Attachment 4 (1 of 2)

SOUTHERN STRATA SERVICES

PO Box 690, Belmont WA 6984 Ph | (08) 9478 6881 F | (08) 9479 6881

ABN 18 280 710 784

THE OWNERS OF 3 BARNSBURY ROAD
Strata Plan No. 80021

MINUTES OF 2025 ANNUAL GENERAL MEETING
Date: Tuesday 22nd July 2025 – 4:00pm
Meeting place: Online via ZOOM

WELCOME

RECORDING OF MEMBERS PRESENT, APOLOGIES, PROXIES

PRESENT

G Murphy (Lot 7); M McCoulough-Fry (Lot 8)

PRESENT BY INVITATION
K Sierociak on behalf of Southern Strata Services

PROXIES & ONLINE VOTES
K Pemberton (Lot 2) (All motions in favour with the exception of '7.6 - Abstain')

APOLOGIES

M Morey in respect of Lot 4

CHAIRMAN

It was resolved that K Sierociak be authorised to act as Chairman of the Strata Company for the purposes of the meeting.

Per the 2020 Strata Titles Act reform, if within 30 mins of the meeting commencement time there is no quorum, those present will constitute a quorum and the meeting will proceed to business. There will be no further adjourned meetings. A quorum was declared with 2 attending Lot & 2 x proxies.

Chairperson declared the meeting open at 4:00pm.

1. MINUTES

It was resolved that the minutes of the Annual General Meeting held 11th September 2024 be accepted as a true and correct record of the meeting.

Majority **IN FAVOUR**, therefore Motion: **CARRIED**

2. MATTERS ARISING FROM THOSE MINUTES
To be discussed within further business.

3. COUNCIL NOMINATION
Thanks were given to the current Council of Owner members;

R Rocca (Lot 1); K Pemberton (Lot 2); R Day (Lot 3); M Morey (Lot 4); J Homsi (Lot 6); G Murphy (Lot 7); M McCoulough-Fry (Lot 8)

3.1 NOMINATION & ELECTION OF COUNCIL

In accordance with schedule 1 by-law 5 of the strata company, determine the number of council members (a minimum of three and maximum of seven proprietors). It was resolved to nominate 3 owners.

Majority **IN FAVOUR**, therefore Motion: **CARRIED**

It was resolved to receive nominations and hold a ballot if necessary, in accordance with schedule 1 by-law 5. The following nominations were received and elected and positions are as follows;
*unless objection received

M Morey (Lot 4); G Murphy (Lot 7); M McCoulough-Fry (Lot 8)

Majority **IN FAVOUR**, therefore Motion: **CARRIED**

The following positions were nominated by the Chairperson;

Chairperson:	M Morey (Lot 4)
Treasurer:	G Murphy (Lot 7)
Secretary:	M McCoulough-Fry (Lot 8)

All Owners in agreeance that the positions would rotate each year if needed. Agreement that all decisions for works to be carried out would be based on a majority decision.

3.2 COUNCIL OF OWNERS BE AUTHORISED TO EXECUTE DOCUMENTS

Statutory Motion - By way of ordinary agreement, pursuant to Section 118 of the Act, it was resolved that the council, be authorised to enter into and, if required to, execute contracts, agreements, commitments, undertakings or other legally binding arrangements which are either desirable or necessary for the function and performance of the Strata Company; and if necessary, affix the Common Seal once documents have been signed by any two appointed Council Members.

Majority **IN FAVOUR**, therefore Motion: **CARRIED**

4. STRATA MANAGEMENT

4.1 RE-APPOINT SOUTHERN STRATA SERVICES

Strata Manager noted that Southern Strata Services has been managing the complex since September 2019. It was resolved that the council of the strata scheme be directed to reappoint Southern Strata Services as strata community agent of the strata company for a term of one year commencing **1st July 2025** at an annual fee for the first year of the reappointment of $4,300.00 per annum (Exclusive of GST). The above fee to include postage and petties and duties undertaken with council authority which are not standard duties as expressed in the management authority and at charges approved by the council.

Majority **IN FAVOUR**, therefore Motion: **CARRIED**

G Murphy (Lot 7) & M McCoulough-Fry (Lot 8) appointed to sign off on the Management Contract on behalf of Owners.

4.2 RATIFIES CONTRACT & APPROVED THE COO

Statutory Motion - By way of ordinary agreement; It was resolved that the Standard Management Agreement and Disclosure document be utilised and shall be executed by the strata company with the signature of two Council members and application of the strata company seal.

Majority **IN FAVOUR**, therefore Motion: **CARRIED**

BUSINESS AS PER BY-LAWS

5. FINANCIAL STATEMENTS

It was resolved that the financials presented ending the 30/06/2025 be accepted as a true and correct record for the Strata Company.

Majority **IN FAVOUR**, therefore Motion: **CARRIED**

The Strata Manager reported that the current bank balance (as at 21/07/2025) is:

ADMIN	$ 271.08
SINKING	$8,220.28
TOTAL FUNDS	**$8,491.36**

Strata Manager confirmed an approved Administration budget of $18,151.00 inc. GST, in this financial period, compared to a spend of $14,656.31 inc. GST. Further, Strata Manager confirmed an approved Reserve budget of $0.00 inc. GST, in this financial period, compared to a spend of $0.00 inc. GST. Strata Manager confirmed all compliance had been carried out in terms of taxation requirements.

The Strata Company has come under budget. Thanks given to all Owners for their ongoing management of the Budget.

Strata Manager confirmed 1 x lot in arrears:

Lot 1	R Rocca	Paid to 31/05/2025	$631.12

SPECIAL BUSINESS

6. INSURANCE

It was resolved that the Council of Owners be authorised to renew the Insurance Policy on behalf of the Strata Company at the suggested rate as set down by Insurers.

Majority **IN FAVOUR**, therefore Motion: **CARRIED**

A summary of current details are:

Insurer *SCI* **Policy No.** *WRSC20002577* **Paid to** *27/05/2025*

Key points of the current Building Insurance are;

(i)	Building Sum Insured	$2,524,725.00
(ii)	Public Liability	*$20,000,000.00*
(iii)	Insurance Premium for the current cover was	$5,602.00

The Strata Manager discloses an interest in the business of the insurer as a sub-agent and receives a commission based on the value of the premium paid. The percentage of insurance premium paid by the insurer for this scheme is 20%. The Strata Manager explained that the receipt of commission is considered an industry “norm” and this commission value offsets yearly Insurance Claims and time spent by the Strata Manager handling and administrating all claims on behalf of owners & the strata company.

The Strata Manager advised those owners present of items that are covered within the Building Policy; All buildings and underground services erected on the building forming the strata plan, including fencing. Baths, hand basins, shower screens, toilets, sinks, stoves, ducted air con and built in cupboards. Doors, windows and fixed tiling. Items excluded are carpets, window treatments and light fittings. Recommendation to all owners to ensure that they have these 3 items covered within their landlords’ policy cover.

AND

Owners were reminded of the recent Building Valuation report – carried out 8th December 2022, which recommended the building be insured for $2,290,000.00. It is recommended that this be carried out every 3-5 years. Based on this, a valuation should be carried out in 2026 & therefore should be considered in the 2026 AGM proposed Budget.

AND

Strata Manager noted the following per the Work Health and Safety Act 2020 (WA):

- Expanded definition of 'worker' potentially including strata companies
- Increased penalties for non-compliance
- New duty of care obligations

Strata Manager advises owners to independently verify their insurance coverage adequacy. All provided information is general, not specific advice.

AND

It was agreed by all Owners present that the Owners should do one final check for defects within their apartments. Claim was made to QBE with the following response: **March 2025**

We confirm that we have given a thorough consideration to your recent application to claim under the above Residential Builders Warranty Insurance Certificate. Unfortunately, we are unable to accept your claim on this occasion based on the below information. Please read through this letter carefully and should you have any questions regarding the content, contact the writer at your convenience.

DETAILS OF YOUR CLAIM

Landflow attended the premises for the purposes of conducting a review of the raised defects, notably cracking throughout the units. Upon assessment, no cracking was measured more than 1mm, therefore Landflow was unable to attribute defective or warrantable works to the Insured builder.

CONCLUSION

Based on the information provided and obtained, we are unable to attribute defective work to the Insured builder.

7. GENERAL BUSINESS

7.1 CONSOLIDATION OF BY LAWS

As required by the Strata Titles Act 1985, as Amended the Strata Company must, when next Amending, Adding or Repealing a Bylaw, provide Landgate with a Consolidation of bylaws. Following the previous motion, should the End of Financial Year bylaw be passed, this will trigger a Consolidation of Bylaws for this complex; and due to the current management statement bylaws in place for your complex, this necessitates a consultant to be employed to review and ensure validity of bylaws in either Schedule 1 'Governance' or Schedule 2 'Behavioural' estimated cost $800.00 - $1,200.00.

It was resolved that no further action was needed.

Majority **IN FAVOUR**, therefore Motion: **CARRIED**

7.2 STRATA MANAGER TO BE AUTHORISED TO EXECUTE BY-LAW CONSOLIDATION

By way of ordinary resolution, pursuant to Section 118 of the Act, that the strata manager be authorised as the sole authorised signatory for the Strata Company, solely granted for the purpose of adopting and lodging the by-law consolidation during the period of 2025/2026. It is important to note that the strata manager will not be required to affix the common seal during this process.

It was resolved that no further action was needed.

Majority **IN FAVOUR**, therefore Motion: **CARRIED**

The purpose of this motion is to streamline the process of adopting and lodging the by-law consolidation for the Strata Company during the 2025/2026 period. By authorising the strata manager

as the sole authorised signatory, it will eliminate the need to involve multiple individuals in the signing process, thereby expediting the consolidation process.

By invoking Section 118 of the Act, which grants the authority to appoint an authorised signatory, the Strata Company can delegate this responsibility to the strata manager as a once off. This will provide convenience and efficiency while ensuring compliance with the relevant legal provisions. It is important to note that this authorisation is specific to the bylaw consolidation and does not grant the strata manager any additional signing authority beyond this scope.

7.3 ROUTINE SERVICES

Strata Manager provided an overview on all current services:

Gardening	Carried out by Maher Landscaping Meeting approves change of contractor should the Council of Owners decide to do so. Reiterate current agreement; It was also noted, that all purchases from the Strata Company remain the ownership (for use and control) of the Strata Company & residents. ➢ Request to come to Strata Manager (i.e. purchase of fertiliser) ➢ Strata Manager to send email to all Council of Owners seeking approval, giving a 7 day timeframe for any objections to be received ➢ If no objections received, proceed to purchase and reimbursement
Fire Services	Carried out per Australian Standards
Pest Control	Common area pest treatment (spiders, ants, cockroaches) carried out July 2025, due November 2025 (2 x annual).
Termite Inspections	Inspection to storerooms / common areas & roof spaces carried out – next due 2026.
Gutter Cleaning	Deferred to 2026 AGM
Window Cleaning	Deferred to 2026 AGM
Pressure Cleaning	Deferred to 2026 AGM

Units 3 & 7 have barge / scribe boards that may require repair or maintenance in the future.

Access for Mandatory Services - Reminder Process

To ensure cost-efficient contractor attendances and compliance with our obligations under the *Strata Titles Act 1985 (WA)*, the Strata Manager will implement the following reminder process for mandatory services requiring access to individual lots (such as termite inspections and fire door compliance checks):

Two-Reminder System:

- **First Reminder:** Minimum 7 days' advance notice
- **Second Reminder:** Issued closer to the scheduled contractor attendance date

Failure to provide access will result in the owner being required to arrange the inspection/service themselves at their cost, within a defined timeframe.

Evidence of compliance must be submitted to strata management.

Strata Manager also noted for the purpose of the meeting, that utilities at the property are billed as follows;

Water:	Common usage paid by Strata Company (recouped through Levies)
Electricity:	Common usage Paid by Strata Company (recouped through Levies)

7.4 COMMON PROPERTY REPAIRS & MAINTENANCE

1. Completed Projects

- Unit 6 – Water ingress / plumbing repairs
- Bin Lock installed

2. In Progress Projects
Nil

3. Proposed Projects
Nil

7.5 RESIDENT OR OWNER CONCERNS

7.5.1 Air BnBs (Short Term Stays)
Register available to verify
https://www.wa.gov.au/organisation/department-of-local-government-industry-regulation-and-safety/check-if-short-term-rental-accommodation-register-stra-registered

7.5.2 Pipe
Strata Manager to provide overview of the Government incentive regarding the iPlex Piping to the Council of Owners.

7.6 ASBESTOS CHECK

That owners consider the safety and compliance of the strata complex by investigating the presence of asbestos-containing materials and creating a comprehensive asbestos register.

For strata complexes built prior to 2005, there is a potential for the presence of asbestos containing materials within the building. It is a recommended requirement to identify and manage asbestos in the workplace and residential complexes to prevent exposure risks.

MOTION: That the strata company resolves to engage a qualified asbestos consultant to:

1. Conduct a thorough inspection of the strata complex to identify any asbestos containing materials (ACMs) that may be present.
2. Create a detailed asbestos register that documents the location, type, and condition of any identified ACMs.
3. Provide recommendations for ongoing management, including any necessary removal, remediation, or monitoring procedures.

It was resolved that due to the age of the building, the above check was not required.

Majority **IN FAVOUR**, therefore Motion: **CARRIED**

8. EXPENDITURE BUDGET
For the period 1st July 2025 to 30th June 2026

8.1 PROPOSED ADMINISTRATION EXPENDITURE BUDGET
It was resolved that by ordinary resolution, that the proposed **Administrative Fund** expenditure budget totalling $19,451.00 inc. GST be approved.
Majority **IN FAVOUR**, therefore Motion: **CARRIED**

8.2 PROPOSED RESERVE EXPENDITURE BUDGET
It was resolved that by ordinary resolution, that the proposed **Reserve Fund** expenditure budget totalling $0.00 inc. GST be approved.
Majority **IN FAVOUR**, therefore Motion: **CARRIED**

9. DETERMINATION OF LEVY CONTRIBUTIONS
For the period 1st July 2025 to 30th June 2026

9.1 ADMINISTRATION FUND LEVIES TO APPROVE FOR NEXT 4 X QUARTERS
It was resolved that the levy of contributions on proprietors for the **Administration Fund** be payable in advance, by instalments due and payable in the amounts and on the dates as shown below;

Levy Status	Period From	Period To	Due	Admin Fund	Per Lot Entitlement
To be issued	1 Sep 2025	30 Nov 2025	1 Sep 2025	$4,625.00	$11.56
To be issued	1 Dec 2025	28 Feb 2026	1 Dec 2025	$4,625.00	$11.56
To be issued	1 Mar 2026	31 May 2025	1 Mar 2026	$4,625.00	$11.56
To be issued	1 Jun 2026	31 Aug 2026	1 Jun 2026	$4,625.00	$11.56
Total				$18,500.00	

to raise a total of **$18,500.00** (inc. GST) in the financial year until otherwise determined at a future General Meeting of the Strata Company.
Majority **IN FAVOUR**, therefore Motion: **CARRIED**

9.2 RESERVE FUND LEVIES TO APPROVE FOR NEXT 4 X QUARTERS

It was resolved that the levy of contributions on proprietors for the **Reserve Fund** be payable in advance, by instalments due and payable in the amounts and on the dates as shown below;

Levy Status	Period From	Period To	Due	Reserve Fund	Per Lot Entitlement
To be issued	1 Sep 2025	30 Nov 2025	1 Sep 2025	$250.00	$2.50
To be issued	1 Dec 2025	28 Feb 2026	1 Dec 2025	$250.00	$2.50
To be issued	1 Mar 2026	31 May 2025	1 Mar 2026	$250.00	$2.50
To be issued	1 Jun 2026	31 Aug 2026	1 Jun 2026	$250.00	$2.50
Total				$1,000.00	

to raise a total of **$1,000.00** (inc. GST) in the financial year until otherwise determined at a future General Meeting of the Strata Company.
Majority **IN FAVOUR**, therefore Motion: **CARRIED**

9.3 SPECIAL LEVY

Motion Under Notice; that should the meeting attendees determine by majority decision that a Special Levy is required then an amount will be determined at this meeting. With the approval from the Council of Owners; a Special Levy of no more than $5,000 can be raised should additional funds be required for any matters referred to throughout the course of this meeting or any matters that arise over the forthcoming 12 months.

It was resolved that there would be no requirement to raise a Special Levy in the 2025/2026 Financial Year.
Majority **IN FAVOUR**, therefore Motion: **DENIED**

10. FUNDS TRANSFER

It was resolved to authorise the Council of Owners to transfer funds between the Administration Fund, Reserve Fund, and Term Deposits as needed throughout the Financial Year to ensure efficient financial management and address any unforeseen expenses or funding requirements
Majority **IN FAVOUR**, therefore Motion: **CARRIED**

11. OTHER BUSINESS

Nil

12. MEETING CLOSURE

Thanks were given to all Owners for their attendance at this General Meeting. There being no further business the meeting closed at 4:24pm.