

Annual General Meeting Minutes

For Strata SP 56401

2 Signal Terrace, Cockburn Central WA 6164

Held AT Time: 05:00 PM, on 17 July 2024

At, Venue: Cockburn Integrated Health: Community Room & Kitchen, 11 Wentworth Parade,
SUCCESS, WA, 6164

CONFIRMATION OF ATTENDANCE, APOLOGIES & PROXIES

Lots Owners in Attendance

Lot 4	Matthew Wheeler	Electronic vote
Lot 11	James Anthony Dreckow	Owner present
Lot 12	Robert Bruce	Owner present
Lot 23	Warren Henry Leggett	Owner present (pre-voted)
Lot 38	Mark Raymond Wilson	Owner present
Lot 40	Gillian Morris	Electronic vote
Lot 43	Andrew Seale	Owner present
Lot 47	Allen James Wallace	Electronic vote
Lot 49	Cherie Geerlings	Electronic vote
Lot 50	Anne Elizabeth Cramer	Owner present
Lot 54	Cheng Lee	Electronic vote
Lot 59	Geoffrey Yeoman	Proxy present
Lot 71	Anna Wingell and Dale Wingell	Proxy present
Lot 92	Stephen Vincent Duffield	Owner present
Lot 99	Jeremy Golding and Qing Chen	Electronic vote
Lot 108	Harley John Lindquist-Webb	Owner present
Lot 121	Christopher John Pilbrow	Owner present
Lot 124	Timothy Keith Anstee	Owner present
Lot 130	Wai Ching Lee	Owner present
Lot 131	Minsung Han	Electronic vote
Lot 146	Lance Murray Wood	Owner present
Lot 151	Craig Boyd	Proxy present
Lot 154	Roberto Muller	Electronic vote
Lot 155	Rachel Massie	Owner present
Lot 157	Ali Hosseini	Electronic vote
Lot 168	James Bowman	Electronic vote
Lot 173	Shelley Maree Brown	Owner present
Lot 176	Anthony John Tomic	Owner present
Lot 180	Ross Green	Electronic vote
Lot 181	Natelle Pretorius	Owner present (pre-voted)

Additional Attendees

Joshua Gentili from Oakfield

Proxies

Lot 59	Geoffrey Yeoman	Proxy Name: Chairperson
Lot 71	Anna Wingell and Dale Wingell	Proxy Name: Anna Wingell
Lot 151	Craig Boyd and Elizabeth Mickle	Proxy Name: Craig Boyd

1. QUORUM

Of 181 financial lots 30 were present either in person or by proxy (including electronic vote). To achieve quorum 91 financial lots were required to be present.

As a quorum was not present, the meeting waited 30 minutes, 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 proceeded to business. The Meeting opened at **5:30PM**.

2. CHAIRPERSON

ORDINARY RESOLUTION

By ordinary resolution to appoint Joshua Gentili 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 May 2023 - 30th of April 2024 are accepted.

Closing Balance

Administration Fund	\$(31,495.18)
Reserve Fund	\$261,168.87

Residential

Administration Fund	\$46,134.78
Reserve Fund	\$0.00

Utility

Administration Fund	\$4,854.15
Reserve Fund	\$0.00

Consolidated

Administration Fund	\$19,493.75
Reserve Fund	\$261,168.87

Passed by Simple Majority

5. ELECTION OF COUNCIL OF OWNERS

5.1. NOMINATION FOR COUNCIL OF OWNERS

The chairperson received nominations from the floor and read out any nominations received prior to the meeting.

5.2. NUMBER OF COUNCIL OF OWNER MEMBERS

ORDINARY RESOLUTION

By ordinary resolution the number of COO members is to be 5.

Defeated by Simple Majority

By ordinary resolution the number of COO members is to be 7.

Passed by Simple Majority

COUNCIL OF OWNER ELECTION

Ballot not required.

Election of Council Members

Name	Lot	Outcome
Harley Lindquist-Webb	108	Self-elected
Donna Pilbrow	121	Elected, nominated by Christopher John Pilbrow to represent lot 121
Timothy Anstee	124	Self-elected
Wai Ching Lee	130	Self-elected
Craig Boyd	151	Self-elected
Anthony Brown*	173	Self-elected
Anthony Tomic	176	Self-elected

*Anthony Brown disclosed to the meeting that on occasion, he would appoint Shelley Brown, co-owner of lot 173 to be his proxy at future Council of Owner Meetings.

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
HU00060415 23	CHU Underwriting Agencies P/L	01 Apr 2025	Building Cover	\$106,325,500.00	\$5,000.00
			Catastrophe	Not Insured	
			Contents	\$1,063,255.00	
			Fidelity guarantee	\$250,000.00	
			Legal Expenses	\$50,000.00	\$1,000.00
			Loss of rent	\$15,948,825.00	
			Lot owners fixtures & improvements	\$250,000.00	
			Machinery breakdown	\$100,000.00	\$1,000.00
			Office bearers liability	\$1,000,000.00	
			Public liability	\$30,000,000.00	
TOTAL PREMIUM: \$137,888.81					

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

IMPORTANT NOTE: The owners present agreed to accept the proposed levy increase for Kingston Apartments, citing several key factors.

Firstly, the Australian Consumer Price Index (CPI) has risen by 4.0% from May 2023 to May 2024, as reported by the Australian Bureau of Statistics in June 2024. This increase reflects higher operational expenses that necessitate adjustments to the levy contributions by owners. Additionally, several suppliers, including the building caretaker, have raised their base fees for the forthcoming financial year.

Moreover, there is a significant shortage of skilled tradesmen being experienced within the building industry. This shortage has resulted in higher costs and challenges in securing qualified trades for essential maintenance tasks.

The aging condition of the building also justifies this levy increase as to support future projects, such as repainting, re-tiling, re-decking, and lift replacements to the common areas which are all anticipated to occur over the next 15 years.

The levy increase intended to build early savings for these critical upgrades, ensuring financial preparedness and the building's long-term health.

8.1. ANNUAL EXPENDITURE BUDGET – NORMAL 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 May 2024 to 30th of April 2025

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

Administration Fund:	\$566,417.40
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Passed by Simple Majority

8.2. LEVY CONTRIBUTIONS – NORMAL 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:	\$612,007.00
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From	To	Due	Admin Fund	Per Lot Entitlement
01 May 2024	31 Jul 2024	01 May 2024	\$139,092.70	\$6.95
01 Aug 2024	31 Oct 2024	01 Aug 2024	\$139,092.70	\$6.95
01 Nov 2024	31 Jan 2025	01 Nov 2024	\$166,910.80	\$8.35
01 Feb 2025	30 Apr 2025	01 Feb 2025	\$166,910.80	\$8.35
01 May 2024	30 Apr 2025		\$612,007.00	\$30.60

And further that subsequent levies will be continued per table below 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 May 2025	31 Jul 2025	01 May 2025	\$153,001.75	\$7.65
01 May 2025	31 Jul 2025		\$153,001.75	\$7.65

Please note that all figures are exclusive of GST.

Passed by Simple Majority

8.3. ANNUAL EXPENDITURE BUDGET – NORMAL 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 May 2024 to 30th of April 2025

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

Reserve Fund:	\$361,000.00
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Defeated by Simple Majority

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

Reserve Fund:	\$165,000.00
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Passed by Simple Majority

8.4. LEVY CONTRIBUTIONS – NORMAL 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:	\$27,500.00
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From	To	Due	Reserve Fund	Per Lot Entitlement
01 May 2024	31 Jul 2024	01 May 2024	\$6,250.11	\$0.31
01 Aug 2024	31 Oct 2024	01 Aug 2024	\$6,250.11	\$0.31
01 Nov 2024	31 Jan 2025	01 Nov 2024	\$7,499.89	\$0.37
01 Feb 2025	30 Apr 2025	01 Feb 2025	\$7,499.89	\$0.37
01 May 2024	30 Apr 2025		\$27,500.00	\$1.38

And further that subsequent levies will be continued per table below 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 May 2025	31 Jul 2025	01 May 2025	\$6,875.00	\$0.34
01 May 2025	31 Jul 2025		\$6,875.00	\$0.34

Please note that all figures are exclusive of GST.

Passed by Simple Majority

8.5. ANNUAL EXPENDITURE BUDGET – RESIDENTIAL ADMINISTRATIVE FUND

ORDINARY RESOLUTION

By Ordinary Resolution the Strata Company resolve by ordinary resolution to receive and accept the proposed Residential expenditure budget prepared and provided for the meeting for the financial year from 1st of May 2024 to 30th of April 2025.

Residential Fund:	\$73,000.00
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Passed by Simple Majority

8.6. LEVY CONTRIBUTIONS – RESIDENTIAL ADMINISTRATIVE FUND

ORDINARY RESOLUTION

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

Residential Contribution:	\$68,798.00
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From	To	Due	Residential Fund	Per Lot Entitlement
1 May 2024	31 July 2024	1 May 2024	\$15,635.85	\$0.82
1 August 2024	31 October 2024	1 August 2024	\$15,635.85	\$0.82
1 November 2024	31 January 2025	1 November 2024	\$18,763.15	\$0.98
1 February 2025	30 April 2025	1 February 2025	\$18,763.15	\$0.98
1 May 2024	30 April 2025		\$68,798.00	\$3.60

And further that subsequent levies will be continued per table below 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 May 2025	31 Jul 2025	01 May 2025	\$18,763.15	\$0.98
01 May 2025	31 Jul 2025		\$18,763.15	\$0.98

Please note that all figures are exclusive of GST.

Please note that these contributions are only levied against Residential Units.

Passed by Simple Majority

8.7. ANNUAL EXPENDITURE BUDGET – UTILITY ADMINISTRATIVE FUND

ORDINARY RESOLUTION

By Ordinary Resolution the Strata Company resolve by ordinary resolution to receive and accept the proposed Utility expenditure budget prepared and provided for the meeting for the financial year from 1st of May 2024 to 30th of April 2025.

Utility Fund:	\$144,000.00
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Passed by Simple Majority

8.8. LEVY CONTRIBUTIONS – UTILITY ADMINISTRATIVE FUND

ORDINARY RESOLUTION

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

Utility Contribution:	\$141,680.00
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From	To	Due	Utility Fund	Per Lot Entitlement
1 May 2024	31 July 2024	1 May 2024	\$32,200.14	\$1.61
1 August 2024	31 October 2024	1 August 2024	\$32,200.14	\$1.61
1 November 2024	31 January 2025	1 November 2024	\$38,639.86	\$1.93
1 February 2025	30 April 2025	1 February 2025	\$38,639.86	\$1.93
1 May 2024	30 April 2025		\$141,680.00	\$7.08

And further that subsequent levies will be continued per table below 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 May 2025	31 Jul 2025	01 May 2025	\$38,639.86	\$1.93
01 May 2025	31 Jul 2025		\$38,639.86	\$1.93

Please note that all figures are exclusive of GST.

Passed by Simple Majority

8.9. 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. INVESTMENT SURPLUS FUNDS (RESERVE FUND)

ORDINARY RESOLUTION

That the Council of Owners is authorised to invest funds which it considers to be surplus to immediate requirements, in an interest-bearing investment account with an authorised deposit-taking institution, as defined in Section 5 of the Banking Act 1959 (Cwth), for such term as the Council thinks fit.

Passed by Simple Majority

13. GENERAL BUSINESS

The chairperson of the meeting invited those present to raise any general business they wanted to discuss with other lot owners and the strata manager. No resolutions of the Strata Company will be facilitated within this portion of the meeting. All action items will be referred to the Council of Owners for further consideration at their next council meeting.

General Business:

Parking: An owner requested clarification on the allocation of funds collected from parking infringements issued by the parking enforcement service. The Strata Manager confirmed that parking enforcement is outsourced to PES-AU. PES-AU is not paid by the strata company to monitor visitor bay areas.

Additionally, there was a discussion regarding the potential extension of the duration that vehicles can occupy visitor bays. The Strata Manager will investigate this with PES-AU and provide the findings to the Council of Owners for further consideration and decision-making.

Window Cleaning Service in 2024: Multiple owners reported that Master Window Cleaners missed some locations of the Buildings that comprise Kingston Apartments:

- K1 appears to not be completed
- K4 half completed, stopped around unit 151
- K3 completed but poorly

The Council of Owners was requested to review the scope before the November 2024 service is commenced to ensure all inaccessible windows are cleaned and none missed. The Strata Manager was requested to follow up to see if a possible re-attendance can occur by Master Window Cleaners.

14. NEXT ANNUAL GENERAL MEETING

Confirmed the date, time and location of the Annual General Meeting for the forthcoming year as follows:

Date: Thursday, 12 June 2025

Time: 5:00 PM

Location: Cockburn Integrated Health: Community Room & Kitchen, 11 Wentworth Parade, SUCCESS, WA, 6164

15. MEETING CLOSE

There being no further business to discuss, the meeting was declared closed at **7:14 PM**.