

**MINUTES OF AN ANNUAL GENERAL MEETING
THE OWNERS - ESTATE PLAN DP 776652**

**ADDRESS OF THE ESTATE PLAN: SETTLERS GREEN ASSOCIATION, Quarter Session Road, WESTLEIGH NSW
2120**

An Annual General Meeting of The Owners - Desposited Plan 776652 was held on 2/11/2021 commenced at 05:30 PM.

PRESENT:

| Lot # | Unit # | Attendance | Owner Name Representative |
|-------|--------|------------|---------------------------|
| 10 | 7S | Yes | Ms M Barden |
| 11 | 5S | Yes | Mr D Lawson |
| 14 | 2S | Yes | Ms L P Gilchrist |
| 23 | 20S | Yes | Mr D Lenz |
| 24 | 22S | Yes | P Rockliff |
| 26 | 7M | Yes | M C & Mrs M A Hollier |
| 29 | 8M | Yes | Mr J P & Mrs M R Hogan |
| 30 | 6M | Yes | Mr C J & K A Belcastro |
| 34 | 57Q | Yes | Ms J A Manning |
| 45 | 5R | Yes | D Gordon |
| 53 | 17W | Yes | L J Dandie |
| 54 | 14W | Yes | P Y Copleston |
| 59 | 4W | Yes | Mr P B Lynch |
| 61 | 12R | Yes | Mr T M Sillar |
| 62 | 14R | Yes | Mr A Williams |
| 63 | 2P | Yes | Mr J R & Mrs L Scott |
| 65 | 6P | Yes | Mr C L Herbert |
| 68 | 12P | Yes | Mr G W Hastie |
| 70 | 9P | Yes | Mrs K J Brimfield |

CHAIRPERSON (acting): Krysta Smythe of Lamb & Walters Strata Managers

Minutes of the meeting:

- 1 MINUTES**
Resolved that the minutes of the last General Meeting as circulated be confirmed as a true and accurate record of the proceedings of that Meeting
- 2 FINANCIAL STATEMENTS**
Resolved that the Financial Statement as presented be received and adopted.
- 3 BUDGET**
Resolved that the Proposed Budgets as attached be adopted, with or without amendment and that

contributions be determined as follows:

ADMINISTRATIVE FUND

(a) To the Administrative Fund pursuant to Section 20 (3), and Clause 13 of Schedule 1 of the Community Land Management Act, 1989 ("The Act"):

In respect of the period from 1/01/2022 to 31/12/2022 in the sum of \$133,430.00 payable pursuant to Section 76 of the Act in four equal instalments, to be due and payable as follows:

1/01/2022, 1/04/2022, 1/07/2022, 1/10/2022

SINKING FUND

(b) To the Sinking Fund pursuant to Section 20 (3), and Clause 13 of Schedule 1 of the Act:

In respect of the period 1/01/2022 to 31/12/2022 in the sum of \$40,810.00 payable pursuant to Section 76 of the Act in four (4) equal instalments, due and payable on the same quarterly dates referred to in paragraph A.

4 EXECUTIVE COMMITTEE

Resolved that the Executive Committee of the Community Association be decided and these elected in accordance with Section 30 & Schedule 6, Part 3 of the Community Land Management Act, 1989,

The following persons were nominated and elected and thus the number was set at Eight (8):

Tony Williams, James Scott, Adem Adil, Linda Gilchrist, Christopher Herbert, Merissa Barden, Kerri Brimfield and John Hogan.

5 INSURANCE

Resolved that the Community Association insurance be confirmed varied or extended be adopted.

6 AUDITOR

Resolved that consideration be given to the appointment of an auditor by the Community Association for the next financial year be accepted.

7 MANAGING AGENT

Resolved that the Owners - Community Association DP 776652 by ordinary resolution that, the Community Association having an existing agreement (Prior Agreement) with the Agent:

(a) the Prior Agreement is terminated on the date determined for that purpose by the Executive Committee, without prejudice to any accrued rights and obligations under the Prior Agreement.

(b) the Agreement will replace the Prior Agreement and govern the relationship between the Community Association and the Agent as from the date of termination of the Prior Agreement.

Meeting closed at 6.11 pm.

Minutes of Association Committee Meeting

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|--------------|---|
| Strata Plan | DP 776652 |
| Name | Settlers Green Association |
| Address | Quarter Sessions Rd, Westleigh NSW 2120 |
| Meeting Date | 2 nd November 2021 |
| Time | 6.15 pm |
| Venue | Settlers Green Clubhouse |
| Address | 24 Settlers Way, Westleigh NSW 2102 |

Present

Chris Herbert (CH), Kerri Brimfield (KB), Merissa Barden (MB), Linda Gilchrist (LG), James Scott (JS), John Hogan (JH), Tony Williams (TW), Adem Adil (AA)

Minutes

1. Election of Office Bearers was held and the following positions were filled:

President: Chris Herbert

Vice-President: Linda Gilchrist

Treasurer: James Scott

Secretary: John Hogan

2. Sub-Committees were organised to cover the main areas of the Committee's work.

Gardening Committee liaison: Linda Gilchrist

Social Committee liaison: Tony Williams

Maintenance Committee: Adem Adil, Merissa Barden, Chris Herbert

Social Media representative: Kerri Brimfield

IT/Booking system: Merissa Barden

Clubhouse maintenance: Tony Williams

Common Property Assessment & General Business

1. General business and other matters
 - a. Discussion regarding the need for improvement in communications between Lamb and Walters (L&W), the Committee, and residents of Settlers Green. In particular, Committee members expressed concerns about incorrect information being sent to residents in regard to the AGM.
 - i. Agreed that CH will speak to Krysta Smythe from L&W to seek improvement in a number of areas, including ensuring that the L&W database of resident contact details is up to date.
 - ii. Agreed that seeking performance improvement would be preferable.
 - iii. Proposal for the Committee to carry out a letterbox drop to all residents suggesting that they contact L&W to confirm their address, phone and email contact details.

- b. Discussion regarding access to the clubhouse, including Committee member unlocking and locking protocols, and reasoning for the existence of the master lock. Discussion also covered future use of the clubhouse in light of Covid restrictions being eased by government.
 - i. Clubhouse duty roster to be updated by MB and made available to residents.
 - ii. Proposal to return to pre-Covid approach to opening and closing of clubhouse when public health orders allow. Committee agreed to monitor the public health orders and inform residents as soon as possible.
- c. CH to meet with Greg Hastie to collect three master keys (relinquished by previous Committee members) so that they can be given to the new Committee members.
- d. Discussion regarding the 10 Year Capital Works Plan developed and endorsed by the previous Committee.
 - i. JS to finalise information package to be distributed to residents within the next week.
 - ii. An EGM will be held Tuesday 30th November to allow residents to discuss and vote on the plan.
- e. Discussion regarding major works in the estate which require immediate attention, including the roads and paving.
 - i. Information and quotes for the roads gathered by the previous Committee to be sought from Greg Hastie. AA and JH to follow up.
 - ii. Quotes for replacing the pool waterline tiles, coping pavers, and surrounding pavers to be sought by KB and MB.
 - iii. Quotes for repairing and cleaning both the roadside pavers, and the common area pavers to be sought by KB and MB.
- f. Work on an "Operating Manual" for the estate will be continued by MB and CH, to be completed within one year.
- g. Discussion regarding timely communication with residents who raise questions to the Committee email account and the Facebook page.
 - i. CH will share correspondence received by email with the Committee.
 - ii. Committee will agree on responses to be posted in emails and on Facebook.
- h. Discussion have been held around the Settlers Home Owners being under an incorporated association rather than a community association (such as for Sanctuary Gardens). CH and JS have discussed this with Krysta.
 - i. Agreed to explore this further at the next Committee meeting.
- i. A Working Bee is proposed now that Covid restrictions are easing and turnout is likely to be reasonable. JS noted that the previous working bee saved the estate in the order of \$10,000.
 - i. LG to review green areas and make recommendations as to which areas could be worked on.

- ii. Maintenance Committee to review all other areas of the estate and recommend required works.
 - iii. Complete list of potential garden and maintenance works suitable for working bee to be compiled and reviewed by Committee.
 - iv. Materials and tools to be sourced and working bee to be scheduled for the new year.
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- j. Agreed to include shorter monthly meetings in the schedule for this Committee's tenure, as needed, in addition to the official quarterly meetings.
 - k. KB and MB raised the issue that L&W had paid the cleaners during lockdown when they did not work. CH agreed to follow up with L&W to ensure this has been resolved.
 - l. KB queried the relevance of the skip bin, as the community is more recycling conscious now than when the estate was built. Agreed to discuss further at the next meeting.

Next Meeting

- 2. Resolved that the strata committee determined the date of the next quarterly meeting on 1st February 2021.

The Chairperson declared the meeting closed at 7:45pm

Presidents Address

I would like to acknowledge Geoff Davis who passed earlier this year. Geoff was a tower in the community as a resident who gave his all, as a committee member, president and member of the maintenance committee. He is sorely missed.

I would like to acknowledge and thank all the residents who have been through the various Covid restrictions. This has not been easy for anyone, however the response from the residents to the various restrictions have been great. Hopefully these restrictions will not be for much longer, and we can get on with our lives as we did before, with elements of the new-normal still around.

I would like to thank the committee for their work over the past year. Thank you for giving up your valuable time in managing all of the issues that have come up. We go into 2022 with a refreshed committee with some amazing ideas and enthusiasm.

Thank you to the sub-committees, the gardening committee, social committee, club committee and the maintenance committee. Unfortunately the social committee wasn't called on too often in 2021, however I know that there are plans for the annual Christmas parties, and 2022 will, I am sure, be one of many social events. In addition, I would like to particularly thank the gardening committee for the work that they keeping the grounds looking as they do. At any time you will see Bev, Don, Linda and others, working in the gardens, keeping it looking good. Thank you.

I would, however, like to mention a person in the community that does a lot with no request for recognition. He is tireless in his efforts to fix, cut, mend, maintain and is always happy to help where he can. Don Zackerl – thank you. Your efforts do not go unnoticed.

We have noticed many sales in Settlers Green, with prices at unprecedented levels. These price levels are not only reflective of the general Sydney market, but are reflective of the Settlers Green estate and community, with the type and style of offering we have, with the common areas and facilities. This has been a subject of much discussion over the past year with the committee, and we can advise that your committee has put together a 10 year Capital Works plan that they have endorsed.

This Capital Works plan has looked at the estate and has considered:

-) Infrastructure needs over the next 10 years, both in maintenance and in replacement
-) Consideration of sustainability to reflect the changing environment
-) Consideration of the needs of the changing demographic of the estate
-) Adding value to the facilities that we already have

We have some assets that are over 30 years old and need prioritizing, such as the pool, the roads, the clubhouse and surrounds. These have been well maintained and are still very usable, however these do need to have more than just localized and reactive maintenance in order to keep them operational and functional over the next 30 years.

In developing the plan, we have considered:

-) Refresh of pool and surrounds
-) Resheeting of roads
-) Clubhouse review and refresh
-) Replacement of tennis court surface

And other identified capital spend requirements.

The basis of the capital works has been endorsed by the committee and details, including scope, costs, impact on residents, etc., will be presented at special general meetings that will be held for your endorsement. It is accepted that these works will maintain the value of our houses within the estate, and will keep Settlers Green as a desirable estate to buy in.

Your committee for 2022 is representative of the changed demographic of the estate. This is important to enable decisions to be made that is reflective of all of the residents. I note that Gordon Dracup and Roger O'Grady will not be standing for re-election, and the committee thanks you for your efforts over the past year. On a personal note, I too have stepped down from the committee for 2022, having enjoyed about 13 years of being on the committee.

Thank you.

SETTLERS GREEN Committee Duty Roster

| Name | Mobile | Date - Week Commencing | | | | | | |
|-----------------|--------------------------|------------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| Adem Adil | 0413894185 0429674199 | 01-Nov-21 | 27-Dec-21 | 21-Feb-22 | 18-Apr-22 | 13-Jun-22 | 08-Aug-22 | 03-Oct-22 |
| Merissa Barden | 0411540306 | 08-Nov-21 | 03-Jan-22 | 28-Feb-22 | 25-Apr-22 | 20-Jun-22 | 15-Aug-22 | 10-Oct-22 |
| Kerri Brimfield | 0402318789 | 15-Nov-21 | 10-Jan-22 | 07-Mar-22 | 02-May-22 | 27-Jun-22 | 22-Aug-22 | 17-Oct-22 |
| Chris Herbert | 0414401364 | 22-Nov-21 | 17-Jan-22 | 14-Mar-22 | 09-May-22 | 04-Jul-22 | 29-Aug-22 | 24-Oct-22 |
| Tony Williams | 0415188806 | 29-Nov-21 | 24-Jan-22 | 21-Mar-22 | 16-May-22 | 11-Jul-22 | 05-Sep-22 | 31-Oct-22 |
| James Scott | 0405772848 | 06-Dec-21 | 31-Jan-22 | 28-Mar-22 | 23-May-22 | 18-Jul-22 | 12-Sep-22 | 07-Nov-22 |
| Linda Gilchrist | 0408272265 | 13-Dec-21 | 07-Feb-22 | 04-Apr-22 | 30-May-22 | 25-Jul-22 | 19-Sep-22 | 14-Nov-22 |
| John Hogan | 0433822760 | 20-Dec-21 | 14-Feb-22 | 11-Apr-22 | 06-Jun-22 | 01-Aug-22 | 26-Sep-22 | 21-Nov-22 |