

## MINUTES OF THE FIRST ANNUAL GENERAL MEETING OF STRATA PLAN 108979

Havana, 8 Oaks Avenue, Dee Why NSW 2099

The First Annual General Meeting of The Owners - Strata Plan 108979 was held on 25 March 2026 at the Builders Club, 18 Fisher Road, Dee Why and commenced at 6:13 PM.

**PRESENT:** Aaron John (2), Ming-Utsani Knedlik (3), Jerome Akbarally (6), Ricky & Simone Kelderman (8), Amanda Taura (11), Alexander Armour (13), Angus John (14), Ghang Lhamo (18), Erik Abrahamsson (22), Rebecca Twomey (24, S79), Ashlee Harju (25), Natasa Tamburic, Stojan & Verica Veljkovic (29), Andrew Mather (34), Paul Coyne (44), Rebecca Cavallaro (57), Matthew Pullicin (58), John Elsworth, Elsworth Family Acquisitions Pty Ltd (59, 61, S80), Paul Bracewell (63), Grace Gillespie (67), Roger Berti (69), John & Grace Pethebridge (74), John Glynn & Helen Brooke (75).

**PROXIES:** None

**APOLOGIES:** Pierre Touma on behalf of DL Dee Why Pty Ltd (5, 7, 9, 16, 17, 21, 28, 32, 33, 36, 43, 49, 50, 51, 55, 60, 62, 65, 72)

**IN ATTENDANCE:** Bianca Rosenstrauss, Heli Vaidya & Jeff Rosen from **Rosen & Co**, Megan Catchpole from Energy Urban Locals, Sharon Gray from Strata Energy Services, Andrew Harju, Sal Cavallaro, Liam Bucklow.

**TENANTS:** None

**CHAIRMAN:** Bianca Rosenstrauss from **Rosen & Co**.

The Chairperson invited Megan Catchpole of Energy Urban Locals to address the meeting to explain the workings of the embedded network for those present.

Following this, Sharon Gray of Strata Energy Services addressed the meeting, explaining her role is to review embedded network proposals to ensure they are competitive and aligned with market expectations. It was noted that up to 7 retailers may be invited to provide costs for the provision of the embedded service at no cost to the Owners Corporation.

Both Megan and Sharon were thanked for their assistance in explaining how embedded networks work.

### Minutes of the meeting:

#### 1 MINUTES

As this was the first annual general meeting, there were no previous minutes.

#### 2 COMMON SEAL

**Resolved:** that the common seal be adopted as the common seal of the owners corporation and that it be kept and affixed in accordance with section 273 of the *Strata Schemes Management Act 2015*.

#### 3 RECEIVE DOCUMENTS AND RECORDS FROM ORIGINAL OWNER

**Resolved:** that the Owners receive the documents and records required to be provided by the original owner in accordance with section 16 of the *Strata Schemes Management Act 2015* and that the following documents and were not provided by the original owner in accordance with section 16 of the *Strata Schemes Management Act 2015*: *Building valuation report and the most recent BASIX certificate*

#### 4 INITIAL MAINTENANCE SCHEDULE

**Resolved:** that the Owners receive and consider the initial maintenance schedule provided by the original owner.

#### 5 FINANCIAL STATEMENTS

As this was the first annual general meeting, there were no previous accounting records or financial statements.

#### 6 AUDITOR

**Resolved:** that an auditor be appointed on behalf of the owners corporation.

#### 7 INSURANCES

**Resolved:** that the insurances held on behalf of the owners corporation be confirmed.

## 8 ADDITIONAL INSURANCE

**Resolved:** that the insurances for office bearers' liability and fidelity guarantee be confirmed.

## 9 INSURANCE VALUATION

**Resolved:** that a building insurance valuation report be arranged and **ROSEN & Co** to update the building cover sum insured to the new figures obtained.

## 10 INSURANCE QUOTATIONS

**Resolved:** that **ROSEN & Co** engage Driessen Insurance Brokers to assist in obtaining insurance quotations and should the committee not respond to a request for the selection of a preferred quotation within 5 days of the renewal date, that **ROSEN & Co** is authorised to proceed with the placement of the insurance broker's recommendation.

## 11 SPECIAL LEVY - TO EXTEND THE LEVY YEAR

**Resolved:** that a Special Levy be raised as per the below schedule:

- |      |  |   |
|------|--|---|
| i.   | Expenses for which the contribution is raised: | <b>Extend the levy year by an additional quarter</b>  |
| ii.  | Total contribution to be raised:               | <b>Administrative Fund: \$106,150.00 incl GST</b><br><b>Capital Works Fund: \$8,250.00 incl GST</b> |
| iii. | Date when the contribution is payable:         | <b>27 April 2026</b>  |

## 12 CONTRIBUTIONS TO ADMINISTRATIVE FUND

**Resolved:** that the administrative fund be **\$424,600.00** and that this be paid in four equal instalments, the first such instalment being due on 1 July 2026 and subsequent instalments being due on the first days of October 2026, January and April 2027.

## 13 CONTRIBUTIONS TO THE CAPITAL WORKS FUND

**Resolved:** that the capital works fund be **\$33,000.00** and that this be paid in equal quarterly instalments, the first such instalment being due on 1 July 2026 and subsequent instalments being due on the first days of October 2026, January and April 2027.

## 14 GST REGISTRATION

**Resolved:** that the Owners Corporation register for GST.

## 15 OVERDUE LEVIES

**Resolved:** that should any owner, mortgagee in possession or former owner of a lot not pay contributions by their due date in relation to a lot that:

- (a) The Strata Manager may issue one or two reminder letters, each requesting payment within 14 days of the reminder letter;
- (b) If the owner, mortgagee in possession or former owner has not made payment of any outstanding amount in accordance with any reminder letter sent by the Strata Manager, the Strata Manager is to engage a lawyer, instructed to:
  - (i) Prepare and issue to any relevant lot owner, mortgagee in possession or former lot owner a notice of proposed action to recover by way of proceedings in a court of competent jurisdiction on behalf of the owners corporation setting out:
    1. The amount of the contribution, interest or expenses sought to be recovered;
    2. The proposed recovery action by way of proceedings in a court of competent jurisdiction;
    3. The date the contribution was due to be paid;
    4. Whether a payment plan may be entered into in accordance with section 85(5) of the Strata Schemes Management Act 2015; and
    5. Any other action that may be taken to arrange for payment of the contribution;
  - (c) The lawyer be engaged and instructed to:
    - (i) Provide advice regarding recovering outstanding contributions;
    - (ii) Commence, maintain, defend or discontinue court proceedings against any lot owner, mortgagee in possession or former lot owner where outstanding contributions are due in relation to the relevant lot;
    - (iii) Take legal action to recover unpaid contributions, interest on unpaid contributions or related expenses by enforcing any judgment obtained including:
      1. Obtaining any necessary writ(s) for the levy of property; and
      2. Obtaining any necessary garnishee order(s).

## 16 PAYMENT PLAN FOR OVERDUE LEVIES

**Resolved:** that the Owners will offer payment plans in respect of overdue contributions, either generally or in particular cases, and will include the following terms;

- a. the name of the lot owner and the title details of the lot;
- b. the address for service of the lot owner;
- c. the amount of the overdue contributions;
- d. the amount of any interest payable for the overdue contributions and the way in which it is calculated;
- e. the schedule of payments for the amounts owing and the period for which the plan applies;
- f. the manner in which the payments are to be made;
- g. contact details for a member of the strata committee or a Strata Managing Agent who is to be responsible for any matters arising in relation to the payment plan;
- h. a statement that a further plan may be agreed to by the owners corporation by resolution; and
- i. a statement that the existence of the payment plan does not limit any right of the owners corporation to take action to recover the amount of the unpaid contributions.

## 17 STRATA COMMITTEE

There were two written self-nominations received prior to the meeting from;  
Hans Knedik (3) and Andrew Mather (34)

The Chairperson received self-nominations from the floor;

Lisa Maurice (66), Aaron John (2), John Pethebridge (74), John Elsworth (61), John Glynn (75), Rebecca Cavallaro (57), Matthew Pullinci (58).

None of the nominees disclosed any connection with the original owner for the scheme.

**Resolved:** that the number of members of the strata committee be determined as nine (9). As the number of nominees equalled the number of positions, the Chairperson deemed those nominees appointed.

## 18 RESTRICTIONS ON STRATA COMMITTEE:

**Resolved:** that the Owners do **not** place any restrictions on the strata committee.

## 19 CAPITAL WORKS FUND PLAN

**Resolved:** that a 10-year capital works fund forecast plan be obtained and the strata manager be authorised to instruct a suitably qualified party to undertake such plan.

## 20 REPORT AND APPROVAL OF COMMISSIONS

**Resolved:** that there was no commissions to report, or training received, no links to suppliers or the original owner as **ROSEN & Co** had not been managing the property, however, it is anticipated that an insurance commission will be received in the next 12 months as per the management agreement.

## 21 ANNUAL FIRE SAFETY STATEMENT

**Resolved:** that the Owners accept the current annual fire safety statement and are to make arrangements for obtaining the next annual fire safety statement.

## 22 BY-LAWS

**Resolved:** that the Owners accept the bylaws for the strata scheme, with the strata committee to review them due to a discrepancy identified in relation to the use of barbeques, specifically clauses 7.5 and 8.2.

## 23 APPOINTMENT OF MANAGING AGENT

**Resolved:** That:

- a) there were no disclosures as required under section 71 of the *Strata Schemes Management Act 2015* regarding the managing agent being connected to the original owner or having any direct or indirect pecuniary interest in the strata scheme (other than an interest arising only from the prospective appointment).
- b) in accordance with section 49 of the *Strata Schemes Management Act 2015* appoint **ROSEN & Co**, ABN: 28 240 915 275 as strata managing agent of SP108979 from the date of this meeting for a term of 12 months, on the terms and conditions set out in the proposed strata management agency agreement, a copy of which was annexed to the notice of meeting and the strata managing agent be delegated:
  - (i) all of the functions of the owners corporation and, the functions of chairperson, secretary and treasurer necessary to enable the agent to carry out the 'agreed services' and the 'additional services' as defined in the Agreement;
  - (ii) the delegation to the agent is subject to the conditions and limitations listed in the Agreement;
  - (iii) the owners corporation is to execute the Agreement to give effect to this appointment and delegation;
  - (iv) once elected, the strata committee is to nominate a representative under the Agreement; and

(v) authority is given to the Chairperson and Secretary of the strata committee to sign under the common seal of the owners corporation to the Agreement in accordance with section 273 of the *Strata Schemes Management Act 2015*.

## 24 SUPPLY OF UTILITIES

**Resolved:** that the agreements for the supply of utilities and infrastructure relevant to the scheme be considered and that:

- a) The embedded network for internet and free to air television by Opticomm Pty Ltd be accepted.
- b) The embedded network for electricity, hot water & gas by Energy Trade Pty Ltd t/a Energy Locals Urban be deferred and referred to the Building Management Committee (BMC).
- c) Rosen & Co be authorised to engage a utility broker through Strata Energy Services, or similar, to obtain tenders to review the embedded network for electricity, hot water and gas utilities, with a view to identifying competitive pricing. The appointed BMC representative is authorised to support the engagement and enter into any agreement on behalf of the scheme.

Accordingly, the contract for embedded services for electricity, hot water and gas with Energy Trade Pty Ltd t/a Energy Locals Urban is deferred.

## 25 SUSTAINABILITY

**Resolved:** that the Owners consider environmental sustainability within the scheme including consideration of the common property annual energy and water consumption and expenditure.

## 26 LIFT SERVICE AGREEMENT

The owner Paul Bracewell of lot 63 asked if the matter of putting the lift contract to Kone could be deferred, as he works for a lift company and would like to be given the opportunity to quote for the lift services.

**Resolved:** that as the lift contract is not due for renewal until late October, the matter be referred to the committee for a decision on the renewal of lift contracts.

## 27 TENANTS AT MEETINGS

**Resolved:** that the Owners restrict tenants from being present when the following matters are being discussed: financial statements and auditor's reports, levying of contributions, recovery of unpaid contributions, a strata renewal proposal under Part 10 of the Strata Schemes Development Act 2015 or any related matter; and/or any other financial matter specified by the regulations for the purpose of this clause.

## 28 WORK HEALTH & SAFETY REPORT

**Resolved:** that the Strata Manager appoint a suitably qualified consultant to undertake an inspection and prepare a Work Health & Safety Report and that report be forwarded to the committee to determine what (if any) action is required to be taken in response to that report.

## 29 OTHER MEANS OF VOTING

**Resolved:** to adopt the following alternate means of voting (not being elections) at meetings of the owners corporation:

- a. Voting by means of teleconference while participating in a meeting from a remote location;
- b. Voting by means of video-conferencing while participating in a meeting from a remote location;
- c. Voting by means of email while participating in a meeting from a remote location;
- d. Voting by means of other electronic means while participating in a meeting from a remote location;
- e. Voting by means of email before the meeting; or
- f. Voting by means of other electronic means before the meeting.

## 30 CHANGE OF ADDRESS ON THE CERTIFICATE OF TITLE

**Resolved:** that the address for service of notices on the Certificate of Title be changed to that of **ROSEN & CO** being; 142 Glenayr Avenue, Bondi Beach 2026.

## 31 ONLINE REPORTING

**Resolved:** that:

- i. **Rosen & Co** be authorised to register and undertake annual reporting through the strata hub portal and process the \$3 per lot annual administration fee;
- ii. the emergency services contacts be 1. John Pethebridge (74) and 2. John Glynn (75), both of whom gave their consent are aware that their contact details listed on the strata roll will be available to NSW emergency services.
- iii. **ROSEN & CO** is then to continue to comply with the owners corporation's obligations under the Strata Schemes Management Amendment (Information) Regulation 2021 on an ongoing basis and charge in accordance with the terms of its agency agreement.

### **32 BUILDING DEFECT RECTIFICATION**

**Resolved:** to engage a consultant to provide a building defects and rectification report and appoint a building inspector for the purposes of Part 11 of the Strata Schemes Management Act 2015 and that **ROSEN & CO** obtain three quotes to present to the strata committee with the respective cost proposals.

### **33 APPOINTMENT OF BUILDING MANAGER**

**Resolved:** not to appoint a building manager.

The owners accepted John Pethebridge's offer to attend to most of the matters that a building manager would be expected to cover, on a voluntary basis.

### **34 GENERAL BUSINESS**

- The installation of CCTV cameras is to be investigated by the committee.
- John Glynn offered to obtain information and quotes for the supply and installation of 'over the bonnet cupboards' as permitted under the By-Laws, and will gauge the interest from owners to determine whether group participation will achieve best pricing.
- The matter of glue residue remains on the windows following removal of plastic sheeting is to be raised with the builder for rectification.
- Andrew Mather advised that builder's rubble has been left on the sills of the adjoining building, which is an eyesore for residents. This matter is to be referred to the builder and Andrew will provide photos.
- The installation of wheel stops to be investigated by the committee, noting this is not currently allowed under the By-Laws and may require legal guidance.
- The residential bin area is not locked, raising security concern. The committee will investigate this matter, noting it is believed that it may be a council requirement.
- The committee will consider creating a residents' correspondence group via a social platform or email, John Glynn to investigate.

**CLOSURE:** There being no further business, the meeting closed at 08:16 PM.

## MINUTES OF THE STRATA COMMITTEE MEETING OF THE OWNERS - SP 108979

### HAVANA, 8 OAKS AVENUE, DEE WHY NSW 2099

A meeting of the Strata Committee of the Owners - SP 108979 was held on 25/03/2026 at The Builders Club. The meeting commenced at 08:20 PM immediately following the Annual General Meeting.

**PRESENT:** Lisa Maurice, Aaron John, John Petheridge, John Elsworth, John Glynn, Matthew Pullinci, Rebecca Cavallaro and Andrew Mather

**IN ATTENDANCE:** Bianca Rosenstraus, Heli Vaidya & Jeff Rosen from **ROSEN & Co**, Ming-Utsani Knedlick, Sal Cavallaro

**CHAIRPERSON:** Bianca Rosenstraus

#### Minutes of the meeting;

#### 1 MINUTES

No minutes available as this is the first meeting.

#### 2 DISCLOSURE OF PECUNIARY INTEREST

**Resolved:** There were no disclosures under clause 18 of Schedule 2 of the *Strata Schemes Management Act 2015* regarding pecuniary interests.

#### 3 OFFICE BEARERS

**Resolved:** that the office bearers for the forthcoming year are;

**Chairman:** John Elsworth

**Secretary:** John Pethebridge

**Treasurer:** John Glynn

#### 4 BUILDING MANAGEMENT COMMITTEE REPRESENTATIVE

**Resolved:**

a) that **John Glynn** is appointed as the Owners Corporation's representative on the Building Management Committee.

b) that **Andrew Mather** is appointed as the substitute representative for the purpose of representing the Owners Corporation on the Building Management Committee in the event that the appointed representative is unavailable or unable to attend to the Building Management Committee.

#### 5 POINT OF CONTACT

**Resolved:** that the schemes point of contact to interact with the strata managing agent be John Pethebridge.

#### 6 OWNER TO ADDRESS MEETING

**Resolved:** that the Owners be allowed to address the meetings of the strata committee.

#### 7 TENANT REPRESENTATIVE

It was noted that there is no tenant representative.

#### 8 GENERAL BUSINESS

1. The committee to review the parking lots and consider stencil markings to identify the unit.

2. Rosen & Co to share the members contact emails and numbers.

There being no further business, the chairperson declared the meeting closed at 08:48 PM.