



# Purchasers Strata Inspections Pty Ltd

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## STANDARD INTEGRATED RESORT DEVELOPMENT REPORT

<b>BRISBANE</b> Phone: 1300-787-282 Fax: 1300-365-774  <b>SYDNEY</b> Phone: 1300-363-774 Fax: 1300-365-774  <b>ALL MAIL TO:</b> 587 Bunnerong Road Matraville NSW 2036  <b>BRANCHES</b> <ul style="list-style-type: none"><li>• NEWCASTLE</li><li>• WOLLONGONG</li><li>• CAIRNS</li><li>• TOOWOOMBA</li><li>• SUNSHINE COAST</li><li>• GOLD COAST</li><li>• TWEED HEADS</li></ul>	<b>CLIENT NAME:</b>	Sample Lawyers PO Box 1345 Brisbane Qld 4001
	<b>REFERENCE:</b>	Andrews from Borman
	<b>PLAN NO:</b>	GTP XXXX
	<b>BODY CORPORATE</b>	"Sample Building"
	<b>LOT NO(S):</b>	167
	<b>ADDRESS:</b>	4000 The Sample Drive Sanctuary Cove 4212
	<b>REPORT DATE:</b>	22nd January 2016.
	<b>INSPECTION DATE:</b>	21st January 2016.
	<b>INSTRUCTION NO:</b>	543210

This report contains **11** pages. If you do not receive every page, please call us and we will provide you with any missing pages. For qualifications and exclusions, see the last page of this report.

### SMART BUYER INFORMATION

What do you look for when you set out to buy an apartment?  
See what the experts say [www.strata.com.au/smartbuyer.htm](http://www.strata.com.au/smartbuyer.htm)



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**1 STRATA ROLL**

**1.1 Is there a Roll?** Yes

**1.2 Owner**

Original or Subsequent: Subsequent  
 Name: Borman, Mr John & Mrs Mary  
 Address: 4000 The Sample Drive  
 Sanctuary Cove Qld 4212  
 Agent/Nominee (if any): N/A

**1.3 Mortgagee**

Name: Nil  
 Address: N/A  
 Service Address: N/A  
 Nominee (if any): N/A

**1.4 Lessee**

Name: Nil  
 Address: N/A  
 Service Address: N/A

**1.5 Real Estate Agent**

Name: Nil  
 Address: N/A  
 Service Address: N/A

**1.6 Other Entries For The Lot**

Type of entry: Nil  
 Particulars: N/A

**1.7 Was the Roll in compliance with the Act?**

Lot entitlement recorded Yes  
 Original Owner recorded No  
 By-Laws included



## 2 INSURANCE

Dictionary

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### 2.1 Details of Building Insurance:

Sum Insured	Nil
Company	CGU Insurance Limited.
Policy Number	06S 2853299
Due Date	31st October, 2016
Premium	Unable to ascertain

### 2.2 Details of Asset Insurance (if separate from above)

Limits of liability	Nil
Company	N/A
Policy Number	N/A
Due Date	N/A
Premium	N/A

### 2.3 Details of Public Liability Insurance

Limits of liability	\$50,000,000.00 (Blanket Cover for varied bodies corporates).
Company	CGU Insurance Limited.
Policy Number	06S 0841401
Due Date	31st October, 2016
Premium	Unable to ascertain

### 2.4 Details of Workers Compensation Insurance

Has insurance policy?	No
Company	N/A
Policy Number	N/A
Due Date	N/A
Premium	N/A

### 2.5 Is a voluntary Insurance Scheme in existence?

Is the owner of the subject lot(s) a participant in the scheme?	No
What is the current monetary contribution to the scheme by the owner of the subject lot(s)?	N/A
Is that contribution paid or unpaid?	N/A
What period does the contribution relate to?	N/A

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<b>2.6 Details of any other Insurances not mentioned above</b>	<p>Fidelity Guarantee: \$100,000.00                  Office Bearers Liability: \$7,500,000.00                  Voluntary Workers Weekly/Capital Benefit: \$200,000.00/\$2,000.00</p> <p>Company: C.G.U. Insurance Limited.                  Policy No: 06S 0841401                  Due Date: 31st October, 2015                  Government Audit Costs: \$25,000.00                  Appeal Expenses (health &amp; safety): \$100,000.00                  Legal Defence Expense: \$50,000.00</p>
<b>2.7 Details of any insurance broker used</b>	Strata Unit Underwriting Agency Pty. Ltd.
<b>2.8 Details of the last valuation obtained</b>	<p>A valuation carried out by Leary &amp; Partners Pty Ltd on the 20th May, 2004. Recommended cover for;</p> <p>Palm Sample Residences was \$9,811,813.00                  Sample Terraces was \$12,618,284.00                  Sample Course Villa's was \$16,367,543.00</p>

**3 ACCOUNTING RECORDS**

[Dictionary](#)

[Help](#)

<b>3.1 Does the Body Corporate comply substantially with its duty to keep proper accounting records?</b>	Yes
If so, who keeps the books of account?	Body Corporate Manager
<b>3.2 In respect to the current financial year, has an auditor been appointed?</b>	Yes
If so, who is the auditor?	Williams Partners Independent Audit Specialists.
<b>3.3 What was the approximate balance of the Administrative Fund?</b>	\$32,529.09 DEBIT, as at 31/10/2015.
<b>3.4 What was the approximate balance of the Sinking Fund?</b>	\$37,709.66 credit, as at 31/10/2015.
<b>3.5 How were these approximate balances ascertained?</b>	A Balance Sheet
<b>3.6 Detail any records found that reveal the body corporate has mortgaged or charged its assets or has any unsatisfied judgements against it?</b>	Nil



**4 BODY CORPORATE CONTRIBUTIONS**

Dictionary

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**4.1 The records indicate that the current regular periodic contributions are as follows**

To the Administrative Fund	<p>\$1,815.98 due 1/22/2014 and 1/2/2015                  \$1,775.86 due 1/5/2015 and 1/8/2015                  \$1,822.24 due 1/11/2015 and 1/2/2015                  (Subject to a 20% discount)</p> <p>Sample Terraces Lots 124 - 141:                  \$1,812.08 due 1/22/2014 and 1/2/2015                  \$1,340.82 due 1/5/2015 and 1/8/2015                  \$1,701.47 due 1/11/2015 and 1/2/2015                  (Subject to a 20% discount)</p>
To the Sinking Fund	<p>\$366.82 due 1/22/2014 and 1/2/2015                  \$617.37 due 1/5/2015 and 1/8/2015                  \$497.19 due 1/11/2015 and 1/2/2015                  (Subject to a 20% discount)</p> <p>Sample Terraces Lots 124 - 141:                  \$753.41 due 1/22/2014 and 1/2/2015                  \$519.51 due 1/5/2015                  (\$1,340.79) due 1/8/2015                  \$116.94 due 1/11/2015 and 1/2/2015                  (Subject to a 20% discount)</p>
Insurance Levy Payable	N/A
Do these contributions appear to have been correctly determined	Yes
If not, in what respect does the determination appear to be defective?	N/A
<b>4.2 When were the levies last increased?</b>	6th January, 2015
<b>4.3 Are there any current special levies?</b>	No
Details of current special levies are	
Fund	N/A
Total Amount	N/A
Amount Payable by Subject Lot	N/A
Due Date	N/A
Purpose	N/A
<b>4.4 Is there any proposal for special levies in the near future?</b>	No
If so, what are the likely details?	
Fund	N/A
Amount	N/A
Due Date	N/A
Purpose	N/A

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**5 FINANCE AND LOANS**

Dictionary

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<b>5.1 Does it appear that loans or finance has been raised or sought by the Body Corporate ?</b>	No
Details of finance /loans raised or sought	N/A

**6 BY-LAWS**

Dictionary

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<b>6.1 Do the records suggest that the By-laws have been changed or added to in the past three months?</b>	No
If so, does it appear that these changes or additions have been recorded at the Titles Office by Notifications of Change of By-laws?	N/A
If not, what do they relate to?	N/A
<b>6.2 Does it appear that the proprietor of the subject lot(s) is entitled to exclusive use of a parking space or other exclusive use right or special privilege?</b>	No
If so, what is the number of the parking space or identity of the right of privilege?	N/A
How was this number or identity ascertained?	N/A
<b>6.3 If the by-law relied upon that section 30(7):</b>	
Does it appear a resolution without dissent was recorded in the minute book?	N/A
Were written consents sighted?	N/A
<b>6.4 Particulars of capital payments or regular periodic payments due in respect of the subject Lot(s) under an exclusive use or special privilege by-law:</b>	N/A

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**7 BODY CORPORATE MANAGER**

Dictionary

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**7.1 Is there a Body Corporate Manager?**

Yes

Particulars of the Body Corporate Manager are:

Name:

Sanctuary Cove Body Corporate Services

Address:

Building 5, Masthead Way  
Sanctuary Cove 4212

Telephone:

(07) 5500-3333

The Body Corporate Manager was appointed on:

31st May, 2007

The term of the Body Corporate Manager's appointment was:

Commencing 1/6/2007 and ending 31/10/2012 with a further 2 x 5 year options.

**7.2 Is there a professional Secretary?**

Yes

Particulars of the professional Secretary are:

Name:

Smith Ryan

Address:

Sanctuary Cove Body Corporate Services  
Building 5, Masthead Way  
Sanctuary Cove Marina  
Sanctuary Cove Qld 4212

Telephone:

(07) 5500-3333

**7.3 The person responsible for issuing body corporate information certificates is:**

Body Corporate Manager

**8 MINUTES**

Dictionary

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**8.1 Does the Body Corporate keep minutes of meetings?**

Yes

Are Minutes retained as required by the Act?

No. On this occasion Minutes prior to 26th September, 2008 have been archived and were not made available for inspection. However, Minutes prior to this date have been sighted at previous inspections.

Date of first minutes made available for inspection

26th September, 2008

Date of last minutes made available for inspection

E.G.M 18/11/2015

**8.2 Has a general meeting been held in the past two weeks or has a meeting been convened to be held in the next three weeks?**

Yes

**8.3 Has a special or without dissent resolution (other than one relating to By-laws) been passed in last two years?.**

No

If so, particulars are:

N/A

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<b>8.4</b>	<b>Does it appear that there are any current proceedings by or against the Body Corporate?</b>	No
	If so, particulars are:	N/A
<b>8.5</b>	<b>Does it appear that there are any improvements on the common property for which the owner of the subject lot(s) is responsible?</b>	No
	If so, particulars are:	N/A

<b>9 INCOME TAX</b>		<a href="#">Dictionary</a> <a href="#">Help</a>
<b>9.1</b>	<b>Does the Body Corporate appear to receive taxable income?</b>	Yes
	What is the source of that income?	Interest on invested funds and fees.
	Are Income Tax Returns lodged	Yes

<b>10 GENERAL INFORMATION</b>		<a href="#">Dictionary</a> <a href="#">Help</a>
<b>10.1</b>	<b>When was the plan registered?</b>	18th August, 1987
<b>10.2</b>	<b>Who is the Original Owner?</b>	Unable to ascertain
<b>10.3</b>	<b>When was the First Annual General Meeting held?</b>	30th June, 1987
<b>10.4</b>	<b>To the extent that it was possible to ascertain from the Body Corporate records:</b>	
	Number of Lots in the Plan:	114
	Number of Units in the Plan:	114
<b>10.5</b>	<b>Is there a letting operation?</b>	No
	If not, approximate number of tenanted Units:	Unable to ascertain.
<b>10.6</b>	<b>State of harmony within the complex:</b>	Appears to be all right.
<b>10.7</b>	<b>Does there appear to be a current application for extinguishment of the plan?</b>	No
<b>10.8</b>	<b>When was the Common Property last painted</b>	
	Internally	As done by the Original Owner.
	Externally	Year ended October 2014: Exterior finishes paint BUP \$75,526.00. Year ended October 2015: Exterior finishes paint BUP \$15,261.00.





## 11 HISTORY OF DISPUTES

Dictionary

Help

11.1 Is there a past history of disputes?

No

11.2 Particulars of any current applications to the Commissioner which directly affect the Body Corporate.

Nil

## 12 PLUMBING PROBLEMS (4 years only)

Dictionary

Help

Year ended October 2014: Plumbing repairs \$8,760.00.

## 13 WATER PENETRATION PROBLEMS (4 years only)

Dictionary

Help

Year ended October 2014: Roof system - gutters, valleys BUP \$35,770.00.

## 14 BUILDING DEFECTS AND OTHER MATTERS (4 years only)

Dictionary

Help

**Particulars of matters discovered from the books and records generally which may adversely affect either the Body Corporate or the Subject Lot(s) from the point of view of the Purchaser or Mortgagee, or which otherwise may be of interest to the Purchaser or Mortgagee, are:**

See attached Sinking Fund Forecast dated 13/11/2009 prepared by Napier & Blakely Pty. Ltd.

A.G.M. 6/1/2015: See attached Minutes regarding accepted budgets and other matters.

Committee Meeting 22/4/2015: See attached Minutes for approval for maintenance including investigating the aerators through the PTBC and writing to the lot owner of the recreation club to undertake landscaping screening and maintain the club carpark.

(Reconvened) E.G.M. 12/6/2015: Approved an amendment to the Sinking Fund Budget and Contributions for Lakeside Terraces. (See attached Minutes.)

Committee Meeting 18/9/2015: Meeting notes Sanctuary Cove Golf & Country Club has undertaken a batter report regarding the erosion of property as advised by Lot 162 Owner, and are currently reviewing the situation.

A water main repair leak to 4917-4923 The Parkway has been referred to the PBC.

Approved writing to the PBC regarding the dilapidated state of the Aveo site, requesting them to plant screening of the lake and the site from The Parkway. (See attached Minutes.)

See attached Notice of an Annual General Meeting scheduled to be held on 12th January, 2016 and adjourned to 19th January, 2015 including voting paper for proposed contributions. The Body Corporate Secretary, Ms Nicolle Ryan, was unable to confirm if the motions were passed. A copy of the proposed budgets was requested and we were advised this information was not available for distribution.

NOTE: We are advised that Sanctuary Cove Body Corporate Services Pty. Ltd. no longer provide a Lot Owners Levy Statement for a Search.

NOTE: The Body Corporate for "Cassia GTP XXXX" operates as a subsidiary of Principal Body Corporate "Sanctuary Cove Principal Body Corporate". As subsidiary Bodies Corporate pay contributions to the Principal Body Corporate, we recommend a search of those records.



## 15 HISTORICAL INFORMATION (4 years only)

Dictionary

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**The following historical information concerning the Body Corporate and the strata scheme generally is made available on the basis that it may be of interest to the Purchaser or Mortgagee:**

Outside Committee Meeting 26/4/2012: Approved standard exterior colour scheme for the Golf Course Villas (Lots 76 - 95 inclusive).

Outside Committee Meeting 28/8/2012: Approved legal costs to undertake preparation of a proposal in relation to the sub-division of common property of Sample Terraces BUP.

Committee Meeting 9/10/2012: Committee to request the PBC include an article in the next Our Sanctuary Magazine in relation to driving of vehicles under the influence of alcohol within Sanctuary Cove, as a result of the recent drink driving incidents and police activity.

Year ended October 2012: Contribution to SCPBC - Admin fund \$557,119.00. Exterior finishes BUP \$47,922.00. Pools, spas and saunas BUP \$56,400.00. Contribution to SCPBC - Sinking fund \$90,119.00.

A.G.M. 21/1/2013: Approval granted to Lots 124 - 141 (Sample Terraces Lots) to jointly have exclusively authority to deal with matters related to the administration and management of the common property of Sample Terraces Building Units Plans 9643, 9644 and 9645.

Committee Meeting 13/3/2013: Approved the appointment of Cassidy Property & Maintenance Services as a temporary landscaping contractor at the rate of \$1,620.00 per month, until such time a permanent contractor is appointed.

Year ended October 2013: Contributions to SCPBC - Admin fund \$557,849.00. Contribution to SCPBC - Sinking fund \$59,850.00

E.G.M. 12/11/2013: Approved voting for the Members Nominee of the PBC Administrative and Sinking Fund Budgets and Contributions.

A.G.M. 7/2/2014: Directed Members Nominee to vote against any and all proposals by the PBC relating to the implementation and any recommendations arising from the Site Wide Strategic Review.

Approved writing to the PBC disputing that the PBC undertake the responsibility of the maintenance costs of real property owned by the subsidiary residential bodies corporate(s) and any real property owner by the Lot Owner(s) and the allocation of costs to all residential body corporates in Sanctuary Cove, and requests that a ruling on the matter be referred to in a part from the Referee.

Committee Meeting 1/4/2014: Approved investigating the use of an eagle drone contractor to remove corellas from Koala Park and the Cassia Body Corporate.

(Reconvened) E.G.M. 26/5/2014: Accepted quote of \$243,381.00 from Aizer Group to undertake works to Lots 124 to 141 (Sample Terraces) for a renewal and upgrade program of of the external surfaces.

Imposed a Special Levy for Lots 124 to 141 of \$18,750.00 per lot entitlement due on 27/6/2014, subject to a 20% discount.

Committee Meeting 5/8/2014: Meeting approved a request for a payment arrangement by 1 x lot, and crediting the missed levy discount for 2 x lots.

Noted fee proposals for an updated Sinking Fund Forecast and Insurance Valuation and will submit to Owners for further consideration.

Committee Meeting 30/10/2014: Cassia considered the orders sought in the Application to the Commissioner of The Body Corporate by the PBC and recognised the Powers and Authorities of the PBC, supports the legal advice provided and requests the Referee dismiss the Order sought by Bauhinia Body Corporate. (NOTE: Nothing further sighted as at August, 2015).

(Reconvened) E.G.M. 26/11/2014: Meeting approved of voting by the Members Nominee for the PBC Administrative and Sinking Funds Budgets and Contributions.

Year ended October 2014: Contributions to SCPBC - Admin fund \$583,254.00. Exterior finishes lattice BUP \$38,580.00. Exterior finishes paint BUP \$75,526.00. Fences & gates BUP \$17,840.00. Lighting BUP \$24,785.00. Contributions SCPBC - Sinking fund \$123,783.00.

Outside Committee Meeting 24/6/2015: Approved installation of a retractable awning and blind for 4917 The Parkway, and applied this standard for future applications on Lots 124-141 commonly referred to as Sample Terrace properties.

Outside Committee Meeting 3/8/2015: Approved installation of decking for 4625 The Parkway, and applied this standard for future applications on lots 76-89 commonly referred to as Sample Course Villas.

Year ended October 2015: Internal transfer \$6,546.00. Contributions to SCPBC - Admin fund \$585,546.00. Pool sauna & spa works BUP \$4,077.00. Contributions SCPBC - Sinking fund \$167,779.00.

E.G.M 18/11/2015: Approved voting instructions to the Members Nominee for the PBC Administrative & Sinking

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**Funds Budgets and Contributions.**

November 2015 to January 2016: Financial Statements were not made available.

NOTE: Expenditure under \$3,000.00 has not been covered in this report.

The last Annual General Meeting was held after adjournment, on 20th January, 2016.

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**QUALIFICATIONS AND EXCLUSIONS**

1. The information contained in this Report was extracted from the books and records of the Body Corporate and, so far as was possible, from conversations with officers of the Body Corporate. Special procedures were followed to minimise the possibility of records not being made available for inspection. In addition, the information obtained has, where possible, been checked with information obtained from previous inspections. However, your attention is directed to the possibility that all of the Body Corporate records may not have been made available for inspection, or alternatively, that the records may not have contained all of the information of interest to a Purchaser or Mortgagee. Purchasers Strata Inspections Pty. Ltd. will not accept any responsibility in either such events.
2. During the course of the inspection no attempt was made to ascertain whether the required accounting and required statements of accounting requirements are being complied with by the Body Corporate. To do this subjective accounting judgements would need to be made and these judgements are best left to qualified accountants. If required a separate report on these matters can be provided.
3. This Report format was designed by Purchasers Strata Inspections Pty. Ltd., for use by it exclusively and no other person or company has any authority to copy or use such format in whole or in part for any purpose.

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