

MINUTES OF AN ANNUAL GENERAL MEETING THE OWNERS - STRATA PLAN 5957

57 Auburn Road, REGENTS PARK NSW 2143

DATE & TIME OF MEETING: An Annual General Meeting of The Owners - Strata Plan 5957 was held on 13/10/2018 commenced at 12:17 PM.

VENUE: Dooley's Sports Club, Terrene Street REGENTS PARK NSW 2143

PRESENT:

Lot #	Unit #	Attendance	Owner Name Representative
4	4	Yes	Brenda Anne Goddard
5	5	Yes	Clissold, Keith Barry
6	6	Yes	Ann Fanello, Sue Proxy to V J Ray
10	10	Yes	Situ, Dongying
11	11	Yes	Stone, Julie A
15	15	Yes	Henry & Jean Matheson
17	17	Yes	Victor Tran & Karen Hong
20	20	Yes	Ian Gregory & Carmen Gauci

CHAIRPERSON: Yasemin Coban

Minutes of the meeting:

1 MINUTES

RESOLVED that the minutes of the last general meeting of the owners corporation be confirmed as a true record of the proceedings of that meeting.

2 STRATA COMMITTEE

RESOLVED

- (a) That the nominations for the strata committee be accepted
- (b) That the number of members of the strata committee be determined at four people.
- (c) That the names of the strata committee members be recorded as follows

Lot	Name
(4)	Brenda Goddard
(5)	Keith Clissold
(11)	Julie Stone
(15)	Jean Matheson

3 RESTRICTED MATTERS

RESOLVED that, apart from those matters stated in the legislation, no other matter or class of matter should be determined by the resolution of the Owners Corporation at a general meeting.

4 INSURANCES

- (a) **RESOLVED** that the insurances in the attached schedule be confirmed and that the building be valued as at the renewal date of the policy in order to satisfy the Owners Corporation obligations under regulation 39.
- (b) **RESOLVED** that the strata manager obtain 3 quotations for the amount in that valuation according to the provisions of section 166 of the Act and those quotations be submitted to the Strata Committee for approval. If insufficient responses are

received prior to the renewal date, the Strata Manager is instructed to renew with the current insurer.

5 KEY FINANCIAL INFORMATION STATEMENT

RESOLVED that the attached Key Financial Information Statement be adopted and that no additional auditing be undertaken.

6 CAPITAL WORKS FUND PLAN

(a) **RESOLVED** that the Owners Corporation approves the 10-year capital works fund plan (as attached to the meeting notice) and according to the provisions of section 80 (4) (c) the source of funding for the proposed work in the plan shall be by way of the capital works fund levy decided in the Budget & Levies motion below, with any shortfall to be met by way of special levies to be raised as required.

It was also resolved that no update of the existing plan is required this year.

7 ANNUAL FIRE SAFETY STATEMENT

RESOLVED that no Annual Fire Safety Statement be completed for the strata scheme.

8 WORK HEALTH SAFETY REPORT

RESOLVED that the Owners Corporation do the following

- (a) Engage a suitably qualified consultant to carry out an annual Work Health & Safety audit report in order to address the Owners Corporations obligations & responsibilities under WH&S legislation and Workcover requirements; and
- (b) To submit any corrective actions report to the Strata Committee to determine what action, if any, is required; and
- (c) To delegate to the Strata Manager the following functions pursuant to the Agency Agreement additional duties schedule:
 - i) undertake the seeking of quotations and engaging the consultant to prepare the statement
 - ii) undertake the seeking of quotations and engaging the contractor to carry out any remedial work.

V J Ray is to obtain quotes, the committee member in Lot 11 will also obtain quotes as she would like to be involved in this process. Once a company has been selected the owner of lot 11 would like to be the main contact for the contractor to meet onsite.

9 ASBESTOS REPORT

RESOLVED that the Owners Corporation do the following

- (a) Engage a suitably qualified consultant to carry out an asbestos inspection and report in order to address the Owners Corporations obligations & responsibilities under WH&S legislation and
- (b) To submit any corrective actions report to the Strata Committee to determine what action, if any, is required; and
- (c) To delegate to the Strata Manager the following functions pursuant to the Agency Agreement additional duties schedule:
 - i) undertake the seeking of quotations and engaging the consultant to prepare the statement
 - ii) undertake the seeking of quotations and engaging the contractor to carry out any remedial work.

V J Ray to obtain quotes.

10 STRATA MANAGERS REPORT

It was **RESOLVED** that the report from the Strata Manager on training services and commission be received.

11 BUDGET & LEVIES

RESOLVED that the Owners Corporation

- (a) adopt the budget (including any amendments) as per the copy attached to the minutes, and its 10-year Capital Works Fund Plan and,
- (b) In accordance with Section 81 of the Act, the Owners Corporation determines that the following amounts be levied in order to collect the amounts estimated in the budget and Capital Works Fund Plan:

Administrative Fund	\$40,100.00
Capital Works Fund	\$21,048.00

The levies are to be due in 4 equal instalments with the first instalment due on 01/12/2018 and subsequent levy instalments due on 01/02/2019, 01/05/2019, 01/08/2019.

12 SPECIAL LEVY

RESOLVED that no special levy is to be struck at this stage as there were some major expenses that was paid from the administration fund that could have been paid from the capital works fund plan. Transfer of funds from the capital works to the administration fund have been authorised by the owners corporation.

13 DEBT COLLECTION

RESOLVED that the Owners Corporation

- (a) Authorises the strata managing agent and/or the strata committee to give instructions for whatever action is considered necessary to collect unpaid contributions, interest and expenses of the Owners Corporation pursuant to Strata Schemes Management Act 2015.
- (b) Any action can be taken at any time without reference to any other action, and without having to follow any particular order.
- (c) Any action considered necessary to collect unpaid contributions, interest and expenses may include, but is not limited to, the following:
 - i) Various reminder notices or any statutory Notice of Recovery Action issued by the Strata Manager, Mercantile Agent or

Solicitor.

- ii). Retaining any Mercantile Agent, Solicitor, Barrister or other expert as appropriate, to take action to facilitate the collection of the debt.
- iii) Commencing appropriate proceedings in the Tribunal or any court of competent jurisdiction.
- iv) Issuing a Statutory Notice of Recovery Action, Statement of Claim, Judgment, Writ of Execution, Garnishee, Examination Notice, Examination Order, Bankruptcy Notice, Creditors Petition, Statutory Demand, Winding up Application, Notice of Discontinuance, Consent to Set Aside Judgment and any other available action.
- v) Making all necessary enquiries to locate owners and ascertain how to best recover unpaid levies, interest and expenses.
- vi). Appearing in any Tribunal or court proceedings including but not limited to Instalment Orders, Applications to Set Aside Judgment, Pre-trial Reviews, Defences, Cross Claims, Appeals and any other actions.
- vii) Liaising, instructing and preparing documentation whenever necessary.

14 PAYMENT PLANS

RESOLVED that the Owners Corporation not automatically enter into any formal payment plan under Section 85 (5) without a general meeting being held to formally approve such plan on an individual basis.

15 BUILDING DEFECTS

RESOLVED that there are no building defects that require attention at this stage. (other than any work that may be currently being dealt with by the Owners Corporation)

16 AGENCY AGREEMENT

RESOLVED that the Owners Corporation reappoint VJ Ray Pty Ltd (Agent) as strata managing agent on the terms and conditions set out in the proposed strata management agency agreement (Agreement) tabled at the meeting and that the following be delegated to the Agent:

- (a) All of the functions of the Owners Corporation (other than its power to make a delegation, to make a decision on a matter that is required to be decided by the Owners Corporation or to make a determination relating to the levying or payment of contributions); and
 - (b) The functions of chairperson, secretary and treasurer necessary to enable the Agent to carry out the services as defined in the Agreement;
- with effect from the date shown in the Agreement and for the term shown in the Agreement, provided that:
- (c) The delegation to the Agent is subject to the conditions and limitations listed in the Agreement;
 - (d) The Owners Corporation is to execute the Agreement to give effect to this appointment and delegation; and
 - (e) Authority is given to two members of the Strata Committee to affix the common seal of the Owners Corporation to the Agreement.

The Owners Corporation was presented with the agency agreement and they wish to read through it first before signing the document. They will review and V J Ray will contact the strata committee within 4 weeks from the date of the meeting.

17 SPECIAL LEVY - REPAIR OF TERMITE DAMAGE, PLUMBING WORKS & COMMON PROPERTY PAINTING

RESOLVED that the Owners Corporation reviewed both scenarios provided by the committee member in lot 11 in thorough detail and discussion, the owners present approved all the works and levies in scenario one over a three year period. All three stages of the special levy have been approved and are set out below:

November 2018 to August 2019- \$59,459.50

November 2019 to August 2020- \$36,160.80

November 2020 to August 2021- \$32,152.26

18 BY LAW REVIEW

RESOLVED the the strata committee will review the bylaws over the weekend and provide their response to V J Ray in the coming week.

CLOSURE: There being no further business, the chairperson declared the meeting closed at 01:12 PM.



Strata Managers, Valuers, Real Estate Agents
8 Anglo Road Campsie
18 President Avenue Caringbah

V J Ray Pty Ltd ABN 16 000 397 973



Phone: 1300 073 405

Fax: 9787 2952

email: vjray@vjray.com.au

PO Box 369 Campsie NSW 2194

Approved Levy Posting for The Owners--Strata Plan 5957 ABN 25448572651

First instalment due date: 01/11/2018

Discount: Nil

Instalment frequency: Quarterly

Group: General

Number of instalments: 4

Entitlement set: Levy

Description: Quarterly Admin/Capital
Works Levy

Levy determination date: 13/10/2018

Lot no.	Unit no.	Unit entitlement	Administrative Fund	Capital Works Fund	Total
1	1	45.00	1,804.60	947.20	2,751.80
2	2	44.00	1,764.40	926.20	2,690.60
3	3	45.00	1,804.60	947.20	2,751.80
4	4	45.00	1,804.60	947.20	2,751.80
5	5	45.00	1,804.60	947.20	2,751.80
6	6	45.00	1,804.60	947.20	2,751.80
7	7	44.00	1,764.40	926.20	2,690.60
8	8	44.00	1,764.40	926.20	2,690.60
9	9	44.00	1,764.40	926.20	2,690.60
10	10	45.00	1,804.60	947.20	2,751.80
11	11	47.00	1,884.80	989.40	2,874.20
12	12	47.00	1,884.80	989.40	2,874.20
13	13	45.00	1,804.60	947.20	2,751.80
14	14	45.00	1,804.60	947.20	2,751.80
15	15	45.00	1,804.60	947.20	2,751.80
16	16	48.00	1,924.80	1,010.40	2,935.20
17	17	45.00	1,804.60	947.20	2,751.80
18	18	49.00	1,965.00	1,031.40	2,996.40
19	19	48.00	1,924.80	1,010.40	2,935.20
20	20	45.00	1,804.60	947.20	2,751.80
21	21	45.00	1,804.60	947.20	2,751.80
22	22	45.00	1,804.60	947.20	2,751.80
Totals		1,000.00	\$40,101.60	\$21,049.40	\$61,151.00
GST included in amounts to be raised			\$0.00	\$0.00	\$0.00
Amount to be raised per unit of entitlement			\$40.10	\$21.05	\$61.15

The following advanced instalment settings were used:

Due date	Description	Administrative Fund	Capital Works Fund	Total	Comment
01/12/2018	Quarterly Admin/Capital Works Levy	10,025.00	5,262.00	15,287.00	
01/02/2019	Quarterly Admin/Capital Works Levy	10,025.00	5,262.00	15,287.00	
01/05/2019	Quarterly Admin/Capital Works Levy	10,025.00	5,262.00	15,287.00	
01/08/2019	Quarterly Admin/Capital Works Levy	10,025.00	5,262.00	15,287.00	
		\$40,100.00	\$21,048.00	\$61,148.00	



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PO Box 369 Campsie NSW 2194

Approved Levy Posting for

The Owners--Strata Plan 5957

ABN 25448572651

First instalment due date: 13/11/2018

Discount: Nil

Instalment frequency: Quarterly

Group: General

Number of instalments: 4

Entitlement set: Levy

Description: Stage 1 Property Works

Levy determination date: 13/10/2018

Lot no.	Unit no.	Unit entitlement	Administrative Fund	Capital Works Fund	Total
1	1	45.00	0.00	2,675.80	2,675.80
2	2	44.00	0.00	2,616.20	2,616.20
3	3	45.00	0.00	2,675.80	2,675.80
4	4	45.00	0.00	2,675.80	2,675.80
5	5	45.00	0.00	2,675.80	2,675.80
6	6	45.00	0.00	2,675.80	2,675.80
7	7	44.00	0.00	2,616.20	2,616.20
8	8	44.00	0.00	2,616.20	2,616.20
9	9	44.00	0.00	2,616.20	2,616.20
10	10	45.00	0.00	2,675.80	2,675.80
11	11	47.00	0.00	2,794.60	2,794.60
12	12	47.00	0.00	2,794.60	2,794.60
13	13	45.00	0.00	2,675.80	2,675.80
14	14	45.00	0.00	2,675.80	2,675.80
15	15	45.00	0.00	2,675.80	2,675.80
16	16	48.00	0.00	2,854.20	2,854.20
17	17	45.00	0.00	2,675.80	2,675.80
18	18	49.00	0.00	2,913.60	2,913.60
19	19	48.00	0.00	2,854.20	2,854.20
20	20	45.00	0.00	2,675.80	2,675.80
21	21	45.00	0.00	2,675.80	2,675.80
22	22	45.00	0.00	2,675.80	2,675.80
Totals		1,000.00	\$0.00	\$59,461.40	\$59,461.40
GST included in amounts to be raised			\$0.00	\$0.00	\$0.00
Amount to be raised per unit of entitlement			\$0.00	\$59.46	\$59.46