

Attachment 4

The Owners of Est Lane
11 Roccella Loop,
ASHBY WA 6065

Strata Plan 65480

MINUTES OF ANNUAL GENERAL MEETING

Dated: 16/08/2024

Dear FILE COPY

Please see enclosed minutes of the Annual General Meeting of the Owners Est Lane Strata Plan 65480, held on **15/08/2024 at Virtual Meeting via WebEx** .

Kind regards,

Harold Hanook
Strata Manager
For and on behalf of
The Owners of Strata Plan 65480
sm3@proactivestrata.com.au

Attendance

S/Plan 65480 Est Lane 11 Roccella Loop

Annual General Meeting

15/08/2024 03:30 pm

Generated at: 16/08/2024 09:19 am

User: Harold Hanook

Attendees

Lot	Unit	Name	Apologies	Voting Sheet
15		Nathan Smith & Cassidy Bergshoeff represented by the Chairperson	Y	N

Non Attendees - Apologies or Voting Sheets Received

NIL

Quorum Achieved: Y

Minutes for the Annual General Meeting

S/Plan 65480 Est Lane 11 Roccella Loop

15/08/2024 03:30 pm

Generated at: 16/08/2024 09:21 am

User: Harold Hanook

1. Preliminaries

- (a) **Record of Attendance & Proxies** – Please refer to the attached attendance sheet
- (b) **Declaration of Quorum** – Pursuant to Section 130 (4) of the ST Act 1985, a quorum was deemed constituted by those present and entitled to vote.
- (c) **Appointment of Meeting Chairperson** – The Strata Manager was appointed the chairperson for the purpose of the meeting
- (d) **Meeting Open Time** – The meeting was declared open at 04:00PM.

2. Confirmation of Minutes

It was resolved to confirm the Minutes of the previous Annual General Meeting dated 14/12/2023 as a true and correct record of the meeting.

3. Election of Council of Owners

It was resolved that all owners are nominated and duly elected to the Council of Owners. The Strata Company is to elect a client liaison for the purpose of meeting contractors, and communication with the Strata Manager.

4. Consideration and Adoption of Financials

It was resolved that Pursuant to section 127 (3) (b) of the Strata Titles Act 1985 to accept the financial details for the 01/07/2023 to 30/06/2024 showing an amount of \$44,972.44 net owners funds as outlined on the Income and Expenditure as a true and correct record.

5. Insurance Renewal and Valuation

It was resolved that Pursuant to section 127 (3) (c) of the Strata Titles Act 1985, resolve to accept the insurance details as outlined on the Insurance Schedule appended to this Notice, and authorise Pro Active Strata Management to act as Agents for the renewal of the insurance policy based on an insurance valuation being obtained. Note that should the valuation show the building/s as being over or under-insured, an endorsement will be obtained for the remainder of the current policy period.

The Strata Manager is to arrange an Insurance Valuation to be sent to the Insurance Broker / Insurance Company.

6. Execution of Documents

It was resolved that by ordinary resolution that the Strata Company in accordance with section 118(2)(a) of the Strata Titles Act 1985 (Act) authorises any of the following;

1. members of the council of the Strata Company acting jointly; AND
2. the representative of Pro-Active Strata Management on behalf of the Strata Company after written instructions from the Council of Owners.

to execute any documents necessary, desirable, or related to the operation of functions of the Strata Company or as deemed appropriate by the Strata Company.

7. Debt recovery

It was resolved that the below Debt Recovery Procedure be adopted;

1. Reminder notice issued to the registered levy address and/or via email when the account is 15 days in arrears.
2. Final notice issued to the registered levy address and/or via email when the account is 30 days in arrears giving 14 days to pay all outstanding amounts. All costs to be on-billed to the lot proprietor if a debt recovery

bylaw has been registered.

3. A Letter of Demand will be issued to the registered levy address and/or via email from GV Lawyers. All costs to be on-billed to the lot proprietor if a debt recovery bylaw has been registered.
4. After instructions from the Council of Owners, a general procedure claim is to be filed at the Magistrates Court by a Lawyer.

Please note: Only the above procedure will be followed. Calls to owners regarding payment / arrears are not made by Pro Active Strata Management. All costs relating to debt recovery will be paid by the Strata Company and may be on-billed to the lot proprietor if a debt recovery bylaw has been registered.

8. Budget of Expenditure

It was resolved that the budget of estimated expenditure inclusive of GST, totaling \$16,433.00 for the Admin fund and \$0.00 for the Reserve fund, be adopted for the 01/07/2024 to 30/06/2025 financial year and additionally, that the estimated expenses budget be adopted and remain effective throughout the next financial year until the next Annual General Meeting.

Explanatory for Motion 8

Please note that any applications or preparation of any kind in relation to approvals under the Strata Titles Act of any type ARE NOT covered under the standard Strata Management fees. Pro-Active Strata Management charge \$160.00 per hour with a minimum charge of 4 hours for work on these items. The Strata Company will need to decide whether the Strata Company or the owner will pay these costs.

9. Determination of Levy

It was resolved that the levy of contributions on proprietors for the financial year, totaling \$17,000.00 for the Admin fund and \$1,000.00 for the Reserve fund be payable quarterly in advance in the amounts and on the dates shown in the below levy schedule, AND further, that the collection of the total levy budget will persist through the next financial year until the next Annual General Meeting

ADMIN

Due Date	Period	\$ per unit entitlement
01/07/2024	01/07/2024 - 30/09/2024	Preissued \$4.25
01/10/2024	01/10/2024 - 31/12/2024	\$4.25
01/01/2025	01/01/2025 - 31/03/2025	\$4.25
01/04/2025	01/04/2025 - 30/06/2025	\$4.25
01/07/2025	01/07/2025 - 30/09/2025	Preissue \$4.25

RESERVE

Due Date	Period	\$ per unit entitlement
01/07/2024	01/07/2024 - 30/09/2024	Preissued \$0.25
01/10/2024	01/10/2024 - 31/12/2024	\$0.25
01/01/2025	01/01/2025 - 31/03/2025	\$0.25
01/04/2025	01/04/2025 - 30/06/2025	\$0.25
01/07/2025	01/07/2025 - 30/09/2025	Preissue \$0.25

The Strata Company is required to comply with various insurance provisions of the Strata Titles Act 1985 (WA). To ensure that the Strata Company is compliant with these obligations at all times, it needs to ensure that sufficient funds are available to renew its insurance policy when it falls due.

10. General Business

Matter without notice regarding common property for discussion and referral to the Council.

No general business was discussed.

11. Future AGM

It was resolved that the next AGM for the strata company be tentatively booked for 11/08/2025.

*Please note this date may be changed if unforeseen circumstances arise, however the Strata Manager will contact

the Council of Owners should this be the case.

12. Close of Meeting

There being no further business the meeting was closed at 04:15PM.

Pro-Active Strata Management
Approved Budget for Strata Company 65480

EST LANE, 11 Roccella Loop ASHBY

Prepared by Pro-Active Strata Management (ABN 40 650 688 869)
 PO Box 7032 SHENTON PARK WA 6008 Ph (08) 9382 8313 Fax

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Administrative Fund	Approved Budget	Current Actual	Current Budget
	<small>(01/07/2024-30/06/2025)</small>	<small>(01/07/2023-30/06/2024)</small>	<small>(01/07/2023-30/06/2024)</small>
Income			
Interest on Overdue Levies	\$0.00	\$0.00	\$0.00
Levy Income	\$17,000.00	\$17,000.00	\$17,000.00
Recovery - Water	\$4,500.00	\$5,080.62	\$4,500.00
Section Certificate Income	\$0.00	\$560.00	\$0.00
Total Admin Fund Income	\$21,500.00	\$22,640.62	\$21,500.00
Expense			
Admin - Accounting	\$0.00	\$0.00	\$66.00
Admin - Income Tax	\$0.00	\$84.00	\$0.00
Admin - Legal and Debt Collection Fees	\$0.00	\$(44.00)	\$0.00
Contract Charges - Additional Services (Sch. B,C,D)	\$100.00	\$89.95	\$0.00
Contract Charges - Agent Disburst Submetering	\$800.00	\$595.00	\$900.00
Contract Charges - Section Certificate	\$0.00	\$560.00	\$0.00
Contract Charges - Strata Management Fees	\$5,533.00	\$5,532.96	\$5,533.00
Insurance - Premiums	\$2,500.00	\$2,240.00	\$2,500.00
Insurance - Valuation	\$700.00	\$0.00	\$1,000.00
Maintenance - General Repairs	\$550.00	\$0.00	\$550.00
Maintenance - Lawns & Gardening	\$550.00	\$0.00	\$500.00
Utility - Electricity	\$0.00	\$0.00	\$700.00
Utility - Meter Reading Services	\$1,200.00	\$1,029.60	\$1,000.00
Utility - Water & Sewerage	\$4,500.00	\$4,614.65	\$4,000.00
Total Admin Fund Expense	\$16,433.00	\$14,702.16	\$16,749.00
TOTAL ADMIN LEVY INCOME	\$17,000.00	\$17,000.00	\$17,000.00
TOTAL ADMIN BUDGET	\$17,000.00		\$17,000.00

Pro-Active Strata Management
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Reserve Fund

Approved Budget **Current Actual** **Current Budget**
(01/07/2024-30/06/2025) (01/07/2023-30/06/2024) (01/07/2023-30/06/2024)

Income

Interest on Overdue Levies	\$0.00	\$0.00	\$0.00
Levy Income	\$1,000.00	\$1,000.00	\$1,000.00

Total Reserve Fund Income	\$1,000.00	\$1,000.00	\$1,000.00
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Expense

Total Reserve Fund Expense	\$0.00	\$0.00	\$0.00
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TOTAL RESERVE LEVY INCOME	\$1,000.00	\$1,000.00	\$1,000.00
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TOTAL RESERVE BUDGET	\$1,000.00		\$1,000.00
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**Pro-Active Strata Management
Approved Budget for Strata Company 65480**

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Budget Summary (01/07/2024-30/06/2025)

	Approved	1st Instalment 01/07/2024	2nd Instalment 01/10/2024	3rd Instalment 01/01/2025	4th Instalment 01/04/2025	TOTAL (01/07/2024-30/06/2025)	Next Pre Issue 01/07/2025
Administrative Fund	\$17,000.00	\$4,250.00	\$4,250.00	\$4,250.00	\$4,250.00	\$17,000.00	\$4,250.00
Reserve Fund	\$1,000.00	\$250.00	\$250.00	\$250.00	\$250.00	\$1,000.00	\$250.00
Contribution Schedule Total	\$18,000.00	\$4,500.00	\$4,500.00	\$4,500.00	\$4,500.00	\$18,000.00	\$4,500.00
Amount to Collect	\$18,000.00	\$4,500.00	\$4,500.00	\$4,500.00	\$4,500.00	\$18,000.00	\$4,500.00

**Pro-Active Strata Management
Approved Budget for Strata Company 65480**

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Levy Adjustment Summary (01/07/2024-30/06/2025)

Contribution Schedule

Aggregate Units of Entitlement (UOE) - 1000

Due Date	Levy Period	Admin	Reserve	Total
01/07/2024	01/07/2024 - 30/09/2024	\$4.25	\$0.25	\$4.50 Pre Issued
01/10/2024	01/10/2024 - 31/12/2024	\$4.25	\$0.25	\$4.50
01/01/2025	01/01/2025 - 31/03/2025	\$4.25	\$0.25	\$4.50
01/04/2025	01/04/2025 - 30/06/2025	\$4.25	\$0.25	\$4.50
Financial Year Total per Units of Entitlement		\$17.00	\$1.00	\$18.00
Financial Year Aggregate		\$17,000.00	\$1,000.00	\$18,000.00
Approved Budget Amount		\$17,000.00	\$1,000.00	\$18,000.00
01/07/2025	01/07/2025 - 30/09/2025	\$4.25	\$0.25	\$4.50 Pre Issue Next Year
Next Year Pre Issue Aggregate		\$4,250.00	\$250.00	\$4,500.00

**Pro-Active Strata Management
Approved Budget for Strata Company 65480**

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Owner Summary (01/07/2024-30/06/2025) - Contribution Schedule

UOE	Lot(s)	1st Instalment 01/07/2024	2nd Instalment 01/10/2024	3rd Instalment 01/01/2025	4th Instalment 01/04/2025	TOTAL (01/07/2024-30/06/2025)	Next Pre Issue 01/07/2025	
58	1, 2, 3, 4, 5, 6, 7, 8, 9	Admin	\$246.50	\$246.50	\$246.50	\$246.50	\$246.50	
		Reserve	\$14.50	\$14.50	\$14.50	\$14.50	\$14.50	
		Owner Total	\$261.00	\$261.00	\$261.00	\$261.00	\$1,044.00	\$261.00
60	10, 11, 12, 15, 16, 17	Admin	\$255.00	\$255.00	\$255.00	\$255.00	\$255.00	
		Reserve	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	
		Owner Total	\$270.00	\$270.00	\$270.00	\$270.00	\$1,080.00	\$270.00
59	13, 14	Admin	\$250.75	\$250.75	\$250.75	\$250.75	\$250.75	
		Reserve	\$14.75	\$14.75	\$14.75	\$14.75	\$14.75	
		Owner Total	\$265.50	\$265.50	\$265.50	\$265.50	\$1,062.00	\$265.50

Attachment 6

Pro-Active Strata Management Approved Budget for Strata Company 65480

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Contribution Summary (01/07/2024-30/06/2025)

Lot(s)	Schedule	UOE	Admin Fund	Reserve	Annual Levy
1, 2, 3, 4, 5, 6, 7, 8, 9	Contribution Schedule	58	\$986.00	\$58.00	\$0.00
	Owner Total		\$986.00	\$58.00	\$1,044.00
10, 11, 12, 15, 16, 17	Contribution Schedule	60	\$1,020.00	\$60.00	\$0.00
	Owner Total		\$1,020.00	\$60.00	\$1,080.00
13, 14	Contribution Schedule	59	\$1,003.00	\$59.00	\$0.00
	Owner Total		\$1,003.00	\$59.00	\$1,062.00
	Overall Total		\$17,000.00	\$1,000.00	\$18,000.00

Schedule	UOE
Contribution Schedule	1000