



MINUTES OF AN ANNUAL GENERAL MEETING OF COMMUNITY ASSOCIATION D.P. NO 270003

ADDRESS OF THE COMMUNITY ASSOCIATION: Raleigh Park Comm. Association, Todman Avenue,
KENSINGTON NSW 2033

DATE, PLACE & TIME OF MEETING: An Annual General Meeting of the Community Association D.P. No
270003 was held on 31/08/2023 in the Community Hall, 2 Black Lion Place, Kensington.

The meeting commenced at 05:30 PM.

PRESENT: Owners Representing lots by:

Neighbourhood Plan 285020 -	(Lot 4) proxy to Dorothy Crisford
Neighbourhood Plan 285021 -	(Lot 5) proxy to Marilyn Hauptmann
Neighbourhood Plan 285263 -	(Lot 15) proxy to Andrew Heading
Strata Plan 43357 -	(Lot 22) proxy to Brian McDonald
Strata Plan 39837 -	(Lot 23) proxy to Rosemary Zizzo
Strata Plan 55236 -	(Lot 24) proxy to Phil McDonald
Payuko Pty Limited -	(Lot 26) proxy to Diana Szetu
V & A Suhadi -	(Lot 27) John Chase
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 Susie Diez
Neighbourhood Plan 285378 -	(Lot 38) proxy to Bun Hung
Strata Plan 52411 -	(Lot 44) proxy to Victor Negrine

APOLOGIES:

Neighbourhood Plan 285008 -	(Lot 2) Kevin Fine
Strata Plan 49142 -	David Park
Strata Plan 46305 -	Tony Zamora

IN ATTENDANCE: Jonathan Hoang (Peter Clisdell Pty Ltd) & Chris Kontis of Jones Lang Lasalle (RESiPM)

Observers from various subsidiary bodies as follows:

- Lisbeth Foley
- Gerard Malliniut
- Nick Coroneds

CHAIRPERSON: Jonathan Hoang

QUORUM: The Chairman declared a quorum present and opened the meeting

Minutes of the meeting:

1 Confirmation of previous minutes

Resolved that the minutes of the last General Meeting of the Neighbourhood Association held on 25/08/2022 be confirmed as a true record and account of the proceedings at that meeting.

Chairperson's Report

Resolved that a verbal report from the Chairperson be tabled.

2 Financial Statements
Resolved that the financial statement be adopted.

3 Budget and Contributions
Resolved:

i. That the statement of estimated receipts and payments ("Budget") for the twelve-month period as tabled be adopted.

ii. That the amount of money the association will need to credit to its Administrative Fund and Capital Works Fund for actual and expected expenditure are estimated to be determined in accordance with Section 83 of the *Community Land Management Act 2021* for the twelve month period from **1/08/2023** at:

Community Association:

Administrative Fund, the sum of: \$935,000.00 Including GST

Capital works Fund, the sum of: \$88,000.00 Including GST

Pool:

Administrative Fund, the sum of: \$40,700.00 Including GST

Capital works Fund, the sum of: \$27,500.00 Including GST

iii. That the contributions be set in accordance with the adopted budget and be paid in equal quarterly instalments, due and payable on **30/09/2023, 1/11/2023, 1/02/2024, 1/05/2024.**

4 Auditor
Resolved that an Auditor be appointed to audit the accounts of the Community Association.

5 Overdue levy contributions
Resolved that the Community Association authorises the managing agent and/or the Association Committee to take all necessary steps on its behalf to recover, from any person liable to pay a contribution:

- (a) any contribution that is not paid at the end of one month after it becomes due and payable,
- (b) any interest payable on the contribution, and
- (c) the reasonable expenses of the Community Association incurred in recovering those amounts, including (without limitation) engaging and giving instructions to a debt collector or lawyer and:
 - (i) issuing letters of demand,
 - (ii) initiating and maintaining legal action,
 - (iii) entering judgment in the legal action, and
 - (iv) enforcing any judgment including through:
 - (A) the issue of a writ for the levy of property,
 - (B) a garnishee order, or
 - (C) initiating and maintaining bankruptcy or winding up proceedings.

6 Insurances
Resolved that the insurances as listed in the agenda of the meeting be confirmed and further that the Association Committee be delegated the function of increasing, altering or adding insurances should it be resolved to include further insurances.

7 Election of Association Committee

Resolved that:

(a) the following nominations for members of the Association Committee were received:

Nominee	Nominees Lot	Nominated by Lot	Method of Nomination	Method of Acceptance
David Parkes	Lot	Self	Written	Written
Wayne Parks	Lot	Self	Verbal	Verbal
Robert Hulme	Lot	Self	Verbal	Verbal
Suzie Diez	Lot	Self	Verbal	Verbal
Diana Szetu	Lot	Self	Verbal	Verbal
Marilyn Hauptman	Lot	Self	Verbal	Verbal
Alf Chen	Lot	Self	Verbal	Verbal
Dot Crisford	Lot	Self	Verbal	Verbal
Andrew Heading	Lot	Self	Verbal	Verbal
Brian McDonald	Lot	Self	Verbal	Verbal

(b) the number of members of the Strata Committee be determined at **seven**; and

(c) following a ballot, the Association Committee was elected as follows:

- David Parkes
- Suzie Diez
- Diana Szetu
- Marilyn Hauptman
- Alf Chen
- Dot Crisford
- Andrew Heading

8 Restricted Matters

Resolved that the Community Association by ordinary resolution in accordance with Clauses 5(a) and 8(i) of Schedule 1 of the Community Land Management Act 2021 that the Community Association decides that there be no additional type of matters which must be determined at a general meeting.

9 Report on Commissions and Training Services

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.

10 Gratuities

Resolved that a gratuity payment in the amount of \$500.00 each to be paid to the Gardener / Caretaker for the recognition of the services that they have provided to the Estate. Hereafter, the payment of gratuities to contractors to the Community Association are limited to two persons once per year at a maximum of \$500 each.

11 Change of Use - Lot 17 Menzies

Resolved that the Community Association does not approve the change of use of the first floor of the Menzies Building.

Motion defeated.

12 Next Meeting

Resolved that next Annual General Meeting for the Community Association be held on 29th of August 2024 commencing at 5.30PM in the Community Hall onsite, which is subject to change.



**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 **31 August 2023**.

Present: Alf Chen
Dot Crisford
Diana Szetu
Marilyn Hauptmann
Andrew Heading
Susie Diez

Apologies: Nil

In Attendance: Jonathan Hoang Clisdells Strata Management

Chairperson: Jonathan Hoang by invitation

MOTIONS

1 Confirmation of previous minutes

Resolved that the minutes of the last Association committee meeting be confirmed as a true record and account of the proceedings at that meeting.

2 Appointment of Office Bearer's

Resolved that the following office bearers of the Strata Committee were appointed:

Chairman - Dot Crisford

Secretary - Susie Diez

Treasurer - Alf Chen

3 Architectural Review Sub- Committee

Resolved:

i. That pursuant to By-law 4, a review sub-committee consisting of two (2) full time members and one (1) part time member were appointed.

Full time - Andrew Heading & Diana Szetu

Part time - Dot Crisford

ii. That **Diana Szetu** a full-time member be elected as Chairperson.

5 Subcommittee

Resolved that the following subcommittee members be nominated:

Finance Subcommittee

Alf Chen, Dot Crisford & David Park

Chairperson - Alf Chen

Gardens, Facilities and Grounds Subcommittee

Susie Dietz, Diana Szetu, Lisbeth Foley and Alf Chen

Chairperson - Diana Szetu

Security Subcommittee

Diana Szetu, Marilyn Hauptman and Andrew Heading

Chairperson - Diana Szetu

6 Next Meeting

Resolved that the date of the next meeting of the Association Committee is to be determined.

There being no further business, the Chairperson closed the meeting at 7:25 PM.



**Approved Budget
 to apply from 01/07/2023**

The Owners--Community Association 270003

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

Administrative Fund

**Approved
 budget**

Revenue

Bank Interest--Admin	1,000.00
Interest on Investments--Admin	4,000.00
Levies Due--Admin	850,000.00
<i>Total revenue</i>	<u>855,000.00</u>

Less expenses

Admin--Accounting-Tax Fees-Audit fees	1,700.00
Admin--Legal & Debt Collection Fees	10,000.00
Admin--Other Expenses--Admin	1,000.00
Admin--Resident Services	370.00
Admin--Storage Fees	550.00
Admin--Subscriptions & Memberships	2,500.00
Admin--Telephone	2,600.00
Admin-Electronic Medium	180.00
Admin-Tennis Court Account	3,000.00
Insurance--Premiums	15,000.00
Maint Bldg - Computers & Printers	1,500.00
Maint Bldg - Fire Protection Services Contract	800.00
Maint Bldg--Airconditioning - General Repairs	1,000.00
Maint Bldg--Cleaning Contract	24,000.00
Maint Bldg--Consultants	5,000.00
Maint Bldg--Contingency	10,000.00
Maint Bldg--Electrical	3,000.00
Maint Bldg--Fire Protection - General Repairs	650.00
Maint Bldg--General Repairs Building	5,000.00
Maint Bldg--Hardware-Consumables	1,000.00
Maint Bldg--Plumbing & Drainage	4,000.00
Maint Bldg--Security Cameras/Recorders	6,500.00
Maint Bldg--Signage	1,000.00
Maint Bldg--TV Antenna & Cables	5,000.00
Maint Bldg--Water Pumps	1,000.00
Maint Grounds--Fish Ponds & Water Features	700.00
Maint Grounds--General	25,000.00
Maint Grounds--Landscaping & Irrigation	8,000.00
Maint Grounds--Lawns & Gardening Contract	200,000.00
Maint Grounds--Tree	10,000.00
-Maintenance-Lopping-Removal	
Management Fees--Standard	12,500.00
Other Expenses--Admin	1,350.00

Administrative Fund**Approved
budget**

Quarterly Report Fees	340.00
Staff--Contract Building Manager	103,000.00
Staff--Security--Contractor	390,000.00
Sundry Expenses	2,000.00
Utility--Electricity	24,200.00
Utility--Water & Sewerage	16,000.00
<i>Total expenses</i>	<u>899,440.00</u>
Surplus/Deficit	<u>(44,440.00)</u>
Opening balance	216,063.42
Closing balance	<u><u>\$171,623.42</u></u>
Total units of entitlement	11180
Levy contribution per unit entitlement	\$83.63
Budgeted standard levy revenue	850,000.00
Add GST	85,000.00
Amount to raise in levies including GST	<u>\$935,000.00</u>

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

Bank Interest--Capital Works	1,000.00
Interest on Investments--Capital Works	3,500.00
Levies Due--Capital Works	80,000.00
<i>Total revenue</i>	<u>84,500.00</u>

Less expenses

Admin--Income Tax--Capital Works	2,000.00
Maint Bldg--Consultants	5,000.00
Maint Bldg--General Replacement	3,000.00
Maint Bldg--Special Projects	105,000.00
<i>Total expenses</i>	<u>115,000.00</u>

Surplus/Deficit(30,500.00)

Opening balance

389,110.51

Closing balance\$358,610.51

Total units of entitlement 11180

Levy contribution per unit entitlement \$7.87

Budgeted standard levy revenue 80,000.00

Add GST 8,000.00

Amount to raise in levies including GST \$88,000.00



**Approved Budget
 to apply from 01/07/2023**

The Owners--Strata Plan 370003

Community Swimming Pools, RALEIGH PARK

Administrative Fund

**Approved
 budget**

Revenue

Levies Due--Admin	37,000.00
<i>Total revenue</i>	37,000.00

Less expenses

Admin--Accounting-Tax Fees-Audit fees	1,100.00
Maint Bldg--Consultants	1,000.00
Maint Bldg--Doors-Windows-Locks	2,000.00
Maint Bldg--General Repairs Building	1,500.00
Maint Bldg--Plumbing & Drainage	700.00
Maint Grounds - Pool Cleaning Contract	12,300.00
Maint Grounds--Pool	2,000.00
Management Fees--Standard	1,240.00
Sundry Expenses	600.00
Utility--Electricity	5,300.00
Utility--Gas	9,500.00
<i>Total expenses</i>	37,240.00

Surplus/Deficit

	(240.00)
Opening balance	37,446.05

Closing balance

\$37,206.05

Total units of entitlement	6200
Levy contribution per unit entitlement	\$6.56

Budgeted standard levy revenue	37,000.00
Add GST	3,700.00
Amount to raise in levies including GST	\$40,700.00

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

Interest on Investments--Capital Works	3,000.00
Levies Due--Capital Works	25,000.00
<i>Total revenue</i>	<u>28,000.00</u>

Less expenses

Maint Bldg--General Replacement	15,000.00
Maint Bldg--Special Projects	190,000.00
<i>Total expenses</i>	<u>205,000.00</u>

Surplus/Deficit(177,000.00)

Opening balance 202,358.02

Closing balance\$25,358.02

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	<u>\$27,500.00</u>



Clisdell's Strata Management

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

Approved Levy Schedule to apply from 01/07/2023

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	Capital Works Fund	Quarterly Total	Annual Total
2	2	700.00	14,635.55	1,377.50	16,013.05	64,052.20
4	4	580.00	12,126.60	1,141.35	13,267.95	53,071.80
5	5	440.00	9,199.50	865.85	10,065.35	40,261.40
15	15	540.00	11,290.25	1,062.65	12,352.90	49,411.60
17	17	240.00	5,017.90	472.30	5,490.20	21,960.80
20	20	760.00	15,890.00	1,495.55	17,385.55	69,542.20
21	21	760.00	15,890.00	1,495.55	17,385.55	69,542.20
22	22	760.00	15,890.00	1,495.55	17,385.55	69,542.20
23	23	880.00	18,398.95	1,731.70	20,130.65	80,522.60
24	24	880.00	18,398.95	1,731.70	20,130.65	80,522.60
26	26	50.00	1,045.40	98.40	1,143.80	4,575.20
27	27	30.00	627.25	59.05	686.30	2,745.20
33	33	740.00	15,471.85	1,456.20	16,928.05	67,712.20
35	35	765.00	15,994.55	1,505.40	17,499.95	69,999.80
36	36	565.00	11,812.95	1,111.85	12,924.80	51,699.20
38	38	350.00	7,317.75	688.75	8,006.50	32,026.00
40	40	940.00	19,653.40	1,849.75	21,503.15	86,012.60
42	42	740.00	15,471.85	1,456.20	16,928.05	67,712.20
44	44	460.00	9,617.65	905.20	10,522.85	42,091.40
		11,180.00	\$233,750.35	\$22,000.50	\$255,750.85	\$1,023,003.40



Clisdell's Strata Management

Approved Levy Schedule to apply from 01/07/2023

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 623 Princes Highway
 Rockdale NSW 2216
 Locked Bag 30
 Rockdale DC NSW 2216

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	1,148.80	776.25	1,925.05	7,700.20
4	4	580.00	951.85	643.15	1,595.00	6,380.00
5	5	440.00	722.10	487.90	1,210.00	4,840.00
15	15	540.00	886.25	598.80	1,485.05	5,940.20
17	17	240.00	393.90	266.15	660.05	2,640.20
26	26	50.00	82.10	55.45	137.55	550.20
27	27	30.00	49.25	33.30	82.55	330.20
33	33	740.00	1,214.45	820.60	2,035.05	8,140.20
35	35	765.00	1,255.50	848.30	2,103.80	8,415.20
36	36	565.00	927.25	626.55	1,553.80	6,215.20
38	38	350.00	574.40	388.10	962.50	3,850.00
42	42	740.00	1,214.45	820.60	2,035.05	8,140.20
44	44	460.00	754.95	510.10	1,265.05	5,060.20
		6,200.00	\$10,175.25	\$6,875.25	\$17,050.50	\$68,202.00