



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 2 ON SP128581
THE FIGS ON O'CONNELL CTS 27858
40 O'CONNELL STREET
KANGAROO POINT QLD 4169

REQUIREMENT

DISCLOSED INFORMATION

Body Corporate Information Certificates issued by:
Contact Details

BODY CORPORATE MANAGER
HARTLEY'S BODY CORPORATE MANAGEMENT
LEVEL 2 296 OXLEY ROAD
GRACEVILLE QLD 4075 Ph: 3379 7455

Has a Committee been appointed?

Yes ☒ No ☐

**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

<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Standard Regulation Module
Commercial Regulation Module
Other Regulation Module

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

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:	CGU Insurance Limited	Expiry:	12 th April 2021
Policy No.	06S2861363		
Public Liability:	\$30,000,000	Building:	\$6,331,642
Loss of Rent:	\$949,746	Catastrophe:	\$1,899,492
Office Bearers:	\$1,000,000	Voluntary Workers:	\$200,000/\$2,000

ACCOUNTING RECORDS

Last known balances of the Sinking fund: \$203,532.47

How was the approximate balance ascertained?

Balance Sheet dated 16th November 2020

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

Nothing sighted in records provided.

SWIMMING POOL SAFETY CERTIFICATE

Swimming Pool Safety Certificate Sighted? Yes ☒ No ☐ Certificate No: PSC0051822 Expiry: 19.03.21

PETS AND BY-LAWS

Refer to By-Law 13

Are pets allowed to be kept?

Subject to Body Corporate approval. Further conditions apply - refer to By-Laws.

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?

Nothing sighted in records provided

If so, what assets are recorded in the register?

N/A

LOT ENTITLEMENTS

Contribution Lot Entitlements	1	Aggregate	6
Interest Lot Entitlement	1	Aggregate	6

LEVIES AND CONTRIBUTIONS DETERMINED AT AGM HELD:

22nd April 2020

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

Administration Fund: \$ 6,944.48 Sinking Fund: \$ 8,049.18 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	
01.03.20	1625	\$ 1,625.00	2010	\$ 2,010.00	0	\$ -
01.06.20	1773.16	\$ 1,773.16	2013.06	\$ 2,013.06	0	\$ -
01.09.20	1773.16	\$ 1,773.16	2013.06	\$ 2,013.06	0	\$ -
01.12.20	1773.16	\$ 1,773.16	2013.06	\$ 2,013.06	0	\$ -
Interim						
01.03.21	1773.16	\$ 1,773.16	2013.06	\$ 2,013.06	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?		Nothing sighted in records provided
Total Amount	N/A	Due Date N/A
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 16th November 2020



 _____ Signature of seller(s) or person authorised by Sellers	<u>SALES CONSULTANT</u> _____ Capacity of person signing	<u>16/11/2020</u> _____ Dated
 _____ Signature of Witness	<u>Jane Deacon</u> _____ Name	<u>16/11/2020</u> _____ 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

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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) 2 in THE FIGS ON O'CONNELL Community Titles Scheme 27858

VENDORS	ANNE MARY WORN
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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 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 30th April 2019
- 2. AGM dated 22nd April 2020

REPORTS

Sighted Compliance Reports:

- 1. Sinking fund forecast dated 3rd June 2016 - copy attached.
- 2. Asbestos report & register dated 9th June 2016
- 3. Pest inspection report dated 15th June 2020 - copy attached.
- 4. Safety inspection report dated 28th June 2012
- 5. Insurance Valuation report dated 15th June 2017 - valuation for insurance purposes \$5,576,000

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



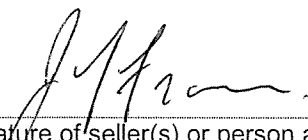
Particulars of any current applications (within the last 12 months) to the Commissioner which directly affect the Body Corporate:

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 16th November 2020



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



SALES CONSULTANT
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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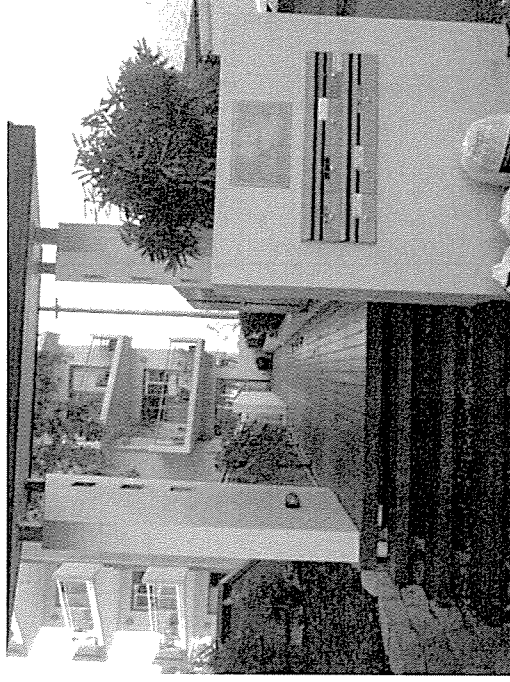
Phone: 0408924549 Fax: (07) 5636 1089

PO Box 10623 Adelaide Street Post Shop Brisbane Qld 4000

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

Sinking Fund Forecast Report

The Figs O'Connell
40 O'Connell Street, Kangaroo Point,
Qld, 4169
Scheme Number: 27858



COMPILED BY BRIAN RUBOCK

On 3 June 2016 for the
15 Years Commencing: 1 March 2016
QIA Job Reference Number: 111710

Professional Indemnity Insurance Policy Number 96 0968886 PLP
© QIA Group Pty Ltd

P.O. Box 1280,
Bentleigh QLD 4207

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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

40 O'Connell 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:	\$5,250.00
Number of Lot/Unit Entitlements:	6
Opening Balance:	\$32,649.93
The proposed Sinking Fund Levy per entitlement is:	\$6,037.50

METHODOLOGY

The nominal forecast period of this report is 15 years and the costs anticipated during each of the years are detailed line by line on a yearly basis. The nominal time frame of the Report is to a large extent driven by the fact that many elements in a building's structure have a life beyond 15 years. Therefore an amount has been taken up for each item that would require replacement or substantial repair outside of the 15 year forecast period to account for these anticipated expenses. However, the manner in which the scheme 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 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 5.2% per annum, this rate is reflective of building price indices which are historically higher than the general inflation rate. A contingency of 10.0% per annum has been applied to anticipated costs and it is applied to each individual cost in the year the cost (e.g. painting) is expected to occur (e.g. 2035), the contingency rate is not an annual compounding cost.

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

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.



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, manufacturers and installers and working knowledge of each buildings configuration at the time of inspection.

Every endeavour has been undertaken to accurately estimate the costs of the items identified in this report, however if there items were put to tender, it would be expected that the quotations would vary quite significantly and 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 made at the time of the site inspection and the life cycles of each of the items having regard to where the building is located, as buildings in a salt environment tend to have a lesser life cycle and a higher maintenance requirement.

This sinking fund is not a building condition survey. 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 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 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; 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 sub-floor space.

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. This report is not an Asbestos report and no assessment was made of asbestos products.

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 were not readily accessible or inaccessible or obstructed at the time of inspection because of on alignment, vegetation.

The Figs O'Connell

3 June 2016

FINANCIAL SUMMARY

Report Year	Fiscal From	Opening Balance		Contribution Total P.A.	Contribution per Entitlement	Est Expenditure (inc GST)	Closing Balance	
		Beginning of Year	End of Year				Beginning of Year	End of Year
1	01/03/2016	\$12,650	\$11,500	\$5,750.00	\$5,750.00	\$0	\$64,150	\$64,150
2	01/03/2017	\$64,150	\$16,225	\$16,225	\$6,037.50	\$0	\$100,375	\$100,375
3	01/03/2018	\$100,375	\$100,375	\$11,659	\$6,981.12	\$1,100	\$119,933	\$119,933
4	01/03/2019	\$119,933	\$119,933	\$15,908	\$7,651.33	\$1,684	\$184,157	\$184,157
5	01/03/2020	\$184,157	\$184,157	\$18,295	\$8,049.20	\$156,312	\$76,141	\$76,141
6	01/03/2021	\$76,141	\$50,807	\$50,807	\$8,467.76	\$16,434	\$110,513	\$110,513
7	01/03/2022	\$110,513	\$53,449	\$53,449	\$8,008.08	\$14,931	\$149,030	\$149,030
8	01/03/2023	\$149,030	\$56,278	\$56,278	\$9,371.11	\$1,170	\$198,088	\$198,088
9	01/03/2024	\$198,088	\$59,152	\$59,152	\$9,858.61	\$4,722	\$252,518	\$252,518
10	01/03/2025	\$252,518	\$62,228	\$62,228	\$10,371.26	\$9,907	\$308,839	\$308,839
11	01/03/2026	\$308,839	\$65,863	\$65,863	\$10,910.52	\$8,069	\$362,233	\$362,233
12	01/03/2027	\$362,233	\$68,867	\$68,867	\$11,477.92	\$6,215	\$403,886	\$403,886
13	01/03/2028	\$403,886	\$72,449	\$72,449	\$12,051.77	\$185,869	\$270,465	\$270,465
14	01/03/2029	\$270,465	\$76,216	\$76,216	\$12,702.66	\$22,434	\$308,247	\$308,247
15	01/03/2030	\$308,247	\$80,179	\$80,179	\$13,363.19	\$289,753	\$94,673	\$94,673

QIA Group Pty Ltd

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SUMMARY OF ANNUAL FORECAST EXPENDITURE

March 2018	Expense Inc GST
SWIMMING POOL	
- Replace water chlorinator	\$1,767
- Maintain filter - replace sand	\$333
<u>Total Forecast Expenditure for year - March 2018 (Inc GST):</u>	
	\$2,100
Includes GST amount of :	
	\$191

March 2019	Expense Inc GST
SWIMMING POOL	
- Replace pool pump	\$1,684
<u>Total Forecast Expenditure for year - March 2019 (Inc GST):</u>	
	\$1,684
Includes GST amount of :	
	\$153

March 2020	Expense Inc GST
SUPERSTRUCTURE	
- Repaint building inc arch bars	\$110,509
- Repaint vent/downpipe	\$8,215
- Repaint soffits	\$2,282
- Scaffold/access equip allowance	\$18,709
ENTRY FOYER	
- Repaint walls	\$1,467
- Repaint ceiling	\$652
- Repaint door face	\$3,317
FENCING	
- Repaint external wall/fence	\$2,126

ITEMISED EXPENDITURE BY YEAR

Item	Current Cost	Year 1st applied	Remain Life/next Interval	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
SUPERSTRUCTURE																		
- Repaint building inc arch bars	\$17,720	2016	10					11,009										\$13,604
- Replace window fixtures and fittings	\$1,100	2016	9					831										\$1,100
- Repaint pool/enclosure	\$5,768	2016	10					2,232										\$1,100
- Scaffold/Equip allowance	\$1,120	2016	10					187										\$1,100
- Repaint substrate fence	\$5,175	2016	10					1,879										\$1,100
- Maintain drainage	\$4,420	2016	15															
MANAGEMENT																		
- Repaint foot landing	\$112	2018	6						197									
- Provision to replace garage door - 20 years - 50%	\$4,200	2018	15						1,401									
- Maintain/replace main garage door turning gear	\$100	2018	12						168									
- Replace garage door motor	\$1,120	2018	9															100%
DRIVEWAYS & PARKING																		
- Maintain driveway 1%	\$1,104	2018	12							248								
ENTRY FOYER																		
- Repaint walls	\$1,467	2016	10					1,467										\$1,467
- Repaint ceiling	\$652	2016	10					652										\$1,467
- Maintain floor for 10%	\$150	2016	10							548								\$1,467
- Repaint door face	\$3,317	2016	10					3,317										\$1,467
EXTERNAL WORKS																		
- Maintain common gate work	\$1,000	2016	10									18%						
FENCING																		
- Replace timber fencing in 20 yrs 50%	\$1,400	2016	10										2648					\$1,400
- Repaint external wall/fence	\$1,100	2016	10															\$1,100

FURNITURE & FITTINGS

- Install/Replace emergency lighting 50%

\$5,634

\$9,353

STAIRWELL

- Repaint door face

\$1,276

\$2,570

PLANT & EQUIPMENT

- Replace lift sump pump

\$2,126

\$8,005

Total Forecast Expenditure for year - March 2020 (Inc GST):\$156,312**STAIRWELL**

- Repaint door face

\$14,210

\$2,118

SWIMMING POOL

- Replace water chlorinator

Expense

\$3,247

- Maintain filter - replace sand

Inc GST

\$612

BASEMENT

- Repaint lines/kerbing

\$197

\$3,530

- Maintain/repair main garage door running gear

\$1,461

\$289,753

- Replace garage door motor

\$1,968

\$26,341

FURNITURE & FITTINGS

- Ongoing partial replacement of lighting

\$3,027

Includes GST amount of :

FIRE PROTECTION SYSTEMS

- Provision to replace fire hose reels

\$4,697

- Provision to replace portable fire extinguishers

\$4,697

SWIMMING POOL

- Maintain filter - replace sand

\$388

Total Forecast Expenditure for year - March 2021 (Inc GST):\$16,434

Includes GST amount of :

\$1,494

March 2029	Expense Inc GST
ENTRY FOYER	
- Maintain floor tiles 10%	\$783
FURNITURE & FITTINGS	
- Ongoing partial replacement of lighting	\$4,541
- Provision to replace door closers	\$3,020
FIRE PROTECTION SYSTEMS	
- Provision to replace fire hose reels	\$7,046
- Provision to replace portable fire extinguishers	\$7,046
Total Forecast Expenditure for year - March 2029 (Inc GST):	\$22,434
Includes GST amount of :	
	\$2,039

March 2030	Expense Inc GST
SUPERSTRUCTURE	
- Repaint building inc arch bars	\$183,466
- Repaint vent/downpipe	\$13,638
- Repaint soffits	\$3,788
- Scaffold/access equip allowance	\$31,060
BASEMENT	
- Replace garage door motor	\$3,106
ENTRY FOYER	
- Repaint walls	\$2,435
- Repaint ceiling	\$1,082
- Repaint door face	\$5,506
FENCING	
- Repaint external wall/fence	\$3,530

March 2022	Expense Inc GST
SUPERSTRUCTURE	
- Replace window fixtures and fittings	\$2,965
DRIVEWAYS & PARKING	
- Maintain driveway 3%	\$2,485
ENTRY FOYER	
- Maintain floor tiles 10%	\$549
FURNITURE & FITTINGS	
- Provision to replace door closers	\$2,118
SWIMMING POOL	
- Maintain tiled pool concourse 15%	\$2,329
PLANT & EQUIPMENT	
- Replace hot water system	\$3,921
- Replace hot water pumps	\$565
Total Forecast Expenditure for year - March 2022 (Inc GST):	\$14,931
Includes GST amount of :	
	\$1,357

March 2023	Expense Inc GST
FURNITURE & FITTINGS	
- Provision to replace mail boxes	\$1,213
- Provision to replace intercom handsets	\$1,584
- Provision to upgrade intercom systems & associated equipment	\$2,393
SWIMMING POOL	
- Provision to replace pool furniture	\$1,980
Total Forecast Expenditure for year - March 2023 (Inc GST):	\$7,170
Includes GST amount of :	
	\$652

March 2024	Expense Inc GST
EXTERNAL WORKS	
- Maintain common pipework	\$1,875
SWIMMING POOL	
- Replace water chlorinator	\$2,396
- Maintain filter - replace sand	\$451
<u>Total Forecast Expenditure for year - March 2024 (Inc GST):</u>	<u>\$4,722</u>
Includes GST amount of :	\$429
March 2025	
FENCING	
- Replace timber fencing in 20 yrs 50%	\$2,648
FURNITURE & FITTINGS	
- Install/Replace emergency lighting 50%	\$7,259
<u>Total Forecast Expenditure for year - March 2025 (Inc GST):</u>	<u>\$9,907</u>
Includes GST amount of :	\$901

March 2026	Expense Inc GST
BASEMENT	
- Provision to replace garage door-20 years - 50%	\$8,069
<u>Total Forecast Expenditure for year - March 2026 (Inc GST):</u>	<u>\$8,069</u>
Includes GST amount of :	\$734

March 2027	Expense Inc GST
SUPERSTRUCTURE	
- Replace balustrade fixings	\$10,459
- Maintain awnings	\$9,944
BASEMENT	
- Repaint lines/kerbing	\$267
ROOF	
- Replace/maintain liquid membrane	\$33,833
STAIRWELL	
- Maintain rails	\$2,547
SWIMMING POOL	
- Replace pool pump	\$2,526
- Maintain filter - replace sand	\$525
- Provision to replace pool fence	\$7,114
<u>Total Forecast Expenditure for year - March 2027 (Inc GST):</u>	<u>\$67,215</u>
Includes GST amount of :	\$6,110
March 2028	
SWIMMING POOL	
- Maintain pool surface	\$26,407
PLANT & EQUIPMENT	
- Refurbish lift interior	\$21,262
- Allowance for mechanical upgrade of lift partial accrual 50%	\$138,201
<u>Total Forecast Expenditure for year - March 2028 (Inc GST):</u>	<u>\$185,869</u>
Includes GST amount of :	\$16,897

Regular Visual Termite Inspection Report in accordance with AS 3660.2-2017

Client: NARLETS BODY CORPORATE MANAGEMENT Re: Structure at: THE FIGS ON O'CONNELL
40 O'CONNELL ST CD 27858
KANUKOO POW 4169
 Address: PO Box 111 State: Qld Postcode: 4075
COORUA
 Phone: 07 3379 7455 Fax: _____ Mobile: _____
 Date of the Inspection: 15-06-2020 Invoice No: 01862

1. Brief description of the building and other structures on the property:

Type: Domestic ☐ Commercial ☐ Apartment/Unit/Flat ☒ Other: VISUAL TERMITE INSPECTION
 Height: Single Storey ☐ Multistorey ☒ Split Level ☐ Other: NO COMMON AREAS ONLY
 Building: Cavity Brick ☐ Brick Veneer ☐ Concrete Block ☒ Stone ☐ Weather-board ☐ Stucco ☐ Plastic/Vinyl ☐
 Aluminium ☐ Hardiplank ☐ Coated Metal Sheeting ☐ Other Sheeting ☐ Other: _____
 Piers: Brick ☐ Concrete ☐ Timber ☐ Stone ☐ Steel ☐ Other: _____
 Floor: Concrete Slab ☒ Timber with Concrete Areas ☐ Timber ☐ Chipboard ☐ Infill Slab ☐
 Timber with hardboard areas ☐ Other: _____
 Roof: Tile ☐ Coated Metal ☒ Iron ☐ Aluminium ☐ Other: _____
 Fences: Colour Bond Type ☐ Timber ☒ Brick ☒ Wire & Post ☐ Other: _____

1.1 Brief description of areas inspected:

Interior ☐ Roof void ☐ Subfloor ☒ Wall exterior ☒ Garage ☒ Carport ☐ Out buildings ☐ Trees ☒ Stumps ☒
 Posts ☐ Fences ☒ Garden ☒ Timber retaining walls ☐ Landscaping timbers ☐ Other: STAIRWELL

Only structures, fences, trees etc within 50 m of the building but within the boundary of the property were inspected. When a building, or part of a building is constructed on a concrete slab it is always more susceptible to concealed termite entry.

1.2 Area/s* NOT Inspected and/or Area/s* to which REASONABLE ACCESS for Inspection was NOT AVAILABLE and the Reason/s why:

☐ Interior because _____
☐ Roof void because _____
☒ Subfloor because OF STORED GOODS
☐ Wall exterior because _____
☒ Garage because OF STORED GOODS
☐ Carport because _____
☐ Out buildings because _____
☐ Trees, stumps and/or posts because _____
☐ Fences because _____
☐ Garden and landscaping timbers because _____
☐ Timber retaining walls because _____
☐ Slab edge, which normally would be exposed because _____
☐ Other: _____ because _____

* Since a complete inspection of the above areas was not possible, termite activity and/or damage may exist in these areas.

No inspection was made, and no report is submitted, of inaccessible areas. These include, but may not be limited to, concealed frame timbers, eaves, areas concealed by concrete floors, wall linings, soil, landscaping, rubbish, floor coverings, furniture, pictures, appliances, stored items, insulation, hollow blocks/posts. Furnishings, furniture & stored items were not inspected.

Regular Visual Termite Inspection Report in accordance with AS 3660.2-2017

Important Information Any person who relies upon the contents of this report does so acknowledging that the clauses and information on pages 1, 4, 6 and 7 define the Scope and Limitations of the inspection and form an integral part of the report.

1. **THIS IS A VISUAL INSPECTION ONLY in accordance with the Australian Standard Termite management Part 2: In and around existing buildings and structures – Guidelines AS 3660.2-2017.** Visual inspection was limited to those areas and sections of the property to which reasonable access (See definition on page 4 of this report) was both available and permitted on the date of Inspection. The inspection DID NOT include breaking apart, dismantling, removing or moving objects including, but not limited to, foliage, mouldings, roof insulation or sisalation, floor or wall coverings, sidings, ceilings, floors, furnishings, appliances or personal possessions. The inspector **CANNOT** see inside walls, between floors, inside skillion roofing, inside the eaves, behind stored goods in cupboards or in other areas that are concealed or obstructed. The inspector **DID NOT** dig, gouge, force or perform any other invasive procedures. An invasive inspection will not be performed unless a separate contract is entered into. In an occupied property it must be understood that furnishings or household items may be concealing evidence of termites which may only be revealed when the items are moved or removed.
2. **SCOPE OF REPORT.** This Report is confined to reporting on the discovery, or non-discovery, of infestation and/or damage caused by subterranean termites (white ants), (hereinafter referred to as “termites”), present on the date of the Inspection. The Inspection did not cover any other pests and this Report does not comment on them. Dry wood termites (Family: KALOTERMITIDAE), dampwood termites, borers of seasoned timber and wood decay fungi were excluded from the Inspection, but have been reported on if, during the Inspection, any visual evidence of infestation happened to be found.
3. **LIMITATIONS.** Nothing contained in the Report implies that any inaccessible or partly inaccessible areas or sections of the property being inspected by the Inspector on the date of the Inspection were not, or have not been, infested by termites. Accordingly this Report is not a guarantee that an infestation and/or damage does not exist in any inaccessible or partly inaccessible areas or sections of the property. Nor is it a guarantee that a future infestation of termites will not occur or be found. No inspection of any furnishings or household items was made. No warranty is applicable, as this is an inspection only.
4. **DETERMINING EXTENT OF DAMAGE.** This Report does not and cannot state the extent of damage. It is **NOT** a structural damage report. If any evidence of termite activity or damage is reported, then it must be assumed there may be some degree of concealed damage. By way of example; where evidence of activity and/or damage is reported in the roof void timbers then damage is likely to be present in concealed wall timbers. A qualified person such as a Builder, Engineer, Architect or other qualified expert in the building trade should be asked to determine the full extent of the damage, if any, and the extent of repairs that may be required. This firm is not responsible for the repair of any damage whether disclosed or not.
5. **POSSIBLE HIDDEN DAMAGE.** If termite activity and/or damage is found, within the Structures **OR** the grounds of the property, then damage may exist in concealed areas, eg framing timbers. An **INVASIVE INSPECTION** is strongly recommended in this case. Damage may only be found when wall linings, cladding or insulation are removed to reveal previously concealed timbers.
6. **CONSUMER COMPLAINTS PROCEDURE.** In the event of any dispute or claim arising out of, or relating to the Inspection or the Report, You must notify Us as soon as possible of the dispute or claim by email, fax or mail. You must allow Us (which includes persons nominated by Us) to visit the property (which visit must occur within twenty-eight (28) days of your notification to Us) and give Us full access in order that We may fully investigate the complaint. You will be provided with a written response to your dispute or claim within twenty-eight (28) days of the date of the inspection.
7. In the event any litigation is bought as a result of the inspection and/or report, you indemnify us against any legal fees and expenses incurred where you have not first allowed Us the opportunity to visit the property to investigate the complaint and provide you with a written response within 28 days.

1.3 High Risk Area(s) to which Access should be gained, or fully gained, since they may show evidence of termites or damage:

Interior ☐ Roof void ☐ Subfloor ☐ Wall exterior ☐ Garage ☐ Carport ☐ Out buildings ☐ Slab Edge ☐ Weepholes ☐
Other: _____ Comment: _____

Recommendation: Further Inspections are strongly recommended to areas where Reasonable Access is Unavailable, Obstructed or Restricted or a High Risk of possible Timber Pests and /or Damage exists.

Was Insulation present in the Roof Void? YES ☐ NO ☐ Unable to determine ☒ Reason: COMMON AREAS ONLY

Where insulation is present in the roof void it is recommended it be moved or removed and an inspection be carried out to the wall top plate timbers and other roofing timbers covered by the insulation. This invasive inspection will not be performed unless a separate contract is entered into.

Was the property furnished at the time of inspection? YES ☐ NO ☐ Comments: N/A

Where a property is furnished at the time of the inspection then you must understand that the furnishings and stored goods may be concealing evidence of termite activity. This evidence may only be revealed when the furnishings and stored goods are moved. In this case a further inspection of the property is strongly recommended.

2.0 SUBTERRANEAN TERMITES

2.1 At the time of the inspection were active termites (live insects) found? YES ☐ NO ☒ (if answer is NO go to 2.2)

Active termites were located in but not necessarily limited to the following areas:

Interior ☐ Roof void ☐ Subfloor ☐ Wall exterior ☐ Garage ☐ Carport ☐ Out buildings ☐ Trees ☐ Stumps ☐
Posts ☐ Fences ☐ Garden ☐ Timber retaining walls ☐ Landscaping timbers ☐ Other: N/A

The termites are believed to be: *Coptotermes species* ☐ *Schedorhinotermes species* ☐ *Nasutitermes species* ☐
Heterotermes species ☐ *Mastotermes darwiniensis* ☐ *Microcerotermes species* ☐ Other: N/A
and have the potential to cause Moderate ☒ Moderate to Extensive ☐ Extensive to Severe ☐ amounts of damage to timber including structural damage.

2.2 A termite nest was found - NO ☒ YES ☐ (state the location): _____

Where a termite nest is located on or near the property, the risk of termite infestation is increased.

2.3 At the time of the inspection was visible evidence of subterranean termite workings and/or damage located? YES ☒ NO ☐

If no evidence of termites was found at this inspection be aware that at the initial stages of a termite attack there is often no evidence that an attack has commenced, such evidence may only become apparent sometime after the attack has commenced. As the Inspection can only report details of what was found on the day of the inspection, we strongly recommend that should you find evidence of new termite workings or damage prior to the next recommended Inspection you should contact our Company immediately.

2.4 Termite damage ☐ and/or workings ☒ were found mainly in but not necessarily limited to:

Interior ☐ Roof void ☐ Subfloor ☒ Wall exterior ☐ Garage ☐ Carport ☐ Out buildings ☐ Trees ☐ Stumps ☐
Posts ☐ Fences ☐ Garden ☐ Timber retaining walls ☐ Landscaping timbers ☐ Other: _____

Comments: IN BASEMENT OF STAIRWELL

VERY IMPORTANT: Where any termite activity or damage is noted you must realise that further termite damage may be present in concealed areas. A building expert should determine the full extent of damage. See Clauses 3, 4 and 5 on page 1.

Whilst we are not builders, the termite damage appears to be:- Moderate ☒ Moderate to extensive ☐ Extensive ☐

Extensive & Severe ☐ See Clause 4 on page 1. More information on general areas of damage and/or activity may be given on page 8 at Additional Information and/or Mud Map.

IMPORTANT: If no live termites were noted above but visual evidence of termite workings and/or damage or any other signs of termites are reported then there may be active termites in concealed areas. Termites may still be active in the immediate Vicinity and may return to cause further damage. In most cases it may not be possible without the benefit of further investigation and subsequent inspections to ascertain whether an infestation is active or inactive. Active termites may simply have not been present at the time of inspection due to a prior disturbance, climatic conditions, or they may have been utilising an alternative feeding source. Continued, regular, inspections are essential. Unless written evidence of an appropriate termite management program in accord with "AS 3660 Termite Management" is provided, a treatment must always be considered to reduce the risk of further attack.

2.5 High Moisture Readings: Were found? YES ☒ NO ☐ if yes, the areas were: IN CARP AREA

If high moisture readings are found and unaccounted for, the use of a Termite Movement Tracker, Thermal Imaging Camera or a Termite Detection Animal if practical or determined necessary by the inspector, may provide further supportive evidence but If high moisture was reported then you must have a building expert investigate the moisture and its cause and determine the full extent of damage and the estimated cost of repairs.

2.6 Was evidence of a possible previous treatment found? ☐ YES ☒ NO If Yes Describe: _____

2.7 A durable sign was ☐ was not ☒ located. If located, the sign was found in the meter box ☐ the entry to the subfloor ☐ or other ☐. It indicates that a physical ☐ or a chemical treated zone ☐ or Monitoring and Baiting system ☐ or another management system. Describe: _____ has been installed.

If the chemical used was identified its period of protection as provided by the label is _____ years from the date of installation.

The termite management system: Appears to have been maintained ☐. Does not appear maintained ☐. Could not be determined ☐.

Comment: _____

This firm can give no assurances with regard to work that may have been previously performed by other firms.

2.8 Subterranean termite treatment recommendation: A suitable management program that accords with AS 3660 against subterranean termites is considered Essential ☐. Is recommended ☒. A treatment installed by our firm is current ☐. A recommended treatment as agreed is being installed ☐. Recommended as no treatment is installed ☐. Recommended as installed treatment not verified ☐.

Comment: _____

2.9 Termite Shields "Ant Caps" form part of Physical Termite Systems. They need to be in good order, complete, continuous and observable in order to fulfil their intended purpose. The function of this type of system is to force termite workings to be exposed if termites are entering or attempting to enter the property. Where it is observed that these conditions are not present, termite shielding must be reported as inadequate.

You should read and understand the following important information. It will help explain what is involved in a termite inspection, the difficulties faced by a termite inspector and why it is not possible to guarantee that a property is free of termites. It also details important information about what you can do to help protect your property from termites. This information forms an integral part of the report. If you do not understand any part of this report then please ask the Inspector to explain.

IMPORTANT

This report is provided solely for the benefit of the person/s named in this report **or their client**. Any third party relying on this report either wholly or in part does so at their own risk. We accept no liability whatsoever to any third party relying on this report.

Filled areas, areas with less than 400 mm clearance, damp areas, leaking pipes, form work timbers, scrap timbers, tree stumps etc either in the subfloor or adjoining, or close to the building are conducive to termite infestation. All leaks or drainage problems must be repaired. All form work, scrap timber and/or stumps must be removed from under and/or around the building/s. Rubbish should be removed from the subfloor areas to allow access for inspection. Items susceptible to termites, such as cardboard boxes, timber, firewood etc, should not be stored on the ground in the subfloor area.

This is an inspection only. No treatment or replenishment of any existing termite management systems has taken place. Termites may still enter the buildings or other structures at any time. You acknowledge this fact and agree that this company is not liable for any termite entry, or for any damage that may result. Modern termiticides are designed to degrade. This means the length of life of these chemical treated zones is limited. It is important that the property is inspected at least annually.

REASONABLE ACCESS

Only areas to which reasonable access is available were inspected and AS3660 refers to AS 4349.3 which defines reasonable access. Access will not be available where there are safety concerns, or obstructions, or the space available is less than the following:

ROOF VOID - the dimensions of the access hole must be at least 500mm x 400mm, and, reachable by a 2.1M step ladder or 3.6M ladder, and, there is at least 600mm x 600mm of space to crawl:

ROOF EXTERIOR - must be accessible by a 3.6M ladder placed on ground.

INDUSTRY ACCEPTED SUB FLOOR ACCESS - the dimensions of the access hole must be at least 500mm x 400mm and, there is at least 400mm of space to crawl beneath the lowest bearer, or, 500mm beneath the lowest part of any concrete floor.

Reasonable access does not include the use of destructive or invasive inspection methods. Nor does reasonable access include cutting or making access traps, or moving heavy furniture or stored goods.

A MORE INVASIVE PHYSICAL INSPECTION IS AVAILABLE IF RECOMMENDED

As detailed above, there are many limitations to this visual inspection only. With the permission of the owner of the premises we WILL perform a more invasive physical inspection that involves moving or lifting: insulation, stored items, furniture or foliage during the inspection. We WILL physically touch, tap, test and when necessary force/gouge suspected accessible timbers. We WILL gain access to areas, where physically possible and considered practical and necessary, by way of cutting traps and access holes. This style of inspection is available by request. Several days notice may be required. Time taken for this type of inspection will be greater than for a VISUAL INSPECTION. It involves disruption in the case of an occupied property, and some permanent marking is likely. You must arrange for the written permission of the owner who must acknowledge all the above information and confirm that our firm will not be held liable for any damage caused to the property. Price available on request.

CONCRETE SLAB HOMES

Homes constructed on concrete slabs present special problems with respect to termite attack. If concrete paths, patios, pavers, garden beds, lawns, foliage, etc conceal the edge of the slab, then it is possible for termites to effect concealed entry into the property. They can then cause extensive damage to concealed framing timbers. Even the most experienced inspector may be unable to detect their presence due to concealment by wall linings. Only when the termites attack timbers in the roof void, which may in turn be concealed by insulation, can their presence be detected. Where termite damage is located in the roof it should be expected that concealed framing timbers will be extensively damaged. **With a concrete slab home it is imperative that you expose the edge of the slab and ensure that foliage and garden beds do not cover the slab edge. Weep holes must be kept free of obstructions.**

Client Copy

Whilst not a builder it appears that termite shields are:

Adequate ☐ Inadequate ☐ Not Applicable ☒ Unable to assess ☐

If considered inadequate a builder or other building expert should be consulted.

NB Physical barrier systems installed in wall cavities etc are not visible to inspection and no comment is made on such systems.

2.11 Wood rot: At the time of the inspection was visible evidence of wood decay fungi (rot) found? YES ☒ NO ☐

Evidence was found in Interior ☐ Roof void ☐ Subfloor ☐ Wall exterior ☐ Garage ☐ Fences ☒ Other: _____

Wood decay fungi are conducive to subterranean termites. You should consult a builder or other building expert to find out what must be carried out to prevent further decay (repairing of drainage, leaks and/or sealing the timber) and to repair the damage.

2.12 Construction features and/or situations that appear conducive to (may attract) subterranean termite infestation and recommendations are: -

Timber in the subfloor ☐ [remove] Timber stored against the building/s ☐ [remove] Timber debris around the outside of the building/s ☐ [remove] Formwork left in place in subfloor and/or under suspended slabs ☐ [remove] Hot water tank overflow pipe needs to be drained further away from the house or to a drain ☐ [rectify] Trees, stumps and/or timber posts should be test drilled and monitored ☐ [see attached proposal if attached] Timber retaining wall/s should be replaced with non-susceptible materials ☐ [remove & replace, consult a builder first] Landscape timbers should be replaced with non-susceptible material ☐ [remove and replace] Heavy foliage against the building/s ☐ [remove] Timber structures in contact with the soil and are attached to the building/s ☐ [either remove or fit termite proof stirrups between soil and the timber] Patios and paths etc attached to the building/s ☐ [where possible gain access/have regular termite inspections]

Other: - _____

NOTE: Where timber is used for external structures e.g. Balconies, Verandas it may be susceptible to fungal decay or termite attack, it is recommended that you consult a Builder or other specialist in the field to inspect exposed timbers and provide expert advice on their durability and suitability for the situation in which they are used.

2.13 At the time of the inspection the degree of risk of subterranean termite infestation to the overall property was considered to be:

Moderate ☐ Moderate to High ☒ High ☐ Extremely High ☐

3.0 ENVIRONMENTAL CONDITIONS THAT ARE CONDUCTIVE TO TERMITES

3.1 Drainage: Poor drainage, especially in or into the subfloor or against the external walls, increases the likelihood of termite attack.

Whilst not a plumber, it appears that drainage is generally: Adequate ☒ Inadequate ☐ Not able to assess ☐ Not applicable ☐

Areas where drainage was inadequate or not able to be assessed on the day of inspection it is recommended to consult a plumber/drainier:

3.2 Water leaks: Water leaks, especially in or into the subfloor or against the external walls, increases the likelihood of termite attack.

Leaking showers units, leaks from outdoor taps, rainwater tanks or leaks from other 'wet areas' also increase the likelihood of termite attack. Whilst not a plumber, it appears that water leaks are: Present ☐ Not present ☒

Areas where leaks should be attended to by a plumber or other expert and why: _____

3.3 Hot Water Services and air conditioning units: which release water alongside or near to building walls need to be connected to a drain as the resulting wet area is highly conducive to termites. If this is not possible the water needs to be piped several meters away from the building.

Is there a need for this work to be carried out? Yes ☐ No ☒

Where drainage is considered inadequate or water leaks are reported then a plumber, builder or other building expert should be consulted.

3.4 Ventilation: Ventilation, particularly to the sub-floor region is important in minimising the opportunity for termites to establish themselves within a property. Whilst not a builder the ventilation appears to be generally: Adequate ☒ Inadequate ☐ Not able to assess ☐ Not applicable ☐

Where ventilation needs to be improved or could not be assessed consult a builder or other expert.

We have attached a proposal to carry out ventilation improvement work: Yes ☐ No ☐ Not applicable ☒

3.5 Slab Edge Exposure: Where external concrete slab edges are not exposed there is a high risk of concealed termite entry. In some buildings built since July 1995 the edge of the slab forms part of the termite shield system. In these buildings an inspection zone of at least 75mm should be maintained to permit detection of termite entry. The edge should not be concealed by render, tiles, cladding, flashing, adjoining structures, paving, soil, turf or landscaping etc. Where this is the case you should arrange to have the slab edge exposed for inspection. Concealed termite entry may already be taking place but could not be detected at the time of the inspection. This may have resulted in concealed timber damage.

Does the slab edge inspection zone fully comply?

No, arrange for slab edge to be exposed ☐ No, not required as it is an infill slab ☐ Not applicable ☒ Yes ☐

Not able to comment - refer to note top of page 6 ☐

Note: A very high proportion of termite attacks are over the edge of both infill and other concrete slab types. Covering the edge of a concrete slab makes concealed termite entry easy. Infill slab type construction has an even higher risk of concealed termite ingress as the slab edge is concealed due to the construction design and cannot be exposed. The type of slab may only be determined by assessment of the construction plans by a qualified person e.g. Builder or Architect. Construction Plans may be obtainable from your local Council or Builder. Termite activity and or damage may be present in concealed timbers of the building. **We strongly recommend** frequent regular termite or timber pest inspections in accordance with AS 3660.2 or AS 4349.3. Where the slab edge cannot be determined then we strongly recommend termite or timber pest inspections every 3-6 months in accordance with AS 3660.2 or AS 4349.3.

Infill Slabs: A slab on the ground cast between walls. Other slabs should be in accordance with AS 2870 - 2011 and/or AS 3660.1-2014 and for more information you should ask a builder."

You should read and understand the following important information. It will help explain what is involved in a termite inspection, the difficulties faced by a termite inspector and why it is not possible to guarantee that a property is free of termites. It also details important information about what you can do to help protect your property from termites. This information forms an integral part of the report. If you do not understand any part of this report then please ask the Inspector to explain.

SUBTERRANEAN TERMITES

No property is safe from termites! Termites are the cause of the greatest economic losses of timber in structures in Australia. Independent data compiled by State Forests shows 1 in every 5 homes is attacked by termites at some stage in its life, however CSIRO data indicates that it could be as high as 1 in 3. Australia's subterranean termite species (white ants) are the most destructive termites in the world. In fact it can take "as little as 3 months for a termite colony to severely damage almost all the timber in a home".

How termites attack your home: The most destructive species live in large underground nests containing several million timber destroying insects. The problem arises when a nest matures near your home. Your home provides natural shelter and a food source for the termites. The gallery system of a single colony may exploit food sources over as much as one hectare, with individual galleries extending up to 50 metres to enter your home, where there is a smorgasbord of timber to feast upon. Even concrete slabs do not act as a barrier; they can penetrate through cracks in the slab to gain access to your home. They even build mud tubes to gain access to above ground timbers. In rare cases termites may create their nest in the cavity wall of the property without making ground contact. In these cases it may be impossible to determine their presence until extensive timber damage occurs.

Termite damage: Once in contact with the timber they excavate it, often leaving only a thin veneer on the outside. If left undiscovered the economic species can cause many thousands of dollars damage and may cost two to five thousand dollars (or more) to treat.

Subterranean termite ecology: These termites are social insects usually living in underground nests. Nests may be in trees or in rare instances they may be in above ground areas within the property. They tunnel underground to enter the building and then remain hidden within the timber making it very difficult to locate them. Where timbers are concealed, as in most modern homes, it makes it even more difficult to locate their presence, especially if gardens have been built up around the home and termite management systems are either not in place or poorly maintained. Termites form nests in all sorts of locations and they are usually not visible. There may be more than one nest on a property. The diet of termites in the natural environment is the various hardwood and softwood species growing throughout Australia. These same timbers are used in buildings. Worker termites move out from their underground nest into surrounding areas where they obtain food and return to nurture the other casts of termites within the nest. Termites are extremely sensitive to temperature, humidity and light and hence cannot move over ground like most insects. They travel in mud encrusted tunnels to the source of food. Detection of termites is usually by locating these mud tunnels rising from the ground into the affected structure. This takes an expert eye.

Termite management systems installed to AS3660 help protect a building by forcing termites to show themselves. Termites can build mud tunnels around termite management systems to reach the timber above. The presence of termite tracks or leads does not necessarily mean that termites have entered the timber. A clear view of walls and piers and easy access to the sub-floor means that detection of termites should be fairly easy. However many styles of construction do not lend themselves to ready detection of termites. The design of some properties is such that they make the detection by a pest inspector difficult, if not impossible.

The tapping and probing of walls and internal timbers is an adjunct or additional means of detection of termites but is not as reliable as locating tracks. The use of a moisture meter is a useful aid for determining high moisture levels which may indicate the presence of termites concealed behind wall panels. Damage and termite workings that have dried out will not be recorded. It may also provide false readings. Termite tracks may be present in the ceiling space however some roofs of a low pitch and with the presence of sisalation, insulation, air conditioning ductwork and hot water services may prevent a full inspection of the timbers in these areas. Therefore since foolproof and absolute certain detection is not possible the use of termite management systems and regular inspections is a necessary step in protecting timbers from termite attack.

TIMBER DECAY FUNGI

The fruiting bodies of wood decay fungi vary in size, shape and colour. The type of fungi encountered by pest controllers usually resides in poorly ventilated subfloors, below wet areas of the home, exterior timbers and in areas that retain water in the soil. The durability and type of timbers are factors along with the temperature and environment. Removal of the moisture source usually alleviates the problem. **Fungal decay is attractive to termites** and if the problem is not rectified it may well lead to future termite attack.

3.6 Weep holes in external walls: It is very important that soil, lawn, concrete paths or pavers do not cover the weep holes. Sometimes they have been covered during the rendering of the brick work. They should be clean and free flowing. Covering the weep holes in part or in whole may allow undetected termite entry.

Were the weep holes clear allowing the free flow of air? No, arrange for weep holes to be exposed ☐ Not applicable ☒ Yes ☐

Not able to comment ☐ because _____

3.7 Environmental, other Conditions and/or general information: _____

It is **strongly recommended** that a full Inspection and Report be carried out every 12 months. Regular inspections DO NOT stop termite attack, but are designed to limit the amount of damage that may occur by detecting problems early.

AS 3660 and AS 4349.3 both recommend at least 12 monthly inspections but strongly advise more frequent inspections. Regular inspections DO NOT stop termite attack, but are designed to limit the amount of damage that may occur by detecting problems early.

ADDITIONAL INFORMATION AND/OR MUD MAP (NOT TO SCALE)

Important: If you become aware of any termite activity DO NOT disturb or treat the termites or their workings in anyway but contact our Company immediately. Home treatments do not work and will invalidate any warranty in place.

AT THE TIME OF THIS INSPECTION NO ACTIVE TERMITES WERE
DISCOVERED IN THE BODY CORPORATE COMMON AREAS

IT IS IMPORTANT THAT THIS PROPERTY IS INSPECTED AT
LEAST ANNUALLY DUE TO THE SURROUNDING ENVIRONMENT

The Inspection and Report was carried out by: _____

DAVID OCKENDON

(Name of Inspector)

State Licence No: PMR 5003154512

Insurance Termite Accreditation No: _____

10909

Dated this 15th day of JUNE 20 20

SIGNED FOR AND ON BEHALF OF: _____

KEY PEST MANAGEMENT

(Name of Company)

Signature: _____

[Signature]

IMPORTANT INFORMATION

There is no warranty given or implied as a result of the inspection or this report. The report can only give details of what was found on the day and at the time of the inspection. Termites can gain entry to the structures at any time.

General remarks: A more thorough INVASIVE INSPECTION is available. Where any current visible evidence of termite activity is found it is strongly recommended that a more invasive inspection is performed. Trees on the property have been visually inspected up to a height of 2m, where possible and practicable, for evidence of termite activity. It is very difficult, and normally impossible to locate termite nests since they are mainly underground and evidence in trees is usually well concealed. We therefore strongly recommend that you arrange to have trees test drilled for evidence of termite nests.

Important Maintenance Advice regarding Integrated Pest Management for Protecting against termites

Termites can attack any structure. Periodic maintenance should include measures to minimise possibilities of infestation in and around a property. Factors that may lead to infestation from termites include: -

- Situations where the edge of the concrete slab is covered by soil or garden debris.
- Filled areas, areas with less than 400mm clearance.
- Foam insulation at foundations.
- Poor drainage, leaking pipes, damp areas, form-work timbers, scrap timber, tree stumps, mulch, tree branches touching the structure, wood rot and timber retaining walls. **Note:** Termites often build nest behind timber retaining walls.
- Gardens, pathways or turf abutting or concealing the edge of a concrete slab will allow for concealed entry by termites.

All timber in contact with soil such as formwork, retaining walls, scrap timbers, firewood or stumps must be removed from under and around the buildings and any leaks or poor drainage repaired. **You should endeavour to ensure such conditions DO NOT occur around your property.**

We further advise that you engage a professional pest control firm to provide a suitable termite management program in accord with AS 3660 to minimise the risk of termite attack. There is no way of preventing termite attack. AS 3660 advises that even when a complete termite management system is installed in accordance with these Standards, it is possible termites may bridge the management system. However, if bridging occurs, then signs of this bridging would normally be found during the regular inspections recommended by these Standards.

Therefore it is essential that the regular inspections recommended in this report are carried out in addition to any suitable termite management system you install.

DISCLAIMER OF LIABILITY: - No liability shall be accepted on account of failure of the Report to notify any termite activity and/or damage present at or prior to the date of the Report in any areas(s) or section(s) of the subject property physically inaccessible for inspection, or to which access for Inspection is denied by or to the Licensed Inspector (including but not limited to any area(s) or section(s) so specified by the Report).

DISCLAIMER OF LIABILITY TO THIRD PARTIES: - Compensation will only be payable for losses arising in contract or tort sustained by the client named on the front of this report. Any third party acting or relying on this Report, in whole or in part, does so entirely at their own risk.

There are two very helpful books available, complete with excellent colour photos, which you might like to purchase. These are: -

A Homeowner's Guide to Detection and Control of Termites and Borers
and

A Homeowner's Guide to Detection and Control of Common Household Pests

Both books were written by Phillip Hadlington & Christine Marsden

and Published by University of New South Wales

Ask your inspector for details and prices.

MINUTES
ANNUAL GENERAL MEETING

Body Corporate for THE FIGS ON O'CONNELL Community Titles Scheme 27858

HELD AT: Onsite, Lot 2, 40 O'Connell Street, , Kangaroo Point

DATE OF MEETING: 30/04/2019

TIME OF MEETING: 05:00 pm

PRESENT IN PERSON: Lot 2 A Worn
Lot 3 D Sutherland
Lot 5 D & P Jones
Lot 6 T & M Powell

PROXY TABLED: Nil

VOTING PAPERS SUBMITTED: Nil

APOLOGIES: Lot 1 G & P McMahon
Lot 4 A Ohlrich

COMPANY NOMINEE: Nil

QUORUM: YES the Chairperson declared the meeting open at 5:00 PM

CHAIRPERSON: Joan Andersen at the request of the Meeting

ATTENDANCE BY INVITATION: Joan Andersen representing Hartley's Body Corporate Management.

MOTIONS CONSIDERED:

Motion	1.	Confirmation of Minutes	ORDINARY RESOLUTION	STATUTORY MOTION
		PROPOSED BY The Committee	LOT NO:	N/A

That the minutes of the Annual General Meeting held on 01/05/2018 as distributed to all lot owners and recorded in the Body Corporate Minute File are a true and accurate record of the proceedings of that meeting.

CARRIED

YES	NO	ABSTAIN
4	-	-

Motion	2.	Statement of Accounts	ORDINARY RESOLUTION	STATUTORY MOTION
		PROPOSED BY The Committee	LOT NO:	N/A

That the attached Statements of Financial Position and Financial performance for the financial period ended 28/02/2019 be accepted.

CARRIED

YES	NO	ABSTAIN
4	-	-

Motion	3.	Audit	SPECIAL RESOLUTION	STATUTORY MOTION
		PROPOSED BY The Committee	LOT NO:	N/A

That the Body Corporate statement of accounts for the financial year 01/03/2019 to 29/02/2020 not be audited.

*NOTE: If you want the accounts to be audited, vote No. If you do not want the accounts to be audited, vote Yes.
Refer to Explanatory Schedule For More Information*

CARRIED

YES	NO	ABSTAIN
4	-	-

Motion	4.	Auditor	ORDINARY RESOLUTION	STATUTORY MOTION
		PROPOSED BY The Committee	LOT NO:	N/A

That Kelly + Partners Chartered Accountants, who holds the required qualifications under the Body Corporate and Community Management Act 1997, is appointed to audit the books and accounts for the financial year.

Motion Ruled Out of Order As Motion 3 Was Carried

Motion	5.	Administration Fund Budget & Contributions	ORDINARY RESOLUTION	STATUTORY MOTION
		PROPOSED BY The Committee	LOT NO:	N/A

That the Administrative Fund Budget for the financial year ending 29/02/2020 totalling \$36,946.82 be adopted and that contributions shall be levied on each individual lot based on \$6,157.80 per annum per unit of contribution entitlement as outlined below.

NOTE: Please see Page 5 of the attached Proposed Budget for the breakdown of individual units of entitlement.

Levy Period	Per Unit Entitlement	Due Date
01/03/2019 - 31/05/2019	\$1,501.11	Pre Issued 01/03/2019
01/06/2019 - 31/08/2019	\$1,552.23	01/06/2019
01/09/2019 - 30/11/2019	\$1,552.23	01/09/2019
01/12/2019 - 29/02/2020	\$1,552.23	01/12/2019

That the committee shall be authorised to issue an interim levy for the first levy period of the following financial year.

01/03/2020 - 31/05/2020	\$1,625.00	Next Pre-Issue 01/03/2020
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Refer to Explanatory Schedule For More Information

INTEREST NOTE: A penalty interest at the rate of 2.5% per month (30% per annum) will be charged by the Body Corporate on the balance of unpaid levy contributions not received by the due date.

CARRIED

YES NO ABSTAIN

4 - -

Motion	6.	Sinking Fund Budget & Contributions	ORDINARY RESOLUTION	STATUTORY MOTION
		PROPOSED BY The Committee	LOT NO:	N/A

That the Sinking Fund Budget for the financial year ending 29/02/2020 totalling \$45,908.00 be adopted and that contributions shall be levied on each individual lot based on \$7,651.33 per annum per unit of contribution entitlement as outlined below.

NOTE: Please see Page 5 of the attached Proposed Budget for the breakdown of individual units of entitlement.

Levy Period	Per Unit Entitlement	Due Date
01/03/2019 - 31/05/2019	\$1,789.85	Pre Issued 01/03/2019
01/06/2019 - 31/08/2019	\$1,953.83	01/06/2019
01/09/2019 - 30/11/2019	\$1,953.83	01/09/2019
01/12/2019 - 29/02/2020	\$1,953.83	01/12/2019

That the committee shall be authorised to issue an interim levy for the first levy period of the following financial year.

01/03/2020 - 31/05/2020	\$2,010.00	Next Pre-Issue 01/03/2020
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Refer to Explanatory Schedule For More Information

INTEREST NOTE: A penalty interest at the rate of 2.5% per month (30% per annum) will be charged by the Body Corporate on the balance of unpaid levy contributions not received by the due date.

CARRIED

YES NO ABSTAIN

4 - -

Motion	7.	Insurance	ORDINARY RESOLUTION	STATUTORY MOTION
		PROPOSED BY	The Committee	LOT NO: N/A

That insurance cover is confirmed as set out below and that Hartley's Strata Services Pty Ltd is authorised to obtain quotes and that the committee is authorised to review the quotes and the committee or Hartley's Strata Services P/L are authorised to renew the insurance for the next twelve-month period as per the terms in the Financial Services Guide supplied with the renewal.

Refer to Explanatory Schedule For More Information

Policy Number:	QUSS042141	
Underwriter / Underwriting Agency:	AIG Australia Limited / QUS Pty Ltd	
Commission:	\$825.09	
Building(s):	\$5,854,800.00 Water/Pipes Excess: \$2,000	
Loss of Rent/Temp Accommodation:	\$878,220.00	
Common Area Contents:	\$58,548.00 Including Carpets	
Lot Owners Fixtures & Improvements:	\$250,000.00	
Catastrophe:	\$1,756,440.00	
Public Liability:	\$20,000,000.00	
Fidelity:	\$100,000.00	
Voluntary Workers:	\$200,000.00	
Office Bearers:	\$1,000,000.00	
Machinery Breakdown:	\$100,000.00 Varying Excesses - Refer to Policy	
Legal Expenses:	\$100,000.00	
Government Audit Costs:	\$25,000.00	
Premium: \$6,325.63	Excess \$500.00	Varying Excesses - Refer to Policy
Renewal Date: 12/04/2019	Last Valuation: June 2017	Value: \$5,576,000.00

CARRIED

YES	NO	ABSTAIN
4	-	-

Motion	8.	Initial Safety Report	ORDINARY RESOLUTION
		PROPOSED BY	The Committee
		LOT NO:	N/A

That the Body Corporate resolves to engage QIA Group Pty Ltd to compile an Initial Safety Report of the common property, in accordance with the *Work Health and Safety Act 2011*, for an amount not to exceed \$259.40.

Date of Most Recent Report: June 2012

Refer to Explanatory Schedule For More Information

CARRIED

YES	NO	ABSTAIN
4	-	-

Motion	9.	Pool Safety (Shared Pools)	ORDINARY RESOLUTION
		PROPOSED BY	The Committee
		LOT NO:	N/A

That the Body Corporate engage QLD Pool Solutions to undertake a Pool Safety Inspection to ensure pools on common areas comply with Queensland's Pool Safety Inspection regime and authorises further payment to QLD Pool Solutions in the event of subsequent inspection/s being required, and further that Hartley's Body Corporate Management or the committee is authorised to implement and action the recommendations contained within the report under the terms of the Body Corporate Management agreement.

Date of Most Recent Report: March 2017

Refer to Explanatory Schedule For More Information

CARRIED

YES	NO	ABSTAIN
4	-	-

Motion	10.	Annual Fire Safety Requirements	ORDINARY RESOLUTION	
		PROPOSED BY	The Committee	LOT NO: N/A

Motion with Alternatives: (Refer to Explanatory Schedule for instructions on how to complete)

That the Body Corporate resolves to engage Solutions in Engineering to undertake one of the following Annual Fire Safety Requirements in accordance with the *Fire and Emergency Services Act 1990* and the *Building Fire Safety Regulation 2008*.

DEFEATED

YES	NO	ABSTAIN
-	4	-

- a). **Select if Body Corporate have elected a Fire Responsible Person and will be conducting the Fire Evacuation Practice.**

Provide an annual review of the Fire and Evacuation Plan, including training of the elected Fire Responsible Person(s) for an amount not to exceed \$396.40.

OR,

- b). **Select if Body Corporate have elected a Fire Responsible Person, however would like to engage external party to undertake Fire Evacuation Practice.**

Provide an annual review of the Fire and Evacuation Plan, including training of the elected Fire Responsible Person(s), and provide a qualified fire safety professional to attend the property and run an Evacuation Practice in accordance with the *Fire and Emergency Service Act 1990* and the *Building Fire Safety Regulation 2008*, for an amount not to exceed \$396.40.

OR,

- c). **Select if Body Corporate have NOT elected a Fire Responsible Person and would like to engage external party to be Fire Responsible Person and undertake Fire Evacuation Practice.**

Provide an annual review of the Fire and Evacuation Plan, a qualified fire safety professional to be appointed as the Fire Responsible Person for this building, and for the appointed Responsible Person to attend the property and run an Evacuation Practice in accordance with the *Fire and Emergency Service Act 1990* and the *Building Fire Safety Regulation 2008*, for an amount not to exceed \$396.40.

NOTE: Body Corporate to organise and complete their own evacuation practice.

Motion	11.	Termites Inspection Common Property	ORDINARY RESOLUTION	
		PROPOSED BY	The Committee	LOT NO: N/A

That the Body Corporate resolves to engage Key Pest Management to conduct a termite inspection on the Common Property and further that Hartley's Body Corporate Management or the committee is authorised to implement and action the recommendations contained within the report from the inspection under the terms of the management agreement.

Last Termite Inspection: March 2018

CARRIED

YES	NO	ABSTAIN
4	-	-

Motion	12.	Insurance Claim Excess Unit 4	ORDINARY RESOLUTION
		PROPOSED BY The Committee	LOT NO: N/A

Motion with Alternatives: (Refer to Explanatory Schedule for instructions on how to complete)

That the body corporate in accordance with legislation (standard module section184) resolve to fully or part pay the insurance claim excess for unit 4 as per the detail in the attached Razorback Invoice INV-0346 and that the full cost of the works are to be paid from the Administration Fund.

Refer to explanatory note

a). That the body corporate pay the Full amount of \$2,000.00

OR,

b). That the body corporate part pay an amount of \$_____

Motion Amended By Those Present At The Meeting

Motion	12.	Insurance Claim Excess Unit 4	ORDINARY RESOLUTION
		PROPOSED BY The Committee	LOT NO: N/A

Motion with Alternatives: (Refer to Explanatory Schedule for instructions on how to complete)

That the body corporate in accordance with legislation (standard module section184) resolve to fully or part pay the insurance claim excess for unit 4 as per the detail in the attached Razorback Invoice INV-0346 and that the full cost of the works are to be paid from the Administration Fund.

Refer to explanatory note

CARRIED

YES

NO

ABSTAIN

4

-

-

a). That the body corporate pay the Full amount of \$2,000.00

DEFEATED

-

OR,

b). That the body corporate part pay an amount of \$500.00

CARRIED

4

NOTE: The body corporate agreed to pay \$1,500.00 of the excess cost and the owner of Lot 4 is to pay \$500.00. All owners have been informed moving forward that water claims have a \$2,000.00 excess.

ELECTION OF EXECUTIVE AND ORDINARY MEMBERS OF THE COMMITTEE AT THE MEETING:

The committee is confirmed as:

CHAIRPERSON:	Lot 6	Terry Powell
SECRETARY:	Lot 3	Donna Sutherland
TREASURER:	Lot 2	Anne Worn
ORDINARY MEMBER:	Lot 4	Alma Ohlrich
ORDINARY MEMBER:	Lot 1	Gary McMahon
ORDINARY MEMBER:	Lot 5	Dianne Jones
FIRE EVACUATION RESPONSIBLE PERSON:	Lot 1	Gary & Paula McMahon

GENERAL DISCUSSION

- The committee must be informed of all insurance claims submitted to Hartley's before being lodged.
- Terry has received further contact details of companies who may be able to assist with the water pressure issue at the fire hydrant.
- Terry to contact BCC about getting 2 x parking bays marked at the front of the building for safety reasons.

There was no further discussion and the meeting closed at 5:40PM.

These minutes are confirmed as true and accurate.

CHAIRPERSON

DATE

The Secretary for THE FIGS ON O'CONNELL: Donna Sutherland
C/- Hartley's Strata Services Pty Ltd
PO Box 111
Corinda Qld 4075

MINUTES

ANNUAL GENERAL MEETING

Body Corporate for THE FIGS ON O'CONNELL Community Titles Scheme 27858

HELD AT: Onsite, Lot 1, 40 O'Connell Street, Kangaroo Point

DATE OF MEETING: 22/04/2020

TIME OF MEETING: 05:00 pm

PRESENT IN PERSON: Lot 1 G McMahon (via teleconference)
 Lot 3 D Sutherland (via teleconference)
 Lot 5 D Jones (via teleconference)
 Lot 6 T Powell (via teleconference)

PROXY TABLED: Nil

ELECTRONIC VOTES RECEIVED: Nil

VOTING PAPERS SUBMITTED: Nil

APOLOGIES: Lot 2 A Worn

COMPANY NOMINEE: Nil

QUORUM: YES the Chairperson declared the meeting open at 5:00 PM

CHAIRPERSON: Joan Andersen at the request of the Meeting

ATTENDANCE BY INVITATION: Joan Andersen representing Hartley's Body Corporate Management.

MOTIONS CONSIDERED:

Motion	1.	Confirmation of Minutes	ORDINARY RESOLUTION	STATUTORY MOTION
		PROPOSED BY The Committee	LOT NO:	N/A

That the minutes of the Annual General Meeting held on 30/04/2019 as distributed to all lot owners and recorded in the Body Corporate Minute File are a true and accurate record of the proceedings of that meeting.

CARRIED

YES	NO	ABSTAIN
3	-	1

Motion	2.	Statement of Accounts	ORDINARY RESOLUTION	STATUTORY MOTION
		PROPOSED BY The Committee	LOT NO:	N/A

That the attached Statements of Financial Position and Financial performance for the financial period ended 29/02/2020 be accepted.

CARRIED

YES	NO	ABSTAIN
4	-	-

Motion	3.	Audit	SPECIAL RESOLUTION	STATUTORY MOTION
		PROPOSED BY The Committee	LOT NO:	N/A

That the Body Corporate statement of accounts for the financial year 01/03/2020 to 28/02/2021 not be audited.
 NOTE: If you want the accounts to be audited, vote No. If you do not want the accounts to be audited, vote Yes.
 Refer to Explanatory Schedule For More Information

CARRIED

YES	NO	ABSTAIN
4	-	-

Motion	4.	Auditor	ORDINARY RESOLUTION	STATUTORY MOTION
		PROPOSED BY	The Committee	LOT NO:
				N/A

That **Kelly + Partners Chartered Accountants**, who holds the required qualifications under the Body Corporate and Community Management Act 1997, is appointed to audit the books and accounts for the financial year.

Motion Ruled Out of Order As Motion 3 Was Carried

Motion	5.	Administration Fund Budget & Contributions	ORDINARY RESOLUTION	STATUTORY MOTION
		PROPOSED BY	The Committee	LOT NO:
				N/A

That the Administrative Fund Budget for the financial year ending 28/02/2021 totalling \$41,666.86 be adopted and that contributions shall be levied on each individual lot based on \$6,944.48 per annum per unit of contribution entitlement as outlined below.

NOTE: Please see Page 5 of the attached Proposed Budget for the breakdown of individual units of entitlement.

Levy Period	Per Unit Entitlement	Due Date
01/03/2020 - 31/05/2020	\$1,625.00	Pre Issued 01/03/2020
01/06/2020 - 31/08/2020	\$1,773.16	01/06/2020
01/09/2020 - 30/11/2020	\$1,773.16	01/09/2020
01/12/2020 - 28/02/2021	\$1,773.16	01/12/2020

That the committee shall be authorised to issue an interim levy for the first levy period of the following financial year.

01/03/2021 - 31/05/2021	\$1,773.16	Next Pre-Issue 01/03/2021
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Refer to Explanatory Schedule For More Information

INTEREST NOTE: A penalty interest at the rate of 2.5% per month (30% per annum) will be charged by the Body Corporate on the balance of unpaid levy contributions not received by the due date.

CARRIED

YES	NO	ABSTAIN
4	-	-

Motion	6.	Sinking Fund Budget & Contributions	ORDINARY RESOLUTION	STATUTORY MOTION
		PROPOSED BY	The Committee	LOT NO:
				N/A

That the Sinking Fund Budget for the financial year ending 28/02/2021 totalling \$48,295.00 be adopted and that contributions shall be levied on each individual lot based on \$8,049.17 per annum per unit of contribution entitlement as outlined below.

NOTE: Please see Page 5 of the attached Proposed Budget for the breakdown of individual units of entitlement.

Levy Period	Per Unit Entitlement	Due Date
01/03/2020 - 31/05/2020	\$2,010.00	Pre Issued 01/03/2020
01/06/2020 - 31/08/2020	\$2,013.06	01/06/2020
01/09/2020 - 30/11/2020	\$2,013.06	01/09/2020
01/12/2020 - 28/02/2021	\$2,013.06	01/12/2020

That the committee shall be authorised to issue an interim levy for the first levy period of the following financial year.

01/03/2021 - 31/05/2021	\$2,013.06	Next Pre-Issue 01/03/2021
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Refer to Explanatory Schedule For More Information

INTEREST NOTE: A penalty interest at the rate of 2.5% per month (30% per annum) will be charged by the Body Corporate on the balance of unpaid levy contributions not received by the due date.

CARRIED

YES	NO	ABSTAIN
4	-	-

Motion	7.	Insurance	ORDINARY RESOLUTION	STATUTORY MOTION
		PROPOSED BY	LOT NO:	N/A

That insurance cover is confirmed as set out below and that Hartley's Strata Services Pty Ltd is authorised to obtain quotes and that the committee is authorised to review the quotes and the committee or Hartley's Strata Services P/L are authorised to renew the insurance for the next twelve-month period as per the terms in the Financial Services Guide supplied with the renewal.

Refer to Explanatory Schedule For More Information

Policy Number:	QUSS042141
Underwriter / Underwriting Agency	AIG Australia Limited / QUS Pty Ltd
Commission:	\$1,045.77
Building(s):	\$6,147,225.00
Loss of Rent/Temp Accommodation:	\$922,084.00
Common Area Contents:	\$61,472.00
Lot Owners Fixtures & Improvements:	\$250,000.00
Catastrophe:	\$1,844,168.00
Public Liability:	\$30,000,000.00
Fidelity:	\$100,000.00
Voluntary Workers:	\$200,000.00
Office Bearers:	\$1,000,000.00
Machinery Breakdown:	\$100,000.00
Legal Expenses:	\$100,000.00
Government Audit Costs:	\$25,000.00

Premium: \$7,984.29

Excess \$500.00

Varying Excesses - Refer to Policy

Water: \$2,000.00

Renewal Date: 12/04/2020

Last Valuation: June 2017

Value: \$5,576,000.00

CARRIED

YES

NO

ABSTAIN

4

-

-

Motion	8.	Pool Safety (Shared Pools)	ORDINARY RESOLUTION
		PROPOSED BY	LOT NO: N/A

That the Body Corporate engage Queensland Pool Solutions to undertake a Pool Safety Inspection to ensure pools on common areas comply with Queensland's Pool Safety Inspection regime and authorises further payment to Queensland Pool Solutions in the event of subsequent inspection/s being required, and further that Hartley's Body Corporate Management or the committee is authorised to implement and action the recommendations contained within the report under the terms of the Body Corporate Management agreement.

Date of Most Recent Report: March 2020

Refer to Explanatory Schedule For More Information

CARRIED

YES

NO

ABSTAIN

4

-

-

Motion	9.	Annual Fire Safety Requirements	ORDINARY RESOLUTION	
		PROPOSED BY	The Committee	LOT NO: N/A

Motion with Alternatives: (Refer to Explanatory Schedule for instructions on how to complete)

That the Body Corporate resolves to engage QIA Group Pty Ltd to undertake one of the following Annual Fire Safety Requirements in accordance with the *Fire and Emergency Services Act 1990* and the *Building Fire Safety Regulation 2008*.

DEFEATED

YES	NO	ABSTAIN
-	4	-

- a). **Select if Body Corporate have elected a Fire Responsible Person and will be conducting the Fire Evacuation Practice.**

Provide an annual review of the Fire and Evacuation Plan, including training of the elected Fire Responsible Person(s) for an amount not to exceed \$398.40.

OR,

- b). **Select if Body Corporate have elected a Fire Responsible Person, however would like to engage external party to undertake Fire Evacuation Practice.**

Provide an annual review of the Fire and Evacuation Plan, including training of the elected Fire Responsible Person(s), and provide a qualified fire safety professional to attend the property and run an Evacuation Practice in accordance with the *Fire and Emergency Service Act 1990* and the *Building Fire Safety Regulation 2008*, for an amount not to exceed \$398.40.

OR,

- c). **Select if Body Corporate have NOT elected a Fire Responsible Person and would like to engage external party to be Fire Responsible Person and undertake Fire Evacuation Practice.**

Provide an annual review of the Fire and Evacuation Plan, a qualified fire safety professional to be appointed as the Fire Responsible Person for this building, and for the appointed Responsible Person to attend the property and run an Evacuation Practice in accordance with the *Fire and Emergency Service Act 1990* and the *Building Fire Safety Regulation 2008*, for an amount not to exceed \$398.40.

NOTE: Gary McMahon to organise as the fire responsible person.

Motion	10.	Termites Inspection Common Property	ORDINARY RESOLUTION	
		PROPOSED BY	The Committee	LOT NO: N/A

That the Body Corporate resolves to engage Key Pest Management to conduct a termite inspection on the Common Property and further that Hartley's Body Corporate Management or the committee is authorised to implement and action the recommendations contained within the report from the inspection under the terms of the management agreement.

Last Termite Inspection: May 2019

CARRIED

YES	NO	ABSTAIN
4	-	-

Motion	11.	Pest Control Common Property	ORDINARY RESOLUTION	
		PROPOSED BY	The Committee	LOT NO: N/A

That the Body Corporate resolves to engage Key Pest Management to conduct pest control to the Common Property and further that Hartley's Body Corporate Management or the committee is authorised to implement and action the recommendations contained within the report from the pest control under the terms of the management agreement.

Last Pest Control: Not Available

DEFEATED

YES	NO	ABSTAIN
-	4	-

Motion	12.	Ratify Carpark Slab Repairs		ORDINARY RESOLUTION	
		PROPOSED BY	The Committee	LOT NO:	N/A

That the Body Corporate ratifies the carpark slab repairs undertaken by Vertex as per the details in the attached quote marked "A" for \$3,052.00 inc GST, and that the full cost of the works are to be paid from the Sinking Fund.

Refer to attached invoice 316

CARRIED

YES	NO	ABSTAIN
4	-	-

Motion	13.	Ratify Fire Doors Maintenance		ORDINARY RESOLUTION	
		PROPOSED BY	The Committee	LOT NO:	N/A

That the Body Corporate ratifies the maintenance work to the fire doors undertaken by Vertex as per the details in the attached quote marked "B" for \$4,180.00 inc GST, and that the full cost of the works are to be paid from the Sinking Fund.

Refer to attached invoice 294

CARRIED

YES	NO	ABSTAIN
4	-	-

Motion	14.	Ratify Various Maintenance		ORDINARY RESOLUTION	
		PROPOSED BY	The Committee	LOT NO:	N/A

That the Body Corporate ratifies the various maintenance works undertaken by Vertex as per the details in the attached quote marked "C" for \$5,255.80 inc GST, and that the full cost of the works are to be paid from the Sinking Fund.

Refer to attached invoice 314

CARRIED

YES	NO	ABSTAIN
4	-	-

ELECTION OF EXECUTIVE AND ORDINARY MEMBERS OF THE COMMITTEE AT THE MEETING:

The committee is confirmed as:

CHAIRPERSON:	Lot 6	Terry Powell
SECRETARY:	Lot 3	Donna Sutherland
TREASURER:	Lot 2	Anne Worn
ORDINARY MEMBER:	Lot 1	Gary McMahon
ORDINARY MEMBER:	Lot 4	Alma Ohlrich
ORDINARY MEMBER:	Lot 5	Dianne Jones
FIRE EVACUATION RESPONSIBLE PERSON:	Lot 1	Gary McMahon

GENERAL DISCUSSION

- Fire book and Evacuation practice information circulated to all owners and stored in the red cabinet.
- Terry advised that the pool cover needed to be pulled back approx ½ way each tonight to let it breath.
- Terry advised that a working bee would be held to replace fence palings, as required.
- Hartleys to email COVID-19 body corporate information to Donna (secretary) and Pool Closed Notice.
- Fire Hydrant and street water pressure differ. QUU will be completing street testing.
- Terry is arranging to keep the lift phone as a land line through NBN – TBC.

There was no further discussion and the meeting closed at 5:30PM.

The Secretary for THE FIGS ON O'CONNELL: Donna Sutherland
C/- Hartley's Strata Services Pty Ltd
PO Box 111
Corinda Qld 4075



TAX INVOICE

The Figs on O'Connell - CTS 27858
Attention: Terry & Marilyn Powell
40 O'Connell St
KANGAROO POINT QLD 4169
AUSTRALIA

A

Invoice Date
11 Jul 2019

Invoice Number
INV-316

ABN
17 612 472 821

VERTEX ACCESS SOLUTIONS
BRISBANE PTY LTD
PO Box 657
TOOWONG DC QLD 4066
AUS
QBCC 15030823
1300 288 343
Adam 0418 924 716
Alan 0404 751 272

Description	Quantity	Unit Price	GST	Amount AUD
For the floor slab repairs at carpark/ground level; 15 linear meters	15.00	185.00	10%	2,775.00
Subtotal				2,775.00
TOTAL GST 10%				277.50
TOTAL AUD				3,052.50

Due Date: 25 Jul 2019

Bank Details for EFT Payments:

BSB 633 000
A/C 157576083

Please email remittance advice to brisbane@vertexas.com.au



PAYMENT ADVICE

To: VERTEX ACCESS SOLUTIONS BRISBANE PTY LTD
PO Box 657
TOOWONG DC QLD 4066
AUS
QBCC 15030823
1300 288 343
Adam 0418 924 716
Alan 0404 751 272

Customer The Figs on O'Connell - CTS 27858
Invoice Number INV-316
Amount Due 3,052.50
Due Date 25 Jul 2019
Amount Enclosed

Enter the amount you are paying above



TAX INVOICE

The Figs CTS 27858
Attention: Terry & Marilyn Powell
40 O'Connell St
KANGAROO POINT QLD 4169
AUSTRALIA

B

Invoice Date
5 Jun 2019

Invoice Number
INV-294

Reference
QU-0278

ABN
17 612 472 821

VERTEX ACCESS
SOLUTIONS BRISBANE
PTY LTD
PO Box 657
TOOWONG DC QLD 4066
AUS
QBCC 15030823
1300 288 343
Adam 0418 924 716
Alan 0404 751 272

Description	Quantity	Unit Price	GST	Amount AUD
Replace doors and carry out repairs				
•Supply and replace x2 fire rated, solid exterior timber service doors				
•Prepare, prime, paint and weatherproof doors				
•Fit existing locks and handles				
•Repair corrosion to door frames and repaint				
•Remove and replace x2 damaged sections of the entry timber deck (pre-stained)				
Carry out work as listed above. Labour and materials.	1.00	3,800.00	10%	3,800.00
			Subtotal	3,800.00
			TOTAL GST 10%	380.00
			TOTAL AUD	4,180.00

Due Date: 19 Jun 2019

Bank Details for EFT Payments:

BSB 633 000
A/C 157576083

Please email remittance advice to brisbane@vertexas.com.au



TAX INVOICE

The Figs on O'Connell - CTS 27858
Attention: Terry & Marilyn Powell
40 O'Connell St
KANGAROO POINT QLD 4169
AUSTRALIA



Invoice Date
11 Jul 2019

Invoice Number
INV-314

Reference
QU-0233

ABN
17 612 472 821

VERTEX ACCESS SOLUTIONS
BRISBANE PTY LTD
PO Box 657
TOOWONG DC QLD 4066
AUS
QBCC 15030823
1300 288 343
Adam 0418 924 716
Alan 0404 751 272

Description	Quantity	Unit Price	GST	Amount AUD
Figs ground level				
1. Repair one section of timber fence panels Trim/remove rotten sections Apply base and top coat				
2. Repair slab face under gate Grind/remove built up soluble salts Apply primer Apply texture coat Apply base and top coat				
3. Repair unstable coating on conduit Remove unstable paint Apply primer Apply base and top coat				
4. Recoat timber entrance decking Clean and repair surface Reset remove and replace loose nails Apply base and top coat of anti-slip timber stain				
Figs level 6				
1. Repair vertical fracture line in fibrocement sheet (2 locations) Remove unstable plaster and jointing mesh Apply primer Apply jointing mesh Apply plaster filler Sand to wall level Apply primer Apply base and top coat				
1a. Repair horizontal fracture line in fibrocement sheet (1 location) Cut a 3mm channel into the fracture line Bond in a PVC tee-piece cover strip				
Figs roof level				

Description	Quantity	Unit Price	GST	Amount AUD
1 Recertify test and tag industrial rope access and fall arrest anchor points				
2 Remove debit from gutter				
Total price for all works listed above	1.00	4,778.00	10%	4,778.00
			Subtotal	4,778.00
			TOTAL GST 10%	477.80
			TOTAL AUD	5,255.80

C

Due Date: 25 Jul 2019

Bank Details for EFT Payments:

BSB 633 000
A/C 157576083

Please email remittance advice to brisbane@vertexas.com.au

PAYMENT ADVICE

Customer	The Figs on O'Connell - CTS 27858
Invoice Number	INV-314
Amount Due	5,255.80
Due Date	25 Jul 2019
Amount Enclosed	

To: VERTEX ACCESS SOLUTIONS BRISBANE PTY LTD
PO Box 657
TOOWONG DC QLD 4066
AUS
QBCC 15030823
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Adam 0418 924 716
Alan 0404 751 272

Enter the amount you are paying above