



Attachment 4 (Part 2 of 2)

28 June 2024

Dear Lot Owner,

**RE: Notice OF Annual General Meeting
STRATA SCHEME NO. SP 56401 | The Owners of 2 Signal Terrace,
Cockburn Central, WA, 6164**

Please consider this invitation as notice of the Annual General Meeting of members for SP 56401, 2 Signal Terrace, Cockburn Central, WA, 6164

The following information has been included for your perusal;

1. The Annual General Meeting Agenda, Proxy Form and Manager's report.
2. Previous General Meeting Minutes
3. Financial Statements and Proposed Budget/s
4. Other required documents as set out within the Agenda

UPCOMING AGM

FOR PLAN SP 56401

TO BE HELD AT: **05:00 PM**

ON: **17 July 2024**

AT, VENUE: **Cockburn Integrated Health:
Community Room & Kitchen, 11 Wentworth
Parade, SUCCESS, WA, 6164**

What you need to know

At Oakfield we endeavour to encourage efficient and healthy communities through the buildings we manage. We know that when owners take interest in their building the benefits can include a reduction of emerging issues and more efficient operating, increased pride and positive reputation of the premises – even rental prices can strengthen. It is imperative that you read through all attached information thoroughly before the meeting – all queries of a financial nature must be submitted in writing at least 7 days prior to the scheduled meeting.

How to confirm your attendance

Confirm your attendance at least 3-days prior to the meeting via any of the following options:



- Emailing us at admin@oakfield.com.au
- Calling our office on 08 (08) 63555225



You may choose to be represented at the AGM by appointing a proxy on your behalf, please see included **Proxy Form**. Simply complete and return it to the office prior to the commencement of the meeting. Please note no financials, agendas or forms will be distributed at the meeting.

Kind regards,

Joshua Gentili
Strata Manager
Oakfield



**Annual General Meeting Agenda
For Strata Plan SP 56401,**

**2 Signal Terrace, Cockburn Central WA 6164, 2 Signal Terrace, Cockburn Central, WA,
6164**

To be held at: Time: 05:00 PM, on 17 July 2024

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

*The following agenda sets out the substance of the motions to be considered at the meeting.
The full text of each motion is set out in the accompanying "Voting Paper".*

AGENDA

1. Attendance record and apologies
2. Admittance of proxies and voting papers
3. Declaration of quorum and open meeting
4. Consideration of the following motions:
 1. QUORUM
 2. CHAIRPERSON
 3. MINUTES OF PREVIOUS MEETING
 4. FINANCIAL STATEMENTS & BALANCE SHEET
 5. ELECTION OF COUNCIL OF OWNERS
 - 5.1. NOMINATION FOR COUNCIL OF OWNERS
 - 5.2. NUMBER OF COUNCIL OF OWNER MEMBERS
 6. COUNCIL OF OWNER ELECTION
 7. BUILDING INSURANCE
 - 7.1. BUILDING INSURANCE
 - 7.2. RENEWAL INSTRUCTIONS
 8. BUDGET
 - 8.1. ANNUAL EXPENDITURE BUDGET – NORMAL ADMINISTRATIVE FUND
 - 8.2. LEVY CONTRIBUTIONS – NORMAL ADMINISTRATIVE FUND
 - 8.3. ANNUAL EXPENDITURE BUDGET – NORMAL RESERVE FUND
 - 8.4. LEVY CONTRIBUTIONS – NORMAL RESERVE FUND
 - 8.5. ANNUAL EXPENDITURE BUDGET – RESIDENTIAL ADMINISTRATIVE FUND
 - 8.6. LEVY CONTRIBUTIONS – RESIDENTIAL ADMINISTRATIVE FUND
 - 8.7. ANNUAL EXPENDITURE BUDGET – UTILITY ADMINISTRATIVE FUND
 - 8.8. LEVY CONTRIBUTIONS – UTILITY ADMINISTRATIVE FUND
 - 8.9. EXPENDITURE BEYOND CURRENT PERIOD
 9. DEBT RECOVERY PROCEDURE
 10. EXECUTION OF DOCUMENTS AND USE OF COMMON SEAL
 11. AUTHORITY TO SPEND



12. INVESTMENT SURPLUS FUNDS (RESERVE FUND)
13. GENERAL BUSINESS
14. NEXT ANNUAL GENERAL MEETING
15. MEETING CLOSE



MOTION #

AGENDA

1 QUORUM

Noting of Attendances, Proxies, Apologies and determination of a quorum.

A quorum is constituted if there are present persons who are entitled to cast the votes attached to 50% of the lots in the scheme.

If a quorum is not present after 30 minutes has elapsed from the time appointed for the general meeting of a strata company, the persons entitled to vote who are present at the meeting are taken to constitute a quorum for the purposes of that meeting

2 CHAIRPERSON

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

YES

NO

ABSTAIN

3 MINUTES OF PREVIOUS MEETING

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

YES

NO

ABSTAIN

4 FINANCIAL STATEMENTS & BALANCE SHEET

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

YES

NO

ABSTAIN



5 ELECTION OF COUNCIL OF OWNERS

5.1 NOMINATION FOR COUNCIL OF OWNERS

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

YES

NO

ABSTAIN

5.2 NUMBER OF COUNCIL OF OWNER MEMBERS

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

YES

NO

ABSTAIN

6 COUNCIL OF OWNER ELECTION

Ballot to be conducted where the number of nominations received exceeds the number of Council of owners member positions resolved at item 5.2.

NOTE subject to Sch1 by-law 5(6) of the Act, if the meeting is being conducted fully or partially remotely, the result of the election will be announced once your Strata Manager has received the completed Council of owners ballot voting forms from those who attended the meeting and were eligible to vote.

All completed forms must be returned to the Strata Manager within 5 business days of the meeting to be included in the vote count.

The incumbent COO will continue to function until the result of the election is formally announced with the minutes of meeting.

All Members

Nominations will be called for at the meeting.



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	1 April 2025	Building Cover	\$106,325,500 .00	\$5,000.00
			Catastrophe	Not Insured	
			Contents	\$1,063,255.0 0	
			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	\$1,000,000.0 0	
			Public liability	\$30,000,000. 00	
TOTAL PREMIUM: \$137,888.81					

Owners are advised that Oakfield are authorised under their insurance authority to provide factual advice only and that members are to satisfy themselves that the products being proposed by the insurer/underwriter suit their needs.



7.2 RENEWAL INSTRUCTIONS

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.

YES

NO

ABSTAIN

8 BUDGET

8.1 ANNUAL EXPENDITURE BUDGET – NORMAL ADMINISTRATIVE FUND

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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YES

NO

ABSTAIN



8.2 LEVY CONTRIBUTIONS – NORMAL ADMINISTRATIVE FUND

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
1 May 2024	31 July 2024	1 May 2024	\$139,092.70	\$6.95
1 August 2024	31 October 2024	1 August 2024	\$139,092.70	\$6.95
1 November 2024	31 January 2025	1 November 2024	\$166,910.80	\$8.35
1 February 2025	30 April 2025	1 February 2025	\$166,910.80	\$8.35
1 May 2024	30 April 2025		\$612,007.00	\$30.60

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
1 May 2025	31 July 2025	1 May 2025	\$153,001.75	\$7.65
1 May 2025	31 July 2025		\$153,001.75	\$7.65

Please note that all figures are exclusive of GST.

YES

NO

ABSTAIN

8.3 ANNUAL EXPENDITURE BUDGET – NORMAL RESERVE FUND

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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YES

NO

ABSTAIN



8.4 LEVY CONTRIBUTIONS – NORMAL RESERVE FUND

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
1 May 2024	31 July 2024	1 May 2024	\$6,250.11	\$0.31
1 August 2024	31 October 2024	1 August 2024	\$6,250.11	\$0.31
1 November 2024	31 January 2025	1 November 2024	\$7,499.89	\$0.37
1 February 2025	30 April 2025	1 February 2025	\$7,499.89	\$0.37
1 May 2024	30 April 2025		\$27,500.00	\$1.38

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
1 May 2025	31 July 2025	1 May 2025	\$6,875.00	\$0.34
1 May 2025	31 July 2025		\$6,875.00	\$0.34

Please note that all figures are exclusive of GST.

YES

NO

ABSTAIN

8.5 ANNUAL EXPENDITURE BUDGET – RESIDENTIAL ADMINISTRATIVE FUND

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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YES

NO

ABSTAIN



8.6 LEVY CONTRIBUTIONS – RESIDENTIAL ADMINISTRATIVE FUND

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
Total			\$68,798.00	\$3.60

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

Please note that all figures are exclusive of GST.

YES

NO

ABSTAIN

8.7 ANNUAL EXPENDITURE BUDGET – UTILITY ADMINISTRATIVE FUND

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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YES

NO

ABSTAIN

8.8 LEVY CONTRIBUTIONS – UTILITY ADMINISTRATIVE FUND

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
Total			\$141,680.00	\$7.08

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

Please note that all figures are exclusive of GST.

YES

NO

ABSTAIN



8.9 EXPENDITURE BEYOND CURRENT PERIOD

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.

YES

NO

ABSTAIN

9 DEBT RECOVERY PROCEDURE

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

YES

NO

ABSTAIN

10 EXECUTION OF DOCUMENTS AND USE OF COMMON SEAL

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:

Where the Strata Company has a Common Seal by application of the Common Seal attested by two (2) members of the Council of Owners

OR

Where the Strata Company does not have a Common Seal or does not want to use the Common Seal by application of the signature of two (2) members of the Council of Owners

YES

NO

ABSTAIN

11 AUTHORITY TO SPEND

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.

YES

NO

ABSTAIN

12 INVESTMENT SURPLUS FUNDS (RESERVE FUND)

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.

YES

NO

ABSTAIN

13 GENERAL BUSINESS

This agenda item is a forum for discussion only and no resolution of the Strata Company will be facilitated within this item. Any other general business to be referred to the Council of Owners for further consideration.

14 NEXT ANNUAL GENERAL MEETING

To discuss and confirm the date, time and location of the Annual General Meeting for the forthcoming year.



15 MEETING CLOSE

To close the meeting



Annual General Meeting Minutes

For Strata Plan 56401

The Owners of Kingston Apartment - 2 Signal Terrace, COCKBURN CENTRAL WA 6164

Held at: Time: 05:00 PM, on Date: Tuesday, 25 July 2023

At, Venue: Cockburn Youth Centre, 25 Wentworth Parade, SUCCESS WA 6164

Please note the following document sets out the procedure of the meeting and what was voted upon.

GENERAL BUSINESS

1. QUORUM

Members Present:

Lot 18 Trevor Steadman
Lot 23 Warren Henry Leggett
Lot 54 Cheng Lai Lee
Lot 66 Nicola and Sandra Passanisi
Lot 67 Brenda Borton
Lot 69 Bert du Plessis
Lot 71 Anna and Dale Wingell
Lot 73 Michael Firth
Lot 162 Len Joseph and Lorraine Rego
Lot 165 Maria Mullins
Lot 189 Dawn De Cesare

Apologies:

Lot 53 Anna Maria Pasquale
Lot 96 Nicola and Shane Richardson
Lot 105 Alison Butler

Proxies:

Lot 59 Geoffrey Yeoman	Proxy: Chairperson of the Meeting
Lot 83 Geoffrey Yeoman & Arlene Park	Proxy: Chairperson of the Meeting
Lot 92 Stephen Duffield	Proxy: Lisa Duffield
Lot 121 Christopher Pilbrow	Proxy: Donna Pilbrow
Lot 130 Wai Ching Lee and Kim Kee Ina Chia	Proxy: Wai Ching Lee
Lot 151 Craig Boyd and Elizabeth Mickle	Proxy: Craig Boyd
Lot 162 Len and Lorraine Rego	Proxy: Len Joseph
Lot 167 Lai Fung Ho and Lai Yong Ho	Proxy: Lai Fung Ho
Lot 173 Anthony and Shelley Brown	Proxy: Shelley Brown

Also, in attendance by invitation:

Joshua Gentili from Oakfield Strata – Strata Manager

Shelbe Croucher from Oakfield Strata – Assistant Strata Manager

The Strata Manager present calculated that there were 20 lots present either in person or by proxy out of 195 financial lots. A quorum was not achieved. As a quorum was not present 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.

The meeting opened at **5:30PM**.

2. CHAIRPERSON

It was resolved to appoint Joshua Gentili to act as Chairperson of the Strata Company for the purposes of the meeting.

3. MINUTES OF PREVIOUS MEETING

It was resolved that the Strata Company members receive and confirm the minutes of the last General Meeting as being a true and correct record of that meeting.

4. FINANCIAL STATEMENTS & BALANCE SHEET

Financial Statements provided with the Notice of Annual General Meeting for review.

It was resolved that the Strata Company members receive and confirm the financial statement and balance sheet for the period, **01 May 2022 to 30 April 2023**, reflect closing balances as follows:

Administration Fund:	\$ 51,027.52
Reserve Fund:	\$ 272,201.28

5. ELECTION OF COUNCIL OF OWNERS

5.1. NOMINATION FOR COUNCIL OF OWNERS

The Chairperson read out the nominations received.

The following nominations were received:

Lot No.	18	Name of Member:	Trevor Steadman
Lot No.	23	Name of Member:	Warren Henry Leggett
Lot No.	71	Name of Member:	Anna Wingell
Lot No.	121	Name of Member:	Christopher John Pilbrow
Lot No.	130	Name of Member:	Wai Ching Lee and Kim Kee Ina Chia
Lot No.	151	Name of Member:	Craig Boyd and Elizabeth Mickle
Lot No.	176	Name of Member:	Anthony John Tomic

5.2. NUMBER OF COUNCIL OF OWNER MEMBERS

It was resolved that the Council of Owners are to consist of **7** members.

5.3. COUNCIL OF OWNERS ELECTION

The Council of Owners was elected as follows:

Lot No.	18	Name of Member:	Trevor Steadman
Lot No.	23	Name of Member:	Warren Henry Leggett
Lot No.	71	Name of Member:	Anna Wingell
Lot No.	121	Name of Member:	Christopher John Pilbrow
Lot No.	130	Name of Member:	Wai Ching Lee and Kim Kee Ina Chia
Lot No.	151	Name of Member:	Craig Boyd and Elizabeth Mickle
Lot No.	176	Name of Member:	Anthony John Tomic

6. INSURANCE

Owners are advised that Oakfield are authorised under their insurance authority to provide factual advice only and that members are to satisfy themselves that the products being proposed by the insurer/underwriter to suit their needs. Please refer to the insurance schedule provided for disclosure on any commissions provided to the Strata Manager for placement of insurance.

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

Insurer	CHU Underwriting Agencies P/L
Policy Number	HU0006041523
Policy Period	1/04/2023 to 1/10/2023
Building Sum Insured	\$ 99,465,000
Excess	\$ 5,000
Total Premium	\$ 108,850.99

6.1. INSURANCE VALUATION

This property does not have a current valuation

Oakfield advise that Sections 97 of the Strata Titles Act 1985 requires that the Strata Company is to maintain replacement value insurance sufficient to cover all costs involved in rebuilding the property to the same size and standard as to when new. This includes architects/engineers, demolition, debris removal, town planning charges, connection of utilities and reinstatement of common services such as drainage. Oakfield advises that a valuation for insurance purposes should be obtained at least every 3 years and the policy should be appropriately indexed in between each valuation in order to accurately assess an appropriate building sum insured figure.

The Strata Company resolved that the Council of Owners be given authority to obtain a valuation for Insurance purposes as required.

6.2. RENEWAL INSTRUCTIONS

It was resolved that the Strata Manager is to present quotations to the Council for their review and instructions and that the Council of Owners have authority to renew the policy as suggested by the insurer or as recommended by the insurance valuation.

It was resolved that if no placement instructions are received from the Council prior to policy expiry, Oakfield will proceed with renewing cover with the incumbent insurer so to ensure no lapse in insurance cover for the Strata Company.

SPECIAL BUSINESS

7. PROPOSED BUDGET

Refer to budget and contribution schedule provided for more information.

7.1. ANNUAL EXPENDITURE BUDGET – NORMAL ADMINISTRATIVE FUND

It was resolved to receive and accept the proposed Normal Administration Fund expenditure budget prepared for this meeting for the period of **01 May 2023 to 30 April 2024**.

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

Administration Fund:	\$ 556,370.00	Ex GST
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7.2. LEVY CONTRIBUTIONS – NORMAL ADMINISTRATIVE FUND

It was resolved to raise approved levy amounts for this financial year are as follows:

Administration Fund:	\$ 556,370.00	Ex GST
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Due Date	Cost per unit of entitlement
01/05/2023 – pre-raised	\$6.05
01/08/2023 – pre-raised	\$6.05
01/11/2023	\$7.86
01/02/2024	\$7.86

And, that a further contribution of \$6.95 per unit entitlement be continued on a quarterly basis until otherwise determined by the Strata Company at a general meeting.

7.3. ANNUAL EXPENDITURE BUDGET – NORMAL RESERVE FUND

It was resolved to receive and accept the proposed Normal Reserve Fund expenditure budget prepared for this meeting for the period of **01 May 2023 to 30 April 2024**.

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

Reserve Fund:	\$ 100,000.00	Ex GST
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7.4. LEVY CONTRIBUTIONS – NORMAL RESERVE FUND

It was resolved to raise approved levy amounts for this financial year are as follows:

Reserve Fund:	\$ 25,000.00	Ex GST
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Due Date	Cost per unit of entitlement
01/05/2023 – pre-raised	\$0.27
01/08/2023 – pre-raised	\$0.27
01/11/2023	\$0.35
01/02/2024	\$0.35

And, that a further contribution of \$0.31 per unit entitlement be continued on a quarterly basis until otherwise determined by the Strata Company at a general meeting.

7.5. ANNUAL EXPENDITURE BUDGET – RESIDENTIAL ADMINISTRATIVE FUND

It was resolved to receive and accept the proposed Residential Administration Fund expenditure budget prepared for this meeting for the period of **01 May 2023 to 30 April 2024**.

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

Administration Fund:	\$ 55,000.00	Ex GST
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7.6. LEVY CONTRIBUTIONS – RESIDENTIAL ADMINISTRATIVE FUND

It was resolved to raise approved levy amounts for this financial year are as follows:

Administration Fund:	\$ 62,544.00	Ex GST
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Due Date	Cost per unit of entitlement
01/05/2023 – pre-raised	\$0.71

01/08/2023 – pre-raised	\$0.71
01/11/2023	\$0.92
01/02/2024	\$0.92

And, that a further contribution of \$0.82 per unit entitlement be continued on a quarterly basis until otherwise determined by the Strata Company at a general meeting.

7.7. ANNUAL EXPENDITURE BUDGET – UTILITY ADMINISTRATIVE FUND

It was resolved to receive and accept the proposed Utility Administration Fund expenditure budget prepared for this meeting for the period of **01 May 2023 to 30 April 2024**.

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

Administration Fund:	\$ 120,000.00	Ex GST
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7.8. LEVY CONTRIBUTIONS – UTILITY ADMINISTRATIVE FUND

It was resolved to raise approved levy amounts for this financial year are as follows:

Administration Fund:	\$ 128,800.00	Ex GST
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Due Date	Cost per unit of entitlement
01/05/2023 – pre-raised	\$1.40
01/08/2023 – pre-raised	\$1.40
01/11/2023	\$1.82
01/02/2024	\$1.82

And, that a further contribution of \$1.61 per unit entitlement be continued on a quarterly basis until otherwise determined by the Strata Company at a general meeting.

7.9. EXPENDITURE BEYOND CURRENT PERIOD

It was resolved 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.

8. DEBT RECOVERY PROCEDURE

It was resolved to implement the Oakfield debt recovery procedure as presented.

9. EXECUTION OF DOCUMENTS AND USE OF COMMON SEAL

It was resolved, pursuant to Section 118 of the Act, that the execution of any Strata Company documents that are required to be executed, will be by application of the signature of two (2) members of the Council of Owners.

10. INVESTMENT SURPLUS FUNDS (RESERVE FUND)

It was resolved that the Council of Owners be authorised to invest funds in a Fixed Term Deposit Account which it considers surplus to immediate requirements.

11. GENERAL BUSINESS

This agenda item was a forum for discussion. The elected Council of Owners were deferred all matters below:

Building Maintenance related matters:

- **Seat replacement:** It was recommended by the meeting that a replacement seat for the foyer in Kingston the second be arranged.
- **Pool gate slamming shut:** It was recommended by the meeting that the Building Manger investigate and provide photos and detail on repair to the Strata Company.
- **Gym glass door is faulting:** It was recommended by the meeting that the Building Manger investigate and provide photos and detail on repair to the Strata Company.
- **Railing stairwell Kingston fourth carpark access near disabled lift:** The railing to the stairwell is missing. It was recommended by the meeting that the Building Manger investigate and provide photos and detail on repair to the Strata Company.
- **Lift Phone replacement:** It was recommended by the meeting that the Strata Manager contact Schindler if works complete.
- **Annual Hallway carpet cleaning:** It was recommended by the meeting that the Strata Company consider undertaking dry deep clean to hallway carpets
- **Painting hallways:** Painting of all internal hallway walls to be put forward to the Council of Owners
- **Pool area debris:** The swimming pool's shower area has been closed for two years without repairs, leading to a deteriorated state with broken tiles, debris, and a pile of sand removed from adjacent planter. Concerns were raised about the hazards caused by the debris such as potential damage to the pool liner or risk of injury to a visitor or resident. The meeting recommended removing all tiles, cleaning the area, and disposing of excess tiles. The good condition tiles should be stored properly. It was agreed to clean this area up especially removal of the sand pile by December 2023.
- **Swimming pool shower:** In addition to the above it was recommended by the meeting that the old shower be de-commissioned by texture coat rendering the wall and re-tiling the floor to match the pool area. It was also recommended by the meeting a new shower should be installed in an alternative location.
- **Unit 69 insurance claim:** Despite previous repairs by Total Insurance Services Building & Maintenance (TIS) earlier this year, the window is still not as original condition. Oakfield was directed in the meeting to liaise with TIS and arrange a meeting between TIS & the owner to address this. Additionally, Oakfield was advised not to close the insurance claim until an engineer or building supervisor approves satisfactory completion of the repairs. Moreover, consequential damage resulting from the initial issue remains unrepaired.
- **Unit 67 window replacement to fix leak:** It was recommended by the meeting that the quotation for the window replacement be accepted.

Other Items:

- **City of Cockburn - Bulk Verge Collection:** It was recommended by the meeting that Oakfield send a notice to all residents notifying them of the Junk Bulk Verge Collection scheduled on the 28 August 2023
- **Proper disposal of items:** It was recommended by the meeting that Oakfield send a notice to all residents about the proper disposal of unwanted household items including items stored above storerooms and in car bays.

- **Supervision of children:** It was recommended by the meeting that Oakfield to send a notice to all residents to ensure children are always supervised on common property especially around the pool.
- **Gym equipment theft:** It was recommended by the meeting that Oakfield send a notice to all residents notifying them that gym is being monitored more regularly by management and theft of gym equipment may result in the theft being reported to the police and a bill for the equipment replacement being onforwarded to the lot owner responsible.

12. NEXT MEETING

Noted that the Next Annual General Meeting for the Strata Company will be held:

Date:	Thursday, 25 th July 2024
Time:	5:00 PM
Venue:	Cockburn Youth Centre, 25 Wentworth Parade, SUCCESS WA 6164

NB: The date, time and/or location may be changed in the event of unforeseen circumstances. In an event where the date is to be changed, Management will attempt to consult with the Council of Owners / Chairperson for scheduling instructions.

13. MEETING CLOSE

There being no further business to discuss, the meeting was declared closed at **7:11PM**.



Level 4, 55 St Georges Terrace
Perth WA 6000

PO BOX 5721, Perth 6831

Certificate of Currency

CHU Residential Strata Insurance Plan

Policy No	HU0006041523
Policy Wording	CHU RESIDENTIAL STRATA INSURANCE PLAN
Period of Insurance	01/04/2024 to 01/04/2025 at 4:00pm
The Insured	THE OWNERS OF SP 56401
Situation	2 SIGNAL TERRACE COCKBURN CENTRAL WA 6164

Policies Selected

Policy 1 – Insured Property

Building: \$106,325,500
Common Area Contents: \$1,063,255
Loss of Rent & Temporary Accommodation (total payable): \$15,948,825

Policy 2 – Liability to Others

Sum Insured: \$30,000,000

Policy 3 – Voluntary Workers

Death: \$200,000
Total Disablement: \$2,000 per week

Policy 4 – Fidelity Guarantee

Sum Insured: \$250,000

Policy 5 – Office Bearers' Legal Liability

Sum Insured: \$1,000,000

Policy 6 – Machinery Breakdown

Sum Insured: \$100,000

Policy 7 – Catastrophe Insurance

Not Selected

Policy 8 – Government Audit Costs and Legal Expenses

Government Audit Costs: \$25,000
Appeal expenses – common property health & safety breaches: \$100,000
Legal Defence Expenses: \$50,000



Policy 9 – Lot owners’ fixtures and improvements (per lot)

Sum Insured: \$250,000

Flood Cover is included.

Date Printed

28/03/2024

This certificate confirms this policy is in force for the Period of Insurance shown, subject to the policy terms, conditions and exclusions. It is a summary of cover only (for full details refer to the current policy wording QM562-1023 and schedule). It does not alter, amend or extend the policy. This information is current only at the date of printing.

Cost Centre: Normal
Strata Plan No. SP 56401
2 Signal Terrace, Cockburn Central WA 6164
Statement of Financial Performance
FOR THE PERIOD 01 May 2023 TO 30 April 2024

Statement of Financial Performance	ACTUAL	BUDGET	ACTUAL LAST YEAR
	01/05/2023-30/04/2024	01/05/2023-30/04/2024	01/05/2022-30/04/2023
Administrative Fund			
INCOME			
142850 - Key & Security swipe order	\$2,961.13	\$0.00	\$0.00
143000 - Levies Due - Admin	\$556,370.38	\$556,370.00	\$483,779.43
142500 - Interest on Arrears--Admin	\$8.22	\$0.00	\$0.00
144200 - Miscellaneous Income--Admin	\$0.00	\$0.00	\$285.86
147530 - Sundry Revenue - other	\$0.00	\$0.00	\$338.10
148100 - Sales Certificate Fees	\$3,080.00	\$0.00	\$0.00
TOTAL ADMINISTRATIVE FUND INCOME	\$562,419.73	\$556,370.00	\$484,506.50
EXPENDITURE - ADMINISTRATIVE FUND			
150300 - Admin--Accounting and Taxation Services	\$1,889.55	\$0.00	\$0.00
150850 - Admin--BAS - Preparation & Lodgement	\$0.00	\$1,500.00	\$1,180.00
150950 - Admin--Prepare & Lodge Tax Return	\$0.00	\$500.00	\$400.00
152750 - Admin--Debt Collection Fees	\$0.00	\$0.00	\$(381.60)
153201 - Admin -- Legal Services	\$0.00	\$0.00	\$22.00
153203 - Admin--Sales Certificate Fees	\$3,080.00	\$0.00	\$0.00
153802 - Admin--Engineering Report Fee	\$15,799.40	\$0.00	\$12,231.25
153807 - Admin--Agent Archiving	\$0.00	\$0.00	\$100.00
153900 - Admin--Management Fees--Non Standard	\$0.00	\$0.00	\$1,343.87
154151 - Admin--GST Expense (Write Off)	\$1.10	\$0.00	\$0.05
154250 - Admin--Income Tax Expense	\$98.40	\$0.00	\$41.10
154850 - Minor Building Maintenance	\$0.00	\$0.00	\$49,798.24
155510 - Admin--Meeting Expenses	\$86.18	\$0.00	\$65.91
156650 - Admin-- Printing and Postage	\$0.00	\$0.00	\$543.49
158000 - Admin-- Strata Admin - Additional Fees	\$6,090.97	\$4,000.00	\$1,174.57
158500 - Admin--Strata Management Fee	\$73,938.10	\$68,706.00	\$0.00
159000 - Insurance--Excesses	\$2,500.00	\$0.00	\$0.00
159100 - Insurance--Premiums	\$187,288.64	\$150,000.00	\$184,412.01
159200 - Insurance--Valuation	\$2,500.00	\$0.00	\$0.00
162500 - Contract--Cleaning	\$140,157.10	\$135,000.00	\$134,913.27
162750 - Contract--Cleaning- Windows	\$0.00	\$10,000.00	\$7,704.00
163001 - Maint Bldg--Cleaning--Carpet	\$2,718.18	\$0.00	\$0.00
164750 - Contract--Fire Panel Monitoring	\$6,840.00	\$0.00	\$0.00
164800 - Maint Bldg--Electrical	\$18,340.00	\$20,000.00	\$15,284.15

Statement of Financial Performance	ACTUAL	BUDGET	ACTUAL LAST YEAR
	01/05/2023-30/04/2024	01/05/2023-30/04/2024	01/05/2022-30/04/2023
165000 - Contract--Garage Doors & Gates	\$4,626.00	\$10,000.00	\$10,176.12
165800 - Maint Bldg--Fire Protection	\$31,809.33	\$40,000.00	\$36,671.81
166250 - Contract--Lift	\$0.00	\$0.00	\$1,268.97
166800 - Maint Bldg--Garbage Bins/Bags	\$11,934.32	\$3,000.00	\$3,565.91
167200 - Maint Bldg--General Repairs	\$24,221.70	\$49,560.91	\$0.00
167250 - Contract--Pest Control	\$2,479.00	\$1,000.00	\$850.00
167750 - Contract--Roof Anchor Points	\$2,570.00	\$0.00	\$0.00
170600 - Maint Bldg--Locks, Keys & Card Keys	\$4,885.48	\$1,300.09	\$802.11
172300 - Maint Bldg--Plumbing Maintenance	\$10,721.16	\$30,000.00	\$29,964.35
176750 - Maint Bldg--CCTV Installation/Repairs	\$447.50	\$4,303.00	\$0.00
177400 - Maint Grounds--Gardening	\$23,719.10	\$27,500.00	\$24,581.83
181000 - Maint Bldg--Exhaust/Ventilation Systems	\$11,439.10	\$0.00	\$0.00
184006 - Staff--Gratuities/Honourarium	\$301.82	\$0.00	\$285.50
TOTAL ADMIN EXPENDITURE	\$590,482.13	\$556,370.00	\$585,704.91
SURPLUS/DEFICIT	\$(28,062.40)	\$0.00	\$(101,198.41)
OPENING ADMIN BALANCE	\$(3,432.78)	\$(3,432.78)	\$97,765.63
ADMINISTRATIVE FUND BALANCE	\$(31,495.18)	\$(3,432.78)	\$(3,432.78)

Statement of Financial Performance

	ACTUAL	BUDGET	ACTUAL LAST YEAR
	01/05/2023-30/04/2024	01/05/2023-30/04/2024	01/05/2022-30/04/2023
Reserve Fund			
INCOME			
242600 - Interest on Investments--Capital Works	\$4,262.20	\$0.00	\$1,901.29
243000 - Levies Due--Sinking	\$24,999.58	\$25,000.00	\$20,679.04
242500 - Interest on Arrears--Capital Works	\$0.36	\$0.00	\$0.00
TOTAL RESERVE FUND INCOME	\$29,262.14	\$25,000.00	\$22,582.58
EXPENDITURE - RESERVE FUND			
253150 - Admin--GST Expense (Write Off)--Sinking	\$(0.95)	\$0.00	\$0.75
272240 - Maint Bldg--Provision for Major Expenditure	\$40,295.50	\$100,000.00	\$0.00
TOTAL CAPITAL EXPENDITURE	\$40,294.55	\$100,000.00	\$0.75
SURPLUS/DEFICIT	\$(11,032.41)	\$(75,000.00)	\$22,581.83
OPENING CAPITAL BALANCE	\$272,201.28	\$272,201.28	\$249,619.45
RESERVE FUND BALANCE	\$261,168.87	\$197,201.28	\$272,201.28

Cost Centre: Normal
Statement of Financial Position
AS AT 30 April 2024

Date : 15/05/2024
Time : 09:48
Username : Ai Vee Ho
Client Position : Management

Strata Plan No. SP 56401

2 Signal Terrace, Cockburn Central WA 6164

	Actual 01/05/2023 - 30/04/2024	Actual 01/05/2022 - 30/04/2023
Owners Funds:		
Administrative Fund		
Operating Surplus/Deficit--Admin	\$(28,062.40)	\$(101,198.41)
Owners Equity--Admin	\$(3,432.78)	\$97765.63
	\$(31,495.18)	\$(3,432.78)
Reserve Fund		
Operating Surplus/Deficit--Capital Works	\$(11,032.41)	\$22,581.83
Owners Equity--Capital Works	\$272,201.28	\$249619.45
	\$261,168.87	\$272,201.28
Net Owners Funds	\$229,673.69	\$268,768.50
Represented by:		
Assets		
Administrative Fund		
Cash at Bank--Admin	\$53,663.14	\$804.25
Receivable--Levies--Admin	\$3,751.29	\$13,965.04
Interest Receivable--Levies--Admin	\$4.92	\$0.00
Sundry Debtors GL - Admin	\$220.00	\$220.00
Receivable Owners - Admin	\$11,227.71	\$3,424.94
	\$68,867.06	\$18,414.23
Reserve Fund		
Cash at Bank--Capital Works	\$158,795.61	\$170,319.38
Receivable--Levies--Capital Works	\$167.95	\$553.94
Interest Receivable GL - Capital Works	\$0.22	\$0.00
Funds Held Externally-Investment 3	\$107,456.70	\$103,194.50
	\$266,420.48	\$274,067.82
Unallocated Money		
Cash at Bank--Unallocated	\$6,717.80	\$2806.90
	\$6,717.80	\$2,806.90
Total Assets	\$342,005.34	\$295,288.95
Less Liabilities		
Administrative Fund		
Creditor--GST--Admin	\$(8,741.08)	\$(13811.86)
Creditors--Other--Admin	\$6,651.60	\$0.00
Prepaid Levies--Admin	\$102,451.72	\$35658.87
	\$100,362.24	\$21,847.01
Reserve Fund		
Creditor--GST--Capital Works	\$647.99	\$256.74
Prepaid Levies--Capital Works	\$4,603.62	\$1609.80
	\$5,251.61	\$1,866.54
Unallocated Money		

Prepaid Levies--Unallocated	\$6,717.80	\$2806.90
	<hr/>	<hr/>
	\$6,717.80	\$2,806.90
Total Liabilities	<hr/>	<hr/>
	\$112,331.65	\$26,520.45
Net Assets	<hr/>	<hr/>
	\$229,673.69	\$268,768.50

**Cost Centre: Normal
Comparative Budget
to apply from 01/05/2024 -
30/04/2025**

Date : 27/06/2024
Time : 10:23
Username : Ai Vee Ho
Client Position : Management

Kingston Apartment, 2 Signal Terrace, COCKBURN CENTRAL - SP 56401 ABN: 15 542 828 051

	Administrative Fund		
	Proposed Budget	Previous Year Actuals	Previous Year Budget
Revenue			
142850 Key & Security swipe order	0.00	2,961.13	0.00
143000 Levies Due - Admin	612,007.00	556,370.38	556,370.00
142500 Interest on Arrears--Admin	0.00	8.22	0.00
148100 Sales Certificate Fees	0.00	3,080.00	0.00
Total revenue	612,007.00	562,419.73	556,370.00
Less expenses			
150300 Admin--Accounting and Taxation Services	2,000.00	1,889.55	0.00
153203 Admin--Sales Certificate Fees	0.00	3,080.00	0.00
153802 Admin--Engineering Report Fee	0.00	15,799.40	0.00
154151 Admin--GST Expense (Write Off)	0.00	1.10	0.00
154250 Admin--Income Tax Expense	0.00	98.40	0.00
154775 Admin--By-law Consolidation	1,100.00	0.00	0.00
155000 Admin--Software & Compliance Fee	5,713.00	0.00	0.00
155510 Admin-Meeting Expenses	100.00	86.18	0.00
158000 Admin-- Strata Admin - Additional Fees	6,000.00	6,090.97	4,000.00
158500 Admin--Strata Management Fee	56,238.40	73,938.10	68,706.00
159000 Insurance--Excesses	0.00	2,500.00	0.00
159100 Insurance--Premiums	135,000.00	187,288.64	150,000.00
159200 Insurance--Valuation	0.00	2,500.00	0.00
162500 Contract--Cleaning	140,126.00	140,157.10	135,000.00
162750 Contract--Cleaning- Windows	7,500.00	0.00	10,000.00
163001 Maint Bldg--Cleaning--Carpet	2,500.00	2,718.18	0.00
164750 Contract--Fire Panel Monitoring	6,840.00	6,840.00	0.00
164800 Maint Bldg--Electrical	20,000.00	18,340.00	20,000.00
165000 Contract--Garage Doors & Gates	22,000.00	4,626.00	10,000.00
165800 Maint Bldg--Fire Protection	40,000.00	31,809.33	40,000.00
166800 Maint Bldg--Garbage Bins/Bags	12,000.00	11,934.32	3,000.00
167200 Maint Bldg--General Repairs	28,000.00	24,221.70	49,560.91
167250 Contract--Pest Control	2,500.00	2,479.00	1,000.00
167750 Contract--Roof Anchor Points	3,500.00	2,570.00	0.00
170600 Maint Bldg--Locks, Keys & Card Keys	1,000.00	4,885.48	1,300.09
172300 Maint Bldg--Plumbing Maintenance	30,000.00	10,721.16	30,000.00
172800 Maint Bldg--Roof Inspection & Repairs	12,000.00	0.00	0.00
176750 Maint Bldg--CCTV Installation/Repairs	2,000.00	447.50	4,303.00
177400 Maint Grounds--Gardening	27,500.00	23,719.10	27,500.00
181000 Maint Bldg--Exhaust/Ventilation Systems	2,800.00	11,439.10	0.00
184006 Staff--Gratuities/Honourarium	0.00	301.82	0.00
Total expenses	566,417.40	590,482.13	556,370.00
Surplus/Deficit	45,589.60	(28,062.40)	0.00
Opening balance	(31,495.18)	(3432.78)	(3432.78)
Closing balance	\$14,094.42	\$(31,495.18)	\$(3,432.78)
Total units of Entitlements	20,000.00	0.00	0.00

Levy contribution per unit Entitlements	\$30.60	\$556,370.00	\$556,370.00
Budgeted standard levy revenue	612,007.00	0.00	0.00
Add GST	61,200.70	0.00	0.00
Amount to raise in levies including GST	<u>\$673,207.70</u>	<u>\$0.00</u>	<u>\$0.00</u>

Reserve Fund

	Proposed Budget	Previous Year Actuals	Previous Year Budget
Revenue			
242600 Interest on Investments--Capital Works	0.00	4,262.20	0.00
243000 Levies Due--Sinking	27,500.00	24,999.58	25,000.00
242500 Interest on Arrears--Capital Works	0.00	0.36	0.00
Total revenue	27,500.00	29,262.14	25,000.00
Less expenses			
253150 Admin--GST Expense (Write Off)--Sinking	0.00	(0.95)	0.00
272240 Maint Bldg--Provision for Major Expenditure	75,000.00	40,295.50	100,000.00
272800 Maint Bldg--Roof & Gutters	11,000.00	0.00	0.00
273600 Maint Bldg--Facade	200,000.00	0.00	0.00
275700 Maint Bldg - Waterproofing	75,000.00	0.00	0.00
Total expenses	361,000.00	40,294.55	100,000.00
Surplus/Deficit	(333,500.00)	(11,032.41)	(75,000.00)
Opening balance	261,168.87	272201.28	272201.28
Closing balance	\$(72,331.13)	\$261,168.87	\$197,201.28
Total units of Entitlements	20,000.00	0.00	0.00
Levy contribution per unit Entitlements	\$1.38	\$25,000.00	\$25,000.00
Budgeted standard levy revenue	27,500.00	0.00	0.00
Add GST	2,750.00	0.00	0.00
Amount to raise in levies including GST	\$30,250.00	\$0.00	\$0.00

Proposed Contribution Schedule to apply from 01 May 2024

2 Signal Terrace, Cockburn Central WA 6164 - SP 56401

Annual levy instalments that would apply to each lot if proposed budgets are accepted by the general meeting:

Lot Number	Unit	Lot Liability	Administrative Fund	Reserve Fund	Annual Total
1	1	100.00	3,366.04	151.24	3,517.28
2	2	100.00	3,366.04	151.24	3,517.28
3	3	77.00	2,591.84	116.48	2,708.32
4	4	100.00	3,366.04	151.24	3,517.28
5	5	100.00	3,366.04	151.24	3,517.28
6	6	100.00	3,366.04	151.24	3,517.28
7	7	100.00	3,366.04	151.24	3,517.28
8	8	106.00	3,568.00	160.32	3,728.32
9	9	101.00	3,399.72	152.76	3,552.48
10	10	106.00	3,568.00	160.32	3,728.32
11	11	101.00	3,399.72	152.76	3,552.48
12	12	106.00	3,568.00	160.32	3,728.32
13	13	80.00	2,692.84	121.00	2,813.84
14	14	106.00	3,568.00	160.32	3,728.32
15	15	101.00	3,399.72	152.76	3,552.48
16	16	106.00	3,568.00	160.32	3,728.32
17	17	101.00	3,399.72	152.76	3,552.48
18	18	106.00	3,568.00	160.32	3,728.32
19	19	101.00	3,399.72	152.76	3,552.48
20	20	83.00	2,793.80	125.56	2,919.36
21	21	101.00	3,399.72	152.76	3,552.48
22	22	107.00	3,601.68	161.84	3,763.52
23	23	103.00	3,467.04	155.80	3,622.80
24	24	103.00	3,467.04	155.80	3,622.80
25	25	103.00	3,467.04	155.80	3,622.80
26	26	103.00	3,467.04	155.80	3,622.80
27	27	81.00	2,726.48	122.52	2,849.00
28	28	103.00	3,467.04	155.80	3,622.80
29	29	103.00	3,467.04	155.80	3,622.80
30	30	103.00	3,467.04	155.80	3,622.80
31	31	103.00	3,467.04	155.80	3,622.80
32	32	103.00	3,467.04	155.80	3,622.80
33	33	103.00	3,467.04	155.80	3,622.80
34	34	81.00	2,726.48	122.52	2,849.00
35	35	103.00	3,467.04	155.80	3,622.80
36	36	109.00	3,669.00	164.88	3,833.84
37	37	112.00	3,769.96	169.40	3,939.36
38	38	107.00	3,601.68	161.84	3,763.52
39	39	112.00	3,769.96	169.40	3,939.36
40	40	107.00	3,601.68	161.84	3,763.52
41	41	107.00	3,601.68	161.84	3,763.52
42	42	107.00	3,601.68	161.84	3,763.52
43	43	107.00	3,601.68	161.84	3,763.52
44	44	107.00	3,601.68	161.84	3,763.52

45	45	107.00	3,601.68	161.84	3,763.52
46	46	112.00	3,769.96	169.40	3,939.36
47	47	83.00	2,793.80	125.56	2,919.36
49	49	95.00	3,197.76	143.68	3,341.44
50	50	103.00	3,467.04	155.80	3,622.80
51	51	103.00	3,467.04	155.80	3,622.80
52	52	100.00	3,366.04	151.24	3,517.28
53	53	77.00	2,591.84	116.48	2,708.32
54	54	100.00	3,366.04	151.24	3,517.28
55	55	100.00	3,366.04	151.24	3,517.28
56	56	97.00	3,265.08	146.72	3,411.76
57	57	102.00	3,433.36	154.28	3,587.64
58	58	102.00	3,433.36	154.28	3,587.64
59	59	102.00	3,433.36	154.28	3,587.64
60	60	102.00	3,433.36	154.28	3,587.64
61	61	101.00	3,399.72	152.76	3,552.48
62	62	107.00	3,601.68	161.84	3,763.52
63	63	97.00	3,265.08	146.72	3,411.76
64	64	107.00	3,601.68	161.84	3,763.52
65	65	107.00	3,601.68	161.84	3,763.52
66	66	103.00	3,467.04	155.80	3,622.80
67	67	107.00	3,601.68	161.84	3,763.52
68	68	100.00	3,366.04	151.24	3,517.28
69	69	81.00	2,726.48	122.52	2,849.00
70	70	81.00	2,726.48	122.52	2,849.00
71	71	81.00	2,726.48	122.52	2,849.00
72	72	103.00	3,467.04	155.80	3,622.80
73	73	81.00	2,726.48	122.52	2,849.00
74	74	81.00	2,726.48	122.52	2,849.00
75	75	103.00	3,467.04	155.80	3,622.80
76	76	81.00	2,726.48	122.52	2,849.00
77	77	81.00	2,726.48	122.52	2,849.00
78	78	109.00	3,669.00	164.88	3,833.84
79	79	100.00	3,366.04	151.24	3,517.28
80	80	109.00	3,669.00	164.88	3,833.84
81	81	109.00	3,669.00	164.88	3,833.84
82	82	103.00	3,467.04	155.80	3,622.80
83	83	109.00	3,669.00	164.88	3,833.84
84	84	102.00	3,433.36	154.28	3,587.64
85	85	106.00	3,568.00	160.32	3,728.32
86	86	106.00	3,568.00	160.32	3,728.32
87	87	102.00	3,433.36	154.28	3,587.64
88	88	106.00	3,568.00	160.32	3,728.32
89	89	106.00	3,568.00	160.32	3,728.32
90	90	106.00	3,568.00	160.32	3,728.32
91	91	106.00	3,568.00	160.32	3,728.32
92	92	106.00	3,568.00	160.32	3,728.32
94	Comm94	127.00	4,274.88	192.08	4,466.96
95	95	78.00	2,625.52	118.00	2,743.48
96	96	78.00	2,625.52	118.00	2,743.48
97	97	97.00	3,265.08	146.72	3,411.76
98	98	97.00	3,265.08	146.72	3,411.76
99	99	97.00	3,265.08	146.72	3,411.76
100	100	78.00	2,625.52	118.00	2,743.48
101	101	81.00	2,726.48	122.52	2,849.00
102	102	81.00	2,726.48	122.52	2,849.00
103	103	103.00	3,467.04	155.80	3,622.80
104	104	103.00	3,467.04	155.80	3,622.80
105	105	103.00	3,467.04	155.80	3,622.80
106	106	103.00	3,467.04	155.80	3,622.80

107	107	103.00	3,467.04	155.80	3,622.80
108	108	103.00	3,467.04	155.80	3,622.80
109	109	83.00	2,793.80	125.56	2,919.36
110	110	83.00	2,793.80	125.56	2,919.36
111	111	106.00	3,568.00	160.32	3,728.32
112	112	106.00	3,568.00	160.32	3,728.32
113	113	106.00	3,568.00	160.32	3,728.32
114	114	106.00	3,568.00	160.32	3,728.32
115	115	106.00	3,568.00	160.32	3,728.32
116	116	106.00	3,568.00	160.32	3,728.32
117	117	84.00	2,827.48	127.04	2,954.52
118	118	84.00	2,827.48	127.04	2,954.52
119	119	108.00	3,635.32	163.36	3,798.68
120	120	108.00	3,635.32	163.36	3,798.68
121	121	108.00	3,635.32	163.36	3,798.68
122	122	108.00	3,635.32	163.36	3,798.68
123	123	108.00	3,635.32	163.36	3,798.68
124	124	108.00	3,635.32	163.36	3,798.68
125	125	86.00	2,894.80	130.08	3,024.88
126	126	86.00	2,894.80	130.08	3,024.88
127	127	111.00	3,736.32	167.88	3,904.20
128	128	111.00	3,736.32	167.88	3,904.20
129	129	111.00	3,736.32	167.88	3,904.20
130	130	111.00	3,736.32	167.88	3,904.20
131	131	111.00	3,736.32	167.88	3,904.20
132	132	111.00	3,736.32	167.88	3,904.20
134	Comm134	124.00	4,173.88	187.56	4,361.44
135	Comm135	114.00	3,837.28	172.44	4,009.72
136	Comm136	105.00	3,534.36	158.80	3,693.16
137	Comm137	95.00	3,197.76	143.68	3,341.44
138	Comm138	95.00	3,197.76	143.68	3,341.44
139	Comm139	95.00	3,197.76	143.68	3,341.44
140	Comm140	95.00	3,197.76	143.68	3,341.44
141	141	99.00	3,332.40	149.76	3,482.12
142	142	99.00	3,332.40	149.76	3,482.12
143	143	99.00	3,332.40	149.76	3,482.12
144	144	106.00	3,568.00	160.32	3,728.32
145	145	106.00	3,568.00	160.32	3,728.32
146	146	99.00	3,332.40	149.76	3,482.12
147	147	99.00	3,332.40	149.76	3,482.12
148	148	78.00	2,625.52	118.00	2,743.48
149	149	99.00	3,332.40	149.76	3,482.12
150	150	99.00	3,332.40	149.76	3,482.12
151	151	99.00	3,332.40	149.76	3,482.12
152	152	80.00	2,692.84	121.00	2,813.84
153	153	102.00	3,433.36	154.28	3,587.64
154	154	102.00	3,433.36	154.28	3,587.64
155	155	102.00	3,433.36	154.28	3,587.64
156	156	102.00	3,433.36	154.28	3,587.64
157	157	108.00	3,635.32	163.36	3,798.68
158	158	102.00	3,433.36	154.28	3,587.64
159	159	102.00	3,433.36	154.28	3,587.64
160	160	102.00	3,433.36	154.28	3,587.64
161	161	102.00	3,433.36	154.28	3,587.64
162	162	102.00	3,433.36	154.28	3,587.64
163	163	102.00	3,433.36	154.28	3,587.64
164	164	102.00	3,433.36	154.28	3,587.64
165	165	105.00	3,534.36	158.80	3,693.16
166	166	105.00	3,534.36	158.80	3,693.16
167	167	105.00	3,534.36	158.80	3,693.16

168	168	105.00	3,534.36	158.80	3,693.16
169	169	109.00	3,669.00	164.88	3,833.84
170	170	105.00	3,534.36	158.80	3,693.16
171	171	105.00	3,534.36	158.80	3,693.16
172	172	105.00	3,534.36	158.80	3,693.16
173	173	105.00	3,534.36	158.80	3,693.16
174	174	105.00	3,534.36	158.80	3,693.16
175	175	105.00	3,534.36	158.80	3,693.16
176	176	105.00	3,534.36	158.80	3,693.16
177	177	107.00	3,601.68	161.84	3,763.52
178	178	107.00	3,601.68	161.84	3,763.52
179	179	107.00	3,601.68	161.84	3,763.52
180	180	107.00	3,601.68	161.84	3,763.52
181	181	112.00	3,769.96	169.40	3,939.36
182	182	107.00	3,601.68	161.84	3,763.52
183	183	107.00	3,601.68	161.84	3,763.52
184	184	107.00	3,601.68	161.84	3,763.52
185	185	107.00	3,601.68	161.84	3,763.52
186	186	107.00	3,601.68	161.84	3,763.52
187	187	107.00	3,601.68	161.84	3,763.52
188	188	107.00	3,601.68	161.84	3,763.52
189	189	109.00	3,669.00	164.88	3,833.84
190	190	109.00	3,669.00	164.88	3,833.84
191	191	109.00	3,669.00	164.88	3,833.84
192	192	109.00	3,669.00	164.88	3,833.84
193	193	114.00	3,837.28	172.44	4,009.72
194	194	109.00	3,669.00	164.88	3,833.84
195	195	109.00	3,669.00	164.88	3,833.84
196	196	109.00	3,669.00	164.88	3,833.84
197	197	109.00	3,669.00	164.88	3,833.84
198	198	109.00	3,669.00	164.88	3,833.84
199	199	109.00	3,669.00	164.88	3,833.84
200	200	109.00	3,669.00	164.88	3,833.84
		20,000.00	\$673,207.64	\$30,250.28	\$703,457.92

Cost Centre: Residential Fund
Strata Plan No. SP 56401
2 Signal Terrace, Cockburn Central WA 6164
Statement of Financial Performance
FOR THE PERIOD 01 May 2023 TO 30 April 2024

Statement of Financial Performance	ACTUAL	BUDGET	ACTUAL LAST YEAR
	01/05/2023-30/04/2024	01/05/2023-30/04/2024	01/05/2022-30/04/2023
Administrative Fund			
INCOME			
543000 - Levies Due - Admin (Residential Fund)	\$62,544.10	\$62,544.00	\$54,386.00
142500 - Interest on Arrears--Admin	\$0.26	\$0.00	\$0.00
TOTAL ADMINISTRATIVE FUND INCOME	\$62,544.36	\$62,544.00	\$54,392.92
EXPENDITURE - ADMINISTRATIVE FUND			
554151 - Admin--GST Expense (Write Off) (Residential Fund)	\$0.49	\$0.00	\$0.00
560300 - Maint Bldg - Pool Decking (Residential Fund)	\$1,400.00	\$0.00	\$0.00
560305 - Amenities-Pool & Spa Maintenance (Residential Fund)	\$12,243.66	\$15,000.00	\$10,279.18
560400 - Amenities-Gym Equipment (Residential Fund)	\$3,219.50	\$2,000.00	\$2,102.50
570201 - Maint Bldg--Lift--Maintenance Contract (Residential Fund)	\$39,029.76	\$31,000.00	\$28,744.95
570205 - Maint Bldg--Lift--Telephone (Residential Fund)	\$1,716.89	\$7,000.00	\$2,246.69
TOTAL ADMIN EXPENDITURE	\$57,610.30	\$55,000.00	\$43,373.32
SURPLUS/DEFICIT	\$4,934.06	\$7,544.00	\$11,019.60
OPENING ADMIN BALANCE	\$41,200.72	\$41,200.72	\$30,181.12
ADMINISTRATIVE FUND BALANCE	\$46,134.78	\$48,744.72	\$41,200.72

Statement of Financial Performance**ACTUAL****BUDGET****ACTUAL LAST YEAR**

01/05/2023-30/04/2024

01/05/2023-
30/04/202401/05/2022-
30/04/2023**Reserve Fund****INCOME**

TOTAL RESERVE FUND INCOME	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
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EXPENDITURE - RESERVE FUND

TOTAL CAPITAL EXPENDITURE	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
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SURPLUS/DEFICIT

	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
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OPENING CAPITAL BALANCE

\$0.00

\$0.00

\$0.00

RESERVE FUND BALANCE\$0.00\$0.00\$0.00

Cost Centre: Residential Fund
Statement of Financial Position
AS AT 30 April 2024

Date : 15/05/2024
Time : 10:11
Username : Ai Vee Ho
Client Position : Management

Strata Plan No. SP 56401

2 Signal Terrace, Cockburn Central WA 6164

	Actual 01/05/2023 - 30/04/2024	Actual 01/05/2022 - 30/04/2023
<u>Owners Funds:</u>		
Administrative Fund		
Operating Surplus/Deficit--Admin	\$4,934.06	\$11,019.60
Owners Equity--Admin	\$41,200.72	\$30181.12
	\$46,134.78	\$41,200.72
Reserve Fund		
Operating Surplus/Deficit--Capital Works	\$0.00	\$0.00
	\$0.00	\$0.00
Net Owners Funds	\$46,134.78	\$41,200.72
<u>Represented by:</u>		
<u>Assets</u>		
Administrative Fund		
Cash at Bank--Admin	\$58,571.56	\$43,423.68
Receivable--Levies--Admin	\$326.92	\$1,651.41
	\$58,898.48	\$45,075.09
Reserve Fund		
	\$0.00	\$0.00
Unallocated Money		
	\$0.00	\$0.00
Total Assets	\$58,898.48	\$45,075.09
<u>Less Liabilities</u>		
Administrative Fund		
Creditor--GST--Admin	\$448.78	\$(10.95)
Creditors--Other--Admin	\$387.50	\$(150.89)
Prepaid Levies--Admin	\$11,927.42	\$4036.21
	\$12,763.70	\$3,874.37
Reserve Fund		
	\$0.00	\$0.00
Unallocated Money		
	\$0.00	\$0.00
Total Liabilities	\$12,763.70	\$3,874.37
Net Assets	\$46,134.78	\$41,200.72

**Cost Centre: Residential Fund
Comparative Budget
to apply from 01/05/2024 -
30/04/2025**

Date : 27/06/2024
Time : 10:12
Username : Ai Vee Ho
Client Position : Management

Kingston Apartment, 2 Signal Terrace, COCKBURN CENTRAL - SP 56401 ABN: 15 542 828 051

	Administrative Fund		
	Proposed Budget	Previous Year Actuals	Previous Year Budget
Revenue			
543000 Levies Due - Admin (Residential Fund)	68,798.00	62,544.10	62,544.00
142500 Interest on Arrears--Admin	0.00	0.26	0.00
Total revenue	68,798.00	62,544.36	62,544.00
Less expenses			
554151 Admin--GST Expense (Write Off) (Residential Fund)	0.00	0.49	0.00
560300 Maint Bldg - Pool Decking (Residential Fund)	12,500.00	1,400.00	0.00
560305 Amenities-Pool & Spa Maintenance (Residential Fund)	11,500.00	12,243.66	15,000.00
560400 Amenities-Gym Equipment (Residential Fund)	3,500.00	3,219.50	2,000.00
560500 Maint Bldg-Gym Airconditioning (Residential Fund)	12,500.00	0.00	0.00
570201 Maint Bldg--Lift--Maintenance Contract (Residential Fund)	31,000.00	39,029.76	31,000.00
570205 Maint Bldg--Lift--Telephone (Residential Fund)	2,000.00	1,716.89	7,000.00
Total expenses	73,000.00	57,610.30	55,000.00
Surplus/Deficit	(4,202.00)	4,934.06	7,544.00
Opening balance	46,134.78	41200.72	41200.72
Closing balance	\$41,932.78	\$46,134.78	\$48,744.72
Total units of Entitlements	19,150.00	0.00	0.00
Levy contribution per unit Entitlements	\$3.59	\$62,544.00	\$62,544.00
Budgeted standard levy revenue	68,798.00	0.00	0.00
Add GST	6,879.80	0.00	0.00
Amount to raise in levies including GST	\$75,677.80	\$0.00	\$0.00

Reserve Fund

	Proposed Budget	Previous Year Actuals	Previous Year Budget
Revenue			
242500 Interest on Arrears--Capital Works	0.00	0.00	0.00
Total revenue	0.00	0.00	0.00
Less expenses			
Total expenses	0.00	0.00	0.00
Surplus/Deficit			
	0.00	0.00	0.00
Opening balance	0.00	0.00	0.00
Closing balance	\$0.00	\$0.00	\$0.00
Total units of Entitlements	19,150.00	0.00	0.00
Levy contribution per unit Entitlements	\$0.00	\$0.00	\$0.00
Budgeted standard levy revenue	0.00	0.00	0.00
Add GST	0.00	0.00	0.00
Amount to raise in levies including GST	\$0.00	\$0.00	\$0.00

Proposed Contribution Schedule to apply from 01 May 2024

2 Signal Terrace, Cockburn Central WA 6164 - SP 56401 (Cost Centre: Residential Fund)

Annual levy instalments that would apply to each lot if proposed budgets are accepted by the general meeting:

Lot Number	Unit	Lot Liability	Administrative Fund	Reserve Fund	Annual Total
1	1	100.00	395.20	0.00	395.20
2	2	100.00	395.20	0.00	395.20
3	3	77.00	304.28	0.00	304.28
4	4	100.00	395.20	0.00	395.20
5	5	100.00	395.20	0.00	395.20
6	6	100.00	395.20	0.00	395.20
7	7	100.00	395.20	0.00	395.20
8	8	106.00	418.92	0.00	418.92
9	9	101.00	399.16	0.00	399.16
10	10	106.00	418.92	0.00	418.92
11	11	101.00	399.16	0.00	399.16
12	12	106.00	418.92	0.00	418.92
13	13	80.00	316.16	0.00	316.16
14	14	106.00	418.92	0.00	418.92
15	15	101.00	399.16	0.00	399.16
16	16	106.00	418.92	0.00	418.92
17	17	101.00	399.16	0.00	399.16
18	18	106.00	418.92	0.00	418.92
19	19	101.00	399.16	0.00	399.16
20	20	83.00	328.00	0.00	328.00
21	21	101.00	399.16	0.00	399.16
22	22	107.00	422.84	0.00	422.84
23	23	103.00	407.04	0.00	407.04
24	24	103.00	407.04	0.00	407.04
25	25	103.00	407.04	0.00	407.04
26	26	103.00	407.04	0.00	407.04
27	27	81.00	320.12	0.00	320.12
28	28	103.00	407.04	0.00	407.04
29	29	103.00	407.04	0.00	407.04
30	30	103.00	407.04	0.00	407.04
31	31	103.00	407.04	0.00	407.04
32	32	103.00	407.04	0.00	407.04
33	33	103.00	407.04	0.00	407.04
34	34	81.00	320.12	0.00	320.12
35	35	103.00	407.04	0.00	407.04
36	36	109.00	430.76	0.00	430.76
37	37	112.00	442.60	0.00	442.60
38	38	107.00	422.84	0.00	422.84
39	39	112.00	442.60	0.00	442.60
40	40	107.00	422.84	0.00	422.84
41	41	107.00	422.84	0.00	422.84
42	42	107.00	422.84	0.00	422.84
43	43	107.00	422.84	0.00	422.84
44	44	107.00	422.84	0.00	422.84

45	45	107.00	422.84	0.00	422.84
46	46	112.00	442.60	0.00	442.60
47	47	83.00	328.00	0.00	328.00
49	49	95.00	375.44	0.00	375.44
50	50	103.00	407.04	0.00	407.04
51	51	103.00	407.04	0.00	407.04
52	52	100.00	395.20	0.00	395.20
53	53	77.00	304.28	0.00	304.28
54	54	100.00	395.20	0.00	395.20
55	55	100.00	395.20	0.00	395.20
56	56	97.00	383.32	0.00	383.32
57	57	102.00	403.08	0.00	403.08
58	58	102.00	403.08	0.00	403.08
59	59	102.00	403.08	0.00	403.08
60	60	102.00	403.08	0.00	403.08
61	61	101.00	399.16	0.00	399.16
62	62	107.00	422.84	0.00	422.84
63	63	97.00	383.32	0.00	383.32
64	64	107.00	422.84	0.00	422.84
65	65	107.00	422.84	0.00	422.84
66	66	103.00	407.04	0.00	407.04
67	67	107.00	422.84	0.00	422.84
68	68	100.00	395.20	0.00	395.20
69	69	81.00	320.12	0.00	320.12
70	70	81.00	320.12	0.00	320.12
71	71	81.00	320.12	0.00	320.12
72	72	103.00	407.04	0.00	407.04
73	73	81.00	320.12	0.00	320.12
74	74	81.00	320.12	0.00	320.12
75	75	103.00	407.04	0.00	407.04
76	76	81.00	320.12	0.00	320.12
77	77	81.00	320.12	0.00	320.12
78	78	109.00	430.76	0.00	430.76
79	79	100.00	395.20	0.00	395.20
80	80	109.00	430.76	0.00	430.76
81	81	109.00	430.76	0.00	430.76
82	82	103.00	407.04	0.00	407.04
83	83	109.00	430.76	0.00	430.76
84	84	102.00	403.08	0.00	403.08
85	85	106.00	418.92	0.00	418.92
86	86	106.00	418.92	0.00	418.92
87	87	102.00	403.08	0.00	403.08
88	88	106.00	418.92	0.00	418.92
89	89	106.00	418.92	0.00	418.92
90	90	106.00	418.92	0.00	418.92
91	91	106.00	418.92	0.00	418.92
92	92	106.00	418.92	0.00	418.92
94	Comm94	0.00	0.00	0.00	0.00
95	95	78.00	308.24	0.00	308.24
96	96	78.00	308.24	0.00	308.24
97	97	97.00	383.32	0.00	383.32
98	98	97.00	383.32	0.00	383.32
99	99	97.00	383.32	0.00	383.32
100	100	78.00	308.24	0.00	308.24
101	101	81.00	320.12	0.00	320.12
102	102	81.00	320.12	0.00	320.12
103	103	103.00	407.04	0.00	407.04
104	104	103.00	407.04	0.00	407.04
105	105	103.00	407.04	0.00	407.04
106	106	103.00	407.04	0.00	407.04

107	107	103.00	407.04	0.00	407.04
108	108	103.00	407.04	0.00	407.04
109	109	83.00	328.00	0.00	328.00
110	110	83.00	328.00	0.00	328.00
111	111	106.00	418.92	0.00	418.92
112	112	106.00	418.92	0.00	418.92
113	113	106.00	418.92	0.00	418.92
114	114	106.00	418.92	0.00	418.92
115	115	106.00	418.92	0.00	418.92
116	116	106.00	418.92	0.00	418.92
117	117	84.00	331.96	0.00	331.96
118	118	84.00	331.96	0.00	331.96
119	119	108.00	426.80	0.00	426.80
120	120	108.00	426.80	0.00	426.80
121	121	108.00	426.80	0.00	426.80
122	122	108.00	426.80	0.00	426.80
123	123	108.00	426.80	0.00	426.80
124	124	108.00	426.80	0.00	426.80
125	125	86.00	339.88	0.00	339.88
126	126	86.00	339.88	0.00	339.88
127	127	111.00	438.64	0.00	438.64
128	128	111.00	438.64	0.00	438.64
129	129	111.00	438.64	0.00	438.64
130	130	111.00	438.64	0.00	438.64
131	131	111.00	438.64	0.00	438.64
132	132	111.00	438.64	0.00	438.64
134	Comm134	0.00	0.00	0.00	0.00
135	Comm135	0.00	0.00	0.00	0.00
136	Comm136	0.00	0.00	0.00	0.00
137	Comm137	0.00	0.00	0.00	0.00
138	Comm138	0.00	0.00	0.00	0.00
139	Comm139	0.00	0.00	0.00	0.00
140	Comm140	0.00	0.00	0.00	0.00
141	141	99.00	391.24	0.00	391.24
142	142	99.00	391.24	0.00	391.24
143	143	99.00	391.24	0.00	391.24
144	144	106.00	418.92	0.00	418.92
145	145	106.00	418.92	0.00	418.92
146	146	99.00	391.24	0.00	391.24
147	147	99.00	391.24	0.00	391.24
148	148	78.00	308.24	0.00	308.24
149	149	99.00	391.24	0.00	391.24
150	150	99.00	391.24	0.00	391.24
151	151	99.00	391.24	0.00	391.24
152	152	80.00	316.16	0.00	316.16
153	153	102.00	403.08	0.00	403.08
154	154	102.00	403.08	0.00	403.08
155	155	102.00	403.08	0.00	403.08
156	156	102.00	403.08	0.00	403.08
157	157	108.00	426.80	0.00	426.80
158	158	102.00	403.08	0.00	403.08
159	159	102.00	403.08	0.00	403.08
160	160	102.00	403.08	0.00	403.08
161	161	102.00	403.08	0.00	403.08
162	162	102.00	403.08	0.00	403.08
163	163	102.00	403.08	0.00	403.08
164	164	102.00	403.08	0.00	403.08
165	165	105.00	414.96	0.00	414.96
166	166	105.00	414.96	0.00	414.96
167	167	105.00	414.96	0.00	414.96

168	168	105.00	414.96	0.00	414.96
169	169	109.00	430.76	0.00	430.76
170	170	105.00	414.96	0.00	414.96
171	171	105.00	414.96	0.00	414.96
172	172	105.00	414.96	0.00	414.96
173	173	105.00	414.96	0.00	414.96
174	174	105.00	414.96	0.00	414.96
175	175	105.00	414.96	0.00	414.96
176	176	105.00	414.96	0.00	414.96
177	177	107.00	422.84	0.00	422.84
178	178	107.00	422.84	0.00	422.84
179	179	107.00	422.84	0.00	422.84
180	180	107.00	422.84	0.00	422.84
181	181	112.00	442.60	0.00	442.60
182	182	107.00	422.84	0.00	422.84
183	183	107.00	422.84	0.00	422.84
184	184	107.00	422.84	0.00	422.84
185	185	107.00	422.84	0.00	422.84
186	186	107.00	422.84	0.00	422.84
187	187	107.00	422.84	0.00	422.84
188	188	107.00	422.84	0.00	422.84
189	189	109.00	430.76	0.00	430.76
190	190	109.00	430.76	0.00	430.76
191	191	109.00	430.76	0.00	430.76
192	192	109.00	430.76	0.00	430.76
193	193	114.00	450.52	0.00	450.52
194	194	109.00	430.76	0.00	430.76
195	195	109.00	430.76	0.00	430.76
196	196	109.00	430.76	0.00	430.76
197	197	109.00	430.76	0.00	430.76
198	198	109.00	430.76	0.00	430.76
199	199	109.00	430.76	0.00	430.76
200	200	109.00	430.76	0.00	430.76
		19,150.00	\$75,677.88	\$0.00	\$75,677.88

Cost Centre: Utility Fund
Strata Plan No. SP 56401
2 Signal Terrace, Cockburn Central WA 6164
Statement of Financial Performance
FOR THE PERIOD 01 May 2023 TO 30 April 2024

Statement of Financial Performance	ACTUAL	BUDGET	ACTUAL LAST YEAR
	01/05/2023-30/04/2024	01/05/2023-30/04/2024	01/05/2022-30/04/2023
Administrative Fund			
INCOME			
343000 - Levies Due - Admin (Utility Fund)	\$128,800.00	\$128,800.00	\$112,200.00
142500 - Interest on Arrears--Admin	\$0.52	\$0.00	\$0.00
TOTAL ADMINISTRATIVE FUND INCOME	\$128,800.52	\$128,800.00	\$112,222.73
EXPENDITURE - ADMINISTRATIVE FUND			
354151 - Admin--GST Expense (Write Off) (Utility Fund)	\$0.83	\$0.00	\$0.00
390200 - Utility--Electricity (Utility Fund)	\$54,082.33	\$43,000.00	\$42,151.65
390400 - Utility--Gas (Utility Fund)	\$39,699.15	\$30,000.00	\$30,262.96
391300 - Utility--Water Consumption (Utility Fund)	\$43,423.64	\$47,000.00	\$47,045.65
TOTAL ADMIN EXPENDITURE	\$137,205.95	\$120,000.00	\$119,460.26
SURPLUS/DEFICIT	\$(8,405.43)	\$8,800.00	\$(7,237.53)
OPENING ADMIN BALANCE	\$13,259.58	\$13,259.58	\$20,497.11
ADMINISTRATIVE FUND BALANCE	\$4,854.15	\$22,059.58	\$13,259.58

Statement of Financial Performance**ACTUAL****BUDGET****ACTUAL LAST YEAR**

01/05/2023-30/04/2024

01/05/2023-
30/04/202401/05/2022-
30/04/2023**Reserve Fund****INCOME**

TOTAL RESERVE FUND INCOME	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
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EXPENDITURE - RESERVE FUND

TOTAL CAPITAL EXPENDITURE	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
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SURPLUS/DEFICIT

	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
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OPENING CAPITAL BALANCE

\$0.00

\$0.00

\$0.00

RESERVE FUND BALANCE\$0.00\$0.00\$0.00

Cost Centre: Utility Fund
Statement of Financial Position
AS AT 30 April 2024

Date : 15/05/2024
Time : 10:02
Username : Ai Vee Ho
Client Position : Management

Strata Plan No. SP 56401

2 Signal Terrace, Cockburn Central WA 6164

	Actual 01/05/2023 - 30/04/2024	Actual 01/05/2022 - 30/04/2023
<u>Owners Funds:</u>		
Administrative Fund		
Operating Surplus/Deficit--Admin	\$(8,405.43)	\$(7,237.53)
Owners Equity--Admin	\$13,259.58	\$20497.11
	\$4,854.15	\$13,259.58
Reserve Fund		
Operating Surplus/Deficit--Capital Works	\$0.00	\$0.00
	\$0.00	\$0.00
Net Owners Funds	\$4,854.15	\$13,259.58
<u>Represented by:</u>		
<u>Assets</u>		
Administrative Fund		
Cash at Bank--Admin	\$28,725.90	\$18,455.75
Receivable--Levies--Admin	\$644.65	\$3,185.96
	\$29,370.55	\$21,641.71
Reserve Fund		
	\$0.00	\$0.00
Unallocated Money		
	\$0.00	\$0.00
Total Assets	\$29,370.55	\$21,641.71
<u>Less Liabilities</u>		
Administrative Fund		
Creditor--GST--Admin	\$87.10	\$(139.19)
Prepaid Levies--Admin	\$24,429.30	\$8521.32
	\$24,516.40	\$8,382.13
Reserve Fund		
	\$0.00	\$0.00
Unallocated Money		
	\$0.00	\$0.00
Total Liabilities	\$24,516.40	\$8,382.13
Net Assets	\$4,854.15	\$13,259.58

**Cost Centre: Utility Fund
Comparative Budget
to apply from 01/05/2024 -
30/04/2025**

Date : 27/06/2024
Time : 10:19
Username : Ai Vee Ho
Client Position : Management

Kingston Apartment, 2 Signal Terrace, COCKBURN CENTRAL - SP 56401 ABN: 15 542 828 051

	Administrative Fund		
	Proposed Budget	Previous Year Actuals	Previous Year Budget
Revenue			
343000 Levies Due - Admin (Utility Fund)	141,680.00	128,800.00	128,800.00
142500 Interest on Arrears--Admin	0.00	0.52	0.00
Total revenue	141,680.00	128,800.52	128,800.00
Less expenses			
354151 Admin--GST Expense (Write Off) (Utility Fund)	0.00	0.83	0.00
390200 Utility--Electricity (Utility Fund)	60,000.00	54,082.33	43,000.00
390400 Utility--Gas (Utility Fund)	40,000.00	39,699.15	30,000.00
391300 Utility--Water Consumption (Utility Fund)	44,000.00	43,423.64	47,000.00
Total expenses	144,000.00	137,205.95	120,000.00
Surplus/Deficit	(2,320.00)	(8,405.43)	8,800.00
Opening balance	4,854.15	13259.58	13259.58
Closing balance	\$2,534.15	\$4,854.15	\$22,059.58
Total units of Entitlements	20,000.00	0.00	0.00
Levy contribution per unit Entitlements	\$7.08	\$128,800.00	\$128,800.00
Budgeted standard levy revenue	141,680.00	0.00	0.00
Add GST	14,168.00	0.00	0.00
Amount to raise in levies including GST	\$155,848.00	\$0.00	\$0.00

Reserve Fund

	Proposed Budget	Previous Year Actuals	Previous Year Budget
Revenue			
242500 Interest on Arrears--Capital Works	0.00	0.00	0.00
Total revenue	0.00	0.00	0.00
Less expenses			
Total expenses	0.00	0.00	0.00
Surplus/Deficit			
	0.00	0.00	0.00
Opening balance	0.00	0.00	0.00
Closing balance	\$0.00	\$0.00	\$0.00
Total units of Entitlements	20,000.00	0.00	0.00
Levy contribution per unit Entitlements	\$0.00	\$0.00	\$0.00
Budgeted standard levy revenue	0.00	0.00	0.00
Add GST	0.00	0.00	0.00
Amount to raise in levies including GST	\$0.00	\$0.00	\$0.00

Proposed Contribution Schedule to apply from 01 May 2024

2 Signal Terrace, Cockburn Central WA 6164 - SP 56401 (Cost Centre: Utility Fund)

Annual levy instalments that would apply to each lot if proposed budgets are accepted by the general meeting:

Lot Number	Unit	Lot Liability	Administrative Fund	Reserve Fund	Annual Total
1	1	100.00	779.24	0.00	779.24
2	2	100.00	779.24	0.00	779.24
3	3	77.00	600.00	0.00	600.00
4	4	100.00	779.24	0.00	779.24
5	5	100.00	779.24	0.00	779.24
6	6	100.00	779.24	0.00	779.24
7	7	100.00	779.24	0.00	779.24
8	8	106.00	826.00	0.00	826.00
9	9	101.00	787.04	0.00	787.04
10	10	106.00	826.00	0.00	826.00
11	11	101.00	787.04	0.00	787.04
12	12	106.00	826.00	0.00	826.00
13	13	80.00	623.40	0.00	623.40
14	14	106.00	826.00	0.00	826.00
15	15	101.00	787.04	0.00	787.04
16	16	106.00	826.00	0.00	826.00
17	17	101.00	787.04	0.00	787.04
18	18	106.00	826.00	0.00	826.00
19	19	101.00	787.04	0.00	787.04
20	20	83.00	646.76	0.00	646.76
21	21	101.00	787.04	0.00	787.04
22	22	107.00	833.80	0.00	833.80
23	23	103.00	802.64	0.00	802.64
24	24	103.00	802.64	0.00	802.64
25	25	103.00	802.64	0.00	802.64
26	26	103.00	802.64	0.00	802.64
27	27	81.00	631.20	0.00	631.20
28	28	103.00	802.64	0.00	802.64
29	29	103.00	802.64	0.00	802.64
30	30	103.00	802.64	0.00	802.64
31	31	103.00	802.64	0.00	802.64
32	32	103.00	802.64	0.00	802.64
33	33	103.00	802.64	0.00	802.64
34	34	81.00	631.20	0.00	631.20
35	35	103.00	802.64	0.00	802.64
36	36	109.00	849.36	0.00	849.36
37	37	112.00	872.76	0.00	872.76
38	38	107.00	833.80	0.00	833.80
39	39	112.00	872.76	0.00	872.76
40	40	107.00	833.80	0.00	833.80
41	41	107.00	833.80	0.00	833.80
42	42	107.00	833.80	0.00	833.80
43	43	107.00	833.80	0.00	833.80
44	44	107.00	833.80	0.00	833.80

45	45	107.00	833.80	0.00	833.80
46	46	112.00	872.76	0.00	872.76
47	47	83.00	646.76	0.00	646.76
49	49	95.00	740.28	0.00	740.28
50	50	103.00	802.64	0.00	802.64
51	51	103.00	802.64	0.00	802.64
52	52	100.00	779.24	0.00	779.24
53	53	77.00	600.00	0.00	600.00
54	54	100.00	779.24	0.00	779.24
55	55	100.00	779.24	0.00	779.24
56	56	97.00	755.88	0.00	755.88
57	57	102.00	794.84	0.00	794.84
58	58	102.00	794.84	0.00	794.84
59	59	102.00	794.84	0.00	794.84
60	60	102.00	794.84	0.00	794.84
61	61	101.00	787.04	0.00	787.04
62	62	107.00	833.80	0.00	833.80
63	63	97.00	755.88	0.00	755.88
64	64	107.00	833.80	0.00	833.80
65	65	107.00	833.80	0.00	833.80
66	66	103.00	802.64	0.00	802.64
67	67	107.00	833.80	0.00	833.80
68	68	100.00	779.24	0.00	779.24
69	69	81.00	631.20	0.00	631.20
70	70	81.00	631.20	0.00	631.20
71	71	81.00	631.20	0.00	631.20
72	72	103.00	802.64	0.00	802.64
73	73	81.00	631.20	0.00	631.20
74	74	81.00	631.20	0.00	631.20
75	75	103.00	802.64	0.00	802.64
76	76	81.00	631.20	0.00	631.20
77	77	81.00	631.20	0.00	631.20
78	78	109.00	849.36	0.00	849.36
79	79	100.00	779.24	0.00	779.24
80	80	109.00	849.36	0.00	849.36
81	81	109.00	849.36	0.00	849.36
82	82	103.00	802.64	0.00	802.64
83	83	109.00	849.36	0.00	849.36
84	84	102.00	794.84	0.00	794.84
85	85	106.00	826.00	0.00	826.00
86	86	106.00	826.00	0.00	826.00
87	87	102.00	794.84	0.00	794.84
88	88	106.00	826.00	0.00	826.00
89	89	106.00	826.00	0.00	826.00
90	90	106.00	826.00	0.00	826.00
91	91	106.00	826.00	0.00	826.00
92	92	106.00	826.00	0.00	826.00
94	Comm94	127.00	989.64	0.00	989.64
95	95	78.00	607.80	0.00	607.80
96	96	78.00	607.80	0.00	607.80
97	97	97.00	755.88	0.00	755.88
98	98	97.00	755.88	0.00	755.88
99	99	97.00	755.88	0.00	755.88
100	100	78.00	607.80	0.00	607.80
101	101	81.00	631.20	0.00	631.20
102	102	81.00	631.20	0.00	631.20
103	103	103.00	802.64	0.00	802.64
104	104	103.00	802.64	0.00	802.64
105	105	103.00	802.64	0.00	802.64
106	106	103.00	802.64	0.00	802.64

107	107	103.00	802.64	0.00	802.64
108	108	103.00	802.64	0.00	802.64
109	109	83.00	646.76	0.00	646.76
110	110	83.00	646.76	0.00	646.76
111	111	106.00	826.00	0.00	826.00
112	112	106.00	826.00	0.00	826.00
113	113	106.00	826.00	0.00	826.00
114	114	106.00	826.00	0.00	826.00
115	115	106.00	826.00	0.00	826.00
116	116	106.00	826.00	0.00	826.00
117	117	84.00	654.56	0.00	654.56
118	118	84.00	654.56	0.00	654.56
119	119	108.00	841.60	0.00	841.60
120	120	108.00	841.60	0.00	841.60
121	121	108.00	841.60	0.00	841.60
122	122	108.00	841.60	0.00	841.60
123	123	108.00	841.60	0.00	841.60
124	124	108.00	841.60	0.00	841.60
125	125	86.00	670.16	0.00	670.16
126	126	86.00	670.16	0.00	670.16
127	127	111.00	864.96	0.00	864.96
128	128	111.00	864.96	0.00	864.96
129	129	111.00	864.96	0.00	864.96
130	130	111.00	864.96	0.00	864.96
131	131	111.00	864.96	0.00	864.96
132	132	111.00	864.96	0.00	864.96
134	Comm134	124.00	966.28	0.00	966.28
135	Comm135	114.00	888.32	0.00	888.32
136	Comm136	105.00	818.20	0.00	818.20
137	Comm137	95.00	740.28	0.00	740.28
138	Comm138	95.00	740.28	0.00	740.28
139	Comm139	95.00	740.28	0.00	740.28
140	Comm140	95.00	740.28	0.00	740.28
141	141	99.00	771.44	0.00	771.44
142	142	99.00	771.44	0.00	771.44
143	143	99.00	771.44	0.00	771.44
144	144	106.00	826.00	0.00	826.00
145	145	106.00	826.00	0.00	826.00
146	146	99.00	771.44	0.00	771.44
147	147	99.00	771.44	0.00	771.44
148	148	78.00	607.80	0.00	607.80
149	149	99.00	771.44	0.00	771.44
150	150	99.00	771.44	0.00	771.44
151	151	99.00	771.44	0.00	771.44
152	152	80.00	623.40	0.00	623.40
153	153	102.00	794.84	0.00	794.84
154	154	102.00	794.84	0.00	794.84
155	155	102.00	794.84	0.00	794.84
156	156	102.00	794.84	0.00	794.84
157	157	108.00	841.60	0.00	841.60
158	158	102.00	794.84	0.00	794.84
159	159	102.00	794.84	0.00	794.84
160	160	102.00	794.84	0.00	794.84
161	161	102.00	794.84	0.00	794.84
162	162	102.00	794.84	0.00	794.84
163	163	102.00	794.84	0.00	794.84
164	164	102.00	794.84	0.00	794.84
165	165	105.00	818.20	0.00	818.20
166	166	105.00	818.20	0.00	818.20
167	167	105.00	818.20	0.00	818.20

168	168	105.00	818.20	0.00	818.20
169	169	109.00	849.36	0.00	849.36
170	170	105.00	818.20	0.00	818.20
171	171	105.00	818.20	0.00	818.20
172	172	105.00	818.20	0.00	818.20
173	173	105.00	818.20	0.00	818.20
174	174	105.00	818.20	0.00	818.20
175	175	105.00	818.20	0.00	818.20
176	176	105.00	818.20	0.00	818.20
177	177	107.00	833.80	0.00	833.80
178	178	107.00	833.80	0.00	833.80
179	179	107.00	833.80	0.00	833.80
180	180	107.00	833.80	0.00	833.80
181	181	112.00	872.76	0.00	872.76
182	182	107.00	833.80	0.00	833.80
183	183	107.00	833.80	0.00	833.80
184	184	107.00	833.80	0.00	833.80
185	185	107.00	833.80	0.00	833.80
186	186	107.00	833.80	0.00	833.80
187	187	107.00	833.80	0.00	833.80
188	188	107.00	833.80	0.00	833.80
189	189	109.00	849.36	0.00	849.36
190	190	109.00	849.36	0.00	849.36
191	191	109.00	849.36	0.00	849.36
192	192	109.00	849.36	0.00	849.36
193	193	114.00	888.32	0.00	888.32
194	194	109.00	849.36	0.00	849.36
195	195	109.00	849.36	0.00	849.36
196	196	109.00	849.36	0.00	849.36
197	197	109.00	849.36	0.00	849.36
198	198	109.00	849.36	0.00	849.36
199	199	109.00	849.36	0.00	849.36
200	200	109.00	849.36	0.00	849.36
		20,000.00	\$155,847.88	\$0.00	\$155,847.88

Information page from Strata Titles Act 1985

NB: This page is for information only and not part of the prescribed form.

VOTING BY PROXY

You may appoint another member of the strata company or another person to represent you at general meetings. (Proxy)

An instrument (proxy form) appointing a proxy must be in writing and executed by the appointer (owner) or the appointer's attorney.

You may appoint a proxy for a specific meeting only or as an enduring proxy (all future meetings) which will remain in effect until it is revoked by you or your attorney.

You may direct your proxy how to vote on all or some resolutions, however, if you attend the meeting you must vote on all resolutions.

A person appointed as your proxy cannot transfer the proxy to another person.

Co-owners of a lot (e.g. husband and wife) may vote **only** if a proxy form has been completed by all the co-owners appointing one of the owners to vote on their behalf.

QUORUM

A quorum for a general meeting is at least one-half of the persons entitled to vote in person or by duly appointed proxy.

If a quorum is not present after 30 minutes has elapsed from the advised meeting start time as per the AGM Notice, those present and entitled to vote constitute a quorum and therefore the meeting can proceed.

VOTING PROCEDURES

Generally, resolutions are decided by voting on a show of hands.

The Strata Titles Act 1985 requires some resolutions to be passed either by a Unanimous resolution, Special resolution or by Resolution without Dissent.

The notice of meeting will state if any of these types of resolutions are required.

In the case of a Unanimous or Resolution without Dissent an owner does not have to be financial to vote however Co-Owners must have filled in a proxy form.

VOTE COUNTED BY UNIT ENTITLEMENT

An owner/proxy can demand that a particular resolution be determined by a count of the unit entitlements of the lots.

A vote counted by unit entitlement can only be requested prior to the motion being put to a vote.

RESOLUTION PASSED

A declaration by the meeting Chairperson that the resolution has passed or failed is conclusive evidence of that fact without proof of the number or proportion of votes recorded in favour or against the resolution. If the votes for or against the resolution are equal in number, the motion is deemed to have failed.

VOTES FOR ELECTION OF COUNCIL MEMBERS

An owner/proxy has one vote for each lot (unit) they own and/or represent as proxy.



GENERAL PROXY FORM

Name(s) of lot owner(s)

Of (Strata Scheme address)

2 Signal Terrace, Cockburn Central, WA, 6164

Being the owner(s) of lot(s)

Authorise:

Name of person*

Or in the absence of the above designated proxy noted above the Chairperson

Note Select only one of the following options by deleting the other three options

AS MY / OUR PROXY:

To attend, speak and vote on my/our behalf as an enduring proxy until this enduring proxy is revoked

OR

To attend, speak and vote on my/our behalf at the Annual General Meeting of the Strata Plan scheduled to be held on: 17 July 2024

OR

To attend, speak and vote on my/our behalf until: ___/___/___(insert date until which proxy will be valid)

OR

I / We direct the proxy to vote in relation to the following resolutions of matters as follows:

Sole or Co-Owners:

Signed by member(s) giving proxy

Printed Name(s)

Date:

Corporations:

EXECUTED by

in accordance with s127(1) of the *Corporations Act 2001*

Signature of Director or Sole Director/Company Secretary (Circle whichever is applicable)

Signature of Director or Company Secretary (Circle whichever is applicable)

[Print full name block letters]

[Print full name block letters]

[Usual address]

[Usual address]

email. admin@oakfield.com.au | **phone.** 08 6355 5225

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COUNCIL NOMINATION FORM

1. SELF OR INDIVIDUAL NOMINATION – Where the lot is owned in one name and not jointly

I wish to nominate myself for election to the council at the forthcoming Annual General Meeting for the above-mentioned Strata Company:

Name: _____ **Lot Number:** _____

Signature: _____ **Date:** ___ / ___ / ___

OR

I wish to nominate _____ the Proprietor of Lot _____ for election to the council at the forthcoming Annual General Meeting for the above-mentioned Strata Company:

Name: _____ **Lot Number:** _____

Signature: _____ **Date:** ___ / ___ / ___

2. NOMINATE CO-PROPRIETOR – where the lot is owned in joint names

I wish to nominate the following co-proprietor of our lot for election to the council at the forthcoming Annual General Meeting for the above mentioned Strata Company:

Name: _____ **Lot Number:** _____

Signature of Nominee Accepting Nomination:

_____ **Date:** ___ / ___ / ___

Signature of Nominator/s: (All co-proprietors must consent to this nomination)

_____ Proprietor

_____ Proprietor

3. COMPANY NOMINATION – where the lot is owned in a company name

I wish to nominate the following company for election to the council at the forthcoming Annual General Meeting for the above mentioned Strata Company until further advised in writing:

Company Name: _____ **Lot Number:** _____

The person authorised by the company to act on its behalf on the Council is:

Nominee: _____

Signatures of Director/Secretary/Attorney/Officer/Agent (delete those not applicable)

_____ **Date:** ___ / ___ / ___

The appointment of a council is a requirement for the Strata Company to conform to the provisions of the Act. A council must consist of not less than three nor more than seven proprietors.

Important Notes about the Council

1. The council are responsible for performing and delegating the duties of the Strata Company.
2. The council are responsible for providing instructions to Strata Manager.
3. A Chairman, Secretary and Treasurer must be elected.





DEBT COLLECTION PROCEDURE

INITIAL LEVY NOTICE¹

The initial Levy Notice will be issued via the preferred communication method² approximately 3-weeks prior to the due date.

STAGE 1 – OWNER STATEMENT

If payment has not been received within 14 days of the due date, a complimentary Reminder Notice will be issued via the preferred communication method²

STAGE 2 – REMINDER NOTICE

If payment has not been received within 30 days of the due date, an Arrears Notice will be issued via the preferred communication method² providing final written notice that payment is due.

NOTE: A management fee will be incurred by the strata company in accordance with the Strata Management Agreement and will be on-billed to the relevant lot proprietor when this letter is issued.

STAGE 3 – FINAL FEE NOTICE

If payment has not been received within 45 days of the due date (approximately 14 days from the issue of the Arrears Notice), the Strata Management team will attempt to contact the proprietor via phone and/or email (only if the proprietor has registered such details with Oakfield in writing) providing the proprietor with 3 business days to make payment.

NOTE: A management fee will be incurred by the strata company in accordance with the Strata Management Agreement and will be on-billed to the relevant lot proprietor when this contact is attempted.

STAGE 4 – DEBT COLLECTION NOTICE

If payment has not been received within 3 business days from Stage 3, the Strata Company shall commence legal proceedings. Once lawyers are engaged, they will issue a Final Demand Notice to the proprietor.

NOTE: A management fee and legal fees will be incurred by the strata company should legal action proceed and will be on-billed to the relevant lot proprietor.

STAGE 5 – MAGISTRATES COURT PROCEEDINGS

If payment has not been made within the terms specified in the Final Demand Notice, a General Procedures Claim will be issued to the Perth Magistrates Court to seek a judgement on the debt.

This could result in a caveat on the Certificate of Title or an order to sell the property.

NOTE: Legal fees, Court fees and Bailiff fees will be incurred by the strata company and will be on-billed to the relevant Lot.

INTEREST CHARGES

Where applicable, simple interest will be charged from 30 days after the due date at a rate of 11% per annum, accrued daily.

NOTE: This procedure is delegated to Oakfield to facilitate. The Council of Owners may, at their discretion, make decisions in contradiction with this procedure and instruct Oakfield accordingly.

For example, in certain situations the Council may feel it is appropriate to offer the option of a payment plan to a proprietor.

¹ Interest bearing amounts include Contributions, Payments for exclusive use, Penalties imposed by SAT. Non-Interest bearing amounts include: Utility services, Work undertaken by the Strata Company on the owners Lot.

² Preferred communication method means the method (i.e. post or email, to the owner or their Agent) and associated address that has been submitted to Oakfield as the proprietor's preferred method of receiving levy notices

³ Note! The Strata Company is entitled to charge simple interest on applicable outstanding amounts at a rate of 11% per annum per day from the first day after the due date in accordance with the Strata Titles Act (1985) and the current interest rate prescribed in the Strata Titles General Regulations 1996