

THE OWNERS OF :

EDWARD APARTMENTS, 155-157 EDWARD STREET, OSBORNE PARK

STRATA SCHEME 11485

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that an Annual General Meeting of the Owners of **Edward Apartments / Strata Scheme 11485** will be held

DATE : MONDAY, 5TH AUGUST 2024

TIME : 6.00PM

**VENUE : MEETING ROOM
OSBORNE COMMUNITY CENTRE
CNR. ROYAL/MAIN STREETS
TUART HILL**

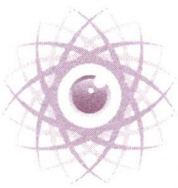
Please note : Please complete the attached Proxy Form (and return it as soon as possible), nominating a person to attend and vote on your behalf (you may nominate "The Meeting Chair").

Please note : If you have any queries in relation to the attached Financial Statements, please contact Strata Focus at least three working days prior to the meeting, so that these can be addressed prior to or at the meeting.

Please note : If you have any levies due or outstanding at the AGM, you will not be able to vote on any items on the Agenda.

Karen Arney
Strata Manager
STRATA FOCUS

Date of Distribution :22nd July 2024



THE OWNERS OF :

"EDWARD APARTMENTS"

STRATA SCHEME 11485

Annual General Meeting

Monday, 5th August 2024

AGENDA

- 1. Appointment of Chairman for the meeting** (if the chairman of the council is unavailable or unwilling to act).

- 2. Confirmation of previous minutes**

Minutes of the last AGM held 20/09/2023 have previously been distributed to proprietors.

Motions under Notice :

- 2.1 That the previously circulated minutes of the AGM held 20/09/2023 be confirmed as a true record of those proceedings.
- 2.2 Consideration of any matters arising from the minutes not otherwise provided for by this agenda.

- 3. Consideration of the statement of accounts** (a copy of which is attached to this notice).

Motion under Notice : That the statement of accounts for the period 01/05/2023 to 30/04/2024 (and supplementary statement for the period 01/05/2024 to 30/06/2024) be adopted as presented.

NB : Questions of a financial nature should be notified to the strata company not later than three business days prior to the meeting.

- 4. Constitution of the council**

Motions under Notice :

- 4.1 That agreement be reached pertaining to the number of proprietors on the Council of Owners.
- 4.2 Chairman to call for nominations of candidates for election to the council; And, if required will,
- 4.3 Conduct a ballot to elect members of the council.

SPECIAL BUSINESS

- 5. Insurance**

Insurer : Corporate Home Unit Underwriters Pty Ltd
Policy Number : HU0006125777

Building Replacement : \$3,280,000
Expiry Date : 20/05/2025
Public Liability : \$20,000,000
Excess : \$2000 per claim (Standard)

Last Valuation : June 2024
Valued At: \$3,280,000

Motion under Notice : That the Owners of "Edward Apartments" Strata Scheme 11485 choose one of the following :

- (a) Re-insure at current valuation.
- (b) Re-insure at a nominated amount.
- (c) Council of Owners to obtain an independent valuation and arrange to re-insure as per Valuation Report.

NB : Strata Focus may receive commissions for arranging insurances for the Strata Company.

6. Debt Collection Recovery on Charging

Motion under Notice : That all costs associated with debt recovery from a proprietor (including Strata Focus' internal recovery costs) will be payable by the relevant proprietor. The strata company acknowledges its liability to pay the costs incurred by such debt recovery in the first instance, however the debt will remain with the lot until the strata company is reimbursed.

7. Termite Inspections

Motion under Notice : To proceed with termite inspections of all areas (internal, external, individual lots, common property), in accordance with the agreed budget.

8. Entering into Agreements

Motion under Notice : That the Council of the Strata Company be authorised to enter into agreements on behalf of the strata company as and when they see fit and affix the strata company common seal to such agreements if they deem it appropriate.

9. End of Financial Year Date

Motion under Notice : That the Strata Company adopts 30th April as its end of financial year date.

10. Consideration of budget of estimated expenditure (a copy of which is attached to this notice).

Motion under Notice : That the budget of estimated expenditure from the administrative fund GST inclusive for the ensuing period, amounting to \$33,873.00 be adopted.

11. Determination of the Levy of Contributions for the Administrative Fund

Motion under Notice : That the **Levy** of contributions on proprietors for the **Administrative Fund** (totalling an annual figure of \$32,400.00) be payable in advance, in accordance with unit entitlement, by instalments due and payable on the first day of each of the following quarters :

01/01/2025 - 31/03/2025

01/04/2025 - 30/06/2025
01/07/2025 - 30/09/2025
01/10/2025 - 31/12/2025

12. Determination of the Levy of Contributions for the Reserve Fund

Motion under Notice : That the **Levy** of contributions on proprietors for the **Reserve Fund** (totalling \$1,200.00) be payable in advance, in accordance with unit entitlement, in instalments due and payable on the first day of each of the following quarters:

01/01/2025 - 31/03/2025
01/04/2025 - 30/06/2025
01/07/2025 - 30/09/2025
01/10/2025 - 31/12/2025

If Motions outlined in Items 11 and 12 are passed, quarterly levies will be as follows :

Admin. Fund : \$675.00
Reserve Fund : \$ 25.00
\$700.00

13. Matters without notice for discussion and referral to the council

NB : Such matters may only be raised at the discretion of the chair and with leave of the meeting.

14. Close of meeting.

Attachment 5

Strata Company: Edward Apartments

Strata Plan: 11485

Income & Expenditure Statement

Administrative Fund

	Previous Budget AGM 20/9/23	Actual May23-April24	(Supplementary) Actual May24-June24	Proposed Budget AGM 5/8/24
Revenue				
Admin. Fund/Special Levies	31,200.00	30,885.11	5,710.49	32,400.00
Interest on overdue Levies	0.00	18.38	11.51	0.00
Insurance Claim Refunds	0.00	0.00	1,025.00	0.00
Recovery/Owner Charges (Postage)	0.00	83.50	12.40	0.00
Gas Income	0.00	3,065.42	296.08	0.00
Electricity Income	0.00	9,666.19	1,213.77	0.00
Credit Adjustment	0.00	0.00	0.00	0.00
Transfer from Reserve Fund	0.00	0.00	0.00	0.00
	31,200.00	43,718.60	8,269.25	32,400.00
LESS Expenses				
Insurance Premiums	-6,525.00	-6,524.82	-6,915.00	-6,915.00
Insurance Valuation	-1,000.00	0.00	0.00	-693.00
Insurance Repairs	-500.00	0.00	0.00	-500.00
Meter Reading	-350.00	-237.60	0.00	-350.00
Common Electricity Consumption	-500.00	-9,817.29	-1,407.43	-500.00
Common Gas Consumption	-200.00	-4,385.30	-1,044.00	-200.00
Common Water Consumption	-4,500.00	-2,670.65	-441.38	-4,500.00
Garden/Lawn Maintenance	-3,000.00	-2,610.00	-460.00	-3,000.00
General Building Maintenance	-5000.00	-1,342.00	0.00	-5000.00
External Painting	-18700.00	-18,700.00	0.00	0.00
Balcony Ceiling Repairs U6	-1000.00	0.00	0.00	0.00
Concrete Landing Repair	-1000.00	0.00	0.00	0.00
Bollards	-2000.00	0.00	0.00	-2000.00
Driveway Soakwell Repair	-2500.00	0.00	0.00	-2500.00
Electrical Maintenance/Repairs	-500.00	0.00	0.00	-500.00
Plumbing Maintenance/Repairs	-1000.00	-225.50	0.00	-1000.00
Gutter Cleaning	-500.00	-994.00	0.00	-500.00
Pest Control	-865.00	-865.00	0.00	-865.00
10 Year Maintenance Plan	0.00	0.00	0.00	0.00
Postage/Petties	-50.00	-126.30	-6.75	-50.00
Additional Management Fees	-400.00	0.00	0.00	-400.00
Meeting Room Hire	-100.00	-76.50	0.00	-100.00
Meeting Fees	-300.00	-260.00	0.00	-300.00
Management Fees	-4,000.00	-3,999.96	-666.66	-4,000.00
	-54,490.00	-52,834.92	-10,941.22	-33,873.00
Retained Surplus/Deficit at beginning of period		49,063.45	39,947.13	39,947.13
Net Surplus/Deficit at end of period		\$39,947.13	\$37,275.16	\$38,474.13

Strata Co Edward Apartments

S/Plan 11485

Income & Expenditure Statement

Reserve Fund

	Previous Budget AGM 20/9/23	Actual May23-Apr24	(Supplementary) Actual May24-June24	Proposed Budget AGM 5/8/24
Revenue				
Reserve Fund Levies	1,200.00	1,187.90	219.61	1,200.00
Interest on overdue Levies	0.00	0.71	0.45	0.00
	<u>1,200.00</u>	<u>1,188.61</u>	<u>220.06</u>	<u>1,200.00</u>
LESS Expenses				
Transfer to Admin. Fund	0.00	0.00	0.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Opening Balance		14,479.68	15,668.29	15,668.29
Closing Balance		<u>\$15,668.29</u>	<u>\$15,888.35</u>	<u>\$16,868.29</u>



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THE OWNERS OF EDWARD APARTMENTS

STRATA SCHEME 11485

PROXY FORM

Important notes: please read these carefully before completing **both** pages of this form.

1. A proxy holder does not have to be an owner but must be an adult of full age and capacity.
2. A corporateowner (e.g. a corporate super fund trustee) can only vote by a proxy holder.
3. Co-owners of a lot can only vote by a proxy holder, appointed by **all** the co-owners (the proxy holder can be one of the co-owners).
4. If a soleadult owner (not a co-owner) and his or her proxy holder both attend/participate, only the owner can vote.
5. If the options in this form do not meet your requirements, seek advice.

I /We, _____

being the owner/s of lot number/s _____ (unit number/s _____) appoint:

Select and complete only one of options 1 to 3

- Option 1:** _____ [name of proxy holder] and failing their attendance/participation, the chairperson of the general meeting, or if not at a general meeting, the chairperson of the council; or
- Option 2:** The chairperson of the general meeting, or if not at a general meeting, the chairperson of the council; or
- Option 3:** _____ [name of proxy holder]

to speak and act and to vote for me/us as my/our proxy holder:

Select and complete only one of options A to D, as appropriate

- Option A:** at all general meetings, and for all votes taken outside general meetings, except for voting on any proposed resolution relating to the provision of goods, an amenity or a service to the strata company if my/our proxy holder has a direct or indirect pecuniary or other interest in the provision of the goods, amenity or service; or
- Option B:** at all general meetings and for all votes taken outside general meetings; or
- Option C:** at the general meeting to be held on _____ [insert date of general meeting] and any adjournment of that meeting.
- Option D:** in the vote to be taken outside of a general meeting under a notice dated _____ (insert date of notice of vote).



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Date of execution: _____ 20__

Execution by natural owner (s)

This form must be signed by each natural owner or by their appointed attorney)

Signature of sole owner:

OR:

Signatures of **all** co-owners
(including proxy holder if a co-owner):

Execution by corporateowner

*This form must be signed by the sole director and sole secretary **OR** two directors or a director and secretary **OR** by the company's appointed attorney*

Sole director and sole secretary

OR

Director

Director/Secretary

OR

Attorney

If signing by an attorney, please provide a copy of the Power of Attorney.

Nomination for Election to Council for The Owners of "Edward Apartments" Strata Scheme 11485

To the Chairman
The Owners of "Edward Apartments" Strata Scheme 11485

I/We being the proprietor/s / co-owner/s of Lot/s _____ hereby nominate (please print)

..... (name of the person or corporate owner who is being nominated) as a candidate for election to the council at the annual general meeting of the strata company to be held on 5th August 2024.

Name/s of nominator/s (please print) :

Signature/s of nominators :

***Director/Secretary/Attorney/Officer/Agent**

*(*In the case of an incorporated owner, the nominator should delete those not applicable)*

Dated : _____

Consent to Nomination for Election to Council

I hereby advise that I/We consent to being nominated as a candidate for election to the council of the strata company at the annual general meeting to be held on 5th August 2024 and, if elected, to serve as a member of the council.

Name of nominee : _____ (Please print) of lot : _____

Signature of nominee : _____ Date : _____

***Director/Secretary/Attorney/Officer/Agent**

*(*In the case of an incorporated owner, the nominator must delete those not applicable)*

IMPORTANT NOTES

1. This form of nomination and consent to nomination must be in the hands of the chairperson of the annual general meeting prior to the close of nominations for that election. Email : admin@stratafocus.com.au
 2. In the case of a **sole owner** written consent is only required if the candidate, being a natural person, is not personally present at the meeting.
 3. In the case of a **co-owner** of a lot the nomination must be in favour of one co-proprietor and signed by all co-proprietors, including the nominee.
 4. In the case of an **incorporated owner** the nomination and consent must be in writing and needs to be signed by a properly authorised person.
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