

Attachment 4



MINUTES OF ANNUAL GENERAL MEETING OF THE STRATA COMPANY

Name of property: The Owners of 14 Westralia Gardens, Rockingham (Block 6)

Strata Plan: SP78412

Location of Meeting: Microsoft Teams - Online Meeting

Date: Tuesday, 8th April 2025

Time: 5:00 PM to 5:50 PM

Appointment of Meeting Chairperson:

Kahenna Canina was authorised to act as chairperson of the strata company for the purposes of this meeting.

Registration of owners, proxy holders and invitees:

Attendees:

Unit 9 – Drew Maree Hoonhout

Unit 27 – Rajinder Kaur

Unit 32 – Ben Meyer

Record any apologies received:

Nil.

Invitees:

Kahenna Canina – Yaran Strata Management.

Determination of quorum and validity of meeting:

A quorum was not initially present. After waiting 30 minutes from the scheduled start time stated in the meeting notice, those present, including eligible persons or proxies, were deemed to constitute a quorum for the purposes of the meeting.

Resolutions:

1. Confirmation of Previous Minutes:

It was resolved that the previously circulated minutes of the General Meeting held on 10th August 2023 be confirmed as a true record of those proceedings.

2. Constitution of the Council:

It was resolved:

- a. That the number of members of the council be three.
- b. That the chairperson received the following nominations:
 - Unit 9 – Drew Maree Hoonhout
 - Unit 27 – Rajinder Kaur
 - Unit 32 – Ben Meyer
- c. As the number of eligible candidates matches the number of available Council positions, all nominated individuals are hereby declared elected as members of the Council.

3. Consideration of Statement of Accounts:

It was resolved:

- a. The Statement of Accounts for the period of 01/07/2023 to 30/06/2024, as attached to the notice of the meeting, be confirmed as a true and correct record.
- b. The Interim Statement of Accounts for the period of 01/07/2024 to 16/03/2025, as attached to the notice of the meeting, be confirmed as a true and correct record.

4. Insurance:

It was resolved:

- a. That the copy of the current Certificate of Currency outlining the schedules for the insurance required under section 127(3)(c) of the Act, as tabled, be received and incorporated into the records of the strata company; and
- b. That the Council of Owners (COO) be directed to renew the current insurance policy prior to its expiry date, or secure insurance with a different insurer in such sums and on terms that are not less than the current insurance valuation.

5. Matters Raised for Discussion

Unit 32 proposed discussion to the following:

- Additional parking spots/ general cleaning of elevators.
Notes: There are no additional parking bays available. However, owners may organise private agreements with other owners to use their parking spaces.
- Cleaning of hallways and outdoor bin area.
Notes: Cleaners are onsite once a week. Frequency of cleaning might need to be increased. Owners to monitor it and review it again in the next AGM.

6. Expenditure Budget

It was resolved:

- a. That the proposed expenditure budget for the period 01/07/2024 to 30/06/2025, as attached to the minutes, be adopted as the expenditure budget of the strata company; and
- b. That the council be authorised to continue expenditure for the next financial year in accordance with the approved budget on a pro rata basis from the end of the budget period until the next Annual General Meeting is held and a subsequent budget is determined.

7. Administrative Fund Levy

It was resolved that the strata company raises a total of \$89,000.00 (including GST) as an administration fund levy, due and payable quarterly in advance as per the Owner Summary Contribution Schedule (see approved levies per lot), and continue for the same amount due and payable on the same quarterly dates until otherwise determined at the next Annual General Meeting.

8. Reserve Fund Levy

It was resolved that the strata company raises a total of \$37,670.00 (including GST) as a reserve fund levy, due and payable quarterly in advance as per the Owner Summary Contribution Schedule (see approved levies per lot) and continue for the same amount due and payable on the same quarterly dates until otherwise determined at the next Annual General Meeting.

9. Matters without notice for discussion/referral to the Council.

Block 6 - 24 Westralia Gardens, Rockingham (SP 78412)**Expenditure Budget from 1st July 2024 to 30th June 2025**

Item	Approved Administrative Expenditure Budget	Notes
1. Bank Fees & Charges - DEFT fees	\$ 150.00	EFT and DEFT charges
2. Cleaning Service	\$ 10,200.00	Deep clean - \$924 (once off) - Weekly clean: \$176
3. Cleaning Service - Gutters	\$ 1,000.00	Done quarterly
4. General Repairs	\$ 3,500.00	All repairs /replacement budget
5. Electricity	\$ 5,500.00	Electricity budget
6. Fire Protection Services	\$ 2,700.00	\$1,611.52 including GST annually (\$402.88 quarterly). Invoice and contract attached. Additional \$1,000 for emergency call outs/year. (\$1,611.52+\$1000 emergency call outs = \$2,611.52)
7. Fire Protection Equipment	\$ 2,000.00	FireShield's GM suggested this amount as the hydrant system servicing are to be done annually.
8. Insurance Premiums	\$ 25,500.00	Total Insurance Premiums \$ 24,029.75 +\$1,393.73 (credit charges) for 2024-2025 insurance premiums
9. Insurance (Workers Compensation)	\$ 440.00	Workers Compensation Insurance \$423.50 FOR 2024-2025
10. Lift Maintenance	\$ 6,750.00	Annual fee: \$5576.76 (\$1,394.19 quarter) + 1 emergency call out per block in case of emergency (\$1171.50 call out fee)\$5576.76 +\$1171.50 = \$6748.26 (Service fee is adjusted every July based on National CPI rates)
11. Shared Facilities (Communal account)	\$ 5,040.00	\$120/unit/block
12. Strata Manager - Management Fees	\$ 16,800.00	400/unit
13. Telephone and Internet	\$ 360.00	\$29.95 x 12 = \$359.40/annually
14. Water	\$ 6,000.00	Water budget
15. DFES	\$ 6,000.00	Department of Fire and Emergency Services (DFES) Annual monitoring fee = \$1,881+ 3 call outs
16. Bird Control	\$ 3,700.00	Quote total: \$25,754.30 / 7 blocks = \$3,679.18
17. Accountant	\$ 500.00	Tax Returns and Public Officer
17. Intercom Repair	\$ 875.00	Block 6 share
Total:	\$ 97,015.00	Administrative Expenditure Budget for 2024-2025

Item	Approved Reserve Expenditure Budget	Notes
1. Interior Painting of COMMON AREAS ONLY	\$ 14,500.00	As per Kristian Painting Quote
2.Painting to include each unit doors and frames (one side only)	\$ 9,240.00	As per Kristian Painting Quote (\$220.00 inc GST / for each door (42 units)
3. Scaffold for Interior Painting	\$ 1,100.00	\$1,028.00 per Allulite quote
Total:	\$ 24,840.00	Reserve Fund Expenditure 2024-2025 (Interior Painting of COMMON AREAS ONLY + unit doors+ Scaffolding)

Administrative Funds:						
Lot	UE	Period 1	Period 2	Period 3	Period 4	Total / Year
1	239	\$ 534.76	\$ 534.76	\$ 534.76	\$ 522.81	\$ 2,127.10
2	235	\$ 525.81	\$ 525.81	\$ 525.81	\$ 514.06	\$ 2,091.50
3	239	\$ 534.76	\$ 534.76	\$ 534.76	\$ 522.81	\$ 2,127.10
4	235	\$ 525.81	\$ 525.81	\$ 525.81	\$ 514.06	\$ 2,091.50
5	239	\$ 534.76	\$ 534.76	\$ 534.76	\$ 522.81	\$ 2,127.10
6	235	\$ 525.81	\$ 525.81	\$ 525.81	\$ 514.06	\$ 2,091.50
7	239	\$ 534.76	\$ 534.76	\$ 534.76	\$ 522.81	\$ 2,127.10
8	235	\$ 525.81	\$ 525.81	\$ 525.81	\$ 514.06	\$ 2,091.50
9	239	\$ 534.76	\$ 534.76	\$ 534.76	\$ 522.81	\$ 2,127.10
10	235	\$ 525.81	\$ 525.81	\$ 525.81	\$ 514.06	\$ 2,091.50
11	239	\$ 534.76	\$ 534.76	\$ 534.76	\$ 522.81	\$ 2,127.10
12	235	\$ 525.81	\$ 525.81	\$ 525.81	\$ 514.06	\$ 2,091.50
13	239	\$ 534.76	\$ 534.76	\$ 534.76	\$ 522.81	\$ 2,127.10
14	235	\$ 525.81	\$ 525.81	\$ 525.81	\$ 514.06	\$ 2,091.50
15	240	\$ 537.00	\$ 537.00	\$ 537.00	\$ 525.00	\$ 2,136.00
16	235	\$ 525.81	\$ 525.81	\$ 525.81	\$ 514.06	\$ 2,091.50
17	239	\$ 534.76	\$ 534.76	\$ 534.76	\$ 522.81	\$ 2,127.10
18	235	\$ 525.81	\$ 525.81	\$ 525.81	\$ 514.06	\$ 2,091.50
19	239	\$ 534.76	\$ 534.76	\$ 534.76	\$ 522.81	\$ 2,127.10
20	235	\$ 525.81	\$ 525.81	\$ 525.81	\$ 514.06	\$ 2,091.50
21	239	\$ 534.76	\$ 534.76	\$ 534.76	\$ 522.81	\$ 2,127.10
22	235	\$ 525.81	\$ 525.81	\$ 525.81	\$ 514.06	\$ 2,091.50
23	239	\$ 534.76	\$ 534.76	\$ 534.76	\$ 522.81	\$ 2,127.10
24	235	\$ 525.81	\$ 525.81	\$ 525.81	\$ 514.06	\$ 2,091.50
25	239	\$ 534.76	\$ 534.76	\$ 534.76	\$ 522.81	\$ 2,127.10
26	235	\$ 525.81	\$ 525.81	\$ 525.81	\$ 514.06	\$ 2,091.50
27	240	\$ 537.00	\$ 537.00	\$ 537.00	\$ 525.00	\$ 2,136.00
28	235	\$ 525.81	\$ 525.81	\$ 525.81	\$ 514.06	\$ 2,091.50
29	244	\$ 545.95	\$ 545.95	\$ 545.95	\$ 533.75	\$ 2,171.60
30	237	\$ 530.29	\$ 530.29	\$ 530.29	\$ 518.44	\$ 2,109.30
31	243	\$ 543.71	\$ 543.71	\$ 543.71	\$ 531.56	\$ 2,162.70
32	237	\$ 530.29	\$ 530.29	\$ 530.29	\$ 518.44	\$ 2,109.30
33	243	\$ 543.71	\$ 543.71	\$ 543.71	\$ 531.56	\$ 2,162.70
34	237	\$ 530.29	\$ 530.29	\$ 530.29	\$ 518.44	\$ 2,109.30
35	243	\$ 543.71	\$ 543.71	\$ 543.71	\$ 531.56	\$ 2,162.70
36	237	\$ 530.29	\$ 530.29	\$ 530.29	\$ 518.44	\$ 2,109.30
37	243	\$ 543.71	\$ 543.71	\$ 543.71	\$ 531.56	\$ 2,162.70
38	237	\$ 530.29	\$ 530.29	\$ 530.29	\$ 518.44	\$ 2,109.30
39	243	\$ 543.71	\$ 543.71	\$ 543.71	\$ 531.56	\$ 2,162.70
40	237	\$ 530.29	\$ 530.29	\$ 530.29	\$ 518.44	\$ 2,109.30
41	244	\$ 545.95	\$ 545.95	\$ 545.95	\$ 533.75	\$ 2,171.60
42	237	\$ 530.29	\$ 530.29	\$ 530.29	\$ 518.44	\$ 2,109.30
Total:	10000	22,375.00	22,375.00	22,375.00	21,875.00	\$ 89,000.00

Reserved Funds						
Lot	UE	Period 1	Period 2	Period 3	Period 4	Total / Year
1	239	\$ 218.15	\$ 218.15	\$ 218.15	\$ 245.87	\$ 900.31
2	235	\$ 214.50	\$ 214.50	\$ 214.50	\$ 241.76	\$ 885.25
3	239	\$ 218.15	\$ 218.15	\$ 218.15	\$ 245.87	\$ 900.31
4	235	\$ 214.50	\$ 214.50	\$ 214.50	\$ 241.76	\$ 885.25
5	239	\$ 218.15	\$ 218.15	\$ 218.15	\$ 245.87	\$ 900.31
6	235	\$ 214.50	\$ 214.50	\$ 214.50	\$ 241.76	\$ 885.25
7	239	\$ 218.15	\$ 218.15	\$ 218.15	\$ 245.87	\$ 900.31
8	235	\$ 214.50	\$ 214.50	\$ 214.50	\$ 241.76	\$ 885.25
9	239	\$ 218.15	\$ 218.15	\$ 218.15	\$ 245.87	\$ 900.31
10	235	\$ 214.50	\$ 214.50	\$ 214.50	\$ 241.76	\$ 885.25
11	239	\$ 218.15	\$ 218.15	\$ 218.15	\$ 245.87	\$ 900.31
12	235	\$ 214.50	\$ 214.50	\$ 214.50	\$ 241.76	\$ 885.25
13	239	\$ 218.15	\$ 218.15	\$ 218.15	\$ 245.87	\$ 900.31
14	235	\$ 214.50	\$ 214.50	\$ 214.50	\$ 241.76	\$ 885.25
15	240	\$ 219.06	\$ 219.06	\$ 219.06	\$ 246.90	\$ 904.08
16	235	\$ 214.50	\$ 214.50	\$ 214.50	\$ 241.76	\$ 885.25
17	239	\$ 218.15	\$ 218.15	\$ 218.15	\$ 245.87	\$ 900.31
18	235	\$ 214.50	\$ 214.50	\$ 214.50	\$ 241.76	\$ 885.25
19	239	\$ 218.15	\$ 218.15	\$ 218.15	\$ 245.87	\$ 900.31
20	235	\$ 214.50	\$ 214.50	\$ 214.50	\$ 241.76	\$ 885.25
21	239	\$ 218.15	\$ 218.15	\$ 218.15	\$ 245.87	\$ 900.31
22	235	\$ 214.50	\$ 214.50	\$ 214.50	\$ 241.76	\$ 885.25
23	239	\$ 218.15	\$ 218.15	\$ 218.15	\$ 245.87	\$ 900.31
24	235	\$ 214.50	\$ 214.50	\$ 214.50	\$ 241.76	\$ 885.25
25	239	\$ 218.15	\$ 218.15	\$ 218.15	\$ 245.87	\$ 900.31
26	235	\$ 214.50	\$ 214.50	\$ 214.50	\$ 241.76	\$ 885.25
27	240	\$ 219.06	\$ 219.06	\$ 219.06	\$ 246.90	\$ 904.08
28	235	\$ 214.50	\$ 214.50	\$ 214.50	\$ 241.76	\$ 885.25
29	244	\$ 222.71	\$ 222.71	\$ 222.71	\$ 251.02	\$ 919.15
30	237	\$ 216.32	\$ 216.32	\$ 216.32	\$ 243.81	\$ 892.78
31	243	\$ 221.80	\$ 221.80	\$ 221.80	\$ 249.99	\$ 915.38
32	237	\$ 216.32	\$ 216.32	\$ 216.32	\$ 243.81	\$ 892.78
33	243	\$ 221.80	\$ 221.80	\$ 221.80	\$ 249.99	\$ 915.38
34	237	\$ 216.32	\$ 216.32	\$ 216.32	\$ 243.81	\$ 892.78
35	243	\$ 221.80	\$ 221.80	\$ 221.80	\$ 249.99	\$ 915.38
36	237	\$ 216.32	\$ 216.32	\$ 216.32	\$ 243.81	\$ 892.78
37	243	\$ 221.80	\$ 221.80	\$ 221.80	\$ 249.99	\$ 915.38
38	237	\$ 216.32	\$ 216.32	\$ 216.32	\$ 243.81	\$ 892.78
39	243	\$ 221.80	\$ 221.80	\$ 221.80	\$ 249.99	\$ 915.38
40	237	\$ 216.32	\$ 216.32	\$ 216.32	\$ 243.81	\$ 892.78
41	244	\$ 222.71	\$ 222.71	\$ 222.71	\$ 251.02	\$ 919.15
42	237	\$ 216.32	\$ 216.32	\$ 216.32	\$ 243.81	\$ 892.78
Total:	10000	9,127.50	9,127.50	9,127.50	10,287.50	\$ 37,670.00