

MINUTES OF ANNUAL GENERAL MEETING

COMMUNITY LAND MANAGEMENT ACT 2021 ("The Act")



ACUMEN STRATA

**The Members of Lots in Community Association DP No. 270427
Prince Henry Community Association at Little Bay
Anzac Parade, LITTLE BAY
The Meeting was held on Monday, 17 March 2025
In the Hibiscus Room in the Coast Centre for Seniors, Curie Avenue
Commenced at 6:03pm**

Present	In Attendance
Susan Graham (Lot 5)	Michelle Morgan-Callaghan (Lot 6)
Jenny Elliot (Lot 6)	Ian Williams (Lot 7)
Ira Williams (Lot 7)	Bruce Jennings (Lot 7)
Steve McDermott (Lot 18)	Elizabeth Russell (Lot 28)
Fiona Barron (Lot 24)	Maria Strugarevic (Lot 30)
Kerry Hussner (Lot 30)	Linda Mearing (Lot 45 & 99)
Michael McIntosh (Lot 36)	Eric Ooms (Lot 51)
Leonard Ryan (Lot 52, 53, 57, 58, 59)	Steve Jackson (Lot 75)
John Pearson (Lot 51)	Robyn Alexander (Lot 82)
Pavlos Totsis (Lot 75)	Tina Evans (Lot 127)
Helga Nilsen (Lot 82)	June Sheriff (Lot 127)
Lesley Wood (Lot 101)	Raymond Rez (Acumen Strata)
Georgina Ryan (Lot 127)	Fiona Yeum (Acumen Strata)
	Apologies
Chairperson: Raymond Rez – by invitation	

A Vote of Thanks was extended to Chris Hanson and Lesley Wood for their ongoing assistance and support during their tenure whilst on the Association Committee.

A Vote of Thanks was extended to the Association Committee for their continued attendance and involvement over the last 12 months.

A Vote of Thanks was issued to Michael McIntosh (DP285944) for his unofficial involvement in Association Committee discussions since 12 March 2025.

- Minutes of previous General Meeting** **Resolved** that the minutes of the last General Meeting of the Community Association held 18 March 2024 was confirmed as a true record and account of the proceedings at that meeting.
- Financial Statements** **Resolved** that, in accordance with clause 11 of Schedule 1, the audited financial statements for the period 31 December 2024 were accepted.
- Auditor** **Resolved** that Thomas Davis & Co. be appointed to audit the financial statements for the financial year ending on 31 December 2025.

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Liability Limited by a scheme approved under the Professional Standards Legislation

4. Administrative and Capital Works Fund

Resolved that, in accordance with sections 83 and 84(1) of the Act, the estimated receipts and payments (Budget) for the Administrative Fund and the Capital Works Fund be adopted and contributions determined as follows:

- (a) To the General Administrative Fund in the amount of \$110,000.00 plus GST in instalments as set out in the table below:

Instalment	Levy Due	Admin (excl GST)	GST	Total (incl GST)
1 (Invoiced)	1/01/2025	\$26,000.00	\$2,600.00	\$28,600.00
2	1/04/2025	\$28,000.00	\$2,800.00	\$30,800.00
3	1/07/2025	\$28,000.00	\$2,800.00	\$30,800.00
4	1/10/2025	\$28,000.00	\$2,800.00	\$30,800.00
TOTAL		\$110,000.00	\$11,000.00	\$121,000.00

- (b) To the Capital Works Fund in the amount of \$1,500.00 plus GST in instalments as set out in the table below:

Instalment	Levy Due	Capital (excl GST)	GST	Total (incl GST)
1 (Invoiced)	1/01/2025	\$1,500.00	\$150.00	\$1,650.00
2	1/04/2025	\$0.00	\$0.00	\$0.00
3	1/07/2025	\$0.00	\$0.00	\$0.00
4	1/10/2025	\$0.00	\$0.00	\$0.00
TOTAL		\$1,500.00	\$150.00	\$1,650.00

- (c) That the Administrative Fund and Capital Works Fund contributions continue quarterly thereafter until redetermined as set out in the table below:

Type	Levy Due	Amount (excl GST)	GST	Total (incl GST)
Admin Fund	1/01/2026	\$27,500.00	\$2,750.00	\$30,250.00
Capital Works Fund	1/01/2026	\$0.00	\$0.00	\$0.00

5. Insurances

Resolved that, in accordance with section 148 of the Community Land Management Act, the insurance policies currently in force (as listed below) be confirmed.

Policy Type	Sum Insured	Company	Policy Number	Premium	Excess Details	Broker/Agent
CATASTROPHE	\$36,360	CHU Underwriting Agency Pty Ltd	NT204526	\$4,677.70	\$500	BAC Insurance Brokers
PUBLIC LIABILITY	\$30,000,000					
FIDELITY GUARANTEE	\$250,000					
OFFICE BEARERS	\$20,000,000					
VOLUNTARY WORKERS	\$200,000/\$2,000					
GOVT AUDIT COSTS	\$25,000					
LEGAL EXPENSES	\$50,000					
APPEAL EXPENSES	\$100,000					
COMMON CONTENTS	\$2,242					
COMMUNITY PROPERTY	\$242,400					
COMMUNITY INCOME	\$36,360					

Date on which the insurance was last paid: 13 March 2024
 Date on which the insurance renewal will occur: 31 March 2025

6. Additional Insurances

Resolved that the Community Association determined to extend the insurance to include any other optional insurances.

Noted that this be referred to the brokers.

7. Report on Commissions

Resolved that the Community Association considered the report from the Managing Agent as to whether, and what commissions or training services have been provided to or paid for the agent (other than the Community Association) in connection with the exercise by the agent of functions for the scheme during the preceding 12 months and particulars of any such commission or training services and estimates of any such commissions or training services that the agent believes are likely to be provided to or paid for the agent in the following 12 months.

Note:

As at the date of the meeting the Agent had received \$0.00 in insurance commission and \$0.00 in training services.

In the forthcoming 12 months \$0.00 in insurance commissions and \$0.00 in training services is anticipated.

8. Valuation

Resolved that, in accordance with section 150 of the Act, the Association property be revalued for insurance purposes noting the last valuation being undertaken on 25 October 2018 and the next valuation being due prior to this year's renewal.

9. Association Committee

Resolved that, the Community Association elect a new Association Committee as follows:

- (a) Calling for written and oral nominations for members of the Association Committee;

Nominee	Nominee's Lot	Nominated By Lot	Method of Nomination	Method of Acceptance
Susan Graham	5	5	Written	Written
Ira Williams	7	7	Written	Written
Steve McDermott	18	18	Written	Written
Michael McIntosh	36	36	Written	Written
John Pearson	51	51	Written	Written
Pavlos Totsis	75	75	Written	Written
Lesley Wood	101	101	Written	Written

- (b) The candidates for election to the Association Committee disclosed no connections with the original owner or estate manager for the scheme;
- (c) Determine the number of members of the Association Committee be set at seven (7); and
- (d) As the number of nominations matched the number of members, elect the Association Committee as follows:

Nominee	Nominee's Lot
Susan Graham	5
Ira Williams	7
Steve McDermott	18
Michael McIntosh	36
John Pearson	51
Pavlos Totsis	75
Lesley Wood	101

A proposal of three (3) or five (5) positions was put to the meeting. A proposal was then received from the floor for seven (7) positions. On being put to a vote, the five (5) positions option was resolved. A poll vote was called from the floor after which the seven (7) position option was resolved as follows:

Total Entitlements Present and voting: 60,358

Total Entitlements voting for seven (7) members: 39,649

Total Entitlements voting for five (5) members: 20,709

10. Restricted Matters

Resolved that the Community Association place no additional restrictions on the Association Committee other than those currently imposed by the Act and Community Land Management Regulation 2021 (NSW).

11. Overdue Levy Contributions (Debt Collection)

Resolved that pursuant to section 91 of the Act for the purpose of collecting levy contributions, the Community Association authorises the Association Committee and/or Managing Agent to do any one or more of the following:

- (a) 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 (1st reminder after 30-days, 2nd reminder after 60-days, 3rd reminder after 90-days, after 115 days in arrears as (b) below);
- (b) engage or appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation of lawyers and/or experts on behalf of The Community Association – Deposited Plan No 270427;
- (c) 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) enforce any judgment obtained in the collection of levy contributions including commencing and maintaining bankruptcy 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 Community Association’s debt collection agents, lawyers and experts in relation to any levy recovery proceedings.

12. Payment Plans for Overdue Levy Contributions

Resolved that, pursuant to section 90(5) of the Act, the Community Association delegate authority to the Association Committee or the Managing Agent to enter into payment plans generally with owners involving the recovery of unpaid levies, interest and recovery costs. Payment plans are limited to 12 months and must incorporate the payment of any future reoccurring levy. A payment plan to provide the following:

- (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 Association Committee or a Managing Agent who is to be responsible for any matters arising in relation to the payment plan.

13. Next Annual General Meeting

Resolved that the Community Association Committee determine a date for the next Annual General Meeting.

Closure There being no further business the meeting closed at 7:14PM.