

The Owners of Strata Scheme 25668
40 Conochie Crescent, Manning WA 6152
MINUTES OF ANNUAL GENERAL MEETING



The Annual General Meeting of the abovementioned Strata Company was held in accordance with the following.

Held At:	Unit 4D, 18 Main Street, Osborne Park WA
Date:	22/07/2024
Time:	4.00pm
Meeting Close Time:	4.47pm

Please Note

These minutes may be subject to amendment before acceptance at the next General Meeting of the strata company.

Before acceptance at the next General Meeting of the strata company, these minutes should be considered to be in draft form.

The Owners of Strata Scheme 25668
40 Conochie Crescent, Manning WA 6152



Preliminary Matters

1. Appointment of Chairperson for the meeting

It was resolved by the meeting that Ange Swinbourne be appointed to the Chair and she acted as Chairperson throughout the meeting.

2. The Chairperson confirmed the following attendance.

2.1. Owners and Proxies Present

Kerry Hunter	Lot 1	Via Videoconference
Gregor Huebner	Lot 2	Via Videoconference
Ian Lane	Lot 3	Via Videoconference

2.2. Proxies

Nil		
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2.3. Non-owners Present by Invitation

Ange Swinbourne	Dominion Strata Management
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2.4. Apologies

Robert Hawes, Caroline Hawes and Robyn Hawes	Lot 4
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3. Quorum

The Chairperson declared that a quorum was present.

General Business

4. Constitution of the Council

Motion Under Notice - that the Council of Owners consists of three (3) Owners.

Moved: I Lane **Seconded:** G Huebner

The Chairperson declared the motion carried

Nominations of candidates for election to the Council were received from:

Kerry Hunter	Lot 1
Gregor Huebner	Lot 2
Ian Lane	Lot 3

The Chairperson declared that all those correctly nominated were duly elected as members of the Council of Owners.

In accordance with Schedule 1 By-law 4(3) of the Strata Titles Act, a properly constituted Council of Owners must consist of no less than 3, nor more than 7 members. Although there were only three nominations, a Council of Owners has been properly constituted as the existing members can form a quorum. A vacant position remains which may be filled by an appointment made by the existing members.

5. Consideration of Statement of Accounts

Motion Under Notice - that the statement of accounts for the period of 01/06/2023 to 31/05/2024 showing a Cash at Bank balance of **\$10,258.72** and Net Assets of **\$8,080.15** be adopted as presented.

Moved: I Lane **Seconded:** K Hunter

The Chairperson declared the motion carried

6. Insurance

Motion Under Notice – that the Council of Owners are directed to renew the strata company's insurance policy prior to its expiry date of 01/07/2024, in such sums as are suggested by the insurer or as are recommended by qualified professional advisors, and with such insurer as the Council of Owners deem appropriate.

Moved: I Lane **Seconded:** G Huebner

The Chairperson declared the motion carried

to raise a total of **\$9,294.01** in the Financial Year, until otherwise determined at a future General Meeting of the Strata Company.

Amended Motion – that the wording be changed to read; 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 and in accordance with the Unit Entitlements of the Lots.

Amount	Levy Period	Due Date
\$2,116.90	01/06/2024 – 31/08/2024	01/06/2024 – Pre-issued
\$2,017.37	01/09/2024 – 30/11/2024	01/09/2024
\$2,017.37	01/12/2024 – 28/02/2025	01/12/2024
\$2,017.37	01/03/2025 – 31/05/2025	01/03/2025
\$2,017.37	01/06/2025 – 31/08/2025	01/06/2025 – Pre-issue

to raise a total of **\$8,169.01** in the Financial Year, until otherwise determined at a future General Meeting of the Strata Company.

Moved: K Hunter **Seconded:** I Lane
The Chairperson declared the amendment carried

Substantive Motion – that the wording be changed to read; 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 and in accordance with the Unit Entitlements of the Lots.

Amount	Levy Period	Due Date
\$2,116.90	01/06/2024 – 31/08/2024	01/06/2024 – Pre-issued
\$2,017.37	01/09/2024 – 30/11/2024	01/09/2024
\$2,017.37	01/12/2024 – 28/02/2025	01/12/2024
\$2,017.37	01/03/2025 – 31/05/2025	01/03/2025
\$2,017.37	01/06/2025 – 31/08/2025	01/06/2025 – Pre-issue

to raise a total of **\$8,169.01** in the Financial Year, until otherwise determined at a future General Meeting of the Strata Company.

The Chairperson declared the motion carried

11. Matters Without Notice for Discussion and Referral to the Council of Owners

There were no further actionable items discussed.

12. Close of Meeting

There being no further business the meeting was declared closed 4.47pm.

Signed as a true and correct record of the Annual General Meeting.

Ange Swinbourne

Name: Ange Swinbourne

Date: 22/07/2024

Chairperson of the Meeting

Dominion Strata Management

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Page 1

Balance Sheet - S/Plan 25668
"40 CONOCHIE CRESCENT MANNING"
40 CONOCHIE CRESCENT, MANNING, WA 6152
For the Financial Period 01/06/2023 to 31/05/2024
FINAL

	Administrative	Reserve	TOTAL THIS YEAR
Assets			
Cash At Bank			
Owners of Strata Plan 25668	\$5,695.66	\$4,563.06	\$10,258.72
<i>Macquarie Bank BSB: 186-300 Acc No: 241768043</i>			
Total Assets	\$5,695.66	\$4,563.06	\$10,258.72
Liabilities			
Paid In Advance	\$1,764.26	\$374.28	\$2,138.54
Payable (Previous Agent)	\$40.00	\$0.00	\$40.00
Total Liabilities	\$1,804.26	\$374.28	\$2,178.54
Net Assets	\$3,891.40	\$4,188.78	\$8,080.18
Owners Funds			
Opening Balance	\$3,636.65	\$2,685.05	\$6,321.70
Net Income For The Period	\$254.75	\$1,503.73	\$1,758.48
Total Owners Funds	\$3,891.40	\$4,188.78	\$8,080.18

Dominion Strata Management

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Page 2

Income and Expenditure Statement - S/Plan 25668 "40 CONOCHIE CRESCENT MANNING" 40 CONOCHIE CRESCENT, MANNING, WA 6152

For the Financial Period 01/06/2023 to 31/05/2024

FINAL

Administrative Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Income			
Interest	\$18.15	\$0.00	\$5.83
Levy Income	\$6,967.36	\$0.00	\$5,802.55
Total Administrative Fund Income	\$6,985.51	\$0.00	\$5,808.38
Expenses			
Archive Storage	\$55.00	\$0.00	\$0.00
Consultants	\$0.00	\$0.00	\$330.00
Insurance Premiums	\$4,215.00	\$4,600.00	\$3,541.98
Lodgement Fees	\$203.00	\$187.60	\$187.60
Maintenance - Common Area General	\$0.00	\$500.00	\$0.00
Maintenance - Fencing/Boundary Walls	\$552.50	\$0.00	\$0.00
Management Fee - Non-standard	\$148.50	\$150.00	\$77.00
Management Fee - Standard	\$1,181.96	\$1,150.00	\$1,122.64
Meeting Fee	\$275.00	\$275.00	\$150.00
Meeting Venue Hire	\$0.00	\$0.00	\$35.00
Postage & Petties	\$44.80	\$25.00	\$24.68
Search Fees	\$0.00	\$0.00	\$56.40
Software Maintenance	\$55.00	\$0.00	\$0.00
Utility - Electricity Usage - Common Area	\$0.00	\$80.00	\$(80.00)
Total Administrative Fund Expenses	\$6,730.76	\$6,967.60	\$5,445.30
Administrative Fund Surplus/Deficit	\$254.75	\$(6,967.60)	\$363.08
Opening Balance for the period	\$3,636.65	\$0.00	\$3,273.57
Closing Balance for the period	\$3,891.40	\$(6,967.60)	\$3,636.65

Dominion Strata Management

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Page 3

Income and Expenditure Statement - S/Plan 25668

"40 CONOCHIE CRESCENT MANNING"

40 CONOCHIE CRESCENT, MANNING, WA 6152

For the Financial Period 01/06/2023 to 31/05/2024

FINAL

Reserve Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Income			
Interest	\$3.73	\$0.00	\$2.65
Levy Income	\$1,500.00	\$0.00	\$1,375.00
Total Reserve Fund Income	\$1,503.73	\$0.00	\$1,377.65
Expenses			
Provision for Reserve	\$0.00	\$1,500.00	\$0.00
Total Reserve Fund Expenses	\$0.00	\$1,500.00	\$0.00
Reserve Fund Surplus/Deficit	\$1,503.73	\$(1,500.00)	\$1,377.65
Opening Balance for the period	\$2,685.05	\$0.00	\$1,307.40
Closing Balance for the period	\$4,188.78	\$(1,500.00)	\$2,685.05

Dominion Strata Management

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Page 4

Lot Positions Report - S/Plan 25668 "40 CONOCHIE CRESCENT MANNING" 40 CONOCHIE CRESCENT, MANNING, WA 6152

For the Financial Period 01/06/2023 to 31/05/2024

FINAL

Administrative Fund

Lot#	Unit#	Owner Name	Opening Balance	Levied	Special Levy	Paid	Closing Balance	Interest Paid
1	1	Kerry Hunter	\$341.26 CR	\$1,602.49	\$0.00	\$1,661.87	\$400.64 CR	\$0.00
2	2	Gregor Alexander Huebner	\$385.78 CR	\$1,811.53	\$0.00	\$1,901.00	\$475.25 CR	\$0.00
3	3	Ian Geoffrey Lane	\$356.10 CR	\$1,672.17	\$0.00	\$1,734.13	\$418.06 CR	\$0.00
4	4	Robert Hawes and Caroline Hawes and Robyn Hawes	\$400.61 CR	\$1,881.17	\$0.00	\$1,950.87	\$470.31 CR	\$18.15
Administrative Fund Totals			\$-1,483.75	\$6,967.36	\$0.00	\$7,247.87	\$-1,764.26	\$18.15
							Administrative Fund Arrears	\$0.00
							Administrative Fund Advances	\$1,764.26

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Page 5

Lot Positions Report - S/Plan 25668 "40 CONOCHIE CRESCENT MANNING" 40 CONOCHIE CRESCENT, MANNING, WA 6152

For the Financial Period 01/06/2023 to 31/05/2024

FINAL

Reserve Fund

Lot#	Unit#	Owner Name	Opening Balance	Levied	Special Levy	Paid	Closing Balance	Interest Paid
1	1	Kerry Hunter	\$86.25 CR	\$345.00	\$0.00	\$345.00	\$86.25 CR	\$0.00
2	2	Gregor Alexander Huebner	\$97.50 CR	\$390.00	\$0.00	\$390.00	\$97.50 CR	\$0.00
3	3	Ian Geoffrey Lane	\$90.00 CR	\$360.00	\$0.00	\$360.00	\$90.00 CR	\$0.00
4	4	Robert Hawes and Caroline Hawes and Robyn Hawes	\$101.25 CR	\$405.00	\$0.00	\$404.28	\$100.53 CR	\$3.73
Reserve Fund Totals			\$-375.00	\$1,500.00	\$0.00	\$1,499.28	\$-374.28	\$3.73
							Reserve Fund Arrears	\$0.00
							Reserve Fund Advances	\$374.28

Dominion Strata Management
Accepted Budget for Strata Company 25668

40 CONOCHIE CRESCENT MANNING, 40 Conochie Crescent MANNING

Prepared by Dominion Strata Management (ABN 69 605 268 595)
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Page 1

Administrative Fund	Accepted Budget <small>(01/06/2024-31/05/2025)</small>	Current Actual <small>(01/06/2023-31/05/2024)</small>	Current Budget <small>(01/06/2023-31/05/2024)</small>
Income			
Interest	\$0.00	\$18.15	\$0.00
Levy Income	\$7,794.00	\$6,967.36	\$0.00
Total Admin Fund Income	\$7,794.00	\$6,985.51	\$0.00
Expense			
Archive Storage	\$132.00	\$55.00	\$0.00
Consultants	\$0.00	\$0.00	\$0.00
Insurance Premiums	\$4,700.00	\$4,215.00	\$4,600.00
Insurance Valuation	\$500.00	\$0.00	\$0.00
Lodgement Fees	\$0.00	\$203.00	\$187.60
Maintenance - Common Area General	\$500.00	\$0.00	\$500.00
Maintenance - Fencing/Boundary Walls	\$0.00	\$552.50	\$0.00
Management Fee - Non-standard	\$150.00	\$148.50	\$150.00
Management Fee - Standard	\$1,200.00	\$1,181.96	\$1,150.00
Meeting Fee	\$330.00	\$275.00	\$275.00
Meeting Venue Hire	\$0.00	\$0.00	\$0.00
Postage & Petties	\$50.00	\$44.80	\$25.00
Search Fees	\$0.00	\$0.00	\$0.00
Software Maintenance	\$132.00	\$55.00	\$0.00
Utility - Electricity Usage - Common Area	\$100.00	\$0.00	\$80.00
Total Admin Fund Expense	\$7,794.00	\$6,730.76	\$6,967.60
TOTAL ADMIN LEVY INCOME	\$7,794.00	\$6,967.36	\$0.00
TOTAL ADMIN BUDGET	\$7,794.00		\$0.00

Opening Balance as at 01/06/2024	\$3,891.40
ADD: Total Proposed Income	\$7,794.00
LESS: Total Proposed Expenses	\$7,794.00
Estimated Closing Balance as at 31/05/2025	\$3,891.40
 Proposed New Admin Levies from 01/09/2024	 \$6,052.10

Dominion Strata Management
Accepted Budget for Strata Company 25668

40 CONOCHIE CRESCENT MANNING, 40 Conochie Crescent MANNING

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Page 2

Reserve Fund

	Accepted Budget (01/06/2024-31/05/2025)	Current Actual (01/06/2023-31/05/2024)	Current Budget (01/06/2023-31/05/2024)
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Income

Interest	\$0.00	\$3.73	\$0.00
Levy Income	\$0.00	\$1,500.00	\$0.00

Total Reserve Fund Income

	\$0.00	\$1,503.73	\$0.00
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Expense

Maintenance - Common Area Painting	\$0.00	\$0.00	\$0.00
Provision for Reserve	\$0.00	\$0.00	\$1,500.00

Total Reserve Fund Expense

	\$0.00	\$0.00	\$1,500.00
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TOTAL RESERVE LEVY INCOME

	\$0.00	\$1,500.00	\$0.00
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TOTAL RESERVE BUDGET

	\$0.00		\$0.00
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Opening Balance as at 01/06/2024	\$4,188.78	
ADD: Total Proposed Income	\$0.00	
LESS: Total Proposed Expenses	\$0.00	
Estimated Closing Balance as at 31/05/2025	\$4,188.78	
Proposed New Reserve Levies from 01/09/2024	\$0.00	

Dominion Strata Management
Accepted Budget for Strata Company 25668

40 CONOCHIE CRESCENT MANNING, 40 Conochie Crescent MANNING

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Budget Summary (01/06/2024-31/05/2025)

	Accepted	1st Instalment 01/06/2024	2nd Instalment 01/09/2024	3rd Instalment 01/12/2024	4th Instalment 01/03/2025	TOTAL (01/06/2024-31/05/2025)	Next Pre Issue 01/06/2025
Administrative Fund	\$7,794.00	\$1,741.90	\$2,017.37	\$2,017.37	\$2,017.37	\$7,794.01	\$2,017.37
Reserve Fund	\$0.00	\$375.00	\$0.00	\$0.00	\$0.00	\$375.00	\$0.00
Contribution Schedule Total	\$7,794.00	\$2,116.90	\$2,017.37	\$2,017.37	\$2,017.37	\$8,169.01	\$2,017.37
Amount to Collect	\$7,794.00	\$2,116.90	\$2,017.37	\$2,017.37	\$2,017.37	\$8,169.01	\$2,017.37

**Dominion Strata Management
Accepted Budget for Strata Company 25668**

40 CONOCHIE CRESCENT MANNING, 40 Conochie Crescent MANNING

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Levy Adjustment Summary (01/06/2024-31/05/2025)

Contribution Schedule

Aggregate Units of Entitlement (UOE) - 100

Due Date	Levy Period	Admin	Reserve	Total
01/06/2024	01/06/2024 - 31/08/2024	\$17.42	\$3.75	\$21.17 Pre Issued
01/09/2024	01/09/2024 - 30/11/2024	\$20.17	\$0.00	\$20.17
01/12/2024	01/12/2024 - 28/02/2025	\$20.17	\$0.00	\$20.17
01/03/2025	01/03/2025 - 31/05/2025	\$20.17	\$0.00	\$20.17
Financial Year Total per Units of Entitlement		\$77.94	\$3.75	\$81.69
Financial Year Aggregate		\$7,794.01	\$375.00	\$8,169.01
Accepted Budget Amount		\$7,794.00	\$0.00	\$7,794.00
01/06/2025	01/06/2025 - 31/08/2025	\$20.17	\$0.00	\$20.17 Pre Issue Next Year
Next Year Pre Issue Aggregate		\$2,017.37	\$0.00	\$2,017.37

Dominion Strata Management
Accepted Budget for Strata Company 25668

40 CONOCHIE CRESCENT MANNING, 40 Conochie Crescent MANNING

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Page 5

Owner Summary (01/06/2024-31/05/2025) - Contribution Schedule

Lot#	Unit#	UOE	Owner Name	1st Instalment 01/06/2024	2nd Instalment 01/09/2024	3rd Instalment 01/12/2024	4th Instalment 01/03/2025	TOTAL (01/06/2024-31/05/2025)	Next Pre Issue 01/06/2025
1*	1*	23	Kerry Hunter						
			Admin	\$400.64	\$463.99	\$463.99	\$463.99	\$1,792.61	\$463.99
			Reserve	\$86.25	\$0.00	\$0.00	\$0.00	\$86.25	\$0.00
			Owner Total	\$486.89	\$463.99	\$463.99	\$463.99	\$1,878.86	\$463.99
2*	2*	26	Gregor Alexander Huebner						
			Admin	\$452.89	\$524.52	\$524.52	\$524.52	\$2,026.45	\$524.52
			Reserve	\$97.50	\$0.00	\$0.00	\$0.00	\$97.50	\$0.00
			Owner Total	\$550.39	\$524.52	\$524.52	\$524.52	\$2,123.95	\$524.52
3*	3*	24	Ian Geoffrey Lane						
			Admin	\$418.06	\$484.17	\$484.17	\$484.17	\$1,870.57	\$484.17
			Reserve	\$90.00	\$0.00	\$0.00	\$0.00	\$90.00	\$0.00
			Owner Total	\$508.06	\$484.17	\$484.17	\$484.17	\$1,960.57	\$484.17
4*	4*	27	Robert Hawes and Caroline Hawes and Robyn Hawes						
			Admin	\$470.31	\$544.69	\$544.69	\$544.69	\$2,104.38	\$544.69
			Reserve	\$101.25	\$0.00	\$0.00	\$0.00	\$101.25	\$0.00
			Owner Total	\$571.56	\$544.69	\$544.69	\$544.69	\$2,205.63	\$544.69
Total aggregate of UOE 100			Owner Total	\$571.56	\$544.69	\$544.69	\$544.69	\$2,205.63	\$544.69

Dominion Strata Management
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Contribution Summary (01/06/2024-31/05/2025)

Lot#	Unit#	UOE	Owner Name	Schedule	Admin Fund	Reserve	Annual Levy
1	1	23	Kerry Hunter	Contribution Schedule	\$1,792.61	\$86.25	\$0.00
Paid to 31/08/2024				Total	\$1,792.61	\$86.25	\$1,878.86
2	2	26	Gregor Alexander Huebner	Contribution Schedule	\$2,026.45	\$97.50	\$0.00
Paid to 31/08/2024				Total	\$2,026.45	\$97.50	\$2,123.95
3	3	24	Ian Geoffrey Lane	Contribution Schedule	\$1,870.57	\$90.00	\$0.00
Paid to 31/08/2024				Total	\$1,870.57	\$90.00	\$1,960.57
4	4	27	Robert Hawes and Caroline Hawes and Robyn Hawes	Contribution Schedule	\$2,104.38	\$101.25	\$0.00
Paid to 31/05/2024				Total	\$2,104.38	\$101.25	\$2,205.63
Overall Total					\$7,794.01	\$375.00	\$8,169.01
					Schedule	UOE	
					Contribution Schedule	100	