
**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 25TH NOVEMBER 2019 COMMENCING 7.00 PM**

PRESENT: Oliver (Bligh) M Bird (Lindsay)
B Vespa (Fitzroy) P Sheldon (Wentworth)
S Hillier (Lawson) M Kennedy (Flinders)
W Thompson (Elizabeth) G Patterson (Macquarie)
D Webster (Barrington)

PROXY: J Feng (Scarborough)

IN ATTENDANCE: B & G Cavell (Scarborough)
J Wright (Golden Grove)
D Howarth (Bligh)
P Munzone (Barrington)
D Tucker (Lawson)
L Thompson (Fitzroy)
A Mancia (Bligh)
D 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 13th November 2018 be confirmed and adopted.

INSURANCE: It was RESOLVED that the building insurance be renewed at an amount of \$3,350,000.00 and that fidelity guarantee and office bearer's 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. 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

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) 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 2019 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 2020 with levies due in four equal payments due 1 January 2020, 1 April 2020, 1 July 2020, 1 October 2020.

Administrative Fund	\$221,790.00
Sinking Fund	\$ 69,420.00
Total Funds	\$291,210.00 + 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) 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.

- ANNUAL FIRE SAFETY STATEMENT:** It was RESOLVED that the Owners Corporation carry out the following:
- a) Engage a suitably qualified consultant to carry out an Annual Fire Safety Report and Statement in accordance with Part 9. Division 5 of the *NSW Environment 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 quotation 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 and for the Strata Committee Secretary to affix a copy to the scheme notice board.

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 annually.
- (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 8.20 pm

**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 25TH NOVEMBER 2019 COMMENCING 8.20 PM**

CHAIRMAN: Oliver (Bligh)

MINUTES: It was RESOLVED that the minutes of the previous Executive Committee meeting held 5th September 2019 be confirmed and adopted.

OFFICE BEARERS: It was RESOLVED that the office bearers be appointed as follows:

- Chairman: Oliver (Bligh)
- Secretary: Strata Managing Agent
- Treasurer: S Hillier (Lawson)

MAIN CONTACT: It was RESOLVED that all Executive Committee members be the main contact point for the community Association.

NOTES: Next meeting – Wednesday 5th February 2020 at 7.30pm, in the Captain's Club Room.

CLOSE: There being no further business to discuss the meeting closed at 8.55 pm

**Phillips Landing Community Association # 270051
EC Meeting November, 2019 (following AGM)**

Gardening Committee Report - Prepared by Pete Sheldon

Maintenance

Gardeners working well to established standards.

Have been required to do some **hand watering** due to water restrictions and to ensure new plantings survive. Michelle has assisted regularly in her area and co-ordinated with me at Eastern entrance.

Central lawn near Eastern pool is suffering due to water restrictions and its proven lack of resilience. Some recent rain will help, however the task of hand watering regularly is very demanding. Reliable volunteers required to avoid a dust bowl if heat continues. More generally we need volunteers for specific garden areas as part of a larger watering management plan & critically for any new planting over summer.

Mulch- Gardeners have **spread mulch** made available from the annual tree works. About 1/4 was of poor quality mix as there was less heavy pruning especially at the eastern precinct.

Tree management audit: 2 strata reps made requests **during tree works** despite 2 rounds of Invitations during the audit phase. Both were responded to at the time by me via email to David Tuscan.

** A further Request for removal of a tree at corner of Bligh (J.Abardi) – Garden Committee in conjunction with Gardener and our tree man all see this request as unnecessary and seek Committee's backing on our view.

Annual Tree works: conducted early November – all work carried out other than that requiring Council approval.

Approval yet to be applied for removal of one or both She Oaks at corner of Wentworth.

Fergie's Tree works did the usual good job, with minimum fuss and included some extras "s they went' without extra charge.

Note: a particularly good job of pruning the 3 trees in front of Barrington. Committee had advised removal of the middle tree unnecessary and unwarranted – pruning a good balance.

Garden Improvements (landscaping)

Fitzroy replacement planting will proceed prior to Christmas now that trees have been removed.

Plant selection for foreshore has been completed and corresponding quotes now received for final approval. These will be submitted to EC for email circulation.

After delay in quoting, **retaining under fence lines** on the raised sections of Chisholm & Barrington can commence in the New Year followed later by planting on those raised sections.

Meanwhile – Subject to weather, we are likely to proceed with **planting at the sections adjacent to foreshore** gates in the early new year once we have people allocated to water each section.

Pete Sheldon
Gardening Committee PLCA
25/11/2019