

Minutes of
Annual General Meeting

To The Owners of – Plan No. 47991

41 ROCKLANDS ROAD, WOLLSTONECRAFT, NSW, 2065



Meeting Date:	9 December 2025
Time:	06:00 PM
Address:	Microsoft Teams
Present:	Peter & Margo Watson (Lot 8) Electronic vote Patricia Maureen Howes (Lot 16) Electronic vote Linda Nelson (Lot 17) Electronic vote Stuart and Rhonda Sexton (Lot 20) Proxy present Georgina Louise Mallam (Lot 21) Owner present Susan & Grant Russell (Lot 24) Electronic vote Voula Soumelidis (Hatzidimitriou) (Lot 34) Electronic vote Alan James Moon (Lot 36) Owner present Carl Johann D'Silva (Lot 41) Owner present A R Moon & K R Moon (Lot 44) Owner present Danuta Maria Hosowicz (Lot 45) Owner present Jessica Kate Lewis (Lot 48) Owner present Erik Rodriguez (Lot 50) Electronic vote H A & T P Tweedie (Lot 54) Owner present Rosemary J Flannery (Lot 59) Owner present Danko Pavlovic (Lot 60) Electronic vote Benjamin Tinworth (Lot 67) Electronic vote Sara Wilkie (Lot 69) Electronic vote Kris Pruszynski (Lot 71) Proxy present Lachlan Handley (Lot 73) Electronic vote Jui-Chin Chen (Lot 81) Owner present Josephine Carroll (Lot 83) Owner present Stephen Richard Wardrop (Lot 86) Owner present Trent Ian Mackie (Lot 87) Owner present

Anna Maguerite Dowe (Lot 90) Owner present
Jim Chong (Lot 95) Proxy present
Maria Pitney (Lot 97) Proxy present
Eaglehat Pty Ltd (Lot 119) Owner present
Alexander George Whitman (Lot 124) Owner present
Angela Ree (Lot 126) Electronic vote
Robert J Vernon (Lot 129) Owner present
Nathan Dominic Herborn (Lot 130) Owner present
Michael Fournier Morris (Lot 132) Owner present
Maria Pitney (Lot 133) Owner present
Zivojin Lepojevic (Lot 134) Owner present
David Pengilley (Lot 138) Owner present
Kevin Patrick Hooper (Lot 139) Owner present
Peter O'Brien (Lot 143) Electronic vote
Maria Pitney (Lot 151) Owner present
Robina Anne Day (Lot 153) Owner present
Davidd Cook (Lot 157) Owner present (pre-voted)
Andrew Nickson (Lot 162) Owner present (pre-voted)

By proxy:

Diane Karen Sexton & Daniel Allan Ferris (Lot 20) to Stuart and Rhonda Sexton
Michele Agnes Reid (Lot 71) to Kris Pruszynski
Judy A Murray (Lot 97) to Maria Pitney
Scarlet Fung (Lot 95) to Jim Chong

In attendance:

James Azar Bright & Duggan, Kris Pruszynski Building Manager

Chairperson:

James Azar

Quorum:

Yes, 25% or more of lot owners in attendance

■ Motions

Note: Where the motion is noted as RESOLVED it is deemed to be passed.

1. Chairmans Report and Treasurers Report

The chairman went over and summarised his report that was on the agenda on page 24.

Also on page 33 of the AGM was the Treasurers report that was discussed during the financials and budget approvals.

2. Minutes

RESOLVED

That the Owners Corporation resolves to confirm the minutes of the last general meeting, held on 3rd of June 2025, as a true and accurate record of the proceedings of that meeting.

3. Financial Statements

RESOLVED

That the Owners Corporation resolves to adopt the statements of key financial information, for the financial year ending on 31st of October 2025, for the administrative fund, the capital works fund and any other fund held by the strata scheme. The 2025 financial was in the process of being audited and not ready at the AGM but it is now available and the audit will be made available to owners through separate email.

4. Financial Audit

RESOLVED

That the Owners Corporation resolves to audit the financial statements for the financial year ending on 31st of October 2026.

5. Administrative & Capital Works Funds Estimates

RESOLVED

That the Owners Corporation estimates that, for the financial year period from 1st of November 2025 to 31st of October 2026, 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: \$757,000.00 GST Inclusive
Capital Works Fund: \$780,000.00 GST Inclusive

6. Levy Contributions

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	1/11/2025	31/01/2026	1/11/2025	\$170,637.55	\$187,687.65
To be Issued	1/02/2026	30/04/2026	1/02/2026	\$170,637.55	\$187,687.65
To be Issued	1/05/2026	31/07/2026	1/05/2026	\$207,862.45	\$202,312.35
To be Issued	1/08/2026	31/10/2026	1/08/2026	\$207,862.45	\$202,312.35
Total	1/11/2025	31/10/2026		\$757,000.00	\$780,000.00

Interim Periods

Levy Status	Period From	Period To	Due	Admin Fund	Capital Works Fund
To be Issued	1/11/2026	31/01/2027	1/11/2026	\$189,250.00	\$195,000.00
Total	1/11/2026	31/01/2027		\$189,250.00	\$195,000.00

7. Recovery of Contributions

RESOLVED

That The Owners - Strata Plan No 47991 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;
- b. to 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 - Strata Plan No 47991;
- 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. File an appeal or defend 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.

8. Capital Works Fund Plan - Revise or Replace

DEFEATED

That the Owners Corporation resolves to revise or replace the 10-year capital works fund plan, for commencement from 1st of November 2026, and:

1. Obtain quotations from suitably qualified consultants to prepare a 5-year review or a 10-year replacement of the capital works fund plan;
2. Delegate to the strata committee to consider the quotations and engage a consultant;
3. Delegate to the strata committee to appoint a liaison to meet with the consultant; and
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.

At the AGM 2024 it was passed to update the Cap Works Plan, this will be updated and presented at the next AGM.

9. Acknowledgements and Agent Disclosure

RESOLVED

That the Owners Corporation resolves, acknowledges and tables:

- In accordance with Section 9(d) of Schedule 1 of the Strata Schemes Management Act 2015 ('The Act'), the particulars of each insurance policy of the owners corporation expiring on 5th of October 2026, as detailed in the certificate of currency attached to the notice of this meeting, and the managing agent is delegated authority to renew the insurances taken out by the owners corporation.
- In accordance with Section 60(1)(a) of the Act, the statement of 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 during the preceding 12 months and particulars of any such commissions and training services is outlined in the Strata Managing Agent's Disclosure Schedule annexed and marked **AA**.
- In accordance with Section 60(1)(b) of the Act, the statement of the estimated amount or value of any commissions or training services that the agent believes are likely to be provided to or paid for the agent in the following 12 months is outlined in the Strata Managing Agent's Disclosure Schedule annexed and marked **BB**.
- In accordance with Section 60(1)(c) and 60(1)(d) of the Act, the statement of the suppliers of goods or services or the original owner for the strata scheme which are or have become connected with the agent during the preceding 12 months along with the information required to be disclosed by the Act is outlined in the Strata Managing Agent's Disclosure Schedule annexed and marked **CC**.
- in accordance with Section 57 of the Act to approve the strata managing agent receiving commissions and training services as outlined in the Strata Managing Agent's Disclosure Schedule annexed and marked **DD**.
- the Notice to the Owners Corporation on commission payments to the insurance broker appointed by the Owners Corporation as contained in Schedule A (outlined below) and resolves to provide consent to the insurance broker and/or their authorised representative receiving an insurance commission as stated therein.

10. Insurance

RESOLVED

That the Owners Corporation resolves to make arrangements in respect of insurances:

- That the building sum insured is adjusted in accordance with any building valuation;
- That the Owners Corporation delegate to the Strata Committee to consider whether to vary or extend any insurances pursuant to Section 165 of the Act;
- That pursuant to Section 166 of the Act that not less than 3 quotations for insurance renewal be obtained, unless written reasoning is presented to the Owners Corporation as to why less than 3 quotations were provided;
- That the Owners Corporation delegate to the Strata Managing Agent any functions pursuant to the Strata Management Agency Agreement additional duties schedule where applicable to undertake any of the above.

11. Insurance - Valuation

RESOLVED

That the Owners Corporation resolves to ensure the scheme is adequately insured by selecting one of the three (3) following options, in order to meet the general requirements imposed by Section 161 of the Strata Schemes Management Act 2015 (NSW):-

Alternatives for Insurance - Valuation

'OPTION B' has been selected with the highest votes and the SM will organise the new valuation before the next insurance renewal in October 2026.

(Option A) Acknowledge, accept and adopt the existing building valuation.

(Option B) Carry out a building valuation for insurance purposes noting the previous valuation from AG Thomas Valuers that was prepared on the 10th of March 2021 and delegates to the managing agent authority to update the building sum insured in accordance with the new valuation.

(Option C) Increase the Building Sum Insured by 5%.

12. Annual Fire Safety Statement

RESOLVED

That the Owners Corporation resolves to:

1. Acknowledge the Annual Fire Safety Statement, dated 1st of November 2025, attached to the notice of this meeting.
2. Engage a suitably competent fire safety practitioner to assess each essential fire safety measure specified in the statement and submit a corrective actions report;
3. 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;
4. Lodge the statement with the local Council and Fire Commissioner;
5. 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

6. 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.

13. Utility Supply Agreements

RESOLVED

That the Owners Corporation resolves to consider any agreements for the supply of electricity, gas or any other utility relevant to the scheme, at the time of the agreement renewal, and delegates to the Strata Committee authority to:

1. Engage a suitably qualified broker or consultant as may be reasonably required;
2. Provide any utility bills and specific usage data for the purpose of obtaining competitive pricing;
3. Enter into utility supply agreements on behalf of the Owners Corporation; and
4. Instruct the Managing Agent any functions, pursuant to the Strata Management Agency Agreement (additional services schedule where applicable), to undertake any of the above.

14. Consideration of Environmental Sustainability

RESOLVED

That the Owners Corporation resolves to consider environmental sustainability within the scheme and delegates the authority to the Strata Committee to:

1. Obtain quotations from suitably qualified consultants or experts to prepare and provide sustainability reporting on the common property energy, gas, water and/or other utility consumption and expenditure,
2. Engage or retain such suitably qualified consultants or experts,
3. Receive, review and action any recommendations included within such sustainability reporting, and
4. Instruct the Strata Managing Agent to carry out any functions necessary, pursuant to the Strata Management Agency Agreement, to undertake any of the above.

The committee will be delegated to organise any considerations at future committee meetings and will advise the SM if the above is required.

15. Strata Hub

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. Functions of the Strata Committee

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 remove the limitation on spending imposed by Section 102(3) in relation to individual budgeted items or matters but retains this limitation in relation to the total budgeted Administrative Fund expenditure.

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
- David Pengilley Lot 138
- Jay Pleass Lot 82
- Patrick Hooper Lot 139
- Michael Morris Lot 132
- Trent Mackie Lot 87
- Carl D'Silva Lot 41

19. Renewal of the Strata Management Agency Agreement

Motion withdrawn – Motion duplicated in Motion 23

Resolved that the owners corporation resolves to:

1. renew the strata management agency agreement with Bright & Duggan Pty Ltd as its managing agent, for a period of 12 months, commencing on 21st of January 2026, and delegate functions to it on the terms and conditions as set out in the agreement attached to the notice of this meeting; and
2. authorise 2 owners or members of the strata committee to execute and affix the common seal to the agreement.

20. Voting Methods

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.

21. Adoption of Special By-Law 28 - Lithium-ion Battery Safety and Battery Charging

RESOLVED

That the Owners – Strata Plan 47991 approves Special By-law 28 special resolution – Lithium-ion Battery Safety and Battery Charging as presented, to regulate the use, charging, and storage of Lithium-ion and other batteries in Lots and on common property. See bylaw attached to the notice.

22. Amending Special Bylaw 14 - Lot 21

RESOLVED

That The Owners – Strata Plan No. 47991 **SPECIALLY RESOLVES** in accordance with Section 141(1) of the Strata Schemes Management Act 2015 (NSW) to amend or make additional by-law in the following terms and to complete, affix the seal to and lodge in the office of the Registrar-General notification of the same in the manner contemplated by Section 141(2)(a) of the Strata Schemes Management Act 2015 (NSW):

23. 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 2026.

24. Other Common Property Matters

RESOLVED

The Owners to discuss and resolve the following common property matters -:

- The SM advised early in the new year First Strata for follow up on Loans versus upfront funding with individual owner interest for up front funding in relation to Project C. An EGM will be organised once this is ascertained. Project C works is likely to start at the end of February 2026.
- Fire Order is due in April 2027 and the Fire Engineers and Fire consultants are working the scope for tenders and once this is known the owners will be advised at a general meeting.
- NCAT application has recently been received regarding mould issues in Lot 119 and the committee are organising legal advice on this matter. Details on NCAT will be provided to the owners in a separate email.

There being no further business the meeting closed at 7:25 PM.

Bright & Duggan Pty Ltd

Managing Agents for Plan No. 47991

bright & duggan 

australia's strata leader

Minutes of

Strata Committee Meeting

To The Owners of – Plan No. 47991

41 ROCKLANDS ROAD, WOLLSTONECRAFT, NSW, 2065



Meeting Date:	9 December 2025
Time:	Immediately after AGM
Address:	Crows Nest Community Centre Meeting rooms, 2 Ernest Place, Crows Nest, NSW, 2065
Present:	Stephen W Lot 86 DP Lot 138 Patrick H Lot 139 Michael M Lot 132 Carl D Lot 41 TM Lot 87
In attendance:	James Azar Bright & Duggan Kris Pruszyński Krystal Tony Moon Lot 44 Robert V Lot 129
Chairperson:	James Azar Bright & Duggan
Apologies:	JP Lot 82



Quorum: Yes, Quorum was achieved.

1. Conflict of Interest

Motion Resolved.

That the members of the Strata Committee make a Disclosure of Pecuniary Interest in relation to any agenda item, if relevant. No Conflict of interest was reported by any of the committee members.

2. Election of the Chairperson

Motion Resolved.

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

3. Minutes

Motion Resolved.

That the minutes of the last Strata Committee meeting held on 7th of October 2025 be adopted as a true and accurate record of the proceedings of that meeting.

4. Election of Officers

Motion Resolved.

That the Strata Committee, in accordance with Regulation 11, resolves to elect Stephen W Lot 86 as the Chairperson, Michael M Lot 132 as the Secretary and DP Lot 138 as the Treasurer of the Committee.

5. Compliance with Strata Hub Requirements

Motion Resolved.

That the Strata Committee resolve to authorise the Strata Manager to comply with the owners corporation obligations under Part 7 Division 2 of the Strata Schemes Management Regulation 2016 by inputting the mandatory information into the NSW Strata Hub, this year and on an ongoing basis and to charge in accordance with the terms of its agency agreement including charging the disbursements of \$3 per lot specified under the relevant legislation.

6. Acknowledgement Motions - Plant Item Registration

Motion Resolved. Option B Chosen

That, as the Owner of plant item(s), the Strata Committee resolves to delegate to the Managing Agent the signing of any renewal registration or application form on behalf of the Strata Committee and lodge with SafeWork NSW the Safe to Operate Statement, based on certification provided by one of the below: **Option B was chosen the Lift Maintenance contractor to perform the safe to operate.**

- a. Independent Consultant: A suitably qualified and independent consultant to provide a statement as to whether the plant item is adequately maintained;
- b. Maintenance Contractor: The engaged maintenance contractor to provide a statement confirming that the plant item has been inspected by a competent person and adequately maintained.

7. Consideration of Environmental Sustainability

Motion Resolved.

That the Strata Committee resolves to instruct the Strata Managing Agent only when the committee has looked at sustainability projects and approved at future committee meeting and to be added to the agenda at an appropriate time the committee deems fit to put on the agenda to:

- g. Obtain quotations from suitably qualified consultants or experts to prepare and provide sustainability reporting on the common property energy, gas, water and/or other utility consumption and expenditure,
- h. Present those quotations to the Strata Committee for their consideration,
- i. Engage the chosen consultant or expert to carry out the above and assist the Strata Committee in implementing any recommendations made in such sustainability reporting.

8. Common Property Safety Audit

Motion Defeated.

Defeated that the Strata Committee resolves to do the following:

- 5. 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);
- 6. 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
- 7. 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.

9. Voting Methods

Motion 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.

10. 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).

- The committee will discuss over email and circulate the Draft Compliance for Visitor Parking Strategy. Owners will be given enough notice of the new procedures and ratified and the next SC meeting in February 2026.
- Pet approvals and breaches will occur when reported with evidence to the strata manager or building manager.
- The tennis court will be open no earlier than 8am and the BM will prepare booking sheet and other signage (as required).
- Lot 10 approved pet dog temporary minding request for friends from 29 December 2025 to 8 January 2026.
- The committee have approved the bricks for Project C as per the engineer's recommendation on 23 November 2025 to buy the bricks similar in colour and size for the current project and the future projects as well. Around 5000 bricks which equates to 24 pallets at the total cost is \$16,859.04 was approved.
- The committee have instructed the Strata Manager to provide legal advice to the owners corporation in relation to Lot 119 NCAT proceedings which will be approved at another SC meeting. Lot 119 provided the SM with information before the AGM began about rental income on their property and this was shared with the committee.

11. Next Meeting

Motion Resolved.

Resolved that the Strata Committee determined the date of the next meeting as Tuesday 17 February 2026 at 6pm at Bright & Duggan offices with Teams option.

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

Bright & Duggan Pty Ltd

Managing Agents for Plan No. 47991