
**NOTICE OF AN EXTRAORDINARY GENERAL MEETING
THE OWNERS - STRATA PLAN 52948**

ADDRESS OF THE STRATA SCHEME:

Macquarie Gardens, 1-15 Fontenoy Road, Macquarie Park NSW 2113

DATE, PLACE & TIME OF MEETING: An Extraordinary General Meeting of The Owners - Strata Plan 52948 will be held on 17/08/2023 via Zoom Video/Audio Conference. The meeting will commence at 06:00 PM.

NOTE: We have arranged for this meeting to be conducted by Zoom video or telephone conference. Following are the connection details to access the meeting by video (for those owners with video and audio on their computer) or by telephone (for those owners that do not have video and audio, or no computer access).

This meeting information will also be sent by email to those owners that have provided an email address, which will allow you to use the hyperlink to directly join the meeting.

We suggest connecting to the meeting 10 minutes before the start time as you may need to download the Zoom software.

Meeting Link:

Topic: SP 52948 - Extraordinary General Meeting

Time: Aug 17, 2023 06:00 PM Canberra, Melbourne, Sydney

Join Zoom Meeting

<https://us06web.zoom.us/j/89988503722?pwd=eUZTbjJOY1lpY3V0dTIITUtyMm1oZz09>

Meeting ID: 899 8850 3722

Passcode: 338431

One tap mobile

+61280156011,,89988503722# Australia

Dial by your location

• +61 2 8015 6011 Australia

Meeting ID: 899 8850 3722

Find your local number: <https://us06web.zoom.us/u/kyYFzr9YL>

The Agenda for the meeting is:

1 MINUTES

That the minutes of the previous general meeting of the owners corporation be confirmed as a true record of the proceedings of that meeting.

2 LOT 72 - MAJOR RENOVATION APPLICATION

That the renovation application under terms of Special By-Law 13 submitted by Lot 72 be tabled and discussed.

[Explanatory Note: Special By-Law 13: Cosmetic, minor and major renovations enables a lot to proceed with major renovations if approved at general meeting. This work will be listed on Annexure B of the by-law to create record of all approved major work. Application attached pages 3 to 13 of the agenda.]

Date of this notice: 03 August 2023

NOTES:

Please contact Waratah Strata Management Pty Ltd on 9114 9599 or enquiry@waratahstrata.com.au if you have any questions about this notice.

Attending the Meeting or Voting by Proxy

You should bring this notice with you to the meeting. If you cannot attend the meeting and you wish to cast a vote, please complete the enclosed proxy form and return it to our office at least 24 hours before the commencement of the meeting.

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 contribution 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 days' 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.

**Application & Indemnity Form
Minor & Major Renovations**

Carole Cian

Owners Names

12/1-15 Fontenoy Rd Macquarie Park 2113

Property Address

Postal Address (if different from above)

cssgan@gmail.com

Email Address

0413 061 386.

Phone Numbers

For Minor and Major Renovations, the following documents should be provided with the completed application form (please refer to Renovations By-Law for further detail on items required):

- Plans, drawings, specifications and product brochures
- Project Manager & Contractors documents, including copy of insurances, licensing etc.
- Program of works including proposed start and end dates
- Program of any noisy works including demolition, wall removal, tile removal, etc.
- List of any works that will be visible from outside of the lot such as changes to walls/doors, pipes, cables, ducts
- Payment of Security Deposit - \$1,000 if works under \$20,000 or \$5,000 if works \$20,000 or greater
- Structural Engineers Report (if works include removal and/or replacement of load-bearing walls)
- Dilapidation Report (if required by the strata committee)
- Copy of Home Owners Warranty Insurance Policy (if works exceed \$20,000)
- Copy of Development Approval or Complying Development Certificate (if required by Council)

Declaration:

1. I/We lodge this application in accordance with the terms and conditions of the Cosmetic Works, Minor Renovations and Major Renovations By-Law (Renovations By-Law) and agree to those terms and conditions.
2. I/We certify that the details provided in this application are to the best of my/our knowledge correct.
3. I/We agree to pay the Application Fee of \$120 + GST (allowance of 1 hour) for The Strata Manager to review this application, research by-laws and obtain instructions from the Strata Committee. That this amount will be charged directly to my strata levy account and that additional charges may apply if further time is required.
4. I/We agree that should permission be given by the Owners Corporation to proceed with the Major Renovations then the attached 'Consent Form' (Annexure A to Special by-law []) will be signed and returned to the Strata Manager prior to the commencement of works.
5. I/We confirm that the works will be carried out in accordance with the plans and specifications provided in my application, and that any modifications to the plans and specifications are to be approved by the Owners Corporation.
6. I/We will use the services of appropriately qualified and licensed contractors who are covered by Public Liability insurance of at least \$10 million, as well as Workers Compensation insurance (where required) and will supply this information to the Owners' Corporation.
7. I/We will properly manage, supervise and be responsible for all activities of my/our tradespeople and will ensure they:
 - a. Comply with these conditions.
 - b. Only conduct work during Council permitted hours.
 - c. Notify all residents of the any noisy works that will take place, and the expected duration, at least one week before the commencement of noisy works.
 - d. Will be responsible for the daily cleaning of any dirt or debris left on common property, including the floors, walls, lifts, carparks, driveways, etc.
 - e. Will not store building materials or rubbish on common property at any time.
 - f. That all rubbish will be removed from the property and the common property waste bins will not be used under any circumstances.
 - g. Will not obstruct common property (inside or out) at any time and will ensure the safety of residents and the site throughout the project.
8. I/We will be personally responsible for any damage to common property as a result of these works and acknowledge that any damage to common property will be dealt with in accordance to Clause 12(h) of the Renovations By-Law.
9. I/We agree that a representative of the Owners Corporation has the right to inspect the work at any time with one day's notice.
10. Following completion of the works, I/We will provide written notice to the Strata Manager / Owners Corporation that the works have been completed.
11. When requested by the Owners Corporation at any time following completion of the works, I/We will provide the following documents:
 - a. a certification by a structural engineer appointed by the Owners Corporation at the Owner's cost as to the structural integrity of the building;

Annexure "A" to Special by-law – Cosmetic Works, Minor Renovations and Major Renovations Strata Scheme [_____]

Consent to Exclusive use and Special Privilege By-Law

TO: The Secretary The Owners – Strata Plan No: 52948 [insert strata plan number]

AND: The Registrar General
Land Registry Services NSW
Queens Square Sydney NSW 2000

I/We Carole Gan, being the owner(s) of Lot 72 in Strata Plan No. 52948 HEREBY CONSENT and agree to be bound by the terms and conditions of Special by-law _____ – Cosmetic Works, Minor Renovations and Major Renovations conferring special privileges on owners that has been passed by Special Resolution of all owners and registered on the common property Certificate of Title.

Dated: 3/8/23



Signature(s) of Lot Owner(s)

Carole Gan

Name(s) of Lot Owner(s)

Lot No. 72

Renovation Application Special By-Law for Cosmetic, Minor and Major Renovations

Owners seeking to undertake renovations to their lots are required to comply with the Special By-Law for Cosmetic, Minor and Major Renovations (Renovations By-Law) and the following procedures:

1. Lot owners are required to provide details of the proposed Minor & Major renovations by completing the following Application Form and submitting it with the required supporting documents to The Strata Manager at least 21 days before undertaking any work.
2. Cosmetic renovations do not require strata approval, so you are free to proceed with those works without approval unless Minor or Major renovations also form part of your renovations.
3. The completed Application Form and supporting documents will then be circulated to the Strata Committee for review.
4. You will be advised if any further information is required to be provided.
5. You will be advised if approval has been provided in accordance with the Renovations By-Law.
6. Should a specific by-law be required (for works outside the scope of the Renovations By-Law) you will be asked to have one drafted, ideally by a strata specialist lawyer, which will then need to be submitted to a general meeting of the Owners Corporation.

No work may commence without the written approval of the Owners Corporation and non-compliance may result in penalties being applicable.

Other documentation that may be required:

Subject to the nature of the works you may also be asked to submit an Engineers Report, a Dilapidation Report or further detailed drawings, plans etc.

Should the works also require Council approval, a Development Approval (DA) or Complying Development Certificate (CDC) would need to be obtained from Council and a copy provided to the Owners Corporation. Please check with your local council to see if your proposed works fall into this category. Please note your works may be approved by Council and not by the Owners Corporation or vice versa. Works cannot commence until all require approvals have been obtained.

Hard Flooring

Should your application include to install hard flooring, please check whether there is a specific hard flooring by-law for your strata plan. These applications will then be dealt with either under the Hard Flooring By-Law or as a Minor Renovation under the Renovations By-Law.

Should you proceed to install hard-flooring you are encouraged to use the highest grade of underlay/sound insulation available (if not defined in the by-laws) to minimise the risk of any breaches of by-laws in relation to causing noise disturbance to other residents. You should be aiming to install flooring that creates no more noise to adjoining residents than would a good quality carpet and underlay. Please ensure that you independently check the quality of the underlay being proposed by your flooring installer as they frequently quote for the lowest cost rather than the highest quality. If noise complaints are received from adjoining residents you may be required to remove the timber flooring or install additional carpets, mats, runners, etc.

Groupco

ABN: 23 625 186 683

Quote:	8088098
Date:	4/06/2023
Valid to:	3/08/2023

Bill To: Carole Site Address: Unit 72 1-15 Fontenoy Rd Macquarie Park Main Contact No:0413061386 Email: cssgan@gmail.com

Description- Ensiute	Qty
Demolition of bathrooms (2 bathrooms) and dispose of all accessories unless otherwise	1
Waterproofing of bathrooms as per Australian building standard	1
Supply and install 1 frameless and 1 semi frameless shower screen	1
Retiling of bathrooms walls and floor (Client to supply tiles of choice for walls and floor)	1
Install new accessories for 2 bathrooms (client to supply all accessories (bath tub, vanity tabs, spouts,toilets,towel rail,toilet holders etc)	1
Toilet water inlet to move up to cater for conceal look on the inside of the cistern (2 unit to be move)	1
Supply and install one 900mm wide and one 1200mm wide vanity with stone bench for both (no bowls)	1
Supply and paint ceiling in bathroom	1
Removal of rubbish and clean up before handing over	1

Please Note: Duration of repairs is approx 6 weeks

Terms & Conditions

Quote provided is subject to variation in an event of unforeseen issue

Exclude any changes to plumbing other than those stated in quotation and electrical configuration

Sub Total	\$ 29,700.00
GST	\$ 2,970.00
Total	\$ 32,670.00

11 July 2023

**Annexure to Application and Indemnity Form – Minor and Major Renovations
For bathroom renovations to 72/1-15 Fontenoy Road, Macquarie Park, NSW 2113**

The current ceramic wall and floor tiles will be replaced with new ceramic wall and floor tiles.
Unit 72 is located on the 3rd floor of Block C.

Dates for the refurbishment is planned to commence on 31 July 2023 or earlier if we can get approval earlier and will be completed by 1 September 2023.

Project Manager

Our Contractor and Project Manager is Groupco Pty Ltd ABN 23 625 186 683

Licence No is 349195C

The principal is Hoa Van Tran, contact no 0435-883-355

Address: 33 Kambala Cres, Fairfield West, NSW 2175

Groupco's Cert of Currency of the following insurances is attached:-

1. Public Liability Insurance
2. Workers Compensation Cover

There will not be any works that will be visible from outside of the lot.

Attachments

1. Scope of Works
2. Groupco Public Liability Insurance and Workers Compensation Insurance
3. Programme of Works

SCOPE OF WORKS

BATHROOMS - ENSUITE TO MASTER BEDROOM AND MAIN BATHROOM

1. Demolition

Demolish and remove from site all old fixtures.

Demolish and remove from site all existing floor and wall tiles

2. Screeding and Waterproofing

Provide new cement screeding to floor and walls. Provide 3 coats of approved waterproofing membrane to floor and walls up to 1.5m height.

3. Pavior

Install new ceramic floor tiles and wall tiles up to ceiling height.

4. Sanitary Ware and Fittings

Fit off all new fixtures. Provide and install frameless glass shower screens to both bathrooms. All plumbing works will be certified by licensed plumber.

CONTRACTOR LICENCE

Builder

GROUPCO PTY LTD

33 Kambalar Crescent
FAIRFIELD WEST NSW 2168



NSW
GOVERNMENT



NUMBER
349196C

EXPIRES
02/04/2024

002089 1602 EMAIL
 Van Tran
 GROUPCO PTY LTD
 33 Kambala Cres
 FAIRFIELD WEST NSW 2165

Issue date:
 14/02/2023

Statement of coverage

The following policy of insurance covers the full amount of the employer’s liability under the *Workers Compensation Act 1987 (NSW)*.

Employer name:	Policy number:	Valid:
GROUPCO PTY LTD	201533001	31/03/2023 - 31/03/2024
Business name:	ABN:	ACN:
GROUPCO PTY LTD	23 625 186 683	625 186 683

Industry classification number (WIC) ³	Number of workers ¹	Wages/units ²
411100 House Construction	2	\$62,114.05

1. Number of workers includes contractors/deemed workers
2. Total wages/units estimated for the current period
3. The policy covers all workers employed by the entity named on this certificate in the course of its primary business activity or any other activities ancillary to its primary business activity as required.

Important information

Principals relying on this certificate should ensure it is accompanied by a statement under section 175B of the *Workers Compensation Act 1987 (NSW)*. Principals should also check and satisfy themselves that the information is correct and ensure that the proper workers compensation insurance is in place, i.e. compare the number of employees on site to the average number of employees estimated; ensure that the wages are reasonable to cover the labour component of the work being performed; and confirm that the description of the industry/industries noted is appropriate. A principal contractor may become liable for any outstanding premium of the sub-contractor if the principal has failed to obtain a statement or has accepted a statement where there was reason to believe it was false.

Yours faithfully,



Peter Meighan
 Underwriting Operations Manager
 icare Workers Insurance



20 February 2023

Policy number
109XN27230COM

Period of Insurance
From 17 October 2022
To 4pm on 17 October 2023

Your Allianz Business Insurance Pack Certificate of Currency

This Certificate of Currency has been issued by the Insurer and confirms that on the Date of Issue the Policy is current for the Period of Insurance and Sums Insured and other limits as shown herein.

This Certificate of Currency is issued as a matter of information only and confers no rights upon its holder. This Certificate of Currency does not form part of the terms and conditions of the Policy and does not amend, extend, replace or alter the terms, conditions, definitions, limitations and exclusions noted therein.

This Certificate of Currency is provided as a summary only of the cover provided and is current only at the Date of Issue. The Policy may be subsequently altered or cancelled in accordance with its terms after the Date of Issue of this notice without further notice to the holder of this notice.

Certain words used in this document and the Policy have special meanings. The General Definitions Section of the Product Disclosure Statement (PDS) contains such terms. Please read the PDS, the Schedule and any other documents that form part of the Policy for the terms and conditions of cover:

Date of Issue:	20 February 2023
Insurer	Allianz Australia Insurance Limited ABN 15 000 122 850 AFS Licence No. 234708 (Allianz)

Details	
Insured(s)	Groupco Pty Ltd
ABN	23 625 186 683
Trading as	Groupco Pty Ltd
Business	Household repairs and handyman

Situation

33 Kambala Cres FAIRFIELD WEST NSW 2165

Public and Products Liability

Description	Limit of Indemnity
Public Liability any one Occurrence	\$20,000,000
Products Liability any one Occurrence and in the aggregate any one Period of Insurance	\$20,000,000
Property in Your care, custody or control any one Occurrence and in the aggregate any one Period of Insurance	\$250,000

Cover is provided anywhere within the Territorial Limits, including Australia or its external territories and the Situations and any other Australian locations set out in this document. Refer to the Product Disclosure Statement (PDS) for full details.

Insured Person	Van Hoa Tran
	Nature of interest
	Principal

This Certificate of Currency notes the Insured Person's liabilities arising solely and directly from an act or omission out of the Insured only. No cover is provided for the Insured Person's liabilities arising independently of acts of the Insured.

Kind regards,



Richard Feledy
Managing Director
Allianz Australia Limited

DATE.....

I/We.....

the owners of lot.....STRATA PLAN NO.....

appoint.....of.....

as my/our proxy for the purposes of meetings of the owners corporation (including adjournment of meetings).

I/We appoint.....of.....

as my/our proxy for the purposes of meetings of the owners corporation (including adjournments of meetings if..... already holds the maximum number of proxies that may be accepted.

Period or number of meetings for which appointment of proxy has effect *1 meeting/
*..... meetings *1 month/ *..... months/*12 months or 2 consecutive Annual General Meetings.
*Tick or tick and complete whichever applies
(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:

.....
.....

(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.**

*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.

*4 I understand that, if the proxy already holds more than the permitted number of proxies, the proxy will not be permitted to vote on my/our behalf on any matters.

Signature of owner/s.....

Notes on appointment of proxies

1. This form is ineffective unless it contains the date on which it was made and it is given to the secretary of the owners corporation at least 24 hours before the first meeting in relation to which it is to operate (in the case of a large strata scheme) or at or before the first meeting in relation to which it is to operate (in any other case).
2. 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.
3. This form is current from the day on which it is signed until the end of the period (if any) specified on the form or the first anniversary of that day or at the end of the second annual general meeting held after that day (whichever occurs first).
4. If a person holds more than the total number of proxies permissible, the person cannot vote using any additional proxies. The total number of proxies that may be held by a person (other than proxies held by the person as the co-owner of a lot) voting on a resolution are as follows:
 - (a) if the strata scheme has 20 lots or less, one,
 - (b) if the strata scheme has more than 20 lots, a number that is equal to not more than 5% of the total number of lots.
5. A provision of a contract for the sale of a lot in a strata scheme, or of any ancillary or related contract or arrangement, is void and unenforceable to the extent that it:
 - (a) requires the purchaser of a lot, or any other person, to cast a vote at a meeting of the owners corporation at the direction of another person, or
 - (b) requires the purchaser to give a proxy at the direction of another person for the purpose of voting at a meeting of the owners corporation (that is a person cannot rely on any such proxy to cast a vote as a proxy).

Notes on rights of proxies to vote

- 1 A duly appointed proxy:
 - (a) may vote on a show of hands (or by any other means approved by a general resolution at a meeting of the owners corporation), subject to any limitation in this form, or may demand a poll, and
 - (b) may vote in the person's own right if entitled to vote otherwise than as a proxy, and
 - (c) if appointed as a proxy for more than one person, may vote separately as a proxy in each case.
- 2 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, building manager or on-site residential property manager, or
 - (c) if the right to vote on any such matter is limited by this form.