

Attachment 4

The Owners of 23 Limestone Rise Piara Waters
23 Limestone Rise,
PIARA WATERS WA 6112

Strata Plan 71921

MINUTES OF ANNUAL GENERAL MEETING

Dated: 17/04/2024

Dear Carole Corrigan

Please see enclosed minutes of the Annual General Meeting of the Owners 23 Limestone Rise Piara Waters Strata Plan 71921, held on **10/04/2024 at Virtual Meeting via WebEx** .

Kind regards,

Tahlia Menaglio
Strata Manager
For and on behalf of
The Owners of Strata Plan 71921
sm4@proactivestrata.com.au

Attendance

S/Plan 71921 23 Limestone Rise Piara Waters 23 Limestone Rise

Annual General Meeting

Generated at: 17/04/2024 01:33 pm

10/04/2024 04:00 pm

User: Tahlia Menaglio

Attendees

Lot	Unit	Name	Apologies	Voting Sheet
1	1	Kayla Buckby represented by Chairperson (Proxy)	N	N
4	4	Carole Corrigan represented by Carole Corrigan	N	N
7	7	Wai Yin Chong represented by Wai Yin Chong	N	N

Non Attendees - Apologies or Voting Sheets Received

NIL

Quorum Achieved: Y

Minutes for the Annual General Meeting

S/Plan 71921 23 Limestone Rise Piara Waters 23 Limestone Rise

Generated at: 17/04/2024 02:01 pm

10/04/2024 04:00 pm

User: Tahlia Menaglio

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, Tahlia Menaglio was appointed the chairperson for the purpose of the meeting

(d) Meeting Open Time – The meeting was declared open at 4:30PM

130. Quorum at general meetings

(4) If a quorum is not present after 30 minutes has elapsed from the time appointed for a general meeting of a strata company for a strata titles scheme other than a 2-lot scheme, the persons entitled to vote who are present at the meeting are taken to constitute a quorum for the purposes of that meeting.

2. Confirmation of Minutes

It was resolved to confirm the Minutes of the previous Annual General Meeting dated 15/05/2023 as a true and correct record of the meeting.

3. Election of Council of Owners

On a motion it was resolved that the Council of the Strata Company shall consists of 3 members until the next Annual General Meeting.

The following proprietors were nominated and duly elected to the Council of Owners;

1. Carole Corrigan – Lot #4
2. Vacant Position – Lot #
3. Vacant Position – Lot #

The client liaison for the Strata Company – Carole Corrigan

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 01/03/2023 to 29/02/2024 showing an amount of \$3,559.22 net owners funds as outlined on the Income and Expenditure as a true and correct record.

5. Consolidation of Bylaws

It was resolved that the Strata Company is not to proceed with engaging a qualified lawyer chosen by the Strata Company to prepare the consolidated set of by-laws and sketch plan when required.

6. Insurance Renewal and Valuation

It was resolution 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, and directs them to renew the policy before expiry.

7. Execution of Documents

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

1. members of the council of the Strata Company acting jointly; or
2. the representative of Pro-Active Strata Management on behalf of the Strata Company

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.

Explanatory for Motion 7

This motion is to approve who can sign official documents on behalf of ALL owners within the complex (including but not limited to Landgate forms, Insurance claims and Lift Contracts).

8. 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

9. Alterations and Additions

After the change in the Strata Titles Act, all owners who wish to alter, improve, replace or change their lot or common property are required to complete the appropriate documentation, and may require the approval of the Strata Company, not just the Council of Owners. If you wish to make any changes, please contact your Strata Manager to discuss this matter before proceeding to obtain the appropriate documentation.

10. Safety and Asbestos report

It was resolved that the Strata Company is not to proceed with the attached quote for the Safety Report and the Asbestos Report to comply with the Work Health and Safety Act of WA

11. Budget of Expenditure

It was resolved that the budget of estimated expenditure inclusive of GST, totaling \$10,450.00 for the Admin fund and \$0.00 for the Reserve fund, be adopted for the 01/03/2024 to 28/02/2025 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 11

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.

12. Determination of Levy

It was resolved that the levy of contributions on proprietors for the financial year, totaling \$10,450.00 for the Admin fund and \$0.00 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
01/03/2024	01/03/2024 - 31/05/2024	Preissued \$2.99
01/06/2024	01/06/2024 - 31/08/2024	\$2.23
01/09/2024	01/09/2024 - 30/11/2024	\$2.61
01/12/2024	01/12/2024 - 28/02/2025	\$2.61
01/03/2025	01/03/2025 - 31/05/2025	Preissue \$2.61

RESERVE

Due Date	Period	\$ per unit entitlement
01/03/2024	01/03/2024 - 31/05/2024	Preissued \$0.00
01/06/2024	01/06/2024 - 31/08/2024	\$0.00
01/09/2024	01/09/2024 - 30/11/2024	\$0.00
01/12/2024	01/12/2024 - 28/02/2025	\$0.00
01/03/2025	01/03/2025 - 31/05/2025	Preissue \$0.00

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.

13. General Business

UNIT 1 FRONT GARDEN

- The Owners discussed the garden works to the front of unit 1. The Strata Manager is to gather further information and provide to COO for approval.

GARDENER

- The owners discussed the current Gardener for the common property. The Owners would like to know when they are attending and what their current scope of works. Strata Manager is to obtain the current gardeners scope of works and obtain new quotes for gardeners.

BALUSTRADE FENCING

- The Owners advised that the balustrade fencing has been damaged by BGC when they were onsite. Strata Manager is to contact BGC and request they repair the damaged fence.

WATER CORP

- The Owners discussed the Sub metering for the complex. Strata Manager is to contact Water Corp to discuss who is responsible for the meters.

14. Future AGM

It was resolved that the next AGM for the strata company be tentatively booked for 31/03/2025.

*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.

15. Close of Meeting

There being no further business the meeting was closed at 5:00PM

**Pro-Active Strata Management
Accepted Budget for Strata Company 71921**

23 LIMESTONE RISE PIARA WATERS, 23 Limestone Rise PIARA WATERS

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	Accepted Budget	Current Actual	Current Budget
	<i>(01/03/2024-28/02/2025)</i>	<i>(01/03/2023-29/02/2024)</i>	<i>(01/03/2023-29/02/2024)</i>
Income			
Interest on Overdue Levies	\$0.00	\$4.62	\$0.00
Levy Income	\$10,450.00	\$9,884.48	\$9,882.00
Total Admin Fund Income	\$10,450.00	\$9,889.10	\$9,882.00
Expense			
Contract Charges - Additional Services (Sch. B,C,D)	\$200.00	\$243.05	\$132.00
Contract Charges - Strata Management Fees	\$2,000.00	\$2,000.00	\$2,000.00
Insurance - Premiums	\$1,300.00	\$1,242.00	\$1,300.00
Maintenance - Contingencies	\$500.00	\$420.75	\$500.00
Maintenance - General Repairs	\$500.00	\$0.00	\$0.00
Maintenance - Lawns & Gardening	\$2,000.00	\$2,028.00	\$2,000.00
Maintenance - Miscellaneous Charges	\$500.00	\$0.00	\$500.00
Maintenance - Plumbing Backflow Device	\$350.00	\$0.00	\$350.00
Utility - Electricity	\$850.00	\$397.61	\$850.00
Utility - Water & Sewerage	\$2,250.00	\$1,296.81	\$2,250.00
Total Admin Fund Expense	\$10,450.00	\$7,628.22	\$9,882.00
TOTAL ADMIN LEVY INCOME	\$10,450.00	\$9,884.48	\$9,882.00
TOTAL ADMIN BUDGET	\$10,450.00		\$9,882.00

Pro-Active Strata Management
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Reserve Fund	Accepted Budget <small>(01/03/2024-28/02/2025)</small>	Current Actual <small>(01/03/2023-29/02/2024)</small>	Current Budget <small>(01/03/2023-29/02/2024)</small>
Income			
Total Reserve Fund Income	\$0.00	\$0.00	\$0.00
Expense			
Total Reserve Fund Expense	\$0.00	\$0.00	\$0.00
TOTAL RESERVE LEVY INCOME	\$0.00	\$0.00	\$0.00
TOTAL RESERVE BUDGET	\$0.00		\$0.00

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Budget Summary (01/03/2024-28/02/2025)

	Accepted	1st Instalment 01/03/2024	2nd Instalment 01/06/2024	3rd Instalment 01/09/2024	4th Instalment 01/12/2024	TOTAL (01/03/2024-28/02/2025)	Next Pre Issue 01/03/2025
Administrative Fund	\$10,450.00	\$2,990.99	\$2,234.02	\$2,612.52	\$2,612.52	\$10,450.05	\$2,612.52
Reserve Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contribution Schedule Total	\$10,450.00	\$2,990.99	\$2,234.02	\$2,612.52	\$2,612.52	\$10,450.05	\$2,612.52
Amount to Collect	\$10,450.00	\$2,990.99	\$2,234.02	\$2,612.52	\$2,612.52	\$10,450.05	\$2,612.52

**Pro-Active Strata Management
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Levy Adjustment Summary (01/03/2024-28/02/2025)

Contribution Schedule

Aggregate Units of Entitlement (UOE) - 1000

Due Date	Levy Period	Admin	Reserve	Total
01/03/2024	01/03/2024 - 31/05/2024	\$2.99	\$0.00	\$2.99 Pre Issued
01/06/2024	01/06/2024 - 31/08/2024	\$2.23	\$0.00	\$2.23
01/09/2024	01/09/2024 - 30/11/2024	\$2.61	\$0.00	\$2.61
01/12/2024	01/12/2024 - 28/02/2025	\$2.61	\$0.00	\$2.61
Financial Year Total per Units of Entitlement		\$10.45	\$0.00	\$10.45
Financial Year Aggregate		\$10,450.05	\$0.00	\$10,450.05
Accepted Budget Amount		\$10,450.00	\$0.00	\$10,450.00
01/03/2025	01/03/2025 - 31/05/2025	\$2.61	\$0.00	\$2.61 Pre Issue Next Year
Next Year Pre Issue Aggregate		\$2,612.52	\$0.00	\$2,612.52

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Owner Summary (01/03/2024-28/02/2025) - Contribution Schedule

UOE	Lot(s)		1st Instalment 01/03/2024	2nd Instalment 01/06/2024	3rd Instalment 01/09/2024	4th Instalment 01/12/2024	TOTAL (01/03/2024-28/02/2025)	Next Pre Issue 01/03/2025
106	1	Admin	\$317.05	\$236.80	\$276.93	\$276.93	\$1,107.71	\$276.93
		Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Owner Total	\$317.05	\$236.80	\$276.93	\$276.93	\$1,107.71	\$276.93
109	2, 3, 4	Admin	\$326.02	\$243.51	\$284.76	\$284.76	\$1,139.05	\$284.76
		Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Owner Total	\$326.02	\$243.51	\$284.76	\$284.76	\$1,139.05	\$284.76
114	5, 6, 7, 8	Admin	\$340.97	\$254.68	\$297.83	\$297.83	\$1,191.31	\$297.83
		Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Owner Total	\$340.97	\$254.68	\$297.83	\$297.83	\$1,191.31	\$297.83
111	9	Admin	\$332.00	\$247.97	\$289.99	\$289.99	\$1,159.95	\$289.99
		Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Owner Total	\$332.00	\$247.97	\$289.99	\$289.99	\$1,159.95	\$289.99

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Contribution Summary (01/03/2024-28/02/2025)

Lot(s)	Schedule	UOE	Admin Fund	Reserve	Annual Levy
1	Contribution Schedule Owner Total	106	\$1,107.71 \$1,107.71	\$0.00 \$0.00	\$0.00 \$1,107.71
2, 3, 4	Contribution Schedule Owner Total	109	\$1,139.05 \$1,139.05	\$0.00 \$0.00	\$0.00 \$1,139.05
5, 6, 7, 8	Contribution Schedule Owner Total	114	\$1,191.31 \$1,191.31	\$0.00 \$0.00	\$0.00 \$1,191.31
9	Contribution Schedule Owner Total	111	\$1,159.95 \$1,159.95	\$0.00 \$0.00	\$0.00 \$1,159.95
	Overall Total		\$10,450.05	\$0.00	\$10,450.05

Schedule	UOE
Contribution Schedule	1000