



## THE OWNERS OF LOTS IN COMMUNITY ASSOCIATION DP NO. 270003

ADDRESS: RALEIGH PARK, TODMAN AVENUE, KENSINGTON

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### MINUTES OF AN ANNUAL GENERAL MEETING

OF COMMUNITY ASSOCIATION D.P. NO 270003

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An Annual General Meeting of the Community Association DP. No 270003 was held on **25 August 2022** in the Community Hall 2 Black Lion Place, Kensington NSW 2033.

The meeting commenced at 5.31 PM.

<b>PRESENT BY PROXY</b>	Neighbourhood Plan 285020 –	(Lot 4) proxy to Dorothy Crisford
	Neighbourhood Plan 285021 –	(Lot 5) proxy to Marilyn Hauptmann
	Neighbourhood Plan 285378 –	(Lot 38) proxy to John Chase
	Strata Plan 49142 –	(Lot 21) proxy to David Park
	Strata Plan 55236 –	(Lot 24) proxy to Robert Hulme
	V & A Suhadi –	(Lot 27) Arief Suhadi
	Neighbourhood Plan 285055 –	(Lot 33) proxy to Diana Szetu
	Neighbourhood Plan 285100 –	(Lot 35) proxy to Alf Chen
	Neighbourhood Plan 285253 –	(Lot 36) proxy to Penny Graham
	Neighbourhood Plan 285263 –	(Lot 15) proxy to Andrew Heading
	Strata Plan 46305 –	(Lot 40) proxy to Tony Zamora

**QUORUM** Quorum declared represented by lot owners and proxies

**APOLOGIES:** Wayne Marks

**IN ATTENDANCE** Jonathan Hoang and Jennifer Yates of Clisdells Strata Management.  
Chris Kingdon of Jones Lang Lasalle (RESiPM)

Observers from various subsidiary bodies as follows: -

Lisbeth Foley  
Norman Dusheiko  
Jodie Waters  
Fiona Meager  
Ramy Mansour

**CHAIRPERSON** Marilyn Hauptmann

1. **Chairperson Report:** **RESOLVED** that the Chairperson's report was tabled at the meeting.
2. **Minutes:** **RESOLVED** that the minutes of the last Annual General Meeting of the Community Association held on 25 August 2021 be confirmed as a true record and account of the proceedings at that meeting.
3. **Financial Statements:** **RESOLVED** that the audited financial statements for the period ended 30 June 2022 be adopted.
4. **Appointment of Managing Agent** **RESOLVED** that pursuant to sections 53 & 54 of the Community Land Management Act 2021, the Association hereby resolves to appoint Peter Clisdell Pty Ltd (Agent) as the Community managing agent in accordance with the terms and conditions set in the Community Scheme Management Agency Agreement.
5. **Budget:** **RESOLVED** that the statement of estimated receipts and payments ("Budget") for the twelve-month period from **1 July 2022** in respect of Community Association and Swimming Pool expenditure (Pursuant to by-law 16 of the Community Management Statement) as tabled be adopted.
6. **Levy Contributions:**
  - (a) **RESOLVED** that the following contributions to the Administrative Fund & Capital Works Fund be determined in accordance with Schedule 1, Part 4, clause 13 of the Community Land Management Act 1989 for the twelve-month period from **1 August 2022**,

Community Assoc:	Administration Fund	\$ 830,000.00 + GST
	Capital Works Fund	\$ 100,000.00 + GST
Swimming Pool:	Administration Fund	\$ 25,000.00 + GST
	Capital Works Fund	\$ 36,000.00 + GST
  - (b) **RESOLVED**, that the contributions be set in accordance with the Budget and be paid in equal quarterly instalments, due and payable on **25 September 2022, 1 November 2022, 1 February 2023 and 1 May 2023.**
7. **Auditor:**
  - (a) **RESOLVED** that an auditor be appointed by the Community Association for the financial year ending 30 June 2023.
  - (b) **RESOLVED** that Theway Accounting Services of Suite 205, Level 2, 74 Pitt Street, Sydney be appointed as auditors for the Community Association.
8. **Insurance:** **RESOLVED** that the insurance policies currently in force be confirmed.
9. **Election of Association Committee:** **RESOLVED** that:
  - (a) the following nominations for members of the Strata Committee were received:

Nominee	Nominees Lot	Nominated by Lot	Method of Nomination	Method of acceptance
Wayne Marks	23	Self	Paper	Paper
Andrew Heading	15	Self	Paper	Paper
Diana Szetu	38	Self	Verbal	Verbal
Marilyn Hauptmann	5	Self	Verbal	Verbal
David Park	21	Self	Verbal	Verbal
Dot Crisford	4	Self	Verbal	Verbal
Penny Graham	36	Self	Verbal	Verbal
Alf Chen	35	Self	Verbal	Verbal

(d) the number of members of the Association Committee be determined at 7; and

(e) a ballot was held and the Association Committee was elected as follows:

- Andrew Heading
- Diana Szetu
- Marilyn Hauptmann
- David Park
- Dot Crisford
- Penny Graham
- Alf Chen

**10. Restricted Matters:**

**RESOLVED** that in accordance with clauses 5 (a) and 8 (i) of Schedule 1 of the Community Land Management Act 2021 that the Association Corporation decides that there be NO additional type of matters which must be determined at a general meeting.

**11. Report on Commissions:**

**RESOLVED** that the attached report by the Managing Agent as to whether, and what, commissions or training services have been provided or paid to the managing agent in the last 12 months and are likely to be provided to or paid to the managing agent for the following 12 months be adopted.

**12. Other means Voting:**

**RESOLVED** that the Community Association - DP No. 270003 RESOLVES by ordinary resolution to adopt the following alternate means of voting at meetings of the association:

(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.

There being no further business the meeting was closed at 6.25 PM



## Approved Budget to apply from 01/07/2022

The Owners--Community Association 270003

Raleigh Park Comm. Association, Todman Avenue,  
KENSINGTON NSW 2033

### Administrative Fund

Approved  
budget

#### Revenue

Levies Due--Admin	830,000.00
<i>Total revenue</i>	<u>830,000.00</u>

#### Less expenses

Admin--Accounting-Tax Fees-Audit fees	1,700.00
Admin--Legal & Debt Collection Fees	16,000.00
Admin--Resident Services	360.00
Admin--Storage Fees	500.00
Admin--Telephone	2,600.00
Admin--Electronic Medium	170.00
Admin--Tennis Court Account	3,000.00
Insurance--Premiums	13,000.00
Maint Bldg - Computers & Printers	750.00
Maint Bldg - Fire Protection Services Contract	760.00
Maint Bldg--Airconditioning - General Repairs	1,000.00
Maint Bldg--Cleaning Contract	23,000.00
Maint Bldg--Consultants	5,000.00
Maint Bldg--Contingency	10,000.00
Maint Bldg--Electrical	5,000.00
Maint Bldg--Fire Protection - General Repairs	650.00
Maint Bldg--General Repairs Building	7,500.00
Maint Bldg--Hardware-Consumables	1,000.00
Maint Bldg--Plumbing & Drainage	3,500.00
Maint Bldg--Security Cameras/Recorders	6,000.00
Maint Bldg--Signage	500.00
Maint Bldg--TV Antenna & Cables	5,000.00
Maint Bldg--Water Pumps	1,000.00
Maint Grounds--Fish Ponds & Water Features	500.00
Maint Grounds--General	32,000.00
Maint Grounds--Landscaping & Irrigation	5,000.00
Maint Grounds--Lawns & Gardening Contract	170,000.00
Maint Grounds--Tree	4,500.00
-Maintenance-Lopping-Removal	
Management Fees--Standard	11,800.00
Other Expenses--Admin	1,250.00
Quarterly Report Fees	320.00
Staff--Contract Building Manager	93,200.00
Staff--Security--Contractor	379,500.00
Sundry Expenses	2,500.00

**Administrative Fund****Approved  
budget**

Utility--Electricity	24,200.00
Utility--Water & Sewerage	12,800.00
<i>Total expenses</i>	<u>845,560.00</u>
<b>Surplus/Deficit</b>	<u>(15,560.00)</u>
Opening balance	168,086.06
<b>Closing balance</b>	<u><u>\$152,526.06</u></u>
Total units of entitlement	11180
Levy contribution per unit entitlement	\$81.66
Budgeted standard levy revenue	830,000.00
Add GST	83,000.00
Amount to raise in levies including GST	<u>\$913,000.00</u>

**Sinking Fund****Approved  
budget****Revenue**

Levies Due--Sinking	100,000.00
<i>Total revenue</i>	<u>100,000.00</u>

**Less expenses**

Admin--Income Tax--Sinking	2,400.00
Maint Bldg--Consultants	9,000.00
Maint Bldg--General Replacement	3,000.00
Maint Bldg--Special Projects	105,000.00
Maint Grounds--Tennis Courts/BBQ/Play Areas	50,000.00
<i>Total expenses</i>	<u>169,400.00</u>

**Surplus/Deficit**(69,400.00)

Opening balance 323,877.77

**Closing balance**\$254,477.77

Total units of entitlement	11180
Levy contribution per unit entitlement	\$9.84

Budgeted standard levy revenue	100,000.00
Add GST	10,000.00
Amount to raise in levies including GST	<u>\$110,000.00</u>



# Clisdell's Strata Management

## Approved Levy Schedule to apply from 01/07/2022

**Peter Clisdell Pty Ltd**  
 ABN 19000 133 899  
 Tel: (02) 9556 5222  
 Fax: (02) 9556 5223  
 623 Princes Highway  
 Rockdale NSW 2216  
 Locked Bag 30  
 Rockdale DC NSW 2216

The Owners--Community Association 270003

Raleigh Park Comm. Association, Todman Avenue,  
 KENSINGTON NSW 2033

Quarterly levy instalments that apply to each lot from budgets accepted by the general meeting:

Lot	Unit	Unit Entitlement	Admin Fund	Sinking Fund	Quarterly Total	Annual Total
2	2	700.00	14,291.15	1,721.85	16,013.00	64,052.00
4	4	580.00	11,841.25	1,426.65	13,267.90	53,071.60
5	5	440.00	8,983.00	1,082.30	10,065.30	40,261.20
15	15	540.00	11,024.60	1,328.30	12,352.90	49,411.60
17	17	240.00	4,899.85	590.35	5,490.20	21,960.80
20	20	760.00	15,516.10	1,869.45	17,385.55	69,542.20
21	21	760.00	15,516.10	1,869.45	17,385.55	69,542.20
22	22	760.00	15,516.10	1,869.45	17,385.55	69,542.20
23	23	880.00	17,966.05	2,164.60	20,130.65	80,522.60
24	24	880.00	17,966.05	2,164.60	20,130.65	80,522.60
26	26	50.00	1,020.80	123.00	1,143.80	4,575.20
27	27	30.00	612.50	73.80	686.30	2,745.20
33	33	740.00	15,107.80	1,820.25	16,928.05	67,712.20
35	35	765.00	15,618.20	1,881.75	17,499.95	69,999.80
36	36	565.00	11,535.00	1,389.80	12,924.80	51,699.20
38	38	350.00	7,145.60	860.95	8,006.55	32,026.20
40	40	940.00	19,191.00	2,312.20	21,503.20	86,012.80
42	42	740.00	15,107.80	1,820.25	16,928.05	67,712.20
44	44	460.00	9,391.35	1,131.50	10,522.85	42,091.40
		<b>11,180.00</b>	<b>\$228,250.30</b>	<b>\$27,500.50</b>	<b>\$255,750.80</b>	<b>\$1,023,003.20</b>



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Locked Bag 30  
Rockdale DC NSW 2216

## Approved Budget to apply from 01/07/2022

The Owners--Strata Plan 370003

Community Swimming Pools, RALEIGH PARK

### Administrative Fund

Approved  
budget

#### Revenue

Levies Due--Admin	25,000.00
<i>Total revenue</i>	<u>25,000.00</u>

#### Less expenses

Admin--Accounting-Tax Fees-Audit fees	1,100.00
Maint Bldg--Consultants	1,000.00
Maint Bldg--Doors-Windows-Locks	2,500.00
Maint Bldg--General Repairs Building	3,000.00
Maint Grounds - Pool Cleaning Contract	11,000.00
Maint Grounds--Landscaping & Irrigation	100.00
Maint Grounds--Pool	2,000.00
Management Fees--Standard	1,240.00
Sundry Expenses	650.00
Utility--Electricity	4,000.00
Utility--Gas	9,000.00
<i>Total expenses</i>	<u>35,590.00</u>

#### Surplus/Deficit

(10,590.00)

Opening balance 42,769.22

#### Closing balance

\$32,179.22

Total units of entitlement 6200

Levy contribution per unit entitlement \$4.44

Budgeted standard levy revenue 25,000.00

Add GST 2,500.00

Amount to raise in levies including GST \$27,500.00



**Capital Works Fund****Approved  
budget****Revenue**

Levies Due--Capital Works	35,000.00
<i>Total revenue</i>	<u>35,000.00</u>

**Less expenses**

Admin--Income Tax--Capital Works	400.00
Maint Bldg--General Replacement	16,000.00
Maint Bldg--Special Projects	190,000.00
<i>Total expenses</i>	<u>206,400.00</u>

**Surplus/Deficit**(171,400.00)

Opening balance 175,803.91

**Closing balance**\$4,403.91

Total units of entitlement 6200

Levy contribution per unit entitlement \$6.21

Budgeted standard levy revenue 35,000.00

Add GST 3,500.00

Amount to raise in levies including GST \$38,500.00



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The Owners--Strata Plan 370003

Community Swimming Pools, RALEIGH PARK

Quarterly levy instalments that apply to each lot from budgets accepted by the general meeting:

Lot	Unit	Unit Entitlement	Admin Fund	Capital Works Fund	Quarterly Total	Annual Total
2	2	700.00	776.25	1,086.70	1,862.95	7,451.80
4	4	580.00	643.15	900.40	1,543.55	6,174.20
5	5	440.00	487.90	683.10	1,171.00	4,684.00
15	15	540.00	598.80	838.35	1,437.15	5,748.60
17	17	240.00	266.15	372.60	638.75	2,555.00
26	26	50.00	55.45	77.65	133.10	532.40
27	27	30.00	33.30	46.60	79.90	319.60
33	33	740.00	820.60	1,148.80	1,969.40	7,877.60
35	35	765.00	848.30	1,187.60	2,035.90	8,143.60
36	36	565.00	626.55	877.15	1,503.70	6,014.80
38	38	350.00	388.10	543.35	931.45	3,725.80
42	42	740.00	820.60	1,148.80	1,969.40	7,877.60
44	44	460.00	510.10	714.15	1,224.25	4,897.00
		<b>6,200.00</b>	<b>\$6,875.25</b>	<b>\$9,625.25</b>	<b>\$16,500.50</b>	<b>\$66,002.00</b>



**MINUTES OF ASSOCIATION COMMITTEE MEETING  
COMMUNITY ASSOCIATION DP NO. 270003  
Raleigh Park, Kensington**

An Association Committee Meeting of Community Association DP **270003** was held immediately following the Annual General Meeting on **25 August 2022**.

**Present:**

Penny Graham	(285253)
David Park	(SP49142)
Alf Chen	(285100)
Dot Crisford	(285020)
Diana Szetu	(285055)
Marilyn Hauptmann	(285021)
Andrew Heading	(285263)

**Apologies:** Nil

**In Attendance:** Jonathan Hoang Clisdells Strata Management

**Chairperson:** Jonathan Hoang by invitation

**MOTIONS**

1. **Minutes:** **RESOLVED** that the minutes of the previous meeting be confirmed.
2. **Office Bearers:** **RESOLVED;**
  - i. That Dot Crisford be appointed Chairperson,
  - i. That Penny Graham be appointed Secretary; and
  - ii. That Alf Chen be appointed Treasurer
3. **Architectural Review Sub-Committee:** **RESOLVED** that pursuant to By-law 4, a review sub-committee consisting of the following two (2) full time members and one (1) part time member be appointed.

Full time – Penny Graham & Diana Szetu  
Part time – Andrew Heading

Chairperson – Penny Graham
- Finance Sub-Committee**

Alf Chen & David Park

Chairperson – Alf Chen

**Gardens,  
Facilities and  
Grounds Sub-  
Committee**

Penny Graham, Diana Szetu and Alf Chen

Chairperson – Diana Szetu

**Security Sub-  
Committee**

Diana Szetu & Marilyn Hauptmann

Chairperson – Diana Szetu

**4. Next Meeting**

**RESOLVED** that next Association Committee Meeting will be determined by the Committee in due course.

**5. Vote of Thanks**

The Association Committee wishes to note a vote of thanks to Wayne Marks and Robert Hulme for their contribution and efforts to the Association Committee.

There being no further business, the Chairperson closed the meeting at 6.42 PM.