STRATA TITLE
MANAGEMENT
your strata care company

PO Box 2727
Taren Point NSW 2229

Suite 1, 191-193 Taren Point Road
Taren Point NSW 2229

Phone: 02 9540 4199
Fax: 02 9540 3943
www.stratatitle.com.au

THE ANNUAL GENERAL MEETING NOTICE 2011

OWNERS-STRATA PLAN 50785

TO BE HELD ON WEDNESDAY, 20TH APRIL 2011 IN THE BBQ AREA OF 1-3 McDONALD STREET COMMENCING AT 7.00PM

STRATA TITLE MANAGEMENT
your strata care company

PO Box 2727
Taren Point NSW 2229

Suite 1, 191-193 Taren Point Road
Taren Point NSW 2229

Phone: 02 9540 4199
Fax: 02 9540 3943
www.stratatitle.com.au

LETTER FROM THE STRATA MANAGING AGENT

Dear Owner(s)

We are pleased to invite you to attend the 2011 Annual General Meeting (AGM) of The Owners-Strata Plan 50785.

The items of business to be discussed and voted on at this years Annual General Meeting is as outlined in the agenda enclosed. Also enclosed is a proxy form, voting procedure and explanatory notes.

If you are unable to attend the meeting in person, you may appoint a proxy to act on your behalf. If you do intend on voting via proxy, please ensure that you complete the attached form and have returned to our office via fax (9540 3943) or e-mail your strata manager directly 24-hours prior to the meeting.

Some further information relating to voting at the meeting is as follows:

- As your complex is classified as a Large Scheme, being 101 Lots or more (excluding utility lots), the completed proxy must be received either by our office or the secretary of the owners corporation at least 24-hours prior to the meeting. Proxies will not be accepted at the meeting.
- Please ensure that all sections of the proxy are completed in full. Proxies not completed correctly maybe deemed invalid.
- If your lot is in the name of multiple owners, where it states owners signature of the proxy form, all owners must sign this section, otherwise your proxy is invalid.
- Should your lot be in the name of a company, please ensure a company nominee form is completed and returned to our office. The company nominee's name must be recorded on the strata roll for them to be able to vote at the meeting.
- Only **FINANCIAL** owners are entitled to vote at a general meeting, unless a unanimous resolutions is required, then all owners whether financial or not are permitted to vote on such motions.
- Please contact our office at least 24 hours prior to the meeting in relation to account and budget enquiries.

If you have any questions about the items of business, please contact the undersigned on 9540 4199 prior to the meeting.

I look forward to seeing you at the meeting.

Yours sincerely
STRATA TITLE MANAGEMENT GROUP

Nina Ashfield-Howell
SENIOR STRATA MANAGER
nhowell@stratatitle.com.au

PROXY AND COMPANY NOMINEE APPOINTMENT FORM

PROXY APPOINTMENT FORM

Strata Schemes Management Act 1996

*** AS A LARGE SCHEME THIS PROXY MUST BE COMPLETED IN FULL AND GIVEN TO THE MANAGING AGENT OR SECRETARY AT LEAST 24-HOURS PRIOR TO THE MEETING TO BE VALID**

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

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

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

MOTION 1	FOR/AGAINST (Please circle)	MOTION 2	FOR/AGAINST (Please circle)
MOTION 3	FOR/AGAINST (Please circle)	MOTION 4	FOR/AGAINST (Please circle)
MOTION 5	FOR/AGAINST (Please circle)	MOTION 6	FOR/AGAINST (Please circle)
MOTION 7	FOR/AGAINST (Please circle)	MOTION 8	FOR/AGAINST (Please circle)
MOTION 9	FOR/AGAINST (Please circle)	MOTION 10	FOR/AGAINST (Please circle)
MOTION 11	FOR/AGAINST (Please circle)	MOTION 12	FOR/AGAINST (Please circle)

*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 .....

(Signatures of all owners recorded on the Strata Roll required to be validated)

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 2011

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

Secretary (Print Name/Sign) Director (Print Name/Sign)

ANNEXURE "A"
(Statutory Information)

IMPORTANT INFORMATION ABOUT VOTING AT THE ANNUAL GENERAL MEETING

In these notes:

(a) A Priority vote means a vote by:

- An enrolled mortgagee having priority over any other mortgagee or enrolled covenant chargee; or
- An enrolled covenant chargee having priority over any enrolled mortgagee; or
- An enrolled covenant where there is no enrolled mortgagee

(b) A proxy means a person appointed as a proxy by an instrument in the prescribed form

(c) A person entitled to vote means (unless otherwise specified) a person entitled to vote on a motion requiring a unanimous resolution

1. A vote at the meeting by the owner of a lot does not count if a priority vote in respect of the lot is cast in relation to the same manner
2. An owner of a lot, or a person with a priority vote in respect of a lot, may not vote at the meeting on a motion (other than a motion requiring a unanimous resolution) unless payment has been made before the meeting of all contributions levied on the owner, and any other amounts recoverable from the owner, in relation to the lot that are owing at the date of this notice
3. If you, as the addressee of this notice:
   (a) are not a corporation, then voting and other rights conferred by Schedule 2 of the Strata Schemes Management Act 1996 may be exercised by you in person or by proxy; or
   (b) are a corporation, then voting and other rights conferred by that Schedule may be exercised only by your company nominee in person, or by proxy appointed by the corporation
4. Your right to vote as an owner, company nominee or person with a priority vote is also depends upon your name being recorded on the strata roll

IMPORTANT INFORMATION ABOUT A QUORUM FOR THE ANNUAL GENERAL MEETING

1. A motion submitted at the Annual General Meeting must not be considered, and an election must not be held, unless there is a quorum present to consider and vote on the motion or on the election
2. There is a quorum for considering and voting on such a motion or at such an election only if:
   (a) at least one-quarter of the number of persons entitled to vote on the motion or at the election is present, either personally or by duly appointed proxy; or
   (b) at least one-quarter of the aggregate unit entitlement of the strata scheme is represented by the persons who are present and entitled to vote on the motion or at the election, either personally or by duly appointed proxy
3. However, if there is more than one owner in the strata scheme and the quorum calculated in accordance with clause 2 above is less than 2 persons, then the quorum is 2 persons entitled to vote on the motion or on the election
4. If a quorum is not present within the next half-hour after the relevant motion or business arises for consideration at the meeting, then meeting stands adjourned for at least 7 days. A further notice will be given about the adjourned meeting
5. If a quorum is not present within the next half-hour after the time fixed for the adjourned meeting, the persons present personally or by duly appointed proxy and entitled to vote constitute a quorum for considering that motion or business

STRATA TITLE MANAGEMENT
your strata care company

PO Box 2727
Taren Point NSW 2229

Suite 1, 191-193 Taren Point Road
Taren Point NSW 2229

Phone: 02 9540 4199
Fax: 02 9540 3943
www.stratatitle.com.au

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
1-3 McDonald Street, Cronulla
on **Wednesday, 20th April 2011** commencing at **7.00PM**

AGENDA

MOTION 1
Minutes

That the minutes of the previous General Meeting as recorded in the Owners Corporations minute book be confirmed as a true and accurate account of the proceedings at that meeting.

MOTION 2
Financial Statements

That the statement of accounts as prepared by Strata Title Management for the period 01/03/2010 to 28/02/2011 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.

MOTION 3
Budget

That the suggested budget* for the period **01/06/2011 to 31/05/2012** be as follows:-

ADMINISTRATIVE FUND	**$530,000.00**	Plus GST (Section 75)
SINKING FUND	**$320,000.00**	Plus GST (Section 75)

To be levied in four equal instalments in accordance with Section 23 of the Strata Schemes Management Act and due on :- **1.06.11, 1.09.11, 1.12.11 & 1.03.12** and payable according to unit entitlement.

* **Any questions relating to the budget or financial statements must be directed to our office in writing PRIOR to the meeting to ensure a formal response is provided at the meeting.**

** **NOTE: The sinking fund budget is proposed at a greater amount than recommended in the Sinking Fund Forecast due to expected major expenses forecast for the coming 12 months.**

MOTION 4
Insurances

That an insurance policy be executed for office bearer's liability and/or misappropriation of money or property of the Owners Corporation.

MOTION 5
Auditor

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

MOTION 6
Restricting the Executive Committee

That the owners corporation decide if there are to be any restrictions placed on the Executive Committee in accordance with Part 2, Schedule 2, Clause 34A of the Act.

MOTION 7
Sinking Fund Forecast

That the current 10-year sinking fund forecast be updated.

MOTION 8
OH & 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.

MOTION 9
Removing Limitation

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 one item or matter.

MOTION 10
Election of the Executive Committee

That the election of the Executive Committee takes place and that:

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

MOTION 11
Engagement of Lawyer to Re-Draft By-laws

That the cost agreement be accepted from Makinson & d'Apice Lawyers for the price of $2,500.00 plus GST to review the current by-laws, provide advice and re-draft and prepare a complete new package of by-laws for the strata scheme to consider – Refer to cost agreement annexed to agenda.

MOTION 12
Appointment of Strata Managing Agent

In accordance with Section 27(1) of the Strata Schemes Management Act 1996 ("**Act**") that:

(a) Strata Title Management Group ("**Agent**") be appointed as strata managing agent of Strata Scheme No **50785;**

(b) The Owners Corporation delegate to the Agent all of its functions (other than those listed in section 28(3) of the Act) and all of the functions of its Chairperson, Secretary, Treasurer and Executive Committee;

(c) The Owners Corporation execute a written agreement, ("**Agreement**"), to give effect to this appointment and delegation;

(d) The delegation is to the subject to the conditions and limitations set out in the Agreement; and

(e) Authority is given for the common seal of the Owners Corporation to be affixed to the Agreement by owners as determined at this meeting.

Nina Ashfield-Howell
STRATA TITLE MANAGEMENT GROUP
Dated 5th Day of April 2011