



**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: 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  
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# 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 2 September 2024

At

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

**PRESENT:**

Lot 1	Peter Rohr -The Boys Investment Group	Paper vote
Lot 2	Wayne Law	Electronic vote

**IN ATTENDANCE:** Maddy McGrath representing STM

**CHAIRPERSON:** Maddy McGrath under delegated authority

**\* AFTER WAITING 30 MINUTES, THE CHAIRMAN DECLARED THAT THOSE IN ATTENDANCE IN PERSON OR BY PROXY WOULD CONSTITUTE A QUORUM WOULD AND THEREFORE OPENED THE MEETING AT 12.30PM**

<b><i>Motion 1.</i></b>	<b><i>Minutes</i></b>		<b><i>Ordinary Resolution</i></b>	
<b>RESOLVED 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.				
<b>VOTES</b>	Yes : 2	No: 0	Abs: 0	Inv: 0

<b>Motion 2.</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>On this motion, despite the fact that notice of this motion was given prior to the passing of this resolution.</li> <li>On each subsequent motion on this agenda.</li> </ol>					
<b>VOTES</b>		Yes : 2	No: 0	Abs: 0	Inv: 0

<b>Motion 3.</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 2024 to 30th of June 2024 be adopted.</p>					
<b>VOTES</b>		Yes : 2	No: 0	Abs: 0	Inv: 0

<b>Motion 4.</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 2024 to 30th of June 2025.</p>					
<b>VOTES</b>		Yes : 0	No: 2	Abs: 0	Inv: 0

<b>Motion 5.</b>	<b>Term Deposits</b>	<b>Ordinary Resolution</b>			
<p><b>Lost 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>VOTES</b>		Yes : 1	No: 1	Abs: 0	Inv: 0

Motion 6.	Management of Levy Arrears	Ordinary Resolution		
<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> <p>a. To issue arrears notices, reminder notices and/or letters to seek recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs/expenses and arrange and monitor payment plans;</p> <p><b><u>Important Note:</u></b> <b><i>STM's debt recovery process is to send owners the original levy notice at six weeks prior to the due date. STM then sends a first reminder 34 calendar days after the due date, a second reminder 48 calendar days after the due date and a final reminder 64 calendar days after the due date. Chambers Russell Lawyers will be engaged 28 calendar days from the final reminder issue date. Charges for the reminder notices are included in the Agency Agreement. Interest is charged on all outstanding debts and retained by the Owners Corporation. This strict process is necessary to ensure that our scheme have suitable cash flows in order to maintain expenditure levels for services.</i></b></p> <p>b. To engage or appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation and/or experts on behalf of the Owners – Strata Plan No 16145;</p> <p>c. To issue demands, commence, pursue, continue or defend any court, tribunal or any other proceedings against any lot owner, mortgagee in possession and/or former lot owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;</p> <p>d. Enter and enforce any judgment obtained in the collection of levy contributions including issuing writ for levy of property (personal and real property), garnishee orders, examination notices/orders/hearings, bankruptcy notices, statutory demands and commencing and maintaining bankruptcy proceedings or winding up proceedings;</p> <p>e. Filing an appeal or defending an appeal against any judgment concerning the collection of levy contributions; and</p> <p>f. Liaise, instruct and prepare all matters with the Owners Corporation's debt collection agents, lawyers and experts in relation to any levy recovery proceedings.</p>				
<b>VOTES</b>	Yes : 2	No: 0	Abs: 0	Inv: 0

Motion 7.	Payment Plans	Ordinary Resolution		
<p><b>Lost</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>VOTES</b>	Yes : 1	No: 1	Abs: 0	Inv: 0

<b>Motion 8.</b>	<b>Adopt 10 Year Capital Works Fund Forecast</b>	<b>Ordinary Resolution</b>
<p><b>Lost</b> that 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>		
<b>VOTES</b>	Yes : 1	No: 1      Abs: 0      Inv: 0

<b>Motion 9.</b>	<b>Annual Budget and Contributions</b>	<b>Ordinary Resolution</b>
<p>1. <b>RESOLVED</b> 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 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:-  <b>ADMINISTRATIVE FUND:</b> \$15,000.00 GST Inclusive  <b>CAPITAL WORKS FUND**:</b> \$10,000.00 GST Inclusive                      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>		

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
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.

**VOTES**

Yes : 2

No: 0

Abs: 0

Inv: 0

<b>Motion 10.</b>	<b>10 Year Capital Works Fund Forecast</b>	<b>Ordinary Resolution</b>			
<p><b>RESOLVED 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>					
<b>VOTES</b>		Yes : 2	No: 0	Abs: 0	Inv: 0

<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> <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>					
<b>VOTES</b>		Yes : 2	No: 0	Abs: 0	Inv: 0

<b>Motion 12.</b>	<b>Election of Strata Committee</b>	<b>Ordinary Resolution</b>			
<p><b>DEFEATED 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>					
<b>VOTES</b>		Yes : 0	No: 1	Abs: 1	Inv: 0

<b>Motion 13.</b>	<b>Restricted Matters</b>	<b>Ordinary Resolution</b>			
<p>Lost that no additional restrictions be placed on Strata Committee other than those currently imposed by Section 36 (3b) of the Act.</p>					
<b>VOTES</b>		Yes : 1	No: 1	Abs: 0	Inv: 0

<b>Motion 14.</b>	<b>Confirmation of Insurance</b>	<b>Ordinary Resolution</b>
<b>RESOLVED that</b> the Owners Corporation's insurance policies currently in place be confirmed.		
<b>VOTES</b>	Yes : 2	No: 0 Abs: 0 Inv: 0

<b>Motion 15.</b>	<b>Renewal of Insurance Policy</b>	<b>Ordinary Resolution</b>
<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.		
<b>VOTES</b>	Yes : 2	No: 0 Abs: 0 Inv: 0

<b>Motion 16.</b>	<b>Valuation for Insurance Purposes</b>	<b>Ordinary Resolution</b>
<b>Lost 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>		
<b>VOTES</b>	Yes : 1	No: 1 Abs: 0 Inv: 0

<b>Motion 17.</b>	<b>Additional Insurances</b>	<b>Ordinary Resolution</b>
<b>Lost 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.		
<b>VOTES</b>	Yes : 1	No: 1 Abs: 0 Inv: 0

<b>Motion 18.</b>	<b>Commissions and Training Services</b>	<b>Ordinary Resolution</b>
<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.		
<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.		
<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.		
<b>VOTES</b>	Yes : 2	No: 0 Abs: 0 Inv: 0

<b>Motion 19.</b>	<b>Work, Health and Safety Report</b>	<b>Ordinary Resolution</b>		
<p><b>RESOLVED 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>				
<b>VOTES</b>	Yes : 2	No: 0	Abs: 0	Inv: 0

<b>Motion 20.</b>	<b>Asbestos Report and Register</b>	<b>Ordinary Resolution</b>		
<p><b>DEFEATED 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>				
<b>VOTES</b>	Yes : 0	No: 2	Abs: 0	Inv: 0

**THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 12.45PM**

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**Maddy McGrath**  
**STRATA TITLE MANAGEMENT**  
Dated: 2 September 2024

**\*\* Note – there was no Strata Committee Meeting held due to no one in attendance and no nominations for Committee. There will be an EGM held to obtain nominations for Committee members.**

# MINUTES OF STRATA COMMITTEE MEETING OF THE OWNERS CORPORATION

MINUTES OF the Strata Committee Meeting of the  
Owners - Strata Plan No 16145

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

On Immediately after AGM commenced at Immediately after AGM

**\*\*Please note no SCM held as per the above note on AGM minutes**

**Chairman:** Maddy McGrath

<b>Motion 1.</b>	<b>Minutes</b>	<b>Ordinary Resolution Without use of Proxies</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.		
<b>Motion 2.</b>	<b>Strata Hub - Office Bearers Consent</b>	<b>Ordinary Resolution</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.		
<b>Motion 3.</b>	<b>Office Bearers</b>	<b>Ordinary Resolution Without use of Proxies</b>
<b>THAT</b> the Strata Committee elect the Secretary, Treasurer and Chairperson.		
<b>Motion 4.</b>	<b>Strata Hub - Emergency Point of Contact</b>	<b>Ordinary Resolution</b>
<b>THAT</b> 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.		

<b>Motion 5.</b>	<b>Appointing Contact point and substitute Contact Point</b>	<b>Ordinary Resolution Without use of Proxies</b>
<b>THAT</b> 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.		

<b>Motion 6.</b>	<b>Archive Management</b>	<b>Ordinary Resolution</b>
<b>THAT:</b> (a) pursuant to section 180(1) of the <i>Strata Schemes Management Act</i> , 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 <i>Strata Schemes Management Act 2015</i> , 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.		

<b>Motion 7.</b>	<b>Repairs and Maintenance</b>	<b>Ordinary Resolution Without use of Proxies</b>
<b>THAT</b> the Strata Committee review any items of repair and maintenance needing attention and provide instructions.		

<b>Motion 8.</b>	<b>Termite Inspection</b>	<b>Ordinary Resolution Without use of Proxies</b>
<b>THAT</b> the Strata Committee arrange for a termite inspection to be completed.  Last Report Undertaken: 15/2/22		

**STRATA TITLE MANAGEMENT**  
Dated: Immediately after AGM