

MINUTES OF ANNUAL GENERAL MEETING

Dear Owner,

**MINUTES OF ANNUAL GENERAL MEETING OF STRATA
COMPANY
21 Northwood Street, WEST LEEDERVILLE, WA, 6007**

Please find enclosed a copy of the minutes for the Annual General Meeting held on 16 February 2026 for your record and safe keeping.

Please note, a copy of these minutes have also been made available for downloading from the owners portal for your convenience.

If we may assist further in this or any other matter, please do not hesitate to contact our office on the details below

Sincerely

Harold Hanook
STRATA COMMUNITY MANAGER
REALMARK STRATA
FOR and on Behalf of SP 68009

Attendance

S/Plan 68009 21 Northwood Street, WEST LEEDERVILLE, WA, 6007
Annual General Meeting
16 February 2026 05:00 PM

Attendees

Lot	Name	Status
1	Faye Eldridge	Owner present (pre-voted)
3	Sidney Sze Phin Thoo	Owner present (pre-voted)
4	Kathy Durrant	Owner present (pre-voted)
5	Tom Forgie	Owner present (pre-voted)
6	Allan Fellows	Owner present (pre-voted)
8	Meikana Lizadjohry	Owner present (pre-voted)
9	Lisana Caroline Lins Rodrigues	Owner present (pre-voted)
10	Anja Stefanovic	Owner present
12	Vivienne Trezise	Owner present (pre-voted)
15	XING FAN	Owner present (pre-voted)
17	Jacqueline Mary Battley (non-financial)	Owner present
22	Alan Pavisich	Proxy present
24	Steven Rosenthal	Owner present (pre-voted)
26	Alizanne Joan Kelly	Owner present
28	Nikki Theodoropoulos	Owner present (pre-voted)
31	Margaret Anne Sealey	Owner present
33	Bruno Vieira Ribeiro & Julia Maria Da Nobrega Noronha	Owner present
34	Ian redmile	Electronic vote
35	Brett Anthony Lucchesi	Owner present (pre-voted)
36	John James Tait	Owner present (pre-voted)

Chairperson

Jake Welsh (Realmark Strata)

Non Attendees – Apologies

Additional Attendees

Quorum

A quorum was declared with "X" of the "X" persons entitled to vote being present or represented by proxy.

Minutes for the Annual General Meeting

S/Plan 21 Northwood Street
16 February 2026 05:00 PM

1. Appointment of Chairperson for the meeting

Nominate a person to act as the Chairperson for the purposes of the meeting, if the Chairperson of the Strata Company is unavailable or unwilling to act.

2. Confirmation of minutes of previous meeting

Resolve that the minutes of the previous General Meeting of the Strata Company held on 24/03/2025, as attached to this notice of meeting, be accepted as a true and correct record of that meeting.

Business arising

Consideration of any business arising from those previous minutes not otherwise provided for by this agenda.

Motion CARRIED - Passed by Simple Majority

3. Consideration of Accounts

Resolve that the statement of accounts for the period 01/11/2024 to 31/10/2025, as attached to the notice of this meeting, be adopted as a true and correct record.

Motion CARRIED - Passed by Simple Majority

4. Election of Council of Owners

1. Determine the number of members of the Council.

Note: Schedule 1, By-Law 4(3) requires that the Council consists of not less than 3 nor more than 7 members.

2. Chairperson to call for nominations of candidates for election to Council.

3. Conduct a ballot to elect members of the Council, if required.

4. Chairperson to declare the successful candidates to be elected as members of the Council.

Election of All Members

Name

Thomas Forgie
Alizanne Joan Kelly
Bruno Ribeiro
Anja Stefanovic

5. Strata Company Insurance

General Advice Warning: Any advice given by the Strata Manager is general advice only. Owners can inform themselves through reading the Product Disclosure Statement. The Product Disclosure Statement and Financial Services Guide from the Insurer are available from the Strata Manager upon request.

5.1. Confirmation of Strata Company Insurance

Resolve that the presentation of the copies of certificates and schedules for the current insurance, as attached to the notice of this meeting, be accepted.

Motion CARRIED - Passed by Simple Majority

5.2. Renewal of Strata Company Insurance

Resolve that the Council be instructed to place insurance for the Strata Company at such sums as are suggested by the Insurer or in line with an updated replacement cost valuation prior to the expiry date of the current policy on 02/10/2026.

Motion CARRIED - Passed by Simple Majority

5.3. Commission on Insurance

Realmark Strata discloses an interest in the business of some insurers and brokers, and may receive a commission based on a percentage of the premium paid. The insurance commission received by Realmark Strata is \$1,624.89 excluding GST for policy LNG-STR-20407290 covering 02/10/2025 to 02/10/2026.

5.4. Insurance Replacement Cost Valuation

It is noted that the most recent replacement cost valuation was obtained on for \$0.00.

Resolve that the Council be instructed to obtain a replacement cost valuation for the purposes of insuring the Strata Company, to be undertaken by a Certified Practising Valuer.

Motion CARRIED - Passed by Simple Majority

6. Council Authority to Sign

Resolve that, pursuant to Section 118 of the *Strata Titles Act 1985*, one (1) member of the Council of Owners, or the Strata Manager under the direction of the Council of Owners, be authorised to execute documents which are either desirable or necessary for the achievement of the Strata Company's objectives and the performance of the Strata Company; and

If the Strata Company has a common seal, and when desirable or necessary to do so, the common seal may be applied to documents and attested by the signatures of two (2) members of the Council of Owners.

Motion CARRIED - Passed by Simple Majority

7. Balcony and Terrace Appearance and Furniture Bylaw

The strata company resolves by a special resolution to add the following schedule 1 governance by-law 44 to the by-laws that apply to the scheme:

44. BALCONY AND TERRACE APPEARANCE AND FURNITURE

Motion CARRIED.

VOTES Yes : 13 No: 3 Abs: 3

1 invalid vote(s) - Non-financial

8. Financial Year By-Law

The strata company resolves by a resolution without dissent to add the following schedule 1 governance by-law to the by-laws that apply to the scheme:

2 Financial Year

The financial year for the strata company is the period of 12 months ending on 31 October.

Motion CARRIED.

VOTES

Yes : 15

No: 0

Abs: 5

Inv: 0

9. By-Law Consolidation

Following on from the amendments to the Strata Titles Act in 2020, you now require a Financial Year By-Law to be added for legislative compliance. In our handling of strata matters since these amendments, Realmark Strata in conjunction with our legal team have also noticed certain areas of the Act and standard By-Laws to be inadequate. The addition of a Financial Year By-Law triggers a need for consolidation and provides an opportunity to add By-Laws that address these inadequacies and are commonplace in most schemes due to the growing need for such By-Laws.

The inadequacies we refer to have resulted in several instances where we have been unable to take action or recover money on behalf of properties we manage, as there is simply no section of the Act or By-Laws that relate to some issues. Traditionally, recovery By-Laws have focused on unpaid levies, when in reality there are often many reasons a Strata Company may wish to recover funds from a lot owner.

We have therefore taken the proactive approach to review your By-Laws, and have included in this meeting notice the motions to approve these recommended By-Laws. Before voting on the By-Laws, please be aware of the associated implementation costs. The By-Laws have been drafted by a Strata Lawyer and for each By-Law, there is a once-off purchase cost. Additionally, there is the cost of consolidating and lodgement of the scheme By-Laws.

Below is a table of costs for the By-Laws. Not all By-Laws in the table have been included in your notice and are not necessarily needed. You will also note discounted pricing based on the number of By-Laws implemented.

This meeting will consider the strata company needs for each By-Law.

Legend:	Cost
By-Law - Financial Year End	\$250.00
By-Law - Cost Recovery	\$600.00
By-Law - Damage to Common Property	\$600.00
By-Law - Illegal Waste Disposal	\$600.00
By-Law - Solar Panel	\$600.00
EOFY plus 4 By-Laws	\$2,100.00
EOFY plus 3 By-Laws	\$1,700.00
EOFY plus 2 By-Laws	\$1,300.00
EOFY plus 1 By-Law	\$800.00
3 By-Laws excluding EOFY	\$1,600.00
4 By-Laws excluding EOFY	\$2,000.00

10. Works for Unit 5

Proposed Motion:

That the Strata Company:

1. Notes the findings of the Building Defect Inspection Report dated 21 November 2025 for Unit 5, which identifies major defects, ongoing water ingress, mould growth, and non-compliance with the National Construction Code and the Guide to Standards and Tolerances.
2. Notes that the report concludes Bedroom 1 of Unit 5 is not currently suitable for safe habitation and that mould exposure has resulted in reported occupant illness.
3. Notes the report’s conclusion that the likely source of the water ingress is failure of external building elements associated with adjoining balconies and planter boxes.
4. Resolves that rectification of the identified defects constitutes urgent maintenance to prevent further deterioration of the building and to mitigate health risks to occupants.
5. Strata Company to engage suitably qualified contractors to investigate and obtain quotes for the recommended waterproofing, rectification and associated works, at the cost of the strata company.
6. Council of Owners to accept and proceed with a reasonable and conforming quote for the rectification works (including mould remediation and post-repair moisture testing) without requiring a further Council of Owners meeting, provided the cost does not exceed an approved expenditure limit.
7. Strata Company to notify all owners once a quote has been accepted and the works scheduled.

Motion CARRIED - Passed by Simple Majority

11. Administrative Fund Budget & Contributions

11.1. Budget

Resolve to adopt the Administrative Fund budget of expenditure totalling \$112,132.00 exclusive of GST, as attached to this notice of meeting, for the period 01/11/2025 to 31/10/2026.

Motion CARRIED - Passed by Simple Majority

11.2. Determination of Levy Contributions

Resolve that the contributions to the Administrative Fund to raise a total of \$90,000.00 exclusive of GST for the period 01/12/2025 to 30/11/2026 be met by the raising of levies calculated in accordance with the unit entitlement, due and payable in instalments in the amounts and on the dates outlined below:

Levy Status	Financial Period	Period From	Period To	Due	Admin Fund	Per Lot Entitlement
Already Issued	Current	01 Dec 2025	28 Feb 2026	01 Dec 2025	\$17,145.52	\$17.14552
To be Issued	Current	01 Mar 2026	31 May 2026	01 Mar 2026	\$24,284.83	\$24.28483
To be Issued	Current	01 Jun 2026	31 Aug 2026	01 Jun 2026	\$24,284.83	\$24.28483
To be Issued	Current	01 Sep 2026	30 Nov 2026	01 Sep 2026	\$24,284.82	\$24.28482
Total		01 Dec 2025	30 Nov 2026		\$90,000.00	\$90.00000

And, that the contributions to the Administrative Fund continue to be raised at the below rate per quarter until otherwise determined at a future General Meeting:

Interim Periods

Levy Status	Financial Period	Period From	Period To	Due	Admin Fund	Per Lot Entitlement
To be Issued	Next	01 Dec 2026	28 Feb 2027	01 Dec 2026	\$22,500.00	\$22.50000
Total		02 Dec 2026	28 Feb 2027		\$22,500.00	\$22.50000

Motion CARRIED - Passed by Simple Majority

12. Reserve Fund Budget & Contributions

A Strata Company with 10 or more lots, or with a replacement cost of more than \$5 million, must implement a Reserve Fund.

12.1. Budget

Resolve to adopt the Reserve Fund budget of expenditure totalling \$15,000.00 exclusive of GST, as attached to this notice of meeting, for the period 01/11/2025 to 31/10/2026.

Motion CARRIED - Passed by Simple Majority

12.2. Determination of Levy Contributions

Resolve that the contributions to the Reserve Fund to raise a total of \$44,000.00 exclusive of GST for the period 01/12/2025 to 30/11/2026 be met by the raising of levies calculated in accordance with the unit entitlement, due and payable in instalments in the amounts and on the dates outlined below:

Levy Status	Financial Period	Period From	Period To	Due	Reserve Fund	Per Lot Entitlement
Already Issued	Current	01 Dec 2025	28 Feb 2026	01 Dec 2025	\$11,000.00	\$11.00000
To be Issued	Current	01 Mar 2026	31 May 2026	01 Mar 2026	\$11,000.00	\$11.00000
To be Issued	Current	01 Jun 2026	31 Aug 2026	01 Jun 2026	\$11,000.00	\$11.00000
To be Issued	Current	01 Sep 2026	30 Nov 2026	01 Sep 2026	\$11,000.00	\$11.00000
Total		01 Dec 2025	30 Nov 2026		\$44,000.00	\$44.00000

And, that the contributions to the Reserve Fund continue to be raised at the below rate per quarter until otherwise determined at a future General Meeting:

Interim Periods

Levy Status	Financial Period	Period From	Period To	Due	Reserve Fund	Per Lot Entitlement
To be Issued	Next	01 Dec 2026	28 Feb 2027	01 Dec 2026	\$11,000.00	\$11.00000
Total		02 Dec 2026	28 Feb 2027		\$11,000.00	\$11.00000

Motion CARRIED - Passed by Simple Majority

13. Other Business

- It was discussed regarding removing benches and installing bike racks at the front. There was no action taken.
- It was resolve that the strata manager will provide information regarding the CCTV to the COO.
- It was discussed that the strata manager will provide information on surveillance expense.
- It was discussed that the COO to have a monthly meeting.
- It was resolved that the strata manager will check for units having issues with balcony and planter box leak and send a contractor to check.
- It was resolved that the strata manager will speak with the insurance regarding unit 1, 4 and 5 issues.
- It was discussed to put the financial information during the AGM in the future.
- It was discussed to print proposed budget and previous budget in one page for reference.
- It was discussed that the strata manager will send through the invoices for car stacker.
- It was discussed that the Head of Strata Maizie will contact the COO for a meeting.

14. Closure of Meeting

There being no further business to address, the Chairperson is to declare the meeting closed.

With no further business to address, Harold Hanook thanked all attending proprietors and declared the meeting closed at 06:48 PM.

General Advice Warning: any advice given by the Strata Manager is general advice only. Owners can inform themselves through reading the Product Disclosure Statement. The Product Disclosure Statement and Financial Services Guide from the Insurer are available for perusal.