

BCS Strata Management Pty Ltd  
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**THE MINUTES OF THE ANNUAL GENERAL MEETING  
STRATA PLAN 75674  
"BARINI APARTMENTS"  
15-17 MARK STREET FORSTER NSW 2428**

**DATE, PLACE & TIME  
OF MEETING:**

The Annual General Meeting of The Owners - Strata Plan No. 75674 was held on Friday, 23 February 2018 at the offices of BCS Strata Management Pty Ltd, 32-34 Manning Street TUNCURRY NSW, 2428. The meeting commenced at 3:30 P.M.

**PRESENT:**

Ms Kathryn Davies – Lot 12

**IN ATTENDANCE:**

Mrs Chris Soorley of Body Corporate Services

**CHAIRPERSON &  
SECRETARY:**

Mrs Chris Soorley

**APOLOGIES:**

Mr Anthony Veirboom – Lot 4  
Mr Michael Hoad – Lot 8

**Chairperson's declaration regarding the absence of a quorum:** At 3.30 p.m. the Chairperson noted that a quorum was not present for the meeting to continue. The lack of quorum continued for the next half-hour at which point, the chairperson declared, pursuant to Clause 17 (4) (b) of Schedule 1 to the Act, that those present either personally or by duly appointed proxy and who are entitled to vote on the motion would now constitute a quorum for the purposes of considering the outstanding motions or business of the meeting. The majority of those present at the meeting supported this declaration by the Chairperson. The meeting commenced at **4.00 p.m.**

**1. MINUTES:**

- 1.1 RESOLVED that the minutes of the last general meeting of the Owners Corporation, held on Friday, 24 February 2017, be confirmed as a true record of the proceedings of that meeting.

**2. ANNUAL FIRE SAFETY STATEMENT:**

- 2.1 RESOLVED that the Owners Corporation delegates to the managing agent 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.

**3. INSURANCES:**

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

| INSURANCE CO.         | TYPE OF POLICY        | POLICY NO. | COVER          | DUE DATE   |
|-----------------------|-----------------------|------------|----------------|------------|
| CHU/QBE COMMUNITYSURE | Appeal Expenses       | HU0018288  | \$100,000.00   | 30/12/2018 |
| CHU/QBE COMMUNITYSURE | Building              | HU0018288  | \$3,980,000.00 | 30/12/2018 |
| CHU/QBE COMMUNITYSURE | Catastrophe Insurance | HU0018288  | \$597,000.00   | 30/12/2018 |

**MINUTES OF ANNUAL GENERAL MEETING  
THE OWNERS - STRATA PLAN NO. 75674**

**ADDRESS OF THE STRATA SCHEME:  
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15-17 MARK STREET  
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|                       |                                   |           |                 |            |
|-----------------------|-----------------------------------|-----------|-----------------|------------|
| CHU/QBE COMMUNITYSURE | Contents                          | HU0018288 | \$39,800.00     | 30/12/2018 |
| CHU/QBE COMMUNITYSURE | Fidelity Guarantee                | HU0018288 | \$250,000.00    | 30/12/2018 |
| CHU/QBE COMMUNITYSURE | FLOATING FLOORS                   | HU0018288 | INCLUDED        | 30/12/2018 |
| CHU/QBE COMMUNITYSURE | Flood Cover                       | HU0018288 | SELECTED        | 30/12/2018 |
| CHU/QBE COMMUNITYSURE | Government Audit Costs            | HU0018288 | \$25,000.00     | 30/12/2018 |
| CHU/QBE COMMUNITYSURE | Legal Defence Expenses            | HU0018288 | \$50,000.00     | 30/12/2018 |
| CHU/QBE COMMUNITYSURE | Loss of Rent/Temp Accom           | HU0018288 | \$597,000.00    | 30/12/2018 |
| CHU/QBE COMMUNITYSURE | Lot Owners<br>fixture/Improvement | HU0018288 | \$250,000.00    | 30/12/2018 |
| CHU/QBE COMMUNITYSURE | Office Bearers Liability          | HU0018288 | \$5,000,000.00  | 30/12/2018 |
| CHU/QBE COMMUNITYSURE | Paint Benefit                     | HU0018288 | INCLUDED        | 30/12/2018 |
| CHU/QBE COMMUNITYSURE | Voluntary Workers                 | HU0018288 | 300000/3000     | 30/12/2018 |
| CHU/QBE COMMUNITYSURE | Public Liability                  | HU0018288 | \$30,000,000.00 | 30/12/2018 |

Date on which the premiums were last paid: **20 December 2017**

- 3.2 MOVED that the insurances of the Owners Corporation be varied at the insurer's suggested values upon renewal.

The motion 3.2 put forward was LOST.

- 3.3 MOVED that the insurances of the Owners Corporation be extended to include additional optional insurances.

The motion 3.3 put forward was LOST.

- 3.4 RESOLVED 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.

**4. COMMISSIONS AND TRAINING SERVICES:**

- 4.1 RESOLVED 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.

**5. VALUATION:**

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

The motion put forward was LOST.

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**6. AUDITOR:**

- 6.1 MOVED that an auditor is appointed for the financial year ending 31/12/2018 and that auditor be Kelly & Partners.

The motion put forward was LOST.

**7. CAPITAL WORKS FUND PLAN:**

- 7.1 RESOLVED that the Owners Corporation review the Capital Works analysis prepared by Solutions IE or **21/08/2008** with no further action required.

**8. RESTRICTED MATTERS:**

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

**9. GST REGISTRATION:**

- 9.1 RESOLVED that the Owners Corporation:
- a) resolves to confirm its current GST Non registration

**10. SAFETY AUDIT REPORT:**

- 10.1 RESOLVED that the Owners Corporation appoint a consultant to undertake a Safety Audit report of the strata scheme to identify any unforeseen risks that may affect the common areas with the report to be obtained for the 2019 Annual General Meeting.

**11. ENGAGEMENT OF CONTRACTORS:**

- 11.1 RESOLVED 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.

**12. ACCOUNTING RECORDS AND BUDGET:**

- 12.1 RESOLVED that the financial statements including the statement of key financial information for the period ended 31/12/2017 be adopted.
- 12.2 RESOLVED that estimated receipts and payments (budget) for the Administrative Fund and the Capital Works Fund be tabled and adopted as amended.

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**13. CONTRIBUTIONS:**

- 13.1 RESOLVED 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 **\$26,280.00** in instalments set out in the table below:

| First Due date | Amount             |
|----------------|--------------------|
| 1/04/2018      | \$6,570.00         |
| 1/7/2018       | \$6,570.00         |
| 1/10/2018      | \$6,570.00         |
| 1/1/2019       | \$6,570.00         |
| <b>TOTAL</b>   | <b>\$26,280.00</b> |

- 13.2 RESOLVED 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 **\$8,760.00** in instalments set out in the table below:

| First Due date | Amount            |
|----------------|-------------------|
| 1/04/2018      | \$2,190.00        |
| 1/7/2018       | \$2,190.00        |
| 1/10/2018      | \$2,190.00        |
| 1/1/2019       | \$2,190.00        |
| <b>TOTAL</b>   | <b>\$8,760.00</b> |

- 13.3 RESOLVED that the Administrative Fund and Capital Works Fund contributions be continued at quarterly intervals commencing on 1/04/2019 until further determined:

**Administrative Fund**

| Due date  | Amount incl. GST |
|-----------|------------------|
| 1/04/2019 | \$6,570.00       |

**Capital Works Fund**

| Due date  | Amount incl. GST |
|-----------|------------------|
| 1/04/2019 | \$2,190.00       |

**14. LEVY COLLECTION PROCEDURES:**

- 14.1 RESOLVED that the Owners - Strata Plan No 75674, 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 1<sup>st</sup> levy recovery letter 60 days after the levy due date ;

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- c) Levy Recovery Step 3: issue 2<sup>nd</sup> 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 75674 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.

**15. STRATA COMMITTEE:**

- 15.1 RESOLVED that written and oral nominations be received at this meeting for election to the Strata Committee:

Ms Kathryn Davies – Lot 12

- 15.2 RESOLVED that candidates for election to the Strata Committee disclose any "connections" with the original owner (developer) or caretaker in accordance with the Act.

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.

- 15.3 RESOLVED that the number of members of the Strata Committee be one (1).

- 15.4 RESOLVED that the following be declared as being elected members of the Strata Committee:

Ms Kathryn Davies – Lot 12

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**16. PEST CONTROL:**

- 16.1 RESOLVED that the Owners Corporation instructs the Strata Managing Agent to engage Local Pest Experts to carry out treatment of the common areas for cockroaches, ants and spiders in September 2018.

**17. TERMITE INSPECTION:**

- 17.1 RESOLVED that the Owners Corporation instructs the Strata Managing Agent to engage an appropriately licensed contractor to carry out an inspection of the common areas for termites.

**18. RENOVATIONS AT UNIT 5:**

- 18.1 RESOLVED that in accordance with Section 110 of the Strata Schemes Management 2015 consent be granted to the owner of Unit 5 to undertake the following works:
1. Remove tiles in the bathroom
  2. Bathroom floor to be waterproofed and retile
  3. Replace the shower screen, vanity and tapware

**CLOSURE:**            There being no further business, the chairperson declared the meeting closed at 4.20 p.m.

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## 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. BCS 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](mailto:communityhub@communitye.com.au)  
[www.bcsm.com.au](http://www.bcsm.com.au)

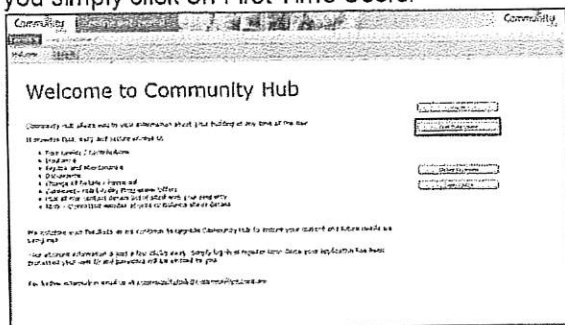
## Smart Strata Fact Sheet Community Hub Flow Chart

### How to register & access Community Hub?

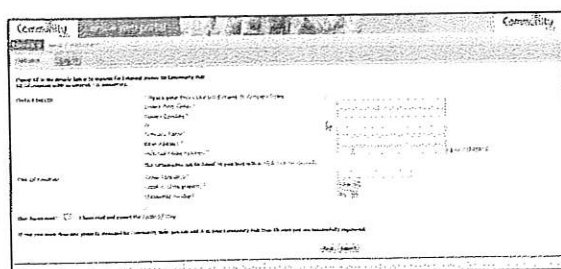
To access Community Hub you must first register for the service.

1. To register, have your Levy Notice handy and visit [www.communitye.com.au/hub/](http://www.communitye.com.au/hub/)

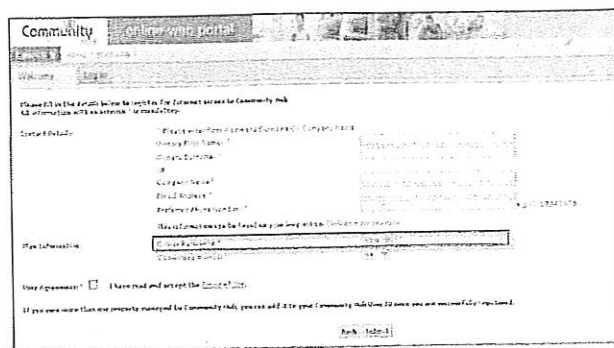
The Community Hub Welcome page will come up and you simply click on First Time Users.



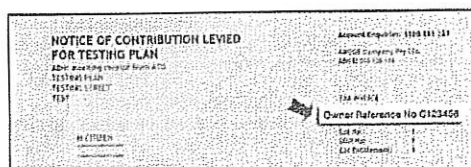
2. The registration form page opens. Fill in your contact and plan information details to submit.



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

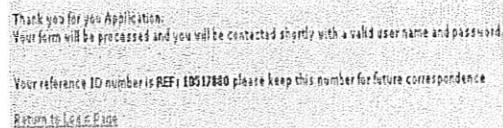


4. The Owners Reference Number can be found at the top of your Levy Notice. Input your reference number starting with the alphabet prefix followed by the number as shown below.



5. Then select your state from 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 BCS home page [www.bcsm.com.au](http://www.bcsm.com.au)

Contact Us: 1300 889 227  
[communityhub@communitye.com.au](mailto:communityhub@communitye.com.au)



**BARINI APARTMENTS - SP 75674**GST REGISTERED N**ADMINISTRATIVE FUND BUDGET**

| CODE                             | DESCRIPTION                  | BUDGET<br>01/01/2017<br>31/12/2017 | ACTUAL<br>01/01/2017<br>31/12/2017 | BUDGET<br>01/01/2018<br>31/12/2018 |
|----------------------------------|------------------------------|------------------------------------|------------------------------------|------------------------------------|
| <b>INCOME</b>                    |                              |                                    |                                    |                                    |
| 200                              | Levies Raised                | 22,360.00                          | 22,360.80                          | 26,280.00                          |
| 202                              | Interest Charged on Arrears  | 0.00                               | 22.69                              | 0.00                               |
| 207                              | Recoveries                   | 0.00                               | 239.53                             | 0.00                               |
| 209                              | Statutory Certificates       | 0.00                               | 359.70                             | 0.00                               |
| 214                              | Inspection Money Received    | 0.00                               | 132.75                             | 0.00                               |
|                                  | <b>Sub Total</b>             | <b>22,360.00</b>                   | <b>23,115.47</b>                   | <b>26,280.00</b>                   |
| <b>EXPENDITURE</b>               |                              |                                    |                                    |                                    |
| 251                              | Accounting Fees              | 340.00                             | 330.70                             | 350.00                             |
| 252                              | Bank Charges                 | 10.00                              | 0.00                               | 0.00                               |
| 255                              | Electricity                  | 820.00                             | 794.75                             | 870.00                             |
| 256                              | Fire Protection              | 1,100.00                           | 725.00                             | 1,100.00                           |
| 257                              | Gardening and Lawns          | 300.00                             | 105.00                             | 200.00                             |
| 260                              | Insurance Premiums           | 4,700.00                           | 5,511.95                           | 6,000.00                           |
| 265                              | Legal & Debt Recovery Fees   | 0.00                               | 239.51                             | 0.00                               |
| 268                              | Management Fees              | 3,790.00                           | 3,751.79                           | 3,940.00                           |
| 270                              | Disbursements                | 370.00                             | 709.90                             | 410.00                             |
| 328                              | Caretaker Fees               | 3,120.00                           | 3,120.00                           | 3,120.00                           |
| 275                              | Water Usage                  | 4,450.00                           | 4,343.32                           | 4,770.00                           |
| 299                              | Tax/BAS Generation Fees      | 240.00                             | 239.23                             | 250.00                             |
| 313                              | Statutory Certificates       | 130.00                             | 479.60                             | 0.00                               |
| 314                              | Inspections                  | 0.00                               | 39.80                              | 0.00                               |
| <b>REPAIRS &amp; MAINTENANCE</b> |                              |                                    |                                    |                                    |
| 278                              | Doors and Windows            | 0.00                               | 77.00                              | 0.00                               |
| 279                              | Electrical Repairs           | 0.00                               | 833.50                             | 0.00                               |
| 302                              | Garage Doors, Etc.           | 0.00                               | 156.00                             | 0.00                               |
| 282                              | General Repairs              | 2,890.00                           | 1,414.00                           | 3,750.00                           |
| 285                              | Locks and Keys               | 0.00                               | 34.00                              | 0.00                               |
| 287                              | Plumbing                     | 0.00                               | 758.00                             | 0.00                               |
| 289                              | Roof and Guttering Repairs   | 0.00                               | 577.20                             | 0.00                               |
| 290                              | Rubbish Removal              | 600.00                             | 600.00                             | 600.00                             |
| 292                              | Stairs, Floors and Balconies | 0.00                               | 17.00                              | 0.00                               |
| 293                              | Tree Lopping and Removal     | 0.00                               | 517.00                             | 0.00                               |
| 296                              | Walls and Ceilings           | 0.00                               | 672.00                             | 0.00                               |
| <b>MISCELLANEOUS EXPENSES</b>    |                              |                                    |                                    |                                    |
| 309                              | Pest Control                 | 500.00                             | 1,403.00                           | 500.00                             |
| 311                              | Valuations                   | 0.00                               | 457.00                             | 0.00                               |
|                                  | <b>Sub Total</b>             | <b>23,360.00</b>                   | <b>27,906.25</b>                   | <b>25,860.00</b>                   |
|                                  | <b>Surplus/-Deficit</b>      | <b>-1,000.00</b>                   | <b>-4,790.78</b>                   | <b>420.00</b>                      |
|                                  | <b>Opening Balance</b>       | <b>2,546.00</b>                    | <b>2,545.82</b>                    | <b>-2,245.00</b>                   |
|                                  | <b>Closing Balance</b>       | <b>1,546.00</b>                    | <b>-2,244.96</b>                   | <b>-1,825.00</b>                   |

**BARINI APARTMENTS - SP 75674**GST REGISTERED N**ADMINISTRATIVE FUND BUDGET**

| CODE | DESCRIPTION                                | BUDGET                   | ACTUAL                   | BUDGET                   |
|------|--|--------------------------|--------------------------|--------------------------|
|      |  | 01/01/2017<br>31/12/2017 | 01/01/2017<br>31/12/2017 | 01/01/2018<br>31/12/2018 |
|      | Budgeted or Proposed Standard Levy Revenue |                          |                          | 26,280.00                |
|      | AGGREGATE LOT ENTITLEMENTS                 |                          |                          | 120                      |
|      | LEVY PER LOT ENTITLEMENT                   |                          |                          | 219.00                   |
|      | * AMOUNT INCLUSIVE OF GST                  |                          |                          |                          |

**BARINI APARTMENTS - SP 75674**GST REGISTERED N**CAPITAL WORKS FUND BUDGET**

| CODE  | DESCRIPTION                  | BUDGET<br>01/01/2017<br>31/12/2017 | ACTUAL<br>01/01/2017<br>31/12/2017 | BUDGET<br>01/01/2018<br>31/12/2018 |
|---|------------------------------|------------------------------------|------------------------------------|------------------------------------|
| <b>INCOME</b>                                     |                              |                                    |                                    |                                    |
| 400   | Levies Raised                | 12,680.00                          | 12,679.20                          | 8,760.00                           |
| 402   | Interest Charged on Arrears  | 0.00                               | 7.52                               | 0.00                               |
| 403   | Interest Received From Banks | 0.00                               | 23.25                              | 0.00                               |
| 4403  | Interest on Investments      | 0.00                               | 366.82                             | 0.00                               |
|   | <b>Sub Total</b>             | <b>12,680.00</b>                   | <b>13,076.79</b>                   | <b>8,760.00</b>                    |
| <b>EXPENDITURE</b>                                |                              |                                    |                                    |                                    |
| 456   | Fire Equipment               | 0.00                               | 17.00                              | 0.00                               |
| 460   | Income Tax Expense           | 0.00                               | 33.60                              | 0.00                               |
| 478   | Doors and Windows            | 0.00                               | 4,452.70                           | 0.00                               |
| 482   | General Service Replacement  | 0.00                               | 660.00                             | 0.00                               |
|   | <b>Sub Total</b>             | <b>0.00</b>                        | <b>5,163.30</b>                    | <b>0.00</b>                        |
|   | <b>Surplus/-Deficit</b>      | <b>12,680.00</b>                   | <b>7,913.49</b>                    | <b>8,760.00</b>                    |
|   | <b>Opening Balance</b>       | <b>51,185.00</b>                   | <b>51,184.82</b>                   | <b>59,098.00</b>                   |
|   | <b>Closing Balance</b>       | <b>63,865.00</b>                   | <b>59,098.31</b>                   | <b>67,858.00</b>                   |
| <b>Budgeted or Proposed Standard Levy Revenue</b> |                              |                                    |                                    | <b>8,760.00</b>                    |
| <b>AGGREGATE LOT ENTITLEMENTS</b>                 |                              |                                    |                                    | <b>120</b>                         |
| <b>LEVY PER LOT ENTITLEMENT</b>                   |                              |                                    |                                    | <b>73.00</b>                       |
| <b>* AMOUNT INCLUSIVE OF GST</b>                  |                              |                                    |                                    |                                    |

## ADOPTED LEVY SCHEDULE - 2018/19 - ANNUAL BUDGET SP 75674

Administrative Fund      \$26,280.00  
 Sinking Fund              \$8,760.00

| LOT          | U/E        | ADMIN FUND        | SINKING FUND      | PER QUARTER       | TOTAL PA           |
|--------------|------------|-------------------|-------------------|-------------------|--------------------|
| 1            | 10         | \$547.50          | \$182.50          | \$730.00          | \$2,920.00         |
| 2            | 10         | \$547.50          | \$182.50          | \$730.00          | \$2,920.00         |
| 3            | 10         | \$547.50          | \$182.50          | \$730.00          | \$2,920.00         |
| 4            | 10         | \$547.50          | \$182.50          | \$730.00          | \$2,920.00         |
| 5            | 10         | \$547.50          | \$182.50          | \$730.00          | \$2,920.00         |
| 6            | 10         | \$547.50          | \$182.50          | \$730.00          | \$2,920.00         |
| 7            | 10         | \$547.50          | \$182.50          | \$730.00          | \$2,920.00         |
| 8            | 10         | \$547.50          | \$182.50          | \$730.00          | \$2,920.00         |
| 9            | 10         | \$547.50          | \$182.50          | \$730.00          | \$2,920.00         |
| 10           | 10         | \$547.50          | \$182.50          | \$730.00          | \$2,920.00         |
| 11           | 10         | \$547.50          | \$182.50          | \$730.00          | \$2,920.00         |
| 12           | 10         | \$547.50          | \$182.50          | \$730.00          | \$2,920.00         |
| <b>TOTAL</b> | <b>120</b> | <b>\$6,570.00</b> | <b>\$2,190.00</b> | <b>\$8,760.00</b> | <b>\$35,040.00</b> |

**MINUTES OF A STRATA COMMITTEE MEETING  
THE OWNERS – STRATA PLAN NO. 75674**

**ADDRESS OF THE STRATA SCHEME: "BARINI APARTMENTS"  
15-17 MARK STREET  
FORSTER NSW 2428**

**DATE, PLACE & TIME OF MEETING:** The Strata Committee of The Owners - Strata Plan No. **75674** held a meeting immediately following the Annual General Meeting of the owners corporation on **Friday, 23 February 2018**. Meeting commenced at **4.20 p.m.**

**PRESENT:** Ms Kathryn Davies

**IN ATTENDANCE:** Mrs Chris Soorley of Body Corporate Services

**CHAIRPERSON & SECRETARY:** Mrs Chris Soorley  
BCS Strata Management Pty Ltd (Under delegation)

**1. DISCLOSURE OF PECUNIARY INTERESTS:**

- 1.1 RESOLVED that it be noted that no declaration was made by any member of the committee of any direct or indirect pecuniary interest in relation to a matter being considered at this meeting.

**2. MINUTES:**

- 2.1 RESOLVED that the minutes of the last Strata Committee meeting, held on **Friday, 24 February 2017**, be confirmed as a true record and account of the proceedings at that meeting.

**3. OFFICERS:**

- 3.1 RESOLVED that the following officers be appointed.

Chairperson/Secretary/Treasurer: Ms Kathryn Davies

**4. REPRESENTATIVE AND SUBSTITUTE REPRESENTATIVE:**

- 4.1 RESOLVED that Ms Kathryn Davies member of the Strata Committee is elected as the representative to liaise with the strata managing agent and be the scheme's contact point.
- 4.2 MOVED that a member of the Strata Committee is elected to liaise with the strata managing agent as the scheme's substitute contact point.

The motion 4.2 put forward was LOST.

**5. MAINTENANCE:**

- 5.1 RESOLVED that the Strata Committee discuss any maintenance required on the common property with the following noted:
- The owner of Unit 12 to install a blind at the Stanley Street side of the unit the same as existing (grey) and in accordance with Section 110 of the Strata Schemes Management Act 2015.