

**MINUTES OF AN ANNUAL GENERAL MEETING**  
(Section 18 & schedule 1 of Strata Schemes Management Act 2015 (NSW))

**THE OWNERS OF LOTS IN THE STRATA PLAN NO: 99305**  
**ADDRESS: 'Bonython Tower', 159 Mann St, GOSFORD NSW 2250**

An Annual General Meeting was held on Thursday, 07 October 2021 by digital communication and it commenced at 06:10 PM.

**PRESENT:**

Lot #	Unit #	Attendance	Owner Name Representative
2	403	Yes	GA Pellitt
4	405	Yes	J Li Proxy to Rodney Williams
11	506	Yes	DJ McKenzie
14	603	Yes	MW Bobby
19	702	Yes	MA Lee
25	802	Yes	RK Lee
29	806	Yes	JS Duttons Developments Pty Limited, Rachel Hulks
31	902	Yes	JS Duttons Developments Pty Limited, Rachel Hulks
40	1005	Yes	GA & JA Moore
41	1006	Yes	JS Duttons Developments Pty Limited, Rachel Hulks
55	1301	Yes	PA & CS Booth
56	1302	Yes	CK Logothetis Proxy to Peter Booth

**IN ATTENDANCE:** Nikkie Dale - Synergy FM (Building Manager)

**CHAIRPERSON (acting):** Darren Clark

**QUORUM:** The chair declared the presence of a quorum at 6:40pm.

**Minutes of the meeting:**

**1 MINUTES**

Resolved that the Owners Corporation determine the minutes of the last General Meeting of the Owners Corporation as a true record of the proceedings of that meeting.

**2 STRATA COMMITTEE NOMINATIONS**

Resolved that the Owners Corporation received the following nominations for the Strata Committee: Graham Moore, Cecille Logothetis, Rodney Williams, Peter Booth, Michael Lee, Robert Lee, Matthew Bobby and Daniel McKenzie.

**3 STRATA COMMITTEE ELECTED**

Resolved that the Owners Corporation determine the number of members of the Strata Committee as **eight** and to elect the Strata Committee as follows: Graham Moore, Cecille Logothetis, Rodney Williams, Peter Booth, Michael Lee, Robert Lee, Matthew Bobby and Daniel McKenzie.

**4 LIMITATIONS ON THE STRATA COMMITTEE**

Resolved that the Owners Corporation determine that there should **not be** any restrictions placed on the Strata Committee other than those imposed by section 36(3)(a) of the Act.

**5 REIMBURSEMENTS**

Resolved that the Owners Corporation determine to reimburse any member of the Strata Committee for any out of pocket expenses that they incur as a direct result of their duties imposed under the Act.

**6 BUILDING MANAGEMENT COMMITTEE REPRESENTATIVE - NOMINATION**

Resolved that the Owners Corporation received a nomination from Peter Booth to act on it's behalf at all meetings of the Building Management Committee.

**7 BUILDING MANAGEMENT COMMITTEE REPRESENTATIVE - ELECTION**

Resolved that the Owners Corporation elected Peter Booth to act on it's behalf at all meetings of the Building Management Committee.

**8 FINANCES**

Resolved that the Owners Corporation consider and determine to adopt the accounting records, statements of financial information for the Administrative Fund, Capital Works Fund and any other fund held by the Owners Corporation and any auditors report as annexed to this meeting notice for the period of the last Financial Year.

**9 AUDITOR APPOINTED**

Resolved that the Owners Corporation determine that an independant audit of the accounts and financial records of the scheme is undertaken.

**10 ARREARS PART A - Debt Collection**

Resolved that The Owners - Strata Plan No 99305 determine 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/expenses and arrange and monitor payment plans; AND/OR

Stage 1 - Reminder Notice for at least \$50 and 35 days overdue

Stage 2 - Final notice for at least \$100 and 65 days overdue

Stage 3 - Legal action commenced for at least \$800 & 94 days overdue

Recovery costs can be found in your Management Agreement under Further Services

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 99305;

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) Filing an appeal or defending 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.

**11 ARREARS PART B - Payment Plans for Levy Arrears (NSW)**

Resolved that The Owners - Strata Plan 99305 determine to agree to enter into payment plans generally for matters involving arrears of unpaid contributions/levies or other amounts including interest, legal and other costs/expenses thereon and to delegate to the Strata Manager and/or the

Strata Committee the ability to enter into, arrange and monitor each such payment plan limited to a period of 12 months per payment plan with any further or subsequent payment plan to be entered into as agreed by the Strata Committee or Owners Corporation by resolution.

**12 INSURANCES - Confirm Current Policies**

Resolved that the Owners Corporation determine to confirm the insurance policies currently held by the Owners Corporation in accordance with section 164 of the Act and if applicable, with section 165(2) of the Act.

**13 INSURANCE RENEWAL**

Resolved that the Owners Corporation determine to take out insurance of the kind referred to in section 164 and 165(2) of the Act and authorises the Strata Managing Agent prior to the end of term of any existing insurance policy, to:

Obtain three quotations at the current insured amounts, and taking into consideration the wishes of the Strata Committee, if the terms are reasonably comparable, to enter into a new contract for insurance on behalf of the Owners Corporation.

**14 COMMISSIONS RECEIVED**

Resolved that the Owners Corporation determine to acknowledge that no commission was paid to the Agent within the prior calendar year.

**15 NOTICE OF DELEGATED FUNCTIONS BY A STRATA MANAGING AGENT**

Resolved that the Owners Corporation determine to accept that the following list of duties of the Strata Managing Agent was undertaken during the preceding twelve months under the Strata Managing Agent's ongoing delegated function:

- a. The preparation of estimates and levying of Administrative and Capital Works Funds contributions;
- b. Issuing receipts and payment of money to or from the Owners Corporation;
- c. The taking out of insurance with Longitude Insurance;
- d. The conduct of meetings, handling of correspondence and the maintenance of records;
- e. The conduct of emergency works under.

**16 10 YEAR CAPITAL WORKS FUND PLAN**

Resolved to amend that the Strata Committee be delegated authority to have a new 10-year Capital Works Fund plan prepared if they so choose.

**17 WORK HEALTH & SAFETY AUDIT**

Resolved that the Owners Corporation determine to engage the services of an independent contractor to undertake a Work Health & Safety Audit of the Common Property and submit a report to the Managing Agent on the safety and possible hazards at the property and that the Managing Agent forward the report onto the Strata Committee for instructions.

**18 TERMITE INSPECTION**

Resolved that the Owners Corporation determined **not** to engage the services of an independent contractor to undertake an inspection of the Common Property for evidence of Termite activity.

**19 BUILDING DEFECTS & RECTIFICATION**

Resolved that the Owners Corporation considered whether or not the Scheme contains building defects and determined that no action was required at this time.

**20 TIMBER FLOORING UNIT 401**

Resolved that the owners corporation approve for the owner of Lot 6 to replace the carpet in the living area and the hallway with timber flooring at their cost using the following flooring material:

Brand: Terra-matta

Range: Lakewood

Colour: Magnolia

Acoustics: 5mm AC003

The approval is granted pursuant to the owners of Lot 6 ensuring that now and in the future the timber flooring does not allow noise transmission that would effect the peaceful enjoyment of other owners or

occupiers.

**21 ADMINISTRATIVE FUND**

Resolved to amend that the Owners Corporation determine that the estimate of the contribution required to the Administrative Fund in accordance with section 79(1) of the Act is \$ **236,000.00** & to determine to levy this amount in accordance with section 81(1) of the Act with contributions due and payable as follows:

<b>Date Instalment Due</b>	<b>Levy Instalment Amount</b>
01/11/2021 (already determined)	\$58,750.00
01/02/2022	\$59,083.33
01/05/2022	\$59,083.33
01/08/2022	\$59,083.33
* 01/11/2022	* \$59,000.00

*\* This levy instalment is not included within the total yearly levy amount of \$ **236,000.00***

**Note: Approved Budget attached at the back of the minutes**

**22 CAPITAL WORKS FUND**

Resolved to amend that the Owners Corporation determine to confirm the estimate of the contribution required to the Capital Works Fund in accordance with section 79(2) of the Act is \$ **82,000.00** & determine to levy this amount in accordance with section 81(1) of the Act with contributions due and payable as follows:

<b>Date Instalment Due</b>	<b>Levy Instalment Amount</b>
01/11/2021 (Already Determined)	\$11,693.20
01/02/2022	\$23,435.60
01/05/2022	\$23,435.60
0108/2022	\$23,435.60
* 01/11/2022	* \$20,500.00

*\* This levy instalment is not included within the total yearly levy amount of \$ **82,000.00***

**Note: Approved Budget attached at the back of the minutes**

**23 DATE OF NEXT AGM**

Resolved that the next Annual General Meeting of the Owners Corporation be set for Thursday 6th October 2022 in the meeting room on Level 1 of Bonython Tower, commencing at 6:00pm.

**CLOSURE:** There being no further business, the chairperson thanked all those present and declared the meeting closed at 7:20pm.

**MINUTES OF A STRATA COMMITTEE MEETING**  
(Section 18 & schedule 1 of Strata Schemes Management Act 2015 (NSW))

**TO THE STRATA COMMITTEE MEMBERS & OWNERS  
OF LOTS IN STRATA PLAN NO: 99305  
ADDRESS: 'Bonython Tower', 159 Mann St, GOSFORD NSW 2250**

A Strata Committee Meeting was held on Thursday, 07 October 2021 by digital communication and it commenced immediately upon completion of the Annual General Meeting.

**PRESENT:**

Lot #	Unit #	Attendance	Owner Name Representative
4	405	Yes	Rodney Williams
11	506	Yes	DJ McKenzie
14	603	Yes	MW Bobby
19	702	Yes	MA Lee
25	802	Yes	RK Lee
40	1005	Yes	GA Moore
55	1301	Yes	PA Booth

**CHAIRPERSON (acting):** Darren Clark

**QUORUM:** The chair declared the presence of a quorum

**Minutes of the meeting:**

**1. MINUTES**

Resolved that the Strata Committee determines to confirm the Minutes of its last Meeting as a true record of the proceedings of that Meeting

**2. STRATA COMMITTEE**

Resolved that the nominations be sought for the positions of Chairperson, Secretary and Treasurer and that those Members of the Strata Committee are as follows:

Secretary: Michael Lee  
Chairperson: Robert Lee  
Treasurer: Peter Booth

**3. POINT OF CONTACT RESOLVED**

Resolved that Michael Lee of the Strata Committee be the Schemes point of contact to interact with the Strata Managing Agent.

**CLOSURE:** There being no further business, the chairperson thanked all those present and declared the meeting closed at 7:24pm.

## Approved Budget to apply from 01/09/2021

The Owners--Strata Plan 99305

'Bonython Tower', 159 Mann St, GOSFORD NSW  
2250

### Administrative Fund

**Approved  
budget**

**Revenue**

Levies Due--Admin	236,000.00
Miscellaneous Income--Admin	21,978.00
<i>Total revenue</i>	257,978.00

**Less expenses**

Admin--Agent Disburst--Postage	200.00
Admin--Archive Storage Fees	60.00
Admin--Auditors--Taxation Services	400.00
Admin--Further Services Fees	1,000.00
Admin--Levy Contribution--BMC	266,000.00
Admin--Management Fees--Standard	12,965.00
Admin--Stationery & Printing	3,360.00
Admin--WH&S Creditor Compliance	100.00
Insurance--Premiums	2,000.00
Maint Bldg--Cleaning	21,000.00
Maint Bldg--Fire Protection	500.00
Maint Bldg--General Repairs	1,000.00
Utility--Electricity	3,800.00
<i>Total expenses</i>	312,385.00

**Surplus/Deficit**

(54,407.00)

Opening balance	62,761.83
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**Closing balance**

\$8,354.83

Total units of entitlement	3546
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Levy contribution per unit entitlement	\$73.21
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Budgeted standard levy revenue	236,000.00
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Add GST	23,600.00
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Amount to raise in levies including GST	\$259,600.00
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**Capital Works Fund****Approved  
budget****Revenue**

Levies Due--Capital Works	82,000.00
<i>Total revenue</i>	<u>82,000.00</u>

**Less expenses**

Capital Works-Levy Contribution-BMC	68,527.62
<i>Total expenses</i>	<u>68,527.62</u>

**Surplus/Deficit**13,472.38

Opening balance	39,645.74
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**Closing balance**\$53,118.12

Total units of entitlement	3546
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Levy contribution per unit entitlement	\$25.44
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Budgeted standard levy revenue	82,000.00
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Add GST	8,200.00
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Amount to raise in levies including GST	<u>\$90,200.00</u>
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