



**STM**

*Building Smarter  
Communities*

**STRATA TITLE MANAGEMENT**

# NOTICE OF ANNUAL GENERAL MEETING

**THE OWNERS – STRATA PLAN 16145  
AT 134 KENNEDY DRIVE, TWEED HEADS WEST, NSW, 2485**

**Date: 2 September 2024**

**Time: 12:00 PM**

**Venue: the Office of STM and Phone / Video  
Conference, Shop 207, Level 2, 72-80 Marine  
Parade, Coolangatta, QLD, 4225**

**Prepared by: Maddy McGrath**

**Phone: (07)55360700**

**Postal Address: PO Box 1548, COOLANGATTA, 4225**

**Email: [tweedheads@stratatitle.com.au](mailto:tweedheads@stratatitle.com.au)**

**SYDNEY CBD**

PO Box 56  
Sutherland NSW 1499  
+61 2 9266 2600  
[central@stratatitle.com.au](mailto:central@stratatitle.com.au)

**NORTHERN SYDNEY**

PO Box 56  
Sutherland NSW 1499  
+61 2 9266 2600  
[northshore@stratatitle.com.au](mailto:northshore@stratatitle.com.au)

**SOUTHERN SYDNEY**

PO Box 56  
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+61 2 9266 2600  
[sydney@stratatitle.com.au](mailto:sydney@stratatitle.com.au)

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- Insurance Details
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- Strata Management Agency Agreement
- Committee Nomination Form
- Proxy Form & Company Nominee Form
- Strata Committee Notice
- Minutes of the last Strata Committee Meeting

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## LETTER FROM THE STRATA MANAGING AGENT

Dear Owners,

We are pleased to invite you to attend the Annual General Meeting of The Owners-Strata Plan 16145 – 134 Kennedy Drive, TWEED HEADS WEST, NSW, 2485.

To Join via Microsoft Teams, see below

**Meeting ID: 429 039 766 894**

**Passcode: UFdsAM**

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.

If you are unable to attend the meeting, we encourage you to indicate your voting intentions by completing and returning the accompanying proxy appointment form to our office via fax (07)55360700 or email your strata manager directly 24-hours prior to the meeting. You may appoint any person to attend the meeting and vote on your behalf. Alternatively, you may appoint the chairperson.

Further information relating to voting at the meeting is as follows:

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

This meeting is held in accordance with the Strata Schemes Management Act (NSW) 2015 that was in effect from 30 November 2016.

As per the changes made as part of this Act, please note that:

- 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.
- A number of new statutory motions are required concerning building defects, annual fire safety statements and Strata Managers reporting on commissions & training received.
- Tenants now have the ability to attend the AGM if a tenant representative has been elected.
- The ability for Owners Corporations to issue summary or detailed financial statements with the agenda.

For further information on the changes, please visit Fair Trading's website at: <http://www.fairtrading.nsw.gov.au>

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

Yours Sincerely,

**STRATA TITLE MANAGEMENT**

Maddy McGrath

**Strata Manager**

[mamcgrath@stratatitle.com.au](mailto:mamcgrath@stratatitle.com.au)

Dated: 6 August 2024

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## IMPORTANT INFORMATION ABOUT VOTING AT THE ANNUAL GENERAL MEETING

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.

## IMPORTANT INFORMATION ABOUT A QUORUM FOR THE ANNUAL GENERAL MEETING

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.

## IMPORTANT INFORMATION ABOUT RESOLUTIONS AT THE ANNUAL GENERAL MEETING

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.

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# NOTICE OF ANNUAL GENERAL MEETING OF THE OWNERS CORPORATION – 16145

**NOTICE OF BUSINESS** to be dealt with at the Annual General Meeting of the  
Owners - Strata Plan No 16145

To be held on **2, September, 2024**

**the Office of STM and Phone / Video Conference, Shop 207, Level 2, 72-80 Marine Parade,  
Coolangatta, QLD, 4225  
Commencing at 12:00 PM**

## 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.
5. Determination of Motions

<b>Motion 1.</b>	<b>Minutes</b>	<b>Ordinary Resolution</b>
	<p><b>THAT</b> the minutes of the previous General Meeting held on 7th of September 2023 be confirmed as a true and accurate account of the proceedings at that meeting.</p> <p style="text-align: center;"> <input type="checkbox"/> YES           <span style="margin-left: 150px;"><input type="checkbox"/> NO</span> <span style="margin-left: 150px;"><input type="checkbox"/> ABSTAIN</span> </p> <p><i>Explanatory Notes:</i> This motion refers to accepting the minutes of the last general meeting, a copy of which is included in the meeting notice.</p>	

<b>Motion 2.</b>	<b>Acceptance of Voting by other Means</b>	<b>Ordinary Resolution</b>
	<p><b>THAT</b> the owners corporation RESOLVES in accordance with Section 14 (1) of the <i>Strata Schemes Management Regulation 2016</i> that, for the period commencing immediately prior to the making of this resolution, a vote at a meeting by a person entitled to vote or by a proxy may be cast by one of the following means: voting by means of teleconference, video-conferencing, email or other electronic means while participating in a remote location, and by pre-meeting electronic voting by a means to be determined by the Secretary (including by instructions included in the meeting notice), including, without limitation:</p> <ol style="list-style-type: none"> <li>a. On this motion, despite the fact that notice of this motion was given prior to the passing of this resolution.</li> <li>b. On each subsequent motion on this agenda.</li> </ol> <p style="text-align: center;"> <input type="checkbox"/> YES           <span style="margin-left: 150px;"><input type="checkbox"/> NO</span> <span style="margin-left: 150px;"><input type="checkbox"/> ABSTAIN</span> </p> <p><i>Explanatory Notes:</i> The intention of this motion is to authorise this meeting and all future meetings to be able to be held by teleconference, video conference, email or pre-meeting electronic voting in accordance to the <i>Strata Schemes Management Regulation 2016</i>.</p>	

Motion 3.	Financials	Ordinary Resolution
<p><b>THAT</b> the statement of key financial information and the financial statements of accounts for the period 1st of July 2024 to 30th of June 2024 be adopted.</p> <p style="text-align: center;"> <input type="checkbox"/> YES           <input type="checkbox"/> NO           <input type="checkbox"/> ABSTAIN         </p> <p><i>Explanatory Notes:</i>  <i>The financial statements are attached for your review.</i>  <i>Note: Any questions relating to the budget or financial statements should be directed to our office PRIOR to the meeting.</i></p>		

Motion 4.	Auditor	Ordinary Resolution
<p><b>THAT</b> a recommended auditor be appointed for the financial year 1st of July 2024 to 30th of June 2025.</p> <p style="text-align: center;"> <input type="checkbox"/> YES           <input type="checkbox"/> NO           <input type="checkbox"/> ABSTAIN         </p> <p><i>Explanatory Notes:</i> <i>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.</i></p>		

Motion 5.	Term Deposits	Ordinary Resolution
<p><b>THAT</b> 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.</p> <p style="text-align: center;"> <input type="checkbox"/> YES           <input type="checkbox"/> NO           <input type="checkbox"/> ABSTAIN         </p> <p><i>Explanatory Notes:</i>  <i>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</i></p>		



Motion 7.	Payment Plans	Ordinary Resolution
<p><b>THAT</b> the Owners – Strata Plan 16145 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>		
<p style="text-align: center;"> <input type="checkbox"/> YES           <span style="margin-left: 200px;"><input type="checkbox"/> NO</span> <span style="margin-left: 200px;"><input type="checkbox"/> ABSTAIN</span> </p>		
<p><i>Explanatory Notes:</i>  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.</p>		

Motion 8.	Adopt 10 Year Capital Works Fund Forecast	Ordinary Resolution
<p><b>THAT</b> the Owners Corporation review and adopt the Capital Works Fund Forecast as completed by QIA effective from 01/07/2021 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).</p>		
<p style="text-align: center;"> <input type="checkbox"/> YES           <span style="margin-left: 200px;"><input type="checkbox"/> NO</span> <span style="margin-left: 200px;"><input type="checkbox"/> ABSTAIN</span> </p>		
<p><i>Explanatory Notes:</i>  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.</p>		

Motion 9.	Annual Budget and Contributions		Ordinary Resolution																								
<p>1. <b>THAT</b> in accordance with Section 79 of the Strata Schemes Management Act 2015, that the proposed annual budget* for the financial period 1st of July 2024 to 30th of June 2025 be adopted.</p>																											
<p>2. <b>THAT</b> in accordance with Section 79 of the Strata Schemes Management Act 2015, the proposed contributions (levies) payable for the financial period 1st of July 2024 to 30th of June 2025 be as follows:-</p>																											
<p style="padding-left: 40px;"><b>ADMINISTRATIVE FUND:</b> \$15,000.00 GST Inclusive</p>																											
<p style="padding-left: 40px;"><b>CAPITAL WORKS FUND**:</b> \$10,000.00 GST Inclusive</p>																											
<p style="padding-left: 40px;">Note – remove GST inclusive if not a GST registered building</p>																											
<p>And that the contributions be levied in four instalments in accordance with Section 79 of the Strata Schemes Management Act 2015 and payable by each Lot owner according to unit entitlement as shown in the table below.</p>																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Levy Status</th> <th style="width: 15%;">Financial Period</th> <th style="width: 15%;">Period From</th> <th style="width: 15%;">Period To</th> <th style="width: 10%;">Due</th> <th style="width: 10%;">Admin Fund</th> <th style="width: 10%;">Per Lot Entitlement</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Already Issued</td> <td style="text-align: center;">01/07/2024 to 30/09/2024</td> <td style="text-align: center;">1 Jul 2024</td> <td style="text-align: center;">30 Sep 2024</td> <td style="text-align: center;">1 Jul 2024</td> <td style="text-align: center;">\$4,250.00</td> <td style="text-align: center;">\$850.0000</td> </tr> <tr> <td style="text-align: center;">Already Issued</td> <td style="text-align: center;">01/10/2024 to 31/12/2024</td> <td style="text-align: center;">1 Oct 2024</td> <td style="text-align: center;">31 Dec 2024</td> <td style="text-align: center;">1 Oct 2024</td> <td style="text-align: center;">\$4,250.00</td> <td style="text-align: center;">\$850.0000</td> </tr> </tbody> </table>							Levy Status	Financial Period	Period From	Period To	Due	Admin Fund	Per Lot Entitlement	Already Issued	01/07/2024 to 30/09/2024	1 Jul 2024	30 Sep 2024	1 Jul 2024	\$4,250.00	\$850.0000	Already Issued	01/10/2024 to 31/12/2024	1 Oct 2024	31 Dec 2024	1 Oct 2024	\$4,250.00	\$850.0000
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Already Issued	01/10/2024 to 31/12/2024	1 Oct 2024	31 Dec 2024	1 Oct 2024	\$4,250.00	\$850.0000																					

To be Issued	01/01/2025 to 31/03/2025	1 Jan 2025	31 Mar 2025	1 Jan 2025	\$3,250.00	\$650.0000
To be Issued	01/04/2025 to 30/06/2025	1 Apr 2025	30 Jun 2025	1 Apr 2025	\$3,250.00	\$650.0000
<b>Total</b>		1 Jul 2024	30 Jun 2025		<b>\$15,000.00</b>	<b>\$3,000.0000</b>

#### Interim Periods

Levy Status	Financial Period	Period From	Period To	Due	Admin Fund	Per Lot Entitlement
To be Issued	01/07/2025 to 30/09/2025	1 Jul 2025	30 Sep 2025	1 Jul 2025	\$3,750.00	\$750.0000
<b>Total</b>		1 Jul 2025	30 Sep 2025		<b>\$3,750.00</b>	<b>\$750.0000</b>

Levy Status	Financial Period	Period From	Period To	Due	Capital Works Fund	Per Lot Entitlement
Already Issued	01/07/2024 to 30/09/2024	1 Jul 2024	30 Sep 2024	1 Jul 2024	\$1,803.25	\$360.6500
Already Issued	01/10/2024 to 31/12/2024	1 Oct 2024	31 Dec 2024	1 Oct 2024	\$1,803.25	\$360.6500
To be Issued	01/01/2025 to 31/03/2025	1 Jan 2025	31 Mar 2025	1 Jan 2025	\$3,196.75	\$639.3500
To be Issued	01/04/2025 to 30/06/2025	1 Apr 2025	30 Jun 2025	1 Apr 2025	\$3,196.75	\$639.3500
<b>Total</b>		1 Jul 2024	30 Jun 2025		<b>\$10,000.00</b>	<b>\$2,000.0000</b>

#### Interim Periods

Levy Status	Financial Period	Period From	Period To	Due	Capital Works Fund	Per Lot Entitlement
To be Issued	01/07/2025 to 30/09/2025	1 Jul 2025	30 Sep 2025	1 Jul 2025	\$2,500.00	\$500.0000
<b>Total</b>		1 Jul 2025	30 Sep 2025		<b>\$2,500.00</b>	<b>\$500.0000</b>

Levy periods commencing: 1/7/24, 1/10/24, 1/1/25, 1/4/25

3. **THAT** in the event that the Owners Corporation is unable to hold the next Annual General Meeting by 15/8/24, the Owners Corporation estimates and approves that the yearly and quarterly expenses of the scheme will be the same as those contained in the current budget and accordingly resolves to raise a levy for the quarter 1/7/25 to 30/9/25 quarter and 1/10/25 to 31/12/25 as per the table above.

YES

 NO

 ABSTAIN

*Explanatory Notes:*

**The proposed budget is attached for your review. To raise any questions in relation to the budget, please make contact with our team giving a minimum 24 hours' notice prior to the commencement of the meeting. If you wish to propose an amendment to the budget please ensure that you attend the meeting and ABSTAIN from voting on this motion by pre-electronic vote.**

*The Administration Fund budget is required to cover the day to day running of the strata scheme.*

*The budget that we have proposed for the coming year has taken increased costs into consideration for the coming year, particularly relating to electricity consumption and building insurance.*

*The Capital Works fund budget is set in accordance with the recommendations of the attached Capital Works fund forecast obtained to enable your capital works fund balance to match the recommended balance*

Motion 10.	10 Year Capital Works Fund Forecast	Ordinary Resolution
<p><b>THAT</b> the Owners Corporation resolve to do the following:</p> <ol style="list-style-type: none"> <li>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</li> <li>To submit that report to the Strata Committee to determine what action is required, if any; and</li> <li>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 work approved by the Strata Committee.</li> </ol> <p style="text-align: center;"> <input type="checkbox"/> YES           <input type="checkbox"/> NO           <input type="checkbox"/> ABSTAIN         </p> <p><i>Explanatory Notes:</i>  <i>The owners corporation must prepare a plan of anticipated major expenditure to be met from the capital works fund over the 10-year period commencing on the date of the first annual general meeting. The capital works fund plan must be reviewed at least once every 5 years.</i></p> <p><i>The preparation of this plan is a significant exercise and the legislation allows the owners corporation to engage expert assistance in its preparation. The meeting must discuss the preparation or review of this plan. A copy of the current plan is available from the strata manager and a copy will be available at the meeting.</i></p>		

Motion 11.	Strata Hub	Ordinary Resolution
<p><b>THAT</b> the Owners – Strata Plan 16145 Resolve to do the following:</p> <ol style="list-style-type: none"> <li>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' and</li> <li>Provide the contact details of those Committee Members appointed to Office Bearers positions for the ensuing year.</li> </ol> <p style="text-align: center;"> <input type="checkbox"/> YES           <input type="checkbox"/> NO           <input type="checkbox"/> ABSTAIN         </p> <p><i>Explanatory Notes:</i>  <i>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.</i></p>		

Motion 12.	Election of Strata Committee	Ordinary Resolution
<p><b>THAT</b> in accordance with Regulation 9 of the Strata Schemes Management Regulation 2016, the election of the Strata Committee takes place and that:</p> <ol style="list-style-type: none"> <li>The Chairperson announce the names of the candidates already nominated in writing for election to the Strata Committee; and</li> <li>The Chairperson call for any oral nominations of candidates eligible for elections to the Strata Committee;</li> <li>The Chairperson declare that nominations are closed;</li> <li>That the number of members to the Strata Committee be set.</li> </ol> <p style="text-align: center;"> <input type="checkbox"/> YES           <input type="checkbox"/> NO           <input type="checkbox"/> ABSTAIN         </p> <p><i>Explanatory Notes:</i>  <b>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.</b></p> <p><b>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.</b></p> <p><b>If you are pre-voting only and are not going to attend the meeting, please ABSTAIN from voting.</b></p> <p>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:</p> <ol style="list-style-type: none"> <li>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</li> <li>is greater than the number so decided on, a ballot is to be held.</li> </ol> <p>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.</p>		

Motion 13.	Restricted Matters	Ordinary Resolution
<p><b>THAT</b> no additional restrictions be placed on Strata Committee other than those currently imposed by Section 36 (3b) of the Act.</p> <p style="text-align: center;"> <input type="checkbox"/> YES           <input type="checkbox"/> NO           <input type="checkbox"/> ABSTAIN         </p> <p><i>Explanatory Notes:</i>  <b>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.</b></p>		

Motion 14.	Confirmation of Insurance	Ordinary Resolution
<p><b>THAT</b> the Owners Corporation's insurance policies currently in place be confirmed.</p> <p style="text-align: center;"> <input type="checkbox"/> YES           <input type="checkbox"/> NO           <input type="checkbox"/> ABSTAIN         </p> <p><i>Explanatory Notes:</i>  <b>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 enclosed 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.</b></p>		

Motion 15.	Renewal of Insurance Policy	Ordinary Resolution
<p><b>THAT</b> the Strata Managing Agent be instructed to renew next years insurance policy through a recommended insurance broker, subject to recommendations for renewal being presented to the Strata Committee in accordance with the legislation.</p> <p style="text-align: center;"> <input type="checkbox"/> YES           <input type="checkbox"/> NO           <input type="checkbox"/> ABSTAIN         </p> <p><i>Explanatory Notes:</i>  <i>This motion is to decide to engage the services of an insurance broker to go out to the market and obtain at least 3 insurance quotations prior to renewal. Once received, the quotations will be referred to the Strata Committee to resolve a decision on which insurer to renew with. In accordance with Section 166 of the Strata Schemes Management Act 2015, if at least 3 quotations are not able to be obtained, a written explanation will be provided to the Strata Committee. We currently use Body Corporate Brokers (BCB) whose Financial Services Guide is attached to this Notice.</i></p>		

Motion 16.	Valuation for Insurance Purposes	Ordinary Resolution
<p><b>THAT</b> an updated valuation for insurance purposes be obtained prior to the expiration of the current policy period and that the Strata Managing Agent be authorised to alter the sum insured in line with the valuation figure.  <b>Note: Last Valuation obtained: 1st of January 2000</b></p> <p style="text-align: center;"> <input type="checkbox"/> YES           <input type="checkbox"/> NO           <input type="checkbox"/> ABSTAIN         </p> <p><i>Explanatory Notes: This motion is to decide to engage the services of a registered valuer to provide a valuation of the property for replacement and restitution purposes. Industry experts recommend that a valuation be obtained at least every year to ensure your building is adequately covered as per the requirements of the Strata Schemes Management Act 2015.</i></p>		

Motion 17.	Additional Insurances	Ordinary Resolution
<p><b>THAT</b> an insurance policy continues to be executed for office bearer's liability and/or misappropriation of money or property of the Owners Corporation.</p> <p style="text-align: center;"> <input type="checkbox"/> YES           <input type="checkbox"/> NO           <input type="checkbox"/> ABSTAIN         </p> <p><i>Explanatory Notes:</i>  <i>In accordance with Section 165 (2) of the Strata Schemes Management Act 2015, the Owners Corporation must consider taking out additional insurances referred to Office Bearer's Liability Insurance and Fidelity Guarantee/Crime Insurance to cover instances such as: (a) Damage to property, death or bodily injury for which a person holding the office of Chairperson, Secretary or Treasurer of the Owners Corporation or of a member of the Strata Committee of the Owners Corporation could become liable in damages because of an act or omission, committed or omitted in good faith, in performing the functions of that office, (b) Misappropriation of money or other property of the owners corporation.</i></p>		

Motion 18.	Commissions and Training Services	Ordinary Resolution
<p><b>THAT</b> 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.</p> <p><b>Commissions Report:</b> \$0.00 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><b>Training Report:</b> 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> <p style="text-align: center;"> <input type="checkbox"/> YES           <input type="checkbox"/> NO           <input type="checkbox"/> ABSTAIN         </p> <p><i>Explanatory Notes:</i>  <i>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.</i></p>		

Motion 19.	Work, Health and Safety Report	Ordinary Resolution
<p><b>THAT</b> the Owners Corporation engage a suitably qualified consultant to carry out a Compliance Report of the common property in accordance with the Work Health and Safety Act 2011.</p> <p>Last Report Undertaken: 12/2/22</p> <p style="text-align: center;"> <input type="checkbox"/> YES           <input type="checkbox"/> NO           <input type="checkbox"/> ABSTAIN         </p> <p><i>Explanatory Notes:</i>  <i>The Work Health and Safety Act 2011 has dramatically affected the manner in which an Owners Corporation or an owner must consider their duties under the law, especially in regard to the health and safety of any workers engaged on their common property. The Act places duties upon a 'person conducting a business or undertaking' (PCBU) which are owed to a 'worker'. Per the definition of a PCBU in the Act, a PCBU could be an Owners Corporation; the occupier of the lot; a caretaking service contractor or letting agent or a Strata Manager.</i></p> <p><i>Likewise, a worker under the Act could be an employee; a contractor or subcontractor; an employee of the contractor or subcontractor or any person who receives direction from a PCBU while on the property (for example, a volunteer or work experience student).</i></p> <p><i>As persons conducting a business or undertaking, you have obligations to ensure the risk of injury or illness is minimised for persons coming into or leaving the property, visitors and workers alike. Due to the broad implications of the Work Health and Safety Act 2011, it is vital that an Owners Corporation or an owner undertakes measures to ensure their property or properties comply with the new requirements. Failure to comply with your obligations could mean a fine of up to \$600,000 and/or 5 years imprisonment for individuals or a fine up to \$3,000,000 for an Owners Corporation.</i></p> <p><i>Due to the nature of the risks that may be encountered by workers engaged on the common property in a strata environment, it is reasonable that the regularity in which risk management plans should be reviewed may be stretched up to a year in order that an Owners Corporation is shown to meet its obligations.</i></p>		

Motion 20.	Asbestos Report and Register	Ordinary Resolution
<p><b>THAT</b> the Owners Corporation engage a specialist to complete an updated Asbestos Report and arrange an Asbestos Register (if Asbestos Containing Materials are located).</p> <p>Last Report undertaken: 13/07/2023</p> <p style="text-align: center;"> <input type="checkbox"/> YES           <input type="checkbox"/> NO           <input type="checkbox"/> ABSTAIN         </p> <p><i>Explanatory Notes:</i>          Section 429 of the new harmonised Work Health and Safety Regulation 2011 requires a Strata Manager or Owners Corporation of a building where Asbestos Containing Materials (ACM) have been identified on the common property to ensure that an Asbestos Management Plan (AMP) is prepared for the common property. If necessary, plans should be reviewed and revised at least every five years. The maximum penalty for non-compliance is \$30,000. Part 8.2 of the Work Health and Safety Regulation 2011 contains the general duty of Strata Managers or Owners Corporations to ensure that a person working on the common property does not become exposed to airborne asbestos fibres. If the exposure risk cannot be eliminated, it should be minimised so far as is reasonably practical.</p>		

**Maddy McGrath**  
**STRATA TITLE MANAGEMENT**

Dated: 6 August 2024



**STM**

*Building Smarter  
Communities*

**STRATA TITLE MANAGEMENT**

# **MINUTES OF ANNUAL GENERAL MEETING**

**THE OWNERS – STRATA PLAN 16145  
AT 134 KENNEDY DRIVE, TWEED HEADS WEST, NSW, 2485**

**Date: 7 September 2023**

**Time: 01:00 PM**

**Venue: Strand Shopping Ctre, Level 2, 72-80  
Marine Parade, COOLANGATTA, QLD,  
4225**

**Phone: (07)55360700 Fax: (07)55360799**

**Postal Address: PO Box 1548, COOLANGATTA, 4225**

**Email: [tweedheads@stratatitle.com.au](mailto:tweedheads@stratatitle.com.au)**

**SYDNEY CBD**

PO Box 56  
Sutherland NSW 1499  
+61 2 9266 2600  
[central@stratatitle.com.au](mailto:central@stratatitle.com.au)

**NORTHERN SYDNEY**

PO Box 56  
Sutherland NSW 1499  
+61 2 9266 2600  
[northshore@stratatitle.com.au](mailto:northshore@stratatitle.com.au)

**SOUTHERN SYDNEY**

PO Box 56  
Sutherland NSW 1499  
+61 2 9266 2600  
[sydney@stratatitle.com.au](mailto:sydney@stratatitle.com.au)

**TWEED HEADS**

PO Box 1548  
Coolangatta QLD 4225  
+61 7 5536 0700  
[tweedheads@stratatitle.com.au](mailto:tweedheads@stratatitle.com.au)

## MINUTES OF ANNUAL GENERAL MEETING OF THE OWNERS CORPORATION – 16145

**MINUTES OF BUSINESS** dealt with at the Annual General Meeting of the  
Owners - Strata Plan No 16145  
Held on 7 September 2023

At

**Strand Shopping Ctre, Level 2, 72-80 Marine Parade, COOLANGATTA, QLD, 4225**  
**Commenced at 01:00 PM**

**PRESENT:**

Lot 1	Peter Rohr	Electronic vote
Lot 2	Wayne Law	Electronic vote
Lot 4	Mark Wallace	Owner present
Lot 5	Debra Scott	Electronic vote

**IN ATTENDANCE:** Alex Sit, F Bruce representing Strata Title Management

**CHAIRPERSON:** F Bruce under delegated authority

**THERE BEING A QUORUM PRESENT THE CHAIRMAN DECLARED THE MEETING OPEN AT 1.10PM**

<i>Motion 1.</i>	<i>Minutes</i>	<i>Ordinary Resolution</i>
<b>RESOLVED</b> that the minutes of the previous General Meeting be confirmed as a true and accurate account of the proceedings at that meeting.		

<i>Motion 2.</i>	<i>Ratification of Levies for Period 01/07/2021 to 30/06/2022</i>	<i>Ordinary Resolution</i>						
<b>RESOLVED</b> that the Body Corporate hereby ratifies the striking, and issuing of the periodic levies for the period 01/07/2021 to 30/6/2022 as set out below:								
<b>Levy Status</b>	<b>Financial Period</b>	<b>Period From</b>	<b>Period To</b>	<b>Due</b>	<b>Admin Fund</b>	<b>Per Lot Entitlement Admin</b>	<b>Sinking Fund</b>	<b>Per Lot Entitlement Sinking</b>
		01/07/2021	30/06/2022		4000.00	1600.00	1000.00	200.00

<b>Motion 3.</b>	<b>Acceptance of Voting by other Means</b>	<b>Ordinary Resolution</b>
<p><b>RESOLVED that</b> the owners corporation RESOLVES in accordance with Section 14 (1) of the <i>Strata Schemes Management Regulation 2016</i> that, for the period commencing immediately prior to the making of this resolution, a vote at a meeting by a person entitled to vote or by a proxy may be cast by one of the following means: voting by means of teleconference, video-conferencing, email or other electronic means while participating in a remote location, and by pre-meeting electronic voting by a means to be determined by the Secretary (including by instructions included in the meeting notice), including, without limitation:</p> <ol style="list-style-type: none"> <li>1. On this motion, despite the fact that notice of this motion was given prior to the passing of this resolution.</li> <li>2. On each subsequent motion on this agenda.</li> </ol>		

<b>Motion 4.</b>	<b>Financials</b>	<b>Ordinary Resolution</b>
<p><b>RESOLVED that</b> the statement of key financial information and the financial statements of accounts for the period 1st of July 2022 to 30th of June 2023 be adopted.</p>		

<b>Motion 5.</b>	<b>Auditor</b>	<b>Ordinary Resolution</b>
<p><b>DEFEATED that</b> a recommended auditor be appointed for the financial year 1st of July 2023 to 30th of June 2024.</p>		

<b>Motion 6.</b>	<b>Term Deposits</b>	<b>Ordinary Resolution</b>
<p><b>DEFEATED that</b> 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.</p>		

<b>Motion 7.</b>	<b>Management of Levy Arrears</b>	<b>Ordinary Resolution</b>
<p><b>RESOLVED</b> that the Owners – Strata Plan No 16145 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> <ol style="list-style-type: none"> <li>1. 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;</li> </ol> <p><b><u>Important Note:</u></b>  <b>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. Our solicitors 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></p> <ol style="list-style-type: none"> <li>2. 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 16145;</li> <li>3. 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;</li> <li>4. 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;</li> <li>5. Filing an appeal or defending an appeal against any judgment concerning the collection of levy contributions; and</li> <li>6. Liaise, instruct and prepare all matters with the Owners Corporation's debt collection agents, lawyers and experts in relation to any levy recovery proceedings.</li> </ol>		

<b>Motion 8.</b>	<b>Payment Plans</b>	<b>Ordinary Resolution</b>
<p><b>DEFEATED</b> that the Owners – Strata Plan 16145 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>		

<b>Motion 9.</b>	<b>Adopt 10 Year Capital Works Fund Forecast</b>	<b>Ordinary Resolution</b>
<p><b>DEFEATED</b> that the Owners Corporation review and adopt the Capital Works Fund Forecast as completed by QIA effective from 22/09/2021 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).</p>		

<b>Motion 10.</b>	<b>Annual Budget and Contributions</b>	<b>Ordinary Resolution</b>
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1. **RESOLVED that** in accordance with Section 79 of the Strata Schemes Management Act 2015, that the proposed annual budget\* for the financial period 1st of July 2023 to 30th of June 2024 be adopted.

2. **THAT** in accordance with Section 79 of the Strata Schemes Management Act 2015, the proposed contributions (levies) payable for the financial period 1st of July 2023 to 30th of June 2024 be as follows:-

**ADMINISTRATIVE FUND: \$17,000.00**

**CAPITAL WORKS FUND\*\*: \$7,213.00**

And that the contributions be levied in four instalments in accordance with Section 79 of the Strata Schemes Management Act 2015 and payable by each Lot owner according to unit entitlement as shown in the table below.

Levy Status	Financial Period	Period From	Period To	Due	Admin Fund	Per Lot Entitlement
To be issued	Current	1 Jul 2023	30 Sep 2023	30 Sep 2023	\$4,250.00	\$850.00000
To be issued	Current	1 Oct 2023	31 Dec 2023	30 Nov 2023	\$4,250.00	\$850.00000
To be issued	Current	1 Jan 2024	31 Mar 2024	1 Jan 2024	\$4,250.00	\$850.00000
To be issued	Current	1 Apr 2024	30 Jun 2024	1 Apr 2024	\$4,250.00	\$850.00000
<b>Total</b>		1 Jul 2023	30 Jun 2024		<b>\$17,000.00</b>	<b>\$3,400.00000</b>

**Interim Periods**

Levy Status	Financial Period	Period From	Period To	Due	Admin Fund	Per Lot Entitlement
To be Issued	Next	1 Jul 2024	30 Sep 2024	1 Jul 2024	\$4,250.00	\$850.00000
To be Issued	Next	1 Oct 2024	31 Dec 2024	1 Oct 2024	\$4,250.00	\$850.00000
<b>Total</b>		1 Jul 2024	31 Dec 2024		<b>\$8,500.00</b>	<b>\$1,700.00000</b>

Levy Status	Financial Period	Period From	Period To	Due	Capital Works Fund	Per Lot Entitlement
To be issued	Current	1 Jul 2023	30 Sep 2023	30 Sep 2023	\$1,803.25	\$360.65000
To be issued	Current	1 Oct 2023	31 Dec 2023	30 Nov 2023	\$1,803.25	\$360.65000

To be issued	Current	1 Jan 2024	31 Mar 2024	1 Jan 2024	\$1,803.25	\$360.65000
To be issued	Current	1 Apr 2024	30 Jun 2024	1 Apr 2024	\$1,803.25	\$360.65000
<b>Total</b>		1 Jul 2023	30 Jun 2024		<b>\$7,213.00</b>	<b>\$1,442.60000</b>

**Interim Periods**

Levy Status	Financial Period	Period From	Period To	Due	Capital Works Fund	Per Lot Entitlement
To be Issued	Next	1 Jul 2024	30 Sep 2024	1 Jul 2024	\$1,803.25	\$360.65000
To be Issued	Next	1 Oct 2024	31 Dec 2024	1 Oct 2024	\$1,803.25	\$360.65000
<b>Total</b>		1 Jul 2024	31 Dec 2024		<b>\$3,606.50</b>	<b>\$721.30000</b>

Levy periods commencing: 1/7/23, 1/10/23, 1/1/24, 1/4/24

3. **THAT** in the event that the Owners Corporation is unable to hold the next Annual General Meeting by 16/5/24, the Owners Corporation estimates and approves that the yearly and quarterly expenses of the scheme will be the same as those contained in the current budget and accordingly resolves to raise a levy for the quarter 1/7/24 to 30/9/24 quarter and 1/10/24 to 31/12/24 as per the table above.

<b>Motion 11.</b>	<b>Strata Hub</b>	<b>Ordinary Resolution</b>
<p><b>RESOLVED that</b> the Owners – Strata Plan 16145 Resolve to do the following:</p> <ul style="list-style-type: none"> <li>• 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’ and</li> <li>• Provide the contact details of those Committee Members appointed to Office Bearers positions for the ensuing year.</li> </ul>		

<b>Motion 12.</b>	<b>Election of Strata Committee</b>	<b>Ordinary Resolution</b>
<p><b>RESOLVED that</b> in accordance with Regulation 9 of the Strata Schemes Management Regulation 2016, the election of the Strata Committee takes place and that:</p> <p>(a) The Chairperson announce the names of the candidates already nominated in writing for election to the Strata Committee; and</p> <p>(b) The Chairperson call for any oral nominations of candidates eligible for elections to the Strata Committee;</p> <p>(c) The Chairperson declare that nominations are closed;</p> <p>(d) That the number of members to the Strata Committee be set.</p>		

<b>Motion 13.</b>	<b>Restricted Matters</b>	<b>Ordinary Resolution</b>
<p><b>DEFEATED that</b> no additional restrictions be placed on Strata Committee other than those currently imposed by Section 36 (3b) of the Act.</p>		

<b>Motion 14.</b>	<b>Confirmation of Insurance</b>	<b>Ordinary Resolution</b>
<p><b>RESOLVED that</b> the Owners Corporation's insurance policies currently in place be confirmed.</p>		

<b>Motion 15.</b>	<b>Renewal of Insurance Policy</b>	<b>Ordinary Resolution</b>
<p><b>RESOLVED that</b> the Strata Managing Agent be instructed to renew next years insurance policy through a recommended insurance broker, subject to recommendations for renewal being presented to the Strata Committee in accordance with the legislation.</p>		

<b>Motion 16.</b>	<b>Valuation for Insurance Purposes</b>	<b>Ordinary Resolution</b>
<p><b>DEFEATED that</b> an updated valuation for insurance purposes be obtained prior to the expiration of the current policy period and that the Strata Managing Agent be authorised to alter the sum insured in line with the valuation figure.</p>		

<b>Motion 17.</b>	<b>Additional Insurances</b>	<b>Ordinary Resolution</b>
<p><b>RESOLVED that</b> an insurance policy continues to be executed for office bearer's liability and/or misappropriation of money or property of the Owners Corporation.</p>		

<b>Motion 18.</b>	<b>Commissions and Training Services</b>	<b>Ordinary Resolution</b>
<p><b>RESOLVED that</b> 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.</p> <p><b>Commissions Report:</b> \$0.00 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><b>Training Report:</b> 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>		

<b>Motion 19.</b>	<b>Appointment of Managing Agent - Strata Title Management</b>	<b>Ordinary Resolution</b>
<p><b>RESOLVED that</b> in accordance with Section 49 of the Strata Schemes Management Act 2015 (“Act”) that:</p> <p>(a) Strata Title Management Group Pty Ltd trading as Strata Title Management (“Agent”) be appointed as strata managing agent of Strata Scheme No 16145;</p> <p>(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;</p> <p>(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;</p> <p>(d) The delegation is subject to the conditions and limitations set out in the Agreement; and</p> <p>(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.</p>		

**THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 01:53 PM**

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**F Bruce**  
**STRATA TITLE MANAGEMENT**  
Dated: 7 September 2023

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**SYDNEY CBD**

PO Box 56  
Sutherland NSW 1499  
+61 2 9266 2600  
central@stratatitle.com.au

**NORTHERN SYDNEY**

PO Box 56  
Sutherland NSW 1499  
+61 2 9266 2600  
northshore@stratatitle.com.au

**SOUTHERN SYDNEY**

PO Box 56  
Sutherland NSW 1499  
+61 2 9266 2600  
sydney@stratatitle.com.au

**TWEED HEADS**

PO Box 1548  
Coolangatta QLD 4225  
+61 7 5536 0700  
tweedheads@stratatitle.com.au



**SYDNEY**  
PO Box 56 Sutherland NSW 1499  
+61 2 9266 2600  
levies@stratatitle.com.au  
ABN 43 119 665 762 / ABN 16 121 980 103

**TWEED HEADS/COOLANGATTA**  
PO Box 1548 Coolangatta QLD 4225  
+61 7 5536 0700  
levies.north@stratatitle.com.au  
ABN 34 010 252 865



# Strata Plan No. 16145

## BALANCE SHEET

AS AT 30 JUNE 2024

	ACTUAL 30/06/2024	ACTUAL 30/06/2023
<b><u>OWNERS FUNDS</u></b>		
Administrative Fund	2,509.12	(2,141.97)
Capital Works Fund	4,231.90	719.90
<b><u>TOTAL</u></b>	<b><u>\$ 6,741.02</u></b>	<b><u>\$ (1,422.07)</u></b>
 <b><u>THESE FUNDS ARE REPRESENTED BY</u></b>		
<b><u>CURRENT ASSETS</u></b>		
Cash At Bank	12,662.49	622.62
Receivables - Other	0.00	15.00
Levies In Arrears	61.50	0.00
Interest On Overdue Levies	15.28	2.76
<b><u>TOTAL ASSETS</u></b>	<b><u>12,739.27</u></b>	<b><u>640.38</u></b>
 <b><u>LIABILITIES</u></b>		
Creditors	(55.00)	0.00
Levies In Advance	6,053.25	2,062.45
<b><u>TOTAL LIABILITIES</u></b>	<b><u>5,998.25</u></b>	<b><u>2,062.45</u></b>
 <b><u>NET ASSETS</u></b>	 <b><u>\$ 6,741.02</u></b>	 <b><u>\$ (1,422.07)</u></b>



**SYDNEY**  
PO Box 56 Sutherland NSW 1499  
+61 2 9266 2600  
levies@stratatitle.com.au  
ABN 43 119 665 762 / ABN 16 121 980 103

**TWEED HEADS/COOLANGATTA**  
PO Box 1548 Coolangatta QLD 4225  
+61 7 5536 0700  
levies.north@stratatitle.com.au  
ABN 34 010 252 865



## Strata Plan No. 16145

### STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 JULY 2023 TO 30 JUNE 2024

	ACTUAL 01/07/23-30/06/24	BUDGET 01/07/23-30/06/24	ACTUAL 01/07/22-30/06/23
<b><u>ADMINISTRATIVE FUND</u></b>			
<b><u>INCOME</u></b>			
Levies - Admin Fund	17,000.00	17,000.00	4,000.00
Interest On Overdue Levies	23.44	0.00	30.74
<b><u>TOTAL ADMIN FUND INCOME</u></b>	<b>17,023.44</b>	<b>17,000.00</b>	<b>4,030.74</b>
<b><u>EXPENDITURE - ADMIN. FUND</u></b>			
Accounting & Taxation Services	410.00	450.00	410.00
Bank Charges-Bpay	1.85	2.00	1.48
Insurance-Premiums	4,714.07	5,600.00	4,929.02
Legislative Report	455.00	500.00	455.00
Maint-Consultants	237.00	550.00	418.00
Maint-General Repairs	693.00	1,000.00	0.00
Maint-Plumbing & Drainage	0.00	800.00	0.00
Management Fees	1,672.17	1,600.00	1,592.56
Mgmt - Non Routine Services	436.70	700.00	688.80
Mgmt - Print/Postage/General	502.68	490.00	488.75
Utility-Water & Sewerage	3,249.88	2,800.00	2,663.13
<b><u>TOTAL ADMIN EXPENDITURE</u></b>	<b>12,372.35</b>	<b>14,492.00</b>	<b>11,646.74</b>
<b><u>SURPLUS/DEFICIT</u></b>	<b>\$ 4,651.09</b>	<b>\$ 2,508.00</b>	<b>\$ (7,616.00)</b>
Brought Forward	(2,141.97)	(2,141.97)	5,474.03
<b><u>ADMINISTRATIVE FUND BALANCE</u></b>	<b>\$ 2,509.12</b>	<b>\$ 366.03</b>	<b>\$ (2,141.97)</b>



**SYDNEY**  
PO Box 56 Sutherland NSW 1499  
+61 2 9266 2600  
levies@stratatitle.com.au  
ABN 43 119 665 762 / ABN 16 121 980 103

**TWEED HEADS/COOLANGATTA**  
PO Box 1548 Coolangatta QLD 4225  
+61 7 5536 0700  
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ABN 34 010 252 865



## Strata Plan No. 16145

### STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 JULY 2023 TO 30 JUNE 2024

	ACTUAL 01/07/23-30/06/24	BUDGET 01/07/23-30/06/24	ACTUAL 01/07/22-30/06/23
<b><u>CAPITAL WORKS FUND</u></b>			
<b><u>INCOME</u></b>			
Levies - Capital Works Fund	7,213.00	7,213.00	1,000.00
Special Levies - Sink Fund	0.00	0.00	10,000.00
<b><u>TOTAL CAPITAL WORKS INCOME</u></b>	<b>7,213.00</b>	<b>7,213.00</b>	<b>11,000.00</b>
<b><u>EXPENDITURE - CAPITAL WORKS</u></b>			
General Repairs	2,645.00	4,000.00	0.00
Gutters & Downpipes	1,056.00	0.00	5,472.50
<b><u>TOTAL CAP. WORKS EXPENDITURE</u></b>	<b>3,701.00</b>	<b>4,000.00</b>	<b>5,472.50</b>
<b><u>SURPLUS/DEFICIT</u></b>	<b>\$ 3,512.00</b>	<b>\$ 3,213.00</b>	<b>\$ 5,527.50</b>
Brought Forward	719.90	719.90	(4,807.60)
<b><u>CAPITAL WORKS FUND BALANCE</u></b>	<b>\$ 4,231.90</b>	<b>\$ 3,932.90</b>	<b>\$ 719.90</b>



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# Strata Plan No. 16145

## LOT BUDGET SUMMARY

30/06/2025

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	1	3,000.00	2,000.00	5,000.00
2	2	1	3,000.00	2,000.00	5,000.00
3	3	1	3,000.00	2,000.00	5,000.00
4	4	1	3,000.00	2,000.00	5,000.00
5	5	1	3,000.00	2,000.00	5,000.00
<b>Total</b>			<b>\$15,000.00</b>	<b>\$10,000.00</b>	<b>\$25,000.00</b>



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## Strata Plan No. 16145

### ACCOUNTS SUMMARY

1 July 2023 to 30 June 2024

<u>Date</u>	<u>Details</u>	<u>Payee</u>	<u>Amount</u>
<b>12196</b>	<b>Administrative Fund</b>	<b>ACCOUNTING &amp; TAXATION SERVICES</b>	
30/11/23	05 Tax Return Compil	Strata Title Management Group	120.00
30/11/23	Pub/Officer Sign NSW	Strata Title Management Group	165.00
30/11/23	Tax Return Lodge NSW	Strata Title Management Group	125.00
	<b>Total:</b>		<b>410.00</b>
<b>12417</b>	<b>Administrative Fund</b>	<b>BANK CHARGES-BPAY</b>	
05/07/23	StrataPay BPay Fees		0.37
04/10/23	StrataPay BPay Fees		0.37
03/11/23	StrataPay BPay Fees		0.37
05/03/24	StrataPay BPay Fees		0.37
05/06/24	StrataPay BPay Fees		0.37
	<b>Total:</b>		<b>1.85</b>
<b>13010</b>	<b>Administrative Fund</b>	<b>DEBT COLLECTION FEES</b>	
15/11/23	Arrears Notice Fee	Sri Sai Investment Pty Ltd	-61.50
30/11/23	32 Arrears 2ndNotice	Strata Title Management Group	61.50
15/02/24	Arrears Notice Fee	Wallace Mark	-61.50
29/02/24	Arrears Notice Fee	Wallace Mark	-61.50
29/02/24	32 Arrears 2ndNotice	Strata Title Management Group	61.50
28/03/24	32 Arrears 2ndNotice	Strata Title Management Group	61.50
	<b>Total:</b>		<b>0.00</b>
<b>14530</b>	<b>Administrative Fund</b>	<b>INSURANCE-PREMIUMS</b>	
16/04/24	20.4.24-20.4.25	Bac Insurance Brokers Pty Ltd	4,385.77
16/04/24	stamp duty	Bac Insurance Brokers Pty Ltd	328.30
	<b>Total:</b>		<b>4,714.07</b>
<b>15418</b>	<b>Administrative Fund</b>	<b>LEGISLATIVE REPORT</b>	
31/07/23	09 Fin Repts/SpecReq	Strata Title Management Group	55.00
31/10/23	09 Fin Repts/SpecReq	Strata Title Management Group	55.00
30/11/23	Prelim/Progress Rep	Strata Title Management Group	55.00
31/01/24	09 Fin Repts/SpecReq	Strata Title Management Group	55.00
28/03/24	Prelim/Progress Rep	Strata Title Management Group	55.00
30/04/24	09 Fin Repts/SpecReq	Strata Title Management Group	55.00
31/05/24	Prelim/Progress Rep	Strata Title Management Group	110.00
07/06/24	7/9 Strata Hub Fee	Department Of Customer Service	15.00
28/06/24	Prelim/Progress Rep	Strata Title Management Group	55.00
30/06/24	09 Fin repts/Specreq	Stm	-55.00
	<b>Total:</b>		<b>455.00</b>
<b>15990</b>	<b>Administrative Fund</b>	<b>MAINT-CONSULTANTS</b>	
13/07/23	13/7 Asbestos Report	Qia Group Pty Ltd_Nsw	237.00
	<b>Total:</b>		<b>237.00</b>



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## Strata Plan No. 16145

### ACCOUNTS SUMMARY

1 July 2023 to 30 June 2024

<u>Date</u>	<u>Details</u>	<u>Payee</u>	<u>Amount</u>
<b>16230</b>	<b>Administrative Fund</b>	<b>MAINT-GENERAL REPAIRS</b>	
24/06/24	17/6 Roof Leak	Revamp Gc Pty Ltd	693.00
	<b>Total:</b>		<b>693.00</b>
<b>16650</b>	<b>Administrative Fund</b>	<b>MANAGEMENT FEES</b>	
31/07/23	69 Management Fee	Strata Title Management Group	137.81
31/08/23	69 Management Fee	Strata Title Management Group	137.81
29/09/23	69 Management Fee	Strata Title Management Group	137.81
31/10/23	69 Management Fee	Strata Title Management Group	137.81
30/11/23	69 Management Fee	Strata Title Management Group	137.81
21/12/23	69 Management Fee	Strata Title Management Group	137.81
31/01/24	69 Management Fee	Strata Title Management Group	137.81
29/02/24	69 Management Fee	Strata Title Management Group	137.81
28/03/24	69 Management Fee	Strata Title Management Group	137.81
30/04/24	69 Management Fee	Strata Title Management Group	142.48
31/05/24	69 Management Fee	Strata Title Management Group	144.70
28/06/24	69 Management Fee	Strata Title Management Group	144.70
	<b>Total:</b>		<b>1,672.17</b>
<b>16659</b>	<b>Administrative Fund</b>	<b>MGMT - NON ROUTINE SERVICES</b>	
06/07/23	Strata Hub Reporting	Strata Title Management Group	-125.00
06/07/23	Strata Hub Reporting	Strata Title Management Group	110.00
06/07/23	Strata Hub Reporting		125.00
06/07/23	Strata Hub Reporting		-110.00
31/10/23	39 Work Order/Quote	Strata Title Management Group	13.20
30/11/23	39 Work Order/Quote	Strata Title Management Group	13.20
21/12/23	39 Work Order/Quote	Strata Title Management Group	26.40
31/05/24	Insurance Non BCB	Strata Title Management Group	247.50
28/06/24	39 Work Order/Quote	Strata Title Management Group	26.40
28/06/24	Strata Hub Reporting	Strata Title Management Group	110.00
	<b>Total:</b>		<b>436.70</b>
<b>16771</b>	<b>Administrative Fund</b>	<b>MGMT - PRINT/POSTAGE/GENERAL</b>	
31/07/23	PPS Disbursement	Strata Title Management Group	40.43
31/07/23	Strata Vote Fees	Strata Title Management Group	1.46
31/08/23	PPS Disbursement	Strata Title Management Group	40.43
31/08/23	Strata Vote Fees	Strata Title Management Group	1.46
29/09/23	PPS Disbursement	Strata Title Management Group	40.43
29/09/23	Strata Vote Fees	Strata Title Management Group	1.46
31/10/23	PPS Disbursement	Strata Title Management Group	40.43
31/10/23	Strata Vote Fees	Strata Title Management Group	1.46
30/11/23	PPS Disbursement	Strata Title Management Group	40.43
30/11/23	Strata Vote Fees	Strata Title Management Group	1.46
21/12/23	PPS Disbursement	Strata Title Management Group	40.43
21/12/23	Strata Vote Fees	Strata Title Management Group	1.46



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# Strata Plan No. 16145

## ACCOUNTS SUMMARY

1 July 2023 to 30 June 2024

<u>Date</u>	<u>Details</u>	<u>Payee</u>	<u>Amount</u>
<b>16771</b>	<b>Administrative Fund</b>	<b>MGMT - PRINT/POSTAGE/GENERAL</b>	
31/01/24	PPS Disbursement	Strata Title Management Group	40.43
31/01/24	Strata Vote Fees	Strata Title Management Group	1.46
29/02/24	PPS Disbursement	Strata Title Management Group	40.43
29/02/24	Strata Vote Fees	Strata Title Management Group	1.46
28/03/24	PPS Disbursement	Strata Title Management Group	40.43
28/03/24	Strata Vote Fees	Strata Title Management Group	1.46
30/04/24	PPS Disbursement	Strata Title Management Group	40.43
30/04/24	Strata Vote Fees	Strata Title Management Group	1.46
31/05/24	PPS Disbursement	Strata Title Management Group	40.43
31/05/24	Strata Vote Fees	Strata Title Management Group	1.46
28/06/24	PPS Disbursement	Strata Title Management Group	40.43
28/06/24	Strata Vote Fees	Strata Title Management Group	1.46
	<b>Total:</b>		<b>502.68</b>
<b>18116</b>	<b>Administrative Fund</b>	<b>UTILITY-WATER &amp; SEWERAGE</b>	
03/08/23	17/4-24/7/23	Tweed Shire Council 131284	820.35
26/10/23	24/7-16/10/23	Tweed Shire Council 131284	740.05
01/02/24	16/10/23-22/1/24	Tweed Shire Council 131284	920.55
26/04/24	Rates due 24/5/24	Tweed Shire Council 131284	768.93
	<b>Total:</b>		<b>3,249.88</b>
<b>25865</b>	<b>Capital Works Fund</b>	<b>GENERAL REPAIRS</b>	
01/04/24	1/2 Deck Repairs	Salt Property Solutions	2,645.00
	<b>Total:</b>		<b>2,645.00</b>
<b>25880</b>	<b>Capital Works Fund</b>	<b>GUTTERS &amp; DOWNPIPES</b>	
14/12/23	7/12 Gutters	Alten Family Trust	1,056.00
	<b>Total:</b>		<b>1,056.00</b>

## Strata Plan No. 16145

### STATEMENT OF KEY FINANCIAL INFORMATION

For period 1 July 2023 to 30 June 2024

#### Administrative Fund

Balance carried forward	-2,141.97
Total income received	17,023.44
Total interest earned	0.00
Total contributions paid	20,630.15
Total unpaid contributions payable	0.00
Total expenditure for maintenance	693.00
Total expenditure for administration costs	11,224.35
Balance at end of reporting period	2,509.12

Principal items of expenditure proposed for next reporting period

#### Administration

Insurance-Premiums	5,400.00
Utility-Water & Sewerage	3,500.00
Management Fees	1,755.00
Mgmt - Non Routine Services	500.00
Mgmt - Print/Postage/General	500.00
Accounting & Taxation Services	420.00
Total of proposed administration expenditure	<u>12,075.00</u>

#### Maintenance

Maint-General Repairs	1,000.00
Maint-Plumbing & Drainage	800.00
Total of proposed maintenance expenditure	<u>1,800.00</u>
Total of proposed expenditure	<u>13,875.00</u>

#### Capital Works Fund

Balance carried forward	719.90
Total income received	7,213.00
Total interest earned	0.00
Total contributions paid	7,512.15
Total unpaid contributions payable	61.50
Total expenditure for maintenance	3,701.00
Total expenditure for administration costs	0.00
Balance at end of reporting period	4,231.90

Principal items of expenditure proposed for next reporting period

#### Maintenance

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



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PO Box 1548 Coolangatta QLD 4225  
+61 7 5536 0700  
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ABN 34 010 252 865



# Strata Plan No. 16145

## STATEMENT OF KEY FINANCIAL INFORMATION

For period 1 July 2023 to 30 June 2024

### Capital Works Fund

Total of proposed expenditure	<u>2,000.00</u>
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### CAPITAL WORKS FINANCIAL SUMMARY

Year		Opening Balance	Income		Expenses	Closing Balance
Report Year	Fiscal From	Beginning of Year	Contribution Total P.A.	Contribution per Entitlement	Est Expenditure (Inc GST)	Closing Balance (End of Year)
1	01/07/2021	-\$4,043	\$14,988	\$2,997.60	\$10,945	\$1
2	01/07/2022	\$1	\$8,015	\$1,603.00	\$548	\$7,467
3	01/07/2023	\$7,467	\$6,978	\$1,395.60	\$565	\$13,880
4	01/07/2024	\$13,880	\$7,213	\$1,442.60	\$582	\$20,511
5	01/07/2025	\$20,511	\$7,426	\$1,485.26	\$27,830	\$107
6	01/07/2026	\$107	\$5,270	\$1,054.00	\$3,361	\$2,016
7	01/07/2027	\$2,016	\$5,428	\$1,085.62	\$2,426	\$5,019
8	01/07/2028	\$5,019	\$5,591	\$1,118.19	\$968	\$9,641
9	01/07/2029	\$9,641	\$5,759	\$1,151.73	\$675	\$14,725
10	01/07/2030	\$14,725	\$5,931	\$1,186.29	\$1,471	\$19,186
11	01/07/2031	\$19,186	\$6,109	\$1,221.87	\$2,238	\$23,057
12	01/07/2032	\$23,057	\$6,293	\$1,258.53	\$737	\$28,612
13	01/07/2033	\$28,612	\$6,481	\$1,296.29	\$2,518	\$32,575
14	01/07/2034	\$32,575	\$6,676	\$1,335.18	\$782	\$38,469
15	01/07/2035	\$38,469	\$6,876	\$1,375.23	\$42,426	\$2,920



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# Strata Plan No. 16145

134 Kennedy Drive Tweed Heads West NSW 2485

## PROPOSED ANNUAL BUDGET

	ACTUAL 01/07/23-30/06/24	BUDGET 01/07/23-30/06/24	BUDGET 01/07/24-30/06/25
<b><u>ADMINISTRATIVE FUND</u></b>			
<b><u>INCOME</u></b>			
Levies - Admin Fund	17,000.00	17,000.00	15,000.00
Interest On Overdue Levies	23.44	0.00	0.00
<b><u>TOTAL ADMIN FUND INCOME</u></b>	<b>17,023.44</b>	<b>17,000.00</b>	<b>15,000.00</b>
<b><u>EXPENDITURE - ADMIN. FUND</u></b>			
Accounting & Taxation Services	410.00	450.00	420.00
Bank Charges-Bpay	1.85	2.00	0.00
Insurance-Premiums	4,714.07	5,600.00	5,400.00
Legislative Report	455.00	500.00	450.00
Maint-Consultants	237.00	550.00	0.00
Maint-General Repairs	693.00	1,000.00	1,000.00
Maint-Plumbing & Drainage	0.00	800.00	800.00
Management Fees	1,672.17	1,600.00	1,755.00
Mgmt - Non Routine Services	436.70	700.00	500.00
Mgmt - Print/Postage/General	502.68	490.00	500.00
Utility-Water & Sewerage	3,249.88	2,800.00	3,500.00
<b><u>TOTAL ADMIN EXPENDITURE</u></b>	<b>12,372.35</b>	<b>14,492.00</b>	<b>14,325.00</b>
<b><u>SURPLUS/DEFICIT</u></b>	<b>\$ 4,651.09</b>	<b>\$ 2,508.00</b>	<b>\$ 675.00</b>
Brought Forward	(2,141.97)	(2,141.97)	2,509.12
<b><u>ADMINISTRATIVE FUND BALANCE</u></b>	<b>\$ 2,509.12</b>	<b>\$ 366.03</b>	<b>\$ 3,184.12</b>



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# Strata Plan No. 16145

134 Kennedy Drive Tweed Heads West NSW 2485

## PROPOSED ANNUAL BUDGET

	ACTUAL 01/07/23-30/06/24	BUDGET 01/07/23-30/06/24	BUDGET 01/07/24-30/06/25
<b><u>CAPITAL WORKS FUND</u></b>			
<b><u>INCOME</u></b>			
Levies - Capital Works Fund	7,213.00	7,213.00	10,000.00
<b><u>TOTAL CAPITAL WORKS INCOME</u></b>	<b>7,213.00</b>	<b>7,213.00</b>	<b>10,000.00</b>
<b><u>EXPENDITURE - CAPITAL WORKS</u></b>			
General Repairs	2,645.00	4,000.00	2,000.00
Gutters & Downpipes	1,056.00	0.00	0.00
<b><u>TOTAL CAP. WORKS EXPENDITURE</u></b>	<b>3,701.00</b>	<b>4,000.00</b>	<b>2,000.00</b>
<b><u>SURPLUS/DEFICIT</u></b>	<b>\$ 3,512.00</b>	<b>\$ 3,213.00</b>	<b>\$ 8,000.00</b>
Brought Forward	719.90	719.90	4,231.90
<b><u>CAPITAL WORKS FUND BALANCE</u></b>	<b>\$ 4,231.90</b>	<b>\$ 3,932.90</b>	<b>\$ 12,231.90</b>



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# Strata Plan No. 16145

## LOT BUDGET SUMMARY

30/06/2025

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	1	3,000.00	2,000.00	5,000.00
2	2	1	3,000.00	2,000.00	5,000.00
3	3	1	3,000.00	2,000.00	5,000.00
4	4	1	3,000.00	2,000.00	5,000.00
5	5	1	3,000.00	2,000.00	5,000.00
<b>Total</b>			<b>\$15,000.00</b>	<b>\$10,000.00</b>	<b>\$25,000.00</b>



# Financial Services Guide

## Authorised Representatives

### Strata Title Management

This Financial Services Guide (FSG) is designed to assist you in deciding whether to use any of the services offered by BCB and our Authorised Representative. It contains information about:

- the financial services BCB and our Authorised Representative can offer you;
- how BCB and our Authorised Representative are remunerated in relation to those services; and
- how you can make a complaint.

### About BCB

Body Corporate Brokers Pty Ltd ABN 95 002 809 298 (BCB) holds an Australian Financial Services License (AFSL No.244 529) to provide advice on and deal in general insurance products. We specialise as strata insurance brokers.

BCB is a member of the National Insurance Brokers Association and subscribes to the Insurance Brokers' Code of Practice.

The contact details for BCB and our Authorised Representative are on the last page.

### BCB's own insurance policies

We maintain a Professional Indemnity Policy (PI Policy) which satisfies the requirements for compensation arrangements under Section 912B of the Corporations Act 2001 (Cth).

### About our Authorised Representative

BCB has appointed your Strata Manager, Residential Manager, Owners Corporation Manager or Body Corporate Manager as an Authorised Representative to act on BCB's behalf (Authorised Representative).



The Authorised Representative is part of the Smarter Communities Limited ABN 25 065 006 859 (SC) group of companies.

## Our services

Our Authorised Representative can assist you to obtain insurance to protect your assets and minimise your liabilities to comply with the Body Corporate, Strata and Community Title laws in your State or Territory.

Our Authorised Representative can give you information and help in arranging or renewing your Strata, Community Title or other related insurance policies.

Our Authorised Representative is authorised to provide **general advice only**. General advice is a recommendation or opinion about an insurance product that does not take into account your objectives, financial situation or needs.

If you need personal advice about your insurance requirements, you should contact BCB.

**Personal advice** is advice that takes into account any one or more of your objectives, financial situation and needs. We will give you a document setting out our advice, the details of remuneration (including commission) and information on any associations or other interests which might reasonably have influenced us in giving our advice.

Our Authorised Representative is not authorised to provide you with Personal Advice under our arrangement with it.

If either BCB or our Authorised Representative offer to arrange a general insurance product for you, we will provide you with a Product Disclosure Statement (PDS). You should carefully read the PDS to decide if the product features suit your objectives, financial situation and needs before making a decision about the insurance product.

## Who we act for

BCB acts on your behalf when we advise on and arrange insurance for you. When you ask us to recommend an insurance policy for you, we will only consider the policies offered by the insurers we deal with.

## Remuneration and other benefits

BCB is paid commission by insurers when we arrange a general insurance product for you. The amount of the commission is a range from 0% to 20 % of the base premium (excluding government charges) paid by you for the product.

Where our Authorised Representative has referred you, BCB will pass on all of this commission.

BCB charges you a broker fee in addition to the commission received from insurers. This fee is a range from 0% to 15% of the base premium (excluding government charges) and will appear separately on your tax invoice.

Alternatively, if an insurer charges a net premium and no commission is payable, BCB may either increase its remuneration by up to the amount of commission and fee that would normally apply to this insurance or agree a specific fee with you according to the service to be provided.

Where our Authorised Representative has referred you, BCB will pass on up to half of its fees.

The commission or fee applies for each policy issued or renewed.

BCB employees are paid a salary and may earn a bonus or incentives based on achievement of a broad range of the company's goals, including financial targets.

BCB receives interest on our trust account funds comprising premiums received from you and other insureds before they are sent to insurers. BCB may invest the premium. Any interest or return on investment is solely for BCB's benefit.

If you require, BCB can arrange a premium funding quote enabling you to pay your premiums by instalments. Premium funders charge interest. BCB may receive a commission from the premium funder for the introduction in the range of 0% to 4% of the base premium (excluding government charges).

BCB may receive from time to time certain soft dollar (non-monetary) benefits.

You may request particulars of BCB's remuneration (including commission) or other benefits within a reasonable time after you are given this FSG and before any financial service identified in this FSG is provided to you BCB is paid.

## Important Relationships

The Authorised Representative's parent company, SC has entered into an agreement with BCB in relation to services provided by BCB to the Authorised Representative. These services are being developed to provide innovative technology solutions and other process efficiencies which will enable the Authorised Representative to deliver smarter insurance solutions for your benefit. Any net profit for BCB arising from these services will be shared 60% to BCB and 40% to SC.

Further details of the remuneration (including commission) or other benefits received by either the Authorised Representative and/or SC in connection with the provision of insurance products are available on request from BCB if this is made within a reasonable time after you are given this FSG and before any financial service identified in this FSG is provided to you.

The Authorised Representative is also an Authorised Representative of CHU Underwriting Agencies Pty Ltd, ABN 18 001 580 070 (CHU).

We are a wholly owned entity of Steadfast Group Limited, ABN 98 073 659 677 (SGL). Some of the insurance intermediaries we deal with may also be Steadfast related entities. We have access to shared services from SGL. These include (but are not exclusive to): model operating procedures, manuals, legal, technical, HR, compliance, IT, sum insured and product comparison tools; specialist insurance cover placement and claims support; group insurance arrangements; and group purchasing arrangements. These services are funded by SGL, subsidised by SGL or SGL receives a fee for them.

Steadfast has exclusive arrangements with some insurers and underwriting agencies (Partners) under which Steadfast will receive a marketing and administration fee between 0.5 – 2.0% for each product arranged by a Steadfast Network Broker with those Partners. Steadfast also has exclusive arrangements with some premium funders under which Steadfast will receive 0.5% marketing and administration fee for each amount funded by Steadfast Network Brokers with those premium funders. Depending on the operating costs of Steadfast (including the costs of services provided by Steadfast to Steadfast Network Brokers) and the amount of total business Steadfast Network Brokers place with participating Partners and premium funders in any financial year, Steadfast Network Brokers may receive a proportion of that marketing and administration fee at the end of each financial year. Steadfast is a shareholder in a number of Steadfast Network Brokers and also a shareholder in some underwriting agencies.

## Privacy

We are committed to protecting your privacy. We use the personal information you provide to advise about and assist with your insurance needs. We only provide your personal information to either the insurance companies with which we choose to deal (and their representatives) or as per our Privacy Policy.

You can request details of the personal information we hold about you at any time.

For more details about our Privacy Policy, please ask your BCB Manager.

## Complaints and Disputes

What should I do if I have a complaint?

1. Contact BCB and tell BCB about your complaint. BCB will do its best to resolve it quickly.
2. If your complaint is not satisfactorily resolved within 3 business days, please contact our Complaints Officer on 02 9024 3850 or put your complaint in writing and send it to them at:

Complaints Officer

PO BOX 20288, World Square NSW 2002

Or email: [complaints@bodycorporatebrokers.com.au](mailto:complaints@bodycorporatebrokers.com.au)

3. BCB is a member of the Australian Financial Complaints Authority (AFCA). If an issue has not been resolved to your satisfaction, you can lodge a complaint with AFCA. AFCA provides fair and independent financial services complaint resolution that is free to consumers. AFCA can be contacted as below:

### Australian Financial Complaints Authority

GPO Box 3, MELBOURNE VIC 3001

Telephone: 1800 931 678 (free call)

Email: [info@afca.org.au](mailto:info@afca.org.au)

Web: [www.afca.org.au](http://www.afca.org.au)

## Authorised Representative

Name:

Strata Title Management Group Pty Ltd

ABN:

43 119 665 762

Authorised Representative No:

1258603

Address:

Level 7, 447 Kent Street SYDNEY NSW 2000

Phone:

02 9266 2600

Fax:

02 9266 2699

Email:

central@stratatitle.com.au



Established in 1996.

NEW SOUTH WALES | QUEENSLAND  
VICTORIA | WESTERN AUSTRALIA

[bodycorporatebrokers.com.au](http://bodycorporatebrokers.com.au)

### New South Wales Branch

Level 11, 338 Pitt Street, Sydney NSW 2000

Ph.: 02 9024 3850

### Queensland Branch

Suite 1,7-9 Burra Street, Chevron Island QLD 4217

Ph: 07 5668 7800

### Victoria Branch

Level 3, 100 Albert Road, South Melbourne VIC 3205

Ph.: 03 8609 2300

### Western Australia Branch

155b, 22 St Georges Terrace, Perth WA 6000

Ph: 08 6245 5300

Please retain this document in a safe place as it involves legal rights and obligations.

If you require any further details about the financial services provided by BCB, please contact us.



\* All sections to be completed by BCB upon release

Body Corporate Brokers Pty Ltd authorized the distribution of this Financial Services Guide. This document was prepared on 1 November 2018.

# STRATA COMMITTEE NOMINATION FORM



THE OWNERS OF SP 16145 | KENNEDY DRIVE 134 | 134 KENNEDY DRIVE, TWEED HEADS WEST, NSW, 2485

## NOMINEE

I, Debra Scott and Jo Wagner of Lot No. 5 being (please tick which is relevant):

- Sole Owner
- Co-owner
- Company nominee

in Strata Plan No. **16145** hereby nominate \_\_\_\_\_ to stand for election to the strata committee at the Annual General Meeting.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## ACCEPTANCE OF NOMINATION

I, \_\_\_\_\_ of Lot No. \_\_\_\_\_ being (please tick which is relevant):

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

in Strata Plan No. **16145**:

- 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 16145 | KENNEDY DRIVE 134 | 134 KENNEDY DRIVE, TWEED HEADS WEST, NSW, 2485**

To the Secretary  
The Owners – Strata Plan 16145

C/- Strata Title Management  
PO Box 1548  
COOLANGATTA 4225

Email: [tweedheads@stratatitle.com.au](mailto: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: Debra Scott and Jo Wagner

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*

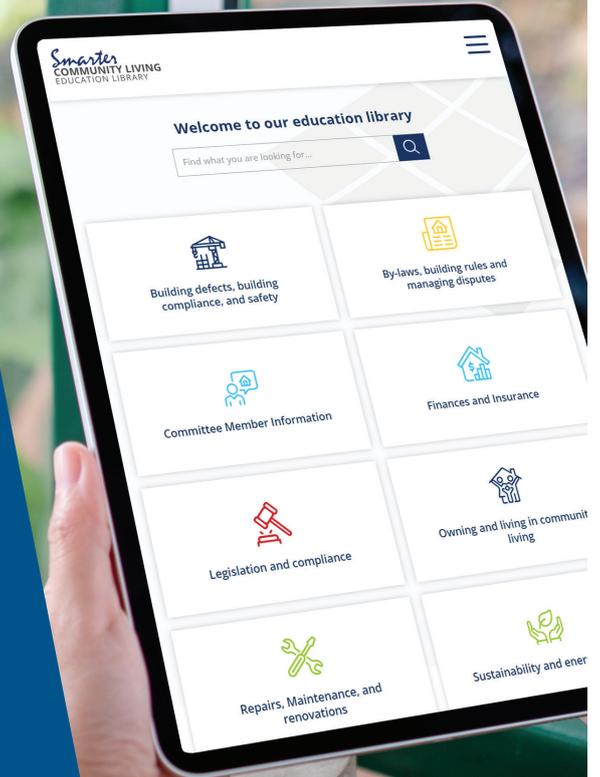


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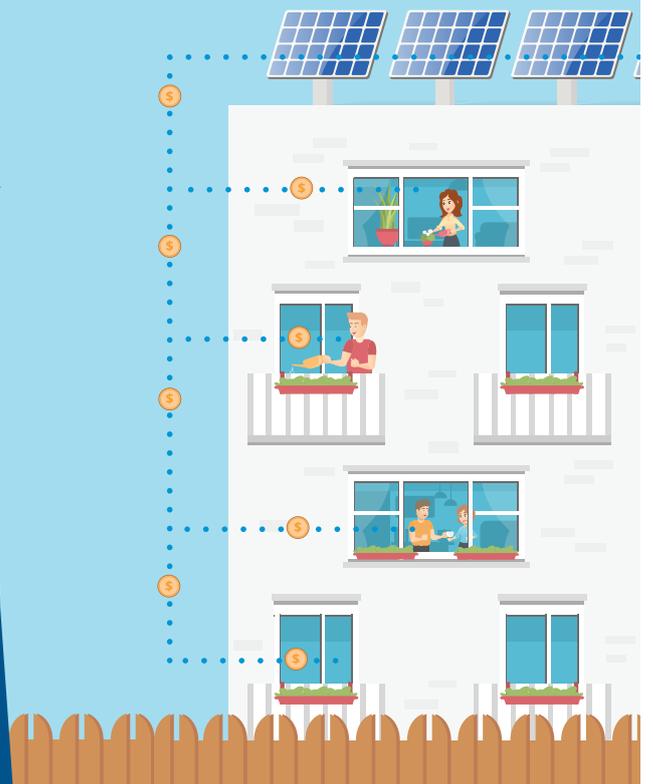


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\*Consultations available via phone or online meeting only. Available for properties located in Victoria and New South Wales only.



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[SUSTAINABILITY@SMARTERCOMMUNITIES.COM.AU](mailto:SUSTAINABILITY@SMARTERCOMMUNITIES.COM.AU)





*Building Smarter  
Communities*

**STRATA TITLE MANAGEMENT**

## **NOTICE OF STRATA COMMITTEE MEETING**

**THE OWNERS – STRATA PLAN 16145  
AT 134 KENNEDY DRIVE, TWEED HEADS WEST, NSW, 2485**

**Date: Immediately after AGM**

**Time: Immediately after AGM**

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

**Prepared by: Maddy McGrath  
Phone: (07)55360700  
Postal Address: PO Box 1548, COOLANGATTA, 4225  
Email: [tweedheads@stratatitle.com.au](mailto:tweedheads@stratatitle.com.au)**

# NOTICE OF STRATA COMMITTEE MEETING OF THE OWNERS CORPORATION

**NOTICE OF BUSINESS** to be dealt with at the Strata Committee Meeting of the  
Owners - Strata Plan No 16145  
To be held on **Immediately after AGM**  
**the Office of STM and Phone / Video Conference, Shop 207, Level 2, 72-80 Marine Parade,  
Coolangatta, QLD, 4225**  
**Commencing at Immediately after AGM**

<b>Motion 1.</b>	<b>Minutes</b>
	<b>THAT</b> the minutes of the previous Strata Committee meeting be confirmed as a true and accurate account of the proceedings at that meeting.
	<i>Explanatory Note: This motion refers to accepting the minutes of the last strata committee meeting, a copy of which is included in the meeting notice.</i>

<b>Motion 2.</b>	<b>Strata Hub - Office Bearers Consent</b>
	<b>THAT</b> the elected Chairperson and Secretary appointed at this meeting consent to the Strata Manager uploading their contact details to the Strata Hub by completing the Office Bearers Consent affixed to this agenda.
	<i>Explanatory Note: This motion is to consent to Strata Title Management providing the email and phone number of the elected Chairperson and Secretary for uploading to the Strata Hub. Only the email address will be made available to Occupants and Owners within the Strata Scheme.</i>

<b>Motion 3.</b>	<b>Office Bearers</b>
	<b>THAT</b> the Strata Committee elect the Secretary, Treasurer and Chairperson.
	<i>Explanatory Note: This motion is to fill the office bearers positions for the ensuring year.</i>

**Motion 4. Strata Hub - Emergency Point of Contact**

**THAT** the Committee nominate a person to be appointed as the Schemes Emergency Contact and their contact details uploaded to the Strata Hub for use in the event of an emergency.

*Explanatory Note:*

*This motion is to nominate an emergency contact person for the building. In accordance with Section 43a of the Strata Schemes Management Regulation 2021 the emergency point of contact can be the Secretary, Chairperson or another Officer of the Owners Corporation or Building Manager for the scheme.*

**Motion 5. 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 Note:*

*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.*

**Motion 6. Archive Management**

**THAT:**

(a) pursuant to section 180(1) of the *Strata Schemes Management Act*, the Strata Committee resolves to destroy all records after a period of 7 years from the date of the last actionable work on the matter.

(b) pursuant to section 180(1) of the *Strata Schemes Management Act 2015*, the Strata Committee resolves to instruct the Strata Managing Agent to destroy the books and records on behalf of the owners corporation as resolved in part (a) of this motion.

*Explanatory Note:*

*The archived records of the Owners Corporation are currently stored with Grace Records. In accordance with Section 180 of the Strata Schemes Management Act these records must be retained for 7 years. This motion is to resolve the destruction of records which have exceeded the 7-year period (excluding Building Plans and correspondence relating to active matters).*

**SYDNEY CBD**

PO Box 56  
Sutherland NSW 1499  
+61 2 9266 2600  
central@stratatitle.com.au

**NORTHERN SYDNEY**

PO Box 56  
Sutherland NSW 1499  
+61 2 9266 2600  
northshore@stratatitle.com.au

**SOUTHERN SYDNEY**

PO Box 56  
Sutherland NSW 1499  
+61 2 9266 2600  
sydney@stratatitle.com.au

**TWEED HEADS**

PO Box 1548  
Coolangatta QLD 4225  
+61 7 5536 0700  
tweedheads@stratatitle.com.au

**Motion 7. Repairs and Maintenance**

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

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

**Motion 8. Termite Inspection**

**THAT** the Strata Committee arrange for a termite inspection to be completed.

Last Report Undertaken: 15/2/22

*Explanatory Note:*

*This motion is to determine whether to engage the services of a specialist pest control company to carry out a termite inspection of common property areas within the complex.*

---

**Maddy McGrath**  
**STRATA TITLE MANAGEMENT**

Dated: 6 August 2024

**IMPORTANT NOTICE:** An owner can attend Strata Committee meetings but cannot address the meeting unless with approval from the Strata Committee.

## CONSENT TO DISCLOSURE OF PERSONAL INFORMATION

Consent to the disclosure of personal details on the NSW Strata Hub pursuant to section 43 of the Strata Schemes Management Regulations 2016.

I, \_\_\_\_\_

consent to Strata Title Management uploading my personal contact details to the NSW Strata Hub, which will be of public record to Fire & Rescue NSW and the local Council for the land on which the strata scheme is situated.

Full name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

---

**SYDNEY CBD**

Level 7, 447 Kent St  
Sydney NSW 2000  
+61 2 9266 2600  
central@stratatitle.com.au

**NORTHERN SYDNEY**

Level 4, 1 Chandos St  
St Leonards NSW 2065  
+61 2 9266 2600  
northshore@stratatitle.com.au

**SOUTHERN SYDNEY**

Gnd Floor, 680 Old Princes Hwy  
Sutherland NSW 2232  
+61 2 9266 2600  
sydney@stratatitle.com.au

**WOLLONGONG**

Suite 2B, 129 Crown St  
Wollongong NSW 2500  
+61 2 6618 7200  
wollongong@stratatitle.com.au

**TWEED HEADS**

Suite1, 69 Wharf St  
Tweed Heads NSW 2485  
+61 7 5536 0700  
tweedheads@stratatitle.com.au