
**MINUTES OF THE ANNUAL GENERAL MEETING OF PROPRIETORS OF
COMMUNITY ASSOCIATION 270051: 247 BURWOOD ROAD, CONCORD
HELD IN THE CAPTAIN'S CLUB ROOM
ON THURSDAY 24TH NOVEMBER 2022, COMMENCING 7:00 PM**

STRATA REPRESENTATIVES:	J Olander	(Golden Grove)	(3)
	S Johnson	(Hunter)	(4)
	G Patterson	(Macquarie)	(4)
	S Hillier	(Lawson)	(6)
	J Robertson	(Chisholm)	(6)
	P Sheldon	(Wentworth)	(8)
	B Vespa	(Fitzroy)	(8)
	D Webster	(Barrington)	(12)
	D May	(Lindsay)	(14)
IN ATTENDANCE:	J Wright	(Golden Grove)	(7)
	D Howarth	(Bligh)	(7)
	M Montenero	(Bligh)	(11)
	M Bird	(Lindsay)	(12)
CHAIRPERSON:	D Tuskan	(Premier Strata Management)	
QUORUM:	It was noted that a quorum was present.		
MINUTES:	It was RESOLVED that the minutes of the previous General Meeting held 15 th November 2021 be confirmed and adopted.		
VALUATION/ SUM INSURED:	It was RESOLVED that a Valuation be obtained immediately for the full replacement and reinstatement value of the complex and that the insurance be renewed or endorsed for this amount.		
INSURANCE:	It was RESOLVED that the Community Association obtains three (3) quotations for all items of insurance required under the Strata Schemes Management Act 2015 and to delegate the function of accepting and executing the most suitable quotation to the Strata Managing Agent on instruction of the Owners Corporation or Strata Committee. It was further RESOLVED that Fidelity Guarantee and Office Bearers insurance be accepted and policies taken out on renewal for the following year. Additional Workers Compensation is not required as per the Act on renewal for the following year.		

**INSURANCE
CONT'D:**

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://www.chu.com.au/wp-content/uploads/2016/02/102520-Residential-Strata-PDS-WEB-11_15.pdf

Under the delegated authority of the agent, the owners selected the optional paint benefit to be included on renewal for the following year.

**COMMISSION
AND TRAINING
SERVICES:**

It was RESOLVED that the Community Association note the report from the Strata Managing Agent pursuant to Section 60 of the Strata Schemes Management Act 2015 as follows:

- Insurance & Other Commission received for the past financial period noted in the Accounts.

Insurer	CHU	Amount	\$1714.38 Inc GST
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- Estimated Insurance & Other Commission to be received for the future financial period

Insurer	CHU	Amount	\$1900.00 Inc GST
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**ASSOCIATION
COMMITTEE:**

It was RESOLVED by the Community Association & pursuant to Section 33 and Schedule 2 of the Community Land Management Act 2021 that the Association Committee is to consist of 8 members. It was further RESOLVED in accordance with Section 32 of the Community Land Management Act 2021, that the below persons be elected for the following year:

J Olander	(Golden Grove)	(3)
S Johnson	(Hunter)	(4)
G Patterson	(Macquarie)	(4)
J Robertson	(Chisholm)	(6)
P Sheldon	(Wentworth)	(8)
B Vespa	(Fitzroy)	(8)
D May	(Lindsay)	(14)

Note: one (1) position remains vacant (note only used when those elected is less than the number decided).

**RESTRICTED
MATTERS:**

It was RESOLVED that no limitations be placed on the decision-making powers of the Strata Committee for the following year other than those already existing under the Strata Schemes Management Act 2015 and Regulations.

**KEY FINANCIAL
INFORMATION:**

It was RESOLVED that the Annual Statement of Key Financial Information for the period ending 30th September 2022 be received and adopted.

AUDITOR:

It was RESOLVED to arrange an independent audit of the Annual Statement of Key Financial Information.

LEVY**CONTRIBUTIONS:**

It was RESOLVED that in accordance with Section 79 (2) and 81 of the Strata Schemes Management Act 2015, the following budget be accepted on a unit entitlement basis from 1 January 2023, with levies due in four equal payments due 1 January 2023, 1 April 2023, 1 July 2023, 1 October 2023, then continuing on a quarterly basis until resolved otherwise by the Owners Corporation.

Administrative Fund	\$231,980.00
Capital Works Fund	<u>\$ 87,830.00</u>
Total Funds	\$319,810.00 +GST

**CAPITAL WORKS
FUND ANALYSIS
REPORT:**

It was RESOLVED that the Community Association agree to review the current Capital Works Fund Analysis Report. It was NOTED that the current Capital Works Fund Report is still valid.

**COMMUNITY
MANAGER
APPOINTMENT:**

It was RESOLVED that:

- a) Pursuant to Section 53(1) of the Community Land Management Act 2021, Premier Strata Management Pty Limited be reappointed as the Community Managing Agent of Deposited Plan 270051.
- b) The Community Association delegate to Premier Strata Management Pty Limited all of the functions of the Owners Corporation (other than those listed in Section 53(2) of the Act); and its Chairperson, Treasurer, Secretary, and Association Committee necessary to enable the Agent to carry out all services noted in the written agreement signed by the owners at the meeting.
- c) That the common seal of the Community Association be affixed to the Agency Agreement tabled at this meeting which incorporates the instruments of the appointment of and the delegation to Premier Strata Management Pty Limited.

P Sheldon of Lot 8R and G Patterson of Lot 4J were authorised to sign the Management Agreement on behalf of the Community Association with the agreement commencing on the 24th November 2022 for a term of 3 Years.

**WORK HEALTH
AND SAFETY:**

It was RESOLVED that the Community Association acknowledge the *Work Health and Safety Act 2011* and *Regulations(NSW)* and RESOLVED 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 (NSW) with its agents, employees or contractors or any health and safety representative for its agents, employees or contractors.
- b) To not engage a contractor to carry out a Safety Report as the preliminary process in compliance with the Work Health and Safety Act 2011 (NSW). 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.

Premier Strata Management

Address: 6/175 Briens Road, Northmead NSW

Postal Address: PO Box 3030,

Parramatta NSW 2124

Liability limited by a scheme approved under Professional Standards Legislation.

Phone 61 2 9630 7500

Fax 61 2 9630 1915

www.premierstrata.com.au

mail@premierstrata.com.au

**ANNUAL FIRE
SAFETY
STATEMENT:**

It was RESOLVED that the Community Association 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 Association 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 discuss and set up 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. In addition, a general pest inspection, be carried out to the common areas.
- 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, pits and retention basins in the complex including servicing of any pumps be carried out.

**SOLAR
FEASIBILITY
AND ENERGY
ASSESSMENT:**

It was RESOLVED to permit the Owners Corporation of SP 52390 to participate in the Solar Feasibility and Energy Assessment as per the City of Canada Bay terms and conditions.

**LEVY
COLLECTION:**

It was RESOLVED by ordinary resolution that the owners of Deposited Plan No. 270051 that should any owner, mortgagee in possession or former owner of a lot not pay contributions by their due date in relation to a lot that:

- (a) The Strata Manager may issue reminder letters each requesting payment within 14 days of the reminder letter;
 - I. Levy Recovery Step 1: Issue 1st levy recovery letter 35 days after the levy due date;
 - II. Levy Recovery Step 2: Issue 2nd levy recovery letter 60 days after the levy due date;
 - III. Levy Recovery Step 3: Issue 3rd levy recovery letter 75 days after the levy due date;
 - IV. Levy Recovery Step 4: Issue 4th levy recovery letter 106 days after the original date the levy was due;
- (b) If the owner, mortgagee in possession or former owner has not made payment of any outstanding amount in accordance with any reminder letter sent by the Strata Manager, the Debt collection agents lawyer and/or experts be engaged and instructed to:
 - i. Prepare and issue to any relevant lot owner, mortgagee in possession or former lot owner a notice of proposed action to recover by way of proceedings in a court of competent jurisdiction on behalf of the owners corporation setting out:
 1. The amount of the contribution, interest or expenses sought to be recovered;
 2. The proposed recovery action by way of proceedings in a court of competent jurisdiction;
 3. The date the contribution was due to be paid;
 4. Whether a payment plan may be entered into in accordance with section 85(5) of the Strata Schemes Management Act 2015; and
 5. Any other action that may be taken to arrange for payment of the contribution;
- (c) The Debt collection agents lawyer and/or experts be engaged and instructed to:
 - i. Provide advice regarding recovering outstanding contributions;
 - ii. Commence, maintain, defend or discontinue court Proceedings against any lot owner, mortgagee in possession or former lot owner where outstanding contributions are due in relation to the relevant lot;
 - iii. Take legal action to recover unpaid contributions, interest on unpaid contributions or related expenses by enforcing any judgment obtained including:

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**LEVY
COLLECTION
CONT'D:**

1. Obtaining any necessary writ(s) for the levy of property;
and
2. Obtaining any necessary garnishee order(s).

CLOSE: There being no further business to discuss the meeting closed at 8:40 pm

NO ASSOCIATION COMMITTEE MEETING HELD AT THE ANNUAL GENERAL MEETING

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