Mason and Brophy Strata Management
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MASON AND BROPHY
Strata Management

THE MINUTES OF THE ANNUAL GENERAL MEETING
STRATA PLAN 15439
39 - 49 CLARKE STREET NARRABEEN NSW 2101

DATE, PLACE & TIME OF MEETING: The Annual General Meeting of The Owners - Strata Plan No. 15439 was held on Monday, 4 September 2017 at In the Meeting Room, 39-43 Clarke Street, Narrabeen NSW 2101. The meeting commenced at 6:00 P.M.

PRESENT:

L Bogan	Lot 1	A Brightman	Lot 7
T Levsen	Lot 1	G Franklin	Lot 9
C Smith	Lot 2	K Terrens	Lot 10
K Sweeney	Lot 3	M Malar	Lot 12
B Thomas	Lot 4	A Chenery	Lot 13
J Young	Lot 4	M Clarke	Lot 16
J Elias	Lot 5	C Lisney	Lot 18

IN ATTENDANCE: CORINNA KAUFMEHL MASON & BROPHY STRATA MANAGEMENT

CHAIRPERSON: STEVE PEPPER MASON & BROPHY STRATA MANAGEMENT
SECRETARY: STEVE PEPPER MASON & BROPHY STRATA MANAGEMENT

1. MINUTES:

1.1 That the minutes of the last general meeting of the Owners Corporation, held on Wednesday, 31 August 2016, be confirmed as a true record of the proceedings of that meeting.

CARRIED

2. ANNUAL FIRE SAFETY STATEMENT:

2.1 That the Owners Corporation consider the annual fire safety statement and determine any action required.

CARRIED

2.2 That the Owners Corporation delegates to the managing agent or building manager or strata committee the responsibility for obtaining and signing the next annual fire statement (completed by fire service contractors) and forward to the relevant authorities.

CARRIED

2.3 That the Owners Corporation resolves that:

a) there are fire safety items at the strata scheme and that the strata scheme engage a fire services contractor to provide an Annual Fire Safety Statement.

CARRIED

3. INSURANCES:

3.1 That the Owners Corporation confirm that the following insurance policies are effected:

CARRIED

INSURANCE CO.	TYPE OF POLICY	POLICY NO.	COVER	DUE DATE
CHU/QBE COMMUNITYSURE	Appeal Expenses	833962	$100,000.00	6/05/2018
CHU/QBE COMMUNITYSURE	Building	833962	$7,536,139.00	6/05/2018
CHU/QBE COMMUNITYSURE	Contents	833962	$75,362.00	6/05/2018
CHU/QBE COMMUNITYSURE	Fidelity Guarantee	833962	$250,000.00	6/05/2018
CHU/QBE COMMUNITYSURE	FLOATING FLOORS	833962	Included	6/05/2018
CHU/QBE COMMUNITYSURE	Flood Cover	833962	Selected	6/05/2018
CHU/QBE COMMUNITYSURE	Government Audit Costs	833962	$25,000.00	6/05/2018
CHU/QBE COMMUNITYSURE	Legal Defence Expenses	833962	$50,000.00	6/05/2018
CHU/QBE COMMUNITYSURE	Loss of Rent/Temp Accomm	833962	$1,130,421.00	6/05/2018
CHU/QBE COMMUNITYSURE	Lot Owners fixture/improvement	833962	$250,000.00	6/05/2018
CHU/QBE COMMUNITYSURE	Office Bearers Liability	833962	$5,000,000.00	6/05/2018
CHU/QBE COMMUNITYSURE	Paint Benefit	833962	Included	6/05/2018
CHU/QBE COMMUNITYSURE	Voluntary Workers	833962	3000000/300	6/05/2018
CHU/QBE COMMUNITYSURE	Public Liability	833962	$30,000,000.00	6/05/2018

Date on which the premiums were last paid: **2 May 2017**

3.2 That the insurances of the Owners Corporation be varied at the insurer's suggested values and/or as specified below:

CARRIED

3.3 That the insurances of the Owners Corporation be extended to include additional optional insurances.

LOST

3.4 That the Owners Corporation confirm that it does NOT employ workers with annual wages exceeding $7,500 and therefore will not require workers compensation insurance for the coming year.

CARRIED

4. COMMISSIONS AND TRAINING SERVICES:

4.1 That the Owners Corporation note a report by the managing agent, in the agenda explanatory note, in regards to the commissions that have been paid and training services received in the last year and those commissions likely to be paid and training services provided to the managing agent in the coming year.

CARRIED

5. VALUATION:

5.1 That the property of the Strata Scheme be re-valued for insurance purposes.

LOST

MINUTES OF ANNUAL GENERAL MEETING
THE OWNERS - STRATA PLAN NO. 15439

ADDRESS OF THE STRATA SCHEME:
39 - 49 CLARKE STREET NARRABEEN NSW 2101

MASON AND BROPHY
Strata Management

6. AUDITOR:

6.1 That an auditor is appointed and that auditor be Kelly & Partners.

LOST

7. CAPITAL WORKS FUND PLAN:

7.1 That the Owners Corporation review the Capital Works analysis prepared by BIV Pty Ltd or **15/11/2016**.

CARRIED

8. RESTRICTED MATTERS:

8.1 That there be no additional restrictions placed on the Strata Committee other than those currently imposed by Section 36 (3) of the Act.

CARRIED

9. GST REGISTRATION:

9.1 That the Owners Corporation resolves to confirm its current GST Non registration.

CARRIED

10. SAFETY AUDIT REPORT AND ASBESTOS SURVEY:

10.1 That the Owners Corporation review the Safety Audit report prepared by Solutions In Engineering on 06.06.2013 and what actions have been taken to date and those yet to be undertaken.

CARRIED

10.2 That the Owners Corporation review the asbestos survey report prepared by Solutions In Engineering on 28.11.2012 and what actions have been taken to date and those yet to be undertaken.

CARRIED

11. ENGAGEMENT OF CONTRACTORS:

11.1 That Owners Corporation acknowledges that the Agent will not issue a Work Order or engage any Contractors for the provision of any goods or services, unless they have complied with the Minimum Requirements as defined in the explanatory note.

CARRIED

12. WINDOW LOCKS / SAFETY DEVICES:

12.1 That The Owners – Strata Plan No 15439 resolve, pursuant to section 118 of the *Strata Schemes Management Act 2015*, to install window safety devices to windows within the strata scheme.

CARRIED

12.2 Subject to the preceding motion being passed, The Owners – Strata Plan No 15439 resolve, pursuant to section 118 of the *Strata Schemes Management Act 2015*, to delegate the function of entering into the contract to install window safety devices to windows within the strata scheme to the strata committee and strata managing agent.

CARRIED

13. ACCOUNTING RECORDS AND BUDGET:

13.1 That the financial statements including the statement of key financial information for the period ended 30/06/2017 be adopted.

CARRIED

13.2 That estimated receipts and payments (budget) for the Administrative Fund and the Capital Works Fund be tabled and adopted.

CARRIED

14. CONTRIBUTIONS:

14.1 That contributions to the Administrative Fund are estimated in accordance with Section 79 (1) of the Act and determined in accordance with Section 81 (1) of the Act at $37,500.00 in instalments set out in the table below:

First Due date	Amount
1/07/2017 (already issued as per resolution of last AGM)	$8,750.00
1/10/2017	$9,583.34
1/01/2018	$9,583.33
1/04/2018	$9,583.33
TOTAL	**$37,500.00**

CARRIED

14.2 That contributions to the Capital Works Fund are estimated in accordance with Section 79 (2) of the Act and determined in accordance with Section 81 (1) of the Act at $30,000.00 in instalments set out in the table below:

First Due date	Amount
1/07/2017 (already issued as per resolution of last AGM)	$7,000.00
1/10/2017	$7,666.67
1/01/2018	$7,666.67
1/04/2018	$7,666.66
TOTAL	**$30,000.00**

CARRIED

14.3 That the Administrative Fund and Capital Works Fund contributions be continued at quarterly intervals commencing on 1/07/2018 until further determined:

Administrative Fund

Due date	Amount incl. GST
1/07/2018	$9,375.00

Capital Works Fund

Due date	Amount incl. GST
1/07/2018	$7,500.00

CARRIED

15. LEVY COLLECTION PROCEDURES:

15.1 That the Owners - Strata Plan No 15439, for the purpose of collecting levy contributions, interest and recovery costs thereon and pursuant to the *Act* (including Section 103 of the *Act*), authorise the strata managing agent and/or the Strata Committee to do any of the following :

a) Levy Recovery Step 1: issue a reminder levy notice 35 days after the levy due date ;

b) Levy Recovery Step 2: issue 1st levy recovery letter 60 days after the levy due date ;

c) Levy Recovery Step 3: issue 2nd levy recovery letter 75 days after the levy due date ;

d) Levy Recovery Step 4: 96 days after the original date the levy was due, and where the debt is in excess of $2,000, appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation of solicitors, barristers and/or experts on behalf of The Owners – Strata Plan No 15439 to issue a letter of demand and/or to commence, pursue, continue or defend any court, tribunal or any other proceedings against any lot owner, mortgagee in possession and/or former lot owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs ;

e) Approve Payment Plans generally or for specific lot owners;

f) Enforce any judgment obtained in the collection of levy contributions including commencing and maintaining bankruptcy or winding up proceedings,

g) Filing an appeal or defending an appeal against any judgment concerning the collection of levy contributions; and

h) Liaise, instruct and prepare all matters with the Owners Corporation's debt collection agents, lawyers and/or experts in relation to any levy recovery proceedings.

CARRIED

16. STRATA COMMITTEE:

16.1 That written and oral nominations be received at this meeting for election to the Strata Committee.

Luke Bogan	Lot 1	Gareth Franklin	Lot 9
Brian Smith	Lot 2	Kenneth Terrens	Lot 10
Kay Sweeney	Lot 3	Melissa Clarke	Lot 16
Judith Elias	Lot 5	Colin Lisney	Lot 18

CARRIED

16.2 That candidates for election to the Strata Committee disclose any "connections" with the original owner (developer) or caretaker in accordance with the Act.

CARRIED

NOTED that NO candidate for election to the Strata Committee disclosed any "connections" with the original owner (developer) or building manager in accordance with the Act**.**

16.3 That the number of members of the Strata Committee be 8.

CARRIED

16.4 That the following be declared as being elected members of the Strata Committee.

Luke Bogan	Lot 1	Gareth Franklin	Lot 9
Brian Smith	Lot 2	Kenneth Terrens	Lot 10
Kay Sweeney	Lot 3	Melissa Clarke	Lot 16
Judth Elias	Lot 5	Colin Lisney	Lot 18

CARRIED

17. REVIEW OF BY-LAWS:

17.1 That the Owners Corporation delegate to the Strata Committee the responsibility for reviewing the current by-laws for the scheme and make any recommendations to the Owners.

CARRIED

18. SPECIAL RESOLUTION - AIR CONDITIONING INSTALLATION TO LOT 1:

As proposed by the Lot 1 owner Luke and Tsen Bogan

Motion

18.1 That the Owners Corporation Specially Resolve to grant approval for the Owners of Lot 1 (Luke and Tsen Bogan) to undertake the installation of air-conditioning to their Lot 1 in relation to Special By-Law 1 – Air Conditioning. The installation must comply with the conditions and stipulations mentioned in Special By-Law 1.

UNANIMOUSLY CARRIED

Notes to Strata Manager and/or Strata Committee (Optional)

Definitions:

Act –*Strata Schemes Management Act 2015*

CLOSURE: There being no further business, the chairperson declared the meeting closed at 6.49pm.

Community HUB

MASON AND BROPHY
Strata Management

Smart Strata Fact Sheet

Community Hub

What is Community Hub?

Community Hub is an online web portal. It's designed to allow you access to your building's strata information at any time and from anywhere. Resident owners, investment owners and committee members can benefit from immediate, secure and easy access to information specific to their property. This information is kept current and regularly updated.

The Features of Community Hub:

Once registered, you are able to access your strata:

- Plan information
- Plan documents that include Financials, Minutes Book, Maintenance, Insurance etc.
- Levy information for your lot
- Levy payments – secure online payment facility
- Creditor invoices
- Online Invoice Approval (OIA) – (access by delegated person from the scheme)
- Repair and Maintenance (Allows your committee to review works that are being completed on behalf of your building)
- Insurance
- User details update

Benefits using Community Hub:

- 24/7 access to your strata information
- Stay informed about your property from anywhere
- Security of information
- Provides clarity and transparency of your strata plan
- Secure online invoice approval and payment options

FAQ

Q. Who has access to Community Hub?
A. Only lot owners who have registered for the service to obtain their unique username and password.

Q. What is the validation process for secure access?
A. Each owner requesting access will be asked to provide unique information to ensure the validation process is secure and only lot owners obtain access to our systems.

Q. How secure is my online strata information?
A. Mason and Brophy has put in place stringent measures to ensure owners' information is safe and can only be accessed by the authorized person. The registration process is via the secure Community Hub website and the owners' information submitted is held securely under privacy laws.

Contact us on: 1300 889 227
communityhub@communitye.com.au
www.masonbrophy.com.au

Smart Strata Fact Sheet

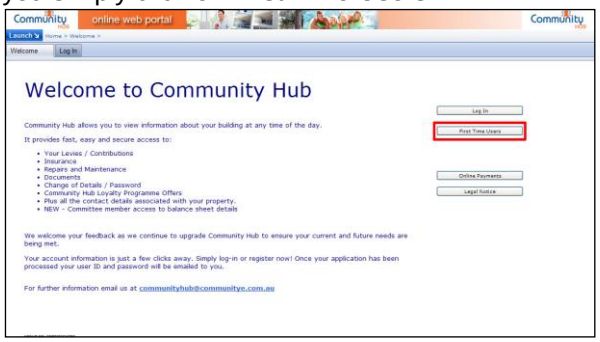
Community Hub Flow Chart

How to register & access Community Hub?

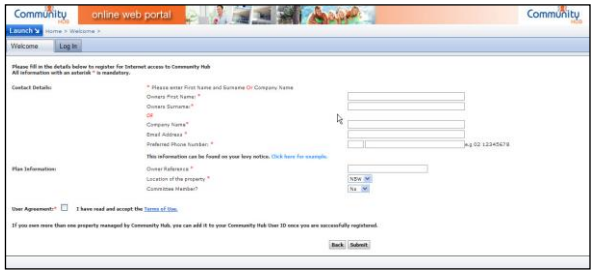
To access Community Hub you must first register for the service.

1. To register, have your Levy Notice handy and visit www.communitye.com.au/hub/

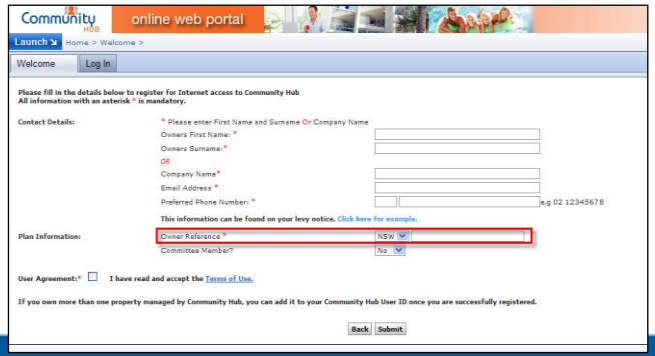
   The Community Hub Welcome page will come up and you simply click on First Time Users.



2. The registration form page opens. Fill in your contact and plan information details to submit.



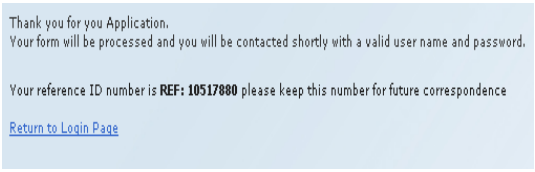
3. When filling in the Owner Reference field you need to input your Owner Reference Number.



4. The Owners Reference Number can be found at the top of your Levy Notice. Input your reference number starting with the alphabet prefix followed by the number as shown below.

5. Then select your statefrom the drop down list. After completing the form click Submit button

6. On submission you will receive an acknowledgement email.



7. Once the details are confirmed by the Community Hub administration team you will receive an email with your user ID and Password within two working days.

8. You can then securely log onto Community Hub at any time from the Mason and Brophy home page www.masonbrophy.com.au

Contact Us: 1300 889 227
communityhub@communitye.com.au