Print date:
14 March 2007

In reference to:
Strata Plan 50785
1-3 McDonald Street
CRONULLA NSW 2230

Our Ref: MEETING COVER PAGE

NOTICE OF GENERAL MEETING

PLEASE NOTE:

- SHOULD YOU NOT BE ABLE TO ATTEND THE MEETING PLEASE COMPLETE THE ATTACHED PROXY FORM AND RETURN TO OUR OFFICE. ** IF YOU ARE A LARGE SCHEME BEING MORE THAN 100 LOTS (EXCLUDING UTILITY LOTS) THE PROXY MUST BE RECEIVED EITHER BY OUR OFFICE OR THE SECRETARY AT LEAST 24 HOURS PRIOR TO THE MEETING.

  PLEASE ENSURE THAT ALL SECTIONS OF THE PROXY ARE COMPLETED IN FULL

- SHOULD YOUR LOT BE IN THE NAME OF A COMPANY PLEASE ENSURE A COMPANY NOMINEE FORM IS COMPLETED AND RETURN TO OUR OFFICES AT LEAST **24HOURS PRIOR TO THE MEETING**

- ONLY **FINANCIAL** OWNERS ARE ENTITLED TO VOTE AT A GENERAL MEETING

- PLEASE CONTACT OUR OFFICE AT LEAST 24 HOURS PRIOR TO THE MEETING IN RELATION TO ACCOUNT AND BUDGET ENQUIRIES

NOTICE OF ANNUAL GENERAL MEETING OF THE OWNERS CORPORATION

NOTICE OF BUSINESS to be dealt with at the Annual General Meeting of the Owners-Strata **Plan No. 50785** to be held **in the BBQ area at 1-3 McDonald Street, Cronulla** on **Wednesday, 28 March 2007 COMMENCING AT 7:30pm.**

AGENDA

(A) NOMINATIONS BE RECEIVED FOR THE EXECUTIVE COMMITTEE
(B) THAT THE NUMBER OF MEMBERS TO THE EXECUTIVE COMMITTEE BE DETERMINED
(C) TO CONSIDER THE FOLLOWING MOTIONS

MOTIONS

1. **Minutes**

That the minutes of the previous General Meeting as recorded in the Owners Corporation Minutes Book be confirmed as a true and accurate account of the proceedings at that meeting.

2. **Financial Statements**

That the statement of accounts as prepared by Strata Title Management Sydney for the period 01/03/06 to 28/02/07 be adopted and that a copy of such accounts be affixed to the Minute Book of the Owners Corporation immediately after the page on which the minutes of this meeting appear.

3. **Budget**

That the suggested budget* for the period 01/06/07 to 31/05/08 be as follows:-

ADMINISTRATIVE FUND	$	418,757.00	Plus GST
SINKING FUND	$	283,830.00	Plus GST

To be levied in four equal instalments in accordance with Section 23 of the Strata Schemes Management Act and due on :- 1.06.07, 1.09.07, 1.12.07 and 1.03.08 and payable according to unit entitlement.

*** Any questions relating to the budget or financial statements should be directed to our office <u>PRIOR</u> to the meeting.**
Questions directed at the meeting may not be able to be answered.
PLEASE NOTE: All figures shown in the Lot Budget Summary are less GST.

4. **Insurances**

That an insurance policy be executed to cover the Executive Office Bearers Liability and/or misappropriation of money or property of the Owners Corporation.

5. **Auditor**

That an auditor be appointed and that Strata Title Management Sydney determine the auditor.

6. **Restricting the Executive Committee**

That the Owners Corporation decide if any matter is to be determined only by the Owners Corporation at a General Meeting.

7. **Sinking Fund Forecast**

That a 10 year Sinking Fund Forecast be prepared as detailed in the Strata Schemes Management Act.

8. **OH and S Report**

That an OH & S Report (Building Safety Report) be prepared in respect of the Common Property. Frequency to be determined by the Owners Corporation.

9. **Section 80A**

That in accordance with section 80A of the Strata Schemes Management Act 1996 as amended the Owners Corporation resolves to remove the limitation relating to expenditure in excess of 10% above the budget on any item or matter.

10. **Moved by Dr Farlow (91) –** That the Owners Corporation specially resolve to register a By-Law on the common property title with the following wording:

"The original specifications as set out in the Schedule of Internal Finishes cannot be altered without the full knowledge and consent of all owners of the units involved."

11. **SPECIAL RESOLUTION**

Moved by the Executive Committee – That the Owners Corporation specially resolve to install weather/shade cover as follows:
1) BBQ area over BBQs & extending to support posts in garden.
2) Extension of above to cover area in front of indoor spa room & generator room out to posts in garden.
Garden posts in gal. steel painted, connecting fittings in St. Steel.
Advanced Shade & Sails P/L. Price $ 27,445.00 incl. GST.
Umbrella style shade / weather cover to adjacent / over ext. spa.
Advanced Shade & Sails Price $ 12,309 .00 incl.GST.

12. **SPECIAL RESOLUTION**

Moved by the Executive Committee
That the Owners Corporation specially resolve to install weather/shade cover as follows:
Area adjacent BBQ .
Electrically operated folding arm awning with time switch & wind sensor
control, dimensions of awning being 5 mtrs x 3.5 mtrs. Toga style,
white powder coat finish st. steel fixings.
Foldaway Awning Specialists. Price $ 6,600.00 incl. GST.
Ext. Spa area.
Electrically operated folding arm awning mounted off adjacent wall
extending 4mtr. projection & 5.5 mtr. wide.
Foldaway Awnings Price $7,590.00 incl. GST all as above.

13. **SPECIAL RESOLUTION**

Moved by the Executive Committee
That the Owners Corporation specially resolve to install weather/shade cover as follows:
Seashell style awnings.(by Quantum Awnings)
180 degree x 3mtr. radius. BBQ area $6,900.00 incl. GST.
" " " " . Front of Gen. Room area.
$ 6,900.00 incl. GST.
" " 4mtr. " Off wall out over ext. spa.
$ 7,900.00 incl. GST.
Total 3 areas Seashell Style $ 21,700.00
Disc. Price for purchase of 3 awnings total $ 19,700.00 incl. GST.

…….
STRATA TITLE MANAGEMENT SYDNEY

Dated 14th day of March 2007

PROXY AND COMPANY NOMINEE APPOINTMENT FORM

PROXY APPOINTMENT FORM
Strata Schemes Management Act 1996

Date……. I/We……

the Owners of Lot …….. in Strata Plan No. 50785

appoint …….. of …… or the Chairman, as my/our proxy for the purposes of meetings of the owners corporation (including adjourned meetings)

Period or number of meetings for which the appointment of proxy has effect:

* No. of Meetings [ ]/* Period……. [Months]/ * 12 Months or 2 consecutive General Meetings

***Tick and complete which one applies**

(Note: The appointment cannot have effect for more than 12 months or 2 consecutive Annual General Meetings, whichever is greater. If no section is made by the person giving the proxy, the proxy is effective only for one meeting.)

*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

(PLEASE CIRCLE AS AN INDICATION OF HOW YOU WANT TO VOTE ON THE MOTIONS)

MOTION 1	YES/NO (Please circle)	MOTION 9	YES/NO (Please circle)
MOTION 2	YES/NO (Please circle)	MOTION 10	YES/NO (Please circle)
MOTION 3	YES/NO (Please circle)	MOTION 11	YES/NO (Please circle)
MOTION 4	YES/NO (Please circle)	MOTION 12	YES/NO (Please circle)
MOTION 5	YES/NO (Please circle)	MOTION 13	YES/NO (Please circle)
MOTION 6	YES/NO (Please circle)	MOTION 14	YES/NO (Please circle)
MOTION 7	YES/NO (Please circle)	MOTION 15	YES/NO (Please circle)
MOTION 8	YES/NO (Please circle)	MOTION 16	YES/NO (Please circle)

***Delete paragraph 1 or 2, whichever does not apply**

*3. If a vote is taken on whether ……(the Strata Managing Agent) should be appointed or remain in office or whether another managing agent is to be appointed, I/We want the proxy to vote as follows:- _____

*Delete paragraph 3 if proxy is not authorised to vote on this matter. For examples see note 1 below.

……

Signature of Owner/s ……

Signature of Proxy Holder ……

Notes

1. A proxy is not authorised to vote on a matter
   (a) If the person who appointed the proxy is present at the relevant meeting and personally votes on the matter, or
   (b) So as to confer a pecuniary or other material benefit on the proxy, if the proxy is a strata managing agent, caretaker or on-site residential property manager.
2. This form is ineffective unless it is given to the secretary of the owners corporation 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 owners corporation in the manner described in the preceding paragraph.

COMPANY NOMINEE FORM

To …….. of ……
(Name of Person to be Appointed) (Address)

……(Company Name) hereby authorises you in accordance with Sec. 122 of the Strata Schemes Management Act 1996, to exercise or perform on its behalf any power, authority, duty or function conferred by or under that Act on its owner of Lots……In Strata Scheme No. **50785**

DATED this …….. day of ……**2007**

THE COMMON SEAL OF ……
Was hereunto affixed by authority of its Board of Directors In the presence of:-

_____ _____
(Secretary) *(Director)*

NOTICE OF EXECUTIVE COMMITTEE MEETING

Take notice that the Executive Committee of the Owners Corporation of Strata Plan 50785 intends to hold a meeting immediately after the Annual General Meeting.

AGENDA

1 That the minutes of the previous Executive Committee Meeting be confirmed as a true and accurate account of the proceedings at that meeting.

2 That the position of Office Bearers (Chairman, Secretary and Treasurer) for the ensuing year be determined.

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STRATA TITLE MANAGEMENT SYDNEY

INFORMATION REGARDING MOTIONS

AS PROVIDED BY STRATA TITLE MANAGEMENT SYDNEY

Financials

Attached to the Notice of the Meeting is the financial statements for the Owners Corporation. The financial statements are reports that show the Owners Corporations financial position at the end of the financial period. These reports show the Income/Expenditure for both the Administrative and Sinking Funds.

As indicated above any questions relating to the financial statements should be directed to our office prior to the meeting.

Budget ("Contributions")

Contributions are to be determined for the Administrative and Sinking Funds of the Owners Corporation. A proposed budget has been prepared by our office for the Owner's consideration. The budget as adopted at the Annual General Meeting is done so by a majority basis of the Owners.

Insurances Office Bearer's

The Office Bearer's are the elected Executive Committee Members of the Owners Corporation. Office Bearer's insurance covers those members should there be an act or omission in which the Executive Committee maybe sued.

Auditor

The Owners Corporation must decide whether to appoint an auditor, unless the Scheme is 101 Lots or more ("The Strata Schemes Management Act states that large scheme of 101 Lots or more is required to have an audit carried out").

Restricting the Executive Committee

The Executive Committee has certain powers under the Strata Schemes Management Act 1996, whereby they are not required to hold a General Meeting to pass certain decisions. This motion is if the Owners Corporation wish to rectify those decision making powers of the Executive Committee. If the Owners Corporation does restrict certain powers of the Executive Committee that they usually would make, a General Meeting is required to be held for those restrictions.

Sinking Fund Forecast

Owners Corporation are required in accordance with the Strata Schemes Management Act 1996 to prepare a sinking fund forecast for future expenditure.

OH AND S Report

On the 1st of September 2001 the Occupational Health & Safety Act 2000 and the Occupational Health & Safety Regulation 2001 were proclaimed.

The Strata Schemes Management Act requires that hazard identification and risk assessment is undertaken and risk control measures are implemented.

An owners corporation of a strata scheme in its duties as a controller of premises in relation to the common property of the strata scheme is exempt from the provisions of clauses 33 to 44 of the Occupational Health and Safety Regulation 2001 where:

All of the lots that comprise the strata scheme are occupied only as private dwellings (or are associated lots to lots that are occupied only as private dwellings);

The lots for the strata scheme include both a lot or lots that are occupied only as private dwellings (or are associated lots to a lot or lots that are occupied only as private dwellings) and a lot or lots that have a commercial use, however such exemption only applies to that part of the common property that is used exclusively by the occupants of the lot or lots occupied as private dwellings and their associated lots, and their invitees and visitors.