

# THE MINUTES OF THE ANNUAL GENERAL MEETING

THE OWNERS, MORTGAGEES AND COVENANT CHARGEES  
OF LOTS IN 78416

18-24 BATTLE AVENUE THE ENTRANCE

These are the minutes of the Annual General Meeting for The Owners – No 78416 held at offices of All Strata Services, 16/1 Bounty Cl, Tuggerah, NSW, commencing at 9:30 AM on Wednesday 11<sup>th</sup> of February 2026.

## Lots Represented

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<u>Lot No</u>	<u>Name</u>	<u>Capacity</u>
7	G Crawford & B A Mather	Proxy present
9	John Crisp	Owner present
10	Craig Shearim	Owner present
13	Vicki G Tuson	Owner present
15	Angela Vasta	Proxy present
19	A & E Bonnici	Owner present
20	Gerard Boyle	Owner present

## In Attendance

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Justin Waterson representing All Titles Management Services P/L T/as All Strata.  
Alfred Vasta  
Ken Crawford

## Chairperson

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Justin Waterson (Under delegation)

## Secretary

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

### 1. MINUTES

#### 1.1 Minutes

That the minutes of the last general meeting of the owners corporation, held on 12 February 2025, 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 Environmental Sustainability

That the owners corporation:

- a. Consider environmental sustainability within the scheme, including reviewing the common property's annual energy and water consumption and expenditure;
- b. Identify potential opportunities to improve environmental performance, including the feasibility of installing or upgrading sustainability infrastructure (e.g electricity meters, solar panels, battery systems, or the use of sustainable building materials)
- c. Determine whether to proceed with a feasibility study to assess the viability, costs, and benefits of such improvements and if so authorise the strata committee to undertake the necessary steps to facilitate that study; and
- d. Consider any anticipated sustainability-related works or upgrades when preparing the capital works fund plan and approving capital works fund budget estimates

**Motion Result:** Passed by Simple Majority – No further action required.

#### 2.2 Capital Works Fund Plan

That the owners corporation confirm receipt of the capital works plan prepared by BIV dated 17 March 2025.

**Motion Result:** Passed by Simple Majority

#### 2.3 Annual Fire Safety Statement

That the owners corporation consider the current annual fire safety statement dated 15 August 2024 and determine any action required.

**Motion Result:** Passed by Simple Majority

#### 2.4 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 Firebiz.

**Motion Result:** Passed by Simple Majority

#### 2.5 Annual Fire Safety Statement - Authority to Execute

That the owners corporation authorise either a strata committee member 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

## **2.6 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 issue a work order for this purpose.

**Motion Result:** Defeated by Simple Majority

## **2.7 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

## **2.8 Safety Audit Report**

That the owners corporation appoint a consultant to undertake a safety audit report of the scheme to identify any risks that may affect the common property. 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

## **2.9 Asbestos Survey**

That the owners corporation appoint a consultant to undertake an asbestos survey of all common property (including the roof cavity) for the existence of loose-fill and friable asbestos, including the establishment of an asbestos register and management plan if asbestos is found in the scheme.

**Motion Result:** Defeated by Simple Majority

## **2.10 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

## **2.11 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 issue a work order for this purpose.

**Last inspection completed: 22 April 2025.**

**Motion Result:** Passed by Simple Majority

## 2.12 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 issue a work order for this purpose.

**Motion Result:** Defeated by Simple Majority

## 2.13 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

## 2.14 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	31/05/2026	
Water				
Gas				
Telephone				

**Motion Result:** Passed by Simple Majority

## 2.15 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

## 2.16 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

## 2.17 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

## 2.18 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

## 2.19 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	<ol style="list-style-type: none"><li>1. Must be registered as a business for tax purposes in Australia</li><li>2. Must have a minimum \$10 million Public &amp; Product Liability Insurance (in respect of each and every occurrence and unlimited in aggregate for any one period of cover)</li><li>3. Must have a minimum \$1 million Professional Indemnity Insurance (where applicable)</li><li>4. Must have Statutory Workers Compensation Insurance for all employees or Personal and Accident Insurance as a Sole Trader</li><li>5. Must hold all licences as relevant to services provided</li><li>6. Must have an established Quality Management system (Consultants only)</li><li>7. Must have an established Health &amp; Safety Management system</li><li>8. Must accept PICA Group Terms and Conditions of engagement and Business Code of Conduct.</li></ol>
Definitions:	<ol style="list-style-type: none"><li>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.</li><li>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.</li></ol>

**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
HRS11219 861	Hutch Underwriting Pty Ltd	15 Dec 2026	Appeal Expenses	\$100,000.00
			Workers Compensation Insurance	No
			Voluntary Workers Insurance	\$200,000.00 / \$2,000.00
			Property, Death and Injury (Public Liability)	\$20,000,000.00
			Paint	Yes
			Office Bearers Liability Insurance	\$1,000,000.00
			Machinery Breakdown Insurance	Not Insured
			Lot Owner's Fixtures and Improvements	Yes
			Loss of Rent	\$1,701,708.00
			Legal Defence Expenses	\$50,000.00
			Government Audit Costs	\$25,000.00
			Fusion Cover	Not Insured
			Flood	Yes
			Floating Floors	Yes
			Fidelity Guarantee Insurance	\$100,000.00
			Damage (i.e. Building) Policy	\$11,344,725.00
			Community Income	Not Insured
Common Area Contents	\$113,447.00			
Building Catastrophe	\$1,701,708.00			
TOTAL PREMIUM: \$14,860.53				

**Date on which the premiums were last paid: 12 December 2025.**

**Motion Result:** Passed by Simple Majority

#### 3.2 Loss of Rent and Temporary Accommodation

That the owners corporation acknowledge that the loss of rent and temporary accommodation 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 non statutory insurances not listed in the above table. (e.g. fusion, flood cover, and machinery breakdown).

**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 the 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 24 February 2023 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:** Defeated by Simple Majority

## **4. FINANCIAL MANAGEMENT**

### **4.1 Financial Statements**

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

**Motion Result:** Passed by Simple Majority

### **4.2 Appointment of Auditor**

That Kelly & Partners be appointed as auditors for the owners corporation for the financial year ending 31 December 2026.

**Motion Result:** Defeated 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 January 2026 to 31 December 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 \$84,221.40 incl. GST in instalments set out in the table below:

##### ADMINISTRATIVE FUND

Levy Status	Due date	Amount
Already Issued	01/03/2026	\$21,055.35
To be Issued	01/06/2026	\$21,055.35
To be Issued	01/09/2026	\$21,055.35
To be Issued	01/12/2026	\$21,055.35
<b>Total</b>		<b>\$84,221.40</b>

**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 \$9,214.76 incl. GST in instalments set out in the table below:

##### CAPITAL WORKS FUND

Levy Status	Due date	Amount
Already Issued	01/03/2026	\$2,303.69
To be Issued	01/06/2026	\$2,303.69
To be Issued	01/09/2026	\$2,303.69
To be Issued	01/12/2026	\$2,303.69
<b>Total</b>		<b>\$9,214.76</b>

**Motion Result:** Passed by Simple Majority

#### 4.6 Interim Levies

That the administrative fund and capital works fund incl. GST contributions be continued at quarterly intervals until further determined:

##### ADMINISTRATIVE FUND

###### Interim Periods

Levy Status	Due date	Amount
To be Issued	01/03/2027	\$21,055.35
<b>Total</b>		<b>\$21,055.35</b>

##### CAPITAL WORKS FUND

###### Interim Periods

Levy Status	Due date	Amount
To be Issued	01/03/2027	\$2,303.69
<b>Total</b>		<b>\$2,303.69</b>

**Motion Result:** Passed by Simple Majority

#### 4.7 Quotation Disclosure

That the owners corporation acknowledge the following items or matters of expenditure exceeding \$30,000 incl GST that were incurred since the last general meeting where two (2) quotations were unable to be obtained:

**Motion Result:** Passed by Simple Majority

#### 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 \$200.00 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 Kemps Petersons Receivables 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. Kemps Petersons Receivables 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:** Passed by Simple Majority

## 5. STRATA MANAGING AGENT REPORT AND RE-APPOINTMENT

### 5.1 Commissions and Training Services Report

That the owners corporation acknowledge the strata managing agents report (shown below) disclosing commissions and training services paid and received in the last 12 months and those commissions and training services likely to be paid and received in the next 12 months.

<b>Commissions Paid to Managing Agent</b>	<b>Commission Received in the Last 12 Months</b>	<b>Estimated Commissions Likely to be Received in the next 12 months</b>
Insurance Commission	\$0.00	\$2,559.57
Community Sure Management Fees to Parent Entity (PICA)*1	\$0.00	NIL
<b>Training Services Received from External Service Providers</b>	<b>Value of training services received</b>	<b>Estimated value of training services received in the next 12 months</b>
<b>Legal Service Providers:</b> Chambers Russell Lawyers, Grace Lawyers, HWL Ebworth Lawyers, Bannermans Lawyers, Kerin Benson Lawyers, JS Mueller & Co, Holding Redlich, ADV Law, OMB Solicitors, Fletcher Lawyers, Sachs Gerace Lawyers	In excess of 10 hours per annum per strata manager Value estimated at \$250 in total	In excess of 10 hours per annum per strata manager Value estimated at \$250 in total
<b>Insurance Service Providers:</b> CHU Underwriting Agencies, BCB Strata Insurance Brokers, BAC Insurance Brokers, Whitbread Insurance Brokers, Honan Insurance Group, Driessen Insurance Brokers.	In excess of 10 hours per annum per strata manager Value estimated at \$250 in total	In excess of 10 hours per annum per strata manager Value estimated at \$250 in total

PICA Group may have received a referral fee from Bulk Energy, Energy Action, E Utility and/or Savant Energy Advisory on the sale and provision of electricity and/or gas if the scheme has successfully engaged a broker for electricity and/or gas services. Commissions for Commercial and Industrial: 30% to 33.33% of the commission the broker receives from the retailer, for Small Market Enterprises or Residential: \$25 to \$150 per energy agreement.

**Motion Result:** Passed by Simple Majority

## 6. STRATA COMMITTEE ELECTION AND GOVERNANCE

### 6.1 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".

Ken Crawford  
 Alfred Vasta  
 Craig Shearim  
 John Crisp  
 Vicki Tuson  
 Esmay Bonnici  
 Gerard Boyle

**Motion Result:** Passed by Simple Majority

**6.2 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.

**Motion Result:** Passed by Simple Majority

**6.3 Number of Committee Nominations**

That the number of members of the strata committee be determined at 7.

**Motion Result:** Passed by Simple Majority

**6.4 Committee Election**

That the members of the strata committee be elected.

Ken Crawford, Alfred Vasta, Craig Shearim, John Crisp, Vicki Tuson, Esmay Bonnici & Gerard Boyle are elected to the Committee.

**Motion Result:** Passed by Simple Majority

**6.5 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

**6.6 Committee Restrictions - New**

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

**Motion Result:** Passed by Simple Majority

**6.7 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.

**Motion Result:** Invalid

## **7. NEXT ANNUAL GENERAL MEETING**

**7.1 Next Annual General Meeting**

That the Owners Corporation determines the next Annual General Meeting to be held on Wednesday 10<sup>th</sup> February 2027 at 9.30am in the offices of All Strata Services, 16/1 Bounty Close, Tuggerah NSW 2259.

**Motion Result:** Passed by Simple Majority

## Closure

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There being no further business the Chairperson declared the meeting closed at 10:10 AM.

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 78416

### 18-24 BATTLE AVENUE THE ENTRANCE

These are the minutes of the Committee Meeting for The Owners – No 78416 held at offices of All Strata Services, 16/1 Bounty Cl, Tuggerah, NSW, 2259 commencing immediately after the AGM 11<sup>th</sup> of February 2026.

#### Lots Represented

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<u>Lot No</u>	<u>Name</u>	<u>Capacity</u>
Lot 7	Ken Crawford	Committee member present
Lot 9	John Crisp	Committee member present
Lot 10	Craig Shearim	Committee member present
Lot 13	Vicki Tuson	Committee member present
Lot 15	Alfred Vasta	Committee member present
Lot 19	Esmay Bonnici	Committee member present
Lot 20	Gerard Boyle	Committee member present

#### In Attendance

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

#### Chairperson

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Justin Waterson (Under delegation)

#### Secretary

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

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**MINUTES OF COMMITTEE MEETING  
THE OWNERS - STRATA PLAN NO. 78416 – BATTLE GARDENS**

**ADDRESS OF THE STRATA SCHEME: 18-24 BATTLE AVENUE 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.

**Motion Result:** Passed by Simple Majority

**2. MINUTES**

**2.1 CONFIRMATION OF MINUTES**

That the minutes of the last Strata Committee meeting, held on 30/01/2026, be confirmed as a true record and account of the proceedings at that meeting.

**Motion Result:** Amended & Passed by Simple Majority

**3. OFFICE BEARERS**

**3.1 OFFICERS**

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

Chairperson – Alfred Vasta  
Secretary – Ken Crawford  
Treasurer – Craig Shearim

**4. STRATA COMMITTEE PROTOCOLS AND PROCEDURES**

**4.1 STRATA COMMITTEE COMMUNICATION PROTOCOLS**

That the committee discuss and confirm communication protocols for the members, including 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:** Passed by Simple Majority

**4.3 INVOICE APPROVAL**

*That the committee nominate a member to be authorised to review and manage online invoice approvals on behalf of the scheme*

Ken Crawford invoices greater than \$2,000

**Motion Result:** Passed by Simple Majority

**5. REPRESENTATIVE AND SUBSTITUTE REPRESENTATIVE**

**MINUTES OF COMMITTEE MEETING  
THE OWNERS - STRATA PLAN NO. 78416 – BATTLE GARDENS**

**ADDRESS OF THE STRATA SCHEME: 18-24 BATTLE AVENUE THE ENTRANCE**

**5.1 REPRESENTATIVE**

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

Ken Crawford

**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.

Alfred Vasta

**6. LIFT PHONE ACCOUNT**

**6.1 LIFT PHONE ACCOUNT**

That the Strata Committee approve update to the lift phone account holder

Chairperson - Alfred Vasta

**Motion Result:** Passed by Simple Majority

CLOSURE: There being no further business, the chairperson declared the meeting closed at 10:45 AM.