



## MINUTES OF AN ANNUAL GENERAL MEETING FOR THE OWNERS - STRATA PLAN 82574

**ADDRESS OF THE STRATA SCHEME:** Ivy Apartments, 36-42 Stanley Street, ST IVES NSW 2075

**DATE, PLACE & TIME OF MEETING:** An Annual General Meeting of The Owners - Strata Plan 82574 was held at 161 Warrimoo Avenue, St Ives on 14/12/2021 at 06:00 PM.

**PRESENT:** Lots 1,3,5,12,18,23,28,36,40,42,44,50,51,54,66,72,76,77

**IN ATTENDANCE:** JXiloportas on behalf of Jamesons Strata Management & S Khoury on behalf of Meriton Group.

**CHAIRPERSON:** L Hudson acted as Chairperson of the meeting

**QUORUM:** The Chairperson declared that there was a quorum present and opened the meeting at 6:15PM.

### MOTIONS:

#### 1 Minutes of Previous General Meeting

Resolved that the Minutes of the previous General Meeting held 16/12/2020 be confirmed as a true and accurate account of the proceedings of that Meeting.

#### 2 Annual Statement of Accounts

Resolved that the Annual Statement of Accounts for the Administrative Fund and Capital Works Fund (and any other Fund prepared by the Owners Corporation) for the year ended 31/10/2021 be received and adopted.

#### 3 Proposed Annual Budget (Estimated Receipts & Payments)

Resolved that the proposed annual estimates of expenditure for the year ending 31/10/2022 be received, amended and adopted and that contributions be determined as follows: - ( 3% increase to the administration fund)

(a) That contributions to the Administrative Fund are estimated in accordance with Section 79 (1) and determined in accordance with Section 81 (1) of the Strata Schemes Management Act 2015 at: -

\$374,405.90; and

(b) That contributions to the Capital Works Fund are based upon the latest Capital Works Fund Report, and are estimated in accordance with Section 79 (2) and determined in accordance with Section 81 (1) of the Strata Schemes Management Act 2015 at: -

\$207,256.50; and

(c) That both contributions be paid in regular quarterly instalments, and be due and payable as follows, and continue to be paid as above until otherwise determined by the Owners Corporation:

01/02/2022, 01/05/2022, 01/08/2022, 01/11/2022.

#### 4 Audit of Accounts

Resolved that the Financial Statement of Accounts of the Owners Corporation be audited for the ensuing year and an appropriately qualified person appointed.

#### 5 Capital Works Fund Plan

Resolved that the Owners Corporation: -

- Prepare and/or review the current Capital Works Fund 10 year plan; and
- Submit that Report to the Strata Committee to determine appropriate action; and
- Delegate to the strata managing agent the authority to undertake any additional functions in accordance with their Agency Agreement to obtain necessary quotations and engage contractors to prepare the Report and any other work as approved by the Strata Committee.

Copy of foreccast obtained from owners portal or emailing johnx@jamesons.com.au

#### 6 Levy Recovery

Resolved that the Owners Corporation for the purpose of collecting overdue levy contributions, interest and related expenses thereon and pursuant to the Act (including Section 103 (3) (b), authorise the Strata Managing Agent and/or the Strata Committee to do any of the following: -

a) any previous motion relative to levy recovery be repealed;

- b) Levy Recovery Stage 1: issue a Reminder Notice after 31 days from the levy due date for debts in excess of \$200.00;
- c) Levy Recovery Stage 2: issue Final Notice after 60 days from the levy due date for debts in excess of \$200.00;
- d) Levy Recovery Stage 3: after 90 days from the original date the levy was due, and where the debt is in excess of \$500.00, appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation of solicitors, barristers and/or experts on behalf of The Owners - Strata Plan 82574 to issue a letter of demand and/or to commence, pursue, continue to defend any court, tribunal or any other proceedings against any lot owner, mortgagee in possession and/or former lot owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;
- e) Enforce any judgment obtained in the collection of levy contributions including commencing and maintaining bankruptcy or winding up proceedings;
- f) Filing an appeal or defending an appeal against any judgment concerning the collection of levy contributions; and
- g) Liaise, instruct and prepare all matters with the Owners Corporation's debt collection agents, lawyers and/or experts in relation to any levy recovery proceedings.

And further that;

Subject to the agreement of the Strata Committee, the Owners Corporation agree to enter into payment plans for the recovery of outstanding levy contributions in accordance with the provisions of Section 85(5) of the Strata Schemes Management Act 2015.

## 7 Insurances

### (a) General Insurances

Resolved that the Owners Corporation note and confirm the general insurance cover as effected over the strata scheme and detailed in the meeting agenda.

### (b) Insurance Quotations

Resolved that the Owners Corporation authorise and delegate to the Strata Committee and Strata Managing Agent the function of obtaining three (3) quotations for insurance over the strata scheme and further that the Strata Managing Agent be authorised and directed to arrange appropriate cover.

### (c) Office Bearers Liability Insurance

Resolved that the Owners Corporation effects/renews Office Bearer's Liability insurance to cover office holders and/or Committee members from damages claims arising as a result of an act of omission, committed or omitted in good faith in performing the functions of their office, at the existing level of cover as shown in the Insurance Summary contained within the notice of the Annual General Meeting or such other limit that may be determined by the meeting.

### (d) Valuation

Resolved that the Strata Managing Agent be authorised to arrange an annual revaluation of the building for insurance purposes for replacement and the inspection should be a onsite inspection. ( approving a budget sum of up to \$1000 )

## 8 Commissions and Training Services

Resolved that the below information be received from the Strata Managing Agent on commissions and training services received in the last 12 months and the estimate of commissions and training services to be received in the next 12 months: -(a) Commission was received totalling **\$0 (nil)** in the past 12 months, and it is estimated an amount of **\$0 (nil)** is likely to be received in the next 12 months. **NOTE: Jamesons rebates all insurance commission directly back to the strata scheme. This rebated amount lowers the insurance policy premium payable by the Owners Corporation.**

## 9 Reappointment of Managing Agent

Resolved that in accordance with Section 49 of the Strata Schemes Management Act 2015 (Act): 82574.

- (a) Jamesons continues to be appointed as Strata Managing Agent of Strata Plan 82574
- (b) The Owners Corporation delegates to the Agent all of the functions of the Owners Corporation (other than those listed in Section 52(2) of the Act; and
- (c) Its Chairperson, Secretary, Treasurer and Strata Committee necessary to enable the Agent to carry out the "Agreed Services" and the "Additional Services" as defined in the Agency Agreement tabled at this meeting
- (d) The delegation to the Agent is subject to the conditions and limitations contained in the Agreement
- (e) The Owners Corporation execute the Agreement to give effect to this appointment
- (f) Authority be given for the common seal of the Owners Corporation to be affixed to the Agreement by two

owners or members of the Strata Committee.

**IMPORTANT NOTES TO THE MOTION:**

- The Agreement is a standard SCA (NSW) (Strata Community Association) NSW Agreement that is used by many strata companies across the industry.
- The Agreement is an updated version showing a saving on included tasks, fixed disbursement and insurance rebated over 36 months.

**10 Fire Safety**

Resolved that the Owners Corporation engage a suitably qualified consultant/fire contractor to carry out a Fire Safety inspection and, if applicable prepare an Annual Fire Safety Statement (AFSS) in accordance with the provisions of the Environmental Planning and Assessment Act 1979, and;(a) that any essential maintenance/renewal of fire safety measures be reported to the Strata Committee, and;(b) that the Strata Committee be authorised to seek quotations and engage contractors to remedy any deficiencies, and, if applicable arrange for an AFSS to be signed by a competent person on behalf of the strata scheme for lodgement with local Council and the Fire Commissioner.

**11 Utility Service Providers**

Resolved that the Owners Corporation authorise the Strata Managing Agent and or the Strata Committee to review and enter into any agreement for the supply of utilities for the Owners Corporation.

**12 Restrictions on Committee**

Resolved that, for the purposes of Section 36(3) of the Strata Schemes Management Act 2015, there be no special restrictions placed on the Strata Committee in relation to matters which the Committee is authorised to decide without referral to a General Meeting.

**13 Election of Strata Committee**

Resolved that nominations be received for election of the Strata Committee.

- (a) Nominations already received in writing prior to this meeting are as follows: M Gooley
- (b) That the Owners Corporation determine the number of members of the Strata Committee be (6)six.
- (c) That the Strata Committee elected in accordance with the provisions of the Strata Schemes Regulation 2016, cl.9 and cl.10 are as follows:-

Lot 12 S Bernstein

Lot 28 L Hudson

Lot 50 D Gould

Lot 54 M Gooley

Lot 76 R Todd

Lot 77 A Barraclough

**Section 37 of the Strata Act 2015, Duty of members of Strata Committee: It is the duty of each member of the Strata Committee of an owners corporation to carry out his or her functions for the benefit, so far as practicable, of the owners corporation and with due care and diligence.**

<https://nsw.strata.community/members/code-ethics-2/>

- The committee may decide by a simple majority whether or not non-committee members should speak only on specific items on the agenda or on any or all agenda items.
- The committee will consider the items on the agenda in the order in which they appear unless a majority of the committee agrees to change the order at the meeting.
- The Chairperson will allow each participating member or attendee to speak only once on a topic until everyone who wants to speak has had a chance to do so. The same restriction will apply after each time an attendee speaks.
- Once a vote has been taken and the meeting has moved on to the next agenda item, a previous motion may not be revisited.
- Attendees and members who interrupt, talk out of turn or talk over other members may be warned verbally that their behaviour is not acceptable.
- If there is persistent disruption, the chair can propose the meeting be adjourned at any point, subject to the approval of the committee, with the remaining items to be decided " on paper" .
- There is no any other business.\* Any items not on the agenda can only be discussed informally after the end of the meeting and no vote should be taken or recorded.
- Owners' Attendance (Who are not members of the strata committee)An owner, or where the owner is a corporation the company nominee of the corporation, can attend but they cannot speak at the meeting unless the strata committee agrees by majority vote.

**CLOSURE:** There being no further business, the chairperson declared the meeting closed at 7:12PM.

CHAIRPERSON

*Liability limited by a scheme approved under Professional Standards Legislation.*

**MINUTES OF A STRATA COMMITTEE MEETING  
FOR THE OWNERS - STRATA PLAN 82574**

**ADDRESS OF THE STRATA SCHEME:** Ivy Apartments, 36-42 Stanley Street, ST IVES NSW 2075

**DATE, PLACE & TIME OF MEETING:** A meeting of the Strata Committee of The Owners - Strata Plan 82574 was held on 14/12/2021 immediately following the Annual General Meeting at St Ives Football Club, 161 Warrimoo Ave ,St Ives 2075.

**PRESENT:** S Bernstein, L Hudson, D Gould, M Gooley, R Todd, A Barraclough

**CHAIRPERSON:** JXilopotas acted as Chairperson of the meeting.

**MOTIONS:**

**1 Appointment Chairperson, Secretary & Treasurer**

Resolved that, pursuant to Section 41 of the Strata Schemes Management Act, 2015:

(a) That L Hudson be appointed Chairperson of the Strata Committee until the conclusion of the next Annual General Meeting.

(b) That D Gould be appointed Secretary of the Strata Committee until the conclusion of the next Annual General Meeting.

(c) That A Barraclough be appointed Treasurer of the Strata Committee until the conclusion of the next Annual General Meeting.

**2 Committee Liaison**

Resolved that D Gould be nominated to liaise with the Strata Managing Agent and be the schemes point of contact.

**3 Old Records**

That the Managing Agent retain records older than 7 years.

**4 Minutes of the last meeting**

Resolved that the Minutes of the last Strata Committee Meeting be confirmed as a true record of the proceedings of that Meeting.

**5 Future Meetings**

Resolved that the date, time and place of future meetings be determined as follows:

(a) Annual General Meeting - to be advised.

(b) Strata Committee Meetings - to be held on the 01/02/22 at 6PM.

**CLOSURE:** There being no further business, the chairperson declared the meeting closed at 7:30PM.

CHAIRPERSON



## Approved Budget to apply from 01/11/2021

Owners Strata Plan 82574

Ivy Apartments, 36-42 Stanley Street, ST IVES NSW  
2075

### Administrative Fund

Approved  
budget

#### Revenue

Levies Receivable--Ordinary-- Admin	340,369.00
<i>Total revenue</i>	<u>340,369.00</u>

#### Less expenses

Admin--Agent Disbursements	3,900.00
Admin--Agent--Management Fees--Additional	4,000.00
Admin--Agent--Management Fees--Standard	15,920.00
Admin--Auditors--Audit Services	1,070.00
Admin--Bank Charges--With GST	200.00
Insurance--Building Insurance Premiums	54,700.00
Maint Bldg--Building--General Repairs	6,000.00
Maint Bldg--Cleaning	3,500.00
Maint Bldg--Contractor Compliance	60.00
Maint Bldg--Electrical--General Repairs	6,000.00
Maint Bldg--Electrical--Globes & Tubes	500.00
Maint Bldg--Fire Protection--Contract	8,000.00
Maint Bldg--Fire Protection--Contract/Repairs	3,000.00
Maint Bldg--Garage Door/s--Contract	7,000.00
Maint Bldg--Gym Equipment/Room	1,000.00
Maint Bldg--Insurance Claims--Payments	12,000.00
Maint Bldg--Lift--Maintenance Contract	26,000.00
Maint Bldg--Lift--Repairs	2,000.00
Maint Bldg--Lift--Telephone/s Contract	1,200.00
Maint Bldg--Locks, Keys & Card Keys	1,500.00
Maint Bldg--Manager	119,700.00
Maint Bldg--Pest/Vermin Control	1,500.00
Maint Bldg--Plumbing--General Repairs	6,000.00
Maint Bldg--Pumps	2,000.00
Maint Grounds--Irrigation Systems	2,000.00
Maint Grounds--Lawns & Gardening	23,000.00
Utility--Electricity Supply	24,000.00
Utility--Gas Supply	400.00
Utility--Water & Sewerage	30,000.00
<i>Total expenses</i>	<u>366,150.00</u>

#### Surplus/Deficit

(25,781.00)

Opening balance

47,953.32

#### Closing balance

\$22,172.32

**Administrative Fund**

**Approved  
budget**

Total units of entitlement	9979
Levy contribution per unit entitlement	\$37.52
Budgeted standard levy revenue	340,369.00
Add GST	34,036.90
Amount to raise in levies including GST	<u>\$374,405.90</u>

**Capital Works Fund****Approved  
budget****Revenue**

Levies Receivable--Ordinary--Capital Works	188,415.00
<i>Total revenue</i>	<u>188,415.00</u>

**Less expenses**

Maint Bldg--General Replacement	54,262.00
Maint Bldg--Painting-Exterior	82,000.00
<i>Total expenses</i>	<u>136,262.00</u>

**Surplus/Deficit**52,153.00

Opening balance	234,547.52
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**Closing balance**\$286,700.52

Total units of entitlement	9979
Levy contribution per unit entitlement	\$20.77

Budgeted standard levy revenue	188,415.00
Add GST	18,841.50
Amount to raise in levies including GST	<u>\$207,256.50</u>



## Proposed Levy Schedule to apply from 01/11/2021

PO Box 2001 Spit Junction NSW 2088  
T: (02) 8969 3300  
info@jamesons.com.au  
www.jamesons.com.au

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Owners Strata Plan 82574

Ivy Apartments, 36-42 Stanley Street, ST IVES NSW  
2075

Quarterly levy instalments that would apply to each lot if proposed budgets are accepted by the general meeting:

Lot	Unit	Unit Entitlement	Admin Fund	Capital Works Fund	Quarterly Total	Annual Total
1	401	130.00	1,219.40	675.00	1,894.40	7,577.60
2	402	119.00	1,116.20	617.90	1,734.10	6,936.40
3	403	96.00	900.50	498.50	1,399.00	5,596.00
4	404	87.00	816.05	451.75	1,267.80	5,071.20
5	405	74.00	694.15	384.25	1,078.40	4,313.60
6	406	104.00	975.50	540.00	1,515.50	6,062.00
7	407	114.00	1,069.30	591.95	1,661.25	6,645.00
8	408	94.00	881.75	488.10	1,369.85	5,479.40
9	409	123.00	1,153.75	638.65	1,792.40	7,169.60
11	410	107.00	1,003.65	555.60	1,559.25	6,237.00
12	411	143.00	1,341.35	742.50	2,083.85	8,335.40
13	412	93.00	872.35	482.90	1,355.25	5,421.00
14	501	125.00	1,172.50	649.05	1,821.55	7,286.20
15	502	115.00	1,078.70	597.15	1,675.85	6,703.40
16	503	112.00	1,050.55	581.55	1,632.10	6,528.40
17	504	108.00	1,013.05	560.80	1,573.85	6,295.40
18	505	133.00	1,247.55	690.60	1,938.15	7,752.60
19	506	104.00	975.50	540.00	1,515.50	6,062.00
20	507	112.00	1,050.55	581.55	1,632.10	6,528.40
21	508	93.00	872.35	482.90	1,355.25	5,421.00
22	509	123.00	1,153.75	638.65	1,792.40	7,169.60
23	510	120.00	1,125.60	623.10	1,748.70	6,994.80
24	511	139.00	1,303.80	721.75	2,025.55	8,102.20
25	512	106.00	994.30	550.40	1,544.70	6,178.80
26	601	127.00	1,191.25	659.45	1,850.70	7,402.80
27	602	121.00	1,135.00	628.30	1,763.30	7,053.20
28	603	114.00	1,069.30	591.95	1,661.25	6,645.00
29	604	110.00	1,031.80	571.15	1,602.95	6,411.80
30	605	135.00	1,266.30	701.00	1,967.30	7,869.20
31	606	106.00	994.30	550.40	1,544.70	6,178.80
32	607	118.00	1,106.85	612.70	1,719.55	6,878.20
33	608	96.00	900.50	498.50	1,399.00	5,596.00
34	609	125.00	1,172.50	649.05	1,821.55	7,286.20
35	610	126.00	1,181.90	654.25	1,836.15	7,344.60
36	611	141.00	1,322.60	732.15	2,054.75	8,219.00
37	612	108.00	1,013.05	560.80	1,573.85	6,295.40
38	701	134.00	1,256.90	695.80	1,952.70	7,810.80
39	702	123.00	1,153.75	638.65	1,792.40	7,169.60

Quarterly levy instalments that would apply to each lot if proposed budgets are accepted by the general meeting:

Lot	Unit	Unit Entitlement	Admin Fund	Capital Works Fund	Quarterly Total	Annual Total
40	703	120.00	1,125.60	623.10	1,748.70	6,994.80
41	704	112.00	1,050.55	581.55	1,632.10	6,528.40
42	705	137.00	1,285.05	711.35	1,996.40	7,985.60
43	706	108.00	1,013.05	560.80	1,573.85	6,295.40
44	707	120.00	1,125.60	623.10	1,748.70	6,994.80
45	708	98.00	919.25	508.85	1,428.10	5,712.40
46	709	132.00	1,238.15	685.40	1,923.55	7,694.20
47	710	128.00	1,200.65	664.65	1,865.30	7,461.20
48	711	143.00	1,341.35	742.50	2,083.85	8,335.40
49	712	111.00	1,041.20	576.35	1,617.55	6,470.20
50	801	153.00	1,435.15	794.45	2,229.60	8,918.40
51	802	149.00	1,397.60	773.70	2,171.30	8,685.20
52	805	129.00	1,210.00	669.85	1,879.85	7,519.40
53	806	149.00	1,397.60	773.70	2,171.30	8,685.20
54	810	151.00	1,416.40	784.05	2,200.45	8,801.80
55	811	153.00	1,435.15	794.45	2,229.60	8,918.40
56	413	92.00	862.95	477.70	1,340.65	5,362.60
57	414	121.00	1,135.00	628.30	1,763.30	7,053.20
58	415	110.00	1,031.80	571.15	1,602.95	6,411.80
59	416	112.00	1,050.55	581.55	1,632.10	6,528.40
60	417	145.00	1,360.10	752.90	2,113.00	8,452.00
61	418	106.00	994.30	550.40	1,544.70	6,178.80
62	513	108.00	1,013.05	560.80	1,573.85	6,295.40
63	514	119.00	1,116.20	617.90	1,734.10	6,936.40
64	515	127.00	1,191.25	659.45	1,850.70	7,402.80
65	516	126.00	1,181.90	654.25	1,836.15	7,344.60
66	517	143.00	1,341.35	742.50	2,083.85	8,335.40
67	518	133.00	1,247.55	690.60	1,938.15	7,752.60
68	613	110.00	1,031.80	571.15	1,602.95	6,411.80
69	614	125.00	1,172.50	649.05	1,821.55	7,286.20
70	615	130.00	1,219.40	675.00	1,894.40	7,577.60
71	616	128.00	1,200.65	664.65	1,865.30	7,461.20
72	617	145.00	1,360.10	752.90	2,113.00	8,452.00
73	618	135.00	1,266.30	701.00	1,967.30	7,869.20
74	713	113.00	1,059.95	586.75	1,646.70	6,586.80
75	714	127.00	1,191.25	659.45	1,850.70	7,402.80
76	715	132.00	1,238.15	685.40	1,923.55	7,694.20
77	716	131.00	1,228.80	680.20	1,909.00	7,636.00
78	717	147.00	1,378.85	763.30	2,142.15	8,568.60
79	718	137.00	1,285.05	711.35	1,996.40	7,985.60
80	813	134.00	1,256.90	695.80	1,952.70	7,810.80
81	814	124.00	1,163.10	643.85	1,806.95	7,227.80
82	816	124.00	1,163.10	643.85	1,806.95	7,227.80

Quarterly levy instalments that would apply to each lot if proposed budgets are accepted by the general meeting:

<b>Lot</b>	<b>Unit</b>	<b>Unit Entitlement</b>	<b>Admin Fund</b>	<b>Capital Works Fund</b>	<b>Quarterly Total</b>	<b>Annual Total</b>
83	817	144.00	1,350.70	747.70	2,098.40	8,393.60
		<b>9,979.00</b>	<b>\$93,603.10</b>	<b>\$51,815.50</b>	<b>\$145,418.60</b>	<b>\$581,674.40</b>