

Attachment 4



NOTICE OF GENERAL MEETING OF THE STRATA COMPANY

Name of property: The Owners of 18 Westralia Gardens, Rockingham

Strata Plan: SP77109

Location of Meeting: Online Meeting

Date: Friday, 7th March 2025 – 11:00 AM (Rescheduled)

Thursday, 13th March 2025 – 11:00 AM (Rescheduled)

Thursday, 20th March 2025 - 5:00 PM to 6:06 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 - Matthew Davy

Unit 11 - Westralia 12 Pty Ltd (Proxy: Chairperson)

Unit 12 - Thomas and Melissa Clark

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 12th September 2023 be confirmed as a true record of those proceedings.

2. Constitution of the Council:

It was resolved that:

- a. That the number of members of the council be three.
- b. That the chairperson received the following nominations:
 - Unit 9 - Matthew Davy
 - Unit 11 - Westralia 12 Pty Ltd
 - Unit 12 - Thomas and Melissa Clark
- c. That as the number of candidates equalled the number of members of the council, the chairperson declared those candidates to be elected members of the council.

3. Consideration of Statement of Accounts:

It was resolved that:

- 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 30/06//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

Nil.

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

Proposed Resolution: That the strata company raises a total of \$58,835 (including GST) as an administration fund levy, due and payable quarterly in advance as per the Owner Summary Contribution Schedule (see attached), 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

Proposed Resolution: That the strata company raises a total of \$17,050.00 (including GST) as a reserve fund levy, due and payable quarterly in advance as per the Owner Summary Contribution Schedule (see attached) 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.

Next AGM to be rescheduled in September 2025.

Block 7 - 18 Westralia Gardens, Rockingham (SP 77109)

Strata Budget from 1st July 2024 to 30th June 2025

Item	Administrative Approved Budget	Notes
1. Bank Fees & Charges - DEFT fees	\$ 100.00	EFT and DEFT charges
2. Cleaning Service	\$ 8,500.00	Weekly cleaning: \$143 Deep clean: \$900 (once a year)
3. Cleaning Service - Gutters	\$ 1,000.00	Done quarterly
4. General and Electrical Repairs	\$ 3,500.00	All repairs /replacement budget
5. Electricity	\$ 3,500.00	Electricity budget
6. Fire Protection Services	\$ 2,500.00	\$1,389.32 including GST annually (\$347.33 quarterly). Additional \$1,000 for emergency call outs/year. (\$1,389.32+\$1000 emergency call outs = \$2,389.32)
7. Fire Protection Equipment	\$ 2,500.00	FireShield's GM suggested this amount as the hydrant system servicing are to be done annually and replacement needed per maintenance visit(ex. changing batteries, light and LED fitting)
8. Insurance Premiums	\$ 13,170.00	Total Insurance Premiums \$13,154.13 2024-2025
9. Insurance (Workers Compensation)	\$ 430.00	Workers Compensation Insurance \$423.00
10. Lift Maintenance	\$ 7,140.00	Annual fee: \$5,968.40 (\$1,492.10/quarter) + 1 emergency call out per block in case of emergency (\$1171.50 call out fee): \$5,968.40 + 1171.50 = \$7,139.90 (Service fee is adjusted every July based on National CPI rates)
12. Shared Facilities (Communal account)	\$ 2,280.00	\$120/unit/block
13. Strata Manager - Management Fees	\$ 7,600.00	400/unit
14. Telephone and Internet	\$ 365.00	\$29.95 x 12 = \$359.40/annually
15. Water	\$ 2,500.00	Water budget
16. DFES	\$ 3,250.00	Department of Fire and Emergency Services (DFES) Annual monitoring fee = \$1,881 + 1337 dfes to attend for false alarm = \$3,222
17. Intercom repair	\$ 875.00	Block 7 Share
18. Bird Control	\$ 3,700.00	Quote total: \$25,754.30 / 7 blocks = \$3,679.18
22. Accountant	\$ 500.00	Tax Returns and Public Officer
Totals	\$ 63,410.00	Administrative Budget for 2024-2025

Item	Reserve Fund Approved Budget	Notes
19. Interior Painting of COMMON AREAS ONLY	\$10,800.00	As per Kristian Painting Quote
20.Painting to include each unit doors and frames (one side only)	\$4,180.00	As per Kristian Painting Quote (\$220.00 inc GST / for each door*19 units)
21. Scaffold for Interior Painting	\$1,100.00	\$1,028.00 per Allulite quote
Total:	\$16,080.00	Reserve Funds Budget for 2024-2025

Owner Summary Contribution Schedule

Administrative Funds:						
Lot	UE	Period 1 (1 July 2024)	Period 2 (1 October 2024)	Period 3 (1 January 2025)	Period 4 (1 April 2025)	Total / Year
1	53	\$ 848.93	\$ 848.93	\$ 848.93	\$ 571.47	\$ 3,118.26
2	53	\$ 848.93	\$ 848.93	\$ 848.93	\$ 571.47	\$ 3,118.26
3	53	\$ 848.93	\$ 848.93	\$ 848.93	\$ 571.47	\$ 3,118.26
4	54	\$ 864.95	\$ 864.95	\$ 864.95	\$ 582.25	\$ 3,177.09
5	55	\$ 880.96	\$ 880.96	\$ 880.96	\$ 593.03	\$ 3,235.93
6	44	\$ 704.77	\$ 704.77	\$ 704.77	\$ 474.43	\$ 2,588.74
7	46	\$ 736.81	\$ 736.81	\$ 736.81	\$ 495.99	\$ 2,706.41
8	54	\$ 864.95	\$ 864.95	\$ 864.95	\$ 582.25	\$ 3,177.09
9	55	\$ 880.96	\$ 880.96	\$ 880.96	\$ 593.03	\$ 3,235.93
10	54	\$ 864.95	\$ 864.95	\$ 864.95	\$ 582.25	\$ 3,177.09
11	55	\$ 880.96	\$ 880.96	\$ 880.96	\$ 593.03	\$ 3,235.93
12	55	\$ 880.96	\$ 880.96	\$ 880.96	\$ 593.03	\$ 3,235.93
13	56	\$ 896.98	\$ 896.98	\$ 896.98	\$ 603.82	\$ 3,294.76
14	45	\$ 720.79	\$ 720.79	\$ 720.79	\$ 485.21	\$ 2,647.58
15	46	\$ 736.81	\$ 736.81	\$ 736.81	\$ 495.99	\$ 2,706.41
16	55	\$ 880.96	\$ 880.96	\$ 880.96	\$ 593.03	\$ 3,235.93
17	56	\$ 896.98	\$ 896.98	\$ 896.98	\$ 603.82	\$ 3,294.76
18	55	\$ 880.96	\$ 880.96	\$ 880.96	\$ 593.03	\$ 3,235.93
19	56	\$ 896.98	\$ 896.98	\$ 896.98	\$ 603.82	\$ 3,294.76
Total:	1000	\$ 16,017.52	\$ 16,017.52	\$ 16,017.52	\$ 10,782.44	\$ 58,835.00

Reserved Funds						
Lot	UE	Period 1	Period 2	Period 3	Period 4	Total / Year
1	53	\$ 218.89	\$ 218.89	\$ 218.89	\$ 246.98	\$ 903.65
2	53	\$ 218.89	\$ 218.89	\$ 218.89	\$ 246.98	\$ 903.65
3	53	\$ 218.89	\$ 218.89	\$ 218.89	\$ 246.98	\$ 903.65
4	54	\$ 223.02	\$ 223.02	\$ 223.02	\$ 251.64	\$ 920.70
5	55	\$ 227.15	\$ 227.15	\$ 227.15	\$ 256.30	\$ 937.75
6	44	\$ 181.72	\$ 181.72	\$ 181.72	\$ 205.04	\$ 750.20
7	46	\$ 189.98	\$ 189.98	\$ 189.98	\$ 214.36	\$ 784.30
8	54	\$ 223.02	\$ 223.02	\$ 223.02	\$ 251.64	\$ 920.70
9	55	\$ 227.15	\$ 227.15	\$ 227.15	\$ 256.30	\$ 937.75
10	54	\$ 223.02	\$ 223.02	\$ 223.02	\$ 251.64	\$ 920.70
11	55	\$ 227.15	\$ 227.15	\$ 227.15	\$ 256.30	\$ 937.75
12	55	\$ 227.15	\$ 227.15	\$ 227.15	\$ 256.30	\$ 937.75
13	56	\$ 231.28	\$ 231.28	\$ 231.28	\$ 260.96	\$ 954.80
14	45	\$ 185.85	\$ 185.85	\$ 185.85	\$ 209.70	\$ 767.25
15	46	\$ 189.98	\$ 189.98	\$ 189.98	\$ 214.36	\$ 784.30
16	55	\$ 227.15	\$ 227.15	\$ 227.15	\$ 256.30	\$ 937.75
17	56	\$ 231.28	\$ 231.28	\$ 231.28	\$ 260.96	\$ 954.80
18	55	\$ 227.15	\$ 227.15	\$ 227.15	\$ 256.30	\$ 937.75
19	56	\$ 231.28	\$ 231.28	\$ 231.28	\$ 260.96	\$ 954.80
Total:	1000	\$ 4,130.00	\$ 4,130.00	\$ 4,130.00	\$ 4,660.00	\$ 17,050.00