Attachment 4

ALL STRATA
management services

The Owners of Strata Scheme 8136
MAYCREST APARTMENTS
1-3 Rupert Street
MAYLANDS WA 6051

NOTICE OF COUNCIL MEETING

Pursuant to the Strata Titles Act 1985 as amended and the Strata Titles General Regulations 2019 Notice is hereby given that the Council meeting will be held as follows:

DATE: **Wednesday the 19/03/2025**
VENUE: **Via Zoom**
TIME: **Immediately following the conclusion of the AGM**

IMPORTANT INFORMATION

QUORUM
Quorum is the minimum number of persons that must be present, either in person or by duly nominated proxy, at the council meeting in order to proceed to business.

A quorum of the council is 2 if the council consists of 3 or 4 members; 3, if it consists of 5 or 6 members; and 4, if its consists of 7 members.

METHOD OF VOTING
In accordance with Section 129(d) the acceptable method of voting is in person at the meeting, or, in writing either by post or email and accompanied by a duly executed proxy form.

HOLDING MEETINGS REMOTELY
In accordance with Section 131(1) & (2) a person may attend a meeting by remote communication and is taken to be present at the meeting.

Kim Bunting
stratawhite@allstrata.com.au
For and on behalf of The Owners of Strata Scheme 8136

notice to the holder of this notice. It is issued as a matter of information only and does not confer any rights on the holder. This certificate does not amend, extend, replace, negate or override the benefits, terms, conditions and exclusions as described in the Schedule documents together with the Product Disclosure Statement and insurance policy wording.

STRATA COMMUNITY
INSURANCE

stratacommunityinsure.com.au
T 1300 SCINSURE (1300 724 678)
E myenquiry@scinsure.com.au
A PO Box Z5111, St Georges Terrace, WA 6831

CERTIFICATE OF CURRENCY

THE INSURED

POLICY NUMBER	POL11018078
PDS AND POLICY WORDING	Residential Strata Product Disclosure Statement and Policy Wording SCI034-Policy-RS-PPW-02/2021 Supplementary Product Disclosure Statement SCIA-036_SPDS_RSC-10/2021
THE INSURED	The Owners of 1-3 Rupert Street Maylands Strata Plan 8136
SITUATION	1-3 Rupert Street, Maylands, WA, 6051
PERIOD OF INSURANCE	Commencement Date: 4:00pm on 07/12/2024 Expiry Date: 4:00pm on 07/12/2025
INTERMEDIARY	All Strata Management Services
ADDRESS	PO Box 511, Mt Lawley, WA, 6929
DATE OF ISSUE	28/11/2024

POLICY LIMITS / SUMS INSURED

SECTION 1	PART A	1. Building	$9,416,000
		Common Area Contents	$94,160
		2. Terrorism Cover under Section 1 Part A2	Applies
	PART B	Loss of Rent/Temporary Accommodation	$1,412,400
	OPTIONAL COVERS	1. Flood	Included
		2. Floating Floors	Included
SECTION 2	Liability		$20,000,000
SECTION 3	Voluntary Workers		Included
SECTION 4	Workers Compensation		Selected
SECTION 5	Fidelity Guarantee		$100,000
SECTION 6	Office Bearers' Liability		$1,000,000
SECTION 7	Machinery Breakdown		Not Included
SECTION 8	Catastrophe		Not Included
SECTION 9	PART A	Government Audit Costs – Professional Fees	$25,000
	PART B	Appeal Expenses	$100,000
	PART C	Legal Defence Expenses	$50,000
SECTION 10	Lot Owners' Fixtures and Improvements		$300,000
SECTION 11	Loss of Lot Market Value		Not Included

This certificate of currency has been issued by Strata Community Insurance Agencies Pty Ltd, ABN 72 165 914 009, AFSL 457787 on behalf of the insurer Allianz Australia Insurance Limited, ABN 15 000 122 850, AFSL 234708 and confirms that on the Date of Issue a policy existed for the Period of Insurance and sums insured shown herein. The Policy may be subsequently altered or cancelled in accordance with its terms after the Date of Issue of this notice without further

f Experience.
Strata Community Insurance Agencies Pty Limited ABN 72 165 914 009

Attachment 6

All Strata Management Services
PO Box 511 Mt Lawley WA 6929
T: (08) 9227 8966 | F: (08) 9227 5519
admin@allstrata.com.au | www.allstrata.com.au
ABN 81 009 452 877

ALL STRATA management services

Proposed Levy Schedule to apply from 01/02/2025

The Owners of Strata Scheme 8136

MAYCREST APARTMENTS, 1-3 Rupert Street, MAYLANDS WA 6051

Quarterly levy instalments that would apply to each lot if proposed budgets are accepted by the general meeting:

Lot	Unit	Unit Entitlement	Admin Fund	Sinking Fund	Quarterly Total	Annual Total
1	1	1.00	566.70	125.00	691.70	2,766.80
2	2	1.00	566.70	125.00	691.70	2,766.80
3	3	1.00	566.70	125.00	691.70	2,766.80
4	4	1.00	566.70	125.00	691.70	2,766.80
5	5	1.00	566.70	125.00	691.70	2,766.80
6	6	1.00	566.70	125.00	691.70	2,766.80
7	7	1.00	566.70	125.00	691.70	2,766.80
8	8	1.00	566.70	125.00	691.70	2,766.80
9	9	1.00	566.70	125.00	691.70	2,766.80
10	10	1.00	566.70	125.00	691.70	2,766.80
11	11	1.00	566.70	125.00	691.70	2,766.80
12	12	1.00	566.70	125.00	691.70	2,766.80
13	13	1.00	566.70	125.00	691.70	2,766.80
14	14	1.00	566.70	125.00	691.70	2,766.80
15	15	1.00	566.70	125.00	691.70	2,766.80
16	16	1.00	566.70	125.00	691.70	2,766.80
17	17	1.00	566.70	125.00	691.70	2,766.80
18	18	1.00	566.70	125.00	691.70	2,766.80
19	19	1.00	566.70	125.00	691.70	2,766.80
20	20	1.00	566.70	125.00	691.70	2,766.80
21	21	1.00	566.70	125.00	691.70	2,766.80
22	22	1.00	566.70	125.00	691.70	2,766.80
23	23	1.00	566.70	125.00	691.70	2,766.80
24	24	1.00	566.70	125.00	691.70	2,766.80
25	25	1.00	566.70	125.00	691.70	2,766.80
26	26	1.00	566.70	125.00	691.70	2,766.80
27	27	1.00	566.70	125.00	691.70	2,766.80
28	28	1.00	566.70	125.00	691.70	2,766.80
29	29	1.00	566.70	125.00	691.70	2,766.80
30	30	1.00	566.70	125.00	691.70	2,766.80
		30.00	**$17,001.00**	**$3,750.00**	**$20,751.00**	**$83,004.00**

Sinking Fund

	Proposed budget	Actual 01/02/2024-31/01/2025	Previous budget
Revenue			
Interest on Arrears--Reserve Fund	0.00	14.02	0.00
Levies Due--Reserve Fund	15,000.00	15,000.00	15,000.00
Transfer from Admin Fund	0.00	8,000.00	8,000.00
Total revenue	15,000.00	23,014.02	23,000.00
Less expenses			
Maint Bldg--Special Projects	10,000.00	0.00	0.00
Maint Bldg--Ten Year Building Plan--Works	20,000.00	14,715.66	20,000.00
Maint Grounds--Bore Replacement Works	0.00	7,137.90	8,000.00
Total expenses	30,000.00	21,853.56	28,000.00
Surplus/Deficit	(15,000.00)	1,160.46	(5,000.00)
Opening balance	72,382.80	71,222.34	71,222.34
Closing balance	$57,382.80	$72,382.80	$66,222.34
Total units of entitlement	30		30
Levy contribution per unit entitlement	$500.00		$500.00

Total units of entitlement	30	30
Levy contribution per unit entitlement	$2,266.67	$2,266.67

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ALL STRATA management services

Proposed Budget
to apply from 01/02/2025

The Owners of Strata Scheme 8136

MAYCREST APARTMENTS, 1-3 Rupert Street, MAYLANDS WA 6051

Administrative Fund

	Proposed budget	Actual 01/02/2024-31/01/2025	Previous budget
Revenue			
Interest on Arrears--Admin	0.00	55.42	0.00
Levies Due--Admin	68,000.00	68,004.00	68,000.00
Recovery--Breach Notices	0.00	176.00	0.00
Recovery--Owner	0.00	3,319.20	0.00
Total revenue	68,000.00	71,554.62	68,000.00
Less expenses			
Admin--Additional Duties - ASMS	200.00	220.00	0.00
Admin--Agent Disburst-- Contract	1,740.00	1,750.92	1,750.92
Admin--Company Tax Return - Accountant	100.00	100.00	100.00
Admin--Management Fees--Standard	8,580.00	8,100.00	8,100.00
Admin--Meeting Fee	176.00	176.00	300.00
Admin--Owner Recovery Charges	0.00	176.00	0.00
Admin--Transfer to Reserve Fund	0.00	8,000.00	8,000.00
Insurance--Premiums	18,000.00	15,882.91	13,000.00
Insurance--Valuation	800.00	660.00	800.00
Maint Bldg--Fire Protection	2,000.00	308.00	2,000.00
Maint Bldg--General Repairs	13,000.00	10,644.73	13,000.00
Maint Bldg--Gutters & Downpipes	1,200.00	0.00	1,200.00
Maint Bldg--Handrails	11,000.00	0.00	11,000.00
Maint Bldg--Owner Recovery Invoices	0.00	3,319.30	0.00
Maint Bldg--Plumbing & Drainage	3,000.00	2,786.90	2,000.00
Maint Bldg--Roof	0.00	0.00	3,500.00
Maint Grounds--Lawns & Gardening	10,000.00	9,377.50	10,000.00
Utility--Electricity	1,800.00	1,026.90	1,800.00
Utility--Water & Sewerage	7,000.00	4,898.04	7,000.00
Total expenses	78,596.00	67,427.20	83,550.92
Surplus/Deficit	(10,596.00)	4,127.42	(15,550.92)
Opening balance	36,617.00	32,489.58	32,489.58
Closing balance	$26,021.00	$36,617.00	$16,938.66

Sinking Fund

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
Maint Bldg--Ten Year Building Plan--Works 274900							
21/03/2024	Unit 3 Replace old kitchen stack	Watertight Plumbing & Gas	935.00	Paid	DE	16158	047740
08/08/2024	Replacement of corroded stack back to gully	Browns Plumbing	632.00	Paid	DE	22253	050022
15/08/2024	Modify soakwells, supply new lids	Browns Plumbing	5,548.16	Paid	DE	22397	050124
23/08/2024	Unit 1 Replace section of earthernware drain	Emerald Plumbing & Gas	1,523.50	Paid	DE	27626	050230
11/11/2024	Plumbing ducts works	Browns Plumbing	6,077.00	Paid	DE	123785	051515
			$14,715.66				
Maint Grounds--Bore Replacement Works 276700							
16/04/2024	Bore replacement works	A1 Reticulation	1,967.90	Paid	DE	8872	048091
16/04/2024	Bore replacement works	A1 Reticulation	5,170.00	Paid	DE	8873	048091
			$7,137.90				
		Total expenses	**$21,853.56**				

Where an invoice status is Paid and no payment number is displayed the payment has been made outside of the reporting period.

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
			$4,898.04				
		Total expenses	$67,427.20				

Where an invoice status is Paid and no payment number is displayed the payment has been made outside of the reporting period.

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
19/12/2024	Unit 27 Water damage repairs to Unit 22	JTK Property Services Pty Ltd	1,518.00	Paid	DE	64937	052225
			$3,319.30				
Maint Bldg--Plumbing & Drainage 172200							
14/03/2024	Unit 3 Investigate cause of water damage	Watertight Plumbing & Gas	308.00	Paid	DE	16103	047616
10/06/2024	Investigate, report & quote on soakwell covers	Browns Plumbing	158.00	Paid	DE	121068	049020
14/06/2024	Unit 1 Clear blocked drain	Pride Plumbing & Gas Pty Ltd	554.40	Paid	DE	52615	049161
18/06/2024	Unit 1 Reimb for deposit paid-plumbing works	Ashleigh Wall	165.00	Paid	DE		049182
22/08/2024	Unit 4 Clear blocked drains	Emerald Plumbing & Gas	247.50	Paid	DE	27826	050230
10/10/2024	Unit 27 Replace sections of leaking pipework	Emerald Plumbing & Gas	931.00	Paid	DE	28007	051001
29/10/2024	Unit 10 Investigate, quote on blocked drains	Browns Plumbing	203.00	Paid	DE	23527	051287
04/12/2024	Unit 4 Clear blocked drain	Emerald Plumbing & Gas	220.00	Paid	DE	28244	051962
			$2,786.90				
Maint Grounds--Lawns & Gardening 178400							
02/02/2024	Garden and lawn maintenance to 30/1/24	Superb Lawns & Gardens	990.00	Paid	DE	43460	046939
01/03/2024	Garden, lawn & retic maintenance to 27/2/24	Superb Lawns & Gardens	561.00	Paid	DE	43698	047437
19/03/2024	Garden and lawn maintenance to 15/3/24	Superb Lawns & Gardens	495.00	Paid	DE	43833	047657
08/04/2024	Garden, lawn & retic maintenance to 5/4/24	Superb Lawns & Gardens	759.00	Paid	DE	43949	048012
02/05/2024	Garden and lawn maintenance to 26/4/24	Superb Lawns & Gardens	495.00	Paid	DE	44070	048427
27/05/2024	Garden and lawn maintenance to 22/5/24	Superb Lawns & Gardens	858.00	Paid	DE	44181	048821
17/06/2024	Garden and lawn maintenance to 12/6/24	Superb Lawns & Gardens	495.00	Paid	DE	44278	049165
08/07/2024	Garden and lawn maintenance to 2/7/24	Superb Lawns & Gardens	495.00	Paid	DE	44396	049533
08/08/2024	Garden and lawn maintenance to 31/7/24	Superb Lawns & Gardens	495.00	Paid	DE	44536	050055
13/08/2024	Weedspraying works	Superb Lawns & Gardens	660.00	Paid	DE	44582	050167
02/09/2024	Garden and lawn maintenance to 28/8/24	Superb Lawns & Gardens	522.50	Paid	DE	44676	050429
01/10/2024	Garden, lawn & retic maintenance to 26/9/24	Superb Lawns & Gardens	984.50	Paid	DE	44855	050845
28/10/2024	Garden and lawn maintenance to 23/10/24	Superb Lawns & Gardens	522.50	Paid	DE	44993	051315
18/11/2024	Garden and lawn maintenance to 13/11/24	Superb Lawns & Gardens	522.50	Paid	DE	45118	051673
16/12/2024	Garden and lawn maintenance to 12/12/24	Superb Lawns & Gardens	522.50	Paid	DE	45257	052197
			$9,377.50				
Utility--Electricity 190200							
27/02/2024	Electricity for period 22/12/23 to 23/2/24	Synergy	323.29	Paid	DE	4136041125	047330
02/05/2024	Electricity for period 24/2/24 to 29/4/24	Synergy	320.29	Paid	DE	4136041125	048429
01/07/2024	Electricity for period 30/4/24 to 27/6/24	Synergy	264.07	Paid	DE	4136041125	049425
28/10/2024	Electricity for period 27/8/24 to 24/10/24	Synergy	119.25	Paid	DE	4136041125	051318
			$1,026.90				
Utility--Water & Sewerage 191200							
07/03/2024	Water consumption to 1/3/24	Water Corporation	1,054.62	Paid	Chq	9002146012	071819
03/05/2024	Water consumption to 1/5/24	Water Corporation	980.41	Paid	Chq	9002146012	071876
03/07/2024	Water consumption to 1/7/24	Water Corporation	1,031.18	Paid	Chq	9002146012	071938
05/09/2024	Water consumption to 6/9/24	Water Corporation	1,169.17	Paid	Chq	9002146012	072011
05/11/2024	Water consumption to 1/11/24	Water Corporation	662.66	Paid	Chq	9002146012	072101

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
01/02/2024	Fire maintenance for period 1/1/24 to 30/6/24	Swan Fire Services	82.50	Paid	DE	6380	046940
30/07/2024	Fire maintenance for period 1/7/24 to 31/12/24	Swan Fire Services	82.50	Paid	DE	7226	049861
31/01/2025	Replacement of signage	Swan Fire Services	60.50	Paid	DE	8260	052796
31/01/2025	Fire maintenance for period 1/1/25 to 30/6/25	Swan Fire Services	82.50	Paid	DE	8253	052796
			$308.00				
Maint Bldg--General Repairs 167200							
09/02/2024	Reticulation maintenance	A1 Reticulation	378.04	Paid	DE	8650	046998
12/02/2024	Repair of stair nosings	Smart Building Specialists	440.00	Paid	DE	10753	047106
05/03/2024	Removal of dumped rubbish to tip	Lees Dirty Deeds	180.00	Paid	DE	522	047423
07/03/2024	Removal of items from under stairwell	Lees Dirty Deeds	162.00	Paid	DE	528	047475
21/03/2024	Reticulation maintenance	Superb Lawns & Gardens	627.00	Paid	DE	43840	047732
05/04/2024	Unit 16 Repairs to pavement	Precise Building Solutions	580.80	Paid	DE	20551	047939
05/04/2024	Removal of cob webs	Lees Dirty Deeds	150.00	Paid	DE	561	048000
22/04/2024	Removal, disposal of goods from bin area	Lees Dirty Deeds	125.00	Paid	DE	576	048246
29/04/2024	Check lights, replace blown globes	Direct Connect Electrical	1,174.53	Paid	DE	55880	048292
06/05/2024	Trades monitoring 1/5/24 to 30/4/25	Trades Monitor	99.00	Paid	DE	8136	048487
24/05/2024	Part refund from Precise Building Solutions		(176.00)		Rct	210770	
24/06/2024	Unit 1 Clear blocked drain of tree roots	Emerald Plumbing & Gas	315.00	Paid	DE	27556	049259
25/07/2024	Replace stairwell light	Direct Connect Electrical	338.42	Paid	DE	57251	049767
30/07/2024	Refund 50% cost of water damage repairs	Meryl Valerie Nell	391.60	Paid	DE	14/8136	049874
09/08/2024	Repairs to carpark stair nosing	Malcolm Langton	380.00	Paid	DE	07	050038
15/08/2024	Removal of cob webs - stage 2	Lees Dirty Deeds	100.00	Paid	DE	26	050147
19/08/2024	Replace exterior light	Direct Connect Electrical	299.92	Paid	DE	57498	050188
19/08/2024	Pruning of trees away from clotheslines	Morin And Son Tree Service	528.00	Paid	DE	4018	050205
09/09/2024	Linemarking of carbays	Advanced Linemarking	1,001.00	Paid	DE	7680	050496
27/09/2024	Replace light between Units 14 & 15	Direct Connect Electrical	338.42	Paid	DE	57850	050812
27/09/2024	Dispose of hanging metal at Carbay 16	Malcolm Langton	120.00	Paid	DE	18	050832
08/10/2024	Replacement of stair nosings	Malcolm Langton	480.00	Paid	DE	23	050967
14/10/2024	Assess and spray for bee activity	A1 Apiaries	220.00	Paid	DE	385	051047
25/11/2024	Unit 10 Access duct, cut lines, unblock	Browns Plumbing	1,685.00	Paid	DE	24307	051764
03/12/2024	Unit 28 Roof leak repairs	Blue Shield Maintenance &	297.00	Paid	DE	517	051882
06/12/2024	Removal of cobwebs, refix duct back to wall	Lees Dirty Deeds	60.00	Paid	DE	1540	051981
09/01/2025	Removal of dumped rubbish to tip	Lees Dirty Deeds	190.00	Paid	DE	1565	052451
20/01/2025	Removal of graffiti from common property	Lees Dirty Deeds	160.00	Paid	DE	1575	052619
			$10,644.73				
Maint Bldg--Owner Recovery Invoices 171500							
16/02/2024	Unit 14 Investigate cause of leak to U9	Emerald Plumbing & Gas	368.50	Paid	DE	27080	047134
05/04/2024	Unit 9 Ceiling repairs - Reimb (OINV U14)	Erin Turner	783.20	Paid	DE	19708	047982
11/07/2024	Unit 1 Repairs to leaking pipes, taps	Emerald Plumbing & Gas	318.10	Paid	DE	27638	049557
05/08/2024	Unit 27 Investigate toilet and basin drainage	Emerald Plumbing & Gas	137.50	Paid	DE	27764	049973
19/09/2024	Unit 27 Repair taps causing leak to unit below	Browns Plumbing	194.00	Paid	DE	22955	050683

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
18/11/2024	Lot 7: Debt recovery Stage 3		(33.00)		Ow.Inv		
18/11/2024	Lot 21: Debt recovery Stage 2		(11.00)		Ow.Inv		
18/11/2024	Lot 25: Debt recovery Stage 2		(11.00)		Ow.Inv		
19/11/2024	Debt Collection Management November 2024	All Strata Management	33.00	Paid	DE		051628
19/11/2024	Final Demand Notices November 2024	All Strata Management	33.00	Paid	DE		051628
13/12/2024	Lot 21: Debt recovery Stage 3		(33.00)		Ow.Inv		
16/12/2024	Debt Collection Management December 2024	All Strata Management	33.00	Paid	DE		052141
			$0.00				
Admin--Management Fees--Standard 154000							
01/02/2024	Standard Management Fee February 2024	All Strata Management	675.00	Paid	DE		046877
01/03/2024	Standard Management Fee March 2024	All Strata Management	675.00	Paid	DE		047343
01/04/2024	Standard Management Fee April 2024	All Strata Management	675.00	Paid	DE		047840
01/05/2024	Standard Management Fee May 2024	All Strata Management	675.00	Paid	DE		048352
02/06/2024	Standard Management Fee June 2024	All Strata Management	675.00	Paid	DE		048910
01/07/2024	Standard Management Fee July 2024	All Strata Management	675.00	Paid	DE		049376
01/08/2024	Standard Management Fee August 2024	All Strata Management	675.00	Paid	DE		049875
01/09/2024	Standard Management Fee September 2024	All Strata Management	675.00	Paid	DE		050379
01/10/2024	Standard Management Fee October 2024	All Strata Management	675.00	Paid	DE		050802
01/11/2024	Standard Management Fee November 2024	All Strata Management	675.00	Paid	DE		051374
01/12/2024	Standard Management Fee December 2024	All Strata Management	675.00	Paid	DE		051875
01/01/2025	Standard Management Fee January 2025	All Strata Management	675.00	Paid	DE		052291
			$8,100.00				
Admin--Meeting Fee 154200							
21/03/2024	After hours AGM 19/3/24	All Strata Management	176.00	Paid	DE		047670
			$176.00				
Admin--Owner Recovery Charges 154800							
23/02/2024	Lot 7 Issue of breach notice	All Strata Management	88.00	Paid	DE		047229
01/10/2024	Lot 7 Issue of breach notice #2	All Strata Management	88.00	Paid	DE		050862
			$176.00				
Admin--Transfer to Reserve Fund 157400							
31/01/2025	Transfer to sinking - 2024 Budget		8,000.00		Jnl	9591	
			$8,000.00				
Insurance--Premiums 159100							
06/09/2024	Endorsement to increase sum insured	Strata Community Insurance	817.12	Paid	DE	SP 8136	050538
28/11/2024	Strata insurance for period 7/12/24 to 7/12/25	Strata Community Insurance	15,383.96	Paid	DE	SP8136	051863
05/12/2024	Refund for policy adjustment		(318.17)		Rct	224129	
			$15,882.91				
Insurance--Valuation 159200							
29/08/2024	Building valuation report	Hemsley Paterson	660.00	Paid	DE	246365	050342
			$660.00				
Maint Bldg--Fire Protection 165800							

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ABN 81 009 452 877

ALL STRATA management services

Detailed Expenses for the financial year from 01/02/2024 to 31/01/2025

The Owners of Strata Scheme 8136 — **MAYCREST APARTMENTS, 1-3 Rupert Street, MAYLANDS WA 6051**

Administrative Fund

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
Admin--Additional Duties - ASMS 151600							
21/03/2024	AGM additional time 19/3/24	All Strata Management	132.00	Paid	DE		047670
21/03/2024	Management of key register	All Strata Management	88.00	Paid	DE		047670
			$220.00				
Admin--Agent Disburst-- Contract 153801							
01/02/2024	Disbursements - Contract February 2024	All Strata Management	143.05	Paid	DE		046877
01/02/2024	Disbursement increase February 2024	All Strata Management	2.86	Paid	DE		046885
01/03/2024	Disbursements - Contract March 2024	All Strata Management	145.91	Paid	DE		047343
01/04/2024	Disbursements - Contract April 2024	All Strata Management	145.91	Paid	DE		047840
01/05/2024	Disbursements - Contract May 2024	All Strata Management	145.91	Paid	DE		048352
02/06/2024	Disbursements - Contract June 2024	All Strata Management	145.91	Paid	DE		048910
01/07/2024	Disbursements - Contract July 2024	All Strata Management	145.91	Paid	DE		049376
01/08/2024	Disbursements - Contract August 2024	All Strata Management	145.91	Paid	DE		049875
01/09/2024	Disbursements - Contract September 2024	All Strata Management	145.91	Paid	DE		050379
01/10/2024	Disbursements - Contract October 2024	All Strata Management	145.91	Paid	DE		050802
01/11/2024	Disbursements - Contract November 2024	All Strata Management	145.91	Paid	DE		051374
01/12/2024	Disbursements - Contract December 2024	All Strata Management	145.91	Paid	DE		051875
01/01/2025	Disbursements - Contract January 2025	All Strata Management	145.91	Paid	DE		052291
			$1,750.92				
Admin--Company Tax Return - Accountant 150900							
27/09/2024	Lodgment of 2023/2024 Company Tax Return	C. Pope & Associates	100.00	Paid	DE	8136	050806
			$100.00				
Admin--Legal & Debt Collection Fees 153200							
20/02/2024	Lot 7: Debt recovery Stage 2		(11.00)		Ow.Inv		
15/03/2024	Final Demand Notices March 2024	All Strata Management	11.00	Paid	DE		047555
30/04/2024	Lot 7: Debt recovery Stage 2		(11.00)		Ow.Inv		
14/05/2024	Final Demand Notices May 2024	All Strata Management	11.00	Paid	DE		048614
20/08/2024	Lot 21: Debt recovery Stage 2		(11.00)		Ow.Inv		
02/09/2024	Lot 1: Debt recovery Stage 2		(11.00)		Ow.Inv		
17/09/2024	Final Demand Notices September 2024	All Strata Management	22.00	Paid	DE		050670
24/09/2024	Lot 1: Debt recovery Stage 3		(33.00)		Ow.Inv		
15/10/2024	Debt Collection Management October 2024	All Strata Management	33.00	Paid	DE		051107
05/11/2024	Lot 7: Debt recovery Stage 2		(11.00)		Ow.Inv		

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ALL STRATA management services

Aged Arrears List

The Owners of Strata Scheme 8136

Lot	Unit	Name	Balance	Prepaid	Interest	Current	30+ days	60+ days	90+ days	120+ days	Last debt recovery
1	1	Ashleigh Lauren Wall	700.66	0.00	8.96	0.00	691.70	0.00	0.00	0.00	30/01/2025
7	7	Ben Anthony Morrison	700.27	0.00	8.96	0.00	691.31	0.00	0.00	0.00	30/01/2025
21	21	Evelyn Sayson Clarke & Steven James Roney	691.16	0.00	8.84	0.00	682.32	0.00	0.00	0.00	30/01/2025
			2,092.09	0.00	26.76	0.00	2,065.33	0.00	0.00	0.00	

Unallocated Money Fund

Lot	Unit	Overpayment	Lot	Unit	Overpayment	Lot	Unit	Overpayment
16	16	524.90						

Total unallocated money 524.90

Sinking Fund

			Standard levies				Special levies				Interest		
Lot	Unit	Paid to	Due	Paid	Arrears	Advance	Due	Paid	Arrears	Advance	Due	Paid	GST due
28	28	31/03/2025	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
29	29	31/03/2025	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30	30	31/03/2025	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			15,000.00	14,625.77	623.23	249.00	0.00	0.00	0.00	0.00	0.00	14.02	0.00
		Due Excl. GST	15,000.00				0.00						

Sinking Fund

			Standard levies				Special levies				Interest		
Lot	Unit	Paid to	Due	Paid	Arrears	Advance	Due	Paid	Arrears	Advance	Due	Paid	GST due
1	1	31/12/2024	500.00	375.00	125.00	0.00	0.00	0.00	0.00	0.00	0.00	2.93	0.00
2	2	31/03/2025	500.00	375.00	125.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	3	31/03/2025	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	4	31/03/2025	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	5	31/03/2025	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	6	31/03/2025	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7	7	31/12/2024	500.00	375.07	124.93	0.00	0.00	0.00	0.00	0.00	0.00	3.62	0.00
8	8	31/03/2025	500.00	527.01	0.00	27.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	9	31/03/2025	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	10	31/03/2025	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	11	31/03/2025	500.00	596.99	0.00	96.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12	12	31/03/2025	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13	13	31/03/2025	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14	14	31/03/2025	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15	15	31/03/2025	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16	16	30/06/2025	500.00	625.00	0.00	125.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17	17	31/03/2025	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18	18	31/03/2025	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19	19	31/03/2025	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20	20	31/03/2025	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21	21	31/12/2024	500.00	376.70	123.30	0.00	0.00	0.00	0.00	0.00	0.00	5.55	0.00
22	22	31/03/2025	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
23	23	31/03/2025	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
24	24	31/03/2025	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
25	25	31/03/2025	500.00	375.00	125.00	0.00	0.00	0.00	0.00	0.00	0.00	1.92	0.00
26	26	31/03/2025	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
27	27	31/03/2025	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Administrative Fund

			Standard levies				Special levies				Interest		
Lot	Unit	Paid to	Due	Paid	Arrears	Advance	Due	Paid	Arrears	Advance	Due	Paid	GST due
21	21	31/12/2024	2,266.80	1,707.78	559.02	0.00	0.00	0.00	0.00	0.00	0.00	21.67	0.00
22	22	31/03/2025	2,266.80	2,266.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
23	23	31/03/2025	2,266.80	2,266.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
24	24	31/03/2025	2,266.80	2,266.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
25	25	31/03/2025	2,266.80	1,700.10	566.70	0.00	0.00	0.00	0.00	0.00	0.00	8.71	0.00
26	26	31/03/2025	2,266.80	2,266.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
27	27	31/03/2025	2,266.80	2,266.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
28	28	31/03/2025	2,266.80	2,266.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
29	29	31/03/2025	2,266.80	2,266.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30	30	31/03/2025	2,266.80	2,266.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			68,004.00	66,307.35	2,825.50	1,128.85	0.00	0.00	0.00	0.00	0.00	62.89	0.00
		Due Excl. GST	68,004.00				0.00						

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ALL STRATA management services

Levy Positions - Complete
for the financial year to 31/01/2025

The Owners of Strata Scheme 8136

MAYCREST APARTMENTS, 1-3 Rupert Street, MAYLANDS WA 6051

Administrative Fund

			Standard levies				Special levies				Interest		
Lot	Unit	Paid to	Due	Paid	Arrears	Advance	Due	Paid	Arrears	Advance	Due	Paid	GST due
1	1	31/12/2024	2,266.80	1,700.10	566.70	0.00	0.00	0.00	0.00	0.00	0.00	10.10	0.00
2	2	31/03/2025	2,266.80	1,700.10	566.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	3	31/03/2025	2,266.80	2,266.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	4	31/03/2025	2,266.80	2,266.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	5	31/03/2025	2,266.80	2,266.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	6	31/03/2025	2,266.80	2,266.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7	7	31/12/2024	2,266.80	1,700.42	566.38	0.00	0.00	0.00	0.00	0.00	0.00	22.41	0.00
8	8	31/03/2025	2,266.80	2,389.25	0.00	122.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	9	31/03/2025	2,266.80	2,266.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	10	31/03/2025	2,266.80	2,266.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	11	31/03/2025	2,266.80	2,706.50	0.00	439.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12	12	31/03/2025	2,266.80	2,266.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13	13	31/03/2025	2,266.80	2,266.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14	14	31/03/2025	2,266.80	2,266.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15	15	31/03/2025	2,266.80	2,266.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16	16	30/06/2025	2,266.80	2,833.50	0.00	566.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17	17	31/03/2025	2,266.80	2,266.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18	18	31/03/2025	2,266.80	2,266.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19	19	31/03/2025	2,266.80	2,266.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20	20	31/03/2025	2,266.80	2,266.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Sinking Fund

	Current period 01/02/2024-31/01/2025	Annual budget 01/02/2024-31/01/2025	Variance ($)
Revenue			
Interest on Arrears--Reserve Fund	14.02	0.00	14.02
Levies Due--Reserve Fund	15,000.00	15,000.00	0.00
Transfer from Admin Fund	8,000.00	8,000.00	0.00
Total revenue	23,014.02	23,000.00	14.02
Less expenses			
Maint Bldg--Ten Year Building Plan--Works	14,715.66	20,000.00	(5,284.34)
Maint Grounds--Bore Replacement Works	7,137.90	8,000.00	(862.10)
Total expenses	21,853.56	28,000.00	(6,146.44)
Surplus/Deficit	1,160.46	(5,000.00)	6,160.46
Opening balance	71,222.34	71,222.34	0.00
Closing balance	**$72,382.80**	**$66,222.34**	**$6,160.46**

Attachment 5

All Strata Management Services
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ALL STRATA management services

Income & Expenditure Statement for the financial year to 31/01/2025

The Owners of Strata Scheme 8136

MAYCREST APARTMENTS, 1-3 Rupert Street, MAYLANDS WA 6051

Administrative Fund

	Current period 01/02/2024-31/01/2025	Annual budget 01/02/2024-31/01/2025	Variance ($)
Revenue			
Interest on Arrears--Admin	55.42	0.00	55.42
Levies Due--Admin	68,004.00	68,000.00	4.00
Recovery--Breach Notices	176.00	0.00	176.00
Recovery--Owner	3,319.20	0.00	3,319.20
Total revenue	71,554.62	68,000.00	3,554.62
Less expenses			
Admin--Additional Duties - ASMS	220.00	0.00	220.00
Admin--Agent Disburst-- Contract	1,750.92	1,750.92	0.00
Admin--Company Tax Return - Accountant	100.00	100.00	0.00
Admin--Management Fees--Standard	8,100.00	8,100.00	0.00
Admin--Meeting Fee	176.00	300.00	(124.00)
Admin--Owner Recovery Charges	176.00	0.00	176.00
Admin--Transfer to Reserve Fund	8,000.00	8,000.00	0.00
Insurance--Premiums	15,882.91	13,000.00	2,882.91
Insurance--Valuation	660.00	800.00	(140.00)
Maint Bldg--Fire Protection	308.00	2,000.00	(1,692.00)
Maint Bldg--General Repairs	10,644.73	13,000.00	(2,355.27)
Maint Bldg--Gutters & Downpipes	0.00	1,200.00	(1,200.00)
Maint Bldg--Handrails	0.00	11,000.00	(11,000.00)
Maint Bldg--Owner Recovery Invoices	3,319.30	0.00	3,319.30
Maint Bldg--Plumbing & Drainage	2,786.90	2,000.00	786.90
Maint Bldg--Roof	0.00	3,500.00	(3,500.00)
Maint Grounds--Lawns & Gardening	9,377.50	10,000.00	(622.50)
Utility--Electricity	1,026.90	1,800.00	(773.10)
Utility--Water & Sewerage	4,898.04	7,000.00	(2,101.96)
Total expenses	67,427.20	83,550.92	(16,123.72)
Surplus/Deficit	4,127.42	(15,550.92)	19,678.34
Opening balance	32,489.58	32,489.58	0.00
Closing balance	**$36,617.00**	**$16,938.66**	**$19,678.34**

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ALL STRATA management services

Balance Sheet

As at 31/01/2025

The Owners of Strata Scheme 8136 — MAYCREST APARTMENTS, 1-3 Rupert Street, MAYLANDS WA 6051

	Current period
Owners' funds	
Administrative Fund	
Operating Surplus/Deficit--Admin	4,127.42
Owners Equity--Admin	32,489.58
	36,617.00
Sinking Fund	
Operating Surplus/Deficit--Sinking	1,160.46
Owners Equity--Sinking	71,222.34
	72,382.80
Net owners' funds	**$108,999.80**
Represented by:	
Assets	
Administrative Fund	
Cash at Bank--Admin	34,920.35
Receivable--Levies--Admin	2,825.50
	37,745.85
Sinking Fund	
Cash at Bank--Sinking	72,008.57
Receivable--Levies--Sinking	623.23
	72,631.80
Unallocated Money	
Cash at Bank--Unallocated	524.90
	524.90
Total assets	110,902.55
Less liabilities	
Administrative Fund	
Prepaid Levies--Admin	1,128.85
	1,128.85
Sinking Fund	
Prepaid Levies--Sinking	249.00
	249.00
Unallocated Money	
Prepaid Levies--Unallocated	524.90
	524.90
Total liabilities	1,902.75
Net assets	**$108,999.80**

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ALL STRATA management services

ANNUAL REPORTS

for the financial year to 31/01/2025

Strata Scheme 8136

MAYCREST APARTMENTS, 1-3 Rupert Street, MAYLANDS WA 6051

Manager: Kim Bunting

	Page
Balance Sheet	1
Income & Expenditure Statement	2
Levy Positions	4
Aged Arrears List	9
Detailed Expenses	10
Budget commencing 01/02/2025	16
Levy Schedule commencing 01/02/2025 General	19

$566.70 per unit entitlement due in advance on the 01/01/2025; and

New financial year
$566.70 per unit entitlement due in advance on the 01/04/2025.

and every quarter thereafter until the next Annual General Meeting.

16 RESERVE FUND CONTRIBUTIONS

Resolved that contributions to the reserve fund are estimated in accordance with Section 100(2)(a) of the Strata Titles Act 1985 and determined in accordance with Section 100(2)(c) of the Strata Titles Act 1985 at **$15,000.00**; and

That contributions be due and payable as follows;

$ 75.00 per unit entitlement due in advance on the 01/04/2024; and
$175.00 per unit entitlement due in advance on the 01/07/2024; and *
$125.00 per unit entitlement due in advance on the 01/10/2024; and
$125.00 per unit entitlement due in advance on the 01/01/2025; and

* July levy adjusted to correct shortfall in April 2024 levy.

New financial year
$125.00 per unit entitlement due in advance on the 01/04/2025.

and every quarter thereafter until the next Annual General Meeting.

17 OTHER BUSINESS WITH NOTICE

The meeting discussed the items below as raised by the 10 year plan, the strata council will review these items during the next 12 months.

- DISTRIBUTION BOARDS
- GARDEN AND LANDSCAPING
- STORM WATER PITS & PIPES - The meeting requested All Strata Management Services obtain two quotes to clean out the pits.
- PAVERS AND BRICKWORK

18 OTHER BUSINESS

Resolved that there being no further business that could legally be brought forward in accordance with the Strata Titles Act 1985 and the registered bylaws, an invitation was extended to those present to raise any items of business without notice.

ITEMS OF DISCUSSION

NBN UPGRADE - FULL FIBRE

The meeting discussed and it was agreed that a quote from the NBN be requested. The strata council will then review.

19 CLOSURE

Resolved that with no further business, Kim Bunting thanked those that attended the meeting, or submitted a proxy, and declared the meeting closed at 6:45PM.

stratawhite@allstrata.com.au to obtain another copy.

10 ADDITIONAL EXPENDITURE BORE REPAIRS

Resolved that pursuant to Section 102 of the Strata Titles Act 1985 the Strata Company agrees to undertake **bore repairs and bore pump replacement**; and

a. That A1 Reticulation quote for the amount of **$5,170.00** (Including GST) be approved for bore repairs; and
b. That A1 Reticulation estimate for **$2,600.00** (plus GST) be approved for bore pump replacement.
c. That the Strata Company be empowered to undertake expenditure as authorised by the approved budget in accordance with Section 102.

11 ADDITIONAL EXPENDITURE GUTTER & WALKWAY HANDRAILS

Resolved that pursuant to Section 102 of the Strata Titles Act 1985 the Strata Company agrees to undertake **gutter and downpipe repair and walkway handrail repairs**; and

a. That Precise Building Solutions quote 17583 for the amount of **$12,763.52** (Including GST) be reviewed to determine the buildings covered by the quote; and
b. That All Strata Management Services send the scope of works to the strata council for review. The scope of works to specify the handrails, uprights and supports.
c. That All Strata Management Services obtain a second quote for strata council review.
d. That the Strata Company be empowered to undertake expenditure as authorised by the approved budget in accordance with Section 102.

12 ADDITIONAL EXPENDITURE ROOF SHEETS

Resolved that pursuant to Section 102 of the Strata Titles Act 1985 the Strata Company agrees to **undertake treatment of rust spots on the overhanging roof sheets**; and

a. That Precise Building Solutions quote 17872 dated 4th April 2023 for the amount of **$3,053.60** (Including GST) be reviewed and clarification of the buildings covered by the quote; and
b. That All Strata Management Services obtain a second quote.
c. That the strata council review the quotes.
b. That the Strata Company be empowered to undertake expenditure as authorised by the approved budget in accordance with Section 102.

13 ADDITIONAL EXPENDITURE UNIT 13

Resolved that pursuant to Section 102 of the Strata Titles Act 1985 the Strata Company agrees to **remove and replace patio profile gutter to the front of the area near Unit 13**; and

a. That Precise Building Solutions quote 17873 dated 4th April 2023 for the amount of **$2,635.60** (Including GST) be approved; and
b. That All Strata Management Services obtain a second quote.
c. That the strata council review the quotes.
d. That the Strata Company be empowered to undertake expenditure as authorised by the approved budget in accordance with Section 102.

14 BUDGET

Resolved that the statement of estimated receipts and payments (budget) be amended and adopted.

ADMINISTRATION FUND

Include - Insurance Valuation $800.00

Transfer $8,000 to the Sinking Fund

SINKING FUND

Increase levies due to $15,000.00

15 ADMINISTRATIVE FUND CONTRIBUTIONS

Resolved that contributions to the administrative fund are estimated in accordance with Section 100(1)(a) of the Strata Titles Act 1985 and determined in accordance with Section 100(1)(c) of the Strata Titles Act 1985 at **$68,000.00**; and

That contributions be due and payable as follows;

$566.70 per unit entitlement due in advance on the 01/04/2024; and
$566.70 per unit entitlement due in advance on the 01/07/2024; and
$566.70 per unit entitlement due in advance on the 01/10/2024; and

Premium : $11,316.82 Paid on : 17/11/2023 Start : 07/12/2023 Next due : 07/12/2024

Cover	Sum Insured	Excess	Notes
Building	$6,725,900.00	$1,000.00	
Workers Compensation		$0.00	As Per Act
Public Liability	$20,000,000.00	$0.00	
Common Contents	$67,259.00	$0.00	
Fixtures & Improvements	$250,000.00	$0.00	Per Lot
Office Bearers	$1,000,000.00	$0.00	
Flood Cover		$0.00	
Fidelity Guarantee	$100,000.00	$0.00	
Govt. Audit & Legal Expenses	$25,000.00	$0.00	
Legal Defence Expenses	$50,000.00	$1,000.00	
Loss of Rent/Temp Accommodation	$1,008,885.00	$0.00	

Commission paid on the policy was $1,998.62 and the last valuation was completed on **21/09/2021** and noted a replacement value of **$6,530,000.00**.

6 **BUILDING INSURER**
Resolved that pursuant to Section 97 of the Strata Titles Act 1985 the Strata Company agrees;

a. That All Strata Management Services be empowered to obtain a quote from CHU Underwriting Services prior to renewal; and
b. That All Strata Management Services be empowered to engage an Insurance Broker who will obtain quotes from strata insurers prior to renewal; and
c. That the Council be empowered to approve a quote from either the current insurer Strata Community Insurance, CHU Underwriting Services or from an insurer recommended by the insurance broker.

7 **BUILDING SUM INSURED**
Resolved that pursuant to Section 97 of the Strata Titles Act 1985;

a. That All Strata Management Services be instructed to obtain quotes for a valuation for insurance purposes; and
b. That the quotes be forwarded to the Council to choose a preferred valuer; and
c. That the insurance policy be amended mid-term or at renewal to the building sum insured recommended by the valuer as directed by the strata council.

8 **ELECTION OF THE COUNCIL OF THE STRATA COMPANY**
Resolved that the Council of the Strata Company shall consist of **3** members; and

The following candidates were declared the elected Council until the next Annual General Meeting:

Lot 11 Amanda Hinrichs
Lot 15 Frederic Massart
Lot 27 Jonathan Gurney

and

That **ALL** the members of the Council appointed to receive the financial reports; and
That **Frederic Massart** would be the member of the Council appointed as the Strata Company Representative.

9 **10 YEAR PLAN**
Resolved that the Strata Company agrees to undertake all maintenance that is either outstanding or due to be completed in the financial year as noted in the 10 year plan to comply with Section 91(1)(c); and

a. That the contributions to the reserve fund be determined for the purpose of accumulating funds to meet this expense; and
b. That the Strata Company be empowered to undertake expenditure as authorised by the approved budget in accordance with Section 102; and
c. That the Council be empowered to choose a preferred contractor/quote; and
d. That All Strata Management be instructed to obtain quotations as directed by the Council of Owners; and
e. The Reserve Funds Plan be regularly reviewed and updated by the Council of Owners; and
f. Acknowledge that the Council of Owners will annually review and update the 10 Year Plan of forecasted works and levies.

NOTE:
If you wish to obtain another copy of the 10 year building maintenance plan please contact your strata manager via email on

ALL STRATA
management services

The Owners of Strata Scheme 8136
MAYCREST APARTMENTS
1-3 Rupert Street,
MAYLANDS WA 6051

Minutes of the Annual General Meeting of The Owners of Strata Scheme 8136 held on the 19/03/202 via Zoom at 05:00 PM.

RECORD OF ATTENDANCE/APOLOGIES/PROXIES AND VERIFICATION OF SAME

Lot #	Unit #	Attendance	Owner Name Representative
9	9	Yes	Erin K Turner Represented by Amanda Hinrichs
11	11	Yes	Amanda C Hinrichs
13	13	Yes	Desmond Garvin, Gregory Garvin & Mavis Garvin Represented by Mavis Garvin
15	15	Yes	Frederic Massart
23	23	Yes	Alexander Hovy & Maureen Hovy Represented by All Strata Management Services
27	27	Yes	Jonathan M Gurney

AGENT MANAGER
Kim Bunting - Strata Community Manager - All Strata Management Services

Kim Bunting confirmed that all proxy forms received had been signed in accordance with the requirements of the Strata Titles Act 1985.

1 TIME MEETING COMMENCED
Kim Bunting confirmed that in accordance with Section 130(3) the meeting could not commence at the appointed time of 05:00 PM due to there not being persons present in person or by proxy who were entitled to cast the votes attached to 50% of the lots in the scheme.

Therefore the meeting commenced 30 minutes later, being 5:30PM and proceeded to business.

2 APPOINTMENT OF MEETING CHAIRPERSON
Resolved that Kim Bunting be elected as chairperson of the general meeting.

Proxies held by the Chair and/or All Strata Management Services will vote with the majority of the meeting where specific instructions have not been received.

3 MINUTES (ANNUAL GENERAL MEETING)
Resolved that the minutes of the previous annual general meeting held on **14/03/2023** of The Owners of Strata Scheme 8136 be confirmed as an accurate record of the proceedings of that meeting.

4 FINANCIAL STATEMENTS
Resolved that pursuant to Section 127(3)(b) of the Strata Titles Act 1985 that the accounts for the period ending **31/01/2024** as included within the notice of meeting be accepted.

5 INSURANCE POLICY DETAILS
Resolved that pursuant to section 127(3)(c) of the Strata Titles Act 1985 the following insurance details were confirmed:

Policy No.POL11018078
Strata Community Insurance
Type : Strata

Insurance Agencies Pty Ltd (Strata Community Insurance).

The Strata Manager is authorised to provide general advice only. General advice about an insurance product does not take into account your personal objectives, financial situation or needs. If you need personal advice about your insurance requirements the Strata Manager will refer you onto Body Corporate Brokers Pty Ltd (BCB).

We recommend that you read the Product Disclosure Statement, Policy Wording and Financial Services Guide to make an informed decision about the insurance policy.

(7) A resolution of a strata company is an *ordinary resolution* if -

(a) for a resolution passed other than at a general meeting, 14 days' notice of the terms of the proposed resolution is given to each member of the strata company before voting on the resolution opens; and

(b) it is passed when counted as required under section 122 (1) (c) -

(i) by number - by more than 50% of the number of lots for which votes are cast; or

(ii) by unit entitlements - by more than 50% of the sum of the unit entitlements of the lots in the scheme for which votes are cast.

Note for this subsection:
For an ordinary resolution, the question is determined against the resolution on an equal number of votes whether counted by number or by unit entitlements.

124. Voting by proxy

(1) An instrument appointing a proxy to cast a vote must be in writing and executed by the appointer or the appointer's attorney.

(2) Subject to any limitations expressed in the instrument of appointment, the appointment of a proxy is for all general meetings and for all purposes.

(3) The instrument of appointment of a proxy may limit the appointment -

(a) to a specified general meeting or to voting on a specified resolution; or

(b) to general meetings held, or votes taken, within a specified period; or

(c) to a specified purpose; or

(d) in any other specified way.

(4) A proxy may be, but is not required to be, a member of the strata company.

(5) The regulations may impose limitations on a strata manager being appointed as a proxy, including limitations as to the number of lot owners or unit entitlements of lots for which a strata manager may be appointed as a proxy.

125. DISQUALIFICATION FROM VOTING AS PROXY

(1) If a member of a strata company who is an individual and sole owner of a lot is present at a general meeting of the strata company, the member must cast the vote for the lot personally rather than by proxy.

(2) A person must not vote as a proxy of another person on a resolution relating to the provision of goods, amenity or service to the strata company if the person so voting (the *proxy*) has a direct or indirect pecuniary or other interest in the provision of the goods, amenity or service.

(3) Subsection (2) does not apply if -

(a) notice of the proposed resolution included, if applicable, the particulars described in subsection (4); and

(b) the instrument appointing the proxy expressly authorises the proxy to vote on the resolution and specifies whether the proxy is to vote for or against it.

(4) If the resolution relates to the strata company making, varying or extending a strata management contract, the notice of the resolution must specify -

(a) the name of the strata manager; and

(b) when the proposed contract, or the contract as proposed to be varied or extended (as the case may require) is to start and end; and

(c) each proposed variation, if applicable; and

(d) the remuneration that is payable under the contract or the way in which the remuneration that is payable under the contract is to be calculated.

126. EXERCISE OF VOTING POWER IN CERTAIN CASES

The entitlement of the owner of a lot to vote on a proposed resolution is subject to the following -

(a) if the lot is subject to a registered mortgage -

(i) the first mortgagee of the lot may, in person or by proxy, cast the vote on behalf of the owner of the lot; and

(ii) the owner may cast the vote if the first mortgagee does not do so;

and

(b) in any event -

(i) if the owner of the lot has not attained 18 years of age, the owner may not cast the vote but the owner's guardian may do so on behalf of the owner; and

(ii) if the owner of the lot is, for any reason, unable to control the owner's property, the person who is, for the time being, authorised by law to control the owner's property may cast the vote on behalf of the owner; and

(iii) if there are co-owners of the lot, the co-owners may only cast the vote through jointly appointing a single proxy (who may be 1 of the co-owners).

STRATA COMPANY INSURANCE

The Strata Manager is an authorised representative of CHU Underwriting Agencies Pty Ltd (CHU) and Body Corporate Brokers Pty Ltd (BCB) and an authorised distributor of Insurance Australia Limited (WFI) and Strata Community

(1) If a resolution is required to be a unanimous resolution, resolution without dissent or special resolution, the period allowed for voting must be 28 days or, if the regulations specify some other period, that period.

(2) If a vote on a resolution that is required to be a unanimous resolution, resolution without dissent or special resolution is taken at a general meeting -

(a) the voting period opens at the meeting and closes 28 days (or if the regulations specify some other period, that period) after the meeting; and

(b) if, for 1 or more lots, there was no-one present at the meeting in person or by proxy who could cast the vote attached to the lot - written notice of the outcome of the vote at the meeting is given to the owner of each such lot; and

(c) if the vote for a lot was not cast at a meeting, the vote may be cast by written notice to the strata company before the voting period closes.

122. COUNTING OF VOTES

(1) Votes are to be counted (and recorded) as follows -

(a) for a unanimous resolution or a resolution without dissent, the votes must be counted by the number of votes cast;

(b) for a special resolution, the votes must be counted both by the number of votes cast and by the number of unit entitlements of the lots for which votes are cast;

(c) for an ordinary resolution, the votes must be counted by the number of votes cast unless any person entitled to cast a vote demands that they be counted by the number of unit entitlements of the lots for which votes are cast, in which case, they must be counted in that manner.

(2) A demand that a vote be counted by the number of unit entitlements of the lots for which votes are cast can be made -

(a) if the vote is being taken at a general meeting, orally or in writing before the resolution is put to the vote; and

(b) if the vote is being taken outside of a general meeting, when the vote is cast.

(3) Such a demand may only be withdrawn by the person who made the demand.

123. RESOLUTIONS

(1) A resolution of a strata company is a *unanimous resolution* if -

(a) 14 days' notice of the terms of the proposed resolution is given to each member of the strata company before voting on the resolution opens; and

(b) the vote attached to each lot in the scheme is cast in favour of the resolution.

(2) Subject to subsection (3), a resolution of a strata company is a *resolution without dissent* if -

(a) 14 days' notice of the terms of the proposed resolution is given to each member of the strata company before voting on the resolution opens; and

(b) no vote attached to a lot in the scheme is cast against the resolution.

(3) For a 2-lot scheme, a resolution is only to be regarded as a R*esolution without dissent* if it is a unanimous resolution.

(4) Subject to subsections (5) and (6), a resolution of a strata company is a *special resolution* if -

(a) 14 days' notice of the terms of the proposed resolution is given to each member of the strata company before voting on the resolution opens; and

(b) the votes in favour of the resolution equal -

(i) when counted by number - not less than 50% of the number of lots in the scheme; and

(ii) when counted by unit entitlements - not less than 50% of the unit entitlements of the lots in the scheme; and

(c) the votes against the resolution equal -

(i) when counted by number - less than 25% of the number of lots in the scheme; and

(ii) when counted by unit entitlements - less than 25% of the unit entitlements of the lots in the scheme.

(5) For a 2-lot scheme, a resolution is only to be regarded as a *special resolution* if it is a unanimous resolution.

(6) For a 3, 4 or 5-lot scheme, a resolution of the strata company is a *special resolution* if -

(a) 14 days' notice of the terms of the proposed resolution is given to each member of the strata company before voting on the resolution opens; and

(b) the votes in favour of the resolution equal-

(i) when counted by number -

(I) for a 3-lot scheme - not less than 2; and

(II) for a 4-lot scheme - not less than 3; and

(III) for a 5-lot scheme - not less than 4; and

(ii) when counted by unit entitlements - not less than 50% of the unit entitlements of the lots in the scheme.

objection notified by the owner of that lot must be disregarded.

(8) This section has effect subject to any regulations or scheme by-laws that require a special resolution, resolution without dissent or unanimous resolution or other steps to be taken for expenditure of a particular class.

FINANCIAL REPORTS
Should you have any account queries or questions relating to particular items of the accounts of the strata company, would you please submit your queries in writing either by faxing them to your manager on (9227 5519), emailing to (admin@allstrata.com.au) or by posting to PO Box 511 Mount Lawley WA 6929 at least 3 working days prior to the date of the meeting so that the provision of answers can be supplied prior to the meeting.

ELECTION OF STRATA COUNCIL MEMBERS
A member of the council vacates office as a member of the council at the conclusion of an annual general meeting of the strata company at which an election of members of the council takes place and at which the member is not elected or re-elected.

In accordance with Section 136 a corporation is eligible to be an officer of a strata company or a member of the council of a strata company. A corporation may authorise an individual to perform on its behalf a function conferred under this Act on the corporation as an officer of the strata company or as a member of the council and may revoke the authority of an individual so authorised.

If there are co-owners of a lot, 1 only of the co-owners is eligible to be, or to be elected to be, a member of the council and the co-owner who is so eligible must be nominated by the co-owners, but, if the co-owners fail to agree on a nominee, the co-owner who owns the largest share of the lot is the nominee or, if there is no co-owner who owns the largest share of the lot, the co-owner whose name appears first in the certificate of title for the lot is the nominee.

If there are not more than 3 lots in the scheme, the council consists of all of the owners of the lots and, if there are more than 3 lots in the scheme, the council consists of not less than 3 nor more than 7 of the owners of the lots, as is determined by the strata company.

Please refer to your schemes registered by-laws for any variations to the above.

PROXY FORMS
Please return the forms at least 3 business days prior to the date of the meeting to allow an attendance register to be prepared prior to the meeting.

Please ensure that if you are unable to attend the meeting that you are represented by a proxy holder or you may nominate your strata manager to vote on your behalf. If you choose to appoint the strata manager, please ensure that you advise of your voting preferences on how you wish to vote on the issues raised.

A proxy form must be filled in if there are co-owners of a lot, even if all co-owners are present at the meeting.

To fill in the proxy form simply name which one of you is going to be the person who is entitled to vote and move motions then both or where there are more than 2 owners of a unit, all sign the proxy form confirming your acceptance of the arrangement.

If none of the co-owners of a unit are able to attend the meeting you may nominate some other person to act as your proxy. A proxy holder need not be an owner. If you are not sure who to elect you may like to consider electing the strata manager as your nominated proxy.

VISITORS
The strata company is not a public company and the meeting is open for owners or their proxy holders only. Owners are reminded that the strata company prefers that visitors not attend the meeting. In the event that you do invite a non-owner please note that the meeting may object to their presence and in that instance they will be asked to leave.

VOTING AND RESOLUTIONS

VOTING
Please note that only financial proprietors may move a motion or cast a vote excepting in the case of a Resolution without Dissent or Unanimous Resolution, which allows non-financial Proprietors to vote. Financial proprietors will be issued with a voting slip to enable the Strata Company to clearly identify those proprietors with voting rights.

Furthermore if there are co-owners of the lot, the co-owners may only cast the vote through jointly appointing a single proxy (who may be 1 of the co-owners).

VOTING AND RESOLUTIONS AS PER STRATA TITLE ACT 1985 (AS AMENDED)

121. VOTING PERIOD

AGENDA SUNDRY NOTES

Please contact All Strata Management Services on 08 9227 8966 or admin@allstrata.com.au if you have any questions about this notice.

HOLDING MEETINGS REMOTELY

For the purposes of Section 131 a person (including a proxy of a member of the Strata Company) may in accordance with any requirements of the scheme by-laws attend, and vote at a meeting of a strata company by telephone, video link, internet connection or similar means of remote communication such as on line voting.

A person attending a meeting by remote communication is taken to be present at the meeting.

BUDGET

102. Budget

(1) A strata company must prepare a budget for each financial year and submit it for approval to its annual general meeting.

(2) The budget must be prepared -

(a) taking into account, if applicable, the 10 year plan for the reserve fund; and
(b) in accordance with any requirements set out in the regulations and the scheme by-laws.

(3) The strata company may, by ordinary resolution at its annual general meeting or at a subsequent general meeting, approve a budget with or without modification.

(4) The strata company may, by ordinary resolution, vary its approved budget.

(5) If a budget or a variation of a budget provides for expenditure on common property under section 91(2) (improvement or alteration of the common property, other than expenditure on sustainability infrastructure) exceeding $500.00 for each lot in the strata title scheme -

(a) information regarding that expenditure must be provided to the members of the strata company as required by the regulations; and
(b) the budget or variation must be approved by special resolution.

(6) A strata company must not make any expenditure that is not authorised by an approved budget except for expenditure as follows -

(a) expenditure of an amount not exceeding, in a financial year, for each lot in the strata titles scheme -

(i) the amount fixed by the strata company by special resolution; or
(ii) if the strata company has not fixed the amount by special resolution, the amount fixed by the regulations;

(b) expenditure (not being of the kind referred to in subsection (5)) made on the following conditions being met -

(i) notice in the approved form of the purpose and amount of a proposed expenditure is given to the owners and first mortgagees of all lots in the strata titles scheme; and

(ii) if the regulations so require, quotations or tenders for the expenditure are submitted to those owners and first mortgagees; and

(iii) within 14 days after the requirements in the preceding subparagraphs are met, objection to the proposed expenditure has not been notified in writing to the strata company by the owners or first mortgagees of

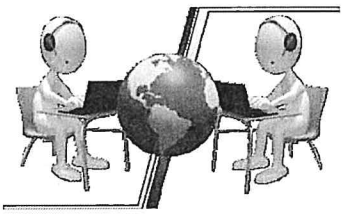
(I) 25% or more of the lots in the scheme; or

(II) lots of which the total unit entitlement is 25% or more of the sum of the unit entitlements of all the lots in the scheme;

(c) expenditure required by a court or tribunal or by a notice or order given under a written law to the strata company.

(7) For subsection (6) (b), if an objection is notified under subsection (6) (b) (iii) by a first mortgagee of a lot, an

Online Meeting Etiquettes & General Meeting Procedures



To ensure efficiency and that all participants are equally informed, here are some best practices and procedures for All Strata Management Services Online General Meetings:

PROCEDURES:
The appointed Chairperson will facilitate the Online Management and Meeting.
Please refer to the Important Information section for requirements prior to and during the meeting.

For this General Meeting, please update your display name to the format:
FULL NAME _LOT 00. This will help the facilitator and minute-taker identify you easily.

BEST PRACTICES:

Prepare Ahead of Time
- Test Your Technology: Ensure your internet connection is stable and test your camera, microphone, and any software needed. Conduct a trial run if possible to confirm everything works smoothly.
- Review the Agenda: Familiarise yourself with the agenda and any documents that will be discussed during the meeting.

Create an Appropriate Environment
- Choose a Quiet Spot: Select a quiet location free from distractions. Inform others in your household or workspace about the meeting to minimise interruptions.

Optimise Audio and Video Quality
- Use Headphones: Consider using headphones to reduce echo and improve audio clarity.
- Mute When Not Speaking: Keep your microphone muted when you are not speaking to minimize background noise.

Join on Time
- Be Punctual: Log in a few minutes before the scheduled start time to address any last-minute technical issues and to show respect for others' time.

Engage Actively and Respectfully
- Respect Others: Do not talk over others and be mindful of your language and tone. Stay on topic and keep discussions relevant to the Agenda.

Communicate Effectively
- Speak Clearly: Ensure your thoughts are articulated clearly and concisely. Use a moderate speaking pace and tone.
- Identify Yourself: If not using video, state your name before speaking to help others recognise you.

Be Mindful of Meeting Etiquette
- Follow the Agenda: Stick to the agenda items and manage time efficiently to ensure all topics are covered.
- Avoid Multitasking: Stay focused on the meeting to maintain productivity and show respect for other participants.

Minimise Distractions
- Turn Off Notifications: Disable notifications on your computer and mobile devices to prevent interruptions.
- Disable Other Noisemakers: Turn off PC speakers, radios, mobile phones, and any other devices that might produce distracting noise.

Handle Technical Issues Gracefully
- Stay Calm: If technical issues arise, remain calm and work to resolve them quickly. Have a backup plan, such as dialing in by phone if your internet connection fails.

Follow Up After the Meeting
- Review Minutes: Go over the meeting minutes and action items distributed after the meeting.
- Provide Feedback: Offer constructive feedback to help improve future online meetings.

PROXY FORM
THE OWNERS OF SURVEY/STRATA SCHEME 8136

Important notes: please read these carefully before completing 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 corporate owner (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 sole adult 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 _____), MAYCREST APARTMENTS, 1-3 Rupert Street, MAYLANDS WA 6051 appoint:

_____ [name of proxy holder] and failing their attendance/participation, the Strata Company Manager.

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

Select and complete only one of options A to C, 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 **19/03/2025** and any adjournment of that meeting.

Date of execution: _____ 20___

_____ _____
Signature of owner Signature of owner

_____ _____
Signature of owner Signature of owner

.....

In the case of an incorporated proprietor (corporate owner) this form requires the signature of a duly authorised person authorised to sign by its constitution

_____ _____
Sole Director/Secretary Director/Secretary/Attorney

NOMINATION FOR ELECTION TO COUNCIL
THE OWNERS OF SURVEY/STRATA SCHEME 8136

I wish to nominate myself (where a lot is owned by an individual or company and not jointly) for election to the Council of the Strata Company at the forthcoming Annual General Meeting on 19/03/2025 of **The Owners of Strata Scheme 8136**.

NAME: _____

UNIT NUMBER: _____

BUILDING NAME OR ADDRESS: MAYCREST APARTMENTS, 1-3 Rupert Street, MAYLANDS WA 6051

SIGNATURE: _____

Where a company is the nominee, the person authorised by the company to act on its behalf on council is:

_____

I wish to nominate the following co-owner of our lot for election to the Council of Owners at the forthcoming Annual General Meeting of **The Owners of Strata Scheme 8136**.

NAME OF NOMINEE

_____

SIGNATURE OF NOMINEE ACCEPTING NOMINATION:

_____

SIGNATURE OF NOMINATOR

_____

NOTE: Where a corporation is the lot owner than in accordance with Section 136 of the Strata Titles Act 1985 (as amended), the corporation is eligible to be a member of council. The corporation may then authorise an individual to act on its behalf on council and may later revoke that authority. Nomination by the corporation for its election to council together with advice of details of the authorised individual should be completed by the signing/sealing procedures of the corporation as may be appropriate.

$566.70 per unit entitlement due in advance on the 01/10/2025, and
$566.70 per unit entitlement due in advance on the 01/01/2026; and

New financial year
$566.70 per unit entitlement due in advance on the 01/04/2026.

and every quarter thereafter until the next Annual General Meeting.

15 RESERVE FUND CONTRIBUTIONS

That contributions to the reserve fund are estimated in accordance with Section 100(2)(a) of the Strata Titles Act 1985 and determined in accordance with Section 100(2)(c) of the Strata Titles Act 1985 at **$15,000.00**; and

That contributions be due and payable as follows;

$125.00 per unit entitlement due in advance on the 01/04/2025; and
$125.00 per unit entitlement due in advance on the 01/07/2025, and
$125.00 per unit entitlement due in advance on the 01/10/2025, and
$125.00 per unit entitlement due in advance on the 01/01/2026; and

New financial year
$125.00 per unit entitlement due in advance on the 01/04/2026.

and every quarter thereafter until the next Annual General Meeting.

16 OTHER BUSINESS WITH NOTICE

Skip Bin
To discuss the option of having approval for skip bins to be placed on common property for residents.

NBN Fibre Upgrade
To discuss the NBN Fibre Upgrade, The $4,000.00 budgeted is based on other properties of a similar size who are upgrading at the moment which is between $350 and $400 per unit.

17 OTHER BUSINESS

That an invitation be extended to those present who have any informal item of business that were not notified as agenda items prior to this agenda being issued for referral to the Council of the Strata Company.

18 CLOSURE

Appointed Council Of Owners to remain after the meeting to appoint Office Bearers and Strata Company Representative.

Note:
Schedule 1 By-Law

6. Chairperson, secretary and treasurer of Council

(1) The members of a council must, at the first meeting of the council after they assume office as such members, appoint a chairperson, a secretary and a treasurer of the council.

(2) A person -

(a) must not be appointed to an office referred to in sub-bylaw (1) unless the person is a member of the council; and

(b) may be appointed to 1 or more of those offices.

(3) A person appointed to an office referred to in sub-bylaw (1) holds office until the first of the following events happens -

(a) the person ceases to be a member of the council under by-law 4(9);

(b) receipt by the strata company of a written notice of the person's resignation from that office;

(c) another person is appointed by the council to hold that office.

(3A) The remaining members of the council must appoint a member of the council to fill a vacancy in an office referred to in sub-bylaw (1), other than a vacancy arising under by-law 4(9)(c) or (d), and any person so appointed holds office, subject to this by-law, for the balance of the predecessor's term of office.

(4) The chairperson is to preside at all meetings of the council but, if the chairperson is absent from, or is unwilling or unable to preside at, a meeting, the members of the council present at that meeting can appoint 1 of their number to preside at that meeting during the absence of the chairperson.

prepare and issue ordinary resolution circulars, as and when required, to members of strata company to conduct a vote by ordinary resolution outside of a general meeting.

10 UPDATE 10 YEAR PLAN

a. That the 10 year plan prepared by Reserve Fund Plans dated 27/10/2020 be updated as required by Section 100 (2A) (a)(iii); and
b. That the Strata Company agrees to consider maintenance that is either outstanding or due to be completed in the financial year as noted in the updated 10 year plan to comply with Section 91(1)(c); and
c. That the contributions to the reserve fund be determined for the purpose of accumulating funds to meet this expense; and
d. That the Strata Company be empowered to undertake expenditure as authorised by the approved budget in accordance with Section 102; and
e. That All Strata Management be instructed to obtain quotations as directed by the Council of Owners; and
f. That the Council be empowered to choose a preferred contractor/quote.

Note:
In accordance with Section 100(2A) (a) (iii) a strata scheme with 10 or more lots or insured for more than $5,000,000.00 must ensure -

(a) that there is a 10 year plan that sets out;

(i) the common property and the personal property of the strata company that is anticipated to require maintenance, repair, renewal or replacement (other than of a routine nature) in the period covered by the plan.
(ii) the estimated costs for the maintenance, repairs, renewal or replace; and
(iii) other information required to be included by the regulations and

(b) that the 10 year plan is revised at least once in each 5 years and that, when revised, the plan is extended to cover the 10 years following the revision.

11 PEST CONTROL

To consider the matter of Pest Control to be carried out annually as preventative maintenance and pursuant to Section 102 of the Strata Titles Act 1985, the Strata Company agrees;

a. That this item is to be funded by using existing surplus funds if available; or
b. By including the expenditure in the budget in accordance with Section 102(2); and
c. Instructing All Strata Management Services to obtain quotes to progress to the Council of Owners; and
d. Empowering the council of the strata company to select the most suitable quote within the approved budget amount.

12 ROOF INSPECTION / GUTTER CLEANING

To consider the matter of Roof inspections and Gutter Cleaning to be carried out annually as preventative maintenance and pursuant to Section 102 of the Strata Titles Act 1985, the Strata Company agrees;

a. That this item is to be funded by using existing surplus funds if available; or
b. By including the expenditure in the budget in accordance with Section 102(2); and
c. Instructing All Strata Management Services to obtain quotes to progress to the Council of Owners; and
d. Empowering the council of the strata company to select the most suitable quote within the approved budget amount.

Note:
All Strata Management Services recommends that roof inspection and gutter cleaning are carried out annually as preventative maintenance to possibly reduce the number of claims on the insurance policy.

13 BUDGET

That the statement of estimated receipts and payments (budget) be adopted pursuant to Section 102 of the Strata Titles Act 1985 included within the notice of meeting.

14 ADMINISTRATIVE FUND CONTRIBUTIONS

That contributions to the administrative fund are estimated in accordance with Section 100(1)(a) of the Strata Titles Act 1985 and determined in accordance with Section 100(1)(c) of the Strata Titles Act 1985 at **$68,000.00**; and

That contributions be due and payable as follows;

$566.70 per unit entitlement due in advance on the 01/04/2025; and
$566.70 per unit entitlement due in advance on the 01/07/2025, and

7 BUILDING INSURER

That pursuant to Section 97 of the Strata Titles Act 1985 the Strata Company agrees to the following for the 2025-2026 policy;

a. That All Strata Management Services be empowered to renew the insurance policy with the current insurer; or
b. That All Strata Management Services be empowered to obtain a quote from QBE Underwriting (CHU Underwriting Services) prior to renewal; and/or
c. That All Strata Management Services be empowered to engage an Insurance Broker who will be empowered to obtain quotes from strata insurers prior to renewal; and
d. That the Council be empowered to choose a preferred quote from either the current insurer, QBE Underwriting (CHU Underwriting Services), or sourced by the Brokers.
e. That the Council of Owners be authorised to raise a special levy for any shortfall between premium amount and budget allocation to be due and payable within 14 days

Note:
Resolve that **the Strata Manager** be authorised to instruct and assist the Strata Company's nominated insurer/Broker to deal with the next insurance renewal matter, obtain insurance quotations, and adjust/amend/add/delete cover for the forthcoming policy year for submission to the Council of Owners. FURTHER, resolve that **the Strata Manager** forward the valuation (if applicable) and insurance quotations, including the written advice and disclosure summary to the Council of Owners for consideration. In the event that **the Strata Manager** receives no response from the Council of Owners within 5 business days prior to the expiry of the insurance policy, to ensure that the Strata Company continues to hold insurance that meets the requirements of Section 97(1)(a) of the Act, **the Strata Manager** is to be given authorisation to place the insurance for the forthcoming policy year.
Note: In the event the Council of Owners fails to provide instruction then the insurance will be placed in accordance with the Brokers recommendation.

All Strata Management Services is an Authorised Representative of Corporate Home Underwriting Agencies Pty Ltd (CHU) and Body Corporate Brokers Pty Ltd. (BCB) and have a Distribution Agreement with Strata Community Insurance (SCI), and PSC Property Lync Insurance Brokers and a Referral Agreement with McLardy McShane Partners Pty Ltd (Licensee), Adapt Risk Solutions Pty Ltd (Corporate Authorised Representative).

8 BUILDING SUM INSURED

That pursuant to Section 97 of the Strata Titles Act 1985 to the following for the 2025-2026 policy;

a. That the insurance policy be renewed at the current building sum insured; or
b. That the insurance policy be renewed at the suggested building sum insured provided by the current insurer.

Note:
Your Strata Company is required to comply with various insurance provisions of the Strata Titles Act, 1985 (WA) (" Act") and Section 97 sets out the full insurance requirements. These requirements are insured under the current policy.

The Sum Insured for 'Buildings' must be for the replacement value as defined by the Act. We recommend that an independent valuation be carried out at a minimum of three yearly intervals to ensure that this cover is kept in line with current and projected building replacement costs and other increases in expenditure.

In the case of public liability risks the minimum amount under the Act is $10 million. Many Strata Companies now insure for a minimum of $20 million in residential schemes and as much as $50 million where there is any commercial use of lots or common property.

We also suggest that every Strata Company effect's insurance in respect to possible liability under the Workers Compensation and Injury Management Act 1981 and your Strata Company has insured against such a risk.

In addition to the compulsory insurances required under the Act, a Strata Company also has other risks it should consider covering because of its financial or legal responsibilities for which it may become liable. The strata company has the discretionary power to insure for other risks such as personal accident for voluntary workers, fidelity guarantee, office bearer's liability, machinery breakdown, catastrophe cover, government audit costs, and proprietors fixtures and improvements.

GENERAL ADVICE WARNING
The above information is not personal advice. This advice is general only.

9 ELECTION OF THE COUNCIL OF THE STRATA COMPANY

a. That the number of members of the Council of the Strata Company be determined; and
b. That the members of the Council of the Strata Company be elected in accordance with Section 127(3)(a) of the Strata Titles Act 1985; or
c. That, where there is no Council of the Strata Company, All Strata Management Services be empowered to

DATE OF NOTICE
19 February 2025

AGENDA

RECORD OF ATTENDANCE/APOLOGIES/PROXIES AND VERIFICATION OF SAME

1 TIME MEETING COMMENCED

2 APPOINTMENT OF MEETING CHAIRPERSON

3 MINUTES (ANNUAL GENERAL MEETING)
That the minutes of the previous annual general meeting held on **19/03/2024** of The Owners of Strata Scheme 8136 be confirmed as an accurate record of the proceedings of that meeting.

4 FINANCIAL STATEMENTS
That pursuant to Section 127(3)(b) of the Strata Titles Act 1985 that the accounts for the period ending **31/01/2025** as included within the notice of meeting be accepted.

5 INSURANCE POLICY DETAILS
That pursuant to section 127(3)(c) of the Strata Titles Act 1985 the following insurance details were confirmed:

Policy No.POL11018078
Strata Community Insurance
Type : Residential Strata

Premium : $15,065.79 Paid on : 29/11/2024 Start : 07/12/2024 Next due : 07/12/2025

Cover	Sum Insured	Excess	Notes
Building	$9,416,000.00	$1,000.00	$2,000.00 Burst Pipes/Water Damage/Rainwater
Common Area Contents	$94,160.00	$0.00	
Terrorism	Applies	$0.00	
Loss of Rent/Temp Accommodation	$1,412,400.00	$0.00	
Flood Cover	Included	$0.00	
Floating Floors	Included	$0.00	
Liability	$20,000,000.00	$0.00	
Voluntary Workers	Included	$0.00	
Workers Compensation	Selected	$0.00	
Fidelity Guarantee	$100,000.00	$0.00	
Office Bearers Liability	$1,000,000.00	$0.00	
Government Audit Expenses	$25,000.00	$0.00	
Appeal Expenses	$100,000.00	$0.00	
Legal Defence Expenses	$50,000.00	$1,000.00	
Lot Owners Fixtures&Improvements	$300,000.00	$0.00	

Commission paid on this policy was **$2,433.84** and the last valuation was completed on **21/08/2024** and noted a replacement value of **$9,416,000.00.**

6 INSURANCE COVERAGE
That pursuant to Section 97 of the Strata Titles Act 1985, the Strata Company agree to the following for the current and future insurance policy;

a. That Catastrophe Cover be added to the policy mid-term.
b. That Catastrophe Cover be added to the policy at renewal.
c. That All Strata Management Services to empowered to obtain a quote to add Catastrophe Cover to the policy and forward to the Council of Owners for consideration and instruction.

Catastrophe
Covers escalation of rebuilding costs that occur due to catastrophic events e.g. Storm, Cyclone, Flood.

ALL STRATA
management services

The Owners of Strata Scheme 8136
MAYCREST APARTMENTS
1-3 Rupert Street
MAYLANDS WA 6051

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given pursuant to Section 127 of the Strata Titles Act 1985 and the Strata Titles General Regulations 2019 that the Annual General Meeting for The Owners of Strata Scheme 8136 will be held as follows:

DATE: **Wednesday the 19/03/2025**
MEETING: **Electronic Meeting**
ZOOM LINK: **https://zoom.us/join**
Meeting ID: 576 850 7935
Passcode: 11111
TIME: **05:00 PM**

IMPORTANT INFORMATION
STRATA TITLES ACT 1985

QUORUM
Quorum is the minimum number of persons that must be present, either in person or via Zoom or by duly nominated proxy, at the general meeting in order to proceed to business. A quorum for the purposes of Section 130(3) is constituted if there are persons present who are entitled to cast a vote attached to 50% of the lots in the scheme.

In accordance with Section 130(4) if a quorum has not been achieved and 30 minutes has elapsed from the time appointed, those present are taken to constitute a quorum.

PROXY
Please complete (all co-owners and/or company must sign) and return a proxy form in accordance with Section 124, prior to the meeting commencing. A proxy need not be a proprietor therefore you may nominate your strata company manager or the chairperson to represent you at the general meeting.

IF YOU HAVE ANY FINANCIAL QUERIES YOU MUST GIVE NOTICE
Please submit all financial queries to our office to the email address of your strata manager listed below no later than 3 business days prior to the meeting.

METHOD OF VOTING
In accordance with Section 129(2)(d) the acceptable method of voting is at the general meeting, or, in writing either by post or email and accompanied by a duly executed proxy form.

HOLDING MEETINGS REMOTELY
In accordance with Section 131(1) & (2) a person may attend a meeting by remote communication and is taken to be present at the meeting.

Please refer to Agenda Sundry notes for further information.

Kim Bunting
stratawhite@allstrata.com.au
For and on behalf of The Owners of Strata Scheme 8136

Desmond Garvin, Gregory Garvin & Mavis G
PO Box 113
BULLSBROOK WA 6084

The Owners of Strata Scheme 8136

MAYCREST APARTMENTS, 1-3 Rupert Street, MAYLANDS WA 6051

NOTES
SECTION 137 Strata Titles Act 1985 (as amended)

Council members: general duties and conflicts of interest

(1) This section applies to a person who is -

(a) a member of the council of a strata company (including when acting as an officer of the strata company); or

(b) an individual authorised under section 136(2) by a corporation to perform the corporation's functions as a member of the council, or an officer, of a strata company.

(2) A person to whom this section applies -

(a) must at all times act honestly, with loyalty and in good faith in the performance of functions as a member of the council or an officer of the strata company; and

(b) must at all times exercise the degree of care and diligence in the performance of those functions that a reasonable person in the person's position and the circumstances of the strata company would reasonably be expected to exercise; and

(c) must not make improper use of the person's position -

i. to gain, directly or indirectly, an advantage for the person or any other person; or

ii. to cause detriment to the strata company.

(3) A person to whom this section applies -

(a) must inform the council in writing of any direct or indirect pecuniary or other interest that the person has that conflicts or may conflict with the performance of a function as a member of the council or, if applicable, as an officer of the strata company; and

(b) must do so as soon as is practicable after the person becomes aware of the relevant facts; and

(c) in the case of a member of the council, must not vote on a matter in which the member has an interest required to be disclosed under paragraph (a).

(4) Subsection (3) does not apply to an interest arising solely from the fact that the member is the owner of a lot in the scheme.

DATE OF NOTICE
19 February 2025

AGENDA

RECORD OF ATTENDANCE/APOLOGIES/PROXIES AND VERIFICATION OF SAME

1 TIME MEETING COMMENCED

2 APPOINTMENT OF MEETING CHAIRPERSON

3 APPOINTMENT OF OFFICE BEARERS
That the Chairperson, Secretary and Treasurer of the Council be appointed.

Note:
The members of the Council must, at the first meeting of the Council after they assume office as such members, appoint a Chairperson, a Secretary and a Treasurer of the Council.

A person appointed to an office referred above must be a member of the Council and may be appointed to one or more of those offices.

4 STRATA COMPANY REPRESENTATIVE
That the council nominates and appoints a Strata Company Representative to communicate with the Strata Manager on behalf of the Strata Company.

Note:
Strata Management Agreement and Disclosure clause 12 "Strata Company Representative"

12.1 The Strata Company acknowledges and warrants that:

(1) The Strata Company will validly nominate a Strata Company Representative to communicate with the Strata Company Manager on behalf of the Strata Company;

(2) The Strata Company Representative is a member the Council, or in the case of a corporate member of the Council, the person nominated by that member of the Council to act for it; and

(3) If the Strata Company appoints another member of Council to be the New Strata Company Representative, that appointment will not take effect until the Council has given notice of that new appointment to the Strata Manager.

5 CLOSURE