

01/03/2024

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**RE: 36 LUXFORD ROAD, MOUNT DRUITT
ANNUAL GENERAL MEETING MINUTES**

Please find attached minutes from the Annual General Meeting.

If you have any questions, please contact the writer.

Yours faithfully

Kirby Brown

Norwest Strata Management
On Behalf of Strata Plan 30193

Liability limited by a scheme approved under Professional Standards Legislation



**PROFESSIONAL
STRATA
MANAGER**
Strata Community Association (NSW)

**MINUTES OF THE ANNUAL GENERAL MEETING FOR STRATA PLAN SP 30193
36 LUXFORD ROAD, MOUNT DRUITT**

**MEETING VENUE: THE OFFICES OF NORWEST STRATA MANAGEMENT
5/40-44 BROOKHOLLOW AVENUE, NORWEST**

DATE & TIME: WEDNESDAY 28 FEBRUARY 2024,

COMMENCING AT 5.30 PM

THIS MEETING WAS HELD BY WAY OF VIDEOCONFERENCE

PRESENT & ELIGIBLE TO VOTE

Name	Lot
M Geuder	1
H Singh	6
Y Hwang	15
L Howell	19

PROXIES

Owners Name	Lot	Appoints
C Howell	19	Lisa Howell

CHAIRPERSON

Kirby Brown	Norwest Strata Management
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QUORUM

It was noted that a quorum was present

MOTION 1 – MINUTES

The owners corporation RESOLVED that the minutes of the previous General Meeting held on 9 March 2023 be confirmed and adopted.

MOTION 2 – BUILDING VALUATION

The owners corporation RESOLVED to obtain an insurance valuation prior to renewal to determine the amount to insure the complex for its full replacement and reinstatement value.

MOTION 3 – BUILDING INSURANCE

The owners corporation RESOLVED:

- (a) to confirm and adopt the attached insurance policy currently in force;
- (b) that upon renewal 3 quotes be obtained for building insurance with the building sum insured amount in accordance with the insurance valuation recommendations and that the quotes be sent to the strata committee to vote on which to proceed with, and that the strata managing agent use their delegated authority to place the building insurance in the event that the strata committee do not provide a response in time
- (c) that Office Bearers Liability and Fidelity Guarantee be taken out in the amounts as noted on the current policy be taken out for the following year, however Workers Compensation is not required.

The building insurance is placed with Strata Unit Underwriting Agency Pty Ltd (SUU). A copy of their Financial Services Guide (FSG) can be found at the following link:

<https://www.suu.com.au/wp-content/uploads/2021/03/SUU-strata-r-0421.pdf>

MOTION 4 – INSURANCE COMMISSIONS

The owners corporation RESOLVED that the Strata Managing Agent, pursuant to Section 60 of the Strata Schemes Management Act 2015, has disclosed the insurance commission received for the past financial period and estimated commissions to be received in the future financial period to the best of their knowledge.

MOTION 5 – STRATA COMMITTEE

The owners corporation RESOLVED that:

- (a) nominations were received for the strata committee; and
- (b) not to set the number of members to form the strata committee; and
- (c) the following nominees were elected to form the strata committee:

Harmeek Singh Lot 6

Lisa Howell Lot 19

MOTION 6 – RESTRICTIONS ON POWER OF THE STRATA COMMITTEE

The owners corporation RESOLVED that no limitations be placed on the decision making powers of the strata committee.

MOTION 7 – FINANCIAL STATEMENTS

The owners corporation RESOLVED that the annual statement of accounts for the period ending 31 January 2024 be received and adopted.

MOTION 8 – AUDIT

The owners corporation RESOLVED not to arrange an independent audit of the financial statements.

MOTION 9 – LEVY CONTRIBUTIONS

The owners corporation RESOLVED that:

- (a) in accordance with Section 79(5) of the Strata Schemes Management Act 2015, the 10-year Capital Works Fund Plan prepared by BIV Reports Pty Ltd was considered.
- (b) in accordance with Section 79(1) and Section 81(1) of the Strata Schemes Management Act 2015, the budget be determined as follows for the coming year.

Administrative Fund	\$	52,500.00
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Capital Works Fund	\$	26,925.00
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Total Funds	\$	79,425.00
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- (c) the contributions determined to the Administrative & Capital Works Fund be paid on a unit entitlement basis in equal quarterly instalments from 1 May 2024 with subsequent levies due on 1 August 2024, 1 November 2024 and 1 February 2025.

MOTION 10 – CAPITAL WORKS FUND REPORT

It was noted that the Owners Corporation updated the Capital Works Fund report in 2021. It was included in the agenda budget proposals and reviewed prior to the budget being determined. It was RESOLVED that the Strata Committee would continue to review the report and determine what and when action is required in the complex.

MOTION 11 – LEVY COLLECTION

The owners corporation RESOLVED that for the purpose of collecting levy contributions, interest and recovery costs thereon and pursuant to the Act, authorise the Strata Managing Agent and/or the Strata Committee to do any of the following:

- (a) Levy Recovery Step 1: Issue a reminder notice 40 days after the levy due date;
- (b) Levy Recovery Step 2: Issue 1st levy recovery letter 60 days after the levy due date;
- (c) Levy Recovery Step 3: Issue 2nd levy recovery letter 120 days after the levy due date;
- (d) Levy Recovery Step 4: 150 days after the original date the levy was due, and where the debt exceeds \$1,000, the services of a debt collection agency be appointed to provide legal advice and/or representation by solicitors, barristers and/or experts on behalf of the Owners Corporation to issue a letter of demand and/or commence, pursue, continue, or 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 judgement obtained in the collection of levy contributions including commencement and maintaining bankruptcy or winding up proceedings;
- (f) filing an appeal or defending an appeal against any judgement concerning the collection of levy contributions; and,
- (g) liaise, instruct, and prepare all matters with the Owners Corporation's debt collections agents, lawyers and/or experts in relation to any levy recovery proceedings;
- (h) enter into a plan with any lot owner for the payment of overdue contributions provided that the plan is limited to a period of 12 months or less.

It was noted that the owners corporation instructed the strata manager to commence legal action against the lot owner of lot 2 for ongoing levy arrears and lot 16 due to continuous breach of instalment agreement conditions as the above points a-c had been satisfied. It was further noted that other lots currently in arrears would continue to progress through the levy collection process including commencement of legal action if required.

MOTION 12 – ANNUAL FIRE SAFETY COMPLIANCE

The owners corporation RESOLVED to do the following:

- (a) engage a suitably qualified consultant to carry out an annual Fire Safety Statement (and report) in accordance with Part 9, Division 5 of the NSW Environmental Planning and Assessment Regulations 2000 as amended, and;
 - (b) to submit any corrective actions report to the Strata Committee to determine what action is required, if any, 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 contractor to prepare the statement, and;
 - II. sign the statement on behalf of the scheme and lodge the statement with local Council and cause a copy of the statement to be given to the Fire Commissioner.
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MOTION 13 – PREVENTATIVE MAINTENANCE

The owners corporation RESOLVED that in respect to the engagement of suitably qualified contractors to undertake preventative maintenance of common property the following be done:

- (a) not to arrange an inspection of the property for evidence of termite activity.
 - (b) to arrange cleaning of all gutters & downpipes on a 12 monthly basis.
 - (c) not to arrange scheduled cleaning and/or maintenance of all facets of the storm water system for the complex.
 - (d) not to arrange scheduled maintenance of any mechanical or electronic devices.
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MOTION 14 – WORK HEALTH & SAFETY

The owners corporation RESOLVED that Work Health & Safety Act 2011 be acknowledged and that:

- (a) as required, consult, confer, allow inspections and provide assistance (and/or documents) on any matter so far as is reasonably practicable, on work health and safety matters under the Work Health and Safety Act 2011 and Regulations with its agents, employees or contractors or any health and safety representative for its agents, employees or contractors,
 - (b) to engage a contractor to prepare an Asbestos Report and maintain any register or document reasonably under the Work Health and Safety Act and Regulations and make such register or document available to its agents, employees or contractors or any health and safety representative for its agents, employees or contractors.
 - (c) against the strata managers recommendations, not engage a contractor to carry out a Safety Report as the preliminary process in compliance with the Work Health and Safety Act 2011.
 - (d) not engage a contractor to carry out inspection and testing of all child safe window lock devices installed in the complex.
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MOTION 15 – STRATA HUB

The owners corporation RESOLVED by ordinary resolution to:

- (a) delegate to the strata manager the function of preparing and uploading available information/documents in the books and records required to comply with the Strata Schemes Management Regulations relating to the Office of Fair Trading “strata hub” in accordance with the existing terms of the Managing Agency Agreement.
 - (b) approve the payment of the strata manager's fees (additional services) for the work required to ensure the owners corporation comply with the annual reporting requirements.
 - (c) acknowledge the prescribed fee of \$3.00 per lot per annum (GST Exempt inclusive of any utilities lots) payable by the owners corporation to Service NSW and authorise managing agent to process the requisite payment on behalf of the owners corporation inclusive of any associated merchant fees.
 - (d) confirm who the emergency contact for the scheme will be and to enter into Strata Hub the required details for the emergency contact.
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MEETING CLOSE

There being no further business to discuss the meeting closed at 5.51 pm.

**MINUTES OF THE STRATA COMMITTEE MEETING FOR STRATA PLAN 30193
36 LUXFORD ROAD, MOUNT DRUITT
MEETING VENUE: THE OFFICES OF NORWEST STRATA MANAGEMENT
5/40-44 BROOKHOLLOW AVENUE, NORWEST
DATE & TIME: WEDNESDAY 28 FEBRUARY 2024, COMMENCING AT 5.51 PM
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PRESENT & ELIGIBLE TO VOTE

Name	Lot
H Singh	6
L Howell	19

IN ATTENDANCE

Name	Lot
M Geuder	1
Y Hwang	15

CHAIRPERSON

Kirby Brown	Norwest Strata Management
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QUORUM

It was noted that a quorum was present.

MOTION 1 – MINUTES

It was RESOLVED that the minutes of the previous Committee Meeting held on 24 October 2023 be confirmed and adopted.

MOTION 2 – OFFICE BEARERS

It was RESOLVED that the following Office Bearers be elected for the coming year:

Chairman:	Lisa Howell
Secretary:	Harmeek Singh
Treasurer:	no nomination

MOTION 3 – EMERGENCY CONTACT

It was RESOLVED that Norwest Strata Management be nominated as the emergency contact in accordance with Part 7 Division 2 of the Strata Schemes Management Regulations 2016 and for their details to be inputted into the NSW Strata Hub.

MOTION 4 – SITE CONTACT

It was RESOLVED that Lisa Howell be nominated as the main site contact to be elected for the coming year.

MOTION 5 – GENERAL BUSINESS

The Managing Agent was instructed under her delegated authority to arrange the following:

- Arrange an electrician to repair the lighting along the driveway
 - Arrange a quote for the repair of the driveway trip hazards
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MEETING CLOSE

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