

21 September 2018

Community Corporation 23056 Inc
Not registered for GST

ABN: 73 651 919 101

Tax Invoice

Brenton Ward Real Estate
PO Box 3150
NORWOOD SA 5064

Ref

Re Lot 190 Community Corporation 23056 Inc

Fee 66.00 Paid

Above Fee includes GST

Legal Action

TAX INVOICE

We have provided this information as required under the provisions of the Strata Titles Act (Section 41) and the Community Titles Act (Section 139) and in the interests of providing full disclosure to purchasers.

The information is accurate at the time of disclosure. If any clarification is required please let us know.

For EFT payments;
Adelaide Strata Management
BSB; 185-300
Account No; 303261853

Kind Regards,
Body Corporate Manager



Adelaide Strata & Community Management
For the Secretary.

BODY CORPORATE SEARCH STATEMENT
Strata Titles Act 1988 and Community Titles Act 1996

(Section 41 Strata Titles Act 1988)
(Section 139 Community Titles Act 1996)

Community Corporation 23056 Inc

Requested by **Brenton Ward Real Estate**
PO Box 3150
NORWOOD SA 5064

Reference:

Lot No **190**
Address **19/14 Bradbury Street, Parafield Gardens SA 5107**
Owner **Hayssam Hamra & Or Nominee**

1 Financial Details

1.1 Entitlements
Unit/Lot Entitlement **5595** Total of All Entitlements **100000**

1.2 Contributions - Administrative Fund
Total amount last determined with respect of the lot **\$1,063.05**
Number of instalments payable **5**

Instalment Details:-

Period	Determined	Amount	Due Date	Date Paid	Discount	If Paid By	Notice Date
01/07/18 to 30/09/18	06/09/17	212.61	01/07/18		0.00	01/07/18	08/06/18
01/10/18 to 31/12/18	06/09/18	212.61	01/10/18	*	0.00	01/10/18	10/09/18
01/01/19 to 31/03/19	06/09/18	212.61	01/01/19		0.00	01/01/19	
01/04/19 to 30/06/19	06/09/18	212.61	01/04/19		0.00	01/04/19	
01/07/19****30/09/19	06/09/18	212.61	01/07/19		0.00	01/07/19	

Amount (if any) outstanding (credit shown with -) **\$7,545.81** (Amount unpaid including billed not yet due \$7758.42)
Paid to **30/06/10**

1.3 Contributions - Sinking Fund
Total amount last determined with respect of the lot **\$136.37**
Number of instalments payable **5**

Instalment Details:-

Period	Determined	Amount	Due Date	Date Paid	Discount	If Paid By	Notice Date
01/07/18 to 30/09/18	06/09/17	10.49	01/07/18		0.00	01/07/18	08/06/18
01/10/18 to 31/12/18	06/09/18	31.47	01/10/18	*	0.00	01/10/18	10/09/18
01/01/19 to 31/03/19	06/09/18	31.47	01/01/19		0.00	01/01/19	
01/04/19 to 30/06/19	06/09/18	31.47	01/04/19		0.00	01/04/19	
01/07/19****30/09/19	06/09/18	31.47	01/07/19		0.00	01/07/19	

Amount (if any) outstanding (credit shown with -) **\$417.01** (Amount unpaid including billed not yet due \$448.48)
Paid to **30/06/10**

1.4 Contributions - Special - Administrative Fund
Amount of the levy payable **\$74.64** Number of instalments payable **1**
Instalment Details:-

Determined	Amount	Due Date	Date Paid	Discount	If Paid By	Notice Date
See Annexure 'Levy Details'						

Amount (if any) outstanding (credit shown with -) **\$223.92** (Amount unpaid including billed not yet due \$223.92)
Brief statement as to the purpose for which the contribution was levied

See Annexure 'Levy Details'

Contributions - Special - Sinking Fund

Amount of the levy payable **Nil** Number of instalments payable **0**
Instalment Details:-

Determined	Amount	Due Date	Date Paid	Discount	If Paid By	Notice Date
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Amount (if any) outstanding (credit shown with -) **Nil** (Amount unpaid including billed not yet due \$0.00)
Brief statement as to the purpose for which the contribution was levied

1.5 Money Unpaid Pursuant to By-Law

Amount payable under a by-law

Nil

Date when amount due

1.6 Interest on Unpaid Contributions

Rate of interest payable on contributions

15.00 per cent

Amount of interest payable in relation to outstanding contributions

\$4,616.56

Daily interest amount accruing

\$3.36

1.7 Other amounts owing

Purpose

Fund

Amount

Due Date

Amount Due

Other

1599.71

1599.71

1.8 Water Billing Arrangements

Owner / SA Water

1.9 Expenditure By Corporation

(a) Incurred by the Corporation to which the unit holder must or is likely to be required to contribute:

None known other than those recorded in the minutes supplied.

(b) Resolved by the Corporation to incur, to which the unitholder must, or is likely to be required to contribute:

None known other than those recorded in the minutes supplied.

Legal Action further fees may apply.

1.10 Assets and Liabilities of the Corporation

(a) Bank Account Name Adelaide Strata Management Pty Ltd Trust Account 23056

(b) Bank Account Held At MBL, Level 1, 50 Grenfell Street Adelaide SA

(c) Sinking Fund Balance \$2,140.31

(d) Administration Fund Balance \$17,692.01

(e) Liabilities (excluding those above and as described in 1.2 herein) Nil

2 Insurance Policies

For all insurance policies held by owners corporation see attached Certificate:

**"As per the Corporations
By-Laws, the insurance of
each lot is the responsibility
of the lot owner"**

3 Documents Supplied

- (a) Minutes of General and Committee meetings of the Corporation for the last two (2) years.
 - (b) Details of any special or unanimous resolutions affecting the unit or common property passed in the last five (5) years (excluding those contained in (a) above).
 - (c) Statement of Accounts of the Corporation last prepared.
 - ~~(d) The Articles/By Laws now in force.~~
 - (e) All current policies of insurance taken out by the Corporation.
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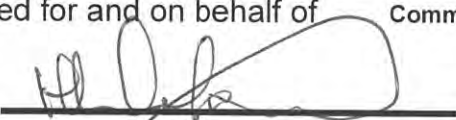
4 Document Inspection

The Corporations records are available for inspection at Adelaide Strata & Community Management, 102 Greenhill Road, Unley on any working day between 10:00am and 4:00 pm. Please phone 8490 1300 to make an appointment. (NB: A fee of \$5.00 may be charged for an inspection)

Statement Date 21 September 2018

Signed for and on behalf of Community Corporation 23056 Inc

By:



for Peter Tredrea
Corporation Manager

Note: Conveyancers attention is drawn to the following:

- 1 The Act requires that:
 - 1.1 A unit holder must immediately notify the Corporation of:
 - (a) any change of ownership or address of the unit/lot owner.
 - (b) any change in the occupancy of the unit (eg Tenants).
 - 1.2 New owners name and address should be forwarded on the attached form.
 - 1.3 The Corporation may recover an unpaid contribution (and any interest on any such contribution) as a debt from the unit holder in respect of which the contribution is payable (whether or not that person was the unit holder when the liability arose) ie The new owner will have to pay any outstandings if you do not adjust them at settlement.
- 1.3 This statement is issued on the basis that the payment by the unit holder by cheque or other instrument will be honoured at the first presentation. This statement does not take into account any decisions or transactions of the Corporation at or subsequent to the issue of this statement. (Check with us at settlement for up to date information).

Community Corporation 23056 Inc	Lot No	190
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[illegible]

Community Corporation 23056 Inc

14 Bradbury Street
Parafield Gardens SA 5107

BALANCE SHEET AS AT 30 JUNE 2018

<u>OWNERS FUNDS</u>	ACTUAL 30/06/18	ACTUAL 30/06/17
Administrative Fund	21,780.73	20,313.01
Sinking Fund	1,952.82	1,202.86
<u>TOTAL</u>	\$ 23,733.55	\$ 21,515.87

THESE FUNDS ARE REPRESENTED BY

CURRENT ASSETS

Cash At Bank	927.48	3,851.68
Investment Account 2	10,050.40	8,004.24
Levies In Arrears	8,194.20	7,110.21
Other Arrears	6,138.66	4,793.01

<u>TOTAL ASSETS</u>	25,310.74	23,759.14
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LIABILITIES

Unpaid Owners Arrears Fees	0.00	(220.00)
Levies In Advance	1,577.19	2,463.27

<u>TOTAL LIABILITIES</u>	1,577.19	2,243.27
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<u>NET ASSETS</u>	\$ 23,733.55	\$ 21,515.87
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Community Corporation 23056 Inc

14 Bradbury Street
Parafield Gardens SA 5107

STATEMENT OF INCOME AND EXPENDITURE FOR THE PERIOD 1 JULY 2017 TO 30 JUNE 2018

<u>ADMINISTRATIVE FUND</u>	ACTUAL 01/07/17-30/06/18	BUDGET 01/07/17-30/06/18	%	ACTUAL 01/07/16-30/06/17
<u>INCOME</u>				
Levies - Administrative Fund	15,200.00	15,200.00	100.00	14,949.98
Special Admin. Fund Levy	0.00	0.00	0.00	4,002.06
Bank Interest	46.16	0.00	0.00	4.24
Lot Insurance	2,106.23	0.00	0.00	2,154.80
Interest On Overdue Levies	1,194.72	0.00	0.00	1,054.12
<u>TOTAL ADMIN. FUND INCOME</u>	18,547.11	15,200.00		22,165.20
<u>EXPENDITURE - ADMIN. FUND</u>				
<u>Management Charges</u>				
Account Management Fee	295.20	295.00	100.07	295.20
Bank Charges	1.48	10.00	14.80	1.84
Income Tax Return Preparation	205.00	205.00	100.00	205.00
Management Fees	3,043.74	3,066.00	99.27	2,941.47
<u>Insurance Expense</u>				
Insurance Premium	3,544.87	2,000.00	177.24	3,816.47
<u>Insurance Claim</u>				
Insurance Claim-Glass	0.00	0.00	0.00	275.00
<u>Insurance Recovery</u>				
Insurance Recovery-Other	(2,173.00)	0.00	0.00	(275.00)
<u>Repairs & Maintenance</u>				
Building Maintenance	0.00	400.00	0.00	99.00
Graffiti	0.00	400.00	0.00	594.00
Common Lighting	3,550.00	400.00	887.50	281.00
Consultancy Reports	0.00	0.00	0.00	165.00
Gate Repairs	3,495.53	1,500.00	233.04	468.69
Grounds Maintenance	1,310.00	2,400.00	54.58	1,850.00
Letterboxes	1,325.50	0.00	*****	0.00
Security	446.32	0.00	*****	960.19
Sewer & Drainage Works	0.00	500.00	0.00	0.00
<u>Recoverable Expense</u>				
Debt Recovery Expense	82.50	0.00	*****	0.00
Debt Recovery Income	(82.50)	0.00	0.00	0.00
<u>Services</u>				
Audit	250.20	250.00	100.08	250.20
Disbursements	983.93	1,250.00	78.71	913.26
Electrical Power Usage	250.62	300.00	83.54	225.01
Debt Recovery	220.00	0.00	*****	0.00
Meeting Fees	330.00	165.00	200.00	165.00
Water Usage	0.00	500.00	0.00	67.56
<u>TOTAL ADMIN. EXPENDITURE</u>	17,079.39	13,641.00		13,298.89
<u>SURPLUS / DEFICIT</u>	\$ 1,467.72	\$ 1,559.00		\$ 8,866.31

Community Corporation 23056 Inc

14 Bradbury Street
Parafield Gardens SA 5107

STATEMENT OF INCOME AND EXPENDITURE FOR THE PERIOD 1 JULY 2017 TO 30 JUNE 2018

(Continued)

	ACTUAL	BUDGET	%	ACTUAL
	01/07/17-30/06/18	01/07/17-30/06/18		01/07/16-30/06/17
Opening Admin. Balance	20,313.01	20,313.01	100.00	11,446.70
<u>ADMINISTRATIVE FUND BALANCE</u>	<u>\$ 21,780.73</u>	<u>\$ 21,872.01</u>		<u>\$ 20,313.01</u>

Community Corporation 23056 Inc

14 Bradbury Street
Parafield Gardens SA 5107

STATEMENT OF INCOME AND EXPENDITURE FOR THE PERIOD 1 JULY 2017 TO 30 JUNE 2018

<u>SINKING FUND</u>	ACTUAL 01/07/17-30/06/18	BUDGET 01/07/17-30/06/18	%	ACTUAL 01/07/16-30/06/17
<u>INCOME</u>				
Levies - Sinking Fund	749.96	750.00	99.99	749.96
<u>TOTAL SINKING FUND INCOME</u>	<u>749.96</u>	<u>750.00</u>		<u>749.96</u>
<u>EXPENDITURE - SINKING FUND</u>				
Gate Repairs	0.00	0.00	0.00	5,117.64
<u>TOTAL SINK. FUND EXPENDITURE</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>		<u>\$ 5,117.64</u>
<u>SURPLUS / DEFICIT</u>	<u>\$ 749.96</u>	<u>\$ 750.00</u>		<u>\$ (4,367.68)</u>
Opening Sinking Fund Balance	1,202.86	1,202.86	100.00	5,570.54
<u>SINKING FUND BALANCE</u>	<u>\$ 1,952.82</u>	<u>\$ 1,952.86</u>		<u>\$ 1,202.86</u>

Community Corporation 23056 Inc

14 Bradbury Street
Parafield Gardens SA 5107

LOT BALANCE REPORT

30 June 2018

<u>Lot No</u>	<u>Unit No</u>	<u>Admin Balance</u>	<u>Sink Balance</u>	<u>Other</u>	<u>Total</u>
5	5	-212.61	-10.49	0.00	-223.10
8	8	230.56	0.00	26.52	257.08
9	9	-221.27	-10.92	0.00	-232.19
12	12	-212.57	-10.49	0.00	-223.06
14	14	0.00	0.00	175.10	175.10
15	15	-186.01	-9.18	0.00	-195.19
170	17	-693.16	-10.49	0.00	-703.65
190	19	7,557.12	406.52	5,937.04	13,900.68
		6,262.06	354.95	6,138.66	12,755.67



**ADELAIDE
STRATA & COMMUNITY
MANAGEMENT**
your strata care company

ABN: 73 058 476 056

1/102 Greenhill Road
Unley SA 5061

t. 08 8490 1300

f. 08 8490 1399

e. asm@asmweb.com.au

www.asmweb.com.au

Community Titles Act 1996

NOTICE OF CONTRIBUTIONS

ABN 73 651 919 101

Hayssam Hamra & Or Nominee
GPO Box 2224
ADELAIDE SA 5001

Date of Notice	21 September 2018		
A/c No	19		
Lot No	190	Unit Number	19
Entitlements	5595		

Community Corporation 23056 Inc

14 Bradbury Street Parafield Gardens SA 5107

Account	Period	Due Date	Amount	Discount	If paid by	Net Amount
Administrative Fund	01/10/18 to 31/12/18	01/10/18	212.61	0.00		212.61
Sinking Fund	01/10/18 to 31/12/18	01/10/18	31.47	0.00		31.47
Interest on overdue Levies			4,545.91			4,545.91
Previously Invoiced			9,786.45			9,786.45
Totals			14,576.44	0.00		\$14,576.44

Interest of 15% per annum is payable on Levies more than 30 Days overdue.

This Notice is for current amounts payable. Please request a Statement for a full summary.



Tel: 1300 552 311
Ref: 1411 9032 2

Telephone: Call this number to pay by credit card using a land line or mobile phone. International +613 8648 0158



www.stratamax.com.au
Ref: 1411 9032 2

Internet: Visit this website to make a secure credit card payment over the internet.



Tel: 1300 552 311
Ref: 1411 9032 2

Direct Debit: Make auto payments directly from your nominated bank account or credit card. Go to www.stratapay.com/ddr to register.

By using StrataPay payment options you are taken to have read and agreed to the User Terms & Conditions available at www.stratapay.com or by phoning 1300 135 610. Additional charges may apply.



Account Reference
190/19 23056/1000000019
Reference Name
HAYSSAM HAMRA & OR NOMINEE

StrataPay Reference No.

1411 9032 2

Due Date

01 Oct 18

Amount

\$14,576.44



Bill Code: 96503
Ref: 292607827 1000 0000 191

BPay: Contact your participating financial institution to make a payment from your cheque or savings account.



In Person: Pay by cash, cheque or EFTPOS at any Post Office in Australia.
Payments made at Australia Post will incur a \$2.75 DEFT processing fee.



Mail: Send this payment with your cheque to:
DEFT Payment Systems, Locked Bag 656
Adelaide SA 5001

Make cheques payable to:
Adelaide Strata Management
Pty Ltd Trust Account 23056



DEFT Reference Number
292607827 1000 0000 191

Managed by
Adelaide Strata & Community
Account
Adelaide Strata Management
Pty Ltd Trust Account 23056



*442 292607827 10000000191

+292607827

10000000191<

001457644<3+



Policy No: ST500705
Period of Insurance:
From: 18/08/18
To: 15/08/19 at 4.00 pm

The Insured & Situation:
Community Corporation No. 23056 Inc.
14 BRADBURY STREET
PARAFIELD GARDENS
SA 5107

Certificate of Currency - Tax Invoice

POLICY PERIOD 18/08/18 TO 15/08/19		Sum Insured
POLICY 1	COMMUNITY PROPERTY	530,000
	COMMUNITY PROPERTY (Community Income)	79,500
	COMMUNITY PROPERTY (Common Area Contents)	Not selected
	Sports Playing Field	Not selected
	Extra Expenses	Not selected
POLICY 2	LIABILITY TO OTHERS	Limit of Liability - 20,000,000
POLICY 3	VOLUNTARY WORKERS - Refer to Table of Benefits	200,000/2,000
POLICY 4	WORKERS COMPENSATION (ACT, TAS & WA ONLY)	Not selected
POLICY 5	FIDELITY GUARANTEE	100,000
POLICY 6	OFFICE BEARER'S LEGAL LIABILITY	Limit of Liability - 500,000
POLICY 7	MACHINERY BREAKDOWN	Not selected
POLICY 8	CATASTROPHE (COMMUNITY ASSOCIATION)	Not selected
	Extended cover – Community Income/Temp Accommodation/Storage	Not selected
POLICY 9	PART A - Government Audit Costs	25,000
	PART B - Appeal Expenses - common property health & safety breaches	100,000
	PART C - Legal Defence Expenses	50,000
	FLOOD	Selected

Date of Issue: 17/09/18
Issue Fee Incl GST: 0.00
Issue Fee GST: 0.00

This certificate confirms that on the date of issue noted above, a policy existed for the sums insured shown.

It is not intended to amend, extend, replace or override the policy terms and conditions contained in the actual policy document. This certificate is issued as a matter of information only and confers no rights on the certificate holder.

CHU Underwriting Agencies Pty Ltd is an underwriting intermediary acting on behalf of the insurers.

Our Ref: 0184370

New South Wales/ACT
1 Northcliff Street
Milsons Point 2061
PO Box 507, Milsons Pt
1565
Phone: 1300 361 263
Fax: 1300 361 269
info_nsw@chu.com.au

Victoria / Tasmania
Level 21, 150 Lonsdale Street
Melbourne 3000
GPO Box 3208, Melbourne 3001
Phone: 03 8695 4000
Fax: 03 9620 1969
Tasmania Ph: 1800 650 603
info_vic@chu.com.au

Queensland
Level 13, King George Central
145 Ann Street, Brisbane 4000
GPO Box 705, Brisbane 4001
Phone: 07 3135 7900
Fax: 07 3135 7901
info_qld@chu.com.au

Western Australia
Level 4, 55 St Georges Terrace
Perth 6000
PO Box 5721, Perth 6831
Phone: 08 9466 8600
Fax: 08 9466 8601
info_wa@chu.com.au

South Australia
Ground Floor
208 Greenhill Road
Eastwood 5063
Phone: 08 8394 0444
Fax: 08 8394 0445
info_sa@chu.com.au

MINUTES OF THE ANNUAL GENERAL MEETING
COMMUNITY CORPORATION 23056 INC.
14 Bradbury Street, Parafield Gardens SA 5107

DATE :- **Tuesday 28th August 2018** At **5.30 PM**

LOCATION :- U16, 14 Bradbury St, Parafield Gardens

1. PRESENT :-

Sandra Matthews
Danielle Loveday
Ebrahim Mohammadi

Paul Smith
Jennifer Tansing

• **Proxies :-**

K Dodd PROXY to C Walker (Present)
Marnie Foster PROXY to ASCM
Joel Wilden PROXY to ASCM

Lane Klaproth PROXY to ASCM
Jatin & Garima Kaura PROXY to ASCM
M & L Komljenovic PROXY to ASCM

Proxies held for the meeting were tabled and available for inspection.

• **In Attendance :-**

Peter Tredrea representing Adelaide Strata & Community Management.

• **Quorum**

A Quorum was declared as there were 11 out of a possible 14 **financial** Lots represented.

• **Meeting Assistance**

It was resolved that the Body Corporate Manager would assist the Presiding Officer in the conduct of the meeting and the Secretary by recording the minutes.

• **Arrears**

It was noted that at the time of the meeting, Lot(s) 6,10,14 & 19 were in arrears and therefore are not entitled to cast a vote for any resolution.

The Body Corporate Manager advised the meeting in regards to the Community Titles Act;

Community Titles Act; Section 84—Voting at general meetings

(14) A vote cannot be exercised in relation to a lot unless all amounts payable to the corporation in respect of the lot have been paid.

(15) If the number of votes supporting a resolution is equal to the number of votes against the resolution, the resolution is lost.

2. MINUTES OF THE PREVIOUS GENERAL MEETING

Motion tabled; The Minutes of the General Meeting held on 29/08/2017 be accepted as a true and accurate record.

Motion Carried

3. FINANCIAL STATEMENT

Motion tabled; The Financial Statement for the period 01/07/2017 to 30/06/2018 be accepted and adopted as tabled.

The financial statement indicated the following:

	Income	Expenses	Surplus / Deficit	Equity
Administration Fund	\$18,547.11	\$17,079.39	\$1,467.72	\$21,780.73
Sinking Fund	\$749.96	\$0.00	\$749.96	\$1,952.82
Motion Carried				

4. APPOINTMENTS

a. Body Corporate Managers

The Proposed Management Agreement was tabled for inspection and motion presented;

Motion tabled; Adelaide Strata & Community Management be appointed as Body Corporate Managers of the Corporation for the next twelve months for a fee of **\$3,158.00** (inclusive of GST). The Body Corporate Management and Corporation responsibilities are in accordance with the Management Agreement. The Presiding Officer (Or another Office Bearer) is authorised to sign the Management Agreement on behalf of the Corporation.

Motion Carried

b. Office Bearers

The following appointments were made for the coming year:

- *Presiding Officer;* Danielle Loveday
- *Secretary;* E Mohammadi – to be assisted by M Mohammadi
- *Treasurer;* Paul Smith

c. Management Committee

It was resolved that a Management Committee of 5 be appointed.

In addition to the Office Bearers the following members were appointed:

Sandra Matthews Jennifer Tansing

5. REVIEW OF INSURANCE POLICIES

The Body Corporate Manager advised the meeting that Adelaide Strata & Community Management is an Authorised Representative on behalf of BCB Strata Insurance Brokers and explained that the Community Corporation is required to provide clear instructions to the Body Corporate Manager for the renewal of the insurance.

The Manager explained the importance of continuity of cover to comply with the legal responsibilities of the Body Corporate and of having sufficient insurance to cover the property according to increases in value.

A community corporation must insure—

- (a) the buildings and other improvements (if any) on the common property; and
- (b) in the case of a strata scheme—the building or buildings divided by the strata plan.

The insurance—

- (a) must be against risks that a normally prudent person would insure against and risks that are prescribed by regulation; and
- (b) must be for the full cost of replacing the buildings or improvements with new materials; and
- (c) must cover incidental costs such as demolition, site clearance and architect's fees.

It is advised that the corporation obtain regular insurance valuations to confirm that the insurance cover is sufficient to comply with the requirements of the Community Titles Act.

a. Insurance Valuation

The Body Corporate Manager advised that the Corporation last arranged for an insurance valuation in June 2015 and that the replacement value was assessed then at \$6,275,000.00

Motion tabled; The Body Corporate Manager will arrange for an insurance valuation for the Corporation and that the building sum insured shall be at the value set by the Valuer.

Where a valuation determines a reduction in building sum insured, then the Office Bearers are authorised if to reduce the limits of cover, failing which there will be no changes by the Manager.

Any increase in building sum insured determined by the valuer will be applied within 7 days.

Motion Denied

b. Current Insurance Details – Common Property

The Body Corporate Manager tabled a copy of the Corporations current policy.

The Body Corporate Manager noted that the public liability cover on the corporation's policy applies to the common property of the Corporation, therefore owners are advised to consult with their broker or insurer providing landlords or contents insurance for the unit/lot and subsidiaries, to ensure that appropriate public liability cover requirements are arranged.

- Current Cover Through; CHU

• Catastrophe Cover

The Strata Manager advised the Corporation that Catastrophe Insurance Cover was now available to the Corporation and that it enabled the Corporation to nominate a percentage of the current sum insured and arrange supplementary Catastrophe Cover for that amount. It was explained that in the event of a major disaster such as the earthquake in Newcastle, where the cost of re-building reportedly increased by 35% above the cost of the current building cover, that the corporation may not be adequately covered.

After some discussion it was resolved **not** to arrange catastrophe insurance.

c. Insurance Renewal Directions

Motion tabled; The Body Corporate Manager is authorised to renew the current insurance policy, subject to any Valuation resolved for limits of cover, and any directions from the Office Bearers for Quotes for insurance cover presented.

The Body Corporate Manager has arranged insurance for the following limits of cover:

- | | |
|----------------------------|-----------------|
| • Common Property | \$ 530,000 |
| • Legal Liability | \$ 20,000,000 |
| • Office Bearers Liability | \$ 500,000 |
| • Fidelity Cover | \$ 100,000 |
| • Common Contents | \$ Not Selected |
| • Catastrophe Cover | \$ Not Selected |

d. Lot Owner Building Insurance

Lot Owners are referred to the Corporation By-Laws to determine the responsibility of insurance for all improvements on a Lot.

The meeting discussed the insurance provisions of the By-laws and the advantages of having one policy covering all improvements on all lots and the common property. Owners are reminded that it is their responsibility as per the Corporations By-Laws to insure all buildings and other improvements on their lot for full replacement value.

The Body Corporate Manager explained that some lot owners were on the corporation's policy & that all lot owners could obtain insurance with CHU through Honan Insurance Brokers.

The Body Corporate Manager explained the risk of not knowing if all lots were insured.

It was noted that the owner of Lot(s) 5,8,13 & 15 have elected to take advantage of the service provided by the Corporation and have all improvements on the Lot insured on the Corporations policy and will accordingly be invoiced for the actual cost of their policy in August

• Lot Owners Homes	5	\$ 300,000	<u>Unless requested to increase by lot owner(s)</u>
• Lot Owners Homes	8	\$ 300,000	<u>Unless requested to increase by lot owner(s)</u>
• Lot Owners Homes	13	\$ 310,000	<u>Unless requested to increase by lot owner(s)</u>
• Lot Owners Homes	15	\$ 300,000	<u>Unless requested to increase by lot owner(s)</u>

• Financial Services Guide

The Body Corporate Manager advised that the Financial Services Guide for the Broker would be presented to the Presiding Officer with the renewal proposal and noted that the booklet is available for all members of the Corporation should they wish to have a copy.

• Product Disclosure Statement

The Body Corporate Manager advised that the Strata Insurance Plan Product Disclosure Statement would be presented to the Presiding Officer with the renewal proposal and noted that the booklet is available for all members of the Corporation should they wish to have a copy which can be emailed or posted to an owner if required.

• Standing Direction

To ensure that the Body Corporate continues to have insurance that meets the requirements of the Strata & Community Titles Act, it was resolved that the Corporation grant a Standing Direction to Adelaide Strata & Community Management to automatically renew the Body Corporate insurance policies up to 2 weeks before maturity each year at the limits of cover held by the Body Corporate or as determined by a meeting of the Corporation.

The Body Corporate Manager is authorised to renew the Corporation insurance policy in accordance with the recommendations of the Brokers.

6. COMMON PROPERTY MAINTENANCE

Garden Maintenance

It was resolved that the corporation at this stage continues with the services of Powerwand Cleaning for the garden maintenance at the property.

Prior to the meeting Jose from Powerwand gave a presentation to the Owners present and it was decided to have plantings done in Autumn to tidy up the garden area around the front fence. This will be managed by the Management Committee with funding from the sinking fund.

Leaking Water Meters

It was noted that some water meters were leaking.

The Body Corporate Manager advised that the meters were an Owner issue or SA Water depending on which side of the meter the leak was.

The Body Corporate Manager will contact SA Water and have them attend in the first instance.

Meeting addendum : The Body Corporate Manager reported the issue to SA Water who will attend.

Common Lighting

Despite the electrical contractor attending 3 times the new bollard light was still not working.

The Body Corporate Manager will contact the contractor again.

Meeting addendum : The contractor attended and the light is now working.

- As there were no further maintenance/repair items for discussion, the meeting proceeded.

7. STATEMENT OF NON-RECURRENT EXPENDITURE (Sinking Fund Analysis)

The Body Corporate Manager advised that under the current legislation a corporation of 7 or more Lots, or with a minimum of \$100,000 common property must present at the Annual General Meeting, a statement of expenditure detailing proposed expenditure (other than recurrent

expenditure) for the period prescribed by the regulations, being 3 years for a corporation of 7 to 20 lots and 5 years for a corporation with more than 20 lots.

The Body Corporate Manager advised regarding a Sinking Fund Forecast for the Corporation, noting that proposed non-recurrent expenditure can be presented in the Cash Flow Projection for consideration.

The Corporation adopted the following statement of proposed non-recurrent expenditure;

	2018	2019	2020
PROJECTED OPENING FUNDS	\$1,952.82	\$1,077.82	\$3,202.82
Projected Levy Income	\$2,250.00	\$2,250.00	\$2,250.00
Lot 190 Arrears	-\$125.00	-\$125.00	-\$125.00
Projected Expenditure			
Common Lighting			
Garden Makeover	-\$3,000.00		
Fencing Works			
Gate Repairs / Replacement			
Plumbing and Drainage Works			
Retaining Walls			
PROJECTED CLOSING FUNDS	\$1,077.82	\$3,202.82	\$5,327.82

As this Corporation consists of 18 Lots being **greater** than 6 Units/Lots;

To resolve that the Body Corporate Manager arrange for a Sinking Fund Analysis to be prepared for presentation at the next Annual General Meeting.

Motion Denied

8. BUDGET AND LEVIES

The manager tabled a budget for the coming year and the meeting adopted the following:

EXPENDITURE	Annual \$
Account Management Fee	295.00
Audit	250.00
Bank Charges	0.00
Building Maintenance	400.00
Common Lighting	400.00
Disbursement	1,250.00
Electrical Power Usage Mutual	300.00
Grounds/Lawnmowing	2,400.00
Gate Maintenance	1,500.00
Income Tax Preparation	205.00
Insurance	2,000.00
Valuation - Insurance	0.00
Management	3,158.00
Meeting Fee	165.00
Plumbing	0.00
Graffiti Removal	400.00
Sewer & Drainage (Stormwater Drains)	500.00
Water Usage Common	500.00
TOTAL EXP	\$13,723.00

a. Quarterly Levies

Motion tabled: The Corporation Administration Levy and the Sinking Fund Levy be set in accordance with the proposed budget, raising a total of \$15,200.00 in the Administrative Fund & a total of \$750.00 in the Sinking Fund.

Motion Denied

As it was resolved that the Corporation **not** accept the budget as presented.

It was resolved that the Corporation Administration Levy be set at a total of \$15,200.00 and the Sinking Fund be set at a total of \$2,250.00. Levies are to be paid quarterly in advance in accordance with **Lot Entitlement**.

(Sinking fund levy increased to fund the garden makeover and will be reviewed at the next Annual General Meeting)

Levies are to be paid quarterly in advance in accordance with **Lot Entitlement** and will apply until changed by resolution at a future general meeting.

Quarterly Levy per Lot	Admin	Sinking	Total
2,3,13	\$203.76	\$30.16	\$233.92
4,5,6,7,8,170,180,190	\$212.61	\$31.47	\$244.08
11, 12	\$212.57	\$31.47	\$244.04
9	\$221.27	\$32.75	\$254.03
10,160	\$230.28	\$34.09	\$264.37
14	\$194.86	\$28.85	\$223.71
15	\$186.01	\$27.53	\$213.54

- Levies will be due on the following dates:- 1st January , 1st April, 1st July, 1st October

Motion Carried

b. Shortfall Of Funds

Where the corporation has insufficient funds to meet its recurrent expenditure the Body Corporate Manager is authorised to convene an Extraordinary General Meeting to determine that the corporation makes arrangements to raise the necessary funds.

Only a general meeting can authorise the collection of funds additional to the fees resolved at this meeting.

9. APPROVAL REQUESTS FOR PRESCRIBED WORKS

It was resolved by Special Resolution that the following installations and additions upon the Common Property and/or within Lot subsidiaries be granted approval.

Common Property Upgrade

To resolve by Special Resolution to undertake improvements to the common garden and common property at the direction of the Management Committee subject to the available funding.

Motion Carried

10. ADOPTION OF POLICIES

Disbursement Directions (Correspondence To Owners)

The Body Corporate Manager advised the meeting that disbursement charges could be reduced if Owners elected to have notices distributed by email.

The Corporation resolved that Owners wherever possible and practical are to elect to have their correspondence and notices delivered by email. Election is required to be in writing to the Manager/Secretary.

Owners were advised that they are responsible for notification to the Body Corporate Manager of any changes to their contact details including their preferred email address, as failure to notify may result in overdue levies and initiate the arrears process.

Community Directory

Owners authorized the Body Corporate Manager to provide the information concerning their personal particulars as contained in the Corporation Directory with other owners and Corporation Contractors.

Failure To Notify Change Of Contact Details

It was resolved to authorise the Body Corporate Manager to conduct a search for owners who have failed to notify the Corporation of their change of contact details. It was further resolved that any cost incurred by the Corporation including but not limited to Management Agreement charges are to be recovered from the relevant owner(s).

Financial Charges

It was resolved that in the event that an owner's payment to the Body Corporate is reversed, that any bank fees and/or Body Corporate Managers fees be recovered from the relevant unit owner

Levy Arrears

Following an overview of the procedures followed to collect overdue levies it was resolved that the following policies and procedures be adopted:

1. Interest on Overdue Levies
The Corporation will charge owners interest on all levies outstanding for in excess of 30 days. The rate is set at 15% per annum calculated daily.
2. Accounting Fees
Any cost incurred by the Corporation including but not limited to Management Agreement charges are to be recovered from the relevant unit owner.
3. Debt Collection
That the Body Corporate Manager is authorised to proceed on behalf of the Corporation with any necessary action, subject to item 5 including legal action, to recover all outstanding monies.
4. Costs
All related costs associated with the recovery of any outstanding monies will be recovered from the relevant unit owner as debt against the unit.
5. Any arrears exceeding 75 days;
The Body Corporate Manager will contact the Presiding Officer, or another Office Bearer, and confirm further directions regarding further action including legal action.

Notices From The Corporation To Owners

It was resolved that the corporation agree to provide notices, as directed by a unit holder, to a nominated person or organisation in addition to the notice provided to the unit holders.

11. GENERAL BUSINESS

Disturbances

It was noted that some residents and or their visitors were causing disturbances within the Corporation. All Owners are reminded of the Corporation's By-Laws (Sections 6.1 and 6.2) which states that residents must not engage in conduct that unreasonably disturbs the occupier of another Lot.

A breach of the By-Laws can attract a penalty of up to \$500.00.

The Corporation would like you to ensure that your tenants are aware of these By-Laws.

If you need a copy of these By-Laws please contact this office.

After-Hours Emergency Maintenance

It was noted that in the event that the common property required emergency after hours attendance residents should call 8490 1300 and follow the prompt.

12. VENUE, DATE AND TIME OF NEXT MEETING

The next AGM is to be scheduled at 5.30 pm on or about 27/08/2019 at U16, 14 Bradbury St, Parafield Gardens

13. MEETING CLOSURE

The meeting closed at 7.00 pm

Thank you Ebrahim for holding the meeting in your unit.

MINUTES OF THE ANNUAL GENERAL MEETING
COMMUNITY CORPORATION 23056 INC.
14 Bradbury Street, Parafield Gardens SA 5107

DATE :- Tuesday 29th August 2017 At **5.30 PM**

LOCATION :- U16, 14 Bradbury St, Parafield Gardens

1. PRESENT :-

G Goldsmith & S Matthews	Paul Smith
Scott Langelaar & Danielle Loveday	Lane Klaproth
Carrie Demertzis	

• **Proxies :-**

Marnie Foster - PROXY to ASCM	Jatin & Garima Kaura - PROXY to ASCM
Joel Wilden - PROXY to ASCM	S & R Srinivasan - PROXY to ASCM
E Mohammadi - PROXY to Mustafa (Present)	M & L Komljenovic- PROXY to ASCM

Proxies held for the meeting were tabled and available for inspection.

• **In Attendance :-**

Peter Tredrea representing Adelaide Strata & Community Management.

• **Quorum**

A Quorum was declared as there were 11 out of a possible 16 **financial** Lots represented.

• **Meeting Assistance**

It was resolved that the Body Corporate Manager would assist the Presiding Officer in the conduct of the meeting and the Secretary by recording the minutes.

• **Arrears**

It was noted that at the time of the meeting, Lot(s) 10 & 19 were in arrears and therefore are not entitled to cast a vote for any resolution.

The Body Corporate Manager advised the meeting in regards to the Community Titles Act;

Community Titles Act; Section 84—Voting at general meetings

(14) A vote cannot be exercised in relation to a lot unless all amounts payable to the corporation in respect of the lot have been paid.

(15) If the number of votes supporting a resolution is equal to the number of votes against the resolution, the resolution is lost.

2. MINUTES OF THE PREVIOUS GENERAL MEETING

Motion tabled; The Minutes of the General Meeting held on 30/08/2016 be accepted as a true and accurate record.

Motion Carried

3. FINANCIAL STATEMENT

Motion tabled: The Financial Statement for the period 01/07/2016 to 30/06/2017 be accepted and adopted as tabled.

The financial statement indicated the following:

	Income	Expenses	Surplus / Deficit	Equity
Administration Fund	\$22,165.20	\$13,298.89	\$ 8,866.31	\$ 20,313.01
Sinking Fund	\$749.96	\$5,117.64	\$-4,367.68	\$1,202.86

Motion Carried

4. APPOINTMENTS

a. Body Corporate Managers

The Proposed Management Agreement was tabled for inspection and motion presented:

Motion tabled: Adelaide Strata & Community Management be appointed as Body Corporate Managers of the Corporation for the next twelve months for a fee of **\$3,066.00** (inclusive of GST). The Body Corporate Management and Corporation responsibilities are in accordance with the Management Agreement. The Presiding Officer (Or another Office Bearer) is authorised to sign the Management Agreement on behalf of the Corporation.

Motion Carried

b. Office Bearers

The following appointments were made for the coming year:

- *Presiding Officer;* Paul Smith
- *Secretary;* E Mohammadi – to be assisted by M Mohammadi
- *Treasurer;* Danielle Loveday

5. REVIEW OF INSURANCE POLICIES

The Body Corporate Manager advised the meeting that Adelaide Strata & Community Management is a Distributor on behalf of Honan Insurance Group and explained that the Community Corporation is required to provide clear instructions to the Body Corporate Manager for the renewal of the insurance.

The Manager explained the importance of continuity of cover to comply with the legal responsibilities of the Body Corporate and of having sufficient insurance to cover the property according to increases in value.

A community corporation must insure—

- (a) the buildings and other improvements (if any) on the common property; and
- (b) in the case of a strata scheme—the building or buildings divided by the strata plan.

The insurance—

- (a) must be against risks that a normally prudent person would insure against and risks that are prescribed by regulation; and
- (b) must be for the full cost of replacing the buildings or improvements with new materials; and
- (c) must cover incidental costs such as demolition, site clearance and architect's fees.

It is advised that the corporation obtain regular insurance valuations to confirm that the insurance cover is sufficient to comply with the requirements of the Community Titles Act.

a. Insurance Valuation

The Body Corporate Manager advised that the Corporation last arranged for an insurance valuation in June 2015 and that the replacement value was assessed then at \$6,275,000.00

Motion tabled: The Body Corporate Manager will arrange for an insurance valuation for the Corporation and that the building sum insured shall be at the value set by the Valuer.

Motion Denied

b. Current Insurance Details – Common Property

The Body Corporate Manager tabled a copy of the Corporations current policy.

The Body Corporate Manager noted that the public liability cover on the corporation's policy applies to the common property of the Corporation, therefore owners are advised to consult with their broker or insurer providing landlords or contents insurance for the unit/lot and subsidiaries, to ensure that appropriate public liability cover requirements are arranged.

The Body Corporate Manager tabled other quotations from financially secure strata insurers for a further years insurance through Honan Insurance Group.

- Current Cover Through; CHU

• Catastrophe Cover

The Strata Manager advised the Corporation that Catastrophe Insurance Cover was now available to the Corporation and that it enabled the Corporation to nominate a percentage of the current sum insured and arrange supplementary Catastrophe Cover for that amount. It was explained that in the event of a major disaster such as the earthquake in Newcastle, where the cost of re-building reportedly increased by 35% above the cost of the current building cover, that the corporation may not be adequately covered.

After some discussion it was resolved **not** to arrange catastrophe insurance.

c. Insurance Renewal Directions

Motion tabled: The Body Corporate Manager is authorised to renew the current insurance policy, subject to any Valuation resolved for limits of cover, and any directions from the Office Bearers for Quotes for insurance cover presented.

The Body Corporate Manager is to arrange insurance through Honan Insurance Brokers for the following limits of cover:

- | | |
|----------------------------|-----------------|
| • Common Property | \$ 530,000 |
| • Legal Liability | \$ 20,000,000 |
| • Office Bearers Liability | \$ 500,000 |
| • Fidelity Cover | \$ 100,000 |
| • Common Contents | \$ Not Selected |
| • Catastrophe Cover | \$ Not Selected |

Motion Carried

d. Lot Owner Building Insurance

Lot Owners are referred to the Corporation By-Laws to determine the responsibility of insurance for all improvements on a Lot.

The meeting discussed the insurance provisions of the By-laws and the advantages of having one policy covering all improvements on all lots and the common property. Owners are reminded that it is their responsibility as per the Corporations By-Laws to insure all buildings and other improvements on their lot for full replacement value.

The Body Corporate Manager explained that some lot owners were on the corporation's policy & that all lot owners could obtain insurance with CHU through Honan Insurance Brokers.

The Body Corporate Manager explained the risk of not knowing if all lots were insured.

It was noted that the owner of Lot(s) 5,9,11 & 13 have elected to take advantage of the service provided by the Corporation and have all improvements on the Lot insured on the Corporations policy and will accordingly be invoiced for the actual cost of their policy in August

- Lot Owners Homes 5 \$ 300,000 Unless requested to increase by lot owner(s)
- Lot Owners Homes 9 \$ 300,000 Unless requested to increase by lot owner(s)
- Lot Owners Homes 11 \$ 300,000 Unless requested to increase by lot owner(s)
- Lot Owners Homes 13 \$ 310,000 Unless requested to increase by lot owner(s)

• **Product Disclosure Statement**

The Body Corporate Manager advised that the Strata Insurance Plan Product Disclosure Statement would be presented to the Presiding Officer with the renewal proposal and noted that the booklet is available for all members of the Corporation should they wish to have a copy which can be emailed or posted to an owner if required.

• **Standing Direction**

To ensure that the Body Corporate continues to have insurance that meets the requirements of the Strata & Community Titles Act, it was resolved that the Corporation grant a Standing Direction to Adelaide Strata & Community Management to automatically renew the Body Corporate insurance policies up to 2 weeks before maturity each year at the limits of cover held by the Body Corporate or as determined by a meeting of the Corporation.

The Body Corporate Manager is authorised to renew the Corporation insurance policy in accordance with the recommendations of Honan Insurance Brokers.

6. **COMMON PROPERTY MAINTENANCE**

Garden Maintenance

It was resolved that the corporation at this stage continues with the services of VIP Home Services for the garden maintenance at the property.

However there were some concerns about the cost of the work being undertaken

The Office Bearers would contact a local gardening contractor and obtain a quote and advise the Body Corporate Manager if they wish to accept the quote.

Driveway Gate

It was noted that the driveway gate had been impacted.

The Body Corporate Manager advised that an insurance claim had been lodged and it was expected that the repairs will be undertaken shortly.

Common Lighting

The Body Corporate Manager advised that the overhead driveway lights had been repaired but the bollard lights had an unidentified fault and an indicative quote to repair these lights exceeded \$2-3,000.00.

After discussion it was resolved that the Body Corporate Manager would obtain options to replace these lights with solar lighting.

These are to be sent to the Office Bearers for review and decision.

Rear Fencing

The Body Corporate Manager advised that the Corporation had been served 2 fencing notices from the Department for Communities and Social Inclusion for replacing fencing behind Lots 4,5,6,7 & 8.

It was noted that some of the work had been done and however no invoice had been sent to the Corporation as yet.

Letterboxes

It was noted that the letterboxes were in need of repairing due to being vandalised.

After discussion it was resolved that the Body Corporate Manager would have Adelaide Letterbox attend and quote on the best options available for the Corporation which are to be sent to the Office Bearers for review and decision.

7. STATEMENT OF NON-RECURRENT EXPENDITURE (Sinking Fund Analysis)

The Body Corporate Manager advised that under the current legislation a corporation of 7 or more Lots, or with a minimum of \$100,000 common property must present at the Annual General Meeting, a statement of expenditure detailing proposed expenditure (other than recurrent expenditure) for the period prescribed by the regulations, being 3 years for a corporation of 7 to 20 lots and 5 years for a corporation with more than 20 lots.

The Body Corporate Manager advised regarding a Sinking Fund Forecast for the Corporation, noting that proposed non-recurrent expenditure can be presented in the Cash Flow Projection for consideration.

The Corporation adopted the following statement of proposed non-recurrent expenditure;

	2017	2018	2019
PROJECTED OPENING FUNDS	\$1,202.86	\$1,577.86	\$2,327.86
Projected Levy Income	750.00	750.00	750.00
Lot 190 Arrears	-375.00		
Projected Expenditure			
Common Lighting			
Electrical Works			
Fencing Works			
Gate Repairs / Replacement			
Plumbing and Drainage Works			
Retaining Walls			
PROJECTED CLOSING FUNDS	\$1,577.86	\$2,327.86	\$3,077.86

As this Corporation consists of 18 Lots being **greater** than 6 Units/Lots;
To resolve that the Body Corporate Manager arrange for a Sinking Fund Analysis to be prepared for presentation at the next Annual General Meeting.

Motion Denied

8. BUDGET AND LEVIES

The manager tabled a budget for the coming year and the meeting adopted the following:

EXPENDITURE	Annual \$
Account Management Fee	295.00
Audit	250.00
Bank Charges	10.00
Building Maintenance	400.00
Common Lighting	400.00
Disbursement	1,250.00
Electrical Power Usage Mutual	300.00
Grounds/Lawn mowing	2,400.00
Gate Maintenance	1,500.00
Income Tax Preparation	205.00
Insurance	2,000.00
Valuation - Insurance	0.00
Management	3,066.00
Meeting Fee	165.00
Plumbing	0.00
Graffiti Removal	400.00
Sewer & Drainage (Stormwater Drains)	500.00
Water Usage Common	500.00
TOTAL EXP	\$13,641.00

a. Quarterly Levies

Motion tabled; The Corporation Administration Levy and the Sinking Fund Levy be set in accordance with the proposed budget, raising a total of \$15,200.00 in the Administrative Fund & a total of \$750.00 in the Sinking Fund.

Levies are to be paid quarterly in advance in accordance with **Lot Entitlement** and will apply until changed by resolution at a future general meeting.

Quarterly Levy per Lot	Admin	Sinking	Total
2,3,13	\$203.76	\$10.05	\$213.81
4,5,6,7,8,170,180,190	\$212.61	\$10.49	\$223.10
11, 12	\$212.57	\$10.49	\$223.06
9	\$221.27	\$10.92	\$232.19
10,160	\$230.28	\$11.36	\$241.64
14	\$194.86	\$9.62	\$204.48
15	\$186.01	\$9.18	\$195.19

- Levies will be due on the following dates:- 1st January , 1st April, 1st July, 1st October

Motion Carried

b. Shortfall Of Funds

Where the corporation has insufficient funds to meet its recurrent expenditure the Body Corporate Manager is authorised to convene an Extraordinary General Meeting to determine that the corporation makes arrangements to raise the necessary funds.

Only a general meeting can authorise the collection of funds additional to the fees resolved at this meeting.

9. APPROVAL REQUESTS FOR PRESCRIBED WORKS

Nil requested

10. ADOPTION OF POLICIES

Disbursement Directions (Correspondence To Owners)

The Body Corporate Manager advised the meeting that disbursement charges could be reduced if Owners elected to have notices distributed by email.

The Corporation resolved that Owners wherever possible and practical are to elect to have their correspondence and notices delivered by email. Election is required to be in writing to the Manager/Secretary.

Owners were advised that they are responsible for notification to the Body Corporate Manager of any changes to their contact details including their preferred email address, as failure to notify may result in overdue levies and initiate the arrears process.

Community Directory

Owners authorized the Body Corporate Manager to provide the information concerning their personal particulars as contained in the Corporation Directory with other owners and Corporation Contractors.

Failure To Notify Change Of Contact Details

It was resolved to authorise the Body Corporate Manager to conduct a search for owners who have failed to notify the Corporation of their change of contact details. It was further resolved that any cost incurred by the Corporation including but not limited to Management Agreement charges are to be recovered from the relevant owner(s).

Financial Charges

It was resolved that in the event that an owner's payment to the Body Corporate is reversed, that any bank fees and/or Body Corporate Managers fees be recovered from the relevant unit owner

Levy Arrears

Following an overview of the procedures followed to collect overdue levies it was resolved that the following policies and procedures be adopted:

1. Interest on Overdue Levies
The Corporation will charge owners interest on all levies outstanding for in excess of 30 days. The rate is set at 15% per annum calculated daily.
2. Accounting Fees
Any cost incurred by the Corporation including but not limited to Management Agreement charges are to be recovered from the relevant unit owner.
3. Debt Collection
That the Body Corporate Manager is authorised to proceed on behalf of the Corporation with any necessary action, subject to item 5 including legal action, to recover all outstanding monies.
4. Costs
All related costs associated with the recovery of any outstanding monies will be recovered from the relevant unit owner as debt against the unit.
5. Any arrears exceeding 75 days;
The Body Corporate Manager will contact the Presiding Officer, or another Office Bearer, and confirm further directions regarding further action including legal action.

Notices From The Corporation To Owners

It was resolved that the corporation agree to provide notices, as directed by a unit holder, to a nominated person or organisation in addition to the notice provided to the unit holders.

11. GENERAL BUSINESS

Disturbances

It was noted that some residents and or their visitors were causing disturbances within the Corporation. All Owners are reminded of the Corporation's By-Laws (Sections 6.1 and 6.2) which states that residents must not engage in conduct that unreasonably disturbs the occupier of another Lot.

A breach of the By-Laws can attract a penalty of up to \$500.00.

The Corporation would like you to ensure that your tenants are aware of these By-Laws.

If you need a copy of these By-Laws please contact this office.

After-Hours Emergency Maintenance

It was noted that in the event that the common property required emergency after hours attendance residents should call 8490 1300 and follow the prompt.

12. VENUE, DATE AND TIME OF NEXT MEETING

The next AGM is to be scheduled at 5.30 pm on or about 28/08/2018 at U16, 14 Bradbury St, Parafield Gardens

MEETING CLOSURE

The meeting closed at 7.45 pm

RESOLUTIONS AFFECTING STRATA CORPORATION 23056 INC

DISCLAIMER - Strata Data will not be held liable for any missing, incomplete or incorrect information provided prior to the commencement of our management: 12/07/07

THE RELEVANT MINUTES should be consulted for the precise wording of resolutions.

DATE	RESOLUTION
27/09/07	<p><u>Landscaping</u></p> <p>The section of common land on the LHS on entry to the property is vacant and requires attention to blend in with the property. After discussion it was agreed to irrigate the area, plant some drought tolerant plants and mulch the area with bark chips.</p>
11/09/08	<p><u>Corporation's Right to Recover Money</u></p> <p>The Corporation may recover any money owing to it under the Community Titles Act S114 (7) (8) or By-laws as a debt. An owner of a Community Lot the Corporation in connection with contemplated or actual enforcement, or preservation of any rights under the by-laws in relation to the owner or occupier. The Corporation further empowers Strata Data to act on its behalf in the recovery of monies owed to it and to take the necessary steps to ensure that this motion is complied with.</p>
16/09/10	<p><u>Driveways</u></p> <p>Approval was granted for unit owners to replace their paved driveways with concrete at their own expense.</p>
15/09/11	<p><u>Shed Approval – Unit 2</u></p> <p>Approval is granted for the shed on the front of the lot 2 block, and an area up to the shed from the driveway to be paved (all at the expense of the lot 2 owner).</p>
13/06/12	<p><u>Interest Applied on Overdue Levies</u></p> <p>That, in accordance with Section 114 (4) (b) of the Community Titles Act 1996, the Corporation resolve to fix (in accordance with the regulations) interest payable in respect of a contribution, or an instalment of a contribution, that is in arrears, at a rate of 10% per annum.</p>

Approvals and Policies

COMMUNITY CORPORATION 23056 INC.

14 Bradbury Street, Parafield Gardens SA 5107

It was resolved by Special Resolution that the following installations and additions upon the Common Property and/or within unit subsidiaries be granted approval.

All approved work must comply with any Local Government requirements, use quality materials and be installed in a professional manner. All future maintenance costs and any damage or injury which may occur as a result of the approved installation or addition is the responsibility of the relevant unit owner.

2014 Annual General Meeting

DISBURSEMENTS / CORRESPONDENCE TO OWNERS

To resolve that the Corporation wished to have as much correspondence as possible, emailed to owners to reduce disbursement costs.

To resolve that all owners are to provide confirmation to the Body Corporate Manager (by way of email preferred) of their preferred method of receiving all meeting notices, minutes and Notices of Contributions sent by email.

Motion Carried

Owners are reminded that they are responsible for notification to the Body Corporate Manager of any changes to the preferred email address, as failure to notify may result in overdue levies and initiate the arrears process.

NOTICES FROM THE CORPORATION TO OWNERS

To resolve that the corporation agree to provide notices, as directed by a unit holder, to a nominated person or organisation in addition to the notice provided to the unit holders.

Motion Carried

COMMUNITY DIRECTORY

To resolve that Owners authorized the Body Corporate Manager to provide the information concerning their personal particulars as contained in the Corporation Directory with other owners and Corporation Contractors.

Motion Carried

FAILURE TO NOTIFY CHANGE OF CONTACT DETAILS

To resolve to authorise the Body Corporate Manager to conduct a search for owners who have failed to notify the Corporation of their change of contact details. It was further resolved that in accordance with the Management agreement owners are to be charged a fee(s) as set by the Body Corporate Manager.

Motion Carried

FINANCIAL CHARGES

To resolve that in the event that an owner's payment to the Body Corporate is reversed, that any bank fees and/or Body Corporate Managers fees be recovered from the relevant unit owner

Motion Carried

LEVY ARREARS

To resolve to adopt the following policies and procedures.

1. Interest on Overdue Levies
The Corporation will charge owners interest on all levies outstanding for in excess of 30 days. The rate is set at 15% per annum calculated daily.
2. Accounting Fees
In accordance with the Management Agreement owners are to be charged an accounting fee set by the Body Corporate Manager if a reminder notice and / or debt collection notice is sent to an owner or their agent.
3. Debt Collection
That the Body Corporate Manager is authorised to proceed on behalf of the Corporation with any necessary action, including legal action, to recover all outstanding monies.
4. Costs
All related costs associated with the recovery of any outstanding monies will be the responsibility of the relevant unit owner and as such will be recovered from that unit owner.
5. Any arrears exceeding 75 days;
The Body Corporate Manager will contact the Presiding Officer or failing them another Office Bearer, and confirm further directions as per 3.

Motion Carried

2016 Annual General Meeting

APPROVAL REQUESTS FOR PRESCRIBED WORKS

Nil requested

ADOPTION OF POLICIES

Disbursement Directions (Correspondence To Owners)

The Body Corporate Manager advised the meeting that disbursement charges could be reduced if Owners elected to have notices distributed by email.

The Corporation resolved that Owners wherever possible and practical are to elect to have their correspondence and notices delivered by email. Election is required to be in writing to the Manager/Secretary.

Owners were advised that they are responsible for notification to the Body Corporate Manager of any changes to their contact details including their preferred email address, as failure to notify may result in overdue levies and initiate the arrears process.

Community Directory

Owners authorized the Body Corporate Manager to provide the information concerning their personal particulars as contained in the Corporation Directory with other owners and Corporation Contractors.

Failure To Notify Change Of Contact Details

It was resolved to authorise the Body Corporate Manager to conduct a search for owners who have failed to notify the Corporation of their change of contact details. It was further resolved that any cost incurred by the Corporation including but not limited to Management Agreement charges are to be recovered from the relevant owner(s).

Financial Charges

It was resolved that in the event that an owner's payment to the Body Corporate is reversed, that any bank fees and/or Body Corporate Managers fees be recovered from the relevant unit owner

Levy Arrears

Following an overview of the procedures followed to collect overdue levies it was resolved that the following policies and procedures be adopted:

1. Interest on Overdue Levies
The Corporation will charge owners interest on all levies outstanding for in excess of 30 days. The rate is set at 15% per annum calculated daily.
2. Accounting Fees
Any cost incurred by the Corporation including but not limited to Management Agreement charges are to be recovered from the relevant unit owner.
3. Debt Collection
That the Body Corporate Manager is authorised to proceed on behalf of the Corporation with any necessary action, subject to item 5 including legal action, to recover all outstanding monies.
4. Costs
All related costs associated with the recovery of any outstanding monies will be recovered from the relevant unit owner as debt against the unit.
5. Any arrears exceeding 75 days;
The Body Corporate Manager will contact the Presiding Officer, or another Office Bearer, and confirm further directions regarding further action including legal action.

Notices From The Corporation To Owners

It was resolved that the corporation agree to provide notices, as directed by a unit holder, to a nominated person or organisation in addition to the notice provided to the unit holders.

2017 Annual General Meeting

APPROVAL REQUESTS FOR PRESCRIBED WORKS

Nil requested

2018 Annual General Meeting

APPROVAL REQUESTS FOR PRESCRIBED WORKS

It was resolved by Special Resolution that the following installations and additions upon the Common Property and/or within Lot subsidiaries be granted approval.

Common Property Upgrade

To resolve by Special Resolution to undertake improvements to the common garden and common property at the direction of the Management Committee subject to the available funding.

Motion Carried