

**MINUTES OF ANNUAL GENERAL MEETING**  
**STRATA PLAN NO. 8075**  
**(17 FRAZER STREET, COLLAROY)**

**HELD:** In the offices of Gilbey Burgess Strata Mgmt P/L, Condamine St Balgowlah  
**ON:** Thursday, 4 May 2023 commencing at 6:00 pm.

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**PRESENT:** Owners representing Lots 4, 6, 8, 10, 17, 26, 28 and 29.

**PROXIES:** U1 to Ms E Lian, Unit 17 to Mr P Santarelli, Unit 21 to Ms C Ye.

**IN ATTENDANCE:** Mr P Santarelli for Unit 17, Mr R Bruce for Unit 4 and Ms C Pitt, Gilbey Burgess Strata Management.

**CHAIRPERSON:** Ms C Pitt.

**MINUTES:** The minutes of the Annual General Meeting held 31 May 2022 were confirmed as a true and accurate record of the proceedings at the meeting.

**ACCOUNTS:** It was resolved that the audited accounts for the year ended 31 March 2023 be approved and adopted pending a satisfactory audit not received as at the date of the meeting.

**STRATA COMMITTEE:** It was resolved that the number of strata committee members be set at four (4) and the following members were duly elected:

<i>Ms M Gatto</i> <i>Chairman</i>	<i>Mr P Santarelli</i> <i>Member</i>
<i>Mr R Bruce</i> <i>Secretary</i>	<i>Mrs K Collins</i> <i>Treasurer</i>

**INSURANCES:** It was resolved that all insurances held by the owners corporation be approved and confirmed as adequate.

**COMMISSION & TRAINING:** The advice from Gilbey Burgess Strata Management Pty Ltd in relation to insurance commission and training services as set out in the notice for this meeting was acknowledged and accepted.

**RESTRICTED MATTERS:** It was resolved that the Strata Committee be limited to \$15,000.00 spending on any one item except in the case of an emergency, renewal of insurances and the final decision on the most suitable quotation for the replacement of the balcony balustrading.

**STATUTORY WARRANTIES:** It is noted that there are no claims on current statutory warranties applicable to the strata scheme at this time (Balustrading).

It is noted there are a few concerns with the Enviroshield however these are being discussed by the relevant owners directly with Modular Glass.

**ADMINISTRATION FUND:** It was resolved that contributions to the Administration Fund pursuant to Sec.81 be increased to \$73,350.00 + 10% GST per annum, to be levied on owners in shares proportional to the unit entitlements of their respective lots and payable quarterly in advance commencing 01/07/23.

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**CAPITAL WORKS FUND:** It was resolved that contributions to the Capital Works Fund pursuant to Sec.81 remain at \$54,197.50 + 10% GST per annum, to be levied on owners in shares proportional to the unit entitlements of their respective lots and payable quarterly in advance commencing 01/07/23.

**CAPITAL WORKS FUND REPORT:** It was resolved to obtain an updated ten year capital works fund report.

**AUDITOR:** It was resolved that Jacoby Cameron & Co be retained as auditor for the annual accounts.

**SPECIAL BY-LAW 10:** **LOT 26 BATHROOM WORKS**  
It was specially resolved that the Owners Corporation, pursuant to Sections 141 and 143 of the *Strata Schemes Management Act 2015*, make an additional by-law in the terms as set out in Annexure 'A' attached to the notice of this meeting.

There were no votes against the motion.

**ESSENTIAL FIRE SAFETY:** The annual fire safety statement was considered and the managing agent was authorised to engage a suitably qualified person to inspect and service the essential fire protection systems as required by legislation or as otherwise required by local council under the Environmental Planning and Assessment Act 1979.

**LEVY ARREARS:** It was resolved that Gilbey Burgess be authorised to engage the services of a solicitor to issue a letter of demand to any owner who is two quarters in arrears provided reasonable attempts have been made to contact the owner regarding the arrears. In accordance with the Strata Schemes Management Act 2015 all fees incurred in the recovery of outstanding levies are payable by the lot owner. It was further resolved that any request from a lot owner for a payment plan will be considered on its individual merits by the strata committee.

**MANAGING AGENT:** Gilbey Burgess Strata Management Pty Ltd was confirmed as strata managing agent for SP 8075 and a new management agreement was signed by two members of the committee.

The term of the agreement is from 1<sup>st</sup> April 2023 for one year with an option to extend for a further year from 1<sup>st</sup> April 2024. This minute is notice to the Owners Corporation that the agent will exercise the option period from 1<sup>st</sup> April 2024 and a new management agreement will be presented to the next Annual General Meeting.

**THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 7:30 PM**

**Strata Committee Meeting:**

At the conclusion of the AGM a meeting of the strata committee was held and the following office bearers were elected:

Chairman: Ms M Gatto

Secretary: Mr R Bruce

Treasurer: Mrs K Collins



# STRATA PLAN NO.8075

## LEVY CONTRIBUTION SCHEDULE - EFFECTIVE FROM 1st JULY 2022

Lot	Unit	Ent.	- Annual -				- Quarter -			
			Admin Fund	Sinking Fund	GST	Total	Admin. Fund	Sinking Fund	GST	Total
1	1	28	2520.00	1862.00	438.20	4820.20	630.00	465.50	109.55	1205.05
2	2	28	2520.00	1862.00	438.20	4820.20	630.00	465.50	109.55	1205.05
3	3	28	2520.00	1862.00	438.20	4820.20	630.00	465.50	109.55	1205.05
4	4	28	2520.00	1862.00	438.20	4820.20	630.00	465.50	109.55	1205.05
5	5	28	2520.00	1862.00	438.20	4820.20	630.00	465.50	109.55	1205.05
6	6	28	2520.00	1862.00	438.20	4820.20	630.00	465.50	109.55	1205.05
7	7	28	2520.00	1862.00	438.20	4820.20	630.00	465.50	109.55	1205.05
8	8	28	2520.00	1862.00	438.20	4820.20	630.00	465.50	109.55	1205.05
9	9	28	2520.00	1862.00	438.20	4820.20	630.00	465.50	109.55	1205.05
10	10	28	2520.00	1862.00	438.20	4820.20	630.00	465.50	109.55	1205.05
11	11	28	2520.00	1862.00	438.20	4820.20	630.00	465.50	109.55	1205.05
12	12	28	2520.00	1862.00	438.20	4820.20	630.00	465.50	109.55	1205.05
13	13	28	2520.00	1862.00	438.20	4820.20	630.00	465.50	109.55	1205.05
14	14	28	2520.00	1862.00	438.20	4820.20	630.00	465.50	109.55	1205.05
15	15	28	2520.00	1862.00	438.20	4820.20	630.00	465.50	109.55	1205.05
16	16	28	2520.00	1862.00	438.20	4820.20	630.00	465.50	109.55	1205.05
17	17	28	2520.00	1862.00	438.20	4820.20	630.00	465.50	109.55	1205.05
18	18	28	2520.00	1862.00	438.20	4820.20	630.00	465.50	109.55	1205.05
19	19	23	2070.00	1529.50	359.95	3959.45	517.50	382.38	89.99	989.86
20	20	23	2070.00	1529.50	359.95	3959.45	517.50	382.38	89.99	989.86
21	21	27	2430.00	1795.50	422.55	4648.05	607.50	448.88	105.64	1162.01
22	22	27	2430.00	1795.50	422.55	4648.05	607.50	448.88	105.64	1162.01
23	23	28	2520.00	1862.00	438.20	4820.20	630.00	465.50	109.55	1205.05
24	24	28	2520.00	1862.00	438.20	4820.20	630.00	465.50	109.55	1205.05
25	25	23	2070.00	1529.50	359.95	3959.45	517.50	382.38	89.99	989.86
26	26	22	1980.00	1463.00	344.30	3787.30	495.00	365.75	86.08	946.83
27	27	27	2430.00	1795.50	422.55	4648.05	607.50	448.88	105.64	1162.01
28	28	27	2430.00	1795.50	422.55	4648.05	607.50	448.88	105.64	1162.01
29	29	28	2520.00	1862.00	438.20	4820.20	630.00	465.50	109.55	1205.05
30	30	28	2520.00	1862.00	438.20	4820.20	630.00	465.50	109.55	1205.05
815			\$73,350.00	\$54,197.50	\$12,754.75	\$140,302.25	\$18,337.50	\$13,549.38	\$3,188.69	\$35,075.56

Owners Please Note: Levies are payable quarterly in advance on - 1st July, 1st October, 1st January and 1st April.