15 March 2026

MINUTES OF ANNUAL GENERAL MEETING

The Owners	Owners Corporation Strata Plan No. 89473 STRATA PLAN - 89473 52 Darlington Drive BANORA POINT NSW 2486

Minutes of the Annual General Meeting held at
The office of Strata Plus
22 Bay Street, Tweed Heads NSW 2486
on Tuesday, March 3, 2026

PRESENT:	**Lot**	**Name**	**Lot**	**Name**
	2	Carolyn Ritchie-Boswell	3	R Beale
	5	Ms Elizabeth Anne McPherson	11	Mrs D Mahanga
	12	D Brittingham		

IN ATTENDANCE: Ryno Ferreira - Strata Plus North Pty Ltd

PRESENT BY PROXY: There were no Proxies received

PRE-MEETING ELECTRONIC VOTES:	**Lot**	**Name**
	7	Heidi Thurgate

APOLOGIES: There were no Apologies received

Those present determined that Ryno Ferreira chair the meeting.

The meeting was declared open at 9:24 AM NSW Time

The chairperson declared a quorum.

MINUTES

1. CONFIRMATION OF RECORDS		
Motion 1.1	**PECUNIARY INTEREST**	It was **NOTED** that the owners corporation did not receive any disclosures of pecuniary interest in relation to matters for this meeting.
Motion 1.2	**CONFIRMATION OF MINUTES**	**RESOLVED** that the minutes of the last general meeting of the owners corporation held 06/12/2024 be confirmed as a true record and account of the proceedings at that meeting.

<table>
<tr><td>Motion 1.3</td><td>ADOPTION OF FINANCIAL STATEMENTS</td><td>RESOLVED that the unaudited financial reports for the financial year 01/06/2024 - 31/05/2025 be adopted.</td></tr>
<tr><td colspan="3">2. CONTRACTS OF THE OWNERS CORPORATION</td></tr>
<tr><td>Motion 2.1</td><td>STRATA MANAGING AGENT - TERMINATION OF CURRENT AGREEMENT & RE-APPOINTMENT</td><td>A. RESOLVED that the owners corporation:
(a) subject to entering into a new agreement, terminate its current agency agreement by the mutual consent with Strata Plus Tweed Heads in accordance with clause 5.2 of the current agency agreement; and
(b) continues to appoint Strata Plus as Strata Managing Agent (Agent); and
(c) delegate to the Agent all of the functions of:
(i) the owners corporation (other than those listed in section 52(2) of the Act); and
a. (ii) its Chairperson, Treasurer, Secretary and Strata Committee;
b. necessary to enable the Agent to carry out the ‘agreed services’ and the ‘additional services’ as defined in the written agreement, a copy of which is attached to the notice of meeting (Agreement); and
(d) the delegation to the Agent is to be subject to the conditions and limitations in the Agreement; and
(e) the owners corporation execute the Agreement to give effect to this appointment and delegation; and
(f) authority be given for the common seal of the owners corporation to be affixed to the Agreement by the secretary and any other member of the strata committee OR two members of the strata committee.

B. RESOLVED that the delegations in this motion supersede all previous delegations.</td></tr>
<tr><td>Motion 2.2</td><td>AGREEMENTS FOR THE SUPPLY OF ELECTRICITY, GAS OR ANY OTHER UTILITY RELEVANT TO THE SCHEME</td><td>RESOLVED that a standing authority be given to Strata Plus to place the utility contract tenders for the scheme with Active Utilities or similar “Utilities Broker” to achieve the most competitive pricing to benefit the property.</td></tr>
<tr><td colspan="3">3. COMMON PROPERTY RISK MANAGEMENT</td></tr>
<tr><td>Motion 3.1</td><td>CONFIRMATION OF CURRENT INSURANCES</td><td>RESOLVED that the owners corporation's current insurances as detailed in the attachment to the Notice were confirmed.</td></tr>
<tr><td>Motion 3.2</td><td>INSURANCE COMMISSION</td><td>The owners corporation NOTED that
(a) Strata Plus received a commission/broker fee in the sum of Policy No. TBA Amount. $1,789.48. Received. 11/12/2025 Policy No. LNG-STR-110585 Amount. $173.42. Received. 26/06/2025 incl. GST when the premium was placed. This commission/broker fee is in line with the existing agency agreement and has been taken into consideration when determining the management fee for the scheme.
(b) The strata insurance industry anticipates a 15-20% increase for anticipated future income based on current market conditions.</td></tr>
</table>

Motion 3.3	**TRAINING DISCLOSURES**	The owners corporation **NOTED** that (a) Training services provided to the strata managing agent by external service providers in the last 12 months include: 1. legal service providers including Chambers Russell Lawyers, Grace Lawyers, Bannermans Lawyers, and Construction Legal; and 2. insurance service provider BAC Insurance Brokers; and 3. financial service provider Macquarie Business Banking. (b) Training services received from external service providers are estimated to be approximately 10 hours per year per manager, the value of which is estimated at $250 in total. (c) training services likely to be received by the strata managing agent by external service providers in the next 12 months include: -Legal service providers including Chambers Russell Lawyers, Grace Lawyers, Bannermans Lawyers, and Construction Legal; and -Insurance service provider BAC Insurance Brokers; and -Financial service provider Macquarie Business Banking; and -Remedial Building provider (for training on building materials) Remedial Building Services -Utilities Services provider (for training on proactive energy management strategies) Energywise (d) It is estimated that training services received from external service providers in the next 12 months will be approximately 12 hours per year per manager, the value of which is estimated at $500 in total per manager.
Motion 3.4	**INSURANCE RENEWAL**	**RESOLVED** that a standing authority be given to Strata Plus to renew the insurances for the scheme in accordance with current valuation.
Motion 3.5	**BUILDING VALUATION**	**DEFEATED** that a valuation be obtained for insurance purposes prior to the expiration of the current policy period and that the managing agent be authorised to alter the sum insured in accordance with the updated valuation.
Motion 3.6	**WORKERS COMPENSATION INSURANCE**	**RESOLVED** that the owners corporation confirmed that it does not employ workers, including sole traders, with annual wages exceeding $7,500, and therefore will not require workers compensation insurance.
Motion 3.7	**RECTIFICATION WORK TO COMMON PROPERTY**	**RESOLVED** that the owners corporation consider possible defect and rectification works required to common property, and authorised the strata manager to engage relevant building experts to inspect the property and provide a report. ***Notes:*** • *Strata manager to request an Arborist to inspect all large trees on site in order to provide advice to the strata committee.* • *Strata manager to arrange for a quotation for a gutter clean on the building – all gutters facing trees.*
Motion 3.8	**WINDOW LOCKS – SAFETY AND COMPLIANCE AUDIT**	**DEFEATED** that the owners corporation instruct the strata committee and/or managing agent to arrange for a window safety and compliance audit of all windows in the scheme. *Notes:* *The Strata manager has been requested to draft and release a detailed letter to all owners and property managers, requesting that they inspect their windows and report any non-compliant windows.*
Motion 3.9	**WINDOW LOCKS – INSTALLATION AND DELEGATION TO THE STRATA COMMITTEE**	**DEFEATED** that the owners corporation: (a) authorise the installation of window safety devices to windows within the strata scheme; and (b) delegate authority to the strata committee to undertake review of the audit recommendations before selecting the most appropriate option and proceeding with these works.

Motion 3.10	**ANNUAL FIRE SAFETY STATEMENT**	**RESOLVED** that the owners corporation, pursuant to section 12 and Clause 6 (c) of Schedule 1 of the Strata Schemes Management Act 2015 ('the Act'), acknowledge and agree to do the following: 1) Select a practitioner who classifies as an accredited practitioner fire safety (APFS). 2) Appoint and engage the APFS to: a) Undertake fire safety inspections of the buildings fire safety services measures; and b) Submit any corrective actions identified, to enable the Strata Committee/Owners Corporation to determine what rectifications are required, if any; c) Prepare an Annual Fire Safety Statement for the building in accordance with the applicable provisions of the Environmental Planning and Assessment Regulation 2020 (NSW), and the Environmental Planning and Assessment Amendment (Fire Safety and Building Certification) Regulation 2017 (as amended) (EP&A Regulation), provided that the requirements for an annual fire safety statement under the EP&A Regulation have been met; and d) At the completion of inspection, testing & any rectification works, sign & submit to the owners corporation the annual fire safety statement (AFSS); authority to arrange inspections for the purposes of fire safety in accordance with section 123 of the Act; and 3) Delegate to the strata managing agent under section 52, authority to arrange inspections for the purposes of fire safety in accordance with section 123 of the Act; and 4) Delegate to the strata managing agent the signing & lodgement of the AFSS to the local Council and Fire & Rescue NSW. 5) Managing Agent to arrange for the final AFSS to be displayed in the noticeboard onsite where applicable.
Motion 3.11	**WORK, HEALTH AND SAFETY – RISK AND SAFETY REPORT**	THAT The owners corporation acknowledged the Work Health and Safety Act 2011 and Regulations and **DEFEATED** the motion to: (a) instruct the managing agent to organise for an updated risk and safety report to be undertaken on the common property in compliance with its obligations under the Work Health and Safety Act 2011; and (b) convene a strata committee meeting to consider the recommendations of the report upon receipt.
Motion 3.12	**SUSTAINABILITY INFRASTRUCTURE**	**RESOLVED** that the owners corporation consider environmental sustainability within the scheme, including consideration of the common property annual energy and water consumption and expenditure that can be implemented over the next 5 years and that funding for agreed initiatives be factored into the Capital Works Forecast once known.
4. GROUNDS MAINTENANCE		
Motion 4.1	**TERMITE INSPECTION**	**RESOLVED** that the owners corporation undertake a termite inspection of the external common property areas only, including meter rooms, common property toilets/showers, fences, roof voids and garden areas, noting that owners are responsible for the internal of their lots.

<table>
<tr><td>Motion 4.2</td><td>PEST CONTROL</td><td>RESOLVED that the owners corporation undertakes two (approx. 6 monthly intervals) pest services for cockroaches and spiders to external common property areas, noting that owners are responsible for the internal of their lots.
Notes:
The strata committee will monitor for increased pest activity from the 6 month mark onwards and will instruct the strata manager if and when an additional treatment may be required.</td></tr>
<tr><td colspan="3">5. FINANCIAL MATTERS</td></tr>
<tr><td>Motion 5.1</td><td>TERM DEPOSITS</td><td>RESOLVED that the treasurer of the owners corporation be authorised by standing authority to advise the Strata Managing Agent of those amounts which may be placed on term deposit with the trust account bank.</td></tr>
<tr><td>Motion 5.2</td><td>APPOINTMENT OF AUDITOR</td><td>DEFEATED that an auditor be appointed for the owners corporation for the financial year 01/06/2025 - 31/05/2026.</td></tr>
<tr><td colspan="3">6. BUDGET AND LEVY CONTRIBUTIONS</td></tr>
<tr><td>Motion 6.1</td><td>ADMINISTRATIVE FUND</td><td>
<table>
<tr><td colspan="2">RESOLVED that the Administration Fund Budget for the financial year commencing 01 Jun 2025 be adopted and that levies of $67,000.00 (ex GST) be determined as detailed in the table below:</td></tr>
<tr><th>Due Date</th><th>Amount ex. GST</th></tr>
<tr><td>01 Jun 2025 (already issued as per resolution of last year’s AGM)</td><td>$15,000.00</td></tr>
<tr><td>01 Sep 2025 (already issued as per resolution of last year’s AGM)</td><td>$15,000.00</td></tr>
<tr><td>01 Dec 2025 (already issued as per resolution of last year’s AGM)</td><td>$15,000.00</td></tr>
<tr><td>01 Mar 2026</td><td>$22,000.00</td></tr>
<tr><td>Total</td><td>$67,000.00</td></tr>
<tr><td colspan="2">RESOLVED that the first levy for the 01 Jun 2026 financial year be due and payable to the Administration Fund in accordance with the table below and that these amounts continue to fall due and payable on a quarterly basis until redetermined at next year’s annual general meeting:</td></tr>
<tr><th>Due Date</th><th>Amount ex. GST</th></tr>
<tr><td>01 Jun 2026</td><td>$16,750.00</td></tr>
</table>
</td></tr>
<tr><td>Motion 6.2</td><td>RECOMMENDATIONS OF CAPITAL WORKS FUND FORECAST REPORT</td><td>RESOLVED that the recommendations of the Capital Works Plan (or last Sinking Fund Forecast Report) prepared by Seymour Consultants were acknowledged, noting the details of the forecasted expenditure and recommended contributions.
Last obtained: 2025</td></tr>
<tr><td>Motion 6.3</td><td>CAPITAL WORKS FUND FORECAST REPORT</td><td>DEFEATED that the managing agent be instructed to arrange for an updated Capital Works Fund Forecast Report.</td></tr>
</table>

<table>
<tr>
<td>Motion 6.4</td>
<td>CAPITAL WORKS FUND BUDGET & LEVIES</td>
<td>
RESOLVED that the Capital Works Fund Budget for the financial year commencing 01 Jun 2025 be adopted and that levies of $16,000.00 (ex GST) be determined as detailed in the table below:
<table>
<tr><th>Due Date</th><th>Amount ex. GST</th></tr>
<tr><td>01 Jun 2025 (already issued as per resolution of last year’s AGM)</td><td>$6,600.00</td></tr>
<tr><td>01 Sep 2025 (already issued as per resolution of last year’s AGM)</td><td>$6,600.00</td></tr>
<tr><td>01 Dec 2025 (already issued as per resolution of last year’s AGM)</td><td>$6,600.00</td></tr>
<tr><td>01 Mar 2026</td><td>$0.00</td></tr>
<tr><td>Total</td><td>$19,800.00</td></tr>
</table>
RESOLVED that the first levy for the 01 Jun 2026 financial year be due and payable to the Capital Works Fund in accordance with the table below and that these amounts continue to fall due and payable on a quarterly basis until redetermined at next year’s annual general meeting:
<table>
<tr><th>Due Date</th><th>Amount ex. GST</th></tr>
<tr><td>01 Jun 2026</td><td>$6,600.00</td></tr>
</table>
</td>
</tr>
<tr>
<td>Motion 6.5</td>
<td>RESTRICTIONS ON SPENDING</td>
<td>That the owners corporation removed the 10% per item limitation of budget to actual expenditure.
MOTION WITHDRAWN</td>
</tr>
<tr>
<td>Motion 6.6</td>
<td>MANAGEMENT OF OUTSTANDING LEVIES</td>
<td>RESOLVED that the owners corporation authorise, for the purpose of collecting levy contributions, interest and recovery costs:
(a) the managing agent to issue a reminder levy notice 30 days after the levy due date (Levy Recovery Step 1)
(b) the managing agent to issue 1st levy recovery letter 45 days after the levy due date (Levy Recovery Step 2)
(c) the managing agent to issue 2nd levy recovery letter 90 days after the levy due date (Levy Recovery Step 3) and where the debt is in excess of $500.00 appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation of solicitors, barristers and/or experts on behalf of the owners corporation to issue a letter of demand and/or to commence, pursue, continue or defend any court, tribunal or other proceedings against any lot owner, mortgagee in possession and/or former lot owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;
(d) the strata committee to provide consent for payment plans generally or for specific lot owners;
(e) the enforcement of any judgement obtained for the collection of levy contributions including commencing and maintaining bankruptcy or winding up proceedings; and
(f) filing an appeal or defending an appeal against any judgement concerning the collection of levy contributions.</td>
</tr>
<tr>
<td>Motion 6.7</td>
<td>PAYMENT PLANS FOR OUTSTANDING LEVY CONTRIBUTIONS</td>
<td>THAT the Owners Corporation RESOLVED by ordinary resolution in accordance with section 85 (5) of the Strata Schemes Management Act 2015 to authorise the Strata Committee to enter into a payment plan with a lot owner for any unpaid levies on the basis that all outstanding levies are paid within 12 months, and that all future levies are paid as and when they fall due.
Should a payment plan be approved, failure by the lot owner to pay future strata levies as and when they fall due, during the approved payment plan period, will deem the payment plan arrangements cancelled by the owners corporation, and all outstanding levy amounts will be due and payable with immediate effect.</td>
</tr>
</table>

7. OWNERS CORPORATION GOVERNANCE		
Motion 7.1	**NSW STRATA HUB**	**RESOLVED** that the owners corporation authorise the managing agent to undertake all functions in complying with the owners' corporations obligations under the Strata Schemes Management Amendment (Information) Regulation 2021, this year and on an ongoing basis in accordance with the fees and terms included in the agency agreement.
Motion 7.2	**STRATA COMMITTEE NOMINATION AND NUMBERS**	(a) **RESOLVED** that the following nominations were received given that consent was confirmed: - Carolyn Ritchie-Boswell of Lot 2, - Russel Beale of Lot 3, - Elizabeth Anne McPherson of Lot 5, - Denise Mahanga of Lot 11, and - David Brittingham of Lot 12, volunteered to stand for election to the strata committee (b) **RESOLVED** that the chairperson closed the nominations (c) **RESOLVED** that the number of strata committee members be determined at five (5).
Motion 7.3	**STRATA COMMITTEE ELECTION**	**RESOLVED** that given the number of nominations equals the number of members decided upon, then those members were duly elected.
Motion 7.4	**RESTRICTIONS OVER THE STRATA COMMITTEE**	**RESOLVED** that no matters are to be restricted matters. All matters relative to the management of the strata scheme are to be in accordance with the current provisions of the Strata Schemes Management Act 2015 (NSW) and/or future amendments.
8. NEXT ANNUAL GENERAL MEETING		
Motion 8.1	**DATE OF NEXT ANNUAL GENERAL MEETING**	**RESOLVED** that the next annual general meeting be held mid-July 2026.
Motion 9.1	**CLOSURE**	There being no further business, the chairperson declared the meeting closed at 11:22 am NSW Time.

Additional Notes:

- *It was reported that some rendering on the wall next to the gas meters requires repairs. Russel Beale volunteered to inspect the mentioned area and assist with repairs, in the event that a tradesperson won't be required to assist.*

Ryno Ferreira
Owners Corporation Manager
Strata Plus Tweed Heads
For and on behalf of Plan 89473
T: 02 8198 8500
E: ryno.ferreira@strataplus.com.au

MINUTES OF STRATA COMMITTEE MEETING

The Owners	Owners Corporation Strata Plan No. 89473 STRATA PLAN - 89473 52 Darlington Drive BANORA POINT NSW 2486

Minutes of the Strata Committee Meeting held at
The office of Strata Plus
22 Bay Street, Tweed Heads NSW 2486
on Tuesday, March 3, 2026

	Lot	Name	Lot	Name
PRESENT:	2	Carolyn Ritchie-Boswell	3	Russell Beale
	5	Elizabeth McPherson	11	Denise Mahanga
	12	David Brittingham		

IN ATTENDANCE: Ryno Ferreira - Strata Plus North Pty Ltd

PRESENT BY PROXY: There were no Proxies received

APOLOGIES: There were no Apologies received

The meeting was declared open at 11:22 AM

MINUTES

1. OPEN MEETING		
Motion 1.1	**CHAIRPERSON**	It was **RESOLVED** that Ryno Ferreira from Strat Plus, be appointed as the Chairperson for the meeting.
2. STRATA COMMITTEE GOVERNANCE		
Motion 2.1	**ACTING MEMBERS**	**RESOLVED** that no acting members were appointed.
Motion 2.2	**PECUNIARY INTEREST**	It was **NOTED** that the strata committee did not receive any disclosures of pecuniary interest in relation to matters for this meeting.
Motion 2.3	**CONFIRMATION OF MINUTES**	**RESOLVED** that the minutes of the last committee meeting held 26 November 2025 be confirmed as a true and accurate record of that meeting.
Motion 2.4	**ELECTION OF OFFICE BEARERS**	**RESOLVED** that the following office bearers be appointed. Chairperson: Carolyn Ritchie-Boswell of Lot 2 Secretary: David Brittingham of Lot 12 Treasurer: Vacant

<table>
<tr><td>Motion 2.5</td><td>FINANCIAL REPORTS & INVOICE APPROVALS</td><td>DEFEATED that
(a) the strata committee confirm that the treasurer be nominated to receive the monthly financial reports.
(b) the treasurer be added as an external approver to approve
i. All invoices excluding utilities
ii. All invoices including utilities
iii. Invoices over $X only.</td></tr>
<tr><td>Motion 2.6</td><td>TERM DEPOSITS</td><td>RESOLVED that the treasurer be authorised by standing authority to advise the managing agent of those amounts which may be placed on term deposit with the trust account bank.</td></tr>
<tr><td>Motion 2.7</td><td>ELECTRONIC SERVICE OF INSURANCE INFORMATION</td><td>RESOLVED that the strata committee would accept all insurance and product disclosure information via email, and that the nominated email address of the owners corporation was determined to be that of David Brittingham of Lot 12.</td></tr>
<tr><td>Motion 2.8</td><td>ELECTRONIC MEANS OF ATTENDANCE</td><td>RESOLVED that the strata committee resolves that attendance at strata committee meetings may be by the following additional means:
(a) telephone conference; or
(b) video-conferencing;
(c) email from the email address provided for service of notices.</td></tr>
<tr><td>Motion 2.9</td><td>AGED ARREARS & DEBT RECOVERY</td><td>RESOLVED that the aged arrears report be tabled and reviewed, and further instructions provided for Strata Plus to recover arrears in accordance with their standard procedures including authorising and instructing Lawyers to lodge statement of claims and/or commence further recovery proceedings for Lot owners greater than 120 days in arrears in or to the effect of the costs disclosures tabled at the meeting.
Notes:
The strata manager received additional contact details for one lot that is currently in arrears. Attempts will be made to establish contact in order to assist the lot owner with catching up on the outstanding amount.</td></tr>
<tr><td colspan="3">3. BY-LAW COMPLIANCE</td></tr>
<tr><td>Motion 3.1</td><td>BY-LAW NON-COMPLIANCE</td><td>RESOLVED that the strata manager can issue a notice of the owners corporation on an owner or occupier requiring them to comply with a specific by-law. The instruction is to by given be either the building manager or the secretary and one other member of the committee.

It was NOTED that separate resolutions at committee meetings are required to issue the Notice to Comply with a specific by-law.

Notes:
• Water from balconies – it's being reported that excessive water usage during cleaning and/or watering plants on balconies spills over, affecting units below. Strata manager to release correspondence to the effect to all residents.
• Visitor Parking Breaches – Reported that occupants from Unit 12 and 18 frequently and persistently abuse the visitor parking areas By-Laws for the site. Strata manager to release final reminder letters, in preparation of escalating to Fair Trading Notice to Comply documents.</td></tr>
<tr><td colspan="3">4. NEXT MEETING</td></tr>
<tr><td>Motion 4.1</td><td>NEXT MEETING</td><td>RESOLVED that the next strata committee meeting will be held when required.</td></tr>
</table>

Motion 4.2	**CLOSURE**	There being no further business, the chairperson declared the meeting closed at 11:48 am NSW Time.

Ryno Ferreira
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Strata Plus Tweed Heads
For and on behalf of Plan 89473
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