting closed at 9:30 PM.

UP13997 – Jade Apartments – Executive Committee Meeting Minutes

Date: 28th October 2025
Time: 6:10 PM- 7:47 PM
Venue: Eastlake Football Club, Gungahlin
Present: J. Hogan, M. Mahon, J. Clifford, K. McLarty, S. Lopez, D. Fearnley
First Choice Strata: B. Read, A. Black & M. McCracken
Apologies: NIL

Strata Management

The Executive Committee (EC) were advised of First Choice Strata's staffing changes. Ashton Black (A. Black) has joined the First Choice Strata team and has been engaged as the new Senior Strata Manager for Jade Apartments.

Election of Office Bearers Positions

The Executive Committee appointed the below members to Office Bearers Positions:

- Chairperson: K. McLarty
- Secretary: D. Fearnley
- Treasurer: S. Lopez

Financial Position

There was discussion around the current financial position of the Jade complex. It was noted that the financial year cut-off is December 17, with a preference to move that to October 31 from next year onwards. This would require the distribution of four sets of levies between December 18, 2025, and October 31, 2026, and then adopting the new cycle. Concerns were raised about the current auditors for Jade Apartments, and so FCS will explore alternative and raise those options with the EC for consideration.

Action: Members of the EC will meet with Clair from First Choice Strata for an overview of how the financial processes work at Jade.

Sinking Fund Report

QIA Group have quoted $1,468 (Inc. GST) for a renewal of the Sinking Fund Forecast Report. FCS will be seeking quotes from other companies such as Solutions in Engineering for comparison. The EC decided to await receipt of additional quotes before deciding on how to proceed. This may be discussed at or prior to the next EC meeting.

Secure Lockers for Deliveries

A few alternatives were raised and discussed around the potential installation of secure lockers for mail deliveries. It was noted that owners at Jade purchased their unit(s) knowing that this was not a feature of the building and therefore may be hesitant to pay extra for this service to be installed.

B. Read raised that the owner of Kinder Haven (the Childcare Centre behind the Ruby Complex) wishes to convert some of the building space to be used for storage and professional services. B. Read will investigate the possibility of using a portion of the space for parcel storage, and the EC will then discuss the possibility of paying for a combined solution.

Action: B. Read to talk to the Owner of Kinder Haven regarding the use of space for parcel storage.

Building Defects

B. Read reported that a team from Diagnostech will provide a defect report, focusing on potential systemic issues with the units at Jade. The overall feedback was that Jade is a good building, however there are some issues concerning individual units which have been reported to Core.

B. Read also noted that the former EC instructed FCS to do a building-wide unit owner inquiry and audit, to ensure that all items previously flagged with Core, property managers, private unit owners, POD Projects, or Vantage Strata (previous strata managers) have been noted. The aim is to gain a full picture of the building before the statutory warranty expiries in January. B. Read is expecting to receive a draft pro-forma to approve within the next week.

Several units have experienced issues with delamination on the veneers of their kitchen cabinetry. B. Read noted that this does not fall under the statutory warranty and instead falls under Australian Consumer Law.

Pool Rectification

Pool repair works remain ongoing. An attempt was made to seal the pool on Monday 27th October, however proceeding with the works was deemed as an OH&S issue on the day due to strong winds. Young Pools will return to site as soon as possible to continue remediation works.

Following completion of the above, the remaining repairs for the pool are; installation of a new lining, repair of the solar mat on the roof of the gym (to be quoted by Pristine Pools), installation of a handrail in the cavity of the wall where the pool steps are, and completion of tiling around the pool.

B. Read noted that the pool chairs have been stored behind the new heating pump and will be reinstalled with stronger brackets once the pool is ready. FCS will seek quotes from an upholstery company in Phillip for all-weather cushions.

B. Read noted that Jade Resident J. Hayford asked for a garden tap to be supplied in the garden behind the pool to assist with the cleaning of the pool vacuum cleaner and mentioned this was well in hand. The EC agreed this was a great idea.

Insurance Renewal

FCS have received the Insurance Report for Jade from BAC Insurance Brokers, including insurance renewal quotes. The previous EC elected to proceed with a 5% indexation rather than a full insurance valuation. B. Read noted that the quote for insurance is $53,420.59, which is a saving of nearly $10,000 compared to last year's $63,044.38 premium. The EC will vote on the quote via email once the report is distributed to the EC.

M. McCracken noted that the insurance providers are happy to extend Jade's liability cover to include off-site EC Meetings.

Communication Channels

K. McLarty has informed residents that the Jade Facebook page will not be used for official EC communications.

FCS and the EC have agreed to have the next meeting on Wednesday 10th December, and moving forward will plan to meet on the last Tuesday of the month from January 2026 onwards subject to any prior engagements.

Waste Management

Residents leaving bulky waste in bin rooms is an ongoing concern. M. McCracken is organising a bulky waste collection for Jade through ACT No-Waste, which will occur by the end of the year. A. Black notes its best to do the bulky waste collection after the Christmas break. A. Black mentioned that the OC must pay for disposal if residents leave mattresses and bed frames in the bin rooms. M. McCracken mentioned that dumping charges can be sent through to specific units if FCS are able to find the liable parties through Jade's access controls and CCTV.

Action: FCS to obtain the next available dates for the bulky waste collection for Jade and to be organise the collection by the end of the year.

Commercial Units Water Usage

FCS and the EC discussed the issue of water consumption by the laundromat. B. Read noted that S. Christensen (formerly the president of the EC) has been seeing the commercial contracts for these units to determine on what conditions these units were sold to their owners. Once FCS and the EC know if the units are required to pay for water usage as laid out in the covenants of their contracts of sale, we can decide what to do next.

Other Business

Security

The EC had a query about a security invoice for two nights in September 2025. B. Read mentioned that it was a snap decision by the former EC to hire security guards due to an incident in the Infinity Complex.

EV Charging

The Strata Manager, A. Black, will investigate and obtain more information for the EC in relation to EV charging stations for the carparks.

EC Meeting Venues

J. Hogan will explore possibility of using the small meeting rooms at Gungahlin Library for future meetings, nothing that they will cost $36.25 per hour at most.

Next Meeting:

First Choice Strata and the Executive Committee have agreed to have the next meeting on Wednesday 10th December, and moving forward will plan to meet on the last Tuesday of the month from January 2026 onwards.

With no further business, the meeting closed at 7:47 PM.

UP13397 – Jade – Executive Committee Meeting Minutes

Date: 10 December 2025
Time: 6:00 pm – 7:10 pm
Venue: Microsoft Teams

Attendees & Apologies: Present
Nil

Executive Committee Members Present

Kimberley McLarty, Daniel Fearnley, Sharon Lopez, Jack Clifford, Justin Hayden (joined at 6:20 pm).

First Choice Strata
Belinda Read, Mikaela McCracken

Apologies
Jennifer Hogan, Malcolm Mahon, Ashton Black (FCS).

1. Strata Management

Meetings

The Executive Committee Members present unanimously agreed that holding EC meeting via Teams is a valuable and flexible option, and that EC meetings don't necessarily have to be held in person. It was also agreed that agenda items should be sent to First Choice Strata (FCS) by the Executive Committee (EC) with reasonable notice going forward, with First Choice Strata then finalising the agenda on behalf of the Executive Committee. This agenda will then be circulated to the Executive Committee approximately 7 days prior to future meetings.

The dates for the 2026 Annual General Meeting (AGM) and Executive Committee Meetings were discussed, and the timeframe agreed will be held between late February and early March, which will realign the Annual General Meeting with Jade's levy and financial periods going forward; 19 December 2025 to 17 December 2026.

First Choice Strata will provide a draft Annual General Meeting Agenda (and associated documents) to the Executive Committee by mid-late January 2026.

The first Executive Committee meeting (ECM) for 2026 has been scheduled for Tuesday 27 January. The date for the upcoming AGM and the agenda will be collaboratively determined and reviewed at the EC meeting.

Communication

Any queries and concerns that owners may have should be formally submitted to FCS and the EC by email or phone, and not via Facebook, Messenger, or otherwise. Typically, the EC does not release information nor engage in posts on the Owners Portal or Facebook groups which are not factual or respectful, however the EC may choose to utilise these digital platforms to release important and factual updates that are relevant to all residents from time to time.

FIRST CHOICE STRATA
STRATA & FACILITIES

FCS – New Staff Member

FCS provided an update that Ms Clair Yeung now represents FCS in the space of bookkeeping and overseeing the accounts for Jade.

Financial Audit

Financial audit quotes will be obtained from both QIA and Kelly + Partners, and submitted to the Executive Committee before the end of the year in preparation for the 2026 AGM. The auditors will review and report on the financials for the 2024 to 2025 year, with those findings to be reviewed by the Executive Committee and included in the 2026 AGM pack.

Unit Owners in Levy Arrears

Owners with outstanding levies will be contacted by FCS to recover any debt owed to the Owners Corporation. Interest-free payment plans will be offered and can be arranged upon request. The FCS team is happy to answer any questions or concerns and will guide owners through the process.

2. Facilities Management

Reports to Owners Corporation

The Executive Committee raised the possibility of creating a summary or indication of miscellaneous annual works to be conducted at Jade, such as carpark and façade and carpark cleans, pest sprays, and bulky waste collections, which could then be posted to the Owners Portal.

B Read (FCS) advised that some items require a degree of flexibility and that there can be overarching variables such as (but not limited to) renegotiation of contracts with service providers, reviews of and alterations to maintenance plans, weather impact on preventative maintenance schedules, and other contributing factors that may arise.

It was determined that a newsletter or update should be provided to the OC at the end of each quarter commencing in 2026, to highlight the events and works that have occurred during the previous quarter.

General Maintenance

- The lift that had recently broken-down has now been repaired and back in operation, and had been caused by a resident dropping liquid down the lift gap/shaft, subsequently causing the fault. Repairs and replacements of the lift handrail and buttons remain pending; however, the necessary parts have been ordered. FCS will continue to provide updates to the EC on this matter.

- The building's maintenance schedule will be renewed to reflect the ongoing works at Jade. Quotes for the renewal will be obtained by FCS and provided to the EC for review.

- A bulky waste collection has been organised through ACT No Waste and is scheduled to occur on 12 February 2026. Owners must register their interest by no later than 12 January. A fee applies for mattress disposal, which must be paid prior to collection. Any instance of items being dumped on common property will be taken up with the responsible units directly, and disposal fees may apply if the EC wish to engage a contractor to dispose of the waste.

- The EC expressed interest in a "patch and paint" for select areas of the internal common property walls where needed, with plans to action this at the earliest opportunity. The works would not include the external side of unit doors or inside units as this remains responsibility of each unit owner. A verbal quote for the works has been received; additional and formal quotes are to be obtained and reviewed.

- It was noted and agreed that any alterations to a unit door must be completed by a fire safety certified contractor, and that an Alteration/Addition Application Form must be filled and returned to FCS for review prior to any request being approved by the Executive Committee.

- The gardens near both the rock boulders outside the Asian Noodle shop as well as the recently refurbished garden outside the Kebab shop have been identified as areas that to be refreshed and replenished. The public refuse bin may be relocated to avoid further damage to the garden areas, caused by foot traffic through the garden areas.

- Chambers Russell Lawyers (CRL) has received a draft copy of defect report provided by Diagnostech, which is due to be finalised within the next fortnight. CRL is to meet with the EC as soon as possible to discuss the next steps on what has been identified; however, the general feedback is that the complex is generally of a good standard. The proposed date for this meeting is 16 December, pending confirmation and CRL's availability. It was noted by FCS that Diagnostech's report and findings will be subject to legal privilege and, if so, cannot be distributed or disclosed to the OC.

- The glass panel of a unit's balcony balustrade spontaneously shattered on Saturday, 6 December 2025. A make-safe was performed by Value Glass, and the panel will be replaced at the earliest opportunity.

  A small fire adjacent to the Level 2 Pool was observed by a resident on 09/12/2025. The resident acted immediately by using a fire extinguisher to put out the fire before the situation escalated. As a direct result of this incident, a notice will be sent to residents regarding the improper disposal of cigarettes, including being thrown from unit balconies. The fire extinguisher used to assist the resident in extinguishing the fire will be replaced at the OC's cost.

Pool Updates

- 12 months ago, $30,000.00 (approx.) was expended on a new heat pump, filters, and electricals, which will be commissioned for use with the refurbished pool. The solar mat on the gymnasium's roof has been torn by extreme winds over the last 12 months. Quotes are to be obtained so that the costs to repair or replaced can be compared. Pristine Pools is of the opinion that it's likely not financially viable to repair, and it may be best to trial the new heat pump in the first instance. The pool tiles are being installed, and holes have been cut for the filters and for the installation of new pool lights.

- The previous EC decided to invest in pool stairs as another means of access. The handrail for the stairs will not be fixed to the pool internally, but to the cavity behind the pool walls; tiles will not be installed in that area of the pool while the exact installation location is being determined. Installation of the handrail was approved by the previous EC (2024-2025) for safety and mobility purposes, and finances have been organised in line with the installation. By majority, the current EC also approve of the installation and agree with previous decisions and approval. The current EC have made an executive decision to open the pool without the handrail to ensure that the pool can be opened as soon as possible and enjoyed by owners.

- Once the final installations have been completed, the pool will be filled with water, tested by Pristine Pools, and then formally reopened. There must be a buffer period between the addition of water and the testing.

- The deck chairs will be tidied and reattached to the decking with stronger anchor points. Belinda will provide before and after images of another building to EC for refence and consideration. The addition of outdoor cushions will be considered, which should be attached to the pool deck chairs if they are to be introduced. The outdoor cushions should be made of reticulated foam, as it has pillars that allow water to pass through, meaning it is highly likely that the cushions will last longer and not become mouldy.

Legal

It was agreed that C Yeung (FCS) will present all relevant financial aspects of Chambers Russell Lawyers' (CRL) findings in relation to the ongoing legal case and various cost implications regarding this matter.

Completed Items

- House Rules approved at 2025 AGM have been lodged
- Body Corporate/Owners Corporation insurance has been renewed. It is strongly recommended that owners hold contents insurance for their unit.
- Bulky waste collection has been scheduled for 12 February 2026; please register your interest with FCS.
- Letter sent to OC regarding defects audit and provision of prior correspondence as well as information on known or suspected defects; please report any and all information to FCS without delay.
- EC approved QIA's quote for an updated Sinking Fund Forecast Report. FCS is working with QIA to produce the report.
- Cleaning works to carpark flooring across Jade.

3. General Business

General business items raised under various sections at sporadic points of the meeting, and no additional business was raised under this specific agenda item.

4. Next Meeting

Executive Committee Meeting: Tuesday 27 January 2026, pending final confirmation.

With no further business, the meeting closed at 7:10 pm.

FIRST CHOICE STRATA
STRATA & FACILITIES

Notice of Jade 2026 Annual General Meeting

Date: Thursday, 26 March 2026
Venue: Gungahlin Lakes Club – 110 Gundaroo Dr, Nicholls ACT 2913
or Online via Zoom;
Registration Link: https://us06web.zoom.us/meeting/register/GSDHrxRYTemY0k0TWTvweA
Time: 5:30 pm

Dear Owner,

We write on behalf of Units Plan UP13397 – Jade to invite you to attend the 2026 Annual General Meeting.

It is of great importance to Jade that each owner reads the enclosed agenda and takes the time to either attend the Annual General Meeting or submit an absentee or proxy form.

We ask that if you are attending the Annual General Meeting that you arrive 20 minutes before the start of the meeting (approx. 5:10 pm) to allow us enough time to enrol your attendance and ensure the meeting commences on time.

Please see below information which we hope will assist you with any queries you have on procedural items at the Annual General Meeting.

What is a Quorum?

- A quorum is obtained when 50% of units entitled to vote are represented by owners in attendance at the meeting, or proxy form submissions.
- If a quorum is not present the meeting will be postponed half an hour, then a reduced quorum meeting will proceed (at 6:00 pm).
- Should a quorum not be reached, any decisions made at the Annual General Meeting will take 28 days to come into full affect.

Voting – Eligibility, Absentee Voting & Proxy Forms

- **Any unit with overdue levies will be unable to cast a vote at the Annual General Meeting. A debtors report can be found on pages 85 – 86 of this agenda.**
- To enable someone to vote on your behalf, a completed proxy form must be submitted prior to the meeting to First Choice Strata. The proxy form can be found on pages 7 – 9 of this agenda.
- You are able to submit an absentee voting form, however, please note that this will not count towards the quorum.
- If any unit is owned by a company, the company must send a letter to First Choice Strata nominating a person entitled to vote on their behalf (See proxy form).

FIRST CHOICE STRATA
STRATA & FACILITIES

Attendance

- If you wish to attend the meeting via Zoom, you will need to pre-register for the meeting via the link to the meeting found on page 1. Please ensure that you pre-register your attendance as soon as possible to allow efficient running of the meeting.
- Please ensure you join the meeting via the link 20 minutes before the start (i.e., from 5:10 pm) to ensure First Choice Strata can verify your attendance.
- Please ensure you include your unit number and surname when entering your username for the meeting. This will assist with registering your attendance at the meeting.

Participation and Protocol

- If you are attending via Zoom, you must use the "raise the hand" function should you wish to speak during the meeting.
- Speakers will have a maximum 2-3 minutes to speak. This will ensure that all questions can be answered.
- We will not condone owners being abusive to one another, speaking over each other or disrupting another owner.
- Zoom's mute function may be applied to online attendees where necessary.

Come Prepared

- We request owners to come prepared to the meeting, which includes reading the agenda and all attachments prior to the meeting commencing.
- If you are unable to attend, please submit your questions to First Choice Strata no less than 7 days prior to the meeting so they may be raised, answered and recorded in the meeting minutes if required.
- If you have any questions or require clarification prior to the meeting, please email First Choice Strata and we will provide the information to you prior to the meeting.

General Business

Should you wish to add any items to General Business, please contact the Strata Manager 7 days prior to the meeting.

Yours sincerely,



Belinda Read
Co-Founder | Senior Facilities Manager | Director

FIRST CHOICE STRATA
STRATA & FACILITIES

1. ELECTION OF CHAIRPERSON, NOTIFICATION OF PROXIES, APOLOGIES AND ABSENTEE VOTES

2. ADOPTION OF MEETING MINUTES

Explanatory Note - the minutes of the 2025 Annual General Meeting can be found on pages 10 – 19.

Motion 1 (Ordinary Resolution): That the minutes of the last Annual General Meeting, held on Wednesday, 10 September 2025 be confirmed as an accurate record of that meeting.

3. FINANCIAL STATEMENTS

Explanatory Note – the financial statements have been audited in line with the requirement under the Unit Titles (Management) Act 2011. The financial audit report and the financial statements can be found on pages 30 – 37 of this Agenda.

Motion 2 (Ordinary Resolution): That the audited financial statements for the period 18 December 2024 – 17 December 2025 be accepted.

4. CHANGE OF LEVY AND FINANCIAL YEAR DATE

Motion 3 (Special Resolution):

That the Owners Corporation for Units Plan 13397 – Jade Apartments resolves to amend the current financial year and levy dates to commence on 1 September and conclude on 31 August annually and acknowledged the following:

a. The 2025 – 2026 budget will remain within the current financial year and continue through to 31 August 2026.

b. Levy contributions and levy periods will be adjusted accordingly from 1 September onwards to align with the revised financial year.

c. The financial year for Jade Apartments will no longer run from 18 December to 17 December annually and will instead operate from 1 September to 31 August annually.

FIRST CHOICE STRATA
STRATA & FACILITIES

5. INSURANCE RENEWAL

Explanatory Note - unit owners are encouraged to obtain contents insurance for their unit as items such as carpet, furniture and fittings are not covered under the Owners Corporation insurance policy. The Owner's Corporation is not responsible for the replacement of items not covered by the Owners Corporations Policy. A copy of the current Certificate of Currency can be found on pages 45 – 46 of this Agenda.

Motion 4 (Ordinary Resolution): That the incoming Executive Committee be authorised to place and adjust the insurance policies of the Owners Corporation in accordance with statutory requirements.

6. MAINTENANCE ITEMS

Explanatory Note – it is a requirement under the Unit Titles (Management) (Meeting Agenda) Guidelines 2023, that the Owners Corporation must consider any physical building structural defects and maintenance items in accordance with statutory requirements.

7. FIRE SAFETY REVIEW

Explanatory Note – it is a requirement that the Owners Corporation have a fire safety review completed and can be found on pages 20 – 29 of this Agenda.

8. ADEQUACY OF AUTHORISATIONS, DELEGATION AND APPOINTMENTS

Explanatory Note – In accordance with the Notifiable Instrument NI2023-528, the Unit Titles (Management) (Meeting Agenda) Guidelines 2023 the Owners Corporation each year the Owners Corporation must consider the adequacy of authorisations, delegations, and appointments or contractors and personnel, which can be completed by the Executive Committee over the course of their term.

Motion 5 (Ordinary Resolution): That the Executive Committee review the current authorities, delegations, and appointments and adjust them from time to time as appropriate.

FIRST CHOICE STRATA
STRATA & FACILITIES

9. GENERAL AND SINKING FUND BUDGETS AND LEVIES

The proposed budgets for the General and Sinking funds can be found on pages 47 – 48 of this agenda. The budget shows in detail the costs budgeted for against each item for the next 12 months (18 December 2025 – 17 December 2026).

The General Fund is for the purpose of the day to day running of Jade, and covers costs for items such as water consumption, common property gardening, maintenance, and electricity. Please note, owners are responsible for covering the cost of sewerage and water connection to the apartment, and for gas (hot water) and electricity usage within the apartment.

The Sinking Fund budget and levies are in line with the Sinking Fund Report. The Sinking Fund is used to cover the costs for repairing and replacing large capital items across Jade such as lifts, car parks, driveways, building exteriors, etc. Repairing and replacing capital items can be costly. The Owners Corporations' annual contribution toward this fund reduces the likelihood of a greater expense being borne by the OC, as well as the issuance of another special levy fund notice, in the future. A copy of the sinking fund report can be found on the Owners Portal and on pages 59 – 95 of this agenda.

Motion 6 (Ordinary Resolution): That the proposed General Fund budget of $571,750.00 (**excluding** GST) for the period 18 December 2025 – 17 December 2026 be accepted.

Motion 7 (Ordinary Resolution): That the Owners Corporation strike a General Fund levy of $623,727.27 (**including** GST) to be payable in four equal instalments in accordance with Unit Entitlements.

Motion 8 (Ordinary Resolution): That the proposed Sinking Fund budget of $26,524.00 (**excluding** GST) for the period 18 December 2025 – 17 December 2026 be accepted.

Motion 9 (Ordinary Resolution): That the Owners Corporation strike a Sinking Fund levy of $174,728.00 (**including** GST) to be payable in four equal instalments in accordance with Unit Entitlements.

Standard Levy Due Dates: 22 May 2026 & 30 August 2026

Please note: We will endeavour to issue the standard levy notices at least 28 days prior to the due date. However, it is imperative that you plan and prepare your payments as the due dates will not change. Late payments may incur additional fees.

FIRST CHOICE STRATA
STRATA & FACILITIES

10. ELECTION OF EXECUTIVE COMMITTEE

Explanatory Note - Executive Committee Members make decisions on the day to day running of Jade. This includes making decisions regarding repairs and maintenance and legal proceedings, approving quotations and expenditures, listening to and responding to feedback from the Owners Corporation and residents/tenants, etc. The Executive Committee Members work closely with First Choice Strata on all matters relating to Jade. Executive Committee Members are also responsible for planning and making decisions about the complex on behalf of the Owners Corporation that could potentially impact the Owners Corporation well into the future.

Please note: Only unit owners can join the Executive Committee.

Motion 10 (Ordinary Resolution): That the Owners Corporation creates between 3 and 7 Executive Committee Positions and considers nominations to fill those positions.

11. GENERAL BUSINESS

- Electric Vehicle Charging Survey Results
- Debt Recovery

Please advise the Strata Manager of any General Business 7 days prior to the meeting.

FIRST CHOICE STRATA
STRATA & FACILITIES

Proxy and Absentee Voting

It is imperative that you either nominate a proxy, or submit an absentee voting form, to ensure the smooth running of your building. **Please ensure you complete and return this form to our office no later than two hours prior to the beginning of the meeting (before 3:30 pm).**

Appointment of Proxy

By submitting a proxy form, you allow your nominated representative to vote on your behalf and this will contribute to the quorum at the meeting, meaning that decisions voted on may be acted on faster by your Strata Manager should a quorum be reached. The proxy form can be found on pages 8 - 9 of this agenda.

Absentee Voting

By submitting an absentee vote, your vote will be counted at the meeting and will directly affect the decisions that are made. Your absentee vote does not contribute towards the number to reach the quorum.

I/We,

Owner of Unit _____ of UP13397, Vote:

Motion 1	○ For	○ Against	○ Abstain
Motion 2	○ For	○ Against	○ Abstain
Motion 3	○ For	○ Against	○ Abstain
Motion 4	○ For	○ Against	○ Abstain
Motion 5	○ For	○ Against	○ Abstain
Motion 6	○ For	○ Against	○ Abstain
Motion 7	○ For	○ Against	○ Abstain
Motion 8	○ For	○ Against	○ Abstain
Motion 9	○ For	○ Against	○ Abstain
Motion 10	○ For	○ Against	○ Abstain

Signed: _____

Date: _____ / _____ / _____

Unit Titles (Management) Act 2011 – Form 2 AF2021-17

(see Schedule 3.7)

APPOINTMENT OF A PROXY

Part A Authorisation for proxy to vote on owner's behalf

A1 Date _____

I/We _____

the owner/s of unit _____in Units Plan No **13397**

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.

Note: The person appointed as a proxy must not be the manager or a service contractor.

Note: You may wish to provide instructions to your proxy regarding voting preferences. You may also wish to discuss your preferences with your proxy should a motion be raised from the floor or amended at the meeting.

A2 Period or number of meetings for which appointment of proxy has effect for [*tick or tick and complete whichever applies*].

- ○ 1 meeting
- ○ _____ meetings
- ○ 1 month
- ○ _____ months
- ○ 12 months

A3 I understand that, if the proxy already holds more than the permitted number of proxies, the chairperson will exercise the proxy vote on my/our behalf.

Signature of owner/s

Part B Notes on appointment of proxies

B1 This form must accompany a notice of a general meeting given to a person entitled to vote on any motion.

B2 A person entitled to vote at a general meeting of an owners corporation must not –

(a) appoint a proxy for more than 1 year after the day the appointment is made; or
(b) appoint a person as a proxy if the person is –
    (i) the manager; or
    (ii) a service contractor.

B3 A person, other than the chairperson, must not exercise more than the following number of proxy votes in a vote on a matter at a general meeting:

(a) if there are more than 20 units in the units plan – a number that is not more than 5% of the total number of units;
(b) in any other case – 1.

B4 If a person holds more proxy votes than they can exercise, the chairperson must exercise the excess proxy votes.

Part C Notes on limits on developers to exercise proxy votes

C1 A developer of a units plan who is appointed as the proxy under a contract for the sale of a unit in the units plan must not exercise 3 or more proxy votes in a vote on a matter at a general meeting of the owners corporation for the units plan unless –

(a) each contract for the sale of a unit in the units plan contains a proxy disclosure statement; and
(b) the use of each proxy vote is consistent with the statement; and
(c) the matter being voted on relates to development rather than the ordinary operation of the owners corporation.

A ***proxy disclosure statement*** includes the following:

(a) if a person is appointed as a proxy – the name of the person;
(b) if the proxy is appointed by naming the occupant of a position – the name of the position;
(c) the length of time of the appointment;
(d) a sufficient description of the development matter for the buyer of a unit to easily identify the matter.

C2 The developer of the units plan in not entitled to vote, or exercise a proxy vote, on a motion that relates to defective building work unless –

(a) the members of the owners corporation, other than the developer, pass a special resolution allowing the developer to vote; or
(b) the ACT Civil and Administrative Tribunal (ACAT) makes a declaration that the developer may vote on the motion.

Unit Titles (Management) Act 2011 – Form 1

NOTICE OF REDUCED QUORUM DECISIONS

Part A Details of reduced quorum decisions†

A1 The Owners—Units Plan No 13397 [*insert number*]

A2 General meeting

Date (or dates) of general meeting at which the reduced quorum decision or decisions were made— 10 September 2025

Tick applicable box, or both boxes if applicable:

O **Regularly convened**
The general meeting was regularly convened (not following any adjournment under UTMA s 3.9(3) or (6)(a), part 3.1, schedule 3).

☑ **Convened after adjournment**
The general meeting was convened following an adjournment or adjournments (under UTMA s 3.9(3) or (6)(a), part 3.1, schedule 3).

A3 Reduced quorum decisions

[*If there is insufficient space here, tick* O *and attach details to the notice*]

Date of decision	Full text of reduced quorum decision
10 September 2025	See attached Meeting Minutes.

A4 Owners corporation declaration

The information in this notice has been recorded on the following date from details shown in the records of the owners corporation.

25 September 2025 ..... [*insert date of affixing of seal*]

[*Affix owners corporation seal in accordance with the corporation articles*]

THE OWNERS - UNIT PLAN NO. 13397
Common Seal

† In this notice, ***UTMA*** means the *Unit Titles (Management) Act 2011*.

Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au

NOTICE OF REDUCED QUORUM DECISIONS

Part B General information

B1 What is a reduced quorum decision?

- A ***reduced quorum decision*** is a decision of a general meeting of the owners corporation made while a quorum (a ***reduced quorum***) smaller than a ***standard quorum*** was present.
- A ***standard quorum*** is those people entitled to vote (on the motion) in relation to not less than ½ the total number of units (see UTMA s 3.9 (1) (a), part 3.1, schedule 3).

There are 2 types of ***reduced quorum decision***, requiring different reduced quorums.

Reduced quorum decisions made at regularly-convened general meetings

- If, within ½ an hour after a motion arises for consideration at a general meeting that has been regularly convened, a ***standard quorum*** for the motion (see above) is not present a reduced quorum decision may be made if a ***reduced quorum*** (see next point) is then present for consideration of the motion (UTMA s 3.9 (2), part 3.1, schedule 3).
- At a regularly-convened general meeting, a ***reduced quorum*** means 2 or more people present at the meeting and entitled to vote on the motion (UTMA s 3.9 (2), part 3.1, schedule 3).
- A reduced quorum is also sufficient to make decisions on any later motions arising at the meeting. Any such later decisions made while only a reduced quorum was present are also reduced quorum decisions (UTMA s 3.9 (2), part 3.1, schedule 3).

Reduced quorum decisions—adjournment following quorum trouble

- If, within ½ an hour after a motion arises for consideration at a general meeting that has been regularly convened, neither a ***standard quorum*** for the motion (see above) nor a ***reduced quorum*** (see above) is present, the meeting is adjourned to the following week at the same place and time (UTMA s 3.9 (3), part 3.1, schedule 3). The meeting may also decide to adjourn even if a reduced quorum is present (UTMA s 3.9 (5), part 3.1, schedule 3).
- If, within ½ an hour after a motion arises for consideration at a general meeting convened following such an adjournment, a standard quorum for the motion is not present, a reduced quorum decision may be made if there is a ***reduced quorum*** made up by *anyone* then present and entitled to vote (even if that is only a single voter) (UTMA s 3.9 (6) (a), part 3.1, schedule 3).
- Such a reduced quorum (of *anyone* present and entitled to vote) is also sufficient to make decisions on any later motions arising at the meeting. Any such later decisions made while only a reduced quorum was present are also ***reduced quorum decisions*** (UTA s 3.9 (6) (a), part 3.1, schedule 3).

Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au

B2 When does a reduced quorum decision take effect?

- A reduced-quorum decision takes effect 28 days after the date of the decision (the decision's ***date of effect***) (UTMA s 3.11 (1), part 3.1, schedule 3).
- However, this does not apply if the decision is disallowed, confirmed by a standard quorum general meeting or revoked (see below) (UTMA s 3.11 (3) – (5), part 3.1, schedule 3)

B3 How may reduced quorum decisions be disallowed?

Reduced quorum decisions may be disallowed by petition (UTMA, s 3.11 (3), part 3.1, schedule 3). The petition must—

- state the resolution or resolutions to which it applies; and
- be signed by a majority of persons entitled to vote at a general meeting of the owners corporation (a person may sign whether or not he or she attended the meeting); and
- be given to the owners corporation before the decision's date of effect (see B2 above).

B4 How may reduced quorum decisions be confirmed?

- A reduced-quorum decision may be confirmed by a general meeting of the owners corporation held before the decision's date of effect (see B2 above).
- For the confirmation to be valid, a standard quorum must be present when the confirmation motion is considered at the later general meeting (see B1 above).
- If a decision is confirmed, it takes effect from the date of the later general meeting whether or not a petition is given to the owners (UTMA s 3.11 (4), part 3.1, schedule 3).

B5 How may reduced quorum decisions be revoked?

- A reduced-quorum decision may be revoked by a general meeting of the owners corporation held at any time, whether or not the decision has earlier been confirmed.
- A revocation is valid whether a standard quorum or a reduced quorum is present when the revocation motion is considered (see B1 above; UTMA s 3.11 (5), part 3.1, schedule 3).

Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au

Minutes of Jade Apartments 2025 Annual General Meeting

Date: 10 September 2025
Venue: Eastlake Gungahlin, 51 Hinder St, Gungahlin ACT 2912
Venue: Zoom
Time: 6:00 – 9:30 PM.

1. ELECTION OF CHAIRPERSON

S Christian of Unit 116 was elected as Chairperson of the Meeting.

Quorum Status:
As a standard quorum was not present the decisions taken at the Meeting were Reduced Quorum decisions in accordance with Schedule 3 Part 3.1 Section 3.11 of the Unit Titles (Management) Act 2011.

All decisions made at the meeting will take effect after 28 days as per Reduced Quorum rules.

2. NOTIFICATION OF PROXIES, APOLOGIES AND ABSENTEE VOTES

Present:
Units 213, 314, 402, 406, 506, 611, 802, 808, 1211, 904, 913, 1005, 1102, 1103, 1111, 1202, 1302, 1304, 1312, 1210, 905, 308, 809, 104, 412, 614, 505, 1309, 105, 710, 713, 409, 101, 603, 1001, 1205, 606, 910, 1107, 1105, 306, 810, 405, 702, 1112, 1203, 103, 209, 509, and 605.

First Choice Strata:
B Read & M McCracken

Proxies:
Unit 313 IFO L Meade & M Bodilly of Unit 809.

Absentee Votes:
Units 1306, 1310, and 1308.

Apologies:
Nil.

3. ADOPTION OF MEETING MINUTES

Motion 1 (Ordinary Resolution): That the minutes of the last Annual General Meeting, held on 5 June 2024 be confirmed as an accurate record of that meeting.

Motion Carried

Motion 2 (Ordinary Resolution): That the minutes of the last General Meeting, held on 17 October 2024 be confirmed as an accurate record of that meeting.

Motion Carried

4. FINANCIAL STATEMENTS

Motion 3 (Ordinary Resolution): That the audited financial statements for the period 18 December 2023 – 17 December 2024 be accepted.

Motion Carried

Motion 4 (Special Resolution): That the Owners Corporation by special resolution authorise the Executive Committee to invest surplus funds in interest bearing investments as considered appropriate.

Question from an Owner: What type of investments would be considered?

Answer from B Read & S Christian, Chairperson: Surplus funds would be invested in term deposits as a low-risk, long-term investment plan. The Owners Corporation may wish to open term deposit accounts across multiple banks.

Motion Deferred

5. SINKING FUND REPORT

A new Sinking Fund Report should be obtained to forecast future expenses more accurately, as the current Sinking Fund Report does not reflect the ongoing expenses for the legal and defect cases.

Motion 5 (Ordinary Resolution): That the Owners Corporation authorise the Executive Committee to obtain a new Sinking Fund Forecast Report.

Motion Carried

6. INSURANCE RENEWAL

Motion 6 (Ordinary Resolution): That the incoming Executive Committee be authorised to place and adjust the insurance policies of the Owners Corporation in accordance with statutory requirements.

Motion Carried

7. HOUSE RULES

Commercial shopping trolleys are known to cause damage to flooring throughout the complex, as well as posing a pedestrian hazard when abandoned in various parts of the building, including corridors, fire stairs, and car park areas. By creating a House Rule that commercial grade shopping trolleys are not to enter the building will reduce the risks of damage to common property, as well as ensuring that trafficable areas are not blocked by these items.

If the proposed rule is endorsed, Jade's Building Managers will monitor the presence of commercial trolleys and identify the unit responsible for the breach. The resident(s) would then be contacted by First Choice Strata.

Motion 7 (Special Resolution): That the House Rules be amended to include the following new rule, and that it be subsequently registered in accordance with the Unit Titles (Management) Act 2011 (ACT):

"Commercial shopping trolleys are not to be brought into the building."

Motion Carried

8. MAINTENANCE ITEMS

It is a requirement under the Unit Titles (Management) (Meeting Agenda) Guidelines 2023, that the Owners Corporation must consider any physical building structural defects and maintenance items in accordance with statutory requirements.

1. Additional Car Park Mirror Installations
   Additional mirrors have been installed across the carparks, and further installations are to follow.

2. Electrical Repairs to Back Lane - Waste Room Area.
   This matter was resolved prior to the meeting being held.

3. Selective Paint work to Roof Garden area
   Maintenance and minor repairs are required to rectify chipped paintwork outside of the garden area entry doors, on the concrete wall.

4. General Building Defect Repairs – Ongoing with Core Developments
   Refer to General Business.

The Following Maintenance Items Were Raised from the Floor:

5. Free Bulky Waste Collections with ACT No Waste:
   An Owner requested that a Bulky Waste Collection be organised with ACT No Waste. This will be organised in the coming weeks and can occur at a maximum of twice per year.

6. Waste Buildup
   It has been noted that there has been an increased amount of litter outside of the commercial units at Jade. The owners of those commercial units are responsible for removing the waste from those areas and for maintaining their unit and the surrounding property.

7. Parking
   There are several residents who store their personal belongings in their parking space, which is against House Rules and presents a hazard and potential cause for damage to other vehicles. Multiple residents own large vehicles, which reduces ease of access to the driveways and other parking spaces. Owners should be mindful of other residents and accessibility, by parking neatly and within the boundaries of their parking space where possible.

8. Carpark Clean
   The incoming Executive Committee should consider the possibility of organising a carpark clean, as it is due to be completed.

9. Glass Panels in Foyer
   Water ingress and flooding have occurred through the glass panel (external) to the foyer, which poses a concern and hazard. CORE have agreed to investigate and seal the area(s) allowing the ingress.

10. Building Façade
    Deterioration across Jade's façade has been found. This will be addressed by CORE.

9. FIRE SAFETY REVIEW

It is a requirement that the Owners Corporation have a fire safety review completed. A fire safety review was conducted and included in the 2025 Annual General Meeting Agenda. No concerns regarding the review or documentation were raised.

10. ADEQUACY OF AUTHORISATIONS, DELEGATION AND APPOINTMENTS

In accordance with the Notifiable Instrument NI2023-528, the Unit Titles (Management) (Meeting Agenda) Guidelines 2023 the Owners Corporation each year the Owners Corporation must consider the adequacy of authorisations, delegations, and appointments or contractors and personnel, which can be completed by the Executive Committee over the course of their term.

An owner advised that they had raised a motion prior to the 2024 Annual General Meeting, which was dismissed by the Executive Committee prior to the meeting. The owner raised these motions at the 2025 Annual General Meeting from the floor, which were subsequently dismissed by the Chairperson as they were not submitted appropriately. It was noted that the requests prior to the 2024 Annual General Meeting were not articulated, nor were they necessary.

The requests were in relation to the Executive Committee's ability to review the adequacy of authorisations, delegations, and appointments or contractors and personnel. The motions consisted of implementing restrictions and regulations for acting on Notifiable Instrument NI2023-528, all of which are already in place.

Question From an Owner: What are the thresholds for expenditures for the Executive Committee and First Choice Strata?

Answer from B Read of FCS: From memory, First Choice Strata has the capacity to approve expenditure up to $1,500.00 which is used for emergencies and matters requiring immediate attention and/or works, under the Unit Titles (Management) Act 2011. The Executive Committee make decisions and act on behalf of the Owners Corporation and mutually agree on expenditure where necessary and/or in the best interest of all owners.

Motion 8 (Ordinary Resolution): That the Executive Committee review the current authorities, delegations, and appointments and adjust them from time to time as appropriate.

Motion Carried

11. GENERAL AND SINKING FUND BUDGETS AND LEVIES

The General Fund is for the purpose of the day-to-day running of Jade Apartments, and covers costs for items such as water consumption, common property gardening, maintenance, and electricity. Please note, owners are responsible for covering the cost of sewerage and water connection to the apartment, and for gas (for hot water) and electricity usage within the apartment.

The Sinking Fund is used to cover the costs for repairing and replacing large capital items across Jade Apartments such as lifts, car parks, driveways, building exteriors, etcetera. Repairing and replacing capital items can be costly. The Owners Corporations' annual contribution toward this fund reduces the likelihood of a greater expense being borne by the OC in the future.

It was noted that Annual General Meetings will be held regularly and within a standard timeframe moving forward to prevent loss of cashflow.

Motion 9 (Ordinary Resolution): That the proposed Administrative Fund budget of $545,143.70 (excluding GST) for the period 18 December 2024 – 17 December 2025 be accepted.

Motion Carried

Motion 10 (Ordinary Resolution): That the Owners Corporation strike a General Fund levy of $607,293.34 (including GST) to be payable in two equal instalments in accordance with Unit Entitlements.

Motion Carried

Motion 11 (Ordinary Resolution): That the proposed Sinking Fund budget of $43,750.00 (excluding GST) for the period 18 December 2024 – 17 December 2025 be accepted.

Motion Carried

Motion 12 (Ordinary Resolution): That the Owners Corporation strike a Sinking Fund levy of $152,671.00 (including GST) to be payable in two equal instalments in accordance with Unit Entitlements.

Motion Carried

Standard Levy Due Dates: 31/10/2025, 29/01/2026

Please note: We will endeavour to issue the standard levy notices at least 28 days prior to the due date. However, it is imperative that you plan and prepare your payments as the due dates will not change.

12. STRATA MANAGEMENT

Explanatory Note – That the Owners Corporate resolves to appoint First Choice Strata for a period of 36 months. The Executive Committee incentivised a discounted rate for financial stability of the Owners Corporation.

Motion 13 (Ordinary Resolution): That the Owners Corporation approves the appointment of First Choice Strata Pty Ltd for a period of three years in accordance with the proposed Agency Agreement.

Motion Carried

FIRST CHOICE STRATA
STRATA & FACILITIES

13. ELECTION OF EXECUTIVE COMMITTEE

Motion 14 (Ordinary Resolution): That the Owners Corporation creates between 3 and 7 Executive Committee Positions and considers nominations to fill those positions.

Motion Carried

Results

All nominations were accepted at the meeting, and there were no objections from the floor. These results will remain accurate if all nominees meet or continue to meet the guidelines and requirements set out by the Unit Titles (Management) Act 2011. The following owners nominated for a position on the Executive Committee:

- Jennifer Hogan of Unit 1102;
- Kim McLarty of Unit 702;
- Justin Hayden of Unit 1203;
- Daniel Fearnley of Unit 1310;
- Jack Clifford of Unit 1304;
- Malcolm Mahon of Unit 808;
- Sharon Lopez of Unit 406.

14. GENERAL BUSINESS

The following items were raised at the meeting:

Carpark Clean

A carpark clean is to be discussed and scheduled in collaboration with the incoming Executive Committee.

Bulky Waste Collection

A Bulky Waste Collection with ACT No Waste is to be scheduled in the coming weeks.

Water Charges

Meter readings have been tracked by Randall, the Building Manager for Jade, which identifies the laundromat commercial unit as the source of the excessive consumption. Potential methods of on-charging or recouping the expenditure will be discussed by the incoming Executive Committee and First Choice Strata, if it is possible to do so.

2026 Annual General Meeting

The Incoming Executive Committee will set a date for the 2026 Annual General Meeting at the beginning of their term.

Parcel Lockers

The incoming Executive Committee will investigate options and costs of parcel lockers to be utilised at Jade to prevent theft, which is an ongoing issue and concern for residents. Residents are reminded that it is best to send parcels to a family member, friend, or to a nearby post office instead of to Jade Apartments directly.

FIRST CHOICE STRATA
STRATA & FACILITIES

Pool Rectification

- Works have commenced to rectify the pool defects. The Owners Corporation have signed a deed with CORE for them to rectify the issues at hand. Poor weather conditions have caused delays, however the works should be completed by mid-November.

- Pool stairs and ladders have been installed, however these facilities are not certificate disability assistance equipment. A hoist is available if residents require assistance.

- The pool heating issues have been resolved, and everything is now in place for the re-opening of the pool. The pool is heated using solar energy systems and heat pumps, and the temperature will fluctuate with the weather. A pool net will be purchased by the Owners Corporation to remove leaves and debris.

Embedded Network

An embedded network electricity agreement with Origin Energy is currently in place, however owners can choose any provider, which may incur additional costs. The current contract is deemed to be costly, and should be reviewed by the incoming Executive Committee.

Appreciation for the Executive Committee

Owners thanked the outgoing Executive Committee for their work on behalf of Jade over their term.

With no further business the meeting closed at 9:30 PM.

YEARLY CONDITION REPORT

Report number: None

Period covered: 1 Year preceeding 12th March 2026

Responsible entity: First Choice Strata Pty Ltd

Responsible entity's address: PO Box 479, Dickson , ACT 2602

Premises: 2 Gribble Street , Gungahlin, ACT, 2912, Australia

Systems

The following systems were maintained during the period covered:

System type	Maintenance standard	Design standard	System status
Emergency Escape Lighting & Exit Signs (AS 2293-2019: Section 2)	AS/NZS 2293.2:2019	AS2293.1, AS2293.2, AS2293.3	System defects: D-84450 Emergency luminaire or did not meet the in-servic… D-84449 Emergency luminaire or did not meet the in-servic… D-84448 Emergency luminaire or did not meet the in-servic… D-84447 Emergency exit sign did not meet the in-service d… D-84446 Emergency exit sign did not meet the in-service d… D-84445 Emergency exit sign did not meet the in-service d… D-84444 Emergency exit sign did not meet the in-service d… D-73341 Pictogram missing from light diffuser. New diffus… D-66624 Test switch operation causes all lights to switch… D-66623 Fitting appears to have no mains power during nor… D-66622 (F) 4 foot batten - Failed 90 minute test D-66620 (F) 4 foot batten - Failed 90 minute test D-66619 (F) 4 foot batten - Failed 90 minute test D-66618 (F) 4 foot batten - Failed 90 minute test D-66617 (F) 4 foot batten - Failed 90 minute test D-66616 (D) Ektor Exit - Failed 90 minute test D-66614 (G) 2 Foot Batten - Failed 90 minute test D-66615 (G) 2 Foot Batten - Failed 90 minute test D-66613 (A) Fitting not operating on test switch. Further… D-66612 (A) Fitting not operating on test switch. Further… D-66611 (A) Fitting not operating on test switch. Further… D-66610 (A) Fitting not operating on test switch. Further… D-66609 (A) Fitting not operating on test switch. Further… D-66608 (A) Fitting not operating on test switch. Further… D-66607 (A) Fitting not operating on test switch. Further… D-66606 (A) Fitting not operating on test switch. Further… D-66605 (A) Fitting not operating on test switch. Further… D-66604 (A) Fitting not operating on test switch. Further… D-66603 (A) Fitting not operating on test switch. Further… D-66602 (A) Fitting not operating on test switch. Further…

System type	Maintenance standard	Design standard	System status
			D-66601 (A) Fitting not operating on test switch. Further… D-66600 (A) Fitting not operating on test switch. Further… D-66599 (A) Fitting not operating on test switch. Further… D-66598 (A) Fitting not operating on test switch. Further… D-66597 (A) Fitting not operating on test switch. Further… D-66596 (A) Fitting not operating on test switch. Further… D-66595 (A) Fitting not operating on test switch. Further… D-66594 (A) Fitting not operating on test switch. Further… D-66593 (A) Fitting not operating on test switch. Further… D-66592 (A) Fitting not operating on test switch. Further… D-66591 (A) Fitting not operating on test switch. Further… D-66590 (A) Fitting not operating on test switch. Further… D-66589 (A) Fitting not operating on test switch. Further… D-66588 (A) Spitfire - Failed 90 minute test D-66587 (A) Fitting not operating on test switch. Further… D-66586 (A) Fitting not operating on test switch. Further… D-66585 (A) Fitting not operating on test switch. Further… D-66584 (A) Fitting not operating on test switch. Further… D-66583 (A) Fitting not operating on test switch. Further… D-66582 (A) Fitting not operating on test switch. Further… D-66581 (A) Fitting not operating on test switch. Further… D-66580 (A) Fitting not operating on test switch. Further… D-66579 (A) Fitting not operating on test switch. Further… D-66578 (A) Fitting not operating on test switch. Further… Non-conformances: *OK* Open quotes: Q-1222 Emergency and Exit lighting repairs/ replacements

System type	Maintenance standard	Design standard	System status
Fire Blankets (AS 1851:2012 Section 11)	AS1851:2012 Section 11	NCC (BCA) Clause 1.6, AS2444	System defects: *OK* Non-conformances: *OK* Open quotes: *None*
Fire Detection: Fire Indicator Panel - FIP (AS 1851:2012 Section 6)	AS1851:2012 Section 6	AS 1670.1	System defects: D-70843 Batteries are out of date and require replacement… D-57433 Ground floor Zone 4 L1D54, L1D55 and L1D56 in Car… D-57431 Level 2 Gym in Zone 6 L2D18 needs to be reprogram… D-57430 Stairwell pressurization Fans 3 and 4 status sign… Non-conformances: *OK* Open quotes: *None*

System type	Maintenance standard	Design standard	System status
Fire Extinguishers: Portable & Wheeled (AS 1851:2012 Section 10)	AS1851:2012 Section 10	NCC (BCA) Part E1, AS2444	System defects: D-87099 Cylinder is overdue for hydrostatic pressure test… D-87098 Extinguisher is not readily accessible. Desk is n… D-87096 % yearly pressure test is overdue D-87062 Cylinder is overdue for hydrostatic pressure test… D-72616 5-yearly pressure test overdue. D-72615 5-yearly pressure test overdue. D-72614 5-yearly pressure test overdue. D-72613 5-yearly pressure test overdue. D-72611 5-yearly pressure test overdue. D-72610 5-yearly pressure test overdue. D-72609 5-yearly pressure test overdue. D-72607 5-yearly pressure test overdue. D-72606 5-yearly pressure test overdue. D-72605 5-yearly pressure test overdue. D-72603 5-yearly pressure test overdue. D-72602 5-yearly pressure test overdue. D-72601 5-yearly pressure test overdue. D-72600 5-yearly pressure test overdue. D-72599 5-yearly pressure test overdue. D-72598 5-yearly pressure test overdue. D-72597 5-yearly pressure test overdue. D-72596 5-yearly pressure test overdue. D-72595 5-yearly pressure test overdue. D-72594 5-yearly pressure test overdue. D-72593 5-yearly pressure test overdue. D-72592 5-yearly pressure test overdue. D-72591 5-yearly pressure test overdue. D-72590 5-yearly pressure test overdue. D-72589 5-yearly pressure test overdue. D-72588 5-yearly pressure test overdue. D-72586 5-yearly pressure test overdue. D-72584 5-yearly pressure test overdue. D-72582 5-yearly pressure test overdue. D-72581 5-yearly pressure test overdue. D-72580 5-yearly pressure test overdue. D-72579 5-yearly pressure test overdue. D-72578 5-yearly pressure test overdue. Non-conformances: *OK* Open quotes: Q-3232 Quote for extinguisher replacement
Fire Hose Reels (AS 1851:2012 Section 9)	AS1851:2012 Section 9	NCC (BCA) Part E1, AS 2441	System defects: *OK* Non-conformances: *OK* Open quotes: *None*
Fire Hydrant: Systems (AS 1851:2012 Section 4)	AS1851:2012 Section 4	NCC (BCA) E1.3, AS2419.1	System defects: *OK* Non-conformances: *OK* Open quotes: *None*

System type	Maintenance standard	Design standard	System status
Fire Pumpsets: Diesel & Electric (AS 1851:2012 Section 3)	AS1851:2012 Section 3	NCC (BCA) Clause E1.4, AS2941	System defects: D-81159 Pressure gauge sticking. 1x 50mm 0-2500 oil fille… D-70851 Battery is out of date and requires replacement. … D-70850 Batteries are out of date and require replacement… Non-conformances: *OK* Open quotes: Q-1874 Attend site and replace batteries on electric and…
Fire Sprinkler System: General Wet Pipe (AS 1851:2012 Section 2)	AS1851:2012 Section 2	NCC (BCA) Clause E1.5, AS 2118	System defects: D-72997 13 isolation valves are not locked in correct pos… D-72996 No sprinkler protection D-72995 4x sprinklers lower than 2150mm D-72994 Pipe 530mm long no hanger D-72993 No sprinkler protection D-72992 No sprinkler protection and room no 2 hour separa… D-72991 Sprinklers 5500mm apart D-72990 2x sprinklers 500mm apart D-72979 Damaged sprinkler D-72941 No sprinkler protection under ducts D-72940 Sprinkler 3150mm from wall D-72934 32mm pipe 6500mm long no hangers D-72858 Sprinklers impeded by ceiling insulation D-72857 No sprinkler guard on sprinkler below 2150mm D-72841 Sprinkler pipe no hanger and 2x sprinklers to clo… D-72834 No sprinkler protection D-72833 Plastic bag over sprinkler D-72784 1x sprinkler 2600mm from window D-72783 1x sprinkler 2600mm from window D-72782 Duct greater than 1000mm wide requires 1x sprinkl… Non-conformances: *OK* Open quotes: Q-3231 Quote for Sprinkler Defects found on Annual Surve…
Hinged and Pivoted Doorsets: Common (AS 1851:2012 Section 12)	AS1851:2012 Section 12	NCC (BCA) Clause 3.4	System defects: D-66193 Excessive gap between door and frame. Seal requir… Non-conformances: *OK* Open quotes: *None*

System type	Maintenance standard	Design standard	System status
Path Of Travel & Discharge To Exit (BCA Part C2 Part D1)	BCA Part C2 Part D1	BCA Part C2 Part D1	System defects: D-66202 Gap between the edge of the door leaf and the doo… D-66201 Door frames are not back-filled as required for t… D-66200 Door stop dimensions are not approved for the pro… D-66199 Door leaves and door frames are not tagged in acc… D-66198 Door frames are not back-filled as required for t… D-66196 Door stop dimensions are not approved for the pro… D-66197 Door leaves and door frames are not tagged in acc… Non-conformances: *OK* Open quotes: *None*
Sound & Intercom For Emergency Purposes (AS 1851:2012 Section 6)	AS1851:2012 Section 6	NCC (BCA) Clause 2.2a, AS1670.4	System defects: D-74797 Level 13 WIP is non-responsive (completely dead) … D-70844 Batteries are out of date and require replacement… D-57434 Level 13 Zone 17 WIP has no dial tone and failed … Non-conformances: *OK* Open quotes: Q-1602 WIP Phone Issues

Records of service

Description	Service record numbers	Date of service
Apr 2025 routine servicing (2 items): Fire Detection: Fire Indicator Panel - FIP (AS 1851:2012 Section 6): Monthly (1), Sound & Intercom For Emergency Purposes (AS 1851:2012 Section 6): Monthly (1)		3rd Apr 2025
Apr 2025 routine servicing (20 items): Fire Sprinkler System: General Wet Pipe (AS 1851:2012 Section 2): Monthly (18), Fire Pumpsets: Diesel & Electric (AS 1851:2012 Section 3): Monthly (2)		3rd Apr 2025
May 2025 routine servicing (20 items): Fire Sprinkler System: General Wet Pipe (AS 1851:2012 Section 2): Monthly (18), Fire Pumpsets: Diesel & Electric (AS 1851:2012 Section 3): Monthly (2)		1st May 2025
May 2025 routine servicing (2 items): Fire Detection: Fire Indicator Panel - FIP (AS 1851:2012 Section 6): Monthly (1), Sound & Intercom For Emergency Purposes (AS 1851:2012 Section 6): Monthly (1)		1st May 2025
Jun 2025 routine servicing (40 items): Fire Sprinkler System: General Wet Pipe (AS 1851:2012 Section 2): Six-monthly (18), Fire Pumpsets: Diesel & Electric (AS 1851:2012 Section 3): Six-monthly (2), Fire Sprinkler System: General Wet Pipe (AS 1851:2012 Section 2): Monthly (18), Fire Pumpsets: Diesel & Electric (AS 1851:2012 Section 3): Monthly (2)		3rd Jun 2025

Description	Service record numbers	Date of service
Jun 2025 routine servicing (3 items): Fire Detection: Fire Indicator Panel - FIP (AS 1851:2012 Section 6): Six-monthly (Special Hazard) (1), Fire Detection: Fire Indicator Panel - FIP (AS 1851:2012 Section 6): Monthly (1), Sound & Intercom For Emergency Purposes (AS 1851:2012 Section 6): Monthly (1)		3rd Jun 2025
Jun 2025 routine servicing (59 items): Hinged and Pivoted Doorsets: Common (AS 1851:2012 Section 12): Six-monthly (59)		5th Jun 2025
Jun 2025 routine servicing (92 items): Fire Hydrant: Systems (AS 1851:2012 Section 4): Six-monthly (Valve Inspection) (40), Fire Extinguishers: Portable & Wheeled (AS 1851:2012 Section 10): Six-monthly (41), Fire Hose Reels (AS 1851:2012 Section 9): Six-monthly (11), Fire Blankets (AS 1851:2012 Section 11): Six-monthly (0)		5th Jun 2025
Jun 2025 routine servicing (54 items): Fire Sprinkler System: General Wet Pipe (AS 1851:2012 Section 2): Annual (18), Fire Sprinkler System: General Wet Pipe (AS 1851:2012 Section 2): Annual (Survey) (18), Fire Sprinkler System: General Wet Pipe (AS 1851:2012 Section 2): Annual (Flow Test) (18)		11th Jun 2025
Jun 2025 routine servicing (384 items): Emergency Escape Lighting & Exit Signs (AS 2293-2019: Section 2): Six-monthly (384)		17th Jun 2025
Jun 2025 routine servicing (4 items): Fire Detection: Fire Indicator Panel - FIP (AS 1851:2012 Section 6): Annual (1), Fire Detection: Fire Indicator Panel - FIP (AS 1851:2012 Section 6): Annual (Survey) (1), Sound & Intercom For Emergency Purposes (AS 1851:2012 Section 6): Annual (2)		17th Jul 2025
Jul 2025 routine servicing (2 items): Fire Detection: Fire Indicator Panel - FIP (AS 1851:2012 Section 6): Monthly (1), Sound & Intercom For Emergency Purposes (AS 1851:2012 Section 6): Monthly (1)		17th Jul 2025
Jul 2025 routine servicing (20 items): Fire Sprinkler System: General Wet Pipe (AS 1851:2012 Section 2): Monthly (18), Fire Pumpsets: Diesel & Electric (AS 1851:2012 Section 3): Monthly (2)		17th Jul 2025
Aug 2025 routine servicing (2 items): Fire Detection: Fire Indicator Panel - FIP (AS 1851:2012 Section 6): Monthly (1), Sound & Intercom For Emergency Purposes (AS 1851:2012 Section 6): Monthly (1)		5th Aug 2025
Aug 2025 routine servicing (20 items): Fire Sprinkler System: General Wet Pipe (AS 1851:2012 Section 2): Monthly (18), Fire Pumpsets: Diesel & Electric (AS 1851:2012 Section 3): Monthly (2)		5th Aug 2025
Sep 2025 routine servicing (20 items): Fire Sprinkler System: General Wet Pipe (AS 1851:2012 Section 2): Monthly (18), Fire Pumpsets: Diesel & Electric (AS 1851:2012 Section 3): Monthly (2)		1st Sep 2025
Sep 2025 routine servicing (2 items): Fire Detection: Fire Indicator Panel - FIP (AS 1851:2012 Section 6): Monthly (1), Sound & Intercom For Emergency Purposes (AS 1851:2012 Section 6): Monthly (1)		1st Sep 2025
Oct 2025 routine servicing (20 items): Fire Sprinkler System: General Wet Pipe (AS 1851:2012 Section 2): Monthly (18), Fire Pumpsets: Diesel & Electric (AS 1851:2012 Section 3): Monthly (2)	6849	9th Oct 2025
Oct 2025 routine servicing (2 items): Fire Detection: Fire Indicator Panel - FIP (AS 1851:2012 Section 6): Monthly (1), Sound & Intercom For Emergency Purposes (AS 1851:2012 Section 6): Monthly (1)	6850	9th Oct 2025

Description	Service record numbers	Date of service
Nov 2025 routine servicing (20 items): Fire Sprinkler System: General Wet Pipe (AS 1851:2012 Section 2): Monthly (18), Fire Pumpsets: Diesel & Electric (AS 1851:2012 Section 3): Monthly (2)	8402	3rd Nov 2025
Nov 2025 routine servicing (2 items): Fire Detection: Fire Indicator Panel - FIP (AS 1851:2012 Section 6): Monthly (1), Sound & Intercom For Emergency Purposes (AS 1851:2012 Section 6): Monthly (1)	8403	3rd Nov 2025
Jun 2025 routine servicing (6 items): Fire Pumpsets: Diesel & Electric (AS 1851:2012 Section 3): Annual (2), Fire Pumpsets: Diesel & Electric (AS 1851:2012 Section 3): Annual (Flow Test) (2), Fire Pumpsets: Diesel & Electric (AS 1851:2012 Section 3): Annual (Mechanical Service) (2)		18th Nov 2025
Dec 2025 routine servicing (40 items): Fire Sprinkler System: General Wet Pipe (AS 1851:2012 Section 2): Six-monthly (18), Fire Pumpsets: Diesel & Electric (AS 1851:2012 Section 3): Six-monthly (2), Fire Sprinkler System: General Wet Pipe (AS 1851:2012 Section 2): Monthly (18), Fire Pumpsets: Diesel & Electric (AS 1851:2012 Section 3): Monthly (2)		1st Dec 2025
Dec 2025 routine servicing (3 items): Fire Detection: Fire Indicator Panel - FIP (AS 1851:2012 Section 6): Six-monthly (Special Hazard) (1), Fire Detection: Fire Indicator Panel - FIP (AS 1851:2012 Section 6): Monthly (1), Sound & Intercom For Emergency Purposes (AS 1851:2012 Section 6): Monthly (1)	10685	1st Dec 2025
Dec 2025 routine servicing (384 items): Emergency Escape Lighting & Exit Signs (AS 2293-2019: Section 2): Annual (384)		18th Dec 2025
Jan 2026 routine servicing (20 items): Fire Sprinkler System: General Wet Pipe (AS 1851:2012 Section 2): Monthly (18), Fire Pumpsets: Diesel & Electric (AS 1851:2012 Section 3): Monthly (2)	12726	5th Jan 2026
Jan 2026 routine servicing (2 items): Fire Detection: Fire Indicator Panel - FIP (AS 1851:2012 Section 6): Monthly (1), Sound & Intercom For Emergency Purposes (AS 1851:2012 Section 6): Monthly (1)	12727	5th Jan 2026
Dec 2025 routine servicing (153 items): Fire Hydrant: Systems (AS 1851:2012 Section 4): Annual (Valves Inspection) (40), Fire Extinguishers: Portable & Wheeled (AS 1851:2012 Section 10): Annual (41), Fire Hose Reels (AS 1851:2012 Section 9): Annual (11), Fire Hose Reels (AS 1851:2012 Section 9): Annual (Flow Test) (0), Fire Blankets (AS 1851:2012 Section 11): Six-monthly (0), Hinged and Pivoted Doorsets: Common (AS 1851:2012 Section 12)		2nd Feb 2026
Feb 2026 routine servicing (20 items): Fire Sprinkler System: General Wet Pipe (AS 1851:2012 Section 2): Monthly (18), Fire Pumpsets: Diesel & Electric (AS 1851:2012 Section 3): Monthly (2)	15256	9th Feb 2026
Feb 2026 routine servicing (2 items): Fire Detection: Fire Indicator Panel - FIP (AS 1851:2012 Section 6): Monthly (1), Sound & Intercom For Emergency Purposes (AS 1851:2012 Section 6): Monthly (1)	15257	9th Feb 2026
Mar 2026 routine servicing (2 items): Fire Detection: Fire Indicator Panel - FIP (AS 1851:2012 Section 6): Monthly (1), Sound & Intercom For Emergency Purposes (AS 1851:2012 Section 6): Monthly (1)	16831	3rd Mar 2026
Mar 2026 routine servicing (20 items): Fire Sprinkler System: General Wet Pipe (AS 1851:2012 Section 2): Monthly (18), Fire Pumpsets: Diesel & Electric (AS 1851:2012 Section 3): Monthly (2)		3rd Mar 2026

Statement

I confirm that the system(s) referred to above has been regularly inspected, tested, maintained and surveyed, where applicable, to the appropriate section of AS 1851 as per attached system activity reports for the period above. With the exception of items detailed below in 'system defects', the system has been found to be functioning correctly and is generally in accordance with the approved design.

Issued by	Date	Service Provider	Signature
Brooke Arranz	12th Mar 2026	O'Neill and Brown Fire Services Pty Ltd	

ANNUAL FINANCIAL STATEMENTS

For the period 18 December 2024 to 17 December 2025

Prepared For

Jade

A Class 13397

2 Gribble Street
Gungahlin
Australian Capital Territory 2912

Manager
Ashton Black
First Choice Strata

Printed
5 March 2026

Balance Sheet

General & Sinking Fund

Owners Corporation for Plan No. 13397

As at 17th December 2025

2 Gribble Street Gungahlin Australian Capital Territory 2912

ABN/ACN 46402713493

Assets		**2025**
Cash		165,288.31
Accounts Receivable	Note 9	328.60
Contributions in Arrears	Note 10	82,708.67
Accrued Revenue	Note 14	345,437.72
GST balance to collect		400.32
Total Assets		**$ 594,163.62**

Liabilities		
Accounts Payable Liability	Note 12	8,059.64
Unallocated Monies Received	Note 11	24,603.66
Accrued Expenses	Note 13	16,453.50
GST Liability		17,069.19
Total Liabilities		**$ 66,185.99**
Net Assets		**$ 527,977.63**

Equity	
General Fund	143,894.91
Sinking Fund	384,082.72
Total Equity	**$ 527,977.63**

Income	Actuals 18/12/24 17/12/25	Budget 18/12/24 17/12/25	Variance $ 18/12/24 17/12/25	Variance % 18/12/24 17/12/25
Administrative Fees & Charges - meeting rooms	272.73	0.00	272.73	100
Body Corporate Manager - certificate fees	13,078.25	0.00	13,078.25	100
Contributions - Debt recovery costs	4,112.73	0.00	4,112.73	100
Contributions - Normal	276,042.28	0.00	276,042.28	100
Contributions - regular payments	276,041.83	552,084.85	(276,043.02)	(50)
Mutual Revenue - penalty interest	418.08	0.00	418.08	100
Mutual Revenue - recoveries	34,353.46	0.00	34,353.46	100
Mutual Revenue - security devices	929.64	0.00	929.64	100
Taxes, Fees & Charges - GST rounding	1.12	0.00	1.12	100
Total General Fund Income	**605,250.12**	**552,084.85**	**53,165.27**	**10**

Expenditure

Accountant - BAS/IAS fees	1,200.00	2,000.00	800.00	40
Accountant - audit fees	4,900.00	3,000.00	(1,900.00)	(63)
Accountant - company tax returns	400.00	0.00	(400.00)	(100)
Administrative Fees & Charges - meeting rooms	727.28	0.00	(727.28)	(100)
Administrative Fees & Charges - printing, photocop...	0.00	500.00	500.00	100
Air Conditioning Maintenance	2,380.00	2,500.00	120.00	5
Bank Fees & Charges	0.00	600.00	600.00	100
Bank Fees & Charges - account keeping fees	110.20	300.00	189.80	63
Body Corporate Manager - Management Fee Supple...	7,416.48	200.00	(7,216.48)	(3608)
Body Corporate Manager - certificate fees	16,220.00	0.00	(16,220.00)	(100)
Body Corporate Manager - management fees	85,733.40	85,743.70	10.30	0
Building Management	32,352.21	35,000.00	2,647.79	8
Cleaning Service	66,206.76	68,000.00	1,793.24	3
Cleaning Service - carpets	2,060.00	4,000.00	1,940.00	49
Cleaning Service - grease traps	3,840.00	5,000.00	1,160.00	23
Cleaning Service - other (services)	4,353.25	500.00	(3,853.25)	(771)
Cleaning Service - windows	25,263.00	13,500.00	(11,763.00)	(87)
Consultant	3,510.00	2,000.00	(1,510.00)	(76)
Consultant - sinking fund forecast	0.00	4,000.00	4,000.00	100
Debt Collection Service	1,112.73	0.00	(1,112.73)	(100)
Door & Window Maintenance	2,022.64	2,000.00	(22.64)	(1)
Electrical Repairs	5,415.00	7,000.00	1,585.00	23
Electricity	49,183.49	60,000.00	10,816.51	18
Fire Protection Services - false alarms	1,985.00	1,000.00	(985.00)	(99)
Fire Protection Services - maintenance contract	6,375.00	5,750.00	(625.00)	(11)
Fire Protection Services - monitoring	4,290.04	4,500.00	209.96	5
Garden/Lawn Maintenance	13,482.00	12,250.00	(1,232.00)	(10)
General Repairs	5,987.41	5,000.00	(987.41)	(20)
Insurance Claim - excess	0.00	1,000.00	1,000.00	100
Insurance Premiums	48,564.17	60,000.00	11,435.83	19
Intercom & Security System	2,193.78	0.00	(2,193.78)	(100)
Legal Services	29,012.10	30,000.00	987.90	3
Legal Services - debt recovery	3,720.00	0.00	(3,720.00)	(100)
Lift Maintenance	20,755.71	15,000.00	(5,755.71)	(38)
Lift Maintenance - telephone charges	2,700.00	3,200.00	500.00	16

Income and Expenditure Statement (continued) General Fund

Owners Corporation for Plan No. 13397 **18 December 2024 to 17 December 2025**

2 Gribble Street Gungahlin Australian Capital Territory 2912 **ABN/ACN 46402713493**

Expenditure	Actuals 18/12/24 17/12/25	Budget 18/12/24 17/12/25	Variance $ 18/12/24 17/12/25	Variance % 18/12/24 17/12/25
Lifts	0.00	6,000.00	6,000.00	100
Lock & Key Maintenance	1,091.64	1,500.00	408.36	27
Lock & Key Systems - fobs	1,066.82	100.00	(966.82)	(967)
Minor Building Maintenance	572.68	8,500.00	7,927.32	93
Pest Control Services	2,818.18	8,500.00	5,681.82	67
Plumbing	6,056.07	3,500.00	(2,556.07)	(73)
Plumbing Maintenance	0.00	4,000.00	4,000.00	100
Pool Maintenance	5,429.00	9,500.00	4,071.00	43
Roof Systems - anchor points	1,280.00	2,000.00	720.00	36
Security Services	1,760.00	0.00	(1,760.00)	(100)
Taxes, Fees & Charges - GST rounding	(0.96)	0.00	0.96	(100)
Waste Management Services	591.25	3,000.00	2,408.75	80
Water	57,582.28	65,000.00	7,417.72	11
Total General Fund Expenditure	**531,718.61**	**545,143.70**	**13,425.09**	**2**
Surplus / Deficit for period	**73,531.51**	**6,941.15**		

Summary

Opening Balance as at 18 December 2024	70,363.40
Total Revenue during period	605,250.12
Total Expenditure during period	(531,718.61)
General Fund balance as at 17 December 2025	**$ 143,894.91**

Income and Expenditure Statement

Sinking Fund

Owners Corporation for Plan No. 13397

18 December 2024 to 17 December 2025

2 Gribble Street Gungahlin Australian Capital Territory 2912

ABN/ACN 46402713493

Income	Actuals 18/12/24 17/12/25	Budget 18/12/24 17/12/25	Variance $ 18/12/24 17/12/25	Variance % 18/12/24 17/12/25
Contributions - Normal	69,395.44	0.00	69,395.44	100
Contributions - regular payments	69,395.44	138,791.82	(69,396.38)	(50)
Mutual Revenue - penalty interest	53.79	0.00	53.79	100
Total Sinking Fund Income	**138,844.67**	**138,791.82**	**52.85**	**0**
Expenditure				
Consultant - Consultant - Defects Report	15,550.00	20,000.00	4,450.00	22
Electrical Repairs	1,285.00	0.00	(1,285.00)	(100)
Fire Protection Systems	0.00	5,750.00	5,750.00	100
General Repairs	8,077.00	6,500.00	(1,577.00)	(24)
Painting	7,255.00	0.00	(7,255.00)	(100)
Pools, Spas & Saunas	0.00	11,500.00	11,500.00	100
Total Sinking Fund Expenditure	**32,167.00**	**43,750.00**	**11,583.00**	**26**
Surplus / Deficit for period	**106,677.67**	**95,041.82**		

Summary

Opening Balance as at 18 December 2024	277,405.05
Total Revenue during period	138,844.67
Total Expenditure during period	(32,167.00)
Sinking Fund balance as at 17 December 2025	**$ 384,082.72**

Notes To Financial Statements

Owners Corporation for Plan No. 13397
2 Gribble Street Gungahlin Australian Capital Territory 2912 **ABN/ACN 46402713493**

Note 1 Summary of Accounting Policies

This special purpose financial report has been prepared for distribution to owners to fulfill the owners corporation's financial reporting requirements. The accounting policies used in the preparation of this report, as described below, are in the opinion of the owners corporation manager appropriate to meet the needs of owners.

(a) The financial report has been prepared on the Accrual basis of accounting including the historical cost convention and the going concern assumption.
(b) The requirements of Accounting Standards and other professional reporting requirements in Australia do not have mandatory applicability to the body corporate because it is not a "reporting entity" as defined in those Standards.

Note 2 Contributions in Arrears, in Advance, not Due and payments unidentified

Any items shown as "Contributions in Arrears" and "Contributions in Advance" in the Balance Sheet represent the position of all contributions in arrears or advance, as the case may be, as at the balance date. Any items shown as "Contributions not Due" in the Balance Sheet represent contributions which have a due date after the balance date. Any items shown as "Contributions payments unidentified" in the Balance Sheet represent contribution payments that have been received, however could not be identified and therefore allocated to a unit correctly, these funds are held as a liability until they can be correctly allocated. Any other charges against unit owners in arrears or payments in advance appear as liabilities and assets, as the case may be, elsewhere in the Balance Sheet.

Note 3 Unallocated Monies Received

Any items shown as "Unallocated Monies Received" in the Balance Sheet represents amounts received for levies and/or items not yet billed and are recognised as revenue on the day the levy and/or invoice is billed.

Note 4 Income Tax

Assessable income such as interest, dividends and other investment income derived by the Owners Corporation, is taxable at the current company tax rate of 30%. Assessable income received by the Owners Corporation in respect of common property, other than as stated above, is taxable in the hands of individual owners as determined by Tax Ruling 2015/3.

Note 5 Depreciation

Common property, including assets fixed to it, is not beneficially owned by the owners corporation and is therefore not depreciable. Non-fixed assets that are purchased by the owners corporation are beneficially owned by it, but the purchase cost is expensed upon acquisition and not depreciated.

Note 6 Unearned Revenue

Any items shown as "Unearned Revenue" in the Balance Sheet represents money received for a service or product that has yet to be fulfilled. For example, pre-payment on a lease agreement. The revenue is a liability until it has been 'earned' by the owners corporation.

Note 7 GST Rounding

Any items shown as "GST Rounding" in the Income and Expenditure Statement represents the rounded amount not included in any amounts paid to the ATO when calculating GST transactions. This amount is net of GST.

Note 8 GST balance to collect

Any items shown as "GST balance to collect" in the Balance Sheet represents the GST portion of any invoices that are due and accrue in the next financial year. EG. Interim contributions issued in this reporting period that are for a levy period in the next financial year. The invoice (net of GST) is not an asset as the accrual period has not started. However the GST portion is considered both an asset and a liability as at the invoice date. The asset is reported as "GST balance to collect".

Note 9 Accounts Receivable

Detail	Amount
Unit: 66 Unit: 611 UP 13397-Fob 80774762540904 Remote 439 - Unit 611	138.00
Unit: 66 Unit: 611 UP 13397 Remote 420 Unit 611	99.00
Unit: 140 Unit: 1203 UP 13397 - Remote #405 - Unit 1203	73.00
Unit: 147 Unit: 1210 UP 13397 - Fob #P2056355 - Unit 1210	18.30
Unit: 147 Unit: 1210 UP 13397 - Fobs #P2056336 & #P2056337 - U 1210	0.30
	$ 328.60

Note 10 Contributions in Arrears - also see note 2

These notes (other than notes added by the owners corporation manager) are the subject of copyright and are generated by the software program "Strataware", developed by Mystrata Pty Ltd (www.mystrata.com). These notes explain how the accounts were prepared, what specific policies/rulings apply and futher clarify the figures in the financial statement. The form of accounts produced by Strataware has been settled by a prominent national firm of Chartered Accountants. The accuracy of data used to generate the accounts is the responsibility of the software user.

Owners Corporation for Plan No. 13397
2 Gribble Street Gungahlin Australian Capital Territory 2912 **ABN/ACN 46402713493**

Detail	Amount
Unit: 11 Unit: 212	159.88
Unit: 20 Unit: 307	2279.89
Unit: 23 Unit: 310	3205.08
Unit: 25 Unit: 312	4381.43
Unit: 46 Unit: 505	2659.88
Unit: 47 Unit: 506	2239.28
Unit: 48 Unit: 507	44.00
Unit: 63 Unit: 608	1549.91
Unit: 66 Unit: 611	3011.00
Unit: 69 Unit: 614	3.00
Unit: 71 Unit: 702	2726.82
Unit: 100 Unit: 903	1519.93
Unit: 101 Unit: 904	4135.87
Unit: 102 Unit: 905	44.00
Unit: 103 Unit: 906	2279.89
Unit: 105 Unit: 908	44.00
Unit: 109 Unit: 912	2747.88
Unit: 125 Unit: 1014	13213.37
Unit: 127 Unit: 1102	28509.74
Unit: 129 Unit: 1104	2747.88
Unit: 137 Unit: 1112	90.17
Unit: 155 Unit: 1306	1899.91
Unit: 169 Unit: G02	1607.93
Unit: 170 Unit: G03	1607.93
	$ 82,708.67

Note 11 Unallocated Monies Received - also see note 3

Detail	Amount
Unit: 9 Unit: 210	1754.50
Unit: 12 Unit: 213	0.11
Unit: 17 Unit: 304	1519.93
Unit: 21 Unit: 308	852.18
Unit: 34 Unit: 407	3.32
Unit: 50 Unit: 509	2279.89
Unit: 61 Unit: 606	0.52
Unit: 62 Unit: 607	1362.03
Unit: 72 Unit: 703	74.05
Unit: 81 Unit: 712	0.12
Unit: 89 Unit: 806	2279.89
Unit: 90 Unit: 807	2125.14
Unit: 111 Unit: 914	2279.89
Unit: 123 Unit: 1012	2246.00
Unit: 141 Unit: 1204	694.04
Unit: 142 Unit: 1205	0.11
Unit: 146 Unit: 1209	1899.91
Unit: 148 Unit: 1211	40.12
Unit: 150 Unit: 1201	2.19
Unit: 153 Unit: 1304	2140.18
Unit: 160 Unit: 1311	2180.39
Unit: 168 Unit: G01	869.15
	$ 24,603.66

Note 12 Accounts Payable Liability

Detail	Amount
First Choice Strata s119 x 2 and rental s119 x 1	1026.00
Kota Group 11/12/2025 -scrub and wash upper and lower basement Carpark levels	1760.00
Origin Energy Electricity for 22 Nov 2025 to 21 Dec 2025	4217.64
Southern Sullage Pump out grease trap and dispose of waste - on-charged to commercial units	1056.00
	$ 8,059.64

Note 13 Accrued Expenses

Owners Corporation for Plan No. 13397

2 Gribble Street Gungahlin Australian Capital Territory 2912 **ABN/ACN 46402713493**

Detail	Amount
Quarterly Air conditioning preventative maintenance	595.00
Water for the period Oct to Dec	14942.50
Garden/Lawn Maintenance Expense â€“ December 2025	916.00
	$ 16,453.50

Note 14 Accrued Revenue

Detail	Amount
Accrual for Levy due on 28/01/2026 - 2nd instalments	345437.72
	$ 345,437.72

KELLY+PARTNERS
ASSURANCE SERVICES

Independent Auditor's Report
To the Owners of Unit Plan 13397

Opinion
We have audited the financial report of Unit Plan 13397 (the Plan), which comprises the balance sheet as at 17 December 2025, the income and expenditure statements for the year then ended, and notes to the financial statements, including a summary of significant accounting policies. We have not audited any budget information which may be included in the financial report.

In our opinion, the accompanying financial report presents fairly, in all material respects, the financial position of Unit Plan 13397 as at 17 December 2025, and its financial performance for the year then ended in accordance with the accounting policies described in the notes to the financial report and the financial reporting requirements of Schedule 2 Part 2.1 of the Unit Titles (Management) Act 2011.

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 Plan in accordance with the ethical requirements of the Accounting Professional & Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (Including Independence Standards)* (the Code) that are relevant to our audit of the financial report in Australia. We have also 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
We draw attention to the notes to the financial report, which describes the basis of accounting. The financial report has been prepared for distribution to the Owners for the purpose of fulfilling the Owners Corporation's financial reporting responsibilities under Schedule 2 Part 2.1 of the Unit Titles (Management) Act 2011. 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 Owners Corporation for the Financial Report
The Owners Corporation is responsible for the preparation and fair presentation of the financial report in accordance with the accounting policies described in the notes to the financial report, and has determined that the accounting policies described in the notes to the financial report are appropriate to meet the financial reporting requirements of Schedule 2 Part 2.1 of the Unit Titles (Management) Act 2011, and are appropriate to meet the needs of the Owners. The Owners Corporation's responsibility also includes such internal control as the Owners Corporation determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Owners Corporation is responsible for assessing the Plan's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the Owners Corporation either intends to liquidate the Plan or to cease operations, or has no realistic alternative but to do so.

KELLY+PARTNERS AUDIT

Kelly Partners Assurance Services ABN 68 390 743 240
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KELLY+PARTNERS
ASSURANCE SERVICES

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 the 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 the 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 Plan's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Owners Corporation.

- Conclude on the appropriateness of the Owners Corporation's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Plan's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Plan to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Owners Corporation 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.

Kelly Partners Assurance Services



KELLY+PARTNERS AUDIT

Thomas Thomas CA
Partner – North Sydney

Dated this 23rd day of February 2026

Balance Sheet

General & Sinking Fund

Owners Corporation for Plan No. 13397

As at 17th December 2025

2 Gribble Street Gungahlin Australian Capital Territory 2912

ABN/ACN 46402713493

Assets		**2025**
Cash		165,288.31
Accounts Receivable	Note 9	328.60
Contributions in Arrears	Note 10	82,708.67
Accrued Revenue	Note 14	345,437.72
GST balance to collect		400.32
Total Assets		**$ 594,163.62**

Liabilities		
Accounts Payable Liability	Note 12	8,059.64
Unallocated Monies Received	Note 11	24,603.66
Accrued Expenses	Note 13	16,453.50
GST Liability		17,069.19
Total Liabilities		**$ 66,185.99**
Net Assets		**$ 527,977.63**

Equity	
General Fund	143,894.91
Sinking Fund	384,082.72
Total Equity	**$ 527,977.63**

KELLY+PARTNERS AUDIT

Income	Actuals 18/12/24 17/12/25	Budget 18/12/24 17/12/25	Variance $ 18/12/24 17/12/25	Variance % 18/12/24 17/12/25
Administrative Fees & Charges - meeting rooms	272.73	0.00	272.73	100
Body Corporate Manager - certificate fees	13,078.25	0.00	13,078.25	100
Contributions - Debt recovery costs	4,112.73	0.00	4,112.73	100
Contributions - Normal	276,042.28	0.00	276,042.28	100
Contributions - regular payments	276,041.83	552,084.85	(276,043.02)	(50)
Mutual Revenue - penalty interest	418.08	0.00	418.08	100
Mutual Revenue - recoveries	34,353.46	0.00	34,353.46	100
Mutual Revenue - security devices	929.64	0.00	929.64	100
Taxes, Fees & Charges - GST rounding	1.12	0.00	1.12	100
Total General Fund Income	**605,250.12**	**552,084.85**	**53,165.27**	**10**

Expenditure

Accountant - BAS/IAS fees	1,200.00	2,000.00	800.00	40
Accountant - audit fees	4,900.00	3,000.00	(1,900.00)	(63)
Accountant - company tax returns	400.00	0.00	(400.00)	(100)
Administrative Fees & Charges - meeting rooms	727.28	0.00	(727.28)	(100)
Administrative Fees & Charges - printing, photocop...	0.00	500.00	500.00	100
Air Conditioning Maintenance	2,380.00	2,500.00	120.00	5
Bank Fees & Charges	0.00	600.00	600.00	100
Bank Fees & Charges - account keeping fees	110.20	300.00	189.80	63
Body Corporate Manager - Management Fee Supple...	7,416.48	200.00	(7,216.48)	(3608)
Body Corporate Manager - certificate fees	16,220.00	0.00	(16,220.00)	(100)
Body Corporate Manager - management fees	85,733.40	85,743.70	10.30	0
Building Management	32,352.21	35,000.00	2,647.79	8
Cleaning Service	66,206.76	68,000.00	1,793.24	3
Cleaning Service - carpets	2,060.00	4,000.00	1,940.00	49
Cleaning Service - grease traps	3,840.00	5,000.00	1,160.00	23
Cleaning Service - other (services)	4,353.25	500.00	(3,853.25)	(771)
Cleaning Service - windows	25,263.00	13,500.00	(11,763.00)	(87)
Consultant	3,510.00	2,000.00	(1,510.00)	(76)
Consultant - sinking fund forecast	0.00	4,000.00	4,000.00	100
Debt Collection Service	1,112.73	0.00	(1,112.73)	(100)
Door & Window Maintenance	2,022.64	2,000.00	(22.64)	(1)
Electrical Repairs	5,415.00	7,000.00	1,585.00	23
Electricity	49,183.49	60,000.00	10,816.51	18
Fire Protection Services - false alarms	1,985.00	1,000.00	(985.00)	(99)
Fire Protection Services - maintenance contract	6,375.00	5,750.00	(625.00)	(11)
Fire Protection Services - monitoring	4,290.04	4,500.00	209.96	5
Garden/Lawn Maintenance	13,482.00	12,250.00	(1,232.00)	(10)
General Repairs	5,987.41	5,000.00	(987.41)	(20)
Insurance Claim - excess	0.00	1,000.00	1,000.00	100
Insurance Premiums	48,564.17	60,000.00	11,435.83	19
Intercom & Security System	2,193.78	0.00	(2,193.78)	(100)
Legal Services	29,012.10	30,000.00	987.90	3
Legal Services - debt recovery	3,720.00	0.00	(3,720.00)	(100)
Lift Maintenance	20,755.71	15,000.00	(5,755.71)	(38)
Lift Maintenance - telephone charges	2,700.00	3,200.00	500.00	16

KELLY+PARTNERS AUDIT

Income and Expenditure Statement (continued) General Fund

Owners Corporation for Plan No. 13397 **18 December 2024 to 17 December 2025**

2 Gribble Street Gungahlin Australian Capital Territory 2912 **ABN/ACN 46402713493**

Expenditure	Actuals 18/12/24 17/12/25	Budget 18/12/24 17/12/25	Variance $ 18/12/24 17/12/25	Variance % 18/12/24 17/12/25
Lifts	0.00	6,000.00	6,000.00	100
Lock & Key Maintenance	1,091.64	1,500.00	408.36	27
Lock & Key Systems - fobs	1,066.82	100.00	(966.82)	(967)
Minor Building Maintenance	572.68	8,500.00	7,927.32	93
Pest Control Services	2,818.18	8,500.00	5,681.82	67
Plumbing	6,056.07	3,500.00	(2,556.07)	(73)
Plumbing Maintenance	0.00	4,000.00	4,000.00	100
Pool Maintenance	5,429.00	9,500.00	4,071.00	43
Roof Systems - anchor points	1,280.00	2,000.00	720.00	36
Security Services	1,760.00	0.00	(1,760.00)	(100)
Taxes, Fees & Charges - GST rounding	(0.96)	0.00	0.96	(100)
Waste Management Services	591.25	3,000.00	2,408.75	80
Water	57,582.28	65,000.00	7,417.72	11
Total General Fund Expenditure	**531,718.61**	**545,143.70**	**13,425.09**	**2**
Surplus / Deficit for period	**73,531.51**	**6,941.15**		

Summary

Opening Balance as at 18 December 2024	70,363.40
Total Revenue during period	605,250.12
Total Expenditure during period	(531,718.61)
General Fund balance as at 17 December 2025	**$ 143,894.91**

Income and Expenditure Statement

Sinking Fund

Owners Corporation for Plan No. 13397

18 December 2024 to 17 December 2025

2 Gribble Street Gungahlin Australian Capital Territory 2912

ABN/ACN 46402713493

Income	Actuals 18/12/24 17/12/25	Budget 18/12/24 17/12/25	Variance $ 18/12/24 17/12/25	Variance % 18/12/24 17/12/25
Contributions - Normal	69,395.44	0.00	69,395.44	100
Contributions - regular payments	69,395.44	138,791.82	(69,396.38)	(50)
Mutual Revenue - penalty interest	53.79	0.00	53.79	100
Total Sinking Fund Income	**138,844.67**	**138,791.82**	**52.85**	**0**
Expenditure				
Consultant - Consultant - Defects Report	15,550.00	20,000.00	4,450.00	22
Electrical Repairs	1,285.00	0.00	(1,285.00)	(100)
Fire Protection Systems	0.00	5,750.00	5,750.00	100
General Repairs	8,077.00	6,500.00	(1,577.00)	(24)
Painting	7,255.00	0.00	(7,255.00)	(100)
Pools, Spas & Saunas	0.00	11,500.00	11,500.00	100
Total Sinking Fund Expenditure	**32,167.00**	**43,750.00**	**11,583.00**	**26**
Surplus / Deficit for period	**106,677.67**	**95,041.82**		

Summary

Opening Balance as at 18 December 2024	277,405.05
Total Revenue during period	138,844.67
Total Expenditure during period	(32,167.00)
Sinking Fund balance as at 17 December 2025	**$ 384,082.72**

Unit Plan 13397

NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 17 DECEMBER 2025

NOTE 1 - ACCOUNTING POLICY

This is not a general purpose financial report. It is a special purpose report prepared for the Owners of the Units Plan to enable compliance with the requirement of Schedule 2 Part 2.1 of the Unit Titles (Management) Act 2011 as amended, to prepare financial statements.

As the Units Plan is not a Reporting Entity, there is no requirement to prepare accounts in accordance with all Accounting Standards and other mandatory professional reporting requirements. Accordingly, no such standards or other mandatory professional reporting requirements have been applied, except otherwise stated.

The accounts have been prepared in accordance with conventional historical cost principles, together with the basic concepts of a going concern. The accounts have not been adjusted for changes in the general purchasing power of the dollar and for changes in the price of specific assets.

NOTE 2 - ACCOUNTING FOR INCOME AND EXPENSES

The accrual basis of accounting is applied to all levies due and payable. Any other income and all expenditure is accounted for on a cash basis and is brought to account when the income is received or the expense paid, except where otherwise stated.

NOTE 3 - LEVIES IN ARREARS / ADVANCE

The item(s) shown as Levies in Arrears and/or Levies in Advance in the Balance Sheet represent the position of all Levies in arrears or advance at the balance date. Individual balances are as per the attached arrears report.

NOTE 4 – INCOME TAX

Assessable income such as interest, dividends and other income derived by the Plan from the investment of funds or derived from other personal property as defined in Taxation Ruling TR 2015/3, is taxable at the prevailing company tax rate. Assessable income received by the plan in respect of common property is taxable in the hands of individual owners as determined by Taxation Ruling TR 2015/3. Individual owners should seek their own independent taxation advice.

NOTE 5 – LEVY DUE DATE

The 2025 Annual General Meeting was held on 10 September 2025. Levies due date were set for 31 October 2025 and 29 January 2026, with the final instalment backdated and accrued to the financial year ending 17 December 2025. Both funds now recorded this accrued income as Contributions – regular payments.

KELLY + PARTNERS AUDIT

Level 33, 101 Miller Street
North Sydney NSW 2060

PO BOX 500, North Sydney NSW 2059

Certificate of Currency

CHU Residential Strata Insurance Plan

Policy No	**HU**0006056448
Policy Wording	CHU RESIDENTIAL STRATA INSURANCE PLAN
Period of Insurance	24/11/2025 to 24/11/2026 at 4:00pm
The Insured	THE OWNERS - UNITS PLAN NO.13397
Situation	2 GRIBBLE STREET GUNGAHLIN ACT 2912

Sections

Section 1 – Insured Property

Building: $65,488,500
Common Area Contents: $654,885
Loss of Rent & Temporary Accommodation (total payable): $9,823,275
Lot Owners' Fixtures and Improvements (per lot): $250,000

Optional Extensions:
Catastrophe Insurance Sum Insured: $9,823,275
- Extended Cover - Loss of Rent & Temporary Accommodation: $1,473,491
- Escalation in Cost of Temporary Accommodation: $491,163
- Cost of Removal, Storage and Evacuation: $491,163

Machinery Breakdown: $100,000
Lot Owners' Contents inclusion (per lot): Not Selected

Section 2 – Liability to Others

Sum Insured: $30,000,000

Section 3 – Voluntary Workers

Death: $300,000
Total Disablement: $3,000 per week

Section 4 – Fidelity Guarantee

Sum Insured: $250,000

Section 5 – Office Bearers' Legal Liability

Sum Insured: $5,000,000

Section 6 – Government Audit Costs and Legal Expenses

Government Audit Costs: $25,000
Appeal expenses – common property health & safety breaches: $100,000
Legal Defence Expenses: $50,000

The contract of insurance is arranged by CHU Underwriting Agencies Pty Ltd (ABN 18 001 580 070, AFSL 243261) on behalf of the insurer: QBE Insurance (Australia) Limited (ABN 78 003 191 035, AFSL 239545).

Flood Cover is included.

Date Printed 08/12/2025

This certificate confirms this policy is in force for the Period of Insurance shown, subject to the policy terms, conditions and exclusions. It is a summary of cover only (for full details refer to the current policy wording QM562-0725 and schedule). It does not alter, amend or extend the policy. This information is current only at the date of printing.

Proposed Annual Budget

General Fund

Owners Corporation for Plan No. 13397

18 December 2025 to 17 December 2026

2 Gribble Street Gungahlin Australian Capital Territory 2912

Expenditure	Actuals 12/24 - 12/25	Budget 12/24 - 12/25	Budget 12/25 - 12/26	Variance $
Accountant - BAS/IAS fees	1,200.00	2,000.00	1,500.00	(500.00)
Accountant - audit fees	4,900.00	3,000.00	5,000.00	2,000.00
Accountant - company tax returns	400.00	-	450.00	450.00
Administrative Fees & Charges - meeting rooms	454.55	-	500.00	500.00
Administrative Fees & Charges - printing, photocopying	-	500.00	-	(500.00)
Air Conditioning Maintenance	2,380.00	2,500.00	2,500.00	-
Bank Fees & Charges	-	600.00	-	(600.00)
Bank Fees & Charges - account keeping fees	110.20	300.00	200.00	(100.00)
Body Corporate Manager - Management Fee Supplementary	7,416.48	200.00	2,500.00	2,300.00
Body Corporate Manager - certificate fees	3,141.75	-	-	-
Body Corporate Manager - management fees	85,733.40	85,743.70	90,000.00	4,256.30
Building Management	32,352.21	35,000.00	35,000.00	-
Cleaning Service	66,206.76	68,000.00	70,000.00	2,000.00
Cleaning Service - carpets	2,060.00	4,000.00	3,000.00	(1,000.00)
Cleaning Service - grease traps	3,840.00	5,000.00	5,000.00	-
Cleaning Service - other (services)	4,353.25	500.00	1,500.00	1,000.00
Cleaning Service - windows	25,263.00	13,500.00	26,000.00	12,500.00
Consultant	3,510.00	2,000.00	3,600.00	1,600.00
Consultant - sinking fund forecast	-	4,000.00	-	(4,000.00)
Debt Collection Service	1,112.73	-	-	-
Door & Window Maintenance	2,022.64	2,000.00	2,500.00	500.00
Electrical Repairs	5,415.00	7,000.00	7,000.00	-
Electricity	49,183.49	60,000.00	55,000.00	(5,000.00)
Fire Protection Services - false alarms	1,985.00	1,000.00	1,000.00	-
Fire Protection Services - maintenance contract	6,375.00	5,750.00	7,000.00	1,250.00
Fire Protection Services - monitoring	4,290.04	4,500.00	5,000.00	500.00
Garden/Lawn Maintenance	13,482.00	12,250.00	15,000.00	2,750.00
General Repairs	5,987.41	5,000.00	6,500.00	1,500.00
Insurance Claim - excess	-	1,000.00	1,000.00	-
Insurance Premiums	48,564.17	60,000.00	60,000.00	-
Intercom & Security System	2,193.78	-	2,500.00	2,500.00
Legal Services	29,012.10	30,000.00	30,000.00	-
Legal Services - debt recovery	3,720.00	-	-	-
Lift Maintenance	20,755.71	15,000.00	22,000.00	7,000.00
Lift Maintenance - telephone charges	2,700.00	3,200.00	3,000.00	(200.00)
Lifts	-	6,000.00	5,000.00	(1,000.00)
Lock & Key Maintenance	1,091.64	1,500.00	1,500.00	-
Lock & Key Systems - fobs	1,066.82	100.00	1,500.00	1,400.00
Minor Building Maintenance	572.68	8,500.00	10,000.00	1,500.00
Pest Control Services	2,818.18	8,500.00	3,500.00	(5,000.00)
Plumbing	6,056.07	3,500.00	6,500.00	3,000.00
Plumbing Maintenance	-	4,000.00	-	(4,000.00)
Pool Maintenance	5,429.00	9,500.00	10,000.00	500.00
Roof Systems - anchor points	1,280.00	2,000.00	2,000.00	-
Security Services	1,760.00	-	2,000.00	2,000.00
Waste Management Services	591.25	3,000.00	2,000.00	(1,000.00)
Water	57,582.28	65,000.00	63,500.00	(1,500.00)
Total General Fund Expenditure	**518,368.59**	**545,143.70**	**571,750.00**	**26,606.30**

Additional Revenue	Actuals 12/24 - 12/25	Budget 12/24 - 12/25	Budget 12/25 - 12/26	Variance $
Mutual Revenue - penalty interest	418.08	-	-	-

Owners Corporation for Plan No. 13397 **18 December 2025 to 17 December 2026**

2 Gribble Street Gungahlin Australian Capital Territory 2912

Mutual Revenue - recoveries	34,353.46	-	-	-
Mutual Revenue - security devices	929.64	-	-	-
Taxes - GST rounding	2.08	-	-	-
Total General Fund Additional Revenue	**35,703.26**	**-**	**-**	**-**

General Fund Summary		**Budget 12/25 - 12/26**
Opening balance (Surplus)	143,894.91	
Expenditure during budget period	571,750.00	
	427,855.09	
Less Additional revenue during budget period	0.00	
Plus Planned surplus at end of budget period	91,917.64	
Plus Allowance for GST on contributions	51,977.27	**Per Ent**
Budgeted contributions to be raised $	**571,750.00**	571.7500
Last years budgeted contributions raised	607,293.34	607.2933
Variance $	(35,543.34)	
Total Lot Liability	1000	

*May include insurance contributions

Owners Corporation for Plan No. 13397

18 December 2025 to 17 December 2026

2 Gribble Street Gungahlin Australian Capital Territory 2912

Expenditure	Actuals 12/24 - 12/25	Budget 12/24 - 12/25	Budget 12/25 - 12/26	Variance $
Common Property	-	-	525.00	525.00
Consultant - Consultant - Defects Report	15,550.00	20,000.00	-	(20,000.00)
Electrical Repairs	1,285.00	-	-	-
Fire Protection Systems	-	5,750.00	6,830.00	1,080.00
Furniture & Fittings	-	-	2,102.00	2,102.00
General Repairs	8,077.00	6,500.00	10,028.00	3,528.00
Painting	7,255.00	-	-	-
Pool Maintenance	-	-	7,039.00	7,039.00
Pools, Spas & Saunas	-	11,500.00	-	(11,500.00)
Total Sinking Fund Expenditure	**32,167.00**	**43,750.00**	**26,524.00**	**(17,226.00)**

Additional Revenue	Actuals 12/24 - 12/25	Budget 12/24 - 12/25	Budget 12/25 - 12/26	Variance $
Mutual Revenue - penalty interest	53.79	-	-	-
Total Sinking Fund Additional Revenue	**53.79**	**-**	**-**	**-**

Sinking Fund Summary		Budget 12/25 - 12/26	
Opening balance (Surplus)		384,082.72	
Expenditure during budget period		26,524.00	
		(357,558.72)	
Less	Additional revenue during budget period	0.00	
Plus	Planned surplus at end of budget period	501,962.36	
Plus	Allowance for GST on contributions	14,440.36	**Per Ent**
Budgeted contributions to be raised $		**158,844.00**	158.8440
Last years budgeted contributions raised		152,671.00	152.6710
Variance $		6,173.00	
Total Lot Liability		1000	

18 December 2025 to 17 December 2026

Owners Corporation for Plan No. 13397

2 Gribble Street Gungahlin Australian Capital Territory 2912

Proposed Contribution Period Start	18/12/2025
Contribution Period Duration	12 month(s)
No. of Instalment(s):	2
GST	YES

TOTAL CONTRIBUTIONS	Per Period	Per Year
General Fund	285,875.00	571,750.00
Sink Fund	79,422.00	158,844.00
Total Contribution	365,297.00	730,594.00

TOTAL LIABILITIES	Per Period	Per Year
General Fund	285.8750	571.7500
Sink Fund	79.4220	158.8440
Total Per Lot Liability	365.2970	730.5940

			Yearly Contribution By Period (Estimate Only)				
Unit No.		Lot Liability	Period	General Fund	Sinking Fund	Total	
1		7	1	2,001.13	555.95	2,557.08	
			2	2,001.13	555.95	2,557.08	
2		4	1	1,143.50	317.69	1,461.19	
			2	1,143.50	317.69	1,461.19	
3		4	1	1,143.50	317.69	1,461.19	
			2	1,143.50	317.69	1,461.19	
4		7	1	2,001.13	555.95	2,557.08	
			2	2,001.13	555.95	2,557.08	
5		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
6		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
7		5	1	1,429.38	397.11	1,826.49	
			2	1,429.38	397.11	1,826.49	
8		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
9		4	1	1,143.50	317.69	1,461.19	
			2	1,143.50	317.69	1,461.19	
10		4	1	1,143.50	317.69	1,461.19	
			2	1,143.50	317.69	1,461.19	
11		7	1	2,001.13	555.95	2,557.08	
			2	2,001.13	555.95	2,557.08	
12		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
13		6	1	1,715.25	476.53	2,191.78	

Unit No.		. Lot Liability	Period	General Fund	Sinking Fund	Total	
			2	1,715.25	476.53	2,191.78	
14		5	1	1,429.38	397.11	1,826.49	
			2	1,429.38	397.11	1,826.49	
15		7	1	2,001.13	555.95	2,557.08	
			2	2,001.13	555.95	2,557.08	
16		4	1	1,143.50	317.69	1,461.19	
			2	1,143.50	317.69	1,461.19	
17		4	1	1,143.50	317.69	1,461.19	
			2	1,143.50	317.69	1,461.19	
18		7	1	2,001.13	555.95	2,557.08	
			2	2,001.13	555.95	2,557.08	
19		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
20		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
21		5	1	1,429.38	397.11	1,826.49	
			2	1,429.38	397.11	1,826.49	
22		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
23		4	1	1,143.50	317.69	1,461.19	
			2	1,143.50	317.69	1,461.19	
24		4	1	1,143.50	317.69	1,461.19	
			2	1,143.50	317.69	1,461.19	
25		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
26		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
27		5	1	1,429.38	397.11	1,826.49	
			2	1,429.38	397.11	1,826.49	
28		5	1	1,429.38	397.11	1,826.49	
			2	1,429.38	397.11	1,826.49	
29		7	1	2,001.13	555.95	2,557.08	
			2	2,001.13	555.95	2,557.08	
30		4	1	1,143.50	317.69	1,461.19	
			2	1,143.50	317.69	1,461.19	
31		4	1	1,143.50	317.69	1,461.19	
			2	1,143.50	317.69	1,461.19	
32		7	1	2,001.13	555.95	2,557.08	
			2	2,001.13	555.95	2,557.08	
33		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
34		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
35		5	1	1,429.38	397.11	1,826.49	

Unit No.		. Lot Liability	Period	General Fund	Sinking Fund	Total	
			2	1,429.38	397.11	1,826.49	
36		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
37		4	1	1,143.50	317.69	1,461.19	
			2	1,143.50	317.69	1,461.19	
38		4	1	1,143.50	317.69	1,461.19	
			2	1,143.50	317.69	1,461.19	
39		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
40		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
41		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
42		5	1	1,429.38	397.11	1,826.49	
			2	1,429.38	397.11	1,826.49	
43		7	1	2,001.13	555.95	2,557.08	
			2	2,001.13	555.95	2,557.08	
44		4	1	1,143.50	317.69	1,461.19	
			2	1,143.50	317.69	1,461.19	
45		4	1	1,143.50	317.69	1,461.19	
			2	1,143.50	317.69	1,461.19	
46		7	1	2,001.13	555.95	2,557.08	
			2	2,001.13	555.95	2,557.08	
47		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
48		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
49		5	1	1,429.38	397.11	1,826.49	
			2	1,429.38	397.11	1,826.49	
50		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
51		4	1	1,143.50	317.69	1,461.19	
			2	1,143.50	317.69	1,461.19	
52		4	1	1,143.50	317.69	1,461.19	
			2	1,143.50	317.69	1,461.19	
53		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
54		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
55		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
56		5	1	1,429.38	397.11	1,826.49	
			2	1,429.38	397.11	1,826.49	
57		7	1	2,001.13	555.95	2,557.08	

Unit No.		. Lot Liability	Period	General Fund	Sinking Fund	Total	
			2	2,001.13	555.95	2,557.08	
58		4	1	1,143.50	317.69	1,461.19	
			2	1,143.50	317.69	1,461.19	
59		4	1	1,143.50	317.69	1,461.19	
			2	1,143.50	317.69	1,461.19	
60		7	1	2,001.13	555.95	2,557.08	
			2	2,001.13	555.95	2,557.08	
61		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
62		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
63		5	1	1,429.38	397.11	1,826.49	
			2	1,429.38	397.11	1,826.49	
64		7	1	2,001.13	555.95	2,557.08	
			2	2,001.13	555.95	2,557.08	
65		4	1	1,143.50	317.69	1,461.19	
			2	1,143.50	317.69	1,461.19	
66		4	1	1,143.50	317.69	1,461.19	
			2	1,143.50	317.69	1,461.19	
67		7	1	2,001.13	555.95	2,557.08	
			2	2,001.13	555.95	2,557.08	
68		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
69		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
70		5	1	1,429.38	397.11	1,826.49	
			2	1,429.38	397.11	1,826.49	
71		7	1	2,001.13	555.95	2,557.08	
			2	2,001.13	555.95	2,557.08	
72		4	1	1,143.50	317.69	1,461.19	
			2	1,143.50	317.69	1,461.19	
73		4	1	1,143.50	317.69	1,461.19	
			2	1,143.50	317.69	1,461.19	
74		7	1	2,001.13	555.95	2,557.08	
			2	2,001.13	555.95	2,557.08	
75		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
76		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
77		5	1	1,429.38	397.11	1,826.49	
			2	1,429.38	397.11	1,826.49	
78		7	1	2,001.13	555.95	2,557.08	
			2	2,001.13	555.95	2,557.08	
79		4	1	1,143.50	317.69	1,461.19	

Unit No.		. Lot Liability	Period	General Fund	Sinking Fund	Total	
			2	1,143.50	317.69	1,461.19	
80		4	1	1,143.50	317.69	1,461.19	
			2	1,143.50	317.69	1,461.19	
81		7	1	2,001.13	555.95	2,557.08	
			2	2,001.13	555.95	2,557.08	
82		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
83		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
84		5	1	1,429.38	397.11	1,826.49	
			2	1,429.38	397.11	1,826.49	
85		7	1	2,001.13	555.95	2,557.08	
			2	2,001.13	555.95	2,557.08	
86		4	1	1,143.50	317.69	1,461.19	
			2	1,143.50	317.69	1,461.19	
87		4	1	1,143.50	317.69	1,461.19	
			2	1,143.50	317.69	1,461.19	
88		7	1	2,001.13	555.95	2,557.08	
			2	2,001.13	555.95	2,557.08	
89		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
90		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
91		5	1	1,429.38	397.11	1,826.49	
			2	1,429.38	397.11	1,826.49	
92		7	1	2,001.13	555.95	2,557.08	
			2	2,001.13	555.95	2,557.08	
93		4	1	1,143.50	317.69	1,461.19	
			2	1,143.50	317.69	1,461.19	
94		4	1	1,143.50	317.69	1,461.19	
			2	1,143.50	317.69	1,461.19	
95		7	1	2,001.13	555.95	2,557.08	
			2	2,001.13	555.95	2,557.08	
96		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
97		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
98		5	1	1,429.38	397.11	1,826.49	
			2	1,429.38	397.11	1,826.49	
99		7	1	2,001.13	555.95	2,557.08	
			2	2,001.13	555.95	2,557.08	
100		4	1	1,143.50	317.69	1,461.19	
			2	1,143.50	317.69	1,461.19	
101		4	1	1,143.50	317.69	1,461.19	

Unit No.		. Lot Liability	Period	General Fund	Sinking Fund	Total	
			2	1,143.50	317.69	1,461.19	
102		7	1	2,001.13	555.95	2,557.08	
			2	2,001.13	555.95	2,557.08	
103		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
104		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
105		5	1	1,429.38	397.11	1,826.49	
			2	1,429.38	397.11	1,826.49	
106		7	1	2,001.13	555.95	2,557.08	
			2	2,001.13	555.95	2,557.08	
107		4	1	1,143.50	317.69	1,461.19	
			2	1,143.50	317.69	1,461.19	
108		4	1	1,143.50	317.69	1,461.19	
			2	1,143.50	317.69	1,461.19	
109		7	1	2,001.13	555.95	2,557.08	
			2	2,001.13	555.95	2,557.08	
110		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
111		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
112		5	1	1,429.38	397.11	1,826.49	
			2	1,429.38	397.11	1,826.49	
113		7	1	2,001.13	555.95	2,557.08	
			2	2,001.13	555.95	2,557.08	
114		5	1	1,429.38	397.11	1,826.49	
			2	1,429.38	397.11	1,826.49	
115		5	1	1,429.38	397.11	1,826.49	
			2	1,429.38	397.11	1,826.49	
116		7	1	2,001.13	555.95	2,557.08	
			2	2,001.13	555.95	2,557.08	
117		7	1	2,001.13	555.95	2,557.08	
			2	2,001.13	555.95	2,557.08	
118		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
119		5	1	1,429.38	397.11	1,826.49	
			2	1,429.38	397.11	1,826.49	
120		7	1	2,001.13	555.95	2,557.08	
			2	2,001.13	555.95	2,557.08	
121		4	1	1,143.50	317.69	1,461.19	
			2	1,143.50	317.69	1,461.19	
122		4	1	1,143.50	317.69	1,461.19	
			2	1,143.50	317.69	1,461.19	
123		7	1	2,001.13	555.95	2,557.08	

Unit No.		. Lot Liability	Period	General Fund	Sinking Fund	Total	
			2	2,001.13	555.95	2,557.08	
124		7	1	2,001.13	555.95	2,557.08	
			2	2,001.13	555.95	2,557.08	
125		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
126		5	1	1,429.38	397.11	1,826.49	
			2	1,429.38	397.11	1,826.49	
127		10	1	2,858.75	794.22	3,652.97	
			2	2,858.75	794.22	3,652.97	
128		10	1	2,858.75	794.22	3,652.97	
			2	2,858.75	794.22	3,652.97	
129		7	1	2,001.13	555.95	2,557.08	
			2	2,001.13	555.95	2,557.08	
130		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
131		5	1	1,429.38	397.11	1,826.49	
			2	1,429.38	397.11	1,826.49	
132		7	1	2,001.13	555.95	2,557.08	
			2	2,001.13	555.95	2,557.08	
133		5	1	1,429.38	397.11	1,826.49	
			2	1,429.38	397.11	1,826.49	
134		5	1	1,429.38	397.11	1,826.49	
			2	1,429.38	397.11	1,826.49	
135		7	1	2,001.13	555.95	2,557.08	
			2	2,001.13	555.95	2,557.08	
136		7	1	2,001.13	555.95	2,557.08	
			2	2,001.13	555.95	2,557.08	
137		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
138		5	1	1,429.38	397.11	1,826.49	
			2	1,429.38	397.11	1,826.49	
139		10	1	2,858.75	794.22	3,652.97	
			2	2,858.75	794.22	3,652.97	
140		10	1	2,858.75	794.22	3,652.97	
			2	2,858.75	794.22	3,652.97	
141		7	1	2,001.13	555.95	2,557.08	
			2	2,001.13	555.95	2,557.08	
142		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
143		5	1	1,429.38	397.11	1,826.49	
			2	1,429.38	397.11	1,826.49	
144		7	1	2,001.13	555.95	2,557.08	
			2	2,001.13	555.95	2,557.08	
145		5	1	1,429.38	397.11	1,826.49	

Unit No.		. Lot Liability	Period	General Fund	Sinking Fund	Total	
			2	1,429.38	397.11	1,826.49	
146		5	1	1,429.38	397.11	1,826.49	
			2	1,429.38	397.11	1,826.49	
147		7	1	2,001.13	555.95	2,557.08	
			2	2,001.13	555.95	2,557.08	
148		7	1	2,001.13	555.95	2,557.08	
			2	2,001.13	555.95	2,557.08	
149		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
150		5	1	1,429.38	397.11	1,826.49	
			2	1,429.38	397.11	1,826.49	
151		11	1	3,144.63	873.64	4,018.27	
			2	3,144.63	873.64	4,018.27	
152		11	1	3,144.63	873.64	4,018.27	
			2	3,144.63	873.64	4,018.27	
153		7	1	2,001.13	555.95	2,557.08	
			2	2,001.13	555.95	2,557.08	
154		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
155		5	1	1,429.38	397.11	1,826.49	
			2	1,429.38	397.11	1,826.49	
156		7	1	2,001.13	555.95	2,557.08	
			2	2,001.13	555.95	2,557.08	
157		5	1	1,429.38	397.11	1,826.49	
			2	1,429.38	397.11	1,826.49	
158		5	1	1,429.38	397.11	1,826.49	
			2	1,429.38	397.11	1,826.49	
159		7	1	2,001.13	555.95	2,557.08	
			2	2,001.13	555.95	2,557.08	
160		7	1	2,001.13	555.95	2,557.08	
			2	2,001.13	555.95	2,557.08	
161		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
162		5	1	1,429.38	397.11	1,826.49	
			2	1,429.38	397.11	1,826.49	
163		7	1	2,001.13	555.95	2,557.08	
			2	2,001.13	555.95	2,557.08	
164		8	1	2,287.00	635.38	2,922.38	
			2	2,287.00	635.38	2,922.38	
165		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
166		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
167		6	1	1,715.25	476.53	2,191.78	

Unit No.		. Lot Liability	Period	General Fund	Sinking Fund	Total	
			2	1,715.25	476.53	2,191.78	
168		6	1	1,715.25	476.53	2,191.78	
			2	1,715.25	476.53	2,191.78	
169		4	1	1,143.50	317.69	1,461.19	
			2	1,143.50	317.69	1,461.19	
170		4	1	1,143.50	317.69	1,461.19	
			2	1,143.50	317.69	1,461.19	
171		5	1	1,429.38	397.11	1,826.49	
			2	1,429.38	397.11	1,826.49	
172		4	1	1,143.50	317.69	1,461.19	
			2	1,143.50	317.69	1,461.19	
173		4	1	1,143.50	317.69	1,461.19	
			2	1,143.50	317.69	1,461.19	
		1000		**571,750.00**	**158,844.00**	**730,594.00**	

Sinking Fund Plan

Jade
2 Gribble Street, Gungahlin, ACT 2912
Scheme Number: 13397



COMPILED BY SIMON VINCENT

On 29 April 2021 for the
15 Years Commencing: 1 December 2021
QIA Job Reference Number: 160542

Professional Indemnity Insurance Policy Number 96 0968886 PLP
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QIA Group Pty Ltd

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INTRODUCTION

We have estimated that the Sinking Fund Levies as proposed in this report will be adequate to accumulate sufficient funds to meet anticipated long term costs, with essentially only an adjustment for inflation being required.

LOCATION

2 Gribble Street, Gungahlin, ACT 2912

REPORT SUMMARY

We have estimated that the Sinking Fund Levies as proposed in this report will be adequate to accumulate sufficient funds to meet anticipated long term costs, with essentially only an adjustment for inflation being required.

We recommend that the Sinking Fund Report be regularly updated to ensure that an accurate assessment of how the scheme land, building and facilities are aging and to incorporate into the Report any major changes brought about by legislation, or pricing.

The Sinking Fund Levy per entitlement already set (GST incl) is:	$0.00
Number of Lot/Unit Entitlements:	1000
Opening Balance:	$0.00
The proposed Sinking Fund Levy per entitlement (GST incl) is:	$86.50

METHODOLOGY

The nominal forecast period of this report is 15 years and the costs anticipated during each of the years are detailed line by line on a yearly basis. The nominal time frame of the Report is to a large extent driven by the fact that many elements in a building's structure have a life beyond 15 years. Therefore an amount has been taken up for each item that would require replacement or substantial repair outside of the 15 year forecast period to account for these anticipated expenses. The basis for the accrual of these funds is that Owners use or consume the common property during their period of ownership and so are responsible for funding their eventual replacement. The manner in which the land, buildings and facilities actually age cannot be accurately determined without regular inspections which take into account the size, location and use of the scheme.

The report will generally categorise costs as follows:

1. Costs that occur in a predictable timeframe, in one tranche or as one project and within the 15 years forecast – a typical example of this kind of cost may be external painting or external door replacement. These items are generally described as straight costs e.g. repaint building or replace door.
2. Costs that occur in a predictable timeframe, in several tranches within the 15 years forecast – a typical example of this kind of cost may be boundary fence replacement, light fitting replacements or tree removal/lopping. These costs are generally described as an ongoing or partial replacement or provision cost.
3. Costs that occur in a predictable timeframe in one tranche or multiple tranches but will be outside the 15 years forecast – a typical example of this would be driveway resurfacing, gutter or downpipe replacements. These costs will only appear as annual accruals in the **Itemised Accruals by Year** section of the report, or may appear as a “partial” provision if there is a need for some allowance in the duration of the report.
4. Costs that are not predictable and may occur in one tranche or multiple tranches – a typical example of this cost is a burst water pipe. These costs are generally shown in the report as a repairs and replacement cost or an allowance.

The levy income has been determined by forecasting the expenditure requirement to replace or renew assets or finishes that have an effective life and making an allowance for items that do not have a finite lifespan. The levy income is initially increased each year by a variable inflationary factor to smooth the effects of major cost fluctuations given the initial fund balance and income.

No allowance has been made for interest receivable on the Sinking Fund Account, possible bank charges or tax obligations arising from bank interest.

Future replacement costs have been calculated by assessing the current replacement cost for each item to a standard the same or better than the original. These anticipated costs are increased each year at a rate of 3.0% per annum, this rate is reflective of building price indices which are historically higher than the general inflation rate. A contingency of 10.0% per annum has been applied to anticipated costs and it is applied to each individual cost in the year the cost (e.g. painting) is expected to occur (e.g. 2035), the contingency rate is not an annual compounding cost.

The effective life for each item identified is based on its material effective life, therefore no consideration has been made for the economic life of plant, equipment, finishes or upgrades.

We have included a line item called Capital Replacement – General which is a yearly provision for unforeseen and/or unknown capital costs and expenses. This provision will allow Owners to expend funds on items which are not specifically allowed for, without the need to call an Extraordinary General Meeting to raise a special levy to pay for those otherwise unspecified items.

If the amounts provided for are not expended in any one year they will be accumulated to meet expenditures in future years although it has been our experience that some form of capital expenditure occurs every year and not all of it is accounted for via the specific line items in our report.

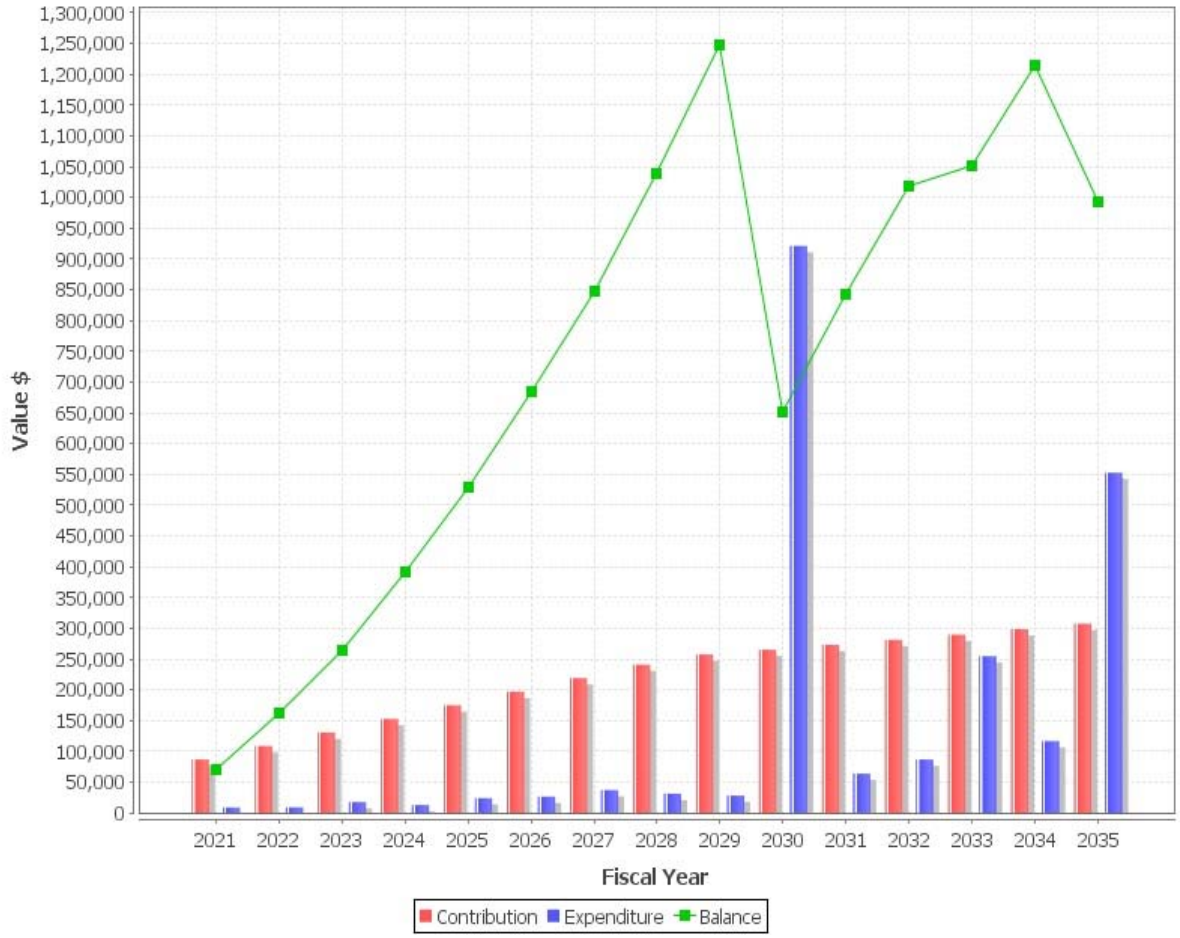
An allowance has been made for buildings Registered for Goods and Services Tax (GST) and GST has been applied to the levies and expenses proposed in this report – input tax credits have been accounted for and are shown in the ***Financial Summary Table*** in this report.

This report assumes that all plant and equipment will be maintained under comprehensive maintenance agreements. Expenditure incurred for maintenance agreements is taken to be covered within the Administrative Fund Budget, as are any smaller items that would be considered routine replacement items.

SINKING FUND FINANCIAL SUMMARY

Year		Opening Balance	Income							Expenses	Closing Balance
Report Year	Fiscal From	Beginning of Year	Contribution Total P.A. Ex GST	GST	Contribution Total P.A. Incl GST	Contribution per Entitlement Ex GST	GST	Contribution per Entitlement Inc GST	Input Tax Credits	Est Expenditure (Inc GST)	Closing Balance (End of Year)
1	01/12/2021	$0	$78,636	$7,864	$86,500	$78.64	$7.86	$86.50	$786	$8,650	$70,772
2	01/12/2022	$70,772	$98,688	$9,869	$108,557	$98.69	$9.87	$108.56	$810	$8,910	$161,361
3	01/12/2023	$161,361	$118,740	$11,874	$130,614	$118.74	$11.87	$130.61	$1,595	$17,543	$264,152
4	01/12/2024	$264,152	$138,792	$13,879	$152,671	$138.79	$13.88	$152.67	$1,146	$12,610	$391,481
5	01/12/2025	$391,481	$158,844	$15,884	$174,728	$158.84	$15.88	$174.73	$2,183	$24,018	$528,489
6	01/12/2026	$528,489	$178,895	$17,890	$196,785	$178.90	$17.89	$196.78	$2,411	$26,525	$683,271
7	01/12/2027	$683,271	$198,947	$19,895	$218,842	$198.95	$19.89	$218.84	$3,374	$37,116	$848,477
8	01/12/2028	$848,477	$218,999	$21,900	$240,899	$219.00	$21.90	$240.90	$2,841	$31,254	$1,039,063
9	01/12/2029	$1,039,063	$233,960	$23,396	$257,356	$233.96	$23.40	$257.36	$2,538	$27,923	$1,247,639
10	01/12/2030	$1,247,639	$240,979	$24,098	$265,077	$240.98	$24.10	$265.08	$83,737	$921,103	$651,252
11	01/12/2031	$651,252	$248,208	$24,821	$273,029	$248.21	$24.82	$273.03	$5,797	$63,769	$841,488
12	01/12/2032	$841,488	$255,654	$25,565	$281,220	$255.65	$25.57	$281.22	$7,872	$86,589	$1,018,425
13	01/12/2033	$1,018,425	$263,324	$26,332	$289,656	$263.32	$26.33	$289.66	$23,137	$254,512	$1,050,374
14	01/12/2034	$1,050,374	$271,224	$27,122	$298,346	$271.22	$27.12	$298.35	$10,594	$116,538	$1,215,655
15	01/12/2035	$1,215,655	$279,360	$27,936	$307,297	$279.36	$27.94	$307.30	$50,241	$552,646	$992,609

SINKING FUND FORECAST MOVEMENT



SUMMARY OF ANNUAL FORECAST EXPENDITURE

December 2021	Expense Inc GST
SUPERSTRUCTURE	
- Capital Replacement - General	$8,650
Total Forecast Expenditure for year - December 2021 (Inc GST):	$8,650
Includes GST amount of :	$786

December 2022	Expense Inc GST
SUPERSTRUCTURE	
- Capital Replacement - General	$8,910
Total Forecast Expenditure for year - December 2022 (Inc GST):	$8,910
Includes GST amount of :	$810

December 2023	Expense Inc GST
SUPERSTRUCTURE	
- Capital Replacement - General	$9,177
FIRE PROTECTION SYSTEMS	
- Install/Replace sensors/exit signage/emergency lighting	$6,250
SWIMMING POOL	
- Provision for ongoing replacement of pool pumps	$1,803
- Maintain filter - replace sand	$313
Total Forecast Expenditure for year - December 2023 (Inc GST):	$17,543
Includes GST amount of :	$1,595

December 2024	Expense Inc GST
SUPERSTRUCTURE	
- Capital Replacement - General	$9,453
FURNITURE & FITTINGS	
- Provision to upgrade swipe/card readers	$1,300
SWIMMING POOL	
- Provision for ongoing replacement of pool pumps	$1,857
Total Forecast Expenditure for year - December 2024 (Inc GST):	$12,610
Includes GST amount of :	$1,146

December 2025	Expense Inc GST
SUPERSTRUCTURE	
- Capital Replacement - General	$9,736
FURNITURE & FITTINGS	
- Maintain signage	$1,275
FIRE PROTECTION SYSTEMS	
- Provision to replace portable fire extinguishers	$7,269
SWIMMING POOL	
- Provision to replace pool furniture	$3,188
GYM	
- Provision for ongoing replacement of gym equipment	$2,550
Total Forecast Expenditure for year - December 2025 (Inc GST):	$24,018
Includes GST amount of :	$2,183

December 2026	Expense Inc GST
SUPERSTRUCTURE	
- Capital Replacement - General	$10,028
FURNITURE & FITTINGS	
- Provision to replace entry keypads	$2,102
TOILETS	
- Maintain fixtures/fittings	$525
FIRE PROTECTION SYSTEMS	
- Install/Replace sensors/exit signage/emergency lighting	$6,830
SWIMMING POOL	
- Provision for ongoing replacement of pool pumps	$1,970
- Replace water chlorinators in 6 years	$4,728
- Maintain filter - replace sand	$341
Total Forecast Expenditure for year - December 2026 (Inc GST):	$26,525
Includes GST amount of :	$2,411

December 2027	Expense Inc GST
SUPERSTRUCTURE	
- Capital Replacement - General	$10,329
BASEMENT	
- Replace garage door motors in 7 years	$6,764
EXTERNAL WORKS	
- Replace individual garage door motors in 7 years	$6,088
FURNITURE & FITTINGS	
- Provision to upgrade security cameras and associated equipment	$8,117

SWIMMING POOL	
- Provision for ongoing replacement of pool pumps	$2,029
RECREATION AREA	
- Provision for Pizza over replacement	$1,082
GYM	
- Provision for ongoing replacement of gym equipment	$2,706
Total Forecast Expenditure for year - December 2027 (Inc GST):	$37,116
Includes GST amount of :	$3,374

December 2028	Expense Inc GST
SUPERSTRUCTURE	
- Capital Replacement - General	$10,639
BASEMENT	
- Repaint line marking	$8,361
DRIVEWAY	
- Repaint line marking	$697
FURNITURE & FITTINGS	
- Provision to upgrade swipe/card readers	$1,463
- Provision to replace door closers	$897
SWIMMING POOL	
- Replace pool heater in 8 years	$6,410
PLANT & EQUIPMENT	
- Provision to replace bin lifter/multi tip in 8 years	$2,787
Total Forecast Expenditure for year - December 2028 (Inc GST):	$31,254
Includes GST amount of :	$2,841

December 2029	Expense Inc GST
SUPERSTRUCTURE	
- Provision to replace balustrade fixings	$1,866
- Capital Replacement - General	$10,958
EXTERNAL WORKS	
- Ongoing partial maintenance of walkways	$2,009
FIRE PROTECTION SYSTEMS	
- Install/Replace sensors/exit signage/emergency lighting	$7,463
SWIMMING POOL	
- Provision for ongoing replacement of pool pumps	$2,153
- Maintain filter - replace sand	$373
- Maintain glass pool fencing fixings	$230
GYM	
- Provision for ongoing replacement of gym equipment	$2,871
Total Forecast Expenditure for year - December 2029 (Inc GST):	$27,923
Includes GST amount of :	$2,538

December 2030	Expense Inc GST
SUPERSTRUCTURE	
- Repaint building	$464,928
- Repaint balcony ceilings	$70,959
- Repaint soffits	$6,505
- Scaffold/access equip allowance	$162,614
- Repaint door face	$3,844
- Capital Replacement - General	$11,287

BASEMENT	
- Repaint bollards	$4,435
- Repaint door face	$1,330
ENTRY FOYER	
- Repaint walls	$3,104
- Repaint ceiling	$1,478
- Repaint door face	$887
FURNITURE & FITTINGS	
- Maintain signage	$1,478
- Provision to replace door closers	$952
TOILETS	
- Repaint ceilings	$1,478
FIRE PROTECTION SYSTEMS	
- Provision to replace portable fire extinguishers	$8,426
- Replace pressure vessels in 10 years	$1,626
LOBBIES	
- Repaint walls	$88,698
- Repaint ceiling	$41,393
- Repaint door face	$19,070
- Repaint handrails	$887
STAIRWELL	
- Repaint door face	$10,052
SWIMMING POOL	
- Provision for ongoing replacement of pool pumps	$2,217
- Provision to replace pool furniture	$3,696
GYM	
- Repaint walls/ceiling	$5,322

- Replace air conditioning split system unit in 10 years	$4,435
Total Forecast Expenditure for year - December 2030 (Inc GST):	$921,103
Includes GST amount of :	$83,737

December 2031	Expense Inc GST
SUPERSTRUCTURE	
- Provision to replace balustrade fixings	$1,979
- Capital Replacement - General	$11,625
ROOF	
- Provision for partial balcony/rooftop terrace membrane replacement	$18,310
SWIMMING POOL	
- Maintain pool concourse 20% of total	$3,654
- Maintain glass pool fencing fixings	$244
PLANT & EQUIPMENT	
- Provision for ongoing replacement of exhaust/supply fans	$22,170
- Replace pressure pumps/vessel	$2,741
GYM	
- Provision for ongoing replacement of gym equipment	$3,045
Total Forecast Expenditure for year - December 2031 (Inc GST):	$63,769
Includes GST amount of :	$5,797

December 2032	Expense Inc GST
SUPERSTRUCTURE	
- Maintain common pipework	$5,646
- Capital Replacement - General	$11,974

BASEMENT	
- Replace stormwater pumps in 12 years	$6,273
ENTRY FOYER	
- Provision to upgrade automatic doors	$22,584
- Replace synthetic mat in 12 years	$784
EXTERNAL WORKS	
- Ongoing partial maintenance of walkways	$2,196
FURNITURE & FITTINGS	
- Provision to replace satelitte/tv aerials	$3,137
- Provision to upgrade swipe/card readers	$1,647
- Provision to replace door closers	$1,010
- Provision to replace door hardware	$3,799
- Provision to replace entry keypads	$2,509
TOILETS	
- Maintain fixtures/fittings	$627
FIRE PROTECTION SYSTEMS	
- Install/Replace sensors/exit signage/emergency lighting	$8,155
ROOF	
- Maintain metal roof fixings/flashings	$7,842
SWIMMING POOL	
- Provision for ongoing replacement of pool pumps	$2,353
- Replace water chlorinators in 6 years	$5,646
- Maintain filter - replace sand	$408
Total Forecast Expenditure for year - December 2032 (Inc GST):	$86,589
Includes GST amount of :	$7,872

December 2033	Expense Inc GST
SUPERSTRUCTURE	
- Provision to replace balustrade fixings	$2,100
- Capital Replacement - General	$12,333
ENTRY FOYER	
- Maintain tiles 10% of total	$1,413
FURNITURE & FITTINGS	
- Provision to upgrade intercom systems & associated equipment	$78,346
TOILETS	
- Maintain tiles 10% of total	$1,413
LOBBIES	
- Replace carpet/floor covering in 13 years	$116,308
- Maintain tiles 2% of total	$2,827
SWIMMING POOL	
- Provision for ongoing replacement of pool pumps	$2,423
- Maintain glass pool fencing fixings	$258
PLANT & EQUIPMENT	
- Provision for ongoing replacement of exhaust/supply fans	$23,520
GYM	
- Replace carpet/floor covering in 13 years	$10,338
- Provision for ongoing replacement of gym equipment	$3,231
Total Forecast Expenditure for year - December 2033 (Inc GST):	$254,512
Includes GST amount of :	$23,137

December 2034	Expense Inc GST
SUPERSTRUCTURE	
- Provision to replace external door/frame 20% of total	$1,830
- Capital Replacement - General	$12,703
BASEMENT	
- Replace garage door motors in 7 years	$8,319
DRIVEWAY	
- Maintain driveway 3% of total	$2,621
EXTERNAL WORKS	
- Replace individual garage door motors in 7 years	$7,487
FURNITURE & FITTINGS	
- Provision to upgrade security cameras and associated equipment	$9,983
- Provision to replace door closers	$1,072
- Provision to replace door hardware	$4,030
ROOF	
- Provision to replace down pipes in 30 years (partial accrual)	$14,708
- Provision for partial balcony/rooftop terrace membrane replacement	$20,008
SWIMMING POOL	
- Provision to refurbish pool surface in 20 years (partial accrual)	$22,961
- Maintain pool concourse 20% of total	$3,993
RECREATION AREA	
- Provision to replace outdoor furniture in 20 years (partial accrual)	$5,491
- Provision for Pizza over replacement	$1,331

Total Forecast Expenditure for year - December 2034 (Inc GST):	$116,538
Includes GST amount of :	$10,594

December 2035	Expense Inc GST
SUPERSTRUCTURE	
- Provision to replace balustrade fixings	$2,228
- Maintain awnings	$18,851
- Replace planter box membrane in 15 years	$46,272
- Capital Replacement - General	$13,085
BASEMENT	
- Provision for CO monitor replacement	$11,311
- Maintain/repair main garage doors running gear	$2,228
EXTERNAL WORKS	
- Ongoing partial maintenance of walkways	$2,399
FURNITURE & FITTINGS	
- Maintain signage	$1,714
TOILETS	
- Provision to replace toilet and basin	$3,290
FIRE PROTECTION SYSTEMS	
- Replace fire hose reels in 15 years	$9,426
- Provision to replace portable fire extinguishers	$9,768
- Install/Replace sensors/exit signage/emergency lighting	$8,912
ROOF	
- Provision to repaint membrane in 20 years (partial accrual)	$77,976
SWIMMING POOL	
- Provision for ongoing replacement of pool pumps	$2,571
- Maintain filter - replace sand	$446

- Replace pool filter in 15 years	$2,571
- Provision to replace pool furniture	$4,284
- Maintain glass pool fencing fixings	$274
- Provision to replace pool access lifter	$18,851
PLANT & EQUIPMENT	
- Provision for mechanical upgrade of lifts in 25 years	$254,494
- Provision to replace Disabled lift in 20 years (partial accrual)	$25,706
- Provision for ongoing replacement of exhaust/supply fans	$24,952
- Maintain ventilation ducting	$1,440
RECREATION AREA	
- Provision for BBQ replacement	$9,597
Total Forecast Expenditure for year - December 2035 (Inc GST):	$552,646
Includes GST amount of :	$50,241

ITEMISED EXPENDITURE BY YEAR

Item	Current Cost	Year 1st Applied	Remain Life/ Next Interval	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
SUPERSTRUCTURE																		
- Repaint building	$314,500	2030	10										464928					
- Repaint balcony ceilings	$48,000	2030	10										70959					
- Repaint soffits	$4,400	2030	10										6505					
- Scaffold/access equip allowance	$110,000	2030	10										162614					
- Repaint door face	$2,600	2030	10										3844					
- Provision to replace external door/frame 20% of total	$1,100	2034	2														1830	
- Provision to replace balustrade fixings	$1,300	2029	2									1866		1979		2100		2228
- Maintain awnings	$11,000	2035	3															18851
- Replace planter box membrane in 15 years	$27,000	2035	15															46272
- Maintain common pipework	$3,600	2032	5												5646			
- Capital Replacement - General	$7,635	2021	0	8650	8910	9177	9453	9736	10028	10329	10639	10958	11287	11625	11974	12333	12703	13085
BASEMENT																		
- Repaint line marking	$6,000	2028	8								8361							
- Provision for CO monitor replacement	$6,600	2035	15															11311
- Repaint bollards	$3,000	2030	10										4435					
- Repaint door face	$900	2030	10										1330					
- Maintain/repair main garage doors running gear	$1,300	2035	15															2228
- Replace garage door motors in 7 years	$5,000	2027	7							6764							8319	
- Replace stormwater pumps in 12 years	$4,000	2032	12												6273			

Item	Current Cost	Year 1st Applied	Remain Life/ Next Interval	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
DRIVEWAY																		
- Maintain driveway 3% of total	$1,575	2034	4														2621	
- Repaint line marking	$500	2028	8								697							
ENTRY FOYER																		
- Repaint walls	$2,100	2030	10										3104					
- Repaint ceiling	$1,000	2030	10										1478					
- Maintain tiles 10% of total	$875	2033	3													1413		
- Provision to upgrade automatic doors	$14,400	2032	12												22584			
- Repaint door face	$600	2030	10										887					
- Replace synthetic mat in 12 years	$500	2032	12												784			
EXTERNAL WORKS																		
- Ongoing partial maintenance of walkways	$1,400	2029	3									2009			2196			2399
- Replace individual garage door motors in 7 years	$4,500	2027	7							6088							7487	
FURNITURE & FITTINGS																		
- Maintain signage	$1,000	2025	5					1275					1478					1714
- Provision to replace satelitte/tv aerials	$2,000	2032	12												3137			
- Provision to upgrade swipe/card readers	$1,050	2024	4				1300				1463				1647			
- Provision to upgrade security cameras and associated equipment	$6,000	2027	7							8117							9983	
- Provision to upgrade intercom systems & associated equipment	$48,500	2033	13													78346		
- Provision to replace door closers	$644	2028	2								897		952		1010		1072	
- Provision to replace door hardware	$2,422	2032	2												3799		4030	
- Provision to replace entry keypads	$1,600	2026	6						2102						2509			

Item	Current Cost	Year 1st Applied	Remain Life/ Next Interval	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
TOILETS																		
- Maintain fixtures/fittings	$400	2026	6						525						627			
- Repaint ceilings	$1,000	2030	10										1478					
- Maintain tiles 10% of total	$875	2033	3													1413		
- Provision to replace toilet and basin	$1,920	2035	15															3290
FIRE PROTECTION SYSTEMS																		
- Replace fire hose reels in 15 years	$5,500	2035	15															9426
- Provision to replace portable fire extinguishers	$5,700	2025	5					7269					8426					9768
- Install/Replace sensors/exit signage/emergency lighting	$5,200	2023	3			6250			6830			7463			8155			8912
- Replace pressure vessels in 10 years	$1,100	2030	10										1626					
LOBBIES																		
- Repaint walls	$60,000	2030	10										88698					
- Repaint ceiling	$28,000	2030	10										41393					
- Replace carpet/floor covering in 13 years	$72,000	2033	13													116308		
- Repaint door face	$12,900	2030	10										19070					
- Maintain tiles 2% of total	$1,750	2033	3													2827		
- Repaint handrails	$600	2030	10										887					
ROOF																		
- Maintain metal roof fixings/flashings	$5,000	2032	6												7842			
- Provision to replace down pipes in 30 years (partial accrual)	$8,840	2034	4														14708	
- Provision to repaint membrane in 20 years (partial accrual)	$45,500	2035	5															77976
- Provision for partial balcony/rooftop terrace membrane replacement	$12,025	2031	3											18310			20008	

Item	Current Cost	Year 1st Applied	Remain Life/ Next Interval	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
STAIRWELL																		
- Repaint door face	$6,800	2030	10										10052					
SWIMMING POOL																		
- Provision for ongoing replacement of pool pumps	$1,500	2023	3			1803	1857		1970	2029		2153	2217		2353	2423		2571
- Replace water chlorinators in 6 years	$3,600	2026	6						4728						5646			
- Maintain filter - replace sand	$260	2023	3			313			341			373			408			446
- Replace pool filter in 15 years	$1,500	2035	15															2571
- Provision to refurbish pool surface in 20 years (partial accrual)	$13,800	2034	6														22961	
- Provision to replace pool furniture	$2,500	2025	5					3188					3696					4284
- Replace pool heater in 8 years	$4,600	2028	8								6410							
- Maintain pool concourse 20% of total	$2,400	2031	3											3654			3993	
- Maintain glass pool fencing fixings	$160	2029	2									230		244		258		274
- Provision to replace pool access lifter	$11,000	2035	15															18851
PLANT & EQUIPMENT																		
- Provision for mechanical upgrade of lifts in 25 years	$148,500	2035	5															254494
- Provision to replace Disabled lift in 20 years (partial accrual)	$15,000	2035	5															25706
- Provision for ongoing replacement of exhaust/supply fans	$14,560	2031	2											22170		23520		24952
- Maintain ventilation ducting	$840	2035	3															1440
- Replace pressure pumps/vessel	$1,800	2031	12											2741				
- Provision to replace bin lifter/multi tip in 8 years	$2,000	2028	8								2787							
RECREATION AREA																		
- Provision to replace outdoor furniture in 20 years (partial accrual)	$3,300	2034	3														5491	

Item	Current Cost	Year 1st Applied	Remain Life/ Next Interval	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
- Provision for BBQ replacement	$5,600	2035	15															9597
- Provision for Pizza over replacement	$800	2027	7							1082							1331	
GYM																		
- Repaint walls/ceiling	$3,600	2030	10										5322					
- Replace carpet/floor covering in 13 years	$6,400	2033	13													10338		
- Provision for ongoing replacement of gym equipment	$2,000	2025	2					2550		2706		2871		3045		3231		
- Replace air conditioning split system unit in 10 years	$3,000	2030	10										4435					
Total				8650	8910	17543	12610	24018	26525	37116	31254	27923	921103	63769	86589	254512	116538	552646
Includes GST amount of				786	810	1595	1146	2183	2411	3374	2841	2538	83737	5797	7872	23137	10594	50241

ITEMISED ACCRUALS BY YEAR

Item	Current Cost	Year 1st applied	Remain Life/ Next Interval	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
SUPERSTRUCTURE																		
- Repaint building	$314,500	2030	10	40556	82328	125354	169671	215317	262332	310758	360637	412012	**464928**	54504	110643	168466	228023	289368
- Repaint balcony ceilings	$48,000	2030	10	6190	12565	19132	25896	32862	40038	47429	55042	62883	**70959**	8318	16887	25712	34801	44164
- Repaint soffits	$4,400	2030	10	567	1152	1754	2374	3013	3670	4348	5046	5765	**6505**	763	1548	2357	3190	4049
- Scaffold/access equip allowance	$110,000	2030	10	14185	28795	43844	59344	75310	91754	108691	126137	144106	**162614**	19063	38698	58923	79754	101209
- Repaint door face	$2,600	2030	10	335	681	1036	1403	1780	2169	2569	2982	3406	**3844**	451	915	1393	1885	2392
- Provision to replace external door/frame 20% of total	$1,100	2034	2	107	217	331	448	569	693	821	952	1088	1228	1372	1520	1673	**1830**	956
- Provision to replace balustrade fixings	$1,300	2029	2	184	373	568	768	975	1188	1407	1633	**1866**	975	**1979**	1034	**2100**	1098	**2228**
- Maintain awnings	$11,000	2035	3	1014	2058	3133	4240	5381	6556	7766	9013	10297	11619	12981	14384	15829	17318	**18851**
- Replace planter box membrane in 15 years	$27,000	2035	15	2488	5050	7690	10408	13209	16093	19063	22123	25275	28521	31864	35308	38855	42509	**46272**
- Maintain common pipework	$3,600	2032	5	398	808	1230	1664	2112	2573	3048	3538	4042	4561	5095	**5646**	1233	2503	3810
- Capital Replacement - General	$7,635	2021	0	**8650**	**8910**	**9177**	**9453**	**9736**	**10028**	**10329**	**10639**	**10958**	**11287**	**11625**	**11974**	**12333**	**12703**	**13085**
BASEMENT																		
- Repaint line marking	$6,000	2028	8	940	1909	2906	3934	4992	6082	7205	**8361**	1191	2418	3681	4983	6323	7704	9126
- Provision for CO monitor replacement	$6,600	2035	15	608	1235	1880	2544	3229	3934	4660	5408	6178	6972	7789	8631	9498	10391	**11311**
- Repaint bollards	$3,000	2030	10	387	785	1196	1619	2054	2502	2964	3440	3930	**4435**	520	1055	1607	2175	2760
- Repaint door face	$900	2030	10	116	236	359	485	616	750	889	1032	1179	**1330**	156	316	482	652	828
- Replace garage doors in 30 years	$11,000	2050	30	617	1253	1908	2583	3277	3993	4730	5489	6271	7077	7906	8761	9641	10548	11481
- Maintain/repair main garage doors running gear	$1,300	2035	15	120	243	370	501	636	775	918	1065	1217	1373	1534	1700	1871	2047	**2228**

Item	Current Cost	Year 1st applied	Remain Life/ Next Interval	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
- Replace garage door motors in 7 years	$5,000	2027	7	883	1792	2728	3693	4687	5710	**6764**	1086	2204	3356	4542	5764	7023	**8319**	1335
- Replace stormwater pumps in 12 years	$4,000	2032	12	442	897	1366	1849	2347	2859	3387	3930	4490	5067	5661	**6273**	630	1279	1948
DRIVEWAY																		
- Maintain driveway 3% of total	$1,575	2034	4	153	311	474	642	814	992	1175	1364	1558	1759	1965	2177	2396	**2621**	705
- Repaint line marking	$500	2028	8	78	159	242	328	416	507	601	**697**	99	201	307	415	527	642	760
ENTRY FOYER																		
- Repaint walls	$2,100	2030	10	271	550	837	1133	1438	1751	2075	2408	2751	**3104**	364	739	1125	1522	1932
- Repaint ceiling	$1,000	2030	10	129	262	398	539	684	834	988	1146	1310	**1478**	173	352	535	725	920
- Maintain tiles 10% of total	$875	2033	3	90	184	280	379	480	585	693	805	919	1037	1159	1284	**1413**	500	1014
- Provision to upgrade automatic doors	$14,400	2032	12	1591	3230	4919	6657	8449	10293	12193	14151	16166	18243	20381	**22584**	2269	4606	7013
- Repaint door face	$600	2030	10	77	157	239	324	411	500	593	688	786	**887**	104	211	321	435	552
- Replace synthetic mat in 12 years	$500	2032	12	55	112	171	231	293	357	423	491	561	633	708	**784**	79	160	243
EXTERNAL WORKS																		
- Ongoing partial maintenance of walkways	$1,400	2029	3	198	401	611	827	1050	1279	1515	1758	**2009**	710	1442	**2196**	776	1576	**2399**
- Replace individual garage doors in 30 years	$19,000	2050	30	1066	2165	3296	4461	5661	6897	8170	9482	10833	12224	13657	15133	16653	18219	19832
- Replace individual garage door motors in 7 years	$4,500	2027	7	795	1613	2456	3324	4218	5139	**6088**	977	1984	3020	4088	5188	6320	**7487**	1202
FURNITURE & FITTINGS																		
- Maintain signage	$1,000	2025	5	240	488	742	1005	**1275**	278	565	860	1165	**1478**	323	655	998	1351	**1714**

Item	Current Cost	Year 1st applied	Remain Life/ Next Interval	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
- Replace mail boxes in 27 years	$21,600	2047	27	1296	2632	4007	5424	6883	8386	9934	11528	13171	14862	16604	18399	20247	22151	24112
- Provision to replace satelitte/tv aerials	$2,000	2032	12	221	449	683	925	1174	1430	1694	1966	2246	2534	2831	**3137**	315	640	974
- Provision to upgrade swipe/card readers	$1,050	2024	4	311	631	960	**1300**	350	710	1081	**1463**	394	799	1217	**1647**	443	899	1369
- Provision to upgrade security cameras and associated equipment	$6,000	2027	7	1059	2150	3274	4432	5624	6852	**8117**	1303	2645	4027	5451	6917	8427	**9983**	1602
- Provision to upgrade intercom systems & associated equipment	$48,500	2033	13	5016	10183	15505	20987	26633	32449	38438	44608	50963	57508	64250	71194	**78346**	7367	14955
- Provision to replace door closers	$644	2028	2	101	205	312	422	536	652	773	**897**	469	**952**	498	**1010**	528	**1072**	560
- Provision to replace door hardware	$2,422	2032	2	268	543	827	1120	1421	1731	2051	2380	2719	3069	3428	**3799**	1985	**4030**	2106
- Provision to replace entry keypads	$1,600	2026	6	325	660	1004	1360	1725	**2102**	388	787	1199	1623	2059	**2509**	463	940	1431
TOILETS																		
- Maintain fixtures/fittings	$400	2026	6	81	165	251	340	431	**525**	97	197	300	406	515	**627**	116	235	357
- Repaint ceilings	$1,000	2030	10	129	262	398	539	684	834	988	1146	1310	**1478**	173	352	535	725	920
- Maintain tiles 10% of total	$875	2033	3	90	184	280	379	480	585	693	805	919	1037	1159	1284	**1413**	500	1014
- Replace instant hot water heaters in 20 years	$6,000	2040	20	444	901	1371	1856	2355	2869	3399	3945	4507	5086	5682	6296	6928	7580	8251
- Provision to replace toilet and basin	$1,920	2035	15	177	359	547	740	939	1144	1355	1573	1797	2028	2266	2510	2763	3022	**3290**
FIRE PROTECTION SYSTEMS																		
- Overhaul hydrant/sprinkler booster pumps and controllers in 25 years	$24,000	2045	25	1516	3078	4686	6343	8049	9807	11617	13481	15402	17380	19418	21516	23678	25904	28197

Item	Current Cost	Year 1st applied	Remain Life/ Next Interval	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
- Upgrade Fire Panel & associated detection equipment in 17 years	$88,000	2037	17	7352	14925	22725	30759	39034	47557	56336	65378	74692	84284	94165	104342	114825	125622	136742
- Replace fire hose reels in 15 years	$5,500	2035	15	507	1029	1566	2120	2691	3278	3883	4507	5149	5810	6491	7193	7915	8659	**9426**
- Provision to replace portable fire extinguishers	$5,700	2025	5	1369	2779	4232	5728	**7269**	1587	3222	4905	6640	**8426**	1840	3735	5687	7697	**9768**
- Install/Replace sensors/exit signage/emergency lighting	$5,200	2023	3	2022	4105	**6250**	2210	4486	**6830**	2415	4901	**7463**	2638	5356	**8155**	2883	5853	**8912**
- Replace jacking/sprinkler pumps in 17 years	$5,000	2037	17	418	848	1291	1748	2218	2702	3201	3714	4244	4789	5350	5928	6524	7137	7769
- Replace pressure vessels in 10 years	$1,100	2030	10	142	288	438	593	753	917	1087	1261	1441	**1626**	191	387	589	797	1012
- Provision to replace hydrant valve assemblies & seals	$10,000	2040	20	739	1501	2285	3093	3925	4783	5665	6575	7511	8476	9470	10493	11547	12633	13751
LOBBIES																		
- Repaint walls	$60,000	2030	10	7737	15706	23915	32369	41078	50047	59286	68802	78603	**88698**	10398	21108	32139	43502	55205
- Repaint ceiling	$28,000	2030	10	3611	7330	11160	15106	19170	23356	27667	32108	36682	**41393**	4852	9850	14998	20301	25762
- Replace carpet/floor covering in 13 years	$72,000	2033	13	7447	15118	23018	31156	39538	48171	57063	66223	75656	85373	95382	105690	**116308**	10936	22201
- Repaint door face	$12,900	2030	10	1663	3377	5142	6959	8832	10760	12746	14792	16900	**19070**	2236	4538	6910	9353	11869
- Maintain tiles 2% of total	$1,750	2033	3	181	367	559	757	961	1171	1387	1610	1839	2075	2318	2569	**2827**	999	2029
- Repaint handrails	$600	2030	10	77	157	239	324	411	500	593	688	786	**887**	104	211	321	435	552
ROOF																		
- Replace guttering in 30 years	$6,400	2050	30	359	729	1110	1503	1907	2323	2752	3194	3649	4117	4600	5097	5609	6137	6680
- Maintain metal roof fixings/flashings	$5,000	2032	6	553	1122	1708	2312	2934	3574	4234	4914	5614	6335	7077	**7842**	1447	2938	4474

Item	Current Cost	Year 1st applied	Remain Life/ Next Interval	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
- Provision to replace down pipes in 30 years (partial accrual)	$8,840	2034	4	861	1747	2661	3601	4570	5568	6596	7655	8745	9868	11025	12217	13444	**14708**	3957
- Provision to repaint membrane in 20 years (partial accrual)	$45,500	2035	5	4193	8511	12959	17540	22259	27119	32125	37281	42592	48062	53697	59500	65478	71634	**77976**
- Provision for partial balcony/rooftop terrace membrane replacement	$12,025	2031	3	1430	2902	4419	5981	7590	9247	10954	12712	14523	16389	**18310**	6473	13141	**20008**	7073
STAIRWELL																		
- Repaint door face	$6,800	2030	10	877	1780	2710	3668	4655	5672	6719	7797	8908	**10052**	1178	2392	3642	4930	6256
SWIMMING POOL																		
- Provision for ongoing replacement of pool pumps	$1,500	2023	3	583	1184	**1803**	**1857**	970	**1970**	**2029**	1061	**2153**	**2217**	1159	**2353**	**2423**	1267	**2571**
- Replace water chlorinators in 6 years	$3,600	2026	6	731	1484	2259	3058	3881	**4728**	873	1772	2698	3652	4634	**5646**	1042	2116	3221
- Maintain filter - replace sand	$260	2023	3	101	206	**313**	110	224	**341**	121	245	**373**	132	268	**408**	144	293	**446**
- Replace pool filter in 15 years	$1,500	2035	15	138	281	427	578	734	894	1059	1229	1404	1585	1770	1962	2159	2362	**2571**
- Provision to refurbish pool surface in 20 years (partial accrual)	$13,800	2034	6	1344	2728	4154	5622	7135	8692	10297	11950	13652	15405	17211	19072	20988	**22961**	4238
- Replace aluminium pool fence in 25 years	$3,900	2045	25	246	500	761	1031	1308	1594	1888	2191	2503	2824	3155	3496	3848	4209	4582
- Provision to replace pool furniture	$2,500	2025	5	600	1219	1856	2512	**3188**	696	1413	2152	2912	**3696**	807	1638	2494	3376	**4284**
- Replace pool heater in 8 years	$4,600	2028	8	721	1463	2228	3016	3827	4663	5523	**6410**	913	1853	2822	3820	4847	5906	6996
- Maintain pool concourse 20% of total	$2,400	2031	3	285	579	882	1194	1515	1845	2186	2537	2898	3271	**3654**	1292	2622	**3993**	1412
- Maintain glass pool fencing fixings	$160	2029	2	23	46	70	95	120	146	173	201	**230**	120	**244**	127	**258**	135	**274**

Item	Current Cost	Year 1st applied	Remain Life/ Next Interval	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
- Provision to replace pool access lifter	$11,000	2035	15	1014	2058	3133	4240	5381	6556	7766	9013	10297	11619	12981	14384	15829	17318	**18851**
PLANT & EQUIPMENT																		
- Refurbish lift interiors in 25 years	$30,000	2045	25	1895	3847	5858	7928	10061	12258	14521	16852	19253	21725	24272	26895	29597	32380	35247
- Provision for mechanical upgrade of lifts in 25 years	$148,500	2035	5	13683	27777	42294	57246	72646	88509	104848	121676	139010	156863	175253	194193	213702	233797	**254494**
- Provision to replace Disabled lift in 20 years (partial accrual)	$15,000	2035	5	1382	2806	4272	5782	7338	8940	10590	12290	14041	15844	17702	19615	21586	23615	**25706**
- Replace town water supply pumps in 17 years	$13,500	2037	17	1128	2290	3486	4719	5988	7295	8642	10029	11458	12930	14445	16007	17615	19271	20977
- Provision for ongoing replacement of exhaust/supply fans	$14,560	2031	2	1731	3514	5350	7242	9190	11197	13264	15392	17585	19844	**22170**	11586	**23520**	12292	**24952**
- Maintain ventilation ducting	$840	2035	3	77	157	239	324	411	501	593	688	787	888	992	1099	1209	1323	**1440**
- Replace pressure pumps/vessel	$1,800	2031	12	214	434	661	895	1136	1384	1640	1903	2174	2453	**2741**	275	559	851	1152
- Provision to replace bin lifter/multi tip in 8 years	$2,000	2028	8	313	636	969	1311	1664	2027	2402	**2787**	397	806	1227	1661	2108	2568	3042
RECREATION AREA																		
- Provision to replace outdoor furniture in 20 years (partial accrual)	$3,300	2034	3	321	652	993	1344	1706	2079	2462	2858	3265	3684	4116	4561	5019	**5491**	1941
- Provision for BBQ replacement	$5,600	2035	15	516	1047	1595	2159	2740	3338	3954	4588	5242	5915	6609	7323	8059	8817	**9597**
- Provision for Pizza over replacement	$800	2027	7	141	287	436	591	750	913	**1082**	174	353	537	727	922	1124	**1331**	214
GYM																		
- Repaint walls/ceiling	$3,600	2030	10	464	942	1435	1942	2465	3003	3557	4128	4716	**5322**	624	1266	1928	2610	3312

Item	Current Cost	Year 1st applied	Remain Life/ Next Interval	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
- Replace carpet/floor covering in 13 years	$6,400	2033	13	662	1344	2046	2769	3514	4282	5072	5886	6725	7588	8478	9394	**10338**	972	1973
- Provision for ongoing replacement of gym equipment	$2,000	2025	2	480	975	1485	2009	**2550**	1333	**2706**	1414	**2871**	1500	**3045**	1592	**3231**		
- Replace air conditioning split system unit in 10 years	$3,000	2030	10	387	785	1196	1619	2054	2502	2964	3440	3930	**4435**	520	1055	1607	2175	2760
TOTAL ACCRUALS				**156632**	**317973**	**475777**	**645004**	**807334**	**973511**	**1135891**	**1309088**	**1492094**	**790607**	**951924**	**1111727**	**1115128**	**1262792**	**989846**

*** Bold blue items listed above are expense items that occur in that year.**

REPORT INFORMATION

The values included in the report are for budgeting purposes and have been obtained from a number of sources including building cost information guides, painting contractors, plant and equipment suppliers, manufactures and installers and working knowledge of each buildings configuration at the time of inspection.

Every endeavour has been undertaken to accurately compile a budget for the maintenance, repair, renewal or replacement of the items of a non-routine nature that have been identified in this report. However as there is no definitive scope of works for maintenance, repair, renewal or replacement of the items contained in this report it is expected that if said items were put to tender, the quotations received would vary significantly dependent upon the timing and scope of works to that will be undertaken. For this reason it is recommended that several quotations are sourced as far in advance of any anticipated work as possible.

The installation date, present condition and estimated life of each item is determined at the time of the site inspection from a visual inspection, the age of the building (where this information is provided) and any other relevant information provided by the Owners at the time of inspection. This information is then communicated in the report by way of nominated total life cycle in comparison with expected remaining life. The life cycles of each of the items will vary depending upon where the building is located, for example buildings near a salt environment tend to have a lesser life cycle and a higher maintenance requirement.

This Sinking Fund plan is not a building dilapidation report, building diagnostic report, warranty inspection, defects report, engineering report or structural assessment of the building. Where information in respect of any of these items at time of ordering, it has been incorporated into the report wherever possible. We recommend that a periodic survey be carried out by qualified building contractors to assess the building condition, if required. The inspection of the common property of the scheme is a cursory visual inspection only limited to those areas of the common property that are fully accessible and visible to the inspector from floor or ground level at the time of inspection. The primary purpose of the inspection is to determine the materials used in the construction of the building that need to be maintained, estimate the quantities of same, identify the plant and equipment in the common areas of the building and make a recommendation as to the timing of the repairs and replacements identified for restorative purposes only. The inspection did not include breaking apart, dismantling, removing or moving any element of the building and items located on the common property.

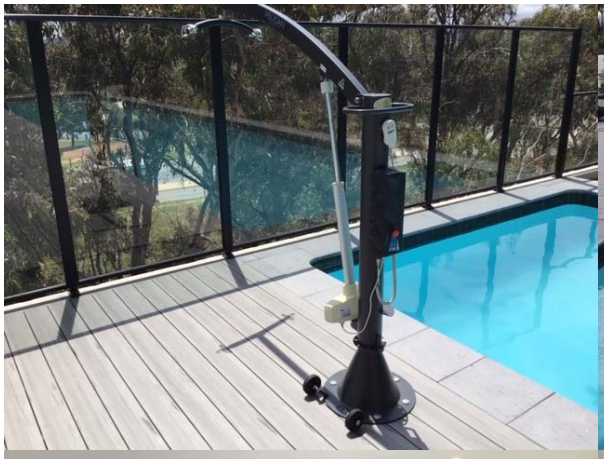
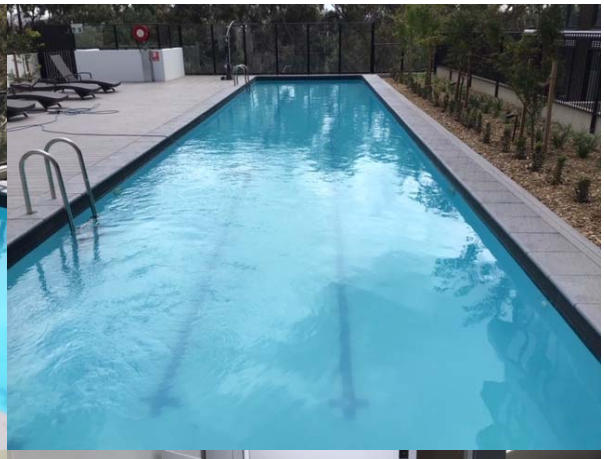
The report does not and cannot make comment upon: defects that may have been concealed; the assessment of which may rely on certain weather conditions and the presence or absence of timber pests. The report will allow for ordinary inclusion, but does not consider or make recommendations as to the specific condition of specialist items and equipment such as gas fittings and supply systems; heritage listing conditions or requirements; fire protection fittings and systems; HVAC fittings and systems site drainage; electrical or data systems or wiring, building plumbing systems including sewerage, potable and stormwater pipe work and fittings; security concerns; detection and identification of illegal building work; and the durability of exposed finishes.

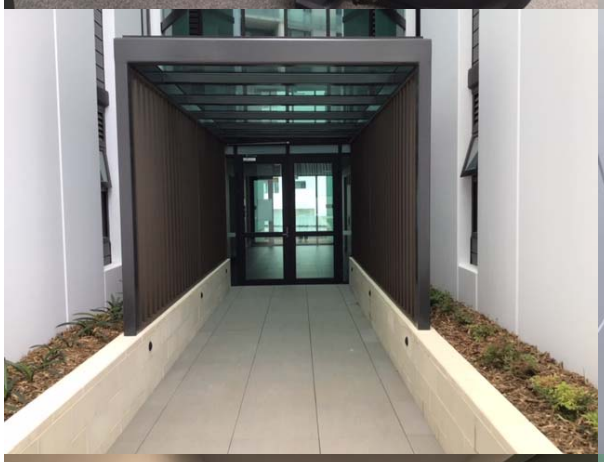
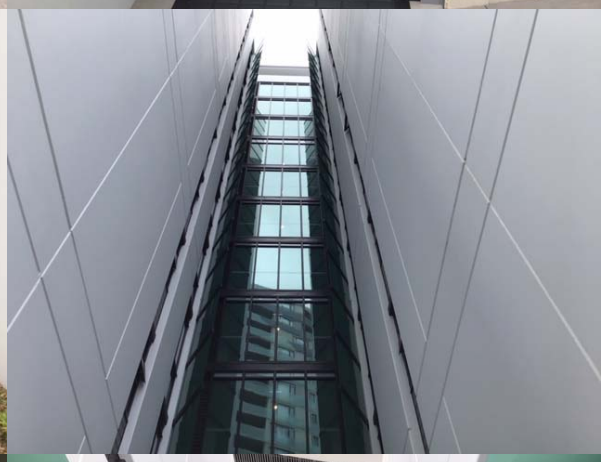
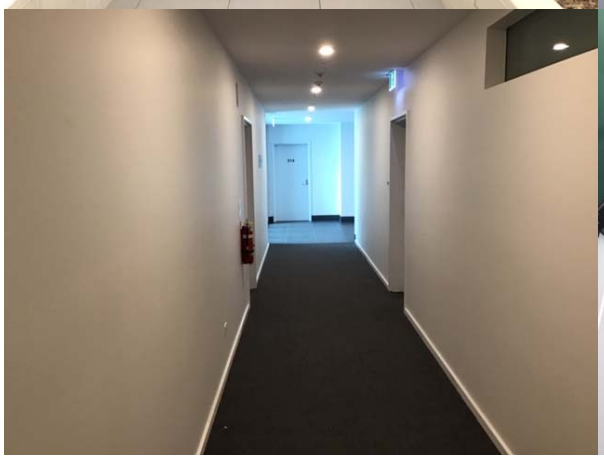
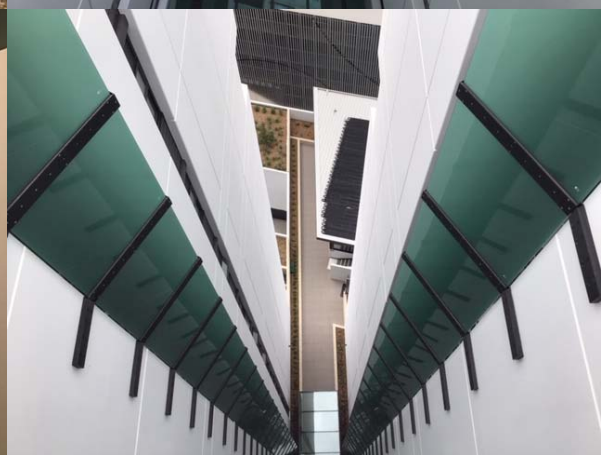
The inspector did not identify and assess safety hazards and did not carry out a risk assessment relating to any hazards upon the common property as part of this report. The report is not an Asbestos report and no assessment was made of asbestos products. The report is not Pool Safety or Window Safety report and no assessment was made as to the compliance or otherwise of any pool barrier or common property windows.

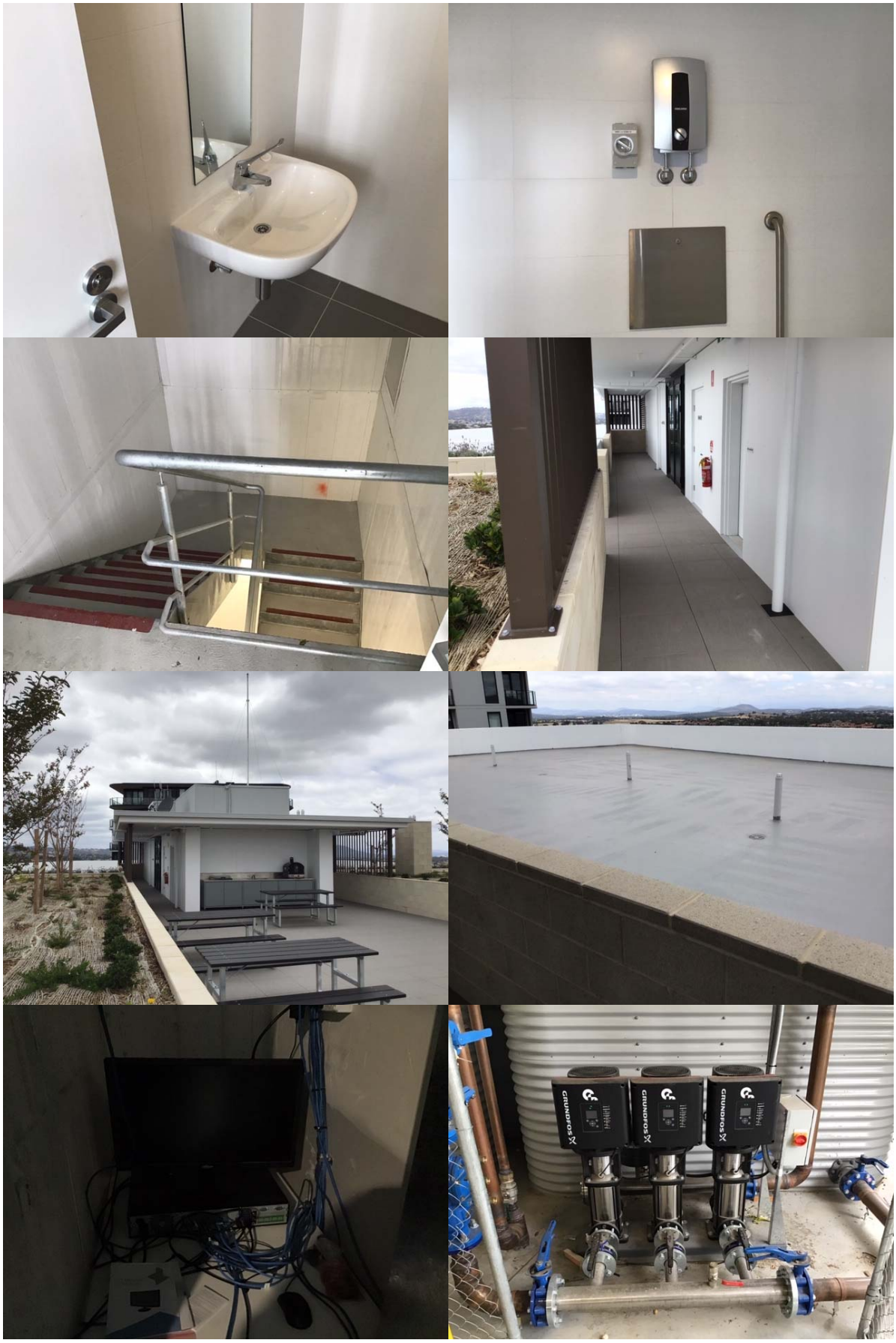
AREAS NOT INSPECTED

- Part or parts of the common property building interior that were not readily accessible
- Part or parts of the building exterior were not readily accessible
- Part or parts of the roof exterior that were not readily visible from ground or floor level or obstructed at the time of inspection because of exceeding height, vegetation or neighbouring buildings.
- Part or parts of the Common Property plant and equipment where specialised knowledge or equipment is required to carry out the inspection, particularly in respect of its' operation.
- Part or parts of the retaining walls, fencing where not readily accessible or inaccessible or obstructed at the time of inspection because of on alignment, vegetation.


QMAX
DANGER


GRUNDFOS
GRUNDFOS
GRUNDFOS




411
613




Multi-Tip
suez








Aline




2 GRIBBLE STREET











Owners Corporation for Plan No. 13397

2 Gribble Street Gungahlin Australian Capital Territory 2912
ABN/ACN 46402713493

AGED DEBTORS

as at 4th March 2026 (Excludes Unpresented Transactions)

Unit No.	Unit	Type	Debtor Level	1 to 30 days	31 to 60 days	61 to 90 days	91+ days	Total
					(From Due Date)			
11	212	Contrib	Nil	0.00	2,659.88	0.00	0.00	2,659.88
20	307	Contrib	Nil	0.00	2,279.89	0.00	2,279.89	4,559.78
23	310	Contrib	Level 3	20.37	1,540.30	20.37	3,205.08	4,786.12
25	312	Contrib	Nil	0.00	2,279.89	0.00	4,381.43	6,661.32
44	503	Contrib	Level 1	44.00	1,519.93	0.00	0.00	1,563.93
46	505	Contrib	Level 2	0.00	2,615.88	0.00	0.00	2,615.88
47	506	Contrib	Nil	0.00	2,279.89	0.00	1,439.28	3,719.17
49	508	Contrib	Nil	0.00	1,899.91	0.00	0.00	1,899.91
54	513	Contrib	Level 1	44.00	2,279.89	0.00	0.00	2,323.89
56	501	Contrib	Level 1	44.00	1,899.91	0.00	0.00	1,943.91
63	608	Contrib	Nil	0.00	999.82	0.00	0.00	999.82
66	611	Contrib	Level 2	0.00	1,519.93	0.00	3,011.00	4,530.93
68	613	Contrib	Level 1	44.00	500.09	0.00	0.00	544.09
69	614	Contrib	Nil	0.00	0.02	0.00	0.00	0.02
71	702	Contrib	Level 3	18.41	2,678.29	150.41	2,682.82	5,529.93
94	811	Contrib	Level 1	44.00	1,519.93	0.00	0.00	1,563.93
101	904	Contrib	Nil	0.00	0.94	0.00	0.00	0.94
103	906	Contrib	Nil	0.00	2,279.89	0.00	0.00	2,279.89
109	912	Contrib	Level 3	18.55	2,678.43	150.55	2,703.88	5,551.41
115	1004	Contrib	Level 1	44.00	1,899.91	0.00	0.00	1,943.91
123	1012	Contrib	Level 1	44.00	413.88	0.00	0.00	457.88
125	1014	Contrib	Level 3	575.00	2,279.89	0.00	13,213.37	16,068.26
127	1102	Contrib	Level 3	174.27	3,996.85	329.02	24,665.74	29,165.88
129	1104	Contrib	Level 3	18.55	2,678.43	150.55	2,703.88	5,551.41
137	1112	Contrib	Level 1	44.32	2,280.21	0.32	90.17	2,415.02
141	1204	Contrib	Nil	0.00	765.84	0.00	0.00	765.84
155	1306	Contrib	Nil	0.00	1,899.91	0.00	114.83	2,014.74
169		Contrib	Level 1	44.00	1,519.93	0.00	0.00	1,563.93
170		Contrib	Level 1	44.00	1,519.93	0.00	0.00	1,563.93
171		Contrib	Nil	44.00	0.00	0.00	0.00	44.00
			Contrib Total $	1,309.47	52,687.49	801.22	60,491.37	115,289.55

Owners Corporation for Plan No. 13397

2 Gribble Street Gungahlin Australian Capital Territory 2912
ABN/ACN 46402713493

AGED DEBTORS (continued)

as at 4th March 2026 (Excludes Unpresented Transactions)

Unit No.	Unit	Type	Debtor Level		1 to 30 days	31 to 60 days	61 to 90 days (From Due Date)	91+ days	Total
		Sundry			342.00	0.00	0.00	0.00	342.00
		Sundry			342.00	0.00	0.00	0.00	342.00
66	611	Sundry			0.00	0.00	0.00	237.00	237.00
140	1203	Sundry			0.00	0.00	73.00	0.00	73.00
147	1210	Sundry			0.00	0.00	0.00	18.60	18.60
			Sundry Total	$	684.00	0.00	73.00	255.60	1,012.60
This report is gross of GST			Grand Total	$	1,993.47	52,687.49	874.22	60,746.97	116,302.15

ACT Government

Example of Swimming Pool Disclosure Statement for a Regulated Swimming Pool

Location of regulated swimming pool	UNITS PLAN 13397 - JADE 2 GRIBBLE STREET, GUNGAHLIN, ACT. 2912.
Date the premises was purchased	N/A.
Date of construction of the premises where the regulated swimming pool is located	ON OR AROUND 24/11/2020
Was the swimming pool built or installed at the same time as the premises?	ON OR AROUND 24/11/2020
If no, do you know when the swimming pool was built or installed?	ON OR AROUND 24/11/2020
Was building approval issued at any time for the swimming pool or swimming pool area? If yes, please provide details of the building approval	PLEASE SEE ATTACHED.
Are you aware of any alterations to the swimming pool since it was built or installed?	YES. REPLACEMENT OF POOL'S GEL COAT LINING, PLUS ADDITION OF STAIRS AND HANDRAIL. REFURBISHMENT OF POOL'S EDGING.
If yes, please provide details of the alterations including dates and type of alteration (where known)	
Does a standing exemption apply to the pool? If yes, which one and why (include details of any advice to support this position)	N/A.

Disclosure obligations for a property with a regulated swimming pool during the transition period

The ACT Government has introduced reforms to home swimming pool safety, with a focus on swimming pool safety barriers. The reforms commence on 1 May 2024, with a four-year transition period for homeowners to make sure that their swimming pool or spa has a safety barrier compliant with the prescribed safety standards or obtain an exemption.

The scheme applies to 'regulated swimming pools', which are home swimming pools or spas:

- that are capable of containing water to a depth greater than 30cm; and
- are associated with a residential building such as a house, unit, townhouse or block of apartments.

This includes in-ground and above-ground pools, temporary and permanent pools, wading pools, demountable pools, portable pools, kids' pools and spas, however, does not include an inflatable pool that does not have a filtration system.

Disclosure requirements during the transition period

On sale of a property

The scheme imposes requirements for information about the safety standard of a regulated swimming pool to be disclosed on the sale of a property. From 1 May 2024 until 30 April 2028 (i.e. during the transition period), homeowners with a regulated swimming pool must disclose specified documents to inform prospective purchasers of the new requirements and their potential application to the regulated swimming pool.

Date of pool construction	Before 1 May 2013	Between 1 May 2013 and 30 April 2023	On or after 1 May 2023
During transition period (from 1 May 2024 to 30 April 2028)			
Must disclose prescribed information about the pool or spa if selling or leasing	Yes	Yes	Yes
Prescribed information includes:	Exemption certificate; compliance certificate; swimming pool disclosure statement; certificate of occupancy for the pool and safety barriers that is not older than five years		Compliance certificate; swimming pool disclosure statement; certificate of occupancy for the pool and safety barriers that is not older than five years
Must disclose ministerially issued guidance material about the obligations arising under Part 5A of the *Building Act 2004*	Yes	Yes	No

During the transition period, all homeowners who are selling a property with a regulated swimming pool that was built, altered or installed prior to 1 May 2023 must provide the Pool Owners Guidance Material which outlines the obligations on owners of premises on which a regulated swimming pool is located. The Pool Owners Guidance Material can be found on the Home Swimming Pool Safety Reforms webpage on the ACT Government planning

website and will be available on the ACT legislation register after notification. This requirement does not apply to pools built, altered or installed on or after 1 May 2023.

In addition to this, all homeowners who are selling a property with regulated swimming pool must provide at least **one** of the following documents (prescribed information):

1. Swimming pool disclosure statement; or
2. Certificate of occupancy (that covers the pool and the safety barrier) that is not older than 5 years; or
3. Compliance certificate; or
4. Exemption certificate (Ministerial exemption only)

Documents mentioned at 3 and 4 are not required to be used for disclosure until after the transition period, as it is not a requirement to have one of these until it becomes mandatory to have a compliant regulated swimming pool on 1 May 2028. Certificates of occupancy are an existing requirement under the Building Act and thus can be used when in existence to meet disclosure obligations during the transition period.

On lease of a property

Requirements for disclosure for rental properties will be added to the statute book during the transition period. Prior to the legal requirements being established the Renting Book has been amended to encourage disclosure along the same lines as for the sale of a property during the transition period.

Swimming pool disclosure statement

If a swimming pool disclosure statement is being provided to meet the prescribed information disclosure requirement, it should contain information to the best of the homeowner's knowledge and belief, and as accurately as the person has been able to find out.

Homeowners are only expected to disclose information reasonably within their knowledge as to the age or compliance status of a regulated swimming pool. For example, this could be the date that the home was purchased (with an existing swimming pool or spa), or the date of a backyard renovation which included the swimming pool area.

An example of a swimming pool disclosure statement is provided on the following page.

How to find out information about a swimming pool or spa

If a homeowner wanted to seek out information about the likely installation date or safety standard of a swimming pool or spa or safety barrier, they could engage the services of an authorised person, pool installer or SPASA member (SPASA Australia | SPASA). They could also seek information from Access Canberra who may hold information if a certificate of occupancy was issued for the pool or the pool has been subject to an inspection (Building file searches - Access Canberra (act.gov.au)).

More information

For more information on the reforms and what they mean for you and your pool, visit the Home Swimming Pool Safety Reforms webpage on the ACT Government planning website: https://www.planning.act.gov.au/projects-priorities/home-swimming-pool-safety-reforms

Certificate of Occupancy and Use

Certificate No.: **B20191459C1**

Access Canberra Building Services

ABN 16 479 763 216
8 Darling Street Mitchell
GPO Box 158 ACT 2601
www.act.gov.au/accesscbr

This Certificate is issued in accordance with Section 69 (2) of the Building Act 2004.

The building work listed on this certificate has been completed substantially in accordance with the prescribed requirements and is considered fit for occupation and use.

Unit	Block	Section	Division (Suburb)	District	Jurisdiction
	4	209	GUNGAHLIN	GUNGAHLIN	Australian Capital Territory
	4	209	GUNGAHLIN	GUNGAHLIN	Australian Capital Territory

Plans
B20191459/A

Building Works

Class of Occupancy	Nature of Work	Project Item Description	Other Description	Type Of Const.	Unit	BCN ID	Builder
7a	New	CAR PARK	Class 7a. Basement Levels 1 - 3, Building works to completion, past structural bulding work to & including ground floor slab	A		B20191459N1	CORE BUILDING GROUP PTY LTD
7a	New	CAR PARK	Class 7a Carpark, ground floor & level 1	A		B20191459N1	CORE BUILDING GROUP PTY LTD
10a	New	PERGOLA	Substation area, swithc room, waste area + Pergola - Ground floor & roof	NA		B20191459N1	CORE BUILDING GROUP PTY LTD
6	New	SHOP/RETAIL BUILDING	Ground floor commercial area Class 5, 6 & 9b	A		B20191459N1	CORE BUILDING GROUP PTY LTD
2	New Medium Density	FLAT/UNIT/APARTMENT	Level 2 to level 13 Residential apartments	A		B20191459N1	CORE BUILDING GROUP PTY LTD
10b	New	SWIMMING POOL		NA		B20191459N1	CORE BUILDING GROUP PTY LTD

Comments **Important Note:**

This building work incorporates an alternative solution to the Building Code of Australia (BCA). Refer to the approval documentation for further information.

The issue, under this Part, of a certificate in respect of a building or portion of a building does not affect the liability of a person to comply with the provisions of a law of the territory (including this Act) relating to the building or portion of the building.

Issued by: Shama Gunaratne

Delegate of the ACT Construction Occupations Registrar.

Issued on: 24/11/2020

Certificate of Completion of a Structure

Certificate No.: **B20183873C2**

Access Canberra Building Services

ABN 16 479 763 216
8 Darling Street Mitchell
GPO Box 158 ACT 2601
www.act.gov.au/accesscbr

This Certificate is issued in accordance with Section 72 (2) of the Building Act 2004.

The structure listed on this certificate has been erected and completed in accordance with the prescribed requirements.

Unit	Block	Section	Division (Suburb)	District	Jurisdiction
	4	209	GUNGAHLIN	GUNGAHLIN	Australian Capital Territory
	4	209	GUNGAHLIN	GUNGAHLIN	Australian Capital Territory

Plans
B20183873/A
B20183873/B

Building Works

Class of Occupancy	Nature of Work	Project Item Description	Other Description	Type Of Const.	Unit	BCN ID	Builder
7a	New	CAR PARK	Excavation, Piling & Shoring and Structural Building Work to and including Ground Floor Slab	A		B20183873N1	CORE BUILDING GROUP PTY LTD

Comments

Important Note:

The issue, under this Part, of a certificate in respect of a building or portion of a building does not affect the liability of a person to comply with the provisions of a law of the territory (including this Act) relating to the building or portion of the building.

Issued by: Shama Gunaratne

Delegate of the ACT Construction Occupations Registrar.

Issued on: 24/11/2020

ACT PROPERTY INSPECTIONS

614/2 Gribble Street,
Gungahlin ACT 2912

Report prepared: Tuesday, March 10th 2026

Energy Efficiency Rating
Insurance Certificates
Tax Invoice

Energy Efficiency Report



FirstRate Report

HOUSE
ENERGY RATING

YOUR HOUSE ENERGY RATING IS: ★★★★★★ **6 STARS**
in Climate: 24

SCORE: 48 POINTS

Name:	Mines	**Ref No:**	68738
House Title:	Unit 69 Block 4 Section 209 GUNGAHLIN	**Date:**	10-03-2026
Address:	614/2 Gribble Street, Gungahlin ACT 2912		

ACT HOUSE ENERGY RATING SCHEME

48 Points 6.0 Stars

Robert Lowe - 20111129

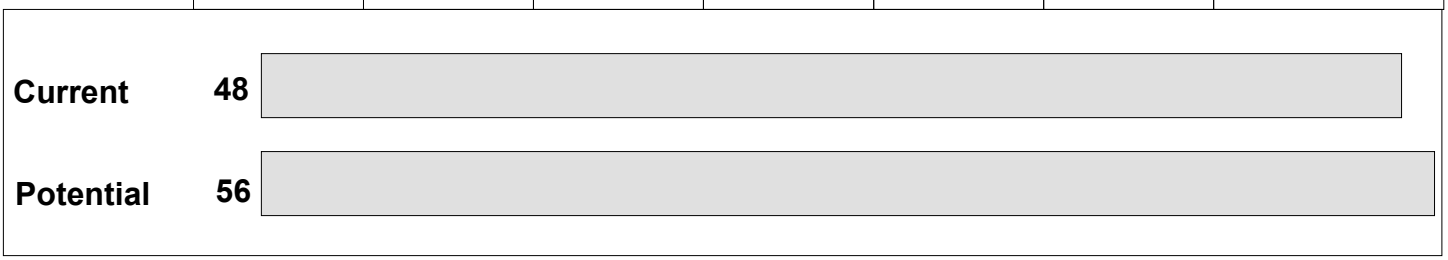
Building Assessor - Class A (Energy Efficiency)

This rating only applies to the floor plan, construction details, orientation and climate as submitted and included in the attached Rating Summary. Changes to any of these could affect the rating.

IMPROVING YOUR RATING

The table below shows the current rating of your house and its potential for improvement.

	POOR		AVERAGE		GOOD		V. GOOD
Star Rating	**0 Star**	★	★★	★★★	★★★★	★★★★★	★★★★★★
Point Score	**-71**	**-70 -46**	**-45 -26**	**-25 -11**	**-10 4**	**5 16**	**17**



Incorporating these design options will add the additional points required to achieve the potential rating shown in the table Each point represents about a 1% change in energy efficiency. This list is only a guide to the range of options that could be used.

Design options		**Additional points**
Change curtain to	Heavy Drapes & Pelmets	8

ORIENTATION

Orientation is one of the key factors which influences energy efficiency. This dwelling will achieve different scores and star ratings for different orientations.

Current Rating	**48**	★★★★★★

Largest windows in the dwelling;

Direction : South West

Area : 11 m²

The table below shows the total score for the dwelling when these windows face the direction indicated.

Note that obstructions overshadowing windows have been removed from all windows in these ratings to allow better comparisons to be made between orientations.

ORIENTATION	POINT SCORE	STAR RATING
1. South West	**53**	★★★★★★
2. West	**58**	★★★★★★
3. North West	**64**	★★★★★★
4. North	**66**	★★★★★★
5. North East	**63**	★★★★★★
6. East	**56**	★★★★★★
7. South East	**50**	★★★★★★
8. South	**50**	★★★★★★

FirstRate Mode
Climate: 24

RATING SUMMARY for: **Unit 69 Block 4 Section 209 GUNGAHLIN, 614/2 Gribble Street, Gungahlin ACT 2912**

Assessor's Name:

Net Conditioned Floor Area: **67.7 m²**

Feature						Points		
						Winter	Summer	Total
CEILING						**15**	**0**	**15**
Surface Area:	117	Insulation:	-103					
WALL						**7**	**0**	**7**
Surface Area:	1	Insulation:	5	Mass:	0			
FLOOR						**21**	**-5**	**16**
Surface Area:	17	Insulation:	-4	Mass:	3			
AIR LEAKAGE (Percentage of score shown for each element)						**8**	**0**	**8**
Fire Place	0 %	Vented Skylights	0 %					
Fixed Vents	0 %	Windows	43 %					
Exhaust Fans	33 %	Doors	0 %					
Down Lights	0 %	Gaps (around frames)	24 %					
DESIGN FEATURES						**0**	**0**	**0**
Cross Ventilation	0							
ROOF GLAZING						**0**	**0**	**0**
Winter Gain	0	Winter Loss	0					
WINDOWS						**-19**	**-4**	**-23**

Window Direction	Area		Point Scores			
	m2	%NCFA	Winter* Loss	Winter Gain	Summer Gain	Total
SW	11	16%	-21	8	-4	-17
NW	4	6%	-7	1	0	-6
Total	15	22%	-28	9	-4	-23

* Air movement over glazing can significantly increase winter heat losses. SEAV recommends heating/cooling duct outlets be positioned to avoid air movement across glass or use deflectors to direct air away from glass.

The contribution of heavyweight materials to the window score is 0 points			Winter	Summer	Total
RATING	★★★★★★	**SCORE**	**32**	**-9**	**48***

*** includes 25 points from Area Adjustment**

Detailed House Data

House Details

ClientName	Mines
HouseTitle	Unit 69 Block 4 Section 209 GUNGAHLIN
StreetAddress	614/2 Gribble Street, Gungahlin ACT 2912
FileCreated	10-03-2026

Climate Details

State	
Town	Canberra
Postcode	2600
Zone	24

Floor Details

ID	Construction	Sub Floor	Upper	Shared	Foil	Carpet	Ins RValue	Area
1	Suspended Slab	Enclosed	No	Yes	No	Carp	R0.0	21.0m²
2	Suspended Slab	Enclosed	No	Yes	No	Float Timb	R0.0	44.9m²
3	Suspended Slab	Enclosed	No	Yes	No	Tiles	R0.0	4.3m²

Wall Details

ID	Construction	Shared	Ins RValue	Length	Height
1	Framed: FC Sheet Clad	Yes	R2.0	16.8m	2.5m
2	Framed: Metal Clad	No	R2.0	9.1m	2.5m
3	Concrete 150mm Ext	No	R2.0	9.0m	2.5m

Ceiling Details

ID	Construction	Shared	Foil	Ins RValue	Area
4	Flat - Suspended Slab	Yes	No	R0.0	70.2m²

Window Details

ID	Dir	Height	Width	Utility	Glass	Frame	Curtain	Blind	Fixed & Adj Eave	Fixed Eave	Head to Eave
1	SW	2.5m	2.6m	No	DGT2	ALIMPR	HB	No	2.0m	2.0m	0.2m
2	NW	2.5m	0.7m	No	DGT2	ALIMPR	HB	No	3.6m	3.6m	0.2m
3	SW	2.5m	0.7m	No	DGT2	ALIMPR	HB	No	1.0m	1.0m	0.2m
4	SW	2.5m	0.7m	No	DGT2	ALIMPR	HB	No	1.0m	1.0m	0.2m
5	SW	1.3m	0.6m	No	DGT2	ALIMPR	NC	No	1.0m	1.0m	0.2m
7	NW	1.0m	0.5m	Yes	DGT2	ALIMPR	NC	No	0.0m	0.0m	0.0m
8	NW	2.5m	0.7m	No	DGT2	ALIMPR	HB	No	0.0m	0.0m	0.0m

Window Shading Details

ID	Dir	Height	Width	Obst Height	Obst Dist	Obst Width	Obst Offset	LShape Left Fin	LShape Left Off	LShape Right Fin	LShape Right Off
1	SW	2.5m	2.6m	0.0m	0.0m	0.0m	0.0m	1.0m	0.2m	2.0m	0.5m
2	NW	2.5m	0.7m	3.0m	3.6m	11.7m	-0.1m	0.0m	0.0m	3.6m	0.2m
7	NW	1.0m	0.5m	20.0m	4.2m	22.5m	-11.0m	0.0m	0.0m	0.0m	0.0m
8	NW	2.5m	0.7m	20.0m	4.2m	22.5m	-11.0m	0.0m	0.0m	0.0m	0.0m

Zoning Details

Is there Cross Flow Ventilation ?	Average

Air Leakage Details

Location	Suburban
Is there More than One Storey ?	No
Is the Entry open to the Living Area ?	No
Area of Heavyweight Mass	0m²
Area of Lightweight Mass	0m²

	Sealed	UnSealed
Chimneys	0	0
Vents	0	0
Fans	2	0
Downlights	0	0
Skylights	0	0
Utility Doors	2	0
External Doors	0	0

Unflued Gas Heaters	0
Percentage of Windows Sealed	98%
Windows - Average Gap	Small
External Doors - Average Gap	Small
Gaps & Cracks Sealed	Yes

ACT PROPERTY INSPECTIONS

Insurance Certificates & Tax Invoice



Pest Controllers Combined Liability Certificate of Currency

The Policy below is current until 4.00pm on the expiry date shown below

INSURED:	ACT Property Inspections Pty Ltd
BUSINESS DESCRIPTION:	General Pest & Weed Control Timber Pest Inspections Termite Barrier Installations Pre-Purchase House Pest Inspections Building Inspections (Non Pest Related) Energy Efficiency Ratings Compliance Reports
POLICY REFERENCE:	09A349653PLB
PERIOD OF INSURANCE:	From: 4.00pm on 30/03/2025 To: 4.00pm on 30/03/2026
POLICY CLASS:	Pest Controllers Combined Liability
SUMS INSURED:	**Section 1: General Public & Products Liability** **$20,000,000** Our maximum liability in respect of any claim or series of claims for Personal Injury, Property Damage or Advertising Liability caused by or arising out of any one occurrence; and **$20,000,000** Our total aggregate liability during any one period of insurance for all claims arising out of Your Product **Section 2: Professional Indemnity** **$5,000,000** Our maximum liability in respect of any Claim or any series of Claims inclusive of costs and expenses. **$10,000,000** Our total aggregate liability for all Claims inclusive of costs and expenses.

This Certificate of Currency is subject to the Policy Documentation to be read in conjunction with the Definitions, Conditions and Exclusions in the Pest Controllers Combined Liability Insurance Policy.

Date Issued: 28 March 2025

TAX INVOICE

Robert Mines & Lee-Anne Mines
614/2 Gribble St
GUNGAHLIN ACT 2912
AUSTRALIA

Invoice Date
4 Mar 2026

Invoice Number
INV-68738

ABN
33 600 397 466

ACT Property Inspections
(02) 6232 4540
Unit 1, 33 Altree Ct
PHILLIP ACT 2606
ABN: 33 600 397 466

Description	Quantity	Unit Price	GST	Amount AUD
Energy Efficiency Report	1.00	348.26	10%	348.26
ACTPLA - EER ESDD Lodgement Fee (no GST)	1.00	41.91	GST Free	41.91
			Subtotal	390.17
			TOTAL GST 10%	34.83
			TOTAL AUD	**425.00**

Due Date: 17 Mar 2026
Payment Terms: 7 Day Account

Please pay within the payment terms to avoid an admin fee. Note: all bank/legal fees incurred in obtaining payment will be the customer's responsibility

Direct Deposit
BSB: 012084
Account Number: 194679655
Account Name: ACT Property Inspections Pty Ltd
Please reference your name and invoice number

Cheques - please make payable to ACT Property Inspections Pty Ltd

View and pay online now

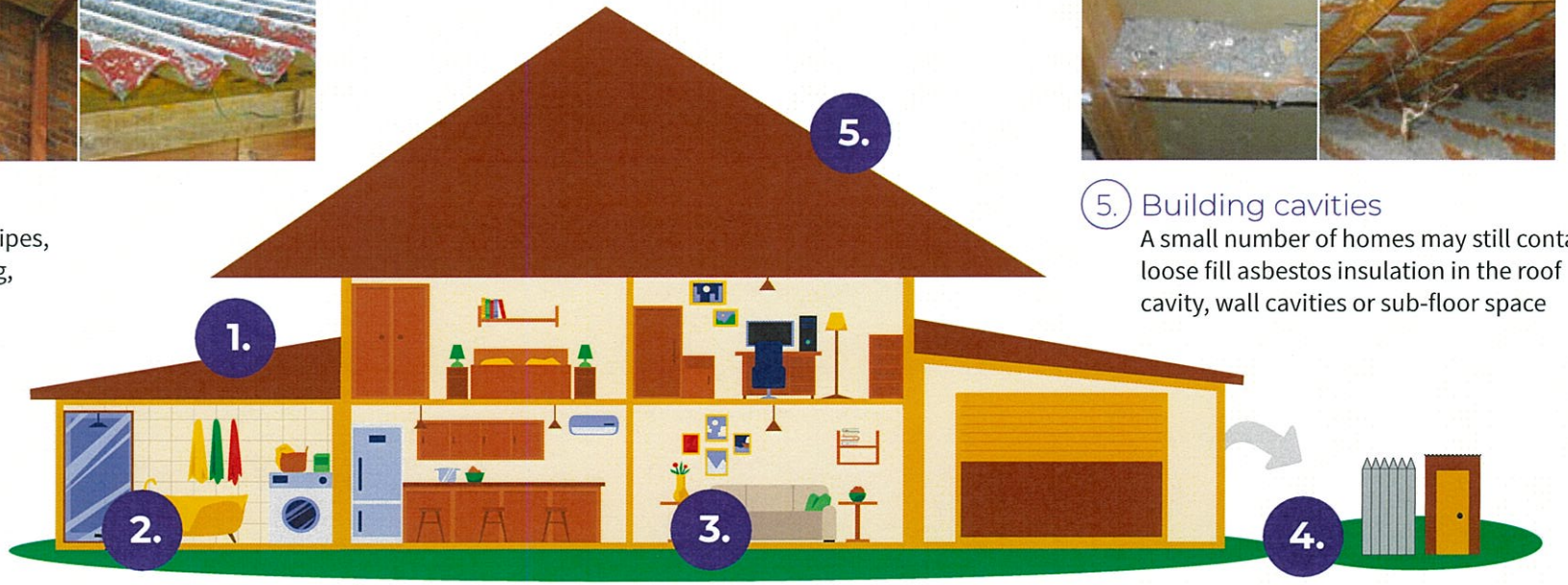
If a home was built before 1990
it may contain dangerous asbestos material

ACT Government

Identify where asbestos materials might be. Five common places are:



1. Exterior
roof sheeting, gutters, downpipes, ridge capping, eaves, cladding, electrical switchboards





5. Building cavities
A small number of homes may still contain loose fill asbestos insulation in the roof cavity, wall cavities or sub-floor space



2. Wet areas - bathroom, laundry and kitchen
wall and ceiling panels, vinyl floor tiles, backing for wall tiles and splashbacks, hot water pipe insulation



3. Internal areas
wall and ceiling panels, carpet underlay, textured paints, insulation in domestic heaters



4. Backyard
fences, sheds, garages, carports, dog kennels, buried or dumped waste, letterboxes, swimming pools

If a home was built before 1990
it may contain dangerous asbestos material

ACT Government

Assess the risk

A licensed asbestos assessor can help identify asbestos in your home and its condition.

Asbestos materials become dangerous when:



Broken or in poor condition



Damaged accidentally



Disturbed during renovation or repairs



Loose fill asbestos insulation

Manage asbestos safely

- Monitor the condition of asbestos in your home
- Inform tradespeople of locations of asbestos in your home
- Avoid disturbing or damaging asbestos if working on your home
- Engage a licensed asbestos removalist to remove asbestos

If you suspect your home contains loose fill asbestos insulation, contact Access Canberra.

For more information, visit www.worksafe.act.gov.au or call Access Canberra contact centre – 13 22 81
If you need interpreting help, telephone the Translating and Interpreting Service on 131 450

*Advice based on the Asbestos Safety and Eradication Agency's residential asbestos disclosure research.