

The Owners of Skyline Flats Strata Scheme 12461

MINUTES OF ANNUAL GENERAL MEETING

HELD VIA ZOOM CONFERENCING FACILITIES AND AT THE BROADY,
296 CHAPMAN ROAD, GERALDTON ON THURSDAY 21 AUGUST 2025
COMMENCING AT 12.00PM

PRELIMINARY MATTERS

Present:

A Mason (Lot 1), C Bosich (Lot 22)

Proxies:

None.

By Invitation:

D Cobbold – representing Strata Links

Apologies:

None

1.1 Appointment of Chairperson

It was moved by A Mason and seconded by C Bosich that D Cobbold be appointed to the chair, and she acted as Chairperson of the Strata Company for the purposes of the meeting.

In favour: 2 lots

Against: 0 lots

The motion was CARRIED

The Chairperson confirmed that at 11.30am quorum was not present. In accordance with Section 130(4) of the Strata Titles Act, as amended, the meeting waited 30 minutes, after which time those present and entitled to vote constituted a quorum and the meeting proceeded to business.

The Chairperson confirmed that those present constituted a quorum and the meeting proceeded to business.

1.2 Confirmation of Previous Minutes

It was moved by C Bosich and seconded by A Mason that the Minutes of the Annual General Meeting held 22 August 2024 be verified.

Matters Arising:

Nil.

GENERAL BUSINESS

2.1 Consideration of Statement of Accounts

It was moved by A Mason and seconded by C Bosich that the Statement of Accounts for the period 01.07.2024 to 30.06.2025 showing an amount of \$109,269.74 net owners' funds, be accepted as presented.

In favour: 2 lots

Against: 0 lots

The motion was CARRIED.

2.2 Constitution of the Council

It was moved by A Mason and seconded by C Bosich that the Council of the Strata Company consists of three (3) owners.

In favour: 2 lots

Against: 0 lots

The motion was CARRIED.

The following nominations were received:

Andrew Mason (Lot 1)

Cassandra Bosich (Lot 22)

The Chairperson declared the above owners elected as members of the Council.

2.3 Insurance Documents

It was moved by C Bosich and seconded by A Mason that the insurance documents as tabled are accepted.

In favour: 2 lots

Against: 0 lots

The motion was CARRIED.

SPECIAL BUSINESS

3.1 Insurance Obligations

It was moved by A Mason and seconded by C Bosich that the Strata Company acknowledges:

- a) Red Dog Strata is an authorised representative of QBE Insurance (AUST) (Australian Financial Service Licence No 239545); an authorised representative of Strata Community Insurance Agencies Pty Ltd (AFSL No 457787), who act on behalf of the insurers Allianz Australia Insurance Ltd (AFSL No 234708); an authorised representative of Steadfast Group Limited (Steadfast) which holds a current Australian Financial Services License No 244529, and those services are limited to providing you with a selection of general insurance products with respect to strata-based insurance products available from Body Corporate Brokers Pty Ltd (BCB), a Steadfast Group Limited (Steadfast) Network Broker; a distributor of Professional Services Corporation Pty Ltd which holds a current Australian Financial Services License No 305491, and those services are limited to providing you with a selection of general insurance products with respect to strata-based insurance products available from Lync Insurance Brokers Pty Ltd, a joint venture with Professional Services Corporation Pty Ltd; a referrer of products for Adapt Risk Solutions, an Authorised Representative (No: 001282642) of McLardy McShane, which holds a current Australian Financial Services License (No: 232987).
- b) Insurance commissions which Red Dog Strata may receive on strata insurance products which the Strata Company may obtain are up to a maximum of 20% of the base premium (excluding taxes, levies and charges), and this commission is paid by the insurer to the relevant brokers above or Red Dog Strata directly for services including, but not limited to, obtaining quotations, risk placement, advice, claims management and support and administrative services.
- c) A portion of any commission received by the relevant insurers or brokers above may be shared with Red Dog Strata, as their authorised representative, or distributor, or referrer as appropriate.
- d) The exact amount or percentage of commission payable will be disclosed in the insurance report provided with each renewal or quotation, or as otherwise advised to the Strata Council by Red Dog Strata. The commission will be received on an annual basis and the period over which the benefits covered by consent is the same period as the relevant insurance product, and the period of any subsequent renewal of the relevant insurance product on the same terms.

- e) It is a requirement of the law that the Strata Company's consent must be obtained before the payment of an insurance commission. Once provided, the Strata Company's consent to the relevant payment is irrevocable.
- f) This consent enables the relevant brokers and Red Dog Strata to continue obtaining insurance quotations on a gross (commission-inclusive) basis, which may provide broader access to insurers and simplified premium payment terms.

And;

Authorise Red Dog Strata to retain records of this consent on behalf of the scheme for compliance with ASIC regulatory requirements and to provide a copy of this consent to the Strata Company as soon as practicable.

And;

Provide its consent for the relevant brokers above and Red Dog Strata, as their authorised representative, or distributor, or referrer as appropriate, to receive the commissions as advised above and to obtain quotations from insurers including commissions in relation to the placement, renewal, and variation of any strata insurance products for the Strata Company.

And;

Authorise Red Dog Strata to appoint one of the brokers above to deal with the next insurance renewal matter, obtain insurance quotations and adjust / amend / add / delete cover for the forthcoming policy year as authorised by the Strata Council.

And;

Authorise Red Dog Strata to forward the insurance valuation (if applicable) and insurance quotations, including the written advice and disclosure summary to the Strata Council for consideration on receipt. In the event that Red Dog Strata receives no response to or decision in respect of the insurance renewal offer from the Strata Council within five (5) business prior to the expiry of the insurance policy, and to ensure that the Strata Company continues to hold insurance that meets the requirements of Section 97(1) of the Act, Red Dog Strata is given authorisation to place the insurance for the forthcoming policy year in accordance with the recommendation by the broker without prior instructions from the Strata Council.

In favour: 2 lots
Against: 0 lots

The motion was CARRIED.

3.2 Consideration of Administrative Fund Expenditure Estimates & Reserve Fund Provisions

- (a) It was moved by C Bosich and seconded by A Mason that the amended Budget of the amended Budget of Estimated Expenditure from the Administrative Fund for the period 01.07.2025 to 30.06.2026 amounting to \$124,793.80 and the new Budget for the period 01.07.2026 to 30.06.2027 amounting to \$113,955.40 be adopted.

In favour: 2 lots
Against: 0 lots

The motion was CARRIED.

- (b) It was moved by C Bosich and seconded by A Mason that the provision for the Reserve Fund for the period 01.07.2025 to 30.06.2026 amounting to \$5,760.00 and for the period 01.07.2026 to 30.06.2027 amounting to \$5,760.00 be adopted.

In favour: 2 lots
Against: 0 lots

The motion was CARRIED.

3.3 Determination of the Levy of Contributions for the Financial Year

- (a) It was moved by A Mason and seconded by C Bosich that the Levy of Contributions on proprietors for the Administrative Fund be payable in advance, by instalments due and payable in the amounts and on the dates as shown below:

\$850.00000 per unit of entitlement	1 July 2025 (already raised)
\$940.00000 per unit of entitlement	1 October 2025
\$940.00000 per unit of entitlement	1 January 2026
<u>\$940.00000 per unit of entitlement</u>	<u>1 April 2026</u>
\$940.00000 per unit of entitlement	1 July 2026

to raise a total of \$90,240.00 (rounded) in the financial year, if raised at the new rate for a full 12 months.

In favour: 2 lots
Against: 0 lots

The motion was CARRIED.

- (b) It was moved by A Mason and seconded by C Bosich that the Levy of Contributions on proprietors for the Reserve Fund be payable in advance, by instalments due and payable in the amounts and on the dates as shown below:

\$60.00000 per unit of entitlement	1 July 2025 (already raised)
\$60.00000 per unit of entitlement	1 October 2025
\$60.00000 per unit of entitlement	1 January 2026
<u>\$60.00000 per unit of entitlement</u>	<u>1 April 2026</u>
\$60.00000 per unit of entitlement	1 July 2026

to raise a total of \$5,760.00 (rounded) in the financial year (no change).

In favour: 2 lots
Against: 0 lots

The motion was CARRIED.

- (c) It was moved by A Mason and seconded by C Bosich that, if required, the Council is authorised to raise an additional administrative levy for the payment of the insurance premium, not to exceed the value of the total insurance premium, due and payable within 14 days of issuing of the levy, should there be a shortfall in funds to cover this expenditure.

In favour: 2 lots
Against: 0 lots

The motion was CARRIED.

GENERAL MATTERS

4.1 Next Meeting

The next Annual General Meeting has been set tentatively for Thursday 20 August 2026 at 11.30am at The Broady, 296 Chapman Road, Geraldton.

CLOSURE

There being no further business the Chairman declared the meeting closed at 12.26pm.

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SKYLINE FLATS Strata Scheme 12461

ANNUAL BUDGET

	BUDGET 01/07/25-30/06/26	BUDGET 01/07/26-30/06/27
<u>ADMINISTRATIVE FUND</u>		
<u>INCOME</u>		
Levies Due - Admin	90,240.00	90,240.00
Recov-Owner-Sub-Metered Elect	29,200.00	29,200.00
<u>TOTAL ADMIN. FUND INCOME</u>	119,440.00	119,440.00
<u>EXPENDITURE - ADMIN. FUND</u>		
Admin-Accounting	275.00	275.00
Admin-Archive Fee	158.40	158.40
Admin-Transaction Fees	270.00	270.00
Admin-Consultants	5,000.00	5,000.00
Admin-Management Fees-Std	8,078.40	8,240.00
Admin-Meeting Fees	330.00	330.00
Admin-Meeting Room Expenses	450.00	450.00
Admin-Software Fee	432.00	432.00
Admin-Sub-Meter Invoicing	2,800.00	2,800.00
Bldg-Doors & Windows	1,000.00	1,000.00
Bldg-Electrical	3,500.00	2,500.00
Bldg-General Repairs	8,500.00	8,500.00
Bldg-Laundry Facilities	1,000.00	1,000.00
Bldg-Pest/Vermin Control	2,000.00	2,000.00
Bldg-Plumbing & Drainage	4,000.00	4,000.00
Bldg-Roof	5,000.00	4,000.00
Bldg-Works	25,000.00	15,000.00
Grounds-Lawns & Gardening	7,000.00	7,000.00
Insurance-Premiums	13,000.00	14,000.00
Utility - Electricity	30,000.00	30,000.00
Utility - Waste Management	1,500.00	1,500.00
Utility - Water & Sewerage	5,500.00	5,500.00
<u>TOTAL ADMIN. EXPENDITURE</u>	124,793.80	113,955.40
<u>SURPLUS / DEFICIT</u>	\$ (5,353.80)	\$ 5,484.60
Opening Admin. Balance	95,426.74	90,286.55
<u>ADMINISTRATIVE FUND BALANCE</u>	\$ 90,072.94	\$ 95,771.15
NUMBER OF UNITS OF ENTITLEMENT:	24	24
AMOUNT PER UNIT OF ENTITLEMENT:	\$ 3,760.0000	\$ 3,760.0000

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SKYLINE FLATS Strata Scheme 12461

ANNUAL BUDGET

	BUDGET 01/07/25-30/06/26	BUDGET 01/07/26-30/06/27
<u>RESERVE FUND</u>		
<u>INCOME</u>		
Levies Due - Reserve	5,760.00	5,760.00
<u>TOTAL RESERVE FUND INCOME</u>	5,760.00	5,760.00
<u>EXPENDITURE - RESERVE FUND</u>		
<u>TOTAL RES. FUND EXPENDITURE</u>	0.00	0.00
<u>SURPLUS / DEFICIT</u>	\$ 5,760.00	\$ 5,760.00
Opening Reserve Fund Balance	13,843.00	15,283.43
<u>RESERVE FUND BALANCE</u>	\$ 19,603.00	\$ 21,043.43
NUMBER OF UNITS OF ENTITLEMENT:	24	24
AMOUNT PER UNIT OF ENTITLEMENT:	\$ 240.0000	\$ 240.0000