
**MINUTES OF THE ANNUAL GENERAL MEETING OF PROPRIETORS OF
COMMUNITY ASSOCIATION DEPOSITED PLAN 270218
HUNTERFORD ESTATE, OATLANDS HELD
IN THE CLUBHOUSE AT HUNTERFORD ESTATE, OATLANDS
ON WEDNESDAY 17 JANUARY 2024 COMMENCING 7.00PM**

PRESENT:	W & C Sutton	(9)	D & D Milutin	(14)
	R & J Smith	(17)	M & S Payor	(31)
	P & L Hanlon	(33)	P & L West	(34)
	W & B Griffin	(41)	P Yin	(43)
	Detosa Pty Ltd	(59)	M & E Christodoulou	(72)
	R & J Bamforth	(74)	R & S Naidoo	(81)
	N Naidoo & K Sutton	(87)	K & S Neat	(88)
	J Chen	(90)	E Kang & M Hahm	(96)
	N Li & J Zhang	(97)	F & S Collins	(103)
	K & B Bunt	(105)	W & H Chen	(106)
	A & V Sethia	(109)	R & P Bowditch	(112)
	A Gosain & S Sharma	(121)	J Liddle	(134)
	Lewjam PTY LTD	(147)	S Anam & A Sudhakar	(149)
	B Root	(150)		
	BY PROXY:	S Yong & S Kim	(11)	- Proxy to W Sutton
C & M Papadopoulo		(12)	- Proxy to W Sutton	(9)
B & A Henry		(13)	- Proxy to D Milutin	(14)
W Yee		(29)	- Proxy to R Naidoo	(81)
L Fackrell		(35)	- Proxy to P West	(34)
X Han		(37)	- Proxy to W Chen	(106)
D Huang & L Shen		(44)	- Proxy to W Chen	(106)
Y Yin		(48)	- Proxy to W Chen	(106)
Z & S Bamji		(68)	- Proxy to R Naidoo	(81)
H Zhang		(73)	- Proxy to M Christodoulou	(72)
Y Ng		(76)	- Proxy to S Payor	(31)
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 Au		(86)	- Proxy to S Payor	(31)
J Neilson		(89)	- Proxy to G Neilson	
M & W Mikiewicz		(91)	- Proxy to G Neilson	
K & B Kim		(98)	- Proxy to K Bunt	(105)
S Chong & S Tan		(99)	- Proxy to K Bunt	(105)
Y Seo & H Jeon		(104)	- Proxy to K Bunt	(105)
W Song & Y Liu		(107)	- Proxy to W Chen	(106)
Y Xu & M Hu		(115)	- Proxy to W Chen	(106)
T Chi & F Xia		(130)	- Proxy to W Chen	(106)
S & V Kennett		(133)	- Proxy to P West	(34)
P & M Kanwar		(136)	- Proxy to S Kanwar	

Premier Strata Management

Address: 6/175 Briens Road, Northmead NSW
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mail@premierstrata.com.au

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IN ATTENDANCE: C Yuen Company Nominee for Lots 59 and 147

CHAIRPERSON: R Naidoo

QUORUM: It was noted that a quorum was present.

MINUTES: It was RESOLVED that the minutes of the previous General Meeting held on 15 August 2023 be confirmed and adopted.

KEY FINANCIAL INFORMATION: It was RESOLVED that the Annual Statement of Accounts for the period ending 31st October 2023 be received and adopted.

AUDITOR: It was RESOLVED to arrange an independent audit of the financial statements for the financial year ending 31st October 2023.

BUDGET: a) It was RESOLVED that the proposed Annual Budget for the year ending 31st October 2023 be adopted and carried forward.

b) It was RESOLVED that contributions be determined in with Section 83 and Schedule 1, Clause 7 of the Community Land Management Act 2021 for the twelve months payable on a quarterly basis commencing 1st March 2024 as follows:

Administrative Fund	\$200,000.00 + GST
Sinking Fund	\$ 83,941.00 + GST
Total Funds	\$283,941.00 + GST

INSURANCE: It was RESOLVED that the building insurance policies renewed at an amount of \$7,181,448.00 from 11 August 2024.

Workers compensation is not required as per the Act on renewal for the following year.

That the Association obtain three (3) quotations for all items of insurance and to delegate the function of accepting and executing the most suitable quotation to the Association Committee

EXECUTIVE COMMITTEE: a) It was RESOLVED that in accordance with Section 33 and Schedule 2 of the Community Land Management Act 2021:

- i. 10 Nominations were received for the election of the Association Committee.
- ii. That the Community Association determined the number of members of the Association Committee to be 10. With the following owners were elected to the Executive Committee:

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EXECUTIVE	W Sutton	(9)	S Payor	(31)
COMMITTEE	P West	(34)	M Christodoulou	(72)
CONT:	R Naidoo	(81)	K Neat	(88)
	K Bunt	(105)	W Chen	(106)
	R Bowditch	(112)	G Neilson	

b) It was RESOLVED that a \$50,000.00 + GST limitation be placed on the decision-making powers of the Executive Committee.

**APPOINTMENT OF
COMMUNITY
MANAGER:**

a) It was RESOLVED that pursuant to Section 53(1) of the Community Land Management Act 2021 (NSW), Premier Strata Management Pty Limited be appointed as Community managing agent of the Community Association in Deposited Plan 270218.

b) That the Community Association delegate to Premier Strata Management all of the functions of the Community Association (other than those listed in Section 53(2) of the Act); and its Chairperson, Treasurer, Secretary, and Association Committee necessary to enable the Agent to carry out all services noted in the written agreement signed by 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.

W Sutton of Lot 9 and R Naidoo of Lot 81 were authorised to sign the Management Agreement on behalf of the Community Association with the agreement commencing on the 17th January 2024 for a term of one year.

**WORK HEALTH &
SAFETY:**

That the Community Association acknowledge the *Work Health and Safety Act 2011* and *Regulations* and RESOLVE to:

(a) To 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 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.

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**LEVY
COLLECTION:**

It was RESOLVED that the 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 90 of the Community Land Management Act 2021; 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:
 - i. Provide advice regarding recovering outstanding contributions;
 - 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).

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PAYMENT PLANS FOR OVERDUE LEVY CONTRIBUTIONS: It was RESOLVED that the Owners of Deposited Plan No. 270218, by ordinary resolution in accordance with section 90 of the Community Land Management Act 2021 to decide whether to offer payment plans in respect of overdue contributions, either generally or in particular cases which include the following terms:

- (a) The schedule of payments for the amounts owing and the period for which the plan applies;
- (b) The manner in which the payments are to be made; and
- (c) Contact details for a member of the strata committee or a strata managing agent who is to be responsible for any matters arising in relation to the payment plan.

FOOTPATH QUOTE: It was RESOLVED to accept the quote from North Rocks Concrete.

GARDENING CONTRACTOR: It was RESOLVED to approve to grant the community committee authority to approve a new gardening contractor up to the value of the existing contractor.

CLOSE: There being no further business to discuss the meeting closed at 8.10 pm.

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