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 2024 ANNUAL GENERAL MEETING
Date: Wednesday 11th September 2024 – 4:00pm
Meeting place: Online via ZOOM

WELCOME

RECORDING OF MEMBERS PRESENT, APOLOGIES, PROXIES
PRESENT
M Morey (Lot 4); G Murphy (Lot 7); M McCoulough-Fry (Lot 8)

PRESENT BY INVITATION
K Sierociak on behalf of Southern Strata Services
J Ashman in respect of Lot 4

PROXIES, APOLOGIES & ONLINE VOTES

K Pemberton in respect of Lot 2	All Motions 'In Favour'
R Day in respect of Lot 3	All Motions 'In Favour' except Motion 9.3 'no'
J Homsi in respect of Lot 6 in favour of the Chairperson	

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 3 attending lots & 3 Proxies.

Chairperson declared the meeting open at 4:01pm.

1. Confirmation of previous Minutes
It was resolved that the minutes of the Annual General Meeting held 31st July 2023 be accepted as a true and correct record of the meeting.

Majority in favour. 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
I Read	Lot 6
G Murphy	Lot 7
M McCoulough-Fry	Lot 8

3.1 Nomination and 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 7 owners.

Majority in favour. Motion: **CARRIED**

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;

R Rocca	Lot 1*
K Pemberton	Lot 2*
R Day	Lot 3*
M Morey	Lot 4
I Read	Lot 6*
G Murphy	Lot 7
M McCoulough-Fry	Lot 8

**unless objection received*

The following positions were nominated & accepted;

Chairperson:	K Pemberton	Lot 2*
Treasurer:	G Murphy	Lot 7
Secretary:	M McCoulough-Fry	Lot 8

**unless objection received*

Agreement that all decisions for works to be carried out would be based on a majority decision.

3.2 Execution of Documents

Statutory Motion – It was resolved that by way of ordinary resolution, pursuant to Section 118 of the Act, 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 in the presence of any two Council Members so authorised who shall sign as witness thereto.

Majority in favour. Motion: **CARRIED**

4. Strata Management

4.1 Re-appointment of Southern Strata Services

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 of October 2024** at an annual fee for the reappointment of **$3,636.36** per annum (Exclusive of GST).

Majority in favour. Motion: **CARRIED**

4.2 Ratification of Documents

Statutory Motion – It was resolved that by way of ordinary agreement; The Standard Management Agreement and Disclosure document included be utilized and if the meeting is held in person shall be executed by the strata company with the signature of two Council members, alternatively if the meeting is an online meeting then upon successful vote retaining Southern Strata Services, the enclosed agreement will be taken to have the same effect as if it was signed in person.

Majority in favour. Motion: **CARRIED**

BUSINESS AS PER BY-LAWS

5. Financial statements.

The Strata Manager reported that the current bank balance (as at 11/09/2024) is:

ADMIN	$1,782.52
SINKING	$ 752.00
TOTAL FUNDS	**$2,534.52**

Strata Manager confirmed an approved Administration budget of $18,179.00 inc. GST, in this financial period, compared to a spend of $14,633.21.

Strata Manager confirmed an approved Reserve budget of $0.00 inc. GST, in this financial period, compared to a spend of $0.00. The Strata Company has come well under budget due to savings within Fire Services and Building Maintenance. Thanks given to all Owners for their ongoing management of the Budget.

All levies are currently up to date.

It was resolved that the financials presented ending the 30/06/2024 be accepted as a true and correct record for the Strata Company.

Majority in favour. Motion: **CARRIED**

SPECIAL BUSINESS

6. Strata Insurance.

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

Majority in favour. Motion: **CARRIED**

A summary of current details are:

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

Key points of the current Building Insurance are;

(i)	Building Sum Insured	$2,404,500.00
(ii)	Public Liability	*$20,000,000.00*
(iii)	Insurance Premium for the current cover was	$5,320.00

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. This was endorsed at the most recent renewal.

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.

Practical completion date; Occupancy date is 21st December 2018, therefore warranty for defects would expire December 2024 approx.

It was agreed by all Owners present that the Owners should do one final check for defects within their apartments. Images and details to be provided to the Strata Manager for collation. Once completed, Council of Owners to carry out a common area check for defects, which will also be collated.

1st October – all defects (with images) to be reported to Strata Manager
15th November – Strata Manager to supply the list and claim to the Builders' Insurance (separate to the Strata Companies insurer)

Majority in favour. Motion: **CARRIED**

7. General Business

7.1 **Routine Services**

Strata Manager discussed Routine Services carried out in the previous Financial Year;

Gardening	Maintenance carried out by Maher Landscaping The scope was recently changed to exclude cleaning $175 mowing lawns. This is a jump from $122. Meeting approves change of contractor should the Council of Owners decide to do so.
Fire Services	Carried out as per Australian Standards. Strata Manager sought discount on the existing costs. Feedback from Fire Shield received as follows; *Thank you for your email, I have had a look over this and site has kept the same pricing since 2019, unfortunately we are unable to reduce any further. We did a 5% increase last year and have not increased this site due to previous request.*
Pest Control	Common area pest treatment (spiders, ants, cockroaches) carried out March 2024, due August / Sept 2024 Contractor to be reminded of cobweb / spider treatment (clean) to the stairwell areas (high). Attention to ant hole near Unit 7 carbay (rear).
Termite Checks	Inspection to storerooms / common areas & roof spaces carried out – next due 2026.

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)

7.2 Common Property Repairs and Maintenance

7.2.1 Completed Projects

Strata Manager discussed the following completed projects

- Bollard repairs
- Various gardening items (fertiliser etc.)
    - Agreement for the following;
        - 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 all in favour, proceed to purchase and reimbursement

It was also noted, that all purchases from the Strata Company remain the ownership (for use and control) of the Strata Company & residents.

7.2.2 In Progress Projects

Nil

7.2.3 Proposed Projects

Strata Manager discussed the following proposed projects;

- Gutter Cleaning – not required, defer to 2025 AGM
- Common area items:
  - Bin Lock – may be considered over the next Financial Year

7.3 Resident or Owner Issues

Stata Manager discussed the following;

- **Security Upgrades**
  CCTV quotes have been sourced ranging from $3,900 - $5,000.
  Defer to 2024 AGM, with a quote for 4 x cameras or different variations for cheaper options.
  Options were sourced, however still in the $2,800 - $3,600 vicinity.

  No further action

8. Proposed expenditure budget.
Motions under Notice –

8.1 It was resolved that the proposed administrative fund expenditure budget totalling **$18,151.00** be approved.

Majority in favour. Motion: **CARRIED**

8.2 It was resolved that the proposed reserve fund expenditure budget totalling **$0.00** be approved.

Majority in favour. Motion: **CARRIED**

9. Determination of the Levy of Contributions for the period 1st July 2024 to 30th June 2025
Motions under Notice –

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;

$11.56 per unit of entitlement	01/09/2024;	(Raising $4,625.00)
$11.56 per unit of entitlement	01/12/2024;	(Raising $4,625.00)
$11.56 per unit of entitlement	01/03/2025;	(Raising $4,625.00)
$11.56 per unit of entitlement	01/06/2025	(Raising $4,625.00)

to **continue to** raise a total of **$18,500.00** in the financial year until otherwise determined at a future General Meeting of the Strata Company.

Majority in favour. 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;

$0.63 per unit of entitlement	01/09/2024;	(Raising $250.00)
$0.63 per unit of entitlement	01/12/2024;	(Raising $250.00)
$0.63 per unit of entitlement	01/03/2025;	(Raising $250.00)
$0.63 per unit of entitlement	01/06/2025	(Raising $250.00)

to **continue to** raise a total of **$1,000.00** in the financial year until otherwise determined at a future General Meeting of the Strata Company.

Majority in favour. 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 by all Owners present, that a Special Levy for the 2024/2025 Financial period was not required

Majority in favour. 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. Motion: **CARRIED**

11. Other Business

11.1 Unit 6

Owner requests permission to install a doorbell camera to the rear of his unit covering the back door and courtyard of his Lot. The following conditions require adherence;

1. The proposed installation is to be in accordance with the building bylaws for your Scheme. Please ensure you review yourself with all relevant By Laws specific to your scheme and any / all aesthetic guidelines
2. The proposed installation is (if required) to be installed in accordance with any local Council requirements
3. The Strata Company is fully indemnified against any damage whatsoever to the common property under its control arising from the installation of the above.
4. Should any such damage be caused by the Lot Proprietor or his agents, employees, tradesperson, tenants or any such person, the damage will be immediately repaired and made good at the expense of the approved Lot.
5. All costs, fees and charges in respect of the installation of the above will be at the Proprietor of the Lot's sole expense. The Strata Company will be fully indemnified against any claim of any nature whatsoever by any person which may rise at any time concerning non-payment of monies with respect to the work performed.
6. Any future maintenance, repairs or replacement cost of the above approved item/s will be at the Proprietor of the Lot's sole expense, including any future Lot Proprietors.
7. Not permit any works to be carried out by any Contractor, unless that Contractor is adequately & appropriately insured for those works.
8. Owner must instruct all contractors to be respectful to the other residents and the complex. They must not "prop" open any security entry points and allow residents first rights to the use of any lifts (if applicable).
9. Please remind your trades to clean as they go. They cannot wait until the end of the day to clean any thoroughfare areas. If they create dust or dirt, they are to clean this immediately. Any rubbish is not to be left in complex bins; the contractors must remove and dispose of rubbish themselves.
10. It is your responsibility to ensure that you are complying with safety requirements for items such as windows (i.e. on opening distances; which may include requirements to install a mechanism that can lock the windows at certain opening distances)

All Owners in favour of the above application.

Majority in favour. Motion: **APPROVED**

12. Closure of meeting.

Thanks were given to all Owners for their attendance this evening. There being no further business the meeting closed at 4:43pm.