

**MINUTES OF THE ANNUAL GENERAL MEETING OF PROPRIETORS OF
COMMUNITY ASSOCIATION 270051 – 247 BURWOOD ROAD, CONCORD
HELD AT THE CAPTAIN'S CLUB ROOM ON
WEDNESDAY 7TH FEBRUARY 2024, COMMENCING AT 6:00 PM**

PRESENT:

S Hillier	(Lawson)	(6)
I Morrison	(Barrington)	(10)
D May	(Lindsay)	(14)
P Sheldon	(Wentworth)	(8)
J Robertson	(Chisholm)	(6)
J Orlander	(Golden Grove)	(3)
S Johnson	(Hunter)	(4)
G Patterson	(Macquarie)	(4)
M Kennedy	(Flinders)	(9)
B Vespa	(Fitzroy)	(10)
B Ko	(Bligh)	(5)
S Attwooll	(Elizabeth)	(15)

IN ATTENDANCE:

G Creech	(Scarborough)	(5)
D Barill	(Chisholm)	(8)
S Reddy	(Chisholm)	(4)
L & A Thompson	(Fitzroy)	(3)
D Tukcer	(Lawson)	(2)
S & C Noisen	(Hunter)	(1)
M Bird	(Lindsay)	(12)
K Llewellyn	(Elizabeth)	(7)
L McClinktock	(Elizabeth)	(7)

CHAIRPERSON: Tully McGann

QUORUM: It was noted that a quorum was present.

MINUTES: It was RESOLVED that the minutes of the previous General Meeting held 24th November 2022 be confirmed and adopted.

INSURANCE: It was RESOLVED that the following insurance policies renewed from 15th December 2023 for a total premium of \$14,232.09 (GST incl) be confirmed and adopted:

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

**INSURANCE
CONT'D:**

Appeal Expenses – common property health & HU safety breaches	\$100,000
Legal Defence Expenses	\$50,000

**COMMISSION
AND TRAINING
SERVICES:**

It was RESOLVED that the Owners Corporation 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	\$1,792.88 Inc GST
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- Estimated Insurance & Other Commission to be received for the future financial period

Insurer	CHU	Amount	\$2,000.00 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 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.

P Sheldon	(Wentworth)	(8)
J Orlander	(Golden Grove)	(3)
S Johnson	(Hunter)	(4)
G Patterson	(Macquarie)	(4)
D May	(Lindsay)	(14)

One position remained vacant.

It was FURTHER RESOLVED that no limitations be placed on the decision-making powers of the Association 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 2023 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 January 2024, with levies due in four equal payments due 1st January 2024, 1st April 2024, 1st July 2024, 1st October 2024, then continuing on a quarterly basis until resolved otherwise by the Owners Corporation.

**BUDGET
CONT'D:**

LEVY PERIOD	ADMINISTRATIVE FUND	CAPITAL WORKS FUND
01/01/24 - 31/03/24	\$ 57,995.00	\$ 2,957.50
01/04/24 - 30/06/24	\$ 74,390.66	\$ 30,587.50
01/07/24 - 30/09/24	\$ 74,390.67	\$ 30,587.50
01/10/24 - 31/12/24	\$ 74,390.67	\$ 30,587.50
TOTAL	\$281,167.00	\$113,720.00

NB: Figures are GST exclusive.

**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) 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) 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) It was NOT RESOLVED 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).

**PREVENTATIVE
MAINTENANCE:**

It was RESOLVED that the Owners Corporation devolve authority for this motion to be decided by the PLCA committee.

**LEVY
COLLECTION:**

It was RESOLVED by ordinary resolution that the proprietors of Deposited Plan No. 270051, 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;

Premier Strata Management

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**LEVY
COLLECTION
CONT'D:**

- 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 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).

**VISITORS
PARKING:**

It was RESOLVED that:

- a) The members of Community Association DP 270051, resolved to enter into an agreement with the City of Canada Bay Council for the provision of parking inspection services. The adherence to the associations management Statement bylaws 83-87 as pertain to visitor parking will be overseen by the council officers. Provision will be made for one(1) Visitor Parking Authority to be issued to each lot within the strata schemes. Council will then manage those visitors parked without a displayed authority.

**VISITORS
PARKING
CONT'D:**

- b) The Community Association resolves to charge the association's Committee with the task of determining the wording of the Visitor Parking Authority stickers, their design and distribution. As well as the wording of signage as prescribed by council for indicating parking restrictions, of no parking and visitor parking areas including any restrictions pertaining to non-permit holders. That the association's committee and it's representatives be authorized to engage in any contract, or written agreements as required by council for the provision of this service.

CLOSE:

There being no further business the meeting closed at 7:45 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 CAPTAIN'S CLUB ROOM ON
WEDNESDAY 7TH FEBRUARY 2024, COMMENCING AT 7:46 PM**

PRESENT:

P Sheldon	(Wentworth)	(8)
J Orlander	(Golden Grove)	(3)
S Johnson	(Hunter)	(4)
G Patterson	(Macquarie)	(4)
D May	(Lindsay)	(14)

CHAIRPERSON: Tully McGann

MINUTES: It was NOT RESOLVED that the minutes of the last PLCA meeting held be adopted rather they be carried over until the next meeting.

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

- Chairman: P Sheldon (Wentworth) (8)
- Secretary: G Patterson (Macquarie) (4)
- Treasurer: VACANT

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

It was Further RESOLVED that D. May of representing Lindsay be appointed as an alternate contact to liaise with the Strata Manager and be the Scheme's substitute contact point.

OTHER BUSINESS: It was RESOLVED:

- To proceed with bridge works and accept the quote from Harrison Group P/L Quote #18152 dated 21st January 2024 for an amount of \$85,294.00 incl gst.
- That a contractor be sent to make safe to the wharf pending remedial repair quotes being obtained.

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