



STRATA AGENTS

**MINUTES OF AN ANNUAL GENERAL MEETING  
THE OWNERS - STRATA PLAN 99637  
Scarborough Estate  
Scarborough Estate, 70 Regent Street, Bonnells Bay NSW 2264**

**DATE, PLACE & TIME OF MEETING:** An Annual General Meeting of The Owners - Strata Plan 99637 was held electronically via Zoom conference:

**ON:** Wednesday, 27 August 2025

**AT:** Strata Agents, 1/2 Ghersi Avenue Wamberal NSW 2260 via Zoom conference

**COMMENCING:** At 05:30 PM.

**PRESENT:**

Lot #	Unit #	Attendance	Owner Name Representative
6	6	Yes	Leanne Marie Ryan-Suarez & Claudio Alberto Suarez
22	22	Yes	Turner, Emily
26	26	Yes	Langley, Kylie Ailsa
52	52	Yes	Ango Verelli Property Pty Ltd
53	53	Yes	Stedry, Monika

**CHAIRPERSON** (acting): Andrew Wells - Strata Agents

**QUORUM:** The meeting was held via Zoom conference. A quorum was not present at the scheduled start time of 5:00 pm. Owners present waited 30 minutes as per SSMA (2015) 17 Quorum (4) and a quorum was declared by the Chairperson at 5:30 pm and the meeting formally commenced.

**Minutes of the meeting:**

**1 MINUTES**

**RESOLVED** That the minutes of the last Annual General Meeting of the owners corporation held 18/09/2024 be confirmed as a true record of the proceedings of that meeting.

**Unanimous**

**2 REAPPOINTMENT OF MANAGING AGENT**

**RESOLVED** That in accordance with Section 49 of the Strata Schemes Management Act 2015 (Act) that:

- a. CJH Pty Ltd continues to be appointed as strata managing agent of Strata Scheme 99637 for a period of three (3) years.
- b. The Owners Corporation delegate to the Agent all of the functions of;
  - (i) the Owners Corporation (other than those listed in section 53 of the Act); and
  - (ii) its chairperson, secretary, treasurer and strata committee, necessary to enable the agent to carry out the 'agreed services' and the additional services' as defined in the written agreement, a copy of which is attached to the notice of the meeting at which this resolution is to be put (Agreement); and
- c. The delegation to the Agent is subject to the condition and limitation in the Agreement; and
- d. Authority be given for the common seal of the owners corporation to be affixed to the Agreement by two members of the owners corporation.
- e. The annual management fee is \$24,300.00 plus 5% annual increase.

**Unanimous**

**3 AUDITOR**

**DEFEATED** The Motion "That the owners corporation resolve by ordinary resolution to appoint an auditor to audit the annual accounts and financial statements" was **DEFEATED**.

**Unanimous**

**4 KEY FINANCIAL INFORMATION**

**RESOLVED** That the attached statement of key financial information for the administrative fund, the capital works fund and any other fund prepared by the owners corporation together with the relevant auditor's report if required be adopted.

**Unanimous**

**5 COMMISSIONS AND DISCLOSURES**

**RESOLVED** That the Strata Managing Agent declared no commissions and training services are received in accordance with the signed Agency Agreement and furthermore declare the Strata Managing Agent does not have any connections with trade suppliers or developers.

**No commissions are received**

**Unanimous**

**6 INSURANCE**

**RESOLVED** That the owners corporation resolve by ordinary resolution that the insurances effected on behalf of the owners corporation as listed in the Annexures to the Agenda of the meeting be confirmed, varied or extended.

*Note: The owners discussed the total building sum insured and will seek an updated insurance valuation to confirm if current sum insured is adequate.*

**Unanimous**

**7 INSURANCE VALUATION**

**RESOLVED** That the owners corporation resolve by ordinary resolution to engage a valuer to value the building damage insurance amount for replacement and reinstatement as required under section 161 of the Strata Schemes Management Act 2015. The last valuation was completed on 17/04/2023 .

*Note1: The strata manager to provide committee with alternative quotes for an updated insurance valuation.*

*Note 2: Kylie Langley then left the meeting.*

**Unanimous**

**8 CAPITAL WORKS FUND**

**RESOLVED** That the Owners Corporation resolve by ordinary resolution to do the following:

- a. Review the current Capital Works Fund Analysis report; and
- 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 years or an updated report each five years and provide the Capital Works Fund Analysis report; and
- c. To submit that report to the Strata Committee to determine what action is required, if any; and
- d. To 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 works approved by the Strata Committee.

*Note: The owners corporation has a current Capital Works Fund Plan dated 16/10/2020. The strata manager to provide committee with alternative quotes for an updated Capital works fund plan.*

**Unanimous**

**9 SUPPLY OF UTILITIES**

**DEFEATED** The Motion "That the owners corporation resolve by ordinary resolution to consider any agreements (including the renewal of existing agreements) for the supply of a utility relevant to the scheme attached to the notice of this meeting and tabled at the meeting" was **DEFEATED**.

**Unanimous**

**10 SUSTAINABILITY**

**DEFEATED** The Motion "That the owners corporation resolve by ordinary resolution to consider environmental sustainability within the scheme, including consideration of the common property annual energy and water consumption and expenditure" was **DEFEATED**.

**Unanimous**

**11 BUDGET**

**AMENDED** and **RESOLVED** That the statement of estimated receipts and payments (budget) be tabled and adopted.

*Note: The owners discussed the budget and agreed to maintain the same contribution towards the Capital Works Fund of \$25,079.00, as Resolved at last years AGM. Contributions will be reviewed at the next AGM with the reviewed Capital Works Fund plan. An expense for the insurance valuation is to be included in the budget based on previous valuation expense of \$1,000.00. An expense for the updated Capital Works Fund Plan report, to be done towards end of financial year is to be budgeted as an amount of \$2,500.00*

**Unanimous**

**12 CONTRIBUTIONS**

That the owners corporation resolve by ordinary resolution:

- a. **RESOLVED** That the amount of money the owners corporation will need to credit to its administrative fund for actual and expected expenditure are estimated in accordance with section 79(1) of the Strata Schemes Management Act 2015 and contributions to the administrative fund determined in accordance with section 8 (1) of the Strata Schemes Management Act 2015 at \$137,389.00 including GST; and
- b. **AMENDED** and **RESOLVED** That the amount of money the owners corporation will need to credit to its capital works fund for actual and expected expenditure are estimated in accordance with section 79(2) of the Strata Schemes Management Act 2015 and contributions to the capital works fund determined in accordance with section 81(1) of the Strata Schemes Management Act 2015 at a **Reduced \$25,079.00** including GST; and
- c. **RESOLVED** That both contributions be paid in *equal* quarterly instalments, the first such instalment being due on 1 July 2025 (Levy already posted) and subsequent instalments being due on the first days of 1 October 2025, 1 January 2026, 1 April 2026 until new levies are resolved.

**Please Note: The following levy periods**

*Levy due 1 July 2025 Already posted - 1/07/2025 to 30/09/2025*

*Levy due 1 October 2025 - 1/10/2025 to 31/12/2025*

*Levy due 1 January 2026 - 1/01/2026 to 31/03/2026*

*Levy due 1 April 2026 - 1/04/2026 to 30/06/2026*

**Unanimous**

**13 STRATA COMMITTEE**

**RESOLVED** That nominations be received for the election of the strata committee members and the owners corporation determine the number of persons to be elected to the strata committee and elect same.

*Note: The meeting determined the number of members to be elected to the strata committee to be four (4). The strata committee members elected were:*

*Leanne Ryan-Suarez Lot 6*

*Emily Turner Lot 22*

*Alberto Verrelli Lot 52*

*Monica Stedry Lot 53*

**Unanimous**

**14 GENERAL MEETING MATTERS**

**RESOLVED** That the owners corporation resolve by ordinary resolution in accordance with clauses 6(a) and 9(i) of Schedule 1 of the *Strata Schemes Management Act 2015* to decide if any matter or type of matter is to be determined by the owners corporation in a general meeting.

**Unanimous**

## 15 DEBT COLLECTION

**RESOLVED** That the owners corporation resolve 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 Managing Agent may issue one or two reminder letters each requesting payment with 14 days of the reminder letter;
- 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 Managing Agent, the Strata Managing 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 proceeding 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 recovery action proposed;
    3. the date the amount was due to be paid;
    4. whether a payment plan may be entered into; and
    5. any other action that may be taken to arrange for payment of the amount.
  - c. Grace Lawyers 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).

**Unanimous**

## 16 FIRE SAFETY

**DEFEATED** The Motion "That the Owners Corporation resolve to do the following:

- a. Engage a suitably qualified consultant to carry out an inspection of all fire services equipment (e.g.; smoke alarms, fire blankets and fire extinguishers) in accordance with the Environmental Planning and Assessment Regulation 2000; and
- b. Gives authority to replace smoke alarm batteries annually within each Lot; and
- c. Replace smoke alarms over 10 years old; and
- d. To delegate to the strata managing agent the function to arrange the inspection pursuant to the Agency Agreement additional duties schedule" was **DEFEATED**.

*Note: Owners discussed fire safety and agreed that each owner is responsible for periodic testing of smoke alarms within private lot spaces.*

**Unanimous**

## 17 WH&S REPORT

**DEFEATED** The Motion "That the owners corporation resolve to instruct the managing agent to appoint a consultant to undertake a safety report of the common areas to identify any unforeseen risks that may affect the common areas and once received, the report is to be referred to the strata committee for further instructions" was **DEFEATED**.

**Unanimous**

## 18 COMMON SEAL

**RESOLVED** That the owners corporation resolve by ordinary resolution to adopt a digital common seal of the owners corporation and that it be kept and affixed in accordance with section 273 of the *Strata Schemes Management Act 2015*.

**Unanimous**

## 19 APPOINTMENT OF EMERGENCY CONTACT

**RESOLVED** That the strata committee RESOLVES to appoint a member of the strata committee as the emergency contact in accordance with Part 7 Division 2 of the Strata Schemes Management Regulation 2016 and for their details to be inputted into the NSW Strata Hub.

*Emily Turner Lot 22*

**Unanimous**

**20 COMPLIANCE WITH STRATA HUB REQUIREMENTS**

**RESOLVED** That the strata committee RESOLVES to authorise the strata manager to comply with the owners corporation obligations under Part 7 Division 2 of the Strata Schemes Management Regulation 2016 by inputting the mandatory information into the NSW Strata Hub, this year and on an ongoing basis and to charge in accordance with the terms of its agency agreement including charging the disbursements of \$3 per lot specified under the relevant legislation, or such amount as is determined from time to time.

*Unanimous*

**21 TERMITE INSPECTION**

**RESOLVED** That the owners corporation resolve by ordinary resolution to engage a suitably qualified contractor to carry out a termite inspection of all units and common property areas.

*Unanimous*

**CLOSURE:** There being no further business, the chairperson declared the meeting closed at 06:08 PM.

**MINUTES OF A STRATA COMMITTEE MEETING  
THE OWNERS - STRATA PLAN 99637  
ADDRESS OF THE STRATA SCHEME:  
Scarborough Estate  
70 Regent Street Bonnells Bay NSW 2264**

**DATE, PLACE & TIME OF MEETING:** A Strata Committee Meeting of The Owners - Strata Plan 99637 was held immediately after the Annual General Meeting on 27 August 2025, electronically in the office of Strata Agents via Zoom conference, 1/2 Gheri Avenue Wamberal NSW 2260.

**Present:** Leanne Ryan-Suarez Lot 6; Emily Turner Lot 22; Alberto Verrelli Lot 52; Monica Stedry Lot 53

**In attendance:** Andrew Wells Strata Agents

**Minutes**

1. **RESOLVED** That the minutes of the last strata committee meeting be confirmed as a true record of the proceedings of that meeting.

2. **Office Bearers.**

**RESOLVED** That the committee members will hold not hold office bearer positions and will be know as committee members for the period until the next Annual General Meeting.

Emily Turner - Secretary

Remaining committee members will be known as committee members until the next Annual General Meeting.

3. **Point of Contact**

**RESOLVED** That a member of the strata committee be elected to be the schemes point of contact to interact with the strata managing agent.

Emily Turner Lot 22

4. **Maintenance and Administration**

**a) External cleaning & painting of common fences**

Committee requested an update from strata manager on status of quotes for cleaning and touch up painting of common fences. Strata manager to review and advise committee.

**b) Parking on lawn at 17/ 1 Wood Street**

Committee discussed the observation that resident of 17/1 Wood Street is parking a car on the grass and this is not permitted and subsequently the appearance of the lawn has been damaged. *Bylaw 12 Appearance of the lot*. Strata manager to contact the owner and agent to request car not to be parked on lawn and to have grass restored.

**c) Appearance of grounds**

Strata secretary to walk around the Scarborough Estate site to identify areas that need to be cleaned up to improve the general appearance of the building and advise strata manager accordingly.

**CLOSURE:** There being no further business, the chairperson declared the meeting closed at 6:18 PM.



STRATA AGENTS

## Approved Budget to apply from 01/07/2025

"Scarborough Estate" The Owners - Strata Plan  
99637

Scarborough Estate, 70 Regent Street, Bonnells Bay  
NSW 2264

### Administrative Fund

Approved  
budget

#### Revenue

Levies Due--Admin	137,389.00
<i>Total revenue</i>	<u>137,389.00</u>

#### Less expenses

Admin--Agent Disbursements	1,500.00
Admin--Agent Disburst--Postage	60.00
Admin--Agent Disburst--Stationery	100.00
Admin--Application Fee--Strata Hub Fee	210.00
Admin--Bank Charges--Account Fees	300.00
Admin--Management fees - Schedule B & D	3,500.00
Admin--Management Fees--Standard	24,300.00
Insurance--Premiums	51,500.00
Insurance--Valuation	1,000.00
Maint Bldg--Cleaning	300.00
Maint Bldg--Electrical	800.00
Maint Bldg--Fire Protection	8,000.00
Maint Bldg--General Repairs	4,000.00
Maint Bldg--Pest/Vermin Control	11,000.00
Maint Grounds--Lawns & Gardening	25,000.00
Utility--Water & Sewerage	150.00
<i>Total expenses</i>	<u>131,720.00</u>

#### Surplus/Deficit

	<u>5,669.00</u>
Opening balance	37,766.62

#### Closing balance

\$43,435.62

Total units of entitlement	10000
Levy contribution per unit entitlement	\$13.74

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**Capital Works Fund**

**Approved  
budget**

**Revenue**

Levies Due--Capital Works	25,079.00
<i>Total revenue</i>	<u>25,079.00</u>

**Less expenses**

Admin--Capital Works Fund Assessment	2,500.00
<i>Total expenses</i>	<u>2,500.00</u>

**Surplus/Deficit**

22,579.00

Opening balance 128,701.77

**Closing balance**

\$151,280.77

Total units of entitlement 10000  
Levy contribution per unit entitlement \$2.51



STRATA AGENTS

## Approved Levy Schedule to apply from 01/07/2025

"Scarborough Estate" The Owners - Strata Plan  
99637

Scarborough Estate, 70 Regent Street, Bonnells Bay  
NSW 2264

Quarterly levy instalments that apply to each lot from budgets accepted by the general meeting:

Lot	Unit	Unit Entitlement	Admin Fund	Capital Works Fund	Quarterly Total	Annual Total
1	1	158.00	542.70	99.10	641.80	2,567.20
2	2	158.00	542.70	99.10	641.80	2,567.20
3	3	149.00	511.80	93.45	605.25	2,421.00
4	4	149.00	511.80	93.45	605.25	2,421.00
5	5	149.00	511.80	93.45	605.25	2,421.00
6	6	158.00	542.70	99.10	641.80	2,567.20
7	7	158.00	542.70	99.10	641.80	2,567.20
8	8	154.00	528.95	96.55	625.50	2,502.00
9	9	137.00	470.60	85.90	556.50	2,226.00
10	10	137.00	470.60	85.90	556.50	2,226.00
11	11	137.00	470.60	85.90	556.50	2,226.00
12	12	137.00	470.60	85.90	556.50	2,226.00
13	13	137.00	470.60	85.90	556.50	2,226.00
14	14	137.00	470.60	85.90	556.50	2,226.00
15	15	137.00	470.60	85.90	556.50	2,226.00
16	16	137.00	470.60	85.90	556.50	2,226.00
17	17	137.00	470.60	85.90	556.50	2,226.00
18	18	144.00	494.60	90.30	584.90	2,339.60
19	19	144.00	494.60	90.30	584.90	2,339.60
20	20	144.00	494.60	90.30	584.90	2,339.60
21	21	144.00	494.60	90.30	584.90	2,339.60
22	22	144.00	494.60	90.30	584.90	2,339.60
23	23	154.00	528.95	96.55	625.50	2,502.00
24	24	142.00	487.75	89.05	576.80	2,307.20
25	25	137.00	470.60	85.90	556.50	2,226.00
26	26	137.00	470.60	85.90	556.50	2,226.00
27	27	137.00	470.60	85.90	556.50	2,226.00
28	28	137.00	470.60	85.90	556.50	2,226.00
29	29	144.00	494.60	90.30	584.90	2,339.60
30	30	154.00	528.95	96.55	625.50	2,502.00
31	31	154.00	528.95	96.55	625.50	2,502.00
32	32	154.00	528.95	96.55	625.50	2,502.00
33	33	142.00	487.75	89.05	576.80	2,307.20
34	34	137.00	470.60	85.90	556.50	2,226.00
35	35	141.00	484.30	88.40	572.70	2,290.80
36	36	141.00	484.30	88.40	572.70	2,290.80

Quarterly levy instalments that apply to each lot from budgets accepted by the general meeting:

Lot	Unit	Unit Entitlement	Admin Fund	Capital Works Fund	Quarterly Total	Annual Total
37	37	141.00	484.30	88.40	572.70	2,290.80
38	38	141.00	484.30	88.40	572.70	2,290.80
39	39	141.00	484.30	88.40	572.70	2,290.80
40	40	141.00	484.30	88.40	572.70	2,290.80
41	41	141.00	484.30	88.40	572.70	2,290.80
42	42	149.00	511.80	93.45	605.25	2,421.00
43	43	141.00	484.30	88.40	572.70	2,290.80
44	44	141.00	484.30	88.40	572.70	2,290.80
45	45	141.00	484.30	88.40	572.70	2,290.80
46	46	141.00	484.30	88.40	572.70	2,290.80
47	47	141.00	484.30	88.40	572.70	2,290.80
48	48	141.00	484.30	88.40	572.70	2,290.80
49	49	149.00	511.80	93.45	605.25	2,421.00
50	50	141.00	484.30	88.40	572.70	2,290.80
51	51	141.00	484.30	88.40	572.70	2,290.80
52	52	141.00	484.30	88.40	572.70	2,290.80
53	53	141.00	484.30	88.40	572.70	2,290.80
54	54	137.00	470.60	85.90	556.50	2,226.00
55	55	137.00	470.60	85.90	556.50	2,226.00
56	56	137.00	470.60	85.90	556.50	2,226.00
57	57	137.00	470.60	85.90	556.50	2,226.00
58	58	141.00	484.30	88.40	572.70	2,290.80
59	59	141.00	484.30	88.40	572.70	2,290.80
60	60	141.00	484.30	88.40	572.70	2,290.80
61	61	149.00	511.80	93.45	605.25	2,421.00
62	62	141.00	484.30	88.40	572.70	2,290.80
63	63	141.00	484.30	88.40	572.70	2,290.80
64	64	141.00	484.30	88.40	572.70	2,290.80
65	65	141.00	484.30	88.40	572.70	2,290.80
66	66	141.00	484.30	88.40	572.70	2,290.80
67	67	142.00	487.75	89.05	576.80	2,307.20
68	68	141.00	484.30	88.40	572.70	2,290.80
69	69	138.00	474.00	86.55	560.55	2,242.20
70	70	144.00	494.60	90.30	584.90	2,339.60
		<b>10,000.00</b>	<b>\$34,348.40</b>	<b>\$6,270.25</b>	<b>\$40,618.65</b>	<b>\$162,474.60</b>