Attachment 4

Scarborough Strata
DSpeyers Pty Ltd as trustee for Speyers Family Trust trading
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Minutes of the Annual General Meeting

Tennivale Close - East Strata Plan 10590

Meeting Date	06 Oct 2025		
Meeting Location	Scarborough Library meeting room, 173 Gildercliffe St, Scarborough, WA, 6019		
Time	Opened: 5:35 PM	Closed: 6:50 PM	
Lots Represented	Lot 1	Ashlee Wells	Owner present
	Lot 2	Neha Dubey	Owner present
	Lot 3	Toby Simmer	Post AGM Vote only
	Lot 4	Jenny Chisholm	Owner present
	Lot 5	Kirsty Chisholm	Proxy present
	Lot 6	Carolyn Gee	Owner present
	Lot 7	Franc Mazzella	Owner present
Chairperson	David Speyers representing Scarborough Strata		
Quorum	Yes		

Motion 1	
Adoption of Minutes	**Ordinary Resolution** Submitted by Strata Manager
Mover: Carolyn Gee Seconder: Jenny Chisholm The meeting resolved to adopt the minutes of the previous AGM, appended to the notice of this meeting. Matters arising from that meeting and were not otherwise provided for by this Agenda: Nil	
Motion CARRIED.	

Motion 2	
Statement of Accounts	**Ordinary Resolution** Submitted by Strata Manager
Mover: Carolyn Gee Seconder: Jenny Chisholm The meeting resolved to adopt the financials for the period ending 31/08/2025, appended to the notice of the meeting.	
Motion CARRIED.	

Motion 3	
Election of Strata Council	**Ordinary Resolution** Submitted by Strata Manager
The meeting resolved that three members will be on the Strata Council. The following members were nominated and elected: Ashlee Wells (lot 1), Lee Needham (lot 5), Jenny Chisholm (lot 4) All councillor members are co-chairpersons.	
Motion CARRIED.	

Motion 4	
Insurance	**Ordinary Resolution** Submitted by Strata Manager

Mover: Neha Dubey Seconder: Ashlee Wells

1. Current Cover
   The meeting resolved to accept the current level of cover as indicated on the insurance certificate appended to the notice of this meeting.

2. Renewal
   David Speyers explained to the meeting that the strata company must insure the buildings and improvements to their full replacement value and the best way of determining the replacement value is to obtain a valuation from a licensed valuer.

   The meeting resolved to renew the insurance for the indexed level of building cover.
   It was agreed for the current broker to obtain quotes and Franc Mazzella's broker to also obtain quotes and that the strata council be authorised to decide on which quote from which insurer to proceed with.

NOTE: It is your duty as a lot owner to **disclose to the insurer and take reasonable care not to make a misrepresentation** about matters that you know to be relevant to the insurer's decision to accept the risk or that a reasonable person could be expected to know to be relevant. For example, something is defective and may lead to claim being made. Let your strata manager know if you have something to disclose.

NOTE: Scarborough Strata is an authorised distributor for Strata Community Insurance Agencies Pty Ltd (ABN 72 165 914 009, AFSL 457787) and Lync Insurance Brokers Pty Ltd (AR No. 1306015, ABN 31 169 552 372) and a commission will be paid by the insurer or broker to the value of up to 20% of the premium, direct to the Strata Manager on each yearly renewal of the policy. The exact amount of that commission will be clearly displayed in the quotes obtained for the Strata Company at the time of renewal. Scarborough Strata are able to provide factual advice only. In assisting the Strata Company to obtain, vary or renew insurance products, Scarborough Strata acts on behalf of Strata Community Insurance Agencies Pty Ltd & Lync Insurance Brokers Pty Ltd. In providing associated services including premiums, receiving documents and notices and notifying claims, Scarborough Strata acts on behalf of the Strata Company. The Strata Company should read the insurers Product Disclosure Statement and Financial Services Guide before it makes its decision.

Motion CARRIED.

Motion 5				
By-law addition - Business Activity	**Special Resolution** Submitted by Strata Committee			
Mover: Neha Dubey Seconder: Ashlee Wells The meeting resolved that the following schedule 2, Conduct by-law not be registered on the strata plan: <u>*Business Activity*</u> *(1) No lot, in whole or in part, shall be used for any trade, profession, business activity or commercial enterprise that involves clients, customers or delivery personnel attending the property, including use of strata common property for parking, deliveries or display of signage.* *(2) This by-law does not prohibit the resident of a lot from undertaking business activities, including working from home, which do not involve clients, customers or delivery personnel attending the property, provided such activities do not cause any nuisance or disturbance to other residents, or impact the common property.* *Explanation for proposed by-law:* It was agreed that some more information and costings would be required on what is required to comply with the act if the strata company is deemed a PCBU. Franc was asked to assist with obtaining that information and he agreed.				
Motion FAILED				
VOTES	Yes : 0	No: 4	Abstain: 2	Invalid: 0

Motion 6				
By-law addition - Financial Year	**Resolution Without Dissent** Submitted by Strata Committee			
Mover: Jenny Chisholm Seconder: Carolyn Gee The meeting resolved that the following schedule 1, Governance by-law be registered on the strata plan: <u>Financial year</u> The financial year of the strata company is 1st September - 31st August				
Motion CARRIED.				
VOTES (Note: Lot 3 voted post AGM)	Yes : 7	No: 0	Abs: 0	Inv: 0

Motion 7				
By-law removal - By-law 12 (3)	**Resolution Without Dissent** Submitted by Strata Committee			
Mover: Neha Dubey Seconder: Ashlee Wells The meeting resolved that the following schedule 1, Governance by-law be removed: By-law 12 (3) "Twenty-five percent (25%) of the persons entitled to vote present in person or by duly appointed proxy constitutes a quorum."				
Motion CARRIED.				
VOTES (Note: Lot 3 voted post AGM)	Yes : 7	No: 0	Abs: 0	Inv: 0

Motion 8				
Authority for strata manager to approve maintenance	**Ordinary Resolution** Submitted by Strata Manager			
Mover: Franc Mazzella Seconder: Carolyn Gee The meeting resolved that the strata manager be authorised to approve expenditure up to $1,200 per job for routine or urgent maintenance to the common property, provided the costs are within the limits of the approved budget.				
Motion CARRIED.				
VOTES	Yes : 6	No: 0	Abs: 0	Inv: 0

Motion 9				
Proposed Budget of Estimated Expenditure	**Ordinary Resolution** Submitted by Strata Manager			
1. The meeting resolved to amend the proposed budget of expenditure for the financial year ending 31/08/2026, totalling $20,720 in the Administration Fund. 2. Due to the fact that the next AGM will take place after the next financial year starts, the strata company resolved that the budget of expenditure mentioned in item 1 above also be adopted for the financial year beginning 01/09/2026, until it is amended at the next Annual General Meeting.				
Motion CARRIED.				
VOTES	Yes : 6	No: 0	Abs: 0	Inv: 0

Motion 10				
Administration Fund & Reserve Fund Contributions	**Ordinary Resolution** Submitted by Strata Manager			

The meeting resolved to amend the proposed Administration Fund Contributions (divided according to unit entitlement) for the financial year ending 31/08/2026.

The approved levy amounts and due dates to be as per the table below. See attached budget for a breakdown of the contributions, per lot.

Levy Status	Period From	Period To	Due	Admin Fund	Per Unit Entitlement Admin	Reserve Fund	Per Unit Entitlement Reserve
To be Issued	1/11/2025	31/01/2026	1/11/2025	$5,180.00	$740.00	$0.00	$0.00
To be Issued	1/02/2026	30/04/2026	1/02/2026	$5,180.00	$740.00	$0.00	$0.00
To be Issued	1/05/2026	31/07/2026	1/05/2026	$5,180.00	$740.00	$0.00	$0.00
To be Issued	1/08/2026	31/10/2026	1/08/2026	$5,180.00	$740.00	$0.00	$0.00
Total	1/11/2025	31/10/2026		**$20,720.00**	**$2,960.00**	**$0.00**	**$0.00**

Motion CARRIED.				
VOTES	Yes : 6	No: 0	Abs: 0	Inv: 0