

**MINUTES OF THE ANNUAL GENERAL MEETING FOR THE COMMUNITY ASSOCIATION
KNOWN AS DEPOSITED PLAN 270051 – 247 BURWOOD ROAD, CONCORD
HELD ONSITE AT THE CAPTAINS CLUBROOM
ON MONDAY 8TH DECEMBER 2025, COMMENCING AT 6:15 PM**

PRESENT:	S Johnson	Hunter	Lot 4
	P Maques	Lindsay	Lot 4
	P Sheldon	Wentworthville	Lot 8
	K Saville	Lawson	Lot 8
	G Patterson	Macquarie	Lot 4
	C Karagiannis	Alexander	Lot 5
	D Hansen	Chisholm	Lot 5
	J Orlander	Golden Grove	Lot 3
	B Vespa	Fitzroy	Lot 8
	B Ko	Bligh	Lot 5
IN ATTENDANCE:	B Gibson	Lindsay	Lot 1
	D Howarth	Bligh	Lot 7
	V Cataldo	Bligh	Lot 8
	M Bird	Lindsay	Lot 12
	L Thompson	Fitzroy	Lot 3
	G Creach	Scarborough	Lot 5
	B Vespa	Fitzroy	Lot 8
SECRETARY:	Tully McGann		
CHAIRPERSON:	S Johnson		
QUORUM:	It was noted that a quorum was present.		
MINUTES:	That the minutes of the previous General Meeting held 10/12/24 be adopted as a true and accurate account of the proceedings of that meeting. This motion was RESOLVED.		
INSURANCE VALUATION:	That the Association; (a) Obtain an Insurance Valuation within 3 months of the current policy expiring, to determine the replacement and reinstatement value of the property, and; This motion was DEFEATED. (b) Authorise the Strata Managing Agent to arrange the building sum insured to be adjusted in accordance with that valuation This motion was DEFEATED.		
INSURANCE (REQUIRED & ADDITIONAL):	That the Association; (a) Obtain a minimum of three (3) quotations for all items of insurance required under the Act, unless written reasoning is provided as to why less than 3 were obtained and; This motion was RESOLVED.		

**INSURANCE
(REQUIRED
& ADDITIONAL)
CONT'D:
ASSOCIATION
COMMITTEE:**

- (b) Delegate the function of accepting and executing an appropriate quotation to the Strata Managing Agent on instruction of the Community Association or Association Committee.

This motion was RESOLVED.

1. That the chairperson, in accordance with Regulation 10 of the Community Land Management Regulation 2021 (NSW);
 - a) announces the names of the candidates already nominated in writing for election to the Association Committee, and;
 - b) calls for any oral nominations of candidates eligible for election to the Association Committee, and;
 - c) declares nominations closed.
2. That the Association determines the number of persons to be elected to the Association Committee, and if the number of candidates;
 - a) is the same, or fewer than the number decided; than those candidates are taken to have been elected as the Association Committee for the coming year, or;
 - b) is greater than the number decided, a ballot is to be held.

This motion was RESOLVED and the following persons were elected to the Association Committee.

S Johnson	Hunter Lot 4	Nominated by: Self Nominated
K Saville	Lawson Lot 8	Nominated by: Self Nominated
P Marques	Lindsay Lot 4	Nominated by: Self Nominated
G Patterson	Macquarie Lot 4	Nominated by: Self Nominated
B Ko	Bligh Lot 5	Nominated by: Self Nominated

Note: one (1) position remains vacant.

**RECORD OF
EXERCISE OF
FUNCTIONS:**

That the Association resolves by ordinary resolution to acknowledge the records from the strata manager specifying the functions exercised and the manner in which they were exercised.

Type of Function	Total Amount
Work Orders Issued	41
Quote Requests Issued	8
Emails Issued	2829
Text Messages Issued	16
Phone Calls	92
Common Seals Affixed	3

This motion was RESOLVED

**KEY FINANCIAL
INFORMATION:**

That the attached Annual Statement of key financial information for the Administrative Fund, the Sinking Fund and any other fund prepared by the Association together with the relevant auditor's report (if required) be received and adopted.

This motion was RESOLVED.

AUDITOR: That the Association appoint an auditor to independently audit the Annual Statement of Accounts.

This motion was RESOLVED.

LEVY CONTRIBUTIONS: (a) That contributions to the administrative fund are estimated in accordance with Section 79(1) of the Act and determined in accordance with Section 81(1) of the Act at \$353,818.70 plus GST - in instalments set out in the table below:

Levy Status	Due Date	Amount inc GST
Already Issued	01/10/2025	\$87,926.34
To be Issued	01/01/2026	\$100,424.75
To be Issued	01/04/2026	\$100,424.76
To be Issued	01/07/2026	\$100,424.78
Total		\$389,200.63

This motion was RESOLVED.

(b) That contributions to the capital works fund are estimated in accordance with Section 79(2) of the Act and determined in accordance with Section 81(1) of the Act at \$180,000.00 plus GST - in instalments set out in the table below:

Levy Status	Due Date	Amount inc GST
Already Issued	01/10/2025	\$49,500.02
To be Issued	01/01/2026	\$49,499.99
To be Issued	01/04/2026	\$49,499.99
To be Issued	01/07/2026	\$4,499.99
Total		\$197,999.99

This motion was RESOLVED.

(c) That the administrative fund and capital works fund contributions be continued at quarterly intervals until further determined:

Administrative Fund

Interim Periods:

Levy Status	Due Date	Amount inc GST
To be Issued	01/10/2026	\$97,300.14
Total		\$97,300.14

Capital Works Fund

Interim Periods

Levy Status	Due Date	Amount inc GST
To be Issued	01/10/2026	\$49,500.00
Total		\$49,500.00

This motion was RESOLVED.

**APPOINTMENT
OF COMMUNITY
MANAGER:**

That the Association;

- a) That pursuant to Section 53(1) of the Community Land Management Act (2021) (NSW), Premier Strata Management Pty Limited be appointed as Managing Agent of the Association in Deposited Plan 270051.
- b) That the Association delegate to Premier Strata Management all of the functions of the Association (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 owners at the meeting.
- c) That the common seal of the 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.

S Johnson of HUNTER Lot 4 and G Patterson MACQUARIE of Lot 4 were authorised to sign the Management Agreement on behalf of the Association with the agreement commencing on 02/12/25 for a term of 3 years.

**CAPITAL WORKS
FUND REPORT:**

That the Association resolve to do the following:

- (a) Review the current Capital Works Fund Analysis Report; and

This motion was RESOLVED.

- (b) 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;

This motion was DEFEATED.

- (c) To submit that report to the Association Committee to determine what action is required, if any, and;

This motion was DEFEATED.

- (d) Delegate to the Managing Agent, the functions pursuant to the Agency Agreement "additional duties schedule" to engage suitably qualified contractors to repair and/or to tender any works required on instruction from the Association Committee.

This motion was RESOLVED.

**WORK HEALTH
AND SAFETY
COMPLIANCE:**

That the Association acknowledge the *Work Health and Safety Act 2011* and *Regulations (NSW)* and as required;

- (a) 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 or its agents, employees or contractors, and;

This motion was DEFEATED.

**WORK HEALTH
AND SAFETY
COMPLIANCE
CONT'D:**

- (b) Engage a contractor to carry out a Safety Inspection & Report as the preliminary process in compliance with the Work Health and Safety Act 2011 (NSW).

This motion was DEFEATED.

**ANNUAL FIRE
SAFETY
STATEMENT:**

That the Association resolves to authorise the Strata Managing Agent to do the following:

- (a) Engage a suitably qualified practitioner to undertake an inspection of all fire safety measures in the complex and provide a report and Annual Fire Safety Statement in accordance with Part 9. Division 5 of the NSW Environment Planning and Assessment Regulations 2000 as amended, and;

This motion was RESOLVED.

- (b) Submit any corrective actions/defect report to the Association Committee for review, and;

This motion was RESOLVED.

- (c) Arrange all necessary repairs required for the Annual Fire Safety Statement to be released for council submission, and;

This motion was RESOLVED.

- (d) Once that statement is obtained; affix the common seal of the Owners Corporation where required on that statement and submit that statement to local council and to the NSW Fire Commissioner, with a copy to the Association Committee Secretary to place on the schemes notice board

This motion was RESOLVED.

**LEVY
COLLECTION:**

That the Owners – Deposited Plan No. 270051 resolves by ordinary resolution 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:

**LEVY
COLLECTION
CONT'D:**

- 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 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).

This motion was RESOLVED.**PAYMENT PLANS
FOR OVERDUE
LEVY
CONTRIBUTIONS:**

The Owners – Deposited Plan No. 270051 resolves by ordinary resolution in accordance with section 90 of the Community Land Management Act 2021 and Regulation 18 of the Community Land Management Regulation 2021 to offer payment plans in respect of overdue contributions, either generally or in particular cases which include the following terms:

- (a) the name of the lot owner and the title details of the lot;
- (b) address for service of the lot owner;
- (c) the amount of the overdue contributions;
- (d) the amount of any interest payable for the overdue contributions and the way in which it is calculated;
- (e) the schedule of payments for the amounts owing and the period for which the plan applies;
- (f) the manner in which the payments are to be made;
- (g) contact details for a member of the association committee or a Strata Managing Agent who is to be responsible for any matters arising in relation to the payment plan;
- (h) a statement that a further plan may be agreed to by the Association by resolution; and

**PAYMENT PLANS
FOR OVERDUE
LEVY
CONTRIBUTIONS
CONT'D:**

- (i) a statement that the existence of the payment plan does not limit any right of the owners corporation to take action to recover the amount of the unpaid contributions.

This motion was RESOLVED.

**APPOINTMENT
OF BUILDING
MANAGER:**

- 1) That the Community Association of Deposited Plan 270051 resolves to appoint a Building Manager per Section 67 of the Strata Schemes Management Act 2015.

2) THAT the Community Association of Deposited Plan 270051 RESOLVES:

- a. THAT the Community Association of Deposited Plan 270051 RESOLVES to proceed with the appointment of Altitude Facilities Management as the building manager for an initial term of 6 months.
- b. THAT the Community Association of Deposited Plan 270051 RESOLVES to require the Association Committee to review if the appointment should continue follow this initial period, determining any adjustments to the prescribed duties, hours and term. That the Association Committee is then to adjust and engage a building management contract reflecting these determinates.
- c. THAT the Community Association of Deposited Plan 270051 RESOLVES to approve the proposal attached to the agenda of this meeting provided by Altitude Facilities Management in the amount of \$55,000.00 + GST as per the proposal attached.
- d. THAT the Community Association of Deposited Plan 270051 RESOLVES to meet this expense from funds in the Administrative fund.
- e. THAT the Community Association of Deposited Plan 270051 RESOLVES to authorise the Strata Managing Agents in accordance to Section 273 of the Strata Schemes Management Act 2015 (NSW) to execute, including affixing the common seal on any contracts or supporting paperwork for the required works between the Owners Corporation and the approved company as resolved in motion above, and other relevant documentation as required on behalf of the Owners Corporation with regards to these works.

This motion was RESOLVED.

Note: D Hansen of Chisholm Lot 5 abstained.

CAPTAIN**CLUBROOM FEE:**

That the Owners – Deposited Plan No. 270051 resolves to increase the cost of hire of the Captain's Clubroom to \$60.00 inc GST, to be reviewed annually by the Association Committee.

This motion was AMENDED & RESOLVED.

CLOSE:

There being no further business to discuss the meeting closed at 7:40 pm.

**MINUTES OF THE ASSOCIATION COMMITTEE MEETING FOR THE COMMUNITY ASSOCIATION
KNOWN AS DEPOSITED PLAN 270051 – 247 BURWOOD ROAD, CONCORD
HELD ONSITE AT THE CAPTAINS CLUBROOM
ON MONDAY 8TH DECEMBER 2025, COMMENCING AT 7:41 PM**

PRESENT: S Johnson Hunter Lot 4
K Saville Lawson Lot 8
P Magueus Lindsay Lot 4
G Patterson Macquarie Lot 4
B Ko Bligh Lot 5

SECRETARY: S Johnson

CHAIRPERSON: Tully McGann

MINUTES: That the minutes of the previous Association Committee Meeting held 20 October 2025 be adopted as a true and accurate account of the proceedings of that meeting.

This motion was RESOLVED.

OFFICE BEARERS: That the Association Committee elects Office Bearers to the Association Committee and that those positions be filled.

This motion was RESOLVED and it was determined that the office bearer positions be filled as follows:

Chairman	S Johnson	Hunter Lot 4
Secretary	G Patterson	Macquarie Lot 4
Treasurer	K Saville	Lawson Lot 8

**ASSOCIATION
COMMITTEE
LIAISON:**

That the Association Committee resolves to appoint a member of the Committee to liaise with the Managing Agent and be the Associations contact point.

This motion was RESOLVED and S Johnson of Hunter lot 4 and G Patterson of Macquarie Lot 4 was appointed as the Association Committee Liaison.

**MANAGER
NOTES:**

It was noted the Association committee requested:

1. To Implement Invoice Hub as the official invoice management platform for Deposited Plan 270051 for the purpose of centralising invoice submissions, approvals, and digital record keeping.
2. To nominate K Saville of Lawson Lot 8. as the invoice approver/s within the Invoice Hub system.

K Saville of Lawson Lot 8 was appointed as the approver for invoice hub and that this decision is to be **RATIFIED** at the next Association Committee Meeting.

CLOSE: There being no further business to discuss the meeting closed at 8:00 pm.