

**NOTICE OF AN ANNUAL GENERAL MEETING
ADDRESS TO. ALL OWNERS/MORTGAGEES/COMPANY NOMINEES OF THE LOTS**

Notice of Business to be dealt with at the Annual General Meeting of all Owners of Community Association Plan 776652 to be held on Tuesday, 10 December 2019 in the Clubhouse, Quarter Session Road, Westleigh at 06:00 PM.

AGENDA

1 MINUTES

That the minutes of the last General Meeting as circulated be confirmed as a true and accurate record of the proceedings of that Meeting

2 FINANCIAL STATEMENTS

That the Financial Statement as presented be received and adopted.

NB: Please forward any queries pertaining to the annual accounts to our office prior to the meeting

3 BUDGET

That the Proposed Budgets as attached be adopted, with or without amendment and that contributions be determined as follows:

ADMINISTRATIVE FUND

(a) To the Administrative Fund pursuant to Section 20 (3), and Clause 13 of Schedule 1 of the Community Land Management Act, 1989 ("The Act"):

In respect of the period from 1/01/2020 to 31/12/2020 in the sum of \$140,500.01 inc GST payable pursuant to Section 76 of the Act in four equal instalments, to be due and payable as follows:

1/01/2020, 1/04/2020, 1/07/2020, 1/10/2020

SINKING FUND

(b) To the Sinking Fund pursuant to Section 20 (3), and Clause 13 of Schedule 1 of the Act:

In respect of the period 1/01/2020 to 31/12/2020 in the sum of \$27,500.00 inc GST payable pursuant to Section 76 of the Act in four (4) equal instalments, due and payable on the same quarterly dates referred to in paragraph A.

4 EXECUTIVE COMMITTEE

That the Executive Committee of the Community Association be decided and these elected in accordance with Section 30 & Schedule 6, Part 3 of the Community Land Management Act, 1989.

5 INSURANCE

That the Community Association insurance be confirmed varied or extended (copy of renewal certificate attached).

6 AUDITOR

That consideration be given to the appointment of an auditor by the Community Association for the next financial year

7 MANAGING AGENT

That the Owners - Community Association DP 776652 RESOLVES by ordinary resolution that, the Community Association having an existing agreement (Prior Agreement) with the Agent:

- (a) the Prior Agreement is terminated on the date determined for that purpose by the Executive Committee, without prejudice to any accrued rights and obligations under the Prior Agreement.
- (b) the Agreement will replace the Prior Agreement and govern the relationship between the Community Association and the Agent as from the date of termination of the Prior Agreement.

8 LEVY COLLECTION

That the Strata Managing Agent be authorized to take and to settle legal action on behalf of the Community Association to recover unpaid contributions, interest on unpaid contributions and related expenses, subject to any direction of the Community Association, and that the Secretary notify the Strata Managing Agent in writing accordingly.

Please Note: A Meeting of the Executive Committee will be held immediately after the General Meeting, being for the sole purpose of electing the Chairperson and other Office Bearers for the ensuing year

MEETING INSTRUCTIONS

1. You, or where this notice is addressed to the Corporation, Your Company Nominee may cast a vote either in person or by duly appointed proxy (on prescribed form), which must be given to Lamb & Walters at or before the General Meeting.
2. Motion listed requiring a unanimous resolution or special resolution will clearly indicate so. N.B. Special resolutions definition - if more than 25% of the unit of entitlement vote against the motion, the motion is lost.
3. A quorum will consist of 25% of persons entitled to vote by considering those persons and proxies present.
4. Voting eligibility and rights may be exercised only if each voter:
 - a. Is financial (i.e. all levies are paid)
 - b. Has answered all section 118 requisitions.
 - c. The mortgage does not exercise voting rights
 - d. Is entered in the Strata Roll as the Owner.

N.B. being unfinancial does not affect voting on a unanimous resolution.

5. Any Owner who is unable to attend should complete the Proxy and forward, prior to the General Meeting, to Lamb and Walters (PO Box 95 Gordon NSW 2072, hello@lambandwalters.com.au or to another Owner who will be attending the meeting.

**MINUTES OF AN ANNUAL GENERAL MEETING
THE OWNERS - STRATA PLAN 99001**

**ADDRESS OF THE STRATA SCHEME: SETTLERS GREEN ASSOCIATION, Quarter Session Road, WESTLEIGH NSW
2120**

An Annual General Meeting of The Owners - Strata Plan 99001 was held on 11/12/2018 commenced at 06:10 PM.

PRESENT:

Lot #	Unit #	Attendance	Owner Name Representative
3	3	No	Mr Fursk-Roberts - Proxy for Lot 3 (Mr Fursk-Roberts was present)
7	1M	Yes	Mr C V & Mrs J N Jennings
10	7S	Yes	Ms M Barden
14	2S	Yes	Ms L P Gilchrist
15	4S	Yes	Mrs Weston
18	10S	Yes	Ms M J Marsden
19	12S	Yes	Ms G Donovan
21	16S	Yes	Mr D M Zacherl
23	20S	Yes	Mrs K Lenz
24	22S	Yes	P Rockliff
26	7M	Yes	Mr & Mrs D Hoult
29	8M	Yes	Mr J P & Mrs M R Hogan
30	6M	Yes	Mr C J & K A Belcastro
31	4M	Yes	Ms S J Mattinson
45	5R	Yes	D Gordon
51	9W	Yes	G M & Mrs N J Davis
52	15W	Yes	L & Mrs V T Siviz
53	17W	Yes	L J Dandie
54	14W	Yes	P Y Copleston
55	12W	Yes	B Thompson
57	8W	Yes	K & Mrs S C Smith
58	6W	Yes	K J Osborne
59	4W	Yes	Mr I D McKinnon
63	2P	Yes	L J Scott
68	12P	Yes	G W Hastie

IN ATTENDANCE: Mr Fursk-Roberts & Mr C Herbert

CHAIRPERSON (acting): Krysta Smythe

Minutes of the meeting:

1 MINUTES

Resolved that the minutes of the last General Meeting as circulated be confirmed as a true and accurate record of the proceedings of that Meeting

2 FINANCIAL STATEMENTS

Resolved that the Financial Statement as presented be received and adopted.

3 BUDGET

Resolved that the Proposed Budgets as attached be adopted, with or without amendment and that contributions be determined as follows:

ADMINISTRATIVE FUND

(a) To the Administrative Fund pursuant to Section 20 (3), and Clause 13 of Schedule 1 of the Community Land Management Act, 1989 ("The Act"):

In respect of the period from 1/01/2019 to 31/12/2019 in the sum of \$129,300 +GST payable pursuant to Section 76 of the Act in four equal instalments, to be due and payable as follows:

1/01/2019, 1/04/2019, 1/07/2019, 1/10/2019

SINKING FUND

(b) To the Sinking Fund pursuant to Section 20 (3), and Clause 13 of Schedule 1 of the Act:

In respect of the period 1/01/2019 to 31/12/2019 in the sum of \$25,000 +GST payable pursuant to Section 76 of the Act in four (4) equal instalments, due and payable on the same quarterly dates referred to in paragraph A.

4 COMMITTEE

Resolved that the Committee of the Home Owners Association be decided and these elected in accordance with the Associations Incorporations Act 1984 as follows:

The number for the Committee was set at Nine (9) and the following self-nominated and were elected:

Mr S Smith, Mr I McKinnon, Ms N Weston, Mr C Belcastro, Mr J Scott, Mr G Hastie, Ms K Lenz, Mr G Davies & Mr C Green.

5 INSURANCE

Resolved that the Home Owners Association insurance be confirmed.

6 AUDITOR

Resolved that consideration be given to the appointment of an auditor by the Home Owners Association for the next financial year and this be accepted.

7 LEVY COLLECTION

Resolved resolved that the Managing Agent be authorized to take and to settle legal action on behalf of the Home Owners Association to recover unpaid contributions, interest on unpaid contributions and related expenses, subject to any direction of the Home Owners Association, and that the Secretary notify the Managing Agent in writing accordingly.

The Meeting closed at 6.21pm.

ANNUAL REPORTS

for the financial year to 31/08/2019

Community Association 776652

SETTLERS GREEN ASSOCIATION, Quarter Session Road,
WESTLEIGH NSW 2120

Manager: Krysta Smythe

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Statement of Key Financial Information

Deposited Plan 776652

SETTLERS GREEN ASSOCIATION, Quarter Session Road, WESTLEIGH
NSW 2120

Name of Fund:	Administrative Fund	
Reporting Period:	1/09/2018 to 31/08/2019	\$
Balance carried forward from previous reporting period:		37,589.97
Total income received during reporting period:		115,842.76 (2)
Total interest earned by fund during reporting period:		205.39 (3)
Total contributions paid during reporting period:		110,609.90
Total unpaid contributions payable for reporting period:		6,900.77 (4)
Total expenditure for maintenance during reporting period:		116,641.34 (5)
Total expenditure for administration costs during reporting period:		0.00
Balance of Fund at end of reporting period:		51,127.19
List of principal items of expenditure proposed for next reporting period:		(6)
Admin--Accounting		580.00
Admin--Auditors--Audit Services		490.91
Admin--Fixed Disbursement Fee		3,543.75
Admin--Income Tax--Admin		550.00
Admin--Management Fees--Standard		9,354.45
Insurance--Excesses		500.00
Insurance--Premiums		5,200.00
Maint Bldg--Electrical Repairs		3,900.00
Maint Bldg--Pest/Vermin Control		900.00
Maint Bldg--Pool Mtce		6,500.00
Maint Bldg--Recreation Facilities		100.00
Maint Bldg--Repairs & Mtce		45,858.17
Maint Grounds--Gardening & Lawns		32,000.00
Utility--Council Rates		950.00
Utility--Electricity & Gas		9,700.00
Utility--Gas		1,200.00
Utility--Rubbish Removal		6,400.00
Total Expenses		127,727.28

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: 1/09/2018 to 31/08/2019 \$

Balance carried forward from previous reporting period:	42,865.38	
Total income received during reporting period:	21,495.28	(2)
Total interest earned by fund during reporting period:	68.08	(3)
Total contributions paid during reporting period:	21,417.66	
Total unpaid contributions payable for reporting period:	932.16	(4)
Total expenditure for maintenance during reporting period:	38,544.89	(5)
Total expenditure for administration costs during reporting period:	0.00	
Balance of Fund at end of reporting period:	43,143.77	

List of principal items of expenditure proposed for next reporting period:		(6)
Maint Bldg--General Service & Replacement	25,000.00	
Total Expenses	25,000.00	

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.

Statement of Financial Position

As at 31/08/2019

Deposited Plan 776652

SETTLERS GREEN ASSOCIATION, Quarter Session
Road, WESTLEIGH NSW 2120

	Current period	Previous year
Owners' funds		
Administrative Fund		
Operating Surplus/Deficit--Admin	13,537.22	0.00
Owners Equity--Admin	37,589.97	0.00
	51,127.19	0.00
Sinking Fund		
Operating Surplus/Deficit--Sinking	278.39	0.00
Owners Equity--Sinking	42,865.38	0.00
	43,143.77	0.00
Net owners' funds	\$94,270.96	\$0.00
Represented by:		
Assets		
Administrative Fund		
Cash at Bank--Admin	41,646.96	0.00
Petty Cash--Admin	6,500.00	0.00
Receivable--Levies--Admin	6,900.77	0.00
Receivable--Owners--Admin	763.70	0.00
	55,811.43	0.00
Sinking Fund		
Cash at Bank--Sinking	42,662.07	0.00
Receivable--Levies--Sinking	932.16	0.00
Receivable--Owners--Sinking	13.71	0.00
	43,607.94	0.00
Unallocated Money		
Cash at Bank--Unallocated	5.57	0.00
	5.57	0.00
<i>Total assets</i>	99,424.94	0.00
Less liabilities		
Administrative Fund		
Creditor--GST--Admin	2,312.30	0.00
Deposits Received--Admin	(100.00)	0.00
Prepaid Levies--Admin	2,471.94	0.00
	4,684.24	0.00
Sinking Fund		
Creditor--GST--Sinking	(19.82)	0.00
Prepaid Levies--Sinking	483.99	0.00
	464.17	0.00
Unallocated Money		
Prepaid Levies--Unallocated	5.57	0.00
	5.57	0.00
<i>Total liabilities</i>	5,153.98	0.00

	Current period	Previous year
Net assets	\$94,270.96	\$0.00

Statement of Financial Performance for the financial year to 31/08/2019

Deposited Plan 776652

SETTLERS GREEN ASSOCIATION, Quarter Session
Road, WESTLEIGH NSW 2120

Administrative Fund

	Current period 01/09/2018-31/08/2019	Annual budget 01/09/2018-31/08/2019	Previous year 01/09/2017-31/08/2018
Revenue			
Insurance Claims	4,572.10	0.00	0.00
Interest on Arrears--Admin	205.39	0.00	0.00
Levies Due--Admin	124,735.80	127,727.28	0.00
Miscellaneous Income--Admin	231.00	0.00	0.00
Recoveries	119.09	0.00	0.00
Rental Income	18.18	0.00	0.00
Status Certificate Fees	297.00	0.00	0.00
<i>Total revenue</i>	130,178.56	127,727.28	0.00
Less expenses			
Admin--Accounting	550.89	200.00	0.00
Admin--Agent Disburst--Postage & Stationery--Extra	15.00	0.00	0.00
Admin--Annual Computer System Fee	227.27	0.00	0.00
Admin--Annual Storage Fee	90.91	0.00	0.00
Admin--Auditors--Audit Services	0.00	490.91	0.00
Admin--Bank Charges	23.40	0.00	0.00
Admin--Bank Charges--With GST	126.36	0.00	0.00
Admin--Fixed Disbursement Fee	3,102.44	3,375.00	0.00
Admin--Income Tax--Admin	431.29	1,090.00	0.00
Admin--Legal & Debt Collection Fees	139.09	0.00	0.00
Admin--Management Fees--Standard	9,581.30	8,909.00	0.00
Admin--Meeting Fees	88.45	0.00	0.00
Admin--Petty Cash Expenses	1,181.37	0.00	0.00
Admin--Status Certificate Fees Paid	297.00	0.00	0.00
Admin--Transfer to Sinking Fund	15,000.00	0.00	0.00
Insurance--Excesses	0.00	2,800.00	0.00
Insurance--Premiums	4,794.78	4,035.00	0.00
Maint Bldg--Cleaning	11,282.25	0.00	0.00
Maint Bldg--Consultants	76.36	0.00	0.00
Maint Bldg--Electrical Repairs	3,761.03	1,700.00	0.00
Maint Bldg--Light Globes	130.70	0.00	0.00
Maint Bldg--Locksmith Repairs	0.00	300.00	0.00
Maint Bldg--Minor Painting	490.91	0.00	0.00
Maint Bldg--Miscellaneous	931.47	0.00	0.00
Maint Bldg--Pest/Vermin Control	800.00	900.00	0.00
Maint Bldg--Plumbing Repairs	500.97	0.00	0.00
Maint Bldg--Pool Mtce	6,180.97	8,881.95	0.00

Administrative Fund

	Current period	Annual budget	Previous year
	01/09/2018-31/08/2019	01/09/2018-31/08/2019	01/09/2017-31/08/2018
Maint Bldg--Recreation Facilities	0.00	100.00	0.00
Maint Bldg--Repairs & Mtce	1,504.65	39,948.14	0.00
Maint Grounds--Gardening & Lawns	29,146.96	38,395.00	0.00
Maint Grounds--Gardening Materials	218.00	0.00	0.00
Maint Grounds--Tree Lopping/Removal	3,100.00	0.00	0.00
Signs & Notice Boards	699.33	0.00	0.00
Utility--Council Rates	910.21	950.00	0.00
Utility--Electricity & Gas	9,172.10	9,700.00	0.00
Utility--Gas	999.93	1,125.00	0.00
Utility--Rubbish Removal	5,758.15	6,400.00	0.00
Utility--Water Usage	5,327.80	0.00	0.00
<i>Total expenses</i>	116,641.34	129,300.00	0.00
Surplus/Deficit	13,537.22	(1,572.72)	0.00
Opening balance	37,589.97	37,589.97	37,589.97
Closing balance	\$51,127.19	\$36,017.25	\$37,589.97

Sinking Fund

	Current period	Annual budget	Previous year
	01/09/2018-31/08/2019	01/09/2018-31/08/2019	01/09/2017-31/08/2018
Revenue			
Interest on Arrears--Sinking	34.58	0.00	0.00
Interest--Bank	33.50	0.00	0.00
Levies Due--Sinking	23,755.20	25,000.00	0.00
Transfer from Admin Fund	15,000.00	0.00	0.00
<i>Total revenue</i>	<u>38,823.28</u>	<u>25,000.00</u>	<u>0.00</u>
Less expenses			
Maint Bldg--Electrical	1,595.00	0.00	0.00
Maint Bldg--General Service & Replacement	7,775.41	25,000.00	0.00
Maint Bldg--Legal Fees	129.21	0.00	0.00
Maint Bldg--Miscellaneous	1,454.36	0.00	0.00
Maint Bldg--Painting (External)	7,036.36	0.00	0.00
Maint Bldg--Roof	8,510.00	0.00	0.00
Maint Bldg--Tiling	1,350.00	0.00	0.00
Maint Grounds--Fencing--Internal	1,140.00	0.00	0.00
Maint Grounds--Landscaping	2,400.00	0.00	0.00
Maint Grounds--Pool Renovation	7,154.55	0.00	0.00
<i>Total expenses</i>	<u>38,544.89</u>	<u>25,000.00</u>	<u>0.00</u>
Surplus/Deficit	<u>278.39</u>	<u>0.00</u>	<u>0.00</u>
Opening balance	42,865.38	42,865.38	42,865.38
Closing balance	<u>\$43,143.77</u>	<u>\$42,865.38</u>	<u>\$42,865.38</u>

Detailed Expenses for the financial year from 01/09/2018 to 31/08/2019

Deposited Plan 776652

**SETTLERS GREEN ASSOCIATION, Quarter
Session Road, WESTLEIGH NSW 2120**

Date	Details	Payee	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
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Administrative Fund

Admin--Accounting 150200

08/11/2018	YTD Expense		45.45		Jnl	26869	
02/01/2019	Annual Accounts Fee 50+ lots December 2018	Lamb and Walters	136.36	Paid	DE		000018
04/03/2019	Submit quarterly BAS 31-50 February 2019	Lamb and Walters	109.09	Paid	DE		000044
06/05/2019	Submit quarterly BAS 21-30 April 2019	Lamb and Walters	109.09	Paid	DE		000066
29/07/2019	Annual summary of financial affairs 2017	NSW Fair Trading	75.45	Paid	Chq	776652	000004
29/07/2019	Annual summary of financial affairs 2018	NSW Fair Trading	75.45	Paid	Chq	776652	000005
			\$550.89				

Admin--Agent Disburst--Postage & Stationery--Extra 153805

01/07/2019	Postage & Stationery Fee June 2019	Lamb and Walters	15.00	Paid	DE		000088
			\$15.00				

Admin--Annual Computer System Fee 163600

02/01/2019	Annual Computer Systems Fee 50+ lots December 2018	Lamb and Walters	227.27	Paid	DE		000018
			\$227.27				

Admin--Annual Storage Fee 156200

02/01/2019	Archive Storage Fee 50+ lots December 2018	Lamb and Walters	90.91	Paid	DE		000018
			\$90.91				

Admin--Bank Charges 151401

30/11/2018	Service Charge		3.10	Paid	Oth		2
31/12/2018	Service Charge		2.20	Paid	Oth		3
31/01/2019	Service Charge		2.80	Paid	Oth		5
28/02/2019	Service Charge Fee		2.20	Paid	Oth		7
29/03/2019	Service Charge Fee		2.40	Paid	Oth		9
30/04/2019	Service Charge Fee		1.60	Paid	Oth		11
31/05/2019	Service Charge Fee		4.70	Paid	Oth		14
28/06/2019	Service Charge Fee		2.00	Paid	Oth		15
31/07/2019	Service Charge Fee		2.40	Paid	Oth		17
			\$23.40				

Admin--Bank Charges--With GST 151407

30/11/2018	DEFT Process Fee		2.00	Paid	Oth		1
31/12/2018	DEFT Process Fee		19.14	Paid	Oth		4
31/01/2019	DEFT Process Fee		22.95	Paid	Oth		6
28/02/2019	DEFT Process Fee		2.77	Paid	Oth		8
29/03/2019	DEFT Process Fee		22.23	Paid	Oth		10
30/04/2019	DEFT Process Fee		17.86	Paid	Oth		12

Deposited Plan 776652

**SETTLERS GREEN ASSOCIATION, Quarter
Session Road, WESTLEIGH NSW 2120**

Date	Details	Payee	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
31/05/2019	DEFT Process Fee		3.73	Paid	Oth		13
28/06/2019	DEFT Process Fee		17.45	Paid	Oth		16
31/07/2019	DEFT Process Fee		17.55	Paid	Oth		18
30/08/2019	DEFT Process Fee		0.68	Paid	Oth		19
			\$126.36				
Admin--Fixed Disbursement Fee 153804							
08/11/2018	YTD Expense		613.80		Jnl	26873	
03/12/2018	Fixed Disbursement Fee November 2018	Lamb and Walters	238.64	Paid	DE		000008
02/01/2019	Fixed Disbursement Fee December 2018	Lamb and Walters	281.25	Paid	DE		000018
01/02/2019	Fixed Disbursement Fee January 2019	Lamb and Walters	281.25	Paid	DE		000033
04/03/2019	Fixed Disbursement Fee February 2019	Lamb and Walters	281.25	Paid	DE		000044
02/04/2019	Fixed Disbursement Fee March 2019	Lamb and Walters	281.25	Paid	DE		000056
06/05/2019	Fixed Disbursement Fee April 2019	Lamb and Walters	281.25	Paid	DE		000066
03/06/2019	Fixed Disbursement Fee May 2019	Lamb and Walters	281.25	Paid	DE		000077
01/07/2019	Fixed Disbursement Fee June 2019	Lamb and Walters	281.25	Paid	DE		000088
01/08/2019	Fixed Disbursement Fee July 2019	Lamb and Walters	281.25	Paid	DE		000099
			\$3,102.44				
Admin--Income Tax--Admin 152800							
08/11/2018	YTD Expense		431.29		Jnl	26875	
			\$431.29				
Admin--Legal & Debt Collection Fees 153200							
08/11/2018	YTD Expense		119.09		Jnl	26871	
13/12/2018	Lot 12: Debt recovery Stage 1		(10.00)	Cancel	Ow.Inv		
13/12/2018	Owner invoice cancellation for lot: 12/99001		10.00	Cancel	Ow.Inv		
13/12/2018	Owner invoice cancellation for lot: 17/99001		10.00	Cancel	Ow.Inv		
13/12/2018	Lot 17: Debt recovery Stage 1		(10.00)	Cancel	Ow.Inv		
13/12/2018	Lot 22: Debt recovery Stage 1		(10.00)	Cancel	Ow.Inv		
13/12/2018	Owner invoice cancellation for lot: 22/99001		10.00	Cancel	Ow.Inv		
13/12/2018	Owner invoice cancellation for lot: 38/99001		10.00	Cancel	Ow.Inv		
13/12/2018	Lot 38: Debt recovery Stage 1		(10.00)	Cancel	Ow.Inv		
13/12/2018	Lot 56: Debt recovery Stage 1		(10.00)	Cancel	Ow.Inv		
13/12/2018	Owner invoice cancellation for lot: 56/99001		10.00	Cancel	Ow.Inv		
13/12/2018	Owner invoice cancellation for lot: 62/99001		10.00	Cancel	Ow.Inv		
13/12/2018	Lot 62: Debt recovery Stage 1		(10.00)	Cancel	Ow.Inv		
13/12/2018	Lot 68: Debt recovery Stage 1		(10.00)	Cancel	Ow.Inv		
13/12/2018	Owner invoice cancellation for lot: 68/99001		10.00	Cancel	Ow.Inv		
13/12/2018	Owner invoice cancellation for lot: 74/99001		10.00	Cancel	Ow.Inv		
13/12/2018	Lot 74: Debt recovery Stage 1		(10.00)	Cancel	Ow.Inv		
13/12/2018	Lot 75: Debt recovery Stage 1		(10.00)	Cancel	Ow.Inv		
13/12/2018	Owner invoice cancellation for lot: 75/99001		10.00	Cancel	Ow.Inv		
02/01/2019	Stage 1 Reminder Letter December 2018	Lamb and Walters	90.00	Paid	DE		000018
11/01/2019	Lot 22: Debt recovery Stage 2		(30.00)		Ow.Inv		
11/01/2019	Lot 62: Debt recovery Stage 2		(30.00)		Ow.Inv		

Deposited Plan 776652

**SETTLERS GREEN ASSOCIATION, Quarter
Session Road, WESTLEIGH NSW 2120**

Date	Details	Payee	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
01/02/2019	Stage 2 Final Reminder Letter January 2019	Lamb and Walters	60.00	Paid	DE		000033
13/02/2019	Owner invoice cancellation for lot: 33/99001		10.00	Cancel	Ow.Inv		
13/02/2019	Lot 33: Debt recovery Stage 1		(10.00)	Cancel	Ow.Inv		
13/02/2019	Lot 45: Debt recovery Stage 1		(10.00)	Cancel	Ow.Inv		
13/02/2019	Owner invoice cancellation for lot: 45/99001		10.00	Cancel	Ow.Inv		
04/03/2019	Stage 1 Reminder Letter February 2019	Lamb and Walters	10.00	Paid	DE		000044
12/03/2019	Lot 22: Debt recovery Stage 3		(70.00)		Ow.Inv		
12/03/2019	Lot 62: Debt recovery Stage 3		(70.00)		Ow.Inv		
13/03/2019	Lot 45: Debt recovery Stage 2		(30.00)	Cancel	Ow.Inv		
13/03/2019	Owner invoice cancellation for lot: 45/99001		30.00	Cancel	Ow.Inv		
02/04/2019	Stage 2 Final Reminder Letter March 2019	Lamb and Walters	30.00	Paid	DE		000056
02/04/2019	Stage 3 Instigate Debt Recovery to Legal March 201	Lamb and Walters	140.00	Paid	DE		000056
09/04/2019	Remove debt recovery stage 2 - lot 45	Lamb and Walters	(30.00)	Paid	DE		000066
09/04/2019	Remove debt recovery stage 1 - lot 45	Lamb and Walters	(10.00)	Paid	DE		000066
13/05/2019	Lot 17: Debt recovery Stage 1		(10.00)		Ow.Inv		
13/05/2019	Lot 48: Debt recovery Stage 1		(10.00)		Ow.Inv		
13/05/2019	Lot 61: Debt recovery Stage 1		(10.00)	Cancel	Ow.Inv		
13/05/2019	Owner invoice cancellation for lot: 61/776652		10.00	Cancel	Ow.Inv		
13/05/2019	Lot 62: Debt recovery Stage 1		(10.00)		Ow.Inv		
03/06/2019	Stage 1 Reminder Letter May 2019	Lamb and Walters	40.00	Paid	DE		000077
13/06/2019	Owner invoice cancellation for lot: 61/776652		30.00	Cancel	Ow.Inv		
13/06/2019	Lot 61: Debt recovery Stage 2		(30.00)	Cancel	Ow.Inv		
13/06/2019	Lot 62: Debt recovery Stage 2		(30.00)		Ow.Inv		
21/06/2019	Debt recovery stage 1 - lot 61	Lamb and Walters	(10.00)	Paid	DE		000088
01/07/2019	Stage 2 Final Reminder Letter June 2019	Lamb and Walters	30.00	Paid	DE		000088
13/08/2019	Lot 9: Debt recovery Stage 1		(10.00)		Ow.Inv		
13/08/2019	Lot 17: Debt recovery Stage 1		(10.00)		Ow.Inv		
13/08/2019	Lot 33: Debt recovery Stage 1		(10.00)	Cancel	Ow.Inv		
13/08/2019	Owner invoice cancellation for lot: 33/776652		10.00	Cancel	Ow.Inv		
13/08/2019	Lot 46: Debt recovery Stage 1		(10.00)		Ow.Inv		
13/08/2019	Lot 48: Debt recovery Stage 1		(10.00)		Ow.Inv		
13/08/2019	Lot 49: Debt recovery Stage 1		(10.00)		Ow.Inv		
13/08/2019	Lot 56: Debt recovery Stage 1		(10.00)		Ow.Inv		
13/08/2019	Lot 68: Debt recovery Stage 1		(10.00)		Ow.Inv		
19/08/2019	Lot 22: Outstanding levies - David Le Page (85849)		(472.00)		Ow.Inv		
19/08/2019	Outstanding levies Lot 22	David Le Page	472.00	Paid	DE	85849	000107
			\$139.09				
Admin--Management Fees--Standard 154000							
08/11/2018	YTD Expense		2,899.43		Jnl	26872	
03/12/2018	Standard Management Fee November 2018	Lamb and Walters	742.43	Paid	DE		000008
02/01/2019	Standard Management Fee December 2018	Lamb and Walters	742.43	Paid	DE		000018
01/02/2019	Standard Management Fee January 2019	Lamb and Walters	742.43	Paid	DE		000033
04/03/2019	Standard Management Fee February 2019	Lamb and Walters	742.43	Paid	DE		000044

Deposited Plan 776652**SETTLERS GREEN ASSOCIATION, Quarter
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Date	Details	Payee	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
02/04/2019	Standard Management Fee March 2019	Lamb and Walters	742.43	Paid	DE		000056
06/05/2019	Standard Management Fee April 2019	Lamb and Walters	742.43	Paid	DE		000066
03/06/2019	Standard Management Fee May 2019	Lamb and Walters	742.43	Paid	DE		000077
01/07/2019	Standard Management Fee June 2019	Lamb and Walters	742.43	Paid	DE		000088
01/08/2019	Standard Management Fee July 2019	Lamb and Walters	742.43	Paid	DE		000099
			\$9,581.30				
Admin--Meeting Fees 154200							
31/05/2019	Newsletter and minutes printing	Stephen Smith	97.30	Paid	DE	776652	000075
30/06/2019	GST Adj. on Petty Cash Reimb. to Stephen Smith		(8.85)		Jnl	28047	
			\$88.45				
Admin--Petty Cash Expenses 154600							
21/11/2018	Social committee payment	Social Committee	500.00	Paid	DE	99001	000004
17/12/2018	Reimb - purchases for Xmas parties	I McKinnon	189.12	Paid	DE	99001	000015
23/01/2019	Reimbursement	I McKinnon	153.86	Paid	DE	99001	000027
24/01/2019	Christmas Lights	Greg Hastie	179.99	Paid	DE	99001	000028
24/01/2019	BBQ Parts	Stephen Smith	158.40	Paid	DE	99001	000029
			\$1,181.37				
Admin--Status Certificate Fees Paid 156000							
08/11/2018	YTD Expense		203.00		Jnl	26877	
03/12/2018	Status Certificate Fee November 2018	Lamb and Walters	94.00	Paid	DE		000008
			\$297.00				
Admin--Transfer to Sinking Fund 157400							
20/05/2019	Transfer money from Admin fund to Sinking		15,000.00		Jnl	27901	
			\$15,000.00				
Insurance--Premiums 159100							
19/12/2018	Insurance renewal 15Dec18-15Dec19	Body Corporate Brokers	4,794.78	Paid	BPAY	40507623080 5 807	
			\$4,794.78				
Maint Bldg--Cleaning 163000							
08/11/2018	YTD Expense		4,792.65		Jnl	26870	
07/12/2018	Cleaning Oct 18	Fresh Living Strata Solutions	648.96	Paid	DE	71975	000010
18/12/2018	Cleaning Nov 18	Fresh Living Strata Solutions	648.96	Paid	DE	72531	000016
21/01/2019	Cleaning Dec 18	Fresh Living Strata Solutions	648.96	Paid	DE	73212	000024
21/02/2019	Cleaning Jan 19	Fresh Living Strata Solutions	648.96	Paid	DE	73900	000040
25/03/2019	Cleaning Feb 19	Fresh Living Strata Solutions	648.96	Paid	DE	74593	000052
16/04/2019	Cleaning Mar 19	Fresh Living Strata Solutions	648.96	Paid	DE	75286	000062
17/05/2019	Cleaning Apr 19	Fresh Living Strata Solutions	648.96	Paid	DE	75971	000071
17/06/2019	Cleaning May 19	Fresh Living Strata Solutions	648.96	Paid	DE	76672	000081
12/07/2019	Cleaning Jun 19	Fresh Living Strata Solutions	648.96	Paid	DE	77362	000091
14/08/2019	Cleaning Jul 19	Fresh Living Strata Solutions	648.96	Paid	DE	78052	000103
			\$11,282.25				
Maint Bldg--Consultants 164200							
16/11/2018	New common seal	Bettaprint Rubber Stamps	38.18	Paid	DE	120769	000002

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Session Road, WESTLEIGH NSW 2120**

Date	Details	Payee	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
27/11/2018	Common seal	Bettaprint Rubber Stamps	38.18	Paid	DE	120788	000005
			\$76.36				
Maint Bldg--Electrical Repairs 164800							
08/11/2018	YTD Expense		2,652.53		Jnl	26878	
19/03/2019	Reimb - electrical works	Stephen Smith	808.00	Paid	DE	99001	000050
29/04/2019	Disconnected part of Gazebo	Lewy's Electrical Pty. Limited	100.50	Paid	Chq	INV-5200	000001
28/06/2019	Investigate electricity turret on footpath	Blm Electrical Service Pty Ltd	200.00	Paid	DE	11289 BLM	000087
			\$3,761.03				
Maint Bldg--Light Globes 165000							
17/05/2019	Replace tennis court lights	Lewy's Electrical Pty. Limited	130.70	Paid	Chq	INV-5406	000002
			\$130.70				
Maint Bldg--Minor Painting 171100							
12/07/2019	Painting works to pool gazebo	RJP Painting & Decorating	490.91	Paid	DE	776652	000093
			\$490.91				
Maint Bldg--Miscellaneous 171400							
08/11/2018	YTD Expense		29.77		Jnl	26876	
08/11/2018	YTD Expense		354.43		Jnl	26880	
09/08/2019	Supply picnic table for garden area	I McKinnon	320.00	Paid	DE	776652	000100
13/08/2019	Reimb - Flag poles and fittings	Stephen Smith	250.00	Paid	DE	776652	000102
16/08/2019	GST Adj: Reimb - Flag poles and fittings		(22.73)		Jnl	28174	
			\$931.47				
Maint Bldg--Pest/Vermin Control 172000							
26/07/2019	General pest inspection and treatment	Sterling Pest Control Pty Ltd	800.00	Paid	DE	8991	000095
			\$800.00				
Maint Bldg--Plumbing Repairs 172200							
10/05/2019	Repair leak in Club house garden	Stephen Smith	114.70	Paid	DE	99001	000068
17/05/2019	GST Adj: Reimb. Repair leak in club house 10/05/19		(10.43)		Jnl	27889	
20/06/2019	Suppply hose reel winders	I McKinnon	109.96	Paid	DE	776652	000083
30/06/2019	GST Adj. on Petty Cash Reimb. to Mr I McKinnon		(13.26)		Jnl	28050	
19/08/2019	Track water leak to clubhouse	Abitek Pty Ltd	300.00	Paid	DE	14859	000106
			\$500.97				
Maint Bldg--Pool Mtce 179200							
08/11/2018	YTD Expense		1,649.41		Jnl	26874	
07/12/2018	Pool maintenance 26/10/18	Mobile Pool Solutions Pty Ltd	80.00	Paid	DE	00009626	000011
07/12/2018	Pool maintenance 24/11/18	Mobile Pool Solutions Pty Ltd	82.73	Paid	DE	00009759	000011
07/12/2018	Pool maintenance 16/11/18	Mobile Pool Solutions Pty Ltd	99.95	Paid	DE	00009727	000011
07/12/2018	Pool maintenance 9/11/18	Mobile Pool Solutions Pty Ltd	132.45	Paid	DE	00009691	000011
07/12/2018	Pool maintenance 2/11/18	Mobile Pool Solutions Pty Ltd	173.73	Paid	DE	00009662	000011
11/12/2018	Pool maintenance 7/12/18	Mobile Pool Solutions Pty Ltd	184.32	Paid	DE	00009838	000012
19/12/2018	Regular weekly pool clean	Mobile Pool Solutions Pty Ltd	99.95	Paid	DE	00009873	000017
08/01/2019	Weekly service call	Mobile Pool Solutions Pty Ltd	199.32	Paid	DE	00009917	000021
09/01/2019	Weekly service call	Mobile Pool Solutions Pty Ltd	198.18	Paid	DE	00009940	000021

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Date	Details	Payee	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
10/01/2019	Pool service 4/1/19	Mobile Pool Solutions Pty Ltd	82.73	Paid	DE	00009970	000022
22/01/2019	Weekly service call	Mobile Pool Solutions Pty Ltd	92.64	Paid	DE	00010013	000025
25/01/2019	Weekly service	Mobile Pool Solutions Pty Ltd	143.27	Paid	DE	00010050	000031
01/02/2019	Weekly pool maintenance	Mobile Pool Solutions Pty Ltd	119.77	Paid	DE	00010073	000034
13/02/2019	Weekly pool maintenance	Mobile Pool Solutions Pty Ltd	121.77	Paid	DE	00010135	000037
21/02/2019	Treatment of pool for contamination	Mobile Pool Solutions Pty Ltd	118.09	Paid	DE	00010174	000041
21/02/2019	Weekly pool maintenance	Mobile Pool Solutions Pty Ltd	227.00	Paid	DE	00010168	000041
26/02/2019	Weekly pool maintenance	Mobile Pool Solutions Pty Ltd	82.73	Paid	DE	00010201	000043
05/03/2019	Weekly pool maintenance	Mobile Pool Solutions Pty Ltd	99.95	Paid	DE	00010240	000045
14/03/2019	Pool maintenance 8/3/19	Mobile Pool Solutions Pty Ltd	82.73	Paid	DE	00010265	000049
25/03/2019	Pool maintenance 15/03/19	Mobile Pool Solutions Pty Ltd	82.73	Paid	DE	00010304	000053
27/03/2019	Pool maintenance 22/03/19	Mobile Pool Solutions Pty Ltd	106.27	Paid	DE	00010331	000055
11/04/2019	Pool maintenance 05/04/19	Mobile Pool Solutions Pty Ltd	82.73	Paid	DE	00010361	000060
16/04/2019	Pool maintenance 10/04/19	Mobile Pool Solutions Pty Ltd	82.73	Paid	DE	00010384	000063
03/05/2019	Pool mtce 18/4	Mobile Pool Solutions Pty Ltd	193.55	Paid	DE	00010405	000065
09/05/2019	Pool Maintenance 03/05/19	Mobile Pool Solutions Pty Ltd	132.14	Paid	DE	00010440	000067
22/05/2019	Pool maintenance 21/05/19	Mobile Pool Solutions Pty Ltd	82.73	Paid	DE	00010494	000072
28/05/2019	Pool Maintenance 24/05/19	Mobile Pool Solutions Pty Ltd	82.73	Paid	DE	00010533	000074
04/06/2019	Pool maintenance 31/05/19	Mobile Pool Solutions Pty Ltd	82.73	Paid	DE	00010547	000079
13/06/2019	Pool maintenance 10/05/19	Mobile Pool Solutions Pty Ltd	99.95	Paid	DE	00010464	000080
18/06/2019	Pool maintenance 14/06/19	Mobile Pool Solutions Pty Ltd	170.00	Paid	DE	00010598	000082
25/06/2019	Pool maintenance 21/06/19	Mobile Pool Solutions Pty Ltd	82.73	Paid	DE	00010624	000084
02/07/2019	Pool maintenance 28/06/19	Mobile Pool Solutions Pty Ltd	147.68	Paid	DE	00010649	000089
12/07/2019	Pool maintenance 05/07/19	Mobile Pool Solutions Pty Ltd	82.73	Paid	DE	00010672	000092
24/07/2019	Pool maintenance 12/07/19	Mobile Pool Solutions Pty Ltd	135.45	Paid	DE	00010699	000094
30/07/2019	Pool maintenance 26/07/19	Mobile Pool Solutions Pty Ltd	111.68	Paid	DE	00010724	000097
07/08/2019	Pool maintenance 02/08/19	Mobile Pool Solutions Pty Ltd	103.50	Paid	DE	00010759	000101
14/08/2019	Pool maintenance 09/08/19	Mobile Pool Solutions Pty Ltd	82.73	Paid	DE	00010773	000104
23/08/2019	Pool maintenance 16/08/19	Mobile Pool Solutions Pty Ltd	82.73	Paid	DE	00010801	000109
27/08/2019	Pool maintenance 23/08/19	Mobile Pool Solutions Pty Ltd	82.73	Paid	DE	00010825	000112

\$6,180.97**Maint Bldg--Repairs & Mtce 167200**

21/11/2018	Repairs to pool pump doors	G M Workman Constructions	845.45	Paid	DE	99001	000003
19/02/2019	Tiles work	Slip Doctors Sydney	350.00	Paid	DE	1902-02	000038
08/04/2019	Pool fence repair and street signs	Stephen Smith	58.93	Paid	DE	99001	000058
13/05/2019	Club house item	I McKinnon	126.70	Paid	DE	99001	000069
17/05/2019	GST Adj: Club house item Reimb. 13/05/19		(11.52)		Jnl	27888	
31/05/2019	Working bec and ongoing repairs	Stephen Smith	97.40	Paid	DE	776652	000075
30/06/2019	GST Adj. on Petty Cash Reimb. to Stephen Smith		(8.86)		Jnl	28046	
30/07/2019	Reimb - provide clubhouse items	I McKinnon	51.20	Paid	DE	776652	000096
16/08/2019	GST Adj: Reimb - provide clubhouse items		(4.65)		Jnl	28175	

\$1,504.65**Maint Grounds--Gardening & Lawns 178400**

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Date	Details	Payee	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
06/12/2018	Garden maintenance Nov 18	Plummer Garden Care Pty Ltd	3,022.73	Paid	DE	00011301	000009
07/01/2019	Garden maintenance Dec 18	Plummer Garden Care Pty Ltd	2,981.82	Paid	DE	00011375	000019
23/01/2019	Gardening supplies	Flora Nursery Pty Ltd	157.27	Paid	DE	99001	000026
24/01/2019	Garden maintenance Oct 18	Plummer Garden Care Pty Ltd	3,070.00	Paid	DE	00011226	000032
06/02/2019	Garden Equipment 6/02/2019	Bev & Barry Thompson	170.42	Paid	DE	99001	000035
06/02/2019	Garden maintenance Jan 19	Plummer Garden Care Pty Ltd	2,981.82	Paid	DE	00011456	000036
07/03/2019	Garden maintenance Feb 19	Plummer Garden Care Pty Ltd	3,009.09	Paid	DE	00011529	000046
26/03/2019	Garden consumables	I McKinnon	98.37	Paid	DE	99001	000054
03/04/2019	Garden maintenance Mar 19	Plummer Garden Care Pty Ltd	2,648.18	Paid	DE	00011600	000057
02/05/2019	Garden maintenance Apr 19	Plummer Garden Care Pty Ltd	2,636.36	Paid	DE	00011675	000064
03/06/2019	Gardening and lawns May	Plummer Garden Care Pty Ltd	2,286.36	Paid	DE	00011747	000078
25/06/2019	Gardening Jun 19	Plummer Garden Care Pty Ltd	1,495.45	Paid	DE	00011819	000086
30/07/2019	Gardening July 17	Plummer Garden Care Pty Ltd	2,463.64	Paid	DE	00011887	000098
15/08/2019	Provide cow manure	Flora Nursery Pty Ltd	32.73	Paid	DE	26369	000105
16/08/2019	Garden supplies	Flora Nursery Pty Ltd	165.45	Paid	DE	26497	000105
26/08/2019	Gardening Aug 19	Plummer Garden Care Pty Ltd	1,927.27	Paid	DE	00011960	000110
			\$29,146.96				
Maint Grounds--Gardening Materials 177400							
26/06/2019	Supply garden materials	Greg Hastie	218.00	Paid	DE	776652	000085
			\$218.00				
Maint Grounds--Tree Lopping/Removal 180000							
03/12/2018	Tree work	A & A Arbor Tree Service Pty	3,100.00	Paid	DE	00004479	000007
			\$3,100.00				
Signs & Notice Boards 173800							
22/03/2019	Reimb - signage deposits	Stephen Smith	661.15	Paid	DE	99001	000051
27/08/2019	Common seal - DP 776652	Bettaprint Rubber Stamps	38.18	Paid	DE	121945	000111
			\$699.33				
Utility--Council Rates 190000							
14/11/2018	Instalment	Hornsby Shire Council	227.50	Paid	BPAY	05251434	2
24/01/2019	Instalment	Hornsby Shire Council	227.50	Paid	BPAY	05251434	9
06/06/2019	Instalment	Hornsby Shire Council	227.50	Paid	BPAY	05251434	22
14/06/2019	Instalment	Hornsby Shire Council	227.71	Paid	BPAY	05251434	23
			\$910.21				
Utility--Electricity & Gas 190200							
14/11/2018	Electricity usage 26/7 - 24/10/18	Energy Australia - TRU	2,344.51	Paid	BPAY	10022352000 1 006	
15/02/2019	Electricity usage 25/10/18 - 24/01/19	Energy Australia - TRU	2,336.90	Paid	BPAY	10022352000 11 006	
14/05/2019	Electricity usage 25/01 - 23/04/19	Energy Australia - TRU	2,154.35	Paid	BPAY	10022352000 19 006	
05/08/2019	Electricity Usage 24/04/19 - 24/07/19	Energy Australia - TRU	2,336.34	Paid	BPAY	10022352000 26 006	
			\$9,172.10				
Utility--Gas 190400							
08/01/2019	Gas usage 9/8 - 6/11/18	AGL Gas	308.05	Paid	BPAY	48517031903 6 6310853	

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Date	Details	Payee	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
11/02/2019	Gas usage 07/11/18 - 06/02/19	AGL Gas	309.55	Paid	BPAY	48517031903 6310853	10
20/05/2019	Gas usage 07/02 - 07/05/19	AGL Gas	221.39	Paid	BPAY	48517031903 6310853	20
12/08/2019	Gas usage 08/05 - 06/08/19	AGL Gas	160.94	Paid	BPAY	48517031903 6310853	28
			\$999.93				
Utility--Rubbish Removal 190800							
08/11/2018	YTD Expense		1,595.35		Jnl	26879	
15/11/2018	General waste dry Oct	Suez Recycling & Recovery	484.80	Paid	BPAY	149382	3
08/01/2019	General waste dry Dec	Suez Recycling & Recovery	360.00	Paid	BPAY	72084661	7
18/01/2019	General waste dry Nov	Suez Recycling & Recovery	574.80	Paid	BPAY	72084661	8
19/02/2019	General waste dry Jan 19	Suez Recycling & Recovery	450.00	Paid	BPAY	72084661	12
04/03/2019	General waste dry Feb	Suez Recycling & Recovery	360.00	Paid	BPAY	72084661	14
05/04/2019	General waste Mar 19	Suez Recycling & Recovery	360.00	Paid	BPAY	72084661	15
09/05/2019	General waste Apr 19	Suez Recycling & Recovery	360.00	Paid	BPAY	72084661	17
05/06/2019	General waste pickup May-Jun 19	Suez Recycling & Recovery	450.00	Paid	BPAY	72084661	21
02/07/2019	General waste Jun 19	Suez Recycling & Recovery	360.00	Paid	BPAY	72084661	24
05/08/2019	General waste Jul 19	Suez Recycling & Recovery	403.20	Paid	BPAY	72084661	27
			\$5,758.15				
Utility--Water Usage 191200							
23/11/2018	Water usage	Sydney Water	1,945.81	Paid	BPAY	47196910005	4
20/02/2019	Water usage	Sydney Water	1,471.57	Paid	BPAY	47196910005	13
12/04/2019	Water usage	Sydney Water	1,023.52	Paid	BPAY	47196910005	16
16/07/2019	Water usage 12/04 - 12/07/19	Sydney Water	886.90	Paid	BPAY	47196910005	25
			\$5,327.80				
Total expenses			\$116,641.34				

Where an invoice status is Paid and no payment number is displayed the payment has been made outside of the reporting period.

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Date	Details	Payee	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
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Sinking Fund**Maint Bldg--Electrical 264800**

08/07/2019	Replace LED lighting on cabana	Lewy's Electrical Pty. Limited	1,595.00	Paid	DE	INV-5531	000090
			\$1,595.00				

Maint Bldg--General Service & Replacement 267400

14/11/2018	Painting progress payment	RJP Painting & Decorating	3,636.36	Paid	DE	99001	000001
28/11/2018	Reimb - various expenses	I McKinnon	456.50	Paid	DE	99001	000006
24/01/2019	Repainting of front and back entry stairs	Global Historical Restorations	2,604.55	Paid	DE	0303	000030
14/05/2019	Repair ceiling to pool cabana	G M Workman Constructions	1,078.00	Paid	DE	ZC8108704	000070
			\$7,775.41				

Maint Bldg--Legal Fees 252900

30/05/2019	NSW Fair Trading - Inspection / Search fee	David Le Page	129.21	Paid	DE	85038	000076
			\$129.21				

Maint Bldg--Miscellaneous 271000

13/08/2019	Reimb - Fence repairs	Stephen Smith	1,599.80	Paid	DE	776652	000102
16/08/2019	GST Adj: Reimb - Fence repairs		(145.44)		Jnl	28176	
			\$1,454.36				

Maint Bldg--Painting (External) 271600

11/12/2018	Painting work completed	RJP Painting & Decorating	7,036.36	Paid	DE	99001	000013
			\$7,036.36				

Maint Bldg--Roof 272800

15/04/2019	Roof repair	Westwood Roofing Pty. Ltd.	8,510.00	Paid	DE	INV-1139	000061
			\$8,510.00				

Maint Bldg--Tiling 274500

07/03/2019	Application of slip-doctors on tiles	Slip Doctors Sydney	1,350.00	Paid	DE	1903-04	000047
			\$1,350.00				

Maint Grounds--Fencing--Internal 276800

21/08/2019	Replace common property fencing	CENTRAL COAST FENCING	1,140.00	Paid	DE	INV-1272	000108
			\$1,140.00				

Maint Grounds--Landscaping 278200

22/02/2019	Tree removal	A & A Arbor Tree Service Pty	2,400.00	Paid	DE	00004624	000042
			\$2,400.00				

Maint Grounds--Pool Renovation 279200

09/04/2019	Repairs to pool cabana	G M Workman Constructions	7,154.55	Paid	DE	99001	000059
			\$7,154.55				

Total expenses			\$38,544.89				
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Where an invoice status is Paid and no payment number is displayed the payment has been made outside of the reporting period.

Russell R Farr & Associates

CHARTERED ACCOUNTANTS **INDEPENDENT AUDIT REPORT**

To the Member of Strata Plan 776652

Opinion

We have audited the financial report of Strata Plan No.776652, which comprises the statement of financial Position as at 31 August 2019, the statement of financial performance for the year then ended, and notes to financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial report presents fairly, in all material respects, the financial position of Strata Plan 776652 as at 31 August 2019, and its financial performance for the year then ended in accordance with the accounting policies described in Notes to the financial statements and the financial reporting requirements of the Strata Schemes Management Act 2015.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the Plan in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter – Basis of Accounting

We draw attention to Notes to the financial report, which describes the basis of accounting. The financial report has been prepared for distribution to the Members for the purpose of fulfilling the Owners Corporation's reporting obligations under the Strata Schemes Management Act 2015. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

The Owners Corporation's Responsibility for the Financial Report

The Owners Corporation are responsible for the preparation and fair presentation of the financial report in accordance with the accounting policies described in the Notes, and has determined that the accounting policies are appropriate to meet the requirement of the Strata Schemes Management Act 2015, and meet the needs of the members. The Owners Corporation's responsibility also includes such internal control as the Owners Corporation determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Owners Corporation is responsible for assessing the Plan's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the Owners Corporation either intends to liquidate the Plan or to cease operations, or has no realistic alternative but to do so.

The Owners Corporation are responsible for overseeing the Plan's financial reporting process.

Russell R Farr & Associates

CHARTERED ACCOUNTANTS

Auditor's Responsibility for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Plan's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Owners Corporation.
- Conclude on the appropriateness of the Owners Corporation's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Plan's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Plan to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Owners Corporation regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Stephen Farr CA
Partner

Dated at Hornsby this 30 October 2019

Proposed Budget

Deposited Plan 776652

SETTLERS GREEN ASSOCIATION, Quarter Session
Road, WESTLEIGH NSW 2120

Administrative Fund

	Proposed budget	Actual 01/09/2018-31/08/2019	Previous budget
Revenue			
Insurance Claims	0.00	4,572.10	0.00
Interest on Arrears--Admin	0.00	205.39	0.00
Levies Due--Admin	127,727.28	124,735.80	127,727.28
Miscellaneous Income--Admin	0.00	231.00	0.00
Recoveries	0.00	119.09	0.00
Rental Income	0.00	18.18	0.00
Status Certificate Fees	0.00	297.00	0.00
<i>Total revenue</i>	127,727.28	130,178.56	127,727.28
Less expenses			
Admin--Accounting	580.00	550.89	200.00
Admin--Agent Disburst--Postage & Stationery--Extra	0.00	15.00	0.00
Admin--Annual Computer System Fee	0.00	227.27	0.00
Admin--Annual Storage Fee	0.00	90.91	0.00
Admin--Auditors--Audit Services	490.91	0.00	490.91
Admin--Bank Charges	0.00	23.40	0.00
Admin--Bank Charges--With GST	0.00	126.36	0.00
Admin--Fixed Disbursement Fee	3,543.75	3,102.44	3,375.00
Admin--Income Tax--Admin	550.00	431.29	1,090.00
Admin--Legal & Debt Collection Fees	0.00	139.09	0.00
Admin--Management Fees--Standard	9,354.45	9,581.30	8,909.00
Admin--Meeting Fees	0.00	88.45	0.00
Admin--Petty Cash Expenses	0.00	1,181.37	0.00
Admin--Status Certificate Fees Paid	0.00	297.00	0.00
Admin--Transfer to Sinking Fund	0.00	15,000.00	0.00
Insurance--Excesses	500.00	0.00	2,800.00
Insurance--Premiums	5,200.00	4,794.78	4,035.00
Maint Bldg--Cleaning	0.00	11,282.25	0.00
Maint Bldg--Consultants	0.00	76.36	0.00
Maint Bldg--Electrical Repairs	3,900.00	3,761.03	1,700.00
Maint Bldg--Light Globes	0.00	130.70	0.00
Maint Bldg--Locksmith Repairs	0.00	0.00	300.00
Maint Bldg--Minor Painting	0.00	490.91	0.00
Maint Bldg--Miscellaneous	0.00	931.47	0.00
Maint Bldg--Pest/Vermin Control	900.00	800.00	900.00
Maint Bldg--Plumbing Repairs	0.00	500.97	0.00
Maint Bldg--Pool Mtce	6,500.00	6,180.97	8,881.95
Maint Bldg--Recreation Facilities	100.00	0.00	100.00

Administrative Fund

	Proposed budget	Actual <small>01/09/2018-31/08/2019</small>	Previous budget
Maint Bldg--Repairs & Mtce	45,858.17	1,504.65	39,948.14
Maint Grounds--Gardening & Lawns	32,000.00	29,146.96	38,395.00
Maint Grounds--Gardening Materials	0.00	218.00	0.00
Maint Grounds--Tree Lopping/Removal	0.00	3,100.00	0.00
Signs & Notice Boards	0.00	699.33	0.00
Utility--Council Rates	950.00	910.21	950.00
Utility--Electricity & Gas	9,700.00	9,172.10	9,700.00
Utility--Gas	1,200.00	999.93	1,125.00
Utility--Rubbish Removal	6,400.00	5,758.15	6,400.00
Utility--Water Usage	0.00	5,327.80	0.00
<i>Total expenses</i>	127,727.28	116,641.34	129,300.00
Surplus/Deficit	0.00	13,537.22	(1,572.72)
Opening balance	51,127.19	37,589.97	37,589.97
Closing balance	\$51,127.19	\$51,127.19	\$36,017.25
Total units of entitlement	70		70
Levy contribution per unit entitlement	\$2,007.14		\$2,007.14
Budgeted standard levy revenue	127,727.28		127,727.28
Add GST	12,772.73		12,772.73
Amount to raise in levies including GST	\$140,500.01		\$140,500.01

Sinking Fund

Proposed budget 01/09/2018-31/08/2019 **Actual** **Previous budget**

Revenue

Interest on Arrears--Sinking	0.00	34.58	0.00
Interest--Bank	0.00	33.50	0.00
Levies Due--Sinking	25,000.00	23,755.20	25,000.00
Transfer from Admin Fund	0.00	15,000.00	0.00
<i>Total revenue</i>	<u>25,000.00</u>	<u>38,823.28</u>	<u>25,000.00</u>

Less expenses

Maint Bldg--Electrical	0.00	1,595.00	0.00
Maint Bldg--General Service & Replacement	25,000.00	7,775.41	25,000.00
Maint Bldg--Legal Fees	0.00	129.21	0.00
Maint Bldg--Miscellaneous	0.00	1,454.36	0.00
Maint Bldg--Painting (External)	0.00	7,036.36	0.00
Maint Bldg--Roof	0.00	8,510.00	0.00
Maint Bldg--Tiling	0.00	1,350.00	0.00
Maint Grounds--Fencing--Internal	0.00	1,140.00	0.00
Maint Grounds--Landscaping	0.00	2,400.00	0.00
Maint Grounds--Pool Renovation	0.00	7,154.55	0.00
<i>Total expenses</i>	<u>25,000.00</u>	<u>38,544.89</u>	<u>25,000.00</u>

Surplus/Deficit

	0.00	278.39	0.00
Opening balance	43,143.77	42,865.38	42,865.38

Closing balance

	<u>\$43,143.77</u>	<u>\$43,143.77</u>	<u>\$42,865.38</u>
--	--------------------	--------------------	--------------------

Total units of entitlement	70		70
Levy contribution per unit entitlement	\$392.86		\$392.86

Budgeted standard levy revenue	25,000.00		25,000.00
Add GST	2,500.00		2,500.00
Amount to raise in levies including GST	<u>\$27,500.00</u>		<u>\$27,500.00</u>

Proposed Levy Schedule

Deposited Plan 776652

SETTLERS GREEN ASSOCIATION, Quarter Session
Road, WESTLEIGH NSW 2120

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
6	3M	1.00	501.80	98.25	600.05	2,400.20
7	1M	1.00	501.80	98.25	600.05	2,400.20
8	11S	1.00	501.80	98.25	600.05	2,400.20
9	9S	1.00	501.80	98.25	600.05	2,400.20
10	7S	1.00	501.80	98.25	600.05	2,400.20
11	5S	1.00	501.80	98.25	600.05	2,400.20
12	3S	1.00	501.80	98.25	600.05	2,400.20
13	61Q	1.00	501.80	98.25	600.05	2,400.20
14	2S	1.00	501.80	98.25	600.05	2,400.20
15	4S	1.00	501.80	98.25	600.05	2,400.20
16	6S	1.00	501.80	98.25	600.05	2,400.20
17	8S	1.00	501.80	98.25	600.05	2,400.20
18	10S	1.00	501.80	98.25	600.05	2,400.20
19	12S	1.00	501.80	98.25	600.05	2,400.20
20	14S	1.00	501.80	98.25	600.05	2,400.20
21	16S	1.00	501.80	98.25	600.05	2,400.20
22	18S	1.00	501.80	98.25	600.05	2,400.20
23	20S	1.00	501.80	98.25	600.05	2,400.20
24	22S	1.00	501.80	98.25	600.05	2,400.20
25	5M	1.00	501.80	98.25	600.05	2,400.20
26	7M	1.00	501.80	98.25	600.05	2,400.20
27	9M	1.00	501.80	98.25	600.05	2,400.20
28	10M	1.00	501.80	98.25	600.05	2,400.20
29	8M	1.00	501.80	98.25	600.05	2,400.20
30	6M	1.00	501.80	98.25	600.05	2,400.20
31	4M	1.00	501.80	98.25	600.05	2,400.20
32	2M	1.00	501.80	98.25	600.05	2,400.20
33	59Q	1.00	501.80	98.25	600.05	2,400.20
34	57Q	1.00	501.80	98.25	600.05	2,400.20
35	55Q	1.00	501.80	98.25	600.05	2,400.20
36	53Q	1.00	501.80	98.25	600.05	2,400.20
37	51Q	1.00	501.80	98.25	600.05	2,400.20
38	49Q	1.00	501.80	98.25	600.05	2,400.20
39	47Q	1.00	501.80	98.25	600.05	2,400.20
40	45Q	1.00	501.80	98.25	600.05	2,400.20
41	8R	1.00	501.80	98.25	600.05	2,400.20
42	6R	1.00	501.80	98.25	600.05	2,400.20
43	4R	1.00	501.80	98.25	600.05	2,400.20

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
44	3R	1.00	501.80	98.25	600.05	2,400.20
45	5R	1.00	501.80	98.25	600.05	2,400.20
46	7R	1.00	501.80	98.25	600.05	2,400.20
47	1W	1.00	501.80	98.25	600.05	2,400.20
48	3W	1.00	501.80	98.25	600.05	2,400.20
49	5W	1.00	501.80	98.25	600.05	2,400.20
50	7W	1.00	501.80	98.25	600.05	2,400.20
51	9W	1.00	501.80	98.25	600.05	2,400.20
52	15W	1.00	501.80	98.25	600.05	2,400.20
53	17W	1.00	501.80	98.25	600.05	2,400.20
54	14W	1.00	501.80	98.25	600.05	2,400.20
55	12W	1.00	501.80	98.25	600.05	2,400.20
56	10W	1.00	501.80	98.25	600.05	2,400.20
57	8W	1.00	501.80	98.25	600.05	2,400.20
58	6W	1.00	501.80	98.25	600.05	2,400.20
59	4W	1.00	501.80	98.25	600.05	2,400.20
60	10R	1.00	501.80	98.25	600.05	2,400.20
61	12R	1.00	501.80	98.25	600.05	2,400.20
62	14R	1.00	501.80	98.25	600.05	2,400.20
63	2P	1.00	501.80	98.25	600.05	2,400.20
64	4P	1.00	501.80	98.25	600.05	2,400.20
65	6P	1.00	501.80	98.25	600.05	2,400.20
66	8P	1.00	501.80	98.25	600.05	2,400.20
67	10P	1.00	501.80	98.25	600.05	2,400.20
68	12P	1.00	501.80	98.25	600.05	2,400.20
69	14P	1.00	501.80	98.25	600.05	2,400.20
70	9P	1.00	501.80	98.25	600.05	2,400.20
71	7P	1.00	501.80	98.25	600.05	2,400.20
72	5P	1.00	501.80	98.25	600.05	2,400.20
73	3P	1.00	501.80	98.25	600.05	2,400.20
74	1P	1.00	501.80	98.25	600.05	2,400.20
75	2W	1.00	501.80	98.25	600.05	2,400.20
		70.00	\$35,126.00	\$6,877.50	\$42,003.50	\$168,014.00

Issue date: 14 December 2018

Certificate of Insurance

This document certifies that the policy referred to below is currently intended to remain in force until 4.00pm on the expiry date shown below and will remain in force until that date, unless the policy is cancelled, lapsed, varied or otherwise altered in accordance with the relevant policy conditions or the provisions of the "Insurance Contracts Act, 1984".

INSURED:	The Owners of Lot 5 DP 776652	
INTERESTED PARTY(S):	Name	Classification
DESCRIPTION OF INSURED BUSINESS:	Community Strata	
SITUATION OF RISK:	Quater Sessions Road, WESTLEIGH, New South Wales 2120	
SECTION 1:	<u>Property - Physical Damage</u> Buildings - \$2,359,240 Common Contents - \$23,591	
SECTION 2:	<u>Voluntary Workers Personal Accident</u> Death & Disablement - Insured Weekly Benefits - Insured	
SECTION 3:	<u>Office Bearers' Liability</u> Limit of Indemnity - \$1,000,000	
SECTION 4:	<u>Fidelity Guarantee</u> Limit in the Aggregate - \$100,000	
SECTION 6:	<u>Public Liability</u> Limit of Indemnity - \$20,000,000	
SECTION 7:	<u>Government Audit Costs, Workplace Health and Safety Breaches and Legal Expenses</u> (a) <u>Government Audit Costs</u> Limit of Indemnity - \$30,000 (b) <u>Workplace Health and Safety Breaches</u> Limit of Indemnity - \$150,000 (c) <u>Legal Defense Expenses</u> Limit of Indemnity - \$50,000	
POLICY NUMBER:	LNG-STR-110512	
PERIOD OF INSURANCE:	15 December 2018 to 15 December 2019 4pm Local Standard Time	
INSURER:	AAI Limited ABN 48 005 297 807 trading as Vero Insurance and AAI Limited trading as GIO Insurance in respect to workers compensation	

This certificate has been arranged by us in our capacity as agents for the insurer/s named above. It does not reflect in detail the policy terms or conditions and merely provides a very brief summary of the insurance that is, to the best of our knowledge, in existence at the date we have issued this certificate. If you wish to obtain details of the policy terms, conditions, restrictions, exclusions or warranties, you must refer to the policy contract.

DISCLAIMER - In arranging this certificate, we do not guarantee that the insurance outlined will continue to remain in force for the period referred to as the policy may be cancelled or altered by either party to the contract at any time in accordance with the terms and conditions of the policy or in accordance with the terms of the "Insurance Contracts Act 1984". We accept no responsibility or liability to advise any party who may be relying on this certificate of such alteration or cancellation to the policy of insurance.

Longitude Insurance Pty Ltd

**NOMINATION OF CANDIDATE FOR ELECTION AS A MEMBER OF THE COMMITTEE
FOR DP 776652 SETTLERS GREEN ASSOCIATION**

To: The Owners – DP776652
c/- Lamb and Walters PO BOX 95
GORDON NSW 2072

As owner of lot in DP776652, I/we,, nominate the below name person as a candidate for election as a member of the committee at the General Meeting of The Owners – DP776652.

Nominee:

Nominee's Consent: I, the above named nominee, confirm that I consent to being nominated as a candidate for election as a member of the strata committee as set out in this notice.

.....
Nominee's signature

Date of this notice: ____/____/____

Individual lot owner:
Signed: _____

Company lot owner: _____

Executed for an on behalf of the owner named by the persons named below:

Signature of Director / Secretary

Signature of Director

Name of Director / Secretary

Name of Director

FORM 2

COMMUNITY LAND MANAGEMENT ACT 1989

(Cl. 6(1), 20(1) and 34(1) of Schedule 5 and Cl 9(1), 29(1) and 49(1) of Schedule 6).

PROXY FORM

Date _____

*I/*we _____

the proprietor(s) of lot _____ in * Community *Precinct *Neighbourhood Association

Deposited Plan No.

_____ appoint _____

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.

(Note: The appointment cannot have effect for more than 12 months or 2 consecutive annual general meetings, whichever is the greater, unless sooner revoked.)

*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:

[Specify the matters and any limitations on the manner in which you want the proxy to vote.]

*Delete paragraph 1 or 2, whichever does not apply.

Signature of proprietor(s) _____

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.

Date			
I/We			The owners of lot (s)
Contact Phone		Email Address	
In DP	99001 - QUARTER SESSION ROAD WESTLEIGH NSW 2120		
Appoint			
Of			
as my/our proxy for the purposes of meetings of the (including adjournments of meetings).			

Period or number of meetings for which appointment of proxy has effect (*Tick or tick and complete whichever applies below*)

<input type="checkbox"/>	1 Meeting	<input type="checkbox"/>	1 Month	<input type="checkbox"/>	12 Months
<input type="checkbox"/>	___ Meetings (enter number)	<input type="checkbox"/>	___ Months (enter number)	<input type="checkbox"/>	2 consecutive Annual General Meetings

(Note. The appointment cannot have effect for more than 12 months or 2 consecutive annual general meetings, whichever is the greater. If no selection is made by the person giving the proxy, the proxy is effective only for one 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 (tick boxes):

Motion	1	2	3	4	5	6	7	8	9	10	11	12
For												
Against												

*Delete paragraph 1 or 2, whichever does not apply.

*3. If a vote is taken on whether

(the strata managing agent) should be appointed or remain in office or whether another managing agent is to be appointed, I/we want the proxy to vote as follows:

.....

*Delete paragraph 3 if proxy is not authorised to vote on this matter. For examples, read note 1 below.

Signature of owner/s

Notes:

1. A proxy is not authorised to vote on a matter:
 - (a) If the person who appointed the proxy is present at the relevant meeting and personally votes on the matter, or
 - (b) So as to confer a pecuniary or other material benefit on the proxy, if the proxy is a strata managing agent, caretaker or on-site residential property manager.
2. This form is ineffective unless it contains the date on which it was made and is given to the secretary or strata manager:
 - (a) In the case of a large strata scheme (more than 100 lots- excluding parking or utility lots), at least 24 hours before the first meeting in relation to which it is to operate; or
 - (b) At or before the first meeting in relation to which it is to operate.

This form will be revoked by a later proxy appointment form delivered to the secretary of the Owners Corporation in the manner described in the preceding paragraph.