

# Attachment 4

**Minutes of the General Meeting  
The Owners of 11 Kathleen Street Strata Plan 58157  
Held via the Zoom App.  
On Wednesday, 22 October 2025**

**Attendance:**

Taylor Berry  
Paul Stewart

**Proprietors Present or Represented by Proxy:**

Taylor Berry and Paul Stewart                      Unit 6                      Proxy to Taylor Berry

**By Invitation:**

Alastair Cornish representing Strata Matters

**Establishing Quorum**

The Strata Manager verified the attendance register and explained that a quorum was not present and that the AGM would need to wait 30 minutes in accordance with Sect. 130.4 of the Strata Titles Act 1985.

A total of 9 lot owners were eligible (2 owner unfinancial) to participate in the meeting, 5 therefore constituted a quorum.

The meeting agreed to proceed informally until 7.30pm when a quorum would be present (after 30 minutes one or more people present in person or proxy constitute a quorum)

**1. Appointment of Chairperson**

It was resolved that Alastair Cornish act as Chair and opened the meeting.

**2. Confirmation of previous minutes:**

2.a        It was resolved that the previously circulated minutes of the General Meeting held on the 6 August 2024 be confirmed as a true record of those proceedings.

2.b        No items arose

**3. Consideration of Statement of Accounts:**

It was resolved that the Statement of accounts for the period 1 October 2023 to 30 September 2024, showing an amount of \$4,462.48 net owners' funds, be adopted and that the Statement of accounts for the period 1 October 2024 to 30 June 2025, showing an amount of \$8,861.30 net owners' funds, be adopted as presented.

**4. Constitution of Council**

**4.1** The motion that the Council of the Strata Scheme consists of 3 proprietors lapsed with no nominees.

Accordingly, all lot Owners would form the Council and be informed of items of concern etc.

**4.2** All lot owners form Council.

**4.3** The motion to conduct a ballot to elect members lapsed.

## **5. Insurance**

5.1 It was resolved that copies of the current certificates and schedules for the insurance required under section 127(3)(c) of the Act, as tabled, be received and incorporated into the records of the strata scheme.

### **Insurer: Corporate Home Underwriters**

Building Cover \$4,827,800

Workers Compensation as Per Strata Titles Act

Public Liability Cover \$10,000,000.00

Office Bearers Liability \$250,000.00

General Excess \$2,000.00

Expiry 19 September 2026

5.2 It was resolved that the Strata Unit Underwriters Financial Services Guide and Product Disclosure Statement as tabled be received and incorporated into the records of the strata company.

5.3 It was resolved that the Strata Scheme defers obtaining a valuation for insurance purposes and amending the sum insured with that valuation

5.4 It was resolved that the strata manager is to present quotations to the Council for their review and instructions and that the Council have authority to renew the policy as suggested by the insurer or as recommended by the insurance valuation and that if no placement instructions are received from the Council prior to the policy expiration, the strata manager will proceed with renewing cover using the insurance broker's recommendation to ensure no lapse in insurance cover for the Strata Scheme.

## **6. Execution of documents and use of common seal**

6.1 With no council of owners the motion that in accordance with Section 118(2) of the Act, the Strata Scheme authorises the strata manager and two duly appointed members of the Council of the Strata Company to execute documents on its behalf, including the issuance of work orders, subject to the individual adhering to their legislative obligations and in the case of the strata manager, their contractual obligations.

In accordance with s. 118(2)(c), the strata manager of the Strata Scheme may accept this authority, providing the authorisation is an agreed contractual service, is not an excluded function as listed under Section 143(5) of the Act and the Strata Manager has no conflict when executing the documents that has not already be disclosed in writing to the Strata Scheme lapsed.

6.2 With no council of owners the motion that in accordance with Section 118(1)(b) of the Act, the common seal of the Strata Scheme must be attested by the signatures of two duly appointed members of the Council of the Strata Scheme (Council); and, that unless amended at a General Meeting, the Strata Scheme resolves to adopt the further requirement that a motion must be passed by the Strata Scheme before the common seal is authorised to be affixed, and that this motion may be conducted outside of a general meeting, in accordance with s. 120(3)(b) lapsed.

## **7. Ten Year Plan**

It was resolved that the copy of the 10 Year Plan and Reserve Fund Annual Levy Estimate completed November 2021 by Reserve Fund Plans as received, approved, and incorporated into the records of the Strata Company at the 2022 AGM was tabled at the 2025 AGM.

In accordance with Regulation 77 and the requirements of Section 100(2A), the specifics of the report are as follows:

Name of Person/s Who Prepared the Plan (Company/Author): Reserve Fund Plans

Qualification/s of Person/s: Wal Dobrow FAPI FRICS FREI REIV(Aust) CDP CPP CPV

Period Covered by the Plan: To 2031

Date of Inspection: 1 November 2021

## Attachment 6

### 8. Consideration of Budget of estimated expenditure from the Administrative Fund

It was resolved that the budget of estimated expenditure from the Administrative Fund for the period 1 July 2025 to 30 June 2026 amounting to \$17,000 be adopted.

### 9. Determination of the levy of contributions for the financial year to 30 June 2026

Taylor Berry proposed that the levy of contributions on owners for the Administrative Fund be payable in advance by instalments due and payable in the amounts and on the dates as shown below:

\$ 37.50 per unit entitlement	1st July 2025,
\$ 37.50 per unit entitlement	1st October 2025,
\$ 40.85 per unit entitlement	1st January 2026,
<u>\$ 40.85 per unit entitlement</u>	<u>1st April 2026,</u>
\$ 40.00 per unit entitlement	1st July 2026

to raise a total of \$16,000 in the financial year and that in each case those contributions be continued on a quarterly basis until otherwise determined by the strata scheme in a general meeting and, that the levy of contributions on owners for the Reserve Fund be payable in advance by instalments due and payable in the amounts and on the dates as shown below:

\$ 3.75 per unit entitlement	1st July 2025,
\$ 5.42 per unit entitlement	1st October 2025,
\$ 5.42 per unit entitlement	1st January 2026,
<u>\$ 5.42 per unit entitlement</u>	<u>1st April 2026,</u>
\$ 5.00 per unit entitlement	1st July 2026

to raise a total of \$2,000 in the financial year and that in each case those contributions be continued on a quarterly basis until otherwise determined by the strata company in a general meeting.

Before putting the motion to vote Taylor Berry proposed an amendment as follows:

That the levy of contributions on owners for the Administrative Fund be payable in advance by instalments due and payable in the amounts and on the dates as shown below:

\$ 37.50 per unit entitlement	1st July 2025,
\$ 37.50 per unit entitlement	1st October 2025,
\$ 52.50 per unit entitlement	1st January 2026,
<u>\$ 52.50 per unit entitlement</u>	<u>1st April 2026,</u>
\$ 45.00 per unit entitlement	1st July 2026

to raise a total of \$18,000 in the financial year, and, that in each case those contributions be continued on a quarterly basis until otherwise determined by the strata company in a general meeting and, that the levy of contributions on owners for the Reserve Fund be payable in advance by instalments due and payable in the amounts and on the dates as shown below:

\$ 3.75 per unit entitlement	1st July 2025,
\$ 5.42 per unit entitlement	1st October 2025,
\$ 5.42 per unit entitlement	1st January 2026,
<u>\$ 5.42 per unit entitlement</u>	<u>1st April 2026,</u>
\$ 5.00 per unit entitlement	1st July 2026

to raise a total of \$2,000 in the financial year and that in each case those contributions be continued on a quarterly basis until otherwise determined by the strata company in a general meeting.

The Chair confirmed the amended motion become the substantive motion and put the motion to vote

Motion carried unanimously.

**10. Re-appointment of Strata Matters as strata manager**

It was resolved that the Strata Company confirms the appointment of Strata Matters for a term of 12 months or the next AGM and the Council of Owners be empowered to sign the contract on behalf of the Strata Scheme.

**12. Matters without notice for discussion and referral to the council**

No items arose

**13. Meeting Closed:**

There being no further discussion the meeting closed at 7.40pm