

Community Land Management Act 1989 (NSW)

**NOTICE OF SPECIAL GENERAL MEETING**

The Owners – Community Association DP No. 270417  
 Twin Creeks  
 336-478a Luddenham Road, Luddenham

**DATE, PLACE AND TIME**

The meeting will be held on **Monday 23 October 2017**  
 at Twin Creeks Golf and Country Club, 2 Twin Creeks Drive, Luddenham.  
 The meeting will commence at **6.30pm**

**AGENDA**

<b>MOTION 1</b>	<b>MINUTES</b>	<p>That the Minutes of the preceding General Meeting held 21 August 2017 be confirmed as a true and accurate records of events.</p> <p><i>Explanatory note: It is a requirement to confirm the Minutes of the preceding General Meeting as a true and accurate record of events.</i></p>
<b>MOTION 2</b>	<b>APPOINTMENT OF NEPEAN REGIONAL SECURITY</b>	<p>That the owners of DP270417 resolve to appoint Nepean Regional Security at a cost of \$103,660.00 plus GST p.a. to complete roving patrols to the Estate at 8 hours per night across 365 days per year.</p> <p><i>Explanatory note: The aforementioned cost is based on a dedicated service with guard and fully marked car at a cost of \$35.50/hr + GST. Therefore, the noted figure is based on 1 x guard at 8 hours per night across 365 days per year. If approved, the budget tabled in motion five (5) will need to be selected.</i></p>
<b>MOTION 3</b>	<b>APPOINTMENT OF NEPEAN REGIONAL SECURITY</b>	<p>That the owners of DP270417 resolve to:</p> <p>a) appoint Nepean Regional Security at a cost of \$23,520.00 plus GST p.a. to complete 4 patrols per night across 365 days per year, and;</p> <p>b) authorise the Executive Committee to increase the number of patrols throughout the warmer months should the need arise with costs not to exceed any approved budget allowance.</p> <p><i>Explanatory note: The cost referenced in part a is based on 4 patrols per night across 365 days per year. The quoted amount is \$1,960.00 + GST per month and therefore, an annual cost of \$23,520.00 + GST. Part b provides authority to the Committee to increase the number of patrols in the warmer months should the need arise so long as the costs do not exceed any budget allowance. Accordingly, if approved, the budget tabled within motion six (6) will need to be selected.</i></p>
<b>MOTION 4</b>	<b>RESCIND LEVIES AND BUDGET</b>	<p>That subject to either motion 5 or 6 being approved, the owners of DP270417 resolve to rescind the resolution determined within motion 21 of the Annual General Meeting held 21 August 2017 which determined the amounts to be levied to both the Administrative and Sinking Fund for the period 1 July 2017 to 30 June 2018 and, additionally, the first quarter of the next financial year.</p> <p><i>Explanatory note: It is apparent that a number of Community Association</i></p>

members were not satisfied with the budget approved at the Annual General Meeting. Accordingly, the Committee has moved this motion to give consideration to rescinding the budget approved at the Annual General Meeting on 21 August 2017.

**MOTION 5**

**PROPOSED BUDGET AND LEVIES – OPTION A**

That the owners of DP270417 resolve to:

a) confirm and adopt the Administration Fund budget for the financial year commencing 1 July 2017 and that levies of \$966,900.00 incl. GST be determined as follows:

b) confirm and adopt the Sinking Fund budget for the financial year commencing 1 July 2017 and that levies of \$238,200.00 incl. GST be determined as follows:

Due Date	Admin Inc GST	Sinking Inc GST
1 July 2017 (already billed)	\$138,610.84	\$49,624.74
1 October 2017 (already billed)	\$276,096.38	\$62,858.41
1 January 2018	\$276,096.39	\$62,858.42
1 April 2018	\$276,096.39	\$62,858.42
<b>Total</b>	<b>\$966,900.00</b>	<b>\$238,199.99</b>

c) confirm and adopt the first quarter of the Administrative and Sinking Fund for the following financial year be determined as follows:

Due Date	Admin Inc GST	Sinking Inc GST
1 July 2018	\$241,725.00	\$59,550.00

*Explanatory note: This budget is reflected within the enclosed budget paper as 'BUDGET A'. Various line items have been amended from the previously accepted budget however, if accepted, the overall levy amount will remain the same as what was due and payable on 1 October 2017.*

**MOTION 6**

**PROPOSED BUDGET – OPTION B**

That the owners of DP270417 resolve to:

a) confirm and adopt the Administration Fund budget for the financial year commencing 1 July 2017 and that levies of \$858,000.00 incl. GST be determined as follows:

b) confirm and adopt the Sinking Fund budget for the financial year commencing 1 July 2017 and that levies of \$148,500.00 incl. GST be determined as follows:

Due Date	Admin Inc GST	Sinking Inc GST
1 July 2017 (already billed)	\$138,610.84	\$49,624.74
1 October 2017 (already billed)	\$276,096.38	\$62,858.41
1 January 2018	\$221,646.39	\$18,008.43
1 April 2018	\$221,646.39	\$18,008.43

		<table border="1"> <tr> <td><b>Total</b></td> <td><b>\$858,000.00</b></td> <td><b>\$148,500.00</b></td> </tr> </table> <p>c) confirm and adopt the first quarter of the Administrative and Sinking Fund for the following financial year be determined as follows:</p> <table border="1"> <thead> <tr> <th><b>Due Date</b></th> <th><b>Admin Inc GST</b></th> <th><b>Sinking Inc GST</b></th> </tr> </thead> <tbody> <tr> <td>1 July 2018</td> <td><b>\$214,500.00</b></td> <td><b>\$37,125.00</b></td> </tr> </tbody> </table> <p><i>Explanatory note: This budget is reflected within the enclosed budget paper as 'BUDGET B'. As the levies of 1 July and 1 October 2017 are already due and payable, we note that if this budget is accepted, an amount of \$443,292.78 (Admin) and \$36,016.86 (Sinking) will be divided over the remaining 1 January and 1 April 2018 quarters (difference between amount determined above and amounts already levied this FY).</i></p>	<b>Total</b>	<b>\$858,000.00</b>	<b>\$148,500.00</b>	<b>Due Date</b>	<b>Admin Inc GST</b>	<b>Sinking Inc GST</b>	1 July 2018	<b>\$214,500.00</b>	<b>\$37,125.00</b>
<b>Total</b>	<b>\$858,000.00</b>	<b>\$148,500.00</b>									
<b>Due Date</b>	<b>Admin Inc GST</b>	<b>Sinking Inc GST</b>									
1 July 2018	<b>\$214,500.00</b>	<b>\$37,125.00</b>									
<b>MOTION 7</b>	<b>MAINTENANCE PLAN – SEWER TREATMENT PLANT</b>	That the owners DP270417 resolve to receive an update from the Committee on the maintenance costs of the existing and proposed new Sewer Treatment Plant (STP) and that a standing authority be given to the Committee to enter into agreements with the Developers concerning said STP and necessary upgrades.									

*Community Land Management Act 1989 (NSW)*

## **MINUTES OF ANNUAL GENERAL MEETING**

The Owners – Community Association DP No. 270417  
Twin Creeks  
336-478a Luddenham Road, Luddenham

### **DATE, PLACE AND TIME**

The meeting was held on **Monday 21 August 2017**  
at Twin Creeks Golf and Country Club, 2 Twin Creeks Drive, Luddenham.

The meeting commenced at **6.30pm**

<b>PRESENT:</b>	P Morched	Lot 2
	N Carle	Lot 3
	J Tolomeo	Lot 9
	P & C Kassour	Lot 14
	C Tribbia & D Zampieri	Lot 35
	Twin Creeks Holdings (Australia) Ltd	Lot 47
	A Bunyan	Lot 68
	D De Giorgio	Lot 73
	J Williams & H Quinn	Lot 74
	T Opie	Lot 79
	P Kastelan	Lot 85
	Y Cameron	Lot 86
	J & C Lindell	Lot 88
	G Pirotta	Lot 90
	R & C Burns	Lot 95
	C Wong	Lot 97
	I Kekic	Lot 99
	R & A Abbott	Lot 119
	T & T Papazoglou	Lot 120
	J Petherick	Lot 125
	S Holt	Lot 127
	G Walker	Lot 137
	M & M Singh	Lot 138
	N Qutami	Lot 152
	C Long	Lot 153
	R Bashour	Lot 154
	B & C Palombo	Lot 158
	R Smith	Lot 180
	J Mortimer	Lot 182
	E & P Drew	Lot 188
	L Atkinson	Lot 189
	N & A Ebzery	Lot 196
P & M Thomas	Lot 201	
G Johnston	Lot 205	
J McAtear	Lot 207	
S & S Shearer	Lot 211	

M & J Brett	Lot 214
A & T Wozniak	Lot 216
S Cini	Lot 218
TCG Resorts & TCG Developments P/L	Lot 221
TCG Resorts & TCG Developments P/L	Lot 222
S & K Bell	Lot 231
L Kelly	Lot 233
O Smith	Lot 245
G & D Lombardo	Lot 257
L Fazio	Lot 266
C & J Xuereb	Lot 271
W Schembri	Lot 308
C Mifsud	Lot 309
M Koller	Lot 321
T & A Madden	Lot 332
D Argenta & A Vella	Lot 334
P Aquino	Lot 342

**PRESENT BY PROXY:** J Berry (Lot 8) proxy to D Berry  
K Votano (Lot 161) proxy to C Long  
H Yildiz & T Rivett (Lot 264) proxy to C Long

**IN ATTENDANCE:**

L Zaubzer	Strata Plus Pty Ltd
J Smolinski	Strata Plus Pty Ltd
R Keshishian	Strata Plus Pty Ltd
D Hofland	Twin Creeks Golf & Country Club
G Martin	Twin Creeks Golf & Country Club
N Doran	All Suburbs Strata Management
M Blewitt	All Suburbs Strata Management
C Earthroul	Clean Green Strata Maintenance
J Mifsud	Lot 130
L Hart	Lot 135
A Pringley	Lot 139
S Van Leerdam	Lot 145
S Jones	Lot 146
F Goodwin	Lot 193
J Cowin	Lot 202
W Cook	Lot 203
R Bergamin	Lot 209
A Agostino	Lot 224
B Price	Lot 229
M Gorga	Lot 230
P Nelson	Lot 282

**CHAIRPERSON:** C Long

**MINUTES**

CONFIRMATION OF RECORDS		
<b>MOTION 1</b>	<b>MINUTES</b>	RESOLVED that the minutes of the last annual general meeting of the community association held on 31 August 2016 be confirmed as a true record and account of the proceedings at that Meeting.
<b>MOTION 2</b>	<b>MINUTES</b>	RESOLVED that the minutes of the special general meeting of the community association held on 31 August 2016 be confirmed as a true

		record and account of the proceedings at that Meeting.
MOTION 3	FINANCIAL STATEMENTS	RESOLVED that the audited Financial Statements for the period ended 30 June 2017 be adopted.
		<b>CONTRACTS OF COMMUNITY ASSOCIATION</b>
MOTION 4	TERMINATION OF CONTRACT - CARETAKER	RESOLVED that the owners of DP270417 instruct the strata manager to terminate the services of Twin Creeks Golf & Country Club Limited ACN 106 909 184, with their last day of service being determined by the committee.
MOTION 5	APPOINTMENT OF CARETAKER	RESOLVED that the owners of DP270417 instruct the strata manager to appoint the services of Clean Green Strata Pty Ltd to perform the services of caretaker as outlined in their proposal dated 30 May 2017, for a period of 12 months, and RESOLVED that the committee determine the commencement date.
MOTION 6	TERMINATION OF CONTRACT	RESOLVED that the owners of DP270417 instruct the strata manager to terminate the services of Skyline Landscaping Services, with their last day of service being 22 <sup>nd</sup> September 2017.
MOTION 7	APPOINTMENT OF LANDSCAPER	RESOLVED that the owners of DP270417 instruct the strata manager to appoint the services of Twin Creeks Golf & Country Club Limited to perform the services of the landscaper for the estate as outlined in their proposal attached to this notice of meeting, for a period of 12 months, and RESOLVED to determine the commencement date as the 23 <sup>rd</sup> September 2017.
MOTION 8	APPOINTMENT OF ONSITE LIAISON SERVICE	RESOLVED that the owners of DP270417 instruct the strata manager to appoint the services of Twin Creeks Golf & Country Club Limited to perform the services of Onsite Support, as outlined in their proposal attached to this notice of meeting, for a period of 12 months, to provide On-site Support Services to the Twin Creeks Community and Executive Committee, and RESOLVED to determine the commencement date as immediately.
MOTION 9	STRATA MANAGING AGENT – TERMINATION OF CURRENT AGREEMENT	That Subject to Motion 10 being passed, that the community association of <b>Deposited Plan No. 270417</b> terminate its current agency agreement by the mutual consent with Strata Plus Pty Limited in accordance with clause 7.2 of the current agency agreement.  MOTION DEFEATED
MOTION 10	STRATA MANAGING AGENT RE-APPOINTMENT	<b>A</b> Subject to Motion 9 being passed, that the community association of Deposited Plan No. 270417, in accordance with section 50 of the <i>Community Land Management Act (1989)</i> :  (a) continues to appoint Strata Plus Pty Limited ACN 096 175 009 as strata managing agent ( <b>Agent</b> );  (b) delegate to the Agent all of the functions of:  (i) the community association (other than those listed in section 28(3) of the Act); and  (ii) its chairperson, treasurer, secretary and executive committee,  necessary to enable the Agent to carry out the ‘ <i>agreed services</i> ’ and the ‘ <i>additional services</i> ’ as defined in the written agreement, a copy of which is attached to this notice ( <b>Agreement</b> );  (c) the delegation to the Agent is to be subject to the conditions and limitations in the Agreement; and  (d) the community association execute the Agreement to give effect to

		<p>this appointment and delegation; and</p> <p>(e) authority be given for the common seal of the community association to be affixed to the Agreement by the two members of the executive committee.</p> <p><b>B</b> That the delegations in this motion supersede all previous delegations.</p> <p style="text-align: right;">MOTION DEFEATED</p>
<b>MOTION 11</b>	<b>STRATA MANAGING AGENT – TERMINATION OF CURRENT AGREEMENT</b>	RESOLVED that the community association of Deposited Plan No. 270417 terminate its current agency agreement with Strata Plus Pty Limited in accordance with clause 5.3 of the current agency agreement, with the final date of management being 30 November 2017, and that they revoke all delegations, functions, authorities and responsibilities from that date.
<b>MOTION 12</b>	<b>STRATA MANAGEMENT AGENT – APPOINTMENT OF ALL SUBURBS STRATA MANAGEMENT</b>	<p>A. RESOLVED that the community association of Deposited Plan No. 270417, in accordance with section 50 of the Community Land Management Act (1989):</p> <p>(a) appoint All Suburbs Strata Management ABN 66 795 492 098 as strata managing agent (Agent) for a period of 12 months;</p> <p>(b) delegate to the Agent all of the functions of:</p> <p>(i) the community association (other than those listed in section 28(3) of the Act); and</p> <p>(ii) its chairperson, treasurer, secretary and executive committee,</p> <p>necessary to enable the Agent to carry out the ‘agreed services’ and the ‘additional services’ as defined in the written agreement, a copy of which is attached to this notice (Agreement);</p> <p>(c) the delegation to the Agent is to be subject to the conditions and limitations in the Agreement; and</p> <p>(d) the community association execute the Agreement to give effect to this appointment and delegation; and</p> <p>(e) authority be given for the common seal of the community association to be affixed to the Agreement by the two members of the executive committee.</p>
		<b>COMMON PROPERTY RISK MANAGEMENT</b>
<b>MOTION 13</b>	<b>INSURANCE RENEWAL</b>	RESOLVED that a standing authority be given to Strata Plus Pty Limited to renew the insurances for the association in accordance with current valuation.
<b>MOTION 14</b>	<b>VALUATION</b>	That a valuation be obtained for insurance purposes prior to the expiration of the current policy period and the insured amount be adjusted to that figure.
		MOTION DEFEATED
<b>MOTION 15</b>	<b>OFFICE BEARERS LIABILITY FIDELITY GUARANTEE</b>	<p>RESOLVED that the community association confirm the office bearers liability insurance for \$1,000,000.00</p> <p>RESOLVED that the community association confirm the fidelity guarantee insurance for \$100,000.00</p>

<b>COMMUNITY ASSOCIATION GOVERNANCE</b>																																						
<b>MOTION 16</b>	<b>EXECUTIVE COMMITTEE POSITIONS</b>	RESOLVED that the Chairperson outline the newly determined committee positions to the meeting so that owners can make an informed choice as to whether to nominate to the committee.																																				
<b>MOTION 17</b>	<b>EXECUTIVE COMMITTEE</b>	<p>RESOLVED that in accordance with section 29 of <i>Community Land Management Act (1989)</i> the number of nominations received were nine (9) and these were:</p> <table style="margin-left: 40px;"> <tr><td>Caterina Tribbia</td><td>Lot 35</td></tr> <tr><td>John Williams</td><td>Lot 74</td></tr> <tr><td>Trystan Opie</td><td>Lot 79</td></tr> <tr><td>Craig Long</td><td>Lot 153</td></tr> <tr><td>Ray Bashour</td><td>Lot 154</td></tr> <tr><td>Chris Palombo</td><td>Lot 158</td></tr> <tr><td>Diane Hofland</td><td>Lot 222</td></tr> <tr><td>L Kelly</td><td>Lot 233</td></tr> <tr><td>T Madden</td><td>Lot 332</td></tr> </table> <p>Upon the chairperson declaring that nominations had closed the meeting RESOLVED the number of the executive committee members be determined at nine (9) and those candidates nominated were duly elected as follows:</p> <table style="margin-left: 40px;"> <tr><td>Caterina Tribbia</td><td>Lot 35</td></tr> <tr><td>John Williams</td><td>Lot 74</td></tr> <tr><td>Trystan Opie</td><td>Lot 79</td></tr> <tr><td>Craig Long</td><td>Lot 153</td></tr> <tr><td>Ray Bashour</td><td>Lot 154</td></tr> <tr><td>Chris Palombo</td><td>Lot 158</td></tr> <tr><td>Diane Hofland</td><td>Lot 222</td></tr> <tr><td>L Kelly</td><td>Lot 233</td></tr> <tr><td>T Madden</td><td>Lot 332</td></tr> </table>	Caterina Tribbia	Lot 35	John Williams	Lot 74	Trystan Opie	Lot 79	Craig Long	Lot 153	Ray Bashour	Lot 154	Chris Palombo	Lot 158	Diane Hofland	Lot 222	L Kelly	Lot 233	T Madden	Lot 332	Caterina Tribbia	Lot 35	John Williams	Lot 74	Trystan Opie	Lot 79	Craig Long	Lot 153	Ray Bashour	Lot 154	Chris Palombo	Lot 158	Diane Hofland	Lot 222	L Kelly	Lot 233	T Madden	Lot 332
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<b>MOTION 18</b>	<b>RESTRICTED MATTERS</b>	<p>RESOLVED that if any matter or class of matter is to be determined by the community association in general meeting.</p> <p>It was resolved that any decisions surrounding the new contract for the maintenance of the sewer treatment plant be brought to a general meeting for approval.</p>																																				
<b>FINANCIAL MATTERS</b>																																						
<b>MOTION 19</b>	<b>TERM DEPOSITS</b>	RESOLVED that the treasurer of the community association be authorised by standing authority to advise the managing agent of those amounts which may be placed on term deposit with the community associations bankers.																																				
<b>MOTION 20</b>	<b>AUDITOR</b>	RESOLVED that an auditor be appointed for the community association for the financial year ending 30 June 2018.																																				
<b>MOTION 21</b>	<b>BUDGET / LEVIES OPTION ONE</b>	<p>a) RESOLVED that the Administrative Fund Budget be confirmed for the financial year commencing 1 July 2017 be adopted and that levies of \$966,900.00 Incl GST (\$879,000.00 Excl GST) be determined as follows:</p> <p>b) RESOLVED that the Sinking Fund Budget of be confirmed for the financial year commencing 1 July 2017 be adopted and that levies of \$238,199.99 Incl GST (\$216,545.45 Excl GST) be determined as</p>																																				



		<p>follows:</p> <table border="1" data-bbox="560 192 1302 566"> <thead> <tr> <th>Due Date</th> <th>Admin Inc GST</th> <th>Sinking Inc GST</th> </tr> </thead> <tbody> <tr> <td>1 July 2017 (already billed)</td> <td>\$138,610.84</td> <td>\$49,624.74</td> </tr> <tr> <td>1 October 2017</td> <td>\$276,096.38</td> <td>\$62,858.41</td> </tr> <tr> <td>1 January 2018</td> <td>\$276,096.39</td> <td>\$62,858.42</td> </tr> <tr> <td>1 April 2018</td> <td>\$276,096.39</td> <td>\$62,858.42</td> </tr> <tr> <td><b>Total</b></td> <td><b>\$966,900.00</b></td> <td><b>\$238,199.99</b></td> </tr> </tbody> </table> <p>c) That the first quarter levy of the Administrative Fund and Sinking Fund for the following financial year be determined as follows:</p> <table border="1" data-bbox="560 645 1302 768"> <thead> <tr> <th>Due Date</th> <th>Admin Inc GST</th> <th>Sinking Inc GST</th> </tr> </thead> <tbody> <tr> <td>1 July 2018</td> <td>\$241,725.00</td> <td>\$59,550.00</td> </tr> </tbody> </table>	Due Date	Admin Inc GST	Sinking Inc GST	1 July 2017 (already billed)	\$138,610.84	\$49,624.74	1 October 2017	\$276,096.38	\$62,858.41	1 January 2018	\$276,096.39	\$62,858.42	1 April 2018	\$276,096.39	\$62,858.42	<b>Total</b>	<b>\$966,900.00</b>	<b>\$238,199.99</b>	Due Date	Admin Inc GST	Sinking Inc GST	1 July 2018	\$241,725.00	\$59,550.00
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<p><b>MOTION 22</b></p>	<p><b>BUDGET / LEVIES</b> <b>OPTION TWO</b></p>	<p><i>MOTION WITHDRAWN:</i></p> <p>a) That the Administrative Fund Budget be confirmed for the financial year commencing 1 July 2017 be adopted and that levies of \$891,378.11 Incl GST (\$810,343.74 Excl GST) be determined as follows:</p> <p>b) That the Sinking Fund Budget of be confirmed for the financial year commencing 1 July 2017 be adopted and that levies of \$112,750.00 Incl GST (\$102,500.00 Excl GST) be determined as follows:</p> <table border="1" data-bbox="560 1070 1302 1444"> <thead> <tr> <th>Due Date</th> <th>Admin Inc GST</th> <th>Sinking Inc GST</th> </tr> </thead> <tbody> <tr> <td>1 July 2017 (already billed)</td> <td>\$138,610.84</td> <td>\$49,624.74</td> </tr> <tr> <td>1 October 2017</td> <td>\$250,922.42</td> <td>\$21,041.75</td> </tr> <tr> <td>1 January 2018</td> <td>\$250,922.42</td> <td>\$21,041.75</td> </tr> <tr> <td>1 April 2018</td> <td>\$250,922.43</td> <td>\$21,041.76</td> </tr> <tr> <td><b>Total</b></td> <td><b>\$891,378.11</b></td> <td><b>\$112,750.00</b></td> </tr> </tbody> </table> <p>c) RESOLVED that the first quarter levy of the Administrative Fund and Sinking Fund for the following financial year be determined as follows:</p> <table border="1" data-bbox="560 1523 1302 1648"> <thead> <tr> <th>Due Date</th> <th>Admin Inc GST</th> <th>Sinking Inc GST</th> </tr> </thead> <tbody> <tr> <td>1 July 2018</td> <td>\$222,844.53</td> <td>\$28,187.50</td> </tr> </tbody> </table>	Due Date	Admin Inc GST	Sinking Inc GST	1 July 2017 (already billed)	\$138,610.84	\$49,624.74	1 October 2017	\$250,922.42	\$21,041.75	1 January 2018	\$250,922.42	\$21,041.75	1 April 2018	\$250,922.43	\$21,041.76	<b>Total</b>	<b>\$891,378.11</b>	<b>\$112,750.00</b>	Due Date	Admin Inc GST	Sinking Inc GST	1 July 2018	\$222,844.53	\$28,187.50
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<p><b>MOTION 23</b></p>	<p><b>MANAGEMENT OF OUTSTANDING LEVIES</b></p>	<p>RESOLVED that the community association authorise</p> <p>(a) The managing agent to take legal proceedings on behalf of the community association for the recovery of outstanding levies and interest, costs and expenses;</p> <p>(b) RESOLVED that the community association engage the service of Levies Online as per the attached Costs Agreement for the collection of outstanding levies.</p> <p>It is understood that the estimated cost of this advice shall not exceed an amount equal to \$750 per lot or \$10,000. Should the advice or legal services exceed these amounts then resolution at general meeting is required.</p>																								

		(c) The managing agent to instruct the solicitor and / or legal counsel in relation to such proceedings.
<b>CLOSURE</b>		There being no further business the meeting closed at 9.12pm.

<b>Administrative Fund</b>	<b>BUDGET 2017/2018 BUDGET A</b>	<b>BUDGET BUDGET B</b>	<b>Last Year Actual 2016/2017</b>	<b>Previous year Actual 2015/2016</b>
Insurance Claims			31,795.00	-
Interest on Arrears--Admin			11,639.90	5,603.09
Levies Due--Admin	879,000.00	780,000.00	504,037.46	631,124.36
Recoveries			-	77.73
Recovery--Legal Fees			5,064.59	-
Rental Income - <b>NON Leviable</b>	3,500.00	3,500.00	3,818.18	3,454.55
Status Certificate Fees - s184 - s26			1,316.00	846.09
Strata Roll Inspection Fees - s182			-	186.00
<b>Total Income</b>	<b>879,000.00</b>	<b>780,000.00</b>	<b>557,671.13</b>	<b>641,136.36</b>
Admin -- Penalties and Fines			-	1,130.00
Admin--Accounting / BAS	1,500.00	1,500.00	1,063.60	118.18
Admin--Agent Disburst--Couriers	100.00	100.00	-	16.82
Admin--Agent Disburst--Levy Notices	1,000.00	1,000.00	4,153.30	3,186.10
Admin--Agent Disburst--Mobiles/Long distance calls			-	116.31
Admin--Agent Disburst--Payment to creditor	400.00	400.00	436.06	211.81
Admin--Agent Disburst--Photocopying	2,000.00	2,000.00	4,449.90	2,132.32
Admin--Agent Disburst--Postage	1,000.00	1,000.00	1,994.34	1,143.48
Admin--Agent Disburst--Sched B fees compliance			63.64	-
Admin--Agent Disburst--Stationery			218.18	109.10
Admin--Agent Disburst--Third Party Invoices			136.36	68.18
Admin--Auditors--Audit Services	1,650.00	1,650.00	1,550.00	-
Admin--Bank Charges--Account Fees	100.00	100.00	-	-
Admin--Bank Charges--With GST	100.00	100.00	72.73	56.37
Admin--Consultants			160.00	77.00
Admin--Legal fees	10,000.00	10,000.00	6,446.99	8,271.63
Admin--Management Fees--Schedule B	5,000.00	5,000.00	11,880.58	8,893.98
Admin--Management Fees--Standard	29,500.00	29,500.00	37,750.82	26,556.64
Admin--Occ Health & Safety Report			2,000.00	1,600.00
Admin--Public Relations/Promotions	5,000.00	5,000.00	909.09	-
Admin--Registration/License/Permit Fees			247.00	-
Admin--Telephone Charges	2,500.00	2,500.00	2,611.76	2,427.67
Admin-Capital Works Fund assessment			907.27	-
Building Manager	32,000.00	32,000.00	74,801.82	49,613.27
Insurance - Repairs			28,835.00	-
Insurance--Premiums	8,370.00	8,370.00	7,820.50	7,649.08
Insurance--Valuation			-	400.00
Maint Bldg-- Caretaker Onsite Services	15,000.00	15,000.00	501.82	-
Maint Bldg--Cleaning			34,000.00	-
Maint Bldg--Electrical	1,000.00	1,000.00	677.73	45.45
Maint Bldg--Fire Protection	1,000.00	1,000.00	497.00	-
Maint Bldg--General Repairs	5,000.00	5,000.00	2,415.36	-
Maint Bldg--Plumbing	5,000.00	5,000.00	7,145.00	450.00
Maint Bldg--Pool & Spa--Consumables	2,000.00	2,000.00	1,625.45	1,592.23
Maint Bldg--Security	103,000.00	55,000.00	-	160.00
Maint Bldg--Waste Equipment--Contract	370,000.00	320,000.00	415,876.55	158,919.41
Maint Bldg--Waste Equipment--Non routine (\$50k Smoke)	80,000.00	80,000.00	53,895.00	11,044.00
Maint Grounds--Irrigation Systems	1,000.00	1,000.00	-	-
Maint Grounds--Lawns & Gardening	120,000.00	120,000.00	118,909.32	79,439.79
Reimbursable s182			-	186.00
Reimbursable s184-s26			1,316.00	846.09
Utility--Electricity	35,000.00	35,000.00	31,650.87	19,597.46
Utility--Gas				
Utility--Water & Sewerage				
<b>Total Expenses</b>	<b>838,220.00</b>	<b>740,220.00</b>	<b>857,019.04</b>	<b>386,058.37</b>
<b>Levies Due - Admin</b>	<b>879,000.00</b>	<b>780,000.00</b>	<b>557,671.13</b>	<b>641,136.36</b>
sub total	40,780.00	39,780.00	299,347.91	255,077.99
<i>Balance Brought Forward</i>	- 41,123.74	- 41,123.74	258,224.17	3,146.18
<b>TOTAL</b>	<b>- 343.74</b>	<b>- 1,343.74</b>	<b>- 41,123.74</b>	<b>258,224.17</b>

<b>Capital Works Fund</b>	<b>BUDGET 2017/2018 BUDGET A</b>	<b>BUDGET BUDGET B</b>	<b>Last Year Actual 2016/2017</b>	<b>Previous year Actual 2015/2016</b>
Interest on Arrears--Capital Works			2,681.13	1,199.01
Levies Due--Capital Works	216,545.45	135,000.00	180,457.93	134,999.56
<b>Total Income</b>	<b>216,545.45</b>	<b>135,000.00</b>	<b>183,139.06</b>	<b>136,198.57</b>
Paint	5,000.00	5,000.00		
Entrance Walls	30,000.00	30,000.00		
Maint Bldg--Plant & Equipment	30,000.00	30,000.00	34,350.33	24,084.00
Maint Bldg--Recreation Facilities / Front Irrigation	17,500.00	17,500.00	9,300.00	1,698.00
Maint Grounds--Landscaping & Gardening	20,000.00	20,000.00	40,593.19	-
Capital Works - tax agent exps			140.00	70.00
Maint Bldg--General Replacement			3,568.00	2,865.00
<b>Total Expenses</b>	<b>102,500.00</b>	<b>102,500.00</b>	<b>87,951.52</b>	<b>28,717.00</b>
<b>Levies Due - CWF</b>	<b>216,545.45</b>	<b>135,000.00</b>	<b>183,139.06</b>	<b>136,198.57</b>
sub total	114,045.45	32,500.00	95,187.54	107,481.57
<i>Balance Brought Forward</i>	202,241.02	202,241.02	107,053.48	428.09
<b>TOTAL</b>	<b>316,286.47</b>	<b>234,741.02</b>	<b>202,241.02</b>	<b>107,053.48</b>

	<b>BUDGET 2017/2018 BUDGET A</b>	<b>BUDGET 2017/2018 BUDGET B</b>	<b>Last Year Actual 2016/2017</b>	<b>Previous year Actual 2015/2016</b>
Admin	879,000.00	780,000.00	557,671.13	641,136.36
CWF	216,545.45	135,000.00	183,139.06	136,198.57
	<b>1,095,545.45</b>	<b>915,000.00</b>	<b>740,810.19</b>	<b>777,334.93</b>
Admin incl. GST	966,900.00	858,000.00	613,438.24	705,250.00
CWF incl. GST	238,200.00	148,500.00	201,452.97	149,818.43
<b>TOTAL incl. GST</b>	<b>1,205,100.00</b>	<b>1,006,500.00</b>	<b>814,891.21</b>	<b>855,068.42</b>

	<b>BUDGET 2017/2018 BUDGET A</b>	<b>BUDGET 2017/2018 BUDGET B</b>	<b>Last Year 2016/2017</b>	<b>Previous year 2015/2016</b>
<b>TOTAL/ Unit Entitlement - Budgeted</b>	<b>\$12.05</b>	<b>\$10.07</b>	<b>\$8.15</b>	<b>\$8.55</b>
<b>TOTAL/ Unit Entitlement - Actual Cost</b>			<b>#REF!</b>	

			<u>Annual</u>	<u>Quarterly</u>
			<b>Ent Unit</b>	<b>370</b>
2015	\$8.43	\$	3,119	\$ 780
2016	\$7.53	\$	2,786	\$ 697
2017 - Budget A	\$12.05	\$	4,459	\$ 1,115
2017 - Budget B	\$10.07	\$	3,724	\$ 931
			<b>Ent Unit</b>	<b>290</b>
2015	\$8.43	\$	2,445	\$ 611
2016	\$7.53	\$	2,184	\$ 546
2017 - Budget A	\$12.05	\$	3,495	\$ 874
2017 - Budget B	\$10.07	\$	2,919	\$ 730

## FORM 2 - PROXY APPOINTMENT

Community Land Management Act 1989 (Cl. 6(1), 20(1) & 34(1) of Schedule 5 and Cl 9(1), 29(1) & 49(1) of Schedule 6)

<i>MUST insert to show the date of completion and signing of this form</i>	Date	
<i>MUST be the full name(s) as reflected on the title of your lot and in the association roll. If jointly owned, then all names must be recorded. If owned by a corporation, the name of the corporation must be noted (not the name of the company nominee)</i>	I/We	
<i>MUST insert the Lot number. This is not always consistent with your address. If unsure contact Strata Plus or refer to a recent levy notice.</i>	the owner(s) of lot	
<i>MUST insert the Deposited Plan No.  * Delete whichever does not apply</i>	In *Community Association	DP No 270417
<i>MUST insert the proxy holder's name</i>	appoint	
<i>Insert where the proxy holder is from eg Lot X</i>	of	
<b>as my/our proxy for the purposes of meetings of the Association (including adjournments of meetings).</b>		
<i>Tick and/or complete whichever applies. The appointment cannot have effect for more than 12 months or 2 consecutive annual general meetings, whichever is greater, unless sooner revoked. Period of meetings MUST be specified in a clear manner. If no nomination is made, the proxy will take effect for 12 months or 2 consecutive annual general meetings, whichever is the greater.</i>	Period or number of meetings for which appointment of proxy has effect	<input type="checkbox"/> 1 meeting <input type="checkbox"/> ..... meetings <input type="checkbox"/> 1 month <input type="checkbox"/> ..... months <input type="checkbox"/> 12 months or 2 consecutive annual general meetings
<i>*Delete paragraph 1 or 2, whichever does not apply. If you delete option 1, then specify the matters and any limitations on the manner in which you want the proxy to vote on the lines provided for option 2.</i>	Authorisation given	*1. This form authorises the proxy to vote on my/our behalf on all matters. OR *2. This form authorises the proxy to vote on my/our behalf on the following matters only: ..... ..... .....
<i>Signatures of ALL owners recorded on title MUST sign. If owned by a corporation, the proxy MUST be executed by the company pursuant to the Corporations Act 2001.</i>	Signature of owner(s)	
	Signature of proxy	

### NOTE

1. This form does not authorise voting on a matter if the person appointing the proxy is present at the meeting and votes on the matter.
2. This form is ineffective unless it is given to the secretary of the Association at or before the first meeting in relation to which it is to operate and it contains the date on which it was made.
3. This form will be revoked by a later proxy appointment form delivered to the secretary of the Association in the manner described in the preceding paragraph.