

**NOTICE OF THE ANNUAL GENERAL MEETING
THE OWNERS - STRATA PLAN 55895**

2 Nunyar Court, OCEAN SHORES NSW 2483

DATE, PLACE & TIME OF MEETING: An Annual General Meeting of The Owners - Strata Plan 55895 will be held on Wednesday, 12 November 2025 at Onsite - Unit 1/2 Nunyar Court, Ocean Shores. The meeting will commence at 03:00 PM.

Agenda:

Record commencement time.
Record chairperson.
Record persons present to vote.
Record proxies and company nominees.
Record persons in attendance.
Record apologies.

MOTIONS:

1 MINUTES

That the Owners - Strata Plan 55895 confirm the minutes of the last general meeting as a true and accurate account of the proceedings of that meeting.

Note: The last General Meeting of the Owners Corporation was held on 6th November 2024.

2 KEY FINANCIAL INFORMATION

That the Owners - Strata Plan 55895 financial statements for the period ended 30/09/2025 as presented be adopted.

3 AUDITOR

That the Owners - Strata Plan 55895 appoint an auditor.

4 STRATA COMMITTEE

- a. That nominations for members of the strata committee be announced and called for.
- b. That the number of members of the strata committee be determined.
- c. That the members of the strata committee be elected.
- d. That the decision making powers of the strata committee be limited.

Note: last year's Strata Committee members were as follows: D.Hall (Secretary), L.Kapral (Treasurer), R.Curtain (Chairperson) and their powers are unlimited. The maximum number of strata committee members permitted by the Strata Schemes Management Act 2015 is nine. Nominees must be financial and consent to the nomination.

5 VALUATION

That the Owners - Strata Plan 55895 appoint a suitably qualified person to complete an insurance valuation to ensure the building sum insured is appropriate.

Note: It is the responsibility of the Owners Corporation to ensure adequate insurances are affected. We recommend that a valuation be obtained at least every 3yrs. Last valuation: 19/11/2024 - \$ 2,203,057.00 Current sum insured: \$2,203,057.00.

6 INSURANCES

That the Owners - Strata Plan 55895 insurances be confirmed or extended and that the Strata Committee be authorised to approve one of the three quotations requested by the Strata Managing Agent upon renewal.

Explanation: Under the Strata Schemes Management Act 2015 an owners corporation is required to hold mandatory insurance (ie: damage policy, public liability). Pursuant to section 166 of the Act the Strata Managing Agent is required to obtain three quotations on behalf of the Owners Corporation (unless the Strata Managing Agent is unable to provide these quotations).

7 OFFICE BEARERS LIABILITY

That the Owners - Strata Plan 55895 effect "Office Bearers Liability" should it not already form part of the policy. The Owners Corporation currently holds Office Bearers Liability Cover in the amount of \$250,000.

Explanation: Under the Strata Schemes Management Act 2015 an owners corporation is required to consider non-mandatory insurances (ie: office bearers liability).

8 TRAINING SERVICES AND COMMISSION DISCLOSURE

That the Owners - Strata Plan 55895 accept the report from the Strata Managing Agent on:-

- a. Commissions or training services provided to or paid for in the past 12 months; and
- b. An estimate of the amount or value of commissions or training services to be received in the next 12 months.

Pursuant to Section 60 of the Strata Schemes Management Act 2015 the strata managing agent reports that as at the date of this notice:-

1. The strata managing agent has received insurance commissions of \$888.44 excluding GST in the past 12 months, and an amount of \$1,021.70 excluding GST in insurance commissions is expected to be received in the next 12 months. The commission is paid to the strata managing agent by the insurer. No other commissions are received by the strata managing agent
2. No training services have been paid for the agent in the last 12 months and no training services are expected to be paid for the agent in the next 12 months.

Explanation: Under Section 60 of the Strata Schemes Management Act 2015, a strata managing agent is required to disclose all commissions and training services provided to or received by the strata managing agent for the strata scheme. Insurance commissions have always been a significant part of a strata managing agent's revenue. It is in the interest of the Owners Corporation for this arrangement to be in place, as the strata managing agent performs a wide range of insurance related services. These services include providing information to allow quotes to be issued by insurers, circulating quotes for approval, addressing general inquiries, managing insurance claims, facilitating endorsements and changes to sums insured, and processing premium payments, among others.

9 PEST CONTROL

That the Owners - Strata Plan 55895 appoint a suitably qualified pest control company to conduct a termite inspection at the property.

10 WORK, HEALTH & SAFETY INSPECTIONS

That the Owners - Strata Plan 55895 consents to the appointment of a consultant to ensure the Strata Scheme is fully compliant in accordance with the Work Health & Safety Act, 2011 (WH & S Act) and that the Strata Committee ensure that any matters requiring attention are addressed in accordance with the safety inspection record which is to be supplied to the strata manager and held in the owners corporation files.

11 ANNUAL FIRE SAFETY STATEMENT

That the Owners - Strata Plan 55895 in accordance with the Environmental Assessment and Planning Regulations the Owners Corporation obtain an Annual Fire Safety Statement and complete the mandatory fire safety maintenance as required. Where there is a requirement to lodge an Annual Fire Safety Statement the Owners Corporation agrees to assume the responsibility for all internal and external fire safety measures at the property including the repair, maintenance and replacement of those items.

12 CAPITAL WORKS FUND ANALYSIS REPORT

That the Owners - Strata Plan 55895 review the current Capital Works Fund Analysis report (Formerly 10yr Sinking Fund Forecast) or engage a consultant to prepare a new Capital Works Fund Analysis report. The previous report was completed on 08/01/2018.

Explanation: It is a requirement to have a Capital Works Fund Analysis report and it must be reviewed at least once every 5 years.

13 ASBESTOS AUDIT

That the Owners - Strata Plan 55895 engage a competent person to identify all Asbestos Containing Materials at the property, and if necessary, maintain an Onsite Asbestos Register which is available for employees, contractors and volunteers when working onsite.

Explanation: it is recommended that all pre-2004 buildings have an asbestos survey conducted. The survey will include a record of any asbestos or asbestos containing materials (ACM) that has been identified or is likely to be present in the common property. This would include:

- *the date on which the asbestos or ACM was identified,*
- *details of the competent person that performed the risk assessment;*
- *the location, type and condition of the asbestos,*
- *be reviewed at least every five years or when asbestos is removed, disturbed, sealed or enclosed, or when changes to a control measure are made or when the plan is no longer adequate*
- *Or state that no asbestos or ACM is identified.*

The Owners Corporation should then leave a copy of the Onsite Asbestos Register & Management Plan (if applicable) onsite for any employees, contractors or volunteers to consider before they perform any work at the property.

14 DEBT RECOVERY

That the Owners - Strata Plan 55895 resolve pursuant to the Strata Schemes Management Act 2015 (including section 103) 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/expenses and arrange and monitor payment plans;
- b. To engage or appoint the services of Grace Lawyers to obtain legal advice and/or retain legal representation and/or experts on behalf of the Owners - Strata Plan 55895;
- 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.

Explanation: This resolution authorises the owners corporation to take all necessary steps and action to recover unpaid contributions. Interest is not chargeable on outstanding contributions until 1 month after it becomes due and payable, and legal action cannot be taken unless 30 days written notice is provided of such action.

15 STRATA MANAGING AGENT

That the Owners - Strata Plan 55895 by ordinary resolution consents to the appointment of SMS Byron Bay/Ballina Pty Ltd trading as Strata North in accordance with section 49 of the Strata Schemes Management Act 2015 ("Act") as follows:

- a. Strata North ('Agent') be appointed as strata managing agent of the Owners - Strata Plan 55895;
- b. The owners corporation delegate to the Agent all of its functions (other than those listed in section 52(2) of the Act) and all of the functions of its chairperson, secretary, treasurer and strata committee;
- c. The owners corporation execute the written agreement ('Agreement') to give effect to the appointment and delegation;
- d. The delegation is to be subject to the conditions and limitations set out in the Agreement;
- e. Authority is given for two lot owners (or those representing them by proxy at this general meeting) to affix the common seal of the owners corporation to the agreement; and
- f. Authority is given for one lot owner (or that owners representative by proxy at this general meeting) to sign the Agreement to acknowledge that the owners corporation received a copy of this Agreement within 48 hours of its execution.
- g. The Owners - Strata Plan 55895 authorises to give representatives of Strata North authority under section 273 of the Strata Schemes Management Act 2015, to attest the fact and date of the affixing of the common seal of the Owners - Strata Plan 55895 whenever such seal is required to be affixed by authority of that owners corporation.
- h. In accordance with Section 265 of the Act the Owners Corporation changes its address for service of notices to: Strata North, PO Box 889, BALLINA NSW 2478, and to authorise the Strata Managing Agent to complete, execute under Common Seal and lodge the appropriate notices under Section 273 of the Act for registration at the Land and Property Information Agency.

Explanation: The Strata Schemes Management Act 2015 requires all strata managing agents to have a current term of agreement. A copy of the agreement is available upon request.

16 LEVY CONTRIBUTIONS

That the Owners - Strata Plan 55895 in accordance with section 81 of the Strata Schemes Management Act 2015 confirm or vary the proposed budget and determine the levy contributions.

17 ANNUAL REPORTING STRATA HUB

That the Owners - Strata Plan 55895 resolve to do the following:

- Delegate to the strata manager the function of updating the information and documents required to comply with the Strata Schemes Management Regulations 2021 (regulation 43A) relating to the Office of Fair Trading "strata hub".
- Approve the payment of the strata managers fees (additional services) under the Agency Agreement in the amount of \$220 incl GST per hour (in 6 minute increments or part thereof). At this stage, we estimate this to take 1 hour to compile and update the information on the hub.

Explanatory notes: From 30 June 2022 an Owners Corporation is required to place a range of information and documents on the Office of Fair Trading "strata Hub" and keep it updated each year. This motion is for the strata managing agent to be delegated the authority to undertake such work (updating the Information/documents and keeping records current) and the associated payment of the strata managers fees (as additional services under the Agency Agreement). There will also be an administration fee of \$3 per lot per year payable to NSW Fair Trading for the ongoing administration of the hub.

18 SPECIAL RESOLUTION - WET AREAS AND INTERNAL FLOORING

Subject to the by-law in the next succeeding motion being approved, The Owners - Strata Plan No. 55895 **SPECIALLY RESOLVE** pursuant to section 108 of the *Strata Schemes Management Act 2015* for the purpose of improving or enhancing the common property to authorise the works to be carried out by the lot owners to their respective lot and the common property on the terms and in the manner as set out in the by-law.

Explanation - Section 108 is required to allow changes to Common Property.

19 SPECIAL RESOLUTION - WET AREAS AND INTERNAL FLOORING BY-LAW

Subject to the preceding motion being approved, The Owners - Strata Plan No. 55895 **SPECIALLY RESOLVE** pursuant to section 143 of the *Strata Schemes Management Act 2015* to make a Special By-Law on the following terms:-

(i) Transfer of responsibility

The Owners Corporation hereby transfers responsibility for all repairs, maintenance and replacement of bathrooms, laundries and toilets (including but not limited to floor tiles, wall tiles, and waterproofing) and internal timber and/or tile floors ("the areas") to the respective Lot owner(s) PROVIDED HOWEVER that should a structural engineer provide a report stating that a structural defect not related to the areas has caused damage to any of the areas, the Owners Corporation is responsible for the repair (including replacement, where necessary) of the areas.

(ii) Renovations

Any owner of a Lot shall have a right of exclusive use and enjoyment and shall be entitled to renovate the areas within their Lot (referred to as 'the works') pursuant to Section 143 of the *Strata Schemes Management Act 2015* ("the Act") on the following provisos:-

(a) Existing works

- (i) At the time this By-Law was created some of the owners have already completed works to their respective Lots. The owner(s) of those Lots are not required to comply with clauses (c), (d) & (e) below. Those works are deemed to be approved as long as they comply with the remaining clauses of this By-Law.
- (ii) Those Lots where the works have not yet been undertaken must comply with all clauses of this By-Law.

(b) Cost of renovation and maintenance

The renovation, including the cost of obtaining approval and consents, and maintenance of any of the works are to be at the expense of the owner(s) of that Lot and shall at all times remain the property of the owner(s) of that Lot.

(c) Strata Committee approval

- (i) Any reference to the "Strata Committee" in this By-Law is to be replaced with "Owners Corporation" if no Strata Committee exists.
- (ii) Prior to commencement of works the owner(s) of the Lot shall obtain approval from the Strata Committee, or Owners Corporation if no Strata Committee exists, to the works.
- (iii) The owner(s) shall provide the Strata Committee with plans and details of the proposed works to enable them to make their decision.
- (iv) In making their decision, the Strata Committee shall take the following matters into consideration:-
 - the size, bulk and suitability of the works;
 - the impact on visual amenity;
 - the location of all wiring and plumbing; and
 - whether the owner(s) of the Lot has given their written consent to the making of this By-Law.
- (v) The Strata Committee shall not unreasonably withhold such approval.

(d) Conditions of works

The works will:-

- (i) be undertaken by a skilled and appropriately licensed tradesperson(s) with experience in this type of installation;
- (ii) be done in accordance with the instructions of the manufacturer;
- (iii) comply with any applicable Australian standards;
- (iv) be in accordance with all relevant laws and regulations and all relevant consents from the appropriate authorities must be obtained before the commencement of the works; and
- (v) comply with the relevant regulatory By-Laws of the Act (as amended).

(e) Completion of works

After the works are completed, the owner(s) must, without unreasonable delay:-

- (i) notify the Strata Committee that the works have been completed;
- (ii) notify the Strata Committee that all damage, if any, to the Lot and common property caused during or by the carrying out of the works and not permitted by this By-Law have been rectified;
- (iii) provide the Strata Committee with a copy of the waterproofing certificate for the work;
- (iv) provide the Strata Committee with a copy of any certificate or certification required by an authority approving the works; and
- (v) provide the Strata Committee (or it's nominated representative) with reasonable access to inspect the lot to assess compliance with this By-Law, if requested by the Strata Committee.

(f) Compliance with SEPP and DCP

The works will comply with State Environmental Planning (Exempt and Complying Development Codes) 2008 the Local Council's Development Control Plan (Exempt and Complying Development), where applicable.

(g) Damage

The owner(s) of the Lot will be liable for any damage caused to any part of the common property as a result of the installation, alteration, use, maintenance, repair or removal of the works and that the said damage will be made good immediately after it occurred.

(h) Maintenance

The current and future owner(s) of the Lot must accept the responsibility of the Owners Corporation for the maintenance and repair of the works, as well as the area(s) of common property for which rights of exclusive usage have been granted in accordance with Section 144(1)(b) of the *Act*, and that these items are kept in good serviceable repair which is to the satisfaction of the Owners Corporation.

(i) Common property maintenance

Should the Owners Corporation need to undertake repairs or maintenance to that part of the common property adjoining where the works are located and which are not the responsibility of the Lot owner(s) under clause (h), the owner(s) of the respective Lots will be responsible for all costs associated with the removal and reinstatement of the works to enable those repairs and maintenance to be completed (if required).

(j) Failure to comply

Should the owner(s) fail to fulfil their obligations under this By-Law or under Section 144(1)(b) of the *Act* the Owners Corporation may:-

- (i) carry out all works necessary to perform that obligation;
- (ii) enter upon any part of the lot to carry out the works; and
- (iii) recover the cost of carrying out the works from the owner(s) including any costs and/or legal costs that may be incurred to effect such works or recovery of costs so incurred.

(k) Indemnity

The owner(s) of the lot shall indemnify and keep indemnified the Owners' Corporation against:-

- (i) any sum payable by the Owners Corporation by way of increased insurance premium as a direct or indirect result of the works;
- (ii) all actions, proceedings, claims, demands, costs, damages and expenses which may be incurred by or brought or made against the Owners' Corporation and arising directly or indirectly from the use of the works or a breach of this By-Law.

Explanation - Please refer to Annexure A.

20 SUSTAINABILITY CONSIDERATION

That the Owners - Strata Plan 55895 in accordance with the Strata Schemes Management Act 2015 (as amended by the Strata Schemes Legislation Amendment Act 2025, commencing 1 July 2025) consider environmental sustainability within the scheme, including consideration of the common property annual energy and water consumption and expenditure.

Explanation: Commencing 1 July 2025 it is a requirement for all strata schemes in NSW to discuss sustainability at each Annual General Meeting.

ONLINE OWNER PORTAL

Strata North wish to remind all owners that it provides an Online Owner Portal that can be accessed 24/7. The portal is regularly updated with key documents (meeting notices/minutes, pest reports, strata plan, WH & S reports, valuations etc) and financial information (live balances of Administrative & Capital Works funds, levy information). If you would like access to the portal, please contact Strata North (admin@stratanorth.com.au) to request login details.

Mandy Britt - Licensed Strata Manager
Strata North
Dated: 03 October 2025

**NOTICE OF A STRATA COMMITTEE MEETING
THE OWNERS - STRATA PLAN 55895**

2 Nunyar Court, OCEAN SHORES NSW 2483

DATE, PLACE & TIME OF MEETING: The Strata Committee Meeting of the Owners - Strata Plan 55895 will be held on Wednesday, 12 November 2025 at Onsite - Unit 1/2 Nunyar Court, Ocean Shores. The meeting will commence at the conclusion of the Annual General Meeting.

The Agenda for the meeting is as follows:

1 MINUTES

That the minutes of the last strata committee meeting be confirmed as a true and accurate account of the proceedings of that meeting.

2 APPOINTING CONTACT POINT AND SUBSTITUTE CONTACT POINT

That the Strata Committee resolves to appoint a member of the Strata Committee to liaise with the strata manager and be the strata scheme's contact point. Further THAT an alternate member of the Strata Committee be nominated to liaise with the strata manager and be the scheme's substitute contact point.

Explanation: This will ensure that the correct instructions of the strata committee are received by the strata managing agent which will avoid any miscommunication given by multiple members.

3 ELECTION OF POSITIONS

That the Strata Committee elects a Chairperson, Secretary and Treasurer of the Strata Committee of the Owners Corporation.

Explanation: Even where a strata managing agent is delegated these powers, these positions must be filled for the strata committee to function in their own right.

4 RATIFY WORKS

That the Strata Committee ratify the works throughout the last financial year in accordance with the Expenditure By Account report attached to the meeting notice.

5 GENERAL DISCUSSION

That the strata committee list and agree to action any maintenance and/or other business item requiring attention.

Explanation: This allows the strata committee to consider any necessary maintenance items and/or other issues at the property.

Mandy Britt - Licensed Strata & Community Manager

Strata North

Dated: 03 October 2025

ANNUAL REPORTS

for the financial year to 30/09/2025

Strata Plan 55895

2 Nunyar Court, OCEAN SHORES NSW 2483

Manager: Mandy Britt

	Page
Balance Sheet	1
Income & Expenditure Statement	2
Levy Positions	4
Non-Levy Income	7
Detailed Expenses	8
Budget commencing 01/10/2025	12
Levy Schedule commencing 01/10/2025 General	14
Insurance	15
Statement of Key Financial Information	16

Balance Sheet

As at 30/09/2025

The Owners Corporation - Strata Plan 55895

2 Nunyar Court, OCEAN SHORES NSW 2483

	Current period
Owners' funds	
Administrative Fund	
Operating Surplus/Deficit--Admin	514.05
Owners Equity--Admin	3,569.59
	4,083.64
Capital Works Fund	
Operating Surplus/Deficit--Capital Works	7,133.39
Owners Equity--Capital Works	13,434.21
	20,567.60
Net owners' funds	\$24,651.24
Represented by:	
Assets	
Administrative Fund	
Cash at Bank--Admin	3,289.89
Receivable--Levies--Admin	793.75
	4,083.64
Capital Works Fund	
Cash at Bank--Capital Works	19,861.35
Receivable--Levies--Capital Works	706.25
	20,567.60
Unallocated Money	
Cash at Bank--Unallocated	1,224.63
	1,224.63
<i>Total assets</i>	25,875.87
Less liabilities	
Administrative Fund	
	0.00
Capital Works Fund	
	0.00
Unallocated Money	
Prepaid Levies--Unallocated	1,224.63
	1,224.63
<i>Total liabilities</i>	1,224.63
Net assets	\$24,651.24

Income & Expenditure Statement for the financial year to 30/09/2025

The Owners Corporation - Strata Plan 55895

2 Nunyar Court, OCEAN SHORES NSW 2483

Administrative Fund

	Current period 01/10/2024-30/09/2025	Annual budget 01/10/2024-30/09/2025	Previous year 01/10/2023-30/09/2024
Revenue			
Interest on Arrears--Admin	15.05	0.00	19.20
Levies Due--Admin	12,700.00	12,700.00	15,700.00
<i>Total revenue</i>	12,715.05	12,700.00	15,719.20
Less expenses			
Admin--Agent Regulation 37 Report	132.00	110.00	110.00
Admin--Archive Storage Fee	77.00	77.00	77.00
Admin--Compliance & Risk Management	44.00	44.00	44.00
Admin--Management Fees--Additional	320.00	0.00	617.06
Admin--Management Fees--Standard	1,510.00	1,510.00	1,440.00
Admin--Register Change of By-Laws (LPI)	864.91	0.00	0.00
Admin--Tax Return Prep & Lodgement	171.00	160.00	55.00
Insurance--Premiums	6,032.57	6,415.00	5,578.37
Insurance--Valuation	305.00	0.00	0.00
Maint Bldg--General Repairs	660.00	1,500.00	410.30
Maint Bldg--Pest/Vermin Control	999.00	980.00	979.00
Maint Grounds--Lawns & Gardens	867.90	700.00	564.30
Utility--Electricity	217.62	925.00	603.53
<i>Total expenses</i>	12,201.00	12,421.00	10,478.56
Surplus/Deficit	514.05	279.00	5,240.64
Opening balance	3,569.59	3,569.59	(1,671.05)
Closing balance	\$4,083.64	\$3,848.59	\$3,569.59

Capital Works Fund

	Current period	Annual budget	Previous year
	01/10/2024-30/09/2025	01/10/2024-30/09/2025	01/10/2023-30/09/2024
Revenue			
Interest on Arrears--Capital Works	13.39	0.00	73.88
Levies Due (Special)--Capital Works	0.00	0.00	26,800.00
Levies Due--Capital Works	11,300.00	33,300.00	30,300.00
<i>Total revenue</i>	11,313.39	33,300.00	57,173.88
Less expenses			
Maint Bldg--General Repairs	4,180.00	0.00	92,612.60
Maint Bldg--Insurance Repairs	0.00	0.00	1,000.00
<i>Total expenses</i>	4,180.00	0.00	93,612.60
Surplus/Deficit	7,133.39	33,300.00	(36,438.72)
Opening balance	13,434.21	13,434.21	49,872.93
Closing balance	\$20,567.60	\$46,734.21	\$13,434.21

**Levy Positions - Complete
for the financial year to
30/09/2025**

The Owners Corporation - Strata Plan 55895

2 Nunyar Court, OCEAN SHORES NSW 2483

Administrative Fund

Lot	Unit	Paid to	Standard levies				Special levies				Interest		GST due	
			Due	Paid	Arrears	Advance	Due	Paid	Arrears	Advance	Due	Paid		
1	1	30/11/2025	3,175.00	3,175.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	2	30/11/2025	3,175.00	3,175.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	3	30/11/2025	3,175.00	3,175.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	4	31/08/2025	3,175.00	2,381.25	793.75	0.00	0.00	0.00	0.00	0.00	0.00	15.05	0.00	0.00
			12,700.00	11,906.25	793.75	0.00	0.00	0.00	0.00	0.00	0.00	15.05	0.00	0.00
Due Excl. GST			12,700.00					0.00						

Capital Works Fund

Lot	Unit	Paid to	Standard levies				Special levies				Interest		GST due
			Due	Paid	Arrears	Advance	Due	Paid	Arrears	Advance	Due	Paid	
1	1	30/11/2025	2,825.00	2,825.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	2	30/11/2025	2,825.00	2,825.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	3	30/11/2025	2,825.00	2,825.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	4	31/08/2025	2,825.00	2,118.75	706.25	0.00	0.00	0.00	0.00	0.00	0.00	13.39	0.00
			11,300.00	10,593.75	706.25	0.00	0.00	0.00	0.00	0.00	0.00	13.39	0.00
Due Excl. GST			11,300.00					0.00					

Unallocated Money Fund

Lot	Unit	Overpayment
3	3	1,224.63
Total unallocated money		1,224.63

Lot	Unit	Overpayment
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Lot	Unit	Overpayment
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**Non-Levy Income
for the financial year to 30/09/2025**

The Owners Corporation - Strata Plan 55895

2 Nunyar Court, OCEAN SHORES NSW 2483

Administrative Fund

Date	Account Details	Amount	GST	Type	Ref.No
15/08/2025	Admin--Management Fees--Additional Lot 1: Lot 1: Convene EGM - Solar	220.00	0.00	Rct	519
		<hr/>	<hr/>		
		\$220.00	\$0.00		

Detailed Expenses for the financial year from 01/10/2024 to 30/09/2025

The Owners Corporation - Strata Plan 55895 2 Nunyar Court, OCEAN SHORES NSW 2483

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
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General

Administrative Fund

Admin--Agent Regulation 37 Report 153800

03/10/2024	Annual Fee - Quarterly Financial Reports October 2	SMS Byron Bay/Ballina Pty	132.00	Paid	DE		000535
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\$132.00

Admin--Archive Storage Fee 9898

04/02/2025	Annual Archive Storage Fee February 2025	SMS Byron Bay/Ballina Pty	77.00	Paid	DE		000552
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\$77.00

Admin--Compliance & Risk Management 151550

16/02/2025	Annual Fee Creditor Compliance	SMS Byron Bay/Ballina Pty	44.00	Paid	DE		000554
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\$44.00

Admin--Management Fees--Additional 000019

08/11/2024	Arrange Valuation Report	SMS Byron Bay/Ballina Pty	88.00	Paid	DE	08112024	000540
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20/11/2024	Strata Hub Annual Report	SMS Byron Bay/Ballina Pty	232.00	Paid	DE	20112024	000542
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13/08/2025	Convene EGM - Solar Lot 1	SMS Byron Bay/Ballina Pty	220.00	Paid	DE	13082025	000576
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01/09/2025	Lot 1: Convene EGM - Solar		(220.00)		Ow.Inv		
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\$320.00

Admin--Management Fees--Standard 18

03/10/2024	Standard Management Fee October 2024	SMS Byron Bay/Ballina Pty	120.00	Paid	DE		000535
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04/11/2024	Standard Management Fee November 2024	SMS Byron Bay/Ballina Pty	120.00	Paid	DE		000539
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03/12/2024	Standard Management Fee December 2024	SMS Byron Bay/Ballina Pty	125.83	Paid	DE		000545
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03/01/2025	Standard Management Fee January 2025	SMS Byron Bay/Ballina Pty	125.83	Paid	DE		000548
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04/02/2025	Standard Management Fee February 2025	SMS Byron Bay/Ballina Pty	125.83	Paid	DE		000552
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10/03/2025	Standard Management Fee March 2025	SMS Byron Bay/Ballina Pty	125.83	Paid	DE		000557
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09/04/2025	Standard Management Fee April 2025	SMS Byron Bay/Ballina Pty	125.83	Paid	DE		000564
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05/05/2025	Standard Management Fee May 2025	SMS Byron Bay/Ballina Pty	125.83	Paid	DE		000567
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04/06/2025	Standard Management Fee June 2025	SMS Byron Bay/Ballina Pty	125.83	Paid	DE		000569
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07/07/2025	Standard Management Fee July 2025	SMS Byron Bay/Ballina Pty	125.83	Paid	DE		000571
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12/08/2025	Standard Management Fee August 2025	SMS Byron Bay/Ballina Pty	125.83	Paid	DE		000574
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02/09/2025	Standard Management Fee September 2025	SMS Byron Bay/Ballina Pty	125.83	Paid	DE		000577
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05/09/2025	Balance of Annual Management Fee	SMS Byron Bay/Ballina Pty	11.70	Paid	DE	05092025	000579
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\$1,510.00

Admin--Register Change of By-Laws (LPI) 1313

29/09/2025	Register Change of Bylaws	SMS Byron Bay/Ballina Pty	864.91	Paid	DE		000583
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\$864.91

Admin--Tax Return Prep & Lodgement 36

18/10/2024	Tax Return Lodgement 2023/2024	Clayton & Foster Accountants	105.00	Paid	DE	55895	000537
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07/07/2025	Tax Return Prep Annual Fee July 2025	SMS Byron Bay/Ballina Pty	66.00	Paid	DE		000571
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Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
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General

\$171.00

Insurance--Premiums 10

12/11/2024	Renewal 15/11/2024 - 15/11/2025	Body Corporate Brokers Pty	5,553.37	Paid	BPAY	40507621010 2901	54
27/11/2024	Endorsement 21/11/24	Body Corporate Brokers Pty	479.20	Paid	BPAY	40507621023 7608	55

\$6,032.57

Insurance--Valuation 52

20/11/2024	Insurance Valuation	Olive Tree Consulting Group	305.00	Paid	DE	00001776	000543
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\$305.00

Maint Bldg--General Repairs 17

09/12/2024	Unit 1 Roof Leak	P & L Zoric Pty Ltd	220.00	Paid	DE	INV0578	000547
11/03/2025	Make Safe Unit 1 Roof Leak	P & L Zoric Pty Ltd	275.00	Paid	DE	INV0605	000558
21/03/2025	Unit 2 Make Safe	P & L Zoric Pty Ltd	165.00	Paid	DE	INV0619	000562

\$660.00

Maint Bldg--Pest/Vermin Control 49

26/03/2025	Exterra Termite Interception & Baiting Renewal	Sanctuary Pest Management	999.00	Paid	DE	94237	000563
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\$999.00

Maint Grounds--Lawns & Gardens 7777

01/10/2024	23/09/24	Leaf it To Us - Kascha Wood	29.70	Paid	DE	INV-19649	000534
14/10/2024	08/10/24	Leaf it To Us - Kascha Wood	29.70	Paid	DE	INV-19759	000536
28/10/2024	21/10/24	Leaf it To Us - Kascha Wood	38.50	Paid	DE	INV-19866	000538
12/11/2024	04/11/24	Leaf it To Us - Kascha Wood	38.50	Paid	DE	INV-19998	000541
26/11/2024	20/11/24	Leaf it To Us - Kascha Wood	38.50	Paid	DE	INV-20098	000544
10/12/2024	05/12/24	Leaf it To Us - Kascha Wood	38.50	Paid	DE	INV-20224	000546
06/01/2025	17/12/24	Leaf it To Us - Kascha Wood	38.50	Paid	DE	INV-20339	000549
09/01/2025	03/01/25	Leaf it To Us - Kascha Wood	38.50	Paid	DE	INV-20433	000550
28/01/2025	14/01/25	Leaf it To Us - Kascha Wood	38.50	Paid	DE	INV-20532	000551
04/02/2025	28/01/25	Leaf it To Us - Kascha Wood	38.50	Paid	DE	INV-20648	000553
17/02/2025	11/02/25	Leaf it To Us - Kascha Wood	38.50	Paid	DE	INV-20764	000555
03/03/2025	24/02/25	Leaf it To Us - Kascha Wood	38.50	Paid	DE	INV-20874	000556
20/03/2025	10/03/25	Leaf it To Us - Kascha Wood	38.50	Paid	DE	INV-20961	000559
01/04/2025	28/03/25	Leaf it To Us - Kascha Wood	38.50	Paid	DE	INV-21047	000561
14/04/2025	10/04/25	Leaf it To Us - Kascha Wood	38.50	Paid	DE	INV-21158	000565
28/04/2025	24/04/25	Leaf it To Us - Kascha Wood	38.50	Paid	DE	INV-21240	000566
21/05/2025	12/05/25	Leaf it To Us - Kascha Wood	38.50	Paid	DE	INV-21362	000568
10/06/2025	03/06/25	Leaf it To Us - Kascha Wood	38.50	Paid	DE	INV-21480	000570
03/07/2025	24/06/25	Leaf it To Us - Kascha Wood	38.50	Paid	DE	INV-21595	000572
23/07/2025	14/07/25	Leaf it To Us - Kascha Wood	38.50	Paid	DE	INV-21708	000573
20/08/2025	06/08/25	Leaf it To Us - Kascha Wood	38.50	Paid	DE	INV-21847	000575
03/09/2025	26/08/25	Leaf it To Us - Kascha Wood	38.50	Paid	DE	INV-21932	000578
24/09/2025	17/09/25	Leaf it To Us - Kascha Wood	38.50	Paid	DE	INV-22062	000582

\$867.90

Utility--Electricity 16

21/02/2025	20/11/24 - 19/02/25	Origin Energy - Electricity	73.07	Paid	BPAY	78475868181 0	56
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Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
General							
21/05/2025	20/02/25 - 19/05/25	Origin Energy - Electricity	71.65	Paid	BPAY	78475868181 0	57
21/08/2025	20/05/25 - 30/06/25	Origin Energy - Electricity	72.90	Paid	BPAY	78475868181 0	58
			\$217.62				
		Total expenses	\$12,201.00				

Where an invoice status is Paid and no payment number is displayed the payment has been made outside of the reporting period.

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
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General

Capital Works Fund

Maint Bldg--General Repairs 270100

24/03/2025	6 Monthly Gutter Cleaning	Spotless Gutters	550.00	Paid	DE	6048	000560
12/09/2025	Unit 2 Roof Repairs	P & L Zoric Pty Ltd	3,080.00	Paid	DE	INV0723	000581
13/09/2025	6 Monthly Gutter Cleaning	Spotless Gutters	550.00	Paid	DE	6301	000580
			\$4,180.00				

Total expenses \$4,180.00

Where an invoice status is Paid and no payment number is displayed the payment has been made outside of the reporting period.

Proposed Budget to apply from 01/10/2025

The Owners Corporation - Strata Plan 55895

2 Nunyar Court, OCEAN SHORES NSW 2483

General

Administrative Fund

	Proposed budget	Actual 01/10/2024-30/09/2025	Previous budget
Revenue			
Interest on Arrears--Admin	0.00	15.05	0.00
Levies Due--Admin	12,700.00	12,700.00	12,700.00
<i>Total revenue</i>	12,700.00	12,715.05	12,700.00
Less expenses			
Admin--Agent Regulation 37 Report	132.00	132.00	110.00
Admin--Archive Storage Fee	77.00	77.00	77.00
Admin--Compliance & Risk Management	44.00	44.00	44.00
Admin--Management Fees--Additional	232.00	320.00	0.00
Admin--Management Fees--Standard	1,585.00	1,510.00	1,510.00
Admin--Register Change of By-Laws (LPI)	0.00	864.91	0.00
Admin--Tax Return Prep & Lodgement	171.00	171.00	160.00
Insurance--Premiums	6,635.00	6,032.57	6,415.00
Insurance--Valuation	0.00	305.00	0.00
Maint Bldg--General Repairs	1,500.00	660.00	1,500.00
Maint Bldg--Pest/Vermin Control	1,000.00	999.00	980.00
Maint Grounds--Lawns & Gardens	925.00	867.90	700.00
Utility--Electricity	350.00	217.62	925.00
<i>Total expenses</i>	12,651.00	12,201.00	12,421.00
Surplus/Deficit	49.00	514.05	279.00
Opening balance	4,083.64	3,569.59	3,569.59
Closing balance	\$4,132.64	\$4,083.64	\$3,848.59
Total units of entitlement	4		4
Levy contribution per unit entitlement	\$3,175.00		\$3,175.00

General

Capital Works Fund

	Proposed budget	Actual 01/10/2024-30/09/2025	Previous budget
Revenue			
Interest on Arrears--Capital Works	0.00	13.39	0.00
Levies Due--Capital Works	11,300.00	11,300.00	33,300.00
<i>Total revenue</i>	11,300.00	11,313.39	33,300.00
Less expenses			
Maint Bldg--General Repairs	0.00	4,180.00	0.00
<i>Total expenses</i>	0.00	4,180.00	0.00
Surplus/Deficit	11,300.00	7,133.39	33,300.00
Opening balance	20,567.60	13,434.21	13,434.21
Closing balance	\$31,867.60	\$20,567.60	\$46,734.21
Total units of entitlement	4		4
Levy contribution per unit entitlement	\$2,825.00		\$8,325.00

Proposed Levy Schedule to apply from 01/10/2025

The Owners Corporation - Strata Plan 55895

2 Nunyar Court, OCEAN SHORES NSW 2483

General

Quarterly levy instalments that would apply to each lot if proposed budgets are accepted by the general meeting:

Lot	Unit	Unit Entitlement	Admin Fund	Capital Works Fund	Quarterly Total	Annual Total
1	1	1.00	793.75	706.25	1,500.00	6,000.00
2	2	1.00	793.75	706.25	1,500.00	6,000.00
3	3	1.00	793.75	706.25	1,500.00	6,000.00
4	4	1.00	793.75	706.25	1,500.00	6,000.00
		4.00	\$3,175.00	\$2,825.00	\$6,000.00	\$24,000.00

Insurance as at 30/09/2025

Strata Plan 55895

2 Nunyar Court, OCEAN SHORES NSW 2483

Policy No. HU000611663 7 CHU Underwriting Agencies

Type: Building Broker: Body Corporate Brokers Pty Ltd
PO Box 20288, WORLD SQUARE NSW 2022

Premium: \$6,032.57 Paid on: 12/11/2024 Policy start date: 15/11/2024 Next due: 15/11/2025

Cover	Sum insured	Excess
Building	\$2,203,057.00	\$0.00
Loss of Rent	\$330,458.00	\$0.00
Public Liability	\$20,000,000.00	\$0.00
Vol. Workers Comp.	200,000/2,000	\$0.00
Fidelity Guarantee	\$100,000.00	\$0.00
Office Bearers Liab	\$250,000.00	\$0.00
Government Audit Costs	\$25,000.00	\$0.00
Appeal Expenses	\$100,000.00	\$0.00
Lot Owner's Fixtures & Improve	\$250,000.00	\$0.00
Legal Defence Exp.	\$50,000.00	\$0.00
Flood Cover	Included	\$0.00
Catastrophe	\$330,458.00	\$0.00
Fusion	Included	\$0.00

Commission \$888.44

Last valuation done on 19/11/2024

Insurance valuation \$2,203,057.00

Statement of Key Financial Information

Approved form under: Strata Schemes Management Act 2015 (Section 94 (1))

**The Owners Corporation - Strata Plan 2 Nunyar Court, OCEAN SHORES NSW 2483
55895**

Name of Fund: **Administrative Fund**

Reporting Period: 1/10/2024 to 30/09/2025 \$

Balance carried forward from previous reporting period:	3,569.59	
Total income received during reporting period:	13,107.50	(2)
Total interest earned by fund during reporting period:	15.05	(3)
Total contributions paid during reporting period:	12,887.50	
Total unpaid contributions payable for reporting period:	793.75	(4)
Total expenditure for maintenance during reporting period:	12,201.00	(5)
Total expenditure for administration costs during reporting period:	0.00	
Balance of Fund at end of reporting period:	4,083.64	

List of principal items of expenditure proposed for next reporting period: (6)

Admin--Agent Regulation 37 Report	132.00
Admin--Archive Storage Fee	77.00
Admin--Compliance & Risk Management	44.00
Admin--Management Fees--Additional	232.00
Admin--Management Fees--Standard	1,585.00
Admin--Tax Return Prep & Lodgement	171.00
Insurance--Premiums	6,635.00
Maint Bldg--General Repairs	1,500.00
Maint Bldg--Pest/Vermin Control	1,000.00
Maint Grounds--Lawns & Gardens	925.00
Utility--Electricity	350.00
Total Expenses	12,651.00

Notes:

(1) The Statement of Key Financial Information is a statutory report to display amounts for the financial period for financial information required under the Act. It is not a cumulative report and should not be interpreted as one.

(2) Total income received represents the total receipts (inclusive of GST) and may include amounts not represented on this report. Unallocated receipts are not included on this report as they are not assigned to a fund.

(3) Total interest includes interest received on the working account, and investment accounts and penalty interest for late payment of levies.

(4) This amount represents the total of unpaid levy contributions due and payable during, and prior to the reporting period.

(5) All expenditure for the plan is shown under maintenance. As the plan is not GST registered all amounts shown in expenditure totals are inclusive of GST.

(6) As the plan is not GST registered all amounts listed for proposed expenditure are inclusive of GST.

Name of Fund: **Capital Works Fund**

Reporting Period: 1/10/2024 to 30/09/2025 \$

Balance carried forward from previous reporting period:	13,434.21	
Total income received during reporting period:	11,112.50	(2)
Total interest earned by fund during reporting period:	13.39	(3)
Total contributions paid during reporting period:	11,112.50	
Total unpaid contributions payable for reporting period:	706.25	(4)
Total expenditure for maintenance during reporting period:	4,180.00	(5)
Total expenditure for administration costs during reporting period:	0.00	
Balance of Fund at end of reporting period:	20,567.60	

List of principal items of expenditure proposed for next reporting period: (6)

Total Expenses 0.00

There are no principal items of expenditure to report.

Notes:

(1) The Statement of Key Financial Information is a statutory report to display amounts for the financial period for financial information required under the Act. It is not a cumulative report and should not be interpreted as one.

(2) Total income received represents the total receipts (inclusive of GST) and may include amounts not represented on this report. Unallocated receipts are not included on this report as they are not assigned to a fund.

(3) Total interest includes interest received on the working account, and investment accounts and penalty interest for late payment of levies.

(4) This amount represents the total of unpaid levy contributions due and payable during, and prior to the reporting period.

(5) All expenditure for the plan is shown under maintenance. As the plan is not GST registered all amounts shown in expenditure totals are inclusive of GST.

(6) As the plan is not GST registered all amounts listed for proposed expenditure are inclusive of GST.

Proxy Appointment

Strata Schemes Management Act 2015

Date I/We the owners of Lot/s
 in Strata Plan No..... appoint (*PROXY 1*)
 of [*PROXY 1 address*]..... as my/our proxy for the
 purposes of meetings of the owners corporation (including adjournments of meetings).

I/ We appoint of
 as my/our proxy for the purposes of meetings of the owners corporation (including adjournments of meetings) if *PROXY 1* already
 holds the maximum number of proxies that may be accepted.

Period or number of meetings for which appointment of proxy has effect for:

- 1 Meeting** **1 Month** **12 Months**
- 2 Consecutive Annual General Meetings**

Tick whichever applies. The appointment cannot have effect for more than 12 months or 2 consecutive annual general meetings, whichever is the greater.

[Tick and complete whichever applies below]:

1. This form authorises the proxy to vote on my/our behalf on all matters.

OR

2. This form authorises the proxy to vote on my/our behalf on the following matters only:

.....
[Specify the matters and any limitations on the manner in which you want the proxy to vote.]

3. If a vote is taken on whether (the strata managing agent) should be appointed or remain in office or whether another managing agent is to be appointed, I/we want the proxy to vote as follows:

Delete paragraph **3** if proxy is not authorised to vote on this matter.

I understand that, if the proxy already holds more than the permitted number of proxies, the proxy will not be permitted to vote on my/our behalf on any matters.

I, agree to be nominated as a member of the Strata Committee.

Signature of owner/s

<p style="font-size: 2em; margin: 0;">X</p> <p style="border-top: 1px solid black; margin: 0;">_____</p>
Agenda Page 26 of 27

<p style="font-size: 2em; margin: 0;">X</p> <p style="border-top: 1px solid black; margin: 0;">_____</p>
Name <i>[print]</i> :

Notes on appointment of proxies:

1. This form is ineffective unless it contains the date on which it was made and it is given to the secretary of the owners corporation at least 24 hours before the first meeting in relation to which it is to operate (in the case of a large strata scheme) or at or before the first meeting in relation to which it is to operate (in any other case).
2. This form will be revoked by a later proxy appointment form delivered to the secretary of the owners corporation in the manner described in the preceding paragraph.
3. This form is current from the day on which it is signed until the end of the period (if any) specified on the form or the first anniversary of that day or at the end of the second annual general meeting held after that day (whichever occurs first).
4. If a person holds more than the total number of proxies permissible, the person cannot vote using any additional proxies. The total number of proxies that may be held by a person (other than proxies held by the person as the co-owner of a lot) voting on a resolution are as follows:
 - (a) if the strata scheme has 20 lots or less, one,
 - (b) if the strata scheme has more than 20 lots, a number that is equal to not more than 5% of the total number of lots.
5. A provision of a contract for the sale of a lot in a strata scheme, or of any ancillary or related contract or arrangement, is void and unenforceable to the extent that it:
 - (a) requires the purchaser of a lot, or any other person, to cast a vote at a meeting of the owners corporation at the direction of another person, or
 - (b) requires the purchaser to give a proxy at the direction of another person for the purpose of voting at a meeting of the owners corporation (that is a person cannot rely on any such proxy to cast a vote as a proxy).

Notes on rights of proxies to vote:

1. A duly appointed proxy:
 - (a) may vote on a show of hands (or by any other means approved by a general resolution at a meeting of the owners corporation), subject to any limitation in this form, or may demand a poll, and
 - (b) may vote in the person's own right if entitled to vote otherwise than as a proxy, and
 - (c) if appointed as a proxy for more than one person, may vote separately as a proxy in each case.
2. A proxy is not authorised to vote on a matter:
 - (a) if the person who appointed the proxy is present at the relevant meeting and personally votes on the matter, or
 - (b) so as to confer a pecuniary or other material benefit on the proxy, if the proxy is a strata managing agent, building manager or on-site residential property manager, or
 - (c) if the right to vote on any such matter is limited by this form.

PLEASE NOTE

- A vote by an owner does not count if a priority vote is cast for the lot in relation to the same matter.
- A vote by an unfinancial owner, mortgagee or covenant chargee on a motion (other than a motion requiring a unanimous resolution) does not count unless payment has been made before the meeting of all contributions levied on the owner, and any other amounts recoverable from the owner, in relation to the lot.
- Voting or other rights may be exercised in person (if the addressee is an individual) or by a company nominee (if the addressee is a corporation), or by a proxy appointed by the addressee.

Quorum:

1. Quorum required for motion or election - A motion submitted at a meeting must not be considered, and an election must not be held at a meeting, unless there is a quorum present to consider and vote on the motion or on the election.
2. When quorum exists - A quorum is present at a meeting only in the following circumstances:
 - (a) if not less than one-quarter of the persons entitled to vote on the motion or election are present either personally or by duly appointed proxy,
 - (b) if not less than one-quarter of the aggregate unit entitlement of the strata scheme is represented by the persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election,
 - (c) if there are 2 persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election, in a case where there is more than one owner in the strata scheme and the quorum otherwise calculated under this sub clause would be less than 2 persons.
3. A person who has voted, or intends to vote, on a motion or at an election at a meeting by a permitted means other than a vote in person is taken to be present for the purposes of determining whether there is a quorum.
4. Procedure if no quorum - If no quorum is present within the next half-hour after the relevant motion or business arises for consideration at the meeting, the chairperson must:
 - (a) adjourn the meeting for at least 7 days, or
 - (b) declare that the persons present either personally or by duly appointed proxy and who are entitled to vote on the motion or election constitute a quorum for considering that motion or business and any subsequent motion or business at the meeting.
5. Quorum for adjourned meeting - If a quorum is not present within the next half-hour after the time fixed for the adjourned meeting, the persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election constitute a quorum for considering that motion or business and any subsequent motion or business at the meeting.