



## **2024/2025 Annual General Meeting**

**Documents Enclosed:**

Notice & Agenda  
Owners Corporation Manager's Report  
Annual Financial Statements 2024/25

Proposed Budget 2025/2026  
Proxy Form  
Committee Nomination Form

**Documents Available Online:**

Minutes of 2024 AGM  
Meeting & Voting Protocol  
Financial Services Guide  
Maintenance Plan Report

Special Purpose Audit Report  
Insurance Certificate of Currency  
Insurance PDS

If owners would like a printed copy of the above online documents, please contact the Quantum Office and these will be mailed to you.

**OWNERS CORPORATION ACT 2006**  
**Section 72 of the Owners Corporation Act**  
**NOTICE OF ANNUAL GENERAL MEETING**  
**OF OWNERS CORPORATION No. 1 PLAN OF SUBDIVISION 842537H**

NOTICE of at least fourteen (14) days is hereby given by Quantum United Management Pty Ltd ("the Manager/Secretary") pursuant to Section 72 of the Owners Corporation Act 2006 that the Annual General Meeting of the abovementioned Owners Corporation will be held on:

**Date & Time:** Wednesday, 27<sup>th</sup> August 2025 at 6:00pm  
*It is advised that members who are registered log in to the meeting 15 minutes prior to allow time to check connections and settings.*

**Location:** Quantum's Zoom Online Meeting Platform

Members are to register in advance (at least 24 hours) prior for this meeting.

To register, please use the QR code or link below:

[https://us02web.zoom.us/webinar/register/WN\\_Jsx\\_LzLbR02r72d2FVLIZw](https://us02web.zoom.us/webinar/register/WN_Jsx_LzLbR02r72d2FVLIZw)



**Arrears:** A member with Owners Corporation fees outstanding or other charges owing to the Owners Corporation is not entitled to vote either in person, by ballot or by proxy at this meeting. As per Section 89(B)(3) of the Owners Corporation Act 2006, except for the payment of cash, an amount is only taken to be paid in full if it is paid no less than four (4) business days before the lot owner is required to vote on the resolution.

**Proxy:** Lot Owners can appoint a trusted person as their representative at meetings, to vote in ballots or represent them on the committee. This person is your "proxy". The members have a right to appoint a proxy.

If you chose to appoint a proxy, the enclosed prescribed proxy form must be used and returned to the Secretary/Manager prior to the meeting. If your lot is in the name of a company and you are not a company representative, the company must complete a proxy form in favour of an individual who is then able to represent the company at the meeting. If appointing a Power of Attorney as a proxy, you should attach a copy of the Power of Attorney.

**Please note:** Person must not require or demand that a lot owner give authorisation to vote under power of attorney or proxy at a meeting or a ballot of an owners corporation. Penalties apply if this legal requirement is contravened as per OC Act Legislation.

**Committee:** A Committee will be elected at this Annual General Meeting. A member must nominate for election in writing by returning the enclosed Committee Nomination form to the Owners Corporation Manager by 5:00pm, Tuesday 26<sup>th</sup> August 2025 or orally if the member is present at the meeting. A lot owner is not eligible to be elected as a member of the Committee if the member is in arrears for any amount of fees or other amounts for any lots owing to the Owners Corporation, for any lots. A person, who is not noted on the title of a lot, must have a proxy provided in their favour stating a lot owner wishes to have the person represent them on the Committee of the Owners Corporation.

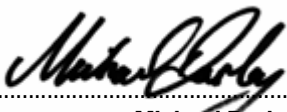
**Committee Election process:** Information has been received from a pre-imminent Owners Corporation lawyer, to implement a new procedure for the election of members of the Committee of Owners Corporations that isn't limited to the appointment of a committee as a collective, but one where the individual members/ nominees are elected, considered to be a more accurate interpretation of the Act's intent.

The effect of the changed election procedure from previous years is that each owner or proxy holder that nominates will be voted individually by the members present. The candidate for the committee is elected if they receive a majority vote of the owners present. Where there are more than 7 nominations that each receive a simple majority vote in favour – those with the most votes in favour will be elected.

**Questions:** If you have any questions in relation to the Annual General Meeting or the associated documentation, please feel free to contact our office and we will be happy to assist you.

**Financial:** If you have any questions in relation to the Financial Statements please forward them to the Manager in writing at least 48 hours prior to the meeting.

**Dated:** 6<sup>th</sup> August 2025

  
.....  
Michael Darby

Managing Director

Quantum United Management Pty Ltd on behalf of  
Owners Corporation No. 1 Plan of Subdivision 842537H

# AGENDA

## Owners Corporation Act 2006 Section 71

*We note that the manager may record the meeting for the purposes of preparing accurate minutes of the meeting. This recording will not form part of the Owners Corporation records. We note that the meetings may not be recorded without the express or implied consent of members.*

### 1. Attendances & Apologies

### 2. Proxies

### 3. Quorum & Entitlement to Vote

### 4. Chairperson of AGM

Appointment of chairperson of the AGM

### 5. Acceptance of Minutes

**MOTION:** THAT the Minutes of the previous Annual General Meeting held on 18<sup>th</sup> July 2024 be adopted as a true and correct record.

### 6. Reports:

#### 6.1. Manager's Report / Section 126 of the Owners Corporation Act 2006

The combined Managers and Committee Report is enclosed.

#### 6.2. Committee Report / Section 115 of the Owners Corporation Act 2006

The Committee Report forms part of the Managers Report.

#### 6.3. Dispute Resolution Report / Part 10 of the Owners Corporation Act 2006

Pursuant to Section 159 of the Owners Corporation Act the Owners Corporation is required to provide a report in relation to the details of any dispute under this section within the reporting period.

|   |   |
|---|---|
| Number of Complaints made under Division 1 of Part 10 of the Owners Corporation Act 2006:                 | 0 |
| Nature of complaints:   | - |
| Number of Complaints on which action was taken:   | 0 |
| Nature of matter in respect of action being taken:  | - |
| Number of matters in which an application was made to VCAT (Victorian Civil and Administrative Tribunal): | 0 |
| Nature of matters in which an application was made to VCAT:   | - |
| Outcome of matters in which an application was made to VCAT :   | - |

#### 6.4. Maintenance Plan Report

*A copy of the proposed Maintenance Plan is available on your community app, or by contacting our office.*

##### Maintenance Plan approval

As the Owners Corporation is a Tier 1 Owners Corporation, in accordance with Part 3 Division 3 Section 36 of the Owners Corporation Act 2006 and Regulation 7 of the Owners Corporation Regulations 2018, the Owners Corporation must prepare and approve a Maintenance Plan for the property for which it is responsible. It outlines the projected expenditure across the next 15 years, and the Maintenance Fund fees required to be invoiced to set aside funds for this expenditure.

**MOTION:** THAT the Owners Corporation resolve to adopt the new Maintenance Plan Report for Owners Corporation No 1 PS842537H.

#### 6.5. Safety Assessment Report

An audit was carried out on 27 May 2025 by a specialist consultant and a report prepared and provided to your committee. There were three action items identified that have since been actioned, including the below:

- Installation of a highlighted strip on the raised surfaces, leading into the pool plant room.
- Removal of loose materials within the car park area.
- Re-mulching of garden beds to level with the adjacent surfaces.

#### **Safety Assessment of Common Property**

All members are liable for any liability events that occur on common property. Common property for O/C No 1 PS 842537H is predominantly the Allendale Residents Club, as well as the current sales office/function space. Should there be an incident where there was a hazard that the O/C was aware of that caused an injury there may be a chance that the O/C (all lot owners) will be collectively liable. Further, these areas are considered a work place for any contractors that the O/C is responsible for so it is important the areas are maintained free of any risks where possible. As a result we recommend that the O/C carry out an annual Safety Assessment of the common property areas and further engage Life Saving Victoria to carry out annual Pool Safety Assessment.

**MOTION:** THAT the Owners Corporation resolve to have a Safety Assessment Audit of Common Property areas carried out as recommended by Quantum United Management and that the completed report be tabled with the appointed Committee for action

### **7. Finance:**

#### **7.1. Annual Financial Statements for the period ending 31 March 2025 (enclosed)**

**MOTION:** THAT Owners Corporation adopt the Annual Financial Statements for the period 1 April 2024 to 31 March 2025.

#### **7.2. Maintenance Fund approval**

As the Owners Corporation is a Tier 1 Owners Corporation, in accordance with Part 3 Division 3 Section 36 of the Owners Corporation Act 2006 and Regulation 7 of the Owners Corporation Regulations 2018, the owners corporation must prepare and approve a Maintenance Plan for the property for which it is responsible. It outlines the projected expenditure across the next 15 years and the Maintenance Fund fees required to be invoiced to set aside funds for this expenditure.

**MOTION:** THAT the Owners Corporation resolve to establish a Maintenance Fund in line with the adopted Maintenance Plan for Owners Corporation No 1 PS842537H.

#### **7.3. Owners Corporation Budget for the period 1 April 2025 to 31 March 2026 (enclosed)**

This Owners Corporation and its members have numerous obligations pursuant to Section 4 of the Owners Corporation Act 2006. This section outlines numerous functions of the Owners Corporation including but not limited to the management and administration of common property, repair and maintenance of common property, all chattels fixtures, fittings and all services related to common property, applicable equipment and services for which an easement exists, various insurance obligations and all other obligations under the Subdivision Act 1988, Owners Corporation Act 2006, Owners Corporation Regulations 2018, Model Rules and the Owners Corporation's Registered Rules and all other applicable laws.

The Owners Corporation must prepare and approve a budget and set fees to ensure there is sufficient income to meet all of the expenditures related to these obligations.

Each owner will receive a fee notice with one amount that will also show a breakdown of the Administrative Fund and Maintenance Fund fee portions where applicable.

The annual financial year for this Owners Corporation is 1 April to 31 March each year.

**MOTION:** THAT the Owners Corporation resolve to adopt the Budget as tabled for the financial year 1 April 2025 to 31 March 2026 and to use its funds for all of the approved budgeted expenses.

#### **7.4. Owners Corporation Fees**

**Note:** *The fees for the period 1 April 2025 to 30 June 2025 and 1 July 2025 to 30 September 2025 has been pre-issued based on the last year's budget. Following the approval of this year's budget the last three quarters fees will be adjusted to reflect the new fees.*

**MOTION:** THAT the Owners Corporation Fees be set as per the approved budget in the amount of \$634,400.00 plus GST for the Administration Fund and \$80,000.00 plus GST for the Maintenance Fund beginning 1 April 2025, and that these fees be set based on lot liability for both the Administration and Maintenance Funds and that these fees be payable quarterly in advance on 1st April, 1st July, 1st October and 1st January each year.

**NOTE:** The fees will continue to be issued as per the approved budget at this AGM, until a new budget is approved at the next AGM.

#### **7.5. Penalty Interest on Arrears**

**MOTION:** THAT pursuant to Section 29 of the Owners Corporation Act 2006 the Owners Corporation may charge interest at the maximum rate of interest payable under the Penalty Interest Rate Act 1983 on any money owed by a member to the Owners Corporation after the due date.

The current interest rate is 10.0%

**Note:** On occasion the manager has resolved to reduce or waive interest for some owners when payments are being finalised.

#### **7.6. Waiving of Penalty Interest on Arrears**

**MOTION:** THAT the Owners Corporation delegates to the Manager the powers of the Owners Corporation to waive interest on arrears when finalising payment of arrears.

#### **7.7. Debt Recovery**

*The Owners Corporation will need to approve the commencement of fee recovery action at a competent court of jurisdiction against owners of lot/s with all outstanding amounts owed to the Owners Corporation. The action may include applications to VCAT/Magistrates Court, the engagement of the Sheriff, Summons to Oral Examination, garnishee of wages or bank accounts, bankruptcy action or foreclosure on assets.*

**MOTION:** THAT the Owners Corporation instruct Quantum United Management to commence fee recovery action at a competent court of jurisdiction against owners of lot/s with unpaid Owners Corporation Fees that are equal to or above the annual Owners Corporation Fees.

#### **7.8. Cost Recovery**

**MOTION:** THAT the Owners Corporation may recover, as a debt due from the person or persons in default or breach, the costs, charges and expenses incurred by the Owners Corporation, (but excluding the personal time cost of any person acting in an honorary capacity including the Chairperson, or Committee member of the Owners Corporation) arising out of any default or breach, by any lot owner, or occupier of a lot, of any obligation under the Owners Corporation Act 2006 or the Owners Corporation Regulations 2018 or the Rule of the Owners Corporation.

### **8. Insurance:**

*Certificate of Currency for this policy is available on your community app.*

#### **Review of current Owners Corporation Insurance Cover:**

**MOTION:** THAT the Insurance policy details for the Owners Corporation required by Part 3 Division 6 of the Owners Corporation Act 2006 the details of which are outlined below be accepted, and that the Owners

Corporation approve the renewal of the policies on the renewal date noted below:

|                  |                                     |
|------------------|-------------------------------------|
| Name of Company: | CHU Residential Strata Insurance    |
| No. of Policy:   | HU0006105668                        |
| Insured:         | Owners Corporation No OS842537(OC1) |

**Insured Property:**

|  |              |
|--|--------------|
| Community Building                     | \$13,189,220 |
| Common Area Contents                   | \$131,892    |
| Loss of Rent & Temporary Accommodation | \$1,978,383  |

**Renewal Date:** 28<sup>th</sup> April 2026

|                                     |                     |
|-------------------------------------|---------------------|
| Liability to Others:                | \$30,000,000        |
| Voluntary Workers Death:            | \$200,000           |
| Voluntary Workers Total Disablement | \$2,000.00 per week |
| Fidelity Guarantee                  | \$250,000           |
| Office Bearers Legal Liability      | \$5,000,000         |
| Government Audit Costs              | \$25,000.00         |
| Appeal expenses – Common Property   | \$100,000           |
| Machinery Breakdown                 | Not covered         |

**Catastrophe Insurance:**

|  |             |
|--|-------------|
| Sum Insured:                                       | \$1,978,383 |
| Extended cover – Loss of Rent & Temp Accommodation | \$296,757   |
| Escalation of Cost of Temporary Accommodation      | \$98,919    |
| Cost of Removal, Storage and Evacuation            | \$98,919    |

Members are advised that the Owners Corporation Building Policy **DOES NOT** provide protection for privately owned fittings, including carpets, temporary floors, ceiling coverings, curtains, blinds and light fittings or fixtures removable by a lessee regardless of the cause of the damage or the legal liability in respect of any negligence that occurs within the titled area of the lot. It is therefore the responsibility of the landlord/lot owner to ensure adequate cover is in place, commonly referred to as Contents Insurance/Landlords Cover.

**STANDING DIRECTION (INSURANCE RENEWAL)**

Members are advised that in order for Quantum United Management Pty Ltd to automatically renew the insurance policies applicable to the property a "Standing Direction" is to be provided to Quantum United Management Pty Ltd. The insurance policy will be renewed at the "suggested" rate of cover indicated as per the insurer's recommendation on the renewal notice or as per the value recommended of a Valuation Report.

The information provided to the members is deemed to be given as General Advice only.

*Your PDS for this policy can be obtained from the community app, or by contacting our office.*

*Please also review the financial services provided by the Manager as disclosed in the Quantum Financial Services Guide (FSG) attached to the AGM Pack.*

**8.1 Insurance Valuation**

Pursuant to Section 65 of the Owners Corporation Act, an owners corporation must obtain a valuation of all buildings (including all structures on common property) that it is liable to insure every 5 years, or earlier as determined by the Owners Corporation. This report must be presented to the members at the next annual general meeting after it is received/.

The below motion has been included within this agenda to provide members with the opportunity to decide on proceeding with a valuation if they wish.

**MOTION:** THAT the owners corporation obtain an insurance valuation for the buildings (including structures on common property) that it is liable to insure and that the report be presented to the members at the next general meeting after it is received.

## 9. Owners Corporation No. 1 842637H Committee

### Election Procedure

*Quantum has been advised that the most compliant committee election process is that each owner or proxy holder that nominates will be voted individually by the members present. The candidate for the committee is elected if they receive a majority vote of the owners present. Where there are more than 7 nominations that each receive a simple majority vote in favour – those with the most votes in favour will be elected.*

The current committee members are:

Sharon Coates  
Janet Madrisa

Jess Downey  
Uladzislau Kastsianeovich

Nicole Dalby

### 9.1. Election of Owners Corporation Committee Members

#### **Committee Member 1:**

**MOTION:** THAT [INSERT NAME OF NOMINEE] is elected onto the committee of the Owners Corporation as passed by simple majority votes.

#### **Committee Member 2:**

**MOTION:** THAT [INSERT NAME OF NOMINEE] is elected onto the committee of the Owners Corporation as passed by simple majority votes.

#### **Committee Member 3:**

**MOTION:** THAT [INSERT NAME OF NOMINEE] is elected onto the committee of the Owners Corporation as passed by simple majority votes.

#### **Committee Member 4:**

**MOTION:** THAT [INSERT NAME OF NOMINEE] is elected onto the committee of the Owners Corporation as passed by simple majority votes.

#### **Committee Member 5:**

**MOTION:** THAT [INSERT NAME OF NOMINEE] is elected onto the committee of the Owners Corporation as passed by simple majority votes.

#### **Committee Member 6:**

**MOTION:** THAT [INSERT NAME OF NOMINEE] is elected onto the committee of the Owners Corporation as passed by simple majority votes.

#### **Committee Member 7:**

**MOTION:** THAT [INSERT NAME OF NOMINEE] is elected onto the committee of the Owners Corporation as passed by simple majority votes.

#### **NOTE:**

Pursuant to Section 103 (1) of the Owners Corporation Act, a committee of an owners corporation must have at least 3 and not more than 7 members. Subsection 1(A) however, indicates that the owners corporation, by ordinary resolution, may resolve that the committee may have more than 7 members but not more than 12 members.



Please also note pursuant to Section 103(7) of the Owners Corporation Act if a lot owner is in arrears for any amount of fees or other amount owing to the Owners Corporation the owner is not eligible to be elected as a member of the Committee. If a lot owner is a member of the Committee when any amount comes into arrears that member is suspended as a member of the Committee until the amount is paid.

*Owners Corporation Committee Members Have the Responsibility To:*

- *Act honestly and in good faith in the performance of his or her functions;*
- *Exercise due care and diligence in the performance of his or her functions;*
- *Not make improper use of his or her position as a member to gain, directly or indirectly an advantage for himself or herself or for any other person;*
- *Fulfil their fiduciary duties to the community and exercise discretion in a manner they reasonably believe to be in the best interests of the community;*
- *Balance the needs and obligations of the community as a whole with those of individual homeowners and residents;*
- *Encourage events that foster neighbourliness and a sense of community;*
- *Endeavour to attend all Committee meetings where appropriate notice is provided;*
- *Provide complete and timely disclosure of any personal and financial conflicts of interest where applicable.*

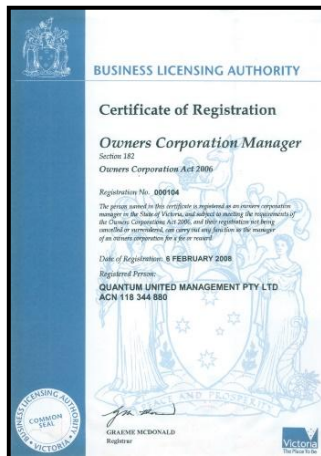
## **10. Other Business** *(for discussion only)*

## **11. Close of Meeting**

# Owners Corporation Manager's Annual General Meeting Report

**Client:** Five Farms Residential Community  
**O/C No.** 1  
**Plan of Subdivision:** 842537H  
**Reporting Period:** 01/04/2024 – 31/03/2025

This report is compiled to provide owners with an overview of the manager's activities during the reporting period and includes details of our professional indemnity insurance that is held pursuant to section 119(5) of the Owners Corporation Act 2006.



Quantum United Management is a registered Owners Corporation Manager with the Business Licensing Authority as required under the Owners Corporation Act 2006.

**Registration No.:** 000104



## Professional Indemnity Insurance:

Quantum United Management retains a current Professional Indemnity Insurance policy that meets the requirements of cover required under section 119(5) of the Owners Corporation Act 2006 and Section 10 of the Owners Corporation Regulations 2018:

**Name of Company:** Chubb Insurance Company of Australia  
**Policy Number:** 02CL031922  
**Type of Policy:** Professional Indemnity Insurance  
**Public Liability Amount:** \$20,000,000  
**Renewal Date:** 23/02/2026

Welcome to the Manager's Report for the Five Farms Residential Community. This report provides a brief overview of the various areas we are responsible for and assist the Owners Corporation with, including Administration, Finance, Operation and some of ours and the OCs achievements during the year.

## OWNERS CORPORATION OVERVIEW

Five Farms is an exciting, staged residential development within an Owners Corporation framework, set to be a thriving and vibrant community, complete with its own town Centre, schools and childcare facilities.

The exclusive Allendale Resident's Club Mambourin features a swimming pool, spa, a multi-use court, gymnasium, function room, co-working space, café and a barbeque area. The Allendale Residents Club is located on common property and is, therefore, the Owners Corporation's legal responsibility to ensure your key asset is appropriately managed and maintained.



To ensure effective management, our team has been appointed to work with you, your elected Committee and the Club Management team. Upon settlement of your lot within the development, you automatically become a member of the Owners Corporation pursuant to the Owners Corporation Act 2006, and you have a legal requirement to pay fees to the Owners Corporation for the services provided. These fees are currently invoiced on a quarterly basis and are due and payable within 28 days of being invoiced. Your fees are set each year by you and other members at the Annual General Meeting. All owners are issued with an AGM Notice, Agenda, Financial Statements and other documents at least 14 days prior to the meeting. Your Owners Corporation fees cover all the related expenditure for the operation of Allendale Resident's Club and administering the compliance of owners and tenants in accordance with the Registered Owners Corporation Rules. These costs include, but are not limited to, building repairs and maintenance (R&M), insurances, staff costs, compliance costs, essential services maintenance, audit fees, OH&S Compliance, meeting costs, pool R&M, security costs, gym R&M, IT costs, utilities and so on.

## OPENING OF ALLENDALE RESIDENT'S CLUB

After much anticipation and excitement, the Allendale Residents Club opened to all members on Saturday 9<sup>th</sup> November 2024, with members being able to commence their online inductions just prior and book in to finalise the induction with the onsite Club Team and commence utilizing the facility.

It has been fantastic to see members start to use the Club on a regular basis.

The official Club opening event took place on 30<sup>th</sup> November 2024.

Despite predictions of heavy rain, the event—organised by Frasers Property Group—went ahead as planned and was a great success. The day featured synchronized swimming performances, wellness activities, and a delicious selection of healthy food and beverages.

The team from Quantum United Management was proud to attend and thoroughly enjoyed meeting so many residents throughout the day.



## Allendale Residents Club Membership Statistics as at 31.03.2025

Running Total of Inducted Members: 489

Owners: 393

Tenants: 27

Household Members: 69



## BUSINESS ADMINISTRATION & FINANCE:

Lot Status Report:

Total Number of Lots: 718

The following activities took place on the plan of subdivisions during the financial year:

| <div> <b>MODIFICATION TABLE</b><br/> <small>RECORD OF ALL ADDITIONS OR CHANGES TO THE PLAN</small> </div> <div> <b>PLAN NUMBER</b><br/> <b>PS842537H</b> </div>   |  |                                  |                |          |                |                               |
|---|--|----------------------------------|----------------|----------|----------------|-------------------------------|
| <small>MASTER PLAN (STAGE 1) REGISTERED DATE 24/04/2023 TIME 5:36 pm</small><br><small>WARNING: THE IMAGE OF THIS DOCUMENT OF THE REGISTER HAS BEEN DIGITALLY AMENDED. NO FURTHER AMENDMENTS ARE TO BE MADE TO THE ORIGINAL DOCUMENT OF THE REGISTER.</small> |  |                                  |                |          |                |                               |
| AFFECTED LAND/PARCEL  | LAND/PARCEL IDENTIFIER CREATED                                   | MODIFICATION                     | DEALING NUMBER | DATE     | EDITION NUMBER | ASSISTANT REGISTRAR OF TITLES |
| LOT S24   | LOTS 2401-2407, 2409-2442, S25, S60, ROAD R24, RESERVE NO. 19-21 | STAGE PLAN                       | PS842537H/S24  | 08/05/24 | 9              | CG26                          |
| LOT S25   | LOTS 2501 - 2548 ROAD R25, RESERVE No.22                         | STAGE PLAN                       | PS842537H/S25  | 7/6/2024 | 10             | A.R.T.                        |
| LOT S26   | LOT S56, ROAD R53  | STAGE PLAN                       | PS842537H/S53  | 20/01/25 | 11             | A.K.                          |
| LOT S56   | LOTS 2601 TO 2643, ROAD R26 & RESERVE NO.23                      | STAGE PLAN                       | PS842537H/S26  | 21/02/25 | 12             | H.T                           |
| LOT S27 AND OTHERS  | N/A  | RECTIFICATION - MINOR AMENDMENTS | AY952847W      | 13/03/25 | 13             | D.B.B.                        |
| Lot S27   | Lots 2701-2751, Road R27, Res.No.24 and Lot S28                  | Stage Plan                       | PS842537H/S27  | 18/03/25 | <b>14</b>      | JBHB                          |

## Finance Operations

### EOFY Accounts

Full detailed Financial Statements are included with the Agenda.

Members are invited to raise any specific questions with the Manager prior to the meeting so these can be considered and considered responses provided at the meeting.

The Annual Financial Statements as at 31 March 2025 have been finalised and audited by an independent auditor – Stannard's Accountants and Advisors.

The end of year account reflects a surplus of \$42,598.53 within the Administrative Fund with a closing balance of \$46,186.66.

### Arrears

The accounts as at 31 March 2025 reflect a total arrears amount of \$60,762.90 within the Administration Fund.

### Fee Recovery Process

Quantum United Management undertakes a thorough debt recovery process; the payment partnership diagram illustrates the steps of the arrears management process.

Members are provided with ample communication and a reasonable and fair opportunity to settle financial matters prior to the accrual of interest, or an application to VCAT for fee recovery.

The proactive attempts of communication detailed in these steps –, SMS and emails are provided by Quantum United as a service and courtesy to residents in our communities. The only communication required under the Owners Corporation Act 2006 is for the Owners Corporation to issue a Fee Notice and Final Fee Notice.



## Payment Plans and Owners in Financial Difficulties

It is acknowledged how challenging and stressful it can be for owners experiencing financial challenges during a period of financial difficulties. Therefore, we do provide owners with the ability to enter payment plans with the Owners Corporation.

Owners can apply either directly with the Manager or via Quantum United's website.

## Direct Debit Facility

Did you know that your OC Fees can now be deducted automatically on the due date via the direct debit facility that is now available through the Macquarie DEFT platform? Many lot owners have already taken advantage of this 'set and forget' facility and have offered very favourable feedback!

If this is something that you would like to set up moving forward, please send us an email at [fivefarms@quantumunited.com.au](mailto:fivefarms@quantumunited.com.au) and we can arrange to have a unique invitation for your lot to be sent to you via the Macquarie Deft Platform.

## Proposed Budget

The proposed budget for the coming period is predominantly similar to the prior year aside from the following differences:

- Reduction in IT services costing as most IT equipment has now been purchased and installed
- Increases in proposed expenditure across a majority of budgeted items, this is due to a full year of Club operations.
- Inclusion of Automated Door Servicing (requirement).
- Inclusion of Landscaping services as this has now been handed over to the O/C.
- Allowances for Essential Services – Fire and HVAC (requirements).
- 5% increase for the QCMS Management services as per COA.
- Pool repairs provides funding for the UV annual service and wet end servicing as required #.

## Annual Fees

The proposed budget reflects that the annual fees for a standard residential lot are proposed to be \$1,100.00 including GST per annum.

| Approved 2024/2025<br>Annual Fee | Proposed 2025/2026<br>Annual Fee |
|----------------------------------|----------------------------------|
| \$733.33                         | \$1,100.00                       |
| <b>GST Inclusive</b>             | <b>GST inclusive</b>             |

*Please note: There has been no change to the quarterly fee amount per lot (275.00 incl GST), the Owners Corporation Fees for the 2024/2025 financial year, were funded by the Developer, until 3 months prior to the opening of the Allendale Residents Club, therefore members only contributed \$733.33 for the year for the below periods in the 2024/2025 year.*

|   |                     |
|---|---------------------|
| O/C Fees for the period 01.08.2024 to 30.09.2024 (3 months prior to Club Opening) | \$183.33 (incl GST) |
| O/C Fees for the period 01.10.2024 to 31.12.2024                                  | \$275.00 (incl GST) |
| O/C Fees for the period 01.01.2025 to 31.03.2025                                  | \$275.00 (incl GST) |



## ASSET MANAGEMENT

### Maintenance Fund Report – Tier 1 OC

As this Owners Corporation has over 100 lots in its plan of subdivision, it is a Tier 1 owners corporation pursuant to the Owners Corporation Act. As a result of being a Tier 1 owners corporation, the O/C must have a Maintenance Plan and a Maintenance Fund setup to plan for future maintenance costs of a capital nature to common property buildings/structures and all other areas the owner's corporation is responsible for.

The proposed O/C Maintenance Plan is available for viewing on the community app.

The Maintenance Plan forecasts anticipated expenditure and income to cover the maintenance to common property for the report period. These reports should be updated every 5 years.

### Maintenance Fund Breakdown for the financial period:

|   |             |
|---|-------------|
| Balance at the end of the Financial Year: | \$0.00      |
| Income for the Financial Year:            | \$80,000.00 |
| Expenditure for the Financial Year:       | \$0.00      |

### 15 Year Cash Flow Tracking Sheet

The table below shows the cash flow starting with the anticipated 'Opening Balance' at the start of the first financial year which you provided to us. We then add the 'Total Levy Contributions' for the year and any 'Interest' on balances greater than \$10,000. Any 'Anticipated Expenses' (including contingency allowance) are then allowed for leaving a 'Closing Balance' for the year which in turn becomes the 'Opening Balance' for the following year. In summary:

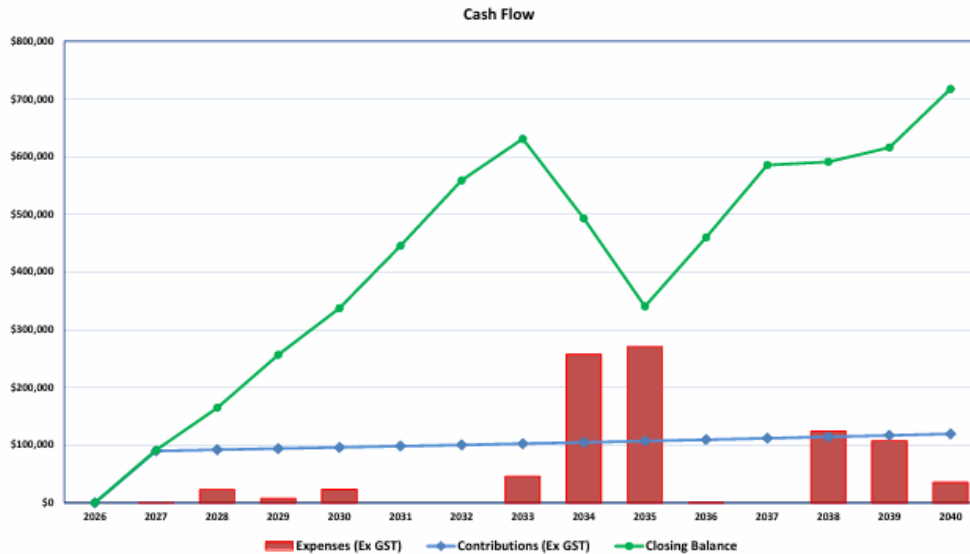
**Opening Balance + Total Levy Contributions + Interest – Anticipated Expenses = Closing Balance**

| Year | Year To    | Opening Balance | Total Levy Contributions (Exc. GST) | Interest (After Tax) | Anticipated Expenses (Exc. GST) | Closing Balance |
|------|------------|-----------------|-------------------------------------|----------------------|---------------------------------|-----------------|
| 1    | 31/03/2026 | 0.00            | 0.00                                | 0.00                 | 0.00                            | 0.00            |
| 2    | 31/03/2027 | 0.00            | 90,000.00                           | 1,515.79             | 308.18                          | 91,207.61       |
| 3    | 31/03/2028 | 91,207.61       | 91,980.00                           | 4,249.81             | 22,927.27                       | 164,510.15      |
| 4    | 31/03/2029 | 164,510.15      | 94,003.56                           | 5,463.79             | 7,526.36                        | 256,451.14      |
| 5    | 31/03/2030 | 256,451.14      | 96,071.64                           | 7,704.56             | 23,075.45                       | 337,151.89      |
| 6    | 31/03/2031 | 337,151.89      | 98,185.22                           | 10,158.23            | 0.00                            | 445,495.34      |
| 7    | 31/03/2032 | 445,495.34      | 100,345.29                          | 13,036.07            | 0.00                            | 558,876.70      |
| 8    | 31/03/2033 | 558,876.70      | 102,552.89                          | 15,441.70            | 46,032.73                       | 630,838.56      |
| 9    | 31/03/2034 | 630,838.56      | 104,809.05                          | 14,583.73            | 257,457.27                      | 492,774.07      |
| 10   | 31/03/2035 | 492,774.07      | 107,114.85                          | 10,815.21            | 270,213.64                      | 340,490.49      |
| 11   | 31/03/2036 | 340,490.49      | 109,471.38                          | 10,388.44            | 457.27                          | 459,893.04      |
| 12   | 31/03/2037 | 459,893.04      | 111,879.75                          | 13,566.41            | 0.00                            | 585,339.20      |
| 13   | 31/03/2038 | 585,339.20      | 114,341.10                          | 15,268.02            | 123,953.64                      | 590,994.68      |
| 14   | 31/03/2039 | 590,994.68      | 116,856.60                          | 15,664.79            | 107,607.27                      | 615,908.80      |
| 15   | 31/03/2040 | 615,908.80      | 119,427.45                          | 17,304.83            | 35,288.18                       | 717,352.90      |

### 15 Year Cash Flow Graph

The graph below tracks the 'Contributions' (the amount collected in levies), the projected 'Closing balance' of the maintenance fund and the likely 'Expenses' for each year of this plan. The three lines in the graph are:

- Contributions line - Total maintenance fund contributions per year.
- Expenses line – Total anticipated expenses in each year.
- Closing balance line – Shows the amount left in the fund bank account at the end of the year after all anticipated expenses have been allowed for.



There is no forecast major capital expenditure in the next 12 months noted to be undertaken within the Maintenance Plan. Please refer to the Maintenance Plan and Financial reports for further detailed information.

### Maintenance/Works Undertaken

During the reporting period some of the more prominent maintenance works and additions added that have been carried out on common property include:

- Waterproof clocks within the gym and pool has been installed.
- Installation of a storage cube solution allowing members a place to store items when in the gym.
- Lockboxes installed on the air conditioning units to prevent ongoing changes to temperatures ensuring equipment can function to its full potential.
- Lat Pull down and Assisted Pullup machines bolted to flooring to ensure safety.
- Gate handles removed from the external to prevent unauthorised access.
- Sunlounge covers purchased to assist in protecting the lounges when not in use.
- Installation of evacuation and pool safety signage.
- Installation of no trespassing signage on external gates to improve security.
- Installation of mats between wet area and the changerooms to reduce slip hazards.
- Installation of an intercom system (doorbell) for residents to enhance communications and improve service quality.
- Installation of two additional CCTV cameras to enhance security surveillance of the Allendale Residents Club.



## Maintenance – Ongoing

We continue to carry out routine maintenance works during the year which includes:

- Scheduled pool testing
- Pool Microbiology testing
- Scheduled Club cleaning
- Scheduled general landscaping
- Servicing of the fire services
- Means of egress inspections
- Exit and emergency lighting testing
- Electrical test and tag
- Pest Control services
- BBQ cleaning

## INSURANCE RENEWAL

The Strata Insurance Policy for OC No. 1 Plan: 842537 was renewed on 28/04/2025 The Certificate of Currency and the PDS is available on your community app. Below is a breakdown of the policy's renewal invoice with comparison from last year: -

|   | Current Year       | Last Year          |
|---|--------------------|--------------------|
| Building Sum Insured                        | \$13,189,220       | \$12,561,162       |
| Base Premium Gross                          | \$29,584.62        | \$24,645.64        |
| ESL or FSL                                  | \$0.00             | \$0.00             |
| Stamp Duty                                  | \$3,254.33         | \$2,711.02         |
| Underwriting Agency Fee                     | \$150.00           | \$30.00            |
| Broker Fee                                  | \$1,150.53         | \$0.00             |
| GST – all items                             | \$3,088.52         | \$2,467.58         |
| <b>TOTAL INSURANCE COST Incl GST</b>        | <b>\$37,228.00</b> | <b>\$29,854.24</b> |
| Commission                                  | \$0.00             | \$0.00             |
| Allocation of Strata Insurance Remuneration | \$0.00             | \$0.00             |

## GOVERNANCE & COMPLIANCE

### Part 10 Dispute Resolution Report

|   |   |
|---|---|
| Number of complaints made under Division 1 of Part 10 of the Owners Corporation Act 2006:                 | 0 |
| Nature of complaints:   | - |
| Number of complaints on which action was taken:   | - |
| Nature of matter in respect of action being taken:  | - |
| Number of matters in which an application was made to VCAT (Victorian Civil and Administrative Tribunal): | - |
| Nature of matters in which an application was made to VCAT:   | - |
| Outcome of matters in which an application was made to VCAT:  | - |

## Committee Operations

|   |                           |               |
|---|---------------------------|---------------|
| <b>Committee Members:</b>                 | Sharon Coates             | Jess Downey   |
|   | Nicole Dalby              | Janet Madrisa |
|   | Uladzislau Kastsianeovich |               |
| <b>Elected Chairperson:</b>               | Sharon Coates             |               |
| <b>Elected Acting Chairperson:</b>        | Jess Downey               |               |
| <b>Number of meetings held:</b>           | 2                         |               |
| <b>Resignations:</b>                      | Nil                       |               |
| <b>Casual vacancies that were filled:</b> | Nil                       |               |
| <b>Location of Committee Minutes:</b>     | Five Farms Community App. |               |

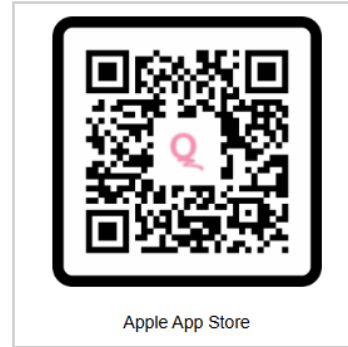
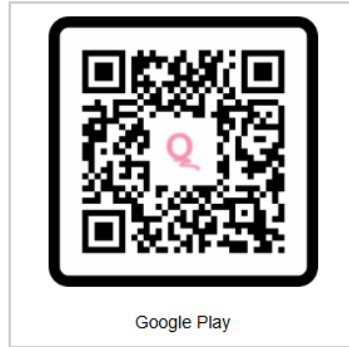
## COMMUNICATION:

### Five Farms Community App!

As part of Quantum's pursuit of continual improvement in our management services of Owners Corporations, we are excited to have our very own Five Farms Community smartphone app ready for you to access. The app is available to be downloaded from your relevant app store – simply search 'Five Farms Community App' or scan the below QR code with your phone's camera. The app will provide owners with access to, but not limited to the following functions at the click of a button and at your own convenience:



- News articles and updates
- Events and activities details
- Historical and current information about the Owners Corporation including the Owners Corporation Rules, Notice of Meetings, Agendas and Minutes
- Links to the Quantum Portal and DEFT online payment system that will allow users to update their contact details, check their account status and pay annual fees.
- Club Bookings and Inductions



### Five Farms Community Newsletters:

Communication is a key focus for the team at Quantum United Management, we believe that ongoing communication with residents provides great value to members of the wider community, especially with the welcoming of the new members who have recently moved into their property within the Five Farms community. These newsletters provide information in relation to upcoming community events held throughout the year, and any other important information we would like to share with the community. These newsletters also keep members up to date on what is happening within the Owners Corporation, specifically with the Allendale Residents Club.

Some of the newsletters issued within the reporting period are noted below:

- Five Farms AGM & Info Session 2024 – 2nd July 2024
- Information Session 2024 Reminder – 8th July 2024
- Five Farms – 2024 Information Session -17th July 2024
- Five Farms AGM Minutes 2024 – 19th July 2024
- Five Farms – Important Updates – 14th August 2024
- Five Farms Notice of Special General Meeting – 25th September 2024
- Five Farms SGM Minutes – 25th October 2024
- Five Farms Monthly Newsletter – 31st October 2024
- Allendale Residents Club Opening – 8th November 2024
- Christmas at Five Farms – 5th December 2024
- Club Allendale Closure 5 December 2024 – 4th December 2024
- Five Farms Monthly Newsletter – 18th December 2024
- Five Farms Monthly Newsletter – 28th January 2025
- Five Farms Summer Fair – 4th February 2025
- Five Farms Foody Tipping Competition – 3rd March 2025



## COMMUNITY EVENTS

### Christmas Carols in the Park

A big thank you to all the residents who attended the Christmas Carols in the Park on Sunday, December 15<sup>th</sup> 2024.

It was a wonderful evening filled with fantastic performances from Savannah Academy of Performing Arts and iRock Music School. It was fantastic to see the community enjoying the roving entertainment, face painting, mini golf, and a special visit from Santa and his elf.

Thank you to all the members who attended for making the evening so enjoyable and memorable for the Five Farms community.

The Quantum Team were delighted to assist Frasers organise this event and your participation truly made it a night to remember!



### Five Farms Easter Celebration

A massive thank you to everyone who joined us for our unforgettable Easter Event on Saturday, 19<sup>th</sup> April 2025!

We were absolutely thrilled to welcome all the residents who came along and joined in the Easter crafts and family fun. From face painting and circus antics to mini golf, coffee, a sizzling BBQ—and of course, a very special visit from the one and only Easter Bunny—it was a day to remember!

It truly was a joyful celebration filled with laughter, smiles, and plenty of photo-worthy moments to treasure.







We will continue to work with your appointed Committee moving forward to put together a calendar of events that can be held throughout the year.

#### OTHER ITEMS:

#### END-OF-YEAR ADDITIONAL SERVICES INVOICING:

We want to ensure we are proactive and transparent with our committees around any additional services costs. The following report includes a breakdown of additional billable services we have provided the Five Farms Owners Corporation No.1 this financial year.

**NOTE:** While these items are billable additional services under our Contract of Appointment, Quantum, may at our discretion elect not to charge – these items are noted below as **“Complimentary – no charge”**.

For the reporting period, there were **no** additional services charged.

| Additional Service Items | Status | Hours | QUM Notes |
|--------------------------|--------|-------|-----------|
| Nil                      | -      | -     | -         |

Compiled by:



**Chantel Reid**  
**Team Leader | Senior Client Manager**  
**Quantum United Management**  
**On behalf of Owners Corporation PS842537H**

## Balance Sheet

### As at 31/03/2025

OC No.1 PS842537H

Five Farms Community, 1550S Pound Road, Clyde  
North VIC 3978

|  | Current period            |
|--|---------------------------|
| <b>Owners' funds</b>                   |                           |
| <b>Administrative Fund</b>             |                           |
| Operating Surplus/Deficit--Admin       | 42,598.53                 |
| Owners Equity--Admin                   | 3,588.13                  |
|  | <u>46,186.66</u>          |
| <b>Maintenance Fund</b>                |                           |
| Operating Surplus/Deficit--Maintenance | 0.00                      |
|  | <u>0.00</u>               |
| <b>Net owners' funds</b>               | <u><u>\$46,186.66</u></u> |
| <b>Represented by:</b>                 |                           |
| <b>Assets</b>                          |                           |
| <b>Administrative Fund</b>             |                           |
| Cash at Bank--Admin                    | 57,653.20                 |
| Receivable--Levies--Admin              | 60,762.90                 |
| Receivable--Owners--Admin              | 33.00                     |
|  | <u>118,449.10</u>         |
| <b>Maintenance Fund</b>                |                           |
|  | <u>0.00</u>               |
| <b>Unallocated Money</b>               |                           |
| Cash at Bank--Unallocated              | 100.55                    |
|  | <u>100.55</u>             |
| <i>Total assets</i>                    | <u><u>118,549.65</u></u>  |
| <b>Less liabilities</b>                |                           |
| <b>Administrative Fund</b>             |                           |
| Accrued Expenses--Admin                | 20,319.81                 |
| Creditor--GST--Admin                   | (9,275.53)                |
| Prepaid Levies--Admin                  | 43,218.16                 |
| Provision--Tax/Rates--Admin            | 18,000.00                 |
|  | <u>72,262.44</u>          |
| <b>Maintenance Fund</b>                |                           |
|  | <u>0.00</u>               |
| <b>Unallocated Money</b>               |                           |
| Prepaid Levies--Unallocated            | 100.55                    |
|  | <u>100.55</u>             |
| <i>Total liabilities</i>               | <u><u>72,362.99</u></u>   |
| <b>Net assets</b>                      | <u><u>\$46,186.66</u></u> |

## Income and Expenditure Statement for the financial year to 31/03/2025

OC No.1 PS842537H

Five Farms Community, 1550S Pound Road, Clyde  
North VIC 3978

### Administrative Fund

**Current period      Annual budget**

01/04/2024-31/03/2025    01/04/2024-31/03/2025

#### Revenue

|                            |                   |                   |
|----------------------------|-------------------|-------------------|
| Developer Contribution     | 139,380.16        | 0.00              |
| Interest on Arrears--Admin | 1,170.00          | 0.00              |
| O/C Fees Due--Admin        | 359,141.53        | 327,986.88        |
| Recoveries - Electricity   | 5,300.29          | 0.00              |
| Rental Income              | 40,784.36         | 6,363.64          |
| Swipes, Key & Remote Fees  | 900.00            | 0.00              |
| <i>Total revenue</i>       | <u>546,676.34</u> | <u>334,350.52</u> |

#### Less expenses

|   |            |            |
|---|------------|------------|
| Admin--Audit & Accounting Services      | 500.00     | 500.00     |
| Admin--Community Development            | 7,155.45   | 10,000.00  |
| Admin--Disbursements                    | 4,136.95   | 5,414.50   |
| Admin--Facilities Management Services   | 149,831.25 | 188,359.50 |
| Admin--Income Tax--Admin                | 0.05       | 0.00       |
| Admin--Land Tax                         | 10,000.00  | 10,000.00  |
| Admin--Legal & Debt Collection Fees     | 0.00       | 1,000.00   |
| Admin--Management Fees--Standard        | 120,453.45 | 136,363.64 |
| Admin--Meeting Expenses                 | 0.00       | 2,500.00   |
| Admin--Office Supplies                  | 3,339.15   | 3,000.00   |
| Admin--Report Costs                     | 5,269.10   | 8,000.00   |
| Admin--Sundry expenses                  | 10,758.55  | 10,000.00  |
| Admin--Telephone & Internet Services    | 1,175.24   | 2,000.00   |
| Insurance--Excesses                     | 0.00       | 2,500.00   |
| Insurance--Premiums                     | 19,368.80  | 25,000.00  |
| Maint Bldg--Cleaning                    | 34,255.11  | 40,000.00  |
| Maint Bldg--Cleaning--Materials         | 2,016.36   | 4,000.00   |
| Maint Bldg--General Repairs             | 1,560.10   | 2,750.00   |
| Maint Bldg--Gym Equipment Hire          | 30,344.86  | 34,864.86  |
| Maint Bldg--IT Systems                  | 11,851.16  | 3,000.00   |
| Maint Bldg--Pest/Vermin Control         | 940.00     | 2,750.00   |
| Maint Bldg--Sanitary services           | 2,410.00   | 5,000.00   |
| Maint Bldg--Security Patrols & Expenses | 1,729.91   | 25,000.00  |
| Maint Grounds--Pool                     | 17,340.50  | 10,208.33  |
| Maint Grounds--Pool Consumables         | 5,564.66   | 7,500.00   |

**Administrative Fund**

|                           | <b>Current period</b> | <b>Annual budget</b>  |
|---------------------------|-----------------------|-----------------------|
|                           | 01/04/2024-31/03/2025 | 01/04/2024-31/03/2025 |
| Staff--Amenities/Supplies | 0.00                  | 2,800.00              |
| Utility--Council Rates    | 8,000.00              | 8,000.00              |
| Utility--Electricity      | 55,268.84             | 52,500.00             |
| Utility--Waste Management | 808.32                | 2,600.00              |
| Utility--Water & Sewerage | 0.00                  | 7,500.00              |
| <i>Total expenses</i>     | 504,077.81            | 613,110.83            |
| <b>Surplus/Deficit</b>    | 42,598.53             | (278,760.31)          |
| Opening balance           | 3,588.13              | 3,588.13              |
| <b>Closing balance</b>    | <b>\$46,186.66</b>    | <b>-\$275,172.18</b>  |



Five Farms Residential Community  
O/C No.1 PS842537  
2025/2026 Budget

**ADMINISTRATION FUND**

|  |                                   | <b>DRAFT Annual<br/>Budget<br/>2025/2026</b> | <b>Actual<br/>2024/2025</b> | <i>Annual<br/>Budget<br/>2024/2025</i> |
|--|-----------------------------------|--|-----------------------------|--|
| <b>INCOME</b>  |                                   |  |                             |  |
| <b>Notes</b>   |                                   |  |                             |  |
| 1  | Developer Contribution            | \$ 391,000.00                                | \$ 139,380.16               | \$ -                                   |
|  | Interest on Arrears               | \$ -   | \$ 1,170.00                 | \$ -                                   |
| 2  | O/C Fees Due                      | \$ 634,400.00                                | \$ 359,141.53               | \$ 327,986.88                          |
|  | Fee Recovery Costs                | \$ -   | \$ -                        |  |
|  | Recovery - Electricity            | \$ -   | \$ 5,300.29                 |  |
|  | Recovery - Function Room Cleaning | \$ -   | \$ -                        | \$ -                                   |
|  | Recovery - Function Room Security | \$ -   | \$ -                        | \$ -                                   |
| 3  | Lease Income - Teleco Tower       | \$ 21,537.81                                 | \$ 40,784.36                | \$ 6,363.64                            |
|  | Swipes, Key & Remote Fees         |  | \$ 900.00                   |  |
|  | <b>TOTAL INCOME</b>               | <b>\$ 1,046,937.81</b>                       | <b>\$ 546,676.34</b>        | <b>\$ 334,350.52</b>                   |
| <b>EXPENDITURE</b>   |                                   |  |                             |  |
| <b>Administration</b>  |                                   |  |                             |  |
|  | Admin - Office Supplies           | \$ 3,000.00                                  | \$ 3,339.15                 | \$ 3,000.00                            |
|  | Auditors - Audit Services         | \$ 1,500.00                                  | \$ 500.00                   | \$ 500.00                              |
| 4  | Facility Management Services      | \$ 415,332.29                                | \$ 149,831.25               | \$ 188,359.50                          |
|  | Income Tax                        | \$ -   | \$ 0.05                     | \$ -                                   |
|  | Land Tax                          | \$ 12,000.00                                 | \$ 10,000.00                | \$ 10,000.00                           |
| 5  | Legal & Debt Collection Fees      | \$ 10,000.00                                 | \$ -                        | \$ 1,000.00                            |
| 6  | Management Fees                   | \$ 136,363.64                                | \$ 120,453.45               | \$ 136,363.64                          |
|  | Meeting Expenses                  | \$ 2,000.00                                  | \$ -                        | \$ 2,500.00                            |
|  | Disbursements                     | \$ 5,905.98                                  | \$ 4,136.95                 | \$ 5,414.50                            |
|  | Report Costs                      | \$ 5,000.00                                  | \$ 5,269.10                 | \$ 8,000.00                            |
|  | Sundry Expenses                   | \$ 7,000.00                                  | \$ 10,758.55                | \$ 10,000.00                           |
| <b>Insurance</b>   |                                   |  |                             |  |
|  | Insurance Premiums                | \$ 34,139.48                                 | \$ 19,368.80                | \$ 25,000.00                           |
|  | Insurance Excess                  | \$ 2,500.00                                  | \$ -                        | \$ 2,500.00                            |
| <b>Maintenance</b>   |                                   |  |                             |  |
|  | Doors (Automated)                 | \$ 2,625.00                                  | \$ -                        | \$ -                                   |
|  | Repairs & Maintenance             | \$ 10,000.00                                 | \$ 1,560.10                 | \$ 2,750.00                            |
|  | Cleaning                          | \$ 93,058.96                                 | \$ 34,255.11                | \$ 40,000.00                           |
|  | Cleaning Materials                | \$ 7,000.00                                  | \$ 2,016.36                 | \$ 4,000.00                            |
|  | Electrical                        | \$ 2,500.00                                  | \$ -                        | \$ -                                   |
|  | Essential Services - Fire         | \$ 5,000.00                                  | \$ -                        | \$ -                                   |
|  | Essential Services -HVAC          | \$ 5,000.00                                  | \$ -                        | \$ -                                   |
| 7  | Gym Equipment (Lease Agreements)  | \$ 74,267.64                                 | \$ 30,344.86                | \$ 34,864.86                           |
|  | IT Systems                        | \$ 3,000.00                                  | \$ 11,851.16                | \$ 3,000.00                            |
|  | Locks, Keys & Card Keys           | \$ 5,000.00                                  | \$ -                        | \$ -                                   |
|  | Pest/Vermin Control               | \$ 2,256.00                                  | \$ 940.00                   | \$ 2,750.00                            |
|  | Plumbing & Drainage               | \$ 2,000.00                                  | \$ -                        | \$ -                                   |
|  | Sanitary Services                 | \$ 2,530.50                                  | \$ 2,410.00                 | \$ 5,000.00                            |
|  | Security Equipment                | \$ 2,000.00                                  | \$ -                        | \$ -                                   |
| 8  | Security Patrols & Expenses       | \$ 6,364.64                                  | \$ 1,729.91                 | \$ 25,000.00                           |
|  | Landscaping                       | \$ 13,540.64                                 | \$ -                        | \$ -                                   |
|  | OH & S Compliance                 | \$ 2,000.00                                  | \$ -                        | \$ -                                   |
|  | Pool - Maintenance                | \$ 18,375.00                                 | \$ 17,340.50                | \$ 10,208.33                           |
|  | Pool Cleaning                     | \$ 6,000.00                                  | \$ -                        | \$ -                                   |
|  | Pool Consumables                  | \$ 15,750.00                                 | \$ 5,564.66                 | \$ 7,500.00                            |
|  | Pool Repairs                      | \$ 10,395.24                                 | \$ -                        | \$ -                                   |
| <b>Utilities</b>   |                                   |  |                             |  |
|  | Telephone & Internet              | \$ 1,800.00                                  | \$ 1,175.24                 | \$ 2,000.00                            |
|  | Council Rates                     | \$ 10,000.00                                 | \$ 8,000.00                 | \$ 8,000.00                            |
|  | Electricity                       | \$ 60,000.00                                 | \$ 55,268.84                | \$ 52,500.00                           |
|  | Waste Management                  | \$ 6,000.00                                  | \$ 808.32                   | \$ 2,600.00                            |
| 9  | Water & Sewerage                  | \$ 15,000.00                                 | \$ -                        | \$ 7,500.00                            |
| <b>Other</b>   |                                   |  |                             |  |
|  | Cleaning- Function Room           | \$ -   | \$ -                        | \$ -                                   |
|  | Security - Function Room          | \$ -   | \$ -                        | \$ -                                   |
| <b>Extraordinary Expenses</b>  |                                   |  |                             |  |
| 10   | Community Development             | \$ 30,000.00                                 | \$ 7,155.45                 | \$ 10,000.00                           |
|  | <b>TOTAL EXPENDITURE</b>          | <b>\$ 1,046,205.01</b>                       | <b>\$ 504,077.81</b>        | <b>\$ 610,310.83</b>                   |
|  | <b>SURPLUS/(DEFICIT)</b>          | <b>\$ 732.80</b>                             | <b>\$ 42,598.53</b>         | <b>(\$275,960.31)</b>                  |
|  | <b>Opening Balance</b>            | <b>\$ 46,186.66</b>                          |                             |  |
|  | <b>Closing Balance</b>            | <b>\$ 46,919.46</b>                          |                             |  |
| <b>Administration Fund \$ per Unit of Liat \$ 88.80 Standard Residential Lot \$ 888.02</b> |                                   |  |                             |  |

Five Farms Residential Community  
O/C No.1 PS842537  
2025/2026 Budget

**MAINTENANCE FUND**

|                            | <b>DRAFT Annual<br/>Budget<br/>2025/2026</b> | <b>Actual<br/>2024/2025</b> | <b>Annual<br/>Budget<br/>2024/2025</b> |
|----------------------------|--|-----------------------------|--|
| <b>INCOME</b>              |  |                             |  |
| Interest on Arrears        | \$ -   | \$ -                        | \$ -                                   |
| O/C Fees Due               | \$ 80,000.00                                 | \$ -                        | \$ -                                   |
|                            | <u>\$ 80,000.00</u>                          | <u>\$ -</u>                 | <u>\$ -</u>                            |
| <b>EXPENDITURE</b>         |  |                             |  |
| As per Maintenance Plan    | \$0.00                                       | \$ -                        |  |
|                            |  | \$ -                        | \$ -                                   |
| <b>TOTAL EXPENDITURE</b>   | <u>\$0.00</u>                                | <u>\$ -</u>                 | <u>\$ -</u>                            |
| <b>SURPLUS/(DEFICIT)</b>   | <u>\$ 80,000.00</u>                          | <u>\$ -</u>                 | <u>\$ -</u>                            |
| <b>Opening Balance</b>     | \$ -   |                             |  |
| <b>Surplus / (Defecit)</b> | \$ 80,000.00                                 |                             |  |
| <b>Closing Balance</b>     | <u>\$ 80,000.00</u>                          |                             |  |

|                         |                          |          |           |
|-------------------------|--------------------------|----------|-----------|
| Maintenance Fund ex gst | \$ per Unit of Liability | \$ 11.20 | \$ 111.98 |
|-------------------------|--------------------------|----------|-----------|

| Sample Owners Corporation fees for a standard residential lot with 10 units of liability |    |          |        |                     |
|--|----|----------|--------|---------------------|
| 2025/26 Annual fees for a Residential Lot  | \$ | 1,000.00 | Ex GST | \$ 1,100.00 Inc Gst |
| 2024/25 Total Annual Fees  | \$ | 666.64   | Ex GST | \$ 733.30 Inc Gst   |

**NOTES**

|    |   |
|----|---|
| 1  | Developer of Five Farms "Frasers Property" has agreed to make a contribution to the OC budget shortfall as there is insufficient funds due to the number of lots in the OC, to cover expenses in the early part of the project. |
| 2  | This OC Fee due income item is based on the current registered lots on the plan of subdivision.<br>(Any lots which are registered during the financial year will be charged on a pro-rata basis)                                |
| 3  | Payment to be received relating to the tele-comm tower in line with Lease Agreement   |
| 4  | Quantum CM Solutions provides the onsite team for Allendale Residents Club.   |
| 5  | Recoverable Expenses: VCAT/Magistrates Court and Solicitor Fee Recovery charges are oncharged to the appropriate lot. The recovered expense is only received once the lot owner makes payment/recovered by Court or Sherrif.    |
| 6  | This is the fees charged by Quantum United Management to provide the professional OC management services - charges based on current registered lots - as at 02.07.2025 - 718  |
| 7  | The OC has entered into a lease agreement (48 months) with Life Fitness to provide Cardio and Strength Equipment for the Allendale Residents Club   |
| 8  | Security allowances: Relating to Club services only.  |
| 9  | Allowance for once water accounts commence being received   |
| 10 | Community Development - allowance for community events throughout the year  |

# Owners Corporation Proxy

Schedule 1, Regulation 8, Owners Corporations Regulations 2018

|                                |                |
|--------------------------------|----------------|
| Owners corporation plan number | <b>842537H</b> |
|--------------------------------|----------------|

**Under regulation 8 of the Owners Corporations Regulations 2018, I/We**

Name(s) of lot owners

|  |
|--|
|  |
|--|

of (address)

|  |
|--|
|  |
|--|

being the owner(s) of lot(s), lot number(s)

|  |
|--|
|  |
|--|

**Authorise**

Name of person

|  |
|--|
|  |
|--|

of (address)

|  |
|--|
|  |
|--|

**As my/our proxy:**

|   |   |  |   |  |
|---|---|--|---|--|
| A | <table border="1"><tr><td></td><td>to attend, speak and vote in person on my/our behalf until (insert date until which proxy authorisation will be valid, up to a maximum period of 12 months)</td><td></td></tr></table> |  | to attend, speak and vote in person on my/our behalf until (insert date until which proxy authorisation will be valid, up to a maximum period of 12 months) |  |
|   | to attend, speak and vote in person on my/our behalf until (insert date until which proxy authorisation will be valid, up to a maximum period of 12 months)   |  |   |  |

or

|  |   |  |
|--|---|--|
|  | to attend, speak and vote in person on my/our behalf at the annual or special general meeting of the owners corporation to be held on (insert date) |  |
|--|---|--|

or

|  |   |  |
|--|---|--|
|  | to vote for me/us and on my/our behalf at the ballot having a closing date of (insert date) |  |
|--|---|--|

or

☐

I/We direct the proxy to vote in relation to the following resolutions or matters as follows (If relevant, set out specific instructions to your proxy concerning how to vote in relation to particular resolutions or matters)

B

☐

To represent me/us on the committee of the owners corporation.

|                                    |  |
|------------------------------------|--|
| Signed by (member(s) giving proxy) |  |
| Printed name(s)                    |  |
| Date                               |  |

**I confirm that I have the right to sign this proxy form on behalf of all owners of this lot.**

**Note:**

1. If you direct your proxy to abstain, they will not vote on your behalf on a show of hands or on a poll, and your vote will not be counted towards the required majority.
2. You should check that your proxy is able to vote on your behalf. There are restrictions on the number of lot owners a proxy can vote on behalf of. Your proxy will not be able to vote on your behalf if they are acting as proxy for too many people.

## Information about proxies

This section is for information only and not part of the prescribed form.

Lot owners can appoint a trusted person as their representative at meetings, to vote in ballots or represent them on the committee. This person is your "proxy."

To authorise a proxy you must use the prescribed form and deliver it to the owner's corporation secretary. If appointing a power of attorney as a proxy, you should attach a copy of the power of attorney.

Proxies automatically lapse 12 months after the form is delivered to the secretary, unless an earlier date is specified.

Proxies must act honestly and in good faith and exercise due care and diligence.

Proxies cannot transfer the proxy to another person.

A lot owner can revoke the authorisation at any time and choose to vote on a certain issue or attend a meeting.

It is illegal for someone to coerce a lot owner into making another person their proxy.

Owners corporations must keep the copy of the proxy authorisation for 12 months.

# Committee Nomination

## Owners Corporations Act 2006 Section 103, Owners Corporations Regulations 2018 and Owners Corporation Rules

- A member of the committee must be a Lot Owner or be authorised by a Lot Owner (hold a proxy) to act on their behalf.
- A person is not eligible to be elected as a committee member if they are in arrears for any fees or other amounts are owed to the Owners Corporation.

### To: The Owners Corporation

Name and Plan Number of Owners Corporation

Owners Corporation No.1 Plan of Subdivision PS842537H

### From: Details of person nominating to be elected as a committee member

Name

Address

Postal address (if different from above)

Telephone number

Email address (if applicable)

I am a: (tick applicable box)

☐ A Lot Owner of lot number(s)

☐ A proxy holder of the Lot Owner(s) to act on their behalf for lot number(s)

I wish to nominate as a candidate for election as a committee member. Outlined below is a summary of the skills and knowledge I can bring to the committee:

Signature

Date

Lodge this form with the Owners Corporation. The Committee will be determined at the next annual general meeting or as notified by the Owners Corporation.

**Owners Corporation Committee Members Have the Responsibility To:**

1. Act honestly and in good faith in the performance of his or her functions;
2. Exercise due care and diligence in the performance of his or her functions;
3. Not make improper use of his or her position as a member to gain, directly or indirectly an advantage for himself or herself or for any other person;
4. Fulfill their fiduciary duties to the community and exercise discretion in a manner they reasonably believe to be in the best interests of the community;
5. Balance the needs and obligations of the community as a whole with those of individual homeowners and residents;
6. Welcome and educate new members of the community owners and non-owner residents alike;
7. Encourage events that foster neighborliness and a sense of community;
8. Endeavour to attend all Committee meetings where appropriate notice is provided;
9. Provide complete and timely disclosure of any personal and financial conflicts of interest where applicable.

If a lot owner is in arrears for any amount of fees or other amount owing to the Owners Corporation the owner is not eligible to be elected as a member of the Committee. If a lot owner is a member of the Committee when any amount comes into arrears that member is suspended as a member of the Committee until the amount is paid.

*Please return this nomination form to the Owners Corporation Manager.*