

KANIMBLA HALL LTD

ABN 80 000 042 179

SHAREHOLDER'S LETTER WINDOWS, INSURANCE AND BY-LAWS MARCH 2021



Dear Shareholders

Windows

The Board reminds shareholders of their obligations to keep their units in good order. Recently, the Board has noted that some windows at Kanimbla Hall appear to require attention including paintwork on window sills. As set out in the by-laws, the maintenance of windows is the responsibility of the shareholder owner of each unit.

Please note that the Company reserves the right to ensure that shareholders address window maintenance, especially where windows exhibit a poor state of repair, are leaking, causing impacts to the building's structure or are non-conforming to requirements. All windows are to have child safety locks installed in accordance with NSW legislation.

Windows requiring replacement must be the standard window produced by the Board's approved supplier. Please refer to the by-laws available at www.kanimblahall.com.au.

Under no circumstances are unapproved windows to be installed.

The approved windows are

- commercial grade
- resistant to high winds
- double hung to ensure future conformity in the style of windows in the building
- easy to clean from the inside.

Prior to installation shareholders are required to:

- Lodge an application form, including the quote from the Board's chosen supplier for approval (available on the Kanimbla Hall website or from Stratamark).

When the windows are being replaced concrete spalling to the building's surrounding structure may be revealed. Concrete spalling is usually caused by moisture tracking in as a result of poor maintenance.

Replacement of the window(s) involve the following process:

- The windows are removed and boarded up
- Spalling repairs undertaken at the company's expense by its licensed remedial contractors
- If necessary, the building's engineer will provide advice, also at the company's expense.
- Should spalling be found, there will be a period where there may be inconvenience to unit resident/s while repairs are carried out
- New flashings on window sills installed

Shareholders should consider a thorough review of windows between any change of occupancy/lease and action accordingly to minimise impacts.

Please note: All windows facing the street or other thoroughfare requires the company's window supplier to obtain council permits for footpath closure and ensure an observer is in place to prevent accidents.

Only bona fide tradespersons may carry out any painting works to the exterior of the windows. Appropriate licence and insurance details are to be supplied to the Board, via Stratamark for approval prior to the commencement of any works.

Particular care needs to be taken not to damage the structural integrity of the building.

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Renovation and Maintenance works

Shareholders are reminded that Kanimbla Hall is a Company Title building and as such the liability around works within units ultimately rests with Kanimbla Hall Ltd. For this reason, consent to undertake works including repairs, maintenance and renovations within units is required. In advance of approving any works within units, the following requirements must be submitted to Stratamark:

- All trades persons must hold a suitable licence, where required to undertake the work
- All trades persons must hold a suitable licence where the work is over \$5,000
- For all electrical and/or plumbing works, a trades licence is essential
- Public liability insurance is essential, and in some instances the contractor may be required to hold Workers Compensation insurance.

Insurance

Recently, there have been instances where water has leaked from one unit to another. Shareholders should note that, as set out in the by-laws, the Company shall not be liable for any costs caused by damage (including to furniture, fixtures, fittings, goods of any kind, or alternative accommodation) from water overflow, or any other substance overflow, or any other matter which may leak into a Home Unit (including loss of rent). Therefore, each Shareholder is responsible for insurance cover of contents of their respective Home Unit. It is strongly recommended that shareholders do this through a comprehensive household insurance policy which should also provide public liability protection.

It is highly recommended that shareholders who lease their Home Units have a landlord insurance policy.

Change to By-laws

The Board of Directors recently approved a new by-law covering communications and the recovery of costs; this new by-law was drawn up by the company's solicitors. The new by-law streamlines communications from members and occupiers to the Board of Directors and Stratamark. In addition, the new by-law permits the company to recover any costs from a shareholder who has incurred expenses to the company that are not liable to be paid for by the company; any such costs will be invoiced to a shareholder.

The Kanimbla Hall website (www.kanimblahall.com.au) provides shareholders with easy access to the by-laws.

If shareholders have any questions or difficulties, please contact the Board via Mark Humphreys at Stratamark either by telephone on 9387 6052 or email on mark@stratamark.com.au.

The Board of Kanimbla Hall Ltd,

8 March 2021