

**MINUTES OF THE ANNUAL GENERAL MEETING OF STRATA PLAN 76825  
72 LAKESIDE PARADE, THE ENTRANCE, NSW, 2261  
HELD ONLINE VIA ZOOM & PREVOTING  
ON MONDAY, 23<sup>rd</sup> SEPTEMBER 2024 AT 5:05 PM**

<b>Present</b>	Lot 1	J & A Riches	Via Zoom
	Lot 2	K Taylor	Via Zoom
	Lot 3	S Trovato	Via Zoom
	Lot 4	A Slade	Via Zoom
	Lot 5	J Hofmann	Via Zoom
	Lot 7	P Baker	Via Zoom

**Quorum** A Quorum was determined.

**Chairperson** D Couzens – Elite Strata & Property Services Pty Ltd

**Minutes:**

- 1** RESOLVED that the minutes of the last general meeting held on 11/12/23 be confirmed as a true record of the proceedings of that meeting.

**Key Financial Information:**

- 2** RESOLVED that the key financial information for the Administrative Fund and the Capital Works Fund be adopted.

**Auditor Appointment:**

- 3** DEFEATED that the Owners Corporation appoint an auditor for the upcoming Financial Year.

**Commissions and Training Services:**

- 4** RESOLVED that a report was 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.

**Levy Contributions:**

- 5** RESOLVED that;

(a) The Owners Corporation estimates that in respect of the period 1/9/24 to the 31/8/25, it will need to credit to its Administrative and Capital Works Fund, the expected expenditure referred to below, be approved.

Administration Fund - \$29,260.00

Capital Works Fund - \$1,540.00

(b) The levies be determined for the period in accordance with the approved Budget Estimate and are due and payable in quarterly instalments in accordance with Unit Entitlements commencing on 23rd October 2024, 1st January 2025, 1st April 2025, 1st July 2025

(c) The Treasurer is authorised to levy those contributions by written notice on each person liable to pay them.

### **Termite Inspection:**

- 6 DEFEATED that the Owners Corporation instruct the Managing Agent to engage the services of a suitably qualified Pest Control Company to carry out a termite inspection of all units and common property areas.

### **Capital Works Fund:**

- 7 RESOLVED that the Owners Corporation reviewed the current Capital Works Fund Analysis report and determined no further report was required at this time.

### **Insurances:**

- 8 RESOLVED that the insurances effected on behalf of the Owners Corporation be confirmed and taken out through Honan Insurance Brokers.

### **Fidelity Guarantee Insurance/Office Bearers Liability Insurance:**

- 9 RESOLVED that the Owners Corporation in accordance with Section 165(2) of the Strata Schemes Management Act 2015 confirm they currently hold Fidelity Guarantee and Office Bearers Liability Insurance.

### **Levy Collection:**

- 10 RESOLVED that the Owners Corporation pursuant to the Strata Schemes Management Act 2015 (including Section 105) and the Strata Schemes Management Act 1996 (including Section 80D) for the purpose of collecting levy contributions to authorise the Strata Managing Agent and/or the Strata Committee to do any one or more of the following:
- a) To issue arrears notices, reminder notices and/or letters to seek recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;
  - 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 Corporation;
  - c) To issue demands, commence, pursue, continue or defend any court, tribunal or any other proceedings against any lot owner, mortgagee in possession and/or former lot owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;
  - d) Enter and enforce any judgment obtained in the collection of levy contributions including issuing writ for levy of property (personal and real property), garnishee orders, examination notices/orders/hearings, bankruptcy notices, statutory demands and commencing and maintaining bankruptcy proceedings or winding up proceedings;
  - e) Filing an appeal or defending an appeal against any judgment concerning the collection of levy contributions; and
  - f) Liaise, instruct and prepare all matters with the Owners Corporation's debt collection agents, lawyers and experts in relation to any levy recovery proceedings.

### **Payment Plans:**

- 11 RESOLVED that the Owners Corporation pursuant to Section 85(5) of the Strata Schemes Management Act 2015 agree to enter into payment plans for the payment of overdue levy contributions

### **Fire Equipment Testing/AFSS:**

**12** RESOLVED that the Owners Corporation do the following:

(a) Engage Firebiz, a suitably qualified consultant using the guidelines published by NSW Planning, in accordance with the Environmental Planning and Assessment Amendment (Fire Safety and Building Certification) Regulations 2017, to carry out an annual Fire Safety Statement (and report) in accordance with Part 9, Division 5 of the NSW Environmental Planning and Assessment Regulations 2000 as amended; and

(b) To submit any corrective actions report to the Strata Committee to determine what action is required, if any; and

(c) To delegate to the Strata Manager the following functions pursuant to the Agency Agreement additional duties schedule: i. undertake the seeking of quotations and engaging the contractor to prepare the statement; and ii. that the Owners Corporation appoint D Couzens – Elite Strata & Property Services Pty Ltd, as their owner’s agent, when completing the Fire Safety Statement, approved under the Environmental Planning and Assessment Regulations 2000 and all the necessary administrative processes, to obtain the Fire Safety Statement, for the coming year.

### **Strata Committee Nomination & Election**

**13** MOTION DEFERRED that nominations be received for the election of the Strata Committee members and the Owners Corporation determine the number of persons to be elected to the Strata Committee and elect same.

### **Strata Committee Restrictions:**

**14** MOTION DEFERRED that the Owners Corporation determine what matters shall be a restricted matter that can only be decided at a General Meeting.

### **Minor Works - Unit 3 Floating Floorboards:**

**15** RESOLVED that the Owners Corporation permit the Owner of Lot 3 to carry out the following “Minor Works” in accordance with Section 110 of the Strata Schemes Management Act 2015.

Install Floating Floorboards

Luxury Hybrid Collection

Spotted Gum

Colour Code: 6502

Finish: Realistic Embossed Vinyl Matt Surface

Construction: Eco-friendly Stone Plastic Composite

Dimension: 65x228x1510mm (0.5mm Wear Layer)

Acoustic Rating: AAAC 5 Star (1.5mm Underlay)

### **Minor Works - Unit 7 Security Door Installation:**

**16** RESOLVED that the Owners Corporation permit the Owner of Lot to carry out the following “Minor Works” in accordance with Section 110 of the Strata Schemes Management Act 2015. Installing a security door .

### **Special Levy:**

**17** DEFEATED that the Owners Corporation raise a Special Levy in the amount of \$15,000.00 to reimburse the deficit in the Administration Fund to be due and payable within 30 days of the date of the meeting.

### **Next Annual General Meeting:**

**18** RESOLVED that the Owners Corporation set a tentative date for the next Annual General Meeting for Monday the 15<sup>th</sup> of September 2025 at 5pm via Zoom and Prevoiting.

**CLOSURE:** Deb Couzens thanked those that voted and there being no further business declared the meeting closed at 7:10pm

**Confirmed**

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**Chairperson**

- **The Strata Manager is to obtain a quote from Norm Reynolds Property Maintenance to replace the front door of unit 7 with a solid core, painted door.**
- **The Strata Manager is to convene an EGM for Thursday, 24<sup>th</sup> of October 2024 at 4.30pm via Zoom and Prevoing.**

**Elite Strata & Property Services Pty Ltd**

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