

Premier Strata Management p 02 9630 7500 f 02 9630 1915 premierstrata.com.au mail@premierstrata.com.au Liability limited by a scheme approved ABN 60 056 277 215

under Professional Standards Legislation

6/175 Briens Road, Northmead NSW 2152 PO Box 3030, Parramatta NSW 2124

24 February 2025

William & Catherine Sutton 13 Riverview Place OATLANDS NSW 2117

Dear Owners

RE: AGM MINUTES

SP 270218 HUNTERFORD ESTATE PENNANT HILLS ROAD

We write on the behalf of the Owners Corporation of SP 270218.

Please find enclosed minutes of your annual general meeting.

Kind Regards,

Tom Black

Strata Manager for SP 270218

W premierstrata.com.au

6/175 Briens Road, Northmead NSW 2152

P.O. Box 3030, Parramatta NSW 2124

(02) 9630 7500

mail@premierstrata.com.au





MINUTES OF THE ANNUAL GENERAL MEETING FOR THE COMMUNITY ASSOCIATION KNOWN AS DEPOSITED PLAN 270218 THAT WILL BE HELD IN THE CLUBHOUSE AT HUNTERFORD ESTATE. OATLANDS ON MONDAY 20th JANUARY 2025, COMMENCING 7.00PM

PRESENT:	W Sutton	(9)	D Milutin	(14)
	J Smith	(17)	C Oliver	(30)
	M Payor	(31)	L & P West	(34)
	L Fackrell	(35)	S Zhang & Y Xing	(36)
	W & B Griffin	(41)	Y Tan & Y Yin	(48)
	M Christodoulou	(72)	R Naidoo	(81)
	N Naidoo	(87)	K & S Neat	(88)
	Z Arshad	(90)	K Nguyen	(102)
	K & B Bunt	(105)	W Chen	(106)
	W Song & Y Liu	(107)	A Sethia	(109)
	R Bowditch	(112)	A Gosain	(121)
	X Wang	(122)	C Donaldson	(129)
	J Liddle	(134)	P & M Kanwar	(136)
	Y Zhang & X Chen	(146)	B Root	(150)
BY PROXY:	Н Үоо	(5)	Proxy To – M Payor	(31)
	L Jinn	(6)	Proxy To – W Sutton	(9)
	S Zhang	(10)	Proxy To – W Sutton	(9)
	S Yong & S Hyun	(11)	Proxy To – W Sutton	(9)
	C & M Papadopoulo	(12)	Proxy To – W Sutton	(9)
	S & J Jeon	(13)	Proxy To – W Sutton	(9)
	A & M Baharlou	(15)	Proxy To – D Milutin	(14)
	M Jang & J Park	(18)	Proxy To – W Sutton	(9)
	W Yee	(29)	Proxy To – R Naidoo	(81)
	X Han	(37)	Proxy To – W Chen	(106)
	S Dolai & P Pandey	(40)	Proxy To – R Naidoo	(81)
	D Huang & L Shen	(44)	Proxy To – W Chen	(106)
	H Zhang	(73)	Proxy To – M Christodoulou	(72)
	R & J Bamforth	(74)	Proxy To – G Bamforth	
	S Yang	(75)	Proxy To – W Chen	(106)
	H Collins	(79)	Proxy To – R Bowditch	(112)
	A Aquilina	(80)	Proxy To – R Bowditch	(112)
	B Samson	(82)	Proxy To – R Naidoo	(81)
	M Sharpe	(83)	Proxy To - K Bunt	(105)
	M Au	(86)	Proxy To – M Payor	(31)
	J Nielson	(89)	Proxy To – G Nielson	

Premier Strata Management

Address: 6/175 Briens Road, Northmead NSW Postal Address: PO Box 3030,

Parramatta NSW 2124

Phone 61 2 9630 7500

www.premierstrata com.au

Fax 61 2 9630 1915 mail@ premierstrata com.au

BY PROXY CONTINUED:	M & W Mikiewicz	(91)	Proxy To – G Neilson	
	A Duke & J Roberts	(93)	Proxy To – K Bunt	(105)
	Y Seo & H Jeon	(104)	Proxy To – K Bunt	(105)
	Y Xu & M Hu	(115)	Proxy To – W Chen	(106)
	C & R Chen	(128)	Proxy To – M Payor	(31)
	T Chi & F Xia	(130)	Proxy To – W Chen	(106)

IN ATTENDANCE: T Black (Premier Strata Management)

> G Bamforth (Proxy for lots 74) G Nielson (Proxy for lots: 89, 91)

CHAIRPERSON: Ravindra Naidoo (Lot 81)

QUORUM: It was noted that a quorum was present.

MINUTES: It was **RESOLVED** that the minutes of the previous General Meeting held 17

January 2024 be confirmed and adopted.

VALUATION/ It was **RESOLVED** that the building sum insured is to be renewed at an amount **SUM INSURED:** of \$7,181,448.00.

INSURANCE: It was **RESOLVED** that the Association obtain three (3) quotations for all items

of insurance required under the Strata Schemes Management Act 2015 and to delegate the function of accepting and executing the most suitable quotation to the Strata Managing Agent on instruction of the Owners or

Association Committee.

It was further **RESOLVED** that Fidelity Guarantee and Office Bearers insurance be accepted and policies taken out on renewal for the following year. Additional Workers Compensation is not required as per the Act on renewal for the following year.

CHU option - The building insurance is placed with CHU Underwriting Agencies Pty Ltd (CHU). A copy of their Financial Services Guide (FSG) can be found at the following link: - https://chu.com.au/strata/residential-strata-insurance/

Under the delegated authority of the agent, the owners selected the optional paint benefit to be included on renewal for the following year.

ASSOCIATION COMMITTEE:

It was **RESOLVED** by the Association & pursuant to Regulation 10 of the Community Land Management Regulation 2021 (NSW) that the Association Committee is to consist of 9 members. It was further **RESOLVED** that the below persons be elected for the following year:

R Naidoo	(Lot 81)	Nominated By: Self Nominated
W Sutton	(Lot 9)	Nominated By: Self Nominated
K Bunt	(Lot 105)	Nominated By: Self Nominated
Y Xing	(Lot 36)	Nominated By: Self Nominated
M Christodoulou	(Lot 72)	Nominated By: Self Nominated
P West	(Lot 34)	Nominated By: Self Nominated
R Bowditch	(Lot 112)	Nominated By: Self Nominated
W Chen	(Lot 106)	Nominated By: Self Nominated
G Nielson		Nominated By: Lot 89

Premier Strata Management

Address: 6/175 Briens Road, Northmead NSW

Postal Address: PO Box 3030,

Parramatta NSW 2124

Phone 61 2 9630 7500 Fax 61 2 9630 1915

www.premierstrata com.au mail@ premierstrata com.au



KEY FINANCIAL INFORMATION:

It was **RESOLVED** that the Annual Statement of Key Financial Information for the period ending 31st October 2024 be received and adopted.

AUDITOR:

It was **RESOLVED** to arrange an independent audit of the Annual Statement of Kev Financial Information.

LEVY

CONTRIBUTIONS:

It was **RESOLVED** that in accordance with Section 79 (2) and 81 of the Strata Schemes Management Act 2015, the following budget be accepted on a unit entitlement basis from 1 March 2025, with levies due in four equal payments due 1 March 2025, 1 June 2025, 1 September 2025, 1 December 2025, then continuing on a quarterly basis until resolved otherwise by the Owners Corporation.

> Administrative Fund \$205,500.00 +GST Capital Works Fund \$ 87,299.00 +GST **Total Funds** \$292,299.00 +GST

UOE For the motion: 11233 UOE Against the motion: 2875

CAPITAL WORKS FUND ANALYSIS REPORT:

It was **RESOLVED** that the Association agree to:

- a) Review the current Capital Works Fund Analysis Report; and
- b) To not engage a suitably qualified consultant to review, carry out and assess the capital upgrade and maintenance requirements of the building for the next ten (10) years or an updated report each five (5) years, and provide the Capital Works Fund Analysis report; and
- c) To not submit that report to the Strata Committee to determine what action is required, if any; and
- d) To not delegate to the Strata Manager the function pursuant to the Agency Agreement additional duties schedule to undertake the seeking of quotations and engaging the contractor to prepare the report and any ancillary work approved by the Strata Committee.

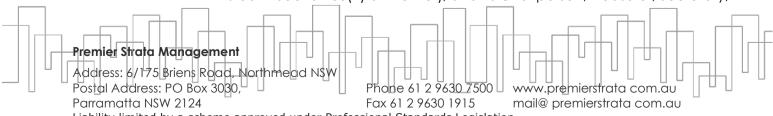
WORK HEALTH AND SAFETY COMPLIANCE: It was **RESOLVED** that the Association acknowledge the Work Health and Safety Act 2011 and Regulations(NSW) and **RESOLVED** to:

- a) As required, consult, confer, allow inspections and provide assistance (and/or documents) on any matter so far as is reasonably practicable, on Work Health and Safety matters under the Work Health and Safety Act 2011 and Regulations (NSW) with its agents, employees or contractors or any health and safety representative for its agents, employees or contractors
- b) To engage a contractor to carry out a Safety Report as the preliminary process in compliance with the Work Health and Safety Act 2011 (NSW).

APPOINTMENT OF COMMUNITY MANAGER:

It was **RESOLVED** that:

- a) Pursuant to Section 53(1) of the Community Land Management 2021, Premier Strata Management Pty Limited be reappointed as Community managing agent of the Community Association and Deposited Plan 270218.
- b) The Community Association delegate to Premier Strata Management Pty Limited all of the functions of the Community Association (other than those listed in Section 53(2) of the Act); and its Chairperson, Treasurer, Secretary,



APPOINTMENT OF COMMUNITY MANAGER CONTINUED:

and Association Committee necessary to enable the Agent to carry out all services noted in the written agreement signed by the owners at the meeting.

c) That the common seal of the Community Association be affixed to the Agency Agreement tabled at this meeting which incorporates the instruments of the appointment of and the delegation to Premier Strata Management Pty Limited.

B.Sutton of lot 9 and K. Bunt of lot 105 were authorised to sign the Management Agreement on behalf of the Owners Corporation with the agreement commencing on the 20^{th} January 2025 for a term of 1 Year.

UOE For the motion: 10595 UOE Against the motion: 3840

LEVY COLLECTION:

It was **RESOLVED** by ordinary resolution that the owners of Community Association DP 270218 that should any owner, mortgagee in possession or former owner of a lot not pay contributions by their due date in relation to a lot that:

- a) The Strata Manager may issue reminder letters each requesting payment within 14 days of the reminder letter;
 - i. Levy Recovery Step 1: Issue 1st levy recovery letter 35 days after the levy due date;
 - ii. Levy Recovery Step 2: Issue 2nd levy recovery letter 60 days after the levy due date;
 - iii. Levy Recovery Step 3: Issue 3rd levy recovery letter 75 days after the levy due date;
 - iv. Levy Recovery Step 4: Issue 4th levy recovery letter 106 days after the original date the levy was due;
- b) If the owner, mortgagee in possession or former owner has not made payment of any outstanding amount in accordance with any reminder letter sent by the Strata Manager, the Debt collection agents lawyer and/or experts be engaged and instructed to:
 - i. Prepare and issue to any relevant lot owner, mortgagee in possession or former lot owner a notice of proposed action to recover by way of proceedings in a court of competent jurisdiction on behalf of the owners corporation setting out:
 - 1. The amount of the contribution, interest or expenses sought to be recovered:
 - 2. The proposed recovery action by way of proceedings in court of competent jurisdiction;
 - 3. The date the contribution was due to be paid;
 - 4. Whether a payment plan may be entered into in accordance with section 85(5) of the Strata Schemes Management Act 2015; and
 - 5. Any other action that may be taken to arrange for payment of the contribution:
- c) The Debt collection agents lawyer and/or experts be engaged and instructed to:
 - Provide advice regarding recovering outstanding contributions;



LEVY COLLECTION CONTINUED:

- ii. Commence, maintain, defend or discontinue court Proceedings against any lot owner, mortgagee in possession or former lot owner where outstanding contributions are due in relation to the relevant lot:
- iii. Take legal action to recover unpaid contributions, interest on unpaid contributions or related expenses by enforcing any judgment obtained including:
 - 1. Obtaining any necessary writ(s) for the levy of property; and
 - 2. Obtaining any necessary garnishee order(s).

DISMISSAL OF CURRENT STRATA MANAGEMENT:

THE MOTION: "That the Community Association DP 270218 resolve the following:

- a) to terminate the appointment of the of the current Agent as strata managing agent of the Community Association; and
- b) to revoke the delegation of functions of the Community Association, its association committee, chairperson, secretary & treasurer to the current Agent.

With the effect from the date determined for that purpose by the Association Committee, and;

the association committee be directed to demand, that the current Agent deliver all property (including records) of the Community Association in the possession or control of the Former Agent to a strata committee member nominated for that purpose by the association committee." - WAS DEEMED UNENFORCABLE AND THEREFORE INVALID.

Note: Due to the resolution of previous motion (10) to continue appointment of Premier Strata Management.

APPOINTMENT OF NORWEST STRATA MANAGEMENT: **THE MOTION:** "That the Community Association DP 270218 resolve to appoint Norwest Strata Management (Agent) as strata managing agent on the terms and conditions set out in the proposed strata management agency agreement (Agreement) attached, or available by contacting the offices of Norwest Strata Management and that following be delegated to the Agent:

- a) all of the functions of the Community Association (other than its power to make a delegation, to make a decision on a matter that is required to be decided by the Community Association or to make a determination relating to the levying or payment contributions); and
- b) the functions of chairperson, secretary and treasurer necessary to enable the Agent to carry out the 'Agreed Services' and the 'Additional Services' as defined in the Agreement, with effect from the date determined for that purpose by the Association Committee, provided that
- c) the delegation to the Agent is subject to the conditions and limitations listed in the Agreement;
- d) The Community Association is to execute the Agreement to give effect to this appointment and delegation; and
- e) authority is given to two members of the Association Committee to affix the common seal of the Community Association to the Agreement." WAS DEEMED UNENFORCABLE AND THEREFORE INVALID.

Note: Due to the resolution of previous motion (10) to continue appointment of Premier Strata Management.





SERVICE OF THE MOTION: "That the address of service of notice be changed to

NOTICE: C/- Norwest Strata Management Pty Ltd

PO Box 8013, NORWEST NSW 2153" - WAS DEEMED UNENFORCABLE AND

THEREFORE INVALID INVALID.

Note: Due to the resolution of previous motion (10) to continue appointment of Premier Strata

Management.

CLOSE: There being no further business to discuss the meeting closed at 8.30pm



MINUTES OF THE ASSOCIATION COMMITTEE MEETING OF OWNERS OF DEPOSITED PLAN 270218 HELD IN IN THE HUNTERFORD CLUB HOUSE ON MONDAY 20th JANUARY 2025 COMMENCING AFTER THE AGM

PRESENT William Chen (106)Ken Bunt (105)

Mario Christodoulou (72) Ravindra Naidoo (81) Greg Neilson Yue (Kate) Xing (36) (89)

Bill Sutton Peter West Ron Bowditch (112) (13)(34)

CHAIRPERSON: Ravindra Naidoo

QUORUM: It was noted that a quorum was present.

MINUTES: It was RESOLVED that the minutes of the previous Association Committee

Meeting held on the 19Th December 2024 be confirmed and adopted.

MOTION 2: It was RESOLVED that Ravindra Naidoo be elected as Chairman

MOTION 3: It was RESOLVED that Bill Sutton be elected as Secretary.

MOTION 4: It was RESOLVED that Ken Bunt be elected as Treasurer.

MOTION 5: It was RESOLVED that the Association Committee appoint the Secretary to be

the Associations liaison contact point with Premier Strata Management and that the Treasurer be appointed as the Associations substitute contact point.

MOTION 6: It was RESOLVED that the following Sub-Committees be appointed to support

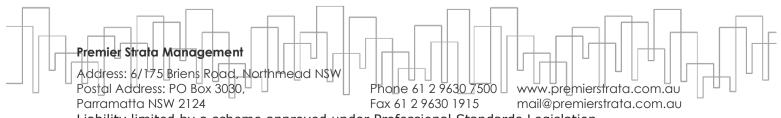
the AC in its endeavours.

Estate Maintenance Sub-Committee

Social Sub-Committee

MOTION 7: It was RESOLVED to accept the December 2024 Monthly Financials as

presented to the Association Committee by the Treasurer.



MEETING NOTES:

- Following elections for the Association Committee held at the 2025 AGM here are the members of the AC. Ravindra Naidoo, Ken Bunt, William Chen, Peter West, Ron Bowditch, Greg Neilson, Mario Christodoulou, Yue (Kate) Xing and Bill Sutton
- Following changes to the AC the Key Register for Community property will be updated and a copy is to be supplied to Premier Strata
- The Estate Maintenance Sub-Committee members are currently Grea Neilson, (Co-Ordinator), Peter West, Ron Bowditch, and Mario Christodoulou
- The Social Sub-Committee members are currently Ken Bunt, (Co-Ordinator), William Chen, and Yue (Kate) Xing
- The Independent Auditors Report from Kelly+Partners for the Financial year ended 31st October 2024 was presented at the AGM. Summary herewith – "We have audited the Financial Reports of Community Association DP270218 as at the 31st October 2024 and in our opinion the financial reports presents fairly the financial position of the Association as at that time and meet the financial reporting requirements of section 96 of the Community Land and Management ACT 2021".
- Following feedback from the AGM a working group is to the implemented to explore options, within a Due Diligence Process, to ensure that our specific criteria would be met if there was a change to our Managing Agent. This report to be presented at the 2026 AGM.
- Next meeting will be held on Monday 10th February at 7pm to follow up the relevant action items.

There being no further business to discuss the meeting closed at 9:45 pm