

08/11/19

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Whittles Management Services Pty Ltd atf Whittles Strata Unit Trust ABN 31 493 603 726

www.whittles.com.au

DR P RELF UNIT 5, 4-8 CHARLES STREET ADELAIDE SA 5000

Dear Corporation Member,

We are pleased to enclose a copy of the Minutes of the recent Annual General Meeting for Community Corporation 23362 Inc., 4-8 CHARLES STREET, ADELAIDE.

The Management and staff appreciate your confidence in appointing Whittles as your Body Corporate Managers for the coming year, and assure you of our diligent and professional attention to the Corporations affairs.

For your information we have forwarded to your Presiding Officer our standard form of contract for execution on the Corporation's behalf which is to be returned to this office for keeping with the Corporation's files.

Should at any time you have any queries or require attention, please do not hesitate to contact the undersigned.

Yours faithfully,

Steve Geyer Body Corporate Manager

MINUTES of the Annual General Meeting

of

Community Corporation 23362 Inc. 4-8 CHARLES STREET, ADELAIDE

held

at Scots Church Hall 237 North Terrace, Adelaide SA 5000

on Thursday, 24 October 2019 at 6:00 PM

<u>PRESENT</u>

In Person	
Lot 5	Dr P Relf
Lot 7	Ms A M Rayson
Lot 9	Mr R J Farley
Lot 14	Aibar Pty Ltd
Lot 15	Mr F S R Sullivan
Lot 17	Dr B Gooden
Lot 18	Boulevard City Apartments Pty Ltd
Lot 19	Mr A K Tuohy & Ms E L Farrant
Lot 22	Boulevard City Apartments Pty Ltd
Lot 37	Dr M Hammerton & Dr H Marmanidis
Lot 38	Mr V Gocur
Lot 39	Mr S R Berry & Ms K N Hansen
Lot 53	Mr R J Creasey
Lot 56	Mr R Manchanda
Lot 60	K Arouri
Lot 62	Mr C C Karykis
Lot 68	Australian Nursing & Midwifery Federation (SA Branch)
	represented by Mr A Dallisson
Lot 70	Mr R Creaser
Lot 82	Ms C Wastell
Lot 103	Mr F Cufone
Lot 104	Mr D Silvestri
Lot 107	Mr D Silvestri
By Proxy	
Lot 1	Ms J A Obst represented by proxy to Dr P Relf
Lot 2	Mr C Chong-Aik & Mrs G Khor represented by proxy to Mr D
	Lee
Lot 3	Ms M Borg represented by proxy to Mr R Creasy
Lot 10	Dr A Chadderton & Ms M Hill represented by proxy to Whittles
Lot 25	Ms H Webber represented by proxy to Mr R Creasey
Lot 27	Mr L Rimon & Ms V Barrett represented by proxy to Whittles
Lot 28	Miss Z H Lim represented by proxy to Whittles

- DTL Investments Pty Ltd represented by proxy to Mr D Lee Lot 30
- Ms A C Axelby represented by proxy to Dr P Relf Lot 31

Lot 34 Ms E Tham represented by proxy to Mr D Lee Lot 35 Dreamtown Pty Ltd represented by proxy to Mr D Lee Lot 41 Mr I Cody represented by proxy to Whittles Lot 43 Dr C L Moey represented by proxy to Mr D Lee Lot 44 T K Bui & H M L Giang represented by proxy to Mr D Lee Lot 46 Mrs J Ling, H & J Ling Holdings Pty Ltd represented by proxy to Mr D Lee Lot 51 Martin Towers Pty Ltd represented by proxy to Dr P Relf Lot 52 Ms C A Cook represented by proxy to Whittles Lot 57 Mr G & Mrs V Rees represented by proxy to Mr D Lee Lot 61 Mr P & Mrs P McKee represented by proxy to Whittles Martin Towers Pty Ltd represented by proxy to Dr P Relf Lot 63 Lot 64 Martin Towers Pty Ltd represented by proxy to Dr P Relf Lot 65 Martin Towers Pty Ltd represented by proxy to Dr P Relf Lot 66 Martin Towers Pty Ltd represented by proxy to Dr P Relf Lot 74 Mr D Lee represented by proxy to Mr D Lee Lot 78 Dr M R Francisco represented by proxy to Mr D Lee Lot 79 Mr D Lim & Ms I Yu represented by proxy to Mr D Lee Mr C Birzer represented by proxy to Mr D Lee Lot 81 Lot 83 Mr R & Mrs C Wee represented by proxy to Mr D Lee Ms M Chong represented by proxy to Mr D Lee Lot 87 Lot 89 DTL Investments Pty Ltd represented by proxy to Mr D Lee Lot 92 Dr J Yong represented by proxy to Mr D Silvestri Lot 93 Elizabeth South Surgery Pty Ltd represented by proxy to Mr D Lee Lot 99 Ms K F Chow represented by proxy to Mr D Lee Lot 101 Dr P Lee represented by proxy to Mr D Lee Lot 102 Dr M M F Lai represented by proxy to Mr D Lee Lot 106 Ms R O'Hara represented by proxy to Mr D Lee Lot 109 Dr A Lok represented by proxy to Mr D Lee Lot 111 J & S Nominees Pty Ltd represented by proxy to Mr D Lee

In Attendance

Steve Geyer representing Whittles Body Corporate Management Pty Ltd

PROCEEDINGS

PRESIDING OFFICER

The Presiding Officer, Mr D Chadbourne, presided over the meeting.

It was resolved that the Corporation Manager was to assist by conducting and recording the minutes of the meeting.

Quorum

The Corporation Manager declared that a quorum was formed with 60 of the 111 eligible Lots represented by presence or proxy. The manager explained that those Lot holders in arrears to the Corporation would not be considered as part of the quorum nor would they be eligible to vote on any issue. Those units for which owners *are un-financial have not been included in the quorum count*.

The Corporation Manager declared that, in accordance with the adjourned meeting provisions of the Community Titles Act 1996, a quorum was in attendance.

Declaration of Interest

All owners or their nominees, were reminded that they were required to advise the meeting if they had any direct or indirect pecuniary interest in any matter to be considered by the meeting. Whittles refers all Members to the Corporation's Agreement for disclosure of all its relevant interests.

<u>1. Acceptance of Minutes</u>

In accordance with the provisions of Section 81(4)(b) of the Community Titles Act 1996, the minutes of the last Extraordinary General Meeting held on 10 May 2019 and sent to owners were accepted as a true and correct record of the proceedings of that meeting.

2. Acceptance of Statement of Accounts

In accordance with the provisions of Section 81(5) (d) of the Community Titles Act 1996 (amended), the audited Statement of Accounts for the financial year ended from July 2018 to June 2019 which had been circulated to all members, were accepted.

3. Appointment of Manager

In our endeavours to continuously improve customer service, Whittles have implemented a more comprehensive support structure for your Body Corporate Manager contacts.

Your team consists of: Body Corporate Manager - Steve Geyer - 8291 2300 Assistant Manager - Jessica Clackson - 8291 2300 Assistant - Naomi Davidson Administration Support - Julie Griffin

What does this mean for you?

This structure will enable your management team to attend to your enquiries faster and operate more effectively. Going forward, you may contact or be contacted by one of the members of your team about anything in relation to the management of your Corporation.

The Corporation decided under Section 76(9) of the Community Titles Act 1996 to:

3.1 appoint Whittles Management Services Pty Ltd as its Manager to supply Services,

3.2 make the appointment for a Term of twelve(12) months, being from July 2019 to June 2020 and that upon expiry of the Term this agreement will continue on a month to month basis until the next Annual General Meeting or until delegation is revoked,

3.3 authorise limited powers to Whittles Management Services Pty Ltd,

3.4 agree to pay Service Fees to Whittles Management Services Pty Ltd,

3.5 acknowledge the Disclosures by Whittles Management Services Pty Ltd, and

3.6 execute the Services Agreement that specifies the details of the terms and conditions of the appointment, with Whittles Management Services Pty Ltd.

The Services Agreement was tabled at the meeting and is available for viewing at whittles.com.au using your owner login.

4. Election of Office Bearers and Committee

Mr Chadbourne spoke to Members of the year that was for the Corporation.

Mr Chadbourne highlighted the role of the Committee is to maintain the value of the building, continue to explore options to reduce operating costs and to reduce members contributions in real terms. Mr Chadbourne informed Members that there is significant work being undertaken through the Primary Corporation to complete repairs to the concrete facade to the external part of the Primary Corporation. The Gym has had a safety audit and a new running machine purchased, the water quality for the pool and spa are now automatically managed, a solar system has been installed to the pool and gym to reduce running costs. The glass to the foyer of the North tower entrance has been frosted, painting and recarpeting of the Common areas is being completed. The Committee are also purchasing art work for the corridors of the building.

Mr Chadbourne thanked the Members of the Committee for their work throughout the year.

In accordance with Section 76(1) & 90(1) of the Community Titles Act 1996, the Manager announced that the Management Committee for the past year is now dissolved. The Manager wished to thank the Committee for their work over the past year. The Manager confirmed with those nominated for positions on the Committee wished to stand.

Following confirmation the Manager confirmed the meeting appointed the following Office Bearers and Committee Members.

Presiding Officer	Mr C Karykis	Lot 62
Secretary	Dr P Relf	Lot 5
Treasurer	Mr R Creasey	Lot 53
Member	Mr D Chadbourne	Lot 18
Member	Ms E Farrant	Lot 19
Member	Ms A Axelby	Lot 31
Member	Dr M Hammerton	Lot 37
Member	Ms C Wastell	Lot 82
Member	Mr D Silvestri	Lot 104

The Manager thanked Mrs J Obst for her involvement with the Committee for many years and also Mr C Cheong for his time on the Committee. The manager also thanked Mr Chadbourne for the years of service to the Corporation as the Presiding Officer.

Limitations Imposed

The Corporation Manager advised that the Management Committee and Officers of the Corporation do not have powers to resolve matters subject to special or unanimous resolutions.

Committee Meetings should be conducted in accordance with Sections 91 to 99 of the Community Titles Act 1996. An agenda should be forwarded to all committee members and decisions at the meeting minuted, copies of which are to be included with the Corporation's records.

5. Appointment of Primary Corporation Representatives

Representatives

It was resolved that the following are appointed as Representatives of the Secondary Corporation to the Primary Corporation;

Primary Corporation Lot 1 Mr C Karykis Primary Corporation Lot 3 Mr R Creasey

Mr D Silvestri (Proxy for both Lots 1 and 3 in the event one or both of the representatives are unable to attend a meeting).

6. Annual Compliance Register

The Work Health and Safety Act 2012, recognises that a Corporation's common property is a workplace, as such the Corporation is responsible for ensuring the workplace is free from hazard, as far as reasonably practicable. Whittles has established a register to ensure owners are fully aware of their legislative and reporting requirements for the Body Corporate. Many different areas are subject to annual compliance and the Manager may review at the meeting all Corporation obligations and where necessary, update any compliance reports required to be held on file.

All legislative compliance reports will be reviewed promptly as required and any maintenance attended to in accordance with Australian Standards or Industry best practice using qualified and reputable practitioners. To ensure that the Body Corporate obligations are met and maintained during the year, the Compliance Register will be updated throughout the year.

7. Sinking Fund Forecast

In accordance with the Section 113 Community Titles Act 1996, the manager confirmed that a Sinking Fund Forecast was carried out in 2016.

Owners may wish to view the forecast by referring to the Whittles website and using their owners login.

8. Current Insurance Details

The Corporation's current policy details are as follows:

Underwriting Agency	Chubb Insurance Australia Limited			
Underwriter				
Broker				
Policy Number	03GS007113			
Expiry Date	31/08/2020			
Building / Common Property Cover	\$176,971,190 Excess Refer notes			
Legal Liability	\$50,000,000 Excess			
Office Bearer's Liability	\$20,000,000			
Catastrophe Cover	Held			
Flood Cover	Not Held			
Machinery Breakdown	Not Held Excess			
Fidelity Guarantee	1,200,000			
Notes	Excess: refer policy			

9. Insurance Renewal

The Corporation Manager advised that Insurance is a matter managed by the Primary Corporation and Whittles as managers of the Secondary Corporation are not involved in these deliberations. Whittles will however continue to provide assistance as requested by Secondary Corporation Members.

Owners were reminded that where repairs are carried out under insurance and the repairs benefit a particular lot, the lot owner will be responsible for the payment of any excess subject to any explicit instructions to the contrary by the corporation.

Whittles recommends consideration be given to the following additional cover options if not already included in your policy; office bearers liability, flood or catastrophe, electrical surge, loss of rent and machinery breakdown.

Contents Insurance

The Corporation Manager advised members of the necessity for them to arrange individually for adequate insurance for the contents of their lots, inclusive of carpets, drapes, light fittings, etc., whether or not the lot is occupied by the lot owner or tenant, and it was noted that the Corporation's Legal Liability cover applied primarily to common property and that lot owners should be separately insured for cover in relation to their own premises.

Members of the Corporation were reminded that it is their legal responsibility to advise the Corporation's Managers of any change in use of occupancy of their respective lot, and that the Corporation's insurance policy may be voided or otherwise placed at risk if the underwriter is not advised immediately.

<u>10.</u> General Business

That the Management Committee Investigate development of a Common room for Corporation use. This will include identification of amenities to be provided, potential locations and indicative costings. Dr P Relf provided the Members with the background for the suggestion, noting it will provide a space for residents to hold gatherings and for the Committee to hold their meetings.

Mr D Silvestri spoke of the Cleaning and Resurfacing of the car park. Following discussion it was agreed that this item be referred to the committee for discussion.

Renovation of South Tower lobby. The Manager advised that this item is a Primary Corporation matter and has been deferred whilst the work is being carried out on rectifying the concrete facade.

<u>11.</u> Administrative Fund Budget

In accordance with Section 81(5)(d) (iii) of the Community Titles Act 1996, the attached Administrative Fund budget was approved and adopted.

The Contributions for this budget is an increase of approximately 2.7% from the previous budget with total proposed contributions of \$752,744 for the financial year ending June 2020.

The main reason for the increase is an increase in Primary Corporation Plan contributions.

Contributions will be raised in accordance with Lot Entitlement Values.

<u>12.</u> Sinking Fund Budget

In accordance with Section 116 of the Community Titles Act 1996, the attached Sinking Fund budget was approved and adopted.

The Contributions for this budget is an increase of approximately 1.5% from the previous budget with total proposed contributions of \$265,386 for the financial year ending June 2020.

The main reason for the increase is keeping the Sinking Fund in line with the Sinking Fund Forecast.

Contributions will be raised in accordance with Lot Entitlement Values.

<u>13.</u> Special Levy Authority

It was resolved that should there be insufficient funds to meet the payment for renewal of the insurance and/or where a shortfall of funds occurs, the funds required to meet such a shortfall be acquired by levy raised at the instigation of the Corporation Manager following consultation with the Management Committee and be raised in accordance with Lot Entitlement Values.

14. Audit of Annual Financial Statement

In accordance with Part 13, Division 2 of the Community Titles Act 1996, it was resolved that the Corporation is obligated to carry out an independent audit of the Corporation's annual statement of accounts. Whittles recommends MGI Assurance (SA) be appointed.

15. Interest Charged on Overdue Contributions/Levies

In accordance with the provisions of Section 114 (4) of the Community Titles Act 1996, it was agreed that the Corporation will apply arrears interest of 15% per annum, calculated daily, if payment of a contribution or levy or an instalment of a contribution or levy is not received in full within 30 days of the due date. The Presiding Officer and/or Management Committee is authorised to waive penalty interest charges in extenuating circumstances at its discretion.

16. Recovery of Overdue Contributions/Levies

In accordance with Section 114 (7) of the Community Titles Act 1996, it was agreed that Whittles is authorised to take all necessary action, without the need for further authority, including instructing a debt recovery company to initiate legal proceedings against owners on behalf of Community Corporation 23362 Inc. when they are in arrears to recover overdue contributions and levies, penalties and recovery costs incurred.

Whittles charge the debtor for the issue of a First Arrears Notice if payment of a contribution or levy or an instalment of a contribution or levy is not received in full within 30 days of the due date. (30 days or more overdue), and when issuing instructions to the debt recovery company.

Fees charged by third party providers will be recovered from the debtor at cost per invoice.

NEXT ANNUAL GENERAL MEETING

There was general agreement that next year's meeting should be held at a time and date to be advised.

CLOSURE

The meeting closed at 7.15 p.m.

Owners are able to access & update their personal details through Whittles Owner Portal online.

To access your account go to <u>www.whittles.com.au</u> select 'Owner Portal' and enter the following details: - Account code

- Plan number (leaving out the slash)
- Unit number
- PIN (if this is your first time logging in, leave pin blank as you will be prompted to set a pin)

* Please note that Whittles encourages owners to receive all correspondence and account notices via email, this ensures timely delivery of documents. Whittles request Owners to advise they would like their correspondence via email. Please contact your Corporation Manager for further information.

BUDGET

COMMUNITY CORP.23362 INC 4-8 CHARLES STREET, ADELAIDE

Year ending June 2020

ADMINISTRATIVE FUND

Advances -21,877.27 -0.00 -0.00 -0.00 -\$21,877.27 Total 169,681.40 185,405.00 190,967.00 190,967.00 \$737,02 EXPENDITURE EXPENDITURE <th></th>	
Arrears 6,153.67 0.00 0.00 0.00 \$6,1 Advances -21,877.27 -0.00 -0.00 521,8 Total 169,681.40 185,405.00 190,967.00 190,967.00 \$737,02 EXPENDITURE	
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EXPENDITURE Account Transaction Charges 50.00 50.00 50.00 \$2,0 Additional services fee 500.00 500.00 500.00 \$20,00 Agreed Services 5,500.00 5,500.00 5,500.00 \$2,00 Air conditioning 500.00 500.00 5,00.00 \$2,00 Asset & Utility Management Services 360.75 360.75 360.75 360.75 \$1,40 Auditor fee 1,890.00 0.00 0.00 0.00 \$1,80 Cleaning 38,250.00 38,250.00 38,250.00 \$8,250.00 \$8,250.00 \$8,250.00 \$8,250.00 \$8,250.00	77.27
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Cleaning 38,250.00 38,250.00 38,250.00 \$153,0	43.00
	90.00
Cleaning - Windows 10,000,00,00,00,00,00,00,00,00,00,00,00,	00.00
	00.00
Common property 1,750.00 1,750.00 1,750.00 \$7,0	00.00
Communication Systems & Data Management 1,175.00 1,175.00 1,175.00 1,175.00 \$4,7	00.00
Electrical 500.00 500.00 500.00 \$2,0	00.00
Fire systems 2,000.00 2,000.00 2,000.00 2,000.00 \$8,0	00.00
Grounds 1,000.00 1,000.00 1,000.00 \$4,0	00.00
Health Club / Gym 500.00 500.00 500.00 \$2,6	00.00
Hot water service 1,250.00 1,250.00 1,250.00 \$5,0	00.00
Legal fees 0.00 10,000.00 0.00 \$10,0	00.00
Lift - Maintenance 1,250.00 1,250.00 1,250.00 \$5,0	00.00
Lift - Service contract 7,500.00 7,500.00 7,500.00 \$30,0	00.00
Lift - Telephone 275.00 275.00 275.00 \$1,1	00.00
Plumbing 500.00 500.00 500.00 \$2,6	00.00
Pool/Spa - Chemicals 750.00 750.00 750.00 \$3,0	00.00
-	00.00
Primary Plan contribution 141,039.10 68,285.75 68,285.75 \$345,8	
-	00.00
Security 500.00 500.00 500.00 \$2,0	00.00
-	\$0.00
	00.00
	50.00
	60.00
	00.00
-	00.00
-	00.00
	00.00
	50.00
	00.00
Total 254,429.85 179,286.50 169,286.50 \$782,28	

SINKING FUND

	Jul-Sept 19	Oct-Dec 19	Jan-Mar 20	Apr-Jun 20	Annual Total
INCOME					
Contributions	65,755.00	65,755.00	66,938.00	66,938.00	\$265,386.00
Arrears	1,382.72	0.00	0.00	0.00	\$1,382.72
Advances	-4,448.18	-0.00	-0.00	-0.00	-\$4,448.18
Transfer - From Administration fund	0.00	0.00	0.00	0.00	\$0.00
Total	62,689.54	65,755.00	66,938.00	66,938.00	\$262,320.54
EXPENDITURE					
Capital improvements	0.00	175,000.00	0.00	0.00	\$175,000.00
Common property	1,250.00	1,250.00	1,250.00	1,250.00	\$5,000.00
Fire systems - Repairs	2,500.00	2,500.00	2,500.00	2,500.00	\$10,000.00
Health Club / Gym - Maintenance equipment	1,250.00	1,250.00	1,250.00	1,250.00	\$5,000.00
Hot water service	0.00	0.00	0.00	0.00	\$0.00
Hot water service - Replacement	2,250.00	2,250.00	2,250.00	2,250.00	\$9,000.00
Lift - Upgrade	0.00	84,000.00	0.00	0.00	\$84,000.00
Painting	1,250.00	1,250.00	1,250.00	1,250.00	\$5,000.00
Security - Upgrade	0.00	0.00	6,000.00	0.00	\$6,000.00
Solar Panels - Installation	0.00	25,000.00	0.00	0.00	\$25,000.00
Special projects - Facade Works	0.00	60,000.00	150,000.00	150,000.00	\$360,000.00
Website fees	0.00	3,000.00	0.00	0.00	\$3,000.00
Total	8,500.00	355,500.00	164,500.00	158,500.00	\$687,000.00

CASH FLOW SUMMARY

	Jul-Sept 19	Oct-Dec 19	Jan-Mar 20	Apr-Jun 20	Annual Total
ADMINISTRATIVE FUND					
Opening Balance	126,091.86	41,343.41	47,461.91	59,142.41	\$126,091.86
Add: Contributions	185,405.00	185,405.00	190,967.00	190,967.00	\$752,744.00
Add: Arrears	6,153.67	0.00	0.00	0.00	\$6,153.67
Minus: Advances	21,877.27	0.00	0.00	0.00	\$21,877.27
Minus: Expenditures	254,429.85	179,286.50	179,286.50	169,286.50	\$782,289.35
CLOSING BALANCE	41,343.41	47,461.91	59,142.41	80,822.91	\$80,822.91
SINKING FUND					
Opening Balance	1,183,552.13	1,237,741.67	947,996.67	850,434.67	\$1,183,552.13
Add: Contributions	65,755.00	65,755.00	66,938.00	66,938.00	\$265,386.00
Add: Transfer - From Administration fund	0.00	0.00	0.00	0.00	\$0.00
Add: Arrears	1,382.72	0.00	0.00	0.00	\$1,382.72
Minus: Advances	4,448.18	0.00	0.00	0.00	\$4,448.18
Minus: Expenditures	8,500.00	355,500.00	164,500.00	158,500.00	\$687,000.00
CLOSING BALANCE	1,237,741.67	947,996.67	850,434.67	758,872.67	\$758,872.67

CALCULATION OF CONTRIBUTIONS

Total Lot Entitlement	10000
Number of Lots	111

		— Effective from 15/01/20 —		— E	— Effective from 15/01/20 —		
Lot Number	LEV	ADMIN Fund	ADMIN Fund (incl. GST)	LEV	' SINKING Fund	SINKING Fund (incl. GST)	
77, 78	45	859.35	\$945	45	301.22	\$331	
21, 22, 23, 76, 79	46	878.44	\$966	46	307.91	\$339	
72, 73, 74, 75, 86, 87	47	897.54	\$987	47	314.60	\$346	
24, 33, 34, 35, 85, 88	48	916.64	\$1,008	48	321.30	\$353	
81, 82, 83, 84, 95, 96	49	935.73	\$1,029	49	327.99	\$361	
36, 45, 46, 47, 71, 90, 91, 92, 93, 94, 97	50	954.83	\$1,050	50	334.69	\$368	
20, 48, 80, 99, 100, 101, 102	52	993.02	\$1,092	52	348.07	\$383	
68, 69, 89, 104, 105	53	1,012.12	\$1,113	53	354.77	\$390	
32, 67, 70, 103, 106	54	1,031.22	\$1,134	54	361.46	\$398	
98	55	1,050.31	\$1,155	55	368.15	\$405	
7, 44	56	1,069.41	\$1,176	56	374.85	\$412	
108, 109, 110, 111	58	1,107.60	\$1,218	58	388.24	\$427	
107	61	1,164.89	\$1,281	61	408.32	\$449	
8, 9, 10, 11, 12	73	1,394.05	\$1,534	73	488.64	\$538	
6	76	1,451.34	\$1,597	76	508.72	\$560	
2, 3, 4	78	1,489.54	\$1,639	78	522.11	\$574	
5	88	1,680.50	\$1,849	88	589.05	\$648	
18, 30, 42, 57, 58, 59	95	1,814.18	\$1,996	95	635.91	\$700	
14, 15, 16, 17, 26, 27, 28, 29, 38, 39, 40, 41	97	1,852.37	\$2,038	97	649.29	\$714	
1	99	1,890.57	\$2,080	99	662.68	\$729	
19, 31, 43	103	1,966.96	\$2,164	103	689.46	\$758	
60	104	1,986.05	\$2,185	104	696.15	\$766	
56	112	2,138.83	\$2,353	112	749.70	\$825	
54	140	2,673.53	\$2,941	140	937.13	\$1,031	
55	167	3,189.14	\$3,508	167	1,117.86	\$1,230	
13, 25, 37	177	3,380.11	\$3,718	177	1,184.80	\$1,303	
50, 51, 52, 53	180	3,437.40	\$3,781	180	1,204.88	\$1,325	
49	226	4,315.85	\$4,748	226	1,512.79	\$1,664	
62, 63, 64, 65	299	5,709.91	\$6,281	299	2,001.44	\$2,202	
61	353	6,741.13	\$7,416	353	2,362.91	\$2,599	
66	453	8,650.80	\$9,517	453	3,032.29	\$3,336	
QUARTERLY TOTAL		\$190,966.33	\$210,060.00		\$66,937.50	\$73,631.00	