

**MINUTES OF THE RECONVENED ANNUAL GENERAL MEETING OF  
THE OWNERS - STRATA PLAN 39466  
44-50 Carrington Street, Queanbeyan East NSW 2620**

The Annual General Meeting of The Owners - Strata Plan 39466 was convened for the 24th June 2021 but was held at **Offices of Ian McNamee and Partners, 2-4 Rutledge Street, Queanbeyan NSW 2620** on **30th June 2021** commencing at **10:00 AM**.

**PRESENT:**

Lot #	Unit #	Attendance	Owner Name	Representative
4	4	Yes	Lesley Taylor	Electronic Vote
7	7	Yes	Colin & Kristy Walker	Electronic Vote

Attendance: Erin Burford on behalf of Ian McNamee and Partners

Quorum: Erin Burford, the Chairperson of the Owners Corporation, advised there was no quorum present, and adjourned the meeting until 30th June 2021

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**PRESENT:**

Lot #	Unit #	Attendance	Owner Name	Representative
4	4	Yes	Lesley Taylor	Electronic Vote
5	5	Yes	Leslie & Leonie Horrocks	Electronic Vote
7	7	Yes	Colin & Kristy Walker	Electronic Vote

Attendance: Erin Burford on behalf of Ian McNamee and Partners

Quorum: Erin Burford, the Chairperson of the Owners Corporation, took the Chair and declared the meeting opened and noted that a quorum was present for the first item of business and, assuming that everyone remained at the meeting, a quorum would be present for all remaining items of business.

- 1 **MINUTES**  
**Resolved that** the Owners Corporation confirm the minutes of the last general meeting of the Owners Corporation.
- 2 **ACCOUNTING RECORDS AND FINANCIAL STATEMENTS**  
**Resolved that** the Owners Corporation consider the accounting records and last financial statements prepared and resolve to adopt the financial statements.
- 3 **AUDIT**  
**That** the Owners Corporation appoint an auditor to audit the accounts and financial statements of the owners corporation.  
**MOTION LOST**
- 4 **INSURANCES**  
**Resolved that** the Owners Corporation confirm or vary their insurances with one of the following options;
  - (a) ~~Confirm the insured amount at the current rate;~~
  - (b) ~~Vary the current rate in line with the suggested sum insured as recommended by the insurance company;~~
  - (c) Seek a valuation to value the building damage insurance amount for replacement and reinstatement as now required under section 161 of the Strata Schemes Management Act 2015.

**5 OFFICE BEARERS LIABILITY INSURANCE**

**Resolved that** the Owners Corporation, in accordance with section 165(2) of the Strata Schemes Management Act 2015, consider office bearers liability insurance with one of the following options.

- (a) Confirm the current amount of office bearers liability cover at \$500,000.00;
- ~~(b) Vary the existing level of office bearers liability cover.~~

**6 FIDELITY GUARANTEE**

**Resolved that** the Owners Corporation, in accordance with section 165(2) of the Strata Schemes Management Act 2015, confirm the current amount of fidelity guarantee cover at \$100,000.00.

**7 INSURANCE QUOTATIONS**

**Resolved that** the Owners Corporation seek to obtain three quotations for all items of insurance required under the Strata Schemes Management Act 2015 and to delegate the function of accepting and executing an appropriate quotation to the Strata Manager on instruction of the Strata Committee, or in the event that no Strata Committee is elected, through use of the Strata Managers delegated powers.

**8 STRATA COMMITTEE**

**Resolved that** the Owners Corporation resolve to:

- (a) Call for nominations for members of the Strata Committee; **Lesley Taylor (4), Leonie Harrocks (5) and Kristy Walker (7)**
- (b) The candidates for election to the Strata Committee are to disclose any connections with the original owner or building manager for the scheme; **Nil disclosures received**
- (c) Determine the number of members to comprise the Strata Committee; **Three (3)** and
- (d) Elect the Strata Committee. **Lesley Taylor (4), Leonie Harrocks (5) and Kristy Walker (7)**

**9 COMMUNITY ASSOCIATION REPRESENTATIVE**

**Resolved that** the Owners Corporation elects a representative to act as nominee to the Executive Committee of Community Association 270005.

**NB: The Owners Corporation elected Lesley Taylor (4) as the representative for the Executive Committee of Community Association 270005.**

**10 GENERAL MEETING MATTERS**

**Resolved that** the Owners Corporation, in accordance with clause 6(a) and 9(i) of Schedule 1 of the *Strata Schemes Management Act 2015*, decide if any matter or type of matter is to be determined by the owners corporation at a general meeting in line with one of the following options;

- (a) No restricted matters to the Strata Committee in accordance with the limitations of the Act;
- ~~(b) That the Owners Corporation place the following restrictions on the Strata Committee as resolved at the meeting.~~
- ~~(c) That the Owners Corporation decide all matters through a General Meeting.~~

**11 RISK ASSESSMENT**

**Resolved that** the Owners Corporation undertakes a risk safety assessment of common property areas to comply with current Work, Health & Safety legislation.

**12 10-YEAR CAPITAL WORKS FUND PLAN**

**Resolved that** the Owners Corporation review the 10-year Capital Works Fund Plan and resolve to undertake one of the following options;

- ~~(a) Adopt and implement the existing plan;~~
- (b) Review and revise where necessary the existing plan, advise of any alterations to be made and implement;
- ~~(c) Replace the plan with a new 10-year Capital Works Fund Plan and implement.~~

**13 UNIT 7 BATHROOM RENOVATION**

**Resolved that** the Owners Corporation grant consent to the owner of Lot 7 for the renovation works to the ensuite bathroom of Lot 7 including the replacement of current tiles and fittings and replacement of current water proofing, all works will be pursuant to bylaws 6 and 15 of the *Strata Schemes Management Regulations 2016*, comply with any local government regulations and the cost of supply, installation and any ongoing repairs and maintenance will be that of the lot owner.

**14 FUTURE WORKS**

**Resolved that** the Owners Corporation identifies a list of possible future works at the complex with referral back to the Strata Committee or Owners Corporation as required.

**NB: Owners Corporation to advise of any required future works as they become evident.**

**15 AGENCY AGREEMENT**

**Resolved that** the Owners Corporation elects a representative/s to sign the new REINSW Exclusive Management Agency Agreement Form.

**NS: Lesley Taylor (Unit 4) to sign a 12-Month Agency Agreement on behalf of the Owners Corporation.**

**16 CONTRIBUTIONS TO THE ADMINISTRATIVE FUND**

**Resolved that** the Owners Corporation resolves:

- (a) That the amount of money the owners corporation will need to credit to its administrative fund for actual and expected expenditure are estimated in accordance with section 79(1) of the Strata Schemes Management Act 2015 and contributions to the administrative fund determined in accordance with section 81(1) of the Strata Schemes Management Act 2015 at **\$25,360.00**; and
- (b) That the contributions to the administrative fund be paid in equal Quarterly instalments, the first such instalment being due on **27/08/2021** and subsequent instalments being due on the days of **27/11/2021, 27/02/2022, 27/05/2022.**

**17 CONTRIBUTIONS TO THE CAPITAL WORKS FUND**

**Resolved that** the Owners Corporation resolves:

- (a) That the amount of money the owners corporation will need to credit to its capital works fund for actual and expected expenditure are estimated in accordance with section 79(2) of the Strata Schemes Management Act 2015 and contributions to the capital works fund determined in accordance with section 81(1) of the Strata Schemes Management Act 2015 at **\$10,407.00**; and
- (b) That the contributions to the capital works fund be paid in equal Quarterly instalments, the first such instalment being due on **27/08/2021** and subsequent instalments being due on the days of **27/11/2021, 27/02/2022, 27/05/2022.**

**CLOSURE:** There being no further business, the chairperson declared the meeting closed at 10:30 AM.

**Erin Burford**  
**Ian McNamee & Partners**  
**Managing Agents for Strata Plan 39466**





## Are you connected?

Following a recent upgrade to the Strata software, the owner's portal now offers an improved service. All owners can now access

- Various financial reports
- Minutes of meetings
- Agendas
- Levy notices
- Insurances
- Work orders
- Building reports

If you wish to use this service and/or receive all future correspondence and levy notices electronically, email your request to [strata@mcnamee.com.au](mailto:strata@mcnamee.com.au) with your details and your unique access details will be forwarded to you.

### Ian McNamee & Partners Pty Ltd - total real estate

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