

The Owners of 7 Centro Avenue, Subiaco

Strata Scheme 38785

MINUTES OF ANNUAL GENERAL MEETING



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

Held At:	A Plus Business Advisors - 7C Centro Avenue, Subiaco
Date:	11/12/2025
Time:	4.00pm
Meeting Close Time:	5.24pm

Please Note

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

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

The Owners of 7 Centro Avenue, Subiaco

Strata Scheme 38785



Preliminary Matters

1. Appointment of Chairperson for the meeting

It was resolved by the meeting that Matt Bird be appointed to the Chair and he acted as Chairperson throughout the meeting.

2. The Chairperson confirmed the following attendance.

2.1. Owners and Proxies Present

Jose Tanchez	Lot 1	
Susan Morris	Lot 2	
Steven Blyth and Sophie Pedersen	Lot 4	Via Teleconference
Michael Kirkwood	Lot 8	
Simon Dimmitt	Lot 9	
Garry Anderson	Lot 16, 17	

2.2. Proxies

Ramon Tanchez and Anna Tanchez	Lot 1	To Jose Tanchez
Steven Blyth and Sophie Pedersen	Lot 4	To Steven Blyth
Michael Kirkwood and Leonie Debnam	Lot 8	To Michael Kirkwood
Quoc Linh Phan and Thi Yen Vo	Lot 11	To Chairperson
Peter Flanagan	Lot 13	To Susan Morris
Centro Property Holdings Pty Ltd	Lot 15	To Chairperson
Diane and Garry Anderson, Frank and Angela Seow, Shaftesbury Holdings Pty Ltd	Lot 16, 17	To Garry Anderson

2.3. Non-owners Present by Invitation

Matt Bird	Dominion Strata Management
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2.4. Apologies

Quoc Linh Phan	Lot 11
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3. **Quorum**

The Chairperson declared that a quorum was present and that the meeting could proceed to business.

General Business

4. **Constitution of the Council**

Motion Under Notice - that the Council of Owners consists of Five (5) Owners.

Moved:	S Morris	Seconded:	M Kirkwood
<i><u>The Chairperson declared the motion carried</u></i>			

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

Susan Morris	Lot 2
Michael Kirkwood	Lot 8
Simon Dimmitt	Lot 9
Quoc Linh Phan	Lot 11

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

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

5. **Consideration of Statement of Accounts**

Motion Under Notice - that the statement of accounts for the period of 01/10/2024 to 30/09/2025 showing a Cash at Bank balance of **\$161,700.74** and Net Assets of **\$149,174.60** be adopted as presented.

Moved: S Blyth

Seconded: G Anderson

The Chairperson declared the motion carried

6. **Insurance Commission Informed Consent**

Motion Under Notice – that the Strata Company provides informed consent for Lync Insurance Brokers as the insurance broker, and Dominion Strata Management as an Authorised Representative of the insurance broker to obtain quotations from insurers including commission in relation to the placement, renewal, and variation of the strata insurance policy.

The Strata Company acknowledges that:

- Insurance commissions on strata insurance products are a maximum of 20% of the base premium (excluding taxes, levies and charges), and this commission is paid by the insurer to the broker for services including, but not limited to, risk placement, advice, claims management and support and administrative services.
- A portion of this commission may be shared with Dominion Strata Management as an Authorised Representative of the broker.
- The exact amount or percentage of commission payable will be disclosed in the Insurance Report provided with each renewal or quotation.
- It is a statutory requirement that the client's consent must be obtained before the payment of an insurance commission. Once provided, informed consent is irrevocable.
- This consent enables the broker and its Authorised Representative to continue obtaining insurance quotations on a gross (commission-inclusive) basis, which may provide broader access to insurers and simplified premium payment terms.

The Strata Company further authorises Dominion Strata Management to sign any required form advising of informed consent on behalf of the Strata Company and to retain records of this consent on behalf of the scheme for compliance with ASIC regulatory requirements.

Moved: S Blyth

Seconded: M Kirkwood

The Chairperson declared the motion carried

7. **Insurance Renewal**

Motion Under Notice – that the Council of Owners are directed to renew the strata company's insurance policy prior to its expiry date of 01/04/2026, in such sums as are suggested by the insurer or as are recommended by qualified professional advisors, and with such insurer as the Council of Owners deem appropriate. Should the Council of Owners fail to provide direction to the strata manager in relation to acceptance of any policy by the due date, the strata manager is directed to advise the broker to place the insurance policy with the current insurer, or if the current insurer has not provided terms, the insurer that is recommended within the broker's report.

Moved: S Morris **Seconded: S Blyth**
The Chairperson declared the motion carried

8. Insurance Valuation

Motion Under Notice – that, up to 2 months prior to the expiration of the Strata Company’s insurance policy, the strata manager is authorised to obtain an insurance valuation from an appropriately qualified and licenced valuer on behalf of the Strata Company for the purpose of establishing the replacement value of the strata scheme’s common property. Upon receipt, the valuation will be provided to the Council of Owners for their review and acceptance. If no objections are raised by the Council of Owners within 7 days, the valuation will be deemed accepted by the Council of Owners and the replacement value indicated in the valuation will be submitted to the insurance broker to be used as the Sum Insured figure.

Moved: M Kirkwood **Seconded: S Dimmitt**
The Chairperson declared the motion carried

9. Insurance Premium

Motion Under Notice – that in the event the Strata Company is unable to meet its financial obligation to pay the insurance premium(s) when due, in order to ensure the Strata Company remains compliant with the requirements of the Strata Titles Act, the strata manager is authorised to issue a special levy on behalf of the Strata Company to all owners in accordance with section 100(1)(c) of the Act, for an amount not exceeding the total premium(s), to cover the cost of the insurance premium(s), with the amount due and payable within 7 days of the date of the notice.

Furthermore, if the funds associated with the aforementioned special levy are not available within the required timeframe, the strata manager is authorised to arrange and enter into a premium funding arrangement on behalf of the Strata Company.

Moved: G Anderson **Seconded: M Kirkwood**
The Chairperson declared the motion carried

Special Business

10. Confirmation of Previous Minutes

Motion Under Notice – that the previously circulated minutes of the Annual General Meeting held on 04/12/2024, and the resolutions outside of a meeting dated 10/02/2025 and 18/06/2025 be

accepted as a true and accurate record of the proceedings and entered into the strata company's records.

Moved: S Morris **Seconded: S Blyth**

The Chairperson declared the motion carried

11. Chairperson's Report

The Chairperson, Michael Kirkwood, addressed the meeting by providing an overview of the matters considered and actions undertaken over the course of the preceding year, outlining the key issues addressed and progress made during that period.

12. Consideration of Administrative Fund Expenditure Estimates – All Lots

Motion Under Notice - that the Administrative Fund Expenditure estimates for the period of 01/10/2025 to 30/09/2026 for the sum of **\$78,088.00** be adopted as presented, and that the Council of Owners be authorised to expend funds at the same rates in the succeeding financial year until amended at a subsequent General Meeting.

Amended Motion - that the wording of the motion be changed to read: that the Administrative Fund Expenditure estimates for the period of 01/10/2025 to 30/09/2026 for the sum of **\$72,588.00** be adopted as presented, and that the Council of Owners be authorised to expend funds at the same rates in the succeeding financial year until amended at a subsequent General Meeting.

Moved: Chair (Lot 11) **Seconded: S Blyth**

The Chairperson declared the amendment carried

Substantive Motion – it was put to the meeting that the Administrative Fund Expenditure estimates for the period of 01/10/2025 to 30/09/2026 for the sum of **\$72,588.00** be adopted as presented, and that the Council of Owners be authorised to expend funds at the same rates in the succeeding financial year until amended at a subsequent General Meeting.

The Chairperson declared the motion carried

13. Consideration of Administrative Fund Expenditure Estimates – Residential Lots

Motion Under Notice - that the Administrative Fund Expenditure estimates for the period of 01/10/2025 to 30/09/2026 for the sum of **\$81,735.00** be adopted as presented, and that the

Council of Owners be authorised to expend funds at the same rates in the succeeding financial year until amended at a subsequent General Meeting.

Moved: M Kirkwood **Seconded: S Dimmitt**

The Chairperson declared the motion carried

14. Consideration of Reserve Fund Contributions

Motion Under Notice - that the Reserve Fund contributions for the period of 01/10/2025 to 30/09/2026 of **\$25,000.00** be adopted as presented, and that the contributions continue at the same rate for the succeeding financial year, until amended at a subsequent General Meeting.

Amended Motion - that the wording of the motion be changed to read: that the Reserve Fund contributions for the period of 01/10/2025 to 30/09/2026 of **\$26,000.00** be adopted as presented, and that the contributions continue at the same rate for the succeeding financial year, until amended at a subsequent General Meeting.

Moved: M Kirkwood **Seconded: S Blyth**

The Chairperson declared the amendment carried

Substantive Motion – it was put to the meeting that the Reserve Fund contributions for the period of 01/10/2025 to 30/09/2026 of **\$26,000.00** be adopted as presented, and that the contributions continue at the same rate for the succeeding financial year, until amended at a subsequent General Meeting.

The Chairperson declared the motion carried

15. Determination of Levy of Contributions for the Financial Year – All Lots

Motion Under Notice – that the Levy of Contributions on owners for the combined Administrative Fund and Reserve Fund be payable in advance, by instalments due and payable in the amounts and on the dates shown below, and in accordance with the Unit Entitlements of the Lots.

Amount	Levy Period	Due Date
\$23,500.00	01/10/2025 – 31/12/2025	01/10/2025 – Pre-issued
\$23,000.00	01/01/2026 – 31/03/2026	01/01/2026
\$23,000.00	01/04/2026 – 30/06/2026	01/04/2026
\$23,000.00	01/07/2026 – 30/09/2026	01/07/2026

\$23,000.00	01/10/2026 – 31/12/2026	01/10/2026 – Pre-issue
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to raise a total of **\$92,500.00** in the Levy Year, until otherwise determined at a future General Meeting of the Strata Company.

To ensure continuity of funds available to enable the Strata Company to perform scheme functions leading up to the next AGM, a pre-issue of the first quarter’s levies will be due and payable on 01/10/2026, with an adjustment to be made in accordance with the approved budget of the next levy year.

Amended Motion – that the wording of the motion be changed to read: that the Levy of Contributions on owners for the combined Administrative Fund and Reserve Fund be payable in advance, by instalments due and payable in the amounts and on the dates shown below, and in accordance with the Unit Entitlements of the Lots.

Amount	Levy Period	Due Date
\$23,500.00	01/10/2025 – 31/12/2025	01/10/2025 – Pre-issued
\$23,500.00	01/01/2026 – 31/03/2026	01/01/2026
\$23,500.00	01/04/2026 – 30/06/2026	01/04/2026
\$23,500.00	01/07/2026 – 30/09/2026	01/07/2026
\$23,500.00	01/10/2026 – 31/12/2026	01/10/2026 – Pre-issue

to raise a total of **\$94,000.00** in the Levy Year, until otherwise determined at a future General Meeting of the Strata Company.

To ensure continuity of funds available to enable the Strata Company to perform scheme functions leading up to the next AGM, a pre-issue of the first quarter’s levies will be due and payable on 01/10/2026, with an adjustment to be made in accordance with the approved budget of the next levy year.

Moved: S Dimmitt **Seconded: M Kirkwood**

The Chairperson declared the amendment carried

Substantive Motion – it was put to the meeting that the Levy of Contributions on owners for the combined Administrative Fund and Reserve Fund be payable in advance, by instalments due and payable in the amounts and on the dates shown below, and in accordance with the Unit Entitlements of the Lots.

Amount	Levy Period	Due Date
\$23,500.00	01/10/2025 – 31/12/2025	01/10/2025 – Pre-issued
\$23,500.00	01/01/2026 – 31/03/2026	01/01/2026
\$23,500.00	01/04/2026 – 30/06/2026	01/04/2026

\$23,500.00	01/07/2026 – 30/09/2026	01/07/2026
\$23,500.00	01/10/2026 – 31/12/2026	01/10/2026 – Pre-issue

to raise a total of **\$94,000.00** in the Levy Year, until otherwise determined at a future General Meeting of the Strata Company.

To ensure continuity of funds available to enable the Strata Company to perform scheme functions leading up to the next AGM, a pre-issue of the first quarter’s levies will be due and payable on 01/10/2026, with an adjustment to be made in accordance with the approved budget of the next levy year.

The Chairperson declared the motion carried

16. Determination of Levy of Contributions for the Financial Year – Residential Lots

Motion Under Notice – that the Levy of Contributions on owners for the combined Administrative Fund and Reserve Fund be payable in advance, by instalments due and payable in the amounts and on the dates shown below, and in accordance with the Unit Entitlements of the Lots.

Amount	Levy Period	Due Date
\$4,290.00	01/10/2025 – 31/12/2025	01/10/2025 – Pre-issued
\$3,873.98	01/01/2026 – 31/03/2026	01/01/2026
\$3,873.98	01/04/2026 – 30/06/2026	01/04/2026
\$3,873.98	01/07/2026 – 30/09/2026	01/07/2026
\$3,873.98	01/10/2026 – 31/12/2026	01/10/2026 – Pre-issue

to raise a total of **\$15,911.94** in the Levy Year, until otherwise determined at a future General Meeting of the Strata Company.

To ensure continuity of funds available to enable the Strata Company to perform scheme functions leading up to the next AGM, a pre-issue of the first quarter’s levies will be due and payable on 01/10/2026, with an adjustment to be made in accordance with the approved budget of the next levy year.

Amended Motion – that the wording of the motion be changed to read: that the Levy of Contributions on owners for the combined Administrative Fund and Reserve Fund be payable in advance, by instalments due and payable in the amounts and on the dates shown below, and in accordance with the Unit Entitlements of the Lots.

Amount	Levy Period	Due Date
\$4,290.00	01/10/2025 – 31/12/2025	01/10/2025 – Pre-issued
\$4,290.00	01/01/2026 – 31/03/2026	01/01/2026
\$4,290.00	01/04/2026 – 30/06/2026	01/04/2026
\$4,290.00	01/07/2026 – 30/09/2026	01/07/2026
\$4,290.00	01/10/2026 – 31/12/2026	01/10/2026 – Pre-issue

to raise a total of **\$17,160.00** in the Levy Year, until otherwise determined at a future General Meeting of the Strata Company.

To ensure continuity of funds available to enable the Strata Company to perform scheme functions leading up to the next AGM, a pre-issue of the first quarter's levies will be due and payable on 01/10/2026, with an adjustment to be made in accordance with the approved budget of the next levy year.

Moved: S Morris **Seconded: M Kirkwood**

The Chairperson declared the amendment carried

Substantive Motion – it was put to the meeting that the Levy of Contributions on owners for the combined Administrative Fund and Reserve Fund be payable in advance, by instalments due and payable in the amounts and on the dates shown below, and in accordance with the Unit Entitlements of the Lots.

Amount	Levy Period	Due Date
\$4,290.00	01/10/2025 – 31/12/2025	01/10/2025 – Pre-issued
\$4,290.00	01/01/2026 – 31/03/2026	01/01/2026
\$4,290.00	01/04/2026 – 30/06/2026	01/04/2026
\$4,290.00	01/07/2026 – 30/09/2026	01/07/2026
\$4,290.00	01/10/2026 – 31/12/2026	01/10/2026 – Pre-issue

to raise a total of **\$17,160.00** in the Levy Year, until otherwise determined at a future General Meeting of the Strata Company.

To ensure continuity of funds available to enable the Strata Company to perform scheme functions leading up to the next AGM, a pre-issue of the first quarter's levies will be due and payable on 01/10/2026, with an adjustment to be made in accordance with the approved budget of the next levy year.

The Chairperson declared the motion carried

17. Authority for Reserve Fund Transfer

Motion Under Notice – that the Council of Owners are authorised to transfer an amount not exceeding **\$8,500.00** during the financial year from the Reserve Fund to the Administrative Fund for the purpose of paying for works pertaining to the following;

- Works to common property that the Council of Owners deem appropriate

Moved: S Blyth **Seconded: M Kirkwood**

The Chairperson declared the motion carried

18. Acceptance of Applications for Bike Spaces

18.1. Strata Company to accept applications.

18.2. Should there be more applications than spaces available, then applications will be restricted to a single bike and selected by ballot.

It was noted that, at the time of the meeting, the strata manager has only received one application for the spaces.

Strata manager will contact the owners of the 2 lots who occupied the space for the previous year to see if they wish to re-apply for this coming year.

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

There were no further actionable items discussed.

20. Next Meeting

Motion Under Notice - that the strata manager be granted the authority to determine and set the date, time, and location of the next Annual General Meeting of the Strata Company in accordance with the relevant provisions of the Strata Titles Act and the scheme's by-laws.

Moved: S Blyth **Seconded: S Dimmitt**

The Chairperson declared the motion carried

21. Close of Meeting

There being no further business the meeting was declared closed at 5.24pm.

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



Name: Matthew Bird

Date: 12/12/2025

Chairperson of the Meeting