

MINUTES OF ANNUAL GENERAL MEETING
OWNERS CORPORATION STRATA PLAN No. 14334/3
34 Queens Road MELBOURNE VIC 3004
Minutes of the Annual General Meeting held at
Via Zoom Videoconference
on Wednesday, 4 November 2020

1. Commencement of Meeting

The meeting commenced at 5:00 PM. Anand Balasubramanian welcomed everyone in attendance to the meeting.

2. Registration

2.1 Lot Owners Present

Lot	Name	Lot	Name
105	Ms K R Bramwell	205	Ms K Glaser
302	D L Dunkerley & L Worrall	305	Ms L Palermo
401	Mr R M & Mrs J K A Burns	405	Ms S Bellur
502	Mr P & Mrs C Johnson	602	Mr A Veal & Ms S Freeman
801	Kirtak Pty Ltd	901	Quintlen Pty Ltd
		&	
		902	

2.2 Proxy Holders Present*

Lot	Name	In Favour of
31	Corowa Central Pty Ltd	Dellis Boothroyd
32	Corowa Central Pty Ltd	Dellis Boothroyd
33	Corowa Central Pty Ltd	Dellis Boothroyd
406	Corowa Central Pty Ltd	Dellis Boothroyd
404	Sharon Investments Pty Ltd, Trustee of a trust, Niten Trust	Tony Boothroyd
701	Elisabeth Hales	Shelly Freeman
702	Elisabeth Hales	Shelly Freeman
802	Rabinov Holdings Pty Ltd	Tony Boothroyd

2.3 Quorum*

A quorum for the meeting was not achieved. As a quorum was not achieved all resolutions made at the meeting are interim resolutions.

Interim resolutions become resolutions of the Owners Corporation 29 days after the meeting subject to:

- the meeting minutes being forwarded to Lot owners within 14 days of the meeting
- no notice for a special general meeting to be held is given within 29 days of the meeting.

2.4 Apologies Received

Lot	Name
403	Mr J Lee

2.5 In Attendance

Anand Balasubramanian, Owners Corporation Manager, The Knight

3. Adoption of Meeting Rules*

Resolution: 'It was resolved that the meeting rules listed in the explanatory notes, that were circulated with the meeting documentation, be adopted.'

4. Appointment of Meeting Chairperson* (s79 of the Act)

Resolution: 'It was resolved that Anand Balasubramanian be appointed as Chairperson for the meeting.'

5. Tabling and Confirmation of the Minutes of the Previous General Meeting* (s71(2)(i) of the Act)

Resolution: 'It was resolved that minutes of the previous General Meeting held on 14/10/2019 be confirmed as a true and accurate record of that meeting.'

6. Presentation of the Committee of Management Report (s115 of the Act)

Roger Burns on behalf of the Committee presented the Committee of Management report to the meeting.

7. Presentation of the Owners Corporation Manager's Report (s126 of the Act)

Anand Balasubramanian on behalf of The Knight presented the Owners Corporation Manager's report to the meeting.

8. Financial Statements for the Period* 01/07/2019 - 30/06/2020 (s34 of the Act)

It was noted that the financial statements for the period 01/07/2019 - 30/06/2020 had been reviewed by the Committee of Management prior to the meeting and the statements were tabled and approved at the meeting.

9. Annual Budget and Levies for the Period* 01/07/2020 - 30/06/2021 (s23 of the Act)

It was noted that the annual budget for the period 01/07/2020 - 30/06/2021 had been reviewed by the Committee of Management prior to the meeting and the budget was tabled and approved at the meeting.

As per the enclosed budget documents the total levy is \$231,500 (ex. GST).

9.1 Annual Operating Levy

For the period 01/07/2020 - 30/06/2021 the approved levy is \$134,000 (ex. GST).

Compared to the previous financial year the levy amount remains the same.

9.2 Long Term Maintenance Levy

For the period 01/07/2020 - 30/06/2021 the approved levy is \$32,000 (ex. GST).

Compared to the previous financial year the levy amount remains the same.

9.3 Projects Levy

For the period 01/07/2020 - 30/06/2021 the approved levy is \$65,500 (ex. GST).

Compared to the previous financial year the levy decreased by 50%.

10. Maintenance Plan* (s36 of the Act)

It was noted that the Owners Corporation had obtained a Maintenance Plan. A copy of the approved Maintenance Plan can be downloaded from the 'Member Section' on The Knight website www.theknight.com.au

Resolution: 'It was resolved that the Owners Corporation use the Maintenance Plan as a guideline to raise levies.'

11. Lot Owners in Arrears

Resolution: 'It was resolved that the Owners Corporation (OC) initiate debt recovery proceedings against a Lot if fees or charges are owed to the OC 28 days after the date the final fee notice is issued. All costs associated with debt recovery proceedings, including solicitor's charges, will be invoiced to the OC account of the relevant Lot and further that the OC Manager be authorised to take any action necessary to facilitate the recovery of the debt.'

12. Charging of Penalty Interest

'Lot owners are reminded that as per a previous resolution of the Owners Corporation, penalty interest is charged on any amount payable by a Lot owner to the Owners Corporation that is outstanding after the due date for payment, at the maximum rate payable under the Penalty Interest Rates Act 1983 or other amount as included in the Owners Corporation Rules. The current penalty interest rate is 10.00% p.a which is calculated daily.'

13. Committee of Management* (s100 of the Act)

13.1 Election of Committee

Resolution: 'It was resolved that the Owners Corporation elect the following named nominees onto the Committee of Management

Anthony Veal	John Barker
Roger Burns	David Dunkerley

14. Use of Owners Corporation Common Seal (s20(2) of the Act)

Since the previous General Meeting the Owners Corporation has passed the following resolution(s) to authorise the use of the common seal:

It is noted that there has not been a resolution to authorise the use of the Owners Corporation common seal since the last AGM.

15. General Business

15.1 Window Cleaning- Members requested the OC Manager to provide quotes for cleaning the windows at the building.

15.2 Window Repairs- Members discussed the issue of external window repairs which was identified as common property and advised the OC Manager to send out letters to all units to report if their windows are cracked and require any repairs to be done.

16. Receiving Fee Notices and Correspondence by E-mail

Lot owners were reminded that they can receive Owners Corporation fee notices and correspondence by e-mail if they notify The Knight in writing. In order to do so please update your preferences in the 'Property Log In' section on The Knight's website (www.theknight.com.au) or email theknight@theknight.com.au.

17. Next Annual General Meeting

Resolution: 'It was resolved that the next Annual General Meeting will be held in the month of September 2021 and the date will be finalised later.

18. Close of Meeting

The meeting closed at 5:30 PM



Anand Balasubramanian
Owners Corporation Manager
The Knight
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