

01/09/2021

TO ALL OWNERS  
OWNERS CORPORATION 22255  
326 JAMISON ROAD  
PENRITH NSW 2750

Stanton and Taylor Strata Management  
ABN 25 276 570 242

☎ 02 4721 2444

@ info@stsm.com.au

📍 Level 1, 314 High Street,  
Penrith NSW 2750

✉ PO Box 5, Penrith NSW 2751

Dear Owners,

**Minutes of the Annual General Meeting and Strata Committee Meeting  
Owners Corporation 22255**

We write in our capacity as the Managing Agent of the subject Owners Corporation, and with concern to the recent meeting of the same.

Please find enclosed Minutes from the recent meeting, along with any supplementary information.

Should you have any questions regarding the enclosed documents, please don't hesitate to contact our team.

Kind regards,  
Per:



Vicki Mascord  
**STRATA MANAGER**

## Minutes of the 2021 Annual General Meeting

Strata Schemes Management Act 2015

Stanton and Taylor Strata Management

ABN 25 276 570 242

To: Owners Corporation Strata Plan 22255  
326 Jamison Road, Penrith

Minutes of the Annual General Meeting  
of The Owners – Strata Plan 22255

held: via pre meeting electronic voting paper & video / teleconference  
with votes collated at the office of STSM

On: Tuesday 31 August 2021

At: 5.00pm

☎ 02 4721 2444

@ info@stsm.com.au

📍 Level 1, 314 High Street,  
Penrith NSW 2750

✉ PO Box 5, Penrith NSW 2751

MEETING OPENED: 5.00pm

CHAIRPERSON: Vicki Mascord

PRESENT: Samantha McKendrick Lot 13\*

*\*present by way of attendance at video/ teleconference meeting*

PROXIES: Marie De Souza Lot 15 – proxy to Vicki Mascord

IN ATTENDANCE: Vicki Mascord STSM Strata Management

QUORUM: 13.34% Unit of Entitlement was present and at 5.30pm the  
Chairperson declared a quorum to be present in accordance with  
Strata Schemes Management Act 2015, Sch 1, Part 3.

MOTIONS:

Motion 1: Video/Teleconference	Ordinary Resolution
<b>CARRIED</b> - That the Owners – Strata Plan No 22255 RESOLVE to adopt voting by means of videoconference and teleconference before the meeting, as an alternate means of voting (not being elections) at meetings of the Owners Corporation and meetings of the Strata Committee.	

Motion 2: Confirmation of Minutes	Ordinary Resolution
<b>CARRIED</b> - That the Owners – Strata Plan No 22255 RESOLVE that the Minutes of the preceding General Meeting held on <b>2 September 2020</b> be confirmed as a true and accurate record of events.	

Motion 3: Insurance	Ordinary Resolution
3.1	<b>CARRIED</b> - That the Owners – Strata Plan No 22255 RESOLVE to confirm and adopt the particulars of each insurance policy, as outlined within the enclosed documents, held by the Owners Corporation.
3.2	<b>CARRIED</b> - That the Owners – Strata Plan No 22255 RESOLVE that the Insurances of the kind referred to in Section 165 (2) be confirmed and continued ~ Insurance for Office Bearers and Fidelity Guarantee.

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- 3.3 **DEFEATED** - That the Owners – Strata Plan No 22255 RESOLVE to obtain a valuation for insurance purposes from an appropriately qualified consultant, and to amend the current insurance policy in accordance with the amounts listed within the valuation.

Previous Valuation carried out in **February 2020 - \$ 5,040,000.00**

It is recommended the building be valued every two years and insured for at least the valued amount.

- 3.4 **CARRIED** - That the Owners – Strata Plan No 22255 RESOLVE to instruct the Managing Agent to, where possible, obtain three quotations for insurance prior to the renewal of the current policy, and delegate authority to approve one of the insurance quotations to the Strata Committee.

- 3.5 **CARRIED** That the Owners – Strata Plan No 22255 RESOLVE that;

- a) Pursuant to S 60(1) of the Strata Schemes Management Act 2015, that the commissions provided to the agent over the preceding and ensuing 12month period be accepted.
- b) If amendments to the insurance policy held by the Owners Corporation are requested, the base premium, and therefore the commission, may be altered.
- c) As an authorised representative of several insurers and insurance brokers, Stanton and Taylor Strata Management are obligated to participate in training annually to fulfil ASIC requirements. Training relates to all insurance policies organised by the Firm, and not specifically to any one Owners Corporation.

#### **Motion 4: Strata Committee**

#### **Ordinary Resolution**

**DEFEATED** - That the Owners – Strata Plan No 22255 RESOLVE to:

- a) Call for nominations for members of the Strata Committee;
  - b) Record in the minutes any disclosure of connections with the original owner or building manager for the scheme from the candidates for election to the Strata Committee.
  - c) Determine the number of members of the Strata Committee; and
  - d) Elect the strata committee.
- \*Due to this meeting being determined by Pre-meeting Electronic Voting Form, an election to determine a Strata Committee is not able to be held. In accordance with Section 35 (d) of the Strata Schemes Management Act 2015, the Strata Committee determined at the 2020 Annual General Meeting, will remain in place until such time as a General Meeting is held where a new Strata committee is able to be elected.

#### **Motion 5: Restricted Matters**

#### **Ordinary Resolution**

**DEFEATED** - That the Owners – Strata Plan No 22255 RESOLVE to decide if any matter or type of matter is to be determined by the Owners Corporation at a General Meeting, as per clause 6(a) and 9(i) of Schedule 1 of the Strata Schemes Management Act 2015.

<b>Motion 6: Financial Statement</b>	<b>Ordinary Resolution</b>
<b>CARRIED</b> - That the Owners – Strata Plan No 22255 RESOLVE to confirm and adopt the enclosed Financial Statement and the relevant Auditor’s report (if required), as presented in accordance with Section 93 of the Strata Schemes Management Act 2015.	
<b>Motion 7: Auditor</b>	<b>Ordinary Resolution</b>
<b>DEFEATED</b> - That the Owners – Strata Plan No 22255 RESOLVE to appoint an Auditor in accordance with Section 95 of the Strata Schemes Management Act 2015.	
<b>Motion 8: Safety Reports</b>	<b>Ordinary Resolution</b>
<b>DEFEATED</b> - That the Owners – Strata Plan No 22255 RESOLVE to engage the services of an independent contractor to undertake a safety audit of the common property and submit a report to the Managing Agent outlining possible safety issues at the property, and that the Managing Agent forward the report onto the Strata Committee for instructions.	
<b>Motion 9: Asbestos Containing Material</b>	<b>Ordinary Resolution</b>
<b>DEFEATED</b> - That the Owners – Strata Plan No 22255 RESOLVE to review and, where necessary, revise the Asbestos Management Plan.	
<b>Motion 10: Visual Termite Inspection</b>	<b>Ordinary Resolution</b>
<b>DEFEATED</b> - That the Owners – Strata Plan No 22255 RESOLVE to engage the services of a suitably qualified contractor to undertake an inspection for termites and other destructive pests, and as required treat active termites found within any tree or stump.	
<b>Motion 11: Annual Fire Safety Statement</b>	<b>Ordinary Resolution</b>
<p><b>CARRIED</b> - That the Owners – Strata Plan No 22255 RESOLVE to;</p> <ul style="list-style-type: none"> <li>a) Review and adopt the Annual Fire Safety Statement issued under the Environmental Planning and Assessment Act 1979.</li> <li>b) Authorise the Managing Agent to engage suitably qualified contractors to prepare the subsequent Annual Fire Safety Statement and sign the Statement on behalf of the Owners Corporation for lodgement with the appropriate authorities.</li> </ul>	

<b>Motion 12: Capital Works Fund Forecast</b>	<b>Ordinary Resolution</b>
<p><b>CARRIED</b> - That the Owners – Strata Plan No 22255 RESOLVE to, in accordance with Section 79 (5) and 80 of the Strata Schemes Management Act 2015, review and take into consideration anticipated major expenditure identified within the most recent ten-year plan when determining the Capital Works Fund contributions in the following motion.</p>	

<b>Motion 13: Review of quarterly fees</b>	<b>Motion proposed by Emma Dixon – Lot 12 Ordinary Resolution</b>
<p><b>DEFEATED</b> - That the Owners - Strata Plan No 22255 RESOLVE to set a time frame for frequent reviews of strata fees that were reduced due to COVID and a date to return our quarterly strata fee back to \$ 800.00. I put forward a 3 monthly review of current reduced COVID strata fees with a goal to return to the normal \$ 800.00 fee by the end of year.</p>	

<b>Motion 14: Proposed Budget</b>	<b>Ordinary Resolution</b>
<p><b>CARRIED as amended</b> - That the Owners – Strata Plan No 22255 RESOLVE to:</p> <ul style="list-style-type: none"> <li>a) In accordance with Sections 79(2) and 81 of the Strata Schemes Management Act 2015, estimate funds that it will need to credit to its Administrative and Capital Works Funds for the actual and expected expenditure for the period 1 November 2021 to 30 October 2022, as outlined within the budget enclosed with the notice of the Meeting at which the resolution was passed; and</li> <li>b) Determine that the following amounts are to be levied to raise the estimated contributions:  Administrative Fund, the sum of <b>\$ 40,000.00</b>  Capital Works Fund, the sum of <b>\$ 2,300.00</b></li> <li>c) Determine that the levied amounts are to be paid by equal, quarterly instalments due on:  1 November 2021, 1 February 2022, 1 May 2022 &amp; 1 August 2022</li> <li>d) Authorise the Treasurer to levy the contributions by written notice on each person liable to pay them.</li> <li>e) Determine that any shortfall between monies held within the Capital Works Fund and those listed within the Capital Works Fund Forecast are to be covered by an increase in future contributions and/or Special Levies to the Capital Works Fund as required.</li> </ul>	

<b>Motion 15: Debt Recovery Procedure</b>	<b>Ordinary Resolution</b>
<p><b>CARRIED</b> - That the Owners – Strata Plan No 22255 RESOLVE pursuant to the Strata Schemes Management Act 2015 (including section 103) for the purpose of collecting levy contributions to authorise the Strata Managing Agent and/or the Strata Committee to do any one or more of the following:</p> <ul style="list-style-type: none"> <li>a) To issue arrears notices, reminder notices and/or letters to seek recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs/expenses and arrange and monitor payment plans;</li> <li>b) To engage or appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation and/or experts on behalf of The Owners Corporation;</li> </ul>	

- c) To issue demands, 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;
- d) Enter and enforce any judgment obtained in the collection of levy contributions including issuing writ for levy of property (personal and real property), garnishee orders, examination notices/orders/hearings, bankruptcy notices, statutory demands and commencing and maintaining bankruptcy proceedings or winding up proceedings;
- e) Filing an appeal or defending an appeal against any judgment concerning the collection of levy contributions; and
- f) Liaise, instruct and prepare all matters with the Owners Corporation's debt collection agents, lawyers and experts in relation to any levy recovery proceedings.

**Motion 16: Payment Plans for Levy Arrears**

**Ordinary Resolution**

**CARRIED** - That the Owners – Strata Plan No 22255 RESOLVE to agree to enter into payment plans generally for matters involving arrears of unpaid contributions/levies or other amounts including interest, legal and other costs/expenses thereon and to delegate to the Strata Manager and/or the Strata Committee the ability to enter into, arrange and monitor each such payment plan limited to a period of 12 months per payment plan with any further or subsequent payment plan to be entered into as agreed by the Strata Committee or Owners Corporation by resolution.

**Motion 17: Inspection of Window Safety Devices**

**Ordinary Resolution**

**DEFEATED** - That the Owners – Strata Plan No 22255 RESOLVE to:

- a) Engage the services of an independent contractor to inspect all window safety devices to ensure that devices are in situ and functioning correctly in accordance with Section 118a of the Strata Schemes Management Act 2015.
- b) Strike a special levy to the relevant Owner of a Lot for the cost to replace or repair a window safety device that fails the inspection as a result of the Owner or tenant tampering with or removing the device.

Meeting closed:

5.50pm



**Vicki Mascord**  
Strata Manager for OCSP 22255

**Minutes of a Strata Committee Meeting**

*Strata Schemes Management Act 2015*

To: Members of the Strata Committee  
Owners Corporation Strata Plan 22255  
326 Jamison Road, Penrith

Stanton and Taylor Strata Management  
ABN 25 276 570 242

Minutes of the Strata Committee Meeting  
of The Owners – Strata Plan 22255

On: Tuesday 31 August 2021  
At: Immediately following the closure of the Annual General Meeting

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The Strata Committee Meeting of Owners Corporation Strata Plan 22255 scheduled for 31 August 2021 did not proceed as the election of the office bearers cannot be considered due to there being no persons physically present and no pre-nominations for the Committee taking place. Accordingly, the current Committee will remain in place until such time as a new Strata Committee is determined at a future General Meeting



**Vicki Mascord as Secretary of the Strata Committee**  
**Strata Manager for OCSP 22255**