

03 OCT 2019

**O'CONNORS**  
STRATA

## MINUTES OF THE ADJOURNED ANNUAL GENERAL MEETING

Owners / Mortgagees Strata Plan No. 33181

Held in the offices of O'Connors Strata Level 1, 24 Ross Street Parramatta on Monday 23<sup>rd</sup> September 2019 at 5.30pm

**OWNERS PRESENT:** Nil

**PRESENT BY PROXY:** J LONGMORE (Lot 4) Proxy to Chairperson

**TELECONFERENCE:** A MANDROULES (Lot 1)

**APOLOGIES:** Nil

**IN ATTENDANCE:** Justin Sawell from O'Connors Strata

**CHAIRPERSON / SPOKESPERSON:** Justin Sawell acted as spokesperson.

Angela Mandroules was elected chairperson and acted as custodian of the proxies.

### 1 MINUTES

**RESOLVED** that the minutes of the previous general meeting as recorded in the Owners Corporation minute book be confirmed as a true and accurate account of the proceedings at that meeting.

### 2 VOTING METHODS

**RESOLVED** that the Owners Corporation adopts the following voting methods

- A. Voters may vote in person at the meeting;
- B. Voters may vote by means of teleconference or video conference while participating in the meeting via a remote location
- C. For Extraordinary General Meetings, voters may vote by completing a pre-meeting electronic voting paper and emailing the voting paper to the Secretary / Strata Manager before the commencement of the meeting

### 3 ELECTION OF STRATA COMMITTEE

- A. **RESOLVED** that the number of nominations received equalled the number of persons to be elected.
- B. **RESOLVED** the following nominees were duly elected to the Strata Committee:

A MANDROULES (Lot 1)

### 4 RESTRICTED MATTERS

**RESOLVED** that apart from those matters stated in legislation, there is no other matter or class of matter that must be determined by resolution of the Owners Corporation.

SINCE  
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EXPERIENCE THE O'CONNORS DIFFERENCE

O'Connors Strata & Property Specialists Pty Ltd t/a O'Connors Strata  
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[mail@oconnorstrata.com.au](mailto:mail@oconnorstrata.com.au)

5 **ELECTRONIC RECORDS**

**RESOLVED** that the Strata Managing Agent (at its discretion) is authorised to keep the records of the Owners Corporation in electronic form to the extent permitted by the legislation and/or placed on the portal.

**FURTHER RESOLVED** that O'Connors Strata & Property Specialists Pty Ltd be authorised to destroy documents that have been electronically scanned.

6 **ACCOUNTS & FINANCIAL STATEMENTS**

**RESOLVED** that the accounts and financial statements for the administrative fund, the capital works fund and any other fund made up to 30 June 2019 together with the relevant auditor's report (if applicable) be adopted.

7 **AUDIT**

A. **MOTION DEFEATED** that the Owners Corporation appoint an auditor of the annual accounts and financial statements.

B. **RESOLVED** that the Owners Corporation appoint an Auditor if the Annual Budget threshold is exceeded during the year.

8 **10 YEAR CAPITAL WORKS FUND PLAN**

A. **RESOLVED** that in accordance with section 80 of the *Strata Schemes Management Act 2015*, the Owners Corporation acknowledges receipt of the Capital Works Fund Plan prepared by an expert consultant.

B. **MOTION DEFEATED** that the Owners Corporation revise the Capital Works Fund Plan.

C. **RESOLVED** that after having reviewed the Capital Works Fund Plan, the Owners Corporation's implementation will be in accordance with the Capital Works Fund levies to be determined at this meeting.

9 **BUDGET**

**RESOLVED** that the budget/estimates circulated with this Notice of the Annual General Meeting, be confirmed as follows:

**ADMINISTRATIVE FUND**

**RESOLVED** that contributions to the **administrative fund** estimated in accordance with section 79 of the *Strata Schemes Management Act 2015* be varied in accordance with section 81 of the *Strata Schemes Management Act 2015* at **\$13,160.00**; and

**Option A – Existing Capital Works Fund Levies (refer Option A Schedule)**

**RESOLVED** that contributions to the **capital works fund** estimated in accordance with section 79 of the *Strata Schemes Management Act 2015* be in accordance with section 81 of the *Strata Schemes Management Act 2015* at **\$7,000.00**;

*NOTE: The lot owners acknowledge that if a shortfall arises, the matter may have to be dealt with at that time, if the circumstances arise, by either increasing levies, a special levy or funding.*

**Option B – as per Capital Works Fund Plan (refer Option B Schedule)**

**MOTION DEFEATED** that contributions to the **capital works fund** estimated in accordance with section 79 of the *Strata Schemes Management Act, 2015* be determined in accordance with section 81 of the *Strata Schemes Management Act 2015* at **\$7,370.00**; and

**RESOLVED** the Owners ratify the budget motion from the previous Annual General Meeting to strike a quarterly levy for the period commencing 1 September 2019.

**RESOLVED** both contributions be paid in equal instalments, the first being due on **1 September 2019** and subsequent instalments being due on the first day of **December 2019, March 2020 and June 2020** or until otherwise determined.

**10 FIRE SAFETY**

- A. **RESOLVED** that in accordance with the legislation, the Owners Corporation, Strata Plan 33181 accept the annual fire safety statement obtained pursuant to the *Environmental Planning and Assessment Act 1979*.
- B. **RESOLVED** that the Owners Corporation acknowledges that the Fire Safety Statement is signed by the Strata Managing Agent in its capacity as agent and is delegated the authority to sign the Fire Safety Statement on behalf of the Owner (Owners Corporation). FURTHER, the Strata Managing Agent is directed by the Owners Corporation to continue to implement all such fire safety measures which are annually certified pursuant to the certificate.
- C. **RESOLVED** that the Strata Manager arrange for continued maintenance and inspection of Fire Safety measures at the building.

**11 BUILDING DEFECTS / MAJOR WORKS**

- A. **RESOLVED** that no action be taken by the Strata Manager as the Owners Corporation does not have any issues with any residential building work that has been carried out.
- B. **MOTION DEFEATED** that the Owners Corporation authorise and direct the Strata Managing Agent to obtain a quotation from and to appoint a building consultant or consulting engineer to provide a report

**12 INSURANCES**

- A. **RESOLVED** that the insurances set out in the insurance summary attached to the notice of meeting be confirmed and ratified by the Owners Corporation.
- B. **RESOLVED** that 3 quotations be arranged prior to the renewal date and forwarded to the Strata Committee for its consideration. Should insufficient response be received within the requested timeframe, then the Strata Manager is authorised to renew with the current insurer.  
  
**FURTHER RESOLVED** that the Strata Committee be authorised to vary insurances.
- C. **MOTION DEFEATED** that an insurance valuation be obtained for all improvements and to adjust the insurances accordingly.

**13**     **ADDITIONAL INSURANCES**

**MOTION DEFEATED** that the Owners Corporation take out the following additional insurances as it is noted that cover is already in place.

- A.     Office Bearers Liability Insurance
- B.     Fidelity Guarantee Insurance

**MOTION DEFEATED** that the Owners Corporation take out Machinery Breakdown Insurance.

**14**     **INSPECTION REPORTS**

A.     **PEST INSPECTION**

**MOTION DEFEATED** the Strata Manager arrange a pest inspection of the common property to check for any timber destroying pests.

B.     **ROOF INSPECTION**

**RESOLVED** the Strata Manager arrange an inspection and clean of the roof and gutters every 12 (twelve) months commencing from March 2020.

**15**     **DEBT COLLECTION PROCEDURE**

**RESOLVED** that pursuant to the Strata Schemes Management Act 2015 (including section 103) for the purpose of collecting levy contributions to authorise the Strata Managing Agent and/or the Strata Committee to do any one or more of the following:

- a) to issue arrears notices, reminder notices and/or letters to seek recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs/expenses and arrange and monitor payment plans;
- b) to engage or appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation and/or experts on behalf of the Owners Corporation;
- c) to issue demands, 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;
- d) Enter and enforce any judgment obtained in the collection of levy contributions including issuing writ for levy of property (personal and real property), garnishee orders, examination notices/orders/hearings, bankruptcy notices, statutory demands and commencing and maintaining bankruptcy proceedings or winding up proceedings;
- e) Filing an appeal or defending an appeal against any judgment concerning the collection of levy contributions; and
- f) Liaise, instruct and prepare all matters with the Owners Corporation's debt collection agents, lawyers and experts in relation to any levy recovery proceedings.

**16**     **COMMISSIONS & TRAINING**

**RESOLVED** the Owners Corporation accepts the report of the Strata Manager regarding commissions and training services that have been provided to the Strata Manager over the past 12 months and the Owners Corporation accepts the estimates provided by the Strata Manager for the next 12 months.


**17**     **BY-LAW REVIEW**

**MOTION DEFEATED** that the Owners Corporation require any additional By-Laws.

**18      SPECIAL LEVY**

**MOTION DEFEATED** that a special levy of up to \$6,000.00 be raised to the Administrative Fund to cover the deficit in the fund.

**CLOSE:** There being no further business the meeting closed at 6.25pm



**Justin Sawell  
Strata Manager  
O'CONNORS STRATA**

## MINUTES OF THE STRATA COMMITTEE MEETING

Owners / Mortgagees **Strata Plan No. 33181**

Immediately following the Annual General Meeting held in the offices of O'Connors Strata Level 1, 24 Ross Street Parramatta on Monday 23 September 2019.

**COMMITTEE PRESENT:** A MANDROULES (Lot 1)

**OWNERS PRESENT:** Nil

**APOLOGIES:** Nil

**IN ATTENDANCE:** Justin Sawell from O'Connors Strata

**CHAIRPERSON:** Justin Sawell chaired the meeting

### 1. MINUTES

**RESOLVED** that the minutes of the previous Committee Meeting as recorded in the Owners Corporation minute book be confirmed as a true and accurate account of the proceedings at that meeting.

### 2. VOTING METHODS

**RESOLVED** that the Strata Committee adopts the following voting methods

- A. Voters may vote in person at the meeting;
- B. Voters may vote by means of teleconference or video conference while participating in the meeting via a remote location
- C. Voters may vote by completing a pre-meeting electronic voting paper and emailing the voting paper to the Secretary / Strata Manager before the commencement of the meeting

### 3. COMMITTEE POSITIONS

- A. **RESOLVED** that nominations for officers of Chairperson, Secretary and Treasurer be accepted
- B. **RESOLVED** that the following persons be elected as officers of the Strata Committee and the Liaison Person and alternate Liaison Person be elected:

**Chairperson/Secretary/Treasurer:** A MANDROULES (Lot 1)  
**Liaison Person:** A MANDROULES (Lot 1)  
**Alternate Liaison Person:** The Lot Property Manager

### 4. STATUTORY STATEMENT

**RESOLVED** that the service of both the Managing Agent's delegated authority forms and the Statutory Statement of the Management of Trust Funds be by placing into the books and records of the Owners Corporation and making the Statutory Statement of the Management of Trust Funds available on the portal and that the service of the Statutory Statement of the Management of Trust Funds be at 3 monthly intervals as per the Property Stock and Business Agents Act 2002.

NOTE: Financial reports to be sent to the committee by email every 3 months.

5. **MINUTES OF DELEGATED AUTHORITY - CONSENT**

**RESOLVED** to adopt the procedure as contained in the Strata Managing Agency Agreement on behalf of the Owners Corporation for the record keeping of the functions delegated to the Strata Managing Agent and acknowledges compliance by O'Connors Strata pursuant to section 55 of the Strata Schemes Management Act 2015.

6. **STRATA MANAGING AGENCY AGREEMENT**

**RESOLVED THAT** the Strata Manager be granted a 3 month extension from the expiration of the term of the Strata Management Agency Agreement.

7. **NOTICE TO COMPLY**

**RESOLVED THAT** the Strata Committee pursuant to Section 146 of the Strata Schemes Management Act 2015 approves the issuing of a Notice to Comply by the Strata Manager to any owner or occupier who is in breach of the registered by-laws for the scheme **AND THAT** two members of the strata committee or 50% of the standing members (whichever number is greater) be required to instruct the Strata Manager to issue a Notice to Comply.

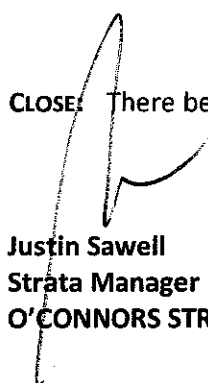
8. **SECRETARY'S LETTERBOX**

**RESOLVED** to have the cleaner clear the Owners Corporation / Secretary's letterbox located at the building and check any signage at the complex.

9. **GST STATUS**

**RESOLVED** to maintain the existing GST status – scheme presently not registered.

CLOSE: There being no further business the meeting closed at 6.30pm



Justin Sawell  
Strata Manager  
O'CONNORS STRATA

# O'Connors Strata & Property Specialists Pty Ltd t/as O'Connors Strata

## Approved Budget for Strata Plan 33181

43A Grand Avenue WESTMEAD

Prepared by O'Connors Strata & Property Specialists Pty Ltd t/as O'Connors Strata (ABN 24 002 854 739)

Level 1, 24 Ross Street PARRAMATTA NSW 2150 Ph 9683 1811 Fax 9630 4279

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Administrative Fund	Approved Budget (01/07/2019-30/06/2020)	Current Actual (01/07/2018-30/06/2019)	Current Budget (01/07/2018-30/06/2019)
<b>Expense</b>			
Asbestos Management	\$350.00	\$338.50	\$500.00
Cleaning and / or Garden Maintenance	\$2,500.00	\$2,328.50	\$2,500.00
Doors / Window Repairs	\$0.00	\$0.00	\$0.00
Electrical Repairs	\$0.00	\$451.00	\$0.00
Electronic Storage / Archive	\$0.00	\$19.80	\$0.00
Fire Safety Inspection / Repairs	\$800.00	\$979.15	\$800.00
Fixed Disbursements	\$830.00	\$830.04	\$830.00
Fixed Other Charges	\$124.00	\$124.08	\$124.00
General Repairs Other	\$39.00	\$309.50	\$1,988.00
Ins Valuations / Capital Works Fund	\$0.00	\$361.90	\$258.00
Insurance Premiums	\$3,500.00	\$3,482.84	\$3,500.00
Legal / By-Laws	\$0.00	\$0.00	\$0.00
Locks / Keys / Remotes	\$150.00	\$308.00	\$55.00
Lot Owner Alterations	\$0.00	\$46.25	\$0.00
Management Fee	\$2,460.00	\$2,470.00	\$2,460.00
Pest Inspection / Minor Services	\$0.00	\$0.00	\$300.00
Plumbing Repairs	\$0.00	\$787.00	\$0.00
Professional Services	\$0.00	\$51.48	\$0.00
Roof Gutters and Downpipes	\$500.00	\$511.50	\$500.00
Stormwater / Pumps	\$350.00	\$323.00	\$250.00
Tax Return	\$285.00	\$271.00	\$275.00
WH&S Issues & Repairs	\$800.00	\$1,652.32	\$800.00
Walls / Ceiling Repairs	\$0.00	\$730.38	\$0.00
Water Usage / System	\$2,600.00	\$2,531.36	\$2,500.00
<b>TOTAL ADMIN FUND</b>	<b>\$15,288.00</b>	<b>\$18,907.60</b>	<b>\$17,640.00</b>
<b>Increase/Reduce ADMIN FUND</b>	<b>\$(2,128.00)</b>	<b>\$0.00</b>	<b>\$(5,840.00)</b>
<b>TOTAL ADMIN BUDGET</b>	<b>\$13,160.00</b>		<b>\$11,800.00</b>



**O'Connors Strata & Property Specialists Pty Ltd t/as O'Connors Strata**  
**Approved Budget for Strata Plan 33181**

**43A Grand Avenue WESTMEAD**

**Prepared by O'Connors Strata & Property Specialists Pty Ltd t/as O'Connors Strata (ABN 24 002 854 739)**

Level 1, 24 Ross Street PARRAMATTA NSW 2150 Ph 9683 1811 Fax 9630 4279

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**Capital Works Fund**

<b>Approved Budget</b>	<b>Current Actual</b>	<b>Current Budget</b>
<b>(01/07/2019-30/06/2020)</b>	<b>(01/07/2018-30/06/2019)</b>	<b>(01/07/2018-30/06/2019)</b>

**Expense**

Doors / Windows / Locks	\$0.00	\$0.00	\$0.00
Major Building Works	\$0.00	\$0.00	\$0.00
Provision for Major Expenditure	\$7,000.00	\$0.00	\$7,009.00
Walls & Ceilings (Major)	\$0.00	\$193.00	\$0.00

<b>TOTAL CAP. WORKS FUND</b>	<b>\$7,000.00</b>	<b>\$193.00</b>	<b>\$7,009.00</b>
<b>TOTAL CAP. WORKS BUDGET</b>	<b>\$7,000.00</b>		<b>\$7,009.00</b>