Annual General Meeting Minutes

For Strata SP 732
40 Pollard Street, Glendalough, WA, 6016
Held: 05:00 PM, on 20 March 2025
Venue: 3/1050 Hay Street, West Perth, WA, 6005 & via Zoom Online Web Conference

CONFIRMATION OF ATTENDANCE, APOLOGIES & PROXIES

Lots Owners in Attendance

Lot 3	Brian Carty (non-financial)	Owner present
Lot 4	Pavel Saj	Electronic vote
Lot 6	Adam Clune	Owner present
Lot 8	Steven Renshaw (non-financial)	Owner present
Lot 16	Michelle Livesey	Electronic vote
Lot 18	Tamara Perryman (non-financial)	Owner present
Lot 19	Martin Lazorik (non-financial)	Electronic vote
Lot 24	Maria Baker (non-financial)	Electronic vote
Lot 25	Josiah Moore (non-financial)	Owner present (pre-voted)
Lot 27	Angela Humphries (non-financial)	Owner present
Lot 30	Kevin Tennant (non-financial)	Electronic vote
Lot 32	Susan Hingston (non-financial)	Owner present
Lot 33	Strata Manager	Proxy present
Lot 34	Adam Clune	Proxy present
Lot 44	Adam Clune	Proxy present
Lot 48	Dawn Erickson	Owner present (pre-voted)
Lot 49	Barbara McHugh	Owner present
Lot 54	Adam Neil Clune	Owner present
Lot 55	Adam Clune (non-financial)	Proxy present
Lot 58	Theresa Slivkoff (non-financial)	Owner present (pre-voted)
Lot 59	Gideon Cartmel	Electronic vote

Additional Attendees

Joshua Gentili from Oakfield

Proxies

Lot 33	Michael Paterson	Proxy Name: Strata Manager
Lot 34	S Nikolic and S Plecas	Proxy Name: Adam Clune
Lot 44	Darren Smith	Proxy Name: Adam Clune
Lot 55	Nicholas Baraba (non-financial)	Proxy Name: Adam Clune

1. QUORUM

A quorum was not present so after 30 minutes in accordance with Section 130 (4) Strata Titles Act 1985 the Strata Manager confirmed that those present at the meeting constituted a quorum and the meeting may proceed to business.

2. CHAIRPERSON

ORDINARY RESOLUTION

By ordinary resolution to appoint a chairperson to chair the meeting.

Passed by Simple Majority

3. MINUTES OF PREVIOUS MEETING

ORDINARY RESOLUTION

By ordinary resolution that the minutes of the previous Annual General Meeting are accepted as a true and correct record.

Passed by Simple Majority

4. FINANCIAL STATEMENTS & BALANCE SHEET

ORDINARY RESOLUTION

By ordinary resolution that the financial statements for the previous Annual Period 1st of January 2024 - 31st of December 2024 are accepted.

Closing Balance

Administration Fund	$74,251.51
Reserve Fund	$144,648.49

Passed by Simple Majority

5. ELECTION OF COUNCIL OF OWNERS

5.1. NOMINATION FOR COUNCIL OF OWNERS

ORDINARY RESOLUTION

By ordinary resolution that the chairperson is to receive nominations from the floor and read out any nominations received prior to the meeting.

Passed by Simple Majority

5.2. NUMBER OF COUNCIL OF OWNER MEMBERS

ORDINARY RESOLUTION

By ordinary resolution that 6 positions be made available for council.

Passed by Simple Majority

COUNCIL OF OWNER ELECTION

Election of Council Members

Name	Lot	Outcome	Reason
Adam Clune	6	Elected to council	Self-nominated
Dawn Erickson	48	Elected to council	Self-nominated
Angela Humphries	27	Elected to council	Nominated by Lot 48
Barbara McHugh	49	Elected to council	Nominated by Lot 6
Steven Renshaw	8	Elected to council	Nominated by Lot 6
Theresa Slivkoff	58	Elected to council	Nominated by Lot 6

7. BUILDING INSURANCE

7.1. BUILDING INSURANCE

Details of the current building property insurance held by the Strata Company which have been provided within the table below and within the provided insurance schedule.

Policy Number	Underwriter	Current To	Risk Type	Coverage	Excess
LNG-STR-717807	Longitude Insurance Pty Ltd	31 Jul 2025	Building Cover	$26,469,336.00	$2,000.00
			Catastrophe	Not Insured	
			Contents	$264,693.00	
			Fidelity guarantee	$100,000.00	$2,000.00
			Legal Expenses	$50,000.00	$1,000.00
			Loss of rent	$3,970,400.00	
			Lot owners fixtures & improvements	$300,000.00	
			Machinery breakdown	$100,000.00	$2,000.00
			Office bearers liability	$2,000,000.00	$2,000.00
			Public liability	$20,000,000.00	$2,000.00
TOTAL PREMIUM: $48,627.45					

7.2. RENEWAL INSTRUCTIONS

ORDINARY RESOLUTION

By ordinary resolution that the Strata Manager will present quotations to the Council for review and instruction and that the Council of Owners has the authority to renew the policy based on the insurer's suggestion or the insurance valuation recommendation. If no instructions are received from the Council before the policy expires, Oakfield will proceed with renewing coverage with the current insurer to avoid any lapse in insurance for the Strata Company.

Passed by Simple Majority

8. BUDGET

8.1. ANNUAL EXPENDITURE BUDGET – ADMINISTRATIVE FUND

ORDINARY RESOLUTION

By ordinary resolution the Strata Company resolve to receive and accept the proposed Administrative Fund expenditure budget prepared and provided for the meeting for the financial year from 1st of January 2025 to 31st of December 2025

The approved expenditure budget amounts for the above noted financial year are as follows:

Administration Fund:	$248,286.00

Defeated by Simple Majority

The approved expenditure budget amounts for the above noted financial year are as follows:

Administration Fund:	$254,736.00

Passed by Simple Majority

8.2. LEVY CONTRIBUTIONS – ADMINISTRATIVE FUND

ORDINARY RESOLUTION

By ordinary resolution that the Strata Company resolve to raise approved levy amounts for this financial year as follows:

Administrative Contribution:	$160,686.00

From	To	Due	Admin Fund	Per Lot Entitlement
01 Jan 2025	31 Mar 2025	01 Jan 2025	$40,171.50	$4.50
01 Apr 2025	30 Jun 2025	01 Apr 2025	$40,171.50	$4.50
01 Jul 2025	30 Sep 2025	01 Jul 2025	$40,171.50	$4.50
01 Oct 2025	31 Dec 2025	01 Oct 2025	$40,171.50	$4.50
01 Jan 2025	**31 Dec 2025**		**$160,686.00**	**$18.00**

And further that subsequent levies will be continued on a quarterly basis until otherwise determined by the Strata Company at a general meeting.

Interim Periods

From	To	Due	Admin Fund	Per Lot Entitlement
01 Jan 2026	31 Mar 2026	01 Jan 2026	$40,171.50	$4.50
01 Jan 2026	**31 Mar 2026**		**$40,171.50**	**$4.50**

Please note that all figures are exclusive of GST.

Passed by Simple Majority

8.3. ANNUAL EXPENDITURE BUDGET – RESERVE FUND

ORDINARY RESOLUTION

By ordinary resolution that the Strata Company resolve to receive and accept the proposed Reserve Fund expenditure budget prepared and provided for the meeting for the financial year from 1st of January 2025 to 31st of December 2025

The approved budget amounts for the above noted financial year are as follows:

Reserve Fund:	$161,500.00

Defeated by Simple Majority

The approved budget amounts for the above noted financial year are as follows:

Reserve Fund:	$169,500.00

Passed by Simple Majority

8.4. LEVY CONTRIBUTIONS – RESERVE FUND

ORDINARY RESOLUTION

By ordinary resolution that the Strata Company resolve to raise approved levy amounts for this financial year as follows:

Reserve Fund:	$102,254.72

From	To	Due	Reserve Fund	Per Lot Entitlement
01 Jan 2025	31 Mar 2025	01 Jan 2025	$26,781.00	$3.00
01 Apr 2025	30 Jun 2025	01 Apr 2025	$26,781.00	$3.00
01 Jul 2025	30 Sep 2025	01 Jul 2025	$24,346.36	$2.73
01 Oct 2025	31 Dec 2025	01 Oct 2025	$24,346.36	$2.73
01 Jan 2025	**31 Dec 2025**		**$102,254.72**	**$11.45**

And further that subsequent levies will be continued on a quarterly basis until otherwise determined by the Strata Company at a general meeting.

Interim Periods

From	To	Due	Reserve Fund	Per Lot Entitlement
01 Jan 2026	31 Mar 2026	01 Jan 2026	$25,563.68	$2.86
01 Jan 2026	**31 Mar 2026**		**$25,563.68**	**$2.86**

Please note that all figures are exclusive of GST.

Passed by Simple Majority

8.5. EXPENDITURE BEYOND CURRENT PERIOD

ORDINARY RESOLUTION

By ordinary resolution the Strata Company resolve that the Council of Owners are authorised to spend at a rate that is consistent with the spend rate for the Current Period until next budget is approved at a general meeting.

Passed by Simple Majority

9. DEBT RECOVERY PROCEDURE

ORDINARY RESOLUTION

By ordinary resolution the Strata Company resolve to adopt the Debt Recovery procedure provided and attached.

Passed by Simple Majority

10. EXECUTION OF DOCUMENTS AND USE OF COMMON SEAL

ORDINARY RESOLUTION

By ordinary resolution that pursuant to Section 118 of the Act, the Strata Company hereby authorises the execution of any Strata Company documents that are required to be executed by application of the signature of two (2) members of the Council of Owners

Passed by Simple Majority

11. AUTHORITY TO SPEND

ORDINARY RESOLUTION

By ordinary resolution the Strata Company resolve that the Strata Manager have a delegated authority to spend up to the value of $1000 for urgent or routine maintenance items.

Passed by Simple Majority

12. GENERAL BUSINESS

Prior to the Opening of General business the Council of owners recapped the last 12 months:

1. **Acknowledgment of Juan Sequera's Contribution:**
   The meeting acknowledged with respect the passing of Juan Sequera. His valuable contributions to the strata scheme both on the council of owners and as a caretaker over the years were recognised.

2. **Solar Panel Installation & Switchboard Upgrade:**
   The installation of solar panels, along with an associated switchboard upgrade, was completed in 2024. This upgrade now enables the generation of income for the strata company. The new switchboard includes remote-reading meters; however, the cost of fully activating this service exceeds the benefits compared to manual readings. Therefore, manual meter readings will continue to be utilised for the time being.

3. **Pathway Upgrade:**
   A newly created concrete pathway has been rerouted within the boundaries of Kilara, eliminating the previous encroachment onto Willandra land. This upgrade was overdue with many pavers cracking overtime and due to the recent works requiring cranes, this ensures compliance with property boundaries and eliminates the trip hazards.

4. **Water Pressure System:**
   The new water pressure system installed posed challenges in 2024. It was hard to achieve optimal pressure levels. When set too high, it led to pipe bursts affecting multiple units, while setting it too low caused weak water pressure on the upper floors. After careful adjustments throughout 2024 an acceptable balance was reached in January 2025, resolving both issues.

5. **Lift System Cooling & Insulation Proposal:**
   A cooling system was successfully installed in the lift room, reducing overheating of mechanical parts and improving lift reliability. The council is now considering a proposal to fully enclose the lift room with proper insulation to maintain a consistent temperature year-round, thereby enhancing the efficiency of the air conditioning system.

6. **Overflowing Waste & Recycling Bins:**
   Concerns have been raised regarding the overflowing of general waste and recycling bins. Despite two requests in 2023 & 2024, the City of Stirling has declined to provide additional bins. The only viable solution now being considered is the installation of additional bins managed by a third-party contractor to address the issue.

7. **Gardening Contract:**
   The current contract is expired, and the council of owners have a desire to appoint a new contractor following the AGM.

8. **Fire equipment servicing Contract:**
   The current contract is expired, and the council of owners will need renew or appoint a new contractor following the AGM.

9. **Additional Visitor Car Bays:**
   Progress on the plan for additional visitor car bays discussed at the last AGM has been slow. However, the draftsman is finalising the plans, which will soon be submitted to the City of Stirling for development approval. Approval is expected within the next 60 days.

10. **Window Replacement Project:** The window replacement program has fallen behind schedule. Despite engaging three contractors to tender on the service, only two windows were replaced in the previous financial year. To catch up, more than three windows will be replaced this financial year as part of the ongoing project.

11. **By-Law Consolidation:**
The consolidation of by-laws is currently underway. Owners will be notified in due course regarding the date for an Extraordinary General Meeting (EGM), where these revised by-laws will be presented for voting.

General Business was opened to all Owners present:

NOTE: All items discussed under general business will be deferred to the Council of owners for review

1. **Wall Maintenance Adjacent to Vehicle Gate:** Lot 6 raised concerns regarding the need for maintenance to the wall adjacent to the vehicle gate.

2. **Accessibility for Disabled Users:** Lot 32 raised concerns regarding the pedestrian gate track, which creates a barrier for disabled users attempting to pass with walkers or wheelchairs. As this gate is the only pedestrian access to the car park, the council of owners generally agreed that it should be modified to be more accessible. Additional concerns regarding the floor mat and rear exit of the lobby sliding door, which may also pose accessibility challenges, both will be reviewed.

3. **Window Cleaning:** Lot 48 requested that window cleaning be scheduled for this financial year, as they could not recall it being done since their purchase of the property. The council of owners agreed to prioritise obtaining a quote for this within 2025.

4. **Main Pedestrian Lobby Entrance – Keypad Replacement:** Lot 6 reported that the keypad at the main pedestrian lobby entrance is failing and needs to be replaced. The council of owners agreed to prioritise obtaining a quote for this within 2025.

5. **CCTV Upgrade:** Lot 49 proposed a significant CCTV upgrade due to increasing issues with anti-social behavior, dumping, and parcel theft. The proposed upgrade included the installation of many new additional cameras including on each level with the camera facing the lift. The council of owners agreed to consider this in 2025.

6. **New Green Bin Enclosure:** Lot 27 proposed the installation of an enclosure for the green bins, as residents have been misusing them. This enclosure would restrict access to gardeners only. The council of owners was actively obtaining quotes for this already.

7. **Northern Rear Area Adjacent to Car Park Re-Landscaping:** A robust discussion took place regarding the re-landscaping of the northern rear area adjacent to the car park. Suggestions included improvements like a clothesline, picnic tables, and the addition of a veggie garden. Lot 49 was tasked with preparing a formal proposal for the council of owners to review.

8. **Additional Trees for Verge Area & Rear garden area:**
A robust discussion took place regarding additional trees to the property. The City of Stirling is offering $500–$800 worth of plants for the verge area along with this, the inclusion of shade trees along the new pathway in the rear garden area was proposed, with cotton trees being considered the best. Lot 8 was tasked with preparing a formal proposal for the council of owners to review.

9. **Balcony Waste Pipes:** The strata manager will issue a notice to all owners and managing agents at the completion of the AGM, requesting immediate cleaning of waste pipes on balconies. This measure will help prevent blockages, which could lead to water ingress and concrete damage in the slabs beneath the balconies.

10. **Telecommunications Tower:** The strata manager was tasked with confirming the resolution type for an infrastructure installation to common property.

11. **Catastrophe Insurance for Strata Company:**
The strata manager was instructed to obtain a quote for adding catastrophe insurance to the existing policy. Owners were referred to an article for more details on the proposed coverage. See link: https://www.honan.com.au/news/catastrophe-insurance-for-strata-corporations-your-questions-answered

13. NEXT ANNUAL GENERAL MEETING

The meeting has agreed to set the next Annual General Meeting (AGM) for:

Date: 26 February 2026
Time: 5:00 PM
Location: Oakfield Offices & Zoom Teleconference

14. MEETING CLOSE

There being no further business to discuss, the meeting was declared closed at **07:15 PM.**