

Proprietors of Strata Plan SP 94251
Annual General Meeting 27/09/2022
MINUTES

Meeting Opened: 7.15pm

Attendance: Steve & Pam Emerson – Unit 1

Kim Merriman – Unit 2

Tiffany Elliot & Tim – Unit 3

Previous meetings presented and accepted by Kim and Pam

It has been 2 years since our last meeting because of CoVid.

Account balances presented by Steve of Administration Account and Capital Works Account.

Administration Account – \$3629.88

Capital Works Account - \$9888.25

The only deductions were insurance premiums.

AGENDA ITEMS COVERED:

1. Pam informed residents of the new reporting system for Strata Management to be completed before the end of this year.

Secretary needs to register the premises on the Service NSW portal.

Pam (current secretary) made enquiries as to what needs to be done. We need to get a yearly Fire Inspection done. Gary Marland from Marland Fire Protection Services has given a quote being \$75 for unit 3 and \$85 for units 1 & 2 being they have a firewall connecting the two units. Access needs to be made available to inspect the smoke alarms and firewall between units 1 & 2. There has to be a safe exit from the property with no hinderance so a certificate can be issued.

Kim said she will ring Service NSW as to whether we have to complete the reporting reason being we are only a small complex.

2. Pam resigned her position as Secretary and Tiffany will take on the position. Pam will assist Tiffany with the transition.

Arrangements are to be made with St. George Bank, Bateau Bay to add Tiffany as a signatory on the **Administration Account** and the **Capital Works Account**.

We will now have 4 signatories on the accounts with 2 to sign each cheque.

Account Details -

Capital Works Account - 477 843 566

Administration Account – 470 111 733

3. We decided we will continue our own management of the complex.
4. Renovation policy – we don't have to let body corporate know if we intend to do work or renovation on our interiors.
5. New Committee – President -Steve
Secretary - Tiffany
Treasurer – Kim
6. Pest Inspection: We decided to not have a pest inspection this year.
There is no indication of pests and Tiffany is pregnant and we consider it not safe to spray pesticides at this time.
7. Parking in Driveway:
Residents are to unload their vehicle, if parked on driveway and remove asap to allow access to residents at back of complex.
8. General Business:
Insurance has increased to \$153.00 per month. A decision was made to increase the monthly contribution to \$70 for the Administration Account only.

Meeting Closed 8.15pm

