



STM

*Building Smarter
Communities*

STRATA TITLE MANAGEMENT

**MINUTES OF
ANNUAL GENERAL MEETING**

**THE OWNERS – STRATA PLAN 12657
AT 1 LIMOSA ROAD, TWEED HEADS WEST, NSW, 2485**

Date: 21 September 2023

Time: 02:00 PM

**Venue: Strand Shopping Ctre, Level 2, 72-80
Marine Parade, COOLANGATTA, QLD,
4225**

**Prepared by: Donnalee Mathiou
Phone: (07)55360700 Fax: (07)55360799
Postal Address: PO Box 1548, COOLANGATTA, 4225
Email: tweedheads@stratatitle.com.au**

Motion 2.	Acceptance of Voting by other Means	Ordinary Resolution
<p>RESOLVED that the owners corporation RESOLVES in accordance with Section 14 (1) of the <i>Strata Schemes Management Regulation 2016</i> that, for the period commencing immediately prior to the making of this resolution, a vote at a meeting by a person entitled to vote or by a proxy may be cast by one of the following means: voting by means of teleconference, video-conferencing, email or other electronic means while participating in a remote location, and by pre-meeting electronic voting by a means to be determined by the Secretary (including by instructions included in the meeting notice), including, without limitation:</p> <p>a. On this motion, despite the fact that notice of this motion was given prior to the passing of this resolution.</p> <p>b. On each subsequent motion on this agenda.</p>		
VOTES	Yes : 5	No: 0 Abs: 0 Inv: 0

Motion 3.	Financials	Ordinary Resolution
<p>RESOLVED that the statement of key financial information and the financial statements of accounts for the period 1st of July 2021 to 30th of June 2022 and 1st of July 2022 to 30th of June 2023 be adopted.</p>		
VOTES	Yes : 4	No: 0 Abs: 1 Inv: 0

Motion 4.	Auditor	Ordinary Resolution
<p>DEFEATED that a recommended auditor be appointed for the financial year 1st of July 2023 to 30th of June 2024.</p>		
VOTES	Yes : 2	No: 3 Abs: 0 Inv: 0

Motion 5.	Term Deposits	Ordinary Resolution
<p>DEFEATED that the duly elected Treasurer be authorised to provide standing instructions to the Strata Managing Agent concerning the investment of trust funds into higher interest-bearing accounts.</p>		
VOTES	Yes : 1	No: 3 Abs: 1 Inv: 0

Motion 6.	Management of Levy Arrears	Ordinary Resolution		
<p>RESOLVED that the Owners – Strata Plan No 12657 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:</p> <ol style="list-style-type: none"> 1. 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; <p><u>Important Note:</u> <i>STM's debt recovery process is to send owners the original levy notice at six weeks prior to the due date. STM then sends a first reminder 34 calendar days after the due date, a second reminder 48 calendar days after the due date and a final reminder 64 calendar days after the due date. Our solicitors will be engaged 28 calendar days from the final reminder issue date. Charges for the reminder notices are included in the Agency Agreement. Interest is charged on all outstanding debts and retained by the Owners Corporation. This strict process is necessary to ensure that our scheme have suitable cash flows in order to maintain expenditure levels for services.</i></p> <ol style="list-style-type: none"> 2. 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 12657; 3. 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; 4. 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; 5. Filing an appeal or defending an appeal against any judgment concerning the collection of levy contributions; and 6. Liaise, instruct and prepare all matters with the Owners Corporation's debt collection agents, lawyers and experts in relation to any levy recovery proceedings. 				
VOTES	Yes : 3	No: 2	Abs: 0	Inv: 0

Motion 7.	Payment Plans	Ordinary Resolution		
<p>RESOLVED that the Owners – Strata Plan 12657 RESOLVE 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.</p>				
VOTES	Yes : 5	No: 0	Abs: 0	Inv: 0

Motion 8.	Ratification of Levies for Period 01/07/2022 to 30/06/2023	Ordinary Resolution
------------------	---	----------------------------

RESOLVED that the Owners corporation hereby ratifies the striking, and issuing of the periodic levies for the period 01/09/2022 to 31/08/2023 as set out below:

ADMIN FUND

Levy Status	Financial Period	Period From	Period To	Due	Admin Fund	Per Lot Entitlement
Already Issued	Previous	1 Sep 2022	30 Nov 2022	1 Sep 2022	\$3,030.00	\$505.00000
Already Issued	Previous	1 Dec 2022	28 Feb 2023	1 Dec 2022	\$3,030.00	\$505.00000
Already Issued	Previous	1 Mar 2023	31 May 2023	1 Mar 2023	0	0
Already Issued	Previous	1 Jun 2023	31 Aug 2023	1 Jun 2023	0	0
Total		1 Sep 2022	31 Aug 2023		\$6,060.00	\$2,020.00000

CAPITAL WORK

Levy Status	Financial Period	Period From	Period To	Due	Admin Fund	Per Lot Entitlement
Already Issued	Previous	1 Sep 2022	30 Nov 2022	1 Sep 2022	\$1,500.00	\$250.00000

Already Issued	Previous	1 Dec 2022	28 Feb 2023	1 Dec 2022	\$1,500.00	\$250.00000
Already Issued	Previous	1 Mar 2023	31 May 2023	1 Mar 2023	0	0
Already issued	Previous	1 Jun 2023	31 Aug 2023	1 Jun 2023	0	0
Total		1 Sep 2022	31 Aug 2023		\$3,000.00	\$500.00000

VOTES

Yes : 5

No: 0

Abs: 0

Inv: 0

Motion 9.	Adopt 10 Year Capital Works Fund Forecast	Ordinary Resolution
<p>RESOLVED that the Owners Corporation review and adopt the Capital Works Fund Forecast as completed by Independent Inspection effective from 14/07/2010 for the anticipated major capital expenditure of the strata scheme over a 10-year period in accordance with Section 80 of the Strata Schemes Management Act 2015 (NSW).</p>		
VOTES	Yes : 5	No: 0
	Abs: 0	Inv: 0

Motion 10.	Special Levy - Administration Fund	Ordinary Resolution
<p>RESOLVED that the Owners Corporation – Strata Plan 12657 RESOLVES in accordance to Section 81 of the Strata Schemes Management Act 2015, that the Owners Corporation raise a special levy for the purpose of Insurance and determine that:</p>		
<p>a) An amount of \$8,324.69 incl GST be raised by Special Levy to the Administration fund to cover the costs of Insurance; and</p>		
<p>b) The Special Levy is to be due and payable in one (1) instalment on the 26/10/2023 and that the Strata Managing Agent is authorised to serve written notice of such levy on each person liable to pay it in accordance to unit entitlement.</p>		
VOTES	Yes : 4	No: 1
	Abs: 0	Inv: 0

Motion 11.	Annual Budget and Contributions	Ordinary Resolution
-------------------	--	----------------------------

1. **RESOLVED that** in accordance with Section 79 of the Strata Schemes Management Act 2015, that the proposed annual budget* for the financial period 1st of July 2023 to 30th of June 2024 be adopted.

2. **THAT in** accordance with Section 79 of the Strata Schemes Management Act 2015, the proposed contributions (levies) payable for the financial period 1st of July 2023 to 30th of June 2024 be as follows:-

ADMINISTRATIVE FUND: \$17,000.00
CAPITAL WORKS FUND:** \$60,000.00

And that the contributions be levied in four instalments in accordance with Section 79 of the Strata Schemes Management Act 2015 and payable by each Lot owner according to unit entitlement as shown in the table below.

Levy Status	Financial Period	Period From	Period To	Due	Admin Fund	Per Lot Entitlement
To be Issued	Current	1 Sep 2023	30 Nov 2023	26 Oct 2023	\$4,250.00	\$708.33333
To be Issued	Current	1 Dec 2023	29 Feb 2024	1 Jan 2024	\$4,250.00	\$708.33333
To be Issued	Current	1 Mar 2024	31 May 2024	1 Mar 2024	\$4,250.00	\$708.33333
To be Issued	Current	1 Jun 2024	31 Aug 2024	1 Jun 2024	\$4,250.00	\$708.33333
Total					\$17,000.00	\$2,833.33333

Interim Periods

Levy Status	Financial Period	Period From	Period To	Due	Admin Fund	Per Lot Entitlement
To be Issued	Next	1 Sep 2024	30 Nov 2024	1 Sep 2024	\$4,250.00	\$708.33333
To be Issued	Next	1 Dec 2024	28 Feb 2025	1 Dec 2024	\$4,250.00	\$708.33333
Total					\$8,500.00	\$1,416.66667

Levy Status	Financial Period	Period From	Period To	Due	Capital Works Fund	Per Lot Entitlement
To be Issued	Current	1 Sep 2023	30 Nov 2023	26 Oct 2023	\$15,000.00	\$2,500.00000
To be Issued	Current	1 Dec 2023	29 Feb 2024	1 Jan 2024	\$15,000.00	\$2,500.00000
To be Issued	Current	1 Mar 2024	31 May 2024	1 Mar 2024	\$15,000.00	\$2,500.00000
To be Issued	Current	1 Jun 2024	31 Aug 2024	1 Jun 2024	\$15,000.00	\$2,500.00000
Total					\$60,000.00	\$10,000.00000

Interim Periods

Levy Status	Financial Period	Period From	Period To	Due	Capital Works Fund	Per Lot Entitlement
To be Issued	Next	1 Sep 2024	30 Nov 2024	1 Sep 2024	\$15,000.00	\$2,500.00000
To be Issued	Next	1 Dec 2024	28 Feb 2025	1 Dec 2024	\$15,000.00	\$2,500.00000
Total					\$30,000.00	\$5,000.00000

Levy periods commencing: 1/9/23, 1/12/23, 1/3/24, 1/6/24

3. **THAT** in the event that the Owners Corporation is unable to hold the next Annual General Meeting by 21/7/24, the Owners Corporation estimates and approves that 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 quarter 1/9/24 to 30/11/24 quarter and 1/12/24 to 28/2/25 as per the table above.

VOTES Yes : 4 No: 1 Abs: 0 Inv: 0

Motion 12.	10 Year Capital Works Fund Forecast	Ordinary Resolution
-------------------	--	----------------------------

RESOLVED that the Owners Corporation resolve to do the following:

- a. Engage a suitably qualified consultant to review, carry out and/or 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 Capital Works Fund Analysis report; and
- b. To submit that report to the Strata Committee to determine what action is required, if any; and
- c. To 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 Strata Committee.

VOTES Yes : 5 No: 0 Abs: 0 Inv: 0

Motion 13.	Strata Hub	Ordinary Resolution
-------------------	-------------------	----------------------------

RESOLVED that the Owners – Strata Plan 12657 Resolve to do the following:

1. Delegate the strata manager the function to upload all information/documents required to comply with the Strata Schemes Management Regulations 2021 (regulation 43A) relating to the Office of Fair Trading 'Strata Hub' and
2. Provide the contact details of those Committee Members appointed to Office Bearers positions for the ensuing year.

VOTES Yes : 5 No: 0 Abs: 0 Inv: 0

Motion 14.	Election of Strata Committee	Ordinary Resolution
<p>RESOLVED that in accordance with Regulation 9 of the Strata Schemes Management Regulation 2016, the election of the Strata Committee takes place and that:</p> <ol style="list-style-type: none"> The Chairperson announce the names of the candidates already nominated in writing for election to the Strata Committee; and Jennifer Oelrichs – Lot 1 The Chairperson call for any oral nominations of candidates eligible for elections to the Strata Committee; Matthew McLaren – Lot 3 The Chairperson declare that nominations are closed; That the number of members to the Strata Committee be set at two (2). 		
VOTES	Yes : 5	No: 0 Abs: 0 Inv: 0

Motion 15.	Restricted Matters	Ordinary Resolution
<p>RESOLVED that no additional restrictions be placed on Strata Committee other than those currently imposed by Section 36 (3b) of the Act.</p>		
VOTES	Yes : 4	No: 1 Abs: 0 Inv: 0

Motion 16.	Confirmation of Insurance	Ordinary Resolution
<p>RESOLVED that the Owners Corporation's insurance policies currently in place be confirmed.</p>		
VOTES	Yes : 5	No: 0 Abs: 0 Inv: 0

Motion 17.	Renewal of Insurance Policy	Ordinary Resolution
<p>RESOLVED that the Strata Managing Agent be instructed to renew next years insurance policy through a recommended insurance broker, subject to recommendations for renewal being presented to the Strata Committee in accordance with the legislation.</p>		
VOTES	Yes : 5	No: 0 Abs: 0 Inv: 0

Motion 18.	Valuation for Insurance Purposes	Ordinary Resolution
<p>DEFEATED that an updated valuation for insurance purposes be obtained prior to the expiration of the current policy period and that the Strata Managing Agent be authorised to alter the sum insured in line with the valuation figure. Note: Last Valuation obtained: 23rd of October 2020</p>		
VOTES	Yes : 2	No: 3 Abs: 0 Inv: 0

Motion 19.	Additional Insurances	Ordinary Resolution		
RESOLVED that an insurance policy continues to be executed for office bearer's liability and/or misappropriation of money or property of the Owners Corporation.				
VOTES	Yes : 4	No: 0	Abs: 1	Inv: 0

Motion 20.	Commissions and Training Services	Ordinary Resolution		
RESOLVED that the report (below) be received from the Strata Managing Agent on commissions and training services received in the past 12 months and estimate of commissions and training services to be received in the next 12 months.				
Commissions Report: \$1,100.00 in insurance commissions has been received by the managing agent in accordance with the strata management agency agreement during the past 12 months. STM are of the view that the estimated insurance commission to be received in the next 12 months will increase or decrease, in line with premium fluctuations. The current strata insurance underwriting market remains highly competitive however, an increase in insurance premiums and therefore, resultant commission change, may be likely.				
Training Report: The equivalent of \$0.15 per lot in training services in the past 12 months, and an amount of \$0.15 in training services is expected to be received in the next 12 months.				
VOTES	Yes : 4	No: 0	Abs: 1	Inv: 0

Motion 21.	Work, Health and Safety Report	Ordinary Resolution		
DEFEATED that the Owners Corporation engage a suitably qualified consultant to carry out a Compliance Report of the common property in accordance with the Work Health and Safety Act 2011.				
Last Report Undertaken: 23/10/20				
VOTES	Yes : 1	No: 4	Abs: 0	Inv: 0

Motion 22.	Asbestos Report and Register	Ordinary Resolution		
DEFEATED that the Owners Corporation engage a specialist to complete an updated Asbestos Report and arrange an Asbestos Register (if Asbestos Containing Materials are located).				
Last Report undertaken: No Report Found.				
VOTES	Yes : 0	No: 4	Abs: 1	Inv: 0

Motion 23.	Annual Fire Safety Statement	Ordinary Resolution		
DEFEATED that the Owners Corporation consider that completing an annual fire safety statement (if one is required for the building) under the Environmental Planning and Assessment Act 1979 is not appropriate due to the building not having fire measures in place.				
VOTES	Yes : 2	No: 3	Abs: 0	Inv: 0

Motion 24.	Changes to Owners Corporation Address	Ordinary Resolution		
<p>RESOLVED that the address for service of notices on the owners corporation be changed to:</p> <p>The Owners of SP 12657 C/- Strata Title Management PO Box 1548 COOLANGATTA QLD 4225</p> <p>And to authorise the Strata Managing Agent to complete, execute under common seal and lodge the appropriate notices under Section 265 of the Act for registration at the Land and Property Information Agency.</p>				
VOTES	Yes : 4	No: 0	Abs: 1	Inv: 0

Motion 25.	Appointment of Managing Agent - Strata Title Management	Ordinary Resolution		
<p>RESOLVED that in accordance with Section 49 of the Strata Schemes Management Act 2015 ("Act") that:</p> <p>(a) Strata Title Management Group Pty Ltd trading as Strata Title Management ("Agent") be appointed as strata managing agent of Strata Scheme No 12657;</p> <p>(b) The Owners Corporation delegate to the Agent all of its functions (other than those listed in section 52 (2) of the Act) and all of the functions of its Chairperson, Secretary, Treasurer and Strata Committee;</p> <p>(c) The Owners Corporation execute the written agreement, ("Agreement") circulated with this agenda, to give effect to this appointment and delegation and that the Secretary and one other Strata Committee Member be authorised to sign the agreement on behalf of the Owners Corporation under common seal in accordance with Section 273 of the Strata Schemes Management Act 2015;</p> <p>(d) The delegation is subject to the conditions and limitations set out in the Agreement; and</p> <p>(e) That upon execution on the Agreement, the Owners Corporation and the Agent mutually agrees that this Agreement supersedes and cancels all previous delegations and Agency Agreements between the Owners Corporation and the Agent.</p> <p><i>Important Note:</i> Original copies of the agreement was served on one of the authorised signatories immediately following the meeting. In accordance with Section 50(6) of the Strata Schemes Management Act 2015, the Strata Managing Agent hereby provides written notice that the end of term of the agreement is 21/09/2025. Accordingly, a new agency agreement must be renewed by the Owners Corporation prior to the expiry date.</p>				
VOTES	Yes : 4	No: 0	Abs: 1	Inv: 0

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 03:21 PM

D Mathiou

Donnalee Mathiou
STRATA TITLE MANAGEMENT
Dated: 21 September 2023

MINUTES OF STRATA COMMITTEE MEETING OF THE OWNERS CORPORATION

MINUTES OF the Strata Committee Meeting of the
Owners - Strata Plan No 12657
Held in Strand Shopping Ctre, Level 2, 72-80 Marine Parade, COOLANGATTA, QLD, 4225
Commenced Immediately after AGM

Present: Lot 3 Committee member present

Apologies: Lot 2

In Attendance: Lot 1
Donnalee Mathiou (Strata Title Management)

Chairperson: Donnalee Mathiou (by delegation of authority)

There being a quorum present the chairperson declared the meeting open.

Motion 1.	Minutes	Ordinary Resolution Without use of Proxies
RESOLVED that the minutes of the previous Strata Committee meeting be confirmed as a true and accurate account of the proceedings at that meeting.		
Motion 2.	Strata Hub - Office Bearers Consent	Ordinary Resolution
RESOLVED that the elected Chairperson and Secretary appointed in the succeeding motion consent to the Strata Manager uploading their contact details to the Strata Hub by completing the Office Bearers Consent affixed to this agenda.		
Motion 3.	Office Bearers	Ordinary Resolution Without use of Proxies
RESOLVED that the strata Committee elect a Secretary, Treasurer and Chairperson Chairperson/ Secretary – Matthew McLaren Treasurer – Jennifer Oelrichs		

Motion 4.	Strata Hub - Emergency Point of Contact	Ordinary Resolution
<p>RESOLVED that the Committee nominate Matthew McLaren to be appointed as the Schemes Emergency Contact and their contact details uploaded to the Strata Hub for use in the event of an emergency.</p>		
Motion 5.	Appointing Contact point and substitute Contact Point	Ordinary Resolution Without use of Proxies
<p>RESOLVED that the Strata Committee appoints Matthew McLaren as a main representative and Jennifer Oelrichs as a substitute representative of the Strata Committee to liaise with the strata manager and be the strata scheme's main contact point.</p>		
Motion 6.	Archive Management	Ordinary Resolution
<p>RESOLVED that the Strata Committee – Strata Plan No SP 12657 RESOLVE pursuant to section 180(1) of the Strata Schemes Management Act to destroy all records after a period of 7 years from the date of the last actionable work on the matter.</p>		
Motion 7.	Repairs and Maintenance	Ordinary Resolution Without use of Proxies
<p>RESOLVED that the Strata Committee review any items of repair and maintenance needing attention and provide instructions.</p> <p>Replacing the roof, gutters & downpipes on the main building is the committee's focus at the moment.</p>		
Motion 8.	Termite Inspection	Ordinary Resolution Without use of Proxies
<p>DEFEATED that the Strata Committee arrange for a termite inspection to be completed.</p> <p>Last Report Undertaken: No Report Found.</p>		

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 04:00 PM

D Mathiou

Donnalee Mathiou
STRATA TITLE MANAGEMENT
Dated: 21 September 2023