



Shop 3/10-12 Railway St, Liverpool NSW 2170

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ABN 66 795 492 098

16th November 2020

TO ALL OWNERS

Community Association 270417
336-478a Luddenham Road
LUDDENHAM NSW 2745

Dear Lot Owners

DP: 270417 – TWIN CREEKS ESTATE – SEWER TREATMENT PLANT

The Sewer Treatment Plant (STP) is well under construction and is expected to be completed within the next few months.

As you are aware the Executive Committee have had significant input into the construction of the STP and they have suggested that it would be a good idea if the STP have an open day to allow you as lot owners to attend and to look at the Community Association's almost complete asset.

This would enable you to ask questions to the builder, Mario from Maztec on how it will work and for an explanation on the processes and functions of the different sections of the STP.

There will be a safe access route set up to enable you to walk through the front then to the back of the plant, however due to Covid safe requirements it is requested that people not crowd and to keep a safe distance and move through in an orderly and safe manner.

Therefore, the STP will be available for inspection prior to the Annual General meeting being:

Monday 7th December 2020
Open from 5:00 PM to 6:30 PM

The annual general meeting will commence at 7:00 PM.

Yours faithfully
All Suburbs Strata Management

Narelle Doran

Narelle Doran
Strata Manager.



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**NOTICE OF AN ANNUAL GENERAL MEETING
The Owners--Community Association 270417**

Twin Creeks

Twin Creeks, 336-478a Luddenham Road, LUDDENHAM NSW 2745

An Annual General Meeting of The Owners--Community Association 270417 will be held on Monday, 07 December 2020 at Twin Creeks Golf & Country Club 2-8 Twin Creeks Drive, Luddenham , and the meeting will commence at 06:00 PM.

IMPORTANT - PLEASE READ CAREFULLY

The duration of the meeting is scheduled for one hour. Please ensure that you are on time. If you are not financial (levies or arrears owing on your lot account) your vote will not be counted at this meeting.

Proxy: You should bring this notice with you to the meeting. If you cannot attend the meeting, please complete and return the attached proxy form to our office by Fax: (02) 9600 7748; Email: info@allsuburbsstrata.com.au or Post: PO Box 142 LIVERPOOL BC NSW 1871. Proxies directed to this office must be received by us prior to the scheduled meeting. **All Owners of the lot must sign for proxy to be valid.** **Company Ownership:** If ownership is in a company name, a company nominee form must be forwarded to our office prior to the meeting (see attached).

Please read the Statutory Information and notes that accompany this notice carefully to ensure that you understand the circumstances in which you will be entitled to vote at the meeting. If you have any questions about this notice, the financial report, budget or your entitlement to vote please contact our office on 9600 7000 **PRIOR** to the meeting.

Would you like to receive communications electronically?

To register your email and mobile number to electronically receive (where possible) correspondence such as Levy Notices/Reminders, Meeting notices/minutes, and Delivery of Notices, or other communication, please complete the Electronic Notification Authority below and return to us:

✕

EMAIL / ELECTRONIC NOTIFICATION CONSENT

I/We _____ being the owner(s) provide consent to The Owners--Community Association 270417 and its representatives (including the agent) at their discretion to use my personal information for the purposes of administering the Association, operating its business and deliver the following electronically to the email address, or web portal or other method;

YES

NO

1. Levy Notices/Reminders.

2. Notices, Minutes and Notifications.

I/We acknowledge that it is my/our responsibility as the lot owner(s) to advise All Suburbs Strata Management in writing of any change of email address and/or mobile number as it occurs.

The Owners--Community Association 270417 Lot: _____

Primary Email Address: _____ Mobile Phone: _____

Names (PRINT)

Signatures

Date

Please return your completed Authority to ASSM

Date of this Notice: 16 November 2020

Narelle Doran.....

On behalf of the Community Managing Agent - All Suburbs Strata Management Pty Ltd

PROXY APPOINTMENT FORM

Community Land Management Act 1989 - (Cl 6(1) & 34(1) of Sch 5 and Cl 9(1), 29(1) & 49(1) of Sch 6) - FORM 2

Date: I/We:
(Form MUST have a date)

the Owners of Lot: in *Community *Precinct *Neighbourhood Assoc Deposited Plan No:

appoint *Chairman of the Meeting** / OR of.....
as my/our proxy for the purposes of meetings of the Association (including adjournments of meetings).

Period or number of meetings for which appointment of proxy has effect: *months/ *meetings;
*Delete whichever does not apply; Circle or tick & complete whichever does apply

(Note: The appointment cannot have effect for more than 12 months or 2 consecutive annual general meetings, whichever is the greater, unless sooner revoked. Proxy Appointment for meetings also includes adjournments of that meeting.)

- *1 This form authorises the proxy to vote on my/our behalf on all matters
- OR
- *2 This form authorises the proxy to vote on my/our behalf on the following matters only

*Delete paragraph 1 OR 2 above, whichever does not apply.

[PLEASE CIRCLE TO INDICATE HOW YOU WANT THE PROXY TO VOTE]

- | | | |
|---------------------------------------|------------------------|------------------------|
| MOTION 1.....YES / NO (please circle) | MOTION 2.....YES / NO | MOTION 3.....YES / NO |
| MOTION 4.....YES / NO | MOTION 5.....YES / NO | MOTION 6.....YES / NO |
| MOTION 7.....YES / NO | MOTION 8.....YES / NO | MOTION 9.....YES / NO |
| MOTION 10.....YES / NO | MOTION 11.....YES / NO | MOTION 12.....YES / NO |
| MOTION 13.....YES / NO | MOTION 14.....YES / NO | MOTION 15.....YES / NO |
| MOTION 16.....YES / NO | MOTION 17.....YES / NO | MOTION 18.....YES / NO |
| MOTION 19.....YES / NO | MOTION 20.....YES / NO | MOTION 21.....YES / NO |

Signature of Owner/s:
(Signatures of All Owners of Lot recorded on the Association Roll must sign for valid proxy appointment)

Signature of Proxy:

Notes

1. This form does not authorise voting on a matter if the person appointing the proxy is present at the meeting and votes on the matter.
2. This form is ineffective unless it is given to the secretary of the Association at or before the first meeting in relation to which it is to operate and it contains the date on which it was made .
3. This form will be revoked by a later proxy appointment form delivered to the secretary of the Association in the manner described in the preceding paragraph.

COMPANY NOMINEE FORM

Community Land Management Act 1989 No. 202; Section 111

.....; Owners of Lot(s) in C.A.D.P. / N.A.D.P.
(Company Name)

appoint as the company nominee Date:
(Full Name of Nominee - See Note below)

Nominee's Postal Address for service of Notices: (See Note below)

X
(Signature of person authorised to attest the fixing of the company seal)

X
(Signature of Company nominee)

Notes

1. This form is ineffective unless it is given to the secretary of the Association
2. This form is revoked by a later nominee appointment form delivered to the Secretary of the Association.
3. Nominee cannot vote unless nominee's full name & address for service of notices has been notified

THIS SHEET FORMS PART OF A NOTICE OF GENERAL MEETING

The following information is provided in accordance with Schedule 6 Clause 4 of the Community Land Management Act, 1989.

- (3) A vote at the meeting by the proprietor of a community development lot does not count if a priority vote in respect of the lot is cast in relation to the same matter.
- (4) A member or, if a member is the proprietor of a community development lot, a person with a priority vote in relation to the lot, may not vote at the meeting on a motion for an ordinary or special resolution unless payment has been made before the meeting of:
 - (a) all contributions that have been levied under the community scheme on the member and are payable as at the date of the notice, and
 - (b) any other money that is recoverable by the association from the member as at the date of the notice.
- (5) The notice must state that:
 - (a) if the addressee is not a subsidiary body or other corporation-voting and other rights may be exercised in person or by proxy, or
 - (b) if the addressee is a corporation other than a subsidiary body-voting and other rights may be exercised only by the company nominee in person or by proxy, or
 - (c) if the addressee is a subsidiary body-voting and other rights may be exercised only by proxy.
- (6) If the addressee of a notice is the first mortgagee, or a covenant chargee, of a community development lot, the notice must state:
 - (a) the name of the proprietor of the lot,
 - (b) the address of the lot, and
 - (c) the place at which the meeting is to be held.
- (7A) The notice must set out the provisions of this Act for determining the quorum at a general meeting.

Here follows an excerpt from Schedule 6 Clause 10 of the Act: QUORUM

- (1) There is a quorum for considering and voting on a matter at a general meeting of a community association only if:
 - (a) the number of persons present and entitled to vote on the matter is more than one-quarter the number of members of the association, or
 - (b) the persons present and entitled to vote on the matter represent more than one-quarter the total unit entitlement for the community scheme.
 - (1A) However, if there is more than one member of the community association and the quorum calculated in accordance with subclause (1) is less than 2 persons, the quorum is 2 persons entitled to vote on the matter.
- (2) If a quorum under subclause (1) is not present within the next half-hour after the matter arises for consideration, the meeting stands adjourned for at least 7 days.
- (3) If a quorum under subclause (1) is not present within the next half-hour after the time fixed for the adjourned meeting, the persons present and entitled to vote on the matter constitute a quorum for considering and voting on the matter.
- (4) In determining whether there is a quorum under subclause (1) for a matter:
 - (a) a person who has given a proxy entitling another person who is present to vote on the matter, and
 - (b) a member of the executive committee who has appointed a substitute under section 31 who is present, and
 - (c) a proprietor or first mortgagee of a community development lot who has submitted a written vote on the matter,must be counted as if present.
- (5) For the purposes of subclause (4), joint mortgagees or joint proprietors who have given a proxy or have submitted a written vote are to be counted as 1 person present.

Tc: Lot Owners, Mortgagees & Covenant Chargees

Notice is given that the Annual General Meeting of The Owners--Community Association 270417 will be held at Twin Creeks Golf & Country Club 2-8 Twin Creeks Drive, Luddenham on Monday, 07 December 2020 at 06:00 PM.

Agenda

1. Recording of persons present personally or by proxy.
2. Recording of apologies.
3. Announcement of persons entitled to vote.
4. Determination of quorum.
5. Consideration of motions.
6. Closure.

MOTIONS

- 1 MINUTES CONFIRMATION - Copy forwarded to all owners after last general meeting**
That the minutes of the last general meeting of The Owners--Community Association 270417 be confirmed and adopted as a true and accurate record of the proceedings at that meeting.
- 2 CHAIRMANS REPORT**
That the Community Association acknowledge the Chairman's report to be presented to the meeting by the Chairperson, Craig Long.
- 3 HONORARIUM**
That pursuant to Section 38A of the CLMA 1989, The Owners--Community Association 270417 resolves to pay to C Long, T Opie and J Williams being members of the Executive Committee an amount to be determined by the meeting in recognition of the services performed by them being the countless hours in negotiations with contractors and consultants to achieve a saving of approximately \$600,000.00 for the cost to build the STP and for the continued liaising with the original developer to contribute \$1,000,000.00 towards the construction costs of the Sewer Treatment Plant which was achieved and for their continued liaising with the developer to complete the streetscaping for the community association.
- 4 EXECUTIVE COMMITTEE - Determining the number and Election of**
That the number of Executive Committee members for the coming year be set and that an election of the Executive Committee be conducted.
- 5 RESTRICTIONS - Powers of Executive Committee / Restricted Matters**
That The Owners--Community Association 270417 decide whether or not to place any restrictions on the decision making powers of the Executive Committee other than those currently imposed by section 38 (8b) of the Act.
- 6 FINANCIAL STATEMENTS - Adoption of Financial Statements**
That the financial statements prepared in accordance with schedule 1, part 4, section 11 of the CLMA1989 as presented by All Suburbs Strata Management, for the twelve month period ended 30/06/2021; a copy of which accompanied the notice of this meeting; be adopted.
- 7 AUDITOR - Appointment of an Auditor**
That pursuant to schedule 1, section 11A of the CLMA1989, The Owners--Community Association 270417 determine that a qualified Auditor be appointed as auditor to audit the accounts and financial statements for the ensuing financial year.
- 8 WORK HEALTH & SAFETY**
That The Owners--Community Association 270417 authorizes the strata managing agent to obtain a Safety Audit Report (or updated report) by a suitably qualified person for the common property areas to determine compliance with current Work Health & Safety Laws & Regulations.
- 9 ANNUAL FIRE SAFETY STATEMENT**
That The Owners--Community Association 270417 resolves to select either as appropriate:
 - a. that The Owners--Community Association 270417 representative / building manager / managing agent (as appropriate) be authorized to sign the Annual Fire Safety Statement (completed by fire service contractors) and forward to the relevant authorities; OR
 - b. if there are fire safety items at the Community/Neighbourhood Association and an Annual Fire Safety Statement has not been prepared in the past, that the Community/Neighbourhood Association fire services contractor provide an Annual Fire Safety Statement; OR
 - c. that there are no fire safety items at the complex and therefore an Annual Fire Safety Statement is not required.
- 10 INSURANCE - Valuation**
That The Owners--Community Association 270417 obtain an insurance replacement valuation or be revalued for insurance purposes.

Last Valuation: 30/10/2015, valued at \$4475000

Please note: From 1 March 2016, the amount for which a community must be insured under a damage policy generally must be at least:-

1. The estimated cost, as at the date of commencement of the damage policy, of:-
 - Carrying out the work involved in rebuilding the building or replacing the building with a similar building in the event of its destruction; and
 - Making the payments to cover expenses incurred in the removal of debris and for the remuneration of architects and other persons whose services are necessary to enable the rebuilding or replacement of the building;
2. The estimated amount by which the expenditure referred to above may increase during the period of 18 months following the date of commencement of the damage policy.

It is recommended that the Association obtains a report or updated report from a valuer annually to estimate the costs that need to be covered by the insurance policy.

11 **INSURANCE - Confirmation of Insurances**

That, pursuant to Division 3 and Schedule 1, Part 2 (5) of the CLMA1989, **The Owners--Community Association 270417** insurances currently in force be accepted, increased or altered instructing that the strata manager, at renewal of the policy, to reinsure:

- a. at the current limits of cover held by the Community/Neighbourhood Association; OR
- b. at the increased limits of cover as suggested by the insurance company to reflect inflation and increases in the value of the building. And;
- c. the Community/Neighbourhood Association obtain an insurance replacement valuation for all improvements and adjust the insurance accordingly.

12 **ADDITIONAL INSURANCE**

That pursuant to section 41/40 of the CLMA1989, **The Owners--Community Association 270417** effect insurance for:

- a. Office Bearers' liability;
- b. Misappropriation of property (including money) of the association.

13 **BUDGET ADOPTION & RAISING OF LEVIES**

That, pursuant to sections 20 of the CLMA1989, **The Owners--Community Association 270417** estimate how much money it will need to credit to its administrative fund and sinking fund for actual and expected expenditure; and

That, pursuant to Scedhule 1 Section 13 of the CLMA1989, **The Owners--Community Association 270417** determine the amounts to be levied as contributions:

- a. To the administrative fund in the sum of **\$599,500.00**; and
- b. To the sinking fund in the sum of **\$407,000.00**, to raise the amounts estimated as needing to be credited to those funds for the period 1/10/2020 to 31/12/2021; and That such contributions:
- c. Be payable by regular Quarterly periodic instalments as follows: **1/10/2020, 1/01/2021, 1/04/2021, 1/07/2021** and continuing until otherwise determined by the association; and
- d. Be paid, in accordance with section 20(1) of the CLMA1989, upon the service on owners of the lots of a written notice of the contributions payable.

N.B October Levy has been posted and sent to all owners.

14 **DEBT COLLECTION**

That **The Owners--Community Association 270417** resolve for the purpose of collecting levy contributions to authorize the Managing Agent to do any one or more of the following:

- a. to issue arrears reminder notices/letters to seek recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;
- b. to engage or appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation by experts on behalf of **The Owners--Community Association 270417**;
- c. to commence, pursue, continue or defend any court, tribunal or any other proceedings against any lot owner, mortgagee in possession and/or former lot owners in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;
- d. enforce any judgement obtained in the collection of levy contributions including commencing and maintaining bankruptcy of winding up proceedings;
- e. filing an appeal or defending an appeal against any judgment concerning the collection of levy contributions; and liaise, instruct and prepare all matters with the Community/Neighbourhood Association's debt collection agents, lawyers and experts in relation to any levy recovery proceedings.

15 **BREACH OF BY-LAWS - LOT 293**

That the Community Association DP 270417 resolves by ordinary Resolution pursuant to Section 13A of the Community Land Management Act 1989 (NSW) to make an application for Mediation to Fair Trading against the owners of Lot 293, Mr & Mrs Finanios for breaching the following By-Laws:

By-Law 34 - Vehicles and Parking

34.1 Restrictions on Parking

34.2 Restrictions on Vehicles

By-Law 31 - Obligations on Owners

31.1 Dealings with Community Property

(b) (iii)

31.2 Behaviour and responsibility when on Community Property

(b) (i)

31.3 Occupation and Use of Lots

(a) (i) (ii) (ii) (b) (i) (v) (viii)

31.4 Commercial Activities

AND

That it is further resolved that if a Mediation agreement is not reached or complied with and the owners of Lot 293 continues to breach the by-laws then the Community Association pursuant to Division 6A of the Community Land Management Act 1989 (NSW) will proceed to NCAT for an Order against the owners of Lot 293 to impose and enforce penalties accordingly.

16 AMENDMENT TO COMMUNITY MANAGEMENT STATEMENT - By-Law 33

That it be resolved by *Special Resolution* pursuant to Section 14(3) (c) of the Community Land Management Act 1989 (NSW) to amend By-Law 33 - Animals and Pets, in the Community Management Statement, by amending the terms of that by-law by replacing the same with the terms set out as per the amendments below and to do all things to cause such amendment of the Community Management Statement by the amendment of By-Law 33.1 Permitted (a) (iii) & 33.2 Prohibited (b) (ii), to be registered with NSW Land Registry Services.

BY-LAW 33 - ANIMALS AND PETS

33.1 Permitted

(a) (iii) 5 Birds not being poultry with the exception of layer hens only.

AND

33.2 Prohibited

(b) (ii) The raising or keeping of poultry with the exception of layer hens only.

17 PROPOSED AMENDMENT TO THE CMS - Pattern Book - Fencing

That the Community Association DP 270417 consider changing the Rules contained in the Pattern Book pertaining to fencing in accordance with the Community Management Statement AND that an approved form of fencing be discussed and considered to enable the changes to be made.

N.B(Another general meeting will need to be convened once the form of fencing is agreed on, this decision will be made by a Special Resolution at the meeting).

18 AGENCY AGREEMENT

THAT an updated Agency Agreement tabled at this meeting be signed by authorised member/s of the Community/Neighbourhood Association.

NOTES:

Definitions

"Act" - Community Land Management Act 1989

"Regulations" - Community Land Management Regulations 2000

Attending the Meeting or Voting by Proxy

A proxy given to a caretaker, on-site residential manager or strata managing agent is invalid if it would obtain or assist in obtaining a pecuniary interest for, or confer or assist in conferring any other material benefit on the proxy.

Voting at the Meeting

You can exercise your voting rights at the meeting in person or by proxy. If you are a corporation your voting rights can only be exercised by your company nominee in person or by the company's proxy.

You, your company nominee or any person having authority to vote in respect of you cannot vote on a motion for an ordinary or special resolution unless the following amounts have been paid before the meeting:

- all contributions levied by the owners' corporation that are payable at the date of this notice; and
- any other money that is recoverable by the owners corporation from you at the date of this notice

If you are an owner, your vote does not count if a vote is cast on the same motion by:

- the mortgagee shown on the strata roll for your lot;
- the covenant chargee shown on the strata roll for your lot; or
- in the case of multiple mortgagees or covenant chargees - the priority mortgagee or chargee shown on the strata roll for your lot
- and if you have received at least two day's notice from the mortgagees or covenant chargees of their intention to exercise their priority vote.

Resolutions

For voting purposes:

- an ordinary resolution is passed if the majority of votes are cast in favour of it;
- a special resolution is passed if not more than 25% of the votes cast (based on unit entitlement of the voter) are cast against it
- a unanimous resolution is passed if no vote is cast against it

Quorum

For a valid meeting 25% of owners who are financial must be present either in person or by proxy. Note that the minimum number for a valid meeting is two persons who are financial. This applies to those schemes where 25% of owners is fewer than two persons.

Minutes: This motion is required by law. If necessary, it may be amended at the meeting (e.g. if an aspect of the minutes to be confirmed is inaccurate).

Election of Executive Committee: This motion is required by law. This number must be fixed before the election of the Executive Committee can be held. If necessary the motion can be amended by the meeting to change this number, when passed, will determine the number of positions to be filled on the Executive Committee. Nominations will then be called. If the number of nominations exceeds the number of positions an election will be held.

Restrictions on Decisions Making Powers: This motion is required by law that came into effect in February 2005. A Community Association must now consider at each Annual General Meeting whether the Executive Committee should be restricted from making particular decisions. If a restriction is imposed then the particular decisions must be made by the Community Association at a general meeting. You should keep in mind that this may add to the costs of administering your scheme.

Financial Statement: This motion is required by law.

Auditor: This motion is required by law. It is not necessary for an auditor to be appointed. It is also possible to amend the motion at the meeting to change the name of the firm to be appointed auditor. The audit must be carried out in accordance with Australian Auditing Standards.

Sinking Fund Plan: A Sinking Fund Forecast Report determines the future capital requirements of the Community Association to meet the costs of common property renewals and replacements. All Community Associations are required by law to have a sinking fund in place (Schedule 1 Part 4 Cl 12 & 13 of the Community Land Management Act 1989).

Work Health & Safety

This motion has been included to give the Community Association the opportunity to obtain a Safety Audit for the common property in accordance with the Work Health & Safety Act 2011 and Regulations 2012.

Pest Control: This motion has been included to give lot owners the opportunity to obtain a visual inspection of termite activity for the common property areas of the Community Association.

Insurance: This motion has been included to give the Community Association the opportunity to decide whether current insurances are appropriate and adequate. A copy of the current insurance is attached to this notice. A copy of the financial services guide/ product disclosure booklet has been served and is retained by the Community Association.

The Agent is qualified to give general advice and information about insurance, not personal advice. If the Community Association requires specialist insurance advice, the Agent can refer the Community Association to an insurance advisor. If the Agent recommends that your insurance should be placed with the Insurers, the Community Association acknowledges and agrees that the recommendation is general advice (not personal advice). The Community Association should read the Product Disclosure Statement before making a decision to purchase that insurance.

Current Insurance Details:

Policy No. NT201337
 CHU Insurance Underwriting Agencies P/L
 Type : Community Association Insurance
 Broker : Honan Insurance Group

Premium : \$12,387.91 Paid on : 12/12/2019 Start : 10/12/2019 Next due : 10/12/2020

Cover	Sum Insured	Excess
Community Property	\$4,475,000.00	\$2,000.00
Community Income	\$6,721,250.00	\$0.00
Common Area Contents	\$44,750.00	\$0.00
Sports Playing Field	Not Selected	\$0.00
Public Liability	\$30,000,000.00	\$0.00
Voluntary Workers	200000/2000	\$0.00
Workers Compensation	Not Selected	\$0.00
Fidelity Guarantee	\$250,000.00	\$0.00
Office Bearers Legal Liability	\$5,000,000.00	\$0.00
Machinery Breakdown	\$100,000.00	\$0.00
Catastrophe	\$1,342,500.00	\$0.00
Government Audit Costs	\$25,000.00	\$0.00
Appeal Expenses	\$100,000.00	\$0.00
Legal Defence Exp	\$50,000.00	\$0.00
Flood	Selected	\$0.00

Additional Insurance: This motion is required by law. However, it is entirely a matter for the Community Association whether or not the insurances are actually effected. The cover in (a) is commonly called Fidelity Guarantee Insurance while the cover in (b) is commonly called Office Bearers Liability Insurance.

Extra Levy: This motion is required by law. If the Community Association is subsequently faced with other expenses it cannot at once meet from either fund, it must levy on each owner a contribution to the administrative fund, determined at a general meeting of the Community Association, in order to meet the expenses.

Budget: This motion is required by law. A Community Association must at each annual general meeting estimate how much money it will need to credit to its administrative fund and sinking fund for actual and expected expenditure. Sinking Fund Forecast Report recommendations should be considered when determining sinking fund contributions.

Debt Recovery: The purpose of this motion is to advise of the levy recovery procedure for your Community Association. It allows the Agent and/or the Executive Committee to take debt collection and legal action to recover levy arrears, unpaid interest and other debts (such as debt collection/legal costs incurred in recovery the levy arrears) against any lot owner in the Community Association.

The motion and these notes serves as a notice to all lot owners to be advised of the debt recovery procedure for the recovery of levy arrears, interest and other debts. Arrears recovery actions include but are not limited to the following steps:

1. First Recovery Notice issued for arrears 45 days after the levy due date
2. Second and Final Recovery Notice issued for arrears 75 days after the levy due date
3. Legal Action Commencement Notice issued for arrears 100 days after the levy due date

4. Appoint the services of a debt collection agency, obtain legal advice, and/or obtain legal representation by experts on behalf of the Owners Corporation
5. Further instructions to those engaged to pursue the arrears recovery and periodic review of the arrears status carried out

The arrears recovery steps will incur a cost to the Community Association in accordance with the agency agreement which will be on charged by the Community Association to the lot owners account for reimbursement to the Community Association from the lot owners account.

Owners who pay their levies promptly are unfairly supporting those who do not pay their levies on time. Unpaid debts put pressure on the Community Associations' cash flow and often trigger the need for special levies. Decisive recovery action discourages owners from not paying their debts to the Community Association. It is therefore important that overdue levies and other debts are pursued promptly and effectively.

GENERAL INFORMATION

Work Health and Safety Laws

Commencing 1 January 2012, new work health and safety ("WHS") laws applied in New South Wales. The WHS laws are generally contained in the Work Health and Safety Act 2001 and Work Health and Safety Regulation 2011. The laws are lengthy and detailed and not all of the laws can be covered but this summary addresses some of the most important laws that will apply to you.

- Do the Laws Apply to Owners Corporations?

Yes. The WHS laws impose new obligations on any person conducting a business or undertaking which includes an owners corporation, community association or company title corporation. There is an exemption for owners corporations of residential strata schemes but this exemption might not always apply so it will be prudent for owners corporations of residential schemes to assume that the WHS laws apply to them.

- Do the Laws Apply to Executive Committee Members?

Yes. The WHS laws apply to an officer or any person conducting a business or undertaking which includes executive committee members. However executive committee members who act as volunteers generally cannot be penalised for contraventions of the WHS laws.

- What do the Laws Require?

The WHS laws impose on owners corporations a primary duty of care to ensure, so far as is reasonably practicable, the health and safety of workers engaged by them whilst the workers are at work at their strata schemes.

The WHS laws also require owners corporations to ensure, so far as is reasonably practicable, that the common property, any equipment on common property, the means of entering and exiting the common property, and anything arising from the common property are without risks to the health and safety of any person.

The WHS laws impose on Executive Committee members a duty to exercise due diligence to ensure that their owners corporations comply with these WHS obligations. This will require Executive Committee members to gain an understanding of the nature of the hazards and risks associated with the management of their strata scheme, and ensure their owners corporation uses appropriate resources to eliminate or minimise risks to health and safety from work carried out on common property

- What Do You Need to Do to Comply?

To comply with these laws, owners corporations will be required to identify reasonably foreseeable hazards on common property that could give rise to risks to health and safety, eliminate those risks as far as is reasonably practicable or minimise those risks if they cannot be eliminated. In practice, this will require an owners corporation to arrange for a competent person to periodically inspect the common property and provide a report on any hazards and risks to health and safety, and to implement the recommendations in the report.

- What Happens if You Fail to Comply?

Severe penalties can be imposed on any owners corporation that does not comply with its WHS obligations. An owners corporation can be penalised up to \$3 million for a reckless breach of the WHS laws. Executive committee members who are paid can be penalised up to \$600,000 or face 5 years imprisonment for serious offences.

- Conclusion

The WHS laws impose serious health and safety obligations on most owners corporations and Executive Committee members. These laws require a pro-active rather than re-active approach towards health and safety in strata schemes. We recommend that WHS reports be obtained to help ensure WHS obligations are complied with.

Asbestos Laws

Commencing 1 January 2012, new laws regarding the identification and management of asbestos will apply to most owners corporations managing buildings constructed before 31 December 2003.

- Do the Asbestos Laws Apply to You?

Generally, the asbestos laws only apply to buildings constructed before 31 December 2003 (although there are some exceptions). Further, there is an exemption for owners corporations of residential strata schemes but this exemption might not always apply so it is prudent for owners corporations of residential schemes to assume that the asbestos laws apply to them.

- What do the Asbestos Laws Require?

The asbestos laws generally prohibit work involving asbestos, and require asbestos to be identified and new asbestos registers and asbestos management plans to be prepared, circulated and updated.

- Do You Need an Asbestos Register and Management Plan?

Yes. Where asbestos is identified or likely to be present in your building, an asbestos register and an asbestos management plan must be prepared and updated.

- What do the Asbestos Laws Require You to Do?

Owners corporations to which the asbestos laws apply must identify asbestos in their buildings or assume asbestos is present if material cannot be identified or accessed (unless an owners corporation has reasonable grounds to believe that asbestos is not present). The location of any asbestos that is identified or assumed to exist must be identified.

An asbestos register must be prepared, kept up-to-date, maintained on the common property and made available to workers and others (unless your building was built after 31 December 2003, no asbestos has been identified, and no asbestos is likely to be present from time to time - in which case there is no need to prepare an asbestos register).

If asbestos is identified, or assumed or likely to be on common property, a written asbestos management plan will need to be prepared, maintained,

periodically reviewed and made available to workers and others. The plan must include information about the identification of asbestos, decisions about the management of asbestos such as safe work procedures and control measures, and procedures for detailing incidents or emergencies involving asbestos.

Before demolition or refurbishment is carried out on common property built before 31 December 2003, the asbestos register will need to be reviewed, possibly revised and given to the person carrying out the demolition or refurbishment. All asbestos that is likely to be disturbed by the demolition or refurbishment will need to be identified, and so far as is reasonably practicable, removed before the demolition or refurbishment begins (although this obligation does not apply to residential premises).

Any asbestos removal work will need to be carried out by an appropriately licensed asbestos removalist. Workers and occupants will need to be notified of any asbestos removal work and access to an asbestos removal area limited.

- **Is Your Old Asbestos Register Compliant?**

Asbestos registers and asbestos management plans which have been created under previous legislation pre 1 January 2012 are no longer compliant and you will need to prepare a new asbestos register and plan.

- **Conclusion**

The asbestos laws impose serious obligations on most owners corporations in NSW. An owners corporation to which the laws apply should engage a qualified asbestos consultants to carry out an asbestos audit and prepare a report in order to identify all asbestos within the strata scheme, to prepare and revise an asbestos register and, if asbestos is identified or is likely to be present, prepare an asbestos management plan.

NOTICE OF AN EXECUTIVE COMMITTEE MEETING

The Owners--Community Association 270417

Twin Creeks

Twin Creeks, 336-478a Luddenham Road, LUDDENHAM NSW 2745

A Executive Committee Meeting of The Owners--Community Association 270417 will be held on Monday, 07 December 2020 at Twin Creeks Golf & Country Club 2-8 Twin Creeks Drive, Luddenham , and the meeting will commence immediately Following the Annual General Meeting.

The Agenda for the meeting is:

- 1 MINUTES CONFIRMATION - Copy forwarded to all owners after last Executive Committee meeting**
That the minutes of the last Executive Committee Meeting be confirmed as a true record of the proceedings of that meeting.
- 2 OFFICE BEARERS**
That the Executive Committee appoint members to the office bearing roles for the ensuing year.
- 3 POINT OF CONTACT**
That a member of the Executive Committee be elected to be the associations point of contact to interact with the managing agent.
- 4 EXECUTIVE WEB PORTAL ACCESS**
That the Executive Committee instructs the managing agent to provide Executive Committee Level Online Web Access to the ASSM Portal to enable the Executive Committee to review enhancement Community Association information and reporting.

The portal provides all Executive Committee members with On-Line Access to view plan information for the current financial year such as; Balance Sheet Detail, Cash Payments report, Aged Arrears List, Insurance Details, and Investment Account details if applicable. This service is charged at \$100.00 per annum (*per management agreement) billed in advance at set up, on a pro rata basis based upon the taxation financial year. Minimum term is 12 months, automatically renews.*
- 5 BREACH OF BY-LAW 34 - Vehicles and Parking**
That the Executive Committee DP 270417 resolves pursuant to Section 13A of the Community Land Management Act 1989 (NSW) to proceed to make an application for Mediation to Fair Trading against the lot owners who continue to breach By-Law 34.1 Restrictions on Parking and that if a Mediation agreement is not reached or complied with then the Community Association pursuant to Division 6A of the Community Land Management Act 1989 (NSW) will proceed to NCAT for an Order against the offending lot owners to impose and enforce penalties accordingly.
- 6 GENERAL BUSINESS**
That any item of general business be discussed and instructions given to the strata manager.

Date of this notice: 16 November 2020

Notes:

- Only Executive Committee members are entitled to vote on agenda items at an Executive Committee Meeting.
- A quorum at an Executive Committee Meeting is 50% of the members; each Executive Committee Member has one vote, the Chairman does not have a casting vote.
- In the event than an agenda item is a tied vote the resolution is deemed to be lost as it was not passed by a majority.
- Appointees acting on behalf of an Executive Member can only vote if the Executive Committee resolved to accept the appointee.
- An owner or company nominee can attend Executive Committee meetings but can only address the meeting with the permission of the Executive Committee members.

If you would like to know more about the Executive Committee, the office bearers and their responsibilities; please visit
<<http://nsw.stratacommunity.org.au>> & select Free Online Executive Committee training on the Education tab.

Statement of Key Financial Information

Approved form under: Strata Schemes Management Act 2015 (Section 94 (1))

**The Owners--Community Association Twin Creeks, 336-478a Luddenham Road, LUDDENHAM NSW 2745
279417**

Name of Fund: **Administrative Fund**

Reporting Period: 1/07/2019 to 30/06/2020

\$

Balance carried forward from previous reporting period:	421,935.96	
Total income received during reporting period:	761,940.54	(2)
Total interest earned by fund during reporting period:	8,492.48	(3)
Total contributions paid during reporting period:	671,684.23	
Total unpaid contributions payable for reporting period:	26,180.15	(4)
Total expenditure for maintenance during reporting period:	734,832.48	(5)
Total expenditure for administration costs during reporting period:	0.00	
Balance of Fund at end of reporting period:	344,569.70	

List of principal items of expenditure proposed for next reporting period: (6)

Admin--Accounting--BAS/Tax Return	1,500.00
Admin--Agent Disburst-- Financial Reports	110.00
Admin--Agent Disburst--Other	200.00
Admin--Agent Disburst--Print/Copy/Distribute/Post	3,000.00
Admin--Archive Storage Fees	80.00
Admin--Auditors--Audit Services	2,000.00
Admin--Bank Charges--Account Fees	100.00
Admin--By-Laws--Draft & Register	500.00
Admin--Income Tax - GST Liability	1,000.00
Admin--Management Fees--Administration Chg	16,200.00
Admin--Management Fees--Schedule Fees	2,000.00
Admin--Management Fees--Standard	35,100.00
Admin--Repay Loan	250,000.00
Insurance--Premiums	12,000.00
Maint Bldg--Building Manager/Onsite Support/Caretaker	20,000.00
Maint Bldg--Electrical	10,000.00
Maint Bldg--Facilities Manager	30,000.00
Maint Bldg--Fire Protection	650.00
Maint Bldg--General Repairs	5,000.00
Maint Bldg--Legal Fees	8,000.00
Maint Bldg--Pest/Vermin Control	600.00
Maint Bldg--Plumbing & Drainage	3,000.00
Maint Grounds--Equipment	7,000.00
Maint Grounds--Garden Maintenance	60,000.00

Notes:

- (1) The Statement of Key Financial Information is a statutory report to display amounts for the financial period for financial information required under the Act. It is not a cumulative report and should not be interpreted as one.
- (2) Total income received represents the total receipts (inclusive of GST) and may include amounts not represented on this report. Unallocated receipts are not included on this report as they are not assigned to a fund.
- (3) Total interest includes interest received on the working account, and investment accounts and penalty interest for late payment of levies.
- (4) This amount represents the total of unpaid levy contributions due and payable during, and prior to the reporting period.
- (5) All expenditure for the plan is shown under maintenance. As the plan is GST registered all amounts shown in expenditure totals are exclusive of GST.
- (6) As the plan is GST registered all amounts listed for proposed expenditure are exclusive of GST.

Maint Grounds--Irrigation Systems	2,000.00
Maint Grounds--Lawn Maintenance	80,000.00
Maint Grounds--Pool	3,000.00
Maint Grounds--Pool Consumables	3,000.00
Maint Grounds--STP Non Routine Maintenance	98,000.00
Maint Grounds--STP Routine Maint - New Contract	84,000.00
Utility--Electricity	50,000.00
Utility--Waste Management	650.00
Utility--Water & Sewerage	6,000.00
Total Expenses	794,690.00

Notes:

- (1) The Statement of Key Financial Information is a statutory report to display amounts for the financial period for financial information required under the Act. It is not a cumulative report and should not be interpreted as one.
- (2) Total income received represents the total receipts (inclusive of GST) and may include amounts not represented on this report. Unallocated receipts are not included on this report as they are not assigned to a fund.
- (3) Total interest includes interest received on the working account, and investment accounts and penalty interest for late payment of levies.
- (4) This amount represents the total of unpaid levy contributions due and payable during, and prior to the reporting period.
- (5) All expenditure for the plan is shown under maintenance. As the plan is GST registered all amounts shown in expenditure totals are exclusive of GST.
- (6) As the plan is GST registered all amounts listed for proposed expenditure are exclusive of GST.

Name of Fund: **Sinking Fund**

Reporting Period: 1/07/2019 to 30/06/2020

\$

Balance carried forward from previous reporting period:	242,070.00	
Total income received during reporting period:	1,547,902.73	(2)
Total interest earned by fund during reporting period:	3,064.37	(3)
Total contributions paid during reporting period:	395,006.41	
Total unpaid contributions payable for reporting period:	16,292.61	(4)
Total expenditure for maintenance during reporting period:	993,617.03	(5)
Total expenditure for administration costs during reporting period:	0.00	
Balance of Fund at end of reporting period:	587,777.72	

List of principal items of expenditure proposed for next reporting period: (6)

Maint Bldg--Consultants	60,000.00
Maint Bldg--Electrical	7,000.00
Maint Bldg--Equipment Purchases	10,000.00
Maint Bldg--Painting & Surface Finishes	5,000.00
Maint Bldg--Security System/Cameras/CCTV	5,000.00
Maint Grounds--Estate Maintenance Improvements	40,000.00
Maint Grounds--Irrigation Systems	5,000.00
Maint Grounds--Landscaping	15,000.00
Maint Grounds--Pool Renovation	5,000.00
Maint Grounds--SPS Capital Replacement	80,000.00
Maint Grounds--STP Maztec Contract- New Upgrade	1,924,837.50
Total Expenses	2,156,837.50

Notes:

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

(2) Total income received represents the total receipts (inclusive of GST) and may include amounts not represented on this report. Unallocated receipts are not included on this report as they are not assigned to a fund.

(3) Total interest includes interest received on the working account, and investment accounts and penalty interest for late payment of levies.

(4) This amount represents the total of unpaid levy contributions due and payable during, and prior to the reporting period.

(5) All expenditure for the plan is shown under maintenance. As the plan is GST registered all amounts shown in expenditure totals are exclusive of GST.

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

Balance Sheet - Detailed

As at 30/06/2020

The Owners--Community Association 270417

Twin Creeks, 336-478a Luddenham Road,
LUDDENHAM NSW 2745

Current period

Owners' funds

Administrative Fund

Operating Surplus/Deficit--Admin	(77,366.26)
Owners Equity--Admin	421,935.96
	344,569.70

Sinking Fund

Operating Surplus/Deficit--Sinking	345,707.72
Owners Equity--Sinking	242,070.00
	587,777.72

Net owners' funds

\$932,347.42

Represented by:

Assets

Administrative Fund

Cash at Bank--Admin	291,737.54
Receivable--Levies--Admin	26,180.15
Receivable--Other--Admin	360.00
Receivable--Owners--Admin	21,556.45
	339,834.14

Sinking Fund

Cash at Bank--Sinking	762,977.45
Receivable--Levies--Sinking	16,292.61
	779,270.06

Unallocated Money

Cash at Bank--Unallocated	11,591.57
	11,591.57

Total assets

1,130,695.77

Less liabilities

Administrative Fund

Creditor--GST--Admin	(93,653.83)
Creditors--Other--Admin	17,141.30
Prepaid Levies--Admin	71,776.97
	(4,735.56)

Sinking Fund

Creditor--GST--Sinking	51,542.94
Creditors--Other--Sinking	91,219.70
Prepaid Levies--Sinking	48,729.70
	191,492.34

Unallocated Money

Prepaid Levies--Unallocated	11,591.57
	11,591.57

Total liabilities

198,348.35

Net assets

Current period

\$932,347.42

Income & Expenditure Statement for the financial year to 30/06/2020

The Owners--Community Association 270417

Twin Creeks, 336-478a Luddenham Road,
LUDDENHAM NSW 2745

Administrative Fund

Current period

01/07/2019-30/06/2020

Revenue

Admin--GST on Levies	37.50
Community Facilities Fee	3,590.87
Design Review Process Fee	12,945.45
Insurance Claims	5,354.00
Interest on Arrears--Admin	8,492.48
Levies Due--Admin	578,758.94
Recovery--Legal Fees	17,837.94
Recovery--Slashing/Individual Lots	28,927.50
Status Certificate Fees	1,272.54
Strata Roll Inspection Fees	249.00

<i>Total revenue</i>	657,466.22
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Less expenses

Admin--Accounting--BAS/Tax Return	837.26
Admin--Agent	3,483.63
Disburst--Print/Copy/Distribute/Post	
Admin--Auditors--Audit Services	1,750.00
Admin--Bank Charges--Account Fees	2.50
Admin--Consultants Design Review	17,200.00
Admin--Income Tax - GST Liability	602.00
Admin--Legal & Debt Collection Fees	20,946.30
Admin--Management Fees--Administration Chg	15,397.80
Admin--Management Fees--Schedule Fees	2,138.72
Admin--Management Fees--Standard	33,337.56
Admin--Refund Community Facilities BOND	(397.27)
Admin--Status Certificate Fees Paid	1,272.54
Admin--Strata Inspection Fees Paid	249.00
Insurance--Premiums	11,353.99
Maint Bldg--Building Manager/Onsite Support/Caretaker	14,997.24
Maint Bldg--Electrical	4,648.00
Maint Bldg--Facilities Manager	36,748.91
Maint Bldg--Fire Protection	637.73
Maint Bldg--Hire/Leasing of Equipment	18,890.91
Maint Bldg--Insurance Repairs	5,654.00
Maint Bldg--Legal Fees	21,461.65
Maint Bldg--Pest/Vermin Control	466.36
Maint Bldg--Plumbing & Drainage	400.00
Maint Grounds--Irrigation Systems	1,050.00

Administrative Fund**Current period**

01/07/2019-30/06/2020

Maint Grounds--Lawns & Gardening	106,107.69
Maint Grounds--Pool	1,696.37
Maint Grounds--Slashing/Individual Lots	39,753.50
Maint Grounds--STP Non Routine Maintenance	193,831.00
Maint Grounds--STP Routine Maint - New Contract	99,915.50
Maint Grounds--STP Routine Maint - Old Contract	28,191.83
Utility--Electricity	48,859.05
Utility--Waste Management	2,899.41
Utility--Water & Sewerage	449.30
<i>Total expenses</i>	<u>734,832.48</u>
Surplus/Deficit	<u>(77,366.26)</u>
Opening balance	421,935.96
Closing balance	<u><u>\$344,569.70</u></u>

Sinking Fund**Current period**

01/07/2019-30/06/2020

Revenue

Income Sewer Treatment Plant Upgrade	1,000,000.00
Interest on Arrears--Sinking	3,064.37
Levies Due--Sinking	336,260.38

<i>Total revenue</i>	<u>1,339,324.75</u>
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Less expenses

Maint Bldg--Consultants	73,447.00
Maint Bldg--Electrical	7,402.75
Maint Bldg--Equipment Purchases	1,355.21
Maint Bldg--Security System/Cameras/CCTV	5,100.00
Maint Grounds--Irrigation Systems	6,370.00
Maint Grounds--Landscaping	10,866.00
Maint Grounds--Pool Renovation	1,372.73
Maint Grounds--Sewer Treatment Plant/Capital Replacement	154,363.84
Maint Grounds--STP Contingency	91,727.00
\$307,974.00--New Upgrade	
Maint Grounds--STP Maztec Contract- New Upgrade	641,612.50

<i>Total expenses</i>	<u>993,617.03</u>
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Surplus/Deficit345,707.72

Opening balance	242,070.00
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Closing balance\$587,777.72



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Bankstown NSW 2200
PO Box 435 Bankstown NSW 1885

INDEPENDENT AUDIT REPORT

To the unit holders of Strata Plan No. 270417

Scope

I have audited the books and financial records of Strata Plan No. 270417 for the period 1 July 2019 to 30 June 2020. The Managing Agents are responsible for the preparation and maintenance of the Plan's financial records. I have conducted an independent audit of the financial records and procedures employed by the managing agent to ensure compliance with the provisions contained in the Property, Stock and Business Agents Act 2002.

I disclaim any assumption of responsibility for any reliance on this report to which it relates to any person other than the Proprietors.

My audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the record keeping procedures are in compliance with the statutory requirement. Procedures included examination, on a test basis of evidence supporting transactions of the plan and the evaluation of the level of adequacy of record keeping conducted by the Managing Agent. These procedures have been undertaken to form an opinion as to whether the books of Strata Plan Number 270417 have been maintained in accordance with the Act.

The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In my opinion, based on appropriate examinations and sampling techniques of Strata Plan No. 270417 for the period covered by this report:

- iii) the books of account required to be kept under S103 and 104 of the Property, Stock and Business Agents Act 2002, have been kept in accordance with the Acts and its associated Regulation,
- iv) during the period the reconciled balances of the plan's trust account was sufficient to meet all trust creditors of the licensee as disclosed by the books of account and records produced to me.

STRATA ACCOUNTING
Public Accountants

George Ferizis FIPA FFA FNTAA
Bankstown, 31 July 2020

Proposed Budget to apply from 01/07/2020

The Owners--Community Association 270417

Twin Creeks, 336-478a Luddenham Road,
LUDDENHAM NSW 2745

Administrative Fund

	Proposed budget
Revenue	
Community Facilities Fee	3,500.00
Levies Due--Admin	545,000.00
<i>Total revenue</i>	548,500.00
Less expenses	
Admin--Accounting--BAS/Tax Return	1,500.00
Admin--Agent Disburst-- Financial Reports	110.00
Admin--Agent Disburst--Other	200.00
Admin--Agent Disburst--Print/Copy/Distribute/Post	3,000.00
Admin--Archive Storage Fees	80.00
Admin--Auditors--Audit Services	2,000.00
Admin--Bank Charges--Account Fees	100.00
Admin--By-Laws--Draft & Register	500.00
Admin--Income Tax - GST Liability	1,000.00
Admin--Management Fees--Administration Chg	16,200.00
Admin--Management Fees--Schedule Fees	2,000.00
Admin--Management Fees--Standard	35,100.00
Admin--Repay Loan	250,000.00
Insurance--Premiums	12,000.00
Maint Bldg--Building Manager/Onsite Support/Caretaker	20,000.00
Maint Bldg--Electrical	10,000.00
Maint Bldg--Facilities Manager	30,000.00
Maint Bldg--Fire Protection	650.00
Maint Bldg--General Repairs	5,000.00
Maint Bldg--Legal Fees	8,000.00
Maint Bldg--Pest/Vermin Control	600.00
Maint Bldg--Plumbing & Drainage	3,000.00
Maint Grounds--Equipment	7,000.00
Maint Grounds--Garden Maintenance	60,000.00
Maint Grounds--Irrigation Systems	2,000.00
Maint Grounds--Lawn Maintenance	80,000.00
Maint Grounds--Pool	3,000.00
Maint Grounds--Pool Consumables	3,000.00
Maint Grounds--STP Non Routine Maintenance	98,000.00
Maint Grounds--STP Routine Maint - New Contract	84,000.00
Utility--Electricity	50,000.00
Utility--Waste Management	650.00
Utility--Water & Sewerage	6,000.00

Administrative Fund

	Proposed budget
<i>Total expenses</i>	<u>794,690.00</u>
Surplus/Deficit	<u>(246,190.00)</u>
Opening balance	344,569.70
Closing balance	<u><u>\$98,379.70</u></u>
Total units of entitlement	100000
Levy contribution per unit entitlement	\$6.00
Budgeted standard levy revenue	545,000.00
Add GST	54,500.00
Amount to raise in levies including GST	<u>\$599,500.00</u>

Sinking Fund

	Proposed budget
Revenue	
Levies Due--Sinking	370,000.00
Recovery--Other	44,255.00
Strata Loan - Income	1,300,000.00
<i>Total revenue</i>	<u>1,714,255.00</u>
Less expenses	
Maint Bldg--Consultants	60,000.00
Maint Bldg--Electrical	7,000.00
Maint Bldg--Equipment Purchases	10,000.00
Maint Bldg--Painting & Surface Finishes	5,000.00
Maint Bldg--Security System/Cameras/CCTV	5,000.00
Maint Grounds--Estate Maintenance Improvements	40,000.00
Maint Grounds--Irrigation Systems	5,000.00
Maint Grounds--Landscaping	15,000.00
Maint Grounds--Pool Renovation	5,000.00
Maint Grounds--SPS Capital Replacement	80,000.00
Maint Grounds--STP Maztec Contract- New Upgrade	1,924,837.50
<i>Total expenses</i>	<u>2,156,837.50</u>
Surplus/Deficit	<u>(442,582.50)</u>
Opening balance	587,777.72
Closing balance	<u><u>\$145,195.22</u></u>
Total units of entitlement	100000
Levy contribution per unit entitlement	\$4.07
Budgeted standard levy revenue	370,000.00
Add GST	37,000.00
Amount to raise in levies including GST	<u>\$407,000.00</u>

Proposed Levy Schedule to apply from 01/07/2020

The Owners--Community Association 270417

Twin Creeks, 336-478a Luddenham Road,
LUDDENHAM NSW 2745

Quarterly levy instalments that would apply to each lot if proposed budgets are accepted by the general meeting:

Lot	Unit	Unit Entitlement	Admin Fund	Sinking Fund	Quarterly Total	Annual Total
2	2	370.00	554.55	376.50	931.05	3,724.20
3	4	360.00	539.55	366.30	905.85	3,623.40
4	6	360.00	539.55	366.30	905.85	3,623.40
5	8	370.00	554.55	376.50	931.05	3,724.20
6	10	370.00	554.55	376.50	931.05	3,724.20
7	12	370.00	554.55	376.50	931.05	3,724.20
8	14	360.00	539.55	366.30	905.85	3,623.40
9	16	360.00	539.55	366.30	905.85	3,623.40
10	18	360.00	539.55	366.30	905.85	3,623.40
11	20	360.00	539.55	366.30	905.85	3,623.40
12	22	360.00	539.55	366.30	905.85	3,623.40
13	24	360.00	539.55	366.30	905.85	3,623.40
14	26	360.00	539.55	366.30	905.85	3,623.40
15	28	360.00	539.55	366.30	905.85	3,623.40
16	30	360.00	539.55	366.30	905.85	3,623.40
17	32	360.00	539.55	366.30	905.85	3,623.40
18	34	370.00	554.55	376.50	931.05	3,724.20
19	36	370.00	554.55	376.50	931.05	3,724.20
20	38	380.00	569.55	386.65	956.20	3,824.80
21	40	380.00	569.55	386.65	956.20	3,824.80
22	42	380.00	569.55	386.65	956.20	3,824.80
23	44	380.00	569.55	386.65	956.20	3,824.80
24	46	380.00	569.55	386.65	956.20	3,824.80
25	48	380.00	569.55	386.65	956.20	3,824.80
26	50	390.00	584.55	396.85	981.40	3,925.60
27	52	390.00	584.55	396.85	981.40	3,925.60
28	54	390.00	584.55	396.85	981.40	3,925.60
29	56	390.00	584.55	396.85	981.40	3,925.60
30	58	390.00	584.55	396.85	981.40	3,925.60
31	60	390.00	584.55	396.85	981.40	3,925.60
32	62	390.00	584.55	396.85	981.40	3,925.60
33	64	390.00	584.55	396.85	981.40	3,925.60
34	66	400.00	599.50	407.00	1,006.50	4,026.00
35	35	380.00	569.55	386.65	956.20	3,824.80
36	7	440.00	659.45	447.70	1,107.15	4,428.60
37	5	420.00	629.50	427.35	1,056.85	4,227.40
38	3	410.00	614.50	417.20	1,031.70	4,126.80
39	1	400.00	599.50	407.00	1,006.50	4,026.00

Quarterly levy instalments that would apply to each lot if proposed budgets are accepted by the general meeting:

Lot	Unit	Unit Entitlement	Admin Fund	Sinking Fund	Quarterly Total	Annual Total
40	11	370.00	554.55	376.50	931.05	3,724.20
41	13	370.00	554.55	376.50	931.05	3,724.20
42	15	370.00	554.55	376.50	931.05	3,724.20
43	17	370.00	554.55	376.50	931.05	3,724.20
44	19	380.00	569.55	386.65	956.20	3,824.80
45	21	380.00	569.55	386.65	956.20	3,824.80
46	23	380.00	569.55	386.65	956.20	3,824.80
47	2-8	1600.00	2,398.00	1,628.00	4,026.00	16,104.00
68	17	370.00	554.55	376.50	931.05	3,724.20
69	12	370.00	554.55	376.50	931.05	3,724.20
70	14	370.00	554.55	376.50	931.05	3,724.20
71	16	370.00	554.55	376.50	931.05	3,724.20
72	6	370.00	554.55	376.50	931.05	3,724.20
73	4	370.00	554.55	376.50	931.05	3,724.20
74	2	370.00	554.55	376.50	931.05	3,724.20
75	21	370.00	554.55	376.50	931.05	3,724.20
76	19	370.00	554.55	376.50	931.05	3,724.20
77	17	370.00	554.55	376.50	931.05	3,724.20
78	15	370.00	554.55	376.50	931.05	3,724.20
79	32	380.00	569.55	386.65	956.20	3,824.80
80	34	380.00	569.55	386.65	956.20	3,824.80
81	36	380.00	569.55	386.65	956.20	3,824.80
82	1	370.00	554.55	376.50	931.05	3,724.20
83	3	370.00	554.55	376.50	931.05	3,724.20
84	5	370.00	554.55	376.50	931.05	3,724.20
85	7	370.00	554.55	376.50	931.05	3,724.20
86	38	380.00	569.55	386.65	956.20	3,824.80
87	40	380.00	569.55	386.65	956.20	3,824.80
88	42	370.00	554.55	376.50	931.05	3,724.20
89	44	380.00	569.55	386.65	956.20	3,824.80
90	7	380.00	569.55	386.65	956.20	3,824.80
91	6	370.00	554.55	376.50	931.05	3,724.20
92	5	370.00	554.55	376.50	931.05	3,724.20
93	4	370.00	554.55	376.50	931.05	3,724.20
95	2	360.00	539.55	366.30	905.85	3,623.40
96	1	360.00	539.55	366.30	905.85	3,623.40
97	48	360.00	539.55	366.30	905.85	3,623.40
98	50	360.00	539.55	366.30	905.85	3,623.40
99	52	360.00	539.55	366.30	905.85	3,623.40
103	60	360.00	539.55	366.30	905.85	3,623.40
104	62	360.00	539.55	366.30	905.85	3,623.40
105	64	360.00	539.55	366.30	905.85	3,623.40
106	2	360.00	539.55	366.30	905.85	3,623.40

Quarterly levy instalments that would apply to each lot if proposed budgets are accepted by the general meeting:

Lot	Unit	Unit Entitlement	Admin Fund	Sinking Fund	Quarterly Total	Annual Total
118	9	260.00	389.70	264.55	654.25	2,617.00
119	7	260.00	389.70	264.55	654.25	2,617.00
120	5	260.00	389.70	264.55	654.25	2,617.00
121	3	260.00	389.70	264.55	654.25	2,617.00
122	11	260.00	389.70	264.55	654.25	2,617.00
123	9	260.00	389.70	264.55	654.25	2,617.00
124	7	260.00	389.70	264.55	654.25	2,617.00
125	5	260.00	389.70	264.55	654.25	2,617.00
126	2	260.00	389.70	264.55	654.25	2,617.00
127	4	260.00	389.70	264.55	654.25	2,617.00
128	6	260.00	389.70	264.55	654.25	2,617.00
129	12	260.00	389.70	264.55	654.25	2,617.00
130	14	260.00	389.70	264.55	654.25	2,617.00
135	7	360.00	539.55	366.30	905.85	3,623.40
136	9	360.00	539.55	366.30	905.85	3,623.40
137	11	350.00	524.60	356.15	880.75	3,523.00
138	13	350.00	524.60	356.15	880.75	3,523.00
139	15	360.00	539.55	366.30	905.85	3,623.40
140	17	360.00	539.55	366.30	905.85	3,623.40
141	19	380.00	569.55	386.65	956.20	3,824.80
142	21	370.00	554.55	376.50	931.05	3,724.20
144	27	370.00	554.55	376.50	931.05	3,724.20
145	29	370.00	554.55	376.50	931.05	3,724.20
146	31	380.00	569.55	386.65	956.20	3,824.80
147	19	370.00	554.55	376.50	931.05	3,724.20
148	17	370.00	554.55	376.50	931.05	3,724.20
149	15	370.00	554.55	376.50	931.05	3,724.20
150	13	370.00	554.55	376.50	931.05	3,724.20
151	11	370.00	554.55	376.50	931.05	3,724.20
152	9	370.00	554.55	376.50	931.05	3,724.20
153	27	370.00	554.55	376.50	931.05	3,724.20
154	29	370.00	554.55	376.50	931.05	3,724.20
155	31	370.00	554.55	376.50	931.05	3,724.20
156	33	370.00	554.55	376.50	931.05	3,724.20
157	35	370.00	554.55	376.50	931.05	3,724.20
158	37	370.00	554.55	376.50	931.05	3,724.20
159	39	370.00	554.55	376.50	931.05	3,724.20
160	41	370.00	554.55	376.50	931.05	3,724.20
161	43	370.00	554.55	376.50	931.05	3,724.20
162	45	370.00	554.55	376.50	931.05	3,724.20
163	47	370.00	554.55	376.50	931.05	3,724.20
167	4	360.00	539.55	366.30	905.85	3,623.40
168	6	360.00	539.55	366.30	905.85	3,623.40

Quarterly levy instalments that would apply to each lot if proposed budgets are accepted by the general meeting:

Lot	Unit	Unit Entitlement	Admin Fund	Sinking Fund	Quarterly Total	Annual Total
180	8	260.00	389.70	264.55	654.25	2,617.00
181	3	260.00	389.70	264.55	654.25	2,617.00
182	5	260.00	389.70	264.55	654.25	2,617.00
183	7	260.00	389.70	264.55	654.25	2,617.00
184	9	260.00	389.70	264.55	654.25	2,617.00
185	11	260.00	389.70	264.55	654.25	2,617.00
186	13	260.00	389.70	264.55	654.25	2,617.00
187	15	260.00	389.70	264.55	654.25	2,617.00
188	16	260.00	389.70	264.55	654.25	2,617.00
189	12	260.00	389.70	264.55	654.25	2,617.00
190	10	260.00	389.70	264.55	654.25	2,617.00
191	8	260.00	389.70	264.55	654.25	2,617.00
192	6	260.00	389.70	264.55	654.25	2,617.00
193	4	260.00	389.70	264.55	654.25	2,617.00
194	2	260.00	389.70	264.55	654.25	2,617.00
195	24	260.00	389.70	264.55	654.25	2,617.00
196	26	260.00	389.70	264.55	654.25	2,617.00
197	28	260.00	389.70	264.55	654.25	2,617.00
198	30	260.00	389.70	264.55	654.25	2,617.00
199	3	290.00	434.65	295.10	729.75	2,919.00
200	4	290.00	434.65	295.10	729.75	2,919.00
201	5	290.00	434.65	295.10	729.75	2,919.00
202	6	290.00	434.65	295.10	729.75	2,919.00
203	7	290.00	434.65	295.10	729.75	2,919.00
204	8	290.00	434.65	295.10	729.75	2,919.00
205	9	290.00	434.65	295.10	729.75	2,919.00
206	10	290.00	434.65	295.10	729.75	2,919.00
207	11	290.00	434.65	295.10	729.75	2,919.00
208	1	290.00	434.65	295.10	729.75	2,919.00
209	2	290.00	434.65	295.10	729.75	2,919.00
210	3	290.00	434.65	295.10	729.75	2,919.00
211	4	290.00	434.65	295.10	729.75	2,919.00
212	5	290.00	434.65	295.10	729.75	2,919.00
213	6	290.00	434.65	295.10	729.75	2,919.00
214	7	290.00	434.65	295.10	729.75	2,919.00
215	8	290.00	434.65	295.10	729.75	2,919.00
216	14	260.00	389.70	264.55	654.25	2,617.00
217	16	260.00	389.70	264.55	654.25	2,617.00
218	18	260.00	389.70	264.55	654.25	2,617.00
219	20	260.00	389.70	264.55	654.25	2,617.00
220	22	260.00	389.70	264.55	654.25	2,617.00
221	24	560.00	839.30	569.80	1,409.10	5,636.40
222	336-348	730.00	1,094.10	742.80	1,836.90	7,347.60

Quarterly levy instalments that would apply to each lot if proposed budgets are accepted by the general meeting:

Lot	Unit	Unit Entitlement	Admin Fund	Sinking Fund	Quarterly Total	Annual Total
223	2	370.00	554.55	376.50	931.05	3,724.20
224	4	360.00	539.55	366.30	905.85	3,623.40
225	6	360.00	539.55	366.30	905.85	3,623.40
227	10	370.00	554.55	376.50	931.05	3,724.20
228	8	370.00	554.55	376.50	931.05	3,724.20
229	6	370.00	554.55	376.50	931.05	3,724.20
230	4	370.00	554.55	376.50	931.05	3,724.20
231	2	370.00	554.55	376.50	931.05	3,724.20
232	13	370.00	554.55	376.50	931.05	3,724.20
233	15	370.00	554.55	376.50	931.05	3,724.20
234	13	370.00	554.55	376.50	931.05	3,724.20
235	11	370.00	554.55	376.50	931.05	3,724.20
236	22	370.00	554.55	376.50	931.05	3,724.20
237	24	370.00	554.55	376.50	931.05	3,724.20
238	26	370.00	554.55	376.50	931.05	3,724.20
239	23	360.00	539.55	366.30	905.85	3,623.40
240	25	360.00	539.55	366.30	905.85	3,623.40
241	49	370.00	554.55	376.50	931.05	3,724.20
242	51	370.00	554.55	376.50	931.05	3,724.20
243	53	370.00	554.55	376.50	931.05	3,724.20
244	55	380.00	569.55	386.65	956.20	3,824.80
245	1A	380.00	569.55	386.65	956.20	3,824.80
246	1	350.00	524.60	356.15	880.75	3,523.00
247	3	360.00	539.55	366.30	905.85	3,623.40
248	5	360.00	539.55	366.30	905.85	3,623.40
249	70	360.00	539.55	366.30	905.85	3,623.40
250	1	360.00	539.55	366.30	905.85	3,623.40
251	3	360.00	539.55	366.30	905.85	3,623.40
252	5	360.00	539.55	366.30	905.85	3,623.40
253	7	360.00	539.55	366.30	905.85	3,623.40
254	9	360.00	539.55	366.30	905.85	3,623.40
255	11	360.00	539.55	366.30	905.85	3,623.40
256	8	360.00	539.55	366.30	905.85	3,623.40
257	10	360.00	539.55	366.30	905.85	3,623.40
258	12	360.00	539.55	366.30	905.85	3,623.40
261	3	360.00	539.55	366.30	905.85	3,623.40
262	1	360.00	539.55	366.30	905.85	3,623.40
263	3	360.00	539.55	366.30	905.85	3,623.40
264	5	360.00	539.55	366.30	905.85	3,623.40
265	7	360.00	539.55	366.30	905.85	3,623.40
266	9	360.00	539.55	366.30	905.85	3,623.40
267	11	360.00	539.55	366.30	905.85	3,623.40
268	13	360.00	539.55	366.30	905.85	3,623.40

Quarterly levy instalments that would apply to each lot if proposed budgets are accepted by the general meeting:

Lot	Unit	Unit Entitlement	Admin Fund	Sinking Fund	Quarterly Total	Annual Total
269	15	360.00	539.55	366.30	905.85	3,623.40
270	17	360.00	539.55	366.30	905.85	3,623.40
271	19	360.00	539.55	366.30	905.85	3,623.40
272	21	360.00	539.55	366.30	905.85	3,623.40
273	23	360.00	539.55	366.30	905.85	3,623.40
274	25	360.00	539.55	366.30	905.85	3,623.40
275	27	360.00	539.55	366.30	905.85	3,623.40
276	14	360.00	539.55	366.30	905.85	3,623.40
277	12	360.00	539.55	366.30	905.85	3,623.40
278	10	360.00	539.55	366.30	905.85	3,623.40
279	8	360.00	539.55	366.30	905.85	3,623.40
280	6	360.00	539.55	366.30	905.85	3,623.40
281	4	360.00	539.55	366.30	905.85	3,623.40
282	58	360.00	539.55	366.30	905.85	3,623.40
286	10	360.00	539.55	366.30	905.85	3,623.40
287	8	360.00	539.55	366.30	905.85	3,623.40
288	14	360.00	539.55	366.30	905.85	3,623.40
289	16	360.00	539.55	366.30	905.85	3,623.40
290	18	360.00	539.55	366.30	905.85	3,623.40
291	20	360.00	539.55	366.30	905.85	3,623.40
292	22	360.00	539.55	366.30	905.85	3,623.40
293	24	360.00	539.55	366.30	905.85	3,623.40
294	26	360.00	539.55	366.30	905.85	3,623.40
295	28	360.00	539.55	366.30	905.85	3,623.40
296	2	360.00	539.55	366.30	905.85	3,623.40
297	4	360.00	539.55	366.30	905.85	3,623.40
298	13	360.00	539.55	366.30	905.85	3,623.40
299	15	360.00	539.55	366.30	905.85	3,623.40
300	17	360.00	539.55	366.30	905.85	3,623.40
301	19	360.00	539.55	366.30	905.85	3,623.40
304	16	360.00	539.55	366.30	905.85	3,623.40
305	18	360.00	539.55	366.30	905.85	3,623.40
306	20	360.00	539.55	366.30	905.85	3,623.40
307	22	360.00	539.55	366.30	905.85	3,623.40
308	24	360.00	539.55	366.30	905.85	3,623.40
309	26	360.00	539.55	366.30	905.85	3,623.40
310	33	360.00	539.55	366.30	905.85	3,623.40
311	31	360.00	539.55	366.30	905.85	3,623.40
312	3	360.00	539.55	366.30	905.85	3,623.40
313	5	360.00	539.55	366.30	905.85	3,623.40
314	8	360.00	539.55	366.30	905.85	3,623.40
315	6	360.00	539.55	366.30	905.85	3,623.40
316	4	360.00	539.55	366.30	905.85	3,623.40

Quarterly levy instalments that would apply to each lot if proposed budgets are accepted by the general meeting:

Lot	Unit	Unit Entitlement	Admin Fund	Sinking Fund	Quarterly Total	Annual Total
317	29	360.00	539.55	366.30	905.85	3,623.40
319	6	360.00	539.55	366.30	905.85	3,623.40
320	8	360.00	539.55	366.30	905.85	3,623.40
321	10	360.00	539.55	366.30	905.85	3,623.40
322	12	360.00	539.55	366.30	905.85	3,623.40
323	14	360.00	539.55	366.30	905.85	3,623.40
324	16	360.00	539.55	366.30	905.85	3,623.40
325	18	360.00	539.55	366.30	905.85	3,623.40
326	20	360.00	539.55	366.30	905.85	3,623.40
327	22	360.00	539.55	366.30	905.85	3,623.40
328	17	360.00	539.55	366.30	905.85	3,623.40
329	15	360.00	539.55	366.30	905.85	3,623.40
330	13	360.00	539.55	366.30	905.85	3,623.40
331	11	350.00	524.60	356.15	880.75	3,523.00
332	9	350.00	524.60	356.15	880.75	3,523.00
333	7	350.00	524.60	356.15	880.75	3,523.00
334	5	350.00	524.60	356.15	880.75	3,523.00
335	39	360.00	539.55	366.30	905.85	3,623.40
336	20	360.00	539.55	366.30	905.85	3,623.40
337	18	360.00	539.55	366.30	905.85	3,623.40
338	16	360.00	539.55	366.30	905.85	3,623.40
339	14	360.00	539.55	366.30	905.85	3,623.40
340	12	360.00	539.55	366.30	905.85	3,623.40
341	10	360.00	539.55	366.30	905.85	3,623.40
342	8	360.00	539.55	366.30	905.85	3,623.40
343	6	360.00	539.55	366.30	905.85	3,623.40
344	4	360.00	539.55	366.30	905.85	3,623.40
345	2	360.00	539.55	366.30	905.85	3,623.40
346	72	360.00	539.55	366.30	905.85	3,623.40
347	0	50.00	74.95	50.90	125.85	503.40
		100,000.00	\$149,878.10	\$101,752.50	\$251,630.60	\$1,006,522.40