



MINUTES OF THE ANNUAL GENERAL MEETING Of the Owners of STRATA PLAN No. 11737 27-29 Grant Street WOODLANDS held on **Wednesday 28 August 2024** AT THE OFFICE of HAGEN & Co

Attachment 4 2/254 Scarborough Beach Road DOUBLEVIEW WA

1. **Opening of the meeting and appointment of Chairman.**

Meeting declared open at 6.47 pm and Gail Courtis was appointed Chairperson

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|---|------------------------|--------|------------|------------------|
| 2 | OWNERS PRESENT: | Unit 1 | Ms R Moore | |
| | | Unit 8 | Mr N Rigby | short audio link |

OWNERS PRESENT BY PROXIES: Nil

- | | | |
|-------------------|--------|--------------|
| APOLOGIES: | Unit 6 | Ms A Kendall |
| | Unit 7 | N Kirby |

In Attendance: Representing Managing Agent Gail & Benjamin Courtis Hagen & Co

3. **Quorum** – Section 130 (3) a quorum is constituted if there are present persons or proxies who are entitled to cast the votes attached to 50% of the lots in the scheme
 - Section 130 (4) – If a quorum is not present after 30 minutes has elapsed from the appointed time, the persons entitled to vote who are present at the meetings are taken to constitute a quorum

4. **Acceptance of the Previous Annual General Meeting Minutes**

The meeting to resolve, as previously circulated, the minutes of Annual General Meeting as at 20 December 2023 be accepted as a true and correct record,

Moved by: R Moore (Unit 1) Seconded by: N Rigby (Unit 8) Motion carried.

Consideration of any business arising from the previous Annual General Meeting (See Item 11)

5. **Appointment of Strata Manager** Hagen & Co. had previously advised that they were retiring from strata management and had transferred management to SVN Strata as of 01 October 2024 with management fees to remain the same for ensuing two years. Unit 1 Owner stated a preference for one year however was advised that management fees would not remain at the same rate and the new management would be for a two-year period.

Moved by: R Moore (Unit 1)

6. **Nomination and Election for Council of Owners**

The Strata Titles Act requires all elected members of Council of Owners to acknowledge that their nominated contact details must be provided to all owners; at all times; while they hold office.

As per Schedule 1 Governance bylaws 5 - the number of members on Council must be not less than 3 or more than 7

Nominations are-	Rebecca Moore	Unit 1
	Madison Davis	Unit 3
	Nola Kirby	Unit 7
	Nathan Rigby	Unit 8

Chairman declared the successful nominees be accepted as the duly elected members of the Council



7. **Financial Statements** for the period 01 April 2023 to 31 March 2024, previously circulated with the Notice of Annual General Meeting be adopted as a true and correct record of the financial transactions of the Strata Company for that period. **Attachment "A"**

Moved by: R Moore (Unit 1)

Motion carried.

8. **Insurance** –Details to the insurance requirements applicable to the strata scheme are referred to in Section 97 of the Act – Current insurance policy previously circulated with Notice of Meeting for consideration by the Strata Company.

The Strata Company resolves by ordinary resolution the following -

- (i) As a valuation had previously been completed current CHU policy of \$3,300,000 was deemed acceptable and; the meeting resolved to adopt current insurance policy.
- (ii) Hagen & Co be instructed to renew the policy at the suggested cover after obtaining a quote from the insurance broker for new annual pricing as and when due.

Moved by: R Moore (Unit 1)

Motion carried.

9. **Proposed budget for year ending 31 March 2025**

The Strata Company resolves by ordinary resolution to adopt the proposed administrative fund budget with total expenses of **\$21,750** for the Financial Year 01/04/2024 to 31/03/2025 **Attachment "B"** previously circulated with the Notice of Annual General Meeting

The Strata Company resolves by ordinary resolution to adopt the proposed reserve fund budget for the Financial Year 01/04/2023 to 31/03/2024 **Attachment "B"** previously circulated with the Notice of Annual General Meeting

Moved by: R Moore (Unit 1)

Motion carried.



10. Proposed administrative and reserve levy contributions

The Strata Company resolves by ordinary resolution to raise the total of **\$16,960.00** exclusive of GST for the period of 01/04/2023 -31/03/2025 to form their **Administrative Fund** with levies due and payable as detailed below and continued to be raised in advance at the same rate until the next Annual General Meeting.

The Strata Company resolves by ordinary resolution to raise the total of **\$1,600.00** exclusive of GST for the period of 01/04/2023 -31/03/2024 to form their Reserve Fund with levies due and payable as detailed below and continued to be raised in advance at the same rate until the next Annual General Meeting

Proposed Administrative Fund Levies

Unit No.	Unit Entitlement	Proposed Qtrly Levy	Proposed Yearly Levy
1	1	\$ 530	\$ 2,120
2	1	\$ 530	\$ 2,120
3	1	\$ 530	\$ 2,120
4	1	\$ 530	\$ 2,120
5	1	\$ 530	\$ 2,120
6	1	\$ 530	\$ 2,120
7	1	\$ 530	\$ 2,120
8	1	\$ 530	\$ 2,120
8		\$4,240	\$16,960

Proposed Reserve Fund Levies

Unit No.	Unit Entitlement	Proposed Qtrly Levy	Proposed Yearly Levy
1	1	\$ 50	\$ 200
2	1	\$ 50	\$ 200
3	1	\$ 50	\$ 200
4	1	\$ 50	\$ 200
5	1	\$ 50	\$ 200
6	1	\$ 50	\$ 200
7	1	\$ 50	\$ 200
8	1	\$ 50	\$ 200
8		\$ 400	\$ 1,600

All Levies are due and Payable quarterly in advance with instalments due:

1 October 2024
1 January 2025
1 April 2025
1 July 2025

Moved by: R Moore (Unit 1)

Motion carried.



11. General Business –

- (i) **Lighting** – the meeting agreed to obtain quotes to remove current driveway lights and install solar lighting as recommended. Quotation is being sourced from electrician.
The meeting agreed to obtain 2x quotations – solar lights on the gutters outside the units on auto sensors and/or solar sensor lights on the front brick face.
- (i) **Gardening** – Gardener to be instructed to prune all plants to 30 centimetres below gutter level and to weed and remove any dead plants from all driveway garden beds.
It was noted that the strata manager asked the gardener to cut the gardens back however this was not sufficient. The meeting agreed to have a large prune back of the gardens again all at once and remove all weeds and dead debris around the bushes, specifically the guest parking area.
- (ii) **Reticulation** -system to be reset and serviced (front south side and garden rear carport unit 3 not working)
Note: the reticulation box is in the meterbox of unit 5 or just inside the gate.
- (iv) **Fencing** -The meeting agreed to obtain a new quote for replacement of the fence on the right hand (north) side of the complex. The adjoining neighbour has advised that she is not able to finance replacement of the fence in the near future however has provided her contact details for a written quote to be sourced.

Moved by: R Moore (Unit 1)

Motion carried.

12. Next Annual General Meeting

The next Annual General Meeting to be held within 15 months at a similar time and location and the Strata Company will receive a minimum of 14 days' notice prior to the meeting.

13. Closure of Meeting

The meeting was declared closed at 7:30 pm

Signed by Chairperson as a true and correct record

Date/...../20.....