STRATA AGENTS

MINUTES OF AN ANNUAL GENERAL MEETING
THE OWNERS - STRATA PLAN 74051
MARBELLA
2-6 COPNOR AVENUE, THE ENTRANCE NSW 2261

DATE, PLACE & TIME OF MEETING: An Annual General Meeting of The Owners - Strata Plan 74051 was held:

ON: Monday, 29 September 2025 commencing at 3.01 pm

AT: Strata Agents
1/2 Ghersi Avenue
Wamberal NSW 2260

PRESENT: R Balks (Lot 1 & Proxy Lot 16), A Rowland (Lot 2), P Kioussis (Lots 6 & 9), D Lentini (Lot 26), S Hobbs (Lot 27), J Humphries (Lot 30) and G & J Perkins (Lot 34)

CHAIRPERSON: K Thompson (Acting Chairperson)

QUORUM: A quorum was present and declared by the Chairperson

Minutes of the meeting:

1 MINUTES
RESOLVED that the minutes of the Annual General Meeting of the owners corporation held 16th September 2024 be confirmed as a true record of the proceedings of that meeting.

2 MANAGEMENT FEE
RESOLVED that the management fee payable to CJH Pty Ltd be $9,646.87 INCL GST per annum effective from 16th August 2025.

3 AUDITOR
DEFEATED that the owners corporation resolve by ordinary resolution to appoint an auditor to audit the annual accounts and financial statements.

4 KEY FINANCIAL INFORMATION
RESOLVED that the attached statement of key financial information for the administrative fund, the capital works fund and any other fund prepared by the owners corporation together with the relevant auditor's report if required be adopted.

5 COMMISSIONS AND DISCLOSURES
RESOLVED that the Strata Managing Agent declared no commissions and training services are received in accordance with the signed Agency Agreement and furthermore declared the Strata Managing Agent does not have any connections with trade suppliers or developers.
No commissions are received

6 OFFICE BEARERS LIABILITY
RESOLVED that the owners corporation resolve by ordinary resolution in accordance with section 165(2) of the *Strata Schemes Management Act 2015* confirms the current insurance policy held with Longitude Insurance includes $1,000,000.00 office bearers liability insurance.

7 FIDELITY GUARANTEE INSURANCE
RESOLVED that the owners corporation resolve by ordinary resolution in accordance with section 165(2) of the *Strata Schemes Management Act 2015* confirms the current insurance policy held with Longitude Insurance includes $100,000.00 fidelity guarantee insurance.

Note: The owners corporation agreed not to increase the fidelity guarantee cover.

8 INSURANCE VALUATION
DEFEATED that the owners corporation resolve by ordinary resolution to engage a valuer to value the building damage insurance amount for replacement and reinstatement as required under section 161 of the Strata Schemes Management Act 2015. The last valuation was completed in September 2024 valued amount $33,240,000.00.

9 INSURANCE

RESOLVED that the owners corporation resolve by ordinary resolution that the insurances effected on behalf of the owners corporation as listed in the Annexures to the Agenda of the meeting be confirmed, varied or extended.

Note: The owners corporation confirmed the insurance renewal terms are to be sent to the Strata Committee for instructions.

10 SUPPLY OF UTILITIES

RESOLVED that the owners corporation by ordinary resolution to consider any agreements (including the renewal of existing agreements) for the supply of a utility relevant to the scheme attached to the notice of this meeting and tabled at the meeting.

Note: The Owners Corporation recently entered into an agreement with AGL through Strata Energy Services for the supply of electricity and agreed to continue using Energy Australia for gas supply.

11 SUSTAINABILITY

DEFEATED that the owners corporation resolve by ordinary resolution to consider environmental sustainability within the scheme, including consideration of the common property annual energy and water consumption and expenditure.

12 CAPITAL WORKS FUND

RESOLVED that the Owners Corporation resolve by ordinary resolution to do the following:

a. Review the current Capital Works Fund Analysis report.

13 ANNUAL FIRE SAFETY STATEMENT

RESOLVED that the owners corporation resolve by ordinary resolution to consider the annual fire safety statement and to make arrangements for obtaining the next annual fire statement.

14 LIFT REGISTRATION

RESOLVED that the owners corporation resolve by ordinary resolution that

a. It is required on an annual basis to engage a competent person to provide a statement as to whether the lift equipment is safe to operate; and
b. Subject to receipt of the statement from the competent person that the equipment is safe to operate, it is instructed to sign on behalf of the scheme and lodge with SafeWork NSW any item registration renewal or application form.

15 WH&S REPORT

DEFEATED that the owners corporation resolve to instruct the managing agent to appoint a consultant to undertake a safety report of the common areas to identify any unforeseen risks that may affect the common areas and once received, the report is to be referred to the strata committee for further instructions.

16 WINDOW SAFETY DEVICES

RESOLVED that the owners corporation resolve by ordinary resolution to engage a suitable consultant to carry out an inspection of the common property and lots in the Scheme to;

a. Identify any windows in respect of which window safety devices are required by section 118 of the Strata Schemes Management Act 2015 ("Act") but have not been installed; and
b. Any windows in respect of which window safety devices are required by the Act and have been installed, but are not compliant with the Act or are defective and require repair or replacement; and
c. Install new window safety devices or repair or replace existing window safety devices to achieve compliance with the Act; and
d. Report to the Strata Committee as to the work undertaken, including provision of an inventory of window safety devices installed in the parcel comprising the Scheme; and
e. The strata managing agent is authorised and instructed to engage a suitably qualified consultant to carry out annual inspections of installed window safety devices and to repair or replace them as considered necessary or appropriate by the consultant.

Note: The Owners Corporation requested a quotation for the inspection of window safety devices be sent to the Strata Committee for instructions.

17 TERMITE INSPECTION

DEFEATED that the owners corporation resolve by ordinary resolution to engage a suitably qualified contractor to carry out a termite inspection of all units and common property areas.

18 COMMON SEAL

RESOLVED that the owners corporation resolve by ordinary resolution to adopt a digital common seal of the owners corporation and that it be kept and affixed in accordance with section 273 of the *Strata Schemes Management Act 2015*.

19 BUDGET

RESOLVED that the statement of estimated receipts and payments (budget) be tabled and adopted.

20 CONTRIBUTIONS

RESOLVED that the owners corporation resolve by ordinary resolution:

a. That the amount of money the owners corporation will need to credit to its administrative fund for actual and expected expenditure are estimated in accordance with section 79(1) of the Strata Schemes Management Act 2015 and contributions to the administrative fund determined in accordance with section 8 (1) of the Strata Schemes Management Act 2015 at $115,610.00 including GST; and
b. That the amount of money the owners corporation will need to credit to its capital works fund for actual and expected expenditure are estimated in accordance with section 79(2) of the Strata Schemes Management Act 2015 and contributions to the capital works fund determined in accordance with section 81(1) of the Strata Schemes Management Act 2015 at $55,000.00 including GST; and
c. That both contributions be paid in *equal (unequal)* quarterly instalments, the first such instalment being due on the 29th October 2025 and subsequent instalments being due on the 1st December 2025, 1st March 2026 and 1st June 2026 until new levies are resolved.

21 OVERDUE LEVY CONTRIBUTIONS

RESOLVED that the owners corporation resolve by ordinary resolution that should any owner, mortgagee in possession or former owner of a lot not pay contributions by their due date in relation to a lot that:

a. The Strata Managing Agent may issue one or two reminder letters each requesting payment with 14 days of the reminder letter;
b. If the owner, mortgagee in possession or former owner has not made payment of any outstanding amount in accordance with any reminder letter sent by the Strata Managing Agent, the Strata Managing be engaged and instructed to:

(i) Prepare and issue to any relevant lot owner, mortgagee in possession or former lot owner a notice of proposed action to recover by way of proceeding in a court of competent jurisdiction on behalf of the owners corporation setting out:
1. the amount of the contribution, interest or expenses sought to be recovered;
2. the recovery action proposed;
3. the date the amount was due to be paid;
4. whether a payment plan may be entered into; and
5. any other action that may be taken to arrange for payment of the amount.

c. Grace Lawyers be engaged and instructed to;
(i) Provide advice regarding recovering outstanding contributions;
(ii) Commence, maintain, defend or discontinue court proceedings against any lot owner, mortgagee in possession or former lot owner where outstanding contributions are due in relation to the relevant lot;
(iii) Take legal action to recover unpaid contributions, interest on unpaid contributions or related expenses by enforcing any judgment obtained including:
1. Obtaining any necessary writ(s) for the levy of property; and
2. Obtaining any necessary garnishee order(s).

22 STRATA COMMITTEE

RESOLVED 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.

Elected:
A Rowland (Lot 2)
P Fitzsimmons (Lot 16)
S Hobbs (Lot 27)
J Humphries (Lot 30)

23 GENERAL MEETING MATTERS

RESOLVED that the owners corporation resolve by ordinary resolution in accordance with clauses 6(a) and 9(i) of Schedule 1 of the *Strata Schemes Management Act 2015* to decide if any matter or type of matter is to be determined by the owners corporation in a general meeting.

Note: The owners corporation determined no restrictions are to be placed on the decision making made by the Strata Committee.

24 SHORT TERM RENTAL RESTRICTIONS

RESOLVED that the owners corporation resolves to:

a. engage Bannermans Lawyers in accordance with its fee proposal dated 14 May 2025 to draft motions and by-laws in regard to draft by-law regarding short-term rentals in the strata scheme 74051; and
b. appoint Phil Fitzsimmons as the strata committee point of contact to provide the owners corporation's instructions to Bannermans Lawyers.

CLOSURE: There being no further business, the chairperson declared the meeting closed at 3.30 pm

Approved Budget
to apply from 01/07/2025

"Marbella" The Owners - Strata Plan 74051 | Marbella, 2-6 Copnor Avenue, The Entrance NSW 2261

Administrative Fund

		Approved budget
Revenue		
	Levies Due--Admin	105,100.00
	Total revenue	105,100.00
Less expenses		
	Admin--Accounting	500.00
	Admin--Accounting --Taxation Services	500.00
	Admin--Agent Disbursements	605.00
	Admin--Agent Disburst--Postage	110.00
	Admin--Agent Disburst--Stationery	120.00
	Admin--Application Fee--Strata Hub Fee	105.00
	Admin--Auditors--Audit Services	700.00
	Admin--Bank Charges--Account Fees	30.00
	Admin--Bank Charges--DEFT Process Fee	200.00
	Admin--Management fees - Schedule B & D	4,000.00
	Admin--Management Fees--Standard	8,769.96
	Admin--Registration/License/Permit Fees	170.00
	Insurance--Premiums	33,700.00
	Maint Bldg--Cleaning & Lawns	12,000.00
	Maint Bldg--Fire Protection	10,000.00
	Maint Bldg--General Repairs	15,000.00
	Maint Bldg--Lift--Maintenance Contract	7,050.00
	Maint Bldg--Pest/Vermin Control	600.00
	Maint Bldg--Security	500.00
	Utility--Electricity	10,000.00
	Utility--Gas	400.00
	Total expenses	105,059.96
Surplus/Deficit		40.04
	Opening balance	39,253.06
Closing balance		$39,293.10

Administrative Fund

	Approved budget
Total units of entitlement	408
Levy contribution per unit entitlement	$283.36
Budgeted standard levy revenue	105,100.00
Add GST	10,510.00
Amount to raise in levies including GST	$115,610.00

Capital Works Fund

	Approved budget
Revenue	
Levies Due--Capital Works	50,000.00
Total revenue	50,000.00
Surplus/Deficit	50,000.00
Opening balance	182,804.52
Closing balance	$232,804.52

Total units of entitlement	408
Levy contribution per unit entitlement	$134.80

Budgeted standard levy revenue	50,000.00
Add GST	5,000.00
Amount to raise in levies including GST	$55,000.00

STRATA AGENTS

Approved Levy Schedule
to apply from 01/07/2025

"Marbella" The Owners - Strata Plan 74051

Marbella, 2-6 Copnor Avenue, The Entrance NSW 2261

Quarterly levy instalments that apply to each lot from budgets accepted by the general meeting:

Lot	Unit	Unit Entitlement	Admin Fund	Capital Works Fund	Quarterly Total	Annual Total
1	1	10.00	708.40	337.05	1,045.45	4,181.80
2	2	10.00	708.40	337.05	1,045.45	4,181.80
3	3	10.00	708.40	337.05	1,045.45	4,181.80
4	4	10.00	708.40	337.05	1,045.45	4,181.80
5	5	10.00	708.40	337.05	1,045.45	4,181.80
6	6	9.00	637.60	303.35	940.95	3,763.80
7	7	11.00	779.25	370.75	1,150.00	4,600.00
8	8	11.00	779.25	370.75	1,150.00	4,600.00
9	9	11.00	779.25	370.75	1,150.00	4,600.00
10	10	11.00	779.25	370.75	1,150.00	4,600.00
11	11	11.00	779.25	370.75	1,150.00	4,600.00
12	12	10.00	708.40	337.05	1,045.45	4,181.80
13	13	12.00	850.10	404.45	1,254.55	5,018.20
14	14	12.00	850.10	404.45	1,254.55	5,018.20
15	15	12.00	850.10	404.45	1,254.55	5,018.20
16	16	12.00	850.10	404.45	1,254.55	5,018.20
17	17	12.00	850.10	404.45	1,254.55	5,018.20
18	18	11.00	779.25	370.75	1,150.00	4,600.00
19	19	12.00	850.10	404.45	1,254.55	5,018.20
20	20	12.00	850.10	404.45	1,254.55	5,018.20
21	21	12.00	850.10	404.45	1,254.55	5,018.20
22	22	12.00	850.10	404.45	1,254.55	5,018.20
23	23	12.00	850.10	404.45	1,254.55	5,018.20
24	24	11.00	779.25	370.75	1,150.00	4,600.00
25	25	13.00	920.95	438.15	1,359.10	5,436.40
26	26	13.00	920.95	438.15	1,359.10	5,436.40
27	27	13.00	920.95	438.15	1,359.10	5,436.40
28	28	13.00	920.95	438.15	1,359.10	5,436.40
29	29	13.00	920.95	438.15	1,359.10	5,436.40
30	30	12.00	850.10	404.45	1,254.55	5,018.20
31	31	13.00	920.95	438.15	1,359.10	5,436.40
32	32	13.00	920.95	438.15	1,359.10	5,436.40
33	33	13.00	920.95	438.15	1,359.10	5,436.40
34	34	13.00	920.95	438.15	1,359.10	5,436.40
35	35	13.00	920.95	438.15	1,359.10	5,436.40
		408.00	**$28,903.35**	**$13,751.35**	**$42,654.70**	**$170,618.80**

Approved Levy Posting for

"Marbella" The Owners - Strata Plan 74051

ABN 60734554583

First instalment due date: 29/10/2025
Instalment frequency: Quarterly
Number of instalments: 4
Description: Quarterly Admin/Capital Works Levy

Discount: Nil
Group:
Entitlement set: Levy Entitlement
Levy determination date: 29/09/2025

Lot No.	Unit No.	Unit Entitlement	Administrative Fund	Capital Works Fund	Total
1	1	10.00	2,833.60	1,348.20	4,181.80
2	2	10.00	2,833.60	1,348.20	4,181.80
3	3	10.00	2,833.60	1,348.20	4,181.80
4	4	10.00	2,833.60	1,348.20	4,181.80
5	5	10.00	2,833.60	1,348.20	4,181.80
6	6	9.00	2,550.40	1,213.40	3,763.80
7	7	11.00	3,117.00	1,483.00	4,600.00
8	8	11.00	3,117.00	1,483.00	4,600.00
9	9	11.00	3,117.00	1,483.00	4,600.00
10	10	11.00	3,117.00	1,483.00	4,600.00
11	11	11.00	3,117.00	1,483.00	4,600.00
12	12	10.00	2,833.60	1,348.20	4,181.80
13	13	12.00	3,400.40	1,617.80	5,018.20
14	14	12.00	3,400.40	1,617.80	5,018.20
15	15	12.00	3,400.40	1,617.80	5,018.20
16	16	12.00	3,400.40	1,617.80	5,018.20
17	17	12.00	3,400.40	1,617.80	5,018.20
18	18	11.00	3,117.00	1,483.00	4,600.00
19	19	12.00	3,400.40	1,617.80	5,018.20
20	20	12.00	3,400.40	1,617.80	5,018.20
21	21	12.00	3,400.40	1,617.80	5,018.20
22	22	12.00	3,400.40	1,617.80	5,018.20
23	23	12.00	3,400.40	1,617.80	5,018.20
24	24	11.00	3,117.00	1,483.00	4,600.00
25	25	13.00	3,683.80	1,752.60	5,436.40
26	26	13.00	3,683.80	1,752.60	5,436.40
27	27	13.00	3,683.80	1,752.60	5,436.40
28	28	13.00	3,683.80	1,752.60	5,436.40
29	29	13.00	3,683.80	1,752.60	5,436.40
30	30	12.00	3,400.40	1,617.80	5,018.20
31	31	13.00	3,683.80	1,752.60	5,436.40
32	32	13.00	3,683.80	1,752.60	5,436.40
33	33	13.00	3,683.80	1,752.60	5,436.40
34	34	13.00	3,683.80	1,752.60	5,436.40
35	35	13.00	3,683.80	1,752.60	5,436.40

Lot No.	Unit No.	Unit Entitlement	Administrative Fund	Capital Works Fund	Total
Totals		408.00	$115,613.40	$55,005.40	$170,618.80
GST included in amounts to be raised			$10,510.08	$5,000.36	$15,510.44
Amount to be raised per unit of entitlement			$283.36	$134.80	$418.16

The following advanced instalment settings were used:

Due date	Description	Administrative Fund	Capital Works Fund	Total	Comment
29/10/2025	Quarterly Admin/Capital Works Levy 01/09/2025 - 30/11/20254	28,902.50	13,750.00	42,652.50	
01/12/2025	Quarterly Admin/Capital Works Levy 01/12/2025 - 28/02/2026	28,902.50	13,750.00	42,652.50	
01/03/2026	Quarterly Admin/Capital Works Levy 01/03/2026 - 31/05/2026	28,902.50	13,750.00	42,652.50	
01/06/2026	Quarterly Admin/Capital Works Levy 01/06/2026 - 31/08/2026	28,902.50	13,750.00	42,652.50	
		$115,610.00	$55,000.00	$170,610.00	

STRATA AGENTS

MINUTES OF A STRATA COMMITTEE MEETING
THE OWNERS - STRATA PLAN 74051
MARBELLA
2-6 COPNOR AVENUE, THE ENTRANCE NSW 2261

DATE, PLACE & TIME OF MEETING: A meeting of the Strata Committee of The Owners - Strata Plan 74051 was held immediately following the Annual General Meeting;

ON: Monday, 29 September 2025 commencing at 3.32 pm

PRESENT: A Rowland (Lot 2), S Hobbs (Lot 27) and J Humphries (Lot 30)

CHAIRPERSON: K Thompson (Acting Chairperson)

QUORUM: A quorum was present and declared by the Chairperson

Minutes of the meeting:

1 MINUTES

RESOLVED that the minutes of the last strata committee meeting held 3rd March 2025 be confirmed as a true record of the proceedings of that meeting.

2 OFFICE BEARERS

RESOLVED that the strata committee appoint members to the office bearing roles of Chairperson, Secretary and Treasurer.

Chairperson & Treasurer: A Rowland (Lot 2)
Secretary: P Fitzsimmons (Lot 16)

3 POINT OF CONTACT

RESOLVED that A Rowland (Lot 2) a member of the strata committee be elected to be the schemes point of contact to interact with the strata managing agent.

Note: Robert Balks (Lot 1) was elected as the backup onsite contact person

4 COMPLIANCE WITH STRATA HUB REQUIREMENTS

RESOLVED that the strata committee authorised the strata manager to comply with the owners corporation obligations under Part 7 Division 2 of the Strata Schemes Management Regulation 2016 by inputting the mandatory information into the NSW Strata Hub, this year and on an ongoing basis and to charge in accordance with the terms of its agency agreement including charging the disbursements of $3 per lot specified under the relevant legislation, or such amount as is determined from time to time.

5 APPOINTMENT OF EMERGENCY CONTACT

RESOLVED that the strata committee appointed a Rowland (Lot 2) a member of the strata committee as the emergency contact in accordance with Part 7 Division 2 of the Strata Schemes Management Regulation 2016 and for their details to be inputted into the NSW Strata Hub.

CLOSURE: There being no further business, the Chairperson declared the meeting closed at 3.42 pm