

SydneyStrataReport

property strata inspections

0478 151999 | (02) 80114701 | servicedesk@stratareport.net.au | www.stratareport.net.au



STRATA REPORT

Client	Oxford Agency
Address of property	Unit 3/1 Bedford Place, South Coogee, NSW.
Lot	3
Strata Plan	SP 48408
Name of Strata Management Co.	Westside Strata
Telephone Number of Strata Agent	9791 9933
Report Date	22 March 2023

General Information

Owner's Name	Higela Pty Ltd
Unit Entitlement.	25
Total Unit Entitlement.	100

Levy Contributions

Administration Fund contribution.	\$681.88
Capital Works Fund contribution.	\$250.00
Are There any Special Levies?	No on records presented.
Admin. Fund Balance Approx.	\$4,828.89
Capital Works Fund Balance.	\$4,927.08

Insurances

Building Insurance	Yes
Sum Insured	\$1,430,000.00
Insurance Company	CHU
Due Date	1 December 2023
Fire Safety Report ?	N/A
Certificate Date.	N/A
Pet Friendly?	Owners corporation permission needed.

Meetings

Annual General Meeting 18 February 2019	Administration Fund set at \$8,040.00 p.a. Capital Works Fund set at \$4,249.00 p.a.
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	<p>Building insurance continued, Absolution of Maintenance of Fittings and Fixtures bylaws passed, the areas specified in this meeting attached below were made the maintenance responsibility of the owners, All other matters were meeting formalities and general maintenance as per the scan below, no major works tabled.</p> <p>Strata Committee Meeting: General maintenance recorded only, Meeting closed.</p>
<p>Annual General Meeting 22 May 2020</p>	<p>Administration Fund set at \$11,114.70 p.a. Capital Works Fund set at \$1,174.30 p.a. Building insurance continued, All other matters were meeting formalities and general maintenance as per the scan below, no major works tabled.</p> <p>Strata Committee Meeting: General maintenance recorded only, Meeting closed.</p>
<p>Annual General Meeting 9 February 2021</p>	<p>Administration Fund set at \$11,114.70 p.a. Capital Works Fund set at \$1,174.30 p.a. Building insurance continued, All other matters were meeting formalities and general maintenance as per the scan below, no major works tabled.</p> <p>Strata Committee Meeting: Meeting formalities recorded only. Meeting closed.</p>
<p>Annual General Meeting 9 March 2022</p>	<p>Administration Fund set at \$9,114.70 p.a. Capital Works Fund set at \$3,174.30 p.a. Building insurance continued, All other matters were meeting formalities and general maintenance as per the scan below, no major works tabled.</p> <p>Strata Committee Meeting: Meeting formalities recorded only. Meeting closed.</p>
<p>Annual General Meeting 6 March 2023</p>	<p>Administration Fund set at \$10,910.00 p.a. Capital Works Fund set at \$4,000.00 p.a.</p>

	<p>Building insurance continued, All other matters were meeting formalities and general maintenance as per the scan below, no major works tabled. Strata Committee Meeting: General maintenance recorded only, Meeting closed.</p>
<p>Other comments.</p>	<p>This report is to be taken in context and in conjunction with the scans below.</p>

Strata Roll

The Owners of SP48408

1 Bedford Place, SOUTH COOGEE NSW 2034

INDIVIDUAL LOT

Lot 3

Associated lots:

Unit no. 3

Unit entitlements

Levy 25.00 / 100.00

Owners

Name	Address for service of notices
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Higela Pty Ltd ATF Lakos Family Trust	PO BOX Q910, QVB NSW 1230
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Email Address jlakos@lakos.com.au	
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Date of entry	
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Mortgages

None

Leases

None

Owner Ledger

Start Date: 01/03/2021
End Date: 31/03/2025
Owners: One only

The Owners of SP48408

1 Bedford Place, SOUTH COOGEE NSW 2034

Lot 3 Unit 3 Higela Pty Ltd ATF Lakos Family Trust

UE / AE: 25.00 / 100.00

Levies

Levy no.	Due date	Frequency	Details	Admin Fund		Capital Works Fund		Interest paid	Discount	Levy type	Status	Group
				Due	Paid	Due	Paid					
			Balance brought forward	0.00		0.00						
1	01/05/2021	Quarterly	Quarterly Admin/Capital Works Levy 1/05/2021 - 31/07/2021	694.67	694.67	73.40	73.40	0.00	0.00%	Standard	Normal	None
2	01/08/2021	Quarterly	Quarterly Admin/Capital Works Levy 1/08/2021 - 31/10/2021	694.67	694.67	73.40	73.40	0.00	0.00%	Standard	Normal	None
3	01/11/2021	Quarterly	Quarterly Admin/Capital Works Levy 1/11/2021 - 31/01/2022	694.67	694.67	73.40	73.40	0.00	0.00%	Standard	Normal	None
4	01/02/2022	Quarterly	Quarterly Admin/Capital Works Levy 1/02/2022 - 30/04/2022	694.66	694.66	73.39	73.39	0.00	0.00%	Standard	Normal	None
5	01/05/2022	Quarterly	Quarterly Admin/Capital Works Levy 01/05/2022-31/07/2022	569.67	569.67	198.40	198.40	0.00	0.00%	Standard	Normal	None
6	01/08/2022	Quarterly	Quarterly Admin/Capital Works Levy 01/08/2022-31/10/2022	569.67	569.67	198.40	198.40	0.00	0.00%	Standard	Normal	None
7	01/11/2022	Quarterly	Quarterly Admin/Capital Works Levy 01/11/2022-31/01/2023	569.67	569.67	198.40	198.40	0.00	0.00%	Standard	Normal	None
8	01/02/2023	Quarterly	Quarterly Admin/Capital Works Levy 01/02/2023-30/04/2023	569.66	569.66	198.39	198.39	0.00	0.00%	Standard	Normal	None
9	01/05/2023	Quarterly	Quarterly Admin/Capital Works Levy 01/05/2023 - 31/07/2023	681.88	0.00	250.00	0.00	0.00	0.00%	Standard	Normal	None
10	01/08/2023	Quarterly	Quarterly Admin/Capital Works Levy 01/08/2023 - 31/10/2023	681.88	0.00	250.00	0.00	0.00	0.00%	Standard	Normal	None
11	01/11/2023	Quarterly	Quarterly Admin/Capital Works Levy 01/11/2023 - 31/01/2024	681.88	0.00	250.00	0.00	0.00	0.00%	Standard	Normal	None
12	01/02/2024	Quarterly	Quarterly Admin/Capital Works Levy 01/02/2024 - 30/04/2024	681.88	0.00	250.00	0.00	0.00	0.00%	Standard	Normal	None

Current position: Unallocated prepayments \$0.00

Levy arrears & owner invoices due \$0.00

Interest on levy arrears \$0.00

The Owners of SP48408

1 Bedford Place, SOUTH COOGEE NSW 2034

Lot 3 Unit 3 Higela Pty Ltd ATF Lakos Family Trust

UE / AE: 25.00 / 100.00

Receipts

Date	Receipt no.	Subtype	Status	Source	Admin Fund		Capital Works Fund		Unallocated		Total amount	Cheque no.	Levy no.
					Paid	Interest	Paid	Interest	Paid	Interest			
28/04/2021	257	Receipt	Banked		694.67	0.00	73.40	0.00	0.00	768.07		1	
30/07/2021	260	Receipt	Banked		694.67	0.00	73.40	0.00	0.00	768.07		2	
11/10/2021	262	Receipt	Banked		694.67	0.00	73.40	0.00	0.00	768.07		3	
28/01/2022	266	Receipt	Banked		694.66	0.00	73.39	0.00	0.00	768.05		4	
29/04/2022	269	Receipt	Banked		569.67	0.00	198.40	0.00	0.00	768.07		5	
29/07/2022	274	Receipt	Banked		569.67	0.00	198.40	0.00	0.00	768.07		6	
01/11/2022	278	Receipt	Banked		569.67	0.00	198.40	0.00	0.00	768.07		7	
01/02/2023	290	Receipt	Banked		569.66	0.00	198.39	0.00	0.00	768.05		8	

Balance Sheet

As at 23/03/2023

The Owners of SP48408

1 Bedford Place, SOUTH COOGEE NSW 2034

	Current period
Owners' funds	
Administrative Fund	
Operating Surplus/Deficit--Admin	1,969.26
Owners Equity--Admin	2,859.63
	4,828.89
Capital Works Fund	
Operating Surplus/Deficit--Capital Works	793.56
Owners Equity--Capital Works	4,133.52
	4,927.08
Net owners' funds	\$9,755.97
Represented by:	
Assets	
Administrative Fund	
Cash at Bank--Admin	3,384.13
Receivable--Levies--Admin	1,444.76
	4,828.89
Capital Works Fund	
Cash at Bank--Capital Works	4,423.91
Receivable--Levies--Capital Works	503.17
	4,927.08
Unallocated Money	0.00
<i>Total assets</i>	9,755.97
Less liabilities	
Administrative Fund	
	0.00
Capital Works Fund	
	0.00
Unallocated Money	0.00
<i>Total liabilities</i>	0.00
Net assets	\$9,755.97

Income & Expenditure Statement for the financial year-to-date 01/02/2023 to 23/03/2023

The Owners of SP48408

1 Bedford Place, SOUTH COOGEE NSW 2034

Administrative Fund

Current period

01/02/2023-23/03/2023

Revenue

Levies Due--Admin	2,278.64
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<i>Total revenue</i>	2,278.64
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Less expenses

Admin--Agent Disburst--Other	11.00
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Admin--Postage	14.94
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Management Fees--Standard	158.44
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Utility--Water & Sewerage	125.00
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<i>Total expenses</i>	309.38
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Surplus/Deficit

	1,969.26
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Opening balance	2,859.63
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Closing balance

	\$4,828.89
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Capital Works Fund**Current period**

01/02/2023-23/03/2023

Revenue

Levies Due--Capital Works 793.56

Total revenue 793.56**Less expenses***Total expenses* 0.00**Surplus/Deficit**

793.56

Opening balance 4,133.52

Closing balance**\$4,927.08**



Level 33, 101 Miller Street
North Sydney NSW 2060

PO BOX 500, North Sydney NSW 2059

Certificate of Currency

CHU Residential Strata Insurance Plan

Policy No	808858
Policy Wording	CHU RESIDENTIAL STRATA INSURANCE PLAN
Period of Insurance	01/12/2022 to 01/12/2023 at 4:00pm
The Insured	THE OWNERS - STRATA PLAN 48408
Situation	1 BEDFORD PLACE SOUTH COOGEE NSW 2034

Policies Selected

Policy 1 – Insured Property

Building: \$1,430,000

Common Area Contents: \$14,300

Loss of Rent & Temporary Accommodation (total payable): \$214,500

Policy 2 – Liability to Others

Sum Insured: \$30,000,000

Policy 3 – Voluntary Workers

Death: \$200,000

Total Disablement: \$2,000 per week

Policy 4 – Workers Compensation

Not Available

Policy 5 – Fidelity Guarantee

Sum Insured: \$250,000

Policy 6 – Office Bearers' Legal Liability

Sum Insured: \$1,000,000

Policy 7 – Machinery Breakdown

Not Selected

Policy 8 – Catastrophe Insurance

Not Selected

Policy 9 – Government Audit Costs and Legal Expenses



Government Audit Costs: \$25,000

Appeal expenses – common property health & safety breaches: \$100,000

Legal Defence Expenses: \$50,000

Policy 10 – Lot owners' fixtures and improvements (per lot)

Sum Insured: \$250,000

Flood Cover is included.

Date Printed

14/11/2022

This certificate confirms this policy is in force for the Period of Insurance shown, subject to the policy terms, conditions and exclusions. It is a summary of cover only (for full details refer to the current policy wording and schedule). It does not alter, amend or extend the policy. This information is current only at the date of printing.

**MINUTES OF AN ANNUAL GENERAL MEETING
THE OWNERS - STRATA PLAN 48408
1 Bedford Place, SOUTH COOGEE NSW 2034**

The Annual General Meeting of The Owners - Strata Plan 48408 held in unit 3 of 1 bedford place, South Coogee on Monday, 18 February 2019. The meeting commenced at 03:00 PM.

PRESENT:

Lot #	Unit #	Attendance	Owner Name	Representative
1	1	Yes	Barry, Philip Andrew	
2	2	Yes	Burch, Elise	
3	3	Yes	Higela Pty Ltd ATF Lakos Family Trust	Wendy Barry
4	4	Yes	Robin D Dunbar	

CHAIRPERSON (acting): Wiki Apiata

MINUTES

- 1 MINUTES (suggested time 1 min)**
Resolved that the minutes of the last general meeting of the Owners Corporation be adopted as a true and accurate account of the proceedings of that meeting.
- 2 KEY FINANCIAL INFORMATION (suggested time 2 min)**
Resolved that the attached statement of Key financial information for the administrative and capital works fund and any other fund prepared by the Owners Corporation together with the relevant auditor's report if required for period ended 31/01/2019 be adopted.
- 3 AUDITOR (suggested time 1 min)**
Defeated that the Owners Corporation engage an auditor to audit the annual accounts.
- 4 STRATA COMMITTEE (suggested time 10 min)**
Resolved
(a) That nominations be received for the election of the strata committee members.
(b) That the Owners Corporation determine the number of persons to be elected to the Strata Committee. **4**
(c) That the Owners Corporation elect members to the Strata Committee. **Philip Andrew Barry (1), Elise Burch (2), Wendy Barry (3) and Robin D Dunbar (4).**
(d) That (if applicable) the elected tenant representative be confirmed.
- 5 RESTRICTED MATTERS (suggested time 2 min)**
Resolved that the Owners Corporation determine that **no matters shall be a restricted matter that can only be decided at a general meeting.**
- 6 INSURANCES (suggested time 2 min)**
Resolved
A. That the Owners Corporation confirm the current insurances as listed;
B. That the Strata Manager be given authority to renew the current insurances as they fall due at the current insurers suggested values should the premium increase be 5% or less of the previous year's amount;

Pursuant to section 166 of the act, it is mandatory for the strata managing agent to obtain three (3) quotes for your insurance cover.

C. That an insurance valuation **be obtained** prior to renewal;

D. That the owners corporation give consideration to:

(a) Office Bearers Liability Insurance

(b) Fidelity Guarantee Insurance

if these are not already covered by the policy.

E. That for the purpose of the Voluntary Workers Cover all members of the Strata Committee be appointed and authorised to carry out voluntary work on behalf of the Owners Corporation.

F. That the Strata Manager be given authority to obtain finance on behalf of the Owners Corporation, should there be insufficient funds available to pay the insurance premium when renewal falls due.

7 CAPITAL WORKS FUND REVIEW (suggested time 3 min)

Resolved that the Owners Corporation review the current Capital Works Fund Analysis report and consider its recommendations.

Please note the 10 year capital works fund forecast recommended contribution is **\$4,599.00**.

8 BUDGET & CONTRIBUTIONS (suggested time 5 min)

Resolved that in accordance with section 79(1) & 79(2), the Proposed Budget be confirmed/varied or extended and that contributions be determined for the ensuing year.

(a) That contributions to the administrative fund are estimated in accordance with Section 79(1) of the Strata Schemes Management Act 2015 and determined in accordance with Section 81 of the Strata Schemes Management Act 2015 at **\$8,040.00**; and

(b) That contributions to the capital works fund are estimated in accordance with Section 79 (2) of the Strata Schemes Management Act 2015 and determined in accordance with Section 81 of the Strata Schemes Management Act 2015 at **\$4,249.00**; and

(c) That both contributions be paid in equal quarterly instalments, the first such instalment being due on 1/05/2018 and subsequent instalments being due on the first days of 1/08/2018, 1/11/2018, 1/02/2019.

9 DEBT COLLECTION (suggested time 2 min)

Resolved that the Strata Managing Agent be authorised to take such action as may be necessary to recover arrears outstanding for 90 days or more, of maintenance contributions and other debts, including penalties, Interest, Legal and other costs, owing to the Owners Corporation by Lot owners, Mortgagees in possession, and former Lot Owners, subject to legislative restrictions, but otherwise without limitation. The Strata Managing Agent may make demands, engage the services of a debt collection agency or commercial agent, instruct lawyers, and commence and prosecute legal proceedings. In accordance with section 86 of the strata management act 2015, a minimum of 21 days notice will be given to defaulting lot owners prior to any legal action commencing.

Debt Collection Procedure:

- i. Compound interest of 10% per annum will accrue on all outstanding levy amounts after 30 days from the due date.
- ii. A notice of Overdue Levy will be sent to the Lot Owner if the debt remains unpaid after 30 days (A fee of \$16.50 will be charged to the Lot Owner).
- iii. A second and final notice of overdue levy will be sent to the Lot Owner if the debt remains unpaid after 60 days (A fee of \$22.00 will be charged to the Lot Owner)
- iv. If the levy remains unpaid after 90 days, instructions will be sent to a debt collection agency or lawyer to recover the debt. (A fee of \$165.00 will be charged to the Lot Owner).
- v. Debt collection process will commence against Lot Owner (Debt Collection Costs will be charged and added to Lot Owners Debt).

10 PAYMENT PLANS (suggested time 2 min)

Resolved that the Owners Corporation resolve pursuant to section 85(5) of the Strata Schemes Management Act 2015 to agree to enter into payment plans for the payment of overdue levy contributions.

And

That the Owners Corporation further resolved that the strata manager or the debt collection agency or lawyers appointed by the strata manager have the authority to enter into and administer payment plans.

Note: A payment plan is to be limited to a period of 12 months but a further plan may be agreed to by a resolution of the Owners Corporation.

11 BY-LAW - ABSOLUTION OF MAINTENANCE (UNITS) (suggested time 8 min)

Resolved that the Owners Corporation specially resolve to be absolved from its maintenance responsibilities for certain fixtures, fittings and appliances that are located within the lot, in the following form;

Part 1- Introduction and intent

(A) This By-Law has been drafted from the Strata Schemes Management Act 2015 section 107 common property memorandum which attempts to provide a guide to owners in determining the maintenance responsibilities for their scheme.

(B) The intent of the By-Law is to provide definition of the maintenance responsibilities of the fixtures and fittings within a lot and any appliances that only service a single lot within the strata scheme.

The intent being that any fixture or fitting within the lot, whether specified in this By-Law or not, or any appliance that only services one lot, whether specified in this By-Law or not shall be deemed to be the maintenance responsibility of the lot owner by virtue of the Owners Corporation absolving its maintenance responsibilities for same pursuant to section 106(3) of the Act.

(C) Any item specified in this By-Law that is afforded cover for damage due to an insurable event by the Owners Corporation insurance policy shall still be protected by that insurance.

(D) At all times the Owners Corporation shall retain the maintenance responsibility for the structural elements, integrity and general safety of the building.
Waterproofing shall also remain the Owners Corporation responsibility, except where a lot owner has undertaken a renovation within their lot that affects a waterproofed area.

(E) This By-Law does not confer any rights upon a lot owner to install any item listed in this By-Law as a fixture or fitting of a lot.

Part 2- Definitions

2.1 In this by-law, unless the context otherwise requires or permits:

(A) Act means the Strata Schemes Management Act 2015 (NSW) or any amendment

(B) Lot means any lot in the strata plan.

(C) Owner means the owner of the lot.

(D) Owners Corporation means the Owners Corporation created by the registration of Strata Plan 48408

(E) Internal Area means any area within the envelope of a lot as defined by the Strata Plan.

(F) Internal Pipe Work and Wiring means any pipe work or wiring that only services one lot, whether located on a common property or internal wall.

2.2 In this By-Law, unless the context otherwise requires:

(A) the singular includes plural and vice versa;

(B) any gender includes the other genders;

(C) any terms in the By-Law will have the same meaning as those defined in the Act;

(D) any references to legislation includes references to amending and replacing legislation.

Part 3- Terms and conditions

In accordance with section 106(3) of the Act, the Owners Corporation has deemed it inappropriate to repair, maintain, replace or renew any of the following items that are associated with the fixtures and fittings within an owners lot within the Strata Scheme;

3.1 Internal Areas

All decorative finishes within a lot, including but not limited to;

- (A) All cornices
- (B) All skirting boards
- (C) All architraves and internal Door Jams
- (D) Wall tiles wherever located, including kitchen, bathroom and laundries
- (E) Floor Tiles wherever located, including kitchen, bathroom and laundries
- (F) False Ceilings
- (G) Mezzanines, Stairs and Handrails
- (H) All paintwork and wall paper
- (I) The cleaning of mould throughout the lot where the causative factors are purely environmental.

3.2 Bathroom, Ensuites and Laundry Areas

All bathroom, Ensuite and Laundry fixtures and fittings, including but not limited to;

- (A) All taps and internal pipe work
- (B) Shower screens
- (C) Bathtub, including internal floor waste and drainage pipes
- (D) Sinks and hand basins including internal drainage pipes
- (E) Cabinets and mirrors
- (F) Toilet pan, including cistern and internal wall pipes
- (G) All lights, light fittings and exhaust fans that only service the lot, wherever located

3.3 Kitchen Areas

All kitchen fixtures and fittings, including but not limited to;

- (A) All taps and internal pipe work
- (B) All internal waste and drainage pipes, including connections to the common stack
- (C) Bench tops
- (D) Ovens, stoves and cook tops
- (E) Sinks and insinkers
- (F) All lights, light fittings, exhaust fans and range hood that only service the lot, wherever located, including ducting and external ventilation points

3.4 Floor Coverings

- (A) All carpet within the lot
- (B) All floor tiles, wherever located, including kitchen, bathroom, laundry and balcony tiles
- (C) All floor boards, whether floating or fixed
- (D) All parquetry, linoleum, vinyl and cork tiles wherever located.

3.5 Balcony and Courtyard Areas

- (A) All tiles, pavers and decking
- (B) All stairs and handrails within the balcony or courtyard area
- (C) All awnings, pergolas, privacy screens or louvers, whether originally installed or subsequently installed after the registration of the Strata Plan
- (D) All plants and grassed areas within the balcony or courtyard
- (E) The pruning, trimming or removal of a tree or trees, including damage caused by roots.
- (F) Fences that divide two lots
- (G) All lights, switches, light fittings and wiring within the balcony or courtyard of the lot.

3.6 Electrical Fittings and Appliances

- (A) All lights and light fittings, including switches that service only one lot, including down lights and transformers that may be recessed in the ceiling
- (B) All electrical sockets and wall plates
- (C) Electrical main and sub-main that services only one lot including fuses wherever located
- (D) Smoke detectors that only service one lot
- (E) Alarm systems that only service one lot
- (F) Individual Garage door motors
- (G) Telephone, Television, cable television, intercom handsets, internet wall plates and cabling that

only services one lot, wherever located

(H) Split system and ducted air conditioning systems including condenser units and all associated equipment wherever located that only service one lot;

(I) Ceiling Fans

(J) Electrical or Gas Hot Water Heaters and all associated equipment that only service one lot, wherever located

(K) Any general appliance, such as dishwasher, microwave oven, clothes dryer or other appliance that is designed to only service a single lot

3.7 Balcony Doors, Garage Doors, Windows, Mail Boxes Storage cage and Garage Area

(A) All fly screens, security screens fitted to the windows and doors, internal doors, balcony doors and windows of the lot, whether originally installed or subsequently installed after the registration of the Strata Plan.

(B) Automatic Door closers

(C) Storage cages that are for the use of one lot.

(D) Garage doors that only service one lot.

(E) Mail Box Locks.

(F) Any locking device or door furniture installed on the front and back doors, balcony doors, garage doors or windows, storage cages of the lot, whether installed originally or subsequently by the lot owner

(G) Supplying or replacing swipe cards, security passes, restricted keys or remote control units that operate common entry doors and garage doors at the scheme

3.8 External areas

(A) Any antenna that only services one lot

(B) Any security screening that only services one lot

(C) Any security surveillance equipment that only services one lot

(D) Any fence and fence extensions that only service one lot

(E) Clotheslines that only service one lot

12 **CONSOLIDATION OF BY LAWS (suggested time 1 min)**

Resolved that in accordance with section 141 (3) of the Strata Schemes Management Act 2015, The Owners Corporation resolves that if applicable, Westside Strata Management consolidates the Owners Corporations by-laws.

Model By-Laws + up to 3 registered dealings \$200

Model By-Laws + up to 5 registered dealings \$250

Model By-Laws + more than 5 registered dealings \$330

Developers by laws + up to 3 registered dealings \$330

Developers by laws + up to 5 registered dealings \$375

Developers by laws + more than 5 registered dealings \$495

13 **DESTRUCTION OF RECORDS OVER 7 YEARS**

Resolved that in accordance with s180 of the Strata Schemes Management Act 2015, the Strata Manager be authorised to destroy records of the Owners Corporation that are over 7 years old and not required to be kept.

MINUTES OF THE MEETING OF THE STRATA COMMITTEE HELD IMMEDIATELY AFTER THE CLOSE OF THE ANNUAL GENERAL MEETING

MINUTES

Resolved that the minutes of the last committee meeting be confirmed as a true record of the proceedings of that meeting.

OFFICE BEARERS

Resolved that no office bearers be determined from the elected committee members.

GENERAL BUSINESS

- ITEM 1. The strata manager was advised that Phil from lot 1 would email through the quotation he received for the retaining wall to be soda blasted to the strata manager who would then forward to the strata committee to review.
- ITEM 2. The strata manager was advised to source a contractor employed through Westside Strata Management to quote on the soda blasting works to the retaining wall and email it through to the committee to review.
- ITEM 3. The strata manager was advised that following the soda blasting of the retaining wall, a quote to waterproof the retaining wall prior to painting will need to be obtained and emailed through to the committee to review before painting commences.
- ITEM 4. The strata manager was advised that following the waterproofing of the retaining wall, a quote to paint the retaining wall will need to be obtained and emailed through to the committee to review.
- ITEM 5. The strata manager was advised that Phil from lot 1 would email through the quotation he received for the pressure cleaning of the northern and western walls of the building to the strata manager who would then forward to the strata committee to review.
- ITEM 6. The strata manager was advised to source a quote for a new building address sign to be made for the property and forwarded to the committee for review.

CLOSURE: There being no further business, the chairperson declared the meeting closed at **03:47pm**. Westside thanks all owners who attended the meeting for their participation.

**MINUTES OF AN ANNUAL GENERAL MEETING
THE OWNERS - STRATA PLAN 48408
1 Bedford Place, SOUTH COOGEE NSW 2034**

The Annual General Meeting of The Owners - Strata Plan 48408 held via Zoom Video Conference Call on Friday, 22 May 2020. The meeting commenced at 4:03 PM.

PRESENT:

Lot #	Unit #	Attendance	Owner Name
1	1	Yes	Barry, Philip Andrew
2	2	Yes	Burch, Elise
4	4	Yes	Sarah L & Robin D Dunbar

CHAIRPERSON (acting): Wiki Apiata

MINUTES

- 1 MINUTES (suggested time 1 min)**
Resolved that the minutes of the last general meeting of the Owners Corporation be adopted as a true and accurate account of the proceedings of that meeting.
- 2 KEY FINANCIAL INFORMATION (suggested time 2 min)**
Resolved that the attached statement of Key financial information for the administrative and capital works fund and any other fund prepared by the Owners Corporation together with the relevant auditor's report if required for period ended 31/01/2020 be adopted.
- 3 AUDITOR (suggested time 1 min)**
Deafated that the Owners Corporation engage an auditor to audit the annual accounts.
- 4 STRATA COMMITTEE (suggested time 10 min)**
Resolved
 - (a) That nominations be received for the election of the strata committee members. Elise Burch (2) and Robin D Dunbar (4)
 - (b) That the Owners Corporation determine the number of persons to be elected to the Strata Committee. 2
 - (c) That the Owners Corporation elect members to the Strata Committee. Elise Burch (2) and Robin D Dunbar (4)
 - (d) That (if applicable) the elected tenant representative be confirmed.

5 RESTRICTED MATTERS (suggested time 2 min)

Resolved that the Owners Corporation determine that matters which exceed \$1,00.00 shall be a restricted matter that can only be decided at a general meeting.

6 INSURANCES (suggested time 2 min)

Resolved

A. That the Owners Corporation confirm the current insurances as listed;

B. That the Strata Manager be given authority to renew the current insurances as they fall due at the current insurers suggested values should the premium increase be 5% or less of the previous year's amount;

Pursuant to section 166 of the act, it is mandatory for the strata managing agent to obtain three (3) quotes for your insurance cover.

C. That no insurance valuation be obtained prior to renewal;

D. That the owners corporation give consideration to:

(a) Office Bearers Liability Insurance

(b) Fidelity Guarantee Insurance

if these are not already covered by the policy.

E. That for the purpose of the Voluntary Workers Cover all members of the Strata Committee be appointed and authorised to carry out voluntary work on behalf of the Owners Corporation.

F. That the Strata Manager be given authority to obtain finance on behalf of the Owners Corporation, should there be insufficient funds available to pay the insurance premium when renewal falls due.

G. The estimated insurance commission to be received over the next 12 months is the current amount received, plus between 5% to 10%. (If amendments are made to your policy, the amount paid may increase or decrease based on the premium charged for strata plan building cover)

7 CAPITAL WORKS FUND REVIEW (suggested time 3 min)

Resolved that the Owners Corporation review the current Capital Works Fund Analysis report and consider its recommendations.

Please note the 10 year capital works fund forecast recommended contribution is \$4,691.00.

8 WH&S REPORT (suggested time 5 min)

Defeated that the Owners Corporation obtain a Work Health & Safety report for the common property.

9 BUDGET & CONTRIBUTIONS (suggested time 5 min)

Resolved that in accordance with section 79(1) & 79(2), the Proposed Budget be confirmed/varied or extended and that contributions be determined for the ensuing year.

(a) That contributions to the administrative fund are estimated in accordance with Section 79(1) of the Strata Schemes Management Act 2015 and determined in accordance with Section 81 of the Strata Schemes Management Act 2015 at \$11,114.70; and

(b) That contributions to the capital works fund are estimated in accordance with Section 79 (2) of the Strata Schemes Management Act 2015 and determined in accordance with Section 81 of the Strata Schemes Management Act 2015 at \$1,174.30; and

(c) That both contributions be paid in equal quarterly instalments, the first such instalment being due on 22/06/2020 and subsequent instalments being due on the first days of 1/08/2020, 1/11/2020, 1/02/2021.

10 DEBT COLLECTION (suggested time 2 min)

Resolved that the Strata Managing Agent be authorised to take such action as may be necessary to recover arrears outstanding for 90 days or more, of maintenance contributions and other debts, including penalties, Interest, Legal and other costs, owing to the Owners Corporation by Lot owners, Mortgagees in possession, and former Lot Owners, subject to legislative restrictions, but otherwise without limitation. The Strata Managing Agent may make demands, engage the services of a debt collection agency or commercial agent, instruct lawyers, and commence and prosecute legal proceedings. In accordance with section 86 of the strata management act 2015, a minimum of 21 days' notice will be given to defaulting lot owners prior to any legal action commencing.

Debt Collection Procedure:

- i. Compound interest of 10% per annum will accrue on all outstanding levy amounts after 30 days from the due date.
- ii. A notice of Overdue Levy will be sent to the Lot Owner if the debt remains unpaid after 30 days (A fee of \$16.50 will be charged to the Lot Owner).
- iii. A second and final notice of overdue levy will be sent to the Lot Owner if the debt remains unpaid after 60 days (A fee of \$22.00 will be charged to the Lot Owner)
- iv. If the levy remains unpaid after 90 days, instructions will be sent to a debt collection agency or lawyer to recover the debt. (A fee of \$165.00 will be charged to the Lot Owner).
- v. Debt collection process will commence against Lot Owner (Debt Collection Costs will be charged and added to Lot Owners Debt).

11 PAYMENT PLANS (suggested time 2 min)

Resolved that the Owners Corporation resolve pursuant to section 85(5) of the Strata Schemes Management Act 2015 to agree to enter into payment plans for the payment of overdue levy contributions.

And

That the Owners Corporation further resolved that the strata manager or the debt collection agency or lawyers appointed by the strata manager have the authority to enter into and administer payment plans.

Note: A payment plan is to be limited to a period of 12 months but a further plan may be agreed to by a resolution of the Owners Corporation.

**MINUTES OF THE MEETING OF THE STRATA COMMITTEE HELD
IMMEDIATELY AFTER THE CLOSE OF THE ANNUAL GENERAL MEETING**

MINUTES

Resolved that the minutes of the last committee meeting be confirmed as a true record of the proceedings of that meeting.

OFFICE BEARERS

Resolved that no office bearers determined from the elected committee members:

Chairperson: Not Available

Secretary: Not Available

Treasurer: Not Available

REPRESENTATIVE AND SUBSTITUTE REPRESENTATIVE

Resolved that the committee representative be: Not Available

Resolved that the substitute representative be: Not Available

ELECTRONIC VOTING ALLOWED

Resolved that strata committee members be authorised to cast electronic votes for strata committee decisions.

GENERAL BUSINESS

ITEM 1. The manager was advised that Phil Barry would source a quote to have the retaining wall out the front of Elise Burch unit rendered and provide it to the committee to make a decision on whether or not to proceed with the works.

CLOSURE: There being no further business, the chairperson declared the meeting closed at 5:00 PM. Westside thanks all owners who attended the meeting for their participation.

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**MINUTES OF AN ANNUAL GENERAL MEETING
THE OWNERS - STRATA PLAN 48408
1 Bedford Place, SOUTH COOGEE NSW 2034**

The Annual General Meeting of The Owners - Strata Plan 48408 was held as a Zoom Meeting on Tuesday, 9 February 2021. The meeting commenced at 5:00 PM.

PRESENT:

Lot #	Unit #	Attendance	Owner Name	Representative
1	1	Yes	Barry, Philip Andrew	
2	2	Yes	Burch, Elise	
4	4	Yes	Robin D Dunbar	

CHAIRPERSON (acting): Wiki Apiata

MINUTES

- 1 MINUTES (suggested time 1 min)**
Resolved that the minutes of the last general meeting of the Owners Corporation be adopted as a true and accurate account of the proceedings of that meeting.
- 2 KEY FINANCIAL INFORMATION (suggested time 2 min)**
Resolved that the attached statement of Key financial information for the administrative and capital works fund and any other fund prepared by the Owners Corporation together with the relevant auditor's report if required for period ended 31/01/2021 be adopted.
- 3 AUDITOR (suggested time 1 min)**
Defeated that the Owners Corporation engage an auditor to audit the annual accounts.
- 4 STRATA COMMITTEE (suggested time 10 min)**
Resolved
(a) That nominations be received for the election of the strata committee members. **Elise Burch (2) and Robin D Dunbar (4).**
(b) That the Owners Corporation determine the number of persons to be elected to the Strata Committee. **2.**
(c) That the Owners Corporation elect members to the Strata Committee. **Elise Burch (2) and Robin D Dunbar (4).**
(d) That (if applicable) the elected tenant representative be confirmed.
- 5 RESTRICTED MATTERS (suggested time 2 min)**
Resolved that the Owners Corporation determine that matters which exceed \$1,000.00 shall be a restricted matter that can only be decided at a general meeting.

6 INSURANCES (suggested time 2 min)

Resolved

- A. That the Owners Corporation confirm the current insurances as listed;
- B. That the Strata Manager be given authority to renew the current insurances as they fall due at the current insurers suggested values should the premium increase be 5% or less of the previous year's amount;
- Pursuant to section 166 of the act, it is mandatory for the strata managing agent to obtain three (3) quotes for your insurance cover.
- C. That no insurance valuation be obtained prior to renewal;
- D. That the owners corporation give consideration to:
 - (a) Office Bearers Liability Insurance
 - (b) Fidelity Guarantee Insuranceif these are not already covered by the policy.
- E. That for the purpose of the Voluntary Workers Cover all members of the Strata Committee be appointed and authorised to carry out voluntary work on behalf of the Owners Corporation.
- F. That the Strata Manager be given authority to obtain finance on behalf of the Owners Corporation, should there be insufficient funds available to pay the insurance premium when renewal falls due.
- G. The estimated insurance commission to be received over the next 12 months is the current amount received, plus between 5% to 10%. (If amendments are made to your policy, the amount paid may increase or decrease based on the premium charged for strata plan building cover)

7 CAPITAL WORKS FUND REVIEW (suggested time 3 min)

Resolved that the Owners Corporation review the current Capital Works Fund Analysis report and consider its recommendations.

Please note the 10 year capital works fund forecast recommended contribution is \$4,785.00.

8 BUDGET & CONTRIBUTIONS (suggested time 5 min)

Resolved that in accordance with section 79(1) & 79(2), the Proposed Budget be confirmed/varied or extended and that contributions be determined for the ensuing year.

(a) That contributions to the administrative fund are estimated in accordance with Section 79(1) of the Strata Schemes Management Act 2015 and determined in accordance with Section 81 of the Strata Schemes Management Act 2015 at \$11,114.70; and

(b) That contributions to the capital works fund are estimated in accordance with Section 79 (2) of the Strata Schemes Management Act 2015 and determined in accordance with Section 81 of the Strata Schemes Management Act 2015 at \$1,174.30; and

(c) That both contributions be paid in equal quarterly instalments, the first such instalment being due on 1/05/2021 and subsequent instalments being due on the first days of 1/08/2021, 1/11/2021, 1/02/2022.

9 DEBT COLLECTION (suggested time 2 min)

Resolved that the Strata Managing Agent be authorised to take such action as may be necessary to recover arrears outstanding for 90 days or more, of maintenance contributions and other debts, including penalties, Interest, Legal and other costs, owing to the Owners Corporation by Lot owners, Mortgagees in possession, and former Lot Owners, subject to legislative restrictions, but otherwise without limitation. The Strata Managing Agent may make demands, engage the services of a debt collection agency or commercial agent, instruct lawyers, and commence and prosecute legal proceedings. In accordance with section 86 of the strata management act 2015, a minimum of 21 days' notice will be given to defaulting lot owners prior to any legal action commencing.

Debt Collection Procedure:

- i. Compound interest of 10% per annum will accrue on all outstanding levy amounts after 30 days from the due date.
- ii. A notice of Overdue Levy will be sent to the Lot Owner if the debt remains unpaid after 30 days (A fee of \$22.00 will be charged to the Lot Owner).
- iii. A second and final notice of overdue levy will be sent to the Lot Owner if the debt remains unpaid after 60 days (A fee of \$33.00 will be charged to the Lot Owner)
- iv. If the levy remains unpaid after 90 days, instructions will be sent to a debt collection agency or lawyer to recover the debt. (A fee of \$165.00 will be charged to the Lot Owner).
- v. Debt collection process will commence against Lot Owner (Debt Collection Costs will be charged and added to Lot Owners Debt).

10 PAYMENT PLANS (suggested time 2 min)

Resolved that the Owners Corporation resolve pursuant to section 85(5) of the Strata Schemes Management Act 2015 to agree to enter into payment plans for the payment of overdue levy contributions.

And

That the Owners Corporation further resolved that the strata manager or the debt collection agency or lawyers appointed by the strata manager have the authority to enter into and administer payment plans.

Note: A payment plan is to be limited to a period of 12 months but a further plan may be agreed to by a resolution of the Owners Corporation.

11 REAPPOINTMENT OF MANAGING AGENT (suggested time 5 min)

Resolved that in accordance with Section 49(2) of the Strata Schemes Management Act 2015 (Act) that:

- (a) Westside Management Pty Ltd continues to be appointed as strata managing agent of Strata Scheme 48408
- (b) The owners corporation delegate to the Agent all of the functions of(i) the owners corporation (other than those listed in section 52(2) of the Act); and
(ii) its chairperson, secretary, treasurer and strata committee, necessary to enable the agent to carry out the 'agreed services' and the 'additional services' as defined in the written agreement;
- (c) the delegation to the Agent is to be subject to the condition and limitation in the Agreement; and
- (d) the owners corporation execute the Agreement to give effect to this appointment and delegation; and
- (e) authority be given for the common seal of the owners corporation to be affixed to the Agreement by the **9.02.2021**.

NOTE - The Agency Management Agreement is being reviewed by the strata committee and a signed agreement will be provided prior to 19.02.2021.

**MINUTES OF THE MEETING OF THE STRATA COMMITTEE HELD
IMMEDIATELY AFTER THE CLOSE OF THE ANNUAL GENERAL MEETING**

MINUTES

Resolved that the minutes of the last committee meeting be confirmed as a true record of the proceedings of that meeting.

OFFICE BEARERS

Resolved that the office bearers determined from the elected committee members be:

Chairperson: Not Available

Secretary: Not Available

Treasurer: Not Available

REPRESENTATIVE AND SUBSTITUTE REPRESENTATIVE

Resolved that the committee representative be: Not Available

Resolved that the substitute representative be: Not Available

ELECTRONIC VOTING ALLOWED

Resolved that strata committee members be authorised to cast electronic votes for strata committee decisions.

GENERAL BUSINESS

ITEM 1. Not Available

CLOSURE: There being no further business, the chairperson declared the meeting closed at 5:20 PM. Westside thanks all owners who attended the meeting for their participation.

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**MINUTES OF AN ANNUAL GENERAL MEETING
THE OWNERS - STRATA PLAN 48408
1 Bedford Place, SOUTH COOGEE NSW 2034**

The Annual General Meeting of The Owners - Strata Plan 48408 held at Paper based meeting on Wednesday, 09 March 2022. The meeting commenced at 10:00 AM.

PRESENT:

Lot #	Unit #	Attendance	Owner Name Representative
2	2	Yes	Burch, Elise
4	4	Yes	Sarah L & Robin D Dunbar

CHAIRPERSON (acting): Kaylene Brites

MINUTES

- 1 MINUTES (suggested time 1 min)**
Resolved that the minutes of the last general meeting of the Owners Corporation be adopted as a true and accurate account of the proceedings of that meeting.
- 2 KEY FINANCIAL INFORMATION (suggested time 2 min)**
Resolved that the attached statement of Key financial information for the administrative and capital works fund and any other fund prepared by the Owners Corporation together with the relevant auditor's report if required for period ended 31/01/2022 be adopted.
- 3 AUDITOR (suggested time 1 min)**
Defeated That the Owners Corporation engage an auditor to audit the annual accounts.
- 4 STRATA COMMITTEE ELECTION POSTPONED DUE TO COVID-19 RESTRICTIONS**
Resolved Due to the current covid-19 restrictions, face to face meetings are not permitted.

The strata schemes management regulation 2016 section 14 (b) prevents the use of pre-meeting electronic votes to elect a strata committee.

As such, the strata committee election has been postponed until either the next Annual General Meeting, or the next Extraordinary General Meeting (whichever comes first).

Until that time, your current strata committee will remain the same.
- 5 RESTRICTED MATTERS (suggested time 2 min)**
Defeated That the Owners Corporation determine what matters shall be a restricted matter that can only be decided at a general meeting.
- 6 INSURANCES (suggested time 2 min)**
Resolved a. That the Owners Corporation confirm the current insurances as listed;
B. That the Strata Manager be given authority to renew the current insurances as they fall due at the current insurers suggested values should the premium increase be 5% or less of the previous year's amount;

Pursuant to section 166 of the act, it is mandatory for the strata managing agent to obtain three (3) quotes for your insurance cover.

C. That NO insurance valuation be obtained prior to renewal;

D. That the owners corporation give consideration to:

(a) Office Bearers Liability Insurance

(b) Fidelity Guarantee Insurance

(c) Catastrophe cover

(d) Flood cover

(e) Machinery Breakdown

if these are not already covered by the policy.

E. That for the purpose of the Voluntary Workers Cover all members of the Strata Committee be appointed and authorised to carry out voluntary work on behalf of the Owners Corporation.

F. That the Strata Manager be given authority to obtain finance on behalf of the Owners Corporation, should there be insufficient funds available to pay the insurance premium when renewal falls due.

7 DISCLOSURE OF COMMISSIONS AND TRAINING SERVICES

Resolved that in accordance with section 60 of the Strata Schemes Management Act 2015, the owners are to consider the commissions or training services that have been provided or paid to the agent in connection with the exercise by the agent of functions for the strata scheme during the preceding 12 months.

Insurance commissions: \$363.74

Estimated insurance commissions for the next 12 months: The current amount received, plus between 5% to 10%

All other commissions: \$NIL

Training services: \$NIL

8 CAPITAL WORKS FUND REVIEW (suggested time 3 min)

Resolved that the Owners Corporation review the current Capital Works Fund Analysis report and consider its recommendations.

Please note the 10 year capital works fund forecast recommended contribution is \$4785.00

9 BUDGET & CONTRIBUTIONS (suggested time 5 min)

Resolved that in accordance with section 79(1) & 79(2), the Proposed Budget be confirmed/varied or extended and that contributions be determined for the ensuing year.

(a) That contributions to the administrative fund are estimated in accordance with Section 79(1) of the Strata Schemes Management Act 2015 and determined in accordance with Section 81 of the Strata Schemes Management Act 2015 at \$9,114.70; and

(b) That contributions to the capital works fund are estimated in accordance with Section 79 (2) of the Strata Schemes Management Act 2015 and determined in accordance with Section 81 of the Strata Schemes Management Act 2015 at \$3,174.30; and

(c) That both contributions be paid in equal quarterly instalments, the first such instalment being due on 1/05/2022 and subsequent instalments being due on the first days of 1/08/2022, 1/11/2022, 1/02/2023.

10 DEBT COLLECTION (suggested time 2 min)

Resolved that the Strata Managing Agent be authorised to take such action as may be necessary to recover arrears outstanding for 90 days or more, of maintenance contributions and other debts, including penalties, Interest, Legal and other costs, owing to the Owners Corporation by Lot owners, Mortgagees in possession, and former Lot Owners, subject to legislative restrictions, but otherwise without limitation. The Strata Managing Agent may make demands, engage the services of a debt collection agency or commercial agent, instruct lawyers, and commence and prosecute legal proceedings. In accordance with section 86 of the strata management act 2015, a minimum of 21 days notice will be given to defaulting lot owners prior to any legal action commencing.

Debt Collection Procedure:

- i. Compound interest of 10% per annum will accrue on all outstanding levy amounts after 30 days from the due date.
- ii. A notice of Overdue Levy will be sent to the Lot Owner if the debt remains unpaid after 30 days (A fee of \$22.00 will be charged to the Lot Owner).
- iii. A second and final notice of overdue levy will be sent to the Lot Owner if the debt remains unpaid after 60 days (A fee of \$33.00 will be charged to the Lot Owner)
- iv. If the levy remains unpaid after 90 days, instructions will be sent to a debt collection agency or lawyer to recover the debt. (A fee of \$165.00 will be charged to the Lot Owner).
- v. Debt collection process will commence against Lot Owner (Debt Collection Costs will be charged and added to Lot Owners Debt).

11 PAYMENT PLANS (suggested time 2 min)

Resolved that the Owners Corporation resolve pursuant to section 85(5) of the Strata Schemes Management Act 2015 to agree to enter into payment plans for the payment of overdue levy contributions.

And

That the Owners Corporation further resolved that the strata manager or the debt collection agency or lawyers appointed by the strata manager have the authority to enter into and administer payment plans.

12 ANNUAL FIRE SAFETY STATEMENT (suggested time 1 min)

Resolved that if applicable, the Owners Corporation authorises the agent to do the following:

(a) Engage a suitably qualified consultant 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

(b) Charge the lot owner the cost of any re-inspection fee incurred by the Owners Corporation, as of the consultant having to re-inspect the lot due to access not having been provided by the resident after reasonable notice being given.

(c) Undertake any corrective actions required; and

(d) Sign the statement on behalf of the Owners Corporation and lodge the statement with the local council and cause a copy of the statement to be given to the Fire Commissioner.

13 UTILITY AGREEMENTS

Resolved that in accordance with schedule 1 Part 2 section 6 (e) of the Strata Schemes Management Act 2015, the owners resolve to review and consider the attached agreement(s) for the supply of utilities to the strata scheme and ratify the decision to change energy providers.

Notes: On the 1st May, Westside Strata changed energy providers to AGL for your energy supply. AGL was offering a bulk discount on consumption charges and supply charges of 37% for the period of the 1/5/2021 to the 30/4/2023.

The contract can be cancelled at any time and Westside Strata did not receive any commission.

**MINUTES OF THE MEETING OF THE STRATA COMMITTEE HELD
IMMEDIATELY AFTER THE CLOSE OF THE ANNUAL GENERAL MEETING**

MINUTES

Resolved that the minutes of the last committee meeting be confirmed as a true record of the proceedings of that meeting.

OFFICE BEARERS

Resolved that NO office bearers determined from the elected committee members.

REPRESENTATIVE AND SUBSTITUTE REPRESENTATIVE

Resolved that the committee representative be: nil

Resolved that the substitute representative be: nil

ELECTRONIC VOTING ALLOWED

Resolved that strata committee members be authorised to cast electronic votes for strata committee decisions.

PECUNIARY INTEREST DISCLOSED

No pecuniary interest were disclosed

GENERAL BUSINESS

No general business.

CLOSURE: There being no further business, the chairperson declared the meeting closed at 10:30 AM . Westside thanks all owners who attended the meeting for their participation.

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MINUTES OF AN ANNUAL GENERAL MEETING THE OWNERS - STRATA PLAN 48408 1 Bedford Place, SOUTH COOGEE NSW 2034

The Annual General Meeting of The Owners - Strata Plan 48408 held via Zoom on Monday, 06 March 2023. The meeting commenced at 04:10 PM.

PRESENT:

Lot #	Unit #	Attendance	Owner Name	Representative
2	2	Yes	Burch, Elise	
4	4	Yes	Robin D Dunbar	

CHAIRPERSON (acting): Ethan Morrison

MINUTES

- 1 **MINUTES (suggested time 1 min)**
Resolved that the minutes of the last general meeting of the Owners Corporation be adopted as a true and accurate account of the proceedings of that meeting.
- 2 **KEY FINANCIAL INFORMATION (suggested time 2 min)**
Resolved that the attached statement of Key financial information for the administrative and capital works fund and any other fund prepared by the Owners Corporation together with the relevant auditor's report if required for period ended 31/01/2023 be adopted.
- 3 **AUDITOR (suggested time 1 min)**
Defeated that the Owners Corporation engage an auditor to audit the annual accounts.
- 4 **STRATA COMMITTEE (suggested time 10 min)**
Resolved (a) That nominations be received for the election of the strata committee members.
(b) That the Owners Corporation determine the number of persons to be elected to the Strata Committee be 2.
(c) That the Owners Corporation elect members to the Strata Committee.
Lot 2 Elise Burch
Lot 4 Robin Dunbar
(d) That (if applicable) the elected tenant representative be confirmed.
- 5 **RESTRICTED MATTERS (suggested time 2 min)**
Resolved that the Owners Corporation determine NO matters shall be a restricted matter that can only be decided at a general meeting.
- 6 **INSURANCES (suggested time 2 min)**
Resolved a. That the Owners Corporation confirm the current insurances as listed;
B. That the Strata Manager be given authority to renew the current insurances as they fall due at the current insurers suggested values should the premium increase be 5% or less of the previous year's amount;
Pursuant to section 166 of the act, it is mandatory for the strata managing agent to obtain three (3) quotes for your insurance cover.
C. That an insurance valuation be obtained prior to renewal;
D. That the owners corporation give consideration to:
(a) Office Bearers Liability Insurance

- (b) Fidelity Guarantee Insurance
- (c) Catastrophe cover
- (d) Flood cover
- (e) Machinery Breakdown

if these are not already covered by the policy.

E. That for the purpose of the Voluntary Workers Cover all members of the Strata Committee be appointed and authorised to carry out voluntary work on behalf of the Owners Corporation.

F. That the Strata Manager be given authority to obtain finance on behalf of the Owners Corporation, should there be insufficient funds available to pay the insurance premium when renewal falls due.

7 **DISCLOSURE OF COMMISSIONS AND TRAINING SERVICES**

Resolved that in accordance with section 60 of the Strata Schemes Management Act 2015, the owners are to consider the commissions or training services that have been provided or paid to the agent in connection with the exercise by the agent of functions for the strata scheme during the preceding 12 months.

Insurance commissions: \$545.58

Estimated insurance commissions for the next 12 months: The current amount received, plus between 5% to 10%

All other commissions:\$NIL

Training services: \$NIL

8 **CAPITAL WORKS FUND REVIEW (suggested time 3 min)**

Resolved that the Owners Corporation review the current Capital Works Fund Analysis report and consider its recommendations.

9 **BUDGET & CONTRIBUTIONS (suggested time 5 min)**

Resolved that in accordance with section 79(1) & 79(2), the Proposed Budget be confirmed/varied or extended and that contributions be determined for the ensuing year.

(a) That contributions to the administrative fund are estimated in accordance with Section 79(1) of the Strata Schemes Management Act 2015 and determined in accordance with Section 81 of the Strata Schemes Management Act 2015 at \$10,910.00; and

(b) That contributions to the capital works fund are estimated in accordance with Section 79 (2) of the Strata Schemes Management Act 2015 and determined in accordance with Section 81 of the Strata Schemes Management Act 2015 at \$4,000.00; and

(c) That both contributions be paid in equal quarterly instalments, the first such instalment being due on 1/05/2023 and subsequent instalments being due on the first days of 1/08/2023, 1/11/2023, 1/02/2024.

(d) That in the event that the Owners Corporation is unable to hold the next Annual General Meeting 6 weeks prior to the 01/05/2024, the Owners Corporation estimates and approves that the yearly budget and quarterly expenses will be the same as those contained in the current budget.

10 **DEBT COLLECTION (suggested time 2 min)**

Resolved that the Strata Managing Agent be authorised to take such action as may be necessary to recover arrears outstanding for 90 days or more, of maintenance contributions and other debts, including penalties, Interest, Legal and other costs, owing to the Owners Corporation by Lot owners, Mortgagees in possession, and former Lot Owners, subject to legislative restrictions, but otherwise without limitation. The Strata Managing Agent may make demands, engage the services of a debt collection agency or commercial agent, instruct lawyers, and commence and prosecute legal proceedings. In accordance with section 86 of the strata management act 2015, a minimum of 21 days notice will be given to defaulting lot owners prior to any legal action commencing.

Please note: Committee requested to be informed before proceeding with any step of the debt collection and payment plan procedures.

11 **PAYMENT PLANS (suggested time 2 min)**

Resolved that the Owners Corporation resolve pursuant to section 85(5) of the Strata Schemes Management Act 2015 to agree to enter into payment plans for the payment of overdue levy

contributions.

And

That the Owners Corporation further resolved that the strata manager or the debt collection agency or lawyers appointed by the strata manager have the authority to enter into and administer payment plans.

Please note: Committee requested to be informed before proceeding with any step of the debt collection and payment plan procedures.

MINUTES OF THE MEETING OF THE STRATA COMMITTEE HELD IMMEDIATELY AFTER THE CLOSE OF THE ANNUAL GENERAL MEETING

MINUTES

Resolved that the minutes of the last committee meeting be confirmed as a true record of the proceedings of that meeting.

OFFICE BEARERS

Resolved that the office bearers determined from the elected committee members be:

Chairperson: Lot 2 Elise Burch

Secretary: Lot 4 Robin Dunbar

Treasurer: Lot 4 Robin Dunbar

MAIN, SUBSTITUTE AND EMERGENCY REPRESENTATIVES

Resolved that the committee representative be: Lot 4 Robin Dunbar

Resolved that the substitute representative be: Lot 2 Elise Burch

Resolved that the emergency contact be: Westside Strata

STRATA HUB AUTHORISATION

Resolved the strata committee authorises the strata manager to comply with the Owners Corporation obligations under the Strata Schemes Management Amendment (information) Regulation 2021 this year and on an ongoing basis.

The strata manager is authorised to upload all required information under the act unto the NSW Strata Hub and to update that information throughout the year as required and to charge their fee in accordance with the terms of its agency agreement.

ELECTRONIC VOTING ALLOWED

Resolved that strata committee members be authorised to cast electronic votes for strata committee decisions.

PECUNIARY INTEREST DISCLOSED

No pecuniary interest were disclosed

GENERAL BUSINESS

There were no General Business Items to discuss.

CLOSURE: There being no further business, the chairperson declared the meeting closed at 04:43 PM . Westside thanks all owners who attended the meeting for their participation.

**NOTICE OF AN ANNUAL GENERAL MEETING
THE OWNERS - STRATA PLAN 48408
1 Bedford Place, SOUTH COOGEE NSW 2034**

The Annual General Meeting of The Owners - Strata Plan 48408 will be held on Monday, 06 March 2023 via Zoom. The meeting will commence at 04:00 PM.

ADDRESS OF THE MEETING: via Zoom Call

Join Zoom Meeting

<https://us06web.zoom.us/j/6764331541>

Meeting ID: 676 433 1541

One tap mobile

+61871501149,,6764331541# Australia

+61280156011,,6764331541# Australia

Dial by your location

+61 8 7150 1149 Australia

+61 2 8015 6011 Australia

+61 3 7018 2005 Australia

+61 7 3185 3730 Australia

+61 8 6119 3900 Australia

Meeting ID: 676 433 1541

Find your local number: <https://us06web.zoom.us/u/kJ01wu7eW>

DATE & TIME OF THE MEETING: Monday, 06 March 2023 at 04:00 PM

ONLINE MEETINGS

Due to uncertainty and safety concerns regarding face to face meetings, Owner and Committee meetings are currently being held online via Zoom.

Owners can vote by joining us live on the zoom link provided below

OR

Sending us a completed electronic voting form.

This applies if your Owners Corporation has resolved at a prior meeting to adopt pre-meeting electronic voting by email (please email the form to ethan@westside.net.au 24 hours prior to the meeting).

OR

Sending us a completed proxy form made out to the chairperson (strata Manager) (please email the form to ethan@westside.net.au 24 hours prior to the meeting).

PLEASE NOTE THAT:

(a) You may cast a vote either

(i) in person at the meeting (in face to face) or by electronic voting;

(ii) by proxy given to me no later than the time set for commencement of the meeting. For plans greater than 100 lots, the proxy must be submitted no later than 24 hours prior to the meeting start time.

(b) If you are the owner of a lot subject to a first mortgage shown in the strata roll you may only vote in respect of each motion and in respect of the election of members of the Strata Committee if the mortgagee fails or neglects to exercise the voting power conferred upon him by Division 2 section 26 of Schedule 1 of the Strata Schemes Management Act 2015.

(c) You may only vote in respect of each motion and in respect of the election of members of the Strata Committee if:

(i) all contributions levied and payable in respect of the lot referred to in this notice and any other monies recoverable under the Strata Schemes Management Act 2015 by the Owners Corporation in respect of that lot at the date of this notice have been duly paid before the commencement of the meeting referred to in this notice (except in the case of a motion requiring a unanimous resolution).

(d) Co-owners or co-mortgagees are only entitled to vote by:

(i) a person duly appointed as a proxy by them jointly and notice of whose appointment has been given in accordance with paragraph (a) (ii) above; or

(e) Section 80A of the Act provides for a corporate owner or mortgagee to appoint a 'company nominee' to exercise or perform on its behalf any power, authority, duty or function conferred on it under the Act. The corporate owner is not obliged to appoint a company nominee but if it so wishes to cast a vote at a meeting of the owners corporation or be represented on the council or involved in various activities of the owners corporation then it must do so.

(b) If the owner is a company - (and a company nominee has not been appointed) and is voting on the motions by proxy, the proxy form must be signed by the company under seal.

(c) A company can only cast a vote at a meeting of the owner corporation through the specified company nominee.

AGENDA

1 MINUTES (suggested time 1 min)

That the minutes of the last general meeting of the Owners Corporation be adopted as a true and accurate account of the proceedings of that meeting.

2 KEY FINANCIAL INFORMATION (suggested time 2 min)

That the attached statement of Key financial information for the administrative and capital works fund and any other fund prepared by the Owners Corporation together with the relevant auditor's report if required for period ended 31/01/2023 be adopted.

Note: To save time at the meeting, please direct all enquiries regarding the financials to your Strata Manager 48 hours prior to the meeting.

3 AUDITOR (suggested time 1 min)

That the Owners Corporation engage an auditor to audit the annual accounts.

Note: An audit is compulsory for any large scheme with more than 100 lots (excluding utility lots) or any scheme for which the annual budget exceeds \$250,000 (The budget includes anticipated levies, all external income including legal settlements and opening balances of cash at bank including investments)

4 STRATA COMMITTEE (suggested time 10 min)

- (a) That nominations be received for the election of the strata committee members.
- (b) That the Owners Corporation determine the number of persons to be elected to the Strata Committee.
- (c) That the Owners Corporation elect members to the Strata Committee.
- (d) That (if applicable) the elected tenant representative be confirmed.

Any owner wishing to submit a nomination to the committee should do so by emailing their strata manager 24 hours prior to the meeting.

Note: The maximum number of members to a strata committee is 9, the minimum number of members in a large scheme is 3, the minimum number of members in a 2 lot scheme is 2.

5 RESTRICTED MATTERS (suggested time 2 min)

That the Owners Corporation determine what matters shall be a restricted matter that can only be decided at a general meeting.

6 INSURANCES (suggested time 2 min)

- A. That the Owners Corporation confirm the current insurances as listed;
 - B. That the Strata Manager be given authority to renew the current insurances as they fall due at the current insurers suggested values should the premium increase be 5% or less of the previous year's amount;
- Pursuant to section 166 of the act, it is mandatory for the strata managing agent to obtain three (3) quotes for your insurance cover.
- C. That an insurance valuation be obtained prior to renewal;
 - D. That the owners corporation give consideration to:
 - (a) Office Bearers Liability Insurance
 - (b) Fidelity Guarantee Insurance
 - (c) Catastrophe cover
 - (d) Flood cover
 - (e) Machinery Breakdownif these are not already covered by the policy.

E. That for the purpose of the Voluntary Workers Cover all members of the Strata Committee be appointed and authorised to carry out voluntary work on behalf of the Owners Corporation.
 F. That the Strata Manager be given authority to obtain finance on behalf of the Owners Corporation, should there be insufficient funds available to pay the insurance premium when renewal falls due.

Policy No.808858-3
 CHU Underwriting Agencies Pty Ltd
 Type : Strata
 Broker : BAC Insurance Brokers Pty Ltd

Premium : \$4,455.82 Paid on : 14/11/2022 Start : 1/12/2022 Next due : 1/12/2023

Cover	Sum Insured	Excess
Building	\$1,430,000.00	\$1,000.00
Loss Of Rent / Temp Acc	\$214,500.00	\$0.00
Legal Liability	\$30,000,000.00	\$0.00
Voluntary Workers	\$200,000.00	\$0.00
Fidelity Guarantee	\$250,000.00	\$0.00
Gov't Audit & Legal Expenses	\$75,000.00	\$1,000.00
Lot Owners' Fixtures & Improv.	\$250,000.00	\$0.00
Common Area Contents	\$14,300.00	\$0.00
Whs Safety Breaches	\$100,000.00	\$0.00

Last insurance valuation date: 27/02/2019

7 DISCLOSURE OF COMMISSIONS AND TRAINING SERVICES

That in accordance with section 60 of the Strata Schemes Management Act 2015, the owners are to consider the commissions or training services that have been provided or paid to the agent in connection with the exercise by the agent of functions for the strata scheme during the preceding 12 months.

Insurance commissions: \$545.58

Estimated insurance commissions for the next 12 months: The current amount received, plus between 5% to 10%

All other commissions:\$NIL

Training services: \$NIL

Note: The strata managing agent may receive commissions and/or training services in connection with the exercise of the agents function for the scheme. It is a requirement that the agent disclose details of amounts received and anticipated.

8 CAPITAL WORKS FUND REVIEW (suggested time 3 min)

That the Owners Corporation review the current Capital Works Fund Analysis report and consider its recommendations.

Please note the 10 year capital works fund forecast recommended contribution is \$ 4,881.00

Year		Opening Balance	Income		Expenses	Closing Balance
Report Year	Fiscal From	Beginning of Year	Contribution Total P.A.	Contribution per Entitlement	Estimated Expenditure (Inc GST)	Closing Balance (End of Year)
1	1 Feb 2015	\$15,532	\$4,249	\$42.49	\$972	\$18,809
2	1 Feb 2016	\$18,809	\$4,334	\$43.34	\$0	\$23,143
3	1 Feb 2017	\$23,143	\$4,421	\$44.21	\$16,955	\$10,609
4	1 Feb 2018	\$10,609	\$4,509	\$45.09	\$1,536	\$13,582
5	1 Feb 2019	\$13,582	\$4,599	\$45.99	\$850	\$17,331
6	1 Feb 2020	\$17,331	\$4,691	\$46.91	\$0	\$22,022
7	1 Feb 2021	\$22,022	\$4,785	\$47.85	\$5,757	\$21,050
8	1 Feb 2022	\$21,050	\$4,881	\$48.81	\$6,188	\$19,743
9	1 Feb 2023	\$19,743	\$4,978	\$49.78	\$0	\$24,721
10	1 Feb 2024	\$24,721	\$5,078	\$50.78	\$1,726	\$28,073
11	1 Feb 2025	\$28,073	\$5,180	\$51.80	\$0	\$33,253
12	1 Feb 2026	\$33,253	\$5,283	\$52.83	\$1,455	\$37,081
13	1 Feb 2027	\$37,081	\$5,389	\$53.89	\$30,212	\$12,258
14	1 Feb 2028	\$12,258	\$5,497	\$54.97	\$0	\$17,754
15	1 Feb 2029	\$17,754	\$5,606	\$56.06	\$4,551	\$18,810

9 BUDGET & CONTRIBUTIONS (suggested time 5 min)

That in accordance with section 79(1) & 79(2), the Proposed Budget be confirmed/varied or extended and that contributions be determined for the ensuing year.

(a) That contributions to the administrative fund are estimated in accordance with Section 79(1) of the Strata Schemes Management Act 2015 and determined in accordance with Section 81 of the Strata Schemes Management Act 2015 at \$10,910.00; and

(b) That contributions to the capital works fund are estimated in accordance with Section 79 (2) of the Strata Schemes Management Act 2015 and determined in accordance with Section 81 of the Strata Schemes Management Act 2015 at \$4,000.00; and

(c) That both contributions be paid in equal quarterly instalments, the first such instalment being due on 1/05/2023 and subsequent instalments being due on the first days of 1/08/2023, 1/11/2023, 1/02/2024.

(d) That in the event that the Owners Corporation is unable to hold the next Annual General Meeting 6 weeks prior to the 01/05/2024, the Owners Corporation estimates and approves that the yearly budget and quarterly expenses will be the same as those contained in the current budget.

Note: Any questions relating to the budget should be directed to our office 48 hours PRIOR to the meeting.

10 DEBT COLLECTION (suggested time 2 min)

That the Strata Managing Agent be authorised to take such action as may be necessary to recover arrears outstanding for 90 days or more, of maintenance contributions and other debts, including penalties, Interest, Legal and other costs, owing to the Owners Corporation by Lot owners, Mortgagees in possession, and former Lot Owners, subject to legislative restrictions, but otherwise without limitation. The Strata Managing Agent may make demands, engage the services of a debt collection agency or commercial agent, instruct lawyers, and commence and prosecute legal proceedings. In accordance with section 86 of the strata management act 2015, a minimum of 21 days notice will be given to defaulting lot owners prior to any legal action commencing.

Debt Collection Procedure:

- i. Compound interest of 10% per annum will accrue on all outstanding levy amounts after 30 days from the due date.
- ii. A notice of Overdue Levy will be sent to the Lot Owner if the debt remains unpaid after 30 days (A fee of \$22.00 will be charged to the Lot Owner).
- iii. A second and final notice of overdue levy will be sent to the Lot Owner if the debt remains unpaid after 60 days (A fee of \$33.00 will be charged to the Lot Owner)
- iv. If the levy remains unpaid after 90 days, instructions will be sent to a debt collection agency or lawyer to recover the debt. (A fee of \$165.00 will be charged to the Lot Owner).
- v. Debt collection process will commence against Lot Owner (Debt Collection Costs will be charged and added to Lot Owners Debt).

11 PAYMENT PLANS (suggested time 2 min)

That the Owners Corporation resolve pursuant to section 85(5) of the Strata Schemes Management Act 2015 to agree to enter into payment plans for the payment of overdue levy contributions.

And

That the Owners Corporation further resolved that the strata manager or the debt collection agency or lawyers appointed by the strata manager have the authority to enter into and administer payment plans.

Note: A payment plan is to be limited to a period of 12 months but a further plan may be agreed to by a resolution of the Owners Corporation.

PLEASE TAKE NOTE THAT THERE WILL BE A MEETING OF THE STRATA COMMITTEE HELD IMMEDIATELY AFTER THE CLOSE OF THE ANNUAL GENERAL MEETING

AGENDA

1. That the minutes of the last Committee Meeting be confirmed.
2. That the strata committee elect the **Chairperson, Secretary** and Treasurer

Note: As per the Amendment of Strata Schemes Management Act Regulation 2016, as of the 30 June 2022, the following details of the Secretary and Chairperson will be made available to any owner on the strata roll.

- a) *Full name*
- b) *email address*

The phone number of the Secretary and Chairperson will only be made available to emergency services.

A penalty of up to \$2200 applies for providing incorrect information.

3. That the strata committee nominate a representative, substitute representative and **emergency contact** to liaise with the strata manager.

Note: As per the Amendment of Strata Schemes Management Act Regulation 2016, as of the 30 June 2022, the following details of the emergency contact will be made available to any owner on the strata roll.

- a) *Full name*
- b) *Telephone number*
- c) *email address*

A penalty of up to \$2200 applies for providing incorrect information.

4. That the strata committee authorises the strata manager to comply with the Owners Corporation obligations under the Strata Schemes Management Amendment (information) Regulation 2021 this year and on an

ongoing basis.

The strata manager is authorised to upload all required information under the act unto the NSW Strata Hub and to update that information throughout the year as required and to charge their fee in accordance with the terms of its agency agreement.

A penalty of up to \$2200 applies for not complying with the regulation.

And that the secretary or chairperson create an alternative email address for the office bearers *officebearersSPXXXXX@gmail.com.au* to be listed on the strata hub

5. That the strata committee approve electronic voting for matters requiring a strata committee decision.

6. That any pecuniary interest by any committee member relating to any matter to be discussed be disclosed

Note: Schedule 2 Part 2 (18) of the SSMA 2015 requires that any pecuniary (financial) interest by any committee member relating to any matter to be discussed be disclosed.

A penalty of up to \$1100 is applicable for breaches of this section.

After a member has disclosed an interest in any matter, the member must not, unless the strata committee otherwise determines:

(a) be present during any discussions with respect to the matter,

or

(b) take part in any decision of the strata committee with respect to the matter.

7. General Business

Date of this notice: 09 February 2023

NOTES:

Please contact Westside Management Pty Ltd on 02 9791 9933 or strata@westside.net.au if you have any questions about this notice.

Attending the Meeting or Voting by Proxy

You should bring this notice with you to the meeting. If you cannot attend the meeting and you wish to cast a vote, please complete the enclosed proxy form and return it to our office before the meeting commences. For plans greater than 100 lots, the proxy must be submitted no later than 24 hours prior to the meeting start time.

A proxy given to a caretaker, on-site residential manager or strata managing agent is invalid if it would obtain or assist in obtaining a pecuniary interest for, or confer or assist in conferring any other material benefit on, the proxy.

Voting at the Meeting

You can exercise your voting rights at the meeting in person or by proxy. If you are a corporation your voting rights can only be exercised by your company nominee in person or by the company's proxy. A copy of the 'notice of the appointment of a company nominee' can be found on the resources page of our website.

You, your company nominee or any person having authority to vote in respect of you cannot vote on a motion for an ordinary or special resolution unless the following amounts have been paid before the meeting:

- all contribution levied by the owners' corporation that are payable at the date of this notice; and
- any other money that is recoverable by the owners corporation from you at the date of this notice

If you are an owner, your vote does not count if a vote is cast on the same motion by:

- the mortgagee shown on the strata roll for your lot;

- the covenant chargee shown on the strata roll for your lot; or
 - in the case of multiple mortgagees or covenant chargees - the priority mortgagee or chargee shown on the strata roll for your lot
- and if you have received at least two days notice from the mortgagees or covenant chargees of their intention to exercise their priority vote.

Resolutions

For voting purposes:

- an ordinary resolution is passed if the majority of votes are cast in favour of it;
- a special resolution is passed if not more than 25% of the votes cast (based on unit entitlement of the voter) are cast against it
- a unanimous resolution is passed if no vote is cast against it

Quorum

For a valid meeting 25% of owners who are financial must be present either in person or by proxy.

Note that the minimum number for a valid meeting is two persons who are financial. This applies to those schemes where 25% of owners is fewer than two persons.

If no quorum is present within the next half-hour after the relevant motion or business arises for consideration at the meeting, the chairperson must:

(a) adjourn the meeting for at least 7 days, or

(b) declare that the persons present either in person or by duly appointed proxy and who are entitled to vote on the motion or election constitute a quorum for considering that motion or business and any subsequent motion or business at the meeting.

Election of Strata Committee

The Strata Committee is chosen by:

- calling for nomination
- determining the number of members of the strata committee; and
- conducting a ballot for the election of member if the nominations exceed the available positions

Auditor

The owners corporation must have its financial statements audited if it is over 100 lots (excluding utility lots) or if the anticipated budget is greater than \$250,000 (inclusive of all anticipated levies, external income including legal settlements, and opening balances of cash at bank including investments).

Matters Restricted for General Meetings Only

The owners corporation can restrict the executive committee from voting on certain matters by resolving that they can only be decided at a general meeting.

Work Health and Safety Report

Under the Work Health and Safety Act if your strata scheme is a 'Person Conducting a Business or Undertaking' (PCBU) the owners corporation has obligations to ensure health and safety for the common property. An exemption applies to residential strata schemes if the common areas are used for residential purposes only, and you do not engage any workers as employees (e.g. caretakers).

Asbestos Report

From 1 January 2012, all retail, commercial, industrial and mixed-used strata schemes built before 1st January 2004 must obtain an asbestos register in compliance with the Work Health and Safety Regulation 2011. Failure to comply may result in fines of up to \$6,000 in the case of an individual, or \$30,000 in the case of a body corporate.

Capital Works Fund

Under Section 80 of the Strata Schemes Management Act 2015, all strata schemes must prepare a 10 year capital works fund plan and update it every five years.

Current Owners Corporation Insurance

The Agent is an authorized representative of Westside Management Pty Ltd. The Agent is qualified to give general advice and information about insurance, not personal advice. If the owners' corporation requires specialist insurance advice, the Agent can refer the owners' corporation to an insurance advisor. If the Agent recommends that your building insurance should be placed with the Insurers, the owners' corporation acknowledges and agrees that the recommendation is general advice (not personal advice). The owners' corporation should read the Product Disclosure Statement before making a decision to purchase that insurance.

Pursuant to section 166 of the Act, it is mandatory for the strata managing agent to obtain three (3) quotations for insurance cover.

PROXY APPOINTMENT FORM 1

STRATA SCHEMES MANAGEMENT ACT 2015

Date _____

I/We _____ the owners of lot _____

in Strata Plan No **48408** Address _____

appoint _____ of _____

as my/our proxy for the purposes of meetings of the owners corporation (including adjournments of meetings)

I/We appoint _____

of _____

as my/our proxy for the purpose of meetings of the owners corporation (including adjournments of meetings)

if _____ already holds the maximum number of proxies that may be accepted.

Period or number of meetings for which appointment of proxy has effect:

1 meeting/ _____ meetings/* 1 month/* _____ months/*12 months or 2 consecutive annual general meetings

**Circle or circle and complete whichever applies (Note: The appointment cannot have effect for more than 12 months or 2 consecutive annual general meetings, whichever is the greater)*

***1** This form authorises the proxy to vote on my/our behalf on all matters.

OR

***2** This form authorises the proxy to vote on my/our behalf on the following matters only (tick boxes):

Motion	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
For															
Against															

**Delete paragraph 1 or 2, whichever does not apply.*

***3** If a vote is taken on whether _____ (the strata managing agent) should be appointed or remain in office or whether another managing agent is to be appointed, I/we want the proxy to vote as follows:

**Delete paragraph 3 if proxy is not authorised to vote on this matter. For examples, read note 1 below.*

***4** I understand that, if the proxy already holds more than the permitted number of proxies, the proxy will not be permitted to vote on my/our behalf on any matters.

Signature of owner/s _____

PROXY APPOINTMENT FORM 1

STRATA SCHEMES MANAGEMENT ACT 2015

Notes on appointment of proxies:

1 This form is ineffective unless it contains the date on which it was made and it is given to the secretary of the owners corporation at least 24 hours before the first meeting in relation to which it is to operate (in the case of a large strata scheme) or at or before the first meeting in relation to which it is to operate (in any other case).

2 This form will be revoked by a later proxy appointment form delivered to the secretary of the owners corporation in the manner described in the preceding paragraph.

3 This form is current from the day on which it is signed until the end of the period (if any) specified on the form or the first anniversary of that day or at the end of the second annual general meeting held after that day (whichever occurs first).

4 If a person holds more than the total number of proxies permissible, the person cannot vote using any additional proxies. The total number of proxies that may be held by a person (other than proxies held by the person as the co-owner of a lot) voting on a resolution are as follows:

(a) if the strata scheme has 20 lots or less, one,

(b) if the strata scheme has more than 20 lots, a number that is equal to not more than 5% of the total number of lots.

5 A provision of a contract for the sale of a lot in a strata scheme, or of any ancillary or related contract or arrangement, is void and unenforceable to the extent that it:

(a) requires the purchaser of a lot, or any other person, to cast a vote at a meeting of the owners corporation at the direction of another person, or

(b) requires the purchaser to give a proxy at the direction of another person for the purpose of voting at a meeting of the owners corporation (that is a person cannot rely on any such proxy to cast a vote as a proxy).

Notes on rights of proxies to vote:

1 A duly appointed proxy:

(a) may vote on a show of hands (or by any other means approved by a general resolution at a meeting of the owners corporation), subject to any limitation in this form, or may demand a poll, and

(b) may vote in the person's own right if entitled to vote otherwise than as a proxy, and

(c) if appointed as a proxy for more than one person, may vote separately as a proxy in each case.

2 A proxy is not authorised to vote on a matter:

(a) if the person who appointed the proxy is present at the relevant meeting and personally votes on the matter, or

(b) so as to confer a pecuniary or other material benefit on the proxy, if the proxy is a strata managing agent, building manager or on-site residential property manager, or

(c) if the right to vote on any such matter is limited by this form.

PRE-MEETING ELECTRONIC VOTING PAPER

OWNERS, MORTGAGEES, COVENANT CHARGEES, PROXY HOLDERS, COMPANY NOMINEES please record your vote on the following slip by circling whether you approve or disapprove each of the motions.

The voting paper is to be submitted prior to the commencement of the meeting. You must return this completed voting paper prior to this time and date or your vote will not be considered.

Once completed, you must return a scanned copy of this voting paper to the following email address:

ethan@westside.net.au

Motion 1	Approve	Disapprove	Motion 11	Approve	Disapprove
Motion 2	Approve	Disapprove			
Motion 3	Approve	Disapprove			
Motion 4	Approve	Disapprove			
Motion 5	Approve	Disapprove			
Motion 6	Approve	Disapprove			
Motion 7	Approve	Disapprove			
Motion 8	Approve	Disapprove			
Motion 9	Approve	Disapprove			
Motion 10	Approve	Disapprove			

Please note that if the above motions are to be determined partly by pre-meeting electronic voting, the above motions may be amended by further motions given at the meeting after the pre-meeting electronic voting takes place and consequently the pre-meeting vote may have no effect.
If the motions are to be determined wholly by pre-meeting electronic voting, then no amendments will be made.

DATED ____ / ____ / ____ Signature: _____

Capacity: Owner / Mortgagee / Covenant Chargee / Proxy / Company Nominee (*select one)

Name: _____

Property Address: _____

Strata Plan number: **48408** Unit number: _____ Lot number: _____

Date

To the Secretary of the Owners - Strata Plan 48408

Take notice that Pty Limited
(COMPANY NAME)

the owners of lot(s) in Strata Plan **48408**
in accordance with section 154 of the *Strata Schemes Management Act (NSW) 2015* hereby
give notice that

.....
(NOMINEE NAME)

of.....
(AUSTRALIAN ADDRESS)

is appointed company nominee for the purposes of exercising the rights of the Company vested by
virtue of the *Strata Schemes Management Act (NSW) 2015* as at the day of this notice and
thereafter, until revoked by the Company in writing to the secretary of the owners corporation.

Company nominee's telephone

Company nominee's email

Executed in accordance with section 127 of the *Corporations Act 2001* in the presence of:
COMMON SEAL (OPTIONAL):

.....
SECRETARY / DIRECTOR
Note: If you are the sole director and company secretary, please make a notation of this beside your signature
This document must be signed in accordance with section 127 of the *Corporations Act 2001* which states that:
(1) A company may execute a document without using a common seal if the document is signed by:
(a) 2 directors of the company; or
(b) a director and a company secretary of the company; or
(c) for a proprietary company that has a sole director who is also the sole company secretary - that director.
(2) A company with a common seal may execute a document if the seal is fixed to the document and the
fixing of the seal is witnessed by:
(a) 2 directors of the company; or
(b) a director and a company secretary of the company; or
(c) for a proprietary company that has a sole director who is also the sole company secretary - that director.

ANNUAL REPORTS

for the financial year to 31/01/2023

Strata Plan 48408

1 Bedford Place, SOUTH COOGEE NSW 2034

Manager: Ethan Morrison

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Statement of Key Financial Information	1
Balance Sheet	3
Budget commencing 01/02/2023	4
Levy Schedule commencing 01/02/2023 General	6

Statement of Key Financial Information

Approved form under: Strata Schemes Management Act 2015 (Section 94 (1))

The Owners of SP48408

1 Bedford Place, SOUTH COOGEE NSW 2034

Name of Fund:	Administrative Fund	
Reporting Period:	1/02/2022 to 31/01/2023	\$
Balance carried forward from previous reporting period:		4,488.13
Total income received during reporting period:		10,267.29 (2)
Total interest earned by fund during reporting period:		224.38 (3)
Total contributions paid during reporting period:		10,042.91
Total unpaid contributions payable for reporting period:		1,394.28 (4)
Total expenditure for maintenance during reporting period:		11,467.56 (5)
Total expenditure for administration costs during reporting period:		0.00
Balance of Fund at end of reporting period:		2,859.63
List of principal items of expenditure proposed for next reporting period:		(6)
Admin--Accountants--Taxation Services		88.00
Admin--Agent Disburst--Other		11.00
Admin--Consultants		100.00
Admin--Electronic Storage Fee		11.00
Admin--Postage		31.00
Insurance--Premiums		5,100.00
Maint Bldg-General Repairs		800.00
Maint Grounds-Lawns & Gardening		1,250.00
Management Fees--Standard		1,980.00
Utility--Electricity		350.00
Utility--Water & Sewerage		1,189.00
Total Expenses		10,910.00

Notes:

(1) The Statement of Key Financial Information is a statutory report to display amounts for the financial period for financial information required under the Act. It is not a cumulative report and should not be interpreted as one.

(2) Total income received represents the total receipts (inclusive of GST) and may include amounts not represented on this report. Unallocated receipts are not included on this report as they are not assigned to a fund.

(3) Total interest includes interest received on the working account, and investment accounts and penalty interest for late payment of levies.

(4) This amount represents the total of unpaid levy contributions due and payable during, and prior to the reporting period.

(5) All expenditure for the plan is shown under maintenance. As the plan is not GST registered all amounts shown in expenditure totals are inclusive of GST.

(6) As the plan is not GST registered all amounts listed for proposed expenditure are inclusive of GST.

Name of Fund: **Capital Works Fund**

Reporting Period: 1/02/2022 to 31/01/2023 \$

Balance carried forward from previous reporting period:	9,224.57	
Total income received during reporting period:	2,681.44	(2)
Total interest earned by fund during reporting period:	23.70	(3)
Total contributions paid during reporting period:	2,657.74	
Total unpaid contributions payable for reporting period:	485.60	(4)
Total expenditure for maintenance during reporting period:	7,789.11	(5)
Total expenditure for administration costs during reporting period:	0.00	
Balance of Fund at end of reporting period:	4,133.52	
List of principal items of expenditure proposed for next reporting period:		(6)
Capital Works Fund Assessment	4,000.00	
Total Expenses	4,000.00	

Notes:

- (1) The Statement of Key Financial Information is a statutory report to display amounts for the financial period for financial information required under the Act. It is not a cumulative report and should not be interpreted as one.
- (2) Total income received represents the total receipts (inclusive of GST) and may include amounts not represented on this report. Unallocated receipts are not included on this report as they are not assigned to a fund.
- (3) Total interest includes interest received on the working account, and investment accounts and penalty interest for late payment of levies.
- (4) This amount represents the total of unpaid levy contributions due and payable during, and prior to the reporting period.
- (5) All expenditure for the plan is shown under maintenance. As the plan is not GST registered all amounts shown in expenditure totals are inclusive of GST.
- (6) As the plan is not GST registered all amounts listed for proposed expenditure are inclusive of GST.

Balance Sheet

As at 31/01/2023

The Owners of SP48408

1 Bedford Place, SOUTH COOGEE NSW 2034

	Current period	Previous year
Owners' funds		
Administrative Fund		
Operating Surplus/Deficit--Admin	(1,628.50)	4,003.08
Owners Equity--Admin	4,488.13	485.05
	2,859.63	4,488.13
Capital Works Fund		
Operating Surplus/Deficit--Capital Works	(5,091.05)	1,174.36
Owners Equity--Capital Works	9,224.57	8,050.21
	4,133.52	9,224.57
Net owners' funds	\$6,993.15	\$13,712.70
Represented by:		
Assets		
Administrative Fund		
Cash at Bank--Admin	2,604.67	3,804.94
Receivable--Levies--Admin	1,394.28	2,767.17
	3,998.95	6,572.11
Capital Works Fund		
Cash at Bank--Capital Works	4,044.70	9,152.37
Receivable--Levies--Capital Works	485.60	292.37
	4,530.30	9,444.74
Unallocated Money		
Cash at Bank--Unallocated	0.00	0.02
	0.00	0.02
<i>Total assets</i>	8,529.25	16,016.87
Less liabilities		
Administrative Fund		
Prepaid Levies--Admin	1,139.32	2,083.98
	1,139.32	2,083.98
Capital Works Fund		
Prepaid Levies--Capital Works	396.78	220.17
	396.78	220.17
Unallocated Money		
Prepaid Levies--Unallocated	0.00	0.02
	0.00	0.02
<i>Total liabilities</i>	1,536.10	2,304.17
Net assets	\$6,993.15	\$13,712.70

Proposed Budget to apply from 01/02/2023

The Owners of SP48408

1 Bedford Place, SOUTH COOGEE NSW 2034

General

Administrative Fund

	Proposed budget	01/02/2022-31/01/2023 Actual	Previous budget
Revenue			
Interest on Arrears--Admin	0.00	224.38	0.00
Levies Due--Admin	10,910.00	9,614.68	9,114.70
<i>Total revenue</i>	10,910.00	9,839.06	9,114.70
Less expenses			
Admin--Accountants--Taxation Services	88.00	66.00	66.00
Admin--Agent Disburst--Other	11.00	11.00	11.00
Admin--Consultants	100.00	100.00	88.00
Admin--Electronic Storage Fee	11.00	11.00	0.00
Admin--Postage	31.00	31.48	15.00
Insurance--Excesses	0.00	1,000.00	0.00
Insurance--Premiums	5,100.00	4,455.82	3,100.00
Maint Bldg-General Repairs	800.00	605.00	1,350.00
Maint Grounds-Lawns & Gardening	1,250.00	1,264.18	1,080.00
Maint Grounds-Tree Lopping/Trimming/Removal	0.00	627.00	0.00
Management Fees--Standard	1,980.00	1,887.22	1,900.00
Utility--Electricity	350.00	296.96	350.00
Utility--Water & Sewerage	1,189.00	1,111.90	1,154.70
<i>Total expenses</i>	10,910.00	11,467.56	9,114.70
Surplus/Deficit	0.00	(1,628.50)	0.00
Opening balance	2,859.63	4,488.13	4,488.13
Closing balance	\$2,859.63	\$2,859.63	\$4,488.13
Total units of entitlement	100		100
Levy contribution per unit entitlement	\$109.10		\$91.15

General**Capital Works Fund****Proposed
budget**

01/02/2022-31/01/2023

Actual**Previous
budget****Revenue**

Interest on Arrears--Capital Works

0.00

23.70

0.00

Levies Due--Capital Works

4,000.00

2,674.36

3,174.30

Total revenue

4,000.00

2,698.06

3,174.30

Less expenses

Capital Works Fund Assessment

4,000.00

0.00

3,174.30

Maint Bldg--General Replacement

0.00

5,610.00

0.00

Maint Bldg--Plumbing & Drainage

0.00

1,691.91

0.00

Maint Bldg--TV Antenna & Cables

0.00

487.20

0.00

Total expenses

4,000.00

7,789.11

3,174.30

Surplus/Deficit

0.00

(5,091.05)

0.00

Opening balance

4,133.52

9,224.57

9,224.57

Closing balance

\$4,133.52

\$4,133.52

\$9,224.57

Total units of entitlement

100

100

Levy contribution per unit entitlement

\$40.00

\$31.74

Proposed Levy Schedule to apply from 01/02/2023

The Owners of SP48408

1 Bedford Place, SOUTH COOGEE NSW 2034

General

Quarterly levy instalments that would apply to each lot if proposed budgets are accepted by the general meeting:

Lot	Unit	Unit Entitlement	Admin Fund	Capital Works Fund	Quarterly Total	Annual Total
1	1	25.00	681.88	250.00	931.88	3,727.52
2	2	25.00	681.88	250.00	931.88	3,727.52
3	3	25.00	681.88	250.00	931.88	3,727.52
4	4	25.00	681.88	250.00	931.88	3,727.52
		100.00	\$2,727.52	\$1,000.00	\$3,727.52	\$14,910.08