
**MINUTES OF THE ANNUAL GENERAL MEETING OF PROPRIETORS OF
COMMUNITY ASSOCIATION 270051 HELD IN THE CAPTAINS CLUB ROOM
AT 247 BURWOOD ROAD, CONCORD
ON MONDAY 28 NOVEMBER 2017, COMMENCING 7.00 PM**

PRESENT: J Wright (Golden Grove) D Webster (Barrington)
G Patterson (Macquarie) Oliver (Bligh)
B Vespa (Fitzroy) W Thompson (Elizabeth)
P Shelton (Wentworth) S Hillier (Lawson)

BY PROXY: M Kennedy (Flinders)

IN ATTENDANCE: B Vespa (Fitzroy)
B Crossing (Fitzroy)
A & L Thompson (Fitzroy)
David Tuskan (Premier Strata Management)

CHAIRMAN: Oliver (Bligh)

QUORUM: It was noted that a quorum was present.

MINUTES: It was RESOLVED that the minutes of the previous General Meeting held 28th November 2016 be confirmed and adopted.

INSURANCE: It was RESOLVED that the building insurance be renewed at an amount of \$3,240,000.00 and that fidelity guarantee and office bearers insurance be accepted and policies taken out on renewal for the following year.

Workers compensation is not required as per the Act on renewal for the following year.

CHU option - The building insurance is placed with CHU Underwriting Agencies Pty Ltd (CHU). A copy of their Financial Services Guide (FSG) can be found at the following link :-

http://chu.com.au/uploads/default/files//102660_FSG_0812.pdf

INSURANCE: It was RESOLVED that a valuation be obtained on renewal and that the building be insured for this amount and that fidelity guarantee, office bearers insurance be accepted and a policy be taken out on renewal for the following year. Workers compensation is not required as per the Act on renewal for the following year.

EXECUTIVE COMMITTEE: The following owners were elected to the Executive Committee in accordance with Regulation 4 of the Community Land Management Act, 1989 for the following year:

G Patterson	(Macquarie)	Oliver	(Bligh)
B Vespa	(Fitzroy)	P Shelton	(Wentworth)
S Hillier	(Lawson)	M Kennedy	(Flinders)

Further it was RESOLVED that no limitations be placed on the decision making powers of the Executive Committee for the following year other than those already existing under the Community Land Management Act and Regulations.

ACCOUNTS: It was RESOLVED that the Annual Statement of Accounts for the period ending 30th September 2017 be received and adopted.

AUDITOR: It was RESOLVED to arrange an independent audit of the financial statements.

BUDGET: It was RESOLVED that the Sinking Fund Forecast prepared by QS Solutions in March 2016 was considered and that the following budget be accepted on a unit entitlement basis from 1 January 2018 with levies due in four equal payments due 1 January 2018, 1 April 2018, 1 July 2018, 1 October 2018.

Administrative Fund	\$212,730.00
Sinking Fund	<u>\$ 65,100.00</u>
Total Funds	\$277,830.00 + GST

SINKING FUND FORECAST: It was RESOLVED that a 10 year sinking fund forecast report will not be prepared at this time.

PEST, ASBESTOS & BUILDING REPORTS: It was RESOLVED that the Community Association acknowledge the *Work Health and Safety Act 2011 and Regulations* and RESOLVE to:

- (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) Prepare and maintain any register or document reasonably required (including an asbestos register) 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) Not to engage a contractor to carry out a Safety Report as the preliminary process in compliance with the Work Health and Safety Act 2011. By not agreeing to obtain a report the owners are exercising the New South Wales Work Cover Authority Work Health and Safety Legislation Exemption and confirming that the property is 100% residential with no business activity on common property and does not engage a worker as an employee.

PREVENTATIVE MAINTENANCE: It was RESOLVED that the Community Association have discussed the need for a preventative maintenance schedule which engages suitably qualified contractors to undertake the following and any other maintenance items pertinent to the complex:

- (a) That an inspection of the property for evidence of termite activity be carried out.
- (b) That cleaning of all gutters and downpipes and determination of schedule for frequency as well as the possible need for a detailed roof inspection be carried out in June.
- (c) That cleaning of drains and pits in the complex including servicing of any pumps (if installed) be carried out.

LEVY RECOVERY: It was RESOLVED that the Community Association DP 270051, for the purpose of collecting levy contributions, interest and recovery costs thereon and pursuant to the ACT (including Section 20 of the Act), authorise the Strata Managing Agent and/or the Executive Committee to do any of the following:

- i. Levy Recovery Step 1: Issue a reminder levy notice 40 days after the levy due date;
- ii. Levy Recovery Step 2: Issue 1st levy recovery letter 60 days after the levy due date;
- iii. Levy Recovery Step 3: Issue 2nd levy recovery letter 120 days after the levy due date;
- iv. Levy Recovery Step 4: 150 days after the original date the levy was due, and where the debt is in excess of \$1,000.00 appoint the services of a debt collection agency, obtain legal advice and/or retain representation of solicitors, barristers and/or experts on behalf of Community Association DP 270051 issue a letter of demand and/or to commence, pursue, continue or defend any court, tribunal or any other proceedings against any lot owner., mortgage in possession and/or former lot owner in relation to all matters arising out of the recover of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;
- v. Enforce any judgement obtained in the collection of levy contributions including commencing and maintaining bankruptcy or winding up proceedings;
- vi. Filing an appeal or defending an appeal against any judgement concerning the collection of levy contributions; and,
- vii. Liaise, instruct and prepare all matters with the Community Association debt collection agents, lawyers and/or experts in relation to any levy recovery proceedings.
- viii. Enter into a payment 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.

CLOSE: There being no further business to discuss the meeting closed at 7.45pm

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF PROPRIETORS OF
COMMUNITY ASSOCIATION 270051 HELD IN THE CAPTAINS CLUB ROOM
AT 247 BURWOOD ROAD, CONCORD
ON MONDAY 28 NOVEMBER 2017, COMMENCING 7.45 PM**

- MINUTES:** It was RESOLVED that the minutes of the previous Executive Committee meeting held be confirmed and adopted.
- OFFICE BEARERS:** It was RESOLVED that the office bearers be appointed as follows:
- Chairman: Oliver
 - Secretary: Strata Manager
 - Treasurer: S Hillier
- MAIN CONTACT:** It was RESOLVED that all Executive Committee members be the main contact point for the community Association.
- NOTES:**
- Approval was given to lot 5 (SP 47898) to install a split system air-conditioning unit.
 - Next meeting - Wednesday 31st January 2018 at 7.30pm.
- CLOSE:** There being no further business to discuss the meeting closed at 8.40pm