



ACE BODY CORPORATE MANAGEMENT

PROFESSIONAL PERSONAL SERVICE

Liability limited by a scheme approved under Professional Standards Legislation.

Strata Plan No. 17988
38 Karuah Ave Coffs Harbour NSW 2450

MINUTES OF ANNUAL GENERAL MEETING

Strata Schemes Management Act 2015 ("The Act")

01.03.2023

HELD: **Suite 5,1 Duke St, Coffs Harbour NSW 2450**
ON: **Wednesday the 10th day of February 2023**

MEETING
COMMENCED: 2.00pm

CHAIRPERSON: Daniel Clark of Ace Body Corp. Management (Ace BCM)

PERSONS PRESENT
TO VOTE: Vicki Petersen Lot 2

PRE-MEETING
VOTE: Brent Whalen Lot 4

PROXY: NIL

OTHER PERSONS
IN ATTENDANCE: NIL

APOLOGIES: Livio Ciscato Lot 6

MINUTES

1. RESOLVED That the minutes of the last general meeting of the owners corporation, that being the 2022 AGM held 11.02.2022, be adopted as a true and accurate account of the proceedings at that meeting.

KEY FINANCIAL INFORMATION

2. RESOLVED That the statements of key financial information for the administrative fund & the capital works fund be adopted.

AUDITOR

3. That an auditor be appointed to examine the financial documents as found at Annexure A of the AGM Notice. MOTION LOST

INSURANCES

- 4a. That an insurance valuation be obtained. MOTION LOST
- b. RESOLVED That the owners corporation insurances be confirmed.
- c. RESOLVED That the owners corporation maintains fidelity guarantee and office bearers liability insurance covers.
- d. RESOLVED That the owners corporation authorise and instruct Ace Body Corporate Management to renew the current annual strata building insurance policy, when no majority decision has been made by the strata committee.

COMMON PROPERTY SAFETY REPORT

5. That the owners corporation authorise and instruct Ace Body Corporate Management to arrange for a Common Property Safety Report to be obtained from a professional approved by the strata committee.

MOTION LOST

ASBESTOS

6. That the Owners Corporation resolve to do the following:
 - (a) engage a suitably qualified consultant to carry out an Asbestos Inspection (and report) in compliance with the owners corporation's obligations under the Work Health and Safety Act 2011 as amended; and
 - (b) to submit that report to the Strata Committee to determine what action is required, if any; and
 - (c) to delegate to the Strata Managing Agent the duty and function (pursuant to the Agency Agreement – hourly rates apply) to seek quotations and engage the appropriate contractor/s for to undertake the action so determined at (b).

MOTION LOST

FIRE SAFETY

7. RESOLVED That the owners corporation resolve that the fire safety measures onsite are not required AND that each owner understands their obligations re compulsory installation of working smoke alarms in every unit (irrespective of the type of use).

CAPITAL WORKS FUND

8. RESOLVED That the owners corporation review the current Capital Works Fund Analysis report and action the suggested works for the coming year, as required.

LEVY CONTRIBUTIONS

9. RESOLVED That the proposed budget as presented be received and that levies determined under section 79 (2) & 81 of The Act be CONFIRMED / VARIED / EXTENDED.
- Administration Fund – at a rate of \$13,680.00 per annum
 - Capital Works Fund – at a rate of \$720.00 per annum

Payable quarterly & due 01/03/23, 01/06/23, 01/09/23 & 01/12/23

This increases levies to \$600 per lot per quarter.

DEBT RECOVERY

10. RESOLVED That the Owner's Corporation resolves that should any owner, mortgagee in possession or former owner of a lot not pay contributions by their due date that the Strata Manager will work with the Strata Committee in determining the best way to recover outstanding levies, including the possibility of engaging a debt recovery agent.

DEBT COLLECTION PAYMENT PLAN

11. RESOLVED That the Owner's Corporation resolves to enter into payment plans for matters involving arrears of unpaid contributions/levies or other amounts including but not limited to interest, legal and other costs/expenses, and to delegate to the Strata Manager and/or the Strata Committee the ability to enter into, arrange and monitor each such payment plan limited to a period of 12 months per plan with any further or subsequent payment plan to be entered into as agreed by the Strata Committee or Owners Corporation by resolution.



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STRATA COMMITTEE

12. RESOLVED that the strata committee consist of four members, with:

- Peter Bailey
- Vicki Petersen
- Anthony Hulbert
- Brent Whalen

Being elected unopposed.

RESTRICTED MATTERS

13. RESOLVED That the owners corporation determine what matters shall be restricted and that can only be decided at a general meeting.

AUTO PAYMENTS BY STRATA MANAGER

14. RESOLVED That the owners corporation authorise the strata manager to settle accounts;

- of less than \$500 provided that the works have been quoted and approved by the committee,
- contractual amounts to regular contractors

ACE BODY CORPORATE MANAGEMENT DECLARATION

15. RESOLVED That the owners corporation acknowledge commissions and training services received and expected, as presented.

MEETING CLOSED: The chairperson declared the meeting closed at 2:16pm.