



STRATA ASSIST QLD

Body Corporate Search Agent

Form 13 Information Certificate and Form 8 Change in Ownership should be directed to the Body Corporate Managers – See details below

VENDORS DISCLOSURE STATEMENT

Body Corporate and Community Management Act 1997 and amendments 2012
SECTION 206

**THIS DISCLOSURE STATEMENT
RELATES TO THE SALE OF:**

LOT 1 ON BUP 104043
BAINES VIEW CTS 16217
123 BAINES STREET
KANGAROO POINT QLD 4169

REQUIREMENT	DISCLOSED INFORMATION
Body Corporate Information Certificates issued by:	BODY CORPORATE MANAGER
Contact Details	STANSURE STRATA 47 KATE STREET KEDRON QLD 4031 Ph: 3359 9877
Has a Committee been appointed?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If no Committee, has the Body Corporate Manager been engaged to carry out the functions of the Committee:	Not applicable

Regulation Module

Insert cross in appropriate box

☒
☐
☐

Standard Regulation Module
Commercial Regulation Module
Other Regulation Module

☐
☐

Accommodation Regulation Module
Small Schemes Regulation Module
Not applicable

If no box is ticked, the Standard Regulation Module is taken to be designated as the applicable Regulation Module.
Not applicable – The Body Corporate is regulated by the Building Units and Group Titles Act – No CMS applies.

DETAILS OF INSURANCE:

Company:	QBE Insurance (Australia) Limited	Expiry:	1 st February 2022
Policy No.	HU0000023519		
Public Liability:	\$20,000,000	Building:	\$2,760,598
Loss of Rent:	\$414,089	Catastrophe:	\$828,179
Office Bearers:	\$1,000,000	Voluntary Workers:	\$200,000/\$2,000

ACCOUNTING RECORDS

Last known balances of the Sinking fund: \$28,116.47

How was the approximate balance ascertained?

Balance Sheet dated 18th March 2021

IMPROVEMENTS ON COMMON PROPERTY FOR WHICH THE LOT OWNER IS RESPONSIBLE:

Exclusive use Area 1 as shown on plans attached to By-Laws.

SWIMMING POOL SAFETY CERTIFICATE

Swimming Pool Safety Certificate Sighted? Yes ☐ No ☒ Certificate No: Expiry:

PETS AND BY-LAWS

Refer to By-Law 11

Are pets allowed to be kept?

Subject to Body Corporate approval.



ASSET REGISTER

The body corporate assets required to be recorded on a register maintained by the body corporate are

Is a register of body corporate assets kept?

Asset Register not sighted

If so, what assets are recorded in the register?

Not applicable

LOT ENTITLEMENTS

Contribution Lot Entitlements

10

Aggregate

60

Interest Lot Entitlement

10

Aggregate

60

LEVIES AND CONTRIBUTIONS DETERMINED AT AGM HELD:

3rd June 2020

Annual Gross Contributions fixed by the Body Corporate as payable by the Lot Owner is:

Administration Fund:

\$ 2,020.00

Sinking Fund:

\$ 1,080.00

Insurance:

\$

-

Administration and Sinking fund levies are payable in advance every

three months

	ADMINISTRATION FUND		SINKING FUND		INSURANCE	
Due Date:	Approved PLE*	Amount	Approved PLE*	Amount	Approved PLE*	Amount
01.04.20	52	\$ 520.00	27	\$ 270.00	0	\$ -
01.07.20	50	\$ 500.00	27	\$ 270.00	0	\$ -
01.10.20	50	\$ 500.00	27	\$ 270.00	0	\$ -
01.01.21	50	\$ 500.00	27	\$ 270.00	0	\$ -
Interim						
01.04.21	51	\$ 510.00	29	\$ 290.00	0	\$ -
	0	\$ -	0	\$ -	0	\$ -
Discount		0%		0%		0%

* An abbreviation for "Per Lot Entitlement"

** Discount given on levies if paid on or before due date

Other contributions for subject Lot

Exclusive Use Liability?

Nothing sighted in records provided

Other?

Nothing sighted in records provided

SPECIAL LEVIES

Are there any current special levies?

Yes to cover costs of safety report

Total Amount

\$59.80

Due Date

8th June 2020 (Paid)

Any known proposed special levies in the near future?

Nothing sighted in records provided

Potential Total Amount

N/A

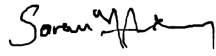
OTHER INFORMATION

Information prescribed under Regulation Module:

Not applicable - none prescribed

This Report was prepared on 18th March 2021



DocuSigned by:


Licensed Real Estate Agent
 appointed by the seller/s

23-Mar-21 | 5:40 PM PDT

Signature of seller(s) or person
 authorised by Sellers

Capacity of person signing

Dated

Signature of Witness

Name

Dated

ACKNOWLEDGEMENT

The buyer acknowledges -

- (a) having received this Disclosure Statement before entering into the contract to buy the above lot.

Signature of Buyer

Signature of Buyer(s)

Dated

Signature of Witness

Name

Dated

Vendors Note:

This Section 206 Disclosure Statement is required by law to accompany a Contract of Sale of a property that is regulated by the Body Corporate & Community Management Act 1997. This Statement contains very basic Body Corporate information.

This Statement does not cover the Seller's Implied Warranties referred to in Clause 7 of the Contract of Sale. Unless you have requested that an Implied Warranties Statement be provided with this Disclosure, it is imperative that Vendors complete Clause 7 of the Contract diligently and to the best of their knowledge to avoid possible termination of a Contract should any matter be discovered that was not disclosed in that part of the Contract.

Notes related to Contributions

All contributions are set at the preceding Body Corporate Annual General Meeting (AGM). Gross amounts above refer to the total cost of the contribution. Often a discount of up to 20% is offered if contributions are paid on time. The AGM, or in some instances, an EGM, will set contributions for the financial year period and will often determine interim levies for the first or second levy periods in the following financial year to allow for the fact that the AGM for the following year could be delayed and levies need to be raised.

Notes regarding Utilities

This report is not privy to unpaid utility amounts (ie. electricity, gas, water) that may or may not be outstanding. The Purchaser should ensure that any unpaid amounts are taken into account when calculating settlement figures. This information can be obtained from the Body Corporate Manager by way of an Information Certificate.

Disclaimer

Please be advised that this Report was prepared from information provided by the Body Corporate. At the time of inspection, it is a possibility that not all of the records of the Body Corporate were made available or the records that were available were not up to date or complete. In either of these events, no responsibility is taken for any errors or omissions.

Whilst every care is taken in the preparation of this Report, it is the Seller's Responsibility to check the document thoroughly prior to signing. Any discrepancies are to be brought to our attention immediately. No responsibility will be taken for any discrepancy in levy calculations once settlement of the sale of this property has been effected.

STRATA ASSIST QLD - Body Corporate Search Agent

EMAIL: jan@strataassistqld.com.au

Web Address: www.strataassistqld.com.au

Phone: 0408924549

69 Moola Road Ashgrove Qld 4060

Jamaty Holdings Pty Ltd T/A ABN 86 504 337 989



STRATA ASSIST QLD BODY CORPORATE SEARCH AGENTS

VENDORS IMPLIED WARRANTIES STATEMENT

In relation to the Contract for sale of lot(s) **1** in **BAINES VIEW** Community Titles Scheme **16217**

VENDORS

KEN AND GERRY INVESTMENTS PTY LTD

With reference to the warranties in section 223 of the Body Corporate and Community Management Act 1997 the seller discloses – *(Please read in conjunction with the Vendors Disclosure Statement)*

- a) The following latent or patent defects in the common property or body corporate assets
- b) The following actual, contingent or expected liabilities of the body corporate
- c) The following circumstances in relation to the affairs of the body corporate

The Seller gives notice to the Buyer of the following Matters:

COMMUNITY MANAGEMENT STATEMENT

At the date of this Disclosure Statement the CMS Dealing No **704189629** was the last registered CMS held by the Environment and Resources Management. The Seller discloses the following if known at the time of inspection: A new CMS has been approved by resolution but is not registered at the Titles Office or is there is an intention to approve a new CMS in the future:

No evidence sighted in records provided

LATENT OR PATENT DEFECTS IN COMMON PROPERTY OR BODY CORPORATE ASSETS (s223 (a)(b))

Particulars of matters discovered from the books and records of the Body Corporate. This includes outstanding building defects and other current matters which have been reported during the last 12 months only. Please be aware that it is a possibility that other matters may exist but these fall outside the scope of this report. Purchasers should obtain a full Strata Inspection Report that will include an extensive building history and complete record of other matters of interest.

MINUTES Of Meetings held in the last 12 months:

Copies of the following Meeting Minutes attached:

1. AGM dated 3rd June 2020
2. VOCM dated 26th August 2020

REPORTS

Sighted Compliance Reports:

1. Sinking fund forecast dated 17th December 2019 - copy attached
2. Abestos report & register dated 9th August 2021
3. Pest inspection report dated 27th June 2019
4. Safety inspection report dated 17th February 2020 - copy attached.
5. Insurance valuation report dated 21st June 2018 - valuation for insurance purposes \$2,400,000
6. Fire safety installation report dated 26th August 2020 - copy attached.
7. Building façade report dated 5th December 2018

ACTUAL OR CONTINGENT OR EXPECTED LIABILITIES OF THE BODY CORPORATE (s223 (2)(c)(d))

Refer to attached Minutes of Meetings.

CIRCUMSTANCES IN RELATION TO THE AFFAIRS OF THE BODY CORPORATE (s 223 (3))

Apart from what has been revealed in the attached Minutes, the Vendors are not aware of any other circumstances in relation to the affairs of the Body Corporate likely to materially prejudice the buyer.

EXCEPTIONS TO WARRANTIES IN CLAUSE 7.4(3)

The Vendors are not aware of any unregistered lease, easements or other right capable of registration and which is required to be registered to give indefeasibility affecting the common property or Body Corporate Assets.

PROPOSED BODY CORPORATE RESOLUTIONS (Clause 8.4)

Search of the Body Corporate records has revealed that no Notice of any proposed Meeting has issued since the date of the last Meeting noted above.



KNOWN DISPUTES

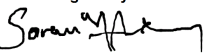
Particulars of any current applications (within the last 12 months) to the Commissioner which directly affect the Body Corporate:

A search of the Queensland Body Corporate & Community Management Commissioner's Adjudicators Orders Register revealed no recent Adjudicators Orders recorded for this complex.

Particulars of any current Court proceedings (within the last 12 months) that directly affect the Body Corporate:

Nothing sighted in records provided.

This Report was prepared on 18th March 2021

DocuSigned by:


Licensed Real Estate Agent appointed by the seller/s

824B04D4B23543E
 Signature of seller(s) or person authorised by seller(s)

Capacity of person signing

ACKNOWLEDGEMENT

The buyer acknowledges -

- (a) having received this Disclosure & Implied Warranty Statement before entering into the contract to buy the above lot.

Signature of Buyer

Signature of Buyer(s)

Dated

Signature of Witness

Name

Dated

Disclaimer

The information contained in this Report is derived entirely from an inspection of the records made available to us by the Body Corporate representative. We are unable to guarantee that all Body Corporate records were made available to us at the time of our inspection or attest to the accuracy of the information contained in those records.

In some cases, Managing Agents hold "work in progress" files which may not be produced. We have not inspected the building and we cannot necessarily determine from the records whether the building is well maintained.

Unless otherwise indicated, the information in our report has been obtained solely from the records made available to our inspector.

Whilst every effort is made to ensure the accuracy of the information contained in this report, we cannot accept liability for any incorrect information that may be obtained from those records and no responsibility is taken for any errors or omissions.

Notes regarding Utilities

This report is not privy to unpaid utility amounts (ie. electricity, gas, water) that may or may not be outstanding. The Purchaser should ensure that any unpaid amounts are taken into account when calculating settlement figures. This information can be obtained from the Body Corporate Manager by way of an Information Certificate.

STRATA ASSIST QLD

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Phone: 0408924549 Fax: (07) 5636 1089

PO Box 10623 Adelaide Street Post Shop Brisbane Qld 4000

Jamaty Holdings Pty Ltd T/A ABN 86 504 337 989



Annual Fire Safety Installations Report

For

Baines View

123 Baines Street, Kangaroo Point Qld 4169

Scheme Number: 16217



COMPILED BY MIKE ROSSITER

Job Reference Number: 153557

26 August 2020

Professional Indemnity Insurance Policy Number 96 0968886 PLP

PO Box 1280,
Beenleigh QLD 4207

P 1300 309 201

F 1300 369 190

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QIA Group Pty Ltd
ABN 27 116 106 453

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Section 1 FIRE AND EVACUATION PLAN AUDIT AND RECORDS REPORT

1.1 Purpose of Report

We are instructed by the Body Corporate to verify the presence of onsite Fire Safety Installation and Evacuation Records pertaining to the Common Property areas of the Body Corporate Complex situated at **123 Baines** Street, Kangaroo Point Qld 4169.

1.2 Property Address

The property is situated at **123 Baines** Street, Kangaroo Point Qld 4169.

1.3 Description of Building

The building is a residential building.

Number of Levels above ground: 2

1.4 Site Factors

The building is situated in the residential area of kangaroo Point with easy pedestrian and vehicular access.

1.5 Class of Building as per Certificate of Classification Building Act 1975

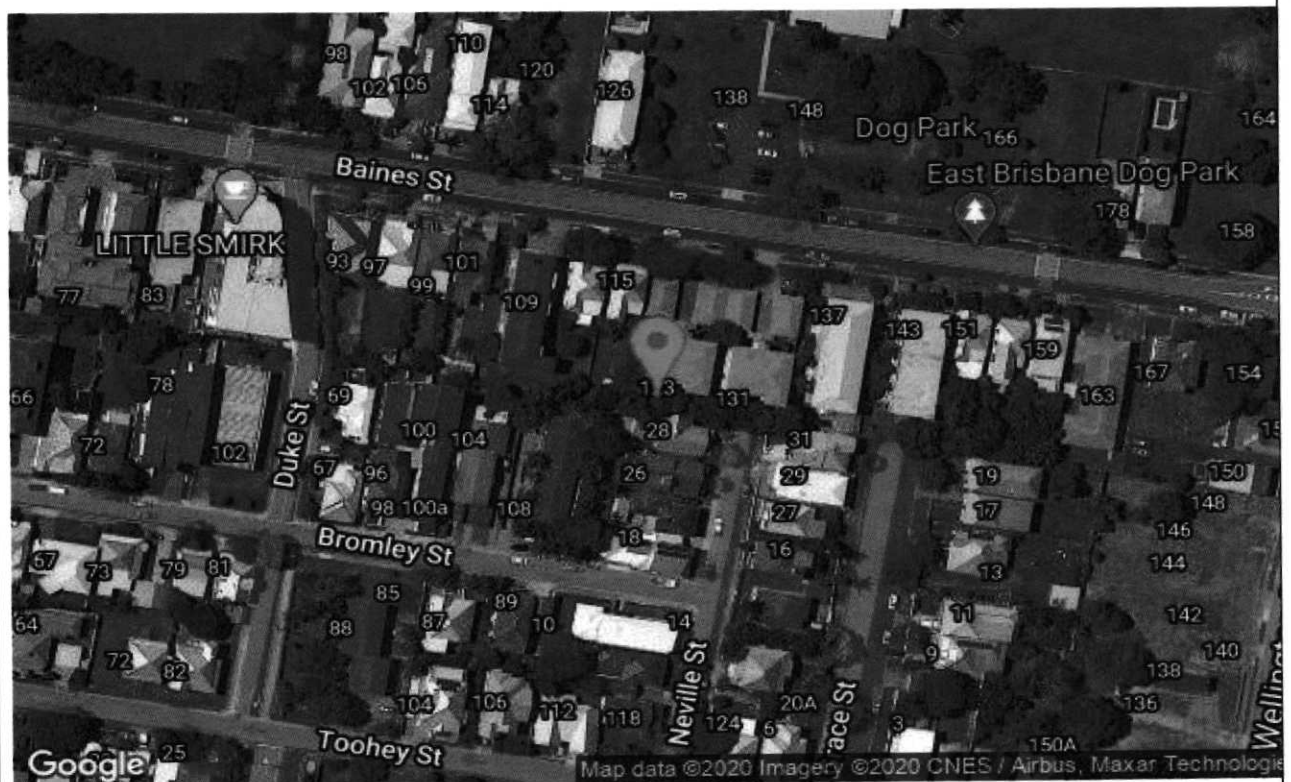
Class: 2

1.6 Building Owner

The Body Corporate for Baines View CTS 16217

1.7 Building Manager

Not applicable

1.8 Inspector Details**Inspector Number****100****Signed for and on behalf of QIA Group Pty Ltd****1.9 Site Location Map**

Section 2 REPORT SUMMARY

Item 1:

Please ensure Maintenance logs books show regular maintenance is being undertaken on the Unit Entry Fire Doors. Records indicate the last inspection was conducted on 13/12/2018.

Item 2:

Please ensure an Annual Condition Report for the Unit Entry Fire Doors as per QDC MP 6.1 is evident onsite and available for inspection offsite.

Item 3:

Please ensure that an Annual Condition Report for the Portable Fire Extinguishers as per QDC MP 6.1 is evident onsite and available for inspection offsite as soon as possible.

Item 4:

We recommend that the Maintenance Records and Annual condition reports for each fire safety installation are stored in the on site records cabinet.

Section 3 REPORT DETAIL – EVACUATION

3.1 Evacuation Route	Satisfactory	Recommended control measure	Building Fire Safety Regs Ref
Route	Yes	No hazards apparent at the time of inspection. Evacuation routes were free from obstructions at the time of inspection.	Section 7
Width	Yes	No hazards apparent at the time of inspection. Evacuation routes were at least 1 metre wide at the time of inspection.	Section 8
Final Exits Clearance	Yes	No hazards apparent at the time of inspection. The evacuation routes were clear for 2 metres outside the final exit of the building.	Section 8
Final Exits	Yes	No hazards apparent at the time of inspection. The final exits for evacuation routes lead directly to a road or open space and where people are safe from the effects of fire or hazardous material emergency in the building.	Section 8
Final Exit Doors	Yes	No hazards apparent at the time of inspection. Doors on evacuation routes are on a single device and able to be operated by a single handed downward or pushing action.	Sections 10-11

3.2 Evacuation Diagram/Sign	Satisfactory	Recommended control measure	Building Fire Safety Regs Ref
Displayed for Building	Yes	No hazards apparent at the time of inspection. An evacuation diagram/sign for the building as a whole was displayed in a conspicuous location.	Sections 18/29
Required format and content	Yes	No hazards apparent at the time of inspection. An evacuation diagram/sign for the building as a whole was displayed	Sections 18/29

		in a conspicuous location.	
Understandable form	Yes	No hazards at the time of inspection. The evacuation diagram/sign was presented in an easily understandable format with a reasonable scale, clear legend, orientation in the path of travel, "you are here marked" and fire safety installations clearly marked.	Sections 18/29
Securely fastened	Yes	No hazards at the time of inspection. The evacuation diagram/signs were securely fastened to a wall in each evacuation route of the building.	Sections 18/29

3.3 Fire and Evacuation Plans	Satisfactory	Recommended control measure	Building Fire Safety Regs Ref
Available and in written form	Yes	No hazards at the time of inspection. The fire and evacuation plan for the subject premises and the building are available for inspection on and offsite and are kept in a written form.	Section 21
Specified Building Details	Yes	No hazards at the time of inspection, the fire and evacuation plan for the building states the name and address of the building.	Section 21
Specified Building Owner and Occupier Contact Details	Yes	No hazards at the time of inspection. The fire and evacuation plan for the building states; the name, address, telephone number and electronic contact details of the owner and occupier of the building and the subject premises.	Section 21
Evacuation Procedures	Yes	No hazards at the time of inspection. Evacuation procedures for the building were available and clearly defined.	Section 21
Evacuation Instructions	Yes	No hazards at the time of inspection. Instructions for evacuating the building safely in accordance with the evacuation coordination procedures for the building	Section 21

		and the subject premises were available.	
Fire Fighting Equipment Operation	Yes	No hazards at the time of inspection. The fire and evacuation plan for the building states the method of operation of fire fighting equipment and manually operated fire alarms.	Section 21
Evacuation responsible persons	Yes	No hazards at the time of inspection. The name, telephone number and electronic contact details of each person responsible for carrying out the evacuation coordination procedures and the date the person took up this position was displayed in the subject premises and buildings fire and evacuation plan.	Section 21
Fire and evacuation plan policies and procedures review and record keeping	Yes	No hazards at the time of inspection. The fire and evacuation plan for the building states the method of operation of fire fighting equipment and manually operated fire alarms.	Section 21
Evacuation practice and record keeping	Yes	No hazards at the time of inspection. There were records onsite and off, as to an evacuation practice for the building or subject premises available at the time of inspection.	Section 21

Section 4 REPORT DETAIL – FIRE SAFETY INSTALLATIONS

3.4 Fire Doors Unit Entry	Satisfactory	Recommended control measure
Unit Entry Fire Doorsets – Maintenance Records – form of records	No	Item 1: Please ensure Maintenance logs books show regular maintenance is being undertaken on the Unit Entry Fire Doors. Records indicate the last inspection was conducted on 13/12/2018.
Unit Entry Fire Doorsets – Annual Condition Report	No	Item 2: Please ensure an Annual Condition Report for the Unit Entry Fire Doors as per QDC MP 6.1 is evident onsite and available for inspection offsite.

3.5 Portable Fire Extinguishers	Satisfactory	Recommended control measure
Portable Fire Extinguishers – signage record	Yes	Fire extinguisher signage was clearly legible and visible at the time of inspection.
Portable Fire Extinguishers Maintenance Records – form of records	Yes	Portable Fire Extinguisher inspection and maintenance records and tags were present onsite. A maintenance regimen for the Portable Fire Extinguisher(s) was evident at the time of inspection. It is the responsibility of the maintenance contractor to ensure that the records of maintenance are current and correctly completed - this is most transparently detailed in the Yearly Condition Report.
Portable Fire Extinguishers – Annual Condition Report	No	Item 3: Please ensure that an Annual Condition Report for the Portable Fire Extinguishers as per QDC MP 6.1 is evident onsite and available for inspection offsite as soon as possible.
Portable Fire Extinguishers – access	Yes	The Portable Fire Extinguishers were readily accessible at the time of inspection.

Section 5 REPORT PROCESS AND CONTENT

Maintenance

Generally, the building appears to have been reasonably well maintained.

Areas Not Inspected - Typical

- Part or parts of the building interior that was not readily accessible at the time of inspection.
- Part or parts of any Individual lots.
- Part or parts of the building exterior that were not readily accessible
- Part or parts of the roof exterior that were not readily accessible or inaccessible or obstructed at the time of inspection because of exceeding height.
- Part or parts of the fire compartmentation of the complex or structural fire protection, access panels or systems required to have a fire resistance level.

Scope

- This Inspection Report does not include the inspection and assessment of items or matters outside the stated purpose of the requested inspection and report (Refer Section 1.1 of this Report). These excluded items or matters may be the subject of a separate Inspection Report which is specific to them.
- The inspection only covered the Readily Accessible Areas of the Common Property or individual premises subject property. The inspection did not include areas which were inaccessible, not readily accessible or obstructed at the time of inspection. Obstructions are defined as any condition or physical limitation which inhibits or prevents inspection of the property.
- The report is designed to be published only by the Strata Manager to unit owners.
- The report does not carry the right of other publication, with the exception of the above, without written consent of QIA Group Pty Ltd.
- This report is not a fire engineering survey of improvements or status of the building and its contents.
- The scope of this report is limited to a Level 1 Audit as set out in AS4655 – 2005 only it is a desktop verification of the presence or absence of Fire Evacuation and Installations records as specified.
- The fire safety installations itemised in this report are as per the supplied Building Approval Documentation and/or onsite maintenance records.

Exclusions

This Fire Safety Records Management Report does not cover or deal with:

- Verification of critical components of the fire safety measures in place;
- Operation of Fire doors was not tested
- Interviewing personnel responsible for fire safety measures;
- Witnessing or conducting full verification procedures for the fire safety measures;
- Solving or providing costs for any rectification, maintenance, inspection or repair work;
- The structural design or adequacy of any fire safety measures/installations located in the building that is the subject of this report;
- Detection of critical defects in respect of the fire safety measures/installations in the building that is the subject of this report;
- Any services including building, engineering (electronic), lifts, fire and smoke detection or mechanical ventilation systems;
- A review of occupational, health or safety issues such as asbestos management;
- Whether the building complies with the provisions of any building Act, code, regulation(s) or by-laws; and
- Whether the ground on which the building rests has been filled, is liable to subside, is subject to landslip, earthquakes, or is or has been contaminated.
- No assessment as to the adequacy of fire fighting equipment and installations is undertaken by the inspector. The inspector will not and is not qualified to comment upon the condition of any fire fighting equipment or installations upon the common property of the scheme.

Baines View

26/8/2020

- This report does not constitute a review of any evacuation plan currently in place, the review of a fire and evacuation plan is a separate service that can be provided by QIA Group once an evacuation plan is prepared under the new Building Fire Safety Regulation 2008.
- No assessment has been made as to the competency of any of the testing, inspection, maintenance or survey services currently being provided to the Body Corporate for the building that is the subject of this report.
- No assessment has been made as to the performance of any fire safety installation or the current evacuation plan in an emergency situation, the responsibility for same rests with the contractors providing the maintenance services for said fire safety installations and the person/s responsible for preparing the current evacuation plan.
- No assessment has been made as to the adequacy of records of maintenance or testing of fire safety installations, this is the responsibility of the properly licensed fire contractors – our report only provides information as to the presence or absence of fire safety installation maintenance and testing records.
- The scope of this report does not include any training of persons on or offsite and cannot be used to satisfy any legislative training requirement.
- No assessment is made of the adequacy of any fire door hardware particularly hardware located within private premises or individual lots.
- Only 1 Unit entry door will be observed for evidence of a fire door record or a fire rated door frame.

Section 6 LEGISLATIVE REQUIREMENTS

PART 1 - Evacuation – General Record Management

On 1 July 2008 changes to the Building Fire Safety Regulation 1991 come into affect under the Building Act 1975, Fire and Rescue Service Act 1990, Queensland Building Services Authority Act 1991 and State Penalties Enforcement Act 1999. The new regulation as made is called the "Building Fire Safety Regulation 2008".

Building Fire Safety Regulation 2008

4 Main objects of regulation

The main objects of this regulation are—

- (a) to ensure persons can evacuate buildings safely and quickly if a fire or hazardous materials emergency happens; and
- (b) to ensure prescribed fire safety installations for buildings are maintained.

General Evacuation Requirements for a Building

Evacuation routes

1. Are evacuation routes clear of obstructions?
2. Are final exits clear of obstructions for two metres?
3. Are the final exits of any adjoining properties clear?
4. Are the fire/ smoke doors unobstructed/useable?
5. Is there a procedure in place to evacuate persons with special needs?
6. Is there a fire & evacuation diagram/s clearly visible in the evacuation route?
7. Are the evacuation signs/ diagrams securely fastened & orientated for the building?
8. Are accommodation unit evacuation sign/s securely fastened & orientated for the building?
9. Have steps been taken to ensure the building is not overcrowded?

General Evacuation Instructions

1. Have occupiers and workers been made aware of the location of the buildings' escape routes (fire exits and pathways to an exit)?
2. Have occupiers and workers been made aware of the procedure for conducting members of the public to an exit and then to the designated assembly area (safe place)?
3. Have occupiers and workers been made aware of the procedure for the checking of all rooms (including toilets) for people (after assessing the risk from smoke or fire)?
4. Have occupiers and workers been made aware of the location of fire-fighting equipment (fire extinguishers, fire blankets & fire hose reels)?
5. Have occupiers and workers been made aware of the location of fire alarms or equipment for warning of fire (if applicable)?

Evacuation Diagram

1. Is there a fire & evacuation diagram/s clearly visible in the evacuation route?
2. Is an evacuation diagram for the building as a whole was displayed?
3. Is the evacuation diagram presented in an easily understandable format with a reasonable scale, clear legend, orientation in the path of travel and fire safety installations clearly marked?
4. Does the Evacuation Diagram show
 - (a) the place that corresponds to the place in the building where the diagram is displayed;

Example for paragraph (a)—

Baines View

26/8/2020

An evacuation diagram in a building shows an arrow pointing to a red spot that corresponds to the place in the building where the diagram is displayed. The words '**You are here**' are stated in bold text near the arrow.

- (b) the route from the place mentioned in paragraph (a) to the nearest exit of the building;
 - (c) each exit of the building;
 - (d) any intercommunication devices in the common areas of the building;
 - (e) the manually operated fire alarms in the building;
 - (f) the fire fighting equipment in the building;
 - (g) each designated assembly area for the building;
 - (h) the route from each exit shown on the diagram to a designated assembly area
 - (i) Do fire & evacuation diagrams show alternative building solutions?
5. Are accommodation unit evacuation sign/s securely fastened & orientated for the building (where required)?

Evacuation Plans

1. Is there a fire & evacuation plan in place?
2. Are there a managing entity and a secondary occupiers' fire & evacuation plan for multi-occupancy buildings?
3. Are all the fire & evacuation plan/s kept in the specified form?
4. Do fire & evacuation plan/s reflect alternative building solutions?
5. Is there a procedure in place to evacuate persons with special needs?
6. Are all fire and evacuation plan/s current and reviewed annually?

Fire & Evacuation Instruction

1. Have general evacuation instructions been given?
2. Are records for general evacuation instructions kept & available upon request?
3. Have first response evacuation instructions been given?
4. Have evacuation coordination instructions been given?
5. Has evacuation practice been conducted annually?
6. Has a Fire Safety Adviser been appointed?
7. Is there a procedure in place to provide adequate instruction' to prescribed persons?

Record Keeping

1. Are approval documents obtained and kept?
2. Is the Certificate of Classification for the building displayed – post July 1997 buildings only?
3. Can an annual Occupier's Statement be produced upon request?
4. Are records kept in a way that is reasonably safe from the effects of fire?
5. Is a copy of all prescribed documents kept in another place?
6. Are records for first response evacuation instructions kept & available upon request?
7. Are records for evacuation coordination instructions kept & available upon request?
8. Are evacuation practice records kept & available upon request?

PART 2 - Prescribed Fire Safety Installations – General Record Management

Building Approval Documents

In April 2008, the Queensland Government passed new laws to improve building safety. The laws require building owners of **buildings with a certificate of classification dated from 1 July 1997** to display a certificate of classification in all buildings other than class 1a (e.g. single houses) and class 10 (e.g. domestic garages or carports).

Certificates of classification contain important information about the use of the building, ongoing maintenance requirements, fire safety and other special requirements. They need to be displayed to ensure this information is readily available for people who occupy the building, Queensland Fire and Rescue Service (QFRS) officers and local government officers.

It is an offence not to display a certificate of classification in your building. It is also an offence not to comply with the restrictions stated on the certificate. Failure to do either may incur a financial penalty.

Given the above, it is critical to obtain the Certificate of Classification and the Fire Safety Certificate.

It is also critical to obtain the building approval documents, particularly with the larger more complex buildings, in order to establish what fire safety installations are supposed to be present and what standard that must perform to.

General Requirements for the records of maintenance of Fire Safety Installations

Every Building with a *Prescribed* fire safety installation is required to maintain that fire safety installation by *appropriately qualified persons* at intervals that are adequate to ensure the building's *fire safety installations* perform to a standard no less than that which they were originally *required* to meet and keep records of same onsite for at least 2 years in most instances.

Prescribed means a *fire safety installation* –

- (i) that was at any time *required* to be *maintained* in the building by or under any Act or regulation, including as a prerequisite to the granting of any approval or the issue of any notice, certificate or instrument; and
- (ii) that was not at any time authorised by or under any Act or regulation to be no longer *maintained* (QDC MP 6.1 – Maintenance of fire safety installations)

Fire Safety Installation Maintenance Records (Queensland Development Code 6.1)

P2 Building *occupiers* keep *records of maintenance* to ensure

- i. the *occupier*;
- ii. any *appropriately qualified person*;
- iii. local government officers; and
- iv. authorised officers of the Queensland Fire and Rescue Service can check compliance with this Code.

A2 Building *occupiers* –

1. keep *records* of any *maintenance* that is *required* by this code for each of the building's *prescribed fire safety installations* in accordance with -
 - i. the *Building Fire Safety Regulation 2008*; and;
 - (a) the relevant standard; or
 - (b) the manufacturer's instructions; or
 - (c) the directions of an *appropriately qualified person*; and

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- (d) where applicable, the building's *certificate of classification* and *alternative solution*; and complete an *occupier's* statement –
 - i. within one year of taking up occupation; and
 - ii. yearly, within one year of the date of the last *occupier's* statement.
- 2. keep *occupier's* statements with the building's *records of maintenance* for two years from the date the document is made.

Note: section 55 of the *Building Fire Safety Regulation 2008* specifies mandatory details for *records of maintenance*. The *occupier's* statement is within schedule 2 of this code.

Typical Record Management Process

TABLE B1
ROUTINE SERVICE PROCESS

Reference from Figure 1.7	Stage	Element	Explanation
[1]	1 System design, installation and commissioning	Commissioning	This Standard is predicated on a satisfactory completion of system design and installation, which is confirmed during commissioning. Only then can the routine service (maintenance) process commence.
[2]		Baseline data established	Use of baseline data is an essential component in ensuring the system continues to perform in accordance with the approved design (see Clause 1.8).
[3]	2 AS 1851 Routine servicing	Routine service schedules	This Standard addresses the routine service of fire protection systems and equipment in accordance with Clauses 1.1 and 1.2 of this Standard. Common requirements pertaining to all systems and equipment are covered in Section 1; Sections 2 through to 14 covers the individual systems and equipment such as sprinklers, alarms, hydrants and portable fire extinguishers. The schedules (tables) in Sections 2 to 14 are structured on a frequency basis and cover inspection, test, survey and routine service (maintenance). The intent of this Standard is to also maintain reliability of system or equipment operation from one service period to the next.
[4]		Identify and report activity failures	Where a routine service activity failure is identified, the service provider is to record it and indicate whether the failure represents a critical defect, a non-critical defect or a non-conformance, and recommend rectification (see Clause 1.18).
[5]		Yearly service schedules	The objective of this Standard is to confirm that all systems and equipment function correctly and are able to perform in accordance with the approved design. NOTE: Also includes lower frequency routines such as five-yearly, etc.
[6]		Yearly condition report	An important provision in the Standard is the need to keep records of the service work carried out as evidence that the systems and equipment are fit to fulfil the intended purpose. When the service work has been completed for each system and equipment, the consolidated reports for each system and equipment form evidence that the service routine has been satisfactorily completed or that failures have been noted or rectified.
[7]	3 Regulation and application	Annual compliance statement	It is a regulatory obligation in most States and Territories for owners to provide an annual compliance statement that the safety measures in their premises satisfy the performance requirements of the approved design. The yearly condition report for fire protection systems and equipment provide evidence to support that obligation. It is not intended that the yearly condition report will take the place of regulatory yearly statements/reports.

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Legislative Framework - Maintenance of Fire Safety Installations						
Acts	Regulations	BCA Volume 1	Definitions Prescribed Fire Safety Installations	Parameters New/ Old Building	Responsibility for Compliance	Typical Records to be obtained and recommended management of same
Fire and Rescue Service Act 1990 Integrated Planning Act 1997 Building Act 1975	Building Fire Safety Regulation 2008 Integrated Planning Regulations 1998 Building Regulations 2006 Queensland Development Code Mandatory Part 6.1	Part I Clause 1	Building Act 1975 Schedule 2	All buildings with prescribed fire safety installations other than class 1A and 10	❖ Owner; ❖ Occupier i.e. persons in actual occupation of a premises, ❖ An agent of the owner or occupier. i.e. managing entities, AND ❖ Contractors	<ol style="list-style-type: none"> 1. Compile List of Fire Safety Installations based on approved plans and or onsite inspection. 2. Obtain building approval documents i.e. (development approvals, certificates of classification or fire engineered solutions) 3. Display certificates of classification in the building 4. Engage qualified and licensed fire safety installation maintenance contractors. 5. Centralise maintenance records in cabinet where the Evacuation Plan is kept and which is reasonably protected from the effects of fire – minimum 2 years records to be kept. 6. Maintain adequate records onsite and offsite. 7. Obtain Annual Condition Reports from contractors. 8. Compile Annual Occupiers Statement of maintenance. 9. Occupier to sign Annual Occupiers Statement 10. Lodge Annual Occupiers Statement with chief commissioner of the Queensland Fire and Rescue Service

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3.7 Legislative Framework – Fire and Hazardous Substances Evacuation Planning					
Acts	Regulations	Definitions Prescribed FSI's	Parameters New/ Old Building	Responsibility for Compliance	Method of Compliance
Fire and Rescue Service Act 1990 Building Act 1975	Building Fire Safety Regulation 2008	Building Act 1975 Schedule 2	All buildings other than 1. <i>A single dwelling house, being either a detached dwelling house or a town, terrace, row, villa or like house attached to another such house or other such houses only by a wall on one or more of its sides.</i> 2. Also, if a Body Corporate's only common property areas are outside the building and there are no common areas within the building/s, then the Body Corporate will generally not have any obligations in regards to Part 4 of the BFSR 2008 including the requirement to prepare evacuation signs/diagrams or evacuation plans, staff instruction etc. This will apply whether the Body Corporate is Residential, Commercial, Industrial etc.	❖ Owner; ❖ Occupier i.e. persons in actual occupation of a premises, ❖ An agent of the owner or occupier. i.e. managing entities, AND ❖ Contractors	1. Determine Evacuation and Instruction requirements for Body Corporate. 2. Compile Evacuation Plan complete with Diagrams, policies and procedures and instructions as to the operation of fire fighting equipment specific to the building. 3. Appoint a suitably qualified Fire Safety Advisor – if building greater than 25m high (Class 2 and 3 only i.e. residential) or 30 Body Corporate employees. 4. Provide general evacuation and first response training to workers for the body corporate. 5. Conduct Evacuation Practice - Annually 6. Review Evacuation Plan – Annually or if change to plan occurs. 7. Centralise Building Information, Instruction /Training, Evacuation Plan and Evacuation Plan Review records in Fire Safety Records Folder onsite and ensure copy of records kept offsite. 8. Place records for 2 years into a cabinet where the Evacuation Plan is kept and which is reasonably protected from the effects of fire.

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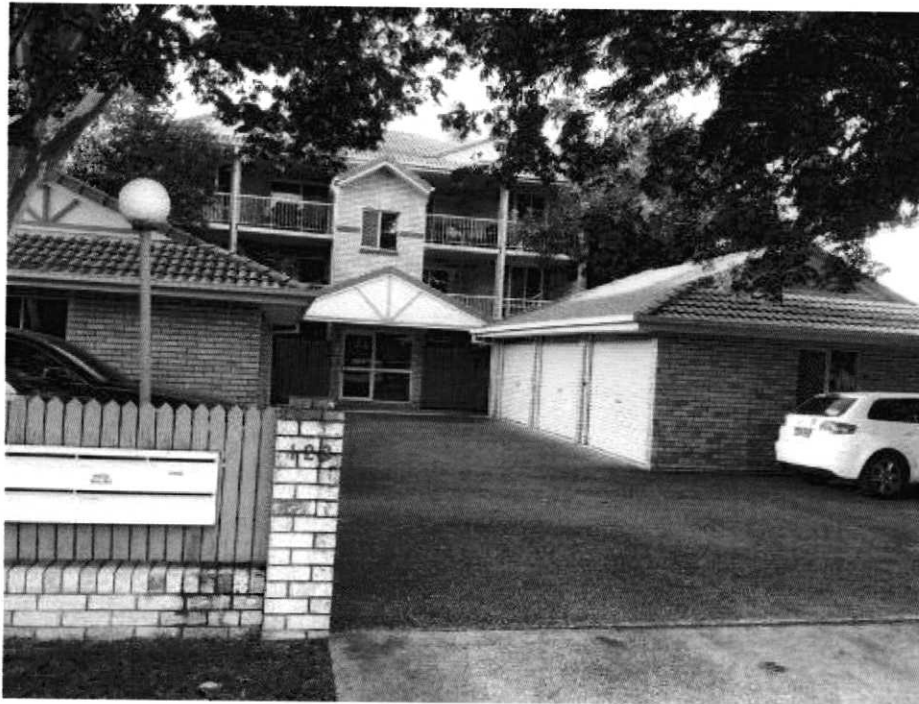
Updated Common Property Safety Report

For

Baines View

**123 Baines Street, Kangaroo Point Qld
4169**

Scheme Number: 16217



COMPILED BY Mike Rossiter

On 17 February 2021

QIA JOB Reference No. 154625

PROFESSIONAL INDEMNITY INSURANCE POLICY NUMBER 96 0968886 PLP
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REPORT CONTENTS

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REPORT OUTLINE

Section 1 – is a summary of the items identified in Section 2 of the report.

Section 2 – details the specific location and nature of any hazards that have been identified and provides recommendations as to appropriate remedial action.

Section 3 – provides information as to the basis and scope of the report.

Section 4 – is a statement of intent that should be signed by contractors/workers prior to them commencing work on behalf of the scheme.

SECTION 1 – SUMMARY OF RECOMMENDED ACTIONS

From Common Property Safety Inspection :

Item 1:

Please ensure that the upper edge of the lip/s in the driveway area at front boundary are ground back at approx. 25 degrees as soon as possible as they currently represent a moderate tripping hazard.

Item 2:

Please ensure that the upper edge of the lip/s in the pathway area Left-hand rear corner of building are ground back at approx. 25 degrees as soon as possible as they currently represent a moderate tripping hazard.

Item 3:

Please remove the items obstructing the external pathways Left-hand side path as soon as possible as they currently represent a moderate hazard.

Item 4:

Please trim the vegetation encroaching upon the pathway Exposed tree root on Left-hand side of building as soon as possible as it currently represents a moderate impact hazard.

Electrical Testing Regimen

We note that the inspection and testing of the switchboard and RCD was carried out in August 2020 and is next due in August 2022.

We note that the two-yearly inspection of the main switchboard was carried out in August 2020 and is next due in August 2022.

Fire Measures Testing Regimen

We note that the inspection and testing of the fire extinguisher equipment was carried out in September 2020 and is next due in March 2021.

SECTION 2 – COMMON PROPERTY INSPECTION DETAILS


BALCONIES	Satisfactory	Severity	Recommended control measure
<i>Height and baluster spacing's and configuration</i>	<i>Yes</i>		No hazards apparent at time of inspection. We have relied upon building approvals and presumed balcony railings were consistent with code requirements at the time of the building's construction. Our observations relate to a visual assessment of the railings from the external common areas. If any substantial change to the railings is undertaken then these modified railings must conform to the Building Code of Australia and all relevant Building regulations current at the time of said change.
<i>Falling objects</i>	<i>Yes</i>		No hazards apparent at time of inspection. Unsecured pot plants and other items were not kept on top of balcony railings.
<i>Visual defects or deterioration</i>	<i>Yes</i>		No hazards apparent at time of inspection. No significant deterioration of balcony railings, balusters or anchor points was visible with respect to the balconies that were visually inspected from the fully accessible common property areas.

BOUNDARY FENCING	Satisfactory	Severity	Recommended control measure
<i>Condition Satisfactory</i>	<i>Yes</i>		No hazards apparent at time of inspection. Fencing was free of significant visible hazardous deterioration.
<i>Thoroughfare</i>	<i>Yes</i>		No hazards apparent at time of inspection. The Common property was adequately fenced so as to prevent non-residents from using it as a thoroughfare.

DRIVEWAY ACCESSWAYS	Satisfactory	Severity	Recommended control measure
<i>Visibility</i>	<i>Yes</i>		No hazards apparent at time of inspection. Common property driveway entry and exit points allowed for clear visibility for traffic.

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17/2/2021

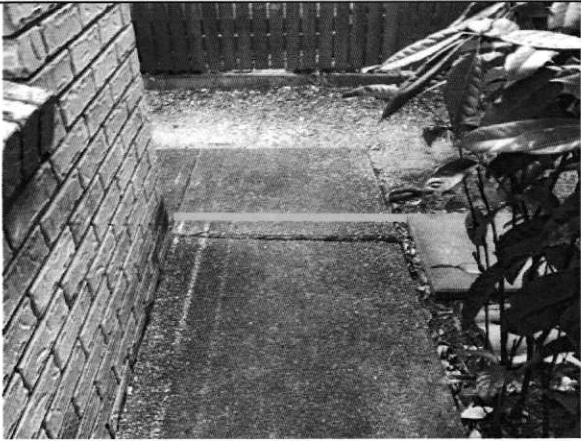
Surface Variation	No	Moderate	 <p>Item 1: Please ensure that the upper edge of the lip/s in the driveway area at front boundary are ground back at approx. 25 degrees as soon as possible as they currently represent a moderate tripping hazard.</p>
Surface Contamination	Yes		No hazards apparent at time of inspection. The driveway surfaces showed no signs of hazardous deterioration or contamination.
Obstructions	Yes		No hazards apparent. Vegetation is well trimmed and driveways were not obstructed.

ELECTRICAL	Satisfactory	Severity	Recommended control measure
Unobstructed Access	Yes		No hazards apparent at time of inspection. There were no obstructions blocking access to the Main Switchboard.
Main Switchboard	Yes		No hazards apparent at time of inspection. A visual inspection of the Main Switchboard revealed there were no obvious signs of broken plugs, sockets or switches, and no obvious signs of frayed or defective leads, or exposed live electrical equipment. The main switchboard appears to be secured with all circuits clearly identified and no obvious signs of rust.
Community Circuits	Yes		No hazards apparent at time of inspection. Community lighting and/or power circuits were present and RCD protected.

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<i>RCD Testing</i>	<i>Yes</i>		No hazards apparent at time of inspection. Residual Current Devices are tested every 2 years and records are present onsite in accordance with Australian Standard 3760:2003.
<i>Fixed Electrical Installation Inspections</i>	<i>Yes</i>		No hazards apparent at time of inspection. A suitably qualified electrical contractor has carried out a thorough visual inspection of the Main Switchboard within the last 2 years and records are present onsite.
<i>Overhead Powerlines</i>	<i>Yes</i>		No hazards apparent at time of inspection. There were no tree branches within approximately 2 metres of the power lines that were overhanging them.

EXTERNAL PEDESTRIAN ACCESSWAYS	Satisfactory	Severity	Recommended control measure
<i>Pathway Surface Variations (trip)</i>	<i>No</i>	Moderate	 <p>Item 2: Please ensure that the upper edge of the lip/s in the pathway area Left-hand rear corner of building are ground back at approx. 25 degrees as soon as possible as they currently represent a moderate tripping hazard.</p>
<i>Pathway Surface Variations (changes in level)</i>	<i>Yes</i>		No hazards apparent at time of inspection. No hazardous changes in level such as unmarked steps were observed along the common property pathways.

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Pathway Surface Contamination Levels	Yes		No hazards apparent at time of inspection. No hazardous contamination was evident at the time of inspection.
Access/Egress	No	Moderate	 <p>Item 3: Please remove the items obstructing the external pathways Left-hand side path as soon as possible as they currently represent a moderate hazard.</p>  <p>Item 4: Please trim the vegetation encroaching upon the pathway Exposed tree root on Left-hand side of building as soon as possible as it currently represents a moderate impact hazard.</p>
External Path/Stair Light Fittings	Yes		No hazards apparent at time of inspection. The external common property accessway light fittings were intact and unobstructed.

FIRE EQUIPMENT	Satisfactory	Severity	Recommended control measure
Signage	Yes		No hazards apparent at time of inspection. Fire equipment locations were adequately labelled.

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17/2/2021

<i>Fire Extinguishers</i>	<i>Yes</i>		No hazards apparent at time of inspection. Fire extinguishers were present in the common property and tags indicating that regular inspections had taken place were evident, with the last test date being September 2020. The common property fire extinguishers were not obstructed.
<i>Fire Extinguishers Obstruction</i>	<i>Yes</i>		The common property fire extinguishers were not obstructed.

INTERNAL PEDESTRIAN ACCESSWAYS	Satisfactory	Severity	Recommended control measure
<i>Stairway Treads and Risers</i>	<i>Yes</i>		No hazards apparent at time of inspection. Internal stairways were clear of any obstructions at the time of inspection. Internal step and landing surfaces were generally uniform in terms of tread depths and riser heights.
<i>Stairway Dimensions</i>	<i>Yes</i>		No hazards apparent at time of inspection. Internal stairway ceiling heights were generally consistent and in excess of 2m and any low ceiling areas were highlighted.
<i>Stairway Surface Condition</i>	<i>Yes</i>		No hazards apparent at time of inspection. Treads were free from sharp edges, cracks or hazardous surface deterioration.
<i>Stair Railings Hand Rails</i>	<i>Yes</i>		No hazards apparent at time of inspection. Internal stair railings were present along at least one side of common property accessways and stairs. No significant deterioration of railings/balusters or posts was evident.
<i>Stair Railings Condition</i>	<i>Yes</i>		No hazards apparent at time of inspection. Handrails and balustrades were securely fixed into place and no sharp ends, corners or joints were evident.
<i>Access/Egress</i>	<i>Yes</i>		No hazards apparent at time of inspection. Internal walkways were clear of hazardous obstructions.

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17/2/2021

<i>Internal Path/Stair Light Fittings</i>	<i>Yes</i>		No hazards apparent at time of inspection. The internal common property accessway light fittings were intact and unobstructed.
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SECTION 3 – REPORT PROCESS AND CONTENT

REPORT BASIS

The basis of this report is an inspection of the **common property** areas of the scheme external to each Lot. This report is not an all encompassing report dealing with the scheme common areas from every aspect. It is a reasonable attempt to identify any obvious and significant workplace health and safety issues upon common property areas of the scheme external to each Lot. This report is not a certificate of compliance with respect to any Act, Regulation, Ordinance or By-law. The report is not a structural or building defects report and should you require any advice of a structural nature we recommend that a structural engineer or suitably qualified building professional be engaged.

The inspection of the common property of the scheme is a visual inspection only limited to those areas of the common property that are fully accessible and visible to the inspector at the time of inspection. The inspection did not include breaking apart, dismantling, removing or moving any element of the building and items located on the common property or the inspection of common areas only accessible from within a Lot. This report is not a pool safety inspection report as per the swimming pool safety standard or AS1926.1, a pool safety inspector will need to be separately engaged to carry out such a report.

The report does not and cannot make comment upon: defects that may have been concealed; the assessment of which may rely on certain weather conditions; the presence or absence of timber pests; gas fittings; heritage concerns; fire protection; site drainage; security concerns; detection and identification of illegal building work; durability of exposed finishes; the roof space and under floor space.

The inspector will identify and assess safety hazards relating to the static condition of the common property and then recommend remedial action or the introduction of a suitable control measure. This report is not an Asbestos Audit and no assessment of potential asbestos materials is made.

The Safety Report commissioned by the client was non-destructive and non-intrusive in nature. This type of commission limits or restricts access to the building structure, some surfaces and materials.

The survey undertaken was limited to those common areas external to each lot and available for access at the time of the inspection of the premises. Only the common areas accessible to the surveyors at the time of the inspection are included in this Safety Report. Unless specifically noted, the survey did not cover exterior ground surfaces and sub-surfaces (e.g. infill soil) or materials other than normal building fabric.

This Safety Report, although extensive, is not intended for and must not be used as a specification or method statement for any future remedial works or the identification of any building defects.

Before any rectification works are commenced, the contractor(s) carrying out the work must fully acquaint themselves with the extent of the common property and any hazards identified in order to determine the risks to be controlled/managed.

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17/2/2021

This report is based on the information obtained by QIA Group Pty Ltd at the time of common area inspection. QIA Group Pty Ltd will not update this report, nor take into account any event(s) occurring after the date of the inspection that its assessment was conducted.

Access to common areas may also be prevented or restricted by equipment that is in operation or where to obtain access contravenes a relevant statutory requirement or code of practice (e.g. electrical switchboards). Consequently, while all reasonable care and attention was taken in compiling this report no guarantee to its completeness can be given.

QIA Group Pty Ltd has taken all care to ensure that this report includes the most accurate information available.

- (a) All implied conditions, warranties and rights are excluded from the services offered, except for those which cannot be excluded by virtue of law. Where any condition, warranty or right is implied by law and cannot be excluded, we limit our liability for breach of, or other act contrary to, that implied condition, warranty or right:
 - (i) in connection with the supply of goods, to one or more of the following (as we may determine):
 - (A) replacement of the goods or supply of equivalent goods;
 - (B) repair of the goods;
 - (C) payment of the cost of replacing the goods, or of acquiring equivalent goods; or
 - (D) payment of the cost of having the goods repaired;
 - (ii) in connection with the supply of services, to one of the following (as we may determine):
 - (A) supplying of the services again; or
 - (B) payment of the cost of having the services supplied again; and
 - (iii) otherwise to the extent permitted by law.
- (b) Subject to clause (a), and despite any implication arising from report provided, we are not, and will not be, liable to you in contract, in tort (including negligence), under any statute (to the extent permitted by law), or otherwise for, or in respect of, any indirect or consequential loss or damage.

Subject to clause (a) and despite any implications arising from the report provided, our total and aggregate liability in contract, in torts (including negligence), under statute (to the extent permitted by law), or otherwise for, or in respect of, any direct loss or damage arising out of any breach or other act or omission in connection with any Services, will not exceed the fees for those particular Services.

BUILDING APPROVALS

The inspector will rely on any and all building inspections and approvals given by the relevant authority in relation to the construction and completion of the scheme buildings and land.

SLIPPERY SURFACES

The inspector will not carry out a comprehensive quantitative assessment of the slip co-efficient of the common property walkway and driveway areas as specific testing equipment is required to provide an accurate measurement of slipperiness. A qualitative assessment will be carried out based on an empirical assessment of the walkway and stairway surfaces accessed by the inspector on the day of inspection.

LIGHTING

The inspector did not measure the amount of light emitted by the common property lighting. The inspector will, however advise as to any visible defect in light fittings and where possible advise as to whether lights do not work as required. The inspector will also comment upon areas that may require lighting in order to enable safe movement along common property stairs and pathways.

BALCONY RAILINGS

A detailed inspection and assessment of the structural adequacy of balcony railings was not carried out as part of this report as it is not possible to make a reliable, quantitative measurement of a railings load bearing capacity without utilising specialised equipment. The inspector will note visible signs of significant corrosion or deterioration to balcony railings where said deterioration is clearly visible from fully accessible areas of the common property.

FIRE FIGHTING MEASURES

No assessment as to the adequacy of fire fighting equipment and installations is undertaken by the inspector. The inspector will not and is not qualified to comment upon the condition of any fire fighting equipment or installations upon the common property of the scheme.

SECTION 5 – RISK PRIORITY CHART

The risk priority chart below provides a matrix as to the severity of each hazard identified in this report and prioritises the risk associated with same.

LIKELIHOOD How likely is it to happen?	CONSEQUENCES: How severely could it hurt someone?		
	Death, permanent disablement	Serious bodily injury or medical treatment	Minor medical treatment or first aid
VERY LIKELY Could happen frequently	MAJOR	MAJOR	MODERATE
LIKELY Could happen occasionally	MAJOR	MODERATE	MODERATE
UNLIKELY Could happen, but rare	MODERATE	MODERATE	MINOR

The risk rating in the chart below provides guidance as to how promptly action needs to be taken in respect to the risk associated with each hazard that is identified in this report.

RISK RATING	ACTION
Major	Do something about these risks immediately
Moderate	Do something about these risks as soon as possible
Minor	These risks may not need immediate attention

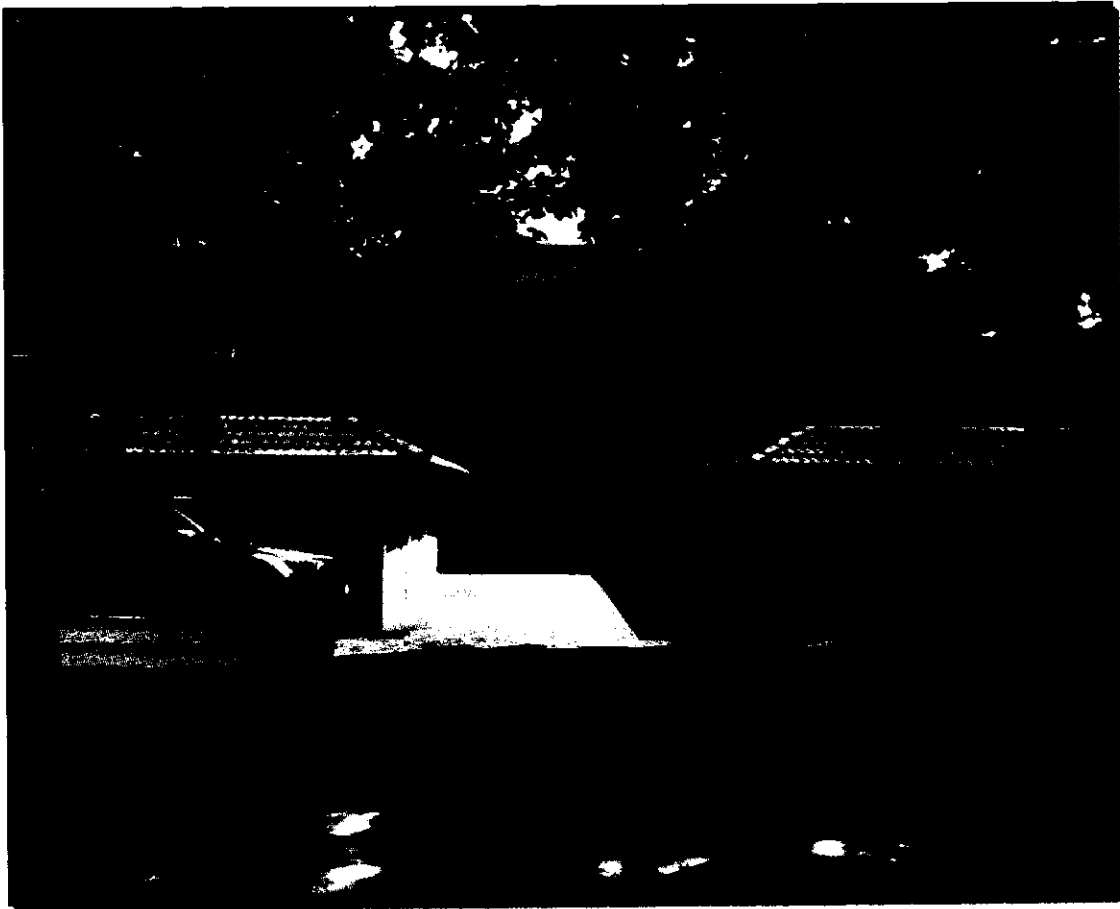
QIA

Sinking Fund Forecast Report

Baines View

123 Baines Street, Kangaroo Point, Qld 4169

Scheme Number: 16217



COMPILED BY STEVE VILJOEN

**On 17 December 2019 for the
15 Years Commencing: 1 April 2020
QIA Job Reference Number: 146879**

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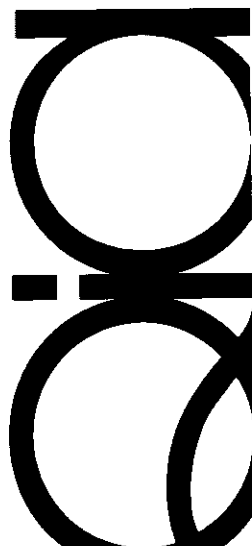
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INTRODUCTION

We have estimated that the Sinking Fund Levies as proposed in this report will be adequate to accumulate sufficient funds to meet anticipated long-term costs, with essentially only an adjustment for inflation being required.

LOCATION

123 Baines Street, Kangaroo Point, Qld 4169

REPORT SUMMARY

We have estimated that the Sinking Fund Levies as proposed in this report will be adequate to accumulate sufficient funds to meet anticipated long-term costs, with essentially only an adjustment for inflation being required.

We recommend that the Sinking Fund Report be regularly updated to ensure that an accurate assessment of how the scheme land, building and facilities are aging and to incorporate into the Report any major changes brought about by legislation, or pricing.

The Sinking Fund Levy per entitlement already set is:	\$108.00
Number of Lot/Unit Entitlements:	60
Opening Balance:	\$23,160.27
The proposed Sinking Fund Levy per entitlement is:	\$111.24

METHODOLOGY

The nominal forecast period of this report is 15 years and the costs anticipated during each of the years are detailed line by line on a yearly basis. The nominal time frame of the Report is to a large extent driven by the fact that many elements in a building's structure have a life beyond 15 years. Therefore an amount has been taken up for each item that would require replacement or substantial repair outside of the 15 year forecast period to account for these anticipated expenses. The basis for the accrual of these funds is that Owners use or consume the common property during their period of ownership and so are responsible for funding their eventual replacement. The manner in which the land, buildings and facilities actually age cannot be accurately determined without regular inspections which take into account the size, location and use of the scheme.

The report will generally categorise costs as follows:

1. Costs that occur in a predictable timeframe, in one tranche or as one project and within the 15 years forecast – a typical example of this kind of cost may be external painting or external door replacement. These items are generally described as straight costs e.g. repaint building or replace door.
2. Costs that occur in a predictable timeframe, in several tranches within the 15 years forecast – a typical example of this kind of cost may be boundary fence replacement, light fitting replacements or tree removal/lopping. These costs are generally described as an ongoing or partial replacement or provision cost.
3. Costs that occur in a predictable timeframe in one tranche or multiple tranches but will be outside the 15 years forecast – a typical example of this would be driveway resurfacing, gutter or downpipe replacements. These costs will only appear as annual accruals in the **Itemised Accruals by Year** section of the report.
4. Costs that are not predictable and may occur in one tranche or multiple tranches – a typical example of this cost is a burst water pipe. These costs are generally shown in the report as a repairs and replacement cost or an allowance.

The levy income has been determined by forecasting the expenditure requirement to replace or renew assets or finishes that have an effective life and making an allowance for items that do not have a finite lifespan. The levy income is initially increased each year by a variable inflationary factor to smooth the effects of major cost fluctuations given the initial fund balance and income.

No allowance has been made for interest receivable on the Sinking Fund Account, possible bank charges or tax obligations arising from bank interest.

Future replacement costs have been calculated by assessing the current replacement cost for each item to a standard the same or better than the original. These anticipated costs are increased each year at a rate of 3.0% per annum, this rate is reflective of building price indices which are historically higher than the general inflation rate. A contingency of 10.0% per annum has been applied to anticipated costs and it is applied to each individual cost in the year the cost (e.g. painting) is expected to occur (e.g. 2035), the contingency rate is not an annual compounding cost.

Baines View

17 December 2019

The effective life for each item identified is based on its material effective life, therefore no consideration has been made for the economic life of plant, equipment, finishes or upgrades.

We have included a line item called Capital Replacement – General which is a yearly provision for unforeseen and/or unknown capital costs and expenses. This provision will allow Owners to expend funds on items which are not specifically allowed for, without the need to call an Extraordinary General Meeting to raise a special levy to pay for those otherwise unspecified items.

If the amounts provided for are not expended in any one year they will be accumulated to meet expenditures in future years although it has been our experience that some form of capital expenditure occurs every year and not all of it is accounted for via the specific line items in our report.

No allowance has been made for buildings Registered for Goods and Services Tax (GST) and GST will need to be applied to the levies proposed in this report.

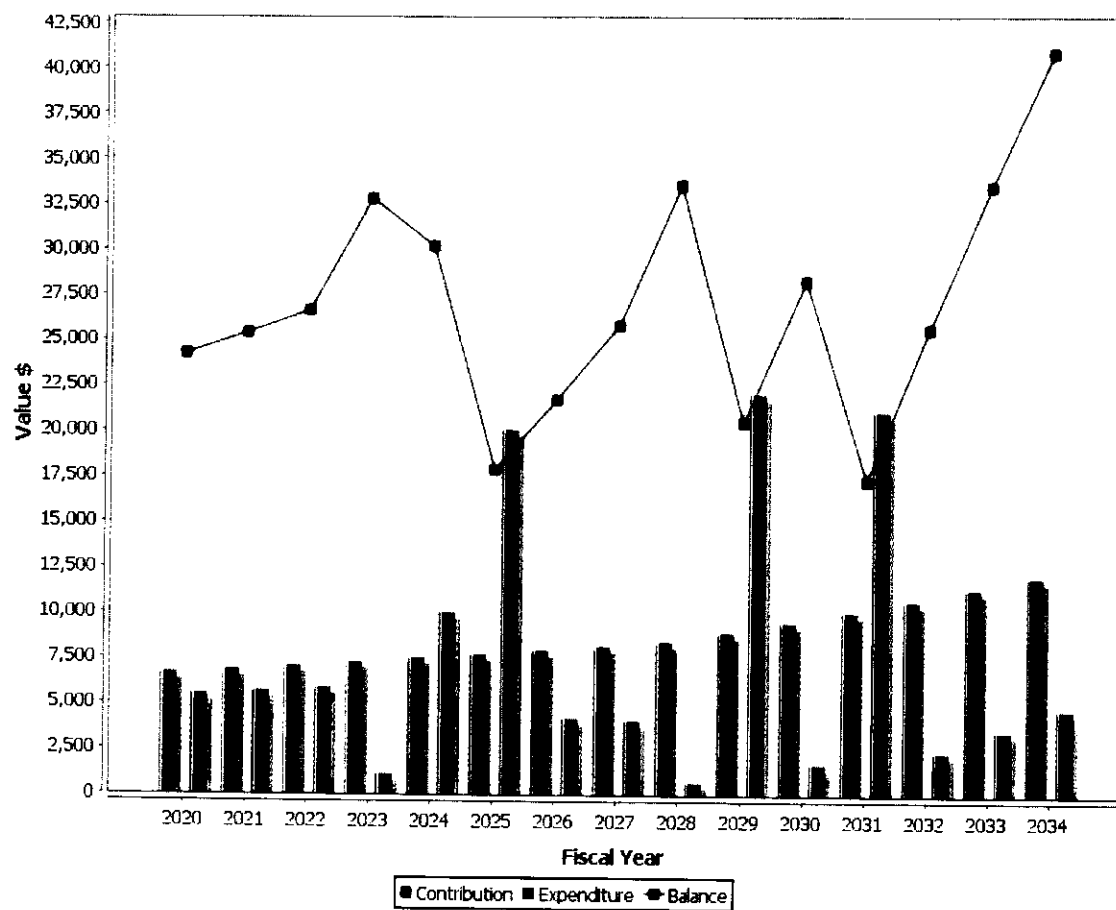
This report assumes that all plant and equipment will be maintained under comprehensive maintenance agreements. Expenditure incurred for maintenance agreements is taken to be covered within the Administrative Fund Budget.

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SINKING FUND FINANCIAL SUMMARY

Year		Opening Balance	Income		Expenses	Closing Balance
Report Year	Fiscal From	Beginning of Year	Contribution Total P.A.	Contribution per Entitlement	Est Expenditure (Inc GST)	Closing Balance (End of Year)
1	01/04/2020	\$23,160	\$6,674	\$111.24	\$5,540	\$24,295
2	01/04/2021	\$24,295	\$6,875	\$114.58	\$5,706	\$25,463
3	01/04/2022	\$25,463	\$7,081	\$118.01	\$5,877	\$26,667
4	01/04/2023	\$26,667	\$7,293	\$121.55	\$1,125	\$32,835
5	01/04/2024	\$32,835	\$7,512	\$125.20	\$10,046	\$30,302
6	01/04/2025	\$30,302	\$7,737	\$128.96	\$20,101	\$17,938
7	01/04/2026	\$17,938	\$7,970	\$132.83	\$4,184	\$21,724
8	01/04/2027	\$21,724	\$8,209	\$136.81	\$4,081	\$25,852
9	01/04/2028	\$25,852	\$8,455	\$140.92	\$684	\$33,623
10	01/04/2029	\$33,623	\$8,970	\$149.50	\$22,100	\$20,493
11	01/04/2030	\$20,493	\$9,516	\$158.60	\$1,685	\$28,324
12	01/04/2031	\$28,324	\$10,096	\$168.27	\$21,101	\$17,318
13	01/04/2032	\$17,318	\$10,711	\$178.52	\$2,340	\$25,689
14	01/04/2033	\$25,689	\$11,363	\$189.38	\$3,515	\$33,537
15	01/04/2034	\$33,537	\$12,055	\$200.92	\$4,726	\$40,866

SINKING FUND FORECAST MOVEMENT

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SUMMARY OF ANNUAL FORECAST EXPENDITURE

April 2020	Expense Inc GST
SUPERSTRUCTURE	
- Capital Replacement - General	\$540
LANDSCAPING	
- Provision to remove/trim trees/roots	\$5,000
<u>Total Forecast Expenditure for year - April 2020 (Inc GST):</u>	<u>\$5,540</u>
Includes GST amount of :	\$504
April 2021	Expense Inc GST
SUPERSTRUCTURE	
- Capital Replacement - General	\$556
LANDSCAPING	
- Provision to remove/trim trees/roots	\$5,150
<u>Total Forecast Expenditure for year - April 2021 (Inc GST):</u>	<u>\$5,706</u>
Includes GST amount of :	\$519
April 2022	Expense Inc GST
SUPERSTRUCTURE	
- Capital Replacement - General	\$573
LANDSCAPING	
- Provision to remove/trim trees/roots	\$5,304
<u>Total Forecast Expenditure for year - April 2022 (Inc GST):</u>	<u>\$5,877</u>
Includes GST amount of :	\$534

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April 2023**Expense
Inc GST****SUPERSTRUCTURE**

- Provision to replace balustrade fixings \$535
- Capital Replacement - General \$590

Total Forecast Expenditure for year - April 2023 (Inc GST): \$1,125

Includes GST amount of : \$102

April 2024**Expense
Inc GST****SUPERSTRUCTURE**

- Replace window fixtures and fittings \$803
- Capital Replacement - General \$608

DRIVEWAYS, PATHWAYS & PARKING

- Maintain driveway 5% of total \$2,008

FURNITURE & FITTINGS

- Install/Replace sensors/exits/emergency lighting 50% of total \$829
- Provision to replace intercom handsets \$2,028
- Provision to upgrade intercom systems & associated equipment \$3,698

FIRE PROTECTION SYSTEMS

- Provision to replace portable fire extinguishers \$71

Total Forecast Expenditure for year - April 2024 (Inc GST): \$10,046

Includes GST amount of : \$913

April 2025**Expense
Inc GST****SUPERSTRUCTURE**

- Repaint balcony/patio ceilings \$2,175
- Repaint soffits \$4,411
- Scaffold/access equip allowance \$5,418

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April 2025 continued	Expense Inc GST
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SUPERSTRUCTURE

- Repaint vent pipes	\$2,482
- Repaint gables	\$302
- Repaint posts/columns	\$441
- Capital Replacement - General	\$626

EXTERNAL WORKS

- Maintain common pipework 3% of total	\$1,277
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FENCING

- Repaint boundary wall/fence	\$1,135
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FURNITURE & FITTINGS

- Ongoing partial replacement of exterior lighting	\$762
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STAIRWELL

- Repaint ceiling	\$363
- Repaint door face	\$709

<u>Total Forecast Expenditure for year - April 2025 (Inc GST):</u>	<u>\$20,101</u>
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Includes GST amount of :	\$1,827
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April 2026	Expense Inc GST
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SUPERSTRUCTURE

- Capital Replacement - General	\$645
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DRIVEWAYS, PATHWAYS & PARKING

- Maintain pathways 10% of total	\$1,429
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FURNITURE & FITTINGS

- Provision to replace mail boxes	\$2,110
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<u>Total Forecast Expenditure for year - April 2026 (Inc GST):</u>	<u>\$4,184</u>
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Includes GST amount of :	\$380
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April 2027**Expense
Inc GST****SUPERSTRUCTURE**

- Provision to replace balustrade fixings \$602
- Capital Replacement - General \$664

FURNITURE & FITTINGS

- Replace clothes lines \$948

ROOF

- Maintain roof ridge capping/tiles \$502

STAIRWELL

- Replace door closers \$1,366

Total Forecast Expenditure for year - April 2027 (Inc GST): \$4,081

Includes GST amount of : \$371

April 2028**Expense
Inc GST****SUPERSTRUCTURE**

- Capital Replacement - General \$684

Total Forecast Expenditure for year - April 2028 (Inc GST): \$684

Includes GST amount of : \$62

April 2029**Expense
Inc GST****SUPERSTRUCTURE**

- Capital Replacement - General \$705

DRIVEWAYS, PATHWAYS & PARKING

- Maintain driveway 5% of total \$2,328

FENCING

- Replace timber pedestrian gates \$813

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April 2029 continuedExpense
Inc GST**FURNITURE & FITTINGS**

- Install/Replace sensors/exits/emergency lighting 50% of total	\$961
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FIRE PROTECTION SYSTEMS

- Provision to replace portable fire extinguishers	\$83
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ROOF

- Provision to replace guttering in 10 years	\$11,223
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- Provision to replace down pipes in 10 years	\$5,987
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<u>Total Forecast Expenditure for year - April 2029 (Inc GST):</u>	<u>\$22,100</u>
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Includes GST amount of :	\$2,009
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April 2030Expense
Inc GST**SUPERSTRUCTURE**

- Replace window fixtures and fittings	\$959
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- Capital Replacement - General	\$726
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<u>Total Forecast Expenditure for year - April 2030 (Inc GST):</u>	<u>\$1,685</u>
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Includes GST amount of :	\$153
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April 2031Expense
Inc GST**SUPERSTRUCTURE**

- Provision to replace balustrade fixings	\$678
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- Provision to replace single garage doors	\$11,763
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- Capital Replacement - General	\$747
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FENCING

- Replace timber fencing in 12 years	\$7,914
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<u>Total Forecast Expenditure for year - April 2031 (Inc GST):</u>	<u>\$21,101</u>
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Includes GST amount of :	\$1,918
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April 2032	Expense Inc GST
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SUPERSTRUCTURE

- Capital Replacement - General	\$770
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EXTERNAL WORKS

- Maintain common pipework 3% of total	\$1,570
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<u>Total Forecast Expenditure for year - April 2032 (Inc GST):</u>	<u>\$2,340</u>
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Includes GST amount of :	\$213
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April 2033	Expense Inc GST
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SUPERSTRUCTURE

- Capital Replacement - General	\$793
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DRIVEWAYS, PATHWAYS & PARKING

- Maintain pathways 10% of total	\$1,757
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FURNITURE & FITTINGS

- Ongoing partial replacement of exterior lighting	\$965
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<u>Total Forecast Expenditure for year - April 2033 (Inc GST):</u>	<u>\$3,515</u>
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Includes GST amount of :	\$320
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April 2034	Expense Inc GST
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SUPERSTRUCTURE

- Capital Replacement - General	\$817
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DRIVEWAYS, PATHWAYS & PARKING

- Maintain driveway 5% of total	\$2,699
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FURNITURE & FITTINGS

- Install/Replace sensors/exits/emergency lighting 50% of total	\$1,114
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April 2034 continued	Expense Inc GST
FIRE PROTECTION SYSTEMS	
- Provision to replace portable fire extinguishers	\$96
<u>Total Forecast Expenditure for year - April 2034 (Inc GST):</u>	<u>\$4,726</u>
Includes GST amount of :	\$430

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ITEMISED EXPENDITURE BY YEAR

Item	Current Cost	Year 1st Applied	Remain Life/ Next Interval	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
SUPERSTRUCTURE																		
- Repaint balcony/patio ceilings	\$1,656	2025	10						2175									
- Replace window fixtures and fittings	\$630	2024	6					803						959				
- Repaint soffits	\$3,358	2025	10						4411									
- Scaffold/access equip allowance	\$4,125	2025	10						5418									
- Repaint vent pipes	\$1,890	2025	10						2482									
- Provision to replace balustrade fixings	\$432	2023	4				535				602				678			
- Repaint gables	\$230	2025	10						302									
- Repaint posts/columns	\$336	2025	10						441									
- Provision to replace single garage doors	\$7,500	2031	35												11763			
- Capital Replacement - General	\$477	2020	1	540	556	573	590	608	626	645	664	684	705	726	747	770	793	817
DRIVEWAYS, PATHWAYS & PARKING																		
- Maintain pathways 10% of total	\$1,056	2026	7							1429							1757	
- Maintain driveway 5% of total	\$1,575	2024	5					2008					2328					2699

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Item	Current Cost	Year 1st Applied	Remain Life/ Next Interval	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
EXTERNAL WORKS																		
- Maintain common pipework 3% of total	\$972	2025	7						1277							1570		
FENCING																		
- Replace timber fencing in 12 years	\$5,046	2031	25												7914			
- Repaint boundary wall/fence	\$864	2025	10						1135									
- Replace timber pedestrian gates	\$550	2029	25										813					
FURNITURE & FITTINGS																		
- Replace clothes lines	\$680	2027	15								948							
- Provision to replace mail boxes	\$1,560	2026	30							2110								
- Install/Replace sensors/exits/emergency lighting 50% of total	\$650	2024	5					829					961					1114
- Ongoing partial replacement of exterior lighting	\$580	2025	8						762								965	
- Provision to replace intercom handsets	\$1,590	2024	15					2028										
- Provision to upgrade intercom systems & associated equipment	\$2,900	2024	15					3698										
LANDSCAPING																		
- Provision to remove/trim trees/roots	\$4,413	2020	1	5000	\$150	5304												

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Item	Current Cost	Year 1st Applied	Remain Life/ Next Interval	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
FIRE PROTECTION SYSTEMS																		
- Provision to replace portable fire extinguishers	\$56	2024	5					71										
													83					
																		96
ROOF																		
- Maintain roof ridge capping/tiles	\$360	2027	12								502							
- Provision to replace guttering in 10 years	\$7,592	2029	30															
- Provision to replace down pipes in 10 years	\$4,050	2029	30										11223					
													5987					
STAIRWELL																		
- Repaint ceiling	\$276	2025	10						363									
- Replace door closers	\$980	2027	15								1366							
- Repaint door face	\$540	2025	10						709									
Total				5540	5706	5877	1125	10046	20101	4184	4081	684	22100	1685	21101	2340	3515	4726
Includes GST amount of				504	519	534	102	913	1827	380	371	62	2009	153	1918	213	320	430

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ITEMISED ACCRUALS BY YEAR

Item	Current Cost	Year 1st applied	Remain Life/ Next Interval	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
SUPERSTRUCTURE																		
- Repaint balcony/patio ceilings	\$1,656	2025	10	336	683	1039	1407	1785	2175	255	518	788	1067	1354	1649	1954	2267	2590
- Replace window fixtures and fittings	\$630	2024	6	151	307	467	633	803	148	301	458	620	787	959				
- Repaint soffits	\$3,358	2025	10	682	1384	2108	2853	3620	4411	517	1050	1598	2163	2745	3345	3962	4598	5253
- Scaffold/access equip allowance	\$4,125	2025	10	838	1700	2589	3504	4447	5418	635	1289	1963	2657	3372	4108	4867	5648	6452
- Repaint vent pipes	\$1,890	2025	10	384	779	1186	1605	2037	2482	291	591	899	1217	1545	1882	2229	2587	2955
- Provision to replace balustrade fixings	\$432	2023	4	128	260	395	535	144	292	445	602	162	329	501	678	182	370	564
- Repaint gables	\$230	2025	10	47	95	144	195	248	302	35	72	109	148	188	229	271	314	359
- Repaint posts/columns	\$336	2025	10	68	138	211	285	362	441	52	105	160	216	274	334	396	459	525
- Provision to replace single garage doors	\$7,500	2031	35	829	1683	2562	3468	4400	5361	6351	7370	8420	9502	10616	11763	547	1111	1692
- Capital Replacement - General	\$477	2020	1	540	556	573	590	608	626	645	664	684	705	726	747	770	793	817
DRIVEWAYS, PATHWAYS & PARKING																		
- Maintain pathways 10% of total	\$1,056	2026	7	186	379	576	780	990	1206	1429	229	465	709	959	1217	1483	1757	282
- Maintain driveway 5% of total	\$1,575	2024	5	378	768	1169	1582	2008	438	890	1355	1834	2328	508	1032	1571	2127	2699

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Item	Current Cost	Year 1st applied	Remain Life/ Next Interval	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
EXTERNAL WORKS																		
- Maintain common pipework 3% of total	\$972	2025	7	197	401	610	826	1048	1277	205	416	633	857	1088	1325	1570	252	511
FENCING																		
- Replace timber fencing in 12 years	\$5,046	2031	25	558	1132	1724	2333	2961	3607	4273	4959	5665	6393	7142	7914	454	923	1405
- Repaint boundary wall/fence	\$864	2025	10	175	356	542	734	932	1135	133	270	411	557	706	860	1019	1183	1351
- Replace timber pedestrian gates	\$550	2029	25	71	144	219	297	377	459	543	631	720	813	47	95	144	195	248
FURNITURE & FITTINGS																		
- Replace clothes lines	\$680	2027	15	107	216	330	446	566	690	817	948	79	161	245	332	421	513	608
- Provision to replace mail boxes	\$1,560	2026	30	275	559	851	1152	1462	1781	2110	108	219	333	450	571	696	825	957
- Install/Replace sensors/exits/emergency lighting 50% of total	\$650	2024	5	156	317	483	653	829	181	367	559	757	961	210	426	649	878	1114
- Ongoing partial replacement of exterior lighting	\$580	2025	8	118	239	364	493	625	762	109	220	335	454	576	702	832	965	137
- Provision to replace intercom handsets	\$1,590	2024	15	382	775	1181	1598	2028	170	345	525	711	902	1099	1301	1510	1726	1947
- Provision to upgrade intercom systems & associated equipment	\$2,900	2024	15	697	1414	2153	2914	3698	310	629	957	1296	1645	2004	2373	2754	3147	3551
LANDSCAPING																		
- Provision to remove/trim trees/roots	\$4,413	2020	1	5000	5150	5304												

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Item	Current Cost	Year 1st applied	Remain Life/ Next Interval	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
FIRE PROTECTION SYSTEMS																		
- Provision to replace portable fire extinguishers	\$56	2024	5	13	27	41	56	71	16	32	48	65	83	18	37	56	76	96
ROOF																		
- Maintain roof ridge capping/tiles	\$360	2027	12	56	115	174	236	300	365	433	502	50	102	156	211	267	326	386
- Provision to replace guttering in 10 years	\$7,592	2029	30	979	1987	3026	4096	5198	6332	7501	8705	9946	11223	573	1162	1770	2395	3040
- Provision to replace down pipes in 10 years	\$4,050	2029	30	522	1060	1614	2185	2773	3378	4002	4644	5306	5987	305	620	944	1278	1622
STAIRWELL																		
- Repaint ceiling	\$276	2025	10	56	114	173	235	298	363	42	86	131	178	226	275	326	378	432
- Replace door closers	\$980	2027	15	154	312	475	643	816	994	1177	1366	114	232	354	479	607	740	877
- Repaint door face	\$540	2025	10	110	223	339	459	582	709	83	169	257	347	441	537	636	738	844
TOTAL ACCRUALS				8653	17567	26745	35668	35971	25728	30463	35334	43713	30956	37702	25102	30547	35054	38588

* Bold blue items listed above are expense items that occur in that year.

REPORT INFORMATION

The values included in the report are for budgeting purposes and have been obtained from a number of sources including building cost information guides, painting contractors, plant and equipment suppliers, manufactures and installers and working knowledge of each building's configuration at the time of inspection.

Every endeavour has been undertaken to accurately compile a budget for the repair, replacement or overhaul of the items identified in this report. However as there is no definitive scope of works for the repair, replacement or overhaul of the items contained in this report it is expected that if said items were put to tender, the quotations received would vary significantly dependent upon the timing and scope of works to that will be undertaken. For this reason, it is recommended that several quotations are sourced as far in advance of any anticipated work as possible.

The estimated life of each item is determined at the time of the site inspection from a visual inspection, the age of the building (where this information is provided) and any other relevant information provided by the Owners at the time of inspection. The life cycles of each of the items will vary depending upon where the building is located, for example buildings near a salt environment tend to have a lesser life cycle and a higher maintenance requirement.

This Sinking Fund plan is not a building dilapidation report, building diagnostic report, warranty inspection, defects report, engineering report or structural assessment of the building. We recommend that a periodic survey be carried out by qualified building contractors to assess the building condition, if required. The inspection of the common property of the scheme is a cursory visual inspection only limited to those areas of the common property that are fully accessible and visible to the inspector from floor or ground level at the time of inspection. The primary purpose of the inspection is to determine the materials used in the construction of the building that need to be maintained, estimate the quantities of same, identify the plant and equipment in the common areas of the building and make a recommendation as to the timing of the repairs and replacements identified for restorative purposes only. The inspection did not include breaking apart, dismantling, removing or moving any element of the building and items located on the common property.

The report does not and cannot make comment upon defects that may have been concealed; the assessment of which may rely on certain weather conditions and the presence or absence of timber pests. The report does not consider or make recommendations as to the condition of gas fittings and supply systems; heritage listing conditions or requirements; fire protection fittings and systems; HVAC fittings and systems site drainage; electrical or data systems or wiring, building plumbing systems including sewerage, potable and stormwater pipe work and fittings; security concerns; detection and identification of illegal building work; and the durability of exposed finishes.

The inspector did not identify and assess safety hazards and did not carry out a risk assessment relating to any hazards upon the common property as part of this report. The report is not an Asbestos report and no assessment was made of asbestos products. The report is not Pool Safety or Window Safety report and no assessment was made as to the compliance or otherwise of any pool barrier or common property windows.

AREAS NOT INSPECTED

- Part or parts of the common property building interior that were not readily accessible
- Part or parts of the building exterior were not readily accessible
- Part or parts of the roof exterior that were not readily visible from ground or floor level or obstructed at the time of inspection because of exceeding height, vegetation or neighbouring buildings.
- Part or parts of the retaining walls, fencing where not readily accessible or inaccessible or obstructed at the time of inspection because of on alignment, vegetation.

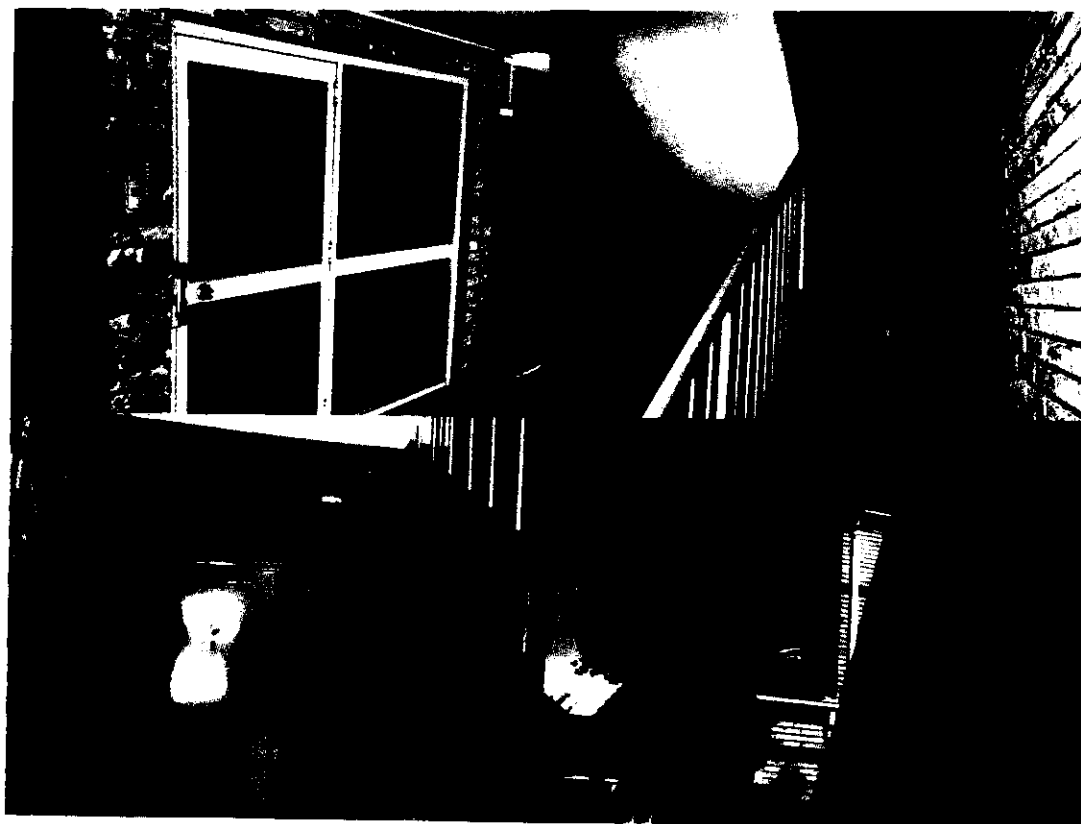
Baines View

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"Baines View" AGM Minutes – Wednesday, 3 June 2020

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MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF
"BAINES VIEW" CTS 16217 HELD ON WEDNESDAY, 27 MAY 2020 AT 4:00PM IN
 THE OFFICES OF STANSURE STRATA, 47 KATE STREET, KEDRON.

Pursuant to Section 82 of the Standard Module Regulations of The Body Corporate and
 Community Management Act 1997, this meeting was adjourned to Wednesday, 3 June 2020 at
 4:00pm in the offices of Stansure Strata, 47 Kate Street, Kedron.

MINUTES OF THE ADJOURNED ANNUAL GENERAL MEETING OF THE OWNERS
 OF **"BAINES VIEW"** CTS 16217 HELD ON WEDNESDAY, 3 JUNE 2020 AT 4:00PM IN
 THE OFFICES OF STANSURE STRATA, 47 KATE STREET, KEDRON.

COMMENCEMENT: The meeting commenced at 4:30pm

**PRESENT IN PERSON
 ON 27 MAY 2020:** Nil

LOTS REPRESENTED:

<i>Lot Number</i>	<i>Owner Representation</i>
1	Ken & Jerry Investments Pty Ltd ACN 153 214 790 as Trustee – By voting paper
2	Thomas Markwell & Shirley Gleeson – By voting paper
4	Chai Hwa Tan – By voting paper
5	Tanya Hethorn – By voting paper

IN ATTENDANCE: Tania Moore for Stansure Strata

APOLOGIES: Nil

**CHAIRPERSON OF
 THE MEETING:** In the absence of all owners Tania Moore chaired the meeting.

MOTIONS:

The Owner of lot 5 chose not to vote on Motions 11 & 12

Motion Number	Motion	Vote
1.	Confirmation of Minutes (Ordinary Resolution) Submitted by: Committee Resolved that the minutes of the Extraordinary General Meeting held on 11 December 2019 as recorded in the body corporate's minute book are a true and accurate account of the proceedings at the meeting.	Carried Yes - 3 No - 0 Abstain - 1
2.	Financial Statements (Ordinary Resolution) Statutory Motion Submitted by: Committee Resolved that the unaudited financial statements prepared to 31 March 2020 by Stansure Strata be adopted by the meeting.	Carried Yes - 4 No - 0 Abstain - 0

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"Baines View" AGM Minutes – Wednesday, 3 June 2020

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Motion Number	Motion	Vote																					
3.	<p>Administrative Fund Budget and Fixing of Contributions (Ordinary Resolution) Statutory Motion Submitted by: Committee Resolved that the Administrative Fund Budget is hereby determined pursuant to Standard Module Reg 141 of the Body Corporate and Community Management Regulation 2008 at the sum of \$12,120.00 being a rate of \$202.00 per Contribution Schedule Lot Entitlement for the 12 months from 1 April 2020 to 31 March 2021 be adopted and the contribution to be fixed and levied by 4 instalments as follows:</p> <table border="1"> <thead> <tr> <th>Levy Period</th><th>\$ per lot entitlement</th><th>Due Date</th></tr> </thead> <tbody> <tr> <td>01/04/20 – 30/06/20</td><td>52.00</td><td>01/04/20 (already issued)</td></tr> <tr> <td>01/07/20 – 30/09/20</td><td>50.00</td><td>01/07/20</td></tr> <tr> <td>01/10/20 – 31/12/20</td><td>50.00</td><td>01/10/20</td></tr> <tr> <td>01/01/21 – 31/03/21</td><td><u>50.00</u></td><td>01/01/21</td></tr> <tr> <td></td><td>\$202.00</td><td></td></tr> </tbody> </table> <p>And further that the Committee has fixed the interim contribution for the first levy period of the ensuing financial year as follows:</p> <table border="1"> <tbody> <tr> <td>01/04/21 – 30/06/21</td><td>51.00</td><td>01/04/21</td></tr> </tbody> </table>	Levy Period	\$ per lot entitlement	Due Date	01/04/20 – 30/06/20	52.00	01/04/20 (already issued)	01/07/20 – 30/09/20	50.00	01/07/20	01/10/20 – 31/12/20	50.00	01/10/20	01/01/21 – 31/03/21	<u>50.00</u>	01/01/21		\$202.00		01/04/21 – 30/06/21	51.00	01/04/21	<p>Carried Yes - 3 No - 0 Abstain - 1</p>
Levy Period	\$ per lot entitlement	Due Date																					
01/04/20 – 30/06/20	52.00	01/04/20 (already issued)																					
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01/04/21 – 30/06/21	51.00	01/04/21																					
4.	<p>Sinking Fund Budget and Fixing of Contributions (Ordinary Resolution) Statutory Motion Submitted by: Committee Resolved that the Sinking Fund Budget is hereby determined pursuant to Standard Module Reg 141 of the Body Corporate and Community Management Regulation 2008 at the sum of \$6,480.00 being a rate of \$108.00 per Contribution Schedule Lot Entitlement for the 12 months from 1 April 2020 to 31 March 2021 be adopted and the contribution to be fixed and levied by 4 instalments as follows:</p> <table border="1"> <thead> <tr> <th>Levy Period</th><th>\$ per lot entitlement</th><th>Due Date</th></tr> </thead> <tbody> <tr> <td>01/04/20 – 30/06/20</td><td>27.00</td><td>01/04/20 (already issued)</td></tr> <tr> <td>01/07/20 – 30/09/20</td><td>27.00</td><td>01/07/20</td></tr> <tr> <td>01/10/20 – 31/12/20</td><td>27.00</td><td>01/10/20</td></tr> <tr> <td>01/01/21 – 31/03/21</td><td><u>27.00</u></td><td>01/01/21</td></tr> <tr> <td></td><td>\$108.00</td><td></td></tr> </tbody> </table> <p>And further that the Committee has fixed the interim contribution for the first levy period of the ensuing financial year as follows:</p> <table border="1"> <tbody> <tr> <td>01/04/21 – 30/06/21</td><td>29.00</td><td>01/04/21</td></tr> </tbody> </table>	Levy Period	\$ per lot entitlement	Due Date	01/04/20 – 30/06/20	27.00	01/04/20 (already issued)	01/07/20 – 30/09/20	27.00	01/07/20	01/10/20 – 31/12/20	27.00	01/10/20	01/01/21 – 31/03/21	<u>27.00</u>	01/01/21		\$108.00		01/04/21 – 30/06/21	29.00	01/04/21	<p>Carried Yes - 3 No - 0 Abstain - 1</p>
Levy Period	\$ per lot entitlement	Due Date																					
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01/04/21 – 30/06/21	29.00	01/04/21																					
5.	<p>Non-Audit (Special Resolution) Statutory Motion Submitted by: Committee Resolved that the books and accounts for the financial year 1 April 2020 to 31 March 2021 of the body corporate shall not be audited.</p>	<p>Carried Yes - 4 No - 0 Abstain - 0</p>																					

"Baines View" Motion Number	AGM Minutes – Wednesday, 3 June 2020 Motion	T1 Vote
6.	Audit (Ordinary Resolution) Statutory Motion Submitted by: Committee That the Body Corporate appoint Sciacca's Accountants & Advisors to audit the books and accounts for the body corporate for the financial year 1 April 2020 to 31 March 2021.	Ruled out of order as this had already been decided on in Motion 5
7.	Appointment of Tax Agent (Ordinary Resolution) Submitted by: Committee Resolved that Stansure Strata be authorised to engage a tax agent for the preparation of the income tax return and its lodgement. The cost to the Body Corporate for engaging the tax agent together with Stansure Strata's administrative fee for the preparation of financial statements and arranging the tax return and providing all information to the tax agent to enable the tax return to be prepared will be approximately \$225.00 (GST incl.) as specified in the administrative fund budget and further that the Body Corporate appoint a representative of Stansure Strata as Public Officer for Taxation purposes.	Carried Yes - 4 No - 0 Abstain - 0
8.	Confirmation of Insurance (Ordinary Resolution) Statutory Motion Submitted by: Committee Resolved that the insurance details set out below be confirmed:- Policy Number: HU0000023519 Underwriter: QBE Insurance (Australia) Limited Current to: 1 February 2021 Building Cover: \$2,680,192 Public Liability: \$20,000,000 Office Bearers Liability: \$1,000,000 Total Premium: \$3,711.41 Basic Excess: \$500 (other excesses apply, see attached insurance renewal) and further that Stansure Strata be authorised to renew the insurance on the recommendation of the body corporate insurance broker when it next falls due. Last Insurance Valuation: June 2018 Valuation Amount: \$2,400,000 <i>Owners to note that it is their responsibility to advise if additional cover such as Flood cover, Machinery Breakdown etc. are to be added to the policy.</i> <i>Owners to further note that it is a condition of all insurance policies that all fire regulations are adhered to at all times.</i>	Carried Yes - 4 No - 0 Abstain - 0

T1

Motion Number	Motion	Vote
9.	<p>Safety Reports of Common Property (Ordinary Resolution) Submitted by: Committee Resolved that the Body Corporate agree to engage QIA Group Pty Ltd to carry out an Initial Safety Report of the common property at an approximate cost of \$190.00 (GST incl.) to be obtained immediately.</p> <p>Further that the Body Corporate authorises a <u>second</u> report at an approximate cost of \$119.00 (GST incl.), prior to the end of the Body Corporate financial year being 31 March 2021, for presentation to all owners at the next Annual General Meeting and there will be a further service fee of \$49.50 payable to Stansure Strata associated with the obtaining of these reports and payment to be made by way of <u>an Administrative Fund Special Levy totalling \$5.98 per lot entitlement</u>, due and payable on 8 June 2020.</p>	<p>Carried Yes - 3 No - 1 Abstain - 0</p>
10.	<p>Annual Timber Pest Inspection (Ordinary Resolution) Submitted by: Committee Motion defeated that the Body Corporate for Baines View CTS 16217 agree to engaging AGJ Pest Management to carry out a Timber Pest Inspection to all units and the common areas at the complex immediately at a cost of \$92.00 (GST incl.) per lot totalling \$552.00 as specified in the administrative fund budget and that there will be further service fees incurred of \$49.50 for preparation in obtaining this report and a fee of \$11.00 per lot for distribution of these reports payable to Stansure Strata.</p>	<p>Defeated Yes - 1 No - 3 Abstain - 0</p>
11.	<p>Fire Safety Report (Ordinary Resolution) Submitted by: Committee Resolved that the Body Corporate engage the services of QIA Group Pty Ltd to conduct a Fire Safety Report on the common property, provide recommendations to ensure compliance with the appropriate Australian Standards and complete and sign the Annual Occupiers Statement in the amount of \$340.00 (GST incl.) and further that there will be a service fee payable to Stansure Strata of \$49.50 for the commissioning of this work and \$11.00 per lot for the distribution of the Survey/Recommendations to all owners and payment for this work to be as specified in the administrative fund budget.</p> <p>Further that QIA Group Pty Ltd be appointed at a cost of \$350.00 (GST incl.) if the position of Fire Evacuation Coordinator is not filled by an owner.</p> <p><i>Note: QIA Group Pty Ltd will be appointed to the position of Fire Evacuation Coordinator.</i></p> <p><i>Note: It is a requirement that your Body Corporate appoints a responsible person to fulfil the Fire Evacuation Coordinator duties to ensure compliance with fire safety regulations.</i></p> <p><i>Note: This report will identify any legislative requirements that have not been met by the Body Corporate.</i></p>	<p>Carried Yes - 2 No - 1 Abstain - 0</p>

"Baines View" AGM Minutes – Wednesday, 3 June 2020

Motion Number	Motion	T1 Vote
12.	Appointment of Stansure Strata as Strata Manager (Ordinary Resolution) Submitted by: Committee Resolved that the Body Corporate for Baines View CTS 16217 hereby appoints Stansure Strata by instrument in writing as Strata Manager for a period of three years, commencing on 31 May 2020, at a fee of \$1,200.00 for the first year, being \$200.00 per lot, plus 10% GST, totalling \$1,320.00 per annum, plus printing, postage and stationery costs as specified in the attached administrative agreement.	Carried Yes - 2 No - 0 Abstain - 1

ELECTION OF OFFICERS:

Chairperson: Ken Chee – Lot 1

Secretary: Shirley Gleeson – Lot 2

Treasurer: Tanya Hethorn – Lot 5

Ordinary Member: Shau Chen (Peter) Soong for Lot 4

CONCLUSION: The meeting concluded at 5:00pm.

SECRETARY: Shirley Gleeson

ADDRESS: C/- PO Box 184
 KEDRON QLD 4031
 Ph: 07 3359 9877
 Email: theteam@stansurestrata.com.au

"Baines View" VOC Minutes – Wednesday, 26 August 2020**T1**

MINUTES OF MOTIONS VOTED ON OUTSIDE A COMMITTEE MEETING OF THE BODY CORPORATE FOR "BAINES VIEW" CTS 16217 HELD ON WEDNESDAY, 26 AUGUST 2020.

NOTICE OF MOTIONS
DISTRIBUTED TO:

Ken Chee, Shirley Gleeson, Tanya Hethorn, Peter Soong

MEMBERS REPRESENTED:***Position Held******Representation***

Chairperson

Ken Chee – By voting paper

Secretary

Shirley Gleeson – By voting paper

Treasurer

Tanya Hethorn – By voting paper

Ordinary Member

Peter Soong – By voting paper

MOTIONS:

Motion No.	Motion	Vote
1.	Confirmation of Minutes Resolved that the minutes of motions Voted on Outside a Committee Meeting held on 27 September 2019 are confirmed as recorded in the body corporate's minute book as a true and accurate account of the proceedings at the meeting.	Carried Yes - 2 No - 1 Abstain - 1
2.	Main Switchboard Upgrade Motion defeated that the Body Corporate Committee for Baines View CTS 16217 accept the attached Quotation QU-1251 from BD Clark Electrical & Maintenance totalling \$1,472.90 (GST Incl.) to supply and install disconnect fuses to all lots and the common meters to meet Australian Standards and that a Committee member be appointed to liaise with the contractors and that Stansure Strata be authorised to effect payment immediately upon receipt of the Tax Invoice for completed works from funds currently held in the Sinking Fund.	Defeated Yes 1 No - 3 Abstain - 0