

MINUTES OF ANNUAL GENERAL MEETING

COMMUNITY LAND MANAGEMENT ACT 2021 ("The Act")



ACUMEN STRATA

The Members of Lots in Community Association DP No. 270427 Prince Henry Community Association at Little Bay Anzac Parade, Little Bay

The meeting was held on Monday 23 March 2026

Located at the Frangipani Room in the Coast Centre for Seniors, Little Bay NSW 2036

Commenced at 6:07 PM

Lots Represented – Representative Type - Name	In Attendance
DP285909 (Lot 5) – Proxy – Susan Graham	Bronwen Evans (Lot 7)
SP80510 (Lot 6) – Proxy - Michelle Morgan	Suzanne Henderson (Lot 18)
DP285944 (Lot 36) – Proxy - Michael McIntosh	Garry Hartley (Lot 18)
The State of NSW (Lot 44) – Proxy - Linda Mearing	Lyndesay Neale (Lot 30)
SP86015 (Lot 51) – Proxy - John Pearson	Maria Strugarevic Ryan (Lot 30)
SP86466 (Lots 52, 53, 57, 58 & 59) – Proxy - Leonard Ryan	Eric Ooms (Lot 51)
DP286017 (Lot 75) – Proxy - Pavlos Totsis	Colin Flint (Lots 52, 53, 57, 58 & 59)
SP81878 (Lot 82) – Proxy – Helga Nilsen	Helen Wells (Acumen Strata)
SP85837 (Lot 127) – Proxy – Jennifer Hillier	Vincent Wan (Acumen Strata)
Apologies	
Georgina Ryan (Lot 127)	
Chairperson: Helen Wells (by invitation)	

Chairpersons Address:

John Pearson (outgoing Chairperson) addressed the meeting. A vote of thanks was extended to the outgoing Association Committee for their efforts over the preceding year.

- Minutes of previous General Meeting** **Resolved** that the minutes of the last General Meeting of the Community Association held on 17 March 2025 be confirmed as a true record and account of the proceedings at that meeting.
- Financial Statements** **Resolved** that in accordance with clause 8(b) of Schedule 1 of the Act, the audited financial statements for the period ending 31 December 2025 be adopted.
- Auditor** **Resolved** that Thomas Davis & Co, be appointed to audit the financial statements for the financial year ending on 31 December 2026

4. **Administrative and Capital Works Fund Contributions**

Resolved that in accordance with section 83 and 84(1) of the Act the estimated receipts and payments (Budget) for the Administrative Fund and the Capital Works Fund be adopted and contributions determined as follows:

(a) To the General Administrative Fund in the amount of \$110,000.00 plus GST in instalments as set out in the table below:

Instalment	Levy Due	Admin (excl GST)	GST	Total (incl GST)
1 (Invoiced)	1/01/2026	\$27,500.00	\$2,750.00	\$30,250.00
2 (Invoiced)	1/04/2026	\$27,500.00	\$2,750.00	\$30,250.00
3	1/07/2026	\$27,500.00	\$2,750.00	\$30,250.00
4	1/10/2026	\$27,500.00	\$2,750.00	\$30,250.00
TOTAL		\$110,000.00	\$11,000.00	\$121,000.00

(b) To the Capital Works Fund in the amount of \$0.00 plus GST in instalments as set out in the table below

Instalment	Levy Due	Capital Works (excl GST)	GST	Total (incl GST)
1 (Invoiced)	1/01/2026	\$-	\$-	\$-
2 (Invoiced)	1/04/2026	\$-	\$-	\$-
3	1/07/2026	\$-	\$-	\$-
4	1/10/2026	\$-	\$-	\$-
TOTAL		\$0.00	\$0.00	\$0.00

(c) That the Administrative Fund and Capital Works Fund contributions continue quarterly thereafter until redetermined as set out in the table below

Type	Levy Due	Amount (excl GST)	GST	Total (incl GST)
Admin Fund	1/01/2027	\$27,500.00	\$2,750.00	\$30,250.00
Capital Fund	1/01/2027	\$0	\$0	\$0

5. **Insurance**

Resolved that, in accordance with section 148 of the Act, the insurance policies currently in force (as listed below) be confirmed, varied or extended.

Policy Type	Sum Insured	Company	Policy Number	Premium	Excess Details
CATASTROPHE	\$38,178	CHU Underwriting Agency Pty Ltd	NT204526	\$4,915.91	\$500.00
PUBLIC LIABILITY	\$30,000,000				
FIDELITY GUARANTEE	\$250,000				
OFFICE BEARERS	\$20,000,000				
VOLUNTARY WORKERS	\$200,000/\$2,000				
GOVT AUDIT COSTS	\$25,000				
LEGAL EXPENSES	\$50,000				
APPEAL EXPENSES	\$100,000				
COMMON CONTENTS	\$2,545				
STORAGE/EVACUATION	5,726				
COMMUNITY PROPERTY	\$254,520				
COMMUNITY INCOME	\$38,178				

Date on which the insurance was last paid: 29 March 2025
Date on which the insurance renewal will occur: 31 March 2026

6. Additional Insurances

Defeated the Community Association determines to extend the insurance to include any other optional insurances.

Noted that any changes to the insurance policy coverage inclusions were generally made as recommended by the Community Association insurance broker. At the time of the meeting, there had been no coverage deficiencies identified, or generally any changes recommended.

7. Report on Commissions

Resolved that the Community Association considers the report attached to the notice of meeting from the community manager below as to whether, and what commissions or training services have been provided to or paid for the agent (other than the owners corporation) in connection with the exercise by the agent of functions for the community during the preceding 12 months as well as whether a supplier of goods and services for the community scheme has become connected with the community managing agent, or the original owner of the community scheme has become connected with the community managing agent and particulars of any such commission or training services and estimates of any such commissions or training services that the agent believes are likely to be provided to or paid for the agent in the following 12 months.

Type of Commission	Commissions/Declaration past 12 Months	Anticipated Commissions/Declaration
Commissions	Nil	Nil
Insurance	Nil	Nil
Training	Nil	Nil
Connection with Suppliers	Nil	Nil
Connection with Original Owner	Nil	Nil
Other Commissions	Nil	Nil

8. Valuation

Defeated that, in accordance with section 150 of the Act, the Association property be revalued for insurance purposes noting the last valuation being undertaken on 6 August 2025.

9. Association Committee

Resolved that the Community Association conducts the following:

- (a) Receive any written and oral nominations for candidates for election to the Association Committee;

Nominee	Nominee's Lot	Nominated By Lot	Method of Nomination
Susan Graham	5	5	Written
Michelle Morgan	6	6	Written
Michael McIntosh	36	36	Written
Linda Mearing	44	44	Written
John Pearson	51	51	Written
Leonard Ryan	52, 53, 57, 58, 59	52	Written
Pavlos Totsis	75	75	Written
Georgina Ryan	127	127	Written

- (b) The candidates for election to the Association Committee disclose any connections with the original owner or managing agent for the scheme;

Noted that no disclosures were received.

- (c) Determine the number of members of the Association Committee be set at eight (8); and
- (d) Elect the Association Committee as follows:

Committee Member
Susan Graham
Michelle Morgan
Michael McIntosh
Linda Mearing
John Pearson
Leonard Ryan
Pavlos Totsis
Georgina Ryan

10. Restricted Matters

Resolved the Community Association resolves to not place any further restrictions on the Association Committee.

11. Overdue Levy Contributions (Debt Collection)

Resolved that pursuant to section 91 of the Act for the purpose of collecting levy contributions, the Community Association authorises the Association Committee and/or Managing Agent to do any one or more of the following:

- (a) issue arrears notices, reminder notices and/or letters to seek recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs (1st reminder after 30-days, 2nd reminder 60-days, 3rd reminder 90-days, 115 days in arrears as (b) below);
- (b) engage or appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation of lawyers and/or experts on behalf of The Community Association – Deposited No 270427;
- (c) commence, pursue, continue or defend any court, tribunal or any other proceedings against any lot owner, mortgagee in possession and/or former lot owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;
- (d) enforce any judgment obtained in the collection of levy contributions including commencing and maintaining bankruptcy or winding up proceedings;
- (e) filing an appeal or defending an appeal against any judgment concerning the collection of levy contributions; and
- (f) liaise, instruct and prepare all matters with the Community Association’s debt collection agents, lawyers and experts in relation to any levy recovery proceedings.

12. Payment Plans for Overdue Levy Contributions

Resolved that, pursuant to section 90 of the Act, the Community Association delegates authority to the Association Committee to enter into payment plans generally with owners involving the recovery of unpaid levies, interest and recovery costs.

13. Next Annual General Meeting

Resolved that the date, time and place of the next Annual General Meeting be determined as 6 PM Wednesday 10 March 2027, in the Frangipani Room, Coast Centre for Seniors, Little Bay NSW 2036.

Closure: There being no further business, the Chairperson declared the meeting closed at 6:32 PM.