

11 October 2023

GENERAL MEETING PRE-MEETING ELECTRONIC VOTING

THE OWNERS - STRATA PLAN NO 3469
3469
8 AVON ROAD, DEE WHY, NSW, 2099

Dear Owner,

Please find enclosed your notice, agenda, voting paper and associated supporting documents for the upcoming general meeting for Strata Plan 3469.

The Owners Corporation has by resolution, or under the current COVID provisions, determined this meeting will be held *wholly via pre-meeting electronic voting*. This means there will be no physical attendance at this meeting. Owners are asked to register their vote on the motions detailed in the accompanying agenda by either returning a voting paper, or by accessing an electronic voting platform. Further instructions on the requirements for meetings held in this manner have been included in the meeting instructions attached with this notice.

The Meeting is scheduled to be held as follows:

DATE:	Thursday 26 October 2023
COMMENCEMENT:	11:00 AM
CLOSE OF BALLOT:	11:00 AM on Wednesday 25 October 2023.

The attached document contains:

- Notice of Meeting:** Which details the date, time and location of the meeting.
- Agenda:** List of items for consideration at the meeting.
- Instructions:** Including attendance, meeting procedures and voting rights.
- Attachments:** Supporting documents and forms for voting and updating of your details.

We ask that you read the information carefully as the matters to be considered will impact the running of your scheme and sets out your rights and responsibilities in respect of the meeting.

Please also consider registering your email address using the attached form to receive agendas and minutes of meetings, and other notices via email.

Please contact our office if you require any further information or assistance in relation to the meeting.

Regards
Melanie Yandell
Licensed Strata Managing Agent
Liability limited by a scheme approved under Professional Standards Legislation.

Mason & Brophy Strata Management Pty Ltd | ABN 75051077055 | a: Locked Bag 22, Haymarket NSW 1240
e: mail@masonbrophy.com.au | w: www.masonbrophy.com.au | p: (02)89783000

NOTICE OF GENERAL MEETING

THE OWNERS - STRATA PLAN NO 3469
3469
8 AVON ROAD, DEE WHY, NSW, 2099



The meeting is scheduled to commence at 11:00 AM on Thursday 26 October 2023.



The meeting will be held wholly via pre-meeting electronic voting.

How to Vote:

Vote by Email: See the attached ballot paper for instructions.

Vote Online: Refer to the email you received with this notice for your voting link.

Note: You must have received this notice by email in order to vote online. If you have received this notice by post and wish to vote online, please contact our office to request a voting link, and consider registering for email delivery as described below.

Voting Closure:

24 hours prior to the commencement of the meeting being 11:00 AM on Wednesday 25 October 2023.

Important Note: As this meeting is being conducted wholly via pre-meeting electronic voting, the legislation requires all ballot papers (voting papers) to be submitted and registered 24 hours before the commencement date and time of the meeting. Therefore, in order to register your vote your voting papers must be submitted by no later than 11:00 AM on Wednesday 25 October 2023 to be counted and eligible to vote. Any ballot paper of a voter registered will be recorded as informal if the voter has failed to record a vote within the specified times or in accordance with the information provided in this notice.

AGENDA

Preliminaries

CHAIRPERSON FOR THE MEETING:

That the meeting elect a chairperson.

CALLING OF THE ROLL:

Those Present by Voting Paper; Present by Proxy; Voting rights; Those in Attendance; Apologies.

Motions

1. MINUTES

Motions

- 1.1. That the minutes of the last general meeting of the Owners Corporation, held on 18/07/2023, be confirmed as a true record of the proceedings of that meeting.

Explanatory Note

Clause 8 (1) (a) of Schedule 1 to the Act requires that any general meeting of a strata scheme include a form of a motion to confirm the minutes of the last general meeting.

2. DRIVEWAY DRAINAGE

That the Owners Corporation appoint a contractor to undertake the driveway drainage rectification works from quotes included in Agenda.

Explanatory Note

Refer letter included from the strata committee.

Alternatives for DRIVEWAY DRAINAGE

(OPTION A)

That Scott & Sons Plumbing be appointed to undertake driveway drainage rectification work on the terms and conditions contained in the quote which is attached totalling \$57,000 as outlined in Option One of their quote.

(OPTION B)

That Scott & Sons Plumbing be appointed to undertake driveway drainage rectification work on the terms and conditions contained in the quote which is attached totalling \$87,000 as outlined in Option Two (which allows use of driveway within 48 hours) of their quote.

(OPTION C)

That Absolute Plumbing be appointed to undertake driveway drainage rectification work on the terms and conditions contained in the quote which is attached totalling \$115,345 as outlined in their quote.

INSTRUCTIONS

Meeting Procedures and Voting Rights for a General Meeting

Definitions

Act – *Strata Schemes Management Act 2015*.

Regulations – *Strata Schemes Management Regulations 2016*.

Special Requirements – Pre-meeting Voting

The Act and Regulations provide alternate means of voting for owners corporations and strata committees including conducting of meeting entirely via pre meeting electronic voting. This means a physical meeting is not held but rather the resolution of the motions contained in the agenda are determined by owners registering their vote for each motion via the submission of a voting or 'ballot' paper. In this instance that ballot paper will be accessed and registered via an electronic voting platform the details of which have been provided with this notice of meeting.

There are specific requirements placed on lot owners and the owners corporation when conducting a meeting wholly by pre meeting electronic voting. These requirements include (but are not limited to):

- The owners corporation or strata committee must determine the format of this meeting by formal resolution (ordinary resolution)
- A motion for an election (such as that of a strata committee) cannot be determined via this format.
- Electronic means of voting may include requiring voters to access a voting website and to vote in accordance with directions contained on that website.
- A motion that is to be determined wholly by pre-meeting electronic voting may not be amended at the meeting for which the pre-meeting electronic voting is conducted.
- The timeframe for the ballot closes 24 hours before the commencement of the meeting. This means all ballot papers must be submitted in full 24 hours before the commencement of the meeting at which the matter is to be determined.
- The secretary must ensure that the form for the electronic ballot paper contains—
 - a. instructions for completing the ballot paper, and
 - b. the question or motions to be determined, and
 - c. the means of indicating the voter's choice on the question to be determined.
- The secretary must, at least 7 days before the meeting at which the matter is to be determined, give each person entitled to vote—
 - a. access to an electronic ballot paper, or to a voting website or electronic application containing an electronic ballot paper, that complies with this clause, and
 - b. access to information about—
 - i. how the ballot paper must be completed, and
 - ii. the closing date of the ballot, and
 - iii. if voting is by email, the address where the ballot paper is to be returned, and
 - iv. if voting is by other electronic means, the means of accessing the electronic voting system and how the completed electronic ballot paper is to be sent to the secretary, and
 - c. access to an electronic form of declaration requiring the voter to state—
 - i. his or her name, and
 - ii. the capacity in which the person is entitled to vote, and
 - iii. in the case of a matter that requires a special resolution, the voter's unit entitlement, and
 - iv. if the vote is a proxy vote, the name and capacity of the person who gave the proxy.
- Each person entitled to vote must vote in accordance with the instructions contained in the information.
- The secretary of the owners corporation must ensure that all electronic ballot papers are stored securely until the counting of the votes begins.

Informal votes

- A ballot paper of a voter who votes by means of pre-meeting electronic voting is informal if the voter has failed to record a vote in accordance with the information provided by the secretary.
- If voting is carried out by pre-meeting electronic voting using a voting website or other electronic application, the website or application is to provide a warning message to a person casting an informal vote that the proposed vote is informal.

Ascertaining result of pre-meeting electronic voting

- As soon as practicable after the close of a ballot conducted by pre-meeting electronic voting, the secretary of the owners corporation must—
 - a. review all information and reports about the electronic ballot,
 - b. reject as informal any votes that do not comply with the requirements of this Regulation,
 - c. ascertain the result of the electronic ballot.
 - d. The secretary must, at the meeting to consider the matter for which the pre-meeting electronic voting was held, inform the persons present of the result of the ballot.

Meeting Attendance

In person

- There is no mechanism to attending a meeting conducted wholly via pre-meeting electronic voting in person.

By Proxy

- You are able to continue to appoint a proxy to vote on your behalf at a meeting to be held wholly via pre electronic voting, however; we would encourage to register your vote directly rather than utilising this option. If you still wish to appoint a proxy you will need to complete the proxy form enclosed with this meeting notice and return to our office for checking.

NOTE:

For schemes comprising of less than 100 lots you can return the proxy form any time up to the commencement of the meeting.

For schemes comprising more than 100 lots the proxy must be returned and received by the secretary/ or managing agent no later than 24 hours prior to the commencement of the meeting. If your proxy is received after this period (or is complete) the proxy is unable to be legally registered for voting purposes.

Notwithstanding the above statutory provisions, we recommend all owners ensure their proxies are registered with the office of the managing agent well in advance of the meeting. This will allow our office to verify receipt, advise of any compliance issues with the proxy form and minimise and administration delays during the conduct of the meeting itself.

- When completing the proxy form, it is important you ensure all sections of the form are completed correctly and in full. The return of an incorrect or incomplete proxy form will prohibit the proxy being registered for voting purposes. Some key areas to note are as follows:
 - Proxy must be dated
 - All names on title must be filled out (and signed by)
 - The name of the nominated proxy holder must be clearly specified (and any alternate proxy)
 - The term of the appoint must be indicated
 - Any restrictions on voting instructions must be specified. This must include any or authority (or otherwise) for the proxy holder to nominate anyone to the strata committee.
 - If the appointment of a managing agent is to be considered voting instruction under section 3 the proxy form must be completed.
- The total number of proxies that may be held by a person (other than proxies held by the person as a co-owner of a lot) voting on a resolution are as follows:
 - If the Strata Scheme has 20 lots or less, one;
 - If the Strata Scheme has more than 20 lots, a number that is equal to not more than 5% of the total number of lots.

NOTE: Recent changes in legislation now provide for a person owning multiple lots in the same strata scheme to be able to appoint a single proxy in respect to all the lots despite circumstance where the above limits are normally placed on the holding of proxies.

- A proxy given to a building manager, on-site residential manager or Strata Managing Agent is invalid if it would obtain or assist in obtaining a pecuniary interest for or confer or assist in conferring any other material benefit on, the proxy.
- Developer (the original owner) restrictions:
 - For the purposes of determining an election for officers of the Owners Corporation or members of the Strata Committee (other than in the case of a poll), the vote of an original owner is to be reduced to one-third of the votes the owner would otherwise have (ignoring any fraction);
 - An original owner cannot vote by proxy or power of attorney on any matter if that proxy or power of attorney was given to it under a contract for the sale of a lot or under an associated contract or arrangement. Accordingly, any provision in a contract for the sale of a lot or associated contract or arrangement that requires the lot owner to give the developer a proxy or power of attorney will be ineffective since that proxy or power of attorney cannot be used;
 - Additionally, any contract to that effect or a term of contract of that kind is unenforceable; and,
 - The original owner or lessor of a leasehold Strata Scheme is not entitled to vote, or exercise a proxy vote, on a matter concerning building defects in, or the rectification of building defects in, building work.

Quorum and Voting Rights

Clause 8, Schedule 1 to the Act requires that the provisions determining a quorum must be included in the notice.

Clause 17, Schedule 1 to the Act specifies the quorum provisions in the following terms:

- **Quorum required for motion or election**
A motion submitted at a General Meeting of an Owners Corporation must not be considered, and an election must not be held, unless there is a quorum present to consider and vote on the motion or on the election.
- **When a quorum exists**
A quorum is present at a meeting only in the following circumstances:
 - if not less than one-quarter of the number of persons entitled to vote on the motion or election are present either personally or by duly appointed proxy,
 - if not less than one-quarter of the aggregate unit entitlement of the Strata Scheme is represented by the persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or at the election,
 - if there are 2 persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election, in a case where there is more than one owner in the Strata Scheme and the quorum otherwise calculated under this subclause would be less than 2 persons.
- A person who has voted, or intends to vote, on a motion or at an election at a meeting by a permitted means other than a vote in person is taken to be present for the purposes of determining whether there is a quorum.
- **Procedure if no quorum**
If no quorum is present within the next half-hour after the relevant motion or business arises for consideration at the meeting, the chairperson may:
 - adjourn the meeting for 7 days, or
 - declare that the persons present either personally or by duly appointed proxy and who are entitled to vote on the motion or election constitute a quorum for considering that motion or business and any subsequent motion or business at the meeting.
- **Quorum for adjourned meeting**
If a quorum is not present within the next half-hour after the time fixed for the adjourned meeting, the persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election constitute a quorum for considering that motion or business and any subsequent motion or business at the meeting.
Note: This includes any proxies registered for the original meeting.

Types of Resolutions

- There are three (3) core types of resolutions you will encounter within a meeting of your scheme:
 - **Ordinary resolution:** This is the most common type of motion you will encounter within a strata meeting. The motion is passed if a standard majority of the votes cast are in favour of it;
 - **Special resolution:** This motion requires a higher threshold for passing of a motion and are most commonly seen for matters pertaining to changes to the common property, and changes to by laws for your scheme. The motion is passed if not more than 25% of the value of votes cast are against the resolution. The value of votes cast for special resolutions is calculated on the basis of unit entitlement.
 - **Unanimous resolution:** The motion is passed if no vote is cast against it.
 - **Poll vote:** A poll can be called for or requested for any motion put to a meeting. In a poll vote, votes are calculated on the basis of unit entitlements.
- If you are an owner, your vote does not count if a vote is cast on the same motion by:
 - the mortgagee shown on the strata roll for your lot;
 - the covenant chargee shown on the strata roll for your lot; or
 - in the case of multiple mortgagees or covenant chargees the priority mortgagee or chargee shown on the strata roll for your lot.
 - and if you have received at least two days' notice from the mortgagees or covenant chargees of their intention to exercise their priority vote.

Annexure to this meeting notice

Letter from Committee re Quotes

Scott & Sons

Absolute Plumbing

Proxy Form

Email Authority Form

Company Nominee Form

Dear Owners,

After several weeks of meeting plumbers, chasing up quotes (thanks Melanie) we finally have three quote on the driveway plumbing.

And what a variety it is.

Quote One - the current plumbers, Scott & Sons who are well aware of the issues provided the first quote with two options.

Knowing the amount of water that flows in and onto the driveway, they supplied a quote that provides a very deep pit to ensure that it will not overflow, with associated pumps and electrical requirements.

Their quote also provides two options, the first one cheaper as it means blocking the driveway for 14 days to ensure the new slab around the pit has time to mature before being driven on.

The second option, is much more expensive as by using chemical additives and additional labour it will ensure the driveway is available for use within 48 hours.

Option one \$57,000 or \$87,000 for option two.

Quote Two from Absolute Plumbing

I met with them and explained what the previous quote had covered and that is what we wanted quoted on unless they had what they felt was a much better idea.

The supplied is very comprehensive with options not covered by the others, but perhaps more that necessary and at \$115,345.42 far more than we have in the kitty.

Quote Three from East Coast plumbers – not included as does not address issue

I don't feel that this quote is sufficient. I have since spoken to Luke and the pit is much smaller and the works less extensive than the other quotes. I worry we will be spending money without getting the outcome required as the other two quotes cover far more work. \$15,400.00

Another plumber attended site for over an hour but decided to not provide a quote.

I'm sure the quotes from Scott & Sons and Absolute Plumbing will ensure those on foot or John on his scooter will be able to navigate the driveway safely during heavy rain and so we just need to ensure the money spent covers all requirements but not over engineer and spend money on extras not needed.

Melanie can supply all the quotes to you, but my recommendation after meeting with all four plumbing companies is our current plumbers, Scott & Sons. We have the funds to cover the work and I have been told the work can be completed before Christmas and the rainy season.

Our AGM was 18 July and Melanie and I have been chasing plumbers and quotes since then. Please check the information above against the quotes and let's make a decision quickly.

Kind regards

HELEN HOWIE

Strata Committee 8 Avon



Scott & Sons

PO Box 3049,
Asquith NSW 2077

Phone: 9482 9199
Fax: 99872636
service@scottandsons.com.au
<http://www.scottandsons.com.au>

For: Helen
Sp 3469 Co Mason And Brophy
8 Avon Road
Dee Why NSW 2099

QUOTE

Estimate No: 24065NS
Date: 18/07/2023

Quote 1.

To apply to council for a permit to drain to kerb and crossing the footpath.
To obtain dial before you dig drawings.
To open up the nature strip and the kerb.
To excavate a section of the driveway where the trench grate crosses it.
To excavate where the small pit in the driveway currently exists.
To cut a 1m section from the existing pit along driveway towards the street.
To remove and dispose of the concrete.
To install a 900x900mm precast concrete pit. To install a trash rack to limit material being sucked into the pumps.
To install a 225mm galvanised grate and frame where the removed grate was.
To install a dual pump set in the pit including all necessary valves etc.
To install a control panel in the electrical room.
To extend an electrical connection to the new control panel.
To run 2 100mm pipes from the new pit to the kerb and gutter.
To run a 50mm pressure pipe from the pumps to the kerb and gutter.
To backfill and clean up.
To install new steel reinforcement, pin and dowel the existing concrete slab.
To pour a slab to replace the excavated areas.
The concrete used in quote 1 work will be standard with no additives. Able to be walked on 48 hours/driven on 14 days minimum.
Our price for these works is \$57000 plus gst

Quote 2.

To apply to council for a permit to drain to kerb and crossing the footpath.
To obtain dial before you dig drawings.
To open up the nature strip and the kerb.
To excavate the driveway where the trench grate crosses it.
To excavate the slab where the small pit in the driveway currently exists.
To excavate from the existing pit along driveway towards the street.
To remove and dispose of the concrete.
To install a 900x900mm precast concrete pit. To install a trash rack to limit material being sucked into the pumps.
To install a 225mm galvanised grate and frame where the removed grate was.
To install a dual pump set in the pit including all necessary valves etc.
To install a control panel in the electrical room.

To extend an electrical connection to the new control panel.
 To run 2 100mm pipes from the new pit to the kerb and gutter.
 To run a 50mm pressure pipe from the pumps to the kerb and gutter.
 To backfill and clean up.
 To install new steel reinforcement, pin and dowel the existing concrete slab.
 To pour a slab to replace the excavated areas.
 Please note that a requirement of being accessible as soon as possible has been expressed. This will mean an additive will be added to the concrete. Able to be walked on 24 hours/driven on 48 hours. There is a large cost difference due to the additives and the difficulty in pouring it.
 Our price for these works is \$87000 plus gst.

Please note the following:

Council has given indicative costs at the moment. This may vary.

Should council request traffic control this has not been allowed for.

Home Owners Warranty insurance is NOT included in this proposal and will be obtained when a decision is made on the method and time frame.

This quote is valid for 30 days.

Code	Description	Quantity	Rate	Amount
SERVICEM8-7	Quote 1.	1	\$57,000.00	\$57,000.00
SERVICEM8-7	Quote 2.	1	\$87,000.00	\$87,000.00
			Subtotal	\$144,000.00
			GST	\$14,400.00
			Total	\$158,400.00



Strata Plan 3469

Stormwater Renewal/ Upgrade to the property 8 Avon Rd, Dee Why will consist of:

- To concrete cut the existing driveway from the back of the building through to the front of the property boundary, removing the entire middle/ front section allowing new falls and levels to be created for the collection of groundwater.
- To concrete cut a new trench in the back section of the driveway behind the building to install a new stormwater line which will collect the roof water from the two carports out the back.
- To remove all cut concrete from the site and dispose of.
- To excavate spoil down to a new level allowing for a new 150mm thick concrete driveway to be poured.
- To install a new 600x600mm concrete pit in the middle of the driveway towards the back of the building which will serve the purpose to collect the ground water from the back section of the property as well as collecting the new 100mm pvc pipe which will collect the two downpipes from the carports.
- To supply and install 2 x 2m (galvanised) strip drains in front of the two entrances to the units to collect any ground water. To run these 2x new pvc lines through to the pits.
- To supply and install a new pvc pipe between the two pits.
- To supply and install a new 900x900mm concrete pit with a 300x300mm strip drain either side of the pit.
- To supply and install a new strip drain (galvanised) roughly 4m long from the electrical switch board room through to the other side of the driveway to pick up any water tracking back from the street.
- To supply and install a new 240v control panel with a high level alarm and place it on the back side of the electrical room.
- To have my electrician supply power from the electrical room and connect the new control panel and pump system.



- To supply and install 2x new pumps (maceration type) inside of the 900x900mm pit. (The reason for the maceration type of pumps is for the purpose of any debris/ sticks getting inside the pits which could cause the other standard type of sump pumps to stop working).
- To install a new pressure pipe out to the street for discharging the pits.
- To collect the existing downpipe at the front of the building on the driveway side and install it to the new pit.
- To use the camera and inspect the other stormwater line on the left hand side of the building and to locate where it currently runs to. We will also inspect the other existing stormwater line in the driveway (as we were unable to get complete access whilst onsite). If the other stormwater line which is collecting to other downpipes is not in good condition we would revert it to new pits.
- To concrete pour the driveway in 2 sections which allows access to the unit entrances (foot traffic only)
- To pay any necessary council and traffic control fees.

NB - Please see attached photos and drawings of the work to be carried out. No Vehicles will be able to use the driveway when works have commenced.

Absolute Plumbing Solutions provides lifetime labour warranty for all of their work. Part of this warranty is to come and inspect (annually) and test to make sure everything is still in working order. To camera the stormwater lines and make sure they are clear etc. We still recommend that the pits are maintained all year round, cleared of any debris or spoil and flushed out with the high pressure drain cleaner.

PROXY APPOINTMENT

Strata Schemes Management Act 2015

Approved form under: *Strata Schemes Management Act 2015 (Clause 26 (1) of Schedule 1)*

Date

I/We *[name(s)]*

the owners of lot *[address]*

In Strata Plan No. Appoint *[name of first appointee]*

Of *[first appointee's address]*

as my/our proxy for the purposes of meetings of the owners corporation (including adjournments of meetings).

I/We appoint *[second appointee's name]*

Of *[second appointee's address]*

as my/our proxy for the purposes of meetings of the owners corporation (including adjournments of meetings) if the named above already holds the maximum number of proxies that may be accepted.

Period or number of meetings for which appointment of proxy has effect *[Tick OR tick and complete whichever applies below]:*

- 1 meeting *[please insert number]* meetings
- 1 month *[please insert number]* months
- 12 months 2 consecutive annual general meetings

(Note: The appointment cannot have effect for more than 12 months or 2 consecutive annual general meetings, whichever is the greater.)

[Tick and complete whichever applies below]:

- 1. This form authorises the proxy to vote on my/our behalf on all matters.**

OR

- 2. This form authorises the proxy to vote on my/our behalf on the following matters only:**
[Specify the matters and any limitations on the manner in which you want the proxy to vote.]

- 3. If a vote is taken on whether (the strata managing agent) should be appointed or remain in office or whether another managing agent is to be appointed, I/we want the proxy to vote as follows:**

I understand that, if the proxy already holds more than the permitted number of proxies, the proxy will not be permitted to vote on my/our behalf on any matters.

Signature of owner/s

X _____
Name <i>[print]:</i> <input type="text"/>

X _____
Name <i>[print]:</i> <input type="text"/>

Manager: Melanie Yandell

Mason & Brophy Strata Management Pty Ltd | ABN 75051077055 | a: Locked Bag 22, Haymarket NSW 1240
e: mail@masonbrophy.com.au | w: www.masonbrophy.com.au | p: (02)89783000
Liability limited by a scheme approved under Professional Standards Legislation.

PROXY APPOINTMENT

Strata Schemes Management Act 2015

NOTES ON APPOINTMENT OF PROXIES

1. This form is ineffective unless it contains the date on which it was made and it is given to the secretary of the owners corporation at least 24 hours before the first meeting in relation to which it is to operate (in the case of a large strata scheme) or at or before the first meeting in relation to which it is to operate (in any other case).
2. This form will be revoked by a later proxy appointment form delivered to the secretary of the owners corporation in the manner described in the preceding paragraph.
3. This proxy is valid for any general meetings held during the period (if any) specified on page 1 of this form. If no period is specified then this proxy ends after 12 months or two annual general meetings, whichever occurs later.
4. If a person holds more than the total number of proxies permissible, the person cannot vote using any additional proxies. The total number of proxies that may be held by a person (other than proxies held by the person as the co-owner of a lot) voting on a resolution are as follows:
 - (a) if the strata scheme has 20 lots or less, one,
 - (b) if the strata scheme has more than 20 lots, a number that is equal to not more than 5% of the total number of lots.
5. A provision of a contract for the sale of a lot in a strata scheme, or of any ancillary or related contract or arrangement, is void and unenforceable to the extent that it:
 - (a) requires the purchaser of a lot, or any other person, to cast a vote at a meeting of the owners corporation at the direction of another person, or
 - (b) requires the purchaser to give a proxy at the direction of another person for the purpose of voting at a meeting of the owners corporation (that is a person cannot rely on any such proxy to cast a vote as a proxy).

NOTES ON RIGHTS OF PROXIES TO VOTE

1. A duly appointed proxy:
 - (a) may vote on a show of hands (or by any other means approved by a general resolution at a meeting of the owners corporation), subject to any limitation in this form, or may demand a poll, and
 - (b) may vote in the person's own right if entitled to vote otherwise than as a proxy, and
 - (c) if appointed as a proxy for more than one person, may vote separately as a proxy in each case.
2. A proxy is not authorised to vote on a matter:
 - (a) if the person who appointed the proxy is present at the relevant meeting and personally votes on the matter, or
 - (b) so as to confer a pecuniary or other material benefit on the proxy, if the proxy is a strata managing agent, building manager or on-site residential property manager, or
 - (c) if the right to vote on any such matter is limited by this form.

Manager: Melanie Yandell

Mason & Brophy Strata Management Pty Ltd | ABN 75051077055 | a: Locked Bag 22, Haymarket NSW 1240

e: mail@masonbrophy.com.au | w: www.masonbrophy.com.au | p: (02)89783000

Liability limited by a scheme approved under Professional Standards Legislation.

E-MAIL NOTIFICATION AUTHORITY

SECTION 1 – RETURN TO

To the Managing Agent for The Owners – Strata Plan 3469
C/- Mason & Brophy Strata Management Pty Ltd
Locked Bag 22, Haymarket NSW 1240

mail@masonbrophy.com.au

SECTION 2 – ABOUT THIS FORM

Those owners that are not currently receiving agendas and minutes of meetings and other notices via email are requested to complete the Email Notification Authority attached to this notice of meeting and return such to the strata managing agent to help reduce future mailing and photocopying costs of your strata scheme. Once submitted, the strata managing agent will update its records so that future notices and minutes of meetings and other notices can be forwarded to you via email.

Should you have any questions regarding the above matter, please do not hesitate to contact your strata managing agent.

SECTION 3 – EMAIL NOTIFICATION AUTHORITY

In accordance with Section 263 of the *Strata Schemes Management Act 2015* on Electronic Transmission of Notices.

Note: For owners in a large strata scheme only (i.e., with more than 100 lots excluding utility lots), this authority constitutes an on-going request to receive the minutes of general and strata committee meetings via email until further notice.

Lot Number	
Owner Name/s	

Authority for correspondence, meeting notices and minutes

Email Address	
I / we authorise the Owners Corporation of Strata Plan 3469 to forward correspondence, meeting notices and minutes and other notices electronically to the email address listed above.	
Signature of Owner/s	
Date	

Authority for Levy Notices

Email Address	
I / we authorise the Owners Corporation of Strata Plan 3469 to forward Levy Notices electronically to the email address listed above.	
Signature of Owner/s	
Date	

Pre-Meeting Voting Ballot Paper (Page 2 of 2)
Plan No. 3469 General Meeting - Thursday, 26 October 2023

Please Note:

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1. The Act does not permit the election of the strata committee by pre-meeting electronic voting.
 2. In the event that motions are to be determined in a general meeting partly by pre-meeting voting, if persons eligible to vote who attend that meeting resolve to amend any of the motions on the agenda, pre-meeting voting on an amended motion will have no effect.

**THIS BALLOT MUST REACH THE MANAGER AT LEAST 24 HOURS PRIOR TO THE
COMMENCEMENT OF THE MEETING.**

Ballot Paper Page 2 of 2

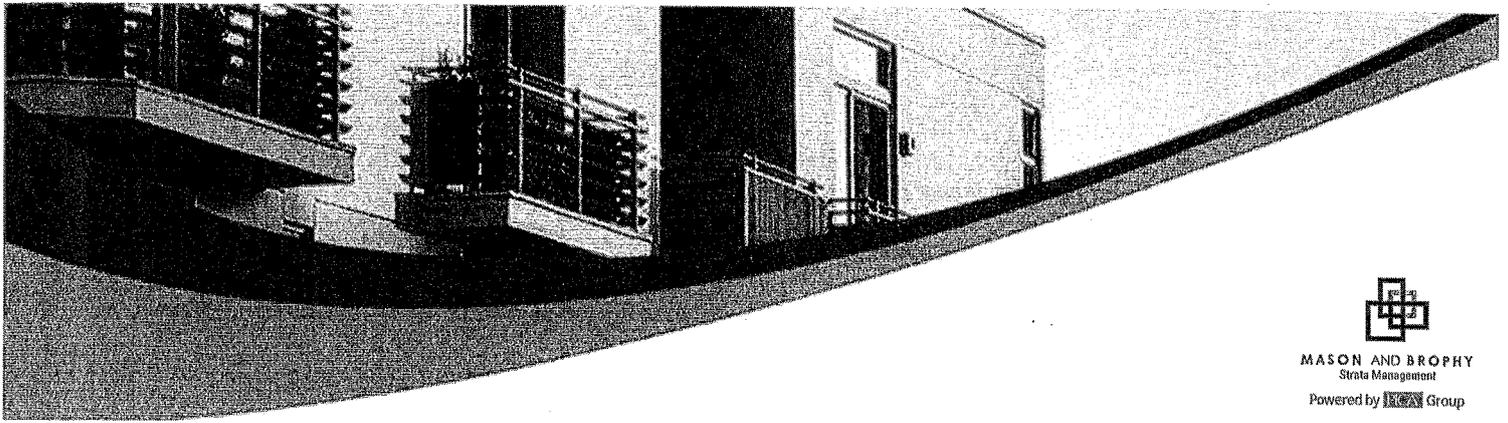
Please complete on each page of the ballot paper:

Signature of Person(s)
completing this ballot

Name(s) (Print in Capitals)

Lot #

Date



MINUTES OF GENERAL MEETING

The Owners – Strata Plan No 3469
3469
8 AVON ROAD, DEE WHY, NSW, 2099

These are the minutes of the General Meeting for The Owners – Strata Plan No 3469 held at Online only commencing at 11:00 AM on Wednesday 25 October 2023.

Pursuant to Regulation 14 (1) (b) of the *Strata Schemes Management Regulation 2016 (NSW)*, pre-meeting electronic voting was authorised for this meeting.

Lots Represented

<u>Lot No</u>	<u>Name</u>	<u>Capacity</u>
1	HELEN ANNE HOWIE	Electronic vote
4	Denis Raymond Goldworthy	Electronic vote
9	Katherine Mahon	Paper vote
6	Kym Jason Boeck- Hopley, Suzanne Gwen Boeck-Hopley	Electronic vote
11	Rizwanul Kabir, Svetlana Kabir	Electronic vote

In Attendance

Melanie Yandell representing Mason & Brophy Strata Management Pty Ltd.

Chairperson

Melanie Yandell representing Mason & Brophy Strata Management Pty Ltd under delegated authority.

Secretary

Melanie Yandell representing Mason & Brophy Strata Management Pty Ltd under delegated authority.

Apologies

Motions

1. **MINUTES**

- 1.1 That the minutes of the last general meeting of the Owners Corporation, held on 18/07/2023, be confirmed as a true record of the proceedings of that meeting.

Motion Result: Motion CARRIED.

2. DRIVEWAY DRAINAGE

That the Owners Corporation appoint a contractor to undertake the driveway drainage rectification works from quotes included in Agenda.

Motion Result: Motion CARRIED.

2. Alternatives for DRIVEWAY DRAINAGE

Alternative A

That Scott & Sons Plumbing be appointed to undertake driveway drainage rectification work on the terms and conditions contained in the quote which is attached totalling \$57,000 as outlined in Option One of their quote.

Alternative B

That Scott & Sons Plumbing be appointed to undertake driveway drainage rectification work on the terms and conditions contained in the quote which is attached totalling \$87,000 as outlined in Option Two (which allows use of driveway within 48 hours) of their quote.

Alternative C

That Absolute Plumbing be appointed to undertake driveway drainage rectification work on the terms and conditions contained in the quote which is attached totalling \$115,345 as outlined in their quote.

Motion Result: 'OPTION A' has been selected with the highest votes.

Closure

There being no further business the Chairperson declared the meeting closed at 11:15 AM.

Strata Company Professional Standards Disclosure

Liability limited by a scheme approved under Professional Standards Legislation.