

MINUTES OF AN ANNUAL GENERAL MEETING OF THE OWNERS – STRATA PLAN 66459 HELD ON WEDNESDAY 20TH MAY 2020 IN THE OFFICES OF METRO ASSET MANAGEMENT SUITE 19-22 6A PROSPERITY PARADE WARRIEWOOD NSW 2101. THE MEETING COMMENCED AT 11.00AM

PRESENT BY PERSON, PROXY OR VOTING SLIP

Lot 1, Lot 2, Lot 12, Lot 24 & Lot 25

IN ATTENDANCE:

Craig Knight, Metro Asset Management Pty Ltd

CHAIRPERSON:

Craig Knight was asked to Chair the meeting.

1. MINUTES

- 1.1 The Owners – Strata Plan No. 66459 RESOLVED by ordinary resolution to confirm the Minutes of the previous Meeting of the Owners Corporation.

2. STRATA COMMITTEE

- 2.1 The Owners – Strata Plan No. 66459 RESOLVED by ordinary resolution the following:

Nominations received:

Lot 1, Lot 24 & Lot 25

Determined the number of members of the Strata Committee be set at three (3) and duly elected;

Tim Kierath – Lot 1

Alan Gibson – Lot 24

Paula Cradock – Lot 25

3. GENERAL MEETING MATTERS

- 3.1 The Owners – Strata Plan No. 66459 RESOLVED by ordinary resolution in accordance with clause 6(a) and 9(i) of Schedule 1 of the Strata Schemes Management Act 2016, that no restriction be placed on the Strata Committee.

4. FINANCES

- 4.1. RESOLVED that the Financial Statements for the period ended 31st January 2020 be confirmed.
- 4.2. The Owners – Strata Plan No. 66459 RESOLVED by ordinary resolution not to appoint an auditor to audit the accounts and financial statements of the owners corporation for the financial year ending 31st January 2021.
- 4.3. RESOLVED in accordance with Section 79(2) and 81 of the Strata Schemes Management Act 2015 the Owners Corporation estimates receipts and payments ("Budget") presented by Metro Asset Management Pty Limited be adopted.
- 4.4. (a) RESOLVED that contributions be determined for the twelve month period from :
- (i) to the Administrative Fund in accordance with Section 81 of the Strata Schemes Management Act 2015 for the sum of \$119,623.90 GST; and
 - (ii) to the Capital Works Fund in accordance with Section 81 of the Strata Schemes Management Act 2015 for the sum of \$31,187.47 Inc GST. Due to the COVID 19 a reduction in levies was requested.
- (b) RESOLVED That both contributions be paid in four quarterly instalments as followed:

ADMINISTRATIVE FUND

1 st May 2020	\$29,905.97 Inc GST
1 st August 2020	\$29,905.97 Inc GST
1 st November 2020	\$29,905.97 Inc GST
1 st February 2021	\$29,905.97 Inc GST
Approved Budget 2020	\$119,623.90 Inc GST

CAPITAL WORKS FUND

1 st May 2020	\$15,593.87 Inc GST (same rate as 2019 AGM)
1 st August 2020	\$5,197.87 Inc GST
1 st November 2020	\$5,197.87 Inc GST
1 st February 2021	\$5,197.87 Inc GST
Approved Budget 2020	\$31,187.47 Inc GST

(c) RESOLVED That the Treasurer is authorised to levy those contributions by written notice on each person liable to pay them.

(d) RESOLVED That the Administration and Capital Works Fund contributions be continued at quarterly intervals until further determined.

5. LEVY COLLECTION, DEBT RECOVERY & PAYMENT PLANS

5.1 That The Owners - Strata Plan No 66459 RESOLVED pursuant to the 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 outlined in the levy collection, debt recovery & payment plans annexure in the agenda.

6. INSURANCE

6.1 RESOLVED That Owners – Strata Plan 66459 CONFIRM that the Insurances as listed in the insurance annexure of the agenda are currently in place including Office Bearers Liability and Fidelity Guarantee Insurance and further THAT the Strata Committee be delegated the function of increasing, altering, adding or renewing the Insurances for the scheme as required or should it be resolved to include further insurances.

6.2 The Owners – Strata Plan No 66459 RESOLVED not to obtain an updated Insurance Valuation and further THAT the Strata Manager be delegated the function of increasing and/or altering the insurance in accordance with the new Insurance Valuation.

7. COMMISSIONS AND TRAINING SERVICES

7.1 RESOLVED THAT the Strata Managing Agency report 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 being as followed:

8. CAPITAL WORKS FUND PLAN

8.1. The Owners – Strata Plan No 66459 RESOLVED not to obtain an updated Capital Works Fund Plan and to delegate to the Strata Managing Agent 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.

9. ANNUAL FIRE SAFETY STATEMENT

9.1. THAT the Owners Strata Plan 66459 RESOLVED to do the following:

Engage a suitably qualified consultant “Competent Fire Safety Practitioner” to carry out an Annual Fire Safety Statement (and report) in accordance with Part 9, Division 5 of the NSW Environmental Planning and Assessment Regulations 2000 as amended; and

To submit any corrective actions report to the Strata Committee to determine what action is required, if any; and

To delegate to the Strata Managing Agent the function pursuant to the Agency Agreement additional duties schedule to undertake the seeking of quotations, engaging the contractor to prepare the statement, sign the statement on behalf of the scheme, lodge the statement with local Council and cause a copy of the statement to be given to the Fire Commissioner and any ancillary work approved by the Strata Committee.

10. WORK HEALTH & SAFETY REPORT

10.1 THAT the Owners Strata Plan 66459 RESOLVED that a Work Health and Safety (WHS) report be prepared and forwarded to the Strata Committee for their records and action.

CLOSURE

There being no further business to discuss, the Chairperson declared the Meeting closed at 11.15am

MINUTES OF THE STRATA COMMITTEE MEETING OF THE OWNERS – STRATA PLAN 66459 HELD ON WEDNESDAY 20TH MAY 2020 IMMEDIATELY FOLLOWING THE ANNUAL GENERAL MEETING.

PRESENT BY PERSON OR PROXY

Lot 1, Lot 2, Lot 12, Lot 24 & Lot 25

IN ATTENDANCE:

Craig Knight, Metro Asset Management Pty Ltd

CHAIRPERSON:

Craig Knight was asked to Chair the meeting.

1. MINUTES

RESOLVED that the Minutes of the last Strata Committee Meeting be confirmed as a true record and account of the proceedings of that Meeting.

2. APPOINTING OFFICE BEARERS

RESOLVED that the following Office Bearers be elected for the ensuing year;

Tim Kierath – Lot 1 - Secretary

Alan Gibson – Lot 24 – Member

Paula Cradock – Lot 25 – Chairperson

CLOSURE

There being no further business, the Chairperson declared the Meeting closed at 11.30am