Westralian
Strata Services

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Attachment 4 (1 of 2)

MINUTES OF ANNUAL GENERAL MEETING

Minutes of the Annual General Meeting of The Owners of 168 Banksia Street SP 11382, 168 Banksia Street, TUART HILL WA 6060 convened on 17 July 2024 held at Tuart Hill Community Centre, 164 Cape Steet Tuart Hill and commenced at 5.30pm.

Present

Amos Wolfe	Lot 7	
Melisa Salvia	Lot 8	via phone
Andrew Peck	Lot 10	

Proxies

Yvette Kelly	Lo 1	represented by Andrew Peck
Tahlia B Cavanagh	Lot 9	represented by Chairperson

Apologies
Yvette Kelly Tahlia B Cavanagh

In Attendance
Raymond Li representing Westralian Strata Services.

Quorum
The Chairman confirmed that a quorum was present, welcomed all Owners and appointed proxies and thanked them for their attendance.

The Chairman declared the meeting open to proceed to business at 5.30pm

1 APPOINTMENT OF CHAIRMAN
It was resolved by the meeting that Raymond Li be appointed chairman for the purposes of the meeting.

2 CONFIRMATION OF PREVIOUS MINUTES
Resolved
That the previously circulated Minutes of the Annual General Meeting held on 27 September 2023 be confirmed as a true record of those proceedings.

3 CONSIDERATION OF STATEMENT OF ACCOUNTS
Resolved
That the Statement of Accounts for the period 1 July 2023 to 30 June 2024 showing an amount of **$8,080.76** to be accepted as a true record.

4 CONSTITUTION OF THE COUNCIL
Resolved
That the Council of the Strata Company consist of three(3) proprietors.

Nominations:
Andrew Peck Amos Wolfe Yvette Kelly

The Chairman thank those that nominated and advised they are duly elected.

SPECIAL BUSINESS

5 INSURANCE

Resolved

(a) That copies of the current certificates and schedules for the insurance required under s127(3)(c) of the STA and managers disclosure, as tabled, be received and incorporated into the records of the Strata Company.

(b) that the Financial Services Guide and Product Disclosure Statement relative to the above documents as tabled be received and incorporated into the records of the Strata Company,

(c) that the Strata Council be directed to renew the insurance policy prior to its expiry date in such sums as are suggested by the insurer or as are recommended by a qualified professional advisor.

(d) that the Strata Council be directed to insure for such risks and sums insured as it deems appropriate after taking professional advice in respect of office bearers liability, government audit costs, appeal expenses, legal defence expenses, voluntary workers.

(e) that the Strata Owners approve the appointment of an insurance broker, as advised by Westralian Strata Services, to act on their behalf and obtain quotations for insurance coverage for consideration of the Strata Council.

Note: The last valuation was completed in Jan 2023. It is suggested to update the valuation every 3-5 years to reflect current market of building replacement cost.

6 APPOINTMENT OF STRATA MANAGER

Resolved

That the meeting agree to sign the updated Strata Management Agreement in accordance with the requirements of the Strata Titles Act 1985 (as amended) under the terms as outlined and that two(2) members of the Strata Council be authorised to sign.

7 DEBT RECOVERY POLICY

Resolved

That the Strata Company confirm the acceptance of the Debt Recovery Policy (as attached to this agenda) as undertaken by the Strata Managers.

8 BUDGET OF ESTIMATED EXPENDITURE

Resolved

That the Budget of Estimated Expenditure for the Administrative Fund for the period 1 July 2024 to 30 June 2025 amounting to $20,706.00 be accepted.

9 DETERMINATION OF LEVIES - ADMINISTRATIVE FUND

Amended and Resolved

That the levy of contributions in the financial year to raise of total of $20,600.00 on proprietors for the Administrative Fund be payable in advance, by instalments due and payable in the amounts and on the dates as shown below:

1 July 2024	per unit of entitlement	$500.00	issued
1 October 2024	per unit of entitlement	$520.00	
1 January 2025	per unit of entitlement	$520.00	
1 April 2025	per unit of entitlement	$520.00	

with the amount to remain at $520.00 per unit of entitlement per quarter until otherwise determined at a future General Meeting of the Strata Company.

10 DETERMINATION OF LEVIES - RESERVE FUND

Resolved

That the levy of contribution in the financial year to raise a total of $3,068.00 for the Reserve Fund, be payable in advance, by instalments due and payable in the amounts and on the dates as shown below:

1 July 2024	per unit of entitlement	$76.70	issued
1 October 2024	per unit of entitlement	$76.70	
1 January 2025	per unit of entitlement	$76.70	
1 April 2025	per unit of entitlement	$76.70	

with the amount to remain at $76.70 per unit of entitlement per quarter until otherwise determined by a future General Meeting of the Strata Company.

11 MATTERS WITHOUT NOTICE FOR DISCUSSION/REFERRAL TO THE COUNCIL

1. TERMITE INSPECTION 6-MONTHLY

It was agreed to schedule the termite inspection every 6 month as per the recommendation. Strata Manager to arrange the inspection in October 2024, with notice to be issued in advance for tenant to arrange access of internal inspection.

2. TREE PRUNING

Amos to provide photos of the tree with concerning of proximity to the power line. Strata Manager to arrange pruning by gardener.

12 CLOSE OF MEETING

The Chair thanked those present for their contribution and participation.
There being no further business the Chair declared the meeting closed at 6.07pm.