

**Owners of 33 Richardson & 31 Withnell Karratha
25387**

**Minutes of Annual General Meeting held on Wednesday, 06 August 2025 at MS Teams, 1/38 Adelaide Street
Fremantle at 04:00 PM.**

1 PRELIMINARY MATTERS

Welcome

Representative of Apogee Strata Pty Ltd welcomed the owners and declared the meeting open at .

Attendance, Proxies and Apologies

Lot #	Unit #	Attendance	Owner Name	Representative
1	1	Yes	Myriam Ali Moussa	
3	3	Yes	Myriam Ali Moussa	
4	4	Apology	Krysten Summer-Marie Hyland	
6	6	Yes	Big Bear Group Pty Ltd	
7	7	Yes	Kirsten A M Johns	
8	8	Yes	David Allen Griffin	
9	9	Apology	Leeanne & Callan Drummond	Chairperson
10	10	Yes	KCPL Pty Ltd	Todd McKay

Non-Proprietors present by invitation:

T Peck representing Apogee Strata Pty Ltd

SPECIAL BUSINESS

2 Quorum and Verification of Proxies

The Strata Company confirmed that all proxies are valid, a quorum is present, and the Annual General Meeting (Meeting) is properly constituted.

3 Appointment of Chairperson for the Meeting

It was resolved that Tanya Peck, representative from Apogee Strata Pty Ltd be appointed as Strata Company Chairperson for the duration of the meeting.

4 Confirmation of Minutes of Previous Meeting

On motion moved by Lot 10 and seconded by Lot 1 it was resolved by ordinary resolution that the previously circulated minutes of the Annual General Meeting held 24-07-2024 be taken as read, accepted as a true and correct record of that Meeting and adopted into the Strata Company's records.

Business Arising Nil

5 10 Year Maintenance Plan

The Strata Company resolves to consider by ordinary resolution the required maintenance outlined in the 10-year maintenance plan for the period 2025/2026 and the Council of Owners is authorised to expend funds from the reserve fund.

6 Debt Recovery

Process of Debt Recovery

The Strata Company acknowledged the following debt recovery process:

1. Reminder Notice, to the lot proprietor when their account is 31 days in arrears;
2. Final Notice, to the lot proprietor, when their account is 64 days in arrears (fees will be imposed on the lot proprietor);
3. Legal Action letter to the lot proprietor issued at 94 days detailing the arrears (fees will be imposed on the lot proprietor);

At 100 days in arrears, if a cost recovery by-law has been registered and if the total lot debt is in excess of

2,000.00 the matter will be referred to a lawyer for follow up. All charges will be on-billed to the offending lot in accordance with the debt recovery by-law; and

At 100 days in arrears, if no cost debt recovery by-law has been registered, the total lot debt will only be referred to a lawyer at the direction of the Council of Owners as the costs for recovery will be the responsibility of the Strata Company.

Interest Charges on Late Payment of Levies

The Strata Company resolved by ordinary resolution to waive interest charges for late payment of levies up to 30 days only.

Recovery of Money Due to the Strata Company

The Strata Company resolved by ordinary resolution that the Council of Owners, after due and proper consideration, be authorised to effect a compromise of any action for the recovery of money due to the Strata Company.

7 Other Matters

(iv) Subdivision and sale of excess land (2023 AGM Deferral)

Difficulty with obtaining costs from a surveyor.

Apogee Strata to see if they can find a surveyor that works in the Pilbara region.

(v) Solar Lighting

This item is on hold depending on the outcome of the subdivision.

Proposed Date of Next Annual General Meeting

The Strata Company agreed that the next Annual General Meeting will be held 22-07-2026 at 2pm.

GENERAL BUSINESS

8 Election of Council of Owners

1. It was resolved to elect a council of 6 members;
2. the following duly elected members of the council will hold a position until the next general meeting of the strata company;

M Ali Moussa	Lot 1	
K Hyland	Lot 4	
K Johns	Lot 7	
D Griffin	Lot 8	
KCPL Pty Ltd	Lot 10	represented by T McKay
1 x vacant position		

Execution of Documents and Use of Common Seal

Pursuant to Section 118 of the Act, the Strata Company hereby authorises the execution of any Strata Company documents that are required to be executed:

Where the Strata Company has a Common Seal by application of the Common Seal attested by two (2) members of the Council of Owners

OR

Where the Strata Company does not have a Common Seal or does not want to use the Common Seal by application of the signature of two (2) members of the Council of Owners.

AND

Where the Strata Company must execute Applications to Landgate, the Strata Scheme Manager is provided authority limited to executing the form as Strata Scheme manager, only with the prior consent and instruction of the Council of Owners following review of draft documents.

9 Insurance

Insurance Valuation:

Insurance valuation is undertaken by independent, suitably qualified service providers and the information contained in the valuation report assists owners in considering that the building sum insured on the current policy is appropriate. This exercise ensures that the strata company is not over-insured or under-insured.

The most recent valuation was undertaken on 14-12-2022 for \$3,508,780.00 and prepared by Acumentis (WA) Pty Ltd.

It was resolved by ordinary resolution that the Strata Company not proceed with a replacement cost valuation of the building and common areas of the Strata Company and the suitable value of other cover including public liability, office bearers and machinery breakdown purposes with the insurance policy updated to reflect the recommended reinstatement sum.

Quotes to be tabled at the 2026 AGM.

Insurance Renewal October 2025

It was resolved by ordinary resolution that the Council of Owners to be authorised to action one of the following instructions:

Instruct the broker to source tenders for the insurance policy, review the suitable value of other cover such as public liability, office-bearers liability and machinery breakdown costs and provide recommendations to the Strata Company on which cover to proceed with.

Please note: That if no placement instructions are received from the Council prior to policy expiry, strata managers will proceed with renewing cover with the incumbent insurer so to ensure no lapse in insurance cover for the Strata Company.

Insurance Agency Payments

Apogee Strata Pty Ltd are authorised representative of CHU Underwriting Agencies Pty Ltd and an authorised Agent of SCI Insurance and the Strata Manager is also a Distributor of Honan Insurance Group and BCB Strata Insurance Brokers with the authority to deal in general insurance products.

Apogee Strata Pty Ltd hereby disclose the following information for the financial period ending 30/06/2026

Insurance Provider: Cowden Limited

Commission Received: \$0.00

10 Financial Statements for the Previous Year

On a motion moved by Lot 10 and seconded by Lot 1 the Strata Company resolved by ordinary resolution that the Financial Statement of Accounts for the period ending 30-06-2025 be adopted into the Strata Company's records as a true and correct record of the financial transactions of the Strata Company for that period.

11 Budget

Proposed Budget of Expenditure

The strata company discussed and approved the proposed expenditure as attached to the minutes for the period ending 30/06/2026.

Administration Fund Expenditure

On a motion moved by Lot 10 and seconded by Lot 8 the Strata Company resolved by ordinary resolution to adopt the proposed budget of expenditure from the Administration Fund, totalling \$93,401.00 exclusive of GST for the period ending 30/06/2026.

Administration Levy

On a motion moved by Lot 10 and seconded by Lot 8 the Strata Company resolved by ordinary resolution that the following contributions for the period ending 30/06/2026 are levied on the proprietors in proportion with Unit Entitlements, due and payable in advance on the following dates in the following amounts:

Admin Levy Period	Due/Payable By	
01/07/2025	Contribution 1	\$21,857.50 Inc GST
1/10/2025, 1/01/2026, 1/04/2026	Contribution 2,3 &4	\$21,857.50 Inc GST

Financial Year Total \$87,430.00

Next Contribution 1/07/2026

\$21,857.50 Inc GST

And each consecutive quarter until the next AGM

Reserve Fund Expenditure

The Strata Company resolved by ordinary resolution to adopt the proposed budget of expenditure from the Reserve Fund, totalling \$0.00 exclusive of GST for the period ending 30/06/2026.

12 Annual Preventative Maintenance Program & Compliance

For discussion and review:

- Termite Inspection (inspection & spot treatment)

Service provider: Pilbara Pest Management

- Electrical Compliance

Lot 6 will undertake the inspection of the electrical board.

Maintenance - Individual Lots

Flexi Hoses

If correctly installed and properly maintained, flexi hoses have a limited lifespan and should be replaced every five years.

Burst flexi hose can cause significant damage to your unit and the common property.

Lot proprietors are reminded of their obligation to the strata company to repair and maintain within each individual unit and to arrange a licensed plumber to undertake regular checks and replacement of plumbing infrastructure within your lot.

Hot Water System - Tray and Anode Replacement

When there's no sacrificial metal left on the anode rod, your water heater tank can rust out, eventually causing it to burst.

Anode rods and water trays associated with your hot water system generally can last about three to five years depending on water quality and usage volume.

Burst hot water systems and rusted water trays can cause significant damage to your unit and the common property.

Lot proprietors are reminded of their obligation to the strata company to repair and maintain within each individual unit and to arrange a licensed plumber to undertake regular checks and replacement of plumbing infrastructure within your lot.

Smoke Alarms

Lot proprietors are reminded that the strata company fire services maintenance does not include smoke alarms located within the lot and that these devices require regular checks and maintenance in accordance with current Fire Regulations and Standards.

13 Closure of Meeting

With all business completed, T Peck thanked the owners for attending the meeting and declared the meeting closed at 2:30pm.

In the interests of transparency, please note that Apogee Strata are an Authorised Agent for CHU Underwriting Agencies Pty Ltd (AFS License No. 243261).

As authorised representatives, Apogee Strata Pty Ltd is able to provide General Advice only, any specific policy details must be directed to the relevant insurer or broker.

As your Strata Management Company, we facilitate the insurance and receive a commission of up to 20% of the base premium. The commission does not vary between the insurance suppliers and therefore does not influence the options presented to you. We do not seek to retain any other rebates, discounts, incentives, or commissions that may influence our relationship with one or more suppliers. Where a supplier offers a discount, this is passed on to the client concerned." The commission we receive covers the claim administration and renewal associated costs.

Apogee Strata Pty Ltd advises that should the Strata Company Insurance not be placed directly through CHU Underwriting Agencies Pty Ltd, Strata Community Insurance, Honan Insurance Group (Brokers), BCB Brokers (Brokers) then they reserve the right to charge all insurance claims lodged at the Strata Manager hourly rate per claim.

The Product Disclosure Statement and Financial Services Guide from the Insurer is available for all owners to obtain a copy on request.



ANNUAL REPORTS

for the financial year to 30/06/2025

Strata Scheme 25387

170 Richardson Way, Karratha, 31 Withnell, Karratha WA 6714

Manager: Tanya Peck

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Balance Sheet

As at 30/06/2025

33 Richardson & 31 Withnell Karratha

170 Richardson Way, Karratha, 31 Withnell, Karratha
WA 6714

	Current period
Owners' funds	
Administrative Fund	
Operating Surplus/Deficit--Admin	17,172.33
Owners Equity--Admin	64,220.28
	81,392.61
Sinking Fund	
Operating Surplus/Deficit--Sinking	502.52
Owners Equity--Sinking	31,507.93
	32,010.45
Net owners' funds	\$113,403.06
Represented by:	
Assets	
Administrative Fund	
Cash at Bank--Admin	80,481.79
Receivable--Levies--Admin	13,549.32
Receivable--Owners--Admin	110.00
	94,141.11
Sinking Fund	
Cash at Bank--Sinking	31,883.69
Receivable--Levies--Sinking	126.76
	32,010.45
Unallocated Money	
Cash at Bank--Unallocated	2.63
	2.63
<i>Total assets</i>	126,154.19
Less liabilities	
Administrative Fund	
Creditors--Other--Admin	363.00
Prepaid Levies--Admin	12,385.50
	12,748.50
Sinking Fund	
	0.00
Unallocated Money	
Prepaid Levies--Unallocated	2.63
	2.63
<i>Total liabilities</i>	12,751.13
Net assets	\$113,403.06

Income & Expenditure Statement for the financial year to 30/06/2025

33 Richardson & 31 Withnell Karratha

170 Richardson Way, Karratha, 31 Withnell, Karratha
WA 6714

Administrative Fund

	Current period 01/07/2024-30/06/2025	Variance (\$)
Revenue		
Interest on Arrears--Admin	194.30	194.30
Levies Due--Admin	87,430.00	87,430.00
<i>Total revenue</i>	87,624.30	87,624.30
Less expenses		
Admin--Accounting	363.00	363.00
Admin--Insurance Administration	999.96	999.96
Admin--Management Fees--Standard	4,596.00	4,596.00
Admin--Prior Period Adjustment	(277.20)	(277.20)
Admin--Storage Fees	120.00	120.00
Insurance--Premiums	59,885.38	59,885.38
Maint Grounds--Lawns & Gardening	990.00	990.00
Utility--Water & Sewerage	3,774.83	3,774.83
<i>Total expenses</i>	70,451.97	70,451.97
Surplus/Deficit	17,172.33	17,172.33
Opening balance	64,220.28	64,220.28
Closing balance	\$81,392.61	\$81,392.61

Sinking Fund**Current period**

01/07/2024-30/06/2025

Variance

(\$)

Revenue

Interest on Arrears--Sinking

2.52

2.52

Levies Due--Sinking

500.00

500.00

*Total revenue*502.52502.52**Less expenses***Total expenses*0.000.00**Surplus/Deficit**502.52502.52

Opening balance

31,507.93

31,507.93

Closing balance\$32,010.45\$32,010.45

Approved Budget to apply from 01/07/2025

33 Richardson & 31 Withnell Karratha

170 Richardson Way, Karratha, 31 Withnell, Karratha
WA 6714

Administrative Fund			
	Approved budget	Actual 01/07/2024-30/06/2025	Previous budget
Revenue			
Insurance Claims	0.00	(11,465.00)	0.00
Interest on Arrears--Admin	0.00	52.22	0.00
Levies Due--Admin	87,430.00	87,430.00	87,430.00
<i>Total revenue</i>	87,430.00	76,017.22	87,430.00
Less expenses			
Admin--Accounting	275.00	0.00	275.00
Admin--Income Tax--Admin	0.00	0.00	220.00
Admin--Insurance Administration	1,500.00	1,500.00	1,500.00
Admin--Legal & Debt Collection Fees	0.00	110.00	0.00
Admin--Management Fees--Standard	5,000.00	5,000.00	5,000.00
Admin--Meeting Expenses	0.00	100.00	135.00
Admin--Storage Fees	126.00	126.00	126.00
Insurance--Claims	2,000.00	0.00	2,000.00
Insurance--Premiums	72,000.00	59,279.28	72,000.00
Maint Bldg--Electrical	2,000.00	1,488.30	2,000.00
Maint Bldg--General Repairs	2,000.00	1,815.00	2,000.00
Maint Bldg--Pest/Vermin Control	1,000.00	0.00	1,000.00
Maint Bldg--Plumbing & Drainage	1,000.00	0.00	1,000.00
Maint Grounds--Lawns & Gardening	2,000.00	0.00	0.00
Utility--Water & Sewerage	4,500.00	2,587.05	2,400.00
<i>Total expenses</i>	93,401.00	72,005.63	89,656.00
Surplus/Deficit	(5,971.00)	4,011.59	(2,226.00)
Opening balance	81,392.61	60,208.69	86,268.13
Closing balance	\$75,421.61	\$64,220.28	\$84,042.13
Total units of entitlement	100		100
Levy contribution per unit entitlement	\$874.30		\$874.30

Approved Levy Posting for

33 Richardson & 31 Withnell Karratha

ABN 69081316283

First instalment due date: 01/07/2025

Discount: Nil

Instalment frequency: Quarterly

Group:

Number of instalments: 4

Entitlement set: Levy Entitlement

Description: Quarterly Admin Levy

Levy determination date: 06/08/2025

Lot No.	Unit No.	Unit Entitlement	Administrative Fund	Sinking Fund	Total
1	1	10.00	8,743.00	0.00	8,743.00
2	2	10.00	8,743.00	0.00	8,743.00
3	3	10.00	8,743.00	0.00	8,743.00
4	4	10.00	8,743.00	0.00	8,743.00
5	5	10.00	8,743.00	0.00	8,743.00
6	6	10.00	8,743.00	0.00	8,743.00
7	7	10.00	8,743.00	0.00	8,743.00
8	8	10.00	8,743.00	0.00	8,743.00
9	9	10.00	8,743.00	0.00	8,743.00
10	10	10.00	8,743.00	0.00	8,743.00
Totals		100.00	\$87,430.00	\$0.00	\$87,430.00
GST included in amounts to be raised			\$0.00	\$0.00	\$0.00
Amount to be raised per unit of entitlement			\$874.30	\$0.00	\$874.30

The following advanced instalment settings were used:

Due date	Description	Administrative Fund	Sinking Fund	Total	Comment
01/07/2025	Quarterly 01/07/2025 - 30/09/2025	21,857.50	0.00	21,857.50	Previously posted
01/10/2025	Quarterly Admin Levy 01/10/2025 - 31/12/2025	21,857.50	0.00	21,857.50	
01/01/2026	Quarterly Admin Levy 01/01/2026 - 31/03/2026	21,857.50	0.00	21,857.50	
01/04/2026	Quarterly Admin Levy 01/04/2026 - 30/06/2026	21,857.50	0.00	21,857.50	
		\$87,430.00	\$0.00	\$87,430.00	

Approved Levy Posting for

33 Richardson & 31 Withnell Karratha

ABN 69081316283

First instalment due date: 01/07/2026

Discount: Nil

Instalment frequency: Quarterly

Group:

Number of instalments: 1

Entitlement set: Levy Entitlement

Description: Quarterly Admin Levy

Levy determination date: 06/08/2025

Lot No.	Unit No.	Unit Entitlement	Administrative Fund	Sinking Fund	Total
1	1	10.00	2,185.75	0.00	2,185.75
2	2	10.00	2,185.75	0.00	2,185.75
3	3	10.00	2,185.75	0.00	2,185.75
4	4	10.00	2,185.75	0.00	2,185.75
5	5	10.00	2,185.75	0.00	2,185.75
6	6	10.00	2,185.75	0.00	2,185.75
7	7	10.00	2,185.75	0.00	2,185.75
8	8	10.00	2,185.75	0.00	2,185.75
9	9	10.00	2,185.75	0.00	2,185.75
10	10	10.00	2,185.75	0.00	2,185.75
Totals		100.00	\$21,857.50	\$0.00	\$21,857.50
GST included in amounts to be raised			\$0.00	\$0.00	\$0.00
Amount to be raised per unit of entitlement			\$218.58	\$0.00	\$218.58

The following advanced instalment settings were used:

Due date	Description	Administrative Fund	Sinking Fund	Total	Comment
01/07/2026	Quarterly Admin Levy 01/07/2026 - 30/09/2026	21,857.50	0.00	21,857.50	
		\$21,857.50	\$0.00	\$21,857.50	