**MINUTES OF AN ANNUAL GENERAL MEETING**
**THE OWNERS OF STRATA PLAN 78553**

**ADDRESS OF THE STRATA SCHEME**:
29 Coolbellup Avenue, Coolbellup WA 6163

**DATE, PLACE & TIME OF MEETING**:

An Annual General Meeting of The Owners - Strata Scheme 78553 was held on 18/07/2025 commenced at 12:00 PM.

**PRESENT:**

| Lot # | Unit # | Attendance | Owner Name<br>Representative |
|---|---|---|---|
| 1 | 1 | Yes | De Faria, Xavier Anton, Candace Alexa, Cameron Jam |
| 3 | 3 | Yes | KUA, Koon Kiat<br>Proxy - Chairman |
| 5 | 5 | Yes | ROGERS, Ashleigh Donna Katarina |
| 6 | 6 | Yes | Warburton Property Trust, Kerry Warburton |
| 7 | 7 | Yes | Warburton Property Trust, Kerry Warburton |

Serena Vivian
**Strata Manager**

Gemma Saint
**Strata Manager**

**INVITED GUESTS:**

Minutes of the meeting:

**2 Chairperson**
Resolved by way of an ordinary resolution that S.Vivian be appointed to Chair the meeting.

All in favour,
**Motion Carried.**

**3 General Meeting Minutes**
Resolved that the minutes of the previous General Meeting held by the Strata Company on the 25/06/2024 be confirmed as a true record of that meeting.

All in favour,
**Motion Carried.**

**4 Statement of Accounts**
Resolved by way of an ordinary resolution that the Statement of Accounts for the period 01/07/2024 to 30/06/2025 as presented be adopted.

All in favour,
**Motion Carried.**

**5 Proposed Administration Budget**
Resolved by way of an ordinary resolution that the proposed Administration Budget be tabled and adopted and that the contributions to the administrative fund are estimated in accordance with Section 100 (1) (a) (b) of the Strata Titles Act 1985 and determined in accordance with Section 100 (c) of the Strata Titles ACT 1985 at 15,800.00 including GST.

All in favour,
**Motion Carried.**

## 6 Proposed Reserve Fund Budget

Resolved by way of an ordinary resolution that the proposed Reserve Fund (Sinking Fund/Capital Expenditure) be tabled and adopted and that the contributions to the sinking fund are estimated in accordance with Section 100 (2) (a) (b) of the Strata Titles Act 1985 and determined in accordance with Section 100 (2) (c) (2) (c) of the Strata Schemes Management Act 1985 at 1,400.00 including GST.

All in favour,
**Motion Carried.**

## 7 Strata Levies

Resolved and adopt by way of ordinary resolution that the contributions to be made at 01 October (first quarter) is equal to the contribution made as at the 01 July (last quarter) and will be adjusted following next year's Annual General meeting when a final budget is established and adopted.

All in favour,
**Motion Carried.**

## 8 Requisite Funds

Resolved that the Strata Council be allowed to transfer requisite funds to the value of $2,500 from the reserve fund to the administration fund for future unforeseen expenses.

All in favour,
**Motion Carried.**

## 9 Debt Collection Policy

Resolved by way of an ordinary resolution that the Debt Collection Below be adopted and implemented when the next quarter strata levies are sent.

**Stage One (First Letter):**

Any moneys referred to above which are outstanding more than 30 days after the due date will receive a written notice from the Strata Company requiring full payment within 14 days including additional charges and interest that has been incurred.

**Stage Two (Second Letter):**

If the full payment is not received by the due date indicated in the First Letter and is outstanding for more than 28 days, then a Second Letter is issued requesting payment within 7 days and further charges and interest are applied to the lot owner.

**Stage Three: (Third Letter):**

In the event that the period outstanding exceeds the due date indicated on the second letter then written instruction will be issued to the owner advising that the debt will be put in the hands of the nominated solicitor of the strata company for the implementation of legal proceedings to collect the entire amount. For avoidance of doubt, the amount owing will include the contributions due, additional charges such as non-standard strata management administration fees incurred and interest charges up to the date of full payment of the amounts due.

**Legal Action**

If payment is not received within 3 days of the Third Letter, Council of Owners is authorised to instruct the Strata Manager to engage a nominated solicitor to commence debt recovery proceedings in the Magistrates Court to collect the entire amount currently owing by the lot owner.

**Important Information**

Interest is charged from the 30 or 31 day following the due date of the levy contribution up to the date of full payment of the amounts due.

The Council of Owners at its discretion is authorised to take any and all necessary steps for recovery.

All costs related to the debt recovery proceedings will be on-charged to the lot owner.

All in favour,
**Motion Carried.**

## 10 Common Seal Section 118

Resolved by way of an ordinary resolution that two members of the council of the strata company sign agreements that they are required to as per section 118 of the Strata Titles Act 1985 (as attached).

All in favour,
**Motion Carried.**

## 11 Council of Owners Election

Resolved by way of an ordinary resolution the number of members to be elected be 3

All in favour,
**Motion Carried.**

Resolved that the nominees be accepted as duly elected members of the strata council.

X. De Faria
A. Rodgers
K. Warburton

All in favour,
**Motion Carried.**

## 12 Office Bearers

The following nominations were received for the positions of Chairman, Treasurer and Secretary.

| | |
|---|---|
| **Chairman** | K. Warburton |
| **Treasurer** | A. Rodgers |
| **Secretary** | X. De Faria |

All in favour,
**Motion Carried.**

## 13 Strata Building Insurance

Resolved that the council is authorised by the strata company to renew the strata insurance prior to its expiry date in such sums as suggested by the insurance company or insurance broker.

All in favour,
**Motion Carried.**

## 14 Meeting Closure

There being no further business, the Chairperson declared the meeting closed at 12:10 PM.

# Approved Budget
# to apply from 01/07/2025

The Owners of 29 Coolbellup Avenue Coolbellup SP78553

29 Coolbellup Avenue, Coolbellup WA 6163

## Administrative Fund

| | Approved budget |
|---|---|
| **Revenue** | |
| Levies Due--Admin | 15,800.00 |
| *Total revenue* | 15,800.00 |
| **Less expenses** | |
| Admin--Accounting | 100.00 |
| Admin--Management Fees--Standard | 2,217.00 |
| Insurance--Premiums | 3,500.00 |
| Maint Bldg--Electrical | 500.00 |
| Maint Bldg--General Repairs | 1,500.00 |
| Maint Bldg--Gutters & Downpipes | 800.00 |
| Maint Bldg--Plumbing & Drainage | 500.00 |
| Maint Grounds--Lawns & Gardening | 3,000.00 |
| Utility--Electricity | 900.00 |
| Utility--Water Consumption | 2,750.00 |
| *Total expenses* | 15,767.00 |
| **Surplus/Deficit** | 33.00 |
| Opening balance | 6,920.20 |
| **Closing balance** | $6,953.20 |

| | |
|---|---|
| Total units of entitlement | 200 |
| Levy contribution per unit entitlement | $79.00 |

## Reserve Fund (Capital Account)

| | Approved budget |
|---|---|
| **Revenue** | |
| Levies Due--Sinking | 1,400.00 |
| *Total revenue* | 1,400.00 |
| **Less expenses** | |
| Maint Bldg-- General Repairs | 3,000.00 |
| *Total expenses* | 3,000.00 |
| **Surplus/Deficit** | (1,600.00) |
| Opening balance | 5,621.87 |
| **Closing balance** | $4,021.87 |

| | |
|---|---|
| Total units of entitlement | 200 |
| Levy contribution per unit entitlement | $7.00 |

# Approved Levy Schedule
# to apply from 01/07/2025

The Owners of 29 Coolbellup Avenue Coolbellup SP78553

29 Coolbellup Avenue, Coolbellup WA 6163

Quarterly levy instalments that apply to each lot from budgets accepted by the general meeting:

| Lot | Unit | Unit Entitlement | Admin Fund | Reserve Fund | Quarterly Total | Annual Total |
|---|---|---|---|---|---|---|
| 1 | 1 | 29.00 | 572.75 | 50.75 | 623.50 | 2,494.00 |
| 2 | 2 | 29.00 | 572.75 | 50.75 | 623.50 | 2,494.00 |
| 3 | 3 | 29.00 | 572.75 | 50.75 | 623.50 | 2,494.00 |
| 4 | 4 | 29.00 | 572.75 | 50.75 | 623.50 | 2,494.00 |
| 5 | 5 | 29.00 | 572.75 | 50.75 | 623.50 | 2,494.00 |
| 6 | 6 | 29.00 | 572.75 | 50.75 | 623.50 | 2,494.00 |
| 7 | 7 | 26.00 | 513.50 | 45.50 | 559.00 | 2,236.00 |
| | | 200.00 | $3,950.00 | $350.00 | $4,300.00 | $17,200.00 |

# Approved Levy Posting for

## The Owners of 29 Coolbellup Avenue Coolbellup SP78553

## ABN 65625122380

| | | | |
|---|---|---|---|
| First instalment due date: | 01/10/2025 | Discount: | Nil |
| Instalment frequency: | Quarterly | Group: | |
| Number of instalments: | 4 | Entitlement set: | Levy Entitlement |
| Description: | Quarterly Levies | Levy determination date: | 18/07/2025 |

| Lot No. | Unit No. | Unit Entitlement | Administrative Fund | Reserve Fund (Capital | Total |
|---|---|---|---|---|---|
| 1 | 1 | 29.00 | 2,291.00 | 203.00 | 2,494.00 |
| 2 | 2 | 29.00 | 2,291.00 | 203.00 | 2,494.00 |
| 3 | 3 | 29.00 | 2,291.00 | 203.00 | 2,494.00 |
| 4 | 4 | 29.00 | 2,291.00 | 203.00 | 2,494.00 |
| 5 | 5 | 29.00 | 2,291.00 | 203.00 | 2,494.00 |
| 6 | 6 | 29.00 | 2,291.00 | 203.00 | 2,494.00 |
| 7 | 7 | 26.00 | 2,054.00 | 182.00 | 2,236.00 |
| Totals | | 200.00 | $15,800.00 | $1,400.00 | $17,200.00 |
| GST included in amounts to be raised | | | $0.00 | $0.00 | $0.00 |
| Amount to be raised per unit of entitlement | | | $79.00 | $7.00 | $86.00 |

The following advanced instalment settings were used:

| Due date | Description | Administrative Fund | Reserve Fund | Total Comment |
|---|---|---|---|---|
| 01/10/2025 | Quarterly Levies 01/10/2025 - 31/12/2025 | 3,950.00 | 350.00 | 4,300.00 |
| 01/01/2026 | Quarterly Levies 01/01/2026 - 31/03/2026 | 3,950.00 | 350.00 | 4,300.00 |
| 01/04/2026 | Quarterly Levies 01/04/2026 - 30/06/2026 | 3,950.00 | 350.00 | 4,300.00 |
| 01/07/2026 | Quarterly Levies 01/07/2026 - 30/09/2026 | 3,950.00 | 350.00 | 4,300.00 |
| | | $15,800.00 | $1,400.00 | $17,200.00 |