

Attachment 4

The Owners of Burswood Gardens Strata Plan 33257

MINUTES OF THE ANNUAL GENERAL MEETING

**HELD AT 138 BURSWOOD ROAD, BURSWOOD ON
WEDNESDAY, 13th NOVEMBER 2024 COMMENCING AT 5.30PM**

Present:

<i>Mr A Day</i>	<i>Ms L Simons</i>	<i>Ms M Boyd</i>
<i>Mr N Albertini</i>	<i>Ms A Adhikari</i>	<i>Mr G McNiell</i>
<i>Mr E Ler</i>	<i>Ms A Brewis</i>	<i>Mr R Ong</i>
<i>Mr E Wolyniec</i>	<i>Mr S Tingay</i>	<i>Ms S Jordan</i>
<i>Ms M Blakiston</i>	<i>Ms D Hardie</i>	<i>Ms M Keller</i>
<i>Ms AM Wilson</i>	<i>Mr R Claxton</i>	

Proxies:

<i>Ms K Bevilaqua</i>	<i>(Lot 2)</i>	<i>in favour of the Chairperson</i>
<i>Mr M & Mrs A Moeauri</i>	<i>(Lot 4)</i>	<i>in favour of the Chairperson</i>
<i>Ms A Geneve</i>	<i>(Lot 8)</i>	<i>in favour of the Chairperson</i>
<i>Mr E Pang</i>	<i>(Lot 16)</i>	<i>in favour of the Chairperson</i>
<i>Mr D Williams & Ms Y Kurokawa</i>	<i>(Lot 20)</i>	<i>in favour of the Chairperson</i>
<i>Mr N Albertini & Ms A Leggett</i>	<i>(Lot 26)</i>	<i>in favour of Mr N Albertini</i>
<i>Mr J Smith</i>	<i>(Lot 33)</i>	<i>in favour of the Chairperson</i>
<i>Mr Z S Kee</i>	<i>(Lot 34)</i>	<i>in favour of the Chairperson</i>
<i>Mr E & Ms J & Ms H Phua</i>	<i>(Lot 37)</i>	<i>in favour of Mr E Ler</i>
<i>Mr G & Mrs S Douglas</i>	<i>(Lot 42)</i>	<i>in favour of Mr A Glass</i>
<i>Mr P Dose</i>	<i>(Lot 43)</i>	<i>in favour of the Chairperson</i>
<i>Mr A Kennett & Ms A Brewis</i>	<i>(Lot 45)</i>	<i>in favour of Ms A Brewis</i>
<i>S J Foo & R KS Ong</i>	<i>(Lot 47)</i>	<i>in favour of Mr R Ong</i>
<i>Mr E & Mrs H Wolyniec</i>	<i>(Lot 49)</i>	<i>in favour of Mr E Wolyniec</i>
<i>Mr S & Mrs S Tingay</i>	<i>(Lot 50)</i>	<i>in favour of Mr S Tingay</i>
<i>Ms AM Wilson & Mr R Claxton</i>	<i>(Lot 58)</i>	<i>in favour of Ms AM Wilson</i>

Apologies:

<i>Ms A Geneve</i>	<i>(Lot 8)</i>
<i>Mr G & Mrs S Douglas</i>	<i>(Lot 42)</i>

In Attendance:

Alex Glass representing Richardson Strata Management Services

At 5.30pm, the meeting was advised that a quorum was not present and as per the Strata Titles Act: Section 130 (4), waited the required 30 minutes before opening the meeting at 6:00pm to conduct the following business.

1 Appointment of Chairperson for the Meeting

It was resolved by the meeting that Alex Glass be appointed to act as Chairperson of the Strata Company for the purpose of the meeting.

The following Lots voted in favour of the motion;

2, 4, 5, 8, 9 16, 19, 20, 26, 29, 32, 33, 34, 37, 42, 43, 45, 47, 49, 50, 51, 53, 54, 56 & 58

There were no votes Against.

No Lots Abstained.

The motion was CARRIED.

2 Confirmation of Previous Minutes

(a) On a motion moved by Ms Wilson and seconded by Ms Adhikari it was resolved by the meeting that the previously circulated Minutes of the Annual General Meeting held on 18th January 2024 be confirmed as a true record of proceedings.

The following Lots voted in favour of the motion;

2, 4, 5, 8, 9 16, 19, 20, 26, 29, 32, 33, 34, 37, 42, 43, 45, 47, 49, 50, 51, 53, 54, 56 & 58

There were no votes Against.

No Lots Abstained.

The motion was CARRIED.

(b) There were no matters raised.

3 Consideration of Statement of Accounts

On a motion moved by Ms Wilson and seconded by Mr McNeill it was resolved by the meeting that the Statement of Accounts for the period 1 September 2023 to 31 August 2024 showing an amount of **\$202,305.14** net owners' funds be adopted as presented.

The following Lots voted in favour of the motion;

2, 4, 5, 8, 9 16, 19, 20, 26, 29, 32, 33, 34, 37, 42, 43, 45, 47, 49, 50, 51, 53, 54, 56 & 58

There were no votes Against.

No Lots Abstained.

The motion was CARRIED.

4 Annual Report of Council

On a motion moved by Ms Brewis and seconded by Ms Adhikari it was resolved by the meeting that the annual report of the Council be received and incorporated into the records of the Strata Company.

The following Lots voted in favour of the motion;

2, 4, 5, 8, 9 16, 19, 20, 26, 29, 32, 33, 34, 37, 42, 43, 45, 47, 49, 50, 51, 53, 54, 56 & 58

There were no votes Against.

No Lots Abstained.

The motion was CARRIED.

5 Insurance

- (a) On a motion moved by Ms Simons and seconded by Ms Wilson it was resolved by the meeting that copies of the current certificates and schedules for the insurance required under Section 127 (3)(c) of the Act and managers disclosures, as tabled, be received and incorporated into the records of the Strata Company.

And,

- (b) That the Lync Insurance Brokers Financial Services Guide and Strata Community Insurance Product Disclosure Statement as tabled by received and incorporated into the records of the Strata Company.

And,

- (c) That the Council be directed to renew the insurance policy prior to its expiry date in such sums as are suggested by the insurer or as are recommended by qualified professional advisors.

The following Lots voted in favour of the motion;

2, 4, 5, 8, 9 16, 19, 20, 26, 29, 32, 33, 34, 37, 42, 43, 45, 47, 49, 50, 51, 53, 54, 56 & 58

There were no votes Against.

No Lots Abstained.

The motion was CARRIED.

6 Constitution of the Council

On a motion moved by Ms Boyd and seconded by Ms Brewis it was resolved by the meeting that the Council of the Strata Company consists of seven (7) proprietors.

The following Lots voted in favour of the motion;

2, 4, 5, 8, 9 16, 19, 20, 26, 29, 32, 33, 34, 37, 42, 43, 45, 47, 49, 50, 51, 53, 54, 56 & 58

There were no votes Against.

No Lots Abstained.

The motion was CARRIED.

The following nominations were received;

Mr R Claxton

Ms M Blakiston

Ms A Brewis

Mr N Albertini

Ms A Adhikari

Ms D Hardie

Ms L Simons

As no further nominations were received the Chairperson declared all those nominated as the duly elected members of the Council of the Strata Company.

Special Business

7 10 Year Plan – Acknowledge

On a motion moved by Ms Boyd and seconded by Ms Adhikari it was resolved by the meeting that the Strata Company acknowledges receipt of the 10-year plan as required by the Act which can be found on the owners portal.

The following Lots voted in favour of the motion;

2, 4, 5, 8, 9 16, 19, 20, 26, 29, 32, 33, 34, 37, 42, 43, 45, 47, 49, 50, 51, 53, 54, 56 & 58

There were no votes Against.

No Lots Abstained.

The motion was CARRIED.

8 Budget of Estimated Expenditure – Administrative Fund

On a motion moved by Ms Adhikari and seconded by Mr Albertini it was resolved by the meeting that the Budget of Estimated Expenditure from the Administrative Fund for the period 1 September 2024 to 31 August 2025 amounting to **\$254,448.80** (exclusive of GST) be adopted as presented.

The following Lots voted in favour of the motion;
2, 4, 5, 8, 9 16, 19, 20, 26, 29, 32, 33, 34, 37, 42, 43, 45, 47, 49, 50, 51, 53, 54, 56 & 58

There were no votes Against.

No Lots Abstained.

The motion was CARRIED.

9 Determination of Levies – Administrative Fund

On a motion moved by Ms Wilson and seconded by Ms Simons it was resolved by the meeting that that the Levy of Contributions in the financial year to raise a total of **\$260,000.00** (inclusive of GST), on proprietors for the Administrative Fund be payable in advance, by instalments due and payable in the amounts and on the dates as shown below;

\$7.242	per unit entitlement	1 November
\$6.129	per unit entitlement	1 February
\$6.129	per unit entitlement	1 May
\$6.50	per unit entitlement	1 August

With the amount to remain at \$6.50 per unit of entitlement per quarter until otherwise determined by a future general meeting of the Strata Company.

The following Lots voted in favour of the motion;
2, 4, 5, 8, 9 16, 19, 20, 26, 29, 32, 33, 34, 37, 42, 43, 45, 47, 49, 50, 51, 53, 54, 56 & 58

There were no votes Against.

No Lots Abstained.

The motion was CARRIED.

10 Budget of Estimated Expenditure – Reserve Fund

On a motion moved by Mr McNeill and seconded by Ms Blakiston it was resolved by the meeting that the Budget of Estimated Expenditure from the Reserve Fund for the period 1 September 2024 to 31 August 2025 amounting to **\$47,000.00** (exclusive of GST) be adopted as presented.

The following Lots voted in favour of the motion;

2, 4, 5, 8, 9 16, 19, 20, 26, 29, 32, 33, 34, 37, 42, 43, 45, 47, 49, 50, 51, 53, 54, 56 & 58

There were no votes Against.

No Lots Abstained.

The motion was CARRIED.

11 Determination of Levies – Reserve Fund

On a motion moved by Ms Adhikari and seconded by Mr Albertini it was resolved by the meeting that that the Levy of Contributions in the financial year to raise a total of **\$70,000.00** (inclusive of GST), on proprietors for the Reserve Fund be payable in advance, by instalments due and payable in the amounts and on the dates as shown below;

\$1.394	per unit entitlement	1 November
\$1.928	per unit entitlement	1 February
\$1.928	per unit entitlement	1 May
\$1.750	per unit entitlement	1 August

With the amount to remain at \$1.750 per unit of entitlement per quarter until otherwise determined by a future general meeting of the Strata Company.

The following Lots voted in favour of the motion;

2, 4, 5, 8, 9 16, 19, 20, 26, 29, 32, 33, 34, 37, 42, 43, 45, 47, 49, 50, 51, 53, 54, 56 & 58

There were no votes Against.

No Lots Abstained.

The motion was CARRIED.

12 Matters without notice for discussion and referral to the Council

Pet By-Law

The meeting requested clarification on the relevant pet by-law and Mr Glass confirmed that he would send the by-law through to the Council for their information.

Nuisance

Ms Boyd queried what the Strata Titles Act was referring to with the 'nuisance' by-laws and what exactly constituted a nuisance for any residents.

Mr Glass advised this was often open to interpretation, but it was mostly used in the context of noise complaints.

Insurance Coverage

The meeting questioned whether owners/residents would be covered under the Strata Company insurance policy if doing work for the property onsite.

Mr Glass advised he would need to check this with the insurer as there was a question regarding paid or volunteer work and if this covered owners or residents within the scheme.

It was agreed that Richardson Strata would confirm this with the insurer and advise the Council accordingly.

Black Stains Removed

The meeting confirmed the black stains on the bricks had been removed and the building is looking great as a result.

Upcoming Works

Mr Claxton spoke to the meeting regarding the various proposed upcoming works the Council is looking at including;

- a) making bin areas accessible from within the complex.
- b) steps to resolve gate noise when opening/closing.
- c) moving block 11 gate closer to the road for internal access to the visitor bays.
- d) the reactivation of the security shutters for the mailboxes.

20 Close of meeting

There being no further business to discuss the Chairperson declared the meeting closed at 6.32pm