

THE MINUTES OF THE ANNUAL GENERAL MEETING

THE OWNERS, MORTGAGEES AND COVENANT CHARGEES OF LOTS IN STRATA PLAN 64970

50 DENING STREET THE ENTRANCE

These are the minutes of the Annual General Meeting for The Owners – Strata Plan No 64970 held in the foyer, 50 Denning Street, The Entrance, NSW, commencing at 1:05 PM on Friday the 25th of July 2025.

Lots Represented

<u>Lot No</u>	<u>Name</u>	<u>Capacity</u>
1	Cherie Gai Kellahan	Proxy present
3	L Reutens	Proxy present
4	Laurel, Cherie & Kristie Kellahan	Owner present
5	Joseph & Rita Desira	Owner present
6	Emmanuel & Sumithira Joseph	Proxy present
9	J & L Quested	Owner present
10	Susan Wallace	Owner present
12	Maria Luchtmeijer	Proxy present
13 *	Peter & Heather Beattie	Proxy present
14	Robert & Merle Ausburn	Owner present
15	Nancy D'Costa	Proxy present
16	Gwenda Cooksey	Proxy present
17	Mark & Cheryle Owens	Owner present
18	P & C Hanney	Owner present
20	Elaine Grounsell	Owner present
22	Keith Mannix	Owner present
25	Bruce & Kay Toovey	Owner present
26	Steven & Jacqueline Parker	Proxy present
28	Martin & Eva Pollock	Owner present
30	Peter & Helen Beamish	Proxy present
31	James Abad	Owner present

In Attendance

Justin Waterson representing All Titles Management Services P/L T/as All Strata.

Chairperson

Justin Waterson (Under delegation)

Secretary

Justin Waterson representing All Titles Management Services P/L T/as All Strata under delegated authority.

Motions

1. MINUTES

1.1 Minutes

That the minutes of the last general meeting of the owners corporation, held on 25 August 2024, be confirmed as a true record of the proceedings of that meeting.

Note: A copy of the minutes of the previous meeting can be accessed online via your customer portal or by contacting our office.

Motion Result: Passed by Simple Majority

2. COMPLIANCE AND ASSET MEASURES

2.1 Capital Works Fund Plan

That the owners corporation confirm receipt of the capital works plan prepared by Committee dated 01 January 2023 and determine if any action required including (but not limited) to preparation of an updated plan.

2023/2024 CWFPP presented and distributed to the meeting approved.

Motion Result: Amended & Passed by Simple Majority

2.2 Annual Fire Safety Statement

That the owners corporation consider the current annual fire safety statement dated 20 June 2024 and determine any action required.

Motion Result: Passed by Simple Majority

2.3 Annual Fire Safety Statement – Engagement of Fire Safety Practitioner

That the strata managing agent be instructed to engage an accredited fire safety practitioner for the next annual fire safety statement, to inspect, assess and verify all fire safety measures applicable to the scheme and provide the annual fire safety statement, noting the current appointed fire safety practitioner is East Coast Fire Solutions Pty Ltd t.

Motion Result: Passed by Simple Majority

2.4 Annual Fire Safety Statement - Authority to Execute

That the owners corporation authorise either a strata committee member, building manager or the strata managing agent to execute the annual fire safety statement on their behalf including authority to affix the common seal of the owners corporation in accordance with the Act if required.

Motion Result: Passed by Simple Majority

2.5 Window Safety Devices Reinspection

That the owners corporation undertake an inspection of all window safety devices installed to windows within the scheme to ensure the owners corporation comply with their obligations under the Act and that the appointment of an appropriately qualified contractor to undertake this inspection be delegated to the strata committee. Further, that the strata managing agent be instructed to obtain quotations for this purpose for review and approval of the strata committee.

Motion Result: Defeated by Simple Majority

2.6 Window Safety Devices - Installation

That following the inspection of window safety devices the owners corporation authorise the strata committee to make arrangements for the installation, maintenance, or repair of any required window safety devices within the scheme to ensure the owners corporation comply with their obligations under the Act.

Motion Result: Defeated by Simple Majority

2.7 Lift Certification

That the owners corporation;

- a. obtain an annual safe to operate/maintenance certificate (certificate) from the current lift maintenance contractor for the purpose of registration of the lifts with Safe Work NSW; and
- b. following receipt of the certificate, that the strata managing agent, building manager or strata committee be authorised to sign under seal any documents enquired to be lodged for the lift registration with Safe Work NSW; and

Motion Result: Passed by Simple Majority

2.8 Pest Management

That the owners corporation engage an appropriately licensed contractor to undertake an inspection of the common property to identify and treat any areas of concern for the prevention of pests. Further, that the strata managing agent be instructed to obtain quotations for this purpose for review and approval of the strata committee.

Last inspection completed: 06 October 2022.

Motion Result: Defeated by Simple Majority

2.9 Termite Management

That the owners corporation engage an appropriately licensed contractor to undertake an inspection of the common property to identify and treat any areas of concern for the prevention of termites. Further, that the strata managing agent be instructed to obtain quotations for this purpose for review and approval of the strata committee.

Last inspection completed: None

Motion Result: Defeated by Simple Majority

2.10 Other Compliance Measures

That the owners corporation consider any additional compliance matters for the scheme and determine any appropriate action, if required.

Motion Result: Passed by Simple Majority

2.11 Utility Supply Agreements

That the owners corporation consider the following utility supply agreements in place or other utility relevant to the scheme and determine any action required.

Utility	Supplier	Contract Length	Contract Expiry Date	Cost Per Annum
Electricity	Origin Energy	24 Months	15/05/2026	\$8,982.00
Water				
Gas				
Telephone				

Motion Result: Passed by Simple Majority

2.12 Engage Services of an Energy Broker

That the owners corporation instruct the strata managing agent to engage the services of an energy broker to assist the strata committee with the negotiation of utility agreement/s and for these purposes be authorised to sign a letter of authorisation with the broker.

Motion Result: Defeated by Simple Majority

2.13 Energy Services - Representative Appointment

That the owners corporation authorise the Managing Agent to liaise with the appointed energy broker including providing scheme utility data and information as required.

Motion Result: Defeated by Simple Majority

2.14 Energy Services - Delegation of Functions

That the owners corporation authorise the strata committee to evaluate the analysis from the energy broker and approve new utility agreement/s on behalf of the owners corporation, if required.

Motion Result: Defeated by Simple Majority

2.15 Energy Services - Authorisation to Execute

That the owners corporation authorise:

- a. two members of the strata committee to sign approved single-site utility agreements/s on behalf of the owners corporation; and
- b. the strata managing agent to sign approved multi-site utility agreement/s on behalf of the owners corporation.

Motion Result: Defeated by Simple Majority

2.16 Engagement of Contractors

That the owners corporation acknowledges that the managing agent will not issue a Work Order or engage any contractors for the provision of any goods or services, unless they have complied with the minimum requirements set out in the table below.

Minimum requirements	1. Must be registered as a business for tax purposes in Australia 2. Must have a minimum \$10 million Public & Product Liability Insurance (in respect of each and every occurrence and unlimited in aggregate for any one period of cover) 3. Must have a minimum \$1 million Professional Indemnity Insurance (where applicable) 4. Must have Statutory Workers Compensation Insurance for all employees or Personal and Accident Insurance as a Sole Trader 5. Must hold all licences as relevant to services provided 6. Must have an established Quality Management system (Consultants only) 7. Must have an established Health & Safety Management system 8. Must accept PICA Group Terms and Conditions of engagement and Business Code of Conduct.
Definitions:	1. Contractor: means a person or organisation that is engaged, on a temporary basis, to undertake a particular task and includes consultants who provide recommendations and/or specialist professional advice. 2. Work Order: means a written order providing specific or blanket authorisation to a contractor to proceed with the provision of specific goods or services without further instructions.

Motion Result: Passed by Simple Majority

3. INSURANCES AND VALUATION

3.1 Confirmation of Insurances

That the owners corporation confirm the following insurance policies are currently in place:

Policy Number	Underwriter	Current To	Risk Type	Coverage Amount
HU0006089449	CHU UNDERWRITING AGENCIES	16 Aug 2025	Fidelity Guarantee Insurance	\$250,000.00
			Personal Accident/Voluntary Workers	\$300,000.00 / \$3,000.00
			Property, Death and Injury (Public Liability)	\$30,000,000.00
			Flood	Included
			Common Area Contents	\$228,747.00
			Damage (i.e. Building) Policy	\$22,874,670.00
			Loss Of Rent/Temporary Accommodation	\$3,431,200.00
			Lot Owner's Fixtures and Improvements	\$250,000.00
			Legal Defense Expenses	\$100,000.00
			Appeal Expenses	\$100,000.00
			Government Audit Costs	\$25,000.00
			Office Bearers Liability Insurance	\$5,000,000.00
TOTAL PREMIUM: \$23,188.15				

Date on which the premiums were last paid 06 March 2025.

Motion Result: Passed by Simple Majority

3.2 Loss of Rent

That the owners corporation acknowledge that the loss of rent cover only benefits lot owners, not tenants and considers having the loss of rent insured value reviewed and/or valued by a company appointed by the strata committee.

Motion Result: Defeated by Simple Majority

3.3 Additional Insurances

That the owners corporation extend their insurances to include office bearers liability, fusion, flood cover, fidelity guarantee, and any optional (non-statutory) insurances not listed in the above table.

Motion Result: Defeated by Simple Majority

3.4 Workers Compensation

That the owners corporation confirm that it does not employ workers, with total annual wages exceeding \$7,500 and therefore will not require workers compensation insurance.

Motion Result: Passed by Simple Majority

3.5 Insurance Disclosures

That the owners corporation acknowledge their obligation and thereby authorise the strata managing agent, to provide and/or disclose to the insurer, either upon renewal or throughout the policy period, any item requiring disclosure under the policy including a work, health and safety report, defects report and the like.

Motion Result: Passed by Simple Majority

3.6 Authorisation of Insurance Renewal

That the owners corporation authorise the strata managing agent to renew insurances in accordance with the insurer or insurance broker's recommendation in circumstances where alternate instructions are not received from the strata committee prior to the renewal date.

Motion Result: Passed by Simple Majority

3.7 Insurance Valuation

That that strata managing agent be instructed to arrange for building replacement cost valuation to be obtained for insurance purposes prior to the expiration of the current policy period, noting the last valuation was undertaken on 01 March 2022 and that, where a valuation is obtained that the strata managing agent be instructed to update the sum insured upon receipt and pursuant to the valuation (noting that the valuation amount may be greater or less than the existing sum insured).

Motion Result: Passed by Simple Majority

4. FINANCIAL MANAGEMENT

4.1 Financial Statements

That the audited financial statements including the statement of key financial information for the period ending 31 May 2025 be adopted.

Motion Result: Passed by Simple Majority

4.2 Appointment of Auditor

That TBA be appointed as auditors for the owners corporation for the financial year ending 31 May 2026.

Motion Result: Amended & Passed by Simple Majority

4.3 Budget

That the statement of estimated receipts and payments (budget) for the administrative fund and capital works fund for the 12-month period, 01 June 2025 to 31 May 2026 be tabled and adopted.

Motion Result: Passed by Simple Majority

4.4 Contribution: Administration Fund

That contributions to the administrative fund be estimated and determined in accordance with the Act at \$121,803.78 incl. GST in instalments set out in the table below:

ADMINISTRATIVE FUND

Levy Status	Due date	Amount
Already Issued	01/08/2025	\$29,635.65
To be Issued	01/11/2025	\$30,722.71
To be Issued	01/02/2026	\$30,722.71
To be Issued	01/05/2026	\$30,722.71
Total		\$121,803.78

Motion Result: Passed by Simple Majority

4.5 Contribution: Capital Works Fund

That contributions to the capital works fund be estimated and determined in accordance with the Act at \$84,424.83 incl. GST in instalments set out in the table below:

CAPITAL WORKS FUND

Levy Status	Due date	Amount
Already Issued	01/08/2025	\$20,104.06
To be Issued	01/11/2025	\$21,440.26
To be Issued	01/02/2026	\$21,440.26
To be Issued	01/05/2026	\$21,440.26
Total		\$84,424.83

Motion Result: Passed by Simple Majority

4.6 Interim Levies

That the administrative fund and capital works fund incl. GST plus GST contributions be continued at quarterly intervals commencing on 01 June 2026 until further determined:

ADMINISTRATIVE FUND

Interim Periods

Levy Status	Due date	Amount
To be Issued	01/08/2026	\$30,722.71
Total		\$30,722.71

CAPITAL WORKS FUND

Interim Periods

Levy Status	Due date	Amount
To be Issued	01/08/2026	\$21,440.25
Total		\$21,440.26

Motion Result: Passed by Simple Majority

4.7 GST Registration

That the strata managing agent be instructed to undertake the necessary steps to register the scheme for GST purposes.

Motion Result: Invalid

4.8 Debt Management

Debt Management – Reminder Notices

That the owners corporation, for the purpose of collecting unpaid contributions, interest, and recovery costs where the debt is \$500.00 or more, or another amount determined at a general meeting, authorise the strata managing agent and/or the strata committee to do the following:

- a. step 1: issue a reminder notice 35 days after the contribution due date.
- b. step 2: issue first recovery letter 60 days after the contribution due date.
- c. step 3: issue second recovery letter 75 days after the contribution due date; and
- d. charge all reasonable costs incurred by the owners corporation when collecting/recovering the unpaid contributions and interest to the lot owner.

The owners corporation further authorise the strata committee to:

- e. approve payment plans, not exceeding 12 months, either generally or for specific lot owners.
- f. liaise, instruct, and prepare all matters with the owners corporation's debt collection agents, lawyers and/or experts in relation to any contribution recovery proceedings.
- g. amend the above debt management process as necessary; and
- h. waive interest and recovery costs including penalties, legal and other costs, arising out of the collection/recovery of unpaid contributions from the lot owner's account.

Debt Management - Recovery Activity

That TBA be appointed to commence debt recovery action 106 days after the original date the contribution was due and where the debt is \$500.00 or more, or an amount determined at the general meeting, remains unpaid. TBA to be authorised to undertake the following, but not limited to:

- a. issue a letter of demand.
- b. undertake phone demands.
- c. facilitate settlement negotiations.
- d. monitor payment plans.
- e. source owner contact details; and
- f. undertake field calls.

The owners corporation further authorise the strata committee to:

- g. obtain legal advice and/or retain legal representation of solicitors.
- h. 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 contributions and the recovery of other debts, including penalties, interest, legal and other costs.
- i. enforce any judgment obtained in the recovery of contributions including commencing and maintaining bankruptcy or winding up proceedings; and file an appeal or defending an appeal against any judgment concerning the collection of contributions.

Motion Result: Amended & Passed by Simple Majority

5 LOAN PAYMENT

That the Owners Corporation endorse the strata committee's decision to pay a lump sum payment of up to \$50,000 off the owners corporation loan account as finances allow in this financial year.

Motion Result: Passed by Simple Majority

6 STRATA MANAGER - APPOINT Joshua Schoonbeek of J L Property Co Pty Ltd

1) The Owners – Strata Plan No. 64970 RESOLVES by ordinary resolution not to renew the Strata Management Agency Agreement with All Strata Services, which expires on 12th August 2025.

Motion Result: Passed by Simple Majority

2) The Owners – Strata Plan No. 64970 RESOLVES by ordinary resolution in accordance with section 49 of the *Strata Schemes Managing Act 2015* to appoint J L Property Co Pty Ltd as Strata Managing Agent and the Public Officer, on the terms and conditions set out in the proposed Strata Management Agency Agreement, a copy of which is annexed to this notice (**Agreement**).

That the Owners Corporation delegate to the agent all the functions of:

(i) the Owners Corporation (other than those listed in section 52(2) of the Strata Schemes Management Act 2015); and

(ii) its chairperson, treasurer, secretary, and strata committee necessary to enable the Agent to carry out the 'agreed services' and the 'additional services' as defined in and subject to the conditions and limitations in the Agency Agreement.

That the Agency Agreement attached to this agenda and tabled at this meeting be signed by two persons nominated by the Owners Corporation (being owners of lots or members of the strata committee) which incorporates instruments appointing the Agent and delegating all the powers, authorities, duties and functions referred to therein.

The public officer is the company's representative and contact point to the Australian Taxation Office (ATO). Under section 252 of the Income Tax Assessment Act 1936, all companies must appoint one public officer to ensure that the company complies with the ATO.

Motion Result: Amended & Passed by Simple Majority

7. STRATA COMMITTEE ELECTION AND GOVERNANCE

7.1 Committee Nominations

That written and oral nominations for election to the strata committee be received, declared, and recorded. Nominations received prior to the issuing of this notice are noted below under "Election of Strata Committee".

Keith Mannix
Susan Wallace
John Quested
Elaine Grounsell
Cheryle Owens
Paul Hanney

Motion Result: Passed by Simple Majority

7.2 Strata Committee Candidates - Disclosure of Connections

That the candidates for election to the strata committee disclose any connections with the original owner (developer) or building manager in accordance with the Act.

No disclosures made

Motion Result: Passed by Simple Majority

7.3 Number of Committee Nominations

That the number of members of the strata committee be determined at six (6).

Motion Result: Passed by Simple Majority

7.4 Committee Election

That the members of the strata committee be elected.

Keith Mannix, Susan Wallace, John Quested, Elaine Grounsell, Cheryle Owens & Paul Hanney are elected to the Strata Committee.

Motion Result: Passed by Simple Majority

7.5 Committee Restricted - Current

That any previous restrictions placed on the strata committee and in force prior to this meeting date be rescinded.

Motion Result: Passed by Simple Majority

7.6 Committee Restrictions - New

That there be no additional restrictions placed on the strata committee other than those currently imposed by the Act.

Motion Result: Defeated by Simple Majority

7.7 Committee Restrictions - New

That in the event the preceding motion is defeated the owners corporation to determine those restrictions to be placed on the strata committee.

Restrictions:

Expenditure that can be authorised by the Strata Committee is limited to \$20,000.00, excluding essential works including fire, safety, lift, garage door repairs and the current balustrading/waterproofing/regrouting works projects.

Motion Result: Passed by Simple Majority

Closure

There being no further business the Chairperson declared the meeting closed at 2:30 PM.

Strata Company Professional Standards Disclosure

Liability limited by a scheme approved under Professional Standards Legislation.

THE MINUTES OF THE COMMITTEE MEETING

THE OWNERS, MORTGAGEES AND COVENANT CHARGEES OF LOTS IN STRATA PLAN 64970

50 DENING STREET THE ENTRANCE

These are the minutes of the Committee Meeting for The Owners – Strata Plan No 64970 held in the foyer, 50 Dening Street, The Entrance, NSW, commencing immediately after the AGM 25.07.2025.

Lots Represented

<u>Lot No</u>	<u>Name</u>	<u>Capacity</u>
Lot 9	John Quested	Committee member present
Lot 10	Susan Wallace	Committee member present
Lot 17	Cheryle Owens	Committee member present
Lot 20	Elaine Grounsell	Committee member present
Lot 22	Keith Mannix	Committee member present

In Attendance

Justin Waterson representing All Titles Management Services P/L T/as All Strata.

Chairperson

Justin Waterson (Under delegation)

Secretary

Justin Waterson representing All Titles Management Services P/L T/as All Strata under delegated authority.

**MINUTES OF COMMITTEE MEETING
THE OWNERS - STRATA PLAN NO. 64970 – WHITE SAILS**

ADDRESS OF THE STRATA SCHEME: 50 DENING STREET THE ENTRANCE

1. DISCLOSURE OF PECUNIARY INTERESTS

1.1 DISCLOSURE OF PECUNIARY INTERESTS

That any direct or indirect pecuniary (financial) interest held by a member of the committee in relation to a matter being considered at this meeting be declared. Further, that any member making any such a declaration is not to be present or take part in the decision-making process regarding that matter.

No disclosures made.

Motion Result: Passed by Simple Majority

2. MINUTES

2.1 CONFIRMATION OF MINUTES

That the minutes of the last Strata Committee meeting, held on **17/04/2025**, be confirmed as a true record and account of the proceedings at that meeting.

Motion Result: Passed by Simple Majority

3. OFFICE BEARERS

3.1 OFFICERS

That the chairperson, secretary and treasurer of the Strata Committee be appointed.

Chairperson – Cheryle Owens
Secretary – Susan Wallace
Treasurer – Keith Mannix

4. STRATA COMMITTEE PROTOCOLS AND PROCEDURES

4.1 STRATA COMMITTEE COMMUNICATION PROTOCOLS

That the committee discuss and confirm communication protocols for the members, including phone calls, in person and email correspondence between meetings.

Motion Result: Passed by Simple Majority

4.2 STRATA COMMITTEE CODE OF CONDUCT

That the strata committee consider the adoption of a Code of Conduct for committee members and owners or visitors attending committee meetings.

Motion Result: Defeated by Simple Majority

5. REPRESENTATIVE AND SUBSTITUTE REPRESENTATIVE

5.1 REPRESENTATIVE

That a member of the Committee be nominated to liaise with the managing agent and be the scheme's contact point.

Susan Wallace

**MINUTES OF COMMITTEE MEETING
THE OWNERS - STRATA PLAN NO. 64970 – WHITE SAILS**

ADDRESS OF THE STRATA SCHEME: 50 DENING STREET THE ENTRANCE

5.2 SUBSTITUTE REPRESENTATIVE

That a member of the Committee be nominated to liaise with the managing agent as the scheme's substitute contact point.

Elaine Grounsell

GENERAL BUSINESS:

The Doorcraft quote #1536 to replace the garage door receiver valued at \$4,320.00 was tabled and approved. Strata Manager instructed to issue a works order.

Mark Owens is arranging pricing for replacement of the roof top furniture (stools). To be presented to the Strata Committee for review.

CLOSURE: There being no further business, the chairperson declared the meeting closed at 2:45 PM.