

ADDENDUM 3

January 2024 invoices

Inv Date	Supplier	Inv Description	Inv Amount
21/12/2023	ACT Doorland	Service - Waste bay roller door	\$330.00
19/01/2024	ACT Wheelie Clean	January 2024 - service contract	\$3,806.00
30/12/2023	Actew Gas	23/11/2023-28/12/2023 gas	\$4,464.01
22/01/2024	All Seasons Horticultural	Re-planting works as per quote no: 0675	\$6,715.00
09/01/2024	Collection Corp of Aust	Lot 175*Serve Mag Crt Jgt Order on Debtor	\$66.00
25/01/2024	Collection Corp of Aust	Lot 175*Advice/Correspondence	\$11.00
22/12/2023	Complete Essential Fire & Alr	WO499: Replacement of jockey pump	\$4,235.00
01/01/2024	Complete Essential Fire & Alr	January 2024 - service contract	\$1,160.59
28/12/2023	Crown Equipment P/L	Pallet truck - repair	\$307.34
01/01/2024	GymQuip Fitness	Jan to Dec 2024 - service contract	\$3,135.00
28/12/2023	Icon Water Limited	26/09/2023-22/12/2023 water rates	\$19,928.03
17/11/2023	JP Paint + Plaster	U232 - water damage repair	\$995.00
22/12/2023	M&M Rolfe Cleaning Serv P/L	Hydraulics cupboards	\$858.00
31/12/2023	M&M Rolfe Cleaning Serv P/L	December 2023 - service contract	\$15,881.09
02/01/2024	Maritex Commercial Pty Ltd	WO 500 - emergency light replacement	\$2,024.00
22/01/2024	Maritex Commercial Pty Ltd MSR Electrical & Maintenance	Outage - basement lights	\$242.00
16/01/2024	Services Pty Ltd t/as BLE Autodoors	January 2024 - foyer sliding door	\$88.00
28/12/2023	Origin Energy 130112	Pool bathrooms 26/09/2023-26/12/2023	\$119.20
08/01/2024	Origin Energy 130112	24/11/2023-23/12/2023 electricity unit 233 supply of balustrade protection	\$11,805.15
26/12/2023	Point Facilities	protection	\$108.04
02/01/2024	Point Facilities	January 2024 - service contract	\$9,306.92
12/01/2024	Point Facilities	Supply of 10 garage remotes	\$577.72
29/12/2023	Total Pool Services	December 2023 - service contract	\$1,452.00
29/12/2023	Total Pool Services	December 2023 - pool chemicals	\$683.56
14/12/2023	VANTAGE STRATA PTY LTD	September 2023 - BAS lodgement	\$115.50
31/12/2023	Veolia 216952	December 2023 - service contract	\$12.97
14/08/2023	Water Tight - ACT	Unit 226 flooding callout	\$532.42
01/01/2024	Water Tight - ACT	January 2024 - service contract	\$436.27
03/01/2024	Water Tight - ACT	U135 - blocked laundry floor waste	\$323.00
16/01/2024	Water Tight - ACT	WO501: Replacement ball valve.	\$3,010.26
18/01/2024	Water Tight - ACT	Unit 196: expansion coupling failed - sleeve replaced.	\$1,115.36

Vantage Strata Pty Ltd

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Page 1

Balance Sheet - U/Plan 4787 "THE IVY WODEN" 15 IRVING STREET, PHILLIP, ACT 2606 For the Financial Period 01/10/2023 to 14/02/2024

Consolidated

	Administrative	Sinking	TOTAL THIS YEAR
Assets			
Cash At Bank			
The Owners Unit Plan 4787	\$24,619.72	\$14,374.86	\$38,994.58
<i>Macquarie Bank BSB: 182-266 Acc No: 217153303</i>			
Unit Plan 4787 TD01	\$207,963.46	\$0.00	\$207,963.46
<i>Macquarie Bank BSB: 182-266 Acc No: 282658111</i>			
Unit Plan 4787 TD02	\$0.00	\$35,000.00	\$35,000.00
<i>Macquarie Bank BSB: 182-266 Acc No: 237788393</i>			
Unit Plan 4787 TD03	\$101,097.26	\$0.00	\$101,097.26
<i>Macquarie Bank BSB: 182-266 Acc No: 231559774</i>			
Unit Plan 4787 TD04	\$0.00	\$107,493.77	\$107,493.77
<i>Macquarie Bank BSB: 182-266 Acc No: 266077924</i>			
Unit Plan 4787 TD05	\$92,362.44	\$0.00	\$92,362.44
<i>Macquarie Bank BSB: 182-266 Acc No: 264637166</i>			
Unit Plan 4787 TD06	\$0.00	\$204,131.54	\$204,131.54
<i>Macquarie Bank BSB: 182-266 Acc No: 223498288</i>			
GST Paid	\$44,467.62	\$0.00	\$44,467.62
GST Unpaid	\$1,387.60	\$0.00	\$1,387.60
Receivable	\$12,193.24	\$2,436.14	\$14,629.38
Total Assets	\$484,091.34	\$363,436.31	\$847,527.65
Liabilities			
GST Collected	\$33,732.35	\$7,285.26	\$41,017.61
GST Uncollected	\$(5,532.48)	\$(920.80)	\$(6,453.28)
Levies Paid In Advance	\$72,701.28	\$12,565.28	\$85,266.56
Payable	\$15,263.62	\$0.00	\$15,263.62
Total Liabilities	\$116,164.77	\$18,929.74	\$135,094.51

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Page 2

Balance Sheet - U/Plan 4787
"THE IVY WODEN"
15 IRVING STREET, PHILLIP, ACT 2606
For the Financial Period 01/10/2023 to 14/02/2024

Consolidated

	Administrative	Sinking	TOTAL THIS YEAR
Liabilities (Continued)			
Net Assets	\$367,926.57	\$344,506.57	\$712,433.14
Owners Funds			
Opening Balance	\$542,297.30	\$280,972.77	\$823,270.07
Net Income For The Period	\$(174,370.73)	\$63,533.80	\$(110,836.93)
Total Owners Funds	\$367,926.57	\$344,506.57	\$712,433.14

Income and Expenditure Statement - U/Plan 4787

"THE IVY WODEN"

15 IRVING STREET, PHILLIP, ACT 2606

For the Financial Period 01/10/2023 to 14/02/2024

Consolidated

Administrative Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Income			
Interest	\$271.62	\$0.00	\$1,383.08
Interest Investment Accounts Admin	\$5,716.83	\$0.00	\$1,706.33
Keys Remotes & Swipes	\$3,168.16	\$0.00	\$2,297.26
Levy Income Admin	\$285,184.76	\$1,140,742.63	\$1,070,832.56
Total Administrative Fund Income	\$294,341.37	\$1,140,742.63	\$1,076,219.23

Expenses

Audit Fees	\$2,600.00	\$2,500.00	\$2,360.00
BAS & Tax Preparation	\$315.00	\$630.00	\$675.00
Bank Charges	\$0.66	\$0.00	\$(3.22)
Banking, Software & Infrastructure	\$157.64	\$315.00	\$288.75
Bin Lifter / Hoist - Contract	\$515.35	\$2,540.00	\$3,270.60
Building Improvements	\$1,290.37	\$25,413.28	\$21,483.32
Building Maintenance	\$24,956.00	\$25,000.00	\$0.00
BuildingLink	\$6,696.00	\$6,696.00	\$6,696.00
Capital Equipment Acquisitions - Admin	\$0.00	\$15,000.00	\$15,000.00
Cleaning - Bin Chutes	\$0.00	\$3,780.00	\$1,800.00
Cleaning - Bins	\$3,460.00	\$6,680.00	\$6,572.60
Cleaning - Carpark	\$2,248.25	\$3,720.00	\$4,450.00
Cleaning - Carpets	\$0.00	\$6,710.00	\$5,151.36
Cleaning - Contract	\$56,842.75	\$173,250.00	\$169,684.04
Cleaning - General	\$990.00	\$7,170.00	\$6,142.14
Cleaning - Windows	\$0.00	\$20,340.00	\$19,478.50
Cleaning Supplies	\$546.75	\$3,700.00	\$3,386.50
Consumables	\$2,824.55	\$7,600.00	\$4,743.97
Contingency	\$1,352.15	\$63,533.20	\$54,158.10
Contractor Compliance Fee	\$88.00	\$90.00	\$87.00
Debt Recovery	\$0.00	\$0.00	\$0.00
Electrical - Maint. Contract	\$0.00	\$5,280.00	\$4,780.00
Electricity	\$38,227.27	\$140,200.00	\$131,731.74
Facilities Management Services	\$42,304.20	\$114,010.00	\$101,117.34
Fire - Maintenance Contract	\$4,220.32	\$11,740.00	\$12,660.96
Fire - Monitoring	\$2,000.00	\$2,340.00	\$2,205.00
Fire - Repairs & Replacement	\$3,850.00	\$9,025.00	\$8,515.00
Furniture	\$0.00	\$10,720.00	\$0.00
Garbage Chute - Maint. Contract	\$0.00	\$5,100.00	\$2,700.00

Income and Expenditure Statement - U/Plan 4787**"THE IVY WODEN"****15 IRVING STREET, PHILLIP, ACT 2606**

For the Financial Period 01/10/2023 to 14/02/2024

Consolidated**Administrative Fund**

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Gardening - Contract	\$4,346.04	\$18,320.00	\$17,384.16
Gardening - Irrigation	\$3,964.55	\$14,000.00	\$0.00
Gardening - Maintenance Other	\$0.00	\$0.00	\$400.00
Gardening - Materials	\$0.00	\$3,370.00	\$0.00
Gardening - Plants and Trees	\$6,104.55	\$7,500.00	\$0.00
Gas Usage	\$16,527.59	\$136,580.00	\$9,237.33
Gym - Contract	\$2,850.00	\$3,000.00	\$2,850.00
Gym - Equipment	\$108.91	\$500.00	\$108.91
HVAC - Contract	\$6,240.00	\$12,730.00	\$12,480.00
Height Safety Certification	\$0.00	\$1,327.00	\$1,250.00
Hot Water Supply	\$1,188.11	\$1,600.00	\$1,120.75
IT Charges	\$0.00	\$6,400.00	\$984.00
Income Tax Payable - Admin	\$791.70	\$0.00	\$0.00
Insurance Excess Payments	\$0.00	\$0.00	\$90.91
Insurance Payouts	\$3,132.95	\$0.00	\$0.00
Insurance Premium	\$105,964.89	\$120,000.00	\$99,226.06
Keys, Remotes & Swipes	\$525.20	\$0.00	\$(2,224.31)
Legal Fees Arrears Recoveries	\$(60.00)	\$0.00	\$(30.00)
Lifts - Maint. Contract	\$13,836.02	\$33,922.00	\$26,137.00
Lifts - Repairs & Maint.	\$40.00	\$6,000.00	\$5,665.00
Lodgement Fees	\$150.91	\$0.00	\$0.00
Management Fees (Schedule B)	\$155.45	\$0.00	\$590.00
Management Fees - Strata	\$47,114.71	\$96,488.00	\$81,956.25
Other Expenses	\$140.80	\$3,000.00	\$2,440.90
Pest Control	\$790.00	\$10,520.00	\$1,850.00
Plumbing - Maint. Contract	\$1,983.05	\$4,480.00	\$4,588.65
Pool -Contract	\$5,800.00	\$22,240.00	\$22,277.81
R & M Doors	\$160.00	\$245.00	\$400.00
R & M Electrical	\$5,058.00	\$22,040.00	\$15,996.00
R & M Equipment	\$1,294.02	\$630.00	\$595.00
R & M Garage	\$590.91	\$1,470.00	\$1,676.82
R & M General	\$691.28	\$3,130.00	\$3,007.03
R & M Painting	\$0.00	\$11,485.00	\$0.00
R & M Plumbing	\$7,298.46	\$13,000.00	\$14,943.31
R & M Pool	\$3,636.00	\$18,390.00	\$25,755.25
R & M Roof	\$0.00	\$11,000.00	\$27,509.78
R & M Upgrades and Replacements	\$0.00	\$0.00	\$11,847.92
Reports - Consultants	\$0.00	\$5,000.00	\$7,090.90
Reports - Insurance Valuation	\$0.00	\$2,400.00	\$4,103.64

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Page 5

Income and Expenditure Statement - U/Plan 4787

"THE IVY WODEN"

15 IRVING STREET, PHILLIP, ACT 2606

For the Financial Period 01/10/2023 to 14/02/2024

Consolidated

Administrative Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Room Hire	\$436.36	\$795.00	\$700.00
Security & Access System	\$12,100.00	\$20,820.00	\$0.00
Security General	\$0.00	\$2,000.00	\$4,651.80
Signage	\$0.00	\$0.00	\$860.20
Waste & Recycling Bins	\$58.95	\$146.00	\$0.00
Water Usage	\$20,207.43	\$72,000.00	\$59,104.82
Total Administrative Fund Expenses	\$468,712.10	\$1,359,610.48	\$1,055,760.59
Administrative Fund Surplus/Deficit	\$(174,370.73)	\$(218,867.85)	\$20,458.64

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Page 6

Income and Expenditure Statement - U/Plan 4787

"THE IVY WODEN"

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For the Financial Period 01/10/2023 to 14/02/2024

Consolidated			
Sinking Fund	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Income			
Interest	\$54.08	\$0.00	\$215.48
Interest Investment Accounts Sinking	\$2,709.32	\$0.00	\$5,915.99
Levy Income Sinking	\$60,769.67	\$243,079.00	\$162,239.68
Total Sinking Fund Income	\$63,533.07	\$243,079.00	\$168,371.15
Expenses			
Bank Charges - Sinking	\$(0.73)	\$0.00	\$0.00
Total Sinking Fund Expenses	\$(0.73)	\$0.00	\$0.00
Sinking Fund Surplus/Deficit	\$63,533.80	\$243,079.00	\$168,371.15



**MINUTES OF THE
EXECUTIVE COMMITTEE MEETING
OF UNITS PLAN 4787
THE IVY**

Venue: Vantage Boardroom/Microsoft Teams

Date: Wednesday 21 June 2023

Time: 6.00pm

Attendance: Bernie Stoker (Chair); Julianne O'Brien; Kate Johnston-Sims; Carol Van Gelder; Kevin O'Brien; Vanessa Dix (Vantage); Matt Benedetti (Point Facilities Solutions); Olivia Adams (Vantage)

Apologies: Don McLean

1 MEETING FORMALITIES

1.1 Attendance and acceptance of apologies

Meeting formally commenced at 6:01 pm.

1.2 Conflict of Interest

Julianne O'Brien advised the committee of her pet and flooring applications for Unit 52 and was not part of these conversations when discussed.

1.3 Previous Meeting Minutes

It was **resolved** that the minutes of the previous Executive Committee (EC) Meeting of Wednesday 17 May 2023 be confirmed.

2 BUILDING & FACILITIES MANAGEMENT

2.1 Building Condition Report: May 2023 89.44%.

The monthly Ivy Condition Report is uploaded to the Ivy Building Link portal library – see *Building Library/Building Condition Reports/Monthly Condition Reports/20230531 – Ivy Building Condition Report – May 2023*

The Facilities Manager advised that there are no current issues of concern around the building. He noted that the bin lifter that lifts the small recycling bins has been out of service for the last few days due to failed batteries, which have now been replaced.

The fire door inspection report is yet to be received however no major issues are expected. This will report on the installation of peep holes in residents front doors. If any non-fire rated peep holes have been installed, owners will be asked to take the door back to the original condition or complete an alterations and erections form for formal approval. The fire report also inspects if fire seals are properly installed. The report is expected this week.

The Facilities Manager noted that a car accident recently occurred in the basement car park and that CCTV footage has been provided to the police in support of the police incident report that has been raised.

The Committee raised safety concerns about the walkway pavers beside the townhouses – they are a slip hazard when wet or icy. The Facilities Manager will arrange a quote to install a warning message and non-slip coating to assist with safety.

3 ITEMS DEFERRED FROM LAST MEETING

3.1 ACAT Update – status of Origin Gas Bill dispute. The Strata Manager advised the EC that she has attempted to contact ACAT for an update on this matter, but that at the time of the EC meeting a response had not yet been received. The Strata Manager confirmed the first gas bill from ActewAGL has been paid – it was nearly \$800 lower than the average Origin Energy bill.

3.2 Failed Emergency Lighting Replacement update. Maritex quoted \$5,280.00 (incl GST) to replace the failed emergency lighting, and a second quote received from CEFA was more expensive. Maritex quote accepted – they are due to attend site to complete this work on Thursday 29 June 2023.

3.3 Proposed OC Rule for consideration at AGM – use of common power in basement. The use of General Purpose Outlets (GPOs) in garages was discussed. The committee is concerned that some residents are charging their Electric Vehicles (EV) and other appliances using common power.

This means that the Owners Corporation is paying for their personal electricity usage which is not acceptable. The units with garages have been sold with GPOs, but they are only designed to power the roller door. Use of these GPOs for other purposes may overload the electrical system and cause an outage.

The committee agreed to engage a lawyer to draft a new owners corporation rule for the use of these GPOs e.g., to power the garage door only and not for charging EVs or power for appliances.

3.4 Removal of Pigeon Poo. Two contractors declined to quote to remove the pigeon poo due to the location. It was agreed to proceed with the quote from SPEC for \$2,895.00 plus GST as they do specialise in this field. Work order to be arranged.

3.5 Upgrade and replacement of the pool heaters (gas vs electricity). All agreed to defer this item till next meeting.

4 FINANCIAL STATEMENT & ARREARS REPORT

4.1 Treasurers Report & Levy Situation. The Treasurer advised that the complex is currently in a very healthy position, and it was pleasing to see that the investment account was able to be invested for another 3 months at a higher interest rate. \$3,345.75 interest was earned during previous term.

4.2 Total cash at bank = \$822,065.71

- Cash Account Balance = \$418,719.96
 - Admin Fund Balance = \$382,900.01
 - Sinking Fund Balance = \$35,819.35
- Investment Account Balance = \$403,345.75
 - Administration fund allocation: \$205,706.33
 - Sinking fund allocation: \$197,639.42

Total Assets: \$891,742.94

Total Liabilities: \$47,120.10

Total net assets: \$844,622.84

4.3 Total Budget 2022 - 2023 = \$1,170,833.75

- Total administrative fund income = \$805,942.57
- Total Expenditure to date = \$719,249.90
- Surplus/Deficit = \$86,692.67

4.4 Levy income and arrears

- Total Owners Funds (levies to date) = \$536,385.09
- 48 Owners are in arrears totalling = \$49,558.93
 - Four units have an arrears balance of less than \$100.
 - One unit owner has not paid since their June 2022 levy. Their payment plan not been adhered too.
 - Two units have not paid their March or June levy. Reminder email to be sent with payment plan option.

The Treasurer advised that arrears are high as many owners appear be waiting for 28 days from the 1 June 2023 due date to pay their levy. It was raised that the Vantage's Credit Control team's communication to those owners in arrears has been poorly written and incoherent. Members asked Vantage to provide a fact sheet explaining the credit control process which can then be sent to all owners in arrears. Vantage was also asked to provide copies of the proforma letters used by the Credit Control team to manage the arrears process.

The Treasurer expressed concern that one unit has continually been in arrears since 2020 but that the unit owner has not been referred to a debt collection agency. The Strata Manager advised that a letter has been sent to this owner requesting they start a payment plan, but no response has been received. Vantage will follow this matter up.

4.5 Ivy Investment Account – Term Deposit UP4787 TD01 matured on 14/06/23.

4.5.1 Interest earned during previous term: \$3,345.75.

4.5.2 Notice of term deposit reinvestment:

- Account number: 282658111
- Account name: THE OWNERS UNITS PLAN NO 4787 TD01
- Investment date: 14 June 2023
- Deposit amount: \$403,345.75
- Interest rate: 4.30% pa*
- Term: 3 months
- Maturity date: 12 September 2023
- At maturity: Rollover to a 3-month term

The Treasurer advised that there is cash in the bank to invest more, with all anticipated bills covered by the current levies. It was agreed to invest a further \$150,000 (\$115,000 from the admin fund and \$35,000 from the Sinking Fund) for the next three months at a 4.3% interest rate after a review is completed by Vantage Strata.

4.6 Financial Position - see Addendum 2

- Potential Budget savings: \$79,701
- Potential budget deficits: -\$78,822 (not including the pending maintenance work below)

- Pending maintenance work - **\$25,018.40**

4.7 Building Improvement fund – see Addendum 3

- 2% budget allocation: \$21,884.74
- Total expenditure to date: \$14,279.49:
 - Spent to date: \$9,805.49
 - Earmarked funds: \$4,474.00
- Remaining budget allocation: \$7,605.25

4.8 Contingency fund – see Addendum 4

- 5% budget allocation: \$54,711.86
- Total expenditure to date: \$30,044.92:
 - Spent to date: \$29,052.46
 - Earmarked funds: \$992.46
- Remaining budget allocation: \$24,666.94

4.9 2021-22 funds not accrued. The failure of the previous strata manager to pay 2021-22 invoices by the due date has impacted this year’s budget bottom line as over \$17,000 worth of 2021-22 invoices were paid in this financial year. Vantage’s Chief Financial Officer confirmed that as these invoices were not picked up by the auditor, they are unable to be accrued against last year's financials.

Vantage advised that with a complex of this size, it is normal for a rollover of invoices when one or more invoices are outstanding. The Committee asked Vantage to push for known invoices from the contracted services to be sent and paid ASAP before the end of financial year.

The Treasurer advised that an Origin Energy electricity bill from March has not been received, with several calls made. If not received by end year, an estimated amount will be used from last year’s bill for accrual. A list of any amounts that may be accrued are to be sent to the auditors.

5 MATTERS FOR DECISION

5.1 Pest control spraying quote. A quote has been received for the annual pest control spraying service from Royal Pest Control. It was agreed to get a second quote from Hart Pest Control. The Committee agreed in principle to accept the quote that is cheapest in price. The Strata Manager is authorised to issue the work order once the cheapest quote is known.

5.2 Lift upgrade 3G to 4G Gateway - Otis quote \$5,682.00. The Committee expressed frustration with the builder installing Otis Lifts with a 3G only network communication gateway resulting in the need to update to a 4G communication gateway before June 2024 with the 3G network is scheduled to be shut down. The Treasurer recommended that this work be deferred until later in 2023 (to be funded from next year’s budget). It was agreed to complete this upgrade in November/ December 2023 within next financial year’s budget. The Facilities Manager to explore options to upgrade to a 5G communication gateway.

5.3 Pending maintenance work. The Committee agreed to complete the following work items this financial year.

<i>Pool</i>	<i>Replacement of three outdoor pool filters (\$1,848.80 each)</i>	<i>\$5,546.40</i>
<i>Garden</i>	<i>Garden – replacement of the dead (removed) and declining plants</i>	<i>\$7,045.00</i>
<i>Building</i>	<i>Reconditioning of BBQ tables, benches, and common armchairs</i>	<i>\$3,850.00</i>
<i>Roof</i>	<i>Removal of pigeon poop</i>	<i>\$2,895.00</i>
	<i>Total pending work orders</i>	<i>\$19,336.40</i>

5.3 Ivy Improvement proposal - Entry Foyer Artwork. The artwork is to be located on the wall above the parcel shelving - the artwork is \$950 each (including delivery) and the size is: FRAMED SIZE XL: 1400mm H x 1000mm W. There is sufficient capacity within the Building Improvement Budget to fund the purchase of a piece of artwork.

It was agreed to purchase a second piece of abstract artwork for the entry foyer wall near the gym. The Interior Designer is requested to provide a selection of artwork for the EC's consideration; up to a value of \$1500.

5.4 Pet Application Form. The EC noted the pet application for Hugo and Sammy at IVY

5.5 Flooring Application. It was agreed that Unit 52's flooring application be accepted.

5.6 Motorbike parking in the garage. It was agreed that the motorbikes parked in non-usable areas of the garage do not have to be moved if they are not impeding on anyone else's assigned space and noting that they are parked at the owner's risk. Vantage Strata to advise the owners involved.

5.7 Crack in Unit Window. A unit owner reported a crack in one of their unit windows. The glassier inspection report identified no apparent damage to the pane, speculating that the crack could be a thermal crack, which is more prevalent in double glazed windows. The full window panel needed to be replaced vice just the internal pane of the double glazing. The owner advised Vantage Strata that there was a crack in the window frame was caused during the manufacturing stage or during installation. Unit windows lie on the boundary of unit owner responsibility and common property responsibility. It was agreed to remain consistent with other similar matters and to refer this to the building insurer. Should the owner be happy to proceed with a claim against the Ivy building insurance policy, they would be responsible for the insurance excess of \$1,000.

5.8 ARA Bill. ARA have submitted an invoice for an outstanding payment for the CCTV installation of \$12,100. This payment was previously withheld pending resolution of issues with the NPR element of the CCTV installation. The Facilities Manager advised that the CCTV NPR still has some issues requiring resolution. A letter will be sent to ARA outlining what needs to be fixed before the bill gets paid.

6 MATTERS FOR NOTING

6.1 AGM – proposed date and venue. The AGM has been booked for Wednesday 1 November 2023 at Abode Hotel Phillip. The cost is \$600. The Strata Manager will work very closely with the EC over the next coming months to ensure that the timeline is on track for a very successful AGM.

6.2 Pool Cleaning Contract. Total Pools are now completing the Ivy pool maintenance. They have been seen onsite and the pools are currently in a good condition. Total Pools submitted the first invoice which included both contracted services and the variable consumables costs. For better accounting the treasurer requested that Total Pools split these expenses into two invoices, as previously requested.

6.3 Change of Natural Gas Provider - gas supply for pool heating. The first gas bill for ActewAGL has now been paid, the discounts that were promised were shown.

6.4 Ivy Improvement Proposal - EV Charging Proposal. A proposal has been received from ActewAGL EV Charging options for the IVY driveway. Vantage Strata is also contacting Evie Network for a quote to install and operate an EV charging station in the driveway for free.

It was agreed that the EC would prepare a questions and answers fact sheet to provide to owners. Further discussion of this item was deferred to next meeting.

6.5 Ivy Improvement proposal update - IVY foyer bookcases. The cabinet maker Uneke Furniture confirmed a delivery ETA in July.

6.6 IVY Improvement proposal update - foyer cushions and ottomans. Bench cushion to be completed early July. Decor cushions completed and will be delivered with the bench cushion. Ottoman on track to be completed mid-July.

6.7 QIA Sinking fund analysis update. K O'Brien advised that he had been trying to contact the QIA General Manager to expedite this project. The Committee agreed this work should be labelled as a priority with the aim of having a draft of the report by mid-July. It was agreed that if this timing could not be met, the input details for the report should also be sent to BIV to see if they can complete this faster. Vantage Strata to contact QIA to push for more progression and the EC will provide details for Vantage to send through to BIV.

7 MATTERS FOR DISCUSSION

7.1 Outdoor sun lounges. Two outdoor sun lounges are now ready for pick up in Sydney. The EC will organise for these to be delivered to Canberra.

7.2 Ivy Fob Audit. The Committee discussed the tracking of fobs and agreed it is an almost impossible task to monitor the arrival and departure of tenants as their property managers often fail to inform Vantage. The committee agreed that each unit owner is responsible for ensuring the security of the IVY by informing the Facilities Manager when fobs are lost. The Facilities Manager will ensure that naming convention of replacement fobs will remain consistent and new fob orders will be asked if their previous fobs can be disabled. It was agreed to revisit the fob auditing every 2nd year.

8 STRATA MANAGER UPDATE

8.1 Loss of strata manager support. The committee expressed concern that the shadow Strata Manager, promised at the last EC meeting as support for Vanessa, has been reallocated to another team. The Committee requested a response from Jarrod Smith, Group General Manager of Vantage Strata explaining what additional back-office support will now be provided to our strata manager.

8.2 Owner Communication. This has increased this month; the calendar is now in use, and we have seen an increase in notices being sent out. The Strata Manager advised she has been working hard to get on top of all the communication and acknowledged that whilst not all owners will receive every communication release, there are many avenues to reach as many as possible.

8.3 Arrears Communication. An email was sent to all owners who are in arrears at Ivy. As of Friday 16 June, a few owners responded and claimed they did not receive the levy notice, or they updated details. Vantage Strata reiterated that they are not responsible for communications landing in junk mail and that owners should regularly check this.

The process for communications regarding levies is as follows:

30 days prior – text message is sent, and a levy notice is emailed or posted.

14 days prior – an email is sent to remind owners levies are due

Day of...an email is sent to remind owners levies are due

14 days in arrears – a further email is sent to say levies are in arrears

8.4 Date of next attendance at Ivy. The Strata Manager advised she will be meeting with two EC Members onsite on Thursday 29 June to start working on the draft budget for the next AGM.

9 GENERAL BUSINESS

The high quantity of emails between the EC and the Strata Manager was discussed. It was agreed that emails regarding the wording of communications be sent to one EC member for checking but not the whole committee.

10 MEETING CLOSURE AND NEXT MEETING

With no further business the meeting closed at 8:02 pm. The next EC meeting will be held on Wednesday 19 July 2023 at 6:00 pm.

Addendum 1

Building Manager Update

Building Condition and Regulation

Follow up with Milin on pool fence line works

Spoke with Stuart on the 11th May, and again since, he assures me these haven't been forgotten about. I will just keep these in my list and speak with him regularly about it.

Follow up with Milin on facade works

Peter has returned to test and inspect following the most recent rain, but the direction and quantity of rain wasn't sufficient to cause ingress.

Replace broken paver at front of complex

All done

Investigate repair options for driveway paving

Not progressed at this stage

Front garden bed and temp fencing

Spoke with Stuart on the 19/6 and while they have internal fall protection fencing up behind the temp fencing, there is still exposed reinforcing and fall risks on the Ivy side and within the temp fenced area. Ground floor slab should be getting poured in the coming weeks and once the waterproofing and slab downturn behind the water meter pit is poured, the temp fencing can then be removed.

Emergency Equipment

Review fire defect quote when received

Lighting defects reviewed and approval given to Maritex to proceed. Scheduled for 29 June.

There were no critical items raised in the remainder of the defects. I have reviewed the list and selected the priority items to be actioned.

Review SOU door test data when received

I have spoken with CEFA and I should received all the data by the end of this week.

Obtain pricing to have door signage replaced

Complete. Found a spare on site.

Roof Condition, Access, and Anchor Points

Follow up with Milin regarding additional waterproofing repairs

Milin is still chasing the original water proofer who has now been back to site once to complete a small section on the South tower roof, but still needs to return to do the stair overruns at the front of the complex.

Vertical Transport

OTIS to replace missing buttons, door lock, and LED light

LED in lift 4 and call button in lift 1 are still outstanding. I requested an update on the 16th June.

Door locks have now been replaced, I took care of this as I didn't want to wait any longer.

Pools

Address issue with failed heater.

Pool heater has now been isolated as in order to repair the heater it will require a full rebuild. .

Gym and Bathroom Areas

Seat hemming on leg extension

No progress on this. Point will look to staple onsite before having the seat removed and sent to upholsterer.

Entertainment Areas

Investigate pool lounge replacements.

Supplier, model, and colour have all been confirmed, just waiting to see if we can arrange freight before having the supplier arrange it.

Garden Areas

Chase up All Seasons for replacement recommendations and associated quotes

Quote received. With EC for discussion/consideration.

Heating Ventilation & Air Conditioning

Review fan guard quote when received

Not yet received. Will follow up with SEDA

Ensure SEDA clean return air grille on next visit

Complete

Pest Control

Approve and action the cleaning of roof top areas

Have approached several other companies who deal with pigeons however they have declined to quote due to the location of the issue. M&M Rolfe are scheduled to attend on Monday 19th June to review and provide a comparative price for the clean-up of the area on both North and South tower rooves.

Review spider spraying on ground level and basement

Awaiting quote from Royal Pest Control

Hydraulics

Replace failed HW units

Done

Water Tight work order for repairs to leaking valve

On hold

Refuse areas

Replace failing chute handle on L10 south.

Still awaiting supply of stock I have ordered through WasTech.

Follow up on replacement recycle skip

No progress on this one

Addendum 2

Financial Position:

Potential Budget savings: **\$79,701**

Budget line Item	Budget	Actual costs to date	Potential cost	Potential annual Saving
Insurance premium	\$120,000	\$97,274		\$22,725
Window cleaning	\$18,000	\$1,479		\$16,521
Fire – passive maintenance	\$9,120	\$1,605		\$7,515
Fob audit	\$10,000	\$0.00		\$10,000
Replacement of outdoor gas heaters *	\$32,500	\$0.00	\$19,560	\$12,940
Water usage – ½ year costs	\$72,000	\$29,075		\$10,000
Potential Savings				\$79,701

Potential budget deficits: **-\$81,822**

Projected Budget overrun	Budget	Current costs	Projected annual costs (not including pending work)	Projected deficit
Lift contract - (1/2 year current costs)	\$12,912	\$12,300	\$28,463	-\$15,551
Lift - Unscheduled maintenance	\$3,960	\$5,200	\$8,000	-\$4,040
Crown Bin mover	\$12,990	\$15,000	\$15,000	-\$2,010
Cleaning - general	\$5,622	\$5,642	\$8,000	-\$2,378
Pool – unscheduled maintenance	\$3,600	\$6,024.75	\$9,000	-\$5,400
Pool consumables (since January)	0	\$3,877.01	\$7,000	-\$7,000
Electrical scheduled maintenance	\$1,507	\$3,400	\$5,918	-\$4,411
Electrical unshed. repairs/ lighting	\$10,600	\$9,550	\$18,000	-\$7,400
Fire system unscheduled maint.	\$1,440	\$8875	\$11,000	-\$9,560
General repairs -Point FS	\$1,800	\$2,034	\$4,000	-\$2,200
Unscheduled roof maintenance	\$23,128	\$21,799	\$29,000	-\$5,872
Unscheduled plumbing repairs	\$2,000	\$13,491	\$18,000	-\$16,000
Potential Deficit				-\$81,822

Pending maintenance work: **\$25,307.90**

Lifts	Lifts - Upgrade 3G gateways to 4G	\$5,682.00
Pool	Replacement of three outdoor pool filters (\$1,848.80 each)	\$5,546.40
Garden	Garden – replacement of the dead (removed) and declining plants	\$7,045.00
Building	Reconditioning of BBQ tables, benches, and common armchairs	\$3,850.00
Roof	Removal of pigeon poop	\$3,184.50
	Total pending funds	\$ 25,307.90

Addendum 3

Building Improvement fund - 2% budget allocation: \$21,884.74

Total 2022-23 expenditure to date: \$14,279.49:

- Spent to date: \$9,805.49
- Earmarked funds: \$4,474.00

Remaining budget allocation: \$7,605.25

Spent to date:	
Balsam Hill Christmas Tree	\$1,834.00
2 x Euro Bookcases for the Ivy Library – deposit	\$387.27
Cushion Refill (foyer lounges)	\$184.27
Oslo sideboard (parcel storage)	\$529.95
Design fee – Lorraine Newhman (LN Interiors)	\$2,650.00
2 x Ottomans (LN Interiors)	\$2,350.00
6 x décor cushions (LN Interiors)	\$680.00
Concrete plinth bench cushion (LN Interiors) - deposit	\$1,190.00
Total spent to date	\$9,805.49

Building improvement – earmarked funds:	
<i>2 x Euro Bookcases for the Ivy Library – remainder due on delivery</i>	<i>\$3,834</i>
<i>Concrete plinth bench cushion – remainder due on delivery</i>	<i>\$640</i>
	\$4,474.00

Addendum 4

Contingency fund – 5% budget allocation: \$54,711.86

Total expenditure to date \$30,044.92:

- Spent to date: \$29,052.46
- Earmarked funds: \$992.46

Remaining budget allocation: 24,666.94

Spent to date:	
WO120: New circuit to BBQ - Maritex	\$2,035.00
2 x defibrillators - St John Ambulance Aust	\$4,831.82
Supply and install bike racks	\$5,603.33
Foyer indoor plants	\$5,764.86
Replacement of Indoor pool/spa filter and pumps	\$10,817.45
Total spent to date	\$29,052.46

Earmarked funds	
<i>Two sun loungers (\$496.41 each)</i>	<i>\$992.82</i>

Vantage Strata Pty Ltd

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Page 1

Balance Sheet - U/Plan 4787 "THE IVY WODEN" 15 IRVING STREET, PHILLIP, ACT 2606 For the Financial Period 01/10/2022 to 16/06/2023

Consolidated

	Administrative	Sinking	TOTAL THIS YEAR
Assets			
Cash At Bank			
The Owners Unit Plan 4787	\$382,900.01	\$35,819.95	\$418,719.96
<i>Macquarie Bank BSB: 182-266 Acc No: 217153303</i>			
Unit Plan 4787 TD01	\$205,706.33	\$197,639.42	\$403,345.75
<i>Macquarie Bank BSB: 182-266 Acc No: 282658111</i>			
GST Paid	\$20,239.67	\$0.00	\$20,239.67
GST Unpaid	\$104.73	\$0.00	\$104.73
Receivable	\$41,630.26	\$7,702.57	\$49,332.83
Total Assets	\$650,581.00	\$241,161.94	\$891,742.94
Liabilities			
GST Collected	\$25,158.85	\$3,834.78	\$28,993.63
GST Uncollected	\$2,589.26	\$646.71	\$3,235.97
Levies Paid In Advance	\$13,149.53	\$588.94	\$13,738.47
Payable	\$1,152.03	\$0.00	\$1,152.03
Total Liabilities	\$42,049.67	\$5,070.43	\$47,120.10
Net Assets	\$608,531.33	\$236,091.51	\$844,622.84
Owners Funds			
Opening Balance	\$521,838.66	\$112,601.62	\$634,440.28
Net Income For The Period	\$86,692.67	\$123,489.89	\$210,182.56
Total Owners Funds	\$608,531.33	\$236,091.51	\$844,622.84

Income and Expenditure Statement - U/Plan 4787**"THE IVY WODEN"****15 IRVING STREET, PHILLIP, ACT 2606**

For the Financial Period 01/10/2022 to 16/06/2023

Consolidated**Administrative Fund**

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Income			
Insurance Claim Recoveries	\$0.00	\$0.00	\$1,000.00
Interest	\$1,111.82	\$0.00	\$657.97
Interest Investment Accounts Admin	\$1,706.33	\$0.00	\$0.00
Levy Income Admin	\$803,124.42	\$1,070,833.75	\$977,243.27
Total Administrative Fund Income	\$805,942.57	\$1,070,833.75	\$978,901.24

Expenses

Audit Fees	\$2,360.00	\$2,250.00	\$4,500.00
BAS & Tax Preparation	\$360.00	\$0.00	\$105.00
Bank Charges	\$(3.26)	\$0.00	\$9.09
Banking, Software & Infrastructure	\$210.00	\$315.00	\$262.50
Bin Lifter / Hoist - Contract	\$1,391.40	\$0.00	\$0.00
Building Improvements	\$9,805.49	\$21,884.74	\$1,846.36
BuildingLink	\$6,696.00	\$6,696.00	\$6,696.00
Capital Equipment Acquisitions - Admin	\$15,000.00	\$12,990.00	\$0.00
Cleaning - Bin Chutes	\$1,800.00	\$4,950.00	\$2,835.00
Cleaning - Bins	\$6,389.43	\$10,092.00	\$0.00
Cleaning - Carpark	\$4,090.00	\$4,900.00	\$1,395.00
Cleaning - Carpets	\$5,151.36	\$5,005.00	\$4,555.00
Cleaning - Contract	\$112,492.62	\$168,376.50	\$132,880.00
Cleaning - General	\$5,642.14	\$5,622.77	\$0.00
Cleaning - Windows	\$19,478.50	\$36,000.00	\$0.00
Cleaning Supplies	\$2,260.60	\$0.00	\$0.00
Consumables	\$3,877.01	\$0.00	\$4,269.83
Contingency	\$29,052.46	\$54,711.86	\$0.00
Contractor Compliance Fee	\$87.00	\$0.00	\$86.00
Debt Recovery	\$0.00	\$0.00	\$0.00
Electrical - Maint. Contract	\$3,400.00	\$1,507.00	\$0.00
Electricity	\$68,040.06	\$108,000.00	\$89,705.97
Facilities Management Services	\$76,024.82	\$101,117.58	\$82,544.70
Fire - Maintenance Contract	\$8,440.64	\$12,660.96	\$12,533.24
Fire - Passive Maintenance Contract	\$1,605.00	\$9,120.00	\$0.00
Fire - Repairs & Replacement	\$8,875.00	\$1,440.00	\$1,199.00
Furniture	\$0.00	\$0.00	\$1,061.91
Garbage Chute - Maint. Contract	\$1,350.00	\$2,700.00	\$0.00
Gardening - Contract	\$10,140.76	\$17,160.00	\$12,208.30

Income and Expenditure Statement - U/Plan 4787**"THE IVY WODEN"****15 IRVING STREET, PHILLIP, ACT 2606**

For the Financial Period 01/10/2022 to 16/06/2023

Consolidated**Administrative Fund**

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Gardening - Irrigation	\$0.00	\$0.00	\$1,464.07
Gardening - Maintenance Other	\$400.00	\$1,600.00	\$3,813.64
Gas Usage	\$2,547.73	\$111,400.00	\$448.64
Gym - Contract	\$2,850.00	\$2,850.00	\$0.00
Gym - Equipment	\$0.00	\$500.00	\$190.77
HVAC - Contract	\$9,360.00	\$12,480.00	\$0.00
Height Safety Certification	\$0.00	\$0.00	\$1,200.00
Hot Water Supply	\$940.94	\$1,430.00	\$912.56
Insurance Excess Payments	\$90.91	\$0.00	\$0.00
Insurance Premium	\$97,274.74	\$120,000.00	\$0.00
Keys, Remotes & Swipes	\$(2,666.33)	\$0.00	\$(3,108.16)
Lifts - Maint. Contract	\$12,300.98	\$12,912.00	\$18,567.03
Lifts - Repairs & Maint.	\$5,200.00	\$3,960.00	\$120.00
Lodgement Fees	\$0.00	\$0.00	\$140.91
Management Fees (Schedule B)	\$300.00	\$0.00	\$150.00
Management Fees - Strata	\$59,287.50	\$90,093.80	\$69,750.00
Miscellaneous Expenses	\$0.00	\$0.00	\$182.50
Other Expenses	\$2,440.90	\$3,000.00	\$0.00
Pest Control	\$500.00	\$1,850.00	\$1,600.00
Plumbing - Maint. Contract	\$3,413.16	\$4,980.00	\$6,902.67
Pool -Contract	\$18,887.81	\$25,200.00	\$37,695.05
Professional Services	\$0.00	\$0.00	\$3,500.00
R & M Doors	\$320.00	\$0.00	\$0.00
R & M Electrical	\$10,626.00	\$10,600.00	\$17,765.48
R & M Garage	\$1,385.91	\$0.00	\$0.00
R & M General	\$2,034.65	\$1,800.00	\$5,399.33
R & M Gym Equipment	\$0.00	\$0.00	\$2,942.27
R & M HVAC	\$0.00	\$0.00	\$3,565.00
R & M Hot Water System	\$0.00	\$0.00	\$1,804.72
R & M Locks	\$0.00	\$0.00	\$635.45
R & M Painting	\$0.00	\$0.00	\$140.00
R & M Plant and Service Rooms	\$0.00	\$1,350.00	\$0.00
R & M Plumbing	\$13,491.01	\$2,000.00	\$529.10
R & M Pool	\$6,024.75	\$36,100.00	\$1,021.09
R & M Roof	\$21,799.78	\$23,128.55	\$0.00
R & M Upgrades and Replacements	\$4,347.92	\$10,000.00	\$0.00
Reports - Consultants	\$8,362.54	\$14,700.00	\$327.27
Room Hire	\$590.91	\$1,000.00	\$877.27
Security & Access System	\$0.00	\$0.00	\$680.00

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Page 4

Income and Expenditure Statement - U/Plan 4787

"THE IVY WODEN"

15 IRVING STREET, PHILLIP, ACT 2606

For the Financial Period 01/10/2022 to 16/06/2023

Consolidated

Administrative Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Security General	\$2,926.00	\$18,400.00	\$3,663.19
Security Patrols	\$0.00	\$0.00	\$382.50
Security Services	\$1,120.00	\$0.00	\$0.00
Signage	\$0.00	\$0.00	\$1,387.98
Trade Waste	\$0.00	\$0.00	\$5,381.66
Water Usage	\$29,075.06	\$72,000.00	\$66,927.44
Total Administrative Fund Expenses	\$719,249.90	\$1,170,833.76	\$615,652.33
Administrative Fund Surplus/Deficit	\$86,692.67	\$(100,000.01)	\$363,248.91

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Page 5

Income and Expenditure Statement - U/Plan 4787

"THE IVY WODEN"

15 IRVING STREET, PHILLIP, ACT 2606

For the Financial Period 01/10/2022 to 16/06/2023

Consolidated			
Sinking Fund	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Income			
Interest	\$170.71	\$0.00	\$101.62
Interest Investment Accounts Sinking	\$1,639.42	\$0.00	\$0.00
Levy Income Sinking	\$121,679.76	\$162,240.00	\$112,500.00
Total Sinking Fund Income	\$123,489.89	\$162,240.00	\$112,601.62
Expenses			
Sinking Fund Contribution	\$0.00	\$162,240.00	\$0.00
Total Sinking Fund Expenses	\$0.00	\$162,240.00	\$0.00
Sinking Fund Surplus/Deficit	\$123,489.89	\$0.00	\$112,601.62

Inv Date	Supplier	Inv Number	Inv Description	Inv Amount	GL Code
25/07/2022	Southwell Engineering	362147	July 2022 - Hoist service agreement	\$495.00	BINHOIST Bin Lifter / Hoist - Contract
13/12/2022	Elite Bathware & Tiles*	61889	North tower tiles - SA Tipos Silver 600x12	\$2,153.44	BUILDIMP Building Improvements
24/02/2023	QIA Group Pty Ltd	151125	Initial Sinking Fund Forecast Report	\$1,535.80	REPCON-AD Reports - Consultants
01/04/2023	Complete Essential Fire	INV-34338	April 2023 - monthly contract	\$1,160.59	FIREMAI-AD Fire - Maintenance Contract
19/04/2023	LN Interiors	56	Bench cushion deposit	\$1,190.00	CONTG Contingency
24/04/2023	Sprayjet	IV00008411	Graffiti removal	\$297.00	RMBUILD-AD R & M Buildings
26/04/2023	All Seasons Horticultural	INV-23897	April 2023	\$1,593.55	GARDCO-AD Gardening - Contract
29/04/2023	Seda Services ACT	38024	March 2023 - Monthly contract	\$1,144.00	HVCC HVAC - Contract
30/04/2023	M&M Rolfe Cleaning Ser	INV-6603	April 2023 - Cleaning services	\$15,344.05	CLEANCO-AD Cleaning - Contract
30/04/2023	Cool Pools of Canberra	INV-2333	April 2023 - Consumables	\$484.10	CONSUME Consumables
30/04/2023	M&M Rolfe Cleaning Ser	INV-6651	April 2023 - cleaning consumables	\$1,022.34	CLEANSUP Cleaning Supplies
01/05/2023	Water Tight - ACT	INV-9687	May 2023 - monthly contract	\$420.50	PLMAINT-AD Plumbing - Maint. Contract
01/05/2023	Complete Essential Fire	INV-35031	FIP with ACS fault	\$305.80	FIREREP-AD Fire - Repairs & Replacement
01/05/2023	Complete Essential Fire	INV-34981	May 2023 - monthly service	\$1,160.59	FIREMAI-AD Fire - Maintenance Contract
02/05/2023	Complete Essential Fire	INV-35076	Isolated FIP basement zones	\$198.00	CLEANCAR Cleaning - Carpark
02/05/2023	Point Facilities	INV-1005	May 2023 - FM services	\$9,306.92	FACMAN Facilities Management Services
02/05/2023	Point Facilities	INV-0982	Supply of under tile drain guards	\$115.50	RMGEN R & M General
03/05/2023	Cool Pools of Canberra	INV-2378	April 2023 - Service contract	\$1,140.00	POOLCO-AD Pool -Contract
07/05/2023	Canberra Sweeping	578	Garage dry sweep May 2023	\$1,391.50	CLEANCAR Cleaning - Carpark
08/05/2023	Origin Energy 130112	26411580-08/C	Electricity 25/02/2023-23/03/2023	\$2,153.70	ELECT Electricity
08/05/2023	Origin Energy 130112	26411580-08/C	Electricity 25/02/2023-23/03/2023	\$19,383.32	ELECT Electricity
09/05/2023	Point Facilities	INV-0995	Removal of resident hard waste 26/04/23	\$171.88	RMGEN R & M General
09/05/2023	Maritex Commercial Pty	INV-71291	WO37: Replacement six failed downlights	\$352.00	RMELECT R & M Electrical
17/05/2023	Point Facilities	INV-1020	Supply of Common keys - Comms and Ma	\$266.00	RMGEN R & M General
17/05/2023	Cool Pools of Canberra	INV-2470	May 2023 - partial monthly service	\$821.20	POOLCO-AD Pool -Contract
17/05/2023	LN Interiors	57	Ottomans and decor cushion	\$5,250.00	BUILDIMP Building Improvements
23/05/2023	Maritex Commercial Pty	INV-71509	Replacement common area lights	\$831.60	RMELECT R & M Electrical
24/05/2023	Maritex Commercial Pty	INV-71519	Upgraded spa control	\$726.00	RMPOOL-AD R & M Pool





**MINUTES OF THE
EXECUTIVE COMMITTEE MEETING
OF UNITS PLAN 4787
THE IVY**

Venue: 264/15 Irving Street, Phillip

Date: Wednesday, 15 May 2024

Time: 6.00 pm

1. MEETING FORMALITIES

1.1. Attendance and Apologies.

- Attendance: Don McLean (Chair), Julianne O'Brien (Treasurer), Donna Macpherson, Vanessa Dix (Vantage Strata)
- Apologies: Kevin O'Brien (Secretary). Carol van Gelder, Craig Wiltshire

1.2. Conflicts of Interest. None.

1.3. Previous Meeting Minutes.

The minutes of the EC Meeting held on Wednesday, 17 April 2024 are confirmed.

2. BUILDING & FACILITIES MANAGEMENT

2.1. Building Condition Report. 30 Apr 2024 – 89.3%

2.2. Building Manager (BM) provided an update as of 10 May 2024 - see **Addendum 1**.

3. TREASURER'S REPORT AND LEVY SITUATION

3.1. Financial Statements as of 13 May 2024:

The Treasurer notes we are actively managing our expenditure and financial accounts and is satisfied with our current financial position.

3.2. Overall Financial Position. Total owners' funds = \$990,045.54

- Admin fund = \$556,336.75
- Sinking fund = \$433,708.79

3.3. Cash Accounts. Total cash at bank = \$195,277.83

- Admin fund = \$178,311.96
- Sinking fund = \$16,965.87

3.4. Investment Accounts. Total funds invested = \$ 771,070.91 (see **Addendum 2.1**)

- Admin fund accounts = \$361,128.62
- Sinking fund accounts = \$409,942.29

3.5. Total interest earned – Investment accounts: \$14,774.35.

- Admin fund accounts = \$10,422.29
- Sinking fund accounts = \$4,352.06

3.6. Investment activity. The following investment activity has been completed since the Committee’s last meeting on 17 April 2024 (see **Addendum 2.1**):

- TDO5 Admin fund matured on 13/5/24. Initial deposit of \$92,362.44 plus \$1,070.39 interest plus \$30,000 from the admin fund cash account invested at 4.70% for 3 months.
- TD02 Sinking fund. Matures on 16/5/24. Current deposit of \$49,464.79 plus interest plus cash account funds will be reinvested for 3 months at the best interest rate.

3.7. Financial decisions. The committee accepts the Treasurer’s recommendation to authorise Vantage Strata to make the following re-investments with Macquarie Bank:

- TD01 Admin fund. Current investment (\$135,426.91) matures on 11/06/24. This deposit plus interest to be reinvested for 3 months at the best interest rate.
- TD06 Sinking fund. Current investment (\$206,498.07) matures on 12/06/24. This deposit plus interest plus cash account funds to be reinvested for 3 months at the best interest rate.

3.8. Contingency Fund - see Addendum 2.2.

- 5% budget allocation: \$63,533.20
 - Total expenditure (year to date): **\$9,749.52**
 - Remaining allocation: **\$53,783.68**

3.9. Building Improvement fund – see Addendum 2.3.

- 2% budget allocation: \$25,413.28
 - Total expenditure (year to date): **\$2,568.10**
 - Remaining allocation: **\$22,845.18**

3.10. Levy Income and Arrears (as of 13 May 2024).

- **Levies in arrears = \$15,097.97**
 - Five owners have arrears greater than \$1,000.
 - Nine owners have arrears less than \$1000.

3.11. Specific issues or concerns.

- **Unit 175 - Total arrears = \$5,439.72.** Garnisheeing of the owners net fortnightly wages commenced in March. The treasurer notes that the debt was only reduced by \$238.30 since the April meeting. The 1 June Levy will increase the debt to over \$6,700 which will be the highest it has ever been.

- **Unit 253 – Total arrears = \$3,889.88.** 120 days plus arrears = \$1,830.75. As the owner failed to contact Vantage, as agreed, to discuss a payment plan by 26 April, the account was referred to CCA on 30 April for debt collection.
- **1 March levies.** Three owners (lots 2, 123 and 234) have not made a payment against their March quarterly levy. The owners are encouraged to contact Vantage by 30 May to either pay the debt or arrange a payment plan.

3.12. 10% Interest on Unpaid Levies. Owners are reminded that 10% interest is charged on unpaid levies and a \$55 fee for each reminder notice is applied to the account. If your levy is overdue by 90-days, debt collection action will be taken against you or, in instances of long-term arrears, court action will be initiated. All owners in arrears are encouraged to contact Vantage Strata to discuss a payment plan to repay past debt and new levies as they fall due.

4. MATTERS FOR DECISION

4.1. Purchase of Adobe Acrobat Standard subscription for EC use. PDF tool to easily edit and convert documents. Annual subscription \$224.28 (incl GST). The purchase of the licence is approved pending a trial of the free “iLovePDF” software to determine if it is a viable alternative.

4.2. Quotes for replacement of three 1100 litre recycle bins:

1. Toro Waste equipment [quote 76287](#): \$1,350.00 plus \$450 delivery (ex GST). Note delivery cost is TBC and is reliant on offload from a flatbed truck, ie forklift required. Therefore, additional cost of \$450 is likely.
2. Sulo quote [20121207](#) : \$2,802.03 plus \$500 delivery (ex GST).
3. Veolia commercial: rental of 3x recycling skips - \$11.35 per month rental on each bin (ex GST) plus \$125 delivery

The committee agreed to option 3 - engage Veolia to rent the recycle bins and directs Vantage to issue the work order.

4.3. Quotes for external white and grey pavers pressure cleaning:

- M&M Rolfe - \$2,895.00 plus GST for the complete service. The cleaning will be completed over 2 to 3 days.
- Transform Carpets - [\\$2,700 plus GST](#)

The committee accepted the Transform Carpets quote and directs Vantage to issue the work order.

4.4. Quote for tile and grout clean: Transform quote:

- male, female and disabled toilets and changerooms - [\\$375](#)
- four lift foyers - \$280

The decision is deferred pending consultation with the Building Manager to assess if the deep clean is necessary at this time. [**Post meeting note** – BM advised that a grout clean is not necessary at this time]

4.5. CCTV system faulty hard drive. One of the 10 TB drives in the CCTV server has been identified as faulty. Waiting on a quote from ARA security to replace.

The committee authorised expenditure of up to \$1,000 to replace the 10 TB drive in the CCTV server and directed the BM to seek a quote from ARA.

4.6. Unit 108 Alteration Request – Hard Flooring. An alteration request has been submitted by unit 108 to install hard wood flooring. The application is approved subject to confirmation from the Building Manager that the flooring and underlay achieves an appropriate acoustic isolation rating. Vantage is directed to alert residents who may be impacted by any potential noise. The BM will confirm compliance with the requirements once the work is completed. [Post meeting note – BM advised that the flooring and underlay has an appropriate acoustic isolation rating.]

5. MATTERS FOR DISCUSSION.

5.1. Facilities Management Agreement. Point FS contract expires 1 Dec 24. The committee agreed to draft a Request for Proposal letter to Point FS to initiate the contract renewal negotiations. A new contract proposal will be presented to the OC at 2024 AGM.

5.2. Strata Management Agreement. Vantage Strata contract expires 1 Dec 24. The EC approach to assessing a new contract proposal from Vantage Strata was discussed. See item 6.3.

5.3. Otis Lift Contract. A follow-up meeting is scheduled with Otis on Friday 25 May 24, where the Ivy EC will reaffirm our position that we still have a valid lift service contract in place and listen to Otis' proposal for this to be replaced by a new contract.

5.4. Six-year Structural Defects Report. Quotes have been received to date from:

- Bligh Tanner
- Leo & Associates
- Peak Consulting

The committee will review the quotes in consultation with Point FS to make a recommendation to the OC at the 2024 AGM.

5.5. BuildingLink Utilisation Improvements. EC made recommendations to Vantage on ways to improve utilisation of BuildingLink by owners, residents, and the Ivy management team (EC member, Facilities Manager and Strata Manager) - EC Chair email to Vantage of 29 Apr 24 refers. In the first instance Vantage will share the current welcome pack used for Ivy residents with the EC by Friday 17 May.

5.6. Indoor pool floor tile cleaning. The indoor pool tiles around the outside of the pool appear to be discoloured due to the impact of the humid conditions and chlorine buildup. BM recommends acid wash or some other form of deep clean.

A quote was received to clean the indoor pool tiles from Transform Carpets: \$980 (ex GST).

The EC directed the BM to seek additional quotes from Total Pools and one other provider.

6. MATTERS FOR NOTING

6.1. Wall tiles in the indoor pool area. The BM identified that the tiles on the wall near the spa button to have started coming away from the wall, causing grout to crack away. The wall has started to protrude outwards by a few millimetres. If the wall is pushed or leant on, the tiles could potentially collapse due to the weight of the other tiles above. The spa was temporarily closed on 30 April. Milin inspected the site and deduced the fibre cement sheet is still fixed to the wall battens, but the tiles have come away. Milin will contact the original tiler to address the issue. The spa was reopened on 10 May as the risk of the tiles falling without interference was assessed as low. As a precaution, the loose tiles were taped, and a bollard placed in from to deter residents from touching the wall.

6.2. Communal table tennis table. The replacement table was delivered 26 April and housed in the Wellness room cupboard. Guidelines explaining the safe usage of the table was sent to all residents on 29 April. The previous table was damaged due to poor handling during setting up / pack down, and lack of supervision of some minors while playing. Residents are reminded that the table is very heavy (approx. 40kg per side). Young people are not permitted to move the table and children 12 and under must be supervised while playing.

6.3. Request for Proposal Letter – Vantage Strata. The Strata Management Agreement contract between Unit Plan 4748 The Ivy and Vantage Strata (Vantage) expires on 1 December 2024. Given the investment both parties have made to the current relationship, the EC agreed that Vantage would be offered a first right of refusal for the provision of strata management services for the next three years. Whilst the EC is generally satisfied with the services provided to UP4787 Owners Corporation by Vantage under the current management agreement, the EC assesses that there is room for further improvement in some areas of service provision by Vantage, particularly in the areas of responsiveness, access to expertise and effective communication between Vantage and owners, residents, and the EC. The EC wrote to the Vantage Strata CEO Mr Rupert Cullan, inviting Vantage to submit a proposal outlining their approach for continuing and enhancing the provision of strata management services to The Ivy under the Unit Titles (Management) Act 2011 (Act) from 2 December 2024 until 1 December 2027. The proposal due date is 24 May 24.

6.4. Origin Gas Account. The outstanding debt is \$99,162.57. The Treasurer advised that funds were carried over from 2022-23 to pay the Origin bill. A 24-month debt repayment plan with Origin Energy was implemented on 22 April 2024:

- 1 May 2024 to 1 March 2026 - \$4,132.00 per month
- 1 April 2026 - \$4,126.57 final payment.

6.5. Oaks Arbour & Oaks Crown EC chair meetings. The Ivy EC Chair, Don McLean, met with the chair of Oaks Arbour on 20 Apr to discuss our common OC challenges and to explore options for collaboration. A similar meeting occurred with the chair of Oaks Crown on 01 May.

6.6. Annual Carpet Clean. Transform Carpets progressively cleaned Ivy carpets on 6, 7, & 10 May for the south tower and then 13 & 14 May for the north tower.

6.7. Bin Chute Maintenance. WasTech completed waste equipment and bin chute service on 7 May.

6.8. Basement Carpark Clean. Canberra Sweeping completed a wet clean of the carpark on 8 & 9 May.

6.9. Emergency lights replacement. Maritex replaced 19 failed 1.2m emergency lights on 9 May (identified during CEFA preventative maintenance).

6.10. Sauna Tap. New taps installed in the male & female bathrooms near the sauna on 13 May to support filling of the sauna bucket and water bottles. The BM will source signage to remind residents to use the wall tap and not the basin taps to fill their bottles, sauna bucket etc.

6.11. Pools and Spa Maintenance. 12-month service contract signed with Total Pools on 29 Apr.

6.12. HVAC maintenance. 2-year preventative maintenance contract signed with Seda Services on 29 Apr.

6.13. Patch & Paint. Higgins scheduled to complete driveway entry ramp render repairs & painting; painting maintenance for B1 & B2 lift lobby walls; and waste room door face painting 13 – 24 May.

6.14. Unit 233 Balustrade Panel Replacement. Status – Vantage issued the Work order to Shane's Glass on 26 Apr.

6.15. Use of communal foyer areas for personal storage. Residents are reminded that personal items e.g., shoes, cupboards, pot plants, storage boxes etc are not to be stored in the communal corridors on each level.

6.16. Responsible disposal of Rubbish. An email explaining the responsible disposal of rubbish at The Ivy was sent to all residents on 5 May. It is disappointing that some residents continue to dump waste in their refuse rooms or in the basement waste rooms. Relying on our building manager to remove your unwanted items adds to our building maintenance costs as well as being very irritating to your neighbours. **It is not the Building Manager or cleaners' responsibility to remove your dumped rubbish. It is your responsibility to take your hard waste to the Mugga Lane tip.**

7. GENERAL BUSINESS

7.1. FERMAX Wincom Plus Software. The EC is investigating rehosting the FERMAX Wincom Plus software used to program the FERMAX access control system and to record fob registrations. The old PC currently used to host the software may be impacting performance, in particular the responsiveness of fob tapping when calling lifts or selecting a floor within a lift.

7.2. Light Rail Stage 2B. The Light Rail Project will be sending a letter to Ivy owners and residents as part of the community engagement process, inviting residents and owners to an online Q&A information session for Ivy scheduled for Mon, 3 June 2024, 6:00 pm to 6:45 pm.

The Project has been hosting several pop-up information stalls, most recently at Westfield Woden Plaza and the Southside Farmers Markets.

Owners can also have their say at <https://yoursayconversations.act.gov.au/light-rail-to-woden>.

7.3. Southern Cross Club Old Pitch & Putt Site Redevelopment. Community engagement has commenced about the proposed development on the Southern Cross Club land (old pitch and putt site) to the eastern side of the Ivy. However, there does not appear to be any online presence about the proposed development and details are limited.

7.4. Electrify Canberra Organisation Event Notification:

[Apartment Zero - Electrifying Apartments Event](#)

7:00 pm – 09:00 pm 30 May 24

at

The National Film & Sound Archive

The [Electrify Canberra Organisation](#) is looking for the people who are going to be the Apartment Zero leaders, the owners who have electrified, those who are electrifying and those who want to. Electrify Canberra wants to bring key stakeholders together to problem solve electrifying complex buildings especially. Join us on 30 May at the National Film and Sound Archive to learn more. Tickets are only \$5, however numbers are limited to 100 and they're nearing capacity.

See <https://www.electrifycanberra.org.au/> for further details.

8. The meeting closed at 8.00 pm.

8.1. The next EC meeting will be held at 6.00 pm on 19 June 2024.

ADDENDUM 1

Facilities Manager - Monthly Update of Building Condition Report

10 May 2024

Building Condition and Regulation

- Ongoing with Milin - Facade leak, Oak's boundary fence items.

As per previous report updates, Milin are aware of the southern Curtin wall leaks on a handful of levels, originally the plan was to use the crane for oaks3, this has since been taken down and they will be arranging abseilers in due course to inspect. Water issues along the boundary fence have been addressed since the planter boxes and water proofing has been done at oaks3.

- Concrete footings

Followed up with Flamboyant, aiming to get these done in the coming weeks, will be done sooner pending capital lines and signs response.

- Unit 233 glass balustrade.

WO sent to Shane's glass.

- Driveway signage & line marking

ML followed up with capital lines and signs on a date, awaiting response.

- Eastern wall & Driveway façade

Works starting 13/5.

- North tower waste room ceiling

Milin will be covering the cost of repairing the ceiling, ML to follow up with Milin

Emergency Equipment

- Diesel pump repairs - Completed.
- Emergency light replacements - Maritex completed 9/5.

Security and Paths of Travel

CCTV system – 2 cameras down, WO sent to ARA security. Hard drive in CCTV head end has failed, awaiting quote from ARA security.

Access control working fine.

Vertical Transport

OTIS to replace missing buttons. - Lift 4, buttons B2 and level 15 require replacement. Otis have been made aware.

Electrical

Electrical maintenance due, as per last report, Maritex were told to hold off until all annual items fell under the same month so everything is completed at the same time.

Pools

- UV tubes for indoor pool and spa – Total pools are chasing up Astral pools regarding warranty, they were told the UV tubes installed are discontinued, total pools are chasing astral pool for a refund.
- Indoor pool and spa walls – Milin have looked at the wall with the original tiler, the PM for oaks3 wants to have a look at the wall detail to confirm if wall has been battened out correctly before pushing blame onto the tiler, once wall detail drawings have been looked over, Milin will advise on next steps.

Garden Areas

- Garden upgrades/replanting.

Old, quoted works from January 24 have been completed and new replanting quote for front entry planters completed.

- Pruning/thinning in rear garden & mulching.

Both will happen at the same time once All seasons have provided a quote and its approved. ML has followed gardener up on this quote.

- Higgins plant damage.

WO sent to all seasons a month ago. No lavender has been planted; ML has followed up with all seasons. They are aware this is outstanding.

- Olive tree pot – most northern pot in outdoor pool. Pot is waterlogged, drainage has failed inside pot. Pot needs to be excavated, drainage fixed, soil and plants reinstated. All seasons have said they will provide a quote for this.

Gym and Bathroom Areas

Male bathroom bench to be replaced. Completed.

Pest Control

Monitor and investigate alternative pigeon control measures on South Tower rooftop.

Same as previous report, residents have reached out to APBM regarding pigeons nesting on balconies, unit 73 went ahead with baiting.

HVAC

Co sensor calibration - Julian from Seda has said he will follow up with synchronous electrical.

Hydraulics

- Male/female bathroom basin taps booked to be completed 13/5.
- Annual plumbing maintenance - ML to check in with watertight when this will be scheduled.

Cleaning

Carpet cleaning.

Transform carpets approved and cleaning carpets currently. 10/5.

Basement

Canberra sweeping completed B1 and B2 wet clean 8th-9th.

Refuse Areas

- Waste chute cleaning and maintenance work orders.

Douglas wright completed chute clean in February 24, Wastech completed waste equipment and bin chute service on 7/5.

- North tower ground floor bin chute strut

ML to replace bin chute strut asap. Strut to be picked up from another site.

- North tower chute door handle

Level 6 bin chute handle replaced by ML on 10/5.

- Waste room signage.

Garbage chute signage installed. Will put up recycling signage before the end of the month.

- Broken recycling skips

Toro quote attached. Awaiting quote from Sulo.

ADDENDUM 2

2.1 MACQUARIE BANK INVESTMENT ACCOUNTS as of 13/05/24

	Investment date	Interest rate	Period	Deposit amount	Maturity date
ADMIN FUND					
TD01	12/03/24	4.70%	3 months	\$135,426.91	11/06/24
TD03	27/03/24	4.70%	3 months	\$102,268.88	27/06/24
TD05	14/05/24	4.60%	3 months	\$123,432.83	13/08/24
				\$361,128.62	
SINKING FUND					
TDO2	17/02/24	4.70%	3 months	\$49,464.79	16/05/24
TDO4	28/12/23	4.70%	3 months	\$153,979.43	27/06/24
TDO6	12/03/24	4.70%	3 months	\$206,498.07	12/06/24
				\$409,942.29	

2.2 Building Improvement fund (2% of budget allocation) - \$25,413.28

Date	Supplier	Items	Invoice (ex GST)	
19/12/23	Amazon	Cushions and inserts	\$421.33	
19/12/23	Temple and Webster	Two foyer rugs	\$998.00	
22/02/24	Homemakers	Lamp table	\$349.00	
1/5/2024	Rebel Sport	Table tennis table and accessories	\$799.77	
TOTAL			\$2,568.10	\$22,845.18

2.3 Contingency fund (5% of budget allocation) - \$63,533.20

Date	Supplier	INV Number	Service	Invoice (ex GST)	Remaining
29/11/23	Point FS	Inv-1194	Repairs N11 ceiling water leak	\$1,352.15	
31/01/24	JP Paint n Plaster	46	U232 - water damage repair	\$904.55	
22/02/24	Homemaker		Replacement coffee table - to be on-charged to resident	\$399.00	
6/3/2024	Watertight	Inv: 29765	Replacement BBQ tap - \$781.20 to be on-charged to resident	\$1,273.82	
21/03/24	Maritex	INV-75913	Entry ramp street light	\$2,960.00	
29/03/24	Steve Jackson	INV-0163	Ceiling repairs - water leaks	\$2,860.00	
TOTAL				\$9,749.52	\$53,783.68

ADDENDUM 3

April 2024 invoices

Inv Date	Supplier	Inv Description	Inv Amount
08/04/2024	ACT Doorland	February 2024 - service contract	\$320.00
28/03/2024	Actew Gas	26/02/2024-26/03/2024 gas usage	\$3,922.15
19/04/2024	All Seasons Horticult	WO 727 - replanting quote 727	\$1,650.00
27/03/2024	All Seasons Horticult	March 2024 - service contract	\$1,681.47
18/04/2024	Aust Pest Bird Mgt*	April 2024 - service contract	\$594.00
25/03/2024	Collection Corp of Aust	U175 - Legal Fees Arrears Recoveries	\$66.00
01/03/2024	Complete Ess Fire & Alr	March 2024 - service contract	\$1,160.59
08/04/2024	Complete Ess Fire & Alr	March 2024 - service contract	\$1,160.59
27/02/2024	Douglas Wright Group	February 2024 - service contract	\$1,980.00
15/04/2024	Fermax ACT	Fob zones added to Townhouse.	\$77.00
15/04/2024	Fermax ACT	April 2024 - service contract	\$660.00
23/03/2024	Icon Water Limited	22/12/2023-22/03/2024 Water Rates	\$16,515.73
31/03/2024	M&M Rolfe Cleaning	March 2024 - service contract	\$15,881.09
31/03/2024	M&M Rolfe Cleaning	March 2024 - Cleaning supplies	\$428.51
04/04/2024	Maritex Commercial	40 sealed downlights	\$660.00
03/04/2024	MSR Electrical & Maint	March 2024 - service contract entry door	\$88.00
02/04/2024	Origin Energy 130112	24/02/2024-23/03/2024 Electricity usage	\$9,655.41
27/03/2024	Origin Energy 130112	27/12/2023-25/03/2024 Amenities	\$312.35
27/03/2024	Origin Energy 130112	27/12/2023-25/03/2024 Pool	\$116.61
02/04/2024	Point Facilities	April 2024 - service contract	\$9,539.62
17/04/2024	Seda Services ACT	April 2024 - service contract	\$1,144.00
01/03/2024	Total Pool Services	February 2024 - Pool chemicals	\$966.28
01/03/2024	Total Pool Services	February 2024 - service contract	\$1,331.00
02/04/2024	Total Pool Services	March 2024 - service contract	\$1,331.00
02/04/2024	Total Pool Services	March 2024 - pool chemicals	\$674.86
31/03/2024	Veolia 216952	March 2024 - bin rental	\$13.30
01/04/2024	Water Tight - ACT	April 2024 - services contract	\$436.27
10/04/2024	Water Tight - ACT	AH call out 17 March - hot water outage	\$480.00
16/04/2024	Water Tight - ACT	Repair - leaking balancing valve.	\$654.85

Vantage Strata Pty Ltd

Level 4, DKS No 2., 23 Challis Street DICKSON ACT 2602 ABN: 79602359482

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Page 1

Balance Sheet - U/Plan 4787 "THE IVY WODEN" 15 IRVING STREET, PHILLIP, ACT 2606

For the Financial Period 01/10/2023 to 13/05/2024 - Prepared by Vanessa Dix

Consolidated

	Administrative	Sinking	TOTAL THIS YEAR
Assets			
Cash At Bank			
The Owners Unit Plan 4787	\$178,311.96	\$16,965.87	\$195,277.83
<i>Macquarie Bank BSB: 182-266 Acc No: 217153303</i>			
Unit Plan 4787 TD01	\$135,426.91	\$0.00	\$135,426.91
<i>Macquarie Bank BSB: 182-266 Acc No: 282658111</i>			
Unit Plan 4787 TD02	\$0.00	\$49,464.79	\$49,464.79
<i>Macquarie Bank BSB: 182-266 Acc No: 237788393</i>			
Unit Plan 4787 TD03	\$102,268.88	\$0.00	\$102,268.88
<i>Macquarie Bank BSB: 182-266 Acc No: 231559774</i>			
Unit Plan 4787 TD04	\$0.00	\$153,979.43	\$153,979.43
<i>Macquarie Bank BSB: 182-266 Acc No: 266077924</i>			
Unit Plan 4787 TD05	\$92,362.44	\$0.00	\$92,362.44
<i>Macquarie Bank BSB: 182-266 Acc No: 264637166</i>			
Unit Plan 4787 TD06	\$0.00	\$206,498.07	\$206,498.07
<i>Macquarie Bank BSB: 182-266 Acc No: 223498288</i>			
GST Paid	\$34,435.37	\$4,112.72	\$38,548.09
Receivable	\$13,531.19	\$2,687.91	\$16,219.10
Total Assets	\$556,336.75	\$433,708.79	\$990,045.54
Liabilities			
BAS Clearing	\$0.00	\$0.29	\$0.29
GST Collected	\$35,115.30	\$7,293.91	\$42,409.21
GST Uncollected	\$(6,451.77)	\$(1,027.80)	\$(7,479.57)
Levies Paid In Advance	\$84,152.19	\$13,994.12	\$98,146.31
Total Liabilities	\$112,815.72	\$20,260.52	\$133,076.24

Vantage Strata Pty Ltd

Level 4, DKS No 2., 23 Challis Street DICKSON ACT 2602 ABN: 79602359482

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Page 2

Balance Sheet - U/Plan 4787 "THE IVY WODEN" 15 IRVING STREET, PHILLIP, ACT 2606

For the Financial Period 01/10/2023 to 13/05/2024 - Prepared by Vanessa Dix

Consolidated

	Administrative	Sinking	TOTAL THIS YEAR
Liabilities (Continued)			
Net Assets	\$443,521.03	\$413,448.27	\$856,969.30
Owners Funds			
Opening Balance	\$542,297.30	\$280,972.77	\$823,270.07
Transfer	\$0.00	\$4,112.72	\$4,112.72
Net Income For The Period	\$(98,776.27)	\$128,362.78	\$29,586.51
Total Owners Funds	\$443,521.03	\$413,448.27	\$856,969.30

**Income and Expenditure Statement - U/Plan 4787
"THE IVY WODEN"**

15 IRVING STREET, PHILLIP, ACT 2606

For the Financial Period 01/10/2023 to 13/05/2024 - Prepared by Vanessa Dix

Consolidated

Administrative Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Income			
Interest	\$489.70	\$0.00	\$1,383.08
Interest Investment Accounts Admin	\$9,351.90	\$0.00	\$1,706.33
Keys Remotes & Swipes	\$4,507.24	\$0.00	\$2,297.26
Levy Income Admin	\$570,369.52	\$1,140,742.63	\$1,070,832.56
Total Administrative Fund Income	\$584,718.36	\$1,140,742.63	\$1,076,219.23

Expenses

Audit Fees	\$2,600.00	\$2,500.00	\$2,360.00
BAS & Tax Preparation	\$420.00	\$630.00	\$675.00
Bank Charges	\$1.04	\$0.00	\$(3.22)
Banking, Software & Infrastructure	\$236.39	\$315.00	\$288.75
Bin Lifter / Hoist - Contract	\$1,030.70	\$2,540.00	\$3,270.60
Building Improvements	\$2,568.10	\$25,413.28	\$21,483.32
Building Maintenance	\$24,956.00	\$25,000.00	\$0.00
BuildingLink	\$6,696.00	\$6,696.00	\$6,696.00
Capital Equipment Acquisitions - Admin	\$0.00	\$15,000.00	\$15,000.00
Cleaning - Bin Chutes	\$1,800.00	\$3,780.00	\$1,800.00
Cleaning - Bins	\$3,460.00	\$6,680.00	\$6,572.60
Cleaning - Carpark	\$2,248.25	\$3,720.00	\$4,450.00
Cleaning - Carpets	\$0.00	\$6,710.00	\$5,151.36
Cleaning - Contract	\$85,717.45	\$173,250.00	\$169,684.04
Cleaning - General	\$990.00	\$7,170.00	\$6,142.14
Cleaning - Windows	\$18,650.00	\$20,340.00	\$19,478.50
Cleaning Supplies	\$1,247.25	\$3,700.00	\$3,386.50
Consumables	\$4,773.19	\$7,600.00	\$4,743.97
Contingency	\$9,749.52	\$63,533.20	\$54,158.10
Contractor Compliance Fee	\$88.00	\$90.00	\$87.00
Debt Recovery	\$(600.00)	\$0.00	\$0.00
Electrical - Maint. Contract	\$0.00	\$5,280.00	\$4,780.00
Electricity	\$56,385.57	\$140,200.00	\$131,731.74
Facilities Management Services	\$68,109.80	\$114,010.00	\$101,117.34
Fire - Maintenance Contract	\$8,440.64	\$11,740.00	\$12,660.96
Fire - Monitoring	\$2,000.00	\$2,340.00	\$2,205.00
Fire - Repairs & Replacement	\$5,670.00	\$9,025.00	\$8,515.00
Furniture	\$0.00	\$10,720.00	\$0.00
Garbage Chute - Maint. Contract	\$0.00	\$5,100.00	\$2,700.00

Income and Expenditure Statement - U/Plan 4787 "THE IVY WODEN"

15 IRVING STREET, PHILLIP, ACT 2606

For the Financial Period 01/10/2023 to 13/05/2024 - Prepared by Vanessa Dix

Consolidated

Administrative Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Gardening - Contract	\$8,851.94	\$18,320.00	\$17,384.16
Gardening - Irrigation	\$3,964.55	\$14,000.00	\$0.00
Gardening - Maintenance Other	\$0.00	\$0.00	\$400.00
Gardening - Plants and Trees	\$7,604.55	\$10,870.00	\$0.00
Gas Infrastructure	\$3,756.36	\$99,162.57	\$0.00
Gas Usage	\$26,304.47	\$37,417.43	\$9,237.33
Gym - Contract	\$2,850.00	\$3,000.00	\$2,850.00
Gym - Equipment	\$108.91	\$500.00	\$108.91
HVAC - Contract	\$8,320.00	\$12,730.00	\$12,480.00
Height Safety Certification	\$0.00	\$1,327.00	\$1,250.00
Hot Water Supply	\$1,578.07	\$1,600.00	\$1,120.75
IT Charges	\$0.00	\$6,400.00	\$984.00
Income Tax Payable - Admin	\$1,009.70	\$0.00	\$0.00
Insurance Excess Payments	\$0.00	\$0.00	\$90.91
Insurance Payouts	\$3,132.95	\$0.00	\$0.00
Insurance Premium	\$105,964.89	\$120,000.00	\$99,226.06
Keys, Remotes & Swipes	\$525.20	\$0.00	\$(2,224.31)
Legal Fees Arrears Recoveries	\$(180.00)	\$0.00	\$(30.00)
Lifts - Maint. Contract	\$20,754.03	\$33,922.00	\$26,137.00
Lifts - Repairs & Maint.	\$700.00	\$6,000.00	\$5,665.00
Lodgement Fees	\$150.91	\$0.00	\$0.00
Management Fees (Schedule B)	\$155.45	\$0.00	\$590.00
Management Fees - Strata	\$71,527.21	\$96,488.00	\$81,956.25
Other Expenses	\$1,855.80	\$3,000.00	\$2,440.90
Pest Control	\$10,145.20	\$10,520.00	\$1,850.00
Plumbing - Maint. Contract	\$3,172.88	\$4,480.00	\$4,588.65
Pool -Contract	\$9,265.00	\$22,240.00	\$22,277.81
R & M Doors	\$240.00	\$245.00	\$400.00
R & M Electrical	\$6,790.00	\$22,040.00	\$15,996.00
R & M Equipment	\$1,294.02	\$630.00	\$595.00
R & M Garage	\$1,181.82	\$1,470.00	\$1,676.82
R & M General	\$2,350.41	\$3,130.00	\$3,007.03
R & M Painting	\$0.00	\$11,485.00	\$0.00
R & M Plumbing	\$8,130.67	\$13,000.00	\$14,943.31
R & M Pool	\$10,621.00	\$18,390.00	\$25,755.25
R & M Roof	\$2,986.00	\$11,000.00	\$27,509.78
R & M Upgrades and Replacements	\$0.00	\$0.00	\$11,847.92
Reports - Consultants	\$0.00	\$5,000.00	\$7,090.90
Reports - Insurance Valuation	\$0.00	\$2,400.00	\$4,103.64

Vantage Strata Pty Ltd

Level 4, DKS No 2., 23 Challis Street DICKSON ACT 2602 ABN: 79602359482

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Page 5

Income and Expenditure Statement - U/Plan 4787 "THE IVY WODEN"

15 IRVING STREET, PHILLIP, ACT 2606

For the Financial Period 01/10/2023 to 13/05/2024 - Prepared by Vanessa Dix

Consolidated

Administrative Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Room Hire	\$436.36	\$795.00	\$700.00
Security & Access System	\$13,890.00	\$20,820.00	\$0.00
Security General	\$0.00	\$2,000.00	\$4,651.80
Signage	\$0.00	\$0.00	\$860.20
Waste & Recycling Bins	\$95.22	\$146.00	\$0.00
Water Usage	\$36,723.16	\$72,000.00	\$59,104.82
Total Administrative Fund Expenses	\$683,494.63	\$1,359,610.48	\$1,055,760.59
Administrative Fund Surplus/Deficit	\$(98,776.27)	\$(218,867.85)	\$20,458.64

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Page 6

Income and Expenditure Statement - U/Plan 4787 "THE IVY WODEN"

15 IRVING STREET, PHILLIP, ACT 2606

For the Financial Period 01/10/2023 to 13/05/2024 - Prepared by Vanessa Dix

Consolidated			
Sinking Fund	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Income			
Interest	\$2,470.65	\$0.00	\$215.48
Interest Investment Accounts Sinking	\$4,352.06	\$0.00	\$5,915.99
Levy Income Sinking	\$121,539.34	\$243,079.00	\$162,239.68
Total Sinking Fund Income	\$128,362.05	\$243,079.00	\$168,371.15
Expenses			
Bank Charges - Sinking	\$(0.73)	\$0.00	\$0.00
Total Sinking Fund Expenses	\$(0.73)	\$0.00	\$0.00
Sinking Fund Surplus/Deficit	\$128,362.78	\$243,079.00	\$168,371.15

**MINUTES OF THE
EXECUTIVE COMMITTEE MEETING
OF UNITS PLAN 4787
THE IVY**

Venue: Unit 208/15 Irving Street, Phillip / Microsoft Teams

Date: Wednesday, 17 January 2024

Time: 6.10 pm

1. MEETING FORMALITIES

1.1. Attendance and Apologies.

Attendance: Don Mclean (Chair), Julianne O'Brien (Treasurer), Donna Macpherson, Carol van Gelder, Kevin O'Brien (Secretary), Vanessa Dix (Vantage Strata).

Apologies: Craig Wiltshire.

1.2. Conflicts of Interest. None.

1.3. Previous Meeting Minutes.

The minutes of the EC Meeting held on Wednesday 13 December 2023 were confirmed.

2. BUILDING & FACILITIES MANAGEMENT

2.1. The next Building Condition Report will be published in February 2024.

2.2. The Facilities Manager's update of 12 January 2024 is at **Addendum 1**.

3. TREASURER'S REPORT AND LEVY SITUATION

Financial Statements as at 16/01/2024 – see attached.

3.1. Overall Financial Position

- **Total cash at bank = \$812,077.02**
 - Admin fund = \$459,875.64
 - Sinking fund = \$352,201.38

3.2. Cash Account Balance

- Total cash: \$139,221.13
 - Admin Fund Balance = \$133,645.06
 - Sinking Fund Balance = \$5576.07

3.3. Investment accounts:

- Admin fund accounts: \$326,230.58
- Sinking Fund accounts: \$346,625.31

3.4. Investment account activity - see Addendum 2.1

- TD03 (Admin fund).
 - Rolled over on maturity (28/12/23).
 - Interest earned on previous term: \$1,097.26.
 - \$101,097.26 invested for 3 months at 4.7% interest.
- TD04 (Sinking fund).
 - Rolled over on maturity (28/12/23).
 - Interest earned on previous term: \$493.77.
 - \$107,493.77 invested for 3 months at 4.7% interest.

Financial decisions: the Treasurer recommended the following actions be undertaken to balance the amounts invested in the TD01 and TD05 Admin investment accounts:

- TD05 Admin account. On maturity, (16/02/24), the current investment of \$17,169.86 plus interest be rolled over **plus \$75,000** from Admin Cash account. The approx. investment in TD05 will be \$92,169.86 plus interest. The Committee agreed to this unanimously.
- TD01 Admin account (current investment \$207,963.46). On maturity (12/03/24), only \$132,963.46 plus interest will be rolled over. **\$75,000 will be paid back** into the Admin cash account (if needed) to meet cash flow. A decision will be made on this recommendation next month once the cash flow position in February is clear.

3.5. Levy Income and Arrears

- Levies in arrears = \$21,719.78
- Specific issues or concerns.
 - Unit 175 – total arrears \$5,998.41:
 - CCA legal action completed – \$2,865.42 (plus legal expenses). Debt direction order submitted to employer. Garnishee of wages commenced from 02/01/24. We are expecting the first payment from the employer by the end of January.
 - 90 days plus arrears \$1,904.57. The owner's new arrears relate to the June and September levies. It was agreed unanimously at the December EC meeting to authorise new CCA legal action against the owner to recover the arrears. Vantage advised that they are in communication with CCA each fortnight and CCA will start the process for the remainder of the debt.
 - 11 owners are at 30 days plus in arrears.
- Arrears email reminder sent out to 7 owners on 15 January 2024.

3.6. Contingency fund - see Addendum 2.2.

- 5% budget allocation: \$63,533.20
 - Total expenditure = \$1,207.07
 - Remaining allocation = \$62,326.13

3.7. Building Improvement fund – see Addendum 2.3.

- 2% budget allocation: \$25,413.28
 - Total expenditure (year to date): \$1,072.37
 - Remaining allocation: \$24,340.91

4. MATTERS FOR DECISION

4.1. Otis Lift Maintenance Contract.

An updated contract has yet to be received from Otis. However, the Facilities Manager confirms that Otis (Paul Sainsbury) had agreed orally to a rollover the current lift maintenance contract for another 3 years (to Jan 2027) - see **Addendum 3**.

The likely cost for preventative maintenance in 2024 is \$7,350.30 per quarter (\$29,401.20 per annum). This pricing is a 3.29% increase on last year. The Committee noted that if agreed, this would comprise a reduction of nearly 2% on 2023 pricing but adds the cost of upgrading to 4G spread over the three years. The proposed contract should also limit the next two annual increases to 3.25%. Emergency services communications (3 sim cards) would be additional and cost \$972.00 per annum. If agreed, the total contract and sim card cost could be \$3,548.80 less than the AGM-approved lift budget of \$33,922.00 for FY 2023-24.

The Committee agreed the Chairperson and Point FS will meet/discuss with Paul Sainsbury to formally agree the 3-year rollover of the contract, including start date, 4G upgrade, annual increases, and a refund of 2023 sim charges. In the meantime, the existing arrangements rollover monthly.

4.2. Sauna Repairs. Quote from Point FS (QU0226 - \$600 ex GST) for repair and refurbishment of sauna. This quote was accepted, and Vantage Strata was instructed to raise the work order. This will require the shutdown of the sauna for 3 days and advance notice will be given to residents. It was also agreed for Point FS to replace the male bathroom bench.

4.3. Waste signage. The Facilities Manager obtained a quote from Signlime (\$1,515 ex GST) to replace waste management signage in refuse rooms - see **Addendum 4**. The Committee accepted this quote and instructed Vantage Strata to raise the work order. The Committee also agreed to the Facilities Manager's suggestion to paint large, stencilled signs on the B1 waste room walls for 'no dumping' and 'flatten all boxes'. The Committee also requested Point FS to create 'cardboard only' signs to be laminated and attached on the sides of the cardboard hoppers.

4.4. Recent hot water system outages - Levels one to eight (North and South towers). The Facilities Manager recommended installing covers over the hot water system controllers (located on level 16 roof) to provide better weather protection as water ingress during rain events is suspected of causing some of the outages (Point FS quote QU0228 – \$500 ex GST). This quote was accepted and Vantage Strata was instructed to raise the work order.

5. MATTERS FOR DISCUSSION

5.1. Electrical Preventative Maintenance – Maritex. This service contract (Quote-9064 for \$2,800) was approved in-principle at the EC meeting on 27 Sept 2023 and the formal quote received the following day. Its acceptance was confirmed in the meeting's Minutes (item 4.10). However, no work order was issued, and it appears to have been overlooked (although it is recorded in our contracts register). The Facilities Manager has confirmed the matter is still outstanding. Vantage Strata was instructed to raise the work order.

5.2. Outstanding Work Orders. Vantage Strata arranged a meeting with Point FS on 12 Dec 2023 to discuss the number of work orders still outstanding. Vantage Strata agreed to advise the EC in writing of the outcome. This has yet to be received, although initial reports suggest some progress was made. The Committee considered several options to find a way to address this issue, agreeing that a large part of the problem was poor communication from Vantage Strata.

The meeting decided that for work orders, the Strata Manager will copy the EC Treasurer at the time they are completed. For contracts, the Strata Manager will arrange for an EC office bearer to DocuSign the final document. The Treasurer will include these documents in the EC's records.

5.3. Garbage bin chutes. At two EC members' request, Point FS has quoted (QU0223 for \$1,505.70) to supply and install rubber door stops to the LHS of 30 bin chute doors to reduce the size of each opening (and hence the size and type of material inserted).

The Committee agreed to conduct an initial trial on Level 15 & 16 of the South Tower, with the reduced opening size subject to the advice from Point FS. The aim is to limit the size of extraneous material that can be placed down the chutes and to encourage owners and tenants to use smaller waste bags more often. With 179 units in the South Tower all using the same chute, the size and volume of this disposal is what is causing regular major blockages. The Strata Manager will advise owners/residents on these two levels when the trial is due to begin and invite feedback.

5.4. Parking in front driveway. Ivy drive parking and congestion has been a continuing concern to owners and residents, especially over the new year period, even though it was highlighted again at the 13 Dec EC meeting and a clear statement of OC parking rules (which are enforceable) was included in those minutes (see **Addendum 8**).

With the assistance of Point FS, an EC member has developed a proposal to provide for a sharper delineation of acceptable use of the front driveway area, specifically:

- A clear pedestrian access pathway.
- A clearly defined emergency vehicle zone (signposted and painted/marked).
- Approved contractor parking zone (with permit).
- A more limited public drop-off zone (using existing signage).

The Committee agreed to refine the specific details of each zone, including measurements, clearer signage, and likely cost and to consider the possibility of issuing fines to residents/visitors parking in inappropriate areas for extended periods. The proposal will be considered at the Feb meeting and circulated to owners for comment.

5.5. Garage Break-in (2 Dec). There is no new information from the police at this stage (contact details are at **Addendum 5**). Point FS was asked to examine the feasibility and cost of additional lighting to the basement entry down-ramp and to provide a recommendation/quote. The matter was still pending at the time of the meeting.

5.6. Audit of garage remotes. The Committee agreed in-principle to conduct an audit of all 780 garage remotes that are currently registered with the garage opener system, especially as a number have been lost or stolen. Planning and a feasibility trial is currently underway. Owners/residents will be advised well in advance of the proposed dates in mid-March. The intent is to use a similar framework to the fob audit where remote controls not submitted to the audit will be deregistered and subsequently require owners/tenants to contact the Building Manager to arrange a time for their remotes to be reregistered.

5.7. White front pots. M&M Rolfe was asked to clean the two large white pots at the front entry. A test clean was done but the Facilities Manager advised there is little noticeable improvement as the acrylic paint surface was stained. Following discussion out of session, Committee members noted

and agreed that a better outcome could be achieved by pressure cleaning the pavers around each pot once the exterior window cleaning has been done in mid-March.

5.8. Private Use of Common Power update. The Committee noted the ban on private use of common power in garages is now in effect (the OC Rules were registered on 3 January 2024) and breaches can be enforced. An audit of the GPO use in the garages was undertaken by the Building Manager on 17 Jan. Some 16 owners/residents were identified as having something other than the electrical lead for the roller door motor plugged into the GPO - **see Addendum 6.**

The Committee instructed the Strata Manager to issue an emailed warning to these residents and a printed letter was placed in their mailbox. The Committee will review progress at its next meeting.

5.9. Unit 270 Alteration Request. The Strata Manager received an updated proposal from the owners on 16 Jan to run a privately metered and dedicated power supply from their 16th floor unit to their own garage. The Committee noted this updated material provided only limited additional information from their late submission in December.

To expedite matters, the Committee instructed the Facilities Manager to obtain relevant technical, regulatory, fire safety, engineering, and electrical information as a priority, to assist the Committee in providing a written response back to the owners within two weeks. A new tailored Alteration Application Form would be prepared, making clear the specific elements of this project that the owners need to agree to if they wish to proceed.

5.10. EV Charging Infrastructure. The AGM meeting on 1 Nov 2023 directed the incoming EC to lobby the ACT Government on the OC's behalf for EV infrastructure to be installed in the public car park across from The Ivy (motion 14).

The EC considered different options and agreed to send a letter to the Minister for Planning and Transport (Chris Steel) requesting the installation of public EV chargers in the Irving Street carpark as a priority. Following the meeting, the letter was prepared and sent to relevant MLAs on 24 Jan. A copy was circulated to all Ivy owners.

5.11. Origin (Gas) Hot Water Service. The October to December 2023 Origin hot water bill for OC 'amenities' (Wellness Centre bathrooms) is \$856.82, a 458% increase over the previous quarter's bill. This bill was based on estimated usage of 582.95 litres (Oct to Dec 2022 usage was 104.46 litres, also based on estimate readings).

The Strata Manager was requested to contact Origin and request an explanation on why the reading was not based on actual usage. Strata was also requested to obtain an actual meter reading from the Facilities Manager and request a review of the bill.

Post meeting note: a visual meter reading was subsequently taken, and it was determined that the latest estimate used by Origin is reasonably close to that actual value. This large bill will effectively be a one-off catchup - subject to future actual readings vice previous low estimate readings as has occurred since Sep 22.

5.12. Front foyer rugs. The Committee was advised that the two replacement rugs approved at the last EC meeting and ordered on 16 Dec were out of stock with uncertain restock date. The current order with Rugs Express has been cancelled and the refund is pending. The EC unanimously agreed to proceed with the Temple and Webster Prism Designer wool rust blue navy rugs (\$490 each) as a replacement – **see Addendum 7.**

5.13. Meeting with Vantage ACT Branch Managers. The Strata Manager advised that Jarrod Smith, Vantage General Manager, is now the best person for the EC to meet with to raise any matters or concerns. Vanessa Dix was asked to arrange a meeting with Jarrod Smith and Edzel Dy (Vantage Maintenance) to discuss current arrangements.

5.14. Owner Correspondence. Vantage Strata (Jarrod Smith) had previously agreed to advise Ivy on legal advice regarding proposed changes to default strata correspondence settings in ACT regulations. Vanessa Dix will send a letter to all owners to advise that electronic communication is now the preferred method for correspondence, requesting they update their owner preferences accordingly.

5.15. Outdoor common area and pool signage – An update was not available at the time of the meeting.

6. MATTERS FOR NOTING

6.1. Point FS Staff Change update. Matt Lam (Point FS) has taken over responsibility as our Building Manager from 8 Jan 2024. The Building Manager email contact details are unchanged (ivyfm@pointfs.com.au). Matt Lam's mobile contact is listed in the lift foyers.

6.2. Carpark major water leak. Water Tight undertook repairs above carpark 252 on 16 Jan. This required a longer than expected system shutdown but appears to have been completed successfully. While there were some concerns from owners when the shutdown occurred, they were advised in the Dec EC meeting minutes of the need to isolate the water leak, emailed advice again on 8 Jan, and advised by notices placed in the foyer and lift lobbies. An SMS reminder was also sent out on the day.

6.3. Pigeon Management. Vantage alerted owners on 17 Jan that APBM was on site on 18-19 January. Information on the current pigeon management program was provided in the 13 Dec meeting minutes (item 6.9) and by email to owners on 6 Dec 2023.

Owners/residents with pigeon problems on their own balcony should contact APBM direct at admin@apbm.com.au or 1300 882 208 (free call) with their details.

6.4. Embedded Electricity Costs. No new information at this stage, given the new year break.

6.5. Garbage chute blockages. Owners and residents are reminded these chutes are for solid **KITCHEN WASTE ONLY**, not liquids, packaging material, boxes, pillows, clothing, or blankets.

6.6. Outdoor painting of garden walls. Higgins has been asked to quote on render repairs and repainting of the driveway ramp entrance walls. Point FS met with Higgins on 15 Jan and will forward advice.

6.7. Townhouse Roof Maintenance. Vantage Strata is directed to contact AM&DM to confirm they have received the approved work order and ascertain when they will be on site.

6.8. Faulty basement fire main jacking pump. CEFA has installed a new fire main jacking pump in the fire pump room. It is operating as required and fire main pressure levels are being monitored.

6.9. External Pest Spray. RIGCOM is scheduled to undertake spraying of all external windows (not balconies) in the week of 5 Feb 2024. Associated external window cleaning is scheduled for early March.

6.10. Motorbike parking. Several residents have left motor bikes blocking other carparks or storage sheds. Notices have been sent to relevant bike owners but at least one is still causing interference. Owners are asked to be considerate of other residents.

6.11. Water issues. A thermal review of the South Tower curtain wall in December identified several new wet areas. Permission has been given for Milin to inspect the curtain wall with a drone and man box swung under the Oaks 3 crane. Milin will take up ongoing leakage issues with Taylors Windows.

6.12. Garden entry security. A new mortise and lock barrel has been installed on the western side gate entry to the rear of Ivy.

6.13. Carpet cleaning. The carpet cleaners have had another go at the hallway stains on Level 5, North Tower. These are still faint but better than they were, although the stain outside unit 31 is still obvious and unlikely to come out.

6.14. Unit 66 – Noisy hot water meter. Repair of this issue is Origin Energy’s responsibility. They are required to authorise Water Tight, their contracted agent, so they can inspect/replace. Vantage logged this on BuildingLink on 24 Nov 2023 but there have been difficulties contacting the owner and tenants and arranging the access to the unit required by Water Tight.

6.15. Unit 149 – Leaking sprinkler head. The leaking sprinkler has been fixed. Point FS is arranging for patching and painting work to be done.

6.16. Unit 233 – Balustrade Panel update. Discount Glass measured for replacement on 12 Dec. Panel not yet replaced. Point FS is chasing up.

Post meeting note: following an additional incident of balustrade glass shattering without known reason (unit 197), Vantage and Point FS have been in touch with Milin and the glass contractor they used to determine if replacement can be treated as a warranty issue and to explore if there may be manufacture or fitting issues that might cause this shattering.

6.17. Outstanding ARA and Point Invoices - paid.

6.18. External Painting and Repairs. The work undertaken by Higgins to repair the render and paint the garden walls is complete and awaiting signoff from the building manager. Matt was requested to source a quote from Higgins to paint the entry ramp walls.

7. ITEMS FROM PREVIOUS MEETINGS

7.1. “TO DO” List. 16 more items have been addressed and finalised since the December meeting.

7.2. Owners Corporation Rules. The updated OC Rules (as agreed at the 5th AGM) were registered with Access Canberra on 3 January 2024 and are now legally enforceable. These updated rules have been uploaded to BuildingLink.

7.3. Unit 226 Water Leak (13 Aug). Repairs to all common areas walls are complete. The hallway carpet on Level 12 was replaced on 16 Nov 2023. The installation of the unit entry door carpet edging strip is still outstanding for level 12 units.

7.4. Oaks Crown – Kim Quade contact. Possible meeting with their EC in 2024.

8. STRATA MANAGER UPDATE

8.1. Next Ivy Appearance – Thursday 15 Feb 2024.

9. GENERAL BUSINESS

9.1. Nil

10. MEETING CLOSURE AND NEXT MEETING

10.1. The meeting closed at 8:12pm

10.2. The next EC meeting will be held at 6.00 pm on Thursday, 15 February 2024.

ADDENDUM 1

Facilities Manager - Monthly Update of Building Condition Report As at 12 Jan 2024

Building Condition and Regulation

Ongoing with Milin - Facade leak, Oak's boundary fence items

Milin has attended and reviewed following leaks in November. Awaiting report to be generated by Milin and handed to Taylors for review. We will be provided with a copy once complete. No further progress

Investigate repair options for driveway paving.

No progress on this. The issue has not grown.

Flood on L12

All common area remediation works are complete.

Unit 233 glass balustrade pane

Followed up with discount glass, they are chasing up all their outstanding work orders from last year, they will get back to me with an ETA

North tower level 5 carpet staining

Joel had another go at this on 21/12. It improved the carpet a lot, however the heavier stains near unit 31 doorway are still slightly visible.

Emergency Equipment

Faults on fire panel

Duct probe fault in B2 vent room still showing up during heavy rains, CEFA have made attempts to fix this in the past using washers at the back to bring it off the wall enough for water to pass behind. CEFA have said it disappears once the probe dries out.

Leaking sprinkler head unit 149

Leaking sprinkler fixed, 2 holes to be patched in the ceiling, access snap panels were installed to cover unsightly holes. ML will arrange for patching and painting to be done.

ASE from 3G to 4G

ADT attended 20/12 to replace the ASE unit late December, will now run on 4G.

Replace faulty emergency lights.

Maritex have completed failed lights 1st week of January.

Failed jacking pump

Jacking pump replaced and working as required. CEFA has said it is jacking the pressure up more often than it should, indicating there is still a leak somewhere, more than likely inside a unit.

Security and Paths of Travel

Replace mortise on western gate.

The new mortise has been installed with a new lock barrel.

Roof Condition, Access, and Anchor Points

Follow up with Milin regarding final waterproofing repairs.

Milin has arranged for a new contractor to attend and repair these areas. Currently that work is booked in to occur late next week. No further progress

Vertical Transport

OTIS to replace missing buttons.

Both missing buttons for lift 2 have now been replaced. Unfortunately Lift 3 and 4 both have missing buttons now. OTIS is aware and has ordered them. No further progress.

Electrical

Maritex PPM quote QU9064 now added to the 'TO DO' list. I believe this was approved last year but has fallen through the cracks, Maritex have confirmed they have nothing booked in for Ivy this year. WO will need to be sent from vantage.

Pools

Sauna bench and timber treatment

Quote have been requested for the repairs and maintenance. To avoid conflict of interest, PointFS will quote and provide pricing before requesting from other trades so there is no price undercutting. No further progress just yet, should have sauna refurb quote early week 15/1

Roller Door

South tower basement roller door

PointFS have adjusted as required, if door still opens too hard, we will require ACT Doorland to attend and loosen the springs off slightly.

Garden Areas

Garden upgrades/planting

All seasons gardening upgrade/planting works are nearly completed. A few more plants to arrive late next week if delivery goes to plan. A few of the plants have died off over the holiday period, I have sent through some photos to Luke to get his advice on what has caused as I believe they have been stepped on.

Pruning/thinning in rear garden & mulching

Both will happen at the same time once All seasons have provided a quote and its approved.

Higgins plant damage

PCR has not been signed off yet, waiting for Higgins to acknowledge and confirm they will replace approx. 30x plants in writing before anything is signed and sent back. Site meeting booked in with Higgins, PointFS & All seasons on 15/1 to discuss.

White pots at front and rear of building

M&M Rolfe did a test patch on the one of the white pots at the front entry, there was little to no difference.

Gym and Bathroom Areas

Male bathroom bench to be replaced.

A replacement for this will be purchased before the handover is complete. Again, I don't want this carrying over to Matt L. MB checked out the seat earlier today 11/1

Pest Control

Monitor and investigate alternative pigeon control measures on South Tower rooftop.

APBM will be onsite to begin baiting works the week of the 15th January. Final dates TBC.

Hydraulics

Watertight work order for repairs to leaking valve.

This is booked to be completed the day before EC meeting. Will confirm on Tuesday afternoon how the works went.

Watertight work order for replacement pump seals.

This has been sent. Work has not been scheduled yet.

Leaking storm water riser affecting unit 196

Quote request sent to watertight to attend, inspect and quote accordingly.

Cleaning

Confirm cleaning/pest control schedule for windows.

Agreements have now been completed and sent to and signed by both RIGCOM and Rope Access (RAE).

RIGCOM pest control is booked for the week of 5th Feb, date confirmed.

RAE window clean is booked in for early March, James will confirm dates in the next few weeks as it gets closer.

Basement and Carpark

Remove stored items and notify strata of large items of value.

New notices went out in early December, all bigger bulky items removed. i.e. canoe. Boxes. Etc.

Refuse Areas

Waste chute cleaning and maintenance work orders.

Both Douglas Wright and WasTech have had the new agreements sent and signed. Douglas wright booked in for 20/2/24, WasTech still TBC.

ADDENDUM 2

- 2.1 Investment accounts

MACQUARIE BANK INVESTMENT ACCOUNTS					
	Date invested	Interest rate	Period	Deposit amount	Maturity
ADMIN FUND					
TD01	11/12/2023	4.65%	3 months	\$207,963.46	12/3/2024
TD03	28/12/2023	4.70%	3 months	\$101,097.26	27/03/24
TD05	16/11/2023	4.60%	3 months	\$17,169.86	16/02/24
SINKING FUND					
TDO2	16/11/2023	4.60%	3 months	\$37,169.86	16/02/24
TDO4	28/12/2023	4.70%	3 months	\$107,493.77	27/03/24
TDO6	12/12/2023	4.65%	3 months	\$204,131.54	12/03/24

- 2.2 Building Improvement fund (2% of budget allocation) - \$25,413.28

Date	Supplier	Invoice	Items	Invoice (ex GST)	\$25,413.28
19/12/23	Amazon		Purchase of cushions and inserts	\$292.37	
19/12/23	Rugs Express		Two foyer rugs	\$780.00	
TOTAL				\$1,072.37	\$24,340.91

- 2.3 Contingency fund (5% of budget allocation) - \$63,533.20

Date	Supplier	INV Number	Service	Invoice (ex GST)	Remaining
					\$63,533.20
29/11/23	Point FS	INV-1194	Repairs N11 ceiling water leak	\$1,207.07	
TOTAL				\$1,207.07	\$62,326.13

ADDENDUM 3

Otis 4G upgrade

Email from Point FS

Good afternoon all. Please see attached contract proposal from OTIS for the lift maintenance. As discussed this morning, I have negotiated with them to include the 4G gateway upgrade in the contract at a reduced value to what they would have been if installed under a standalone quote. They are unable to include that note in the contact due to their internal restrictions, but I do have confirmation in writing in the email trail below.

Below comparison prices are ex-gst.

2023 Pricing = \$1,423.19 per lift, quarterly.

2024-2027 Pricing, excluding gateways = \$1,395.06 per lift, quarterly. *1.98% less than 2023 invoice amount per lift.*

2024-2027 Pricing, including gateways = \$1,470.06 per lift, quarterly. *Total value increase over the contract term is \$4,500, approx. \$1,600 less than amount if installed separate, quote 103041 attached.*

Regards,

Matt Benedetti

ADDENDUM 4

New wastage signage

- Cardboard Sign x1 Digital print vinyl with laminate mounted to signage panel and cut to A3 size. Supplied with tape on back. \$100.00 (Need to remove reference to Civium). This has been unanimously approved. Will take FMs advice to put signage on the bins and to stencil the walls.



- Recycling Signs x30 Digital print vinyl with laminate mounted to signage panels and cut to A4 size. Supplied with tape on back. \$900.00. This has been unanimously approved.



- Kitchen Waste Signs x30 Digital print vinyl with laminate mounted to signage panels and cut to 200x80mm size. Supplied with tape on back. \$375.00 This has been unanimously approved.



- Artwork & Setup \$140. The EC have unanimously agreed for Point FS to pay and install these signs as well.

Current signage with CIVIUM logo in waste rooms to be removed.

ADDENDUM 5

Two male thieves entered the Ivy twice on 2 Dec 2023 (around 1am and 3am), the second time bringing two females with them. One car was stolen, up to eleven cars were broken into (smashed side windows) and a garage remote taken.

If owners or residents have further information, please contact the police quoting incident number **7609843**. The police case officer is Bethany Scott, Bethany.scott@afp.gov.au / 02 5126 9380.

ADDENDUM 6

Private use of Common Power in Garages

Below is the list of garages that have anything other than the electric motor plugged into the GPO on the basement ceilings.

UNIT	Item installed in the single GPO
64	Powerboard
71	Double adaptor (motor plug only)
72	Power board - charging dyson vacuum
79	Double adaptor and extension lead
160	Double adaptor (motor plug only)
205	Double adaptor and extension lead
207	Extension lead
218	Double adaptor (motor plug only)
229	Double adaptor (motor plug only)
244	Double adaptor and extension lead
253	Double adaptor and extension lead
254	Double adaptor (motor plug only)
256	Double adaptor and extension lead
262	Double adaptor (motor plug only)
275	Powerboard
276	Extension lead (or power board)

ADDENDUM 7

Out of stock - Rugs express 200cm x 200 cm \$390 plus delivery – ORDER CANCELLED.

<https://www.rugsexpress.com.au/round/marco-flower-green-round/>



In stock:

Temple and Webster – Prism Designer Wool Rust Blue Navy Rug: \$490



<https://www.templeandwebster.com.au/Prism-Designer-Wool-Rust-Blue-Navy-Rug-MTX-905-MUL-NETW4673.html>.

1. Ms Amara Blake Orange Rainbow Round Rug 200cm x 200cm - \$449 (plus delivery)

<https://missamara.com.au/products/blake-orange-rainbow-round-rug?variant=39283868729416>



3. Sydney rugs online - Eclectic Designer Wool Round Rug Blue Rust Purple 200cm x 200 cm - \$526 plus delivery (back order 20/02/23)

<https://www.sydneyrugsonline.com.au/collections/size-200x200cm/products/eclectic-designer-wool-round-rug-blue-rust-purple?variant=33783264138>





ADDENDUM 8

OWNERS CORPORATION RULES

17. Common Property Parking

- a) There is no provision for visitor parking on Ivy common property for any purpose other than pick-up and drop-off/set-down.
- b) All residents and their visitors are to park in the car parking space(s) allocated to their unit. If any resident requires a vehicle to be parked on the Common Property, permission must be sought from the Building Manager.
- c) Owners, occupiers must comply with all parking conditions and signage. Failure to do so, or to ensure guests do so, may result in action by the Owners Corporation to enforce this rule including:
 - i. Engagement, by the Executive Committee, of private parking contractors to issue fines.
 - ii. Attachment of adhesive reminder notices to non-compliant vehicles.
 - iii. Wheel clamping.
 - iv. Towing of non-compliant vehicles at the owner's expense.
- d) Limited numbers of temporary parking passes for contractors, tradespeople and other purposes will be made available by request to the Building Manager. Passes are limited in number and for short-term parking only and must be returned to the Building Manager promptly when the requirement for temporary parking on common property ceases.

ADDENDUM 9

December 2023 invoices

Inv Date	Supplier	Inv Description	Inv Amount
19/12/2023	ACT Doorland	November 2023 - service contract	\$320.00
28/11/2023	Actew Gas	26/10/2023-23/11/2023 - Gas	\$4,629.22
29/11/2023	All Seasons Horticultural	November 2023 - service contract	\$1,593.55
19/12/2023	All Seasons Horticultural	December 2023 - service contract	\$1,593.55
14/12/2020	Ara Security Services P/L	CCTV final payment - NPR adjustment	\$12,100.00
01/12/2023	Collection Corp of Aust	Lot 175*Garnishee (Local Court)	\$264.00
01/12/2023	Complete Essential Fire & Air	December 2023 - service contract	\$1,160.59
30/11/2023	Higgins Coatings Coatings Pty Ltd	External paint / render repair	\$21,961.28
30/11/2023	M&M Rolfe Cleaning Serv P/L	November 2023 - service contract	\$15,881.09
30/11/2023	M&M Rolfe Cleaning Serv P/L	November 2023 - Cleaning supplies	\$471.74
15/12/2023	Maritex Commercial Pty Ltd	Supply and replacement faulty lights	\$1,694.00
22/11/2023	Origin Energy 130112	Electricity 24/09/2023-23/10/2023	\$10,627.44
30/11/2023	Origin Energy 130112	24/10/2023-23/11/2023 electricity	\$10,774.56
15/03/2023	Otis Elevator	Callout - lift door held open	\$561.00
14/12/2023	Point Facilities	Sauna components - bucket, ladle	\$506.00
11/12/2023	Point Facilities	Supply gym cable handles	\$31.41
02/12/2023	Point Facilities	December 2023 - service contract	\$9,306.92
14/12/2023	Seda Services ACT	December 2023 - service contract	\$1,144.00
30/11/2023	Seda Services ACT	November 2023 - service contract	\$1,144.00
08/12/2023	Southwell Engineering	December 2023 - service contract	\$566.89
02/11/2023	Total Pool Services	October 2023: Pool chemicals	\$868.96
30/11/2023	Total Pool Services	WO435: Sanitation Indoor Pool & Spa.	\$3,493.60
02/11/2023	Total Pool Services	October 2023 - service contract	\$1,815.00
30/11/2023	Total Pool Services	November 2023 - service contract	\$1,270.50
30/11/2023	Total Pool Services	November 2023: pool chemicals.	\$764.32
30/11/2023	Veolia 216952	November 2023 - Bin Rental	\$12.97
26/10/2022	Water Tight - ACT	Unit 103 Gurgling drain/smell WO-200	\$591.61
27/06/2023	Water Tight - ACT	Unit 278 - reclaim: Water hammer issue	\$381.00
01/12/2023	Water Tight - ACT	December 2023 - service contract	\$436.27

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Page 1

Balance Sheet - U/Plan 4787 "THE IVY WODEN" 15 IRVING STREET, PHILLIP, ACT 2606

For the Financial Period 01/10/2023 to 16/01/2024 - Prepared by Vanessa Dix

Consolidated

	Administrative	Sinking	TOTAL THIS YEAR
Assets			
Cash At Bank			
The Owners Unit Plan 4787	\$166,784.43	\$3,852.98	\$170,637.41
<i>Macquarie Bank BSB: 182-266 Acc No: 217153303</i>			
Unit Plan 4787 TD01	\$207,963.46	\$0.00	\$207,963.46
<i>Macquarie Bank BSB: 182-266 Acc No: 282658111</i>			
Unit Plan 4787 TD02	\$0.00	\$35,000.00	\$35,000.00
<i>Macquarie Bank BSB: 182-266 Acc No: 237788393</i>			
Unit Plan 4787 TD03	\$101,097.26	\$0.00	\$101,097.26
<i>Macquarie Bank BSB: 182-266 Acc No: 231559774</i>			
Unit Plan 4787 TD04	\$0.00	\$107,493.77	\$107,493.77
<i>Macquarie Bank BSB: 182-266 Acc No: 266077924</i>			
Unit Plan 4787 TD05	\$17,169.86	\$0.00	\$17,169.86
<i>Macquarie Bank BSB: 182-266 Acc No: 264637166</i>			
Unit Plan 4787 TD06	\$0.00	\$204,131.54	\$204,131.54
<i>Macquarie Bank BSB: 182-266 Acc No: 223498288</i>			
GST Paid	\$35,632.11	\$0.00	\$35,632.11
Receivable	\$17,598.93	\$4,120.85	\$21,719.78
Total Assets	\$546,246.05	\$354,599.14	\$900,845.19
Liabilities			
GST Collected	\$29,173.72	\$6,329.79	\$35,503.51
GST Uncollected	\$(993.85)	\$34.67	\$(959.18)
Levies Paid In Advance	\$28,181.85	\$3,739.80	\$31,921.65
Total Liabilities	\$56,361.72	\$10,104.26	\$66,465.98

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Page 2

Balance Sheet - U/Plan 4787 "THE IVY WODEN" 15 IRVING STREET, PHILLIP, ACT 2606

For the Financial Period 01/10/2023 to 16/01/2024 - Prepared by Vanessa Dix

Consolidated

	Administrative	Sinking	TOTAL THIS YEAR
Liabilities (Continued)			
Net Assets	\$489,884.33	\$344,494.88	\$834,379.21
Owners Funds			
Opening Balance	\$542,297.30	\$280,972.77	\$823,270.07
Net Income For The Period	\$(52,412.97)	\$63,522.11	\$11,109.14
Total Owners Funds	\$489,884.33	\$344,494.88	\$834,379.21

Income and Expenditure Statement - U/Plan 4787

"THE IVY WODEN"

15 IRVING STREET, PHILLIP, ACT 2606

For the Financial Period 01/10/2023 to 16/01/2024 - Prepared by Vanessa Dix

Consolidated

Administrative Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Income			
Interest	\$239.89	\$0.00	\$1,383.08
Interest Investment Accounts Admin	\$5,524.25	\$0.00	\$1,706.33
Keys Remotes & Swipes	\$3,098.16	\$0.00	\$2,297.26
Levy Income Admin	\$285,184.76	\$1,140,742.63	\$1,070,832.56
Total Administrative Fund Income	\$294,047.06	\$1,140,742.63	\$1,076,219.23

Expenses

Audit Fees	\$2,600.00	\$2,500.00	\$2,360.00
BAS & Tax Preparation	\$210.00	\$630.00	\$675.00
Bank Charges	\$0.66	\$0.00	\$(3.22)
Banking, Software & Infrastructure	\$131.39	\$315.00	\$288.75
Bin Lifter / Hoist - Contract	\$515.35	\$2,540.00	\$3,270.60
Building Improvements	\$1,072.37	\$25,413.28	\$21,483.32
Building Maintenance	\$19,964.80	\$25,000.00	\$0.00
BuildingLink	\$6,696.00	\$6,696.00	\$6,696.00
Capital Equipment Acquisitions - Admin	\$0.00	\$15,000.00	\$15,000.00
Cleaning - Bin Chutes	\$0.00	\$3,780.00	\$1,800.00
Cleaning - Bins	\$0.00	\$6,680.00	\$6,572.60
Cleaning - Carpark	\$2,248.25	\$3,720.00	\$4,450.00
Cleaning - Carpets	\$0.00	\$6,710.00	\$5,151.36
Cleaning - Contract	\$42,405.40	\$173,250.00	\$169,684.04
Cleaning - General	\$780.00	\$7,170.00	\$6,142.14
Cleaning - Windows	\$0.00	\$20,340.00	\$19,478.50
Cleaning Supplies	\$546.75	\$3,700.00	\$3,386.50
Consumables	\$2,452.56	\$7,600.00	\$4,743.97
Contingency	\$1,352.15	\$63,533.20	\$54,158.10
Contractor Compliance Fee	\$0.00	\$90.00	\$87.00
Debt Recovery	\$(600.00)	\$0.00	\$0.00
Electrical - Maint. Contract	\$0.00	\$5,280.00	\$4,780.00
Electricity	\$18,019.15	\$140,200.00	\$131,731.74
Facilities Management Services	\$33,843.36	\$114,010.00	\$101,117.34
Fire - Maintenance Contract	\$3,165.24	\$11,740.00	\$12,660.96
Fire - Monitoring	\$2,000.00	\$2,340.00	\$2,205.00
Fire - Repairs & Replacement	\$3,850.00	\$9,025.00	\$8,515.00
Furniture	\$0.00	\$10,720.00	\$0.00
Garbage Chute - Maint. Contract	\$201.64	\$5,100.00	\$2,700.00

Income and Expenditure Statement - U/Plan 4787 "THE IVY WODEN"

15 IRVING STREET, PHILLIP, ACT 2606

For the Financial Period 01/10/2023 to 16/01/2024 - Prepared by Vanessa Dix

Consolidated

Administrative Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Gardening - Contract	\$2,897.36	\$18,320.00	\$17,384.16
Gardening - Irrigation	\$3,964.55	\$14,000.00	\$0.00
Gardening - Maintenance Other	\$0.00	\$0.00	\$400.00
Gardening - Materials	\$0.00	\$3,370.00	\$0.00
Gardening - Plants and Trees	\$0.00	\$7,500.00	\$0.00
Gas Usage	\$13,628.34	\$136,580.00	\$9,237.33
Gym - Contract	\$0.00	\$3,000.00	\$2,850.00
Gym - Equipment	\$108.91	\$500.00	\$108.91
HVAC - Contract	\$5,200.00	\$12,730.00	\$12,480.00
Height Safety Certification	\$0.00	\$1,327.00	\$1,250.00
Hot Water Supply	\$300.82	\$1,600.00	\$1,120.75
IT Charges	\$0.00	\$6,400.00	\$984.00
Income Tax Payable - Admin	\$791.70	\$0.00	\$0.00
Insurance Excess Payments	\$0.00	\$0.00	\$90.91
Insurance Payouts	\$3,132.95	\$0.00	\$0.00
Insurance Premium	\$105,964.89	\$120,000.00	\$99,226.06
Keys, Remotes & Swipes	\$0.00	\$0.00	\$(2,224.31)
Legal Fees Arrears Recoveries	\$(120.00)	\$0.00	\$(30.00)
Lifts - Maint. Contract	\$0.00	\$33,922.00	\$26,137.00
Lifts - Repairs & Maint.	\$0.00	\$6,000.00	\$5,665.00
Lodgement Fees	\$150.91	\$0.00	\$0.00
Management Fees (Schedule B)	\$155.45	\$0.00	\$590.00
Management Fees - Strata	\$38,977.21	\$96,488.00	\$81,956.25
Other Expenses	\$140.80	\$3,000.00	\$2,440.90
Pest Control	\$250.00	\$10,520.00	\$1,850.00
Plumbing - Maint. Contract	\$1,189.83	\$4,480.00	\$4,588.65
Pool -Contract	\$4,950.00	\$22,240.00	\$22,277.81
R & M Doors	\$80.00	\$245.00	\$400.00
R & M Electrical	\$2,998.00	\$22,040.00	\$15,996.00
R & M Equipment	\$1,092.38	\$630.00	\$595.00
R & M Garage	\$0.00	\$1,470.00	\$1,676.82
R & M General	\$953.06	\$3,130.00	\$3,007.03
R & M Painting	\$0.00	\$11,485.00	\$0.00
R & M Plumbing	\$2,158.88	\$13,000.00	\$14,943.31
R & M Pool	\$3,176.00	\$18,390.00	\$25,755.25
R & M Roof	\$0.00	\$11,000.00	\$27,509.78
R & M Upgrades and Replacements	\$0.00	\$0.00	\$11,847.92
Reports - Consultants	\$0.00	\$5,000.00	\$7,090.90
Reports - Insurance Valuation	\$0.00	\$2,400.00	\$4,103.64

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Page 5

Income and Expenditure Statement - U/Plan 4787 "THE IVY WODEN"

15 IRVING STREET, PHILLIP, ACT 2606

For the Financial Period 01/10/2023 to 16/01/2024 - Prepared by Vanessa Dix

Consolidated

Administrative Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Room Hire	\$436.36	\$795.00	\$700.00
Security & Access System	\$12,100.00	\$20,820.00	\$0.00
Security General	\$0.00	\$2,000.00	\$4,651.80
Signage	\$0.00	\$0.00	\$860.20
Waste & Recycling Bins	\$47.16	\$146.00	\$0.00
Water Usage	\$279.40	\$72,000.00	\$59,104.82
Total Administrative Fund Expenses	\$346,460.03	\$1,359,610.48	\$1,055,760.59
Administrative Fund Surplus/Deficit	\$(52,412.97)	\$(218,867.85)	\$20,458.64

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Page 6

Income and Expenditure Statement - U/Plan 4787 "THE IVY WODEN"

15 IRVING STREET, PHILLIP, ACT 2606

For the Financial Period 01/10/2023 to 16/01/2024 - Prepared by Vanessa Dix

	Consolidated		
Sinking Fund	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Income			
Interest	\$42.39	\$0.00	\$215.48
Interest Investment Accounts Sinking	\$2,709.32	\$0.00	\$5,915.99
Levy Income Sinking	\$60,769.67	\$243,079.00	\$162,239.68
Total Sinking Fund Income	\$63,521.38	\$243,079.00	\$168,371.15
Expenses			
Bank Charges - Sinking	\$(0.73)	\$0.00	\$0.00
Total Sinking Fund Expenses	\$(0.73)	\$0.00	\$0.00
Sinking Fund Surplus/Deficit	\$63,522.11	\$243,079.00	\$168,371.15

19/12/2023

Kevin F & Julia M O'Brien
Unit 259
15 Irving Street
PHILLIP ACT 2606

Dear Owners,

UNITS PLAN 4787 - THE IVY
MINUTES OF THE EXECUTIVE COMMITTEE MEETING

Please find enclosed minutes from Executive Committee Meeting held on Wednesday 13 December 2023

Should you have any questions regarding the meeting or the enclosed minutes, please contact the Strata Manager.

Kind Regards,

Vanessa Dix
Strata Manager
vanessa.dix@vantagestrata.com.au

**MINUTES OF THE
EXECUTIVE COMMITTEE MEETING
OF UNITS PLAN 4787
THE IVY**

- Venue:** Unit 259/15 Irving Street, Phillip / Microsoft Teams
- Date:** Wednesday, 13 December 2023
- Time:** 18:20pm
- Attendance:** Don Mclean (Chair – Teams), Julianne O’Brien (Treasurer), Carol van Gelder, Kevin O’Brien (Secretary), Craig Wiltshire (Teams), Vanessa Dix (Vantage Strata).
- Apologies:** Donna Macpherson

1. MEETING FORMALITIES

- 1.1. Attendance and acceptance of apologies.**
- 1.2. Conflicts of Interest. Nil**
- 1.3. Previous Meeting Minutes.**

The minutes of the EC Meeting held Wednesday, 15 November 2023 were confirmed.

2. BUILDING & FACILITIES MANAGEMENT

- 2.1.** Building Condition Report 30 November 2023 – 85.71%. The full report is available on BuildingLink.
- 2.2.** The Facilities Manager’s update of 13 December 2023 is at Addendum 1.

3. TREASURER’S REPORT AND LEVY SITUATION

Financial Statement as at 13/12/2023 – attached.

3.1. Overall Financial Position

- **Total cash at bank = \$983,224.82**
 - Admin fund = \$630,402.36
 - Sinking fund = \$352,822.46

3.2. Cash Account Balance

- Total cash: \$295,115.70
 - Admin Fund Balance = \$236,106.67
 - Sinking Fund Balance = \$59,009.03

3.3. Investment accounts – see Addendum 2

- **Total investments: \$609,264.86**
 - Admin fund investment accounts = \$325,133.32
 - Sinking fund investment accounts = \$284,131.54

Vantage Strata confirmed TD01 was split into two accounts (TD01 Admin fund and TD06 Sinking fund) on maturity (Monday, 11 December 2023) as instructed at the last EC meeting, and both funds were invested for three months.

- **Financial decisions:** the Treasurer recommended the following:
 - TD03 (\$100,000.00) - to be rolled over with interest on maturity – 29/12/23.
 - TD04 (\$45,000.00) - to be rolled over with interest plus the available Sinking Fund cash at bank (currently \$59,009.03) on maturity – 29/12/23.

The Committee agreed to both recommendations unanimously.

3.4. Levy Income and Arrears

- Levies in arrears = \$49,456.26
- Specific issues or concerns:
 - Unit 175 – total arrears \$6,102.79:
 - CCA legal action completed – \$2,865.42 (plus legal expenses). The committee requested an update from Strata on the decision made at the November EC meeting to garnishee the owner’s wages to recover the arrears.
 - 90 days plus arrears \$1,904.57. The owner has accrued new arrears which relate to the June and September levies. It was agreed unanimously for new CCA legal action to commence against the owner for this amount. The committee agreed that legal action be taken each time the owner is more than 90 days in arrears.
 - Unit 211 – total arrears \$2,770.61:
 - 90 days plus arrears \$1,328.71. It was agreed unanimously for CCA to take legal action against the unit owner for this amount.
- The Strata Manager agreed to send an arrears email reminder on 14/12/23.

3.5. Contingency fund (see addendum 2)

- 5% budget allocation: \$63,533.20
 - Total expenditure: \$1,352.15
 - Remaining allocation: **\$62,181.05**

4. MATTERS FOR DECISION

4.1. Otis Lift Maintenance Contract. The 3-year lift maintenance contract is due for renewal on 20 January 2024. The Facilities Manager has negotiated a new contract proposal with Otis which covers the cost of the cellular gateway 4G upgrades within the lift maintenance costs, whilst adding the ongoing three Sim cards costs separately (\$972.00 per annum, total \$7,593.30 per quarter, \$30,373.20 per annum) – see pricing comparison with the current contract at Addendum 3.

The proposed new contract is an Otis standard-form contract that reduces some benefits negotiated within the current contract including agreed fixed 3.25% annual increase. In addition, Otis advised that the contract cannot be amended to confirm inclusion of the 4G upgrade, and we would have to rely on an email from Otis confirming the inclusion. The new contract (quarterly

service, 4G upgrade and Sim cards) is within the 2023-24 lift maintenance budget line of \$33,922.00.

The Committee noted the current Otis contract allows for a 3-year rollover on the same contract terms (3.25% annual increase, \$20m public liability, coverage for repair of major components at no additional cost, specified maintenance service task periodicity), but roll-over of the contract would not include the costs for the 4G gateway upgrade or the associated ongoing sim card costs.

The Committee agreed to undertake a more detailed assessment of our Otis lift maintenance contract options to inform consideration at the January EC meeting.

4.2. ARA Invoice (\$12,000). Payment of the final invoice (S339101 from 2021) was held over subject to confirmation the Number Plate Recognition (NPR) system is working satisfactorily, and that ARA had addressed the issues involved. ARA realigned the camera in November, and it appears to have fixed the inconsistency issues. The Committee noted advice from the Facilities Manager that the outcome was satisfactory and unlikely to be improved further. The Committee approved payment of the invoice.

4.3. Point FS invoice INV-1194 (\$1,487.37) - repairs to the common corridor ceiling on Level 11 of North tower following the sprinkler pipe leak a couple of weeks back. Invoice approved.

4.4. South Stormwater Pump out Line. WaterTight Quote 112807 (\$873 incl GST) for replacement of gaskets. The quote was accepted, and Vantage Strata was instructed to raise the work order.

4.5. Front entry rugs. The Committee noted that these rugs have been in a poor state for some time, despite numerous attempts to clean them. Prompted by an owner's request to either clean them or replace them, advice was sought regarding any additional options for removal of the stains. Advice from Point FS is they are impossible to clean (heavy grease /oil). Approval was sought to replace both rugs at a budgeted price of up to \$1,500 ex GST.

The Committee noted the interior designer had suggested keeping the rugs circular with colours that complement the décor, along with adding matching colour coordinated cushions to the foyer lounges.

The EC agreed to this proposal, and for purchase of the colour coordinated cushions from within this budget. The rug selected for purchase is at Addendum 7.

4.6. CEFA quote – replacement of faulty jockey pump - \$3,850 + GST. The Committee approved, out of session, an urgent quote from CEFA to replace the jockey pump in the fire pump room. In addition to the fire safety issues, the noise and vibration of the backup large electric pump were also impacting some residents. The work order was issued on Tuesday and the Facilities Manager expected to have the pump replaced by the weekend. The Committee noted the back-up pump has noticeably increased our electricity usage.

4.7. Unit 270 Alteration Request - Proposal to run electrical power cable from their 16th floor unit for metered power supply to their garage (late submission).

The Committee noted that the request included limited information and lacked details necessary for an informed decision by the EC. The Committee requested the Stata Manager to inform the unit owners that they will need to prepare a more detailed alteration proposal in coordination with the Facilities Manager. The Facilities Manager will need to be satisfied that all required aspects of the proposed alteration have been appropriately considered and documented, before recommending approval of these works for EC consideration.

5. MATTERS FOR DISCUSSION

5.1. Outstanding Work Orders. As at the end of November, there were 16 building maintenance work orders / service agreements outstanding, some dating back to August. This backlog impacted the Ivy as the work associated with these quotes could not be undertaken as scheduled. The Facilities Manager expressed concern that there was an additional risk of further delay once the work orders were eventually issued as the service providers were likely to have committed to other jobs in the meantime.

The EC raised this issue with Vantage at successive monthly meetings and on numerous occasions directly with our Strata Manager, with no action taken. The EC was informed that the delay was caused by internal processes within the Vantage facilities management team.

In the absence of satisfactory progress, the Chair lodged a formal complaint with the Vantage group manager (Jarrod Smith) on 30 November 2023 outlining the issues. In response to the complaint, Vantage Strata arranged a meeting with Point FS on 12 December 2023 to identify a way forward.

The Committee was advised that a suitable contract / work order management process was agreed between Vantage Strata and Point FS. Vantage Strata will provide this agreement to the EC in writing and parties will monitor it closely over the next 3 months.

P.S. On Friday 15 December, Point FS advised the Committee that all work orders / service agreements have now been issued.

5.2. Garage Break-in (2 Dec) update. See police contact information at Addendum 4.

The Committee noted that CCTV capturing the perpetrators was provided to the police, but no further information was available at this stage. We understand the Oaks garage was also broken into the same morning (see item 5.9).

The Committee discussed possible ideas for reducing the risk of future break-ins, noting the basements will never be fully secure. Most involve a very substantial cost and would still not guarantee security e.g., a 24-hour guard would cost \$400,000 plus per year; upgrading the garage remote control system to a smart system would be \$200,000 plus.

Residents are encouraged, when returning late at night, to wait until the roller door is fully closed before proceeding to their car space. They are also reminded not to leave keys, remotes, or valuables in their car.

The Committee will investigate the feasibility of conducting of an audit of all main garage door remote controls early next year as at least one remote control was stolen.

The lighting around the ramp and garage entry will be reviewed with the Facilities Manager to assess with additional lighting is warranted as deterrent for criminals sneaking in on foot.

All owner suggestions to improve security are welcome.

5.3. ACT Government EV Charging Infrastructure. The AGM meeting on 1 Nov 2023 directed the incoming EC to lobby the ACT Government on the OC's behalf to have EV infrastructure installed in the public car park across from The Ivy (motion 14). Discussion of this initiative was held over to early next year. Interested owners should contact members of the Committee.

5.4. EC Meeting Schedule. The Committee confirmed the EC meeting dates proposed for 2024 and agreed to update the Building Link calendar - see Addendum 5.

5.5. Next AGM and proposed date. The Committee agreed the 5th AGM Minutes need to be modified before acceptance at next year's AGM to remove details of individual units who lodged absentee votes. A possible date for the 6th AGM is Wednesday, 6 November 2024.

5.6. Parking in driveway. The Committee noted some residents and / or their visitors are still parking in the front driveway for extended periods of time, creating difficulties for emergency services (especially ambulances) and the garbage trucks. The Committee agreed to remind all residents of our House Rules restricting parking in the driveway which can be strictly enforced, including possible fines – see Addendum 8. The Committee will discuss new driveway signage options with the building manager.

5.7. South Tower Chute Blockage. The cleaners and several OC members spent over an hour trying to remove the rubbish blockage last weekend. They found residents have been placing foam, packaging, cardboard boxes, heaters, clothing, old sports bags, and open pet litter down the chute which is unacceptable. A notice will be issued to all residents reminding them about responsible disposal of rubbish (see also item 6.16). The Committee will look at what other actions can be taken.

5.8. Outdoor Signage update. New common area outdoor signage is on order, awaiting sign maker raw material order fulfillment and Ivy sign production.

5.9. Oaks Crown – An Oaks crown EC representative advised that 21 cars were damaged in the Oaks on the same night as Ivy was broken into. Their EC is quite keen to work with Ivy to discuss areas of common concern. A meeting is proposed for early 2024.

6. MATTERS FOR NOTING

6.1. Point FS Staff Change update. Matt Lam (of Point FS) will take over full responsibility as our Facilities Manager from 8 Jan 2024. Vantage Strata and owners will be notified.

6.2. 2022-23 Income Tax report. The Treasurer raised concerns with Vantage that the IVY OC had a tax bill in 2022-23 which was unexplained. Vantage confirmed that the 2022-23 taxable income of \$2,639 is interest earned from the investment accounts. Tax paid: \$797.00.

6.3. Owner Correspondence. There are over 60 owners who have their communication preferences recorded as requiring hard copy (paper) correspondence from Vantage e.g., minutes and notices, which has a significant cost and environmental impact. All owners are encouraged to contact Vantage and change their communication preferences to electronic. Vantage will provide an update on current default settings (electronic or hard copy), given recent changes to legislation.

6.4. AGM Reduced Quorum. The reduced-quorum period expired on 29 Nov 2023 and all AGM agreements are now in effect.

6.5. Owners Corporation Rules. The updated House Rules (as agreed at the 5th AGM) were lodged with Access Canberra for registration on 17 Nov 2023.

6.6. Private Use of Common Power update. Owners were advised on 29 Nov that the ban on personal use of common power in garages is now in effect. Owners must remove all leads, power boards, double adaptors, and appliances etc from the single GPO which powers the roller door. The building manager will monitor the private use of common power during his regular rounds.

6.7 Levies. First quarter levies for 2023-24 were due on 1 December. There is still a substantial number of owners in arrears (see item 3.3). If you are having trouble making the quarterly levy payment, please contact Vantage by email at ivy@vantagestrata.com.au to discuss a fortnightly or monthly payment plan. Overdue and unpaid levies attract admin fees and interest charges, with long overdue accounts being referred to a debt collector.

- 6.8. Building Insurance.** The 2023-24 CHU and Vero Certificates of Currency and the Coverforce Insurance Renewal Report are uploaded to Building link.
- 6.9. Pigeon Management.** Vantage emailed owners on 6 Dec 2023 alerting them to the proposed pigeon management program for Ivy roof areas (to commence mid-January) and the precautions being made to ensure this is in full compliance with government regulations and safety requirements. Owners will be advised when the work will commence. Owners/residents with pigeon problems on their own balcony should contact APBM direct at admin@apbm.com.au or 1300 882 208 (free call) giving their details at The Ivy.
- 6.10. Outdoor painting of garden walls.** The Committee is pleased with the work undertaken by Higgins Coatings to repair the render and paint the exterior garden walls. Point FS will ask Higgins to quote on render repairs and repainting of the driveway ramp entrance walls.
- 6.11. White front pots.** M&M Rolfe will be asked to clean the large white front entry pots as they look grubby next to the freshly painted walls.
- 6.12. Embedded Electricity Costs.** The EC has been pursuing several initiatives but without much success - see Addendum 6.
- 6.13. Unit 233 – Balustrade Panel update.** Discount Glass measured for replacement on 12 Dec.
- 6.14. Water issues.** Point FS is in discussion with Milin to address several water ingress issues noted following recent heavy rains. A thermal imaging review of the South Tower curtain wall has identified several new wet areas (Milin is taking these up with Taylors Windows).
- 6.15. Unit 66 – Noisy hot water meter.** The Committee noted that the water meters are the responsibility of Origin Energy. They authorised WaterTight to inspect/replace the faulty meter. The work order was logged on Building Link on 24 Nov but WaterTight are having difficulty gaining access to the unit.
- 6.16. Garbage chute blockages.** Owners and residents are reminded these chutes are for solid KITCHEN WASTE ONLY, NOT liquids, packaging material, pillows, or old gym bags etc.
- 6.17. Sauna and bathroom bench repairs.** Quotes are being sought for the necessary repair and restoration work.
- 6.18. Hydraulic and electrical riser cupboards – cleaning.** Completed on 3 Dec 2023.
- 6.19. Christmas decoration donation.** \$365.11 was raised and donated to Hands Across Canberra.
- 6.20. Thankyou gift.** A small gift was purchased to thank Bernie Bisset and her daughter for their delightful piano playing and singing at the IVY Christmas carols on Sunday, 10 Dec 2023. A big thanks also to Guy for his excellent strumming of the guitar. It was a delightful evening enjoyed by all who attended.
- 6.21. Christmas banner.** Thank you to Angie Campbell and Julianne O’Brien for donating the Merry Christmas banner hung in the library area.

7. ITEMS FROM PREVIOUS MEETINGS

- 7.1. “TO DO” List.** More than 30 items have been addressed and finalised since the last meeting.
- 7.2. North Tower Level 11 (7 Nov).** Plaster / painting repairs were completed on 26 Nov 2023.
- 7.3. Unit 232 water leak (31 Oct).** The sprinkler leak was fixed last month by CEFA and plaster / painting repairs have now been completed.

7.4. Unit 226 Flood (13 Aug). Repairs to all common areas are complete. The hallway carpet on Level 12 was replaced on 16 Nov 2023.

8. STRATA MANAGER UPDATE

8.1. Next Ivy Appearance – Tuesday 16 Jan 2024 (time TBC). Catch up with Matty Lam and EC members.

8.2. Christmas shutdown. Vantage to advise owners and residents that both Vantage Strata and Point FS will run a skeleton crew from 22 December to 8 January 2024.

9. GENERAL BUSINESS

9.1. Nil

10. MEETING CLOSURE AND NEXT MEETING

10.1. The meeting closed at 7.56 pm.

10.2. The next EC meeting will be held at 6.00 pm on 17 January 2024.

ADDENDUM 1

Monthly Building Condition Report – Facilities Manager update as at 13/12/2023

Building Condition and Regulation

Ongoing with Milin - Facade leak, Oaks boundary fence items

Milin has attended and reviewed following leaks in November. Awaiting report to be generated by Milin and handed to Taylors for review. We will be provided with a copy once complete.

Investigate repair options for driveway paving

No progress on this. The issue has not grown.

Flood on L12

All common area remediation works are complete.

Emergency Equipment

Replace faulty emergency lights

Maritex awaiting work order from Vantage.

Failed jacking pump

Work order has been sent and pump has been ordered. Expected install date is Friday 15th Dec.

Security and Paths of Travel

Replace mortise on western gate

The new mortise has been purchased, just needs to be installed.

Roof Condition, Access, and Anchor Points

Follow up with Milin regarding final waterproofing repairs

Milin has arranged for a new contractor to attend and repair these areas. Currently that work is booked in to occur late next week.

Vertical Transport

OTIS to replace missing buttons

Both missing buttons for lift 2 have now been replaced. Unfortunately Lift 3 and 4 both have missing buttons now. OTIS is aware and has ordered them.

Pools

Sauna bench and timber treatment

Quote have been requested for the repairs and maintenance. To avoid conflict of interest, PointFS will quote and provide pricing before requesting from other trades so there is no price undercutting.

Identify issue with low pressure in pool filter #3.

This was just a faulty gauge.

Order replacement sauna bucket and ladle, as well as light fitting.

All items have been ordered and should arrive before Christmas. The bucket and ladle will be held as spares, and the light fitting will be installed.

Gym and Bathroom Areas

Male bathroom bench to be replaced.

A replacement for this will be purchased before the handover is complete. Again I don't want this carrying over to Matt L.

Garden Areas

Confirm dates for garden rectification.

Planting will start this week now that the painting is complete

Pruning/thinning in rear garden

This will happen at the same time as the above garden works.

Pest Control

Monitor and investigate alternative pigeon control measures on South Tower rooftop

APBM will be onsite to begin baiting works the week of the 15th January. Final dates TBC.

Hydraulics

WaterTight work order for repairs to leaking valve

Water tight awaiting workorder from Vantage

Water Tight work order for replacement pump seals

This has been sent. Work has not been scheduled yet

Cleaning

Confirm cleaning/pest control schedule for windows

Agreements have now been completed and sent to and signed by both RIGCOM and Rope Access (RAE).

RIGCOM pest control is booked for the week of 5th Feb

RAE window clean is booked in for early March.

Basement and Carpark

Remove stored items, and notify strata of large items of value.

New notices went out in early December.

Refuse Areas

Waste chute cleaning and maintenance work orders.

Both Douglas Wright and WasTech have had the new agreements sent and signed. Dates for the works still TBC.

ADDENDUM 2

Admin Fund investment accounts = \$325,133.32:

- TD01 = \$207,963.46. Note: TD01 fund was split into an admin account and a Sinking Fund account (TD06) on maturity on 11/12/23. \$205,706.33 plus \$2,257.13 interest was reinvested in TD01 admin.
- TD03 = \$100,000.00 (matures on 29/12/23). To be rolled over plus interest on maturity
- TD05 = \$17,169.86 (matures on 16/02/24).

Sinking Fund investment account = \$284,131.54:

- TD02 (matures 16/02/24) = \$35,000
- TD04 (matures on 29/12/23) = \$45,000.00. To be rolled over plus interest on maturity. The Treasurer recommended investing the Sinking Fund cash at bank (currently \$59,009.03) into this account on maturity.
- TD06 (matures on 11/03/24) = \$204,131.54 (TD06 was created on 11/12/23 from TD01 - \$201,915.99 plus \$2,215.55 interest).

5% Contingency fund

	Date	Supplier	INV Number	Service	Invoice (ex GST)	Remaining
1						\$63,533.20
2	29/11/23	Point FS	INV-1194	Repairs N11 ceiling water leak	\$1,352.15	\$62,181.05
3						

ADDENDUM 3

Otis Cellular Gateway 4G upgrade

Email from Point FS

Good afternoon all. Please see attached contract proposal from OTIS for the lift maintenance. As discussed this morning, I have negotiated with them to include the 4G gateway upgrade in the contract at a reduced value to what they would have been if installed under a standalone quote. They are unable to include that note in the contact due to their internal restrictions, but I do have confirmation in writing in the email trail below.

Below comparison prices are ex-gst.

2023 Pricing = \$1423.19 per lift, quarterly.

2024-2027 Pricing, excluding gateways = \$1395.06 per lift, quarterly. *1.9% less than 2023 invoice amount per lift.*

2024-2027 Pricing, including gateways = \$1470.06 per lift, quarterly. *Total value increase over the contact term is \$4500, approx \$1600 less than amount if installed separate, quote 103041 attached.*

Regards,

Matt Benedetti

ADDENDUM 4

Two male thieves entered the Ivy twice (around 1am and 3am), the second time bringing two females with them. One car was stolen, up to eleven cars were broken into (smashed side windows) and a garage remote taken.

The police attended, collecting statements and evidence. The incident report has been prepared and footage provided to the police. The EC has issued two update notices to owners via BuildingLink.

If owners or residents have further information, please contact the police quoting incident number **7609843**. The police case officer is Bethany Scott, Bethany.scott@afp.gov.au / 02 5126 9380.

ADDENDUM 5

EXECUTIVE COMMITTEE – PROPOSED MEETINGS AND KEY DATES

1. 17 January 2024
2. 21 February 2024
3. 20 March 2024
4. 17 April 2024 (Strata Review commences)
5. 15 May 2024
6. 19 June 2024
7. 17 July 2024 (Insurance valuation)
8. 21 August 2024 (2024-25 Budget preparation)
9. 18 September 2024 (end Financial Year settlement)
10. Friday, 4 October 2024 (target date for AGM Pack finalisation)
11. Wednesday, 9 October 2024 (target date for AGM papers to be circulated)
12. Wednesday, 6 November 2024 (possible AGM date – to be confirmed)
13. Wednesday, 20 November 2024 (new EC induction)
14. Wednesday, 4 December 2024 (reduced quorum would end)
15. 11 December 2024

ADDENDUM 6

As flagged at the recent AGM, EC and OC members have been pursuing the issue of Ivy's embedded electricity costs.

While Ivy residential tariffs were reduced from 1 October 2023, Origin Energy actually increased the OC's common power tariff on 1 August 2023. Our common area electricity costs around \$25,000 a year more at this higher tariff than if owners' residential rate (also from Origin) was to apply.

The EC has been pursuing several initiatives to try to alleviate this situation:

- With the assistance of Vantage, quotes were sought from other electricity retailers but only one has responded (Shell – a higher quote).
- Paul Stanton has followed up with his contacts in Origin Energy but was advised we are on the best SME electricity tariff that Origin has to offer. His further inquiries with ActewAGL were not successful.
- We have an independent energy broker still testing the market (providing them with metering and switchboard data so they can access our demand profile) but Origin Energy is not proving helpful.

The issue has also been raised with the Owners Corporation Network (OCN) to see if the matter can be added to their reform agenda.

ADDENDUM 7

Rugs express 200 cm x 200 cm \$390 plus delivery -

<https://www.rugsexpress.com.au/round/marco-flower-green-round/>



ADDENDUM 8

OWNERS CORPORATION RULES

17. Common Property Parking

- a) There is no provision for visitor parking on Ivy common property for any purpose other than pick-up and drop-off/set-down.
- b) All residents and their visitors are to park in the car parking space(s) allocated to their unit. If any resident requires a vehicle to be parked on the Common Property, permission must be sought from the Building Manager.
- c) Owners, occupiers must comply with all parking conditions and signage. Failure to do so, or to ensure guests do so, may result in action by the Owners Corporation to enforce this rule including:
 - i. Engagement, by the Executive Committee, of private parking contractors to issue fines;
 - ii. Attachment of adhesive reminder notices to non-compliant vehicles;
 - iii. Wheel clamping; or
 - iv. Towing of non-compliant vehicles at the owner's expense.
- d) Limited numbers of temporary parking passes for contractors, tradespeople and other purposes will be made available by request to the Building Manager. Passes are limited in number and for short-term parking only and must be returned to the Building Manager promptly when the requirement for temporary parking on common property ceases.

Vantage Strata Pty Ltd

Level 4, DKS No 2., 23 Challis Street DICKSON ACT 2602 ABN: 79602359482

Ph: 1800878728 Email: info@vantagestrata.com.au

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Page 1

Balance Sheet - U/Plan 4787 "THE IVY WODEN" 15 IRVING STREET, PHILLIP, ACT 2606 For the Financial Period 01/10/2023 to 13/12/2023

Consolidated

	Administrative	Sinking	TOTAL THIS YEAR
Assets			
Cash At Bank			
The Owners Unit Plan 4787	\$236,106.67	\$59,009.03	\$295,115.70
<i>Macquarie Bank BSB: 182-266 Acc No: 217153303</i>			
Unit Plan 4787 TD01	\$207,963.46	\$0.00	\$207,963.46
<i>Macquarie Bank BSB: 182-266 Acc No: 282658111</i>			
Unit Plan 4787 TD02	\$0.00	\$35,000.00	\$35,000.00
<i>Macquarie Bank BSB: 182-266 Acc No: 237788393</i>			
Unit Plan 4787 TD03	\$100,000.00	\$0.00	\$100,000.00
<i>Macquarie Bank BSB: 182-266 Acc No: 231559774</i>			
Unit Plan 4787 TD04	\$0.00	\$45,000.00	\$45,000.00
<i>Macquarie Bank BSB: 182-266 Acc No: 266077924</i>			
Unit Plan 4787 TD05	\$17,169.86	\$0.00	\$17,169.86
<i>Macquarie Bank BSB: 182-266 Acc No: 264637166</i>			
Unit Plan 4787 TD06	\$0.00	\$204,131.54	\$204,131.54
<i>Macquarie Bank BSB: 182-266 Acc No: 223498288</i>			
GST Paid	\$27,562.22	\$0.00	\$27,562.22
GST Unpaid	\$1,825.78	\$0.00	\$1,825.78
Receivable	\$39,774.37	\$9,681.89	\$49,456.26
Total Assets	\$630,402.36	\$352,822.46	\$983,224.82
Liabilities			
GST Collected	\$26,152.98	\$5,708.63	\$31,861.61
GST Uncollected	\$1,792.61	\$655.83	\$2,448.44
Levies Paid In Advance	\$19,706.01	\$2,468.04	\$22,174.05
Payable	\$20,083.55	\$0.00	\$20,083.55
Payable (GST Free)	\$39.99	\$0.00	\$39.99
Total Liabilities	\$67,775.14	\$8,832.50	\$76,607.64

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Page 2

Balance Sheet - U/Plan 4787
"THE IVY WODEN"
15 IRVING STREET, PHILLIP, ACT 2606
For the Financial Period 01/10/2023 to 13/12/2023

Consolidated

	Administrative	Sinking	TOTAL THIS YEAR
Liabilities (Continued)			
Net Assets	\$562,627.22	\$343,989.96	\$906,617.18
Owners Funds			
Opening Balance	\$542,297.30	\$280,972.77	\$823,270.07
Net Income For The Period	\$20,329.92	\$63,017.19	\$83,347.11
Total Owners Funds	\$562,627.22	\$343,989.96	\$906,617.18

Income and Expenditure Statement - U/Plan 4787

"THE IVY WODEN"

15 IRVING STREET, PHILLIP, ACT 2606

For the Financial Period 01/10/2023 to 13/12/2023

Consolidated

Administrative Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Income			
Interest	\$185.89	\$0.00	\$1,383.08
Interest Investment Accounts Admin	\$4,426.99	\$0.00	\$1,706.33
Keys Remotes & Swipes	\$2,135.44	\$0.00	\$2,297.26
Levy Income Admin	\$285,184.76	\$1,140,742.63	\$1,070,832.56
Total Administrative Fund Income	\$291,933.08	\$1,140,742.63	\$1,076,219.23

Expenses

Audit Fees	\$2,600.00	\$2,500.00	\$2,360.00
BAS & Tax Preparation	\$210.00	\$630.00	\$675.00
Bank Charges	\$0.66	\$0.00	\$(3.22)
Banking, Software & Infrastructure	\$105.14	\$315.00	\$288.75
Bin Lifter / Hoist - Contract	\$0.00	\$2,540.00	\$3,270.60
Building Improvements	\$0.00	\$25,413.28	\$21,483.32
Building Maintenance	\$19,964.80	\$25,000.00	\$0.00
BuildingLink	\$6,696.00	\$6,696.00	\$6,696.00
Capital Equipment Acquisitions - Admin	\$0.00	\$15,000.00	\$15,000.00
Cleaning - Bin Chutes	\$0.00	\$3,780.00	\$1,800.00
Cleaning - Bins	\$0.00	\$6,680.00	\$6,572.60
Cleaning - Carpark	\$2,248.25	\$3,720.00	\$4,450.00
Cleaning - Carpets	\$0.00	\$6,710.00	\$5,151.36
Cleaning - Contract	\$13,530.70	\$173,250.00	\$169,684.04
Cleaning - General	\$0.00	\$7,170.00	\$6,142.14
Cleaning - Windows	\$0.00	\$20,340.00	\$19,478.50
Cleaning Supplies	\$546.75	\$3,700.00	\$3,386.50
Consumables	\$1,831.14	\$7,600.00	\$4,743.97
Contingency	\$1,352.15	\$63,533.20	\$54,158.10
Contractor Compliance Fee	\$0.00	\$90.00	\$87.00
Debt Recovery	\$(50.00)	\$0.00	\$0.00
Electrical - Maint. Contract	\$0.00	\$5,280.00	\$4,780.00
Electricity	\$18,019.15	\$140,200.00	\$131,731.74
Facilities Management Services	\$25,382.52	\$114,010.00	\$101,117.34
Fire - Maintenance Contract	\$3,165.24	\$11,740.00	\$12,660.96
Fire - Monitoring	\$2,000.00	\$2,340.00	\$2,205.00
Fire - Repairs & Replacement	\$0.00	\$9,025.00	\$8,515.00
Furniture	\$0.00	\$10,720.00	\$0.00
Garbage Chute - Maint. Contract	\$201.64	\$5,100.00	\$2,700.00

Income and Expenditure Statement - U/Plan 4787**"THE IVY WODEN"****15 IRVING STREET, PHILLIP, ACT 2606**

For the Financial Period 01/10/2023 to 13/12/2023

Consolidated**Administrative Fund**

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Gardening - Contract	\$1,448.68	\$18,320.00	\$17,384.16
Gardening - Irrigation	\$3,964.55	\$14,000.00	\$0.00
Gardening - Maintenance Other	\$0.00	\$0.00	\$400.00
Gardening - Materials	\$0.00	\$3,370.00	\$0.00
Gardening - Plants and Trees	\$0.00	\$7,500.00	\$0.00
Gas Usage	\$9,570.15	\$136,580.00	\$9,237.33
Gym - Contract	\$0.00	\$3,000.00	\$2,850.00
Gym - Equipment	\$108.91	\$500.00	\$108.91
HVAC - Contract	\$4,160.00	\$12,730.00	\$12,480.00
Height Safety Certification	\$0.00	\$1,327.00	\$1,250.00
Hot Water Supply	\$300.82	\$1,600.00	\$1,120.75
IT Charges	\$0.00	\$6,400.00	\$984.00
Income Tax Payable - Admin	\$791.70	\$0.00	\$0.00
Insurance Excess Payments	\$0.00	\$0.00	\$90.91
Insurance Payouts	\$3,132.95	\$0.00	\$0.00
Insurance Premium	\$105,964.89	\$120,000.00	\$99,226.06
Keys, Remotes & Swipes	\$0.00	\$0.00	\$(2,224.31)
Legal Fees Arrears Recoveries	\$(90.00)	\$0.00	\$(30.00)
Lifts - Maint. Contract	\$0.00	\$33,922.00	\$26,137.00
Lifts - Repairs & Maint.	\$510.00	\$6,000.00	\$5,665.00
Management Fees (Schedule B)	\$0.00	\$0.00	\$590.00
Management Fees - Strata	\$30,839.71	\$96,488.00	\$81,956.25
Other Expenses	\$140.80	\$3,000.00	\$2,440.90
Pest Control	\$250.00	\$10,520.00	\$1,850.00
Plumbing - Maint. Contract	\$1,189.83	\$4,480.00	\$4,588.65
Pool -Contract	\$3,630.00	\$22,240.00	\$22,277.81
R & M Doors	\$80.00	\$245.00	\$400.00
R & M Electrical	\$1,458.00	\$22,040.00	\$15,996.00
R & M Equipment	\$812.98	\$630.00	\$595.00
R & M Garage	\$0.00	\$1,470.00	\$1,676.82
R & M General	\$334.29	\$3,130.00	\$3,007.03
R & M Painting	\$0.00	\$11,485.00	\$0.00
R & M Plumbing	\$1,273.63	\$13,000.00	\$14,943.31
R & M Pool	\$3,176.00	\$18,390.00	\$25,755.25
R & M Roof	\$0.00	\$11,000.00	\$27,509.78
R & M Upgrades and Replacements	\$0.00	\$0.00	\$11,847.92
Reports - Consultants	\$0.00	\$5,000.00	\$7,090.90
Reports - Insurance Valuation	\$0.00	\$2,400.00	\$4,103.64
Room Hire	\$436.36	\$795.00	\$700.00

Vantage Strata Pty Ltd

Level 4, DKS No 2., 23 Challis Street DICKSON ACT 2602 ABN: 79602359482

Ph: 1800878728 Email: info@vantagestrata.com.au

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Page 5

Income and Expenditure Statement - U/Plan 4787

"THE IVY WODEN"

15 IRVING STREET, PHILLIP, ACT 2606

For the Financial Period 01/10/2023 to 13/12/2023

Consolidated

Administrative Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Security & Access System	\$0.00	\$20,820.00	\$0.00
Security General	\$0.00	\$2,000.00	\$4,651.80
Signage	\$0.00	\$0.00	\$860.20
Waste & Recycling Bins	\$35.37	\$146.00	\$0.00
Water Usage	\$279.40	\$72,000.00	\$59,104.82
Total Administrative Fund Expenses	\$271,603.16	\$1,359,610.48	\$1,055,760.59
Administrative Fund Surplus/Deficit	\$20,329.92	\$(218,867.85)	\$20,458.64

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Page 6

Income and Expenditure Statement - U/Plan 4787

"THE IVY WODEN"

15 IRVING STREET, PHILLIP, ACT 2606

For the Financial Period 01/10/2023 to 13/12/2023

Consolidated			
Sinking Fund	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Income			
Interest	\$31.24	\$0.00	\$215.48
Interest Investment Accounts Sinking	\$2,215.55	\$0.00	\$5,915.99
Levy Income Sinking	\$60,769.67	\$243,079.00	\$162,239.68
Total Sinking Fund Income	\$63,016.46	\$243,079.00	\$168,371.15
Expenses			
Bank Charges - Sinking	\$(0.73)	\$0.00	\$0.00
Total Sinking Fund Expenses	\$(0.73)	\$0.00	\$0.00
Sinking Fund Surplus/Deficit	\$63,017.19	\$243,079.00	\$168,371.15

Inv Date	Supplier	Inv Number	Inv Description	Inv Amount	GL Code
18/07/2023	Discount Glass	40077	WO137: U137 Supply i	\$1,961.25	INSPAY Insurance Payouts
25/08/2023	GymQuip Fitness	INV-10138	Circle E-Series Batterie	\$119.80	RGYMEQUIP R & M Gym Equipment
15/09/2023	BuildingLink	202311TIVY0111	08/11/2023 to 07/11/	\$7,365.60	BUILDLINK BuildingLink
27/09/2023	Icon Water Limited	999926068702-2	30/06/2023-26/09/20	\$15,279.40	WATER Water Usage
30/09/2023	M&M Rolfe Cleaning Serv	INV-7120	September 2023 - serv	\$15,881.09	CLEANCO-AD Cleaning - Contract
30/09/2023	M&M Rolfe Cleaning Serv	INV-7148	September 2023 - clea	\$129.69	CLEANSUP Cleaning Supplies
23/10/2023	Water Tight - ACT	28726	After hours callout - G	\$810.00	RMPLUMB-AD R & M Plumbing
24/10/2023	Johnson Controls Australia	1030352	2023-24 Fire Monitori	\$2,200.00	FIREMON Fire - Monitoring
26/10/2023	All Seasons Horticultural	INV-24446	Irrigation repair - SE ga	\$121.00	IRRIGAT Gardening - Irrigation
26/10/2023	Crown Equipment P/L	C68356	Repair - rider pallet tru	\$894.28	RMEQUIP R & M Equipment
26/10/2023	Maritex Commercial Pty L	INV-73950	Replace non-working c	\$1,603.80	RMELECT R & M Electrical
27/10/2023	Actew Gas	999251331281-2	26/09/2023-26/10/20	\$6,197.75	GAS Gas Usage
27/10/2023	All Seasons Horticultural	INV-24437	October 2023 - service	\$1,593.55	GARDCO-AD Gardening - Contract
31/10/2023	Veolia 216952	55716292	October 2023 - Bin Re	\$12.97	CLEANBINS Cleaning - Bins
31/10/2023	Collection Corp of Aust	438542	Lot 199*Demand Lette	\$77.00	LEGALARR Legal Fees Arrears Recoveries
31/10/2023	M&M Rolfe Cleaning Serv	INV-7178	October 2023 - service	\$15,881.09	CLEANCO-AD Cleaning - Contract
01/11/2023	Complete Essential Fire &	INV-39538	November 2023 - serv	\$1,160.59	FIREMAI-AD Fire - Maintenance Contract
01/11/2023	Water Tight - ACT	INV-10123	November 2023 - serv	\$436.27	PLMAINT-AD Plumbing - Maint. Contract
02/11/2023	Point Facilities	INV-1162	November 2023 - serv	\$9,306.92	FACMAN Facilities Management Services
03/11/2023	Coverforce	90610	VERO Insurance 05/11	\$7,436.78	INSPREM-AD Insurance Premium
03/11/2023	Coverforce	90606	Building Insurance 05/	\$109,124.60	INSPREM-AD Insurance Premium
06/11/2023	Point Facilities	INV-1173	Hard waste collection	\$201.58	RMGEN R & M General
10/11/2023	Canberra Sweeping	636	November 2023 - Carp	\$2,473.08	CLEANCAR Cleaning - Carpark
13/11/2023	Origin Energy 130112	46874241-13/11/	24/08/23-23/09/23 El	\$11,619.07	ELECT Electricity
16/11/2023	Royal Pest Control	92528	November 2023 - serv	\$275.00	PESTCONT Pest Control
18/11/2023	All Seasons Horticultural	INV-24463	Irrigation upgrade	\$3,800.00	IRRIGAT Gardening - Irrigation
27/11/2023	Point Facilities	INV-1194	Repairs ceiling leak - N	\$1,487.37	CONTG Contingency



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 4787

A2 General meeting

Date (or dates) of general meeting
at which the reduced quorum

decision or decisions were made— 01 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).

**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
01 November 2023	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.



.....
[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 ANNUAL GENERAL MEETING

OF THE OWNERS OF UP 4787

'THE IVY'

15 IRVING STREET, PHILLIP, ACT, 2606

Venue: Abode Hotel Woden, 10 Bowes St, PHILLIP, and Microsoft Teams

Date: WEDNESDAY, 01 NOVEMBER 2023

Time: 5.30PM

Present:

K Mcpherson	(Unit 11)	P & M Stanton	(Unit 86)
C Howe	(Unit 91) Teams	C M Ashcroft	(Unit 269)
P Kleanthos	(Unit 19) Teams	D & F Brown	(Unit 94) Teams
M & A O'Brien	(Unit 98)	K M Collins	(Unit 265)
G Hutchison	(Unit 27)	J & L Van Der Berg	(Unit 101)
S & N Dharmagari	(Unit 31) Teams	S McGrath	(Unit 102)
L Caldicott	(Unit 41)	M Matthews	(Unit 111) Teams
A M & A J Campbell	(Unit 43)	E Puric	(Unit 254)
M M Owen	(Unit 48) Teams	R and A Ungerer	(Unit 133) Teams
A Hewitt	(Unit 50) Teams	A Taylor	(Unit 148)
J O'Brien	(Unit 52)	L Hunt	(Unit 149)
E Collyer	(Unit 75)	B J Goodwin	(Unit 229)
P & C Fenton	(Unit 180)	C Roper & C Burton	(Unit 87)
G & A Guest	(Unit 79)	Mabel Sin Mei Au	(Unit 189)
D Haggard & A Zuffo	(Unit 85) Teams	J & D Macpherson	(Unit 208)
A Vidinovski	(Unit 212) Teams	D & K Lewis	(Unit 261) Teams
CMB Superannuation Fund	(Unit 222)	G & M Knobel	(Unit 262)
B & C Stoker	(Unit 256) Teams	D McLean	(Unit 264)
K & J O'Brien	(Unit 259)	J & H Borg	(Unit 270)

Present (cont'd):

C & M Tulley	(Unit 260)	C & M Wiltshire	(Unit 272)
G R Hirst & P A Hirst	(Unit 59) Teams	B Jackson	(Unit 276) Teams
M Papastamos	(Unit 205) Teams	R Mavin & R Pollock	(Unit 275) Teams
J E White	(Unit 33) Teams	Ji Qi	(Unit 158) Teams
N Brownette	(Unit 162) Teams	S P Owens	(Unit 147) Teams
A Thevendirarajah & M Ashan	(Unit 20) Teams	M Condoleon	(Unit 244) Teams
D J Lloyd & E D Reyes	(Unit 13)	F E Velzeboer	(Unit 44)
M N Hickey & S K Goodall	(Unit 45)	Laura G H Nguyen	(Unit 62)
M Musson	(Unit 88)	K Laurie	(Unit 117)
S Edwards	(Unit 120)	T & R Weir	(Unit 182)
S & C Van Gelder & A & P Kimpton		(Unit 78)	
M Mctier-Browne & C Thompson-Lang		(Unit 257) Teams	
T E Wilson-Brown & E D Brown		(Unit 105) Teams	
Ashton Avenue Property Pty Ltd		(Unit 268) Teams	
M Hamilton-Green, T Shchelkonogova & Y Sych		(Unit 14 & Unit 150) Teams	

Absentees:

L Sy & S Li	(Unit 60)	Yes to Motion 17, No to Motion 11,12,13 and 16. Abstain to motion 1,2,3,4,5,6,7,8,9,10,14,18,19,20 and 21. Motion 15 option c.
J & S Ferguson	(Unit 63)	Yes to motions 1,2,3,4,5,6,7,8,9,10,14,16,17,18,19,20 and 21. No to motions 11,12,13. Motion 15 option b.
J Clifford & M Behn	(Unit 95)	Yes to motions 1,2,3,4,5,6,7,8,9,10,14,16,17,18,19,20 and 21. No to motions 11,12,13. Motion 15 option c.
N Stokes & C Paterson	(Unit 171)	Yes to motions 1,2,3,4,5,6,7,8,9,10,11,12,18,19,20 and 21. No to motions 13,14,16,17. Motion 15 option c
V & M Francisco	(Unit 219)	Yes to motions 1,2,3,4,9,10,17,19,20,21. No to motions 5,6,7,8,11,12,13,14,16,18. Motion 15 option c

F Leonardi (Unit 227)

Yes to motions 1,2,3,4,5,6,7,8,9,10,11,12,14,16,17,19,20,21. No to motions 13,18.

Motion 15 option c

D J Allwright (Unit 266)

Yes to motions 1,2,3,4,5,6,7,8,9,10,14,16,17,18,19,20,21. No to motions 11,12,13.

Motion 15 option c

R & M Farrell (Unit 273)

Yes to motions 1,2,3,4,5,6,7,8,9,10,11,16,17,18,19,20 and 21. No to motions 12,13,14.

Motion 15 option c

Proxies: NIL

Apologies: Nil.

Registered Attendees: 64. Absentees: 8. Total Owners Entitled to Vote: 72

In Attendance: J Smith, Group General Manager (Vantage Strata)
A Vincent, Senior Strata Manager (Vantage Strata)
V Dix, Strata Manager (Vantage Strata)
S Anthony, Strata Manager (Vantage Strata)
O Adams, Scribe (Vantage Strata)
M Benedetti, Facilities Manager (Point FS)
M Lam, Assistant Facilities Manager (Point FS)

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 the Schedule 3.11 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 overturned if, within 28 days after the decision was made, the Owners Corporation is given a petition requiring that the decision be overturned, signed by a majority of people entitled to vote.

CHAIRPERSON, PROXIES AND APOLOGIES

Item 1:

The meeting opened at 6:00pm. D McLean was confirmed as the Chairperson of the meeting and all absentee votes were accepted. Vanessa Dix from Vantage Strata facilitated the meeting on behalf of D McLean, the Chairperson.

CHAIRPERSONS REPORT

Item 2: The Chair provided a summary of the Chairperson's report in the AGM Attachment Pack (Item 2).

The Chair also noted two Town Hall meetings were held in September to discuss the proposed Admin Fund budget and Sinking Fund Plan (Items 7 and 9) as well as the agenda proposals for installation of Solar Panels, EV Charging Stations, Common Area Enhancements and the proposed Alternative Rules (Items 14 to 20).

ADOPTION OF MINUTES (ORDINARY RESOLUTION)

Item 3: The 4th AGM of UP4787 was held on 2 November 2022.

MOTION 1: It was **resolved** that the minutes of the 4th Annual General Meeting held on Wednesday, 2 November 2022 are confirmed.

Motion Carried
(69 Yes / 1 No / 1 Abstain)

INSURANCE (ORDINARY RESOLUTION)

Item 4: The current building insurance policies expire on 5 November 2023 and the Executive Committee is currently in the process of renewing these. An updated insurance valuation was obtained on 26 July 2023.

MOTION 2: It was **resolved** that the Owners Corporation authorise the Executive Committee to:

- a) Obtain an updated insurance valuation for The Ivy from a qualified contractor before September 2024.
- b) Instruct the Strata Manager to obtain quotations for the renewal of this insurance policy before it falls due.
- c) Place and/or renew this insurance policy on terms that the Committee considers appropriate.

Motion Carried
(69 Yes / 0 No / 2 Abstain)

2022 – 2023 TREASURER'S REPORT

Item 5: The Treasurer's Report on financial activities and developments in 2022-23 was provided in the AGM Attachment Pack (Item 5).

MOTION 3: It was **resolved** that the Treasurer's Report for the period 1 October 2022 to 30 September 2023 as presented be accepted.

Motion Carried
(68 Yes / 1 No / 2 Abstain)

AUDITED FINANCIALS (ORDINARY RESOLUTION)

Item 6: Two sets of financial accounts were presented to the meeting as the audited accounts for FY 2021-22 could not be considered at the 4th AGM, due mainly to the change in The Ivy's financial year.

MOTION 4: It was **resolved** that the Corporation:

- a) Accept as presented the audited financial accounts of UP4787 for the financial year 1 December 2021 to 30 September 2022; and
- b) Accept as presented the audited financial accounts of UP4787 for the financial year 1 October 2022 to 30 September 2023; and
- c) Authorise the Strata Manager to finalise the financial account for the FY 2023-24 at the beginning of October 2024, so they can be audited in time for the 6th Annual General Meeting; and
- d) Authorise the Executive Committee to appoint an independent auditor for this purpose.

Motion Carried

(65 Yes / 1 No / 5 Abstain)

ADMINISTRATIVE FUND – 2023-24 BUDGET (ORDINARY RESOLUTION)

Item 7: This motion sets the Administrative Fund Budget for 2023-24.

MOTION 5: It was **resolved** that the Owners Corporation adopt the Administrative Fund expenditure budget of \$1,359,610.48 ex GST, for the period 1 October 2023 to 30 September 2024.

There was a question raised about why the Administrative Fund levy contributions were less than the Administrative Fund Budget.

The EC Treasurer explained the annual Administrative Budget has been set to take account of all anticipated expenditure during the year, including carryover items and the outstanding gas account with Origin Energy currently in dispute. Proposed levy contributions (Item 8) have been reduced by this amount (total \$112,552.57).

In addition, given financial constraints on owners, the EC is proposing to offset another \$106,315.28 in expenses from cash reserves, so the total levy reduction is \$218,867.85 or 16.1% of the Budget. The annual increase in Administrative Fund levies in Item 8 is just 6.53%.

There was a question raised regarding the Higgins quote for maintenance of internal painting. The EC Treasurer explained that \$11,485 is an annual cost for internal painting works, charged at an hourly rate up to a maximum 100 hours per annum. The contract price plus CPI is locked for 6 years. The Facilities Manager will advise Higgins of the scope of works required each month and monitor performance.

Motion Carried

(65 Yes / 1 No / 5 Abstain)

ADMINISTRATIVE FUND LEVIES – OWNER CONTRIBUTIONS FOR 2023-24 (ORDINARY RESOLUTION)

Item 8: This motion sets the Administrative Fund for 2023-24.

MOTION 6: It was **resolved** that Administrative Fund levy contributions of \$1,140,742.63 ex GST (\$1,254,816.89 including GST) be paid by owners in accordance with their Units of Entitlement (UOE) for the period 1 October 2023 to 30 September 2024.

- a) These payments are to be made in four (4) equal installments due on 1 December 2023, 1 March 2024, 1 June 2024 and 1 September 2024.

Motion Carried
(68 Yes / 2 No / 1 Abstain)

SINKING FUND PLAN (ORDINARY RESOLUTION)

Item 9: An updated Sinking Fund Plan was prepared by QIA Pty Ltd and circulated to owners on 9 August 2023. The proposed Plan was considered in detail at the Town Hall meeting on 6 September and a copy of the Plan was placed on BuildingLink.

MOTION 7: It was **resolved** that the Owners Corporation adopt the UP4787 Sinking Fund Plan dated 7 August 2023.

A question was raised by an owner regarding the duration for Sinking Fund Plan and the asset replacement costs involved beyond 2037.

On behalf of the EC, Kevin O'Brien explained the Sinking Fund plan is a professional report prepared by the QIA Group to help maintain the building's long term capital assets. It is based on a thorough review of the Ivy's Asset Register. These assets are currently estimated to be worth around \$4.3 million to replace.

The Unit Titles Management Act 2011 requires a minimum 10 year's forecast but there is no legislated maximum timeframe. The Committee had asked for a 25-year Plan, given the substantial costs likely to be incurred around 2040, but QIA typically prepares only a 15-year plan (given its size). On current estimates, there could be at least \$5.6 million in capital expenditure on these assets due in 2040 which explains the build-up of reserves needed by 2037.

Maria from unit 205 raised a question regarding the basis to determine the Sinking Fund forecast levy amount and to keep that to the minimum.

Kevin explained that, compared with other similar complexes, we only have around \$280,000 in reserves. We face a shortfall of around half a million dollars because there were no Sinking Fund levies collected in the first two years.

He confirmed the EC is conscious of the large increase in Sinking Fund levies proposed by QIA this year to start this catchup process. The Committee has agreed to keep the situation under review and will update the Sinking Fund Plan again in no more than three years' time. Vantage further explained that the Sinking Fund Plan would also need to be updated if there are additional new assets like the Solar Panels and EV Charging Stations being proposed (agenda items 14 to 17).

Shaun from unit 147 raised a concern on how the Sinking Fund is managed and suggested that the Fund be invested in higher risk diversified investments to gain income and reduce the burden of levies for the owners.

EC members advised that the Sinking Fund is currently invested in Macquarie Bank term deposits at 4.4% interest. The EC are not fund managers and they will not risk owners' funds by investing in high-risk diversified ventures. What is being done currently follows best practice and the EC will continue to explore the best and safest way to manage the Fund.

Motion Carried

(65 Yes / 2 No / 4 Abstain)

SINKING FUND LEVIES – OWNER CONTRIBUTIONS FOR 2023-24 (ORDINARY RESOLUTION)

Item 10: The Sinking Fund levies proposed for 2023-24 were set out in the first year of the 7 August 2023 Plan adopted under Item 9.

MOTION 8: It was **resolved** that a Sinking Fund contribution of \$243,079 ex GST (\$267,386.90 including GST) be determined for the period 1 October 2023 to 30 September 2024, as per the agreed Sinking Fund Plan.

- a) Owner's contributions are to be made in accordance with their Units of Entitlement, to be paid in four (4) equal instalments due on 1 December 2023, 1 March 2024, 1 June 2024 and 1 September 2024.
- b) Consistent with the Unit Titles (Management) Act, 2011, the Strata Manager is directed to establish a separate set of financial accounts for the UP4787 Sinking Fund.

Motion Carried

(68 Yes / 2 No / 1 Abstain)

FIRE SAFETY REVIEW (FOR NOTING)

Item 11: The current Annual Condition and Fire Safety Statement is located on Building Link.

It is a requirement of the Unit Titles (Management) (Meeting Agenda) Guidelines 2023 that the Owners Corporation have a fire safety review completed in compliance with the National Construction Code fire safety requirements.

Fire Safety Statement

Dated: 25 August 2023

Prepared By: Complete Essential Fire and Air (CEFA)

MAINTENANCE PLAN (ORDINARY RESOLUTION)

Item 12: The Executive Committee has prepared an updated Maintenance Plan for 2023-24 with the assistance of the Facilities Manager. A copy of the plan is available on BuildingLink.

MOTION 9: It was **resolved** that the Owners Corporation adopt the Maintenance Plan for 2023-24.

Motion Carried

(69 Yes / 0 No / 1 Abstain)

CONTRACTS AND SERVICE AGREEMENTS

Item 13: The Executive Committee reviews all contracts and service agreements on a regular basis to ensure the continued effective performance of all common area facilities and services. A summary of the main arrangements in force is available on BuildingLink.

MOTION 10: It was **resolved** that the Owners Corporation:

- a) authorize the incoming Executive Committee to conduct a formal Review of the three (3) year strata management contract, as required by section 51 of the Unit Titles (Management) Act, 2011;
- b) recognise the effective contribution being made by Point Facilities Solutions as our Facilities Manager; and
- c) authorise the incoming Executive Committee to review all contracts and service agreements that become due for renewal before the next Annual General Meeting and to execute these contracts and agreements as required.

Motion Carried

(69 Yes / 0 No / 1 Abstain)

INSTALLATION OF SOLAR PANELS (SPECIAL RESOLUTION)

Item 14: ActewAGL has provided a detailed proposal for a 99.36kW solar grid system to be installed on the South Tower, Level 16. A copy of the proposal is available on BuildingLink. This proposal could only progress with the raising of a special levy.

MOTION 11: It was **resolved** that the Owners Corporation:

- a) authorise the Executive Committee and Strata Manager to enter into an Energy Solutions Agreement with ActewAGL to install and commission a 99.36 kW solar grid connect system on the roof of South Tower level 16, up to a total installation price of \$163,445 ex GST (\$179,789.50 including GST) after rebates; and
- b) authorise associated preparatory, safety and waterproofing works to be carried out, up to a total price of \$223,391 ex GST (\$245,730.10 including GST); and
- c) agree to fund this sustainability project by a special levy in 2023-24 of \$386,836 ex GST (\$425,519.60 including GST), allocated per Unit of Entitlement. The special levy is due 01 December 2023.

Miles from unit 14 & 150 asked whether battery storage was associated with this proposal. EC members advised that battery storage was not considered by ActewAGL as part of their analysis for the solar panel proposal.

Chris from unit 257 asked whether sufficient power could be generated from solar to sell back the power to the grid. EC members advised that the proposed solar panels would only generate 28% of the common area's power needs (and this would decline over time). The power generated would be used to partly offset electricity consumption in the common areas and there would be no excess to sell back into the grid. There wasn't even enough capacity to heat the outdoor pool.

Chris suggested exploring the options of increasing the power generation capacity so that it could be sold back to the grid. EC members advised that this was the recommended installation size for the Ivy from various suppliers and a larger size wasn't considered feasible.

Motion Failed
(6 Yes / 64 No / 0 Abstain)

RETRO-FITTING OF EV CHARGER INFRASTRUCTURE IN BOTH BASEMENTS: FEASIBILITY STUDY (SPECIAL RESOLUTION)

Item 15: ActewAGL advised that without a detailed feasibility study, it is not possible to assess the electrical engineering and network requirements to retrofit sufficient electrical vehicle charging stations in both basements. This proposal can only be funded by special levy.

MOTION 12: It was **resolved** that the Owners Corporation:

- a) Agree to engage ActewAGL to conduct a feasibility study to assess the capacity of Ivy's electrical infrastructure to retrofit up to 125 electric vehicle chargers in both basements.
- b) Agree this feasibility study is to be funded by a special levy in 2023-24 of \$11,000 ex GST (\$12,100 including GST), allocated per Unit of Entitlement. The special levy is due 01 December 2023.

An owner raised a concern regarding the building's electrical grid ability to cater for these requirements.

EC members explained that ActewAGL proposed to use a smart load management system to ensure that power demand is always within The Ivy's electrical network capability.

Motion Failed
(10 Yes / 57 No / 3 Abstain)

RETRO-FITTING OF EV CHARGER INFRASTRUCTURE IN THE FRONT DRIVEWAY (SPECIAL RESOLUTION)

Item 16: ActewAGL also provided a detailed proposal to install a high-speed Ocular Titan dual charging station in the front driveway. This proposal can only be funded by special levy.

MOTION 13: It was **resolved** that the Owners Corporation:

- a) Authorise the Executive Committee and Strata Manager to enter into an Energy Solutions Agreement with ActewAGL to install an Ocular Titan dual EV 60 kW dual charging station in the front driveway, at a cost not exceeding \$79,075 ex GST (\$86,982.50 including GST).
- b) Agree installation of the charging station is to be funded by a special levy in 2023-24 of \$79,075 ex GST (\$86,982.50 including GST), allocated per Unit of Entitlement. The special levy is due 01 December 2023.

Motion Failed

(0 Yes / 69 No / 1 Abstain)

ACT GOVERNMENT EV CHARGING INFRASTRUCTURE (ORDINARY RESOLUTION)

Item 17: The ACT Government has proposed to install some 180 new publicly available EV charging stations across the ACT by 2025.

MOTION 14: It was **resolved** that the Owners Corporation direct the incoming Executive Committee to lobby the ACT Government on the Corporation's behalf to have electric vehicle charging infrastructure installed in the public car park across the road from UP4787.

Motion Carried

(58 Yes / 5 No / 5 Abstain)

NORTH TOWER LOUNGE WALL (ORDINARY RESOLUTION)

Item 18: Two design concepts for the North Tower Lounge Wall were discussed at Town Hall meeting on 20 September 2023, with examples on display.

MOTION 15: It was **resolved** that the Owners Corporation agree to decorate the North Tower lounge wall. Their preferred option is:

- a) Canberra Street Scene (Grafico wallpaper print), at an estimated supply and installation cost of \$4,600 ex GST (\$5,060 including GST).
OR
- b) An abstract print (approx. 3m x 1.5m) for the existing wall, at an estimated supply and installation cost of \$4,500 ex GST (\$4,950 including GST).
OR
- c) None of the above.

Motion Carried – Option C.

(14 Option A / 13 Option B / 38 Option C)

INSURANCE (Alternative Rule) - SPECIAL RESOLUTION

Item 19: The proposed Alternative Rule is intended to clarify the nature of The Ivy's building insurance, including to ensure it reflects current market conditions, and to clarify the process for making a claim and which party is responsible for payment of the policy excess.

MOTION 16: It was **resolved** that the Owners Corporation agrees by Special Resolution to:

- a) Adopt proposed 'Rule 20 - Insurance' as part of the Owners Corporation rules and add this alternative rule to the existing set of consolidated rules for UP4787; and
- b) Register the updated set of consolidated rules with Access Canberra in accordance with Section 108 of the Unit Titles (Management) Act 2011; and
- c) Agree any costs associated with registration are to be paid from the Administrative Fund.

Motion Carried

(53 Yes / 7 No / 8 Abstain)

PRIVATE USE OF COMMON POWER (Alternative Rule) - SPECIAL RESOLUTION

Item 20: Following a detailed audit in July, some owners and/or residents have been using Ivy common power to charge their electrical vehicles or other appliances without paying for the cost. The following motion proposed to ban this practice.

MOTION 17: It was **resolved** that the Owners Corporation agree by special resolution to adopt the following Rule:

“Ban on Private Use of Common Power

- a) The 240V single GPOs installed in enclosed garages must be used only for their intended purpose of powering the garage door openers.
- b) They must not to be used to charge electric vehicles or to power other electrical appliances such as machines, mobility or E-scooters, E-bicycles, fridges, freezers etc.
- c) Owners found in breach of clause (b) will be charged \$120 per incident (regardless of actual consumption).“

An owner raised a concern about who will police this process. The EC advised that the Facilities Manager regularly conducts a walkaround of the Ivy, including the garages, where infringements could be identified. Owners could also report infringements. The Strata Manager will monitor the process.

Motion Carried

(63 Yes / 3 No / 2 Abstain)

As Motion 17 was carried by special resolution, alternative Motion 18 (to allow the private use of common power under strict rules and full cost recovery) was not considered.

Item 20 (cont'd): The following motion authorises the Strata Manager to make relevant changes to the Owners Corporation's registered Rules to implement Motion 17.

MOTION 19: It was **resolved** that the Owners Corporation:

- a) Authorise the Strata Manager to amend the existing Owners Corporation Rules to include the agreed Alternative Rule(s) [in motion 17 or motion 18] governing electric vehicles and other appliances that use Ivy common power; and
- b) Authorise the Strata Manager to formally register the amended Owners Corporation Rules as UP4787 by-laws within the required timeframe, in accordance with Section 108(1) of the Unit Titles (Management) Act, 2011; and
- c) Agree any costs associated with registration are to be paid from the Administrative Fund; and
- d) Authorise the Strata Manager and Executive Committee to administer and enforce these UP4787 by-laws as appropriate.

Motion Carried

(63 Yes / 4 No / 1 Abstain)

ELECTION OF EXECUTIVE COMMITTEE FOR 2023-24 – ORDINARY RESOLUTION

Item 21: An EC nomination form was included in the Notice of Meeting Pack.

MOTION 20: It was **resolved** that the Owners Corporation elects an Executive Committee of between three and seven members from nominations of eligible members.

Six nominations received and accepted:

D Macpherson - Unit 208

D McLean - Unit 264

C van Gelder – Unit 78

J O'Brien – Unit 52

C Wiltshire – Unit 272

K O'Brien – Unit 259

Motion Carried

(67 Yes / 0 No / 1 Abstain)

STATEMENT OF EC BUDGET POLICY (FOR NOTING)

Item 22:

The Executive Committee held Town Hall meetings on 6 and 20 September 2023 to provide members of the Owners Corporation with draft copies of various AGM agenda items to enable a more informed discussion and consideration of the issues involved. Given current financial pressures, a common refrain in these discussions was a general lack of understanding about budget setting processes and the role of the AGM in setting the agreed total budget for the year.

At its meeting on 27 September 2023, the Executive Committee agreed to provide a statement of EC Budget Policy to assist this understanding – see the Attachments Pack (Item 22). A copy is also available on BuildingLink.

GENERAL BUSINESS

This motion authorises the new Executive Committee to implement the outcomes of this AGM and to take account of issues raised by owners under general discussion.

MOTION 21: It was **resolved** that the Owners Corporation notes:

- a) items of a general nature raised and discussed by owners at the meeting (to be recorded in the minutes); and
- b) the Executive Committee should give priority consideration to the following matters in 2023-24:
 - The motions agreed at this AGM.
 - A formal review of the 3-year Strata Management agreement (section 50 contract).
 - Renewal of the 3-year Facilities Management agreement (section 60 contract) on competitive terms.
 - Other items as advised at the meeting.

Motion Carried

(38 Yes / 0 No / 1 Abstain)

ISSUES RAISED BY OWNERS

- Concern that the proposed signage for children's playground regarding dogs was ambivalent. The EC agreed to reassess the wording.
- Cleaning of building external windows to be done as it is very dirty. The Facilities Manager advised that the work is scheduled for February.
- Concern was raised that the Oaks construction will continue to raise dust and debris. The Facilities Manager advised that the work is necessary for building maintenance and is not purely cosmetic.
- Schedule of cleaning of cobwebs and pest spraying on the exterior. The Facilities Manager advised that the work is done at least once a year and is scheduled for February.

- Garbage chutes are dirty. The Facilities Manager advised that the chutes are cleaned three times a year. The next scheduled clean is in November.
- Dropping weights in the gym. The owner of Unit 101 advised that there were ongoing incidents of dropped weights in the gym causing a disturbance in his unit. He was advised to note the time and date of the dropped weights and report incidents to the Strata Manager.
- It was noted that if approved, the Special Levies were all due on 1 December, which would have placed significant financial strain on many owners. The owner suggested the due dates for special levies be staggered rather than having the same due dates. The EC noted this concern for the 2024 AGM.
- An owner requested advice if there was any updated from the ACT Government with regards to closure of Irving Street for the construction works. Vantage advised that none had been received.
- An owner advised that their purchase contract listed 2 x GPOs in their enclosed garage, and they wanted to know who to address this discrepancy with noting they don't have these GPOs and now can't access the single GPO in accordance with motion 17. The Chair advised that inaccuracies with contracts of sale such as incorrectly stated enclosed garage inclusions, are a matter between the purchaser and the seller, not a matter for the Owners Corporation. The Chair advised that his contract had the same discrepancy, and it was likely other unit owners with enclosed garages had the same issue.
- The owner also felt the ban on the use of common power was not fair as most of owners who supported the ban did not have garages. However, it was noted that these owners were not willing to pay for garage owners electricity consumption.

MEETING CLOSURE

There being no further business, the meeting closed at 8:42pm.

ADMINISTRATIVE FUND BUDGET - 2023-24

Note - all figures below are ex-GST.		2023 - 2024 Budget	Comments
		CPI Increase	1.06
PLANNED ASSET REPAIR / REPLACEMENT			\$80,902.00
	4G Lift Comms Gateway upgrade	5,682.00	Otis quote mandatory 4G upgrade due to shut down of 3G service in June 2024
	Furniture replacement	10,720.00	Replacement of 17 sun loungers (\$595 each) plus CPI increase
	Garden replenishment	7,500.00	All Seasons quote - replacement of the dead (removed) and declining plants across the common area garden beds
	Garden Irrigation repair	14,000.00	All Seasons quote to repair / realign irrigation system
	Hydraulics repair	3,000.00	Basement hydraulic valve replacement
	Capital expenditure	15,000.00	\$15,000 contingency for capital asset expenditure
	Building - external repair	25,000.00	Higgins Coating quote - external paint and render repair
CONTRACTS - SCHEDULED MAINTENANCE			\$386,033.00
	Cleaning - Bin Services	6,680.00	ACT Wheelie Clean - 25/08/23 quote - two services per annum @ \$3340 each
	Cleaning - Basement Carparks	3,720.00	Canberra Sweeping - new contract dated 29/08/23 (1 wet and dry sweep (\$2248.25) plus 1 dry sweep (\$1075.25); plus CEFA fire protection isolation (\$198)
	Cleaning - Carpet	6,710.00	One full complex clean - last year's actuals + CPI increase + 33% allowance for spot cleans as required.
	Cleaning - Garbage Chutes	3,780.00	DW Group contract- (expires 25/08/24) Garbage Chute Clean, Sanitise & Deodorise (2 chutes x 30 levels x two cleans per annum @\$1890)
	Cleaning - Major Contract	173,250.00	M&M Rolfe - Year 2 of contract (expires 01/10/25) (3.5% increase)
	Cleaning - Windows	20,340.00	Rope Access Engineering - external window quote (06/09/23) plus \$1600 internal window clean with CPI increase
	Doors - Entry	245.00	MSR Doors - foyer sliding door - four monthly service (quote 06/09/23) \$245
	Electrical - Preventative Maintenance	5,280.00	Maritex quote - Annual RCD testing, test and tag and thermal imaging, and quarterly lighting run. Fixed price for 2 years expires 15 May 24. Excludes materials. Invoiced three monthly in arrears
	Fire Alarm Monitoring	2,340.00	ADT Monitoring - last years actuals + CPI increase
	Fire Protection - System Maintenance	11,740.00	CEFA - contract expires June 2024 then actuals + CPI increase
	Garbage Chutes and waste Equipment	5,100.00	Wastech - 2 year contract (expires 25/08/24) 6 monthly service: Waste chutes (\$2760) , WastePac compactor (\$690), SimPro bin lifter (\$300) - plus \$1350 provision for unforeseen repairs based on last years budget
	Gardens and Grounds	18,320.00	All Seasons - Year 2 of 3 year contract
	Gyms - Cardio and Weights	3,000.00	Gym equipment maintenance contract - last years actuals + CPI increase
	Height Safety - Certification	1,327.00	Rope Access - last years actuals + CPI increase
	HVAC - Scheduled Maintenance	12,730.00	SEDA - existing contract (expires 14/05/24) + CPI increase for 5 months
	Lift Hoist (Waste) - Maintenance	2,540.00	Southwell Engineering quote 25/08/23 (expires 25/08/25) quarterly cleans @\$485.35 per visit
	Lifts - Scheduled Maintenance	28,240.00	OTIS - existing contract expires 31/12/23 + CPI increase for 9 months
	Painting & render repair	11,485.00	Higgins Coating quote - annual maintenance contract for internal paint and external paint/render (6 year fixed price contract with no CPI increase)
	Pest Control	10,520.00	Rigcom quote for external pest control before window clean (06/09/23) plus last years actuals (plus CPI increase) from Royal Pest (spray) and Hart Pest control (bait stations)
	Plumbing (Hydraulics)	4,480.00	Water Tight - existing contract expires 14/06/25 - \$368 * 8 months plus \$382 * 4 months
	Pools and Spa - service contract	22,240.00	Total Pools - existing contract for indoor, outdoor and spa (expires 17/05/24) + CPI increase for 5 months (Pool consumables are a separate item)
	Roofing	11,000.00	AM & DM - new contract (expires 30/08/24) plus \$4000 provision for unforeseen repairs
	Security and Access	20,820.00	Fermox service 2 year quote (21/09/23)-\$1343.50 per annum + ARA CCTV contract \$2,240 (expires 01/06/2027) + \$5,000 computer upgrade + \$12,100 ARA carryover bill for NPR
	Waste bin rental	146.00	\$11.50 monthly recycle bin hire charge + CPI increase
REPAIRS AND MAINTENANCE - UNSCHEDULED			\$95,025.00
	Cleaning - General	7,170.00	Last year's actuals + CPI increase (graffiti removal; high pressure clean of walls and pavers)
	Cleaning - Supplies	3,700.00	Last year's actuals + CPI increase
	Electrical and lighting	22,040.00	Maritex - last year's actuals + CPI increase + \$5,000 for emergency lights replacement (quote approved July 2023)
	Equipment maintenance	630.00	Recycle bin lifter in the B1 north tower trash room - Last year's actuals + CPI increase
	Fire Protection System	9,025.00	CEFA - last year's actuals + CPI increase
	Garage (B1 and B2)	1,470.00	ACT doorland garage roller door - last years actuals + CPI increase
	Gardening Materials	3,370.00	Increased repairs to garden
	General Repairs	3,130.00	Provision for general repairs and maintenance (PointFS) - last year's actuals + CPI increase
	Gym Equipment	500.00	Retain same as last year
	Lifts	6,000.00	Last year's actuals + CPI increase
	Plumbing (Hydraulics)	10,000.00	Lower provision than last year's actuals due to tighter control on unit owner requests for plumbing inspections of noisy pipes
	Pools and Spa - Consumables	7,600.00	Last year's actuals (approx \$600 per month as expenditure only recorded separately since January 2023) + CPI increase

	Pools and Spa - repair	18,390.00	\$5000 for unforeseen repairs - lower provision than last years actuals as majority of pool repair work is complete; plus carryover of \$13,390 for replacement of indoor pool / spa heaters
	Security and Access	2,000.00	\$2000 provision for unforeseen repairs to Fermax access system / CCTV
OPERATING EXPENSES			11,230.00
	Bank Charges	0.00	Assume zero
	Banking / Software	315.00	Based on Vantage contract schedule B
	BAS and tax preparation	630.00	Based on Vantage contract schedule B - preparation of tax return
	Contractor compliance fee	90.00	Last year's actuals + CPI increase
	Information Technology and Software	6,400.00	Microsoft office 365 fee for 10 users * \$11 per month (due May 2024) + CPI increase+ \$5,000 for software enhancements
	Room Hire	795.00	AGM - Abode Hotel rates + CPI increase
	Other expenses	3,000.00	Retain same as last year
BUILDING INSURANCE			\$122,400.00
	Insurance Valuation	2,400.00	Last year's actual plus CPI increase
	Insurance Premiums	120,000.00	Insurance premium total \$117,355.20 - Building insurance: \$109,124.60; plus \$8,230.60 for VERO premium (machinery breakdown) - 11 month period from 5 November 23 to 5 October 2024 to align with budget forecast process.
MANAGEMENT SERVICES			\$217,194.00
	Facilities Management (Point FS)	114,010.00	Point FS - contract (year 2 for 2 months) + year 3 (2.5% increase) for 10 months
	Strata Management (Vantage)	96,488.00	Vantage Strata - contract (year 2 for 2 months; year 3 (3.5% increase) for 10 months)
	Building Link	6,696.00	BuildingLink annual subscription fee. No CPI increase during term of Vantage contract.
PROFESSIONAL SERVICES			\$7,500.00
	Audit Fees	2,500.00	Based on last year's actuals + CPI increase
	Professional reports	5,000.00	Contingency for professional reports
UTILITIES			\$350,380.00
	Utilities - Electricity usage	140,200.00	August 2023 average daily usage: \$383 (June 2022 average daily usage was \$326)
	Utilities - Gas (pool heating)	136,580.00	Last years actuals + CPI increase plus \$99,162.57 carryover of Origin Energy gas bill.
	Utilities - Hot Water Supply	1,600.00	Last year's actuals + CPI increase
	Utilities - Water Consumption	72,000.00	Retain same as last year as we are likely to enter drought
	CHECK SUM TOTAL	\$1,270,664.00	

BUDGET SUB-TOTAL	1,270,664.00	
	63,533.20	Contingency 5% for unknown expenses
	25,413.28	Contingency 2% for Building improvement
2023-24 BUDGET TOTAL	1,359,610.48	
	16.1%	Projected budget increase in 2023-24

LEVY CONTRIBUTIONS	
1,359,610.48	2023-24 BUDGET TOTAL
-112,552.57	Rebate for funds accrued last year (\$99,162.57 for Origin Energy Gas and \$13,390 for indoor pool heater replacement)
-25,413.28	Offset funded from cash reserves - 2% budget line for building improvements
-80,902.00	Offset funded from cash reserves - for repair and replacements line items: 17 sunloungers; capital expenditure; 4G lift upgrade; garden repair; Irrigation repair; external render paint and repair
-218,867.85	Total proposed offsets and cash rebate for funds accrued
1,140,742.63	REQUIRED LEVY INCOME (ex GST)
114.07	Unit entitlement (ex GST)
6.53%	Annual levy increase (after total rebates and offsets funded from cash reserves)

\$6.99	Actual levy increase per UOE ex GST (\$107.08 in 2022-23)
46.1%	Proportion of this increase due to higher electricity costs (ex GST)

ADMINISTRATIVE FUND LEVY : 2023-24 CONTRIBUTION BY UNIT

Total UOE	10000	Per UOE	
Total Admin Fund Levies Due	\$1,140,742.63	\$114.07	ex GST
	\$1,254,816.89	\$125.48	incl GST

UP 4787 Admin Fund
Budget 2023-24

Unit #	Floor #	Tower	Floor Plan	Aspect	UOE	Admin Levy Contribution (inc GST)	
						Annual	Quarterly
1	1	North	2M	W	34	\$ 4,266.38	\$ 1,066.59
2	1	North	2N	NW	41	\$ 5,144.75	\$ 1,286.19
3	1	North	1C	N	26	\$ 3,262.52	\$ 815.63
4	1	North	1D	N	26	\$ 3,262.52	\$ 815.63
5	1	North	2K	NE	39	\$ 4,893.79	\$ 1,223.45
6	1	North	2L	E	34	\$ 4,266.38	\$ 1,066.59
7	2	North	2M	W	33	\$ 4,140.90	\$ 1,035.22
8	2	North	2N	NW	39	\$ 4,893.79	\$ 1,223.45
9	2	North	1C	N	26	\$ 3,262.52	\$ 815.63
10	2	North	1D	N	26	\$ 3,262.52	\$ 815.63
11	2	North	2K	NE	37	\$ 4,642.82	\$ 1,160.71
12	2	North	2L	E	33	\$ 4,140.90	\$ 1,035.22
13	2	North	2I	E	33	\$ 4,140.90	\$ 1,035.22
14	2	North	2J	W	33	\$ 4,140.90	\$ 1,035.22
15	3	North	2M	W	33	\$ 4,140.90	\$ 1,035.22
16	3	North	2N	NW	39	\$ 4,893.79	\$ 1,223.45
17	3	North	1C	N	26	\$ 3,262.52	\$ 815.63
18	3	North	1D	N	26	\$ 3,262.52	\$ 815.63
19	3	North	2K	NE	37	\$ 4,642.82	\$ 1,160.71
20	3	North	2L	E	33	\$ 4,140.90	\$ 1,035.22
21	3	North	2I	E	33	\$ 4,140.90	\$ 1,035.22
22	3	North	2J	W	33	\$ 4,140.90	\$ 1,035.22
23	4	North	2M	W	33	\$ 4,140.90	\$ 1,035.22
24	4	North	2N	NW	39	\$ 4,893.79	\$ 1,223.45
25	4	North	1C	N	27	\$ 3,388.01	\$ 847.00
26	4	North	1D	N	27	\$ 3,388.01	\$ 847.00
27	4	North	2K	NE	37	\$ 4,642.82	\$ 1,160.71
28	4	North	2L	E	33	\$ 4,140.90	\$ 1,035.22
29	4	North	2I	E	33	\$ 4,140.90	\$ 1,035.22
30	4	North	2J	W	33	\$ 4,140.90	\$ 1,035.22
31	5	North	2M	W	33	\$ 4,140.90	\$ 1,035.22
32	5	North	2N	NW	39	\$ 4,893.79	\$ 1,223.45
33	5	North	1C	N	28	\$ 3,513.49	\$ 878.37
34	5	North	1D	N	28	\$ 3,513.49	\$ 878.37
35	5	North	2K	NE	38	\$ 4,768.30	\$ 1,192.08
36	5	North	2L	E	34	\$ 4,266.38	\$ 1,066.59
37	5	North	2I	E	33	\$ 4,140.90	\$ 1,035.22
38	5	North	2J	W	33	\$ 4,140.90	\$ 1,035.22
39	6	North	2M	W	34	\$ 4,266.38	\$ 1,066.59
40	6	North	2N	NW	39	\$ 4,893.79	\$ 1,223.45
41	6	North	1C	N	28	\$ 3,513.49	\$ 878.37

42	6	North	1D	N	28	\$	3,513.49	\$	878.37
43	6	North	2K	NE	38	\$	4,768.30	\$	1,192.08
44	6	North	2L	E	33	\$	4,140.90	\$	1,035.22
45	6	North	2I	E	34	\$	4,266.38	\$	1,066.59
46	6	North	2J	W	34	\$	4,266.38	\$	1,066.59
47	7	North	2M	W	35	\$	4,391.86	\$	1,097.96
48	7	North	2N	NW	40	\$	5,019.27	\$	1,254.82
49	7	North	1C	N	29	\$	3,638.97	\$	909.74
50	7	North	1D	N	29	\$	3,638.97	\$	909.74
51	7	North	2K	NE	38	\$	4,768.30	\$	1,192.08
52	7	North	2L	E	35	\$	4,391.86	\$	1,097.96
53	7	North	2I	E	35	\$	4,391.86	\$	1,097.96
54	7	North	2J	W	35	\$	4,391.86	\$	1,097.96
55	8	North	2M	W	35	\$	4,391.86	\$	1,097.96
56	8	North	2N	NW	41	\$	5,144.75	\$	1,286.19
57	8	North	1C	N	30	\$	3,764.45	\$	941.11
58	8	North	1D	E	30	\$	3,764.45	\$	941.11
59	8	North	2K	NE	39	\$	4,893.79	\$	1,223.45
60	8	North	2L	E	35	\$	4,391.86	\$	1,097.96
61	8	North	2I	E	35	\$	4,391.86	\$	1,097.96
62	8	North	2J	W	35	\$	4,391.86	\$	1,097.96
63	9	North	2M	W	35	\$	4,391.86	\$	1,097.96
64	9	North	2N	NW	42	\$	5,270.23	\$	1,317.56
65	9	North	3A	N	52	\$	6,525.05	\$	1,631.26
66	9	North	2K	NE	40	\$	5,019.27	\$	1,254.82
67	9	North	2L	E	35	\$	4,391.86	\$	1,097.96
68	9	North	2I	E	35	\$	4,391.86	\$	1,097.96
69	9	North	2J	W	35	\$	4,391.86	\$	1,097.96
70	10	North	2M	W	36	\$	4,517.34	\$	1,129.34
71	10	North	2N	NW	43	\$	5,395.71	\$	1,348.93
72	10	North	3A	N	53	\$	6,650.53	\$	1,662.63
73	10	North	2K	NE	42	\$	5,270.23	\$	1,317.56
74	10	North	2L	E	36	\$	4,517.34	\$	1,129.34
75	10	North	2I	E	36	\$	4,517.34	\$	1,129.34
76	10	North	2J	W	36	\$	4,517.34	\$	1,129.34
77	11	North	2M	W	35	\$	4,391.86	\$	1,097.96
78	11	North	2N	NW	44	\$	5,521.19	\$	1,380.30
79	11	North	3A	N	54	\$	6,776.01	\$	1,694.00
80	11	North	2K	NE	43	\$	5,395.71	\$	1,348.93
81	11	North	2L	E	36	\$	4,517.34	\$	1,129.34
82	11	North	2I	E	36	\$	4,517.34	\$	1,129.34
83	11	North	2J	W	36	\$	4,517.34	\$	1,129.34
84	12	North	2M	E	37	\$	4,642.82	\$	1,160.71
85	12	North	2N	NE	44	\$	5,521.19	\$	1,380.30
86	12	North	3A	N	55	\$	6,901.49	\$	1,725.37
87	12	North	2K	NE	43	\$	5,395.71	\$	1,348.93
88	12	North	2L	E	37	\$	4,642.82	\$	1,160.71
89	12	North	2I	E	37	\$	4,642.82	\$	1,160.71
90	12	North	2J	W	37	\$	4,642.82	\$	1,160.71
91	13	North	3C	NW	52	\$	6,525.05	\$	1,631.26
92	13	North	2O	N	44	\$	5,521.19	\$	1,380.30
93	13	North	3B	NE	52	\$	6,525.05	\$	1,631.26

94	13	North	2I	E	37	\$	4,642.82	\$	1,160.71
95	13	North	2J	W	37	\$	4,642.82	\$	1,160.71
96	14	North	3C	NW	53	\$	6,650.53	\$	1,662.63
97	14	North	2O	N	45	\$	5,646.68	\$	1,411.67
98	14	North	3B	NE	53	\$	6,650.53	\$	1,662.63
99	14	North	2I	E	38	\$	4,768.30	\$	1,192.08
100	14	North	2J	W	38	\$	4,768.30	\$	1,192.08
101	1	South	2P	N	34	\$	4,266.38	\$	1,066.59
102	1	South	3K	N	48	\$	6,023.12	\$	1,505.78
103	2	South	2G	NW	31	\$	3,889.93	\$	972.48
104	2	South	1F	W	22	\$	2,760.60	\$	690.15
105	2	South	1E	E	22	\$	2,760.60	\$	690.15
106	2	South	2H	NE	31	\$	3,889.93	\$	972.48
107	2	South	1A	N	23	\$	2,886.08	\$	721.52
108	2	South	2A	N	33	\$	4,140.90	\$	1,035.22
109	2	South	2B	E	38	\$	4,768.30	\$	1,192.08
110	2	South	2C	S	30	\$	3,764.45	\$	941.11
111	2	South	2D	S	30	\$	3,764.45	\$	941.11
112	2	South	2E	W	38	\$	4,768.30	\$	1,192.08
113	2	South	2F	N	33	\$	4,140.90	\$	1,035.22
114	2	South	1B	N	23	\$	2,886.08	\$	721.52
115	3	South	2G	NW	32	\$	4,015.41	\$	1,003.85
116	3	South	1F	W	23	\$	2,886.08	\$	721.52
117	3	South	1E	E	23	\$	2,886.08	\$	721.52
118	3	South	2H	NE	32	\$	4,015.41	\$	1,003.85
119	3	South	1A	N	23	\$	2,886.08	\$	721.52
120	3	South	2A	N	34	\$	4,266.38	\$	1,066.59
121	3	South	2B	E	39	\$	4,893.79	\$	1,223.45
122	3	South	2C	S	30	\$	3,764.45	\$	941.11
123	3	South	2D	S	30	\$	3,764.45	\$	941.11
124	3	South	2E	W	39	\$	4,893.79	\$	1,223.45
125	3	South	2F	N	34	\$	4,266.38	\$	1,066.59
126	3	South	1B	N	23	\$	2,886.08	\$	721.52
127	4	South	2G	NW	32	\$	4,015.41	\$	1,003.85
128	4	South	1F	W	23	\$	2,886.08	\$	721.52
129	4	South	1E	E	23	\$	2,886.08	\$	721.52
130	4	South	2H	NE	32	\$	4,015.41	\$	1,003.85
131	4	South	1A	N	24	\$	3,011.56	\$	752.89
132	4	South	2A	N	34	\$	4,266.38	\$	1,066.59
133	4	South	2B	E	40	\$	5,019.27	\$	1,254.82
134	4	South	2C	S	30	\$	3,764.45	\$	941.11
135	4	South	2D	W	30	\$	3,764.45	\$	941.11
136	4	South	2E	W	40	\$	5,019.27	\$	1,254.82
137	4	South	2F	N	34	\$	4,266.38	\$	1,066.59
138	4	South	1B	N	24	\$	3,011.56	\$	752.89
139	5	South	2G	NW	32	\$	4,015.41	\$	1,003.85
140	5	South	1F	W	23	\$	2,886.08	\$	721.52
141	5	South	1E	E	23	\$	2,886.08	\$	721.52
142	5	South	2H	NE	32	\$	4,015.41	\$	1,003.85
143	5	South	1A	N	24	\$	3,011.56	\$	752.89
144	5	South	2A	N	35	\$	4,391.86	\$	1,097.96
145	5	South	2B	E	41	\$	5,144.75	\$	1,286.19

146	5	South	2C	S	31	\$	3,889.93	\$	972.48
147	5	South	2D	S	31	\$	3,889.93	\$	972.48
148	5	South	2E	W	41	\$	5,144.75	\$	1,286.19
149	5	South	2F	N	35	\$	4,391.86	\$	1,097.96
150	5	South	1B	N	24	\$	3,011.56	\$	752.89
151	6	South	2G	NW	33	\$	4,140.90	\$	1,035.22
152	6	South	1F	W	24	\$	3,011.56	\$	752.89
153	6	South	1E	E	24	\$	3,011.56	\$	752.89
154	6	South	2H	NE	33	\$	4,140.90	\$	1,035.22
155	6	South	1A	N	25	\$	3,137.04	\$	784.26
156	6	South	2A	N	35	\$	4,391.86	\$	1,097.96
157	6	South	2B	E	41	\$	5,144.75	\$	1,286.19
158	6	South	2C	S	31	\$	3,889.93	\$	972.48
159	6	South	2D	S	31	\$	3,889.93	\$	972.48
160	6	South	2E	W	41	\$	5,144.75	\$	1,286.19
161	6	South	2F	N	35	\$	4,391.86	\$	1,097.96
162	6	South	1B	N	25	\$	3,137.04	\$	784.26
163	7	South	2G	NW	32	\$	4,015.41	\$	1,003.85
164	7	South	1F	W	24	\$	3,011.56	\$	752.89
165	7	South	1E	E	24	\$	3,011.56	\$	752.89
166	7	South	2H	NE	33	\$	4,140.90	\$	1,035.22
167	7	South	1A	N	25	\$	3,137.04	\$	784.26
168	7	South	2A	N	35	\$	4,391.86	\$	1,097.96
169	7	South	2B	E	42	\$	5,270.23	\$	1,317.56
170	7	South	2C	S	32	\$	4,015.41	\$	1,003.85
171	7	South	2D	S	32	\$	4,015.41	\$	1,003.85
172	7	South	2E	W	42	\$	5,270.23	\$	1,317.56
173	7	South	2F	N	35	\$	4,391.86	\$	1,097.96
174	7	South	1B	N	25	\$	3,137.04	\$	784.26
175	8	South	2G	NW	33	\$	4,140.90	\$	1,035.22
176	8	South	1F	W	25	\$	3,137.04	\$	784.26
177	8	South	1E	E	25	\$	3,137.04	\$	784.26
178	8	South	2H	NE	33	\$	4,140.90	\$	1,035.22
179	8	South	1A	N	25	\$	3,137.04	\$	784.26
180	8	South	2A	N	36	\$	4,517.34	\$	1,129.34
181	8	South	2B	E	42	\$	5,270.23	\$	1,317.56
182	8	South	2C	S	32	\$	4,015.41	\$	1,003.85
183	8	South	2D	S	32	\$	4,015.41	\$	1,003.85
184	8	South	2E	W	42	\$	5,270.23	\$	1,317.56
185	8	South	2F	N	36	\$	4,517.34	\$	1,129.34
186	8	South	1B	N	25	\$	3,137.04	\$	784.26
187	9	South	2G	NW	34	\$	4,266.38	\$	1,066.59
188	9	South	1F	W	25	\$	3,137.04	\$	784.26
189	9	South	1E	E	25	\$	3,137.04	\$	784.26
190	9	South	2H	NE	34	\$	4,266.38	\$	1,066.59
191	9	South	1A	N	26	\$	3,262.52	\$	815.63
192	9	South	2A	N	36	\$	4,517.34	\$	1,129.34
193	9	South	2B	E	42	\$	5,270.23	\$	1,317.56
194	9	South	2C	S	34	\$	4,266.38	\$	1,066.59
195	9	South	2D	S	34	\$	4,266.38	\$	1,066.59
196	9	South	2E	W	42	\$	5,270.23	\$	1,317.56
197	9	South	2F	N	36	\$	4,517.34	\$	1,129.34

198	9	South	1B	N	26	\$	3,262.52	\$	815.63
199	10	South	2G	NW	35	\$	4,391.86	\$	1,097.96
200	10	South	1F	W	26	\$	3,262.52	\$	815.63
201	10	South	1E	E	26	\$	3,262.52	\$	815.63
202	10	South	2H	NE	35	\$	4,391.86	\$	1,097.96
203	10	South	1A	N	26	\$	3,262.52	\$	815.63
204	10	South	2A	N	37	\$	4,642.82	\$	1,160.71
205	10	South	2B	E	43	\$	5,395.71	\$	1,348.93
206	10	South	2C	S	35	\$	4,391.86	\$	1,097.96
207	10	South	2D	S	35	\$	4,391.86	\$	1,097.96
208	10	South	2E	W	43	\$	5,395.71	\$	1,348.93
209	10	South	2F	N	37	\$	4,642.82	\$	1,160.71
210	10	South	1B	N	26	\$	3,262.52	\$	815.63
211	11	South	2G	NW	35	\$	4,391.86	\$	1,097.96
212	11	South	1F	W	26	\$	3,262.52	\$	815.63
213	11	South	1E	E	26	\$	3,262.52	\$	815.63
214	11	South	2H	NE	35	\$	4,391.86	\$	1,097.96
215	11	South	1A	N	27	\$	3,388.01	\$	847.00
216	11	South	2A	N	37	\$	4,642.82	\$	1,160.71
217	11	South	2B	E	44	\$	5,521.19	\$	1,380.30
218	11	South	2C	S	36	\$	4,517.34	\$	1,129.34
219	11	South	2D	S	36	\$	4,517.34	\$	1,129.34
220	11	South	2E	W	44	\$	5,521.19	\$	1,380.30
221	11	South	2F	N	37	\$	4,642.82	\$	1,160.71
222	11	South	1B	N	27	\$	3,388.01	\$	847.00
223	12	South	2G	NW	35	\$	4,391.86	\$	1,097.96
224	12	South	1F	W	27	\$	3,388.01	\$	847.00
225	12	South	1E	E	27	\$	3,388.01	\$	847.00
226	12	South	2H	NE	34	\$	4,266.38	\$	1,066.59
227	12	South	1A	N	28	\$	3,513.49	\$	878.37
228	12	South	2A	N	38	\$	4,768.30	\$	1,192.08
229	12	South	2B	E	44	\$	5,521.19	\$	1,380.30
230	12	South	2C	S	36	\$	4,517.34	\$	1,129.34
231	12	South	2D	S	36	\$	4,517.34	\$	1,129.34
232	12	South	2E	W	44	\$	5,521.19	\$	1,380.30
233	12	South	2F	N	38	\$	4,768.30	\$	1,192.08
234	12	South	1B	N	28	\$	3,513.49	\$	878.37
235	13	South	2G	NW	36	\$	4,517.34	\$	1,129.34
236	13	South	1F	W	28	\$	3,513.49	\$	878.37
237	13	South	1E	E	28	\$	3,513.49	\$	878.37
238	13	South	2H	NE	36	\$	4,517.34	\$	1,129.34
239	13	South	1A	N	28	\$	3,513.49	\$	878.37
240	13	South	2A	N	39	\$	4,893.79	\$	1,223.45
241	13	South	2B	E	45	\$	5,646.68	\$	1,411.67
242	13	South	2C	S	36	\$	4,517.34	\$	1,129.34
243	13	South	2D	S	36	\$	4,517.34	\$	1,129.34
244	13	South	2E	W	45	\$	5,646.68	\$	1,411.67
245	13	South	2F	N	39	\$	4,893.79	\$	1,223.45
246	13	South	1B	N	28	\$	3,513.49	\$	878.37
247	14	South	2G	NW	36	\$	4,517.34	\$	1,129.34
248	14	South	1F	W	28	\$	3,513.49	\$	878.37
249	14	South	1E	E	28	\$	3,513.49	\$	878.37

250	14	South	2H	NE	36	\$ 4,517.34	\$ 1,129.34
251	14	South	1A	N	29	\$ 3,638.97	\$ 909.74
252	14	South	2A	N	40	\$ 5,019.27	\$ 1,254.82
253	14	South	2B	E	46	\$ 5,772.16	\$ 1,443.04
254	14	South	2C	S	37	\$ 4,642.82	\$ 1,160.71
255	14	South	2D	S	37	\$ 4,642.82	\$ 1,160.71
256	14	South	2E	W	46	\$ 5,772.16	\$ 1,443.04
257	14	South	2F	N	40	\$ 5,019.27	\$ 1,254.82
258	14	South	1B	N	29	\$ 3,638.97	\$ 909.74
259	15	South	3L	N	100	\$ 12,548.17	\$ 3,137.04
260	15	South	3D	N	57	\$ 7,152.46	\$ 1,788.11
261	15	South	3E	N	57	\$ 7,152.46	\$ 1,788.11
262	15	South	3F	S	50	\$ 6,274.08	\$ 1,568.52
263	15	South	3G	S	50	\$ 6,274.08	\$ 1,568.52
264	15	South	3H	N	57	\$ 7,152.46	\$ 1,788.11
265	15	South	3I	N	57	\$ 7,152.46	\$ 1,788.11
266	16	South	3J	N	60	\$ 7,528.90	\$ 1,882.23
267	16	South	2Q	N	47	\$ 5,897.64	\$ 1,474.41
268	16	South	3D	N	57	\$ 7,152.46	\$ 1,788.11
269	16	South	3E	N	58	\$ 7,277.94	\$ 1,819.48
270	16	South	3F	S	50	\$ 6,274.08	\$ 1,568.52
271	16	South	3G	S	50	\$ 6,274.08	\$ 1,568.52
272	16	South	3H	N	58	\$ 7,277.94	\$ 1,819.48
273	16	South	3I	N	57	\$ 7,152.46	\$ 1,788.11
274	1	TH	TH1	S	54	\$ 6,776.01	\$ 1,694.00
275	1	TH	TH2	S	54	\$ 6,776.01	\$ 1,694.00
276	1	TH	TH3	S	54	\$ 6,776.01	\$ 1,694.00
277	1	TH	TH4	S	54	\$ 6,776.01	\$ 1,694.00
278	1	TH	TH5	S	54	\$ 6,776.01	\$ 1,694.00
279	1	TH	TH6	S	54	\$ 6,776.01	\$ 1,694.00

Totals 10000 \$1,254,816.89 \$313,704.22

SINKING FUND LEVY : 2023-24 CONTRIBUTION BY UNIT

Total UOE	10000	Per UOE	
Total Sinking Fund Levies Due	\$ 243,079.00	\$ 24.31	ex GST
	\$ 267,386.90	\$ 26.74	incl GST

UP 4787 Sinking
Fund Plan
7 Aug 2023

Unit #	Floor #	Tower	Floor Plan	Aspect	UOE	SF Levy Contribution (incl GST)	
						Annual	Quarterly
1	1	North	2M	W	34	\$ 909.12	\$ 227.28
2	1	North	2N	NW	41	\$ 1,096.29	\$ 274.07
3	1	North	1C	N	26	\$ 695.21	\$ 173.80
4	1	North	1D	N	26	\$ 695.21	\$ 173.80
5	1	North	2K	NE	39	\$ 1,042.81	\$ 260.70
6	1	North	2L	E	34	\$ 909.12	\$ 227.28
7	2	North	2M	W	33	\$ 882.38	\$ 220.59
8	2	North	2N	NW	39	\$ 1,042.81	\$ 260.70
9	2	North	1C	N	26	\$ 695.21	\$ 173.80
10	2	North	1D	N	26	\$ 695.21	\$ 173.80
11	2	North	2K	NE	37	\$ 989.33	\$ 247.33
12	2	North	2L	E	33	\$ 882.38	\$ 220.59
13	2	North	2I	E	33	\$ 882.38	\$ 220.59
14	2	North	2J	W	33	\$ 882.38	\$ 220.59
15	3	North	2M	W	33	\$ 882.38	\$ 220.59
16	3	North	2N	NW	39	\$ 1,042.81	\$ 260.70
17	3	North	1C	N	26	\$ 695.21	\$ 173.80
18	3	North	1D	N	26	\$ 695.21	\$ 173.80
19	3	North	2K	NE	37	\$ 989.33	\$ 247.33
20	3	North	2L	E	33	\$ 882.38	\$ 220.59
21	3	North	2I	E	33	\$ 882.38	\$ 220.59
22	3	North	2J	W	33	\$ 882.38	\$ 220.59
23	4	North	2M	W	33	\$ 882.38	\$ 220.59
24	4	North	2N	NW	39	\$ 1,042.81	\$ 260.70
25	4	North	1C	N	27	\$ 721.94	\$ 180.49
26	4	North	1D	N	27	\$ 721.94	\$ 180.49
27	4	North	2K	NE	37	\$ 989.33	\$ 247.33
28	4	North	2L	E	33	\$ 882.38	\$ 220.59
29	4	North	2I	E	33	\$ 882.38	\$ 220.59
30	4	North	2J	W	33	\$ 882.38	\$ 220.59
31	5	North	2M	W	33	\$ 882.38	\$ 220.59
32	5	North	2N	NW	39	\$ 1,042.81	\$ 260.70
33	5	North	1C	N	28	\$ 748.68	\$ 187.17
34	5	North	1D	N	28	\$ 748.68	\$ 187.17
35	5	North	2K	NE	38	\$ 1,016.07	\$ 254.02
36	5	North	2L	E	34	\$ 909.12	\$ 227.28
37	5	North	2I	E	33	\$ 882.38	\$ 220.59
38	5	North	2J	W	33	\$ 882.38	\$ 220.59
39	6	North	2M	W	34	\$ 909.12	\$ 227.28
40	6	North	2N	NW	39	\$ 1,042.81	\$ 260.70
41	6	North	1C	N	28	\$ 748.68	\$ 187.17

42	6	North	1D	N	28	\$ 748.68	\$ 187.17
43	6	North	2K	NE	38	\$ 1,016.07	\$ 254.02
44	6	North	2L	E	33	\$ 882.38	\$ 220.59
45	6	North	2I	E	34	\$ 909.12	\$ 227.28
46	6	North	2J	W	34	\$ 909.12	\$ 227.28
47	7	North	2M	W	35	\$ 935.85	\$ 233.96
48	7	North	2N	NW	40	\$ 1,069.55	\$ 267.39
49	7	North	1C	N	29	\$ 775.42	\$ 193.86
50	7	North	1D	N	29	\$ 775.42	\$ 193.86
51	7	North	2K	NE	38	\$ 1,016.07	\$ 254.02
52	7	North	2L	E	35	\$ 935.85	\$ 233.96
53	7	North	2I	E	35	\$ 935.85	\$ 233.96
54	7	North	2J	W	35	\$ 935.85	\$ 233.96
55	8	North	2M	W	35	\$ 935.85	\$ 233.96
56	8	North	2N	NW	41	\$ 1,096.29	\$ 274.07
57	8	North	1C	N	30	\$ 802.16	\$ 200.54
58	8	North	1D	E	30	\$ 802.16	\$ 200.54
59	8	North	2K	NE	39	\$ 1,042.81	\$ 260.70
60	8	North	2L	E	35	\$ 935.85	\$ 233.96
61	8	North	2I	E	35	\$ 935.85	\$ 233.96
62	8	North	2J	W	35	\$ 935.85	\$ 233.96
63	9	North	2M	W	35	\$ 935.85	\$ 233.96
64	9	North	2N	NW	42	\$ 1,123.02	\$ 280.76
65	9	North	3A	N	52	\$ 1,390.41	\$ 347.60
66	9	North	2K	NE	40	\$ 1,069.55	\$ 267.39
67	9	North	2L	E	35	\$ 935.85	\$ 233.96
68	9	North	2I	E	35	\$ 935.85	\$ 233.96
69	9	North	2J	W	35	\$ 935.85	\$ 233.96
70	10	North	2M	W	36	\$ 962.59	\$ 240.65
71	10	North	2N	NW	43	\$ 1,149.76	\$ 287.44
72	10	North	3A	N	53	\$ 1,417.15	\$ 354.29
73	10	North	2K	NE	42	\$ 1,123.02	\$ 280.76
74	10	North	2L	E	36	\$ 962.59	\$ 240.65
75	10	North	2I	E	36	\$ 962.59	\$ 240.65
76	10	North	2J	W	36	\$ 962.59	\$ 240.65
77	11	North	2M	W	35	\$ 935.85	\$ 233.96
78	11	North	2N	NW	44	\$ 1,176.50	\$ 294.13
79	11	North	3A	N	54	\$ 1,443.89	\$ 360.97
80	11	North	2K	NE	43	\$ 1,149.76	\$ 287.44
81	11	North	2L	E	36	\$ 962.59	\$ 240.65
82	11	North	2I	E	36	\$ 962.59	\$ 240.65
83	11	North	2J	W	36	\$ 962.59	\$ 240.65
84	12	North	2M	E	37	\$ 989.33	\$ 247.33
85	12	North	2N	NE	44	\$ 1,176.50	\$ 294.13
86	12	North	3A	N	55	\$ 1,470.63	\$ 367.66
87	12	North	2K	NE	43	\$ 1,149.76	\$ 287.44
88	12	North	2L	E	37	\$ 989.33	\$ 247.33
89	12	North	2I	E	37	\$ 989.33	\$ 247.33
90	12	North	2J	W	37	\$ 989.33	\$ 247.33
91	13	North	3C	NW	52	\$ 1,390.41	\$ 347.60
92	13	North	2O	N	44	\$ 1,176.50	\$ 294.13
93	13	North	3B	NE	52	\$ 1,390.41	\$ 347.60

94	13	North	2I	E	37	\$	989.33	\$	247.33
95	13	North	2J	W	37	\$	989.33	\$	247.33
96	14	North	3C	NW	53	\$	1,417.15	\$	354.29
97	14	North	2O	N	45	\$	1,203.24	\$	300.81
98	14	North	3B	NE	53	\$	1,417.15	\$	354.29
99	14	North	2I	E	38	\$	1,016.07	\$	254.02
100	14	North	2J	W	38	\$	1,016.07	\$	254.02
101	1	South	2P	N	34	\$	909.12	\$	227.28
102	1	South	3K	N	48	\$	1,283.46	\$	320.86
103	2	South	2G	NW	31	\$	828.90	\$	207.22
104	2	South	1F	W	22	\$	588.25	\$	147.06
105	2	South	1E	E	22	\$	588.25	\$	147.06
106	2	South	2H	NE	31	\$	828.90	\$	207.22
107	2	South	1A	N	23	\$	614.99	\$	153.75
108	2	South	2A	N	33	\$	882.38	\$	220.59
109	2	South	2B	E	38	\$	1,016.07	\$	254.02
110	2	South	2C	S	30	\$	802.16	\$	200.54
111	2	South	2D	S	30	\$	802.16	\$	200.54
112	2	South	2E	W	38	\$	1,016.07	\$	254.02
113	2	South	2F	N	33	\$	882.38	\$	220.59
114	2	South	1B	N	23	\$	614.99	\$	153.75
115	3	South	2G	NW	32	\$	855.64	\$	213.91
116	3	South	1F	W	23	\$	614.99	\$	153.75
117	3	South	1E	E	23	\$	614.99	\$	153.75
118	3	South	2H	NE	32	\$	855.64	\$	213.91
119	3	South	1A	N	23	\$	614.99	\$	153.75
120	3	South	2A	N	34	\$	909.12	\$	227.28
121	3	South	2B	E	39	\$	1,042.81	\$	260.70
122	3	South	2C	S	30	\$	802.16	\$	200.54
123	3	South	2D	S	30	\$	802.16	\$	200.54
124	3	South	2E	W	39	\$	1,042.81	\$	260.70
125	3	South	2F	N	34	\$	909.12	\$	227.28
126	3	South	1B	N	23	\$	614.99	\$	153.75
127	4	South	2G	NW	32	\$	855.64	\$	213.91
128	4	South	1F	W	23	\$	614.99	\$	153.75
129	4	South	1E	E	23	\$	614.99	\$	153.75
130	4	South	2H	NE	32	\$	855.64	\$	213.91
131	4	South	1A	N	24	\$	641.73	\$	160.43
132	4	South	2A	N	34	\$	909.12	\$	227.28
133	4	South	2B	E	40	\$	1,069.55	\$	267.39
134	4	South	2C	S	30	\$	802.16	\$	200.54
135	4	South	2D	W	30	\$	802.16	\$	200.54
136	4	South	2E	W	40	\$	1,069.55	\$	267.39
137	4	South	2F	N	34	\$	909.12	\$	227.28
138	4	South	1B	N	24	\$	641.73	\$	160.43
139	5	South	2G	NW	32	\$	855.64	\$	213.91
140	5	South	1F	W	23	\$	614.99	\$	153.75
141	5	South	1E	E	23	\$	614.99	\$	153.75
142	5	South	2H	NE	32	\$	855.64	\$	213.91
143	5	South	1A	N	24	\$	641.73	\$	160.43
144	5	South	2A	N	35	\$	935.85	\$	233.96
145	5	South	2B	E	41	\$	1,096.29	\$	274.07

146	5	South	2C	S	31	\$ 828.90	\$ 207.22
147	5	South	2D	S	31	\$ 828.90	\$ 207.22
148	5	South	2E	W	41	\$ 1,096.29	\$ 274.07
149	5	South	2F	N	35	\$ 935.85	\$ 233.96
150	5	South	1B	N	24	\$ 641.73	\$ 160.43
151	6	South	2G	NW	33	\$ 882.38	\$ 220.59
152	6	South	1F	W	24	\$ 641.73	\$ 160.43
153	6	South	1E	E	24	\$ 641.73	\$ 160.43
154	6	South	2H	NE	33	\$ 882.38	\$ 220.59
155	6	South	1A	N	25	\$ 668.47	\$ 167.12
156	6	South	2A	N	35	\$ 935.85	\$ 233.96
157	6	South	2B	E	41	\$ 1,096.29	\$ 274.07
158	6	South	2C	S	31	\$ 828.90	\$ 207.22
159	6	South	2D	S	31	\$ 828.90	\$ 207.22
160	6	South	2E	W	41	\$ 1,096.29	\$ 274.07
161	6	South	2F	N	35	\$ 935.85	\$ 233.96
162	6	South	1B	N	25	\$ 668.47	\$ 167.12
163	7	South	2G	NW	32	\$ 855.64	\$ 213.91
164	7	South	1F	W	24	\$ 641.73	\$ 160.43
165	7	South	1E	E	24	\$ 641.73	\$ 160.43
166	7	South	2H	NE	33	\$ 882.38	\$ 220.59
167	7	South	1A	N	25	\$ 668.47	\$ 167.12
168	7	South	2A	N	35	\$ 935.85	\$ 233.96
169	7	South	2B	E	42	\$ 1,123.02	\$ 280.76
170	7	South	2C	S	32	\$ 855.64	\$ 213.91
171	7	South	2D	S	32	\$ 855.64	\$ 213.91
172	7	South	2E	W	42	\$ 1,123.02	\$ 280.76
173	7	South	2F	N	35	\$ 935.85	\$ 233.96
174	7	South	1B	N	25	\$ 668.47	\$ 167.12
175	8	South	2G	NW	33	\$ 882.38	\$ 220.59
176	8	South	1F	W	25	\$ 668.47	\$ 167.12
177	8	South	1E	E	25	\$ 668.47	\$ 167.12
178	8	South	2H	NE	33	\$ 882.38	\$ 220.59
179	8	South	1A	N	25	\$ 668.47	\$ 167.12
180	8	South	2A	N	36	\$ 962.59	\$ 240.65
181	8	South	2B	E	42	\$ 1,123.02	\$ 280.76
182	8	South	2C	S	32	\$ 855.64	\$ 213.91
183	8	South	2D	S	32	\$ 855.64	\$ 213.91
184	8	South	2E	W	42	\$ 1,123.02	\$ 280.76
185	8	South	2F	N	36	\$ 962.59	\$ 240.65
186	8	South	1B	N	25	\$ 668.47	\$ 167.12
187	9	South	2G	NW	34	\$ 909.12	\$ 227.28
188	9	South	1F	W	25	\$ 668.47	\$ 167.12
189	9	South	1E	E	25	\$ 668.47	\$ 167.12
190	9	South	2H	NE	34	\$ 909.12	\$ 227.28
191	9	South	1A	N	26	\$ 695.21	\$ 173.80
192	9	South	2A	N	36	\$ 962.59	\$ 240.65
193	9	South	2B	E	42	\$ 1,123.02	\$ 280.76
194	9	South	2C	S	34	\$ 909.12	\$ 227.28
195	9	South	2D	S	34	\$ 909.12	\$ 227.28
196	9	South	2E	W	42	\$ 1,123.02	\$ 280.76
197	9	South	2F	N	36	\$ 962.59	\$ 240.65

198	9	South	1B	N	26	\$ 695.21	\$ 173.80
199	10	South	2G	NW	35	\$ 935.85	\$ 233.96
200	10	South	1F	W	26	\$ 695.21	\$ 173.80
201	10	South	1E	E	26	\$ 695.21	\$ 173.80
202	10	South	2H	NE	35	\$ 935.85	\$ 233.96
203	10	South	1A	N	26	\$ 695.21	\$ 173.80
204	10	South	2A	N	37	\$ 989.33	\$ 247.33
205	10	South	2B	E	43	\$ 1,149.76	\$ 287.44
206	10	South	2C	S	35	\$ 935.85	\$ 233.96
207	10	South	2D	S	35	\$ 935.85	\$ 233.96
208	10	South	2E	W	43	\$ 1,149.76	\$ 287.44
209	10	South	2F	N	37	\$ 989.33	\$ 247.33
210	10	South	1B	N	26	\$ 695.21	\$ 173.80
211	11	South	2G	NW	35	\$ 935.85	\$ 233.96
212	11	South	1F	W	26	\$ 695.21	\$ 173.80
213	11	South	1E	E	26	\$ 695.21	\$ 173.80
214	11	South	2H	NE	35	\$ 935.85	\$ 233.96
215	11	South	1A	N	27	\$ 721.94	\$ 180.49
216	11	South	2A	N	37	\$ 989.33	\$ 247.33
217	11	South	2B	E	44	\$ 1,176.50	\$ 294.13
218	11	South	2C	S	36	\$ 962.59	\$ 240.65
219	11	South	2D	S	36	\$ 962.59	\$ 240.65
220	11	South	2E	W	44	\$ 1,176.50	\$ 294.13
221	11	South	2F	N	37	\$ 989.33	\$ 247.33
222	11	South	1B	N	27	\$ 721.94	\$ 180.49
223	12	South	2G	NW	35	\$ 935.85	\$ 233.96
224	12	South	1F	W	27	\$ 721.94	\$ 180.49
225	12	South	1E	E	27	\$ 721.94	\$ 180.49
226	12	South	2H	NE	34	\$ 909.12	\$ 227.28
227	12	South	1A	N	28	\$ 748.68	\$ 187.17
228	12	South	2A	N	38	\$ 1,016.07	\$ 254.02
229	12	South	2B	E	44	\$ 1,176.50	\$ 294.13
230	12	South	2C	S	36	\$ 962.59	\$ 240.65
231	12	South	2D	S	36	\$ 962.59	\$ 240.65
232	12	South	2E	W	44	\$ 1,176.50	\$ 294.13
233	12	South	2F	N	38	\$ 1,016.07	\$ 254.02
234	12	South	1B	N	28	\$ 748.68	\$ 187.17
235	13	South	2G	NW	36	\$ 962.59	\$ 240.65
236	13	South	1F	W	28	\$ 748.68	\$ 187.17
237	13	South	1E	E	28	\$ 748.68	\$ 187.17
238	13	South	2H	NE	36	\$ 962.59	\$ 240.65
239	13	South	1A	N	28	\$ 748.68	\$ 187.17
240	13	South	2A	N	39	\$ 1,042.81	\$ 260.70
241	13	South	2B	E	45	\$ 1,203.24	\$ 300.81
242	13	South	2C	S	36	\$ 962.59	\$ 240.65
243	13	South	2D	S	36	\$ 962.59	\$ 240.65
244	13	South	2E	W	45	\$ 1,203.24	\$ 300.81
245	13	South	2F	N	39	\$ 1,042.81	\$ 260.70
246	13	South	1B	N	28	\$ 748.68	\$ 187.17
247	14	South	2G	NW	36	\$ 962.59	\$ 240.65
248	14	South	1F	W	28	\$ 748.68	\$ 187.17
249	14	South	1E	E	28	\$ 748.68	\$ 187.17

250	14	South	2H	NE	36	\$	962.59	\$	240.65
251	14	South	1A	N	29	\$	775.42	\$	193.86
252	14	South	2A	N	40	\$	1,069.55	\$	267.39
253	14	South	2B	E	46	\$	1,229.98	\$	307.49
254	14	South	2C	S	37	\$	989.33	\$	247.33
255	14	South	2D	S	37	\$	989.33	\$	247.33
256	14	South	2E	W	46	\$	1,229.98	\$	307.49
257	14	South	2F	N	40	\$	1,069.55	\$	267.39
258	14	South	1B	N	29	\$	775.42	\$	193.86
259	15	South	3L	N	100	\$	2,673.87	\$	668.47
260	15	South	3D	N	57	\$	1,524.11	\$	381.03
261	15	South	3E	N	57	\$	1,524.11	\$	381.03
262	15	South	3F	S	50	\$	1,336.93	\$	334.23
263	15	South	3G	S	50	\$	1,336.93	\$	334.23
264	15	South	3H	N	57	\$	1,524.11	\$	381.03
265	15	South	3I	N	57	\$	1,524.11	\$	381.03
266	16	South	3J	N	60	\$	1,604.32	\$	401.08
267	16	South	2Q	N	47	\$	1,256.72	\$	314.18
268	16	South	3D	N	57	\$	1,524.11	\$	381.03
269	16	South	3E	N	58	\$	1,550.84	\$	387.71
270	16	South	3F	S	50	\$	1,336.93	\$	334.23
271	16	South	3G	S	50	\$	1,336.93	\$	334.23
272	16	South	3H	N	58	\$	1,550.84	\$	387.71
273	16	South	3I	N	57	\$	1,524.11	\$	381.03
274	1	TH	TH1	S	54	\$	1,443.89	\$	360.97
275	1	TH	TH2	S	54	\$	1,443.89	\$	360.97
276	1	TH	TH3	S	54	\$	1,443.89	\$	360.97
277	1	TH	TH4	S	54	\$	1,443.89	\$	360.97
278	1	TH	TH5	S	54	\$	1,443.89	\$	360.97
279	1	TH	TH6	S	54	\$	1,443.89	\$	360.97

Totals 10000 \$ 267,386.90 \$ 66,846.73



**MINUTES OF THE
EXECUTIVE COMMITTEE MEETING
OF UNITS PLAN 4787
THE IVY**

Venue: Unit 259 / 15 Irving St Phillip

Date: Thursday 2 November 2023

Time: 6.00pm

Attendance: D McLean, D Macpherson, C Wiltshire, J O'Brien, K O'Brien, Vanessa Dix (Vantage)

Apologies: Carol Van Gelder

1. MEETING FORMALITIES

1.1. Attendance and acceptance of apologies. Meeting formally commenced at 6:08pm as the quorum was available.

1.2. Induction of EC members. Donna Macpherson was welcomed to the meeting. The Strata Manager arranged for Donna and returning members to sign the EC code of conduct and they were inducted into the new Executive Committee for 2023-24.

1.3. Conflict of Interest. No conflicts of interest were raised.

1.4. EC Members and Office Holders for 2023-24. The EC agreed to the following office holder positions:

- Chairperson: Don McLean
- Secretary: Kevin O'Brien
- Treasurer: Julianne O'Brien
- Members: Craig Wiltshire, Carol Van Gelder and Donna Macpherson

Don took over as Chair at 6:19pm.

1.5. Confirmation of EC members roles. OC community liaison (responding to OC emails etc) - the Chair will take the lead for responding to OC communication, primarily by redirecting to Vantage Strata for reply.

1.6. Previous Meeting Minutes. The minutes of the EC Meeting held 25 October 2023 are a true reflection of the proceedings at that meeting.

Minutes Confirmed.

1.7. The IVY EC priorities – 2023-24. To be discussed at the next EC meeting.

2. BUILDING & FACILITIES MANAGEMENT

2.1. This item is deferred to the next meeting.

3. FINANCIAL STATEMENT & ARREARS REPORT

3.1. This item is deferred to the next meeting.

4. MATTERS FOR DECISION

4.1. 2023 – 24 CHU insurance premium. The Committee noted the UP4787 - Insurance Renewal Report (V2) incorrectly records an insurance period of 12 months from 5 November 2023 to 5 November 2024. Vantage was directed to request an updated Renewal Report from Coverforce that records the correct period of insurance from 5 November 2023 to 5 October 2024 (11 months). The Report will be made available to all owners on Building Link as this also summaries the coverage provided by the policy.

The Coverforce quote for an 11-month CHU Building Insurance policy is \$109,125 (incl GST).

At the October 2023 EC meeting, the Committee was concerned CHU had increased the excess on the policy from \$1,000 to \$5,000 per claim. The Committee had directed Vantage to contact Coverforce and request a re-quote for the original excess of \$1,000 (or at most \$2,000) per claim to ascertain how much this increase in excess had impacted on the premium cost. Coverforce provided the following response on 30 October 2023:

- The premium quote for a \$2,000 excess is \$127,799.85 (11 months policy).

The Committee agreed that a \$18,675.25 (17%) increase in premium to reduce the excess to \$2,000 was not justified given likely small number of claims based on previous experience (only four claims in the last three years). The savings on the cheaper premium with the \$5,000 excess should effectively be able to offset the likely small number of claims with the higher excess payments. The EC agreed to explore how this offset might be applied to claims submitted on behalf of individual owners.

The Committee agreed to accept the Coverforce quote (Q0008255) for an 11-month Building Insurance policy with CHU for \$109,125 (incl GST) with a \$5,000 excess.

Noting that the 2023-24 premium did not include the \$100,000 plus flood damage claim for unit 226, the Committee agreed to explore ways to manage future claims and likely premium increases for 2024-25.

The Committee agreed to accept the Coverforce quote (Q0008256) for an 11-month mechanical breakdown policy with VERO Insurance Ltd for \$7,760.13 (incl GST).

It was noted the period of insurance on the Vero invoice was incorrectly recorded as 2022-2023. Vantage is directed to contact Coverforce to reissue the invoice with the correct dates. One Committee member queried whether we were getting value for money from this Vero policy and the Committee agreed to review it during 2023-24.

It was noted that Coverforce charges a 20% brokerage fee on each policy. Vantage is directed to research options for using different brokers when renewing the 2024-25 insurance policies to ensure IVY OC receives the best value for money.

Vantage Strata confirmed that they do not receive a commission from Coverforce or CHU.

4.2. Unit 175 – legal action to recover arrears. Unit 175's current levies are \$4,476 per annum or \$172 per fortnight. When outstanding fees and charges are applied, Unit 175 is currently \$5,078.53

in arrears as of 25/10/23. As of 1 December 2023, their levies will increase by another \$5,111.40 (GST incl) per annum or \$196.59 per fortnight.

The Committee had previously agreed any payment plan must include repayment of the current arrears debt PLUS current levies as they fall due. Alternatively, the owner may choose to pay the outstanding amount (now \$5,078.53) immediately, then pay their quarterly levies (now \$197 per fortnight) to ensure they do not accrue future arrears.

Credit Control Australia (CCA) had earlier advised the owner that their arrears situation is unsatisfactory. The owner's offer to pay \$150 a fortnight to clear the arrears was not accepted as it would take at least 16 months to reduce the current debt, without paying down the levies that will accrue during this period (that will now total more than \$7,000).

CCA commenced legal action in September to recover these arrears on behalf of the IVY Owners Corporation. On 11/09/23, the A.C.T Civil & Administration Tribunal (ACAT) issued a judgment ordering the owner of Unit 175 to pay \$4,253.64 in arrears by 11/10/23. The unit owner's appeal to ACAT on 03/10/23 to have these court orders overturned was dismissed.

CCA presented two debt recovery options to the Committee for consideration:

- Registration of the ACAT order in the Magistrates Court which would result in additional legal fees and repossession of owner's assets by the sheriff.
- Garnishee wages under the Commonwealth Public Service Act (maximum 20% of nett wages).

The Committee agreed with CCA advice that the best option at this stage is to garnishee the unit owner's wages under the Commonwealth Public Service Act to recover the \$4,253.64 and requested Vantage to advise CCA accordingly. Vantage will monitor the unit owner's future levy payment status closely and ensure the arrears management process is followed promptly.

5. MATTERS FOR DISCUSSION

5.1. This item is deferred to the next meeting.

6. MATTERS FOR NOTING

6.1. This item is deferred to the next meeting.

7. STRATA MANAGER UPDATE

7.1. This item is deferred to the next meeting.

8. GENERAL BUSINESS

8.1. Any items of general business.

8.1.1. Nil

9. MEETING CLOSURE AND NEXT MEETING

9.1. The meeting closed at 7pm. The next EC meeting is scheduled for 15 November 2023.



**MINUTES OF THE
EXECUTIVE COMMITTEE MEETING
OF UNITS PLAN 4787
THE IVY**

Venue: Unit 259 / 15 Irving St Phillip

Date: Thursday 2 November 2023

Time: 6.00pm

Attendance: D McLean, D Macpherson, C Wiltshire, J O'Brien, K O'Brien, Vanessa Dix (Vantage)

Apologies: Carol Van Gelder

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1.5. Confirmation of EC members roles. OC community liaison (responding to OC emails etc) - the Chair will take the lead for responding to OC communication, primarily by redirecting to Vantage Strata for reply.

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Minutes Confirmed.

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3. FINANCIAL STATEMENT & ARREARS REPORT

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4. MATTERS FOR DECISION

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The Coverforce quote for an 11-month CHU Building Insurance policy is \$109,125 (incl GST).

At the October 2023 EC meeting, the Committee was concerned CHU had increased the excess on the policy from \$1,000 to \$5,000 per claim. The Committee had directed Vantage to contact Coverforce and request a re-quote for the original excess of \$1,000 (or at most \$2,000) per claim to ascertain how much this increase in excess had impacted on the premium cost. Coverforce provided the following response on 30 October 2023:

- The premium quote for a \$2,000 excess is \$127,799.85 (11 months policy).

The Committee agreed that a \$18,675.25 (17%) increase in premium to reduce the excess to \$2,000 was not justified given likely small number of claims based on previous experience (only four claims in the last three years). The savings on the cheaper premium with the \$5,000 excess should effectively be able to offset the likely small number of claims with the higher excess payments. The EC agreed to explore how this offset might be applied to claims submitted on behalf of individual owners.

The Committee agreed to accept the Coverforce quote (Q0008255) for an 11-month Building Insurance policy with CHU for \$109,125 (incl GST) with a \$5,000 excess.

Noting that the 2023-24 premium did not include the \$100,000 plus flood damage claim for unit 226, the Committee agreed to explore ways to manage future claims and likely premium increases for 2024-25.

The Committee agreed to accept the Coverforce quote (Q0008256) for an 11-month mechanical breakdown policy with VERO Insurance Ltd for \$7,760.13 (incl GST).

It was noted the period of insurance on the Vero invoice was incorrectly recorded as 2022-2023. Vantage is directed to contact Coverforce to reissue the invoice with the correct dates. One Committee member queried whether we were getting value for money from this Vero policy and the Committee agreed to review it during 2023-24.

It was noted that Coverforce charges a 20% brokerage fee on each policy. Vantage is directed to research options for using different brokers when renewing the 2024-25 insurance policies to ensure IVY OC receives the best value for money.

Vantage Strata confirmed that they do not receive a commission from Coverforce or CHU.

4.2. **Unit 175 – legal action to recover arrears.** Unit 175's current levies are \$4,476 per annum or \$172 per fortnight. When outstanding fees and charges are applied, Unit 175 is currently \$5,078.53

in arrears as of 25/10/23. As of 1 December 2023, their levies will increase by another \$5,111.40 (GST incl) per annum or \$196.59 per fortnight.

The Committee had previously agreed any payment plan must include repayment of the current arrears debt PLUS current levies as they fall due. Alternatively, the owner may choose to pay the outstanding amount (now \$5,078.53) immediately, then pay their quarterly levies (now \$197 per fortnight) to ensure they do not accrue future arrears.

Credit Control Australia (CCA) had earlier advised the owner that their arrears situation is unsatisfactory. The owner's offer to pay \$150 a fortnight to clear the arrears was not accepted as it would take at least 16 months to reduce the current debt, without paying down the levies that will accrue during this period (that will now total more than \$7,000).

CCA commenced legal action in September to recover these arrears on behalf of the IVY Owners Corporation. On 11/09/23, the A.C.T Civil & Administration Tribunal (ACAT) issued a judgment ordering the owner of Unit 175 to pay \$4,253.64 in arrears by 11/10/23. The unit owner's appeal to ACAT on 03/10/23 to have these court orders overturned was dismissed.

CCA presented two debt recovery options to the Committee for consideration:

- Registration of the ACAT order in the Magistrates Court which would result in additional legal fees and repossession of owner's assets by the sheriff.
- Garnishee wages under the Commonwealth Public Service Act (maximum 20% of nett wages).

The Committee agreed with CCA advice that the best option at this stage is to garnishee the unit owner's wages under the Commonwealth Public Service Act to recover the \$4,253.64 and requested Vantage to advise CCA accordingly. Vantage will monitor the unit owner's future levy payment status closely and ensure the arrears management process is followed promptly.

5. MATTERS FOR DISCUSSION

5.1. This item is deferred to the next meeting.

6. MATTERS FOR NOTING

6.1. This item is deferred to the next meeting.

7. STRATA MANAGER UPDATE

7.1. This item is deferred to the next meeting.

8. GENERAL BUSINESS

8.1. Any items of general business.

8.1.1. Nil

9. MEETING CLOSURE AND NEXT MEETING

9.1. The meeting closed at 7pm. The next EC meeting is scheduled for 15 November 2023.



**MINUTES OF THE
EXECUTIVE COMMITTEE MEETING
OF UNITS PLAN 4787
THE IVY**

Venue: 259/15 Irving St, Phillip

Date: Wednesday 15 November 2023

Time: Meeting commenced at 6:10 pm

Attendance: Don McLean (Chair), Julianne O'Brien (Treasurer), Donna Macpherson, Carol van Gelder, Craig Wiltshire, Kevin O'Brien (Secretary)

Apologies: Vanessa Dix (Strata Manager)

1. MEETING FORMALITIES

1.1. Attendance and acceptance of apologies.

1.2. EC Induction. Carol van Gelder completed the EC induction process.

1.3. Conflicts of Interest. Don McLean (unit 264) declared a conflict of interest on item 4.2. Julianne O'Brien acted as Chair for this item.

1.4. Previous Meeting Minutes.

The minutes of the EC Meeting held on Thursday 2 November 2023 were confirmed.

2. BUILDING & FACILITIES MANAGEMENT

2.1. Building Condition report - October 2023 – 91.43%. The Facilities Manager's update as of 13 November is at **Addendum 1**.

The Committee noted the high rating achieved for the building condition report last month and thanked Point FS for the excellent maintenance work they continue to do.

3. FINANCIAL STATEMENT & ARREARS REPORT

Treasurer's Report & Levy Situation (as at 10/11/23)

3.1. Total Cash at Bank = \$889,493.23

- Cash Account Balance: \$143,758.59
 - Admin Fund Balance: \$138,323.81
 - Sinking Fund Balance: \$5,434.78

3.2. Investment Accounts (see Addendum 2)

The Committee noted that it had agreed at previous meetings to set up three Admin Fund Investment Accounts and three Sinking Fund Investment Accounts with Macquarie Bank to invest available cash reserves from quarterly levy payments. This structure will provide the best, secure return on these reserves, given the current interest rate environment, but also allow the Treasurer to access sufficient funds for admin purposes as necessary.

The Treasurer outlined a strategy for achieving this outcome, summarised in Addendum 2. Briefly:

- TD01 will be split on maturity (11 Dec 23) and become an Admin Fund only investment account. The Sinking Fund allocation (plus interest) will set up a new TD06.
- TD02 will be split on maturity (16 Nov 23) and become a Sinking Fund only investment account. \$100,000 will be transferred back into the cash Admin account and the remaining Admin funds (plus interest) used to set up a new TD05.
- TD03 remains an Admin Fund only investment account. It will be rolled over on maturity (29 Dec 23).
- TD04 remains a Sinking Fund only investment account. It will be rolled over on maturity (29 Dec 23).
- TD05 will be a new Admin Fund investment account (with funds from TD02).
- TD06 will be a new Sinking Fund investment account (with funds from TD01).

The Committee agreed to this strategy and noted it had already instructed Vantage Strata to set up TD05 when the TD02 account matures tomorrow.

3.3. Balance Sheet:

- Total Admin Assets: \$600,418.18
- Total Admin Liabilities: \$68,728.88
- Total Admin Net assets: \$531,689.30

3.4. Income and Expenditure:

Total Administrative Fund Budget for 2023-24 = \$1,359,610.48

- Total Income to date = \$1,421.73
- Total Expenditure to date = \$12,029.73

3.5. Levy income and arrears

- Levies paid in advance (at 10/11/23) = \$35,575.29
 - Admin Fund: \$31,895.53
 - Sinking Fund: \$3,679.76
- Levies in arrears (as of 10 Nov 2023) = \$13,730.84 (22 owners)
 - Admin Fund: **\$12,006.56**
 - Sinking Fund: **\$1,724.28.**
 - Unit 175 – **\$5,043.49 (refer minutes of EC meeting on 2/11/23)**
 - Unit 199 – **\$2,456.87 (unit sold 12/10/23).**

4. MATTERS FOR DECISION

4.1. Owners Corporation Rules. The Committee noted two alternative OC Rules on Insurance cover and on banning the private use of Common Power were agreed at the AGM. The Committee has already updated the 2021 OC Rules to reflect these decisions (**attached**).

The Committee directs Vantage Strata to register these updated OC Rules as soon as the reduced quorum period expires at the end of the month. The cost of registration is to be met from the Admin Fund.

4.2. Unit 264 Proposed Alterations – Ceiling Fans. A detailed application was received to install four (4) close-to-ceiling fans in unit 264. The Committee accepted the application and agreed to this work proceeding, subject to confirmation from the Facilities Manager that installation of the ceiling fans will not impact on the fire sprinkler system.

4.3. Australian Pest Bird Management. The Committee noted that there continue to be issues with pigeon nesting and vermin control, both on the 16-floor roof and individual owner balconies. It has received a quote from Australian Pest Bird Management (APBM) for more effective pigeon management (quote #2318). The committee agree to accept Option 2 of the quote for a 2-year control program and Vantage was requested to issue a work order for January 2024.

The Committee agreed that owners needed to be advised and that all work will be done in keeping with approved government regulations. A draft letter is to be prepared for Vantage circulation. The Facilities Manager is asked to work in close consultation with the company to ensure the EC and owners are well informed of the process and any risks involved.

4.4. Owners Corporation Network. It was agreed one member of the Committee should join the Owners Corporation Network (OCN) to keep aware of strata developments. The membership fee is to be paid from the Admin Fund. Kevin O'Brien volunteered to join.

5. MATTERS FOR DISCUSSION

5.1. AGM Outcomes. The Committee reviewed preparations for and conduct of the recent AGM, including agenda pack distribution, meeting, and voting processes, and feedback from owners. All documentation met legislative requirements, including 3 week's advance notice to owners and circulation of the AGM minutes and reduced quorum notice within 7 days.

Overall, the Committee was pleased with management of the AGM process, although several small areas for improvement were suggested by owners. The Committee agreed to discuss these with Vantage as the Strata Manager could not be present at this meeting.

5.2. EC Priorities for 2023-24 – draft schedule (see Addendum 3)

The Committee discussed the outcomes from the AGM and implications for its work program in 2023-24. Priority items include registration of the updated OC Rules (item 4.1), formal review of the Strata Manager contract, renewal of the Facilities Manager contract and the lift maintenance contracts, and monitoring of insurance arrangements.

The Committee agreed to maintain and update the priority work schedule in Addendum 3.

5.3. Building Insurance. Several items were discussed:

5.3.1. The CHU Building Insurance Policy was renewed for 11 months on 5 November 2023. A copy of the CHU Certificate of Currency is available on BuildingLink. We are still waiting on the Vero Certificate of Currency and the Coverforce Insurance Renewal Report. These will be uploaded to BuildingLink when they are received.

5.3.2. There was initial discussion of the insurance excess and claim process, noting that the current excess for a successful claim is \$5,000. This question of whether to set a higher threshold than this excess for any OC-based claim in 2023-24, given the potential impact on future premiums, was held over to a future discussion.

5.3.3. The Committee noted that a draft “EC Guideline - Renewal of Building Insurance” is being prepared to help provide a longer-term framework for EC consideration of insurance issues. The Committee will continue to research insurance issues and it was agreed this item could continue to be refined over time.

5.4. Outstanding Work Orders. The Facilities Manager has advised there are still 15 contract agreements and work orders outstanding, dating back to August.

Committee members noted they made several efforts over the past few weeks to get these work orders addressed by the Strata Manager, especially as contractors will not come on site until they have a work order. It was agreed to escalate this matter to the ACT Branch Manager at Vantage so that the breakdown in processes is better understood and remedial action can be taken.

5.5. Carpark Sweeping 8-9 Nov. Some owners were concerned about the late notice given and it was agreed this was not satisfactory. The contractor also advised that Worksafe regulations were changed on 1 October, and they were now prevented from dry cleaning and blowing (given concerns around silica and dust particles).

The Committee took note of these concerns and agreed to direct Vantage to manage communications going forward, noting that the next basement clean is scheduled for May 2024.

5.6. Vantage Command Centre. The Committee discussed the scope and usefulness of the new Vantage Command Centre and dashboard, noting this has been developed largely for Vantage’s internal purposes.

Members raised doubts about the Command centre’s value from an Ivy EC perspective as it could impose an unnecessary workload on the EC and the Facilities Manager keeping information up to date in the command centre for limited benefit, and this should not duplicate the processes we already have in place. The Chair agreed to undertake an ongoing review of the Vantage Command Centre and advise the EC if he saw value for the Ivy EC in utilising aspects of it.

5.7. Ban on private use of common power in garages. The Committee noted that the AGM agreed to ban the private use of common power in enclosed garages (motion 17). The motion takes effect once the reduced quorum period expires in late November and will be formally implemented via the OC Rule registration process in item 4.1.

It was agreed to direct Vantage to provide formal advice of this AGM decision to all owners, noting that garage owners need to take steps to comply.

6. ITEMS FROM PREVIOUS MEETINGS

6.1. ‘TO DO’ List – As of 15 Nov. The Committee took note of the substantial number of items still outstanding, some dating back to August (item 5.3). These items will be followed up with the Strata Manager (and ACT Branch Manager) on her return from leave.

7. MATTERS FOR NOTING

- 7.1. AGM.** A reduced quorum notice and the 5th AGM minutes were provided to owners on 8 November. A follow-up letter on 9 Nov provided the approved Budget for 2023-24 and the Admin and Sinking Fund levy contribution tables for all units.
- 7.2. Levies.** The first quarter's levy contribution is due 1 December. A levy reminder notice was sent to owners on 10 November.
- 7.3. Renewal of Otis three-year Service Agreement (due 20/01/24).** The 25 October EC meeting requested 2 additional quotes. As these are still being explored, the item was deferred for consideration at the next meeting.
- 7.4. Fire Alarm (13 Nov).** A detector was triggered in Basement 2, about 8.45 am. This was located underneath the down ramp about 6 metres above the floor, most likely due to a build-up of dust or cobweb. The EC circulated a notice to all owners via Building Link the same day.
- 7.5. North Tower Level 11 hallway water leak (7 Nov) – OC responsibility.** A pin hole leak in the sprinkler pipe weld was repaired by CEFA the same day. The area needs time to dry out before gyprock/painting repairs can be made to the hallway ceiling. Point FS will advise on proposed timing. The Treasurer noted we have yet to receive invoices for these repairs.
- 7.6. Unit 232 water leak (31 Oct) – OC responsibility.** CEFA repaired the ceiling leak in the sprinkler pipe fittings the same day. Treasurer is awaiting invoices for CEFA repairs to pipe fittings and for plaster/paint repairs.
- 7.7. Unit 226 water leak incident (13 Aug) – OC responsibility.** BPS work is progressing in all relevant units. Vantage provided a letter update to all owners on 1 Nov.
- 7.8. Outdoor Pool – temperature increased to 27 degrees.**
- 7.9. Embedded electricity – Energy management consultant (Leading Edge).** We are still waiting on advice from the broker.
- 7.10. Origin Energy -** Explore options for better electricity tariff and advise. Strata Manager to update at the next meeting.
- 7.11. Point FS Staff Change.** Matt Lam is currently doing the handover and will replace Matt Benedetti as Ivy Facilities Manager in December.

8. STRATA MANAGER UPDATE

- 8.1. Next Ivy Appearance –** to be advised.

9. GENERAL BUSINESS

- 9.1. Light replacements.** The Committee discussed the general delays and additional costs involved in having Maritex always carry out basic electrical maintenance such as replacing standard plug-in light fittings in common areas. The Committee agreed to discuss with Point FS whether other options are available, such as Point FS undertaking this maintenance or a non-specialised maintenance provider.

10. MEETING CLOSURE AND NEXT MEETING

The next EC meeting is scheduled for 13 December. The meeting closed at 8.08 pm.

Addendum 1

October Monthly Report - Update 13/11/2023

Building Condition and Regulation

Ongoing with Milin - Facade leak, Oaks boundary fence items
This all sits with Milin currently. I follow up with them regularly though.

Investigate repair options for driveway paving
No progress on this. Not critical at this stage.

Flood on L12
Internal wall and skirt repairs are complete, both common property and private units. This includes flooring and cabinetry also.

Next is carpets which I am still awaiting confirmation on install date.

Emergency Equipment

Replace faulty emergency lights
Maritex awaiting work order from Vantage.

Security and Paths of Travel

Replace mortise on western gate
I am going to purchase a new mortise this month and have it replaced. I don't want this to carry over to when Matt L takes over.

Roof Condition, Access, and Anchor Points

Follow up with Milin regarding final waterproofing repairs
Stair overruns adjacent to the Townhouse and Hydrant cupboard began on Friday 10th. Work will continue this week.

Work will also begin on the North tower 13th floor roof top, hopefully on Wednesday 15th if everything goes to plan.

Vertical Transport

OTIS to replace missing buttons
Both missing buttons for lift 2 are still on back order. Should be here in December.

Pools

Sauna bench and timber treatment
Quote have been requested for the repairs and maintenance. To avoid conflict of interest, PointFS will quote and provide pricing before requesting from other trades so there is no price undercutting.

Identify issue with low pressure in pool filter #3.
Pump was switched which improved flow and allowed the heater to operate correctly. Pressure gauge is still showing lower than normal pressure, but this is likely to be a faulty pressure gauge.

Gym and Bathroom Areas

Male bathroom bench to be replaced.

A replacement for this will be purchased before the handover is complete. Again I don't want this carrying over to Matt L.

Garden Areas

Confirm dates for garden rectification.

Awaiting confirmation of start date now that the irrigation pressure valve work is complete.

Pruning/thinning in rear garden

This will happen at the same time as the above garden works.

Irrigation system pressure regulator

Irrigation regulators have now been changed (completed on 13th November, they just need to be balanced correctly by All Seasons which will take place this week.

Pest Control

Monitor and investigate alternative pigeon control measures on South Tower rooftop

Quote has been received for baiting of pigeons on both roof tops. Quote has been forwarded to EC for review.

Hydraulics

WaterTight work order for repairs to leaking valve

Water tight awaiting workorder from Vantage

Cleaning

Confirm cleaning/pest control schedule for windows

Both contractors awaiting workorders from Vantage.

Works will be requested to start in February/March for pest control and window clean respectively.

Basement and Carpark

Remove stored items, and notify strata of large items of value.

Being monitored this month following the carpark clean. Additional notices will be placed ahead of the Christmas period.

Refuse Areas

Waste chute cleaning and maintenance work orders.

Both Douglas Wright and WasTech awaiting work orders from Vantage.

Repairs to waste chute in NL12

Complete. Gas strut had disconnected from ball joint, we sorted it out.

Point Facilities Solutions

Addendum 2

PROPOSED TERM DEPOSITS AS AT JANUARY 2024				
	Investment	Maturity date	Proposed period	Proposed maturity date
ADMIN FUND INVESTMENTS				
TD01	\$205,706.33 + interest	matures 11/12/23	Invest for 3 months on maturity	11/03/2024
TD03	\$100,000	29/12/2023	Reinvest for 4 months on maturity	29/04/2024
TD05	\$15,000	new account	Create in mid-November and invest for 3 months	15/02/2024

SINKING FUND INVESTMENTS				
TD02	\$35,000 + interest.	16/11/2023	Invest at best term / rate (3 to 4 months)	
TD04	\$45,000 + interest + levies	29/12/2023	Invest at best term / rate (3 to 4 months)	
TD06	\$201,915.99 + interest	new account	Create in mid-December and invest at best term / rate (3 to 4 months)	

Addendum 3

EC Priorities for 2023-24

EC Meeting Item	Date
Review AGM outcomes and priorities for 2023-24	November 2023
Update and registration of OC Rules	November 2023
Meeting schedule for 2024	December 2023
Lobby ACT Government re EV charging stations	December
Renew 3-year lift management contract	January 2024
Formal review of Strata Manager contract	April
Review of current Sinking Fund plan	July
Building Insurance: decide proposed position on excess	July
Building Insurance: select preferred broker	July/August
Building Insurance: obtain new building valuation	July/August
Facilities Manager – request updated contract	July/August
Contracts and service agreements – update for 2024-25 Admin Budget	August
New Fire Safety Review Certificate	August
Draft of 2024-25 Admin Budget	August
Draft of AGM Agenda Packs	August/Sept
Building Insurance: 12-month quotes	5 September
Annual Maintenance Plan (with Point FS)	September
EC initiatives in 2023-24	end September
Finalise/close 2023-24 financial accounts	30 September
2023-24 financial accounts to Auditor	1 October
Insurance contract renewed from	5 October
New Certificate of Currency	5 October
Finalise 6 th AGM agenda and motions	8 October

15 November 2023

Vantage Strata Pty Ltd

Level 4, DKS No 2., 23 Challis Street DICKSON ACT 2602 ABN: 79602359482

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Page 1

Balance Sheet - U/Plan 4787 "THE IVY WODEN" 15 IRVING STREET, PHILLIP, ACT 2606 For the Financial Period 01/10/2023 to 10/11/2023

Consolidated

	Administrative	Sinking	TOTAL THIS YEAR
Assets			
Cash At Bank			
The Owners Unit Plan 4787	\$138,323.81	\$5,434.78	\$143,758.59
<i>Macquarie Bank BSB: 182-266 Acc No: 217153303</i>			
Unit Plan 4787 TD01	\$205,706.33	\$201,915.99	\$407,622.32
<i>Macquarie Bank BSB: 182-266 Acc No: 282658111</i>			
Unit Plan 4787 TD02	\$115,000.00	\$35,000.00	\$150,000.00
<i>Macquarie Bank BSB: 182-266 Acc No: 237788393</i>			
Unit Plan 4787 TD03	\$100,000.00	\$0.00	\$100,000.00
<i>Macquarie Bank BSB: 182-266 Acc No: 231559774</i>			
Unit Plan 4787 TD04	\$0.00	\$45,000.00	\$45,000.00
<i>Macquarie Bank BSB: 182-266 Acc No: 266077924</i>			
GST Paid	\$28,623.22	\$0.00	\$28,623.22
GST Unpaid	\$758.26	\$0.00	\$758.26
Receivable	\$12,006.56	\$1,724.28	\$13,730.84
Total Assets	\$600,418.18	\$289,075.05	\$889,493.23
Liabilities			
GST Collected	\$30,332.47	\$4,589.03	\$34,921.50
GST Uncollected	\$(1,839.88)	\$(177.78)	\$(2,017.66)
Levies Paid In Advance	\$31,895.53	\$3,679.76	\$35,575.29
Payable	\$8,340.76	\$0.00	\$8,340.76
Total Liabilities	\$68,728.88	\$8,091.01	\$76,819.89

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Page 2

Balance Sheet - U/Plan 4787
"THE IVY WODEN"
15 IRVING STREET, PHILLIP, ACT 2606
For the Financial Period 01/10/2023 to 10/11/2023

Consolidated

	Administrative	Sinking	TOTAL THIS YEAR
Liabilities (Continued)			
Net Assets	\$531,689.30	\$280,984.04	\$812,673.34
Owners Funds			
Opening Balance	\$542,297.30	\$280,972.77	\$823,270.07
Net Income For The Period	\$(10,608.00)	\$11.27	\$(10,596.73)
Total Owners Funds	\$531,689.30	\$280,984.04	\$812,673.34

Income and Expenditure Statement - U/Plan 4787

"THE IVY WODEN"

15 IRVING STREET, PHILLIP, ACT 2606

For the Financial Period 01/10/2023 to 10/11/2023

Consolidated

Administrative Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Income			
Interest	\$60.83	\$0.00	\$1,383.08
Interest Investment Accounts Admin	\$0.00	\$0.00	\$1,706.33
Keys Remotes & Swipes	\$1,360.90	\$0.00	\$2,297.26
Levy Income Admin	\$0.00	\$1,140,742.63	\$1,070,832.56
Total Administrative Fund Income	\$1,421.73	\$1,140,742.63	\$1,076,219.23

Expenses

Audit Fees	\$2,600.00	\$2,500.00	\$2,360.00
BAS & Tax Preparation	\$210.00	\$630.00	\$675.00
Bank Charges	\$0.00	\$0.00	\$(3.22)
Banking, Software & Infrastructure	\$78.39	\$315.00	\$288.75
Bin Lifter / Hoist - Contract	\$0.00	\$2,540.00	\$3,270.60
Building Improvements	\$0.00	\$25,000.00	\$21,483.32
BuildingLink	\$0.00	\$6,696.00	\$6,696.00
Capital Equipment Acquisitions - Admin	\$0.00	\$15,000.00	\$15,000.00
Cleaning - Bin Chutes	\$0.00	\$3,780.00	\$1,800.00
Cleaning - Bins	\$23.58	\$6,680.00	\$6,572.60
Cleaning - Carpark	\$0.00	\$3,720.00	\$4,450.00
Cleaning - Carpets	\$0.00	\$6,710.00	\$5,151.36
Cleaning - Contract	\$(15,344.00)	\$173,250.00	\$169,684.04
Cleaning - General	\$0.00	\$7,170.00	\$6,142.14
Cleaning - Windows	\$0.00	\$20,340.00	\$19,478.50
Cleaning Supplies	\$0.00	\$3,700.00	\$3,386.50
Consumables	\$346.34	\$7,600.00	\$4,743.97
Contingency	\$0.00	\$88,946.48	\$54,158.10
Contractor Compliance Fee	\$0.00	\$90.00	\$87.00
Debt Recovery	\$(550.00)	\$0.00	\$0.00
Doors Glass - Contract	\$0.00	\$245.00	\$0.00
Electrical - Maint. Contract	\$0.00	\$5,280.00	\$4,780.00
Electricity	\$(12,000.00)	\$140,200.00	\$131,731.74
Facilities Management Services	\$16,921.68	\$114,010.00	\$101,117.34
Fire - Maintenance Contract	\$1,055.08	\$11,740.00	\$12,660.96
Fire - Monitoring	\$2,000.00	\$2,340.00	\$2,205.00
Fire - Passive Maintenance Contract	\$0.00	\$9,025.00	\$0.00
Fire - Repairs & Replacement	\$0.00	\$0.00	\$8,515.00
Furniture	\$0.00	\$10,720.00	\$0.00

Income and Expenditure Statement - U/Plan 4787**"THE IVY WODEN"****15 IRVING STREET, PHILLIP, ACT 2606**

For the Financial Period 01/10/2023 to 10/11/2023

Consolidated**Administrative Fund**

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Garbage Chute - Maint. Contract	\$0.00	\$5,100.00	\$2,700.00
Gardening - Contract	\$0.00	\$18,320.00	\$17,384.16
Gardening - Irrigation	\$400.00	\$14,000.00	\$0.00
Gardening - Maintenance Other	\$0.00	\$0.00	\$400.00
Gardening - Materials	\$0.00	\$3,370.00	\$0.00
Gardening - Plants and Trees	\$0.00	\$7,500.00	\$0.00
Gas Usage	\$(272.55)	\$136,580.00	\$9,237.33
Gym - Contract	\$0.00	\$3,000.00	\$2,850.00
Gym - Equipment	\$0.00	\$500.00	\$108.91
HVAC - Contract	\$3,120.00	\$12,730.00	\$12,480.00
Height Safety Certification	\$0.00	\$1,327.00	\$1,250.00
Hot Water Supply	\$300.82	\$1,600.00	\$1,120.75
IT Charges	\$0.00	\$6,400.00	\$984.00
Income Tax Payable - Admin	\$791.70	\$0.00	\$0.00
Insurance Excess Payments	\$0.00	\$0.00	\$90.91
Insurance Payouts	\$1,350.00	\$0.00	\$0.00
Insurance Premium	\$0.00	\$120,000.00	\$99,226.06
Keys, Remotes & Swipes	\$0.00	\$0.00	\$(2,224.31)
Legal Fees Arrears Recoveries	\$(90.00)	\$0.00	\$(30.00)
Lifts - Maint. Contract	\$0.00	\$28,240.00	\$26,137.00
Lifts - Repairs & Maint.	\$0.00	\$6,000.00	\$5,665.00
Management Fees (Schedule B)	\$0.00	\$0.00	\$590.00
Management Fees - Strata	\$22,565.25	\$96,488.00	\$81,956.25
Other Expenses	\$0.00	\$3,000.00	\$2,440.90
Pest Control	\$0.00	\$10,520.00	\$1,850.00
Plumbing - Maint. Contract	\$793.22	\$4,480.00	\$4,588.65
Pool -Contract	\$825.00	\$22,240.00	\$22,277.81
R & M CCTV	\$0.00	\$2,000.00	\$0.00
R & M Doors	\$0.00	\$0.00	\$400.00
R & M Electrical	\$0.00	\$22,040.00	\$15,996.00
R & M Equipment	\$201.64	\$630.00	\$595.00
R & M Garage	\$0.00	\$1,470.00	\$1,676.82
R & M General	\$339.95	\$3,130.00	\$3,007.03
R & M Painting	\$0.00	\$11,485.00	\$0.00
R & M Plumbing	\$927.27	\$10,000.00	\$14,943.31
R & M Pool	\$0.00	\$18,390.00	\$25,755.25
R & M Roof	\$0.00	\$11,000.00	\$27,509.78
R & M Sumps & Pumps	\$0.00	\$3,000.00	\$0.00
R & M Upgrades and Replacements	\$0.00	\$0.00	\$11,847.92

Vantage Strata Pty Ltd

Level 4, DKS No 2., 23 Challis Street DICKSON ACT 2602 ABN: 79602359482

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Page 5

Income and Expenditure Statement - U/Plan 4787

"THE IVY WODEN"

15 IRVING STREET, PHILLIP, ACT 2606

For the Financial Period 01/10/2023 to 10/11/2023

Consolidated

Administrative Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
R&M Comm. Equipment	\$0.00	\$5,682.00	\$0.00
Reports - Consultants	\$0.00	\$5,000.00	\$7,090.90
Reports - Insurance Valuation	\$0.00	\$2,400.00	\$4,103.64
Room Hire	\$436.36	\$795.00	\$700.00
Security & Access System	\$0.00	\$20,820.00	\$0.00
Security General	\$0.00	\$0.00	\$4,651.80
Signage	\$0.00	\$0.00	\$860.20
Waste & Recycling Bins	\$0.00	\$146.00	\$0.00
Water Usage	\$(15,000.00)	\$72,000.00	\$59,104.82
Total Administrative Fund Expenses	\$12,029.73	\$1,359,610.48	\$1,055,760.59
Administrative Fund Surplus/Deficit	\$(10,608.00)	\$(218,867.85)	\$20,458.64

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Page 6

Income and Expenditure Statement - U/Plan 4787

"THE IVY WODEN"

15 IRVING STREET, PHILLIP, ACT 2606

For the Financial Period 01/10/2023 to 10/11/2023

	Consolidated		
Sinking Fund	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Income			
Interest	\$11.27	\$0.00	\$215.48
Interest Investment Accounts Sinking	\$0.00	\$0.00	\$5,915.99
Levy Income Sinking	\$0.00	\$243,079.00	\$162,239.68
Total Sinking Fund Income	\$11.27	\$243,079.00	\$168,371.15
Expenses			
Total Sinking Fund Expenses	\$0.00	\$0.00	\$0.00
Sinking Fund Surplus/Deficit	\$11.27	\$243,079.00	\$168,371.15

Inv Date	Supplier	Inv Number	Inv Description	Inv Amount	GL Code
25/08/2023	GymQuip Fitness	INV-10138	Circle E-Series Batteries	\$119.80	RGYMEQUIP R & M Gym Equipment
23/10/2023	Water Tight - ACT	28726	After hours callout - Gas c	\$810.00	RMPLUMB-AD R & M Plumbing
24/10/2023	Johnson Controls Australia P/L	1030352	2023-24 Fire Monitoring	\$2,200.00	FIREMON Fire - Monitoring
25/10/2023	Abode Woden	1009790	AGM 01/11/23	\$480.00	ROOMH Room Hire
27/10/2023	All Seasons Horticultural	INV-24437	October 2023 - service co	\$1,593.55	GARDCO-AD Gardening - Contract
31/10/2023	Collection Corp of Aust	438542	Lot 199*Demand Letter/F	\$77.00	LEGALARR Legal Fees Arrears Recoveries
31/10/2023	Veolia 216952	55716292	October 2023 - Bin Rental	\$12.97	CLEANBINS Cleaning - Bins
01/11/2023	Water Tight - ACT	INV-10123	November 2023 - service	\$436.27	PLMAINT-AD Plumbing - Maint. Contract
02/11/2023	Point Facilities	INV-1162	November 2023 - service	\$9,306.92	FACMAN Facilities Management Services



UP 4787 - Owners Corporation Rules
(As approved at the 5th AGM on 1 November 2023)

1. Definitions

a) In these rules:

executive committee representative means a person authorised in writing by the Executive Committee under rule 11(d).

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

balustrade means the entire structure enclosing the outer boundary of a unit balcony comprising glass barrier, stanchions and fastenings and the outer boundary wall of a ground floor unit courtyard.

common property means any area not included within an individual unit entitlement and includes:

- basement garages;
- 'bocce' court;
- children's play area;
- common corridors;
- garden beds;
- driveways;
- entryways;
- footpaths;
- foyers
- grassed areas;
- gymnasiums;
- indoor or outdoor pool areas;
- planter pots;
- sauna;
- security cameras and other security infrastructure; and
- the Wellness Centre including the yoga space.

pet owner means an owner or occupier who keeps an animal in the unit in accordance with rules 5 or 5A.

party wall means a common wall adjoining two units or a unit and common property.

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

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

2. Payment of rates and taxes by unit owners

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

3. Repairs and maintenance

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

b) 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. Alterations and erections

- a) A unit owner may erect or alter any structure in or on the unit or the common property only.
 - i. with the express permission of the Executive Committee by ordinary resolution; and
 - ii. 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).

- b) Permission may be given subject to conditions stated in the resolution.
- c) Windscreens. Any modification or alteration to any windscreens installed as part of a unit entitlement are not permitted without consultation with an appropriate design consultant and with the permission of the Executive Committee of the owner's corporation.
- d) Screen Doors. Screen doors are not permitted on front doors of units, as the front doors are fire doors and installation of screen doors would be in breach of the fire regulations.
- e) Party Walls. Party walls cannot be tampered with to ensure their integrity is maintained and the fire rating, acoustic and thermal performance is not degraded.

5. Pets in units

- a) A unit owner or occupier (the pet owner) may keep an animal, or permit an animal to be kept, within the unit if—
 - i. the total number of animals kept within the unit (other than birds in a cage or fish in an aquarium) is not more than three (3); and
 - ii. the pet owner ensures that the animal is appropriately supervised when the animal is on the common property; and
 - iii. the pet owner keeps the animal secure so that it cannot escape the unit unsupervised; and
 - iv. the pet owner cleans any area of the units plan that is soiled by the animal; and
 - v. the pet owner takes reasonable steps to ensure the animal does not cause a nuisance or a risk to health or safety.
- b) The pet owner must, within 14 days of the day the animal is first kept within the unit, tell the owners corporation, in writing, that the animal is being kept within the unit.

5A. Assistance animals

The owners corporation may require a person who keeps an assistance animal to produce evidence that the animal is an assistance animal. Such evidence is to be provided to the Executive Committee on behalf of the owners corporation.

6. Use of common property

A unit owner or occupier 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.



7. Hazardous use of unit

- a) A unit owner or occupier 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.

8. Use of unit—nuisance or annoyance

- a) A unit owner or occupier 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.
- b) 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.
- c) Permission may be given subject to stated conditions.
- d) Permission may be withdrawn by special resolution of the owners corporation.

9. Noise

- a) A unit owner or occupier 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.
- b) 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.
- c) Permission may be given subject to stated conditions.
- d) Permission may be withdrawn by special resolution of the owners corporation.

10. Illegal use of unit

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

11. What may an Executive Committee representative do?

- a) An Executive Committee representative may do any of the following in relation to a unit at all reasonable times:
 - i. 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;
 - ii. carry out any maintenance required under the Act or these rules;
 - iii. do anything else the owners corporation is required to do under the Act or these rules.
- b) 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 11 (a).



- c) An Executive Committee representative is not authorised to do anything in relation to a unit mentioned in subrule 11 (a) unless—
 - i. 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
 - ii. in an emergency, it is essential that it be done without notice.
- d) The Executive Committee may give a written authority to a person to represent the corporation under this rule.

12. Executive Committee Governance Arrangements

As part of their induction process, the minutes of their first meeting will record that each new member of the Executive Committee understands the requirements of the Code of Conduct in Part 1.1, Schedule 1 of the Unit Titles (Management) Act 2011, and they have agreed to adhere to the following governance principles:

Role of the Executive Committee

- a) The Executive Committee will act as a facilitator and day-to-day decision-maker for the Ivy Owners Corporation.
 - i. The Executive Committee is not able to take decisions unless it is granted authority by the Ivy Owners Corporation at an annual or special general meeting.
 - ii. The Executive Committee does not have an enforcement role unless empowered to do so by the Unit Titles (Management) Act 2011 or by authority arising from a decision of the Ivy Owners Corporation at an annual or special general meeting.
 - iii. The Executive Committee must keep proper records and minutes of all decisions taken. These records are to be made available to owners in a timely fashion and retained in accordance with prevailing legislation and regulation.

Position on issues

- b) The Executive Committee does not have a public position on matters unless this is the will of the Ivy Owners Corporation as expressed at an annual or special general meeting.
 - i. The Committee position must reflect that of the Owners Corporation and will not be based on its own agenda.
 - ii. The Executive Committee must seek to address the issues and priorities identified by the Ivy Owners Corporation.
 - iii. The Executive Committee should seek to clarify those responsibilities that fall to owners as members of the Ivy Owners Corporation (for example, those that relate to Common Property) and those matters that remain the responsibility of individual owners.

General Meetings

- c) A principal function of the Executive Committee is to prepare for annual or special general meetings of the Ivy Owners Corporation and to implement agreed outcomes. The Executive Committee shall:
 - i. ensure owners know, in advance, what the likely issues are, the proposed outcome and the decision-making process undertaken to arrive at the Executive Committee position;
 - ii. encourage owners to voice their opinions and raise matters for consideration by the Executive Committee in finalising preparations; and
 - iii. establish and facilitate processes that permit owners to make proposals and suggestions for consideration at meetings of the Ivy Owners Corporation.



Consultation

- d) The Executive Committee shall maintain an “Owners Engagement Plan” to ensure owners are aware of matters affecting their interests as members of the Ivy Owners Corporation.
 - i. Regular information should be made available to owners by way of emails, newsletters, information boards, town hall meetings and circulars to letter boxes.

13. Smoking

- a) An owner, occupier or guest must not smoke tobacco products or e-cigarettes, or allow any other person to smoke, on the common property including all vehicle parking levels, the ground floor and basements, in the gymnasiums, the enclosed pool zones (including BBQ area, the indoor or outdoor swimming pools, spa and sauna), residential level corridors and access passageways and fire stairways.
- b) If a unit owner or occupier smokes in their unit, including on the unit balcony, they must ensure that this does not cause a nuisance to any other unit occupier and they dispose of cigarette butts in an appropriate manner and in such a way as to not pose fire or other health and safety hazards.
- c) To avoid doubt, cigarette butts are never to be disposed of by
 - i. throwing from balconies; or
 - ii. being discarded in any common property area.

14. Balconies and terraces

- a) All courtyards and balconies are always to be kept in a neat and tidy condition.
- b) The use of loose glass-tops and light-weight sheets or covers (including loose BBQ lids) are not appropriate on the high-rise outdoor terraces and balconies. The use of lightweight furniture or other items is prohibited unless it is securely attached to the balcony or terrace floor slab.
- c) Due to the high-wind conditions experienced in the area of Ivy, under no circumstances is anything to be left hanging over the balcony balustrades.

15. Storage in basements

- a) Unit owners and occupiers are not permitted to use their car space as storage and all items are to be stored in their designated storage cages.
- b) Unit owners and occupiers whose unit entitlement includes a garage secured by a roller door are permitted to secure items in the unit garage.
- c) Further to this, all items owned and stored within the storage cages or garages are to be secured in a way that no items may spill out onto the Common Property.

16. Use of common property

- a) Common property is provided for the use of owners, occupiers and their bona fide guests. These areas are not for general public use.
- b) Owners and occupiers will not permit, by act or omission, access to these areas by members of the public or to leave guests unaccompanied.
- c) Users of the common property areas are expected to respect the community atmosphere engendered by these areas and keep them clean and tidy, and to minimise risk to health and safety.



- d) Subject to any restrictions imposed by the Executive Committee from time to time:
 - i. The Outdoor Pool/BBQ area is open for 24-hour use and is subject to the rules relating to nuisance and noise.
 - ii. The Indoor Pool/Spa and sauna will be open for 24-hour use and is subject to the rules relating to nuisance and noise.
 - iii. The cardio and weights gymnasiums are open for 24-hour use subject to the rules relating to nuisance and noise.
 - iv. Due to the significant health and safety risk and danger to pool filtering and pumping equipment, glass is not permitted within the outdoor pool area bounded by the pool fencing, within the indoor pool and spa facility or in the sauna.
 - v. Owners and occupiers must use the BBQ, gymnasium and pool areas in a safe manner and ensure that they comply with all ACT Health and Safety Legislative requirements that apply to the use of these facilities.
 - vi. At all times, owners and occupiers must ensure they are suitably clothed and behaving in a manner not likely to offend other owners and occupiers or their bona fide guests in any common property areas.
- e) The Executive Committee will not unreasonably impose restrictions on the use of the facilities listed above.
- f) Common property cannot be reserved in any way that imposes or implies an exclusive right of use by an owner or occupier or group of owners or occupiers.
- g) Use of facilities must not prevent other owners or occupiers from sharing those facilities. Common sense, courtesy, cooperation and flexibility should be applied at all times.
- h) Owners, occupiers and bona fide guests must not interfere with, cover, damage, obstruct or otherwise alter security cameras and/or other security infrastructure.
- i) The Executive Committee may issue guidelines on the use of common property decided by ordinary resolution. Any guidelines will be made available to all owners.

17. Common Property Parking

- a) There is no provision for visitor parking on Ivy common property for any purpose other than pick-up and drop-off/set-down.
- b) All residents and their visitors are to park in the car parking space(s) allocated to their unit. If any resident requires a vehicle to be parked on the Common Property, permission must be sought from the Building Manager.
- c) Owners, occupiers must comply with all parking conditions and signage. Failure to do so, or to ensure guests do so, may result in action by the Owners Corporation to enforce this rule including:
 - i. Engagement, by the Executive Committee, of private parking contractors to issue fines;
 - ii. Attachment of adhesive reminder notices to non-compliant vehicles;
 - iii. Wheel clamping; or
 - iv. Towing of non-compliant vehicles at the owner's expense.
- d) Limited numbers of temporary parking passes for contractors, tradespeople and other purposes will be made available by request to the Building Manager. Passes are limited in number and for short-term parking only and must be returned to the Building Manager promptly when the requirement for temporary parking on common property ceases.



18. Window Furnishings

- a) If any unit owner and/or occupier installs window and/or sliding door coverings to any external window and/or door, they must be installed on the inside of the window and/or door. All window and/or sliding door coverings must match the existing aesthetics of the building and must be approved by the Executive Committee. Hanging of sheets on windows and/or door coverings is not considered to be in keeping with the existing aesthetic of Ivy and is not permitted.

19. Bocce Area Restrictions

- a) Any game/activity which might result in a direct impact/force down upon the artificial synthetic surface is not permitted due to the risk of damage to the subsurface.

20. Insurance

- a) Pursuant to the requirements of the Unit Titles (Management) Act 2011, the Owners Corporation must hold Building insurance for all defined parts of the buildings in UP4787 as well as Public Liability insurance over common property and Office Bearers' legal liability cover.
 - i. The coverage provided by all components of this Building insurance policy should reflect current market conditions and not result in reduced benefits either to individual owners or to the owners corporation.
- b) Only the Strata Manager can submit a claim to the building insurer. The building insurer will determine whether the claim is valid.
 - i. If the Strata Manager submits a successful claim on behalf of the owners corporation, the owners corporation pays the excess specified in the insurance policy.
- c) An owner wishing to make a claim against the building insurance policy must contact the Strata Manager to request they submit a claim on their behalf.
 - i. If the claim is successful, the owner is required to pay the excess specified in the insurance policy.

21. Ban on Private Use of Common Power

- a) The 240V single GPOs installed in enclosed garages must be used only for their intended purpose of powering the garage door openers.
- b) They must not be used to charge electric vehicles or to power other electrical appliances such as machines, mobility or E-scooters, E-bicycles, fridges, freezers etc.
- c) Owners found in breach of sub-rule 21 (b) will be charged \$120 per incident (regardless of actual consumption).



MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF UNITS PLAN 4787 THE IVY

Venue: 259/15 Irving St, Phillip/ Microsoft Teams

Date: Wednesday 25 October 2023

Time: 6:00 pm

Attendance: Don Mclean (Chair); Kevin O'Brien; Julianne O'Brien; Craig Wiltshire; Carol Van Gelder; Vanessa Dix (Vantage)

Apologies: Matt Benedetti (Point FS)

1 MEETING FORMALITIES

1.1 Attendance and acceptance of apologies. Meeting formally commenced at 6:22pm as the quorum was available.

1.2 EC membership resignation – Bernie Stoker. The resignation of Bernie Stoker from the Committee effective 5 Oct 23 was regrettably noted. The EC gave a very special thank you to Bernie for his contribution as Chair and as an EC Member during the time that he was on the EC. Bernie has been a true asset after hours when water leaks have occurred, and emergency situations have arisen. Bernie will be incredibly missed and is a true asset to the Ivy community.

1.3 Chairperson. Don McLean accepted the invitation to chair the meeting and agreed to be chairperson at the AGM.

1.4 Conflicts of Interest. No conflicts of interest were raised.

1.5 Previous Meeting Minutes. It was resolved that the minutes of the previous Executive Committee (EC) Meeting held Wednesday 27 September 2023 be confirmed.

2 BUILDING & FACILITIES MANAGEMENT

2.1 [Building Condition report - September 2023 – 87.86%](#). Members of the Committee spoke with the Building Manager the morning of the meeting. Items that were discussed included the Higgins Painting quote, replacement of emergency lighting, the repair of the irrigation system and the Insurance works on Level 12 (and lower levels) South Tower, all of which are discussed further in the minutes.

3 FINANCIAL STATEMENT & ARREARS REPORT

3.1 Treasurers Report & Levy Situation as at 23/10/23. The Treasurer advised that the payment of large invoices will be on hold until after the AGM, when cash flow has increased through levies and on maturity of investment account TD02.

Concerns were raised about the appropriate method to pay the Insurance policy for 2023-2024. The Strata Manager obtained a monthly payment option from Coverforce insurance broker and was exploring a six-month insurance option. However, the additional cost was significant. The Committee agreed it would be in the best financial interests of the Owners Corporation to pay the 11-month policy up front and to use available cash reserves, including funds from the Investment Account TD02 that matures in November 2023 (see item 3.3.1).

3.2 Total cash at bank = \$902,214.65

- Cash Account Balance = \$156,268.32
 - Admin Fund Balance: \$155,223.18
 - Sinking Fund Balance: \$1,045.14
- Investment No.TD01. (matures 11/12/23) Account Balance = \$407,622.32
 - Administration fund allocation: \$205,706.33
 - Sinking fund allocation: \$201,915.99
- Investment No.TD02. (**matures 19/11/23 - 4-month term**) Account Balance = \$150,000
 - Administration fund allocation: \$115,000
 - Sinking fund allocation: \$35,000
- Investment No.TD03. (matures 29/12/23) Account Balance = \$100,000
 - Administration fund allocation: \$100,000
- Investment No.TD04. (matures 29/12/23) Account Balance = \$45,000
 - Sinking fund allocation: \$45,000

Total Admin Assets: \$616,825.06

Total Admin Liabilities: \$65,112.29

Total Admin Net assets: \$ 551,712.77

Total Budget 2023 – 2024 = \$1,359,610.48 (proposed)

- Total administrative fund income = **\$23.15**
- Total Expenditure to date = **\$(9,392.32)**

3.3 TD01 Investment Account: Allocation of interest earned on maturity (13/09/23). Interest was attributed to the Sinking Fund and not allocated pro rata between the Admin and Sinking funds. The Committee directed Vantage finance to reallocate interest on a pro-rata basis between these two Funds.

In keeping with previous decisions to set up three separate investment accounts each for the Admin Fund and the Sinking Fund, the Committee instructed Vantage Finance to restructure the TD01 and TD02 investment accounts and distribute interest payments as follows.

3.3.1 TD02 Investment account. On maturity (16 November 2023), the Committee agreed to:

- Cash out the Admin Fund allocation (currently \$115,000) – Transfer \$100,000 into the Admin Fund. Reinvest the remaining \$15,000 (plus Admin Fund share of interest) in a new Admin Fund (TD05) for three months.
- Re-invest Sinking Fund capital (\$35,000 plus Sinking Fund share of interest) for another three months at 4.5% interest. TD02 becomes a Sinking Fund only investment account.

3.3.2 TD01 matures on 11 December 2023. On maturity, the Committee agreed to:

- Move the current Sinking Fund allocation (\$201,915.99 plus its share of interest) into a new Sinking Fund investment account (TD06) and invest for three/four months.
- Re-invest the Admin Fund allocation (\$205,706.33 plus its share of interest) for three months. TD01 becomes an Admin Fund only investment account.

3.4 Financial Position – effective cash position: \$83,765.08 - The previous re-investment of TD02 for four months, instead of three months, has placed considerable pressure on cash flow. To assist with cash flow management, the Committee agreed to the Treasurer’s recommendations to:

3.4.1 Defer payment of large invoices from Icon Water, Rolfe Cleaning and Origin Energy until TD02 matures in mid-November.

3.4.2 Defer commencement of Higgins internal painting contract to January 2024 (to align with calendar year).

3.4.3 Defer commencement of the external window clean and pest spray contracts to February / March 2024.

3.5 Levy income and arrears

- Total Owners Funds (levies to date) = **\$0**
- 20 Owners are in arrears totalling = **\$16,493.96**
 - Balance less than \$100 - Eight owners
 - Balance less than \$200 – Two owners
 - 30 days in arrears – Eight owners
 - 120 days in arrears (\$2,389.07) – Unit 199 - Credit Control Australia (CCA) has been engaged to commence legal action. CCA are sending a letter of demand to the owner to recoup the funds.
 - 300 plus days in arrears (\$5,078.53) – Unit 175. ACAT court orders on 11 September 2023 denied the owner’s appeal and instructed the owner to pay these arrears (plus fees). As the owner failed to pay the arrears by the due date, CCA will now apply to the ACT Magistrates Court to obtain an order to garnishee wages or seize goods through the ACT Sheriff Office.

- The Strata Manager will be contacting all owners who are in arrears by COB Friday 27 October 2023 to remind them to arrange payments if they wish to vote at the upcoming AGM.
- The EC raised concerns about out-of-date reporting and notes on the Vantage Arrears Report. They would like to see detailed up-to-date details on each owner who is in arrears and what part of the collection process they are up to.

4 ITEMS DEFERRED FROM PREVIOUS MEETING

4.1 Vantage / Point Action items ‘to do list’ – see Addendum 3

4.2 Signage - Installation of pool and playground signage was approved in principle at the September meeting pending a second quote, with the cheapest quote to be selected.

4.2.1 IVY pool rules signage – wording confirmed as per addendum 4.

4.2.2 Playground signage: ‘The children’s playground is not a dog park or an off-leash exercise area’.

4.2.3 Rojo Signs quote - 4 x A2 signs with text as per supplied (mock up to be done before production) - \$95.50 each plus GST.

4.2.4 A second quote will be sourced from CMB Resourcing.

4.3 Graffiti on North Tower Lift 1 door – Capital Removalists. Vantage Strata have informed Capital Removalists that they now have limited access to the building after one of their workers defaced a lift door. Approval from Point FS will be needed before they can enter the building. At the time of the meeting Vantage Strata were waiting on a written response to the complaint lodged with Capital Removalists. Moving forward the EC will be copied into any correspondence of this nature.

4.4 Switching of Garage Lot Numbers. The Committee agreed at its last meeting that garage numbers must reflect the registered Title Deed due to potential fire, damage, and insurance issues. Vantage contacted the relevant owner and explained that the garage numbers on Lot 71 and Lot 268 must be returned to their original location. No action has been taken to date. The Committee agreed that if these lot numbers are still incorrectly displayed after COB Friday, 27 October 2023, the Facilities Manager is directed to rearrange these lot numbers and on-charge the cost to the owner of Lot 71.

5 MATTERS FOR DECISION

5.1 2023-24 Strata Insurance quote – 2023-24 Insurance. The Owners Corporation Insurance is due for renewal on 05 November 2023. Due to the timing of this renewal date relative to the AGM, and the difficulty this presents setting an annual Admin Fund budget for AGM approval, the EC previously agreed to adopt 11-month policies for 2023-24 with CHU and Vero via the broker Coverforce.

The Coverforce quote for an 11-month Building Insurance policy with CHU is \$109,125 (ex GST). The cost of a Vero machinery breakdown Insurance policy for 11 months is \$7,760 (ex GST). However, the Committee was concerned the excess on the CHU policy had been increased from \$1,000 to \$5,000 per claim. The Committee directed Vantage Strata to contact Coverforce and

request a re-quote for the original excess of \$1,000 (or at most \$2,000) per claim to ascertain how much this increase has impacted on the premium cost.

The Committee agreed the new EC should meet on Thursday, 2 November 2023 to make a final decision on these Insurance policies so that Vantage has sufficient time to implement before the due date of renewal.

5.2 All Seasons irrigation repair quote (QU0698). A quote for \$3800 was received from All Seasons Horticulture for the installation of commercial solenoid valves and pressure limiting valves to replace the existing irrigation infrastructure in the underground car park. This quotation also includes the lowering of all exposed PVC turn ups in all raised planter boxes, to reduce the strain on poly fittings due to soil subsidence and excess pressure.

The Committee approved this quote and directed Vantage to issue the Work Order.

5.3 Maritex quote (QU9108) for emergency lighting replacement (\$2024). Members expressed concerns about the CEFA identification process to replace failed emergency lights. In May 2023, CEFA identified 21 emergency lights that needed replacing at a cost of over \$5,000. When Maritex Commercial were contracted to replace the lights in June, only five were identified by them as faulty. In October 23, Maritex identified and quoted on the replacement of eight emergency lights. EC members discussed with Matt Benedetti whether the remaining lights identified by CEFA for replacement in May still needed to be replaced. On review, Maritex confirmed that they do not need to be replaced. Matt will seek clarification from CEFA about their fault identification process.

The Committee approved the October Maritex quote (QU9108) to replace eight lights and directed Vantage to issue the work order.

The EC also agreed to discuss with Point FS whether Maritex Commercial is giving value for money for all electrical work here at The Ivy. If necessary, alternative quotes for the ongoing electrical and light maintenance will be sourced.

5.4 Water Tight quote for leak repair above U252 carpark (\$3010) - There has been an ongoing water leak in a common property hydraulics fitting above Unit 252 carpark. The Facilities Manager has been monitoring and this leak is getting progressively worse. Watertight have now quoted to repair the leak.

The Committee approved this quote and asked Vantage to issue the Work Order.

5.5 Unit 15 request for 'noise restriction' pool signage. Unit 15 contacted Vantage Strata as they were concerned about the level of noise coming from the pool area past 10pm, particularly as the weather warms up. They requested a sign for the pool and bbq areas regarding the fact that noise restrictions apply from 10pm.

The Committee discussed this matter in detail. As The IVY is located in the Woden Town area Zone B, the following noise standards apply:

- A maximum 60db between:
 - 7am – 10pm Monday to Thursday,
 - 7am – 12 midnight on Saturday,
 - 8am – 10pm on Sunday and Public Holidays.
- All other times noise levels must not go above 50db.

The Committee agreed that further signage is not necessary at this time.

5.6 Unit 96 - application for installation of dog door. The Erections and Alterations request to install a dog door for this unit was approved. Vantage is to remind the owner that they must use

a qualified tradesperson to install the dog door and all rubbish is removed from the building in the appropriate manner.

6 MATTERS FOR DISCUSSION

6.1 AGM Pack distribution. Several owners reported not receiving the initial email distribution of the AGM pack on 12 October 23. It was determined this was likely due to the large size of the pdfs attached to AGM pack causing issues with some specific email servers. Vantage will take note of this and act in the future to address this by splitting the pack up and distributing via several emails.

6.2 Paper copies of Vantage correspondence. 62 owners have elected to receive hard copies of Vantage correspondence including AGM pack, EC meeting minutes and levy notices. Most of these owners also have an email address. The postage costs to send out the AGM pack alone was estimated to be over \$7,000. In addition, there is an environmental impact of printing hard copies.

Vantage is directed to write to all IVY owners and advise them that the default position for correspondence is electronic. Those owners who do not have an email address, or for accessibility reasons require a hard copy, may contact the strata manager Vanessa to discuss their options.

6.3 Electricity Usage Audit. The EC asked Vantage Strata to seek quotes for completion of a common property electricity usage audit to understand where the power is being consumed within the complex so that cost drivers for the common property electricity bill can be understood.

6.4 Gas smell incident. On 28 Sep 23, an owner reported a strong gas odour in the south tower level 3. Both Point FS and Vantage Strata received additional reports over the course of several days that residents can smell gas in the lower levels of the south tower. The Facilities Manager investigated on the 29 Sep and again on 3 Oct but didn't find any trace of the reported gas. When a strong gas smell was again reported on Fri 13th Oct, Water Tight attended (out of hours at a cost of \$800) to formally investigate. They checked on several floors and confirmed that the gas odour was not due to a natural gas leak. During these checks, it became apparent that a strong chemical odour was likely emanating from a unit on level 2. The owner of that unit was not able to be raised at the time.

The EC requested that Vantage write to the owner of that unit to advise them of the outcome of the investigation into the source of the gas odour occurrences and raise the concern with them that it is suspected of being caused within their unit.

6.5 ACT Unit Titles Legislation Act (UTLA) Stage 2 Reforms commencing 1 July 2023. The Ivy Strata Manager Vanessa Dix recently attended a seminar on the new reforms to the UTLA. A summary is below:

- **Rules and registering/lodging:** a full complement of rules must be lodged and registered whenever a change happens.
- **Building Management Statements** – existing multi-lease buildings with a units plan that include commercial premises can now opt into having a building management statement (by way of a special resolution). A building management statement (BMS) sets out how the building and the common facilities of the building will be managed between the different types of lessees (e.g. commercial versus residential).
- **Ability to recover insurance excess payments** where owner/resident is negligent – ‘An expense incurred because of a wilful or negligent act or omission, or a breach of an

owners corporation's rules, by a member of the owners corporation or an occupier of the member's unit, may be recoverable from the member as a debt (see s 31).'

- **Sub-leasing Common Property** – Owners Corporations are now able to sub-lease common properties to commercial third parties. Provided the Owners Corporation obtains a special resolution, and provided the common property is not already subject to a special privilege, and provided the use does not unreasonably interfere with the use or enjoyment of a unit, the ACT Government has said: *“It will be a decision for the owners corporation to determine what businesses or activities best suit their complex, common property and residents”*. Sublessees must take out and maintain public liability insurance for the affected part of the common property. The OC approved arrangement can be for a period up to 5 years.
- **Sustainability Infrastructure** – permission for the installation of sustainability infrastructure may be withheld by an Owners Corporation in circumstances where the installation by one owner of sustainability infrastructure (e.g. EV charging point) may impede another unit owner's equal access to similar sustainability infrastructure in the future or impose a large cost on unit owners.
- **Updating section 119 Certificates** – requests are limited to one 119 Certificate within a 4-month window (minimising the burden on strata managers).

7 MATTERS FOR NOTING

7.1 Renewal of Otis three-year service agreement - due for renewal by 20/01/24. The Facilities Manager has already been working with Otis to get a quote for this service that best suites Ivy's ongoing needs. The EC noted their preference to have up to three quotes for competitive comparison and directed Vantage to obtain the additional quotes from alternate lift service providers.

7.2 Current Pool / spa heating settings:

- Outdoor pool: 26 degrees (previously 25 degrees).
- Indoor pool: 31 degrees.
- Spa: 38 degrees.

The temperature of the outside pool was discussed in detail as feedback suggests it still feels too cold for some owners. The treasurer expressed concerns that increasing the outdoor pool temperature would result in increased costs for gas usage and pool chemicals. It was also noted that the Canberra Times recently reported that the Dickson outdoor public pool was heated to 25 degrees. All members voted and the majority agreed to increase the outdoor pool temperature to 27 degrees. It was agreed this will not go any higher due to the costs involved in heating the outdoor pool and budget constraints. It was also agreed to monitor gas usage and assess the budget's capacity to absorb the additional cost.

7.3 Five yearly fire maintenance/testing comparative quote. Point FS has shared a quote for five yearly fire system maintenance/testing at another comparative strata site. This quote will be used to inform the 2024-25 Admin budget when the maintenance falls due for Ivy during that period.

7.4 Higgins Quote for painted surface maintenance. The Committee has previously accepted the Higgins quote for external render repairs and re-painting (and included in the 2023-24 Admin budget). Work is to commence in the following areas as soon as possible:

- Lower garden walls

- Letterboxes
- Alcove to entrance
- Courtyard walls
- Stair riser

In addition, the Committee has agreed that Higgins start a program of internal patch and painting in February 2024, at a cost of up to \$12,000 (included in the 2023-24 Admin budget). The Committee recommends that Higgins continue a combined internal and external painting maintenance program in 2025 (not commended this year as they already have separate contracts for corrective maintenance in place).

7.5 Unit 226 flood incident Update. BPS have started the Insurance rectification works in the South Tower on levels 12, 11, 10 and 9. They will start with the gyprock, followed by fixtures and fittings to effected internal units, and will finish with the common area carpets.

7.6 Point FS Staff Change – Building Manager, Matt Benedetti to be replaced by Matt (Matty) Lam. Matt Benedetti from Point FS has advised the EC and Vantage that there will be a changing of the guard at Ivy. Matt (Matty) Lamb will take over responsibility for The Ivy from Dec 2023. Matt Benedetti has commenced an extended handover to ensure that Matty Lamb understands the unique facilities maintenance requirement for The Ivy so that there is no decline in the standard of service we have come to expect.

7.7 Embedded electricity – Energy management consultant (Leading Edge) update. Kevin O’Brien advised the meeting that he is still awaiting advice from Leading Edge whether another retailer might help to reduce our embedded electricity costs.

8 STRATA MANAGER UPDATE

8.1 Disposal of dumped mattresses. Vantage Strata advised that they have contacted the owner and rental Property Manager in relation to the disposal of the mattress that was dumped on public land beside Ivy. The charges for Point FS to remove this have been passed onto the owner to pay.

8.2 Next Ivy Appearance. Vantage Strata will arrange the next Ivy appearance with the incoming EC after the AGM next week.

9 GENERAL BUSINESS

9.1 The Strata Community Association (SCA) ACT awards for excellence - held on 20 October 2023. Our Strata Manager Vanessa Dix won the Strata Community Manager Rising Star Award. The EC, on behalf of all IVY owners, congratulates Vanessa on a well-deserved award.

9.2 Ivy Christmas Celebrations and Christmas Carols. Carol Van Gelder has agreed to organise the Ivy Christmas Carols for December 2023, as in previous years. Owners and residents will be advised of details once a date has been confirmed.

9.3 The Ivy Christmas Tree. Our Christmas tree will be erected in the foyer on 30 November. Residents will be given the opportunity to purchase a personalised Christmas Tree decoration, by donation (see posters in the common areas). All proceeds will go to the Hands Across Canberra charity.

9.4 The EC has agreed to purchase a Santa Suit and have an Ivy Santa attend the carols. The Treasurer will source the Santa suit and use discretionary funds to purchase this item.

10 MEETING CLOSURE AND NEXT MEETING

10.1 The next EC Meeting with the Insurance Renewal agenda item will be held on Thursday 2nd November 2023.

10.2 With no further business the meeting officially closed at 8:31pm.

ADDENDUM 1

Building Condition and Regulation

Ongoing with Milin - Facade leak, Oaks boundary fence items

This all sits with Milin currently. I follow up with them regularly though.

Investigate repair options for driveway paving

No progress on this. Not critical at this stage.

Flood on L12

BPS Strata have been given the go ahead from the insurers to begin work. I handed over a keys to them on the 19th October and they expect to begin works by the end of October. Gyprock work will begin first, with all private units and common areas being done. Then internals of the private units will be done, then the carpet and painting etc for the common areas last.

Emergency Equipment

Resolve fault present on the FIP

This was resolved, it was just a dirty detector.

Security and Paths of Travel

Monitor western access gate and replace mortise as required

Will continue monitoring. At this stage it is operating ok, but if it gets worse I will arrange CLASS to attend and replace

Organise dates with ARA for the relocation of the NPR camera.

ARA have confirmed they will still do this, I am just awaiting dates, but it will be either late October or early November.

Fermax to fix access point referencing.

This is done

Roof Condition, Access, and Anchor Points

Follow up with Milin regarding final waterproofing repairs

Still no success in them getting into contact with their water proofer. Followed up with them again on the 17th October.

Vertical Transport

OTIS to replace missing buttons

Both missing buttons for lift 2 are still on back order

Pools

Decking issue to be inspected and resolved

Milin have now repaired underneath two of the four large pots adjacent to the pool. The remaining two will be done in the coming weeks.

New pool equipment (chlorinators, heaters etc) to be installed before Summer

This has all been installed and is operational

Gym and Bathroom Areas

Male bathroom bench to be replaced.

I swapped the broken bench with the good one from the disabled bathroom as the male bathroom is used considerably more.

Garden Areas

Confirm dates for garden rectification.

At this stage we are looking at November, but that will depend on the approval of the pressure reduction valves to ensure the irrigation system is operation I before the new plants get planted.

Pruning/thinning in rear garden

This will happen at the same time as the above garden works.

Irrigation system pressure regulator

Quote received and passed on to EC for review.

Pest Control

Install pigeon spikes on netting

Pigeon spikes have been installed on netting but have not had desired effect. Additional spikes will now be installed in other locations pigeons appear to be resting including HWS frames, HVAC controllers etc

Electrical and Lighting

Replace/repair faulty lights identified in PointFS monthly test.

Work order request has been sent to Vantage for Maritex.

Hydraulics

Water Tight work order for repairs to leaking valve

A revised quote has been received and sent to the EC for review

Cleaning

Confirm cleaning/pest control schedule for windows

Both RIGCOM and Rope Access cannot begin works until December/January. I am waiting to hear back from RIGCOM on their earliest start date, once I have that I will be able to confirm start dates with Rope Access.

Basement and Carpark

Remove stored items and notify strata of large items of value.

Done.

Will occur again before Christmas.

ADDENDUM 2

2023-24 FINANCIAL ACCOUNTS: RECONCILIATION

23/10/23

	ADMIN FUND		SINKING FUND
CASH BALANCE			
Cash at Bank	\$155,223.18	A	\$1,045.14
Investments			
TDO1	\$205,706.33		\$201,915.99
TDO2	\$115,000.00		\$35,000.00
TDO3	\$100,000.00		\$0.00
TDO4	\$0.00		\$45,000.00
Sub-total	\$420,706.33	B	\$281,915.99
Total Available Cash	\$575,929.51	C = A + B	\$282,961.13
ACCOUNTS / BILLS			
Prepaid in 2022-23	\$-6,429.59		\$0.00
<i>less</i>			
Accrued into 2023-24	\$47,241.36		\$0.00
Sub-total	-\$53,670.95	D	\$0.00
GST			
Paid / Unpaid (ATO refundable)	\$27,207.26		\$0.00
<i>less</i>			
Collected / Uncollected (to go to ATO)	\$28,324.49		\$4,411.25
Sub-total	-\$1,117.23	E	-\$4,411.25
LEVIES			
Levies in Arrears (Receivables)	\$13,688.29		\$2,428.46
<i>less</i>			
Levies Paid in Advance (Liabilities)	\$30,358.21		\$0.00
Sub-total	-\$16,669.92	F	\$2,428.46
NET ASSETS	-\$71,458.10	G = D+E+F	-\$1,982.79
CASH PLUS NET ASSETS	\$504,471.41	C + G	\$280,978.34
EFFECTIVE AVAILABLE CASH	\$83,765.08	A + G	-\$937.65

ADDENDUM 3

STATUS	EC MEETING	ACTION ITEMS	LED BY
Active	2-Nov	EC to agree final insurance quotes (11 months), Vantage to renew before 5 Nov	EC and Ness
Active	1-Nov	AGM	EC and Ness
Active	25-Oct	Vantage to address AGM Pack distribution issues and advise	Ness
Active	25-Oct	Vantage to change default on owner communications to 'electronic'	Ness
Active	25-Oct	Levy arrears reminder to outstanding accounts due end Oct (copy to EC)	Ness
Active	25-Oct	Coverforce to provide revised quote for \$1,000 excess (max \$2,000) for 11 months	Ness
Active	25-Oct	Vero insurance quote accepted in principle (11 months)	Ness
Active	25-Oct	Children's playground signage (text agreed) - Arrange printing	Matt
Active	25-Oct	Pool area signage (text agreed) - Provide materials for Craig to print	Matt
Active	25-Oct	Capital Removalists - Confirm letter sent and copy EC and FM	Ness
Active	25-Oct	Create new Admin Fund Investment Account (TDO5) on TD02 maturity 19 Nov	Ness
Active	25-Oct	Create new Sinking Fund Investment Account (TD06) on TD01 maturity 11 Dec	Ness
Active	25-Oct	Electricity Uage Audit - Vantage to arrange and advise	Ness
Active	25-Oct	Dolphin pool hoist - quotes for fixed hoist plumbed in	Matt
Active	25-Oct	Unit 226 flood incident - Vantage to send update letter to all owners	Ness / Jarrod
Active	25-Oct	Unit 226 flood incident - Excess paid, BPS work to commence this week	Matt
Active	25-Oct	Unit 199 arrears - advise progress of CCA debt recovery	Ness
Active	25-Oct	Unit 175 arrears - advise progress on Court Orders/Magistrate proceedings	Ness
Active	25-Oct	Unit 120 'Gas' concern - seek advice from unit 110 (and perhaps others on 2nd floor)	Ness
Active	25-Oct	Unit 96 - Dog door application approved (provided details satisfactory)	Ness
Active	25-Oct	Unit 71/268 garage numbers - confirm owners have switched back (or recover cost)	Matt
Active	25-Oct	Unit 16 car spot - Advise owner she cannot re-paint	Ness
Active	25-Oct	Unit 15 noise complaint - Advise owner of noise standards applicable to Ivy	Ness
Active	25-Oct	Icon Water and Rolfe Cleaning invoices to be delayed until after TD02 matures	Ness
Active	25-Oct	Origin Energy invoice to be delayed until after TD02 matures	Ness
Active	25-Oct	Higgins Coating - External patch/painting can commence in Nov	Matt
Active	25-Oct	Higgins Coating - Internal painting work to commence February 2024	Matt
Active	25-Oct	Higgins Coating - Combined 5-6 year agreement to commence from 2024-25	Matt
Active	25-Oct	Lifts - New 3 Year Service Agreement (20 Jan 24) - Get 2 additional quotes	Matt
Active	25-Oct	Outdoor pool temperature - raise to 27 degrees	Matt
Active	25-Oct	Purchase pool thermometers	Matt
Active	25-Oct	Point FS handover to Matt Lam in December	Matt
Active	25-Oct	Move Ivy documentation to 2606 domain - decision deferred to next meeting	EC
Active	25-Oct	All Seasons irrigation - Work order	Ness
Active	25-Oct	Maritex emergency lights - Work order (check if needed)	Ness and Matt
Active	25-Oct	Water Tight U252 - Work order	Ness
Active	27-Sep	CEFA - Work order	Ness

Active	27-Sep	Fermax - Work order	Ness
Active	27-Sep	MSR Electrical- Work order	Ness
Active	27-Sep	RIGCOM pest spray quote - Work order (for Feb/Mar 2024)	Ness and Matt
Active	27-Sep	Rope Access window clean - Work order (for Feb/Mar 2024)	Ness and Matt
Active	27-Sep	Insurance fact sheet - review and finalise	EC and Ness
Active	30-Aug	ARA Bill - Hold off payment until defects are resolved	Ness
Active	30-Aug	Dumped mattress - Recover costs from owner	Ness
Active	30-Aug	UTMA changes - Vantage to provide written summary of main changes	Ness
Active	30-Aug	Energy Management consultant (Leading Edge) - Follow-up	Kevin
Active	9-Aug	Origin Energy - Explore options for better electricity tariff and advise	Ness
Active	9-Aug	Origin Gas Dispute - Update status	Ness
Done	27-Sep	AGM Agenda Packs - Circulate to owners no later than 11 Oct	Ness
Done	27-Sep	Levy arrears - Reminder email to overdue owners on 2 October (agreed in June)	Ness
Done	27-Sep	AGM Docs - Chairperson's Report	Bernie & Kevin
Done	27-Sep	2023-24 Budget - Finalise draft by 27 September	Julie
Done	27-Sep	AGM Agenda Packs - Finalise all budget and levy entries by 3 October	Julie & Kevin
Done	27-Sep	AGM Docs - Treasurer's Report	Julie & Kevin
Done	27-Sep	Statement of EC budget policy - draft	Kevin
Done	27-Sep	AGM Agenda Packs - Finalise by 6 October	Kevin and Ness
Done	27-Sep	Outdoor pool heaters - turn on	Matt
Done	27-Sep	AGM Docs - Proxy voting instructions	Ness & Kevin
Done	27-Sep	AGM Docs - Log-in instructions for online owners	Ness & Kevin
Done	27-Sep	AGM Docs - Send financial accounts to Kelly + Partners on 29 September	Ness and Julie
Done	30-Aug	Work Orders - Maintenance quotes agreed item 6.4	Matt and Ness
Done	30-Aug	Insurance - Get quotes for period 5 Nov 2023 to 5 Oct 2024 (11 mths)	Ness
Done	30-Aug	StrataVote process - Provide details for AGM notice pack	Ness

ADDENDUM 4

Pool Signage - indoor and outdoor

The IVY Pool Rules

- Children must be supervised by an adult.
- Children under 3 must wear an Aqua Nappy.
- Swimwear must be worn, not day clothes.
- NO glass.
- NO smoking or E-cigarettes.
- NO pets / animals
- NO running or rough play.

Playground signage

'The children's playground is not a dog park or an off-leash exercise area.'

Vantage Strata Pty Ltd

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Page 1

Balance Sheet - U/Plan 4787 "THE IVY WODEN" 15 IRVING STREET, PHILLIP, ACT 2606 For the Financial Period 01/10/2023 to 23/10/2023

Consolidated

	Administrative	Sinking	TOTAL THIS YEAR
Assets			
Cash At Bank			
The Owners Unit Plan 4787	\$155,223.18	\$1,045.14	\$156,268.32
<i>Macquarie Bank BSB: 182-266 Acc No: 217153303</i>			
Unit Plan 4787 TD01	\$205,706.33	\$201,915.99	\$407,622.32
<i>Macquarie Bank BSB: 182-266 Acc No: 282658111</i>			
Unit Plan 4787 TD02	\$115,000.00	\$35,000.00	\$150,000.00
<i>Macquarie Bank BSB: 182-266 Acc No: 237788393</i>			
Unit Plan 4787 TD03	\$100,000.00	\$0.00	\$100,000.00
<i>Macquarie Bank BSB: 182-266 Acc No: 231559774</i>			
Unit Plan 4787 TD04	\$0.00	\$45,000.00	\$45,000.00
<i>Macquarie Bank BSB: 182-266 Acc No: 266077924</i>			
GST Paid	\$26,622.75	\$0.00	\$26,622.75
GST Unpaid	\$584.51	\$0.00	\$584.51
Receivable	\$13,688.29	\$2,428.46	\$16,116.75
Total Assets	\$616,825.06	\$285,389.59	\$902,214.65
Liabilities			
GST Collected	\$29,871.75	\$4,190.44	\$34,062.19
GST Uncollected	\$(1,547.26)	\$220.81	\$(1,326.45)
Levies Paid In Advance	\$30,358.21	\$0.00	\$30,358.21
Payable	\$6,429.59	\$0.00	\$6,429.59
Total Liabilities	\$65,112.29	\$4,411.25	\$69,523.54

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Page 2

Balance Sheet - U/Plan 4787
"THE IVY WODEN"
15 IRVING STREET, PHILLIP, ACT 2606
For the Financial Period 01/10/2023 to 23/10/2023

Consolidated

	Administrative	Sinking	TOTAL THIS YEAR
Liabilities (Continued)			
Net Assets	\$551,712.77	\$280,978.34	\$832,691.11
Owners Funds			
Opening Balance	\$542,297.30	\$280,972.77	\$823,270.07
Net Income For The Period	\$9,415.47	\$5.57	\$9,421.04
Total Owners Funds	\$551,712.77	\$280,978.34	\$832,691.11

Income and Expenditure Statement - U/Plan 4787

"THE IVY WODEN"

15 IRVING STREET, PHILLIP, ACT 2606

For the Financial Period 01/10/2023 to 23/10/2023

Consolidated

Administrative Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Income			
Insurance Claim Recoveries	\$0.00	\$0.00	\$1,000.00
Interest	\$23.15	\$0.00	\$657.97
Interest Investment Accounts Admin	\$0.00	\$0.00	\$0.00
Keys Remotes & Swipes	\$0.00	\$0.00	\$0.00
Levy Income Admin	\$0.00	\$1,070,833.75	\$977,243.27
Total Administrative Fund Income	\$23.15	\$1,070,833.75	\$978,901.24

Expenses

Audit Fees	\$2,600.00	\$2,250.00	\$4,500.00
BAS & Tax Preparation	\$0.00	\$0.00	\$105.00
Bank Charges	\$0.00	\$0.00	\$9.09
Banking, Software & Infrastructure	\$52.14	\$315.00	\$262.50
Bin Lifter / Hoist - Contract	\$0.00	\$0.00	\$0.00
Building Improvements	\$0.00	\$21,884.74	\$1,846.36
BuildingLink	\$0.00	\$6,696.00	\$6,696.00
Capital Equipment Acquisitions - Admin	\$0.00	\$12,990.00	\$0.00
Cleaning - Bin Chutes	\$0.00	\$4,950.00	\$2,835.00
Cleaning - Bins	\$11.79	\$10,092.00	\$0.00
Cleaning - Carpark	\$0.00	\$4,900.00	\$1,395.00
Cleaning - Carpets	\$0.00	\$5,005.00	\$4,555.00
Cleaning - Contract	\$(15,344.00)	\$168,376.50	\$132,880.00
Cleaning - General	\$0.00	\$5,622.77	\$0.00
Cleaning - Windows	\$0.00	\$36,000.00	\$0.00
Cleaning Supplies	\$0.00	\$0.00	\$0.00
Consumables	\$346.34	\$0.00	\$4,269.83
Contingency	\$0.00	\$54,711.86	\$0.00
Contractor Compliance Fee	\$0.00	\$0.00	\$86.00
Debt Recovery	\$(500.00)	\$0.00	\$0.00
Electrical - Maint. Contract	\$0.00	\$1,507.00	\$0.00
Electricity	\$(12,000.00)	\$108,000.00	\$89,705.97
Facilities Management Services	\$8,460.84	\$101,117.58	\$82,544.70
Fire - Maintenance Contract	\$1,055.08	\$12,660.96	\$12,533.24
Fire - Monitoring	\$0.00	\$0.00	\$0.00
Fire - Passive Maintenance Contract	\$0.00	\$9,120.00	\$0.00
Fire - Repairs & Replacement	\$0.00	\$1,440.00	\$1,199.00
Furniture	\$0.00	\$0.00	\$1,061.91

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Page 4

Income and Expenditure Statement - U/Plan 4787

"THE IVY WODEN"

15 IRVING STREET, PHILLIP, ACT 2606

For the Financial Period 01/10/2023 to 23/10/2023

Consolidated

Administrative Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Garbage Chute - Maint. Contract	\$0.00	\$2,700.00	\$0.00
Gardening - Contract	\$(1,448.68)	\$17,160.00	\$12,208.30
Gardening - Irrigation	\$200.00	\$0.00	\$1,464.07
Gardening - Maintenance Other	\$0.00	\$1,600.00	\$3,813.64
Gas Usage	\$(272.55)	\$111,400.00	\$448.64
Gym - Contract	\$0.00	\$2,850.00	\$0.00
Gym - Equipment	\$0.00	\$500.00	\$190.77
HVAC - Contract	\$3,120.00	\$12,480.00	\$0.00
Height Safety Certification	\$0.00	\$0.00	\$1,200.00
Hot Water Supply	\$300.82	\$1,430.00	\$912.56
IT Charges	\$0.00	\$0.00	\$0.00
Income Tax Payable - Admin	\$791.70	\$0.00	\$0.00
Insurance Excess Payments	\$0.00	\$0.00	\$0.00
Insurance Payouts	\$1,350.00	\$0.00	\$0.00
Insurance Premium	\$0.00	\$120,000.00	\$0.00
Keys, Remotes & Swipes	\$0.00	\$0.00	\$(3,108.16)
Legal Fees Arrears Recoveries	\$110.00	\$0.00	\$0.00
Lifts - Maint. Contract	\$0.00	\$12,912.00	\$18,567.03
Lifts - Repairs & Maint.	\$0.00	\$3,960.00	\$120.00
Lodgement Fees	\$0.00	\$0.00	\$140.91
Management Fees (Schedule B)	\$0.00	\$0.00	\$150.00
Management Fees - Strata	\$15,009.00	\$90,093.80	\$69,750.00
Miscellaneous Expenses	\$0.00	\$0.00	\$182.50
Other Expenses	\$0.00	\$3,000.00	\$0.00
Pest Control	\$0.00	\$1,850.00	\$1,600.00
Plumbing - Maint. Contract	\$396.61	\$4,980.00	\$6,902.67
Pool -Contract	\$825.00	\$25,200.00	\$37,695.05
Professional Services	\$0.00	\$0.00	\$3,500.00
R & M Doors	\$0.00	\$0.00	\$0.00
R & M Electrical	\$0.00	\$10,600.00	\$17,765.48
R & M Equipment	\$201.64	\$0.00	\$0.00
R & M Garage	\$0.00	\$0.00	\$0.00
R & M General	\$151.04	\$1,800.00	\$5,399.33
R & M Gym Equipment	\$0.00	\$0.00	\$2,942.27
R & M HVAC	\$0.00	\$0.00	\$3,565.00
R & M Hot Water System	\$0.00	\$0.00	\$1,804.72
R & M Locks	\$0.00	\$0.00	\$635.45
R & M Painting	\$0.00	\$0.00	\$140.00
R & M Plant and Service Rooms	\$0.00	\$1,350.00	\$0.00

Vantage Strata Pty Ltd

Level 4, DKSN No 2., 23 Challis Street DICKSON ACT 2602 ABN: 79602359482

Ph: 1800878728 Email: info@vantagestrata.com.au

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Page 5

Income and Expenditure Statement - U/Plan 4787

"THE IVY WODEN"

15 IRVING STREET, PHILLIP, ACT 2606

For the Financial Period 01/10/2023 to 23/10/2023

Consolidated

Administrative Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
R & M Plumbing	\$190.91	\$2,000.00	\$529.10
R & M Pool	\$0.00	\$36,100.00	\$1,021.09
R & M Roof	\$0.00	\$23,128.55	\$0.00
R & M Upgrades and Replacements	\$0.00	\$10,000.00	\$0.00
Reports - Consultants	\$0.00	\$14,700.00	\$327.27
Reports - Insurance Valuation	\$0.00	\$0.00	\$0.00
Room Hire	\$0.00	\$1,000.00	\$877.27
Security & Access System	\$0.00	\$0.00	\$680.00
Security General	\$0.00	\$18,400.00	\$3,663.19
Security Patrols	\$0.00	\$0.00	\$382.50
Signage	\$0.00	\$0.00	\$1,387.98
Trade Waste	\$0.00	\$0.00	\$5,381.66
Water Usage	\$(15,000.00)	\$72,000.00	\$66,927.44
Total Administrative Fund Expenses	\$(9,392.32)	\$1,170,833.76	\$615,652.33
Administrative Fund Surplus/Deficit	\$9,415.47	\$(100,000.01)	\$363,248.91

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Page 6

Income and Expenditure Statement - U/Plan 4787

"THE IVY WODEN"

15 IRVING STREET, PHILLIP, ACT 2606

For the Financial Period 01/10/2023 to 23/10/2023

Consolidated			
Sinking Fund	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Income			
Interest	\$5.57	\$0.00	\$101.62
Interest Investment Accounts Sinking	\$0.00	\$0.00	\$0.00
Levy Income Sinking	\$0.00	\$162,240.00	\$112,500.00
Total Sinking Fund Income	\$5.57	\$162,240.00	\$112,601.62
Expenses			
Sinking Fund Contribution	\$0.00	\$162,240.00	\$0.00
Total Sinking Fund Expenses	\$0.00	\$162,240.00	\$0.00
Sinking Fund Surplus/Deficit	\$5.57	\$0.00	\$112,601.62

Inv Date	Supplier	Inv Number	Inv Description	Inv Amount	GL Code
14/08/2023	Maritex Commercial	INV-72721	Unit 226 flooding call	\$385.00	INSPAY Insurance Payouts
27/09/2023	BPS Strata Maint	00056613	Insurance Claim: Wat	\$1,000.00	INSPAY Insurance Payouts
27/09/2023	BMC Electrical & Da	69039	Repair cardboard bin	\$221.80	RMEQUIP R & M Equipment
28/09/2023	Water Tight - ACT	28403	WO440: Blocked shov	\$210.00	RMPLUMB-AD R & M Plumbing
28/09/2023	Actew Gas	999956860702-28/09/23	Gas 25/08/2023-26/0	\$1,900.20	GAS Gas Usage
28/09/2023	Origin Energy 13011	39711655-28/09/23	26/06/2023-25/09/20	\$119.20	HOTWATSUP Hot Water Supply
28/09/2023	All Seasons Horticult	INV-24344	September 2023: serv	\$1,593.55	GARDCO-AD Gardening - Contract
29/09/2023	Seda Services ACT	4793	September 2023 - ser	\$1,144.00	HVCC HVAC - Contract
29/09/2023	Origin Energy 13011	39708161-29/09/23	27/06/2023-26/09/20	\$211.71	HOTWATSUP Hot Water Supply
30/09/2023	Veolia 216952	55333161	September 2023 - Bin	\$12.97	CLEANBINS Cleaning - Bins
01/10/2023	Water Tight - ACT	INV-10084	October 2023 - servic	\$436.27	PLMAINT-AD Plumbing - Maint. Contract
02/10/2023	Point Facilities	INV-1143	October 2023 - servic	\$9,306.92	FACMAN Facilities Management Services
02/10/2023	Point Facilities	INV-1145	Supply of new electric	\$166.14	RMGEN R & M General
03/10/2023	Total Pool Services	32952	October 2023: Consu	\$380.97	CONSUME Consumables
03/10/2023	Total Pool Services	32951	September 2023 - ser	\$907.50	POOLCO-AD Pool -Contract
04/10/2023	All Seasons Horticult	INV-24359	October 2023 - Irrigat	\$220.00	IRRIGAT Gardening - Irrigation
05/10/2023	Complete Essential I	INV-38971	October 2023 - Maint	\$1,160.59	FIREMAI-AD Fire - Maintenance Contract
09/10/2023	Kelly & Partners	117312	Audit fee 2022 - 23	\$2,860.00	AUDFEES Audit Fees
13/10/2023	Seda Services ACT	4958	October 2023 - servic	\$1,144.00	HVCC HVAC - Contract
17/10/2023	All Seasons Horticult	INV-24367	Irrigation repair - beh	\$220.00	IRRIGAT Gardening - Irrigation
17/10/2023	Collection Corp of A	437175	Lot 175*Advice/Corre	\$55.00	LEGALARR Legal Fees Arrears Recoveries
18/10/2023	Collection Corp of A	437215	Lot 175*Register ACA	\$66.00	LEGALARR Legal Fees Arrears Recoveries
18/10/2023	MSR Electrical & Ma	17721	October 2023 - foyer	\$88.00	RMDOORS R & M Doors
25/10/2023	Abode Woden	1009790	AGM 01/11/23	\$480.00	ROOMH Room Hire



MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF UNITS PLAN 4787 THE IVY

Venue: 259/15 Irving St, Phillip/ Microsoft Teams

Date: Wednesday 27 September 2023

Time: 6.00 pm

Attendance: Bernie Stoker (Chair); Julianne O'Brien; Craig Wiltshire; Kevin O'Brien; Vanessa Dix (Vantage); Olivia Adams (Vantage), Simon Anthony (Vantage)

Apologies: Don McLean, Carol Van Gelder

MEETING FORMALITIES

1.1 Attendance and acceptance of apologies

Meeting formally commenced at 6:20pm as the quorum was available.

1.2 The resignation of Kate Johnston-Sims from the Committee was noted. The Committee thanks Kate for her contribution throughout the year.

1.3 Conflict of Interest

No conflicts of interests were raised.

1.4 Previous Meeting Minutes

It was resolved that the minutes of the previous Executive Committee (EC) Meeting held Wednesday 30 August 2023 be confirmed.

BUILDING & FACILITIES MANAGEMENT

2.1 August 2023 - 86.43%

It was advised that a Building Manager's report is currently not available and with Matt not in attendance, there is no further update.

FINANCIAL STATEMENT & ARREARS REPORT

3.1 Treasurers Report & Levy Situation

The Treasurer advised that she will be cutting off paying invoices as of tonight and will not be paying anymore for this financial year. The auditor will be advised of any outstanding invoices for accrual.

Kelly and Partners can start the audit as of tomorrow, with the report to be received before the AGM. She will be meeting with Vantage Strata (Ness) tomorrow morning to start the process of identifying accruals.

The Treasurer advised that the complex is in a healthy financial position. However, levy arrears are still slightly high for one month past the levy due date (1 September).

Whilst Julie is on holidays in October, Kevin is to become acting Treasurer.

3.2 Total cash at bank = \$908,645.39

- Cash Account Balance = \$351,023.07
 - Admin Fund Balance: \$306,270.60
 - Sinking Fund Balance: \$44,752.47
- Investment No.1. Account Balance = \$407,622.32
 - Administration fund allocation: \$205,706.33
 - Sinking fund allocation: \$201,915.99
- Investment No.2. Account Balance = \$150,000.00
 - Administration fund allocation: \$115,000
 - Sinking fund allocation: \$35,000

Total Assets: \$953,037.78

Total Liabilities: \$56,181.42

Total net assets: \$896,856.36

3.3 Total Budget 2022 - 2023 = \$1,170,833.75

- Total administrative fund income = \$1,076,219.23
- Total Expenditure to date = \$982,174.30

3.4 Levy income and arrears

- Total Owners Funds (levies to date) = \$1,070,832.56
- 27 Owners are in arrears totalling = \$23,695.57
 - Five units have an arrears balance of less than \$100.
 - Nine units have made partial payments of their 1 September 2023 levy.
 - 11 Unit owners have not made a payment towards their 1 September 2023 levy.
 - One unit owner has not paid since June 2022: One unit has \$5,295.68 in arrears. Court orders were issued on 11/09/23 for full repayment of arrears and legal fees. Despite an appeal, this decision has subsequently been upheld by ACAT.

- One unit has not paid the June or September levy - \$2,366.65 in arrears. The Committee agreed this unit should go to debt recovery if not paid by 1 October, as they are at least four months overdue.

As agreed in June, the Committee asked Vantage to send out a reminder notice on 2 October to those owners who are overdue.

The Committee requested that Vantage work with the EC on a tighter timeline for the arrears process. It was agreed the latest arrears should be allowed to run with reminders is 90-days (one quarter), with the owner committing to a payment plan. If not, the debt recovery process (and subsequent legal action) should then commence.

The Committee thanked Vantage for helping to bring ongoing arrears down from \$30,000 to around \$20,000 since we moved from the previous strata management company.

3.5 Financial Position

Item	2022-23 Actual	2022-23 Budget	2022-23 Variance
Expenditure – Administration Fund	\$1,016,361.55	\$1,170,833.75	\$154,472.20
Less accruals for gas and pool heater			\$112,552.57
Total budget savings			\$41,929.63

As of 27 September, the budget is right on target. While the current financials show an underspend of \$154,472, this figure does not include the accruals for gas and the pool heaters or some sizeable September invoices that need to be accrued e.g., electricity and cleaning invoices. The treasurer is pleased with this result given the significant increase in electricity prices and the blow outs in trades e.g., plumbing and electrical work. The Committee noted the Treasurer has been working hard to control what was being spent and finding savings where possible.

3.6 Building Improvement fund – see Addendum 3

- 2% budget allocation: \$21,884.74
 - Total expenditure: \$19,182.94
 - Remaining allocation: **\$2,701.80**

3.7 Contingency fund – see Addendum 4

- 5% budget allocation: \$54,711.86
 - Total expenditure: \$50,308.10
 - Remaining allocation: **\$4,403.76**

One member raised concerns on behalf of 3-4 other owners that expenditure for the North Tower foyer tiling was over the budget figure approved at the AGM (by approx. \$1,850).

The Treasurer explained the original quote was received in July 2022. The tiles could not be ordered until the project was approved at the AGM in November, and supply issues then meant there was a delay in obtaining matching tiles from Italy. By the time the flooring was eventually laid in June 2023, 11 months after the original quote, trade and supply costs had increased. Such an increase was not unreasonable (that is what the budget contingency allowance is for). The

Treasurer and other members noted many North Tower owners were extremely happy with the tiling upgrade.

That member suggested future AGM budget overspends on individual items should always be authorised by a subsequent Special General Meeting of the Owners Corporation. The Committee agreed such a suggestion was not appropriate. UTMA legislation states that individual budget figures are estimates only. It is total budget expenditure that is approved by the Owners Corporation at each AGM, not individual line items.

In the light of comments also received at the Town Hall meeting, the Committee agreed to prepare a Statement of EC Budget Policy to help clarify how budget setting processes work and to include this statement in the AGM Agenda Pack for the benefit of all owners.

MATTERS FOR DECISION

4.1 AGM Budget

One member proposed payment of the outstanding ARA CCTV installation bill (\$12,100) this financial year to close out this effort so that it doesn't need to be included in next year's budget. After discussion, the Committee agreed the conditions for paying this bill had not been met. The Committee decided to continue withholding payment of the ARA bill until further outstanding work is completed to improve NPR performance.

The Treasurer advised the Facilities Manager has sourced new quotes for every scheduled maintenance contract agreement, offering two-to-three-year terms where possible. This has resulted in some reduction in annual contract costs.

The Committee formally agreed to the proposed AGM Administrative Fund budget for 2023-24, noting that an updated insurance premium was still outstanding and could not be obtained before 5 October.

4.2 Creation of three-monthly Investment Accounts.

On the recommendation of the Strata Manager, it was agreed to open a short-term investment account for the Sinking Fund (TD3) and another short-term Administrative Fund investment account (TD4) to maximise interest receipts on current owners' funds while ensuring adequate cash reserves are always accessible.

- TD3 will receive \$45,000 from the Sinking Fund and be invested for three months at 4.45%.
- TD4 will receive \$100,000 from the Admin Fund and be invested for three months at 4.45%.

4.3 CEFA – Fire equipment & life safety systems maintenance (three years) - \$12,661.00. Quote accepted.

4.4 Fermax – Two-year maintenance (quarterly servicing) of intercom and access control systems - \$2,687.00 (\$1,343.50 per year). Quote accepted.

4.5 Higgins Coating – Two alternative quotes were received for annual maintenance:

- Higgins quote – 6-year maintenance contract – internal painting - \$11,481 per year with no price increase, or

- Higgins quote – 6-year maintenance contract – internal painting and external painting and render repair - \$20,456.00 per year with no price increase.

The Committee noted Higgins are already contracted to repair render/repaint the external perimeter and courtyard walls, to commence in 2024. A separate contract duplicating this was not necessary. The Committee agreed to engage Higgins for one year (2024) to maintain the internal paintwork in common areas at their quoted price (\$11,481).

The Committee’s preference is to have an ongoing 5 or 6-year contract to maintain both internal and external render and paintwork to extend the current life of painted surfaces. Higgins could be invited to resubmit their 5-6 year fixed price quote later next year.

4.6 MSR Electrical – Annual maintenance (four monthly) – entry sliding door - \$244.80

Quote accepted.

4.7 External window and balustrade cleaning:

- RIGCOM: \$23,540.50
- Rope Access Engineering: \$18,650

The Committee agreed to accept the Rope Access quote for window cleaning.

4.8 External window and balustrade pest spray:

- RIGCOM: \$7,778.60 (10% added to quote if work is not combined with window clean)
- Rope Access Engineering: \$12,960

The Committee agreed to accept the RIGCOM quote for pest spray only (with this 10% addition).

4.9 New signage - see Addendum 5.

4.9.1 IVY pool rules. Rojo Signs quote - 4 x A2 signs with text as per supplied (mock up to be done before production) - \$95.50 each plus GST

4.9.2 Request from Annette Ungerer to install signage in the playground: The children’s playground is not a dog park or an “off the leash” exercise area.

The Committee agreed a second quote should be obtained for the pool signage. Installation of playground signage was agreed in-principle with further discussion about actual wording and the supplier(s) is to be held offline.

4.10 Maritex – Electrical Maintenance.

The Committee noted that Maritex was asked to submit a revised quote as the quarterly light run is not required. This is expected to result in some slight savings (which can cover the annual sauna and BBQ inspections) and was agreed in-principle. The quote (for \$2,800) was received on 28 September 2023 and was accepted.

MATTERS FOR DISCUSSION

5.1 Proposal to move IVY documentation from Building Link to the IVY 2606 domain; and investigate a subscription to software to allow smart communication with owners and residents. For example: *MiMOR, a cloud-based strata-building communication and management system*

that simplifies strata living by enabling residents, owners corporations and strata managers to interact, communicate and engage quickly & easily.

Matter adjourned to next EC meeting of the new committee.

5.2 Installation of ‘a dolphin pool hoist’ in the indoor pool to enable ‘all-accessible’ access for residents - see <https://directlifts.com.au/pool-lift/>.

The FM was requested to source suitable quotes. Discussion on the matter is adjourned to the next meeting of the new Committee.

5.3 Draft Insurance fact sheet – to be saved on Building Link.

It was advised that CoverForce have been contacted to review the draft insurance fact sheet. However, they appear unwilling to provide a response.

5.4 Graffiti on North Tower Lift 1 door – Capital Removalists.

Strata will inform Capital Removalists that they now have limited access to the building after one of their workers defaced a lift door. Matt’s approval will be needed before they can enter.

5.5 Switching of Lot Numbers. It was reported that Lot 71 had switched lot numbers on the garages. The Committee agreed it is necessary for garage numbers to always reflect the registered Title Deed due to potential fire, damage and insurance issues. Vantage Strata will inform the owner of Lot 71 to swap the numbers back from lot 71 to lot 268 in basement level 1.

MATTERS FOR NOTING

6.1 AGM Preparation – The three AGM Agenda Packs are nearing completion, with the aim of circulating them to owners by 11 October. Owners will be able to attend the AGM in person or online on 1 November. Vantage advised that Stratavote is to be used on the night to quickly tabulate votes.

6.2 AGM – Treasurer’s Report - see Addenda 2, 3 and 4 below.

6.3 Insurance – The Committee was updated on the possible change of the building insurance period to 11 months (to align with the change of financial year and allow more accurate budget forecasting of insurance premium).

The Strata Manager advised it may be possible for the new insurance premium to start on the 5th of November 2023 and end on the 5th of October 2024, but they were still awaiting advice from the broker.

6.4 Insurance claim: Unit 226 flooding event update. The Committee was advised that an initial quote has been received to repair common property areas and we are waiting on advice from the insurer.

Subsequent to the meeting, CHU has advised this overall claim is falls under the OC’s building insurance policy (as all owners collectively own the building and common areas). CHU also advised this initial repair quote has been accepted (other trade quotes are still outstanding), but work cannot commence until the excess is paid (invoice has yet to be received).

The EC agreed this advice from CHU that the OC’s building policy applies to the total claim (excluding damage to owners’ contents which need to be covered by their own policy) differs from the advice given at the Town Hall meetings.

The Committee asked Vantage Strata to send a letter to all members of the Owners Corporation advising of progress to date, including the building insurance situation as it also means premiums are likely to increase.

6.5 Outdoor Pool heaters – The Committee agreed to turn on the outdoor pool heaters before the long weekend (daylight saving commences 1 October). The water temperature will be set at 25 degrees.

STRATA MANAGER UPDATE

7.1 Next Ivy Appearance – 28 September 2023.

MEETING CLOSURE AND NEXT MEETING

With no further business the meeting closed at 8:30pm. The timing of the next EC meeting will be agreed after the AGM.

ADDENDUM 1

The Building Condition update was not provided by the Facilities Manager.

ADDENDUM 2

EXPENDITURE as of 27th September

Item	2022-23 Actual	2022-23 Budget	2022-23 Variance
Expenditure – Administration Fund	\$1,016,361.55	\$1,170,833.75	\$154,472.20
Less accruals for gas and pool heater			\$112,552.57
Total budget savings			\$41,929.63

ADDENDUM 3

Building improvement fund - 2% budget allocation: \$21,884.74

Total expenditure: \$19,482.94

Remaining allocation: \$2,701.80

Spent to date:	
Balsam Hill Christmas Tree	\$1,834.00
2 x Euro Bookcases for the Ivy Library	\$3,872.72
Cushions Refill (foyer lounges)	\$184.27
Oslo sideboard (parcel storage)	\$529.95
Design fee – LN Interiors	\$4,510.00

2 x Ottomans (LN Interiors)	\$2,350.00
8 x décor cushions (LN Interiors)	\$945.00
Concrete plinth bench cushion (LN Interiors)	\$1,740.00
Entry and foyer artwork (LN Interiors)	\$3,517.00
Total expenditure	\$19,482.94

ADDENDUM 4

Contingency fund – 5% budget allocation:	\$54,711.86
Total expenditure:	\$50,308.10
Remaining allocation:	\$4,403.76

Spent to date:	
2 x defibrillators - St John Ambulance Aust	\$4,831.82
Supply and install bike racks (including isolation of FIS)	\$5,603.33
Foyer indoor plants	\$5,764.86
Replacement of Indoor pool/spa filter and pumps	\$10,817.45
Two sun loungers (\$496.41 each)	\$992.82
Replacement - three outdoor pool filters	\$7,395.20
Replacement - pot plant filler	\$31.62
Replacement - pool chlorinator and sanitation	\$14,871.00
Total expenditure	\$50,308.10

ADDENDUM 5

Pool Signage

The IVY Pool Rules

- Children must be always supervised by an adult.
- Children under three must always wear an Aqua Nappy.
- Everyone must wear appropriate swim wear.
- NO glass.
- NO smoking or E-cigarettes.
- NO pets.

- NO running or rough play

Playground signage

‘The children’s playground is not a dog park or an off the leash exercise area.’



**MINUTES OF THE
EXECUTIVE COMMITTEE MEETING
OF UNITS PLAN 4787
THE IVY**

Venue: Vantage Boardroom, Microsoft Teams

Date: Wednesday 30 August 2023

Time: 6.00pm

Attendance: Bernie Stoker (Chair); Julianne O'Brien; Carol Van Gelder; Kevin O'Brien; Vanessa Dix (Vantage); Olivia Adams (Vantage)

Apologies: Don McLean and Kate Johnston-Sims

1 MEETING FORMALITIES

1.1 Attendance and acceptance of apologies

Meeting formally commenced at 6:00 pm.

1.2 Conflict of Interest

No conflict of interests was raised.

1.3 Previous Meeting Minutes

The Committee raised several issues with the previous minutes from the August 9th meeting. The issues include:

- Incorrectly recording the Investment No.2. allocation between the Administration fund and the Sinking fund as \$150,000 into the sinking fund. Vantage Strata confirmed that their finance team had made an error, and the overstated amount has not been invested in the Sinking Fund. The correct investment allocation is Administration fund: \$115,000.00; Sinking fund: \$35,000.00.
- Incorrect date of the Sinking Fund period. The correct date was confirmed as 2030-2031
- \$110,000 funds were incorrectly recorded as transferred between the Administration Fund and Sinking fund due to an error by the Vantage finance team.
- Recording item 4.2 as a recommendation when item was agreed.

The Committee agreed to confirm the minutes, apart from these errors; the corrected copy of the minutes will be published on Building Link.