

bright & duggan



australia's strata leader

Minutes of Annual General Meeting

To The Owners of – Plan No. 47991

41 ROCKLANDS ROAD, WOLLSTONECRAFT, NSW, 2065



Meeting Date:	3 December 2024
Time:	06:00 PM
Address:	2 Ernest Place, Crows Nest, NSW 2065, 2 Ernest Place, CROWS NEST, NSW, 2065 https://teams.microsoft.com/L/meetup-join/19%3ameeting_NTI2NmQ3MmltNjU4Zi00ODA1LWEoOWMtMDgwNjMxMDg5MDE1%40thread.v2/o?context=%7b%22Tid%22%3a%222ee41b01-d42a-4861-b5f6-6b2699170934%22%2c%22Oid%22%3a%224169b1fb-b719-436e-9679-f0egbddacaf8%22%7d Meeting ID: 469 634 677 083 Passcode: zghCZJ
Present:	Peter Watson & Margo Watson (Lot 8) Electronic vote Patricia Howes (Lot 16) Owner present Dianne Marie Russell (Lot 18) Owner present Tony Newby (Lot 19) Electronic vote Stuart & Rhonda Sexton (Lot 20) Proxy present Georgina Mallam (Lot 21) Owner present (pre-voted) Grant and Susan Russell (Lot 24) Electronic vote Voula HATZIDIMITRIOU (Lot 34) Electronic vote Carl Johann D'Silva (Lot 41) Owner present Maureen Helena Tully (Lot 42) Owner present Sharon Elizabeth MacBride & Neil MacBride (Lot 43) Owner present K R Moon (Lot 44) Owner present H A & T P Tweedie (Lot 54) Owner present Andrew Wilkie (Lot 69) Electronic vote Michele Agnes Reid (Lot 71) Owner present

Lachlan Handley (Lot 73) Electronic vote
 Jay Robert Pleass (Lot 82) Owner present
 Anna Dowe (Lot 83) Proxy present
 John Robert Arthur Dowd (Lot 85) Electronic vote
 Stephen Richard Wardrop (Lot 86) Owner present
 Trent Ian Mackie (Lot 87) Owner present
 Amy Lian Imm Lim (Lot 88) Owner present
 Anna Maguerite Dowe (Lot 90) Owner present
 Diana Na (Lot 91) Electronic vote
 Scarlet Fung (Lot 95) Electronic vote
 Helen Hiquiana (Lot 105) Electronic vote
 Angela Ree (Lot 126) Owner Present (pre-voted)
 Archana Hemant Acharekar (Lot 127) Owner present
 Robert J Vernon (Lot 129) Owner present
 Bryony Muriel Walker Herborn (Lot 130) Owner present
 Michael Fournier Morris (Lot 132) Owner present
 Alexander Philip Mullane (Lot 134) Owner present
 David Pengilley (Lot 138) Owner present
 Kevin Patrick Hooper (Lot 139) Owner present
 Kristen Louise Rowley (Lot 141) Owner present
 Robina Anne Day (Lot 153) Owner present
 David Ian Cook (Lot 157) Owner present
 Ian Stewart (Lot 159) Owner present (pre-voted)
 Darren Parnell (Lot 160) Electronic vote
 Andrew Gordon Nickson (Lot 162) Owner present (pre-voted)

By proxy:

Diane Karen Sexton & Daniel Allan Ferris (Lot 20) to Stuart & Rhonda Sexton

In attendance:

James Azar Bright & Duggan

Chairperson:

James Azar

Apologies:

Tony Moon (Lot 44)

Quorum:

Yes, 25% or more of lot owners in attendance

Motions

1. Chairmans Report

The Chairman discussed with all the owners the fire order progress that was tabled in his report and included in the AGM notice. The Strata Committee are waiting for consent from North Sydney Council for the full scope of works organised by the fire engineers. Once approved a tender will be organised and it will become clearer what the actual cost of the fire upgrade will be before going back to the owners for an extra ordinary general meeting to discuss and raise the funds for the project.

2. Minutes

RESOLVED

Resolved that the owners corporation resolves to confirm the minutes of the last general meeting, held on 31st of January 2024, as a true and accurate record of the proceedings of that meeting.

The owner of unit 153 advised that last years AGM minutes had the previous owners name instead of the new owners name and this to be amended to include the new owners name Robina Day.

3. Financial Statements

RESOLVED

Resolved that the owners corporation resolves to adopt the audited statements of key financial information, for the financial year ending on 31st of October 2024, for the administrative fund, the capital works fund and any other fund held by the strata scheme.

4. Financial Audit

RESOLVED

Resolved that the owners corporation resolves to audit the financial statements for the financial year ending on 31st of October 2025.

5. Administrative & Capital Works Funds Estimates

RESOLVED

Resolved that the owners corporation estimates that, for the financial year period from 1st of November 2024 to 31st of October 2025, it will need to credit to its administrative fund and capital works fund the amounts set out in the budget, and resolves that the following amounts to be levied as a contribution:

Administrative Fund: \$682,550.00 GST Inclusive
Capital Works Fund: \$750,750.00 GST Inclusive

6. Levy Contributions

RESOLVED

Resolved that the owners corporation resolves that the contributions are to be payable in regular periodic instalments, due on and specified as follows, and continue on the same periodic instalments, based on the interim quarterly period and contributions, in accordance with the same budget and estimates approved at this meeting, until the next annual general meeting:

Levy Status	Period From	Period To	Due	Admin Fund	Capital Works Fund
Already Issued	1/11/2024	31/01/2025	1/11/2024	\$197,500.00	\$125,000.00
To be Issued	1/02/2025	30/04/2025	1/02/2025	\$161,683.33	\$208,583.33
To be Issued	1/05/2025	31/07/2025	1/05/2025	\$161,683.34	\$208,583.34
To be Issued	1/08/2025	31/10/2025	1/08/2025	\$161,683.33	\$208,583.33
Total	1/11/2024	31/10/2025		\$682,550.00	\$750,750.00

Interim Periods

Levy Status	Period From	Period To	Due	Admin Fund	Capital Works Fund
To be Issued	1/11/2025	31/01/2026	1/11/2025	\$170,637.50	\$187,687.50
Total	1/11/2025	31/01/2026		\$170,637.50	\$187,687.50

7. Recovery of Contributions

RESOLVED

Resolved that the owners corporation resolves, in accordance with the provisions of the *Strata Schemes Management Act 2015 (NSW)*, including Section 103, for the purpose of recovery of unpaid contributions, to authorise and instruct the managing agent and/or the strata committee to do any one or more of the following:

1. issue arrears notices, reminder notices and/or letters to seek recovery of unpaid contributions and the recovery of other debts, including penalties, interest, legal and other costs/expenses, and arrange and monitor payment plans;
2. engage or appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation and/or experts on behalf of the owners corporation;
3. 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 unpaid contributions and the recovery of other debts, including penalties, interest, legal and other costs/expenses;
4. enter and enforce any judgment obtained in the collection of unpaid 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 the bankruptcy proceedings or winding up proceedings;
5. filing an appeal or defending an appeal against any judgment concerning the collection of unpaid contributions; and
6. liaise, instruct and prepare all matters with the owners corporation's debt collection agents, lawyers and experts in relation to any contributions recovery proceedings.

8. Payment Plans

RESOLVED

Resolved that the owners corporation resolves to agree to enter into payment plans for matters involving arrears of unpaid contributions or other amounts, including interest, legal and other costs/expenses thereon, and delegates to the managing agent and/or strata committee authority to enter into, arrange and monitor each such payment plan, limited to a period of 12 months per plan, with any further or subsequent payment plan to be entered into as agreed by the owners corporation or strata committee by resolution.

9. Capital Works Fund Plan - Revise or Replace

RESOLVED

Resolved that the owners corporation resolved to delegate the strata committee to revise or replace the 10-year capital works fund plan, for commencement from 1st of November 2025,

10. Insurance

RESOLVED

Resolved that the owners corporation resolves to consider taking out of insurance of the kind referred to in Section 165(2), if insurance of that kind has not already been taken out, and delegates to the strata committee to determine and take out the insurance.

11. Insurance - Valuation

RESOLVED

Resolved that the Owners Corporation resolves to increase the Building Sum Insured by 5% .

12. Acknowledgements

RESOLVED

Resolved that the owners corporation acknowledges:

1. in accordance with Section 9(d) of Schedule 1, the particulars of each insurance policy of the owners corporation expiring on 5th of October 2025, as detailed in the certificate of currency attached to the notice of this meeting, and the managing agent delegated to renew the insurances taken out by the owners corporation.
2. in accordance with Section 60, the statement for commissions and training services provided to or paid for the agent in connection with the exercise by the agent of functions for the strata scheme:
Commissions
\$ \$11,729.03 in commissions received in the last 12 months; and
\$ \$8,400.00 in commissions is expected to be received in the next 12 months.
Training
\$ 0.00 in training services received in the last 12 months; and
\$ 0.00 in training services is expected to be received in the next 12 months.

13. Lift Safe to Operate Registration

RESOLVED

That, as the owner of plant item(s), the owners corporation resolves to delegate to the managing agent the signing of any renewal registration or application form on behalf of the owners corporation and lodge with SafeWork NSW the Safe to Operate statement, based on certification provided by the Maintenance Contractor who is the engaged maintenance contractor to provide a statement confirming that the plant item has been inspected by a competent person and adequately maintained.

14. Annual Fire Safety Statement - Next Statement Arrangements

RESOLVED

Resolved that the owners corporation resolves to:

1. engage a suitably competent fire safety practitioner to assess each essential fire safety measure specified in the statement and submit a corrective actions report;
2. delegate to the building manager an/or strata committee to determine and resolve the corrective actions (if any), engage a suitably qualified contractor to complete any works and to prepare and sign the statement;
3. lodge the statement with the local Council and Fire Commissioner;
4. delegate to the strata committee authority to instruct the managing agent any functions, pursuant to the strata management agency agreement (additional services schedule where applicable), to undertake any of the above; and
5. instruct the managing agent, acting in the capacity as agent for the owners corporation, to sign the annual fire safety statement, based on certification provided by a competent fire safety practitioner engaged by the owners corporation.

15. Strata Hub

RESOLVED

Resolved that the owners corporation resolves to:

1. provide all mandatory information and documents relating to the Office of Fair Trading "Strata Hub";
2. pay \$3.00 per lot annual administration fee to the Office of Fair Trading (or such other amount as determined by the Regulation from time to time); and
3. instruct the managing agent any functions, pursuant to the strata management agency agreement (additional services schedule where applicable), to undertake any of the above.

16. Restricted Matters

RESOLVED

Resolved that the owners corporation resolves that no additional matter or type of matter is to be determined only by the owners corporation in general meeting.

17. Limitation on Spending by a Large Strata Scheme

RESOLVED

That the owners corporation resolves to generally remove the limitation on spending imposed by Section 102(3).

18. Election of the Strata Committee

RESOLVED

That the Owners Corporation resolves to elect the following seven (7) Strata Committee members as follows:

- Stephen Wardrop Lot 86
- Robert Vernon Lot 129
- David Pengilley Lot 138
- Kevin Patrick Hooper Lot 139
- Kristen Rowley Lot 141
- James Chong Lot 95
- Jay Pleass Lot 82

19. Voting Methods

RESOLVED

Resolved that the owners corporation resolves to adopt other voting methods by means of tele-conference, video-conference, email, pre-meeting voting or other means, while participating in a meeting from a remote location.

20. Renewal of the Strata Management Agency Agreement

RESOLVED

That the owners corporation resolves

- a. to renew the strata management agency agreement with Bright & Duggan Pty Ltd as its managing agent, for a period of 12 months, and delegates functions to it on the terms and conditions as set out in the agreement attached to the notice of this meeting; and
- b. to nominate and authorise 2 owners or members of the strata committee to execute and affix the common seal to the agreement; and
- c. that the strata management fee be \$33,000 per annum (GST inclusive), commencing on 21 January 2024.
- d. The Owners Corporation in the next 12 months will receive 50% of the Bright & Duggan commissions earned from the strata insurance.

21. Other Common Property Matters

The Owners discussed and resolved the following common property matters -:

- The committee discussed the continuation of the balcony remedial works in units 18, 91, 119 & 121 named Project C and this will take place during 2025. The tender results and the cost of the project will be approved by the owners corporation at the next general meeting.
- The owners discussed various small jobs such as common property courtyard tiling issues that will be investigated by the building manager and included as part of the overall project C works and included in the funding.
- The building manager will investigate the electrical & gas system checks that was reported by some of the owners.

There being no further business the meeting closed at 7:35 PM.

Bright & Duggan Pty Ltd

Managing Agents for Plan No. 47991



Minutes of **Strata Committee Meeting**

To The Owners of – Plan No. 47991
41 ROCKLANDS ROAD, WOLLSTONECRAFT, NSW, 2065

Meeting Date:	Immediately after AGM
Time:	Immediately after AGM
Address:	2 Ernest Place, Crows Nest, NSW 2065,
Present:	Stephen Wardrop Lot 86 Robert Vernon Lot 129 David Pengilley Lot 138 Patrick Hooper Lot 139 Kristen Rowley Lot 95 Jay Pleass Lot 82
In attendance:	James Azar Bright & Duggan K.R. Moon Lot 44 Michael Moris Lot 132 Georgina Mallam Lot 21 Angela Ree Lot 126
Chairperson:	James Azar Bright & Duggan



Quorum:

Yes, Quorum was achieved

1. Election of the Chairperson

Motion Resolved

Resolved that the Strata Committee, in accordance with Strata Schemes Management Act 2015 (NSW) elects James Azar (Bright & Duggan) a chairperson to preside at this meeting.

2. Minutes

Motion Resolved.

Resolved that the minutes of the last Strata Committee meeting held on 22nd of October 2024 be adopted as a true and accurate record of the proceedings of that meeting.

3. Election of Officers

Motion Resolved.

Resolved that the Strata Committee, in accordance with Regulation 11, resolves to elect Stephen Wardrop Lot 86 as the Chairperson, Robert Vernon Lot 129 as the Secretary and David Pengilley Lot 138 as the Treasurer of the Committee.

4. Common Property Safety Audit

Motion Defeated

Defeated that the Strata Committee resolves to do the following:

1. Engage a suitably qualified consultant or contractor to carry out an inspection and submit a corrective actions report, in compliance with the Work Health & Safety Act 2011 (NSW);
2. Delegate to the Building Manager and/or Strata Committee to determine and resolve the corrective actions (if any) and engage suitably qualified contractor to complete any works; and
3. Delegate to the Managing Agent any functions pursuant to the Strata Management Agency Agreement (additional services schedule where applicable) to undertake any of the above.

5. Voting Methods

Motion Resolved.

Resolved that the Strata Committee, in accordance with Regulation 14, resolves to adopt other voting methods by means of (teleconference, video-conference, email, pre-meeting voting, other means) while participating in a meeting from a remote location.

6. Other Business

Motion Resolved.

Resolved that the Strata Committee discuss any further items of business that attendees wish to raise at the meeting and resolve how those will be dealt with at a later meeting (noting that depending on the nature of the item, it may not be able to be resolved at the meeting).

- Unit 21 owner discussed their application for renovation for a balcony shade similar to others in the building and the committee advised that the owner was to submit the application into the committee for their review.

7. Next Meeting

Motion Resolved.

Resolved that the Strata Committee determined the date of the next meeting as 28 January 2025.

There being no further business the meeting closed at 7.45pm.

**Bright & Duggan Pty Ltd
Managing Agents for Plan No. 47991**