
**MINUTES OF THE ANNUAL GENERAL MEETING OF
COMMUNITY ASSOCIATION 270051 HELD AT THE CAPTAINS CLUB ROOM
AT 247 BURWOOD ROAD, CONCORD
ON MONDAY 15 NOVEMBER 2021, COMMENCING 7:00 PM**

PRESENT:	F Holsburg G Patterson B Vespa J Robertson S Hillier	(Golden Grove) (Macquarie) (Fitzroy) (Chisholm) (Lawson)	D Webster S Johnson W Thompson P Sheldon M Kennedy	(Barrington) (Hunter) (Elizabeth) (Wentworth) (Flinders)												
IN ATTENDANCE:	G Gonsalves D Hasley G Ford	(Alexander) (Macquarie) (Flinders)	J Ocander K Lewhellyn	(Golden Grove) (Elizabeth)												
CHAIRMAN:	David Tuskan	(Premier Strata Management)														
QUORUM:	It was noted that a quorum was present.															
MINUTES:	It was RESOLVED that the minutes of the previous General Meeting held 23 November 2020 be confirmed and adopted.															
INSURANCE:	It was RESOLVED that a Valuation be obtained prior to renewal for the full replacement and reinstatement value of the complex and that the insurance be renewed or endorsed for this amount. Workers compensation is not required as per the Act on renewal for the following year. The building insurance is placed with CHU Underwriting Agencies Pty Ltd (CHU). A copy of their Financial Services Guide (FSG) can be found at the following link: - http://chu.com.au/uploads/default/files//102660_FSG_0812.pdf															
EXECUTIVE COMMITTEE:	It was RESOLVED by the Association that the Executive Committee is to consist of 7 members and that the following owners were elected in accordance with Regulation 4 of the Community Land Management Act, 1989 for the following year: <table><tr><td>G Patterson</td><td>(Macquarie)</td><td>S Johnson</td><td>(Hunter)</td></tr><tr><td>B Vespa</td><td>(Fitzroy)</td><td>J Robertson</td><td>(Chisholm)</td></tr><tr><td>P Sheldon</td><td>(Wentworth)</td><td>M Kennedy</td><td>(Flinders)</td></tr></table> Further it was RESOLVED that no limitations be placed on the decision making powers of the Executive Committee for the following year other than those already existing under the Community Land Management Act and Regulations.				G Patterson	(Macquarie)	S Johnson	(Hunter)	B Vespa	(Fitzroy)	J Robertson	(Chisholm)	P Sheldon	(Wentworth)	M Kennedy	(Flinders)
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B Vespa	(Fitzroy)	J Robertson	(Chisholm)													
P Sheldon	(Wentworth)	M Kennedy	(Flinders)													
KEY FINANCIAL INFORMATION:	It was RESOLVED that the Annual Statement of Key Financial Information for the period ending 30 September 2021 be received and adopted.															

AUDITOR: It was RESOLVED to arrange an independent audit of the Financial Statements for the financial year ending 30 September 2021.

LEVY CONTRIBUTIONS: It was RESOLVED that the Association, in accordance with Section 12 of the Community Land Management Act 1989 No 202 (NSW) accept the following budget on a unit entitlement basis from 1 January 2022, with levies due in four equal payments due 1 January 2022, 1 April 2022, 1 July 2022, 1 October 2022, then continuing on a quarterly basis until resolved otherwise by the Owners Corporation.

Administrative Fund	\$ 227,080.00
Capital Works Fund	\$ 77,500.00
Total Funds	\$ 304,580.00 + GST

SINKING FUND REPORT: It was RESOLVED that the Association agree to:

- Review the current Sinking Fund Report; and
- Not Engage a suitably qualified consultant to review, carry out and assess the capital upgrade and maintenance requirements of the building for the next ten (10) years or an updated report each five (5) years, and provide the Sinking Fund Report; and
- Not Submit that report to the Executive Committee to determine what action is required, if any; and
- Delegate to the Strata Manager the function pursuant to the Agency Agreement additional duties schedule to undertake the seeking of quotations and engaging the contractor to prepare the report and any ancillary work approved by the Executive Committee.

WORK HEALTH AND SAFETY: It was RESOLVED that the Association acknowledge the *Work Health and Safety Act 2011* and *Regulations(NSW)* and RESOLVED to:

- As required, consult, confer, allow inspections and provide assistance (and/or documents) on any matter so far as is reasonably practicable, on Work Health and Safety matters under the Work Health and Safety Act 2011 and Regulations (NSW) with its agents, employees or contractors or any health and safety representative for its agents, employees or contractors
- Not engage a contractor to carry out a Safety Report as the preliminary process in compliance with the Work Health and Safety Act 2011 (NSW). By not agreeing to obtain a report the owners are exercising the New South Wales Work Cover Authority Work Health and Safety Legislation Exemption and confirming that the property is 100% residential with no business activity on common property and does not engage a worker as an employee.

ANNUAL FIRE SAFETY STATEMENT: It was RESOLVED that the Association carry out the following:

- Engage a suitably qualified consultant to carry out an Annual Fire Safety Report and Statement in accordance with Part 9. Division 5 of the NSW Environment Planning and Assessment Regulations 2000 as amended; and

**ANNUAL FIRE
SAFETY
STATEMENT:
(CONT.)**

- b) To submit any corrective actions, report to the Executive Committee to determine what action is required, if any; and
- c) To delegate to the Strata Manager the following functions pursuant to the Agency Agreement Additional Duties Schedule:
 - i. Undertake the seeking of quotation and engaging the contractor to prepare the statement; and
 - ii. Sign the statement on behalf of the scheme and lodge the statement with local council and cause a copy of the statement to be given to the Fire Commissioner and for the Executive Committee Secretary to affix a copy to the scheme notice board.

**PREVENTATIVE
MAINTENANCE:**

It was RESOLVED that the Association discuss and set up a preventative maintenance schedule which engages suitably qualified contractors to undertake the following and any other maintenance items pertinent to the complex:

- a) That an inspection of the property for evidence of termite activity be carried out. In addition, a general pest inspection, be carried out to the common areas.
- b) That cleaning of all gutters and downpipes and determination of schedule for frequency as well as the possible need for a detailed roof inspection be carried out.
- c) That cleaning of drains, pits and retention basins in the complex including servicing of any pumps be carried out.

**LEVY
COLLECTION:**

It was RESOLVED that the Community Association of Deposited Plan No. 270051, for the purpose of collecting levy contributions, interest and recovery costs thereon and pursuant to the ACT (including Section 20 of the Act), authorise the Strata Managing Agent and/or the Executive Committee to do any of the following:

- i. Levy Recovery Step 1: Issue 1st levy recovery letter 35 days after the levy due date;
- ii. Levy Recovery Step 2: Issue 2nd levy recovery letter 60 days after the levy due date;
- iii. Levy Recovery Step 3: Issue 3rd levy recovery letter 75 days after the levy due date;
- iv. Levy Recovery Step 4: Issue 4th levy recovery letter 106 days after the original date the levy was due;
- v. Where the debt is in excess of \$1,000.00 appoint the services of a debt collection agency, obtain legal advice and/or retain representation of solicitors, barristers and/or experts on behalf of The Owners – Deposited Plan No. 270051 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, legal and other costs;

**LEVY
COLLECTION:
(CONT.)**

- vi. Enforce any judgement obtained in the collection of levy contributions including commencing and maintaining bankruptcy or winding up proceedings;
- vii. Filing an appeal or defending an appeal against any judgement concerning the collection of levy contributions; and,
- viii. 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.
- ix. Enter into a payment plan with any lot owner for the payment of overdue contributions provided that the plan is limited to a period of 12 months or less.

MOTION 11:

It was RESOLVED not to adopt the new "Building and Landscaping Codes" at this stage. Strata representatives wanted further time to actively seek community engagement of the proposed codes now that COVID lockdown has ended. The new Executive Committee will prepare a plan for engagement to commence early in the new year with the aim of a final draft by end of March and presented for resolution at a Special General Meeting four to six weeks later.

MOTION 12:

It was RESOLVED not to engage a solicitor to provide advice on terminating the leasing agreement between the Community Association DP 270051 and Roads and Maritime Service for the timber wharf

CLOSE:

There being no further business to discuss the meeting closed at 8:35 pm.

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF
COMMUNITY ASSOCIATION 270051 HELD AT THE CAPTAINS CLUB ROOM
AT 247 BURWOOD ROAD, CONCORD
ON MONDAY 15 NOVEMBER 2021, COMMENCING 8:35 PM**

PRESENT: G Patterson (Macquarie) S Johnson (Hunter)
B Vespa (Fitzroy) J Robertson (Chisholm)
P Sheldon (Wentworth) M Kennedy (Flinders)

CHAIRMAN: David Tuskan (Premier Strata Management)

MINUTES: It was RESOLVED that the minutes of the last Executive Committee meeting held 13 September 2021 be adopted as a true and accurate account of the proceedings of that meeting.

OFFICE BEARERS: It was RESOLVED that the Office Bearers be appointed as follows:

- Chairman: P Sheldon (Wentworth)
- Secretary: Strata Manager
- Treasurer: G Patterson (Macquarie)

MAIN CONTACT: It was RESOLVED that all Executive Committee members be the Associations contact point.

NEXT MEETING: Tuesday 14 December 2021 at 6:30 pm.

CLOSE: There being no further business to discuss the meeting closed at 8:45 pm.