

17/02/2025

**MINUTES OF THE ANNUAL GENERAL MEETING  
THE OWNERS – STRATA PLAN 63869**

<b>MEETING DATE:</b>	Thursday 06 February 2025		
<b>MEETING LOCATION:</b>	83 GOLLAN DRIVE, TWEED HEADS WEST, NSW, 2485		
<b>TIME:</b>	10:00 AM	<b>OPENED:</b> 10:00 AM	<b>CLOSED:</b> 11:25 AM

**PRESENT:**

Lot 3	Amanda Mawson	Owner present	Owner present
Lot 8	Lionel Viney	present	Owner present
Lot 13	Judith Taylor	Owner present	Electronic
Lot 14	Joanne Murphy	vote	Owner present
Lot 16	Gary & Connie Banks	present	(pre-voted)
Lot 17	Russell Koppen	Electronic	vote
Lot 20	Steve & Diane Flecknoe (non-financial)	present	Owner present
Lot 21	Christopher Goatcher & Robyn Hampson	Owner present	Owner present
Lot 22	Paul & Diann Purtill	present	Owner present
Lot 24	Deanna Fuller	(pre-voted)	Owner present
Lot 26	Philip & Vicki Hadenham	Owner present	Owner present
Lot 27	Alan & Colleen Dowley	present	
Lot 29	Bernard & Leonie Kerin		
Lot 30	Leigh Tynan		
Lot 33	Karl Kajtel		
Lot 34	Margaret O'Mara		

**PROXIES:**

Nil

**APOLOGIES:**

James Payne – Lot 1

Tracy Fugler – Lot 6

Roger Bryan & Joy Bayliss – Lot 10

Christopher Goatcher & Robyn Hampson – Lot 21

**CHAIRPERSON:**

Bonnie Duggan of TCM Strata chaired the meeting under delegated authority.

**IN ATTENDANCE:**

Kellie Schutz of TCM Strata.

**QUORUM:**

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

**MOTIONS:**

<b>MOTION 1</b>	
<b>MINUTES</b>	<b>ORDINARY RESOLUTION</b>
THAT the minutes of the last General Meeting held on 9/2/24 be adopted as a true and accurate account of the proceedings at the meeting.	
<b>Passed by Simple Majority</b>	

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

<b>MOTION 3</b>	
<b>APPOINTMENT OF AUDITOR</b>	<b>ORDINARY RESOLUTION</b>
THAT the owners corporation resolves to appoint an auditor to audit the accounts and financial statements for year ending 30/11/25.	
<b>Defeated by Simple Majority</b>	

**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	STRATA COMMUNITY INSURANCE AGENCIES PTY LTD	15 Nov 2025
<b>TOTAL PREMIUM: \$31,752.00</b>		

Broker: Direct Insurance Brokers Current Building Sum Insured Amount: \$17,609,550.00

**Passed by Simple Majority**

**MOTION 5****CAPITAL WORKS ANALYSIS REPORT****ORDINARY RESOLUTION**

**THAT** the Owners Corporation resolve by ordinary resolution to review the 10-year plan for the capital works fund and decide to adopt the current plan.

**Passed by Simple Majority**

**MOTION 6****RECOVERY OF OUTSTANDING CONTRIBUTIONS****ORDINARY RESOLUTION**

**THAT** the owners corporation resolve pursuant to the Strata Schemes Management Act 2015 (NSW) (including Section 103) for the purpose of collecting levy contributions, interest and recovery expenses thereon and pursuant to the Act, authorisation is given to the strata committee to do any of the following:

- A) Issue levy contributions, arrears notices, reminder notices and/or letters to seek recovery of levy contributions and the recovery of other debts, including penalties, interest, recovery costs/expenses and to arrange/monitor payment plans.
- i) Stage 1 - Issue a reminder notice at least 30 days after the due date of the levy notice
  - ii) Stage 2 - Issue a second reminder notice 45 days after the due date of the levy notice
  - iii) Stage 3 - Issue a final reminder notice/letter 60 days after the due date of the levy notice requiring immediate payment before the debt is referred to legal levy recovery.
- B) 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, barrister and/or experts on behalf of the Owners Corporation to issue a Letter of Demand and/or 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;
- C) Enforce any judgement obtained in the collection of levy contributions including commencing and maintaining bankruptcy, liquidation or winding up proceedings.
- D) Filing an appeal or defending any judgment concerning the collection of levy contributions and other debts, and;
- E) Liaise, instruct, and prepare all matters with the Owners Corporation's debt collection agents, lawyers and/or experts in relation to any levy recovery proceedings.

**Passed by Simple Majority**

**MOTION 7****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.

**Motion required by:** Nil

**Passed by Simple Majority**

<b>MOTION 8</b>	
<b>RESTRICTED MATTERS</b>	<b>ORDINARY RESOLUTION</b>
<b>THAT</b> the owners corporation determine what matters shall be restricted matter that can only be decided at a general meeting.	
<b>Passed by Simple Majority</b>	
<b>Notes</b>	
**No further restrictions to be placed on the Strata Committee	

<b>MOTION 9</b>	
<b>NOMINATION OF COMMITTEE MEMBERS</b>	<b>ORDINARY RESOLUTION</b>
<b>THAT</b> the owners corporation resolve the following –	
<ul style="list-style-type: none"> <li>a. Call for nominations for members of the strata committee</li> <li>b. The candidates for election to the strata committee disclose any connections with the original owners or building manager for the scheme.</li> <li>c. Determine the number of members of the strata committee; and</li> <li>d. Elect the strata committee</li> </ul>	
<b>Passed by Simple Majority</b>	
<b>Notes</b>	
It was determined by those present at the meeting the number of committee members be set to 3 Colleen Dowley - Treasurer Lionel Viney - Secretary Leigh Tynan - Chairperson	

<b>MOTION 10</b>	
<b>PEST &amp; TERMITE INSPECTION</b>	<b>ORDINARY RESOLUTION</b>
<b>THAT</b> the owners corporation consider whether to obtain a pest control and termite inspection to all units and common property.	
<b>Passed by Simple Majority</b>	

**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: \$117,215.00

Capital Works Fund budget total: \$18,783.64

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	\$861.87	\$138.11
To be Issued	1/07/2025	30/09/2025	\$861.87	\$138.11
To be Issued	1/10/2025	31/12/2025	\$861.87	\$138.11
To be Issued	1/01/2026	31/03/2026	\$861.87	\$138.11
<b>Total</b>	1/04/2025	31/03/2026	<b>\$3,447.48</b>	<b>\$552.44</b>

**Passed by Simple Majority**

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

**THAT** in the event that the Owners Corporation is unable to hold the next Annual General Meeting before 01/03/26, the 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 period (1/4/25 – 30/6/25)

**Interim Periods**

LEVY STATUS	LEVY PERIOD FROM	TO	CONTRIBUTION PER LOT ENTITLEMENT ADMIN FUND	CONTRIBUTION PER LOT ENTITLEMENT CAPITAL WORKS FUND
To be Issued	1/04/2026	30/06/2026	\$861.87	\$138.11
<b>Total</b>	1/04/2026	30/06/2026	<b>\$861.87</b>	<b>\$138.11</b>

**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****Notes**

It was determined by those present at the meeting to appoint Lionel Viney as the Emergency services contact for the purposes of the Strata Hub reporting.

**MOTION 14****APPOINTMENT OF TCM STRATA COASTAL PTY LTD****ORDINARY RESOLUTION**

**THAT** TCM Strata Coastal (herein called "the Agent") be appointed as the Strata Managing Agent and that the common seal be affixed to the Agency Agreement tabled at this meeting, which agreement incorporates instruments pursuant to Section 52 of the Strata Schemes Management Act 2015, appointing the Agent and delegating all the powers, authorities, duties and functions of the Owners Corporation and its Strata Committee and the Chairperson, Secretary and Treasurer of the Strata committee and of the Owners Corporation, other than the power to do anything referred to in Section 52(2) of the Act, and that the Owners Corporation authorises the Secretary and one other member of the Strata Committee, or in their absence, two owners nominated by the Corporation at the meeting or beforehand, to sign the Agency Agreement on behalf of the Owners Corporation.

**Passed by Simple Majority**

## MOTION 15

### GENERAL BUSINESS

Discuss garden maintenance

#### **Notes**

A lengthy discussion was held regarding the garden maintenance at the property and the following was confirmed:

- A gardening committee be formed consisting of:
- Diann Putill (22)
- Deana Fuller (24)
- Phil Hadenham (26)

Who will create a plan for any non-routine gardening works required such as tree removal/relocation, hedge trimming, planting of various plants and will obtain quotes which will be passed onto the Strata Committee for their consideration via the office of TCM Strata.

- Quotes to be obtained for the supply and installation of a palm tree, roughly 2 metres in height to be replaced in front of Unit 26. Lionel Viney, Lot 8, has requested that it be formally noted that he does not agree with this approval due to the original tree being planted by the lot owners, without approval from the owners corporation which is in breach of the by-laws.
- The tenant in Unit 28 has offered his services where required, TCM Strata to obtain contractor information for the Strata Records.
- A reminder to all owners regarding the Website – this has valuable up to date information regarding the building
- [Seagulls Shores – Tweed Heads West](#)
- TCM Strata to organise for an electrician to attend to inspect and quote on light shades to be installed on the large baton lights.
- Unit 33 advised his gutters require attention as the water is not draining properly, the committee advised this will be inspected by the roofing contractor whilst the roofs are being completed.
- The tree marked with an orange ribbon at the property entrance is scheduled for removal. Owners agreed to plant hedge plants in its place to improve safety, particularly for the smaller children who play in that area.
- A discussion was held regarding speeding by some residents within the property, with concerns raised about the safety and well-being of young children

### **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.