

MINUTES OF AN ANNUAL GENERAL MEETING THE OWNERS - STRATA PLAN 62441

ADDRESS OF THE STRATA SCHEME:

29 Boundary Road, LIVERPOOL NSW 2170

□

An Annual General Meeting of The Owners - Strata Plan 62441 was held on 8/08/2019 at 29 Boundary Road Liverpool NSW 2170 and commenced at 06:00 PM.

OPENING: The meeting was declared open at 06:00 PM

PRESENT:

Lot #	Unit #	Attendance	Owner Name Representative
1	1	Yes	Green, Marie Margaret
4	4	Yes	Beha, Aysha
5	5	Yes	Soldo, Mate Soldo and Sima

IN ATTENDANCE: Rebecca Shepherd (All Suburbs Strata Management)

CHAIRPERSON: Rebecca Shepherd acting (All Suburbs Strata Management)

QUORUM: A quorum was declared present

CLOSURE: There being no further business the meeting was declared closed at 06:20 PM

CHAIRMAN: *Rebecca Shepherd*

DATE: 09 August 2019

MINUTES OF THE MEETING:

1 MINUTES CONFIRMATION

Resolved that the Owners - Strata Plan No.62441 RESOLVES by ordinary resolution to confirm the minutes of the last general meeting of the owners corporation as a true and accurate account of the proceedings of that meeting.

2 TENANTS AT MEETINGS

Resolved that the Owners - Strata Plan No.62441 RESOLVES by ordinary resolution to restrict tenants from being present when the following matters are being discussed: financial statements and auditor's reports; levying of contributions; recovery of unpaid contributions; a strata renewal proposal under Part 10 of the Strata Schemes Development Act 2015 or any related matter; and/or any other financial matter specified by the Regulations for the purpose of this clause (as at 30 November 2016 there is nothing further).

3 FINANCIAL STATEMENTS - Adoption of Accounting Records & Financial Statements

Resolved that the Owners - Strata Plan No.62441 RESOLVES by ordinary resolution that after considering the accounting records and last financial statements prepared, to adopt the financial statements.

4 AUDITOR - Appointment of an Auditor

Resolved that the Owners - Strata Plan No.62441 RESOLVES by ordinary resolution **NOT TO** appoint G. Ferizis & Co to audit the accounts and financial statements of the owners corporation.

5 STRATA COMMITTEE - Determining the number and Election of

Resolved that the Owners - Strata Plan No.62441 RESOLVES by ordinary resolution that the nominations for members of the strata committee were:

- Marie Green (Self Nominated)
- Aysha Beha (Self Nominated)

and that the candidates for election to the strata committee disclosed NO connections with the original owner or building manager for the scheme; and that the number of members of the strata committee was determined to be 2 (two); and that the following members were elected the strata committee:

- Lot 1 Marie Green
- Lot 4 Aysha Beha

- 6 RESTRICTIONS (Powers of the Strata Committee/Restricted Matters) - General Meeting Matters**
Resolved that the Owners - Strata Plan No.62441 RESOLVES by ordinary resolution to place the following additional restrictions on the decision making powers of the Strata Committee and/or that the following matter or type of matter is to be determined by the owners corporation in a general meeting:
- The Committee cannot determine anything over \$4,000.00 (Repairs only)
- 7 AGENCY AGREEMENT**
Resolved and Amended that the Owners - Strata Plan No.62441 RESOLVES by ordinary resolution to engage All Suburbs Strata Management for the purpose of providing administrative and management services to the Owners Corporation and authorises the agent to exercise some or all of the functions contained in the Strata Management Agreement in accordance with the Agreement that is currently in place.
- 8 DEALING WITH OVERDUE CONTRIBUTIONS**
Resolved that the Owners - Strata Plan No.62441 pursuant to the Strata Schemes Management Act 2015 (including section 103) RESOLVES by ordinary resolution for the purpose of collecting levy contributions **DOES** 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;
 - 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- Strata Plan No 62441;
 - 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 judgement 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.
- 9 PAYMENT PLAN FOR LEVY ARREARS**
Resolved that the Owners - Strata Plan No.62441 RESOLVES by ordinary resolution to **NOT** agree to enter into payment plans generally for matters involving arrears of unpaid contributions/levies or other amounts including interest, legal and other costs/expenses thereon and **DOES NOT** 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 payment plan with any further or subsequent payment plan to be entered into as agreed by the Strata Committee or owners corporation by resolution.
- 10 INSURANCES**
Resolved that the Owners - Strata Plan No.62441 RESOLVES by ordinary resolution to authorise the strata managing agent to affix the common seal to and sign any Authority to Arrange Insurance on behalf of the Owners Corporation if necessary in accordance with Section 273 of the Strata Schemes Management Act 2015 and that the insurances effected on behalf of the owners corporation currently in force at renewal of the policy to be accepted at the **CURRENT LIMITS** of cover held by the Owners Corporation.
- 11 ADDITIONAL INSURANCE**
Resolved that the Owners - Strata Plan No.62441 RESOLVES by ordinary resolution to **MAINTAIN** current levels of cover.
- 12 INSURANCE QUOTATIONS**
Resolved that the Owners - Strata Plan No.62441 RESOLVES by ordinary resolution to authorise the strata managing agent to **SEEK QUOTATIONS** for all items of insurance required under the Strata Schemes Management Act 2015, and if necessary in accordance with Section 273 of the Act authorises the strata managing agent to affix the common seal to and sign any Authority to Arrange Insurance on behalf of the Owners Corporation, and to delegate the function of accepting and executing an appropriate quotation to the strata managing agent on instruction of the strata committee. The owners corporation acknowledges that should insufficient response be received within the requested timeframe, then the strata manager is authorised to renew with the current insurer.
- 13 BUILDING DEFECT RECTIFICATION**
Resolved that the Owners - Strata Plan No.62441 RESOLVES by ordinary resolution that they:
- a. considered if there are any building defects and the rectification of the building defects; and
 - b. decided **NOT TO** direct the strata manager to engage a consultant to provide a report on building defects; and not to obtain a quotation from a building consultant or consulting engineer to provide that report.
- 14 GUTTER CLEANING**
Resolved that the Owners - Strata Plan No.62441 RESOLVES by ordinary resolution **NOT TO** authorise the strata managing agent to engage a contractor to clean all gutters, downpipes and valleys for the building.

- 15 PEST INSPECTION**
Resolved that the Owners - Strata Plan No.62441 RESOLVES by ordinary resolution **NOT TO** authorise the strata managing agent to obtain a pest inspection to check for any timber destroying pests or to treat the common areas for cockroaches, ants and spiders.
- 16 SWITCHBOARD**
Resolved that the Owners - Strata Plan No.62441 RESOLVES by ordinary resolution **NOT TO** authorise the strata managing agent to engage a contractor to attend to the 2 yearly inspection of the common property switchboard of each building in the strata scheme to ensure they are in compliance with the Australian Standard.
- 17 WORK HEALTH & SAFETY**
Resolved that the Owners - Strata Plan No.62441 RESOLVES against the strata managing agents advice, by ordinary resolution **NOT TO** authorise the strata managing agent to obtain a Safety Audit Report (or updated report) by a suitably qualified person for the common property areas to determine compliance with current Work Health & Safety Laws & Regulations.
- 18 ANNUAL FIRE SAFETY STATEMENT**
Resolved that the Owners - Strata Plan No.62441 RESOLVES against the strata managing agents advice by ordinary resolution **NOT TO**:
- 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:
 1. undertake the seeking of quotations and engaging the contractor to prepare the statement; and
 2. lodge the statement with local Council and a copy of the statement to be given to the Fire Commissioner.
- 19 ASBESTOS - No Report Completed**
Resolved that the Owners - Strata Plan No.62441 RESOLVES by ordinary resolution **NOT TO** authorise the strata managing agent to engage a suitably qualified person to provide an Asbestos report to the Owners Corporation or to establish an asbestos register at the property.
- 20 ANNUAL WINDOW SAFETY DEVICE INSPECTION**
Resolved that the Owners - Strata Plan No.62441 RESOLVES against the strata managing agents advice by ordinary resolution **NOT TO** authorise the strata managing agent to engage a contractor to attend to the annual inspection of the window safety devices for all windows of each building in the strata scheme to ensure they are in compliance with the requirements and if necessary carry out repairs and/or replacement to those devices.
- 21 10 YR CAPITAL WORKS FUND PLAN**
Resolved that the Owners - Strata Plan No.62441 RESOLVES by ordinary resolution to approve the 10 year capital works plan entered in the minute book and according to the source of funding for the work proposed in the plan shall be by way of the capital works fund levy decided in the motion below " Contributions - Capital Works Fund" with any shortfall to be met by special levies to be raised as required.
- 22 CONTRIBUTIONS - Administrative Fund**
Resolved that the Owners - Strata Plan No.62441 **AMENDED & RESOLVES** by ordinary resolution:
- a. That the amount of money the owners corporation will need to credit to its administrative fund for actual and expected expenditure are estimated in accordance with section 79(1) of the Strata Schemes Management Act 2015 and contributions to the administrative fund are determined in accordance with section 81(1) of the Strata Schemes Management Act 2015 at **\$7,400.00**, and
 - b. That the contributions to the administrative fund be paid in equal quarterly instalments, the first such instalment being due on **1/10/2019, 1/01/2020, 1/04/2020, 1/07/2020** and be continued at quarterly intervals until otherwise determined by the Owners Corporation.
- 23 CONTRIBUTIONS - Capital Works Fund**
Resolved that the Owners - Strata Plan No.62441 **AMENDED & RESOLVES** by ordinary resolution:
- a. That the amount of money the owners corporation will need to credit to its capital works fund for actual and expected expenditure are estimated in accordance with section 79(2) of the Strata Schemes Management Act 2015 and contributions to the capital works fund were determined in accordance with section 81(1) of the Strata Schemes Management Act 2015 at **\$900.00**, and
 - b. That the contributions to the capital works fund be paid in equal quarterly instalments, the first such instalment being due on **1/10/2019, 1/01/2020, 1/04/2020, 1/07/2020** and be continued at quarterly intervals until otherwise determined by the Owners Corporation.

The Owners Corporation resolved NOT to increase the contributions to the capital works fund in line with the capital works fund plan as per the strata managers recommendation. Should the Owners Corporation incur unexpected expenses, which it cannot meet from the Capital Works Fund, the Owners Corporation will be required to raise a special levy if and when required.

30 ADDRESS FOR SERVICE OF NOTICE

Resolved that the Owners - Strata Plan No.62441 pursuant to the Strata Schemes Management Act 2015 RESOLVES by ordinary resolution **NOT TO** change its address for service of notices to c/- All Suburbs Strata Management Pty Ltd, rather the Owners Corporation determined to delegate a member of the committee to regularly clear the letter box and forward mail to All Suburbs Strata Management Pty Ltd.

Please note, due to numbering error, there were no motions 24,25,26,27,28,29,31,32 and 33. These motion numbers were not part of the AGM agenda and therefore they are not reflected on the minutes of the AGM.

34 MANAGING AGENTS REPORT

Resolved that a report was received from the Strata Managing Agent on training services and commissions received in the past 12 months, in accordance with Section 60 of the Strata Schemes Management Act 2015 and an estimate of training services and commissions to be received in the next 12 months.

Please note, due to numbering error, there were no motions 24,25,26,27,28,29,31,32 and 33. These motion numbers were not part of the AGM agenda and therefore they are not reflected on the minutes of the AGM.

CLOSURE: There being no further business, the chairperson declared the meeting closed at 06:20 PM.

**MINUTES OF A STRATA COMMITTEE MEETING
THE OWNERS - STRATA PLAN 62441**

ADDRESS OF THE STRATA SCHEME:

29 Boundary Road, LIVERPOOL NSW 2170

A Strata Committee Meeting of The Owners - Strata Plan 62441 was held on 8/08/2019 at 29 Boundary Road Liverpool NSW 2170 and commenced at 06:20 PM.

OPENING: The meeting was declared open at 06:20 PM
MEMBERS PRESENT: Lot 1 Marie Green, Lot 4 Aysha Beha
IN ATTENDANCE: Rebecca Shepherd (All Suburbs Strata Management)
CHAIRPERSON: Rebecca Shepherd acting (All Suburbs Strata Management)
QUORUM: A quorum was declared present

Minutes of the meeting:

1 MINUTES CONFIRMATION

Resolved that the strata committee RESOLVES to confirm the minutes of the last meeting of the strata committee.

2 OFFICE BEARERS

Resolved that the strata committee did not elect any office bearers.

3 POINT OF CONTACT

Resolved that any member of the Strata Committee is elected to be the schemes point of contact to interact with the strata managing agent.

4 DISCLOSURE OF PECUNIARY INTEREST

Resolved that the strata committee RESOLVES that there were NO disclosures under clause 18 of Schedule 2 of the Strata Schemes Management Act 2015 regarding pecuniary interests made.

5 COMMITTEE WEB PORTAL ACCESS

Resolved that the Strata Committee **DOES NOT** instruct the strata managing agent to provide Strata Committee Level Online Web Access to the ASSM Portal per the agency agreement to enable the Strata Committee to view enhanced reporting and information.

6 GENERAL BUSINESS

Resolved that there were no items of general business be discussed and nor instructions given to the strata manager.

CLOSURE: There being no further business, the chairperson declared the meeting closed at 06.40PM

CHAIRMAN: Rebecca Shepherd

DATE: 09 August 2019

Approved Budget to apply from 01/07/2019

The Owners--Strata Plan 62441

29 Boundary Road, LIVERPOOL NSW 2170

Administrative Fund

**Approved
budget**

Revenue

Levies Due--Admin	7,400.00
<i>Total revenue</i>	7,400.00

Less expenses

Admin--Accounting--BAS/Tax Return	295.00
Admin--Archive Storage Fees	45.00
Admin--Management Fees--Administration Chg	360.00
Admin--Management Fees--Standard	1,347.25
Insurance--Premiums	2,900.00
Maint Bldg--Cleaning & Lawns	1,300.00
Maint Bldg--General Repairs	200.00
Utility--Electricity	500.00
Utility--Water & Sewerage	20.00
<i>Total expenses</i>	6,967.25

Surplus/Deficit

	432.75
Opening balance	(341.15)

Closing balance

	\$91.60
--	---------

Total units of entitlement	6
Levy contribution per unit entitlement	\$1,233.33

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

Levies Due--Capital Works	900.00
<i>Total revenue</i>	<u>900.00</u>

Surplus/Deficit

	<u>900.00</u>
Opening balance	5,347.75

Closing balance\$6,247.75

Total units of entitlement	6
Levy contribution per unit entitlement	\$150.00

Approved Levy Schedule to apply from 01/07/2019

The Owners--Strata Plan 62441

29 Boundary Road, LIVERPOOL NSW 2170

Quarterly levy instalments that apply to each lot from budgets accepted by the general meeting:

Lot	Unit	Unit Entitlement	Admin Fund	Capital Works Fund	Quarterly Total	Annual Total
1	1	1.00	308.35	37.50	345.85	1,383.40
2	2	1.00	308.35	37.50	345.85	1,383.40
3	3	1.00	308.35	37.50	345.85	1,383.40
4	4	1.00	308.35	37.50	345.85	1,383.40
5	5	1.00	308.35	37.50	345.85	1,383.40
6	6	1.00	308.35	37.50	345.85	1,383.40
		6.00	\$1,850.10	\$225.00	\$2,075.10	\$8,300.40