

ADJOURNED ANNUAL GENERAL MEETING MINUTES

Held The Office of Len Robinson Strata & Community Management – 12 Annete Lane, Seven Hills
On Tuesday 14th January 2020
Commencing at 10.30 am

ATTENDANCE AND VOTING		
PRESENT AND VOTING		Probis Pty Ltd (Lots 7-9, & 13 T Casuscelli), and Presida Constructions Pty Ltd (J Grausam Lot 14)
IN ATTENDANCE		D Carroll (Len Robinson Strata & Community Management).
PROXIES		Riggs Family Investments Pty Ltd (Lot 5), and Stockland Development Pty Ltd (Lot 21) to The Chairperson
APOLOGIES		Nil
CHAIRPERSON		D Carroll (Len Robinson Strata & Community Management).
QUORUM		It was established that a quorum was present at the meeting.
CONFIRMATION OF RECORDS		
MOTION 1	MINUTES	IT WAS RESOLVED that the minutes of the last general meeting of the Neighbourhood Association held 17th October 2019 be confirmed as a true and correct account of the proceedings at that meeting.
MOTION 2	FINANCIAL STATEMENTS	IT WAS RESOLVED to adopt the financial statements for the period ended 30th September 2019 and prepared in accordance with Clause 11 Schedule 1.
INSURANCE DIRECTION/CONFIRMATION		
MOTION 3	INSURANCE RENEWAL	IT WAS RESOLVED that a standing authority be given to the Association Managing Agent to renew the insurances for the scheme
MOTION 4	INSURANCE VALUATION	IT WAS RESOLVED That a valuation not be obtained for insurance purposes. <i>Note: Valuations Must be completed every 5 years</i>
MOTION 5	OFFICE BEARERS LIABILITY FIDELITY GUARANTEE PUBLIC/LEGAL LIABILITY	IT WAS RESOLVED that the Neighbourhood Association confirm the following insurances: \$ Nil \$ 100,000.00 \$ 20,000,000.00
EXECUTIVE COMMITTEE ELECTION/RESTRICTION		
MOTION 6	EXECUTIVE COMMITTEE	IT WAS RESOLVED that an Executive Committee of three (3) be elected 1) J Grausam 2) T Casuscelli 3) E Campbell

FINANCIAL MATTERS																										
MOTION 7	AUDITOR	IT WAS RESOLVED That an auditor <i>not</i> be appointed for the Neighbourhood Association for the financial year ending 30th September 2019 .																								
MOTION 8	BUDGET & LEVIES	<p>IT WAS RESOLVED</p> <p>That the Administrative Fund Budget for the financial year commencing 1st October 2019 be adopted and that levies of \$93,971.11 (Incl) GST be determined as below</p> <p>(a) That the Sinking Fund Budget for the financial year commencing 1st October 2019 be adopted and that the levies of \$Nil (Incl) GST be determined as below</p> <p>(b) That both contributions be levied by notice from Len Robinson Strata & Community Management Pty Ltd as delegated by the Community Association in accordance with Section 20 of the “Community Land Management Act 1989” and</p> <p>(c) That levy contributions be determined for the next 12 months payable in (4) unequal quarterly instalments and</p> <p>(d) The first levy for the beginning of the next financial year be due and payable to the Administrative Fund and Sinking Fund in accordance with the below table and continue to fall due until re-determined at next year’s Annual General Meeting</p> <p>The Neighbourhood Association is registered for GST</p> <p>CONTRIBUTIONS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: black; color: white;">Due Date</th> <th style="background-color: black; color: white;">Admin (Incl) GST</th> <th style="background-color: black; color: white;">Sinking (Incl) GST</th> </tr> </thead> <tbody> <tr> <td>1st Nov 19 pre issue</td> <td>\$ 24,714.25</td> <td>\$ Nil</td> </tr> <tr> <td>1st February 20</td> <td>\$ 23,085.62</td> <td>\$ Nil</td> </tr> <tr> <td>1st May 20</td> <td>\$ 23,085.62</td> <td>\$ Nil</td> </tr> <tr> <td>1st August 20</td> <td>\$ 23,085.62</td> <td>\$ Nil</td> </tr> <tr> <td>TOTAL</td> <td>\$ 93,971.11</td> <td>\$ Nil</td> </tr> </tbody> </table> <p>PRE DETERMINED CONTRIBUTIONS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: black; color: white;">Due Date</th> <th style="background-color: black; color: white;">Admin (Incl) GST</th> <th style="background-color: black; color: white;">Sinking (Incl) GST</th> </tr> </thead> <tbody> <tr> <td>1st Nov 20 pre issue</td> <td>\$ 23,492.77</td> <td>\$ Nil</td> </tr> </tbody> </table>	Due Date	Admin (Incl) GST	Sinking (Incl) GST	1 st Nov 19 pre issue	\$ 24,714.25	\$ Nil	1 st February 20	\$ 23,085.62	\$ Nil	1 st May 20	\$ 23,085.62	\$ Nil	1 st August 20	\$ 23,085.62	\$ Nil	TOTAL	\$ 93,971.11	\$ Nil	Due Date	Admin (Incl) GST	Sinking (Incl) GST	1 st Nov 20 pre issue	\$ 23,492.77	\$ Nil
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MOTION 9	WH&S REPORT	IT WAS RESOLVED That the Neighbourhood Association determines not to engage a professional Work, Health & Safety organisation/individual.																								
OUTSTANDING LEVIES																										
MOTION 10	MANAGEMENT OF OUTSTANDING LEVIES	<p>IT WAS RESOLVED That the Neighbourhood Association authorise the Association Managing Agent to take legal proceedings on behalf of the Neighbourhood Association for the recovery arrears of the Administrative and Sinking Fund contributions and other debts, including penalties, interest, legal and other costs owing to the Neighbourhood Association by lot proprietors & mortgagees in possession and to:</p> <p>(a) Make demands</p> <p>(b) Engage the services of a solicitor and or legal counsel/debt collection agency or commercial agent</p> <p>(c) Instruct solicitor and or legal counsel/debt collection agency or commercial agent</p> <p>(d) Commence and prosecute legal proceedings</p>																								

		<p>PLEASE NOTE;</p> <ul style="list-style-type: none"> • First and final notice for overdue levies will be sent to the lot proprietor if the levy remains unpaid after 31 days from the due date (fee to be charged to the lot proprietor) • If the levy remains unpaid after 45 days from the due date, Debt collection process will commence. Instructions will be sent to a solicitor and or legal counsel/debt collection agency or commercial agent to issue a Letter of Demand to recover the levy, notice fees, interest, legal, and other costs owing to the Neighbourhood Association (fee for instruction / letter of demand to be charged to the lot proprietor). • Debt collection process will continue if the letter of demand has not been paid by the date stated on the letter, and if no arrangements have been made with the solicitor and or legal counsel/debt collection agency or commercial agent (all costs for debt collection will be charged to the lot proprietor). <p>NOTE: it is the responsibility of the Proprietor/s to contact the Neighbourhood Association Agent if a levy notice has not been received prior to the due. Due dates remain the same each year and these dates are listed via this agenda and the yearly contribution schedule sent to all proprietors at the address currently on the Association Roll.</p>
MOTION 11	ARCHIVE INVOICE DISPOSAL	IT WAS RESOLVED That Len Robinson Strata and Community Management disposes of archived invoices that exceed 10 years.
MOTION 12	UNANIMOUS RESOLUTION – LOT 14	IT WAS UNANIMOUSLY RESOLVED pursuant to Section 22 of the Community Land Development Act 1989 to approve the subdivision of Lot 14 and agree to the unit entitlement shown in the plan annexed to the Agenda
MEETING CLOSE		The meeting was declared closed at 11.00 am

..... Chairperson

Date:

EXECUTIVE COMMITTEE MEETING MINUTES

On Tuesday 14th January 2020
Held immediately following the Annual General Meeting
Commencing at 11.00 am

MEETING ATTENDANCE		
PRESENT AND VOTING		J Grausam, and T Casuscelli
IN ATTENDANCE		D Carroll (Len Robinson Strata & Community Management Pty Ltd
CHAIRPERSON		D Carroll (Len Robinson Strata & Community Management Pty Ltd
MOTION 1		<i>IT WAS RESOLVED</i> to confirm the minutes of the Executive Committee meeting held <i>13th December 2018</i> as a true and correct record.
MOTION 2		<i>IT WAS RESOLVED</i> to elect <i>E Campbell</i> as Chairperson, <i>T Casuscelli</i> as Secretary and <i>J Grausam</i> as Treasurer.
GENERAL BUSINESS		There were no items of general business.
MEETING CLOSE		The Meeting was declared closed at 11.10 am

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Chairperson

Date: