Attachment 4

RE :AGM for the Owners of 21 Strathyre Drive Duncraig, Strata Plan 77130

Hi All,

Our AGM meeting will be held on date (TBD) on 6:00pm at unit (TBD).

I am attaching all documents relating to the Annual General Meeting for the 21 Strathyre drive Drive, Duncraig Strata Company.

If you have any queries on the finances or affairs of the Strata Company, please address them in writing to our email strata21strathyredrive@gmail.com at least 72 hours prior to the meeting. We can then prepare a response for you prior to the meeting.

Please pay particular attention to the proxy form to ensure that it is completed correctly. An invalid proxy means you will be unable to vote at the meeting. If you have any questions about how to complete the proxy form, please contact Marian.

Please also be aware, except in cases where by or under the Act a unanimous resolution or a resolution without dissent is required, no owner is entitled to vote at any general meeting unless all contributions payable in respect of his lot have been duly paid and any other moneys recoverable under the Act by the strata company from them at the date of the notice given to owners of the meeting have been duly paid before the commencement of the meeting.

Thank you for your attention to the above. We otherwise look forward to seeing you at the meeting.

Yours faithfully,

Marian Javorka

The Owners of 21 Strathyre Drive Duncraig

21 Strathyre Drive

Strata Plan 77130

Notice of Annual General Meeting

Notice is hereby given that the Annual General Meeting of the above strata company will be held at Apartment 4(Adam) 21 Strathyre Drive Duncraig
at 06:00 pm on Wednesday 16/12/2025.

Registration opens 5 minutes prior to the start time.

This notice is issued pursuant to the by-laws of the strata company, on 02/12/2025, being not less than 14 days prior to the holding of the meeting and not more than 21 days.

Please email your strata manager no less than 5 days prior to the meeting to advise if you wish to attend the meeting electronically. If electronic attendance is permitted at this meeting, the manager will then email you the details of how you can participate remotely.

Attendance:
UNIT 1: Chris James
UNIT 2: John Diakov
UNIT 3: Gavin Baxter
UNIT 4: Tania Nicolaou
UNIT 5: Adam Hymers
UNIT 6: Marian Javorka & Radovana Vojcikova

Proxy Form for the General Meeting to be held on 03th December 2024

The Owners of 21 Strathyre Drive Duncraig, Strata Plan 77130

Please read the important notes below before completing this form

I/We,_____

being the owner/s of lot number/s_____ hereby appoint:

(*Select only one of the below options by deleting the other two options)

***Option 1**

Name of proxy holder_____ or, failing his/her attendance at the general meeting, the chairperson of the general meeting, or,

***Option 2**

The chairperson from time to time of general meetings of the strata company, or,

***Option 3**

Name of proxy holder_____ only.

to speak and act as my/our proxy holder and to vote for me/us in my/our name at the general meeting to be held on 21st September 2020 and at any adjournment of that meeting.

Dated this_____ day of _____ 20_____

Signature of sole owner or all co-owner

_____owner _____co-owner

_____co-owner

_____co-owner

Section Below For Use Only by an Incorporated Owner

In the case of an incorporated proprietor, this form requires the signature of a duly authorised person authorised to sign by its constitution.

_____

Director/Secretary/Attorney/Officer/Agent(Delete those not applicable)

IMPORTANT NOTES

1.Any natural person can hold a proxy form. That person does not have to be a proprietor.
2.An incorporated owner should appoint a natural person as its proxy holder if it intends to vote.
3.Except in the case of a unanimous resolution, co-owner of a lot (e.g. husband and wife) may only vote on a show of hands if a proxy form has been completed by all co-owner appointing one person to vote for them.
4.If possible, please complete and return the proxy form to the strata company manager well before the general meeting and confirm its safe receipt. email: strata21strathyredrive@gmail.com
5.If you want to revoke this proxy form, please give notice of revocation to the proxy holder and the strata manager.
6.An incorrectly completed proxy may result in the proxy being invalid.

Nomination for Election to Council for
The Owners of 21 Strathyre Drive Duncraig, Strata Plan 77130

To the Chairman
The Owners of 21 Strathyre Drive Duncraig - Strata Plan 77130
I/we being the proprietor/co-owner of lot _____ hereby nominate
..... (name of the person or corporate owner who is being nominated) as a candidate for election to the council at the annual general meeting of the strata company to be held on 16th December 2021

Name/s of nominator/s (please print): Signature/s of nominator/s:

_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

*Director/Secretary/Attorney/Officer/Agent

(*In the case of an incorporated owner, the nominator should delete those not applicable)
Dated: _____

Consent to Nomination for Election to Council

I hereby advise that I/we consent to being nominated as a candidate for election to the council of the strata company at the annual general meeting to be held on 21/09/2020 and, if elected, to serve as a member of the council.

Name of nominee: _____ (Please print) of lot: _____
Signature of Nominee: _____ Dated: _____
*Director/Secretary/Attorney/Officer/Agent

(*In the case of an incorporated owner, the nominator must delete those not applicable)
IMPORT ANT NOTES

1. This form of nomination and consent to nomination must be in the hands of the chairperson of the annual general meeting prior to the close of nominations for that election. email: strata21strathyredrive@gmail.com
2. In the case of a sole owner written consent is only required if the candidate, being a natural person, is not personally present at the meeting.
3. In the case of co-owner of a lot the nomination must be in favour of one co-proprietor and signed by all co-proprietors, including the nominee.
4. In the case of an incorporate ed owner the nomination and consent must be in writing and needs to be signed by a properly authorised person.

Meeting Agenda

1. **Summary of the 2025 year**
2. **Account status**
3. **Budget for 2026 year**
4. **Levies for 2026**
5. **Insurance review**
6. **Debt collection**

1. Summary of the 2025 year

- Maintenance
  - Eves repair $0 (voluntary repair by strata team)
  - Patio garage eves repair $0 (voluntary repair by strata team)
  - Cleaning Gutters $0 (voluntary clean by strata team)
  - Gate sensor battery, grease hinges (voluntary maintanance by strata team)
  -

- Fire FIP
  - Regular maintenance fees (2 exit light needs replacement)

- Bills
  - All bills paid monthly, waste, electricity, water, insurance paid one time
  - Collecting levies on time
  - Change from Instant waste to government waste collection. This is on Jon name we have to pay him levies bring savings over $2000 yearly

- Other
  - Front garden planting and tree in pot added
  - Lawn moving by Gavin
  - Recycling by John
  - Lift yearly maintenance
  - Spiders spray

2. Account status

-A copy of which is attached to this notice.
(Questions of a financial nature should be notified to the strata company not later than 3 business days prior to the meeting.)
Note:
That the statement of accounts showing an amount of $23321.39 net owners'funds, as per 3/12/2025

3. Consideration of Administrative Fund Budget

-A copy of which is attached to this notice.

Note:
That the budget of estimated expenditure from the administrative fund GST inclusive for the period 01/01/2026, to 31/12/2026, amounting to $15,200 be adopted, until amended by a future general meeting.

Estimated budget from 1st January2025 till 31December 2025	**Budget**
	$15,200
Expenditure	**Predicted cost**
Automatic Gate Maintenance	$300
Bank Fees and Charges	$0
Cleaning Contract	$0
Electricity	$600
Fire Protection Contract	$3000*
Insurance premiums	$3000*
Lift maintenance	$1,500*
Lift telephone	$0
Building repairs	$3000
Strata Manager (voluntary)	$0
Meeting charges	$0
Utility Water	$400
Waste management	$2,809**
Garden / Pest	$600
Property Valuation	$0
Total Estimated Expenditure	$15209

*Fire RFS currently $1585***all alarms replacement required by (2028) this might require to change fip box as it is discontinued. We installed new LCD display 2024 so could continue work.
*Currently insurance Gio $2319.23
*Lift one annual service $495
** pay John Levies

4. Determination of the Levy of Contributions for the Administrative Fund

That the Levy of contributions on owners for the Administrative Fund (Ref 100(1) of the Strata Titles Act) be payable in advance, inclusive of GST, by instalments due and payable in the amounts and on the dates as shown below:

- Levies remain same for 2025 year

Estimated Income		$15,209	
Amount Per UE		$19.00	(in 2021 UE was $17.76)

Attachment 6

Lot	UoE	Annual Admistrative Levy	Quarterly Administrative Levy
1	33	$2,508	$627
2	33	$2,508	$627
3	33	$2,508	$627
4	34	$2,584	$646
5	33	$2,508	$627
6	34	$2,584	$646
	200	$15,200	$3,800

*UoE unit of Entilment (determined from Certificate of Licensed valuer Strata)

Quarterly Administrative Levy for the period
Q1 from 01-01-2026 till 31-03-2026
Q2 from 01-04-2026 till 30-06-2026
Q3 from 01-07-2026 till 30-09-2026
Q4 from 01-10-2026 till 31-12-2026

5. Insurance

-A copy of certificate of currency is attached to this notice.

Motion under notice –

That the council be directed to renew the Strata Company insurance policy prior to its expiry date in such sums as are suggested by the insurer or as are recommended by qualified professional advisors.

6. Debt Collection Recovery On Charging

That all costs associated with debt recovery from a owner will be payable by the relevant owner. The strata company acknowledges its liability to pay the costs incurred by such debt recovery in the first instance, however the debt will remain with the lot until the strata company is reimbursed.

Issue of first arrears notice: 15 days overdue
Issue of second arrears notice: 35 days overdue
Issue of Instruction to Solicitors for letter of demand: 75 days overdue

Section 36 of the Strata Titles Act 1985 provides for Interest on unpaid levies to be charged at 15.00% p.a. As of 1 May 2020 the interest rate changed to 11

Attached documents

- **Insurance**

Enquiries: 13 10 10
Claims: 13 14 46 (24/7 for new claims)
gio.com.au

Certificate of Insurance

Please read the information on your Certificate of Insurance carefully.

Please also check the amount of cover meets your needs.

If any of the information below is incorrect or incomplete, please contact us on **13 10 10.**

Policy number HGS040586303

Insured: Strata Plan Sp77130

Type of cover: Strata Insurance

Insured address	UNIT 1-6 21 STRATHYRE DR, DUNCRAIG WA 6023
Building sum insured	$2,000,000
Legal Liability	up to $20 million
Period of insurance	From 7 June 2025 until 11:59pm 7 June 2026

Excess details

You may be able to reduce your premium if you choose a higher standard excess.

Building standard excess $1,500

You will have to pay the following excesses in addition if they apply in the circumstances of your claim

Water damage excess	$200
Theft or burglary by lot occupiers or their guests excess	$500
Malicious acts and vandalism by lot occupiers or their guests excess	$500
Unoccupied excess	$1,000

Enquiries: 13 10 10
Claims: 13 14 46 (24/7 for new claims)
gio.com.au

STRATA PLAN SP77130
UNIT 6
21 STRATHYRE DR
DUNCRAIG WA 6023

Strata Insurance Account

Payment details

Policy number	HGS040586303
Period of insurance	07-06-2025 to 07-06-2026
Total amount payable	$2,319.23
Due date	07-06-2025

For full info on ways to save go to gio.com.au/save

IMPORTANT: A new Product Disclosure Statement (PDS) applies to your policy on renewal. There are new and changed benefits, features, terms, conditions and exclusions. Please read the PDS for full details.

For more information about the new PDS please visit www.gio.com.au/pds-update

Dear Policy Holder,

Thank you for insuring your Strata Building with GIO. Your current policy expires at 11:59pm on 7 June 2025 and we would like to invite you to renew with us for a further 12 months.

We have enclosed your renewal documents. Please read the information on the following pages.

It is important to review the information in your renewal Certificate carefully to ensure that the details remain correct and up to date. If you have further information to tell us or if any of the details are incorrect, please call us on 13 10 10.

Please be aware that if you do not pay by the due date you will not be covered.

For more information on choosing insurance and to better understand insurance visit the Australian Government website: www.moneysmart.gov.au

Regards,

The GIO Team

Bank Statement Current as 3/12/2025

