



## Attachment 4

**MINUTES OF ANNUAL GENERAL MEETING**  
**OWNERS of STRATA PLAN No. 63774 of 1A SKEW ROAD, BAYSWATER**  
**held Friday 20 September 2024 at Office of Hagen & Co Real Estate**  
**2/254 Scarborough Beach Road DOUBLEVUE WA at 6.30 pm**

**1. OPENING OF MEETING:**

Gail Courtis of Hagen & Co. opened the meeting at 6.38 pm

**2. APPOINTMENT OF CHAIRPERSON:**

There being no other nominations, Gail Courtis of Hagen & Co. was appointed Chairperson.

**3. OWNERS PRESENT:**

Unit 1	B Feodorova	Audio Link
Unit 2	C Jacobs	Audio Link
Unit 3	J Hoe	
Unit 4	T Barrell	Audio Link
Unit 5	E & P Wilson	
Unit 6	A Awcock	Audio Link
Unit 7	B Howell	

**4. OWNERS PRESENT BY PROXIES:**

Unit 5	E & P Wilson
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***Name of Proxy***

E Wilson

**APOLOGIES:**

Nil

In Attendance: Representing Managing Agent Gail & Benjamin Courtis Hagen & Co

- 5.** It was noted that the quorum requirement was satisfied, as the number of owners present in person or by proxy was not less than 50% of the owners entitled to vote. Should a quorum not be reached within thirty minutes then those present represent a quorum and the meeting may proceed.

**6. ACCEPTANCE OF PREVIOUS GENERAL MEETING MINUTES:**

The meeting agreed that the minutes of the Annual General Meeting held on 14 November 2023 be accepted as a true and correct record

*Moved by: E Wilson (Unit 6)*

*Seconded by: B Howell (Unit 7)*

*Motion carried.*

**7. CONSIDERATION OF BUSINESS ARISING FROM PREVIOUS AGM: -**

**Gardening** – New contractor has been sourced and is tending both gardens and reticulation repairs.

(a) Meeting agreed to include front of water corporation access gate with current complex lawnmowing

(b) It was further agreed that dividing hedge previously suggested would not proceed due to possible safety issues at the front of the property.

**Reticulation**– Damage caused by tenants parking on retic boxes to be repaired and invoice cost to be charged to Unit 1 tenants.

**Letterboxes** – Lock and brickwork repaired

**E bikes/scooters** – As no correct charging stations are installed within the complex and it was agreed it was not prudent for e-bikes or scooters to be charged at the complex.



**8. APPOINTMENT OF STRATA MANAGER:**

Hagen & Co. advised that a SVN Strata (Ms Toni Calcott) had been appointed as future strata manager due to Hagen & Co no longer undertaking strata management as of 01 October 2024. Management fees have been re-negotiated to remain the same for next three years.

*Moved by: J Hoe (Unit 3)*

*Seconded by: A Awcock (Unit 6)*

*Motion carried.*

**9. RECEIPT OF FINANCIAL STATEMENT:**

The Financial Statement for the period from 01 August 2023 to 31 July 2024 had previously been distributed with the Agenda. The meeting agreed to accept the Financial Statement as presented.

*Moved by: B Howell (Unit 7)*

*Seconded by: J Hoe (Unit 3)*

*Motion carried.*

**10. INSURANCE:**

Details to the insurance requirements applicable to the strata scheme are referred to in Section 97 of the Act – Current insurance policy previously circulated with Notice of Meeting for consideration by the Strata Company.

The Strata Company resolves by ordinary resolution the following –

- (i) Written valuation for replacement value has been received from Valuations WA and Hagen & Co had been instructed to renew policy at the suggested cover of **\$2,900,000 with CHU Underwriting Agencies P/L** as and when due; current insurance period is 01/07/2024 to 01/07/2025.

For 01/07/2025 to 01/07/2026 period details of proposal of inclusions to be assessed two months prior to renewal date by Council of Owners.

Meeting requested Strata Manager to investigate ***if removal of sections 3, 4, 5 and 8; and its effect on both the premium and also the affect on the strata company.*** As strata manager is not qualified to provide this advice; information received will be forwarded to the Council of Owners for decision.

**The Insurer's Product Disclosure Statement and Financial Services Guide is available for all owners via the internet.**

*Moved by: B Howell (Unit 7)*

*Seconded by: E Wilson (Unit 5)*

*Motion carried.*

To ensure complete transparency, please note that Hagen & Co are an authorised agent for Honan Insurance Group Hagen & Co are only able to provide **General Advice only**, specific policy details need to be directed to the relevant insurer/broker.

- (a) As your Strata Management company, we facilitate the insurance and receive a commission of up to 20% of the base premium. The commission does not vary between the insurance suppliers and therefore does not influence the options presented to you. We do not seek to retain any other rebates, discounts, incentives, or commissions which may influence our relationship with one or more suppliers. Where a supplier offers a discount, this is passed on to the client concerned." The commission we receive covers the claim administration and renewal associated costs."
- (b) Hagen & Co advise that should the Strata Company Insurance not be placed directly through Honan Insurance Group or other Brokers then they reserve the right to charge all insurance claims lodged at the Strata Manager hourly rate per claim. This fee is to cover the cost of time spent lodging the claim and to organise access, quotes, repairs, and maintenance.



**11. PROPOSED BUDGET/STRATA LEVIES FOR THE YEAR ENDING 31 July 2025:**

Meeting agreed to accept the proposed budget and strata levies for the year ending 31 July 2025 which had been distributed to all owners with Notice of Meeting.

The meeting further agreed to increase the Strata Levies by \$50 per quarter per lot effective as of 01 January 2025 and it was noted that any insurance adjustments may make a difference to annual expenses in the future.

It was noted that Unit 3 owner J Hoe agrees to; however disagrees with the \$50 increase.

*Moved by: E Wilson (Unit 5)*

*Seconded by: C Jacobs (Unit 2)*

*Motion carried.*

**12. NOMINATION OF COUNCIL OF OWNERS:**

Chairperson reported that nominations for election to the Council of Owners have been received from the following and were duly elected. Under the Strata Titles Act there must be not less than 3 and not more than 7 on the Council of Owners

Unit 1 Bradley Feodorov  
Unit 2 C Jacobs  
Unit 3 Jeremy Hoe  
Unit 4 T Barrell  
Unit 5 E & P Wilson  
Unit 6 A Awcock  
Unit 7 B Howell

**13. GENERAL BUSINESS:**

**(i) Upgrading of internet connection NBN** – The meeting agreed for the Strata Manager to obtain an NBN quote to obtain fibre from node to the premises. Should the cost be \$200 per unit or less the Strata company will issue an immediate \$200 special levy to each owner and proceed with the fibre from node installation.

**(ii) Car parking** – Common driveway and visitor parking bays

It was noted that the carers for Unit 2 occupant need to park in the garage and not park in driveway. On shift changeover cars not to be left with engine running late at night. PM for Unit 2 will contact tenants.

Meeting agreed for the owner of unit 6 to park his car outside his garage in the meantime or in the parking area

Unit 1 owner was advised that tenants have several vehicles and were randomly parking in unauthorised positions in visitor carbay and also have caused damage to reticulation boxes Refer 7. Above

**(iii)** The meeting agreed to obtain two quotes for pest inspections for the complex Strata Manager and Unit 4 owner to each obtain a quote from contractors and then proceed with whichever is the better option.

*Moved by: E Wilson (Unit 5)*

*Seconded by: B Howell (Unit 7)*

*Motion carried.*



**Hagen & Co**  
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**14. CLOSURE OF MEETING:**

There being no further business, the meeting was declared closed at 8.30 pm

Signed as a true and correct record

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date