

15/09/2025

**Delaray Residential Community
Owners Corporation No.1 PS730320K
Annual General Meeting Summary Report**

Dear Members,

Please find enclosed your notice, agenda and other documentation for the upcoming Owners Corporation No.1 PS 730320K Annual General Meeting to be held on:

Date & Time: Thursday, October 16, 2025, commencing 6.00 PM

Where: Zoom Online Meeting Platform

Members are required to register in advance for this meeting using this QR code or URL below:

https://us02web.zoom.us/webinar/register/WN_RjwDpue2TUWIPrFhiNeDKA



We are pleased to be convening this AGM via the Zoom online meeting platform. The AGM registration process, which must be completed at least 24 hours prior to the meeting commencing, can be accessed using the link or QR code noted in the Notice of Meeting. We also remind owners to ensure their OC fees are paid up to date and if you are unsure, please contact our office immediately.

This summary report has been put together to provide a brief overview of the enclosed AGM information pack that includes the Annual Financial Accounts, Proposed Budget and Owners Corporation Fees & Reports.

ANNUAL ACCOUNTS

The Annual Financial Statements as of 30th June 2025 have been finalised and audited by an independent auditor, Stannard Accountants and Advisors as required under the Owners Corporation Act.

The financial year ended on 30th June 2025 with an operating deficit of \$2,493.81 within the Administrative Fund. The Owners Corporation is in a sound position with closing balance of \$9,072.

2025/2026 PROPOSED BUDGET

The 2025/2026 proposed budget reflects that the annual fees for a standard residential lot are to be \$1,091.86 incl. GST. This is a total annual increase of \$51.86 per lot compared to the previous financial year.

Our team look forward to meeting you virtually at the AGM if you choose to attend; Please feel free to contact us on (03) 8360-8800 or via email delaray@quantumunited.com.au if you have any questions in relation to the enclosed information or upcoming AGM.

Kind Regards,

A handwritten signature in black ink, appearing to be 'S. Lim', written in a cursive style.

Samantha Lim
Client Manager
Quantum United Management Pty Ltd on behalf of
Owners Corporation No. 1 PS 730320K



Annual General Meeting 2024-25

Owners Corporation No.1

Plan of Subdivision 730320K

Documents Enclosed:

Notice & Agenda

Meeting Protocol & Voting Conduct

Minutes of 2024 AGM

Manager's Report

Financial Statements 2024-2025

2025-2026 Proposed budget

Insurance Certificate of Currency

Committee Nomination Form

Proxy Form

Documents Available Online:

Product Disclosure Statement

Financial Services Guide

If you require a printed copy of any of the above documents, please feel free to contact our office, and one can be posted to you.

OWNERS CORPORATION ACT 2006
Section 72 of the Owners Corporation Act
NOTICE OF ANNUAL GENERAL MEETING
OF OWNERS CORPORATION No. 1 PLAN OF SUBDIVISION 730320K

NOTICE of at least fourteen (14) days is hereby given by Quantum United Management Pty Ltd ("the Manager/Secretary") pursuant to Section 72 of the Owners Corporation Act 2006 that the Annual General Meeting of the abovementioned Owners Corporation will be held on:

Date & Time: Thursday, 16th October 2025, commencing 6:00PM

Location: Zoom Online Meeting Platform



Members are to register in advance (at least 24hrs prior) for this meeting.

To register, please use the QR code or link below:

https://us02web.zoom.us/webinar/register/WN_RjwDpue2TUWIPrFhiNeDKA

Arrears: A member with Owners Corporation fees outstanding or other charges owing to the Owners Corporation is not entitled to vote either in person, by ballot or by proxy at this meeting. As per Section 89(B)(3) of the Owners Corporation Act 2006, except for the payment of cash, an amount is only taken to be paid in full if it is paid no less than four (4) business days before the lot owner is required to vote on the resolution.

Proxy: Lot Owners can appoint a trusted person as their representative at meetings, to vote in ballots or represent them on the committee. This person is your "proxy". The members have a right to appoint a proxy.

If you chose to appoint a proxy, the enclosed prescribed proxy form must be used and returned to the Secretary/Manager prior to the meeting. If your lot is in the name of a company and you are not a company representative, the company must complete a proxy form in favour of an individual who is then able to represent the company at the meeting. If appointing a Power of Attorney as a proxy, you should attach a copy of the Power of Attorney.

Please note: Person must not require or demand that a lot owner give authorisation to vote under power of attorney or proxy at a meeting or a ballot of an owners corporation. Penalties apply if this legal requirement is contravened as per OC Act Legislation.

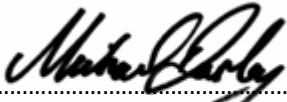
Committee: A Committee will be elected at this Annual General Meeting. A member must nominate for election in writing by returning the enclosed Committee Nomination form to the Owners Corporation Manager by 5pm Tuesday, 14th October 2025 or orally if the member is present at the meeting. A lot owner is not eligible to be elected as a member of the Committee if the member is in arrears for any amount of fees or other amounts for any lots owing to the Owners Corporation, for any lots. A person, who is not noted on the title of a lot, must have a proxy provided in their favour stating a lot owner wishes to have the person represent them on the Committee of the Owners Corporation.

Committee Election process: Information has been received from a pre-imminent Owners Corporation lawyer, to implement a new procedure for the election of members of the Committee of Owners Corporations that isn't limited to the appointment of a committee as a collective, but one where the individual members/ nominees are elected, considered to be a more accurate interpretation of the Act's intent. The effect of the changed election procedure from previous years is that each owner or proxy holder that nominates will be voted individually by the members present. The candidate for the committee is elected if they receive a majority vote of the owners present. Where there are more than 7 nominations that each receive a simple majority vote in favour – those with the most votes in favour will be elected.

Questions: If you have any questions in relation to the Annual General Meeting or the associated documentation, please feel free to contact our office and we will be happy to assist you.

Financial: If you have any questions in relation to the Financial Statements please forward them to the Manager in writing at least 48 hours prior to the meeting.

Dated: 15/09/2025



.....
Michael Darby

Managing Director

Quantum United Management Pty Ltd on behalf of
Owners Corporation No. 1 Plan of Subdivision 730320K

Owners Corporation No. 730320K Virtual Annual General Meeting

MEETING PROTOCOL

There are accepted protocols for conducting meetings, and the following will apply in the running of the Annual General Meeting.

1. Please check that you have your name displayed correctly so that we are able to identify you during the voting and conversations.
2. When we come to each item on the agenda and read the motion, members may ask questions relevant to that item by raising the virtual hand button or by message in the Q&A box. **To ensure that the meeting is conducted in an efficient manner and to be respectful of all attendees in attendance, each owner will have one opportunity to speak to each motion of up to 1 minute per motion.** If questions are for general commentary or not relating to the agenda item, it will be deferred for General Business.
3. Each motion on the agenda will be read out and a poll will be displayed on your screens for voting. Members will have the option to vote for, against or abstain. Once each poll has ended the relevant results will be shared on the screen.
4. Votes required for a motion to be carried is 50% of the total votes cast, if members hold 1 or more proxies you are required to vote in the chat window for your votes to be counted and **not use the Poll Option**. For those holding proxies please indicate in the chat window the motion number and your vote (for, against or abstain). Your total eligible proxy votes including yourself will be counted.

Please ensure proxies are provided to the secretary/ Manager at least 48 hours prior to the meeting.

VOTING CONDUCT

1. In accordance with the Owners Corporation Act 2006 members whose fees are in arrears at the time of the Meeting for any amount are not entitled to vote, except in a case where a special resolution or unanimous resolution is required. In order to execute your voting rights, all charges, fees and levies, must be settled not less than four business days prior to the meeting.
2. **To be able to vote at this meeting, you are required to be financial. Any outstanding fees or charges owed to the owners corporation must be paid at least 48 hours prior to the meeting so that the payment is reflected within the owners corporations bank on the day of the meeting. Copies of online payment receipts are not acceptable as proof of payments.**
3. If a lot is owned in a company name and the company wish to be represented at a General Meeting the representative must hold a proxy form duly signed under the Company Seal.
4. If a lot is owned in joint or several names and all the joint owners attend the meeting, then all the owners may speak at the meeting but only one owner may vote.
5. No person except an owner or member of the Owners Corporation or a proxy of an owner or member of the Owners Corporation will be allowed to attend the meeting unless invited by the Chairperson to do so. Any person so invited will only be allowed to speak at the invitation of the Chairperson.
6. No person will be allowed to vote at the meeting unless they are an owner/member or are holding a proxy of an owner/member and that member is financial.

AGENDA

Owners Corporation Act 2006 Section 71

We note that the manager may record the meeting for the purposes of preparing accurate minutes of the meeting. This recording will not form part of the Owners Corporation records. We note that the meetings may not be recorded without the express or implied consent of members.

1. Attendances & Apologies

2. Proxies

3. Quorum & Entitlement to Vote

4. Chairperson of AGM

Appointment of chairperson of the AGM

5. Acceptance of Minutes

MOTION: THAT the Minutes of the previous Annual General Meeting held on Thursday, 24th October 2024 be adopted as a true and correct record.

6. Reports:

6.1. Manager's Report / Section 126 of the Owners Corporation Act 2006

The combined Managers and Committee Report is enclosed.

6.2. Committee Report / Section 115 of the Owners Corporation Act 2006

The Committee Report forms part of the Manager's Report

6.3. Dispute Resolution Report / Part 10 of the Owners Corporation Act 2006

Pursuant to Section 159 of the Owners Corporation Act the Owners Corporation is required to provide a report in relation to the details of any dispute under this section within the reporting period 01/07/2024 to 30/06/2025

Number of Complaints made under Division 1 of Part 10 of the Owners Corporation Act 2006:	NIL
Nature of complaints:	N/A
Number of Complaints on which action was taken:	NIL
Nature of matter in respect of action being taken:	N/A
Number of matters in which an application was made to VCAT (Victorian Civil and Administrative Tribunal):	NIL
Nature of matters in which an application was made to VCAT:	N/A
Outcome of matters in which an application was made to VCAT :	N/A

6.4. Safety Assessment Report

All members are liable for any liability events that occur on common property. Should there be an incident where there was a hazard that the O/C was aware of that caused an injury there may be a chance that the O/C (all lot owners) will be collectively liable. Further, these areas are considered a workplace for any contractors that the O/C is responsible for, so it is important the areas are maintained free of any risks where possible. Common property for O/C No.730320K is the land upon which Club Delaray is constructed once handed to the Owners Corporation. The Club is currently subject to a lease agreement that makes it the responsibility of Club Delaray Limited.

MOTION: THAT the Owners Corporation will request a copy of the Safety Assessment Report from Club Delaray or;

THAT if Club Delaray do not obtain or provide a copy of the Safety Assessment Report to the Owners Corporation, the Owners Corporation will engage a contractor to conduct and prepare a Safety Assessment Report.

Should Club Delaray not undertake an annual Safety Assessment Report, the Owners Corporation Manager on behalf of the Owners Corporation will obtain a report and provide it to Club Delaray

7. Finance:

7.1. Annual Financial Statements for the period ending 30th June 2025 (enclosed)

MOTION: THAT Owners Corporation adopt the Annual Financial Statements for the period 1st July 2024 to 30th June 2025.

7.2. Owners Corporation Budget for the period 1st July 2025 to 30th June 2026 (enclosed)

This Owners Corporation and its members have numerous obligations pursuant to Section 4 of the Owners Corporation Act 2006. This section outlines numerous functions of the Owners Corporation including but not limited to the management and administration of common property, repair and maintenance of common property, all chattels fixtures, fittings and all services related to common property, applicable equipment and services for which an easement exists, various insurance obligations and all other obligations under the Subdivision Act 1988, Owners Corporation Act 2006, Owners Corporation Regulations 2018, Model Rules and the Owners Corporation's Registered Rules and all other applicable laws.

The Owners Corporation must prepare and approve a budget and set fees to ensure there is sufficient income to meet all of the expenditures related to these obligations.

Each owner will receive a fee notice with one amount that will also show a breakdown of the Administrative Fund and Maintenance Fund fee portions where applicable.

The annual financial year for this Owners Corporation is **1st July to 30th June** each year

MOTION: THAT the Owners Corporation resolve to adopt the Budget as tabled for the financial year 1st July 2025 to 30th June 2026 and to use its funds for all of the approved budgeted expenses.

7.3. Owners Corporation Fees

NOTE: *The fee for both period 01/07/2025 to 30/09/2025 and 01/10/2025 to 31/12/2025 have been pre-issued based on the last year's budget. Following the approval of this year's budget the last two quarters fees will be adjusted to reflect the new fees.*

MOTION: THAT the Owners Corporation Fees be set as per the approved budget in the amount of \$363,293.00 plus GST for the Administration Fund beginning 1st July 2025 and that these fees be set based on lot liability the Administration Funds and that these fees be payable quarterly in advance on 1st July, 1st October, 1st January and 1st April each year.

It is proposed the 2025/26 Owners Corporation Fees will be set at \$1,091.86 (incl GST) per annum for each standard lot.

The fees will continue to be issued as per the approved budget at this AGM, until a new budget is approved at the next AGM.

7.4. Penalty Interest on Arrears

MOTION: THAT pursuant to Section 29 of the Owners Corporation Act 2006 the Owners Corporation may charge interest at the maximum rate of interest payable under the Penalty Interest Rate Act 1983 on any money owed by a member to the Owners Corporation after the due date.

The current interest rate is 10.0%

NOTE: On occasion the manager has resolved to reduce or waive interest for some owners when payments are being finalised.

7.5. Waiving of Penalty Interest on Arrears

MOTION: THAT the Owners Corporation delegates to the Manager the powers of the Owners Corporation to waive interest on arrears when finalising payment of arrears.

7.6. Debt Recovery

The Owners Corporation will need to approve the commencement of fee recovery action at a competent court of jurisdiction against owners of lot/s with all outstanding amounts owed to the Owners Corporation. The action may include applications to VCAT/Magistrates Court, the engagement of the Sheriff, Summons to Oral Examination, garnishee of wages or bank accounts, bankruptcy action or foreclosure on assets.

MOTION: THAT the Owners Corporation instruct Quantum United Management to commence fee recovery action at a competent court of jurisdiction against owners of lot/s with unpaid Owners Corporation Fees that are equal to or above the annual Owners Corporation Fees.

7.7. Cost Recovery

MOTION: THAT the Owners Corporation may recover, as a debt due from the person or persons in default or breach, the costs, charges and expenses incurred by the Owners Corporation, (but excluding the personal time cost of any person acting in an honorary capacity including the Chairperson, or Committee member of the Owners Corporation) arising out of any default or breach, by any lot owner, or occupier of a lot, of any obligation under the Owners Corporation Act 2006 or the Owners Corporation Regulations 2018 or the Rule of the Owners Corporation.

8. Insurance:

Certificate of Currency for this policy is enclosed.

MOTION: THAT the Insurance policy details for the Owners Corporation required by Part 3 Division 6 of the Owners Corporation Act 2006 the details of which are outlined below be accepted, and that the Owners Corporation approve the renewal of the policies on the renewal date noted below:

Public Liability Cover

Name of Company:	QBE Insurance (Australia) Ltd
No. of Policy:	41U048014BPK
Insured:	O/C No. 1 PS730320K
Public Liability Cover:	\$20 Million
Renewal Date:	20 February 2026

Members are advised that the Owners Corporation Building Policy **DOES NOT** provide protection for privately owned fittings, including carpets, temporary floors, ceiling coverings, curtains, blinds and light fittings or fixtures removable by a lessee regardless of the cause of the damage or the legal liability in respect of any negligence that occurs within the titled

area of the lot. It is therefore the responsibility of the landlord/lot owner to ensure adequate cover is in place, commonly referred to as Contents Insurance/Landlords Cover.

STANDING DIRECTION (INSURANCE RENEWAL)

Members are advised that in order for Quantum United Management Pty Ltd to automatically renew the insurance policies applicable to the property a "Standing Direction" is to be provided to Quantum United Management Pty Ltd. The insurance policy will be renewed at the "suggested" rate of cover indicated as per the insurer's recommendation on the renewal notice or as per the value recommended of a Valuation Report.

The information provided to the members is deemed to be given as General Advice only.

Your PDS for this policy can be obtained from the community website/app or by contacting our office, or one will be available to be viewed at the AGM.

9. Owners Corporation No. 1 PS730320K Committee

Election Procedure

Quantum has been advised that the most compliant committee election process is that each owner or proxy holder that nominates will be voted individually by the members present. The candidate for the committee is elected if they receive a majority vote of the owners present. Where there are more than 7 nominations that each receive a simple majority vote in favour – those with the most votes in favour will be elected.

The current committee members are:

Inderjeet Singh
Kirsten Hayward
Natalie Zoudlik
Nithiya Narayanan

9.1. Election of Owners Corporation Committee Members

Committee Member 1:

MOTION: THAT [INSERT NAME OF NOMINEE] is elected onto the committee of the Owners Corporation as passed by simple majority votes.

Committee Member 2:

MOTION: THAT [INSERT NAME OF NOMINEE] is elected onto the committee of the Owners Corporation as passed by simple majority votes.

Committee Member 3:

MOTION: THAT [INSERT NAME OF NOMINEE] is elected onto the committee of the Owners Corporation as passed by simple majority votes.

Committee Member 4:

MOTION: THAT [INSERT NAME OF NOMINEE] is elected onto the committee of the Owners Corporation as passed by simple majority votes.

Committee Member 5:

MOTION: THAT [INSERT NAME OF NOMINEE] is elected onto the committee of the Owners Corporation as passed by simple majority votes.

Committee Member 6:

MOTION: THAT [INSERT NAME OF NOMINEE] is elected onto the committee of the Owners Corporation as passed by simple majority votes.

Committee Member 7:

MOTION: THAT [INSERT NAME OF NOMINEE] is elected onto the committee of the Owners Corporation as passed by simple majority votes.

NOTE: Pursuant to Section 103 (1) of the Owners Corporation Act, a committee of an owners corporation must have at least 3 and not more than 7 members. Subsection 1(A) however, indicates that the owners corporation, by ordinary resolution, may resolve that the committee may have more than 7 members but not more than 12 members.

Please also note pursuant to Section 103(7) of the Owners Corporation Act if a lot owner is in arrears for any amount of fees or other amount owing to the Owners Corporation the owner is not eligible to be elected as a member of the Committee. If a lot owner is a member of the Committee when any amount comes into arrears that member is suspended as a member of the Committee until the amount is paid.

Owners Corporation Committee Members Have the Responsibility To:

- *Act honestly and in good faith in the performance of his or her functions;*
- *Exercise due care and diligence in the performance of his or her functions;*
- *Not make improper use of his or her position as a member to gain, directly or indirectly an advantage for himself or herself or for any other person;*
- *Fulfil their fiduciary duties to the community and exercise discretion in a manner they reasonably believe to be in the best interests of the community;*
- *Balance the needs and obligations of the community as a whole with those of individual homeowners and residents;*
- *Encourage events that foster neighbourliness and a sense of community;*
- *Endeavour to attend all Committee meetings where appropriate notice is provided;*
- *Provide complete and timely disclosure of any personal and financial conflicts of interest where applicable.*

10. Other Business *(for discussion only)*

11. Close of Meeting

**NOTICE OF INTERIM RESOLUTIONS OF THE
ANNUAL GENERAL MEETING OF OWNERS CORPORATION
No.1 PLAN OF SUBDIVISION 730320K1**

This notice serves as notice as required under section 78 (2 &3) of the Owners Corporation Act 2006.

Interim resolutions become resolutions of the Owners Corporation:

- a. subject to paragraphs (b) and (c), 29 days from the date of the interim resolution; or
- b. if notice of a special general meeting is given within that 29-day period and the meeting is held within 28 days after the notice is given, only if confirmed at that meeting; or
- c. if notice of a special general meeting is given within that 29-day period and the meeting is not held within 28 days after the notice is given, at the end of that 28-day period.

Note:

The effect of subsection (4) is that an interim resolution cannot be acted on for 29 days after it is made but if notice of a special general meeting is given within that 29-day period, the interim resolution cannot be acted on until the resolution is confirmed at that meeting (which must be held within 28 days after the notice is given) or if the meeting is not held, until the end of that 28-day period.

**MINUTES OF THE ANNUAL GENERAL MEETING
OF OWNERS CORPORATION No. 1 PLAN OF SUBDIVISION 730320K1 HELD ON**

Date: 24/10/2024

Time: 6:00pm

Place: Online Zoom Platform

Meeting Opened at 6:05 pm

1. Attendances & Apologies

Lot Owner/s present & eligible to vote:

Lot 201- Kirsten Hayward
Lot 213- Nithiya Narayanan
Lot 111- Natalie Zoudlik

Also Present:

Tharanga Edirisuriya, Operations Manager – Quantum United Management
Samantha Lim, Client Manager - Quantum United Management
Sarah Grixti, Client Manager Associate - Quantum United Management

Apologies:

No apologies were received

2. Proxies

No proxies were received.

3. Quorum & Entitlement to Vote

A Quorum was not achieved but the members agreed to proceed with the meeting in accordance with Section 78 of the Owners Corporation Act 2006, and that all decisions made will be interim decisions.

4. Chairperson of the AGM

Members present agreed to appoint Samantha Lim representing the Owners Corporation as the Chair of the Annual General Meeting.

5. Acceptance of Minutes

RESOLUTION: It was resolved that the previous Annual General Meeting held on 12 September 2023 be adopted and signed as a true and correct record.

Motion carried.

6. Reports

6.1 Manager's Report / Section 126 of the Owners Corporation Act 2006

Manager's Report was tabled and taken as read.

6.2 Committee Report / Section 115 of the Owners Corporation Act 2006

Committee Report formed part of the Manager's report.

6.3 Dispute Resolution Report / Part 10 of the Owners Corporation Act 2006

There were no disputes lodged under this section to report.

Number of Complaints made under Division 1 of Part 10 of the Owners Corporation Act 2006:	NIL
Nature of complaints:	N/A
Number of Complaints on which action was taken:	NIL
Nature of matter in respect of action being taken:	N/A
Number of matters in which an application was made to VCAT (Victorian Civil and Administrative Tribunal):	NIL
Nature of matters in which an application was made to VCAT:	N/A
Outcome of matters in which an application was made to VCAT :	N/A

6.4 Safety Assessment Report

All members are liable for any liability events that occur on common property. Common property for 730320K1 is predominantly the Club Delaray. Should there be an incident where there was a hazard that the O/C was aware of that caused an injury there may be a chance that the O/C (all lot owners) will be collectively liable. Further these areas are considered a workplace for any contractors that the O/C is responsible for, so it is important the areas are maintained free of any risks where possible. As a result, we recommend that the O/C carry out an annual Safety Assessment of the common property areas.

RESOLUTION: It was resolved that the Owners Corporation will request a copy of the Safety Assessment Report from Club Delaray or; That if Club Delaray do not obtain or provide a copy of the Safety Assessment Report to the Owners Corporation, the Owners Corporation will engage a contractor to conduct and prepare a Safety Assessment Report.

Motion carried.

7. Finance:

7.1 Annual Financial Statements for the period ending 30 June 2024

RESOLUTION: It was resolved that Owners Corporation adopt the Annual Financial Statements for the period 1st July 2023 to 30th June 2024.

Motion carried

7.2 Owners Corporation Budget for the period 1st July 2024 to 30th June 2025.

RESOLUTION: It was resolved that the Owners Corporation adopt the Proposed Budget for the financial year 1st July 2024 to 30th June 2025.

Motion carried.

7.3 Owners Corporation Fees

7.3.1 RESOLUTION: It was resolved that the Owners Corporation Fees be set as per the approved budget, that these fees be set based on lot liability for the Administration, and that these fees be payable quarterly in advance on 1st July, 1st October, 1st January & 1st April, each year.

The 2024/25 Owners Corporation Fees will be set at \$1,040.00 (incl GST) per annum for each standard lot.

Quarterly Levy Contribution (Incl. GST) per lot per quarter	
OC Fees for 01/07/2024 - 30/09/2024 – Pre issued	\$ 260.00
OC Fees for 01/10/2024 - 31/12/2024 – Pre issued	\$ 260.00
OC Fees for 01/01/2025 - 31/03/2025	\$ 260.00
OC Fees for 01/04/2025 - 30/06/2025	\$ 260.00
Total Annual Levy Contribution	\$ 1,040.00

Motion carried.

7.3.2 Administrative Fund

RESOLUTION: It was resolved that the annual Administrative Fund Owners Corporation Fees for the period of 12 months commencing 1 July 2024, be struck in the amount of \$346,034.70 plus GST as per the approved budget.

Motion carried.

7.4 Owners Corporation Fees due 01/07/2025 and 01/10/2025

Due to the timing of the 2025 Annual General Meeting, the first two quarterly fee contributions of the following financial year, 01/07/2025 to 30/06/2026, fall due before the budget can be adopted.

The fee contributions for these quarters, 01/07/2025 to 30/09/2025, with a due date of 01/07/2025 and 01/10/2025 to 31/12/2025, with a due date of 01/10/2025, are proposed as pre-issued quarterly fee contributions.

2025/2026 Pre-Issue Quarterly Levy Contribution (incl. GST) per quarter	
OC Fees for 01/07/2025 to 30/09/2025	\$ 260.00
OC Fees for 01/10/2025 to 31/12/2025	\$ 260.00

*****Pre-issue of fees will be raised as per the previous year's OC fees of the 24/25 financial year.**

RESOLUTION: It was resolved that the Owners Corporation Fees for the first and second quarterly levy contributions of the financial year 01/07/2025 to 30/06/2026 be pre-issued and that these fees be set based on lot liability for the Administration Fund, payable in advance on 01/07/2025 and 01/10/2025 respectively.

Motion carried.

7.5 Penalty Interest on Arrears

RESOLUTION: It was resolved that pursuant to section 29 of the Owners Corporation Act 2006 the Owners Corporation may charge interest at the maximum rate of interest payable under the Penalty Interest Rate Act 1983 on any money owed by a member to the Owners Corporation after the due date.

The current interest rate is 10.0%

Motion carried.

7.6 Waiving of Penalty Interest on Arrears

RESOLUTION: It was resolved that the Owners Corporation delegates to the Manager the powers of the Owners Corporation to waive interest on arrears when finalising payment of arrears

Motion carried.

7.7 Debt Recovery

The Owners Corporation will need to approve the engagement of a debt recovery firm to commence VCAT action or enforce any Magistrates Court Orders that have not been paid in full, this may involve costs that will be raised against the lot for recovery. The action may include the engagement of the Sheriff, Summons to Oral Examination, garnishee of wages or bank accounts, bankruptcy action or foreclosure on assets.

RESOLUTION: It was resolved that the Owners Corporation instruct Quantum United Management to engage a debt recovery firm to commence Owners Corporation Fee recovery if there are unpaid fees that are two or more quarterly fees in arrears.

Motion carried.

7.8 Cost Recovery

RESOLUTION: It was resolved that the Owners Corporation may recover, as a debt due from the person or persons in default or breach, the costs, charges and expenses incurred by the Owners Corporation, (but excluding the personal time cost of any person acting in an honorary capacity including the Chairperson, or Committee member of the Owners Corporation) arising out of any default or breach, by any lot owner, or occupier of a lot, of any obligation under the Owners Corporation Act 2006 or the Owners Corporation Regulations 2018 or the Rules of the Owners Corporation.

Motion carried.

8. Insurance:

8.1 Review of Current Insurance Cover:

RESOLUTION: It was resolved that the Insurance policy details for the Owners Corporation required by Division 6 of the Owners Corporation Act 2006 the details of which are outlined below be accepted and that the Owners Corporation approve the renewal of the policies on the renewal date noted below:

Name of Company:	QBE Insurance (Australia) Ltd
No. of Policy:	41U048014BPK
Public Liability Amount:	\$ 20 Million
Building & Reinstatement	N/A
Office Bearers Liability	N/A
Renewal Date:	20 February 2025

Members were advised that the Owners Corporation Building Policy **DOES NOT** provide protection for privately owned fittings, including carpets, temporary floors, walls, ceiling coverings, curtains, blinds and light fittings or fixtures removable by a lessee regardless of the cause of the damage or the legal liability in respect of any negligence that occurs within the titled area of the lot. It is therefore the responsibility of the landlord/lot owner to ensure adequate cover is in place, commonly referred to as Contents Insurance/Landlords Cover.

STANDING DIRECTION (INSURANCE RENEWAL)

Members are advised that in order for Quantum United Management Pty Ltd to automatically renew the insurance policies applicable to the property a "Standing Direction" is to be provided to Quantum United Management Pty Ltd. The insurance policy will be renewed at the "suggested" rate of cover indicated as per the insurer's recommendation on the renewal notice or as per the value recommended of a Valuation Report.

The information provided to the members is deemed to be given as General Advice only.
Your PDS for this policy can be obtained from the Community App or by contacting our office.

Motion carried.

9. Election of Owners Corporation PS730320K1 Committee:

The outgoing committee members are:

Kirsten Hayward
Natalie Zoudlik
Inderjeet Singh
Sonia Boscolo

Members present thanked the outgoing committee for their effort and contribution in the last financial year.

Below are the newly appointed committee members:

RESOLUTION: It was resolved that Inderjeet Singh is elected is elected onto the committee of Owners Corporation No. 1 730320K1 as passed by the preferential voting method.

Motion Carried.

RESOLUTION: It was resolved that Kirsten Hayward elected is elected onto the committee of Owners Corporation No. 1 730320K1 as passed by the preferential voting method.

Motion Carried.

RESOLUTION: It was resolved that Natalie Zoudlik elected is elected onto the committee of Owners Corporation No. 1 730320K1 as passed by the preferential voting method.

Motion Carried.

RESOLUTION: It was resolved that Nithiya Narayanan elected is elected onto the committee of Owners Corporation No. 1 730320K1 as passed by the preferential voting method.

Motion Carried.

10. General Business

10.1 Events

It was noted that community events will be discussed amongst a working group made up of members representing all three Owners Corporations of Delaray Community. Kylie, events coordinator from Quantum United Management to reach out to the working group members to plan and organise upcoming events.

10.2 Co- Working Space

It was discussed and noted that the Co- working space will be available to use once the furniture arrives which includes workstations and meeting tables. It was further noted that the furniture is expected to arrive before Christmas. Furthermore, there will also be potential for booking procedures to be implemented for the use of the co-working space.

10.2 Committee Meeting Date

It was proposed that the first Committee Meeting be held in the 2nd week of January 2025. Meeting date to be confirmed.

11. Close of Meeting

Meeting closed at 6:48pm.

Owners Corporation Manager's Annual General Meeting Report

Client: Delaray Residential Community
O/C No. 1
Plan of Subdivision: 730320K
Reporting Period: 1 July 2024- 30 June 2025

This report is compiled to provide owners with an overview of the managers activities during the reporting period and includes details of our professional indemnity insurance that is held pursuant to section 119(5) of the Owners Corporation Act 2006.



Quantum United Management is a registered Owners Corporation Manager with the Business Licensing Authority as required under the Owners Corporation Act 2006.

Registration No.: 000104



Professional Indemnity Insurance:

Quantum United Management retains a current Professional Indemnity Insurance policy that meets the requirements of cover required under section 119(5) of the Owners Corporation Act 2006 and Section 10 of the Owners Corporation Regulations 2018:

Name of Company: Chubb Insurance Company of Australia
Policy Number: 02CL031922
Type of Policy: Professional Indemnity Insurance
Public Liability Amount: \$20,000,000
Renewal Date: 23/02/2026

OWNERS CORPORATION OVERVIEW

The Owners Corporation PS 730320K is currently a 366-lot residential development within an Owners Corporation framework. Through a head lease agreement with The Club Delaray Pty. Ltd, members of the Owners Corporation have access to the Club facilities including a pool, tennis court, function room and a gymnasium. Pursuant to this lease agreement, the Owners Corporation has a legal responsibility to ensure the Club is appropriately managed and maintained. To ensure effective management, our team has been appointed to work with you and your elected Committee.

Upon settlement of your lot within the development you automatically become a member of the Owners Corporation [O/C] pursuant to the Subdivision Act. Under the Owners Corporation Act 2006 you have a legal requirement to pay fees to the Owners Corporation to meet the expected and legal expenditure of the O/C. These fees are currently invoiced on a quarterly basis and are due and payable within 28 days of being invoiced. Your fees are set each year by you and other members at the Annual General Meeting. All owners are issued with an AGM Notice, Agenda, Financial Statements and other documents at least 14 days prior to the AGM.

The Owners Corporation fees covers all the related costs of operating Club Delaray and management of your Owners Corporation. These costs include, but are not limited to insurances, compliance costs, audit fees, legal costs and meeting costs.

Owners Corporation Managers Role (Administration)

- Responding to general owner/resident queries
- AGM preparation including liaison with the Auditors of the Financial Statement
- Committee meeting preparation, attendance and preparation of minutes
- Website updates and e-bulletins
- Insurance quotes and renewal
- Financial management including assistance with the preparation of the annual budget
- Council liaison
- Information evenings
- Developer meetings and liaison regarding the development of Delaray
- Issuing Owners Corporation Certificates
- Issuing levies / fees and arrears management
- Fund management
- BAS statements and income tax preparation and calculations

BUSINESS ADMINISTRATION & FINANCE:

Lot Status Report:

Total Number of Lots: 366 lots registered within the Plan of Subdivision

Activity on the Plan of Subdivision

There was no activity on the plan of subdivision during the reporting period.

Finance Operations

YTD Accounts

Full detailed Financial Statements are included with the Agenda.

Members are invited to raise any specific questions with the Manager prior to the meeting so these can be considered and considered responses provided at the meeting.

The financial year ended 30th June 2025 resulting in an operating deficit of \$2,493.81 for the Administrative Fund.

The Owners Corporation is in a sound position with closing balances of \$9,072.61 within the Administrative Fund.

Arrears

As at 30th June 2025, the accounts reflected a total arrears amount of \$27,889.16.

VCAT Fee Recovery

Quantum United Management undertakes a thorough debt recovery process; the payment partnership diagram illustrates the steps of the arrears management process.

Members are provided ample communication and a reasonable and fair opportunity to settle financial matters prior to the accrual of interest, or an application to VCAT for fee recovery.

The proactive attempts of communication detailed in these steps – calls, SMS and emails are provided by Quantum United as a service and courtesy to residents in our communities. The only communication required under the Owners Corporation Act 2006 is for the Owners Corporation to issue a Fee Notice and Final Fee Notice.

No of Lots that have had VCAT applications for Fee recovery lodged during the reporting period: 4 (Four).
Three matters have been paid up to date and closed.



Payment Plans and Owners in Financial Difficulties

It is acknowledged how challenging and stressful it can be for owners experiencing financial challenges during a period of financial difficulties. Therefore, we do provide owners with the ability to enter payment plans with the Owners Corporation.

Owners can apply either directly with the Manager or via Quantum United's website.

Proposed Budget

The proposed budget reflects that the annual fees for a standard residential lot to be at \$1,091.86 Incl. GST. This is a total annual increase of \$51.86 per lot from the previous financial year.

Annual Fees

The proposed budget reflects that the annual fees for a standard residential lot are proposed to increase by 5%.

Quarterly Levy Contribution (Incl. GST) per quarter	
OC Fees for 01/07/2025 - 30/09/2025 – Pre issued	\$ 260.00
OC Fees for 01/10/2025 - 31/12/2025 – Pre issued	\$ 260.00
OC Fees for 01/01/2026 - 31/03/2026	\$ 285.93
OC Fees for 01/04/2026 - 30/06/2026	\$ 285.93
Total Annual Levy Contribution	\$ 1,091.86

INSURANCE RENEWAL

The Strata Insurance Policy for OC Plan: 730320K was renewed on 20/02/2025 The Certificate of Currency and the PDS is available on your community app. Below is a breakdown of the policy's renewal invoice with comparison from last year: -

	Current Year	Last Year
Building Sum Insured	\$5,000,000	\$5,000,000
Base Premium Gross	\$1,265.33	\$1,100.46
ESL or FSL	\$0.00	\$0.00
Stamp Duty	\$125.26	\$121.05
Underwriting Agency Fee	\$0.00	\$0.00
Broker Fee	\$30.80	\$21.31
GST – all items	\$129.61	\$112.18
TOTAL ISURANCE COST Incl GST	\$1,551.00	\$1,355.00
Commission	Nil	Nil

GOVERNANCE & COMPLIANCE

Part 10 Dispute Resolution Report

Number of complaints made under Division 1 of Part 10 of the Owners Corporation Act 2006:	Nil
Nature of complaints:	Nil
Number of complaints on which action was taken:	Nil
Nature of matter in respect of action being taken:	Nil
Number of matters in which an application was made to VCAT (Victorian Civil and Administrative Tribunal):	Nil
Nature of matters in which an application was made to VCAT:	Nil
Outcome of matters in which an application was made to VCAT:	Nil

Compliance Management

We are pleased with the responses and the level of responsibility the residents have shown in ensuring their lots are compliant with the Owners Corporation Rules.

To achieve this, Quantum United Management is engaged to conduct regular compliance inspections in line with the OC rules. With Quantum's effective compliance management framework which includes inspections, communication and negotiation with owners and residents, the level of compliance within the community has improved.

It is still an ongoing reminder to existing and new residents to seek proper storage for their boat or caravans instead of parking within the Delaray Estate.

Please see below table for details on the inspections we have completed, the non-compliance issues which have arisen, and non-compliance issues which have been resolved.

As at 30 June 2025	
Number of Inspections Completed	2639
Number of Non-compliance Lots identified	532
Number of Matters Closed	743

Top 3 non-compliance items identified:

1. Delaray OC Rule - 4 h Rubbish disposal/Rubbish bins
2. Delaray OC Rule - 4 g Nature Strip
3. Delaray OC Rule - 4 f Upkeep of Yard Areas

Committee Operations

Committee Members:	Inderjeet Singh	Natalie Zoudlik
	Kirsten Hayward	Nithiya Narayanan
Elected Chairperson:	Kirsten Hayward	
Elected Acting Chairperson:	Inderjeet Singh	
Number of meetings held:	2	
Resignations:	0	
Casual vacancies that were filled:	Nil	
Location of Committee Minutes:	Delaray Community App	

COMMUNICATION:

Communication is a key focus for the team at Quantum United Management, we believe that ongoing communication with residents provides great value to members of the wider community. These newsletters provide information in relation to upcoming community events held throughout the year, and any other important information we would like to share with the community. These newsletters also keep members up to date on what is happening within the Owners Corporation.

Some of the newsletters issued within the reporting period are noted below:

Delaray Community Monthly Updates (July 2024 through to June 2025)

Delaray Fathers Day Competition- 19th August 2024

Delaray 3 Notice of AGM- 30th September 2024

Delaray Information Session- 30th September 2024

Delaray 2 Notice of AGM- 25th September 2024

Delaray 1 Notice of AGM- 1st October 2024

Delaray Halloween- 18th October 2024

Delaray 2 AGM Minutes- 25th October 2024

Delaray 3 AGM Minutes- 30th October 2024

Delaray Christmas Event- 27th November 2024

Delaray Temporary Pool Closure- 13th March 2025

Delaray Pool Open- 14th March 2025

Delaray 2025 Easter Event- 4th April 2025

Delaray Mother's Day 2025- 2nd May 2025

Delaray July School Holiday Fun- 27th June 2025

COMMUNITY EVENTS:

Delaray Father's Day Competition

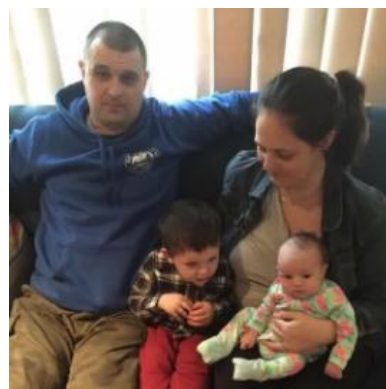
Thank you to everyone who entered our online Father's Day competition and shared with us their dads best 'Dad, Bad or Rad Joke' and their favourite photo together! We loved receiving all your entries!

We would like to share with you our lucky winner and runner up entries that were drawn! Congratulations to all who were given dining and movie vouchers to enjoy with their dads.

We'd like to Congratulate Nathan for sending through the best Dad Joke! -

Why did the dad take a ladder to the bar?

He heard that drinks were on the house!



Delaray Christmas Event 2024

A huge thank you to all the families who joined us on Sunday, 8th December, 2024 for a wonderful Christmas celebration at Club Delaray!

It was an incredible afternoon filled with festive cheer as everyone enjoyed the mug photo booth, animal farm, face painting, and a lively children's disco! There were delicious churros and Ice cream too!

We were also delighted to have a special visit from Santa Claus himself, creating magical memories and giving families the chance to capture a cherished festive photo.

We hope your day was filled with joy and is one you'll always treasure!





Delaray Easter Event 2025

Thank you to everyone who joined us for our unforgettable Easter Event held on Saturday, 19th April 2025!

We were thrilled to welcome around 300 guests for a day packed with Easter magic and family fun. From face painting to crafts, roaming magic, circus fun and mini golf it sure was a successful day for all the family and not to mention of course an extra special visit from the one and only Easter Bunny!

It was a joyful celebration filled with laughter, smiles, and plenty of photo-worthy moments to treasure.



END-OF-YEAR ADDITIONAL SERVICES INVOICING:

We want to ensure we are proactive and transparent with our communities around any additional services costs. The following report includes a breakdown of additional billable services we have provided the Delaray Owners Corporation this financial year.

NOTE: While these items are billable additional services under our Contract of Appointment, Quantum, may at our discretion elect not to charge – these items are noted below as “*Complimentary – no charge*”.

For the reporting period, there were no additional services charged.

Additional Service Items	Status	Hours	QUM Notes
Nil	-	-	-

Compiled by:



Samantha Lim
Client Manager
Quantum United Management Pty Ltd on behalf of
Owners Corporation No. 1 Plan of Subdivision
730320K



Quantum United Management

Suite 12, Level 2, 100 Overton Rd WILLIAMS LANDING VIC 3027 ABN: 12 118 344 880

Ph: 03 8360 8800 Email: info@quantumunited.com.au

Printed: 05/09/2025 02:20 pm User: Samantha Lim

Balance Sheet - O/Corp 730320K

"DELARAY COMMUNITY"

420 BERWICK-CRANBOURNE ROAD, CLYDE NORTH, VIC 3978

For the Financial Period 01/07/2024 to 30/06/2025

		Administrative		TOTAL THIS YEAR
Assets				
Cash At Bank				
OC 1 PS730320K	\$	21,332.60	\$	21,332.60
Levies Receivable	\$	27,889.16	\$	27,889.16
GST Liability	\$	5,330.25	\$	5,330.25
Total Assets	\$	54,552.01	\$	54,552.01
Liabilities				
Accounts Payable	\$	2,494.50	\$	2,494.50
Accounts Payable (GST Free)	\$	455.52	\$	455.52
Creditor--GST--Admin	\$	1,809.33	\$	1,809.33
Paid in Advance	\$	39,872.55	\$	39,872.55
Suspense--Admin	\$	847.50	\$	847.50
Total Liabilities	\$	45,479.40	\$	45,479.40
Net Assets	\$	9,072.61	\$	9,072.61
Owners Funds				
Opening Balance	\$	11,566.42	\$	11,566.42
Net Income For The Period	\$	(2,493.81)	\$	(2,493.81)
Total Owners Funds	\$	9,072.61	\$	9,072.61

Quantum United Management

Suite 12, Level 2, 100 Overton Rd WILLIAMS LANDING VIC 3027 ABN: 12 118 344 880

Ph: 03 8360 8800 Email: info@quantumunited.com.au

Printed: 05/09/2025 02:20 pm User: Samantha Lim

Income and Expenditure Statement - O/Corp 730320K

"DELARAY COMMUNITY"

420 BERWICK-CRANBOURNE ROAD, CLYDE NORTH, VIC 3978

For the Financial Period 01/07/2024 to 30/06/2025

Consolidated

Administrative Fund

	TOTAL THIS YEAR		This Year Budget	
Income				
Owners Corporation Fee Income	\$	346,031.04	\$	346,034.70
Fee Recovery Costs	\$	17,787.79	\$	5,000.00
Interest on Overdues	\$	3,682.91	\$	1,500.00
O/C Fees Due--Admin	\$	-	\$	-
Total Administrative Fund Income	\$	367,501.74	\$	352,534.70
Expenses				
Audit & Accounting Services	\$	1,500.00	\$	1,500.00
Income Tax	\$	0.76	\$	-
Insurance--Premiums	\$	1,421.39	\$	1,400.00
Insurance--Valuation	\$	-	\$	-
Compliance Costs	\$	2,162.73	\$	2,379.00
Disbursements	\$	3,015.84	\$	3,015.84
Legal & Debt Collection Fees	\$	18,987.82	\$	5,000.00
Management Fee	\$	14,171.01	\$	14,171.52
Club Membership Fees	\$	327,382.20	\$	322,940.10
Meeting Expenses	\$	1,353.80	\$	1,700.00
Total Administrative Fund Expenses	\$	369,995.55	\$	352,106.46
Administrative Fund Surplus/Deficit	\$	(2,493.81)	\$	428.24
Opening Balance for the period	\$	11,566.42	\$	-
Closing Balance for the period	\$	9,072.61	\$	428.24

Quantum United Management
Proposed Budget for Owners Corporation 730320K

DELARAY COMMUNITY, 420 Berwick-Cranbourne Road CLYDE NORTH

Prepared by Quantum United Management (ABN 12 118 344 880)
Suite 12, Level 2 100 Overton Rd WILLIAMS LANDING VIC 3027 Ph 03 8360 8800 Fax

Printed 05/09/2025 at 14:07:36 User= Samantha Lim

Page 1

Administrative Fund

Proposed Budget	Current Actual	Current Budget
(01/07/2025-30/06/2026)	(01/07/2024-30/06/2025)	(01/07/2024-30/06/2025)

Income

Fee Recovery Costs	\$10,000.00	\$17,787.79	\$5,000.00
Interest on Overdues	\$1,500.00	\$3,682.91	\$1,500.00
Owners Corporation Fee Income	\$363,293.00	\$346,031.04	\$346,034.70

Total Admin Fund Income

\$374,793.00	\$367,501.74	\$352,534.70
---------------------	---------------------	---------------------

Expense

Audit & Accounting Services	\$1,500.00	\$1,500.00	\$1,500.00
Club Membership Fees	\$339,900.00	\$327,382.20	\$322,940.10
Compliance Costs	\$2,379.00	\$2,162.73	\$2,379.00
Disbursements	\$3,107.34	\$3,015.84	\$3,015.84
Income Tax	\$0.00	\$0.76	\$0.00
Insurance--Premiums	\$1,610.00	\$1,421.39	\$1,400.00
Legal & Debt Collection Fees	\$10,000.00	\$18,987.82	\$5,000.00
Management Fee	\$14,596.08	\$14,171.01	\$14,171.52
Meeting Expenses	\$1,500.00	\$1,353.80	\$1,700.00

Total Admin Fund Expense

\$374,592.42	\$369,995.55	\$352,106.46
---------------------	---------------------	---------------------

TOTAL ADMIN LEVY INCOME

\$363,293.00	\$346,031.04	\$346,034.70
---------------------	---------------------	---------------------

ADD: ADMIN GST

\$36,329.30		\$0.00
--------------------	--	---------------

TOTAL ADMIN BUDGET

\$399,622.30		\$346,034.70
---------------------	--	---------------------

Levy Contribution Summary	
\$ per Unit of Liability <i>excl gst</i>	\$ 99.26

Proposed 2025/2026	
Quarterly Levy Contribution (inc GST) per quarter *based on 10 units	
OC Fees for 01/07/2025 - 30/09/2025	\$ 260.00
OC Fees for 01/10/2025 - 31/12/2025	\$ 260.00
OC Fees for 01/01/2026 - 31/03/2026	\$ 285.93
OC Fees for 01/04/2026 - 30/06/2026	\$ 285.93
Total Annual Levy Contribution *based on 10 units	\$ 1,091.86

Proposed 2026/2027 Pre Issue	
Quarterly Levy Contribution (inc GST) per quarter *based on 10 units	
OC Fees for 01/07/2026 - 30/09/2026	\$ 285.93
OC Fees for 01/10/2026- 31/12/2026	\$ 285.93

Total Number of Lots	366
----------------------	-----

Proposed 2024/2025		
Annual Levy Contribution *based on 10 units		
Standard Residential	<i>excl</i>	\$ 992.60
Standard Residential	<i>incl</i>	\$ 1,091.86

Sample Owners Corporation fees for a standard residential lot with 100 units of liability					
2025/26 Annual Admin fees @ Residential Lot	\$	992.60	Ex Gst	\$	1,091.86 Inc Gst
2024/25 Annual Admin fees @ Residential Lot	\$	945.45	Ex Gst	\$	1,040.00 Inc Gst

Note	Budget Line Item	Details
1	Compliance Costs	Includes: Compliance software cost per lot is charged at \$6.50 ex gst
2	Legal & Debt Collection Fees	Recoverable Expense: VCAT/Magistrate Court and solicitor fee recovery charges that are on charged to the appropriate lot. The recovered expense is only received once the lot make payments / recovered via the Sheriff.
3	Club Membership Fees	Club Delaray's Board determines the annual contribution of the OC730320K, based on the budget (expenditure) of Club Delaray per lot is charged at \$926.50 ex gst per annum
4	Disbursements	The annual disbursement cost are charge per lot is \$8.49 ex gst
5	Insurance	The Owners Coporation Act 2006 requires Owners Corporations to have appropriate insurnace covers.
6	Management Fees	The annual OC Management fee per lot is charged at \$39.88 ex gst
7	Proposed 2026/2027 Pre Issue	Calculated by dividing the 2025/2026 annual fees by 4 quarters



BUSINESS PACK INSURANCE / CERTIFICATE OF CURRENCY Policy Number: **41U048014BPK**

This certificate acknowledges that the policy referred to is in force for the period shown.

Details of the cover are listed below.

Policy Number: 41U048014BPK
Period of Insurance: From 20/02/2025 to 20/02/2026 at 4.00pm
Insured Name: OWNERS CORPORATION PLAN NO. PS730320K
ABN Number: Not Provided

Liability Section

		Sum Insured	Excess
Location:	2 BERWICK-CRANBOURNE RD CRANBOURNE EAST VIC 3977	Liability: \$20,000,000	
Type of Business:	VACANT LAND (COMMERCIAL)	Property Owner: Yes	
		Property Damage Excess:	\$500

Interested Party: None Noted

Clauses

- S50

PROPERTY OWNERS EXCLUDING TRADE RISK

The Public and products liability cover section of this Policy does not cover liability in respect of Personal injury, Property damage or Advertising injury arising out of or in connection with any Business, Profession, Trade or Manufacturing Operations other than as owner of Property (the subject of this Indemnity) conducted by You.

- SFT

APPLICABLE POLICY WORDING

When BUSINESS PACK INSURANCE is shown on the Policy Schedule Commercial/Retail/Industrial Policy wording QM485-1122 applies.

When TRADES PACK INSURANCE is shown on the Policy Schedule QBE Trade Policy QM207-0421 applies.

When OFFICE PACK INSURANCE is shown on the Policy Schedule QBE Office Policy QM208-1221 applies.

Issued by: QBE Australia
Date Issued: 5. March 2025

End of Certificate.

Committee Nomination

Owners Corporations Act 2006 Section 103, Owners Corporations Regulations 2018 and Owners Corporation Rules

- A member of the committee must be a Lot Owner or be authorised by a Lot Owner (hold a proxy) to act on their behalf.
- A person is not eligible to be elected as a committee member if they are in arrears for any fees or other amounts are owed to the Owners Corporation.

To: The Owners Corporation

Name and Plan Number of Owners Corporation

Owners Corporation No.1 Plan of Subdivision PS730320K

From: Details of person nominating to be elected as a committee member

Name

Address

Postal address (if different from above)

Telephone number

Email address (if applicable)

I am a: (tick applicable box)

☐ A Lot Owner of lot number(s)

☐ A proxy holder of the Lot Owner(s) to act on their behalf for lot number(s)

I wish to nominate as a candidate for election as a committee member. Outlined below is a summary of the skills and knowledge I can bring to the committee:

Signature

Date

Lodge this form with the Owners Corporation. The Committee will be determined at the next annual general meeting or as notified by the Owners Corporation.

Owners Corporation Committee Members Have the Responsibility To:

1. Act honestly and in good faith in the performance of his or her functions;
2. Exercise due care and diligence in the performance of his or her functions;
3. Not make improper use of his or her position as a member to gain, directly or indirectly an advantage for himself or herself or for any other person;
4. Fulfill their fiduciary duties to the community and exercise discretion in a manner they reasonably believe to be in the best interests of the community;
5. Balance the needs and obligations of the community as a whole with those of individual homeowners and residents;
6. Welcome and educate new members of the community owners and non-owner residents alike;
7. Encourage events that foster neighborliness and a sense of community;
8. Endeavour to attend all Committee meetings where appropriate notice is provided;
9. Provide complete and timely disclosure of any personal and financial conflicts of interest where applicable.

If a lot owner is in arrears for any amount of fees or other amount owing to the Owners Corporation the owner is not eligible to be elected as a member of the Committee. If a lot owner is a member of the Committee when any amount comes into arrears that member is suspended as a member of the Committee until the amount is paid.

Please return this nomination form to the Owners Corporation Manager.

Owners Corporation Proxy

Schedule 1, Regulation 8, Owners Corporations Regulations 2018

Owners corporation plan number	PS730320K
--------------------------------	------------------

Under regulation 8 of the Owners Corporations Regulations 2018, I/We

Name(s) of lot owners

--

of (address)

--

being the owner(s) of lot(s), lot number(s)

--

Authorise

Name of person

--

of (address)

--

As my/our proxy:

A

	to attend, speak and vote in person on my/our behalf until (insert date until which proxy authorisation will be valid, up to a maximum period of 12 months)	
--	---	--

or

	to attend, speak and vote in person on my/our behalf at the annual or special general meeting of the owners corporation to be held on (insert date)	
--	---	--

or

	to vote for me/us and on my/our behalf at the ballot having a closing date of (insert date)	
--	---	--

or

☐

I/We direct the proxy to vote in relation to the following resolutions or matters as follows (If relevant, set out specific instructions to your proxy concerning how to vote in relation to particular resolutions or matters)

B

☐

To represent me/us on the committee of the owners corporation.

Signed by (member(s) giving proxy)	
Printed name(s)	
Date	

I confirm that I have the right to sign this proxy form on behalf of all owners of this lot.

Note:

1. If you direct your proxy to abstain, they will not vote on your behalf on a show of hands or on a poll, and your vote will not be counted towards the required majority.
2. You should check that your proxy is able to vote on your behalf. There are restrictions on the number of lot owners a proxy can vote on behalf of. Your proxy will not be able to vote on your behalf if they are acting as proxy for too many people.

Information about proxies

This section is for information only and not part of the prescribed form.

Lot owners can appoint a trusted person as their representative at meetings, to vote in ballots or represent them on the committee. This person is your "proxy."

To authorise a proxy you must use the prescribed form and deliver it to the owner's corporation secretary. If appointing a power of attorney as a proxy, you should attach a copy of the power of attorney.

Proxies automatically lapse 12 months after the form is delivered to the secretary, unless an earlier date is specified.

Proxies must act honestly and in good faith and exercise due care and diligence.

Proxies cannot transfer the proxy to another person.

A lot owner can revoke the authorisation at any time and choose to vote on a certain issue or attend a meeting.

It is illegal for someone to coerce a lot owner into making another person their proxy.

Owners corporations must keep the copy of the proxy authorisation for 12 months.