

4/2/02

State Unit

Alvira will coordinate with a
Tud when John will be here
& Council officer re removal
of trees and landscaping
of bank.

4/02/2003

**Minutes Of The Annual General Meeting Of
The Owners' Corporation – Strata Scheme 36011
50 Paterson Street, Byron Bay NSW 2481
Held At Unit 1, 50 Paterson Street, Byron Bay
On Saturday, 19th October, 2002 At 10.30 a.m.**

Meeting Opened: 10.30 a.m.

Chairperson: Jacqui Mecak, Elders Real Estate, Ballina.

Present: P. Hamilton (1); J. McNamara (2). M. McDade (3).

Previous Minutes: It was resolved that the Minutes of the Annual General Meeting held on 13th October, 2001 as recorded in the Body Corporate Minute Book be confirmed as a true and correct record of the proceedings and the Chairman sign them accordingly.

Financial Statement: It was resolved that the financial statement as presented for the period ending 31st July, 2002 be adopted.

Executive Committee: It was resolved that the number of Members until the conclusion of the next Annual General Meeting be three.

Election Of Executive Committee: It was resolved that the following Members be confirmed as elected to the Executive Committee - P. Hamilton, M. McDade, J. McNamara.

Insurances: It was resolved pursuant to Sec. 68 (1)(e) that the Strata Scheme's insurances be as follows -

Cover:	a)	Building	\$	780,000
	b)	Personal Accident.....	\$	50,000/500
	c)	Public Liability	\$	10,000,000
	d)	Loss of Rent.....	\$	117,000
	e)	Common Contents	\$	5,000
	f)	Fidelity Guarantee	\$	40,000
	g)	Office Bearers' Liability	\$	250,000
	h)	Workers' Compensation	\$	As per Act

It was resolved that an Auditor not be appointed.

It was resolved to increase the building sum insured by approx. 6% on renewal.

It was resolved that a landscaping design be obtained by a qualified tradesperson.

Budget Estimate: It was resolved to approve the Budget as follows-

**Administrative Fund Budget for 12 Month Period
From 1st August, 2002 to 31st July, 2003**

Estimated Income

Contributions	\$ 3 390.00	
Other Income –	\$ 00.00 \$ 3 390.00

Estimated Expenditure

Bank Fees and Taxes	\$ 15.00	
Electricity	\$ 210.00	
Gardening	\$ 200.00	
Insurance	\$ 1 309.00	
Lawnmowing	\$ 1 000.00	
Postage, telephone, photocopying, stationery	\$ 30.00	
Strata Management Fees	\$ 376.00	
Deficit	\$ 250.00 \$ 3 390.00

**Sinking Fund Budget for 12 Month Period
From 1st August, 2002 to 31st July, 2003**

Estimated Income

Contributions	\$ 1 500.00	
Interest	\$ \$ 1 500.00

Estimated Expenditure

Provisions for capital expenditure – eg. replacement of doors, guttering, fences, painting, etc. when required \$ 800.00

Other Expenditure – General Repairs and Maintenance... \$ 700.00.... \$ 1 500.00

Levy Contributions: Pursuant to Section 76 of the Strata Schemes Management Act, 1996 No. 138, the following contributions are determined by the Proprietors -

Administrative Fund	\$ 1130.00 per unit per annum.
Sinking Fund	\$ 500.00 per unit per annum.

Contributions to be paid in equal quarterly payments from **1st December, 2002**

As there was no further business, the Chairperson declared the meeting closed at 10.50 a.m.

Signed as a true and correct record.

.....
(Chairperson)

Minutes Of Meeting Of The Executive Committee
Of The Owners' Corporation Of Strata Scheme 36011
50 Paterson Street, Byron Bay NSW 2481
Held At 1/50 Paterson Street, Byron Bay
On 19th October, 2002

In Attendance: P. Hamilton, J. McNamara, M. McDade.

Chairperson: Jacqui Mecak, Elders Real Estate, Ballina

Nominations were called for the positions of Chairperson, Secretary and Treasurer of the Executive Committee.

It was resolved that P. Hamilton be appointed Chairperson of the Executive Committee.

It was resolved that M. McDade be appointed Secretary of the Executive Committee.

It was resolved that J. McNamara be appointed Treasurer of the Executive Committee.

.....
(Chairperson)



Ballina

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29th November, 2002

Mr P Hamilton
1/50 Paterson Street
EAST BALLINA 2478

Dear Mr Hamilton

**RE: Strata Management Agency Agreement
Strata Plan 36011 – 50 Paterson Street, Byron Bay**

As per the Extraordinary Meeting held yesterday, please find enclosed 2 Strata Management Agency Agreements with Strata Title Management, Ballina for the above property.

Could you please sign where indicated on page 7 (2 signatures required) on both copies and return both copies to our office **within 7 days**.

As you will note, a second signature is required on this agreement, so your prompt return of these document is appreciated to enable our office to forward them onto another owner for signature.

Your earliest attention to this matter is appreciated.

Yours faithfully

Tracey Bulmer

**Tracey Bulmer
Strata Management**

*Recd. 2/12/02
Posted - 3/12/02*