



PREMIER STRATA MANAGEMENT PTY LIMITED

A.B.N. 60 056 277 215

6/175 Briens Road, Northmead 2152 - PO Box 3030, Parramatta 2124

Phone (02) 9630 7500 Fax (02) 9630 1915 E-mail: strata@tpg.com.au

**PLEASE TAKE NOTICE THAT THE ANNUAL GENERAL MEETING
OF REPRESENTATIVES OF COMMUNITY ASSOCIATION DP 270051
WILL BE HELD ON MONDAY 22 NOVEMBER 2004 AT THE
CAPTAINS CLUB, 247 BURWOOD ROAD, CONCORD,
COMMENCING 7.00 PM.**

AGENDA

Note attendance

Accept proxies and apologies

Determine quorum

Consider the following motions

MOTIONS

1. That the minutes of the previous General Meeting held be confirmed and adopted.
2. That insurance policies currently in force be confirmed and adopted and that Fidelity Guarantee and Office Bearers Liability be considered and adopted.
3. That the executive committee be elected for the following year.
4. That the Annual Statement of Accounts be received and adopted.
5. That consideration be given to independently audit the Annual Statement of Accounts.
6. That a budget be accepted and unit levies determined for the proceeding year.
7. That the representatives consider arranging for reports on termite attack or safety concerns around the complex for the purpose of reducing liability.
8. That the representatives consider the ongoing provision of a gymnasium facility (quotes & supplementary information attached)
9. That the Community Association discuss the adherence to The Community Lands Management Act 1989, The Strata Schemes Management Act 1996 and the Phillips Landing Management Statement 1998 as amended March 2004.
10. That the fee for the hire of the Captains Club be increased from \$25.00 to \$30.00.
11. That the list of duties of Gardening Contractor as attached be tabled.
12. That a review of the preliminary brief for installation of pergolas at Phillips Landing as designed by Nettleton Tribe be considered.
13. Discussion of general business.

****** Should any owner have any questions concerning the accounts accompanying this notice of meeting, please telephone the office prior to the meeting to enable your query to be satisfactorily addressed and to ensure the meeting is not delayed. The budget and levy recommendations however are for discussion at the meeting.