

CHAIRPERSON:

Leigh Tynan conducted the meeting under delegated authority.

QUORUM:

There being a quorum represented, the Chairperson declared the meeting open at 10:00 AM.

MOTIONS:

MOTION 1	
MINUTES	ORDINARY RESOLUTION
THAT the minutes of the last General Meeting held on 10/2/22 be adopted as a true and accurate account of the proceedings at the meeting.	
Motion CARRIED. Note: It was noted that the minutes included in the meeting notice were 2022 AGM Minutes and the Strata Manager tabled the 2023 AGM Minutes and as such the motion was resolved.	
Passed by Simple Majority	

MOTION 2	
ACCOUNTING RECORDS AND FINANCIAL STATEMENTS	ORDINARY RESOLUTION
THAT the owners corporation resolve to consider the accounting records and last financial statements prepared and to adopt the financial statements.	
Passed by Simple Majority	

MOTION 3	
APPOINTMENT OF AUDITOR	ORDINARY RESOLUTION
THAT the owners corporation resolves to appoint an auditor to audit the accounts and financial statements for year ending 30/11/24.	
Defeated by Simple Majority	

MOTION 4

INSURANCE

ORDINARY RESOLUTION

THAT the existing insurance cover be confirmed; it be decided whether additional insurance of the kind referred to in Section 165(2) of the Strata Schemes Management Act 2015 should be taken out and the matter of renewal be discussed.

Please note that insurance quotes obtained by the Strata Manager will be available for executive committee members to obtain by contacting TCM Strata Coastal.

Policy Number	Underwriter	Current To
NRSC16005882	ALLIANZ AUSTRALIA INSURANCE LTD	15 Nov 2024
TOTAL PREMIUM: \$31,361.00		

Broker: Direct Insurance Brokers

Current Building Sum Insured Amount: \$16,771,000.00

Passed by Simple Majority

MOTION 5

RECOVERY OF OUTSTANDING CONTRIBUTIONS

ORDINARY RESOLUTION

THAT for the purpose of collecting levy contributions, interest and record costs thereon and pursuant to the Act (including Section 103 of the Act), authorisation is given to the strata managing agent and/or the strata committee to do any of the following:

- a. Levies Recovery Step 1 – Issue a reminder levy notice 14 days after the levy due date;
- b. Levies Recovery Step 2 – Issue a second levy recovery letter 30 days after the levy due date;
- c. Levies Recovery Step 3 – Issue a third levy recovery letter 45 days after the levy due date;
- d. Levies Recovery Step 4 – 66 days after the original date the levy was due, and where the debt is in excess of \$2,000.00, appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation of solicitors, barristers and/or experts on behalf of the Owners Corporation to issue a Letter of Demand and/or to 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, legals and other costs;
- e. Enforce any judgement obtained in the collection of levy contributions including commencing and maintaining bankruptcy or winding up proceedings.
- f. Filing an appeal or defending an appeal against any judgement concerning the collection of levy contributions, and;
- g. Liaise, instruct, and prepare all matter with the Owners Corporation's debt collection agents, lawyers and/or experts in relation to any levy recovery proceedings.

Passed by Simple Majority

MOTION 6

PAYMENT PLANS FOR OVERDUE LEVY CONTRIBUTION

ORDINARY RESOLUTION

THAT the owners corporation resolve in accordance with section 85(5) of the Strata Schemes Management Act 2015 to decide whether to offer payment plans in respect of overdue contributions, either generally or in particular cases which include the following terms:

- a. The schedule of payments for the amount owing and the period for which the plan applies;
- b. The manner in which the payments are to be made; and
- c. Contact details for a member of the strata committee or a strata managing agent who is to be responsible for any matters arising in relation to the payment plan.

Passed by Simple Majority

MOTION 7

RESTRICTED MATTERS

ORDINARY RESOLUTION

THAT the owners corporation determine what matters shall be restricted matter that can only be decided at a general meeting.

Passed by Simple Majority

Note: It was determined that no further restrictions be placed upon the Strata Committee. It was noted that they would always come back to all owners for any major decisions.

MOTION 8

NOMINATION OF COMMITTEE MEMBERS

ORDINARY RESOLUTION

THAT the owners corporation resolve the following –

- a. Call for nominations for members of the strata committee
- b. The candidates for election to the strata committee disclose any connections with the original owners or building manager for the scheme.
- c. Determine the number of members of the strata committee; and
- d. Elect the strata committee

Passed by Simple Majority

Note:

It was determined that the number of members be set at 3.

Chairperson – Leigh Tynan

Secretary – Lionel Viney

Treasurer – Colleen Dowley

MOTION 9**ELECTRONIC VOTING****ORDINARY RESOLUTION**

THAT the owners corporation, in accordance with the Strata Schemes Management Regulations 2016 clause 14(1), adopt where appropriate any of the following means of voting on a matter to be determined by the corporation or committee:

- a. Voting by means of teleconference, video-conferencing, email or other electronic means while participating in a meeting from a remote location,
- b. Voting by means of email or other electronic means before the meeting at which the matter (not being an election) is to be determined by the corporation or committee (pre-meeting electronic voting).

Passed by Simple Majority

MOTION 10**PEST & TERMITE INSPECTION****ORDINARY RESOLUTION**

THAT the owners corporation consider whether to obtain a pest control and termite inspection to all units and common property.

Passed by Simple Majority

MOTION 11**ADMINISTRATION & CAPITAL WORKS FUNDS****ORDINARY RESOLUTION**

THAT in accordance with the Strata Schemes Management Act 2015, the Administration Fund and Capital Works Fund budget be approved, and the levies be determined.

Admin Fund budget total: \$120,749.00

Capital Works Fund budget total: \$13,000.00

LEVY STATUS	LEVY PERIOD FROM	TO	CONTRIBUTION PER LOT ENTITLEMENT ADMIN FUND	CONTRIBUTION PER LOT ENTITLEMENT CAPITAL WORKS FUND
To be Issued	1/04/2024	30/06/2024	\$887.86	\$95.59
To be Issued	1/07/2024	30/09/2024	\$887.86	\$95.59
To be Issued	1/10/2024	31/12/2024	\$887.86	\$95.59
To be Issued	1/01/2025	31/03/2025	\$887.86	\$95.59
Total			\$3,551.44	\$382.35

Passed by Simple Majority

MOTION 12**INTERIM LEVIES****ORDINARY RESOLUTION**

THAT in the event that the Community Association/Owners Corporation is unable to hold the next Annual General Meeting before 1/3/25, the Community Association/Owners Corporation estimates and approves the yearly and quarterly expenses of the scheme will be the same as those contained in the current budget and accordingly resolves to raise a levy for the period below in the same amount and equivalent to the quarterly levy raised and payable for the previous quarter (1/1/25 – 31/3/25)

Interim Periods

LEVY STATUS	LEVY PERIOD FROM	TO	CONTRIBUTION PER LOT ENTITLEMENT ADMIN FUND	CONTRIBUTION PER LOT ENTITLEMENT CAPITAL WORKS FUND
To be Issued	1/04/2025	30/06/2025	\$887.86	\$95.59
To be Issued	1/07/2025	30/09/2025	\$887.86	\$95.59
Total			\$1,775.72	\$191.18

Passed by Simple Majority

MOTION 13**STRATA HUB****ORDINARY RESOLUTION**

THAT the owners corporation authorises the Strata Manager to comply with the obligations of the Owners Corporation under the Strata Schemes Management (Information) Regulation 2021 this year and on an ongoing basis and to charge in accordance with the terms of the Agency Agreement.

Passed by Simple Majority

Note: Lionel Viney was nominated as the Strata Hub Emergency contact.

GENERAL BUSINESS

Vehicles & Use of Visitor Parking Spaces

A lengthy discussion took place regarding driving of vehicles within the complex and the use of visitor car parking spaces. It was noted that the driveway / road through the complex is one way only and all owners need to ensure that they adhere to the rules for the safety of all residents. CCTV Cameras have been installed over the entrance – all residents need to be aware.

The meeting further discussed the use of visitor carparking, noting that some residents were using the visitor parking as a permanent parking space, which is in breach of the Strata By-laws. Each lot has allocated parking spaces and any additional vehicles need to be parked in an alternate location outside the complex.

Those present discussed possible options to ensure that the by-laws were adhered to.

Waste Disposal & Bin Collection

The meeting discussed the matter of overflowing bins. All waste should be bagged and disposed of appropriately, additional owners corporation bins are available if required, and at no time should bins be overfilled as a matter of health and safety.

The Strata Committee expressed their thanks & appreciation to those lot Owners who assist with ensuring bins are taken out to the kerb for collection.

It was noted that all Owners need to ensure that their bins are taken out 24hrs before collection, meaning bins to be placed kerbside Monday mornings.

COMMUNICATIONS MUST BE IN WRITING

All requests by owners or their appointed agents for repairs and maintenance, or complaints in relation to by-laws, must always be submitted to the strata managing agent in writing to ensure accurate documentary records and to enable property administrative procedures are followed.