
**MINUTES OF THE ANNUAL GENERAL MEETING OF PROPRIETORS OF
COMMUNITY ASSOCIATION 270051 270051 – 247 BURWOOD ROAD CONCORD
HELD AT THE CAPTAIN'S CLUB ROOM
ON 10 DECEMBER 2024, COMMENCING AT 6:00 PM**

PRESENT:	S Johnson	(Hunter)	(4)
	G Patterson	(Macquarie)	(4)
	D May	(Lindsay)	(14)
	P Sheldon	(Wentworth)	(8)
	D Webster	(Barrington)	(12)
	S Reddy	(Chisholm)	(4)
	S Hillier	(Lawson)	(6)
	B Ko	(Bligh)	(5)
	B Vespa	(Fitzroy)	(8)
	M Frater	(Alexander)	(1)
	M Kennedy	(Flinders)	(9)
	J Wright	(Golden Grove)	(7)

APOLOGIES: J Orlander
J Abate

IN ATTENDANCE: Tully McGann (Premier Strata Management)

CHAIRPERSON: P Sheldon

QUORUM: It was noted that a quorum was present and the meeting opened at 6:00pm.

MINUTES: It was RESOLVED that the minutes of the previous General Meeting held 7th February 2024 be confirmed and adopted.

INSURANCE: It was RESOLVED that a Valuation be obtained prior to renewal for the full replacement and reinstatement value of the complex and that the insurance be renewed and endorsed for this amount immediately.

It was RESOLVED:

1. a) That the following insurance policies renewed from 15th December 2023 be reviewed and renewed.
- b) That the community association resolve to insure the community facility and assets for their full replacement and reinstatement value with an Insurance Valuation to be obtained prior to renewal to determine the amount and to be endorsed immediately upon receiving valuation.

The current Building Sum Insured is: \$3,690,000.00

**INSURANCE
CONT'D:**

Cover	Sum Insured
Community Property	\$3,690,000.00
Community Property (Community Income)	\$553,500.00
Community Property (Community Area Contents)	\$36,900.00
Public Liability	\$30,000,000
Voluntary Workers	\$200,000/\$2,000
Fidelity Guarantee	\$250,000
Office Bearer's Liability	\$5,000,000
Government Audit Costs	\$25,000
Appeal Expenses – common property health &HU safety breaches	\$100,000
Legal Defence Expenses	\$50,000

**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 6 members. It was further RESOLVED in accordance with Section 32 of the Community Land Management Act 2021, that the below to elect the following to the Association Committee.

S Johnson	(Hunter)	(4)
S Reddy	(Chisholm)	(4)
G Patterson	(Macquarie)	(4)
B Ko	(Bligh)	(5)
P Sheldon	(Wentworth)	(8)

Note: one (1) position remains vacant.

**KEY FINANCIAL
INFORMATION:**

It was RESOLVED that the Annual Statement of Key Financial Information for the period ending 30th September 2025 be received and adopted.

AUDITOR:

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

BUDGET:

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 1st April 2025, with levies due in four equal payments due 1st April 2025, 1st July 2025, 1st October 2025, 1st January 2026, then continuing on a quarterly basis until resolved otherwise by the Owners Corporation.

FUNDS	NET	INC GST
ADMINISTRATIVE FUND	\$ 319,232.10	\$351,705.31
CAPITAL WORKS FUND	\$ 180,000.00	\$198,000.00

Premier Strata Management

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Phone 61 2 9630 7500
Fax 61 2 9630 1915

www.premierstrata.com.au
mail@premierstrata.com.au

**CAPITAL WORKS
FUND ANALYSIS
REPORT:**

It was RESOLVED that the Community Association agree to:

- a) Review the current Capital Works Fund Analysis Report; and/or
- b) Not to engage a suitably qualified consultant to review, carry out and/or assess the capital upgrade and maintenance requirements of the building for the next ten (10) years or an updated report each five (5) years, and provide the Capital Works Fund Analysis report; and/or
- c) Not to submit that report to the Strata Committee to determine what action is required, if any; and/or
- d) Delegate to the Strata Manager the function pursuant to the Agency Agreement additional duties schedule to undertake the seeking of quotations and engaging the contractor to prepare the report and any ancillary work approved by the Strata Committee.

**WORK HEALTH
AND SAFETY:**

It was RESOLVED that the Owners Corporation 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) That Premier Strata be tasked with the duty to engage a contractor to carry out a Safety Report as the preliminary process in compliance with the Work Health and Safety Act 2011 (NSW) after review.

**LEVY
COLLECTION:**

It was RESOLVED by ordinary resolution that the proprietors 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

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**LEVY
COLLECTION
CONT'D:**

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

**COLOUR
SCHEME –
REVIEW
BUILDING AND
LANDSCAPING
CODES 2004:**

It was RESOLVED:

1. (a) That the members of Community Association DP 270051 RESOLVES to review the Colours as stipulated under Code 4 and code 5 of the Phillips Landing Community association DP No. 270051 Building and Landscapes Code 2004 (and revised 22/3/2006).

It was further SPECIALLY RESOLVED:

- (b) That the members of Community Association DP 270051 SPECIALLY RESOLVED to amend the Building and Landscapes Code 2004 to include the additional recommendation in the Colour Landscapes Report by Odette Trapani Consulting, as an additional option to the existing colour schemes.

CLOSE:

There being no further business to discuss the meeting closed at 7:30 pm

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**MINUTES OF THE COMMUNITY ASSOCIATION COMMITTEE MEETING OF PROPRIETORS OF
COMMUNITY ASSOCIATION 270051 – 247 BURWOOD ROAD, CONCORD
HELD AT THE CAPTAINS CLUB ROOM
ON 10 DECEMBER COMMECING AT 7:31 PM**

PRESENT:

S Johnson	(Hunter)	(4)
S Reddy	(Chisholm)	(4)
G Patterson	(Macquarie)	(4)
B Ko	(Bligh)	(5)
P Sheldon	(Wentworth)	(8)

IN ATTENDANCE:

Tully McGann	(Premier Strata Management)	
Matthew Franer	(Flinders)	(1)

CHAIRPERSON: P Sheldon (Wentworth) (8)

MINUTES: It was RESOLVED that the minutes of the last PLCA meeting as circulated be adopted as a true and accurate account of the proceedings of that meeting.

OFFICE BEARERS: It was RESOLVED that the Office Bearers be appointed as follows:

- Chairman: P Sheldon (Wentworth) (8)
- Secretary: S Johnson (Hunter) (4)
- Treasurer: S Johnson (Hunter) (4)

MAIN CONTACT: It was RESOLVED that the Community Association Committee appoint P Sheldon representing Wentworthville to liaise with the Strata Manager and be the Strata Scheme's contact point.

It was Further RESOLVED that G Patterson representing Macquarie be appointed as an alternate contact to liaise with the Strata Manager and be the Scheme's substitute contact point.

NEXT MEETING: The next meeting of the executive committee will be 11th February 2025.

CLOSE: There being no further business to discuss the meeting closed at 8:15 pm