



STM

*Building Smarter
Communities*

STRATA TITLE MANAGEMENT

Annual General Meeting Notice

Owners Corporation
SP 33523

Meeting to be held on
Tuesday, 11 November 2025 at the Office of STM and Phone
/ Video Conference, Shop 207, Level 2, 72-80 Marine Parade,
Coolangatta, QLD, 4225
at 10:00 AM (NSW/AEDT Time) 9:00 AM (QLD/AEST Time)



Dated: Monday 20 October 2025

NOTICE OF ANNUAL GENERAL MEETING OWNERS CORPORATION SP 33523 39 Enid Street, TWEED HEADS, NSW, 2485

Dear Owners,

We are pleased to invite you to participate in the Annual General Meeting of The Owners-Strata Plan 33523 – 39 Enid Street, TWEED HEADS, NSW, 2485, in accordance with the Strata Schemes Management Act (NSW) 2015 that was in effect from 30 November 2016.

This is the notice of business to be dealt with at the Annual General Meeting of the Owners - Strata Plan No 33523 to be held:

Date: Tuesday 11 November 2025
Time: 10:00 AM (NSW/AEDT Time) 9:00 AM (QLD/AEST Time)
Location: the Office of STM and Phone / Video Conference
Shop 207, Level 2, 72-80 Marine Parade, Coolangatta, QLD, 4225

Phone Attendance: Call 02 9161 1235 (Australia)
Enter Phone Conference ID: 572 156 341#

**Online Attendance:
(Microsoft Teams)** Meeting ID: 474 894 076 442 5
Passcode: qk74FN6n

Join online through Microsoft Teams meeting using your computer, mobile app or room device. Please ensure that you have downloaded and registered for Microsoft Teams well prior to the meeting.

Please use the above meeting ID and passcode to join the meeting.

If you are unable to attend the meeting, please:

1. **Vote online:** Where pre-electronic voting has been enabled and you received the notice electronically, please vote online using the voting link provided.
OR
2. **Proxy appointment:** Complete the proxy appointment form with all required details (nominate the person you wish to hold your proxy vote). Forward the completed proxy form to Strata Title Management at least 24 hours prior to the commencement of the meeting. Further details regarding limitations on proxies are contained in this document.

Postal Address:
The Secretary, c/ - Strata Title Management Pty Ltd,
PO Box 1548, COOLANGATTA QLD 4225

Email: tweedheads@stratatitle.com.au

Proxies

If you are appointing a proxy or voting as a proxy holder:

- Please ensure that all sections of the proxy are completed in full. Proxies not completed correctly may be deemed invalid.
- If your lot is in the name of multiple owners, where it states owners signature of the proxy form, all owners must sign this section, otherwise your proxy is invalid.
- Should your lot be in the name of a company, please ensure a company nominee form is completed and returned to our office. The company nominee's name must be recorded on the strata roll for them to be able to vote at the meeting.
- Completed proxies and company nominee forms must be received by the strata manager at least 24 hours before the meeting.
- Only FINANCIAL owners are entitled to vote at a general meeting, unless a unanimous resolution is required, then all owners whether financial or not are permitted to vote on such motions.
- A person may only hold a proxy for 1 owner in strata schemes of up-to 20 lots or 5% of the total number of lots for strata schemes over 20 lots.



Please read the "IMPORTANT INFORMATION" document attached to this notice for further information regarding Voting, Quorum and Resolution requirements.

The motions to be determined at the meeting as well as explanatory notes on each motion are detailed in the meeting notice. We urge you to carefully read the motions and associated documentation including the financial statements, proposed budget report and other important annexures prior to the meeting so that you are fully aware of the items to be determined.

For further information regarding the Strata Schemes Management legislation, please visit Fair Trading's website at: <http://www.fairtrading.nsw.gov.au>

Please contact our office at least 24 hours prior to the meeting in relation to account and budget enquiries.

We trust this information proves helpful and look forward to seeing you at the meeting.

Yours Sincerely,

STRATA TITLE MANAGEMENT

Craig Harris

Strata Manager

Liability limited by a scheme approved under Professional Standards Legislation.



AGENDA - ANNUAL GENERAL MEETING
OWNERS CORPORATION SP 33523
 39 Enid Street, TWEED HEADS, NSW, 2485

PRELIMINARIES

1. Recording of persons present personally or by proxy.
2. Recording of apologies.
3. Announcement of persons entitled to vote.
4. Determination of quorum.

MOTIONS TO BE CONSIDERED

1. **Minutes** **Ordinary Resolution**

THAT the minutes of the previous General Meeting held on 5th of December 2024 be confirmed as a true and accurate account of the proceedings at that meeting.

YES NO ABSTAIN

Explanatory Notes:

This motion refers to accepting the minutes of the last general meeting, a copy of which is included in the meeting notice.

COMPLIANCE

- 2.1. **Annual Fire Safety Statement** **Ordinary Resolution**

THAT the Owners Corporation consider that completing an annual fire safety statement (if one is required for the building) under the Environmental Planning and Assessment Act 1979 is not appropriate due to the building not having fire measures in place.

YES NO ABSTAIN

Explanatory Notes:

In accordance with Schedule 1, Part 2, Clause 6 (c) of the Strata Schemes Management Act 2015, the Owners Corporation must now consider, at each Annual General Meeting, the annual fire safety statement (if one is required for the building) under the Environmental Planning and Assessment Act 1979 and arrangements for obtaining the next annual fire safety statement.

- 2.2. **Environmental Sustainability** **Ordinary Resolution**

THAT the Owners Corporation consider environmental sustainability within the scheme, including consideration of the common property annual energy and water consumption and expenditure.

LE NO ACTION. ? YES NO ABSTAIN

Explanatory Notes: This motion is for the Owners Corporation to consider environmental sustainability within the scheme, including the common property annual energy and water consumption expenditure.

INSURANCE



3.1. Confirmation of Insurance

Ordinary Resolution

THAT the Owners Corporation's insurance policies currently in place be confirmed.



YES NO ABSTAIN

Explanatory Notes:
In accordance with Section 160-164 of the Strata Schemes Management Act 2015, the Owners Corporation is required to take out insurances for all the required insurance policies, through an approved insurer. Insurances are already in place as detailed in the below schedule of insurances and these need to be confirmed. There are a number of exclusions in the insurance policies including for example, flood cover. You may wish to check these exclusions for yourself at your insurers website.

Policy Number	Underwriter	Current To	Risk Type	Coverage Amount
HRS11189432	HUTCH UNDERWRITING	08 Sep 2026	BUILDING	\$2,768,751.00
			COMMON AREA CONTENTS	\$27,687.00
			INTERNAL PAINT/UNITS	Insured
			FIDELITY GUARANTEE	\$100,000.00
			LEGAL EXPENSES	\$50,000.00
			OFFICE BEARERS	\$1,000,000.00
			VOLUNTARY WORKERS	Included
			PUBLIC LIABILITY	\$20,000,000.00
			FLOATING FLOORBOARDS	Insured
			W, H & S BREACHES	\$100,000.00
			CATASTROPHE COVER	\$415,313.00
			GOVT AUDIT COSTS	\$25,000.00
			LOSS RENT/TEMP ACCOM	\$415,313.00
OWNER IMPROVEMENTS	\$276,875.00			
TOTAL PREMIUM: \$7,276.14				



3.2. **Renewal of Insurance Policy**

Ordinary Resolution

THAT the Owners Corporation:

- ratifies the insurance details, listed in the insurance report;
- provide informed consent for Body Corporate Brokers as the Insurance Broker, and Strata Title Management to obtain quotations from insurers including commission of up to 20% of the Base Premium for placement of insurance, when through the Manager for Owners Corporation SP 33523;
- further authorises Strata Title Management to retain records of this consent on behalf of the scheme for compliance with ASIC regulatory requirements; and
- further authorises Strata Title Management to receive a share of the total insurance remuneration paid to the broker.



YES **NO** **ABSTAIN**

Explanatory Notes:

For ratification of the current year's insurance cover and authorisation to obtain quotations to renew the insurance policies for the forthcoming year.

The Owners Corporation acknowledges that:

- *Insurance commissions on strata insurance products are a maximum of 20% of the base premium (excluding taxes, levies and charges), and this commission is paid by the insurer to Body Corporate Brokers for services including, but not limited to, risk placement, advice, claims management and support and administrative services.*
- *A portion of this commission may be shared with Strata Title Management as an Authorised Representative of Body Corporate Brokers.*
- *The exact amount or percentage of commission payable will be disclosed in the Insurance Report provided with each renewal or quotation.*
- *It is a requirement of the law that the client's consent must be obtained before the payment of an insurance commission. Once provided, informed consent is irrevocable.*
- *This consent enables Body Corporate Brokers and its Authorised Representative to continue obtaining insurance quotations on a gross (commission-inclusive) basis, which may provide broader access to insurers and simplified premium payment terms.*

3.3. **Commissions and Training Services**

Ordinary Resolution

THAT the report (below) be received from the Strata Managing Agent on commissions and training services received in the past 12 months and estimate of commissions and training services to be received in the next 12 months Commissions Report:

\$1,238.38 in insurance commissions has been received by the managing agent in accordance with the strata management agency agreement during the past 12 months. STM are of the view that the estimated insurance commission to be received in the next 12 months will increase or decrease, in line with premium fluctuations. The current strata insurance underwriting market remains highly competitive however, an increase in insurance premiums and therefore, resultant commission change, may be likely.

Training Report: The equivalent of \$0.15 per lot in training services in the past 12 months, and an amount of \$0.15 in training services is expected to be received in the next 12 months.



YES **NO** **ABSTAIN**

Explanatory Notes:

The strata managing agent under Section 60 of the Strata Schemes Management Act 2015 is required to disclose all commissions or training services provided to the strata managing agent for the strata scheme. As at the date of the notice of this meeting the strata managing agent has received the amounts stipulated in the report provided.

A/c
PLUMB TO DWG ?

3.4. **Additional Insurances**

Ordinary Resolution

THAT, in accordance with Section 165 of the *Strata Schemes Management Act 2015*, the Owners Corporation considers any additional insurances that are not currently in place.

*IN PARTICULAR.
OFFICE BEARERS LIABILITY!*



YES NO ABSTAIN

Explanatory Notes:

The Owners Corporation may consider taking out additional non-statutory insurance (at its own expense) such as:

1. Any property in which it has an insurable interest (ie additional plant / equipment / assets etc).
2. Other insurance coverage such as:
 - o Damage to property, death or bodily injury for which a person holding a position on the strata committee could become liable in damages because of an act or omission, committed or omitted in good faith, in performing the functions of that position (**office bearer's liability**).
 - o Misappropriation of money or other property of the owners corporation (**fidelity guarantee**).
3. Any of the above additional insurances must be taken out with an approved insurer.

FINANCIALS

4.1. **Financials**

Ordinary Resolution

THAT the statement of key financial information and the financial statements of accounts for the period 01/09/24 to 31/08/25 be adopted.



YES NO ABSTAIN

Explanatory Notes:

The financial statements are attached for your review.

Note: Any questions relating to the budget or financial statements should be directed to our office **PRIOR** to the meeting.

4.2. **Auditor**

Ordinary Resolution

THAT a recommended auditor be appointed for the financial year 01/09/25 to 31/08/26.



YES NO ABSTAIN

Explanatory Notes:

This motion is required to be considered by the Owners Corporation at each Annual General Meeting however it is not a legal requirement to appoint an auditor, unless your Strata Plan contains over 100 lots (excluding utility lots and car park lots) or has the total of other income, total annual levies and the total of funds held on deposit that is greater than \$250,000.



4.3. Administrative Fund Contributions

Ordinary Resolution

THAT in accordance with Section 81 of the Strata Schemes Management Act 2015, the proposed administrative fund contributions (levies) payable for the financial period 1 September 2025 to 31 August 2026 be as follows:

ADMINISTRATIVE FUND: \$17,298.00

And that the contributions be levied in 2 instalments in accordance with Section 81 of the Strata Schemes Management Act 2015 and payable by each Lot owner according to unit entitlement as shown in the table below.

Administrative Fund

Levy Status	Financial Period	Period From	Period To	Due	Admin Fund	Per Lot Entitlement
Already Issued	Current	1 Nov 2025	30 Apr 2026	1 Nov 2025	\$8,649.00	\$144.1500
To be Issued	Current	1 May 2026	31 Oct 2026	1 May 2026	\$8,649.00	\$144.1500
Total		1 Nov 2025	31 Oct 2026		\$17,298.00	\$288.3000

AND FURTHER THAT in the event that the Owners Corporation is unable to hold the next Annual General Meeting by 20 July 2026, the Owners Corporation estimates and approves expenses of the scheme at the same level contained in the proposed budget and accordingly resolves to raise interim contributions.

Interim Periods

Levy Status	Financial Period	Period From	Period To	Due	Admin Fund	Per Lot Entitlement
To be Issued	Next	1 Nov 2026	30 Apr 2027	1 Nov 2026	\$8,649.00	\$144.1500
Total		1 Nov 2026	30 Apr 2027		\$8,649.00 ÷ 6	\$144.1500 - 1/6th

YES NO ABSTAIN

Explanatory Notes:

Interim levy contributions issued will become the initial levies contributions for the next financial year. Should the approved budget for the next following year increase or decrease at the AGM, the adjustments will be made on the balance of levies to be issued for that financial year.

MONTHLY LEVY CURR 1852-33
12 " " ANNO 3704-66.

ADM 5% INS INC
WTR CONT ↑ \$1852 - SAME.
EST 20K.

ROOF (2026/7) ≈ 15K.



4.4. Capital Works Fund Contributions

Ordinary Resolution

THAT in accordance with Section 81 of the Strata Schemes Management Act 2015, the proposed capital works fund contributions (levies) payable for the financial period 1 September 2025 to 31 August 2026 be as follows:

CAPITAL WORKS FUND: \$4,931.98

And that the contributions be levied in 2 instalments in accordance with Section 81 of the Strata Schemes Management Act 2015 and payable by each Lot owner according to unit entitlement as shown in the table below.

Capital Works Fund

Levy Status	Financial Period	Period From	Period To	Due	Capital Works Fund	Per Lot Entitlement
Already Issued	Current	1 Nov 2025	30 Apr 2026	1 Nov 2025	\$2,464.98	\$41.0830
To be Issued	Current	1 May 2026	31 Oct 2026	1 May 2026	\$2,467.00	\$41.1167
Total		1 Nov 2025	31 Oct 2026		\$4,931.98	\$82.1997

AND FURTHER THAT in the event that the Owners Corporation is unable to hold the next Annual General Meeting by 20 July 2026, the Owners Corporation estimates and approves expenses of the scheme at the same level contained in the proposed budget and accordingly resolves to raise interim contributions.

Interim Periods

Levy Status	Financial Period	Period From	Period To	Due	Capital Works Fund	Per Lot Entitlement
To be Issued	Next	1 Nov 2026	30 Apr 2027	1 Nov 2026	\$2,466.00	\$41.1000
Total		1 Nov 2026	30 Apr 2027		\$2,466.00	\$41.1000

YES NO ABSTAIN

Explanatory Notes:

Interim levy contributions issued will become the initial levies contributions for the next financial year. Should the approved budget for the next following year increase or decrease at the AGM, the adjustments will be made on the balance of levies to be issued for that financial year.

4.5. Term Deposits

Ordinary Resolution

THAT the duly elected Treasurer be authorised to provide standing instructions to the Strata Managing Agent concerning the investment of trust funds into higher interest bearing accounts.

YES NO ABSTAIN

Explanatory Notes:

This motion is to provide the Treasurer with the expressed authority of the Owners Corporation to provide the Strata Managing Agent instructions on investing trust funds in term deposit accounts or other approved investment accounts to achieve a higher level of interest on your trust funds

CAPITAL WORKS FUND REPORT

5.1. **Adopt 10 Year Capital Works Fund Forecast**

Ordinary Resolution

THAT the Owners Corporation review and adopt the Capital Works Fund Forecast as completed by Seymour Consultants effective from 06/06/22 for the anticipated major capital expenditure of the strata scheme over a 10 year period in accordance with Section 80 of the Strata Schemes Management Act 2015 (NSW).

✓ CAN CHANGE IF NEC

YES NO ABSTAIN

Explanatory Notes:

This motion is to resolve to adopt the recommendations of the Capital Works Fund Forecast to ensure sufficient funds are available in the future for major capital expenditure.

DEBT RECOVERY

6.1. **Management of Levy Arrears**

Ordinary Resolution

THAT the Owners – Strata Plan No 33523 RESOLVE pursuant to the Strata Schemes Management Act 2015 (including Section 103) for the purpose of collecting levy contributions to authorise the Strata Managing Agent and/or the Strata Committee to do any one or more of the following:

- a. To issue arrears notices, reminder notices and/or letters to seek recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs/expenses and arrange and monitor payment plans;

Important Note:

STM's debt recovery process is to send owners the original levy notice at six weeks prior to the due date. STM then sends a first reminder 34 calendar days after the due date, a second reminder 48 calendar days after the due date and a final reminder 64 calendar days after the due date. Chambers Russell Lawyers will be engaged 28 calendar days from the final reminder issue date. Charges for the reminder notices are included in the Agency Agreement. Interest is charged on all outstanding debts and retained by the Owners Corporation. This strict process is necessary to ensure that our scheme have suitable cash flows in order to maintain expenditure levels for services.

- b. To engage or appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation and/or experts on behalf of the Owners – Strata Plan No 33523;
- c. To issue demands, commence, pursue, continue or defend any court, tribunal or any other proceedings against any lot owner, mortgagee in possession and/or former lot owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;
- d. Enter and enforce any judgment obtained in the collection of levy contributions including issuing writ for levy of property (personal and real property), garnishee orders, examination notices/orders/hearings, bankruptcy notices, statutory demands and commencing and maintaining bankruptcy proceedings or winding up proceedings;
- e. Filing an appeal or defending an appeal against any judgment concerning the collection of levy contributions; and
- f. Liaise, instruct and prepare all matters with the Owners Corporation's debt collection agents, lawyers and experts in relation to any levy recovery proceedings.

✓ YES NO ABSTAIN

Explanatory Notes:

This is a standing motion to authorise Strata Title Management to take any and all necessary action to ensure the prompt payment of levies within your scheme.

6.2. Payment Plans

Ordinary Resolution

THAT the Owners – Strata Plan 33523 RESOLVE to agree to enter into payment plans generally for matters involving arrears of unpaid contributions/levies or other amounts including interest, legal and other costs/expenses thereon and to delegate to the strata manager and/or the strata committee the ability to enter into, arrange and monitor each such payment plan limited to a period of 12 months per payment plan with any further or subsequent payment plan to be entered into as agreed by the strata committee or owners corporation by resolution.



YES NO ABSTAIN


Explanatory Notes:

Pursuant to Sections 85(5) – (85)(7) of the Strata Schemes Management Act 2015 and Regulation 18 and 19 of the Strata Scheme Management Regulations 2016 an owners corporation may agree to enter into payment plans generally or in particular cases for the payment of overdue contributions by a resolution passed at a general meeting. This resolution provides the power for the owners corporation to enter into such payment plans.

STRATA COMMITTEE

7.1. Election of Strata Committee

In accordance with Regulation 9 of the Strata Schemes Management Regulation 2016, the election of the Strata Committee takes place and:

- a. The Chairperson announce the names of the candidates already nominated in writing for election to the Strata Committee; and
-  b. The Chairperson call for any oral nominations of candidates eligible for elections to the Strata Committee;
- c. The Chairperson declare that nominations are closed;
- d. That the number of members to the Strata Committee be set.

Explanatory Notes:

The election of the Strata Committee cannot be decided by pre-electronic voting. You must attend the meeting in person/electronically or by duly appointed proxy.

Should you wish to nominate yourself or another person to the Strata Committee this can be done verbally at the meeting or by notifying your Strata Manager in writing prior to the meeting.

The election of the Strata Committee process is clearly set out in Regulation 9 of the Strata Schemes Management Regulation 2016. If the number of candidates:

- is the same as, or fewer than, the number of members of the Strata Committee decided, on-those candidates are to be declared by the chairperson to be, and are taken to have been, elected as the Strata committee, or
- is greater than the number so decided on, a ballot is to be held.

The Strata Schemes Management Act 2015 (NSW) states that the Owners Corporation must have a Strata Committee and your Strata Committee must be comprised of no more than 9 members, unless you are a large scheme in which case you must have between 3 and 9 members.

RESTRICTED MATTERS

8.1. Restricted Matters

Ordinary Resolution

THAT no additional restrictions be placed on Strata Committee other than those currently imposed by Section 36 (3b) of the Act.



YES NO ABSTAIN

Explanatory Notes:

Explanatory Note: This motion is a statutory motion. An owners corporation must consider at each Annual General Meeting whether the Strata Committee should be restricted from making particular decisions other than those already restricted by law (such as determining levies and passing by-laws). If a restriction is imposed, then the particular decisions must be made by the owner's corporation at a general meeting.

PROCEDURAL

9.1. Strata Hub

Ordinary Resolution

THAT the Owners – Strata Plan 33523 delegate the strata manager the function to upload all information/documents required to comply with the Strata Schemes Management Regulations 2021 (regulation 43A) relating to the Office of Fair Trading 'Strata Hub'.

YES NO ABSTAIN

Explanatory Notes:

From 30 June 2022 an Owners Corporation will be required to place a range of information (and documents) on the Office of Fair Trading "Strata Hub" which is designed to capture information relating to a strata scheme (some of which is for public distribution). The following motion is for the strata managing agent to be delegated the authority to undertake such work (uploading the information/documents and keeping records current) including the contact details of those appointed Office Bearers for the ensuing year.

Please note that if the motion is not resolved, the Strata Committee will be responsible for uploading the required information to the Strata Hub portal.

Craig Harris

STRATA TITLE MANAGEMENT

Dated: 20 October 2025

IMPORTANT INFORMATION

VOTING

In these notes:

- a. Priority vote means a vote by:
 - o An enrolled mortgagee having priority over any other mortgagee or enrolled covenant chargee; or
 - o An enrolled covenant chargee having priority over any enrolled mortgagee; or
 - o An enrolled covenant where there is no enrolled mortgagee.
 - b. A proxy means a person appointed as a proxy by an instrument in the prescribed form.
 - c. A person entitled to vote means (unless otherwise specified) a person entitled to vote on a motion requiring a unanimous resolution.
1. A vote at the meeting by the owner of a lot does not count if a priority vote in respect of the lot is cast in relation to the same matter.
 2. An owner of a lot, or a person with a priority vote in respect of a lot, may not vote at the meeting on a motion (other than a motion requiring a unanimous resolution) unless payment has been made before the meeting of all contributions levied on the owner, and any other amounts recoverable from the owner, in relation to the lot that are owing at the date of this notice.
 3. If you, as the addressee of this notice:
 - a. are not a corporation, then voting and other rights conferred by the Strata Schemes Management Act 2015 may be exercised by you in person or by proxy; or
 - b. are a corporation, then voting and other rights conferred by that Schedule may be exercised only by your company nominee in person, or by proxy appointed by the corporation.
 4. Your right to vote as an owner, company nominee or person with a priority vote is also depends upon your name being recorded on the strata roll.

QUORUM

1. A motion submitted at the Annual General Meeting must not be considered, and an election must not be held, unless there is a quorum present to consider and vote on the motion or on the election.
2. There is a quorum for considering and voting on such a motion or at such an election only if:
 - a. at least one-quarter of the number of persons entitled to vote on the motion or at the election is present, either personally or by duly appointed proxy; or
 - b. at least one-quarter of the aggregate unit entitlement of the strata scheme is represented by the persons who are present and entitled to vote on the motion or at the election, either personally or by duly appointed proxy.
3. However, if there is more than one owner in the strata scheme and the quorum calculated in accordance with clause 2 above is less than 2 persons, then the quorum is 2 persons entitled to vote on the motion or on the election.
4. If there is no quorum for business at a general meeting, the Chairperson, after waiting half an hour, will be able to declare that the persons present constitute a quorum. IMPORTANT NOTE: It is STM's policy to open the meeting after half an hour, rather than adjourn the meeting for at least 7 days to minimise additional meeting related expenses for the Owners Corporation.
5. If however, a quorum is not present within half an hour after the relevant motion or business arises for consideration at the meeting, then the Chairperson may adjourn the meeting for at least 7 days. A further notice will be given about the adjourned meeting.
6. If a quorum is not present within the next half-hour after the time fixed for the adjourned meeting, the persons present personally or by duly appointed proxy and entitled to vote constitute a quorum for considering that motion or business.

RESOLUTIONS

For voting purposes:

1. An ordinary resolution is passed if the majority of the votes cast are in favour of the motion.
2. A special resolution is passed if not more than 25% of votes cast (based on the unit entitlement of the voter) are cast against the motion
3. A unanimous resolution is passed if no vote is cast against the motion.



STM

*Building Smarter
Communities*

STRATA TITLE MANAGEMENT

MINUTES OF ANNUAL GENERAL MEETING

**THE OWNERS – STRATA PLAN 33523
AT 39 ENID STREET, TWEED HEADS, NSW, 2485**

Date:	5 December 2024
Time:	2:00 PM (NSW/AEDT Time) 1:00 PM (QLD/AEST Time)
Venue:	The Strand, Level 2, 72-80 Marine Parade, COOLANGATTA, QLD, 4225

Prepared by: Craig Harris
Phone: (07)55360700 Fax: (07)55360799
Postal Address: PO Box 1548, COOLANGATTA, 4225
Email: tweedheads@stratatitle.com.au

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STRATA MANAGER
Since 1988, we have been providing
strata management services to
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MINUTES OF ANNUAL GENERAL MEETING OF THE OWNERS CORPORATION – 33523

MINUTES OF BUSINESS dealt with at the Annual General Meeting of the
Owners - Strata Plan No 33523
Held on 5 December 2024
At
The Strand, Level 2, 72-80 Marine Parade, COOLANGATTA, QLD, 4225
Commenced at 2:00 PM (NSW/AEDT Time) 1:00 PM (QLD/AEST Time)

PRESENT:

Lot 4	Jeffrey Godfrey	Paper vote
Lot 5	Joel Francis	Owner present

APOLOGIES: Jeffrey Godfrey

IN ATTENDANCE: Craig Harris (Strata Title Management)

CHAIRPERSON: Craig Harris (by delegated authority)

THERE BEING A QUORUM PRESENT THE CHAIRMAN DECLARED THE MEETING OPEN AT 2.00PM

<i>Motion 1.</i>	<i>Minutes</i>	<i>Ordinary Resolution</i>
<p>RESOLVED that the minutes of the previous General Meeting held on 29th of May 2024 be confirmed as a true and accurate account of the proceedings at that meeting.</p>		

COMPLIANCE		
<i>Motion 2.1.</i>	<i>Annual Fire Safety Statement</i>	<i>Ordinary Resolution</i>
<p>RESOLVED that the Owners Corporation consider that completing an annual fire safety statement (if one is required for the building) under the Environmental Planning and Assessment Act 1979 is not appropriate due to the building not having fire measures in place.</p>		

INSURANCE

Motion 3.1.	Confirmation of Insurance	Ordinary Resolution
<p>RESOLVED that the Owners Corporation's insurance policies currently in place be confirmed.</p>		

Motion 3.2.	Renewal of Insurance Policy	Ordinary Resolution
<p>RESOLVED that the Owners Corporation authorise and instruct the Strata Managing Agent, to renew the insurances through a recommended insurance broker, subject to recommendations for renewal being presented to the Strata Committee.</p> <p>AND FURTHER THAT the insurances be renewed in accordance with the insurer or insurance brokers recommendation in circumstances where alternative instructions are not received from the Strata Committee prior 7 days before the renewal date.</p>		

Motion 3.3.	Commissions and Training Services	Ordinary Resolution
<p>RESOLVED that the report (below) be received from the Strata Managing Agent on commissions and training services received in the past 12 months and estimate of commissions and training services to be received in the next 12 months Commissions Report:</p> <p>\$990.20 in insurance commissions has been received by the managing agent in accordance with the strata management agency agreement during the past 12 months. STM are of the view that the estimated insurance commission to be received in the next 12 months will increase or decrease, in line with premium fluctuations. The current strata insurance underwriting market remains highly competitive however, an increase in insurance premiums and therefore, resultant commission change, may be likely.</p> <p>Training Report: The equivalent of \$0.15 per lot in training services in the past 12 months, and an amount of \$0.15 in training services is expected to be received in the next 12 months.</p>		

Motion 3.4.	Additional Insurances	Ordinary Resolution
<p>RESOLVED that, in accordance with Section 165 of the <i>Strata Schemes Management Act 2015</i>, the Owners Corporation considers any additional insurances that are not currently in place.</p>		

Item 3.5.	Instructions to Contractors	
<p>The Owners Corporation acknowledges that Strata Title Management will only issue work orders to those contractors that have been vetted through our contractor database and have provided evidence of meeting the following minimum requirements:</p> <ol style="list-style-type: none"> 1. Public Liability Insurance 2. License/s (where applicable) 3. Workers Compensation Insurance – Required if company pays more than \$7,500 a year in wages 4. Professional Indemnity Insurance (where applicable) 		

Please note, this is not a preferred contractors database and any fees associated with being included on the database cover administrative costs only.

Should your scheme choose to approve works / engage a non-vetted contractor, please note:

1. Strata Title Management will not engage the contractor / issue a work order on your behalf.
2. The Owners Corporation / Strata Committee / Owners should conduct its own due diligence on any contractors engaged.
3. The Owners Corporation / Strata Committee / Owners will need to engage the contractor / issue a work order.

In such cases, it is requested that the necessary information be collected and provided, to be held with the Owners Corporation records.

FINANCIALS

Motion 4.1.	Financials	Ordinary Resolution
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RESOLVED that the statement of key financial information and the financial statements of accounts for the period 01/09/23 to 31/08/24 be adopted.

Motion 4.2.	Auditor	Ordinary Resolution
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DEFEATED that a recommended auditor be appointed for the financial year 01/09/24 to 31/08/25.

Motion 4.3.	Proposed Budget	Ordinary Resolution
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RESOLVED that in accordance with Section 79 of the Strata Schemes Management Act 2015, that the proposed annual budget* for the financial period 1 September 2024 to 31 August 2025 be adopted

Motion 4.4.	Administrative Fund Contributions	Ordinary Resolution
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RESOLVED that in accordance with Section 81 of the Strata Schemes Management Act 2015, the proposed administrative fund contributions (levies) payable for the financial period 1 September 2024 to 31 August 2025 be as follows:

ADMINISTRATIVE FUND: \$17,298.00

And that the contributions be levied in 2 instalments in accordance with Section 81 of the Strata Schemes Management Act 2015 and payable by each Lot owner according to unit entitlement as shown in the table below.

Administrative Fund

Levy Status	Financial Period	Period From	Period To	Due	Admin Fund	Per Lot Entitlement
Already Issued	Current	1 Nov 2024	30 Apr 2025	1 Nov 2024	\$8,650.02	\$144.1670
To be Issued	Current	1 May 2025	31 Oct 2025	1 May 2025	\$8,647.98	\$144.1330

Total					\$17,298.00	\$288.3000
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AND FURTHER THAT in the event that the Owners Corporation is unable to hold the next Annual General Meeting by 20 July 2025, the Owners Corporation estimates and approves expenses of the scheme at the same level contained in the proposed budget and accordingly resolves to raise interim contributions.

Interim Periods

Levy Status	Financial Period	Period From	Period To	Due	Admin Fund	Per Lot Entitlement
To be Issued	Next	1 Nov 2025	30 Apr 2026	1 Nov 2025	\$8,649.00	\$144.1500
Total					\$8,649.00	\$144.1500

Motion 4.5.	Capital Works Fund Contributions	Ordinary Resolution
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RESOLVED that in accordance with Section 81 of the Strata Schemes Management Act 2015, the proposed capital works fund contributions (levies) payable for the financial period 1 September 2024 to 31 August 2025 be as follows:

CAPITAL WORKS FUND: \$4,782.00

And that the contributions be levied in 2 instalments in accordance with Section 81 of the Strata Schemes Management Act 2015 and payable by each Lot owner according to unit entitlement as shown in the table below.

Capital Works Fund

Levy Status	Financial Period	Period From	Period To	Due	Capital Works Fund	Per Lot Entitlement
Already Issued	Current	1 Nov 2024	30 Apr 2025	1 Nov 2024	\$2,323.50	\$38.7250
To be Issued	Current	1 May 2025	31 Oct 2025	1 May 2025	\$2,458.50	\$40.9750
Total					\$4,782.00	\$79.7000

AND FURTHER THAT in the event that the Owners Corporation is unable to hold the next Annual General Meeting by 20 July 2025, the Owners Corporation estimates and approves expenses of the scheme at the same level contained in the proposed budget and accordingly resolves to raise interim contributions.

Interim Periods

Levy Status	Financial Period	Period From	Period To	Due	Capital Works Fund	Per Lot Entitlement
To be Issued	Next	1 Nov 2025	30 Apr 2026	1 Nov 2025	\$2,465.00	\$41.0833
Total					\$2,465.00	\$41.0833

Motion 4.6.	Term Deposits	Ordinary Resolution
RESOLVED that the duly elected Treasurer be authorised to provide standing instructions to the Strata Managing Agent concerning the investment of trust funds into higher interest bearing accounts.		

CAPITAL WORKS FUND REPORT		
Motion 5.1.	Adopt 10 Year Capital Works Fund Forecast	Ordinary Resolution
RESOLVED that the Owners Corporation review and adopt the Capital Works Fund Forecast as completed by Seymour Consultants effective from 06/06/22 for the anticipated major capital expenditure of the strata scheme over a 10 year period in accordance with Section 80 of the Strata Schemes Management Act 2015 (NSW).		

Motion 6.	Balustrade Replacement	Ordinary Resolution
RESOLVED that the owner's corporation approves the replacement of the exterior balustrades at the property with a style and colour as close to a like for like replacement as possible by one of the following contractor options and the funds to be paid out of the Capital Works Fund.		

Alternatives for Balustrade Replacement			
(A) RESOLVED that the Owners Corporation accepts the quotation #QT-919266 from Frontline Fences, dated 23rd October 2024 in the amount of \$19,440.00 incl GST for replacement of the external balustrade with the closest possible like for like style and colour 'White Matt' as per the attached quote - Annexure A.			
(B) DEFEATED that the Owners Corporation accepts the quotation #QT2344 from Urban Reach, dated 25th October 2024 in the amount of \$72,124.25 incl GST for replacement of the external balustrade with the closest possible like for like style and colour as per the attached quote - Annexure A.			
VOTES	A : 2	B: 0	Inv: 0

DEBT RECOVERY		
Motion 7.1.	Management of Levy Arrears	Ordinary Resolution
RESOLVED that the Owners – Strata Plan No 33523 RESOLVE pursuant to the Strata Schemes Management Act 2015 (including Section 103) for the purpose of collecting levy contributions to authorise the Strata Managing Agent and/or the Strata Committee to do any one or more of the following:		
<p>a. To issue arrears notices, reminder notices and/or letters to seek recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs/expenses and arrange and monitor payment plans;</p> <p><u>Important Note:</u> STM's debt recovery process is to send owners the original levy notice at six weeks prior to the due date. STM then sends a first reminder 34 calendar days after the due date, a second reminder 48 calendar days after the due date and a final reminder 64 calendar days after the due date. Chambers Russell Lawyers will be engaged 28 calendar days from the final reminder issue date. Charges for the</p>		

reminder notices are included in the Agency Agreement. Interest is charged on all outstanding debts and retained by the Owners Corporation. This strict process is necessary to ensure that our scheme have suitable cash flows in order to maintain expenditure levels for services.

- b. To engage or appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation and/or experts on behalf of the Owners – Strata Plan No 33523;
- c. To issue demands, commence, pursue, continue or defend any court, tribunal or any other proceedings against any lot owner, mortgagee in possession and/or former lot owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;
- d. Enter and enforce any judgment obtained in the collection of levy contributions including issuing writ for levy of property (personal and real property), garnishee orders, examination notices/orders/hearings, bankruptcy notices, statutory demands and commencing and maintaining bankruptcy proceedings or winding up proceedings;
- e. Filing an appeal or defending an appeal against any judgment concerning the collection of levy contributions; and
- f. Liaise, instruct and prepare all matters with the Owners Corporation’s debt collection agents, lawyers and experts in relation to any levy recovery proceedings.

Motion 7.2.	Payment Plans	Ordinary Resolution
<p>RESOLVED that the Owners – Strata Plan 33523 RESOLVE to agree to enter into payment plans generally for matters involving arrears of unpaid contributions/levies or other amounts including interest, legal and other costs/expenses thereon and to delegate to the strata manager and/or the strata committee the ability to enter into, arrange and monitor each such payment plan limited to a period of 12 months per payment plan with any further or subsequent payment plan to be entered into as agreed by the strata committee or owners corporation by resolution.</p>		

STRATA COMMITTEE		
Item 8.1.	Election of Strata Committee	
<p>RESOLVED that in accordance with Regulation 9 of the Strata Schemes Management Regulation 2016, the election of the Strata Committee takes place and:</p> <ul style="list-style-type: none"> a. The Chairperson announce the names of the candidates already nominated in writing for election to the Strata Committee; Lot 4 – Jeffrey Godfrey and b. The Chairperson call for any oral nominations of candidates eligible for elections to the Strata Committee; Lot 5 – Joel Francis c. The Chairperson declare that nominations are closed; d. That the number of members to the Strata Committee be set at two (2) 		

RESTRICTED MATTERS		
Motion 9.1.	Restricted Matters	Ordinary Resolution
<p>RESOLVED that no additional restrictions be placed on Strata Committee other than those currently imposed by Section 36 (3b) of the Act.</p>		

AGREEMENTS

Motion 10.1.

Appointment of Managing Agent - Strata Title Management

Ordinary Resolution

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

- a. Strata Title Management Group Pty Ltd trading as Strata Title Management ("Agent") be appointed as strata managing agent of Strata Scheme No 33523;
- b. The Owners Corporation delegate to the Agent all of its functions (other than those listed in section 52 (2) of the Act) and all of the functions of its Chairperson, Secretary, Treasurer and Strata Committee;
- c. The Owners Corporation execute the written agreement, ("Agreement") circulated with this agenda, to give effect to this appointment and delegation and that the Secretary and one other Strata Committee Member be authorised to sign the agreement on behalf of the Owners Corporation under common seal in accordance with Section 273 of the Strata Schemes Management Act 2015;
- d. The delegation is subject to the conditions and limitations set out in the Agreement; and
- e. That upon execution on the Agreement, the Owners Corporation and the Agent mutually agrees that this Agreement supersedes and cancels all previous delegations and Agency Agreements between the Owners Corporation and the Agent.

Important Note: Original copies of the agreement was served on one of the authorised signatories immediately following the meeting. In accordance with Section 50(6) of the Strata Schemes Management Act 2015, the Strata Managing Agent hereby provides written notice that the end of term of the agreement is 31/03/2027. Accordingly, a new agency agreement must be renewed by the Owners Corporation prior to the expiry date.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 02:15 PM

Craig Harris
STRATA TITLE MANAGEMENT
Dated: 5 December 2024

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Strata Plan No. 33523

39 Enid Street Tweed Heads 2485

BALANCE SHEET

AS AT 31 AUGUST 2025

	ACTUAL 31/08/2025	ACTUAL 31/08/2024
<u>OWNERS FUNDS</u>		
Administrative Fund	18,174.96	19,838.86
Capital Works Fund	27,802.87	41,941.95
<u>TOTAL</u>	<u>\$ 45,977.83</u>	<u>\$ 61,780.81</u>
 <u>THESE FUNDS ARE REPRESENTED BY</u>		
<u>ASSETS</u>		
Cash At Bank	27,763.34	41,679.74
Investments # 1-Capital Works	11,443.59	10,924.67
Levies In Arrears	0.00	683.49
Prepaid Expenses	7,276.14	8,646.07
<u>TOTAL ASSETS</u>	<u>46,483.07</u>	<u>61,933.97</u>
<u>LIABILITIES</u>		
Accrued Expenses	505.24	153.16
<u>TOTAL LIABILITIES</u>	<u>505.24</u>	<u>153.16</u>
 <u>NET ASSETS</u>	 <u>\$ 45,977.83</u>	 <u>\$ 61,780.81</u>



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STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 SEPTEMBER 2024 TO 31 AUGUST 2025

	ACTUAL 01/09/24-31/08/25	BUDGET 01/09/24-31/08/25	ACTUAL 01/09/23-31/08/24 <i>(NEW) HUTTON WINDERW.</i>
<u>ADMINISTRATIVE FUND</u>			
<u>INCOME</u>			
Levies - Admin Fund	17,298.00	17,298.00	17,299.98
TOTAL ADMIN FUND INCOME	17,298.00	17,298.00	17,299.98
<u>EXPENDITURE - ADMIN FUND</u>			
Accounting & Taxation Services	450.00	450.00	410.00
Bank Charges	1.70	3.00	2.55
Bank Charges-Bpay	3.33	5.00	4.07
Insurance-Premiums	8,038.39	7,390.00	7,125.68 <i>7276-14</i>
Insurance-Valuation	0.00	0.00	425.00
Insurance-Stamp Duty	607.68	600.00	0.00
Legislative Report	238.00	400.00	366.00
Maint-Cleaning	792.00	800.00	786.50
Maint-Consultants	0.00	0.00	604.80
Maint-Fire Protection	99.00	100.00	99.00
Maint-General Repairs	619.30	1,000.00	596.00
Maint-Lawns & Gardening	2,046.00	2,000.00	1,826.00
Management Fees	1,682.26	1,710.00	1,624.09
Mgmt - Non Routine Services	312.00	800.00	651.20
Disbursements Pp&S	617.66	600.00	588.20
R&M And Compliance Services	92.40	0.00	0.00
Utility-Electricity	571.65	600.00	555.71
Utility-Water & Sewerage	2,790.53	2,000.00	1,848.91
TOTAL ADMIN EXPENDITURE	18,961.90	18,458.00	17,513.71
<u>SURPLUS DEFICIT</u>	\$ (1,663.90)	\$ (1,160.00)	\$ (213.73)
Brought Forward	19,838.86	19,838.86	20,052.59
ADMINISTRATIVE FUND BALANCE	\$ 18,174.96	\$ 18,678.86	\$ 19,838.86



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STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 SEPTEMBER 2024 TO 31 AUGUST 2025

	ACTUAL 01/09/24-31/08/25	BUDGET 01/09/24-31/08/25	ACTUAL 01/09/23-31/08/24
<u>CAPITAL WORKS FUND</u>			
<u>INCOME</u>			
Levies - Capital Works Fund	4,782.00	4,782.00	4,647.00
Interest-Investments	518.92	0.00	379.62
<u>TOTAL CAPITAL WORKS INCOME</u>	5,300.92	4,782.00	5,026.62
<u>EXPENDITURE - CAPITAL WORKS</u>			
General Repairs	19,440.00	21,000.00	0.00
<u>TOTAL CAP. WORKS EXPENDITURE</u>	19,440.00	21,000.00	0.00
<u>SURPLUS DEFICIT</u>	\$ (14,139.08)	\$ (16,218.00)	\$ 5,026.62
Brought Forward	41,941.95	41,941.95	36,915.33
<u>CAPITAL WORKS FUND BALANCE</u>	\$ 27,802.87	\$ 25,723.95	\$ 41,941.95

CURRENT 30,267
AV 18,825



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STATEMENT OF KEY FINANCIAL INFORMATION

For Period 1 September 2024 To 31 August 2025

Administrative Fund

Balance carried forward	19,838.86
Total income received	17,298.00
Total interest earned	0.00
Total contributions paid	17,847.99
Total unpaid contributions payable	0.00
Total expenditure for maintenance	3,648.70
Total expenditure for administration costs	14,467.52
Balance at end of reporting period	18,174.96

Principal items of expenditure proposed for next reporting period

Administration

Insurance-Premiums	9,100.00
Utility-Water & Sewerage	2,895.00
Management Fees	1,780.00
Disbursements Pp&S	670.00
Mgmt - Non Routine Services	600.00
Utility-Electricity	600.00
Bank Charges	2.50
Bank Charges-Bpay	2.50
Total of proposed administration expenditure	<u>15,650.00</u>

Maintenance

Maint-Lawns & Gardening	2,100.00
Maint-General Repairs	1,000.00
Maint-Cleaning	800.00
Maint-Fire Protection	100.00
Total of proposed maintenance expenditure	<u>4,000.00</u>

Total of proposed expenditure	<u><u>19,650.00</u></u>
-------------------------------	-------------------------

Capital Works Fund

Balance carried forward	41,941.95
Total income received	5,300.92
Total interest earned	518.92
Total contributions paid	4,915.50
Total unpaid contributions payable	0.00
Total expenditure for maintenance	19,440.00
Total expenditure for administration costs	0.00
Balance at end of reporting period	27,802.87

Principal items of expenditure proposed for next reporting period



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STATEMENT OF KEY FINANCIAL INFORMATION

For Period 1 September 2024 To 31 August 2025

Capital Works Fund

Maintenance

General Repairs	<u>2,000.00</u>
Total of proposed maintenance expenditure	<u>2,000.00</u>
Total of proposed expenditure	<u>2,000.00</u>



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39 Enid Street Tweed Heads 2485

PROPOSED ANNUAL BUDGET

	ACTUAL 01/09/24-31/08/25	BUDGET 01/09/24-31/08/25	BUDGET 01/09/25-31/08/26
<u>ADMINISTRATIVE FUND</u>			
<u>INCOME</u>			
Levies - Admin Fund	17,298.00	17,298.00	17,298.00
TOTAL ADMIN FUND INCOME	17,298.00	17,298.00	17,298.00
<u>EXPENDITURE - ADMIN FUND</u>			
Accounting & Taxation Services	450.00	450.00	0.00
Bank Charges	1.70	3.00	2.50
Bank Charges-Bpay	3.33	5.00	2.50
Insurance-Premiums	8,038.39	7,390.00	9,100.00
Insurance-Stamp Duty	607.68	600.00	0.00
Legislative Report	238.00	400.00	350.00
Maint-Cleaning	792.00	800.00	800.00
Maint-Fire Protection	99.00	100.00	100.00
Maint-General Repairs	619.30	1,000.00	1,000.00
Maint-Lawns & Gardening	2,046.00	2,000.00	2,100.00
Management Fees	1,682.26	1,710.00	1,780.00
Mgmt - Non Routine Services	312.00	800.00	600.00
Disbursements Pp&S	617.66	600.00	670.00
R&M And Compliance Services	92.40	0.00	0.00
Utility-Electricity	571.65	600.00	600.00
Utility-Water & Sewerage	2,790.53	2,000.00	2,895.00
TOTAL ADMIN EXPENDITURE	18,961.90	18,458.00	20,000.00
<u>SURPLUS DEFICIT</u>	\$ (1,663.90)	\$ (1,160.00)	\$ (2,702.00)
Brought Forward	19,838.86	19,838.86	18,174.96
ADMINISTRATIVE FUND BALANCE	\$ 18,174.96	\$ 18,678.86	\$ 15,472.96



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PROPOSED ANNUAL BUDGET

	ACTUAL 01/09/24-31/08/25	BUDGET 01/09/24-31/08/25	BUDGET 01/09/25-31/08/26
<u>CAPITAL WORKS FUND</u>			
<u>INCOME</u>			
Levies - Capital Works Fund	4,782.00	4,782.00	4,931.98
Interest-Investments	518.92	0.00	0.00
<u>TOTAL CAPITAL WORKS INCOME</u>	5,300.92	4,782.00	4,931.98
<u>EXPENDITURE - CAPITAL WORKS</u>			
General Repairs	19,440.00	21,000.00	2,000.00
<u>TOTAL CAP. WORKS EXPENDITURE</u>	19,440.00	21,000.00	2,000.00
<u>SURPLUS DEFICIT</u>	\$ (14,139.08)	\$ (16,218.00)	\$ 2,931.98
Brought Forward	41,941.95	41,941.95	27,802.87
<u>CAPITAL WORKS FUND BALANCE</u>	\$ 27,802.87	\$ 25,723.95	\$ 30,734.85



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Strata Plan No. 33523

LOT BUDGET SUMMARY

31/08/2026

If the foregoing budget is adopted levies for the specified period payable yearly will be as follows:

Lot No	Unit No	Entitlement	Administrative Fund		Capital Works Fund	Net Total
				Net	Net	
1	1	10		2,883.00	822.00	3,705.00
2	2	10		2,883.00	822.00	3,705.00
3	3	10		2,883.00	822.00	3,705.00
4	4	10		2,883.00	822.00	3,705.00
5	5	10		2,883.00	822.00	3,705.00
6	6	10		2,883.00	822.00	3,705.00
Total				\$17,298.00	\$4,932.00	\$22,230.00

SECTION D – CONTRIBUTION SUMMARY



SECTION 4 - CONTRIBUTION SUMMARY

Capital Works Fund Forecast Contribution Summary

General Information

Number of Entitlements	60	6	Lots
Opening Balance	\$28,728		
Inflation Rate (p.a.)	3.00	%	
Interest Rate (after tax)	1.50	%	
Year 1 Contribution/Ent	\$73.00		
Previous year	2021		
Financial year 1 start	01/09/2021		

Capital Works Fund Contribution Summary

		Expected Expenses	Required Contribution	Interest	Balance	Contribution Per Ent. P.A.
Year 0 - (2021)		\$0	\$0		\$28,728	\$0
Year 1 - (2022)	01/09/2021 to 31/08/2022	-\$1,457	\$4,380	\$475	\$32,126	\$73.00
Year 2 - (2023)	01/09/2022 to 31/08/2023	\$0	\$4,511	\$550	\$37,187	\$75.19
Year 3 - (2024)	01/09/2023 to 31/08/2024	-\$1,041	\$4,647	\$612	\$41,405	\$77.45
Year 4 - (2025)	01/09/2024 to 31/08/2025	-\$1,808	\$4,786	\$666	\$45,049	\$79.77
Year 5 - (2026)	01/09/2025 to 31/08/2026	-\$14,133	\$4,930	\$538	\$36,383	\$82.16
Year 6 - (2027)	01/09/2026 to 31/08/2027	-\$4,126	\$5,078	\$560	\$37,894	\$84.63
Year 7 - (2028)	01/09/2027 to 31/08/2028	-\$904	\$5,230	\$633	\$42,854	\$87.17
Year 8 - (2029)	01/09/2028 to 31/08/2029	-\$2,918	\$4,387	\$665	\$44,987	\$73.11
Year 9 - (2030)	01/09/2029 to 31/08/2030	-\$1,722	\$4,387	\$715	\$48,367	\$73.11
Year 10 - (2031)	01/09/2030 to 31/08/2031	-\$4,747	\$4,387	\$720	\$48,726	\$73.11
Year 11 - (2032)	01/09/2031 to 31/08/2032	-\$349	\$3,518	\$778	\$52,675	\$58.64
Year 12 - (2033)	01/09/2032 to 31/08/2033	-\$7,511	\$3,518	\$730	\$49,413	\$58.64
Year 13 - (2034)	01/09/2033 to 31/08/2034	-\$1,178	\$3,518	\$776	\$52,529	\$58.64
Year 14 - (2035)	01/09/2034 to 31/08/2035	-\$889	\$3,624	\$829	\$56,093	\$60.40
Year 15 - (2036)	01/09/2035 to 31/08/2036	-\$24,968	\$3,733	\$523	\$35,380	\$62.21

- General maintenance costs are excluded.
- All figures stated are net and are exclusive of any discounts or penalty interest.
- Sinking Fund Balance includes bank interest at the rate per annum as stated above.
- No liability accepted.

ANNEXURE 'A' – WORKS POLICY DOCUMENT

One of the most fundamental and important areas of a Strata Management is the requirement of the Owners Corporation to repair and maintain common property under Section 106 of the Strata Schemes Management Act 2015.

Strata Committees are put in challenging position to ensure that strata levies are optimised for their owners whilst making sure that best practice maintenance of common property is undertaken. This can lead to cost pressure on tradespeople to do the job cheaper (rather than better and more effectively for long term savings).

One area of our business that we pride ourselves on at STM is our repairs and maintenance department. Within Sydney alone, our team is four members strong, with the key team members being long standing and high performers within our business.

We have found that some of our buildings insist on STM obtaining 2-3 quotes on **all** non-urgent works, no matter how small. What usually then happens in such situations is that progress at these buildings 'grinds to a halt', with other non-Strata Committee owners becoming frustrated at lengthy delays for simple repairs.

The delays are generally caused by the overwhelming amount of correspondence to the Strata Committee. This is typically due to the time taken to seek an instruction, obtain and co-ordinate many questions and responses. Another reason for completion delays is the time it takes to co-ordinate trades, not only to quote, but also to perform the work. Trades do express reluctance to go to such buildings, as they often do not want the hassles for such a small job.

Rather than simply obtaining quotes for every job, we would recommend placing a cost cap for your strata scheme on the value of non-urgent work that the trades can complete at your property. That is, advising the tradesperson to proceed if the work is under a certain dollar amount, usually \$500 or \$1,000.

For your peace of mind, STM only issues work orders to successful, qualified and compliant tradespeople with whom we have long term relationships on jobs issued from our office.

STM suggests that all our buildings adopt the following methodology when handling routine repairs:

Routine Works

Strata Manager is authorised to approve works under \$2,500 however works over \$2,500 require two or three quotations (to be advised on a case by case basis by either the Building contact or the Strata Manager)

Each building managed by STM already has a trades person assigned in the following areas:

- ❖ Plumber
- ❖ Electrical
- ❖ Handyman
- ❖ Locksmith

Tendering Process

For minor works (\$2,500 - \$5,000 in value), the Strata Manager would seek two or three quotations from suitable trades against a written scope of works approved by the Strata Committee. This would form the basis for the selection of a company to carry out the work. A Strata Committee Meeting would be called to approve the works.

Emergency Works

The only exception to the above is emergency works. The selected company must have a good working understanding of building shut offs for water / electricity supply (as appropriate).

Major Works (over \$5,000)

The Strata Manager, in consultation with the Strata Committee, would prepare an EOI/Scope of works for approval outlining the works generally (not technically), along with a list of the names and relevant details of firms considered capable of carrying out the major works. The EOI should only be issued to suitable firms.

For work over \$25,000 or technical work, STM insists that our buildings engage an engineer to specify the work, then to project manage and sign off on the job. This gives you certainty on quality and representation should there be problems or complications in the job.

Emergency works under \$2,500 where delays lead to further damage and costs

If it becomes apparent that works require an immediate response to repair and costs less than \$2,500, the work proceeds. If it becomes apparent that the emergency response can be separated from the definitive repair work, then competitive quotes should be organised as for "routine works".

Unfortunately, the emergency nature of many of the works is often going to pre-empt competitive quotes but there is some protection via selecting from a suggested tradesman and via proceeding to competitive quotes where the definitive repair work can be separated from the emergency response.

Typical works for completion without quotes (complete immediately if under \$2,500)

- ❖ Door closer repair
- ❖ Door hinge adjustment
- ❖ Minor repairs required for the Annual Fire Safety Statement (under \$2,500)
- ❖ Letterbox locks / doors not closing
- ❖ Painting of one door
- ❖ Minor electrical repairs
- ❖ Minor roof repairs
- ❖ Minor plumbing repairs

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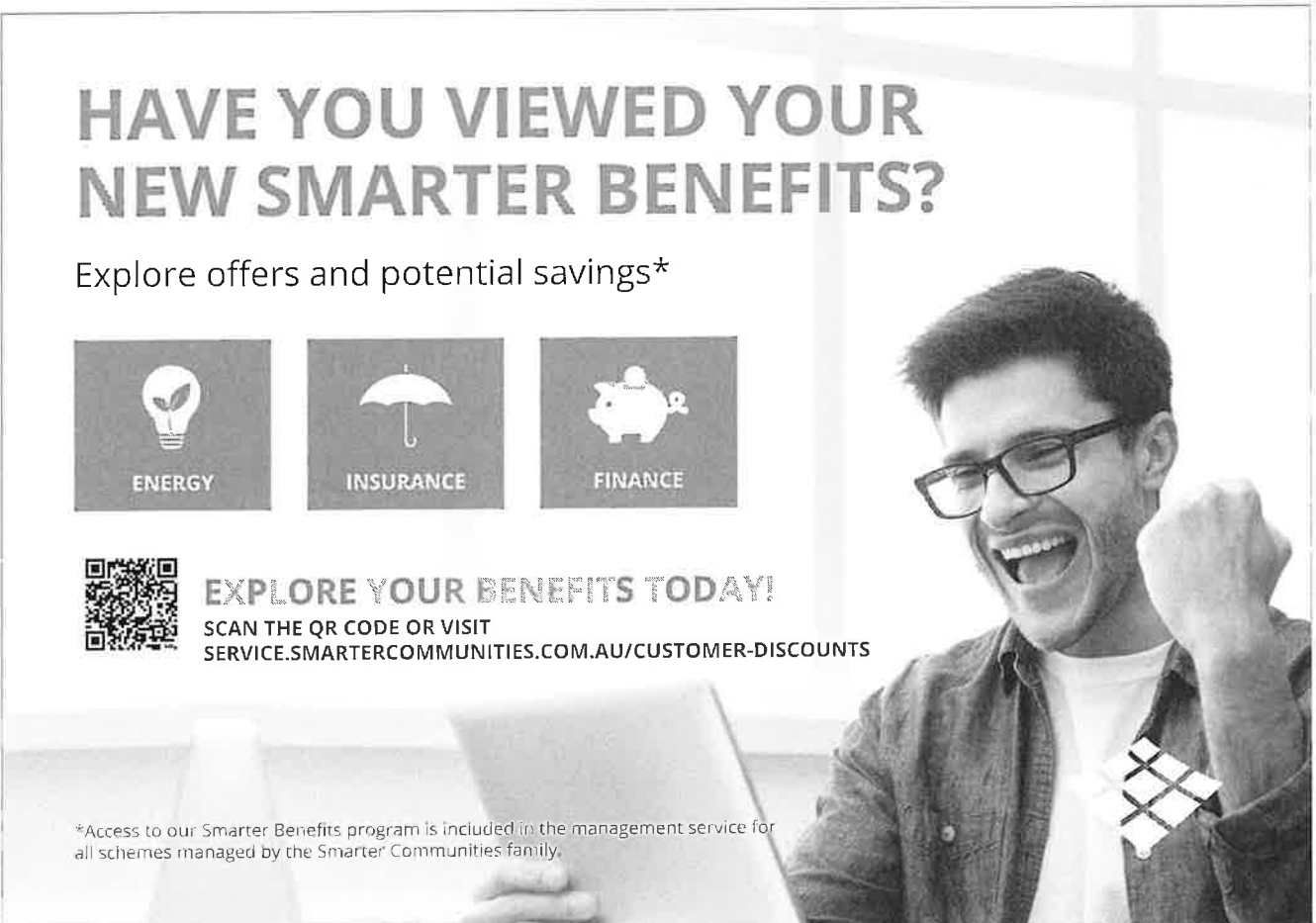


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STRATA COMMITTEE NOMINATION FORM


THE OWNERS OF SP 33523 | ENID STREET 39 | 39 ENID STREET, TWEED HEADS, NSW, 2485

NOMINEE

I, J & J Godfrey ATF The Godfrey Family Superannuation Fund of Lot No. 4 being (please tick which is relevant):

- Sole Owner
- Co-owner
- Company nominee

in Strata Plan No. **33523** hereby nominate JEFFREY GODFREY to stand for election to the strata committee at the Annual General Meeting.

Signed 
 Date 10/11/2025

ACCEPTANCE OF NOMINATION

I, _____ of Lot No. 4 being (please tick which is relevant):

- Sole Owner
- Co-owner
- Company nominee
- Non-owner

in Strata Plan No. **33523**:

- a) consent to the nomination to stand for election to the strata committee at the Annual General Meeting, and;
- b) confirm my eligibility to stand for election, and;
- c) declare the following pecuniary interest _____ and;
- d) disclose my connection with the original owner _____.

Signed _____
 Date _____

PLEASE NOTE:

- ❖ If you are a sole owner or company nominee and self-nominating, please complete both sections of the form
- ❖ Sections 31 & 32 of the Strata Schemes Management Act 2015 (NSW) set out the eligibility requirements
- ❖ Schedule 2 of the Act sets out the obligation to disclose a direct or indirect pecuniary interest in a matter to be considered at a meeting.
- ❖ If there are no declarations of interest or connected person disclosures, then write "N/A"
- ❖ Forms should be returned to our office prior to the meeting if possible.

Date

I/We
the owners of lot
in Strata Plan No appoint
of
as my/our proxy for the purposes of meetings of the owners corporation (including adjournments of meetings).

I/We appoint
of
as my/our proxy for the purposes of meetings of the owners corporation (including adjournments of meetings) if

already holds the maximum number of proxies that may be accepted.

Period or number of meetings for which appointment of proxy has effect for *1 meeting/* meetings/*1 month/*
months/*12 months or 2 consecutive annual general meetings

**Tick or tick and complete whichever applies*

(Note: The appointment cannot have effect for more than 12 months or 2 consecutive annual general meetings, whichever is the greater.)

***1.** This form authorises the proxy to vote on my/our behalf on all matters.

OR

***2.** This form authorises the proxy to vote on my/our behalf on the following matters only:
[Specify the matters and any limitations on the manner in which you want the proxy to vote.]

**Delete paragraph 1 or 2, whichever does not apply.*

***3.** If a vote is taken on whether (the strata managing agent) should be appointed or remain in office or whether another managing agent is to be appointed, I/we want the proxy to vote as follows:

**Delete paragraph 3 if proxy is not authorised to vote on this matter. For examples, read note 1 below.*

***4.** I understand that, if the proxy already holds more than the permitted number of proxies, the proxy will not be permitted to vote on my/our behalf on any matters.

Signature of owner/s

NOTES ON APPOINTMENT OF PROXIES

1. This form is ineffective unless it contains the date on which it was made and it is given to the secretary of the owners corporation at least 24 hours before the first meeting in relation to which it is to operate (in the case of a large strata scheme) or at or before the first meeting in relation to which it is to operate (in any other case).
2. This form will be revoked by a later proxy appointment form delivered to the secretary of the owners corporation in the manner described in the preceding paragraph.
3. This form is current from the day on which it is signed until the end of the period (if any) specified on the form or the first anniversary of that day or at the end of the second annual general meeting held after that day (whichever occurs first).
4. If a person holds more than the total number of proxies permissible, the person cannot vote using any additional proxies. The total number of proxies that may be held by a person (other than proxies held by the person as the co-owner of a lot) voting on a resolution are as follows:
 - (a) if the strata scheme has 20 lots or less, one,
 - (b) if the strata scheme has more than 20 lots, a number that is equal to not more than 5% of the total number of lots.
5. A provision of a contract for the sale of a lot in a strata scheme, or of any ancillary or related contract or arrangement, is void and unenforceable to the extent that it:
 - (a) requires the purchaser of a lot, or any other person, to cast a vote at a meeting of the owners corporation at the direction of another person, or
 - (b) requires the purchaser to give a proxy at the direction of another person for the purpose of voting at a meeting of the owners corporation (that is a person cannot rely on any such proxy to cast a vote as a proxy).

NOTES ON RIGHTS OF PROXIES TO VOTE

1. A duly appointed proxy:
 - (a) may vote on a show of hands (or by any other means approved by a general resolution at a meeting of the owners corporation), subject to any limitation in this form, or may demand a poll, and
 - (b) may vote in the person's own right if entitled to vote otherwise than as a proxy, and
 - (c) if appointed as a proxy for more than one person, may vote separately as a proxy in each case.
2. A proxy is not authorised to vote on a matter:
 - (a) if the person who appointed the proxy is present at the relevant meeting and personally votes on the matter, or
 - (b) so as to confer a pecuniary or other material benefit on the proxy, if the proxy is a strata managing agent, building manager or on-site residential property manager, or
 - (c) if the right to vote on any such matter is limited by this form.

COMPANY NOMINEE FORM



THE OWNERS OF SP 33523 | ENID STREET 39 | 39 ENID STREET, TWEED HEADS, NSW, 2485

To the Secretary
The Owners – Strata Plan 33523

C/- Strata Title Management
PO Box 1548
COOLANGATTA 4225

Email: tweedheads@stratatitle.com.au

COMPANY DETAILS

I/we being a company duly incorporated in the State of New South Wales hereby nominates, constitutes and appoints the Company Nominee named below as its appointed nominee in the capacity described for the purposes of exercising the rights, powers, authorities and functions of the company under the Strata Schemes Management Act 2015 (as amended).

Lot/s Number: _____

Lot Owner / Company Name: _____

J & J Godfrey ATF The Godfrey Family Superannuation Fund

ACN: _____

Registered Office Address: _____

NOMINEE DETAILS

Nominee Name: _____

Capacity *(Please tick one)*: _____

Owner

Mortgagee

Covenant charge

Nominee address for service of Notices: _____

EXECUTION

The Common Seal of the company was hereto affixed by authority of the Board of Directors in the presence of :

Signature of Secretary/Director (1) _____

Name of Secretary/Director (1) _____

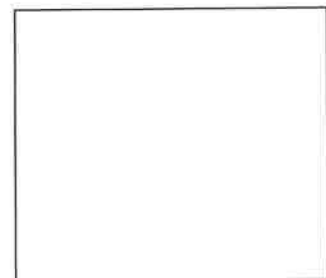
Signature of Secretary/Director (2) _____

Name of Secretary/Director (2) _____

Signature of Nominee _____

Date Seal Affixed / Form Executed _____

Insert Common Seal below



Dated: Monday 20 October 2025

NOTICE OF STRATA COMMITTEE MEETING

OWNERS CORPORATION SP 33523

39 Enid Street, TWEED HEADS, NSW, 2485

This is the notice of business to be dealt with at the Strata Committee Meeting of the Owners - Strata Plan No 33523 to be held:

Date: Immediately after AGM

Time: Immediately after AGM

Location: the Office of STM and Phone / Video Conference

Shop 207, Level 2, 72-80 Marine Parade, Coolangatta, QLD, 4225

Phone Attendance: Call 02 9161 1235 (Australia)

Enter Phone Conference ID: 572 156 341#

Online Attendance: Meeting ID: 474 894 076 442 5
(Microsoft Teams) Passcode: qk74FN6n

Join online through Microsoft Teams meeting using your computer, mobile app or room device. Please ensure that you have downloaded and registered for Microsoft Teams well prior to the meeting.

Please use the above meeting ID and passcode to join the meeting.

Yours Sincerely,
STRATA TITLE MANAGEMENT

Craig Harris
Strata Manager

Liability limited by a scheme approved under Professional Standards Legislation.

AGENDA

PRELIMINARIES

1. Recording of persons present personally or by proxy.
2. Recording of apologies.
3. Announcement of persons entitled to vote.
4. Determination of quorum.

MOTIONS TO BE CONSIDERED

1. Minutes

THAT the minutes of the previous Strata Committee meeting be confirmed as a true and accurate account of the proceedings at that meeting.

Explanatory Notes:

This motion refers to accepting the minutes of the last strata committee meeting, a copy of which is included in the meeting notice.

STRATA HUB CONSENT

2.1. Strata Hub

THAT the Chairperson and Secretary as appointed at this meeting consent to the Strata Manager recording their contact details with the NSW Government Strata HUB ('the Nominated Persons'); and

FURTHER THAT one of the Nominated Persons be further recorded as the schemes' Emergency Contact to be recorded on the NSW Government Strata HUB.

Explanatory Notes:

Explanatory Note: This motion provides consent to Strata Title Management to record the required contact details of the Nominated Persons to the NSW Government Strata HUB as required by the Strata Management Amendment (Information) Regulation 2021.

STRATA COMMITTEE ROLES

3.1. Office Bearers

THAT the Strata Committee elect the Secretary, Treasurer and Chairperson.

Explanatory Notes: This motion is to fill the office bearers positions for the ensuing year.

3.2. Appointing Contact point and substitute Contact Point

THAT the Strata Committee appoints a main representative and a substitute representative of the Strata Committee to liaise with the strata manager and be the strata scheme's main contact point.

Explanatory Notes:

This will ensure that the correct instructions of the strata committee are received by the strata managing agent which will avoid any miscommunication given by multiple members.

4. Correspondence

THAT the Strata Committee review any correspondence needing attention and provide instructions.

Explanatory Notes:

This motion is to determine whether items of correspondence are needed in relation to common property areas within the complex.

5. Repairs and Maintenance

THAT the Strata Committee review any items of repair and maintenance needing attention and provide instructions.

Explanatory Notes:

This motion is to determine whether items of repair and maintenance are needed in relation to common property areas within the complex.

Attachments

- 33523 - 20250819 - Schedule 2 Minutes - Insurance

MINUTES OF STRATA COMMITTEE MEETING (SCHEDULE 2) OF THE OWNERS CORPORATION

A meeting of the Strata Committee of the Owners Strata Plan No. 33523 was held
On **Tuesday 19 August 2025** commencing **11:30 AM**

MOTIONS

1.	Confirmation of Previous Strata Committee Meeting Minutes	Ordinary Resolution
	RESOLVED THAT the minutes of the previous Strata Committee meeting held 5th of December 2024 be confirmed as a true and accurate account of the proceedings at that meeting.	

2.	Insurance Renewal	Ordinary Resolution
	RESOLVED THAT the Committee acknowledge receipt of the insurance renewal recommendation from Body Corporate Brokers (BCB) and their Financial Services Guide.	
	FURTHER RESOLVED THAT the Committee approve one of the following insurance quotations	

2.	Alternatives for Insurance Renewal
	(A) HUTCH UNDERWRITING at a cost of \$7,276.14 (BCB Recommendation) - CARRIED
	(B) QUS at a cost of \$7,690.44
	(C) LONGITUDE INSURANCE at a cost of \$9,383.28



Return undelivered mail to:
GPO Box 9898
in your capital city

041 R 23
816409155

J & J Godfrey ATF The Godfrey Family Superannuation
Fund
Godfrey Family Superannuation
67 CHARLES ST
TWEED HEADS NSW 2485



*JUST
UPDATE STRATA R
CERT OF TITLES*