

Attachment 4



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THE OWNERS OF OSPREY SURVEY-STRATA SCHEME 47300

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the annual general meeting of the above strata company will be held on;

DATE: Monday 25 November 2024
TIME: 10:00 am
VENUE: The offices of First Class Strata Services -49 Cobblers Street Falcon
Electronic means of attendance can be made available upon request.

This notice is issued pursuant to section 129 of the Strata Titles Act 1985 WA, on 04/11/2024, being not less than 14 days prior to the holding of the meeting.

The attention of owners is drawn to the following documents enclosed with this combined notice and agenda for this meeting:

1. Information in respect of voting rights, nomination and election of members of the Council.
2. Statement of acceptable methods of voting.
3. Statement of accounts for financial year to date 31/10/2024.
4. Copy of certificate of currency, important insurance information.
5. Budget of estimated expenditure from the Administrative Fund [and assumption notes (if any)].
6. Forms of general and specific proxy.
7. Funding proposal for the levying of contributions.
8. Notes to financial statements.
9. Minutes of previous general meeting.
10. Notice of Council of Owners meeting.

Signed: Tracey Hough Date: 04/11/2024

Tracey Hough (Strata Manager)
For and on behalf of The Owners of Osprey
Survey-Strata Scheme 47300

IMPORTANT NOTICE

Please give close consideration to the enclosed financial statement and proposed budgets. If you have any questions in this regard, please refer these in writing to the strata manager not later than 72 hours prior to the meeting. It will not be possible or practical to provide detailed financial information without proper research and consideration.

Proposed resolutions are placed on the agenda with the knowledge, consent and support of the Council. Unless otherwise stated the proposed resolutions are ordinary resolutions.

Owners are advised that any of the proposed resolutions may be amended at the meeting and this may significantly affect the outcome. This may apply to the budget and proposed levied contributions for example. Attendance at the meeting enables participation in the debate and voting on each resolution, amended or not. It is also possible to instruct your appointed proxy to provide your input and/or to vote for or against any matter put to a vote.

MEETING AGENDA

PRELIMINARY MATTERS

1 Appointment of Chairperson

2 Verification and announcements

- (a) Verification of number of valid proxies received.
- (b) Verification of number of those eligible to vote and personally present.
- (c) Announcement of those present by invitation.
- (d) Announcement of any apologies received.

3 Declaration of quorum present and confirmation that the meeting is properly constituted and may proceed to the consideration of business.

4 Confirmation of the minutes of the previous general meeting and consideration of any matters arising not otherwise provided for by this agenda.

Proposed resolution.

That the previously circulated minutes of the General Meetings held on **21 November 2023** be verified as a true record of those proceedings.

BUSINESS REQUIRED PURSUANT TO SECTION 127

5 Consideration of the statement of accounts.

Proposed resolution.

That the statement of accounts for the period 01/11/2023 to 31/10/2024 be adopted as presented.

6 Constitution of the council.

Proposed resolution

That the council of the strata company consist of 3 lot owners.

- 6.1** Call for nominations of candidates for election to the council; and,
- 6.2** If required, conduct a ballot to elect members of the council.

7 Insurance

7.1 Proposed resolution.

That copies of the current certificates and schedules for the insurance required under section 127(3)(c) of the Act, as tabled, be received and incorporated into the records of the strata company.

7.2 Proposed resolution.

That the Assent Financial Services Guide and CHU Product Disclosure Statement as tabled be received and incorporated into the records of the strata company.

7.3 Proposed resolution.

That the Strata Managers Insurance Commission Disclosure Statement as tabled be received and incorporated into records of the strata company.

7.4 Proposed resolution.

That the Council be directed to renew the current insurance policy prior to its expiry date or secure insurance with a different insurer in such sums and on terms which are not less than the current policy, or as are recommended by qualified professional advisors.

SPECIAL BUSINESS

8 Execution of documents and use of common seal.

Proposed resolution.

That by ordinary resolution the council be authorised to;

- 1 Enter into and, if required to, execute contracts, agreements, commitments, undertakings or other legally binding arrangements, by any 2 members of the Council (acting jointly), which are either desirable or necessary for the achievement of the strata company's objectives and the performance of the functions of the strata company; and,
- 2 If the strata company has a common seal, and when desirable or necessary to do so, to use the common seal which must be attested to by the signatures of two members of the Council of the strata company.

9 Consideration of administrative fund expenditure estimates and reserve fund provisions.

9.1 Proposed resolution.

That in the absence of adopting a by-law to maintain the current end of financial year the strata acknowledge the end of financial year of the strata company will be the 30 June in accordance with Section 3 of the Strata Titles Act.

9.2 Proposed resolution.

That the administrative fund expenditure estimates and the reserve fund provisions for the period 01/11/2024 to 30/06/2025 be adopted as presented.

10 Determination of the levy of contributions for the administrative fund for the financial year 01/11/2024 to 30/06/2025 (please note that this is a reduced financial period to bring you end of financial year to 30 June going forward).

Proposed resolution.

That the annual levy of contributions on owners for the administrative fund be payable in advance by instalments due and payable in amounts and on the dates as shown below;

\$1.84 per unit entitlement	1 November 2024
\$1.84 per unit entitlement	1 March 2025
\$1.84 per unit entitlement	1 June 2025

To raise a total amount of \$11,036.25 in the financial year.

And

That in each case those contributions be continued falling due and payable on first of September, December, March and June in the following financial years to the strata company or until otherwise determined by the strata company.

11 Appointment of strata manager

Proposed resolution.

Resolve by ordinary resolution that the strata company appoint First Class Strata Services (ABN 24 103 644 659) as the strata management company for the strata company and in accordance with Section 118 of the Strata Titles Act, authorise and instruct the Council to execute the management contract.

12 Matters without notice for discussion and referral to the Council.

13 Close of meeting.

**THE OWNERS OF OSPREY
SURVEY-STRATA SCHEME 47300**

PROXY FORM

(for use by sole owners & co- owners)

Important notes: please read these carefully before completing **both** parts of this form.

1. A proxy holder does not have to be an owner but must be an adult of full age and capacity.
2. A corporate owner (e.g. a corporate super fund trustee) can only vote by a proxy holder.
3. Co-owners of a lot can only vote by a proxy holder, appointed by **all** the co-owners (the proxy holder can be one of the co-owners).
4. If a sole adult owner (not a co-owner) and his or her proxy holder both attend/participate, only the owner can vote.
5. If the options in this form do not meet your requirements, seek advice.

I /We, _____

being the owner/s of lot number/s _____ (unit number/s _____) appoint:

Select and complete options 1 to 3

- Option 1:** _____ [*name of proxy holder*] and failing their attendance/participation, the Strata Manager; or
- Option 2:** The chairperson of the general meeting, or if not at a general meeting, the chairperson of the council; or
- Option 3:** _____ [*name of proxy holder*]

to speak and act and to vote for me/us as my/our proxy holder:

Select and complete only one of options A to D, as appropriate

- Option A:** at all general meetings and for all votes taken outside general meetings; or
- Option B:** at all general meetings, and for all votes taken outside general meetings, except for voting on any proposed resolution relating to the provision of goods, an amenity or a service to the strata company if my/our proxy holder has a direct or indirect pecuniary or other interest in the provision of the goods, amenity or service; or
- Option C:** at the general meeting to be held on _____ [*insert date of general meeting*] and any adjournment of that meeting.
- Option D:** in the vote to be taken outside of a general meeting under a notice dated _____ (*insert date of notice of vote*).

Date of execution: _____ 20____

Execution by natural owner (s)

This form must be signed by each natural owner or by their appointed attorney)

Signature of sole owner:

OR:

Signatures of all co-owners

(including proxy holder if a co-owner):

**THE OWNERS OF OSPREY
SURVEY-STRATA SCHEME 47300**

**PROXY FORM
(for use by Corporations)**

Important notes: please read these carefully before completing **both** parts of this form.

1. A proxy holder does not have to be an owner but must be an adult of full age and capacity.
2. A corporate owner (e.g. a corporate super fund trustee) can only vote by a proxy holder.
3. Co-owners of a lot can only vote by a proxy holder, appointed by **all** the co-owners (the proxy holder can be one of the co-owners).
4. If a sole adult owner (not a co-owner) and his or her proxy holder both attend/participate, only the owner can vote.
5. If the options in this form do not meet your requirements, seek advice.

I /We, _____

being the owner/s of lot number/s _____ (unit number/s _____) appoint:

Select and complete options 1 to 3

- Option 1:** _____ [*name of proxy holder*] and failing their attendance/participation, the strata manager; or
- Option 2:** The chairperson of the general meeting, or if not at a general meeting, the chairperson of the council; or
- Option 3:** _____ [*name of proxy holder*]

to speak and act and to vote for me/us as my/our proxy holder:

Select and complete only one of options A to D, as appropriate

- Option A:** at all general meetings and for all votes taken outside general meetings; or
- Option B:** at all general meetings, and for all votes taken outside general meetings, except for voting on any proposed resolution relating to the provision of goods, an amenity or a service to the strata company if my/our proxy holder has a direct or indirect pecuniary or other interest in the provision of the goods, amenity or service; or
- Option C:** at the general meeting to be held on _____ [*insert date of general meeting*] and any adjournment of that meeting.
- Option D:** in the vote to be taken outside of a general meeting under a notice dated _____ (*insert date of notice of vote*).

Date of execution: _____ 20____

Execution by corporate owner

*This form must be signed by the sole director and sole secretary **OR** two directors or a director and secretary **OR** by the company's appointed attorney*

Sole director and sole secretary

OR

Director Director/Secretary

OR _____ Attorney (if signing by an attorney, please provide a copy of the Power of Attorney).

**THE OWNERS OF OSPREY
SURVEY-STRATA SCHEME 47300**

**Council of Owners Nomination Form
AGM of 25/11/2024**

1. SELF NOMINATION – where the lot is owned in one name and not jointly, written consent only required if candidate is not present at the meeting.

I wish to nominate myself for election to the Council of Owners at the forthcoming Annual General Meeting for the above mentioned Strata Company:

Name: _____ **Lot Number:** _____

Signature: _____ **Date:** ___ / ___ / ___

2. NOMINATE CO-OWNER – where the lot is owned in joint names, nomination must be in favour of one co-owner and signed by all co-owners including the nominee.

I wish to nominate the following co-owner of our lot for election to the Council of Owners at the forthcoming Annual General Meeting for the above-mentioned Strata Company:

Name: _____ **Lot Number:** _____

Signature of Nominee Accepting Nomination:

_____ **Date:** ___ / ___ / ___

Signature of Nominator/s: (All co-owners must consent to this nomination)

Owner

Owner

3. COMPANY NOMINATION – Where the lot is owned in a company name the nomination and consent must be in writing and need to be signed by a properly authorised person.

I wish to nominate the following company for election to the Council of Owners at the forthcoming Annual General Meeting for the above-mentioned Strata Company until further advised in writing:

Company Name: _____ **Lot Number:** _____

The person authorised by the company to act on its behalf on the Council of Owners is:

Nominee: _____

Signatures of Director/Secretary/Attorney/Officer/Agent (delete those not applicable)

_____ **Date:** ___ / ___ / ___

The appointment of a Council of Owners is a requisite for the Strata Company to conform to the provisions of the Act. As a Council of Owners must consist of not less than three nor more than seven owners it is essential that at least three persons signify their willingness to act preferably by returning the Nomination Form.

Important Notes about the Council of Owners

- ❖ The Council of Owners (COO) are responsible for performing and delegating the duties of the Strata Company
- ❖ The COO are responsible for providing instructions to Strata Manager
- ❖ A Chairperson must be elected
- ❖ The COO are responsible for discussing all matters that arise and advising the Strata Manager of any required action via the nominated Council member (usually the Chairperson)

VOTING RIGHTS, NOMINATION AND ELECTION OF COUNCIL OF OWNERS

VOTING RIGHTS AT A GENERAL MEETING

Subject to the eligibility provisions shown below, the owner of each lot is entitled to one vote in respect of each lot owned by that owner on a proposed resolution.

Votes may be cast by the owner or a duly appointed proxy but if both the owner and the proxy are present only the owner may cast the vote/s.

In the case of an ordinary resolution or a ballot for election of members of the Council, a demand that the votes be counted by the number of unit entitlements of the lots for which votes are cast must be made either in writing or orally at the meeting before voting on the resolution or ballot opens.

In the case of a special resolution votes are cast both in respect to the lots and to the unit entitlement

In the case of a unanimous resolution or a resolution without dissent the vote attached to the lot is the only vote to be cast either in favour or against the proposed resolution. Unit entitlement is not relevant to the outcome of these resolutions.

ELIGIBILITY TO EXERCISE VOTING RIGHTS

Subject to any mortgagee's rights, notified to the Strata Company, owners are at all times entitled to exercise their power of voting on matters requiring a Unanimous Resolution or a Resolution without Dissent.

However, owners may not exercise their power of voting on any Special or "Ordinary" Resolutions put to a meeting of the Strata Company, unless all contributions levied in respect to their lot/s, or other moneys recoverable at the date of the meeting by the Strata Company, have been duly paid before the meeting proceeds to the consideration of business.

Owners' powers of voting may also be affected by an appointment made, or notification given, pursuant to Section 125 of the Strata Titles Amendment Act 2018. Any owner affected by Section 125 and is presumed to be aware of that situation.

NOMINATING A CANDIDATE FOR ELECTION AS A MEMBER OF THE COUNCIL

A person (which term includes a corporation) is entitled to nominate a candidate for election as a member of the council only if that person is entitled to vote at the election. Any persons entitled to nominate may nominate themselves. A person who is not entitled to nominate may, however, be nominated by a person who is entitled to do so. A nomination does not require to be seconded.

The procedure for nomination of members of the council is as follows:

- I. The Chairperson of the General Meeting shall call upon those persons present and entitled to nominate candidates to nominate candidates for election to the council.
- II. A nomination is ineffective unless supported by the consent of the nominee to his nomination, given –
 - a) In writing, and furnished to the Chairman at the meeting; or
 - b) Orally by a nominee who is present at the meeting in person or by proxy.
- III. In the event that there are co-owners of a lot one only of the co-owners shall be eligible to be nominated to be elected as a member of the council and the co-owner who is so eligible shall be nominated by his co-owner, but, if the co-owner fail to agree on a nominee, the co-owner who owns the largest share of the lot shall be the nominee or if there is no co-owner who owns the largest share of the lot, the co-owner whose name appears first in the certificate of title for the lot shall be the nominee.
- IV. A corporation which is an owner or co-owner of a lot is eligible to be nominated to be elected as a member of the council and would need to provide written consent to its nomination even if it were to nominate itself as a candidate. **(Please also refer to the enclosed forms of nomination and acceptance of nomination)**

THE PROCEDURE FOR ELECTION OF CANDIDATES TO THE COUNCIL

- i. In accordance with the by-laws
- (a) if the number of candidates equals the number of members of the council determined in accordance with the requirements of Schedule 1 by-law 4(3), the chairperson must declare those candidates to be elected as members of the council;
 - (b) if the number of candidates exceeds the number of members of the council as so determined, the chairman must direct that a ballot be held.
 - (c) If a ballot is to be held, the chairperson must —
 - (I) announce the names of the candidates; and
 - (II) cause to be furnished to each person entitled to vote and present in person or by proxy, a blank form in respect of each lot in respect of which the person is entitled to vote for use as a ballot form.
 - (d) A person who is entitled to vote must complete a valid ballot form by —
 - (I) writing on the form the names of candidates, equal in number to the number of members of the council so that no name is repeated; and
 - (II) indicating on the form the number of each lot in respect of which the person's vote is cast and whether the person so votes as owner or first mortgagee of each such lot or as proxy of the owner or first mortgagee; and
 - (III) signing the ballot form; and
 - (IV) returning it to the chairperson.
 - (V) The chairperson, or a person appointed by the chairperson, must count the votes recorded on valid ballot forms in favour of each candidate.
 - (VI) Subject to (VII) below), candidates, being equal in number to the number of members of the council determined in accordance with by-law 4(3), who receive the highest numbers (in terms of lots or unit entitlements as required under the *Strata Titles Act 1985* section 122) of votes are to be declared elected to the council.
 - (VII) If the number (in terms of lots or unit entitlements as required under the *Strata Titles Act 1985* section 122) of votes recorded in favour of any candidate is the lowest of the numbers of votes referred to in sub-by-law (8) and —
 - (i) that number equals the number of votes recorded in favour of any other candidate; and
 - (ii) if each of those candidates were to be declared elected the number of persons elected would exceed the number of persons required to be elected, as between those candidates, the election must be decided by a show of hands of those entitled to vote and present in person or by proxy.

**THE OWNERS OF OSPREY
SURVEY-STRATA SCHEME 47300**

Statement of Acceptable Methods of Voting

Methods of voting that are acceptable to the strata company for the Annual General Meeting to be held on 25/11/2024.

If a resolution is an ordinary resolution or there is a ballot for election of members of the Council and any person entitled to cast a vote, demands either orally or in writing before the resolution is put to the vote or the ballot commences, that the votes be counted by the number of unit entitlements of the lots for which votes are cast, then, they will be counted in that manner.

If a resolution is a special resolution the votes will be counted both by the number of lots **AND** the number of unit entitlements of the lots for which votes are cast.

If a resolution is a unanimous resolution or resolution without dissent the votes will be counted only by the number of lots for which votes are cast.

Pursuant to Section 129(2)(d)]

Acceptable methods of casting votes by owners, proxies, first mortgagees or others who are eligible to vote on a resolution, an amendment of a resolution or on a substantive amended resolution, when asked by the Chairperson to do so.

1. If attending the meeting:

By raising one hand or one voting flag indicating either being in favour or against the resolution, or an amendment of the resolution, or on a substantive amended resolution, in respect of each lot for which the person is eligible to vote.

2. If attending remotely:

By orally indicating either being in favour or against the resolution, or an amendment of the resolution, or on a substantive amended resolution, in respect of each lot for which person is eligible to vote.

3. In writing:

By submitting a legible and verifiable signed document, either by email or post, to be received by the strata manager at least 3 days prior to the date of the meeting. The document must set out clearly that the vote is being cast either in favour or against the resolution, as it appears on the agenda, in respect of each lot for which the person is eligible to vote. The writing referred to can be incorporated in or attached to a valid proxy form.

Note: *Such votes may be for more than one proposed resolution on the agenda but will not be cast or tallied in respect to an amendment or on a substantive amended resolution.*

NOTES TO FINANCIAL STATEMENTS

Note 1 **Summary of Accounting Policies**

This special purpose financial report has been prepared for distribution to owners to fulfil the Strata Company's financial reporting requirements. The accounting policies used in the preparation of this report, as described below, are in the opinion of the strata company manager appropriate to meet the needs of owners.

a) The financial report has been prepared on the Accrual basis of accounting, however for GST purposes reporting is on a cash basis.

b) The requirements of Accounting Standards and other professional reporting requirements in Australia do not have mandatory applicability to the body corporate because it is not a "reporting entity as defined in those Standards.

Note 2 **Unpresented Transactions**

Any items shown as "Unpresented Transactions" in the Balance Sheet represent money received or paid that has yet to be presented to the strata company's financial institution (bank)

Note 3 **Income Tax**

Assessable Income such as interest, dividends and other investment income derived by the Strata Company, is taxable at the current company tax of 30%. Assessable income received by the Strata Company in respect of common property, other than as stated above is taxable in the hand of individual owners as determined by Tax Ruling No. TR 2015/3

Note 4 **Depreciation**

Common property, including assets fixed to it, is not beneficially owned by the strata company and is therefore not depreciable. Non-fixed assets that are purchased by the strata company are beneficially owned by it, but the purchase cost is expensed upon acquisition and not depreciated

**THE OWNERS OF OSPREY
SURVEY-STRATA SCHEME 47300**

MINUTES OF ANNUAL GENERAL MEETING

Minutes of the Annual General Meeting of the above Strata Company held at the offices of First Class Strata Services on Tuesday 21 November 2023, commencing at 10:00 am.

Persons present:

Mr L Mortimer
Mrs W Bentley
Mrs S Lockyer
Mrs L Williams

Proxies:

Mr & Mrs L & R Mortimer..... in favour of Mr L Mortimer in respect of lot 5
Mr & Mrs Cooper in favour of Chairperson in respect of lot 20
Coco Bay Association Inc..... in favour of Mrs L Williams in respect of lot 25

Persons present by invitation or leave of the meeting:

Ms T Hough First Class Strata Services -Strata Manager

PRELIMINARY MATTERS

1 Appointment of Chairperson

On a motion moved by Mrs S Lockyer and seconded by Mrs W Bentley it was resolved that Ms T Hough be authorised to act as Chairperson of the strata company for the purpose of this general meeting.

2 Verification and announcements

The Chairperson announced that valid proxies had been received and that no apologies had been received.

3 Declaration of quorum

After the expiration of thirty minutes pursuant to Section 130 (4) of the Strata Titles Act 1985 the Chairperson declared that there was a quorum of owners present and the meeting was validly constituted and could proceed to the consideration of business and declared the meeting open at 10:30 am.

- 4 Confirmation of the minutes** of the previous general meeting and consideration of any matters arising not otherwise provided for in this agenda.

On a motion moved by Mrs S Lockyer and seconded by Mrs W Bentley it was resolved that the previously circulated minutes of the General Meeting held on **28 November 2022** be verified as a true record of those proceedings.

BUSINESS REQUIRED PURSUANT TO SECTION 127

- 5 Consideration of the statement of accounts.**

It was questioned what water was being used by common property if any. Strata manager to review with the Water Corporation as some owners may be getting estimated accounts, which may impact on what is paid by the strata company.

On a motion moved by Mrs S Lockyer and seconded by Mrs W Bentley it was resolved that the statement of accounts for the period 01/11/2022 to 31/10/2023 be adopted as presented.

- 6 Constitution of the council.**

On a motion moved by Mrs S Lockyer and seconded by Mrs W Bentley it was resolved that the council of the strata company consist of 3 lot owners.

- 6.1** Nominations were received from Mr L Mortomer, Mrs S Lockyer and Mrs W Bentley.
6.2 There being no further nominations all were duly elected to the council.

- 7 Insurance**

- 7.1** On a motion moved by Mrs S Lockyer and seconded by Mrs W Bentley it was resolved that copies of the current certificates and schedules for the insurance required under section 127(3)(c) of the Act, as tabled, be received and incorporated into the records of the strata company.
- 7.2** On a motion moved by Mrs S Lockyer and seconded by Mrs W Bentley it was resolved that the Assent Financial Services Guide and CHU Product Disclosure Statement as tabled be received and incorporated into the records of the strata company.
- 7.3** On a motion moved by Mrs S Lockyer and seconded by Mrs W Bentley it was resolved that the Strata Managers Insurance Commission Disclosure Statement as tabled be received and incorporated into records of the strata company.
- 7.4** On a motion moved by Mrs S Lockyer and seconded by Mrs W Bentley it was resolved that the Council be directed to renew the current insurance policy prior to its expiry date or secure insurance with a different insurer in such sums and on terms which are not less than the current policy, or as are recommended by qualified professional advisors.

SPECIAL BUSINESS

8 Execution of documents and use of common seal.

On a motion moved by Mr L Mortimer and seconded by Mrs S Lockyer it was resolved that by ordinary resolution the council be authorized to;

- 1 Enter into and, if required to, execute contracts, agreements, commitments, undertakings or other legally binding arrangements, which are either desirable or necessary for the achievement of the strata company's objectives and the performance of the functions of the strata company; and,
- 2 If the strata company has a common seal, and when desirable or necessary to do so, to use the common seal which must be attested to by the signatures of two members of the Council of the strata company.

9 Consideration of administrative fund expenditure estimates and reserve fund provisions.

- 9.1 On a motion moved by Mr L Mortimer and seconded by Mrs S Lockyer it was resolved that the administrative fund expenditure estimates for the period 01/11/2023 to 31/10/2024 be adopted as presented.
- 9.2 On a motion moved by Mr L Mortimer and seconded by Mrs S Lockyer it was resolved that the 01/11/2023 to 31/10/2024 administrative fund expenditure estimates be carried over to become the 01/11/2024 to 31/10/2025 budget.

10 Determination of the levy of contributions for the administrative fund for the financial year to 31/10/2024

Proposed resolution.

That the annual levy of contributions on owners for the administrative fund be payable in advance by instalments due and payable in amounts and on the dates as shown below;

\$1.84 per unit entitlement	1 November 2023
\$1.84 per unit entitlement	1 February 2024
\$1.84 per unit entitlement	1 May 2024
\$1.84 per unit entitlement	1 August 2024

To raise a total amount of \$14,714.80 in the financial year.

And

That in each case those contributions be continued falling due and payable on the corresponding dates in the following financial years of the strata company or until otherwise determined by the strata company in a general meeting.

And

Further that the strata company authorizes the transfer of \$10,000.00 from the reserve fund to administrative fund for the purpose of upgrading common property (CP) lot 26 to a playground with a large access gate at the front of lot 26 on Coco Drive or consulting advice on subdividing and selling part of CP lot 26.

11 Matters without notice for discussion and referral to the Council.

- 11.1 Rubbish bins:** owners keeping bins at the front of their property remains and issue. Strata manager to send reminders to all owners to store their rubbish bins either within their garages or in such a manner that they are not visible from the street.
- 11.2 Lot 20:** placed screening material on CP lot 26 fence which was approved as a temporary measure, it is now in a state of disrepair. Strata manager to have gardener remove it.
- 11.3 Paving in front of units:** lots 5, 8 & 9 have had the paving repairs completed lot 6 did not agree to proceed with the quote provided.
- 11.4 Lot 16 & 17 pigeon issue:** pigeons are nesting in the rain head of the downpipe and creating a health issue and general mess. Strata manager to advise owners to have this attended to and to obtain advice from the City of Mandurah on how this issue can be dealt with.
- 11.5 Coco Bay Association Inc:** advised that the intentions for lot 25 was to fence the area and have it as a grassed area for their members to use.
- 11.6 Relocation of Western Power Street Light:** despite earlier advice, Western Power has now advised that a formal application needs to be lodged by the owner, fees and wait times apply. It was the opinion of the meeting that if the owners wish to proceed the strata company would be in support of their application.
- 11.7 Gutter cleaning:** the quality of the gutter cleaning was questioned as grass can be seen growing in some gutters. Preference be given to vacuum cleaning of the gutters next time, it maybe possible to have any solar panels cleaned at the same time.

12 Close of meeting.

Poor attendance at the meeting was noted.

The Chairperson thanked all those present for their attendance.

There being no further business the meeting was declared closed at 11:15 am.

Signed: _____

Ms T Hough

Chairperson of the meeting.



Date: 23/11/2023

ANNUAL REPORTS

for the financial year to 31/10/2024

Strata Plan 47300

3 Watercress Lane, FALCON WA 6210

Manager: Tracey Hough

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Budget commencing 01/11/2024	7
Levy Schedule commencing 01/11/2024 General	9

Balance Sheet - Detailed

As at 31/10/2024

Attachment 5

The Owners of Osprey Survey -Strata

3 Watercress Lane, FALCON WA 6210

	Current period	Previous year
Owners' funds		
Administrative Fund		
Operating Surplus/Deficit--Admin	161.65	2,937.52
Owners Equity--Admin	7,148.21	4,210.69
	<u>7,309.86</u>	<u>7,148.21</u>
Reserve Fund		
Operating Surplus/Deficit--Reserve	0.00	0.00
Owners Equity--Reserve	35,101.01	35,101.01
	<u>35,101.01</u>	<u>35,101.01</u>
Net owners' funds	<u>\$42,410.87</u>	<u>\$42,249.22</u>
Represented by:		
Assets		
Administrative Fund		
Cash at Bank--Admin	6,754.78	7,735.10
Receivable--Levies--Admin	2,686.11	1,390.50
Receivable--Owners--Admin	99.00	0.00
	<u>9,539.89</u>	<u>9,125.60</u>
Reserve Fund		
Cash at Bank--Reserve	35,101.01	35,101.01
	<u>35,101.01</u>	<u>35,101.01</u>
Unallocated Money		
Cash at Bank--Unallocated	192.69	251.91
	<u>192.69</u>	<u>251.91</u>
<i>Total assets</i>	<u>44,833.59</u>	<u>44,478.52</u>
Less liabilities		
Administrative Fund		
Prepaid Levies--Admin	2,230.03	1,977.39
	<u>2,230.03</u>	<u>1,977.39</u>
Reserve Fund		
	<u>0.00</u>	<u>0.00</u>
Unallocated Money		
Prepaid Levies--Unallocated	192.69	251.91
	<u>192.69</u>	<u>251.91</u>
<i>Total liabilities</i>	<u>2,422.72</u>	<u>2,229.30</u>
Net assets	<u>\$42,410.87</u>	<u>\$42,249.22</u>

Income & Expenditure Statement for the financial year to 31/10/2024

The Owners of Osprey Survey -Strata

3 Watercross Lane, FALCON WA 6210

Administrative Fund

	Current period 01/11/2023-31/10/2024	Annual budget 01/11/2023-31/10/2024	Previous year 01/11/2022-31/10/2023
Revenue			
Interest on Arrears--Admin	40.23	0.00	143.14
Levies Due--Admin	14,715.56	14,714.80	14,715.56
Recovery--Owner	50.00	0.00	0.00
Status Certificate Fees	280.00	0.00	280.00
<i>Total revenue</i>	15,085.79	14,714.80	15,138.70
Less expenses			
Admin--Agent Archive Charge	132.00	132.00	132.00
Admin--Agent Disburst--Meetings	165.00	0.00	0.00
Admin--Agent Disburst--Other	50.00	0.00	0.00
Admin--Agent Disburst--Postage/petties	0.00	20.00	3.30
Admin--Agent Disburst--Printing & Stationery	0.00	20.00	1.05
Admin--Auditors--Audit Services	100.00	0.00	0.00
Admin--Management Fees--Non Standard	176.00	132.00	132.00
Admin--Management Fees--Standard	6,249.96	6,250.00	6,249.96
Admin--Meeting Fees	0.00	200.00	0.00
Admin--Search Fees	0.00	0.00	28.20
Admin--Status Certificate Fees Paid	280.00	0.00	280.00
Insurance--Premiums	1,140.00	1,200.00	1,200.00
Maint Bldg--Gutter Cleaning	2,200.00	2,000.00	1,100.00
Maint Bldg--Pest/Vermin Control	0.00	1,000.00	0.00
Maint Bldg--Plumbing & Drainage	2,526.43	750.00	0.00
Maint Grounds--Gates	15.75	250.00	239.00
Maint Grounds--Lawns & Gardening	1,889.00	1,500.00	1,717.50
Utility--Water & Sewerage	0.00	1,200.00	1,118.17
<i>Total expenses</i>	14,924.14	14,654.00	12,201.18
Surplus/Deficit	161.65	60.80	2,937.52
Opening balance	7,148.21	7,148.21	4,210.69
Closing balance	\$7,309.86	\$7,209.01	\$7,148.21

Reserve Fund

	Current period 01/11/2023-31/10/2024	Annual budget 01/11/2023-31/10/2024	Previous year 01/11/2022-31/10/2023
Revenue			
<i>Total revenue</i>	0.00	0.00	0.00
Less expenses			
<i>Total expenses</i>	0.00	0.00	0.00
Surplus/Deficit	0.00	0.00	0.00
Opening balance	35,101.01	35,101.01	35,101.01
Closing balance	\$35,101.01	\$35,101.01	\$35,101.01

Detailed Expenses for the financial year from 01/11/2023 to 31/10/2024

The Owners of Osprey Survey -Strata

3 Watercress Lane, FALCON WA 6210

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
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Administrative Fund

Admin--Agent Archive Charge 153100

23/11/2023	Archive Storage Fee November 2023	Hough Family Trust General	11.00	Paid	DE		000028
20/12/2023	Archive Storage Fee December 2023	Hough Family Trust General	11.00	Paid	DE		000029
22/01/2024	Archive Storage Fee January 2024	Hough Family Trust General	11.00	Paid	DE		000030
21/02/2024	Archive Storage Fee February 2024	Hough Family Trust General	11.00	Paid	DE		000031
22/03/2024	Archive Storage Fee March 2024	Hough Family Trust General	11.00	Paid	DE		000033
22/04/2024	Archive Storage Fee April 2024	Hough Family Trust General	11.00	Paid	DE		000034
22/05/2024	Archive Storage Fee May 2024	Hough Family Trust General	11.00	Paid	DE		000038
20/06/2024	Archive Storage Fee June 2024	Hough Family Trust General	11.00	Paid	DE		000042
24/07/2024	Archive Storage Fee July 2024	Hough Family Trust General	11.00	Paid	DE		000045
20/08/2024	Archive Storage Fee August 2024	Hough Family Trust General	11.00	Paid	DE		000046
25/09/2024	Archive Storage Fee September 2024	Hough Family Trust General	11.00	Paid	DE		000049
24/10/2024	Archive Storage Fee October 2024	Hough Family Trust General	11.00	Paid	DE		000050

\$132.00

Admin--Agent Disburst--Meetings 153805

23/11/2023	Annual General Meeting November 2023	Hough Family Trust General	165.00	Paid	DE		000028
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\$165.00

Admin--Agent Disburst--Other 153802

22/04/2024	Agent disbursements-other April 2024	Hough Family Trust General	50.00	Paid	DE		000034
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\$50.00

Admin--Auditors--Audit Services 150800

25/09/2024	Creditor compliance fee September 2024	Hough Family Trust General	100.00	Paid	DE		000049
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\$100.00

Admin--Management Fees--Non Standard 153900

21/02/2024	Professional fees - Administration Staff February	Hough Family Trust General	22.00	Paid	DE		000031
22/03/2024	Professional fees - Administration Staff March 202	Hough Family Trust General	22.00	Paid	DE		000033
22/04/2024	Professional fees - Administration Staff April 202	Hough Family Trust General	22.00	Paid	DE		000034
22/05/2024	Professional fees - Administration Staff May 2024	Hough Family Trust General	22.00	Paid	DE		000038
24/07/2024	Professional fees - Administration Staff July 2024	Hough Family Trust General	22.00	Paid	DE		000045
20/08/2024	Professional fees - Administration Staff August 20	Hough Family Trust General	33.00	Paid	DE		000046
25/09/2024	Professional fees - Administration Staff September	Hough Family Trust General	33.00	Paid	DE		000049

\$176.00

Admin--Management Fees--Standard 154000

23/11/2023	Standard Management Fee November 2023	Hough Family Trust General	520.83	Paid	DE		000028
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The Owners of Osprey Survey -Strata

3 Watercress Lane, FALCON WA 6210

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
20/12/2023	Standard Management Fee December 2023	Hough Family Trust General	520.83	Paid	DE		000029
22/01/2024	Standard Management Fee January 2024	Hough Family Trust General	520.83	Paid	DE		000030
21/02/2024	Standard Management Fee February 2024	Hough Family Trust General	520.83	Paid	DE		000031
22/03/2024	Standard Management Fee March 2024	Hough Family Trust General	520.83	Paid	DE		000033
22/04/2024	Standard Management Fee April 2024	Hough Family Trust General	520.83	Paid	DE		000034
22/05/2024	Standard Management Fee May 2024	Hough Family Trust General	520.83	Paid	DE		000038
20/06/2024	Standard Management Fee June 2024	Hough Family Trust General	520.83	Paid	DE		000042
24/07/2024	Standard Management Fee July 2024	Hough Family Trust General	520.83	Paid	DE		000045
20/08/2024	Standard Management Fee August 2024	Hough Family Trust General	520.83	Paid	DE		000046
25/09/2024	Standard Management Fee September 2024	Hough Family Trust General	520.83	Paid	DE		000049
24/10/2024	Standard Management Fee October 2024	Hough Family Trust General	520.83	Paid	DE		000050
			\$6,249.96				
Admin--Status Certificate Fees Paid 156000							
24/07/2024	Status Certificate Fee July 2024	Hough Family Trust General	280.00	Paid	DE		000045
			\$280.00				
Insurance Premiums Comm Assoc Comm Prop 159101							
24/04/2024	SS47300 CP renewal 30/4/2024 to 30/4/2025	Assent Financial Services	1,140.00	Paid	BPAY	01300038439 7 7969	
			\$1,140.00				
Maint Bldg--Gutter Cleaning 168200							
23/05/2024	Gutter cleaning May 2024	Rooftech Building Company	2,200.00	Paid	DE	INV-0060	000040
			\$2,200.00				
Maint Bldg--Pest/Vermin Control 172000							
24/05/2024	Termite inspections	Frontline Pest Management	1,188.00	Paid	DE	6340	000039
10/06/2024	Lot 3: Termite inspections		(99.00)		Ow.Inv		
10/06/2024	Lot 4: Termite inspections		(99.00)		Ow.Inv		
10/06/2024	Lot 5: Termite inspections		(99.00)		Ow.Inv		
10/06/2024	Lot 7: Termite inspections		(99.00)		Ow.Inv		
10/06/2024	Lot 8: Termite inspections		(99.00)		Ow.Inv		
10/06/2024	Lot 9: Termite inspections		(99.00)		Ow.Inv		
10/06/2024	Lot 15: Termite inspections		(99.00)		Ow.Inv		
10/06/2024	Lot 16: Termite inspections		(99.00)		Ow.Inv		
10/06/2024	Lot 18: Termite inspections		(99.00)		Ow.Inv		
10/06/2024	Lot 20: Termite inspections		(99.00)		Ow.Inv		
10/06/2024	Lot 23: Termite inspections		(99.00)		Ow.Inv		
10/06/2024	Lot 24: Termite inspections		(99.00)		Ow.Inv		
			\$0.00				
Maint Bldg--Plumbing & Drainage 172200							
06/11/2023	Water leak near 31 Tarragon on CP retic line	Seascapes Plumbing & Gas	667.98	Paid	DE	19147	000025
30/08/2024	Water leak in mains near 31 Tarragon Way	Seascapes Plumbing & Gas	1,858.45	Paid	DE	20674	000047
			\$2,526.43				
Maint Grounds--Gates 177600							
07/05/2024	Restricted WAS Keys for pedestrian gate	A1 Locksmiths	53.80	Paid	DE	JN73613	000036
04/06/2024	refund purchase gate keys		(38.05)		Rct	184	

The Owners of Osprey Survey -Strata

3 Watercress Lane, FALCON WA 6210

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
			<u>\$15.75</u>				
Maint Grounds--Lawns & Gardening 178400							
16/11/2023	Bal of Sept & Oct invoice	022 Gardening &	150.00	Paid	DE	459	000026
29/02/2024	Lawn & Garden services Feb 2024	022 Gardening &	300.00	Paid	DE	530	000032
25/04/2024	Monthly Clean up for March and April 2024	022 Gardening &	380.00	Paid	DE	545	000035
10/05/2024	Garden services 10/5/2024	022 Gardening &	259.00	Paid	DE	586	000037
10/06/2024	garden services 10/05/2024	The Owners of Lida SS 61325	259.00	Paid	DE	586	000041
13/06/2024	Lawn & Garden service June 2024	022 Gardening &	150.00	Paid	DE	600	000043
03/07/2024	returned over payment		(259.00)		Rct	191	
12/07/2024	Garden service & Palm frond removal July 2024	022 Gardening &	200.00	Paid	DE	615	000044
19/09/2024	Monthly garden maintenance Sept	022 Gardening &	150.00	Paid	DE	641	000048
19/09/2024	Monthly garden maintenance August	022 Gardening &	150.00	Paid	DE	632	000048
16/10/2024	Garden services for October 2024	022 Gardening &	150.00	Paid	DE	647	000051
			<u>\$1,889.00</u>				
Maint Grounds--Paving 178800							
16/11/2023	W/O; Paving repairs to units 38, 44 & 46	Simply Paving & Soakwells	3,970.00	Paid	DE	100835	000027
30/11/2023	Lot 5: Paving repairs		(1,380.00)		Ow.Inv		
30/11/2023	Lot 8: Paving repairs		(1,640.00)		Ow.Inv		
30/11/2023	Lot 9: Paving repairs		(950.00)		Ow.Inv		
			<u>\$0.00</u>				
Total expenses			\$14,924.14				

Where an invoice status is Paid and no payment number is displayed the payment has been made outside of the reporting period.

Proposed Budget to apply from 01/11/2024

The Owners of Osprey Survey -Strata

3 Watercress Lane, FALCON WA 6210

Administrative Fund

	Proposed budget	Actual 01/11/2023-31/10/2024	Previous budget
Revenue			
Interest on Arrears--Admin	0.00	40.23	0.00
Levies Due--Admin	11,036.25	14,715.56	14,714.80
Recovery--Owner	0.00	50.00	0.00
Rental Income	1,875.00	0.00	0.00
Status Certificate Fees	0.00	280.00	0.00
<i>Total revenue</i>	12,911.25	15,085.79	14,714.80
Less expenses			
Admin--Accounting--Tax Preparation	500.00	0.00	0.00
Admin--Agent Archive Charge	88.00	132.00	132.00
Admin--Agent Disburst--Meetings	110.00	165.00	0.00
Admin--Agent Disburst--Other	0.00	50.00	0.00
Admin--Agent Disburst--Postage/petties	0.00	0.00	20.00
Admin--Agent Disburst--Printing & Stationery	0.00	0.00	20.00
Admin--Auditors--Audit Services	100.00	100.00	0.00
Admin--Consultants	2,500.00	0.00	0.00
Admin--Management Fees--Non Standard	110.00	176.00	132.00
Admin--Management Fees--Standard	4,167.00	6,249.96	6,250.00
Admin--Meeting Fees	0.00	0.00	200.00
Admin--Status Certificate Fees Paid	0.00	280.00	0.00
Insurance Premiums Comm Assoc Comm Prop	1,200.00	1,140.00	1,200.00
Maint Bldg--Gutter Cleaning	2,300.00	2,200.00	2,000.00
Maint Bldg--Pest/Vermin Control	0.00	0.00	1,000.00
Maint Bldg--Plumbing & Drainage	1,500.00	2,526.43	750.00
Maint Grounds--Gates	134.00	15.75	250.00
Maint Grounds--Lawns & Gardening	1,267.00	1,889.00	1,500.00
Utility--Water & Sewerage	650.00	0.00	1,200.00
<i>Total expenses</i>	14,626.00	14,924.14	14,654.00
Surplus/Deficit	(1,714.75)	161.65	60.80
Opening balance	7,309.86	7,148.21	7,148.21
Closing balance	\$5,595.11	\$7,309.86	\$7,209.01

Total units of entitlement	2000	2000
Levy contribution per unit entitlement	\$5.52	\$7.36

Proposed Levy Posting for
The Owners of Osprey Survey -Strata
ABN 46247326841

First instalment due date: 01/03/2025

Discount: Nil

Instalment frequency: Quarterly

Group:

Number of instalments: 3

Entitlement set: Levy Entitlement

Description: Quarterly Admin Levy

Levy determination date: 01/11/2024

Lot No.	Unit No.	Unit Entitlement	Administrative Fund	Reserve Fund	Total
1	30Coco	86.00	474.57	0.00	474.57
2	32Coco	85.00	469.05	0.00	469.05
3	34Coco	90.00	496.62	0.00	496.62
4	36Coco	92.00	507.66	0.00	507.66
5	38Coco	92.00	507.66	0.00	507.66
6	40Coco	90.00	496.62	0.00	496.62
7	42Coco	90.00	496.62	0.00	496.62
8	44Coco	85.00	469.05	0.00	469.05
9	46Coco	83.00	458.01	0.00	458.01
10	2Waterc res	62.00	342.12	0.00	342.12
11	4Waterc res	60.00	331.08	0.00	331.08
12	6Waterc res	60.00	331.08	0.00	331.08
13	8Waterc res	60.00	331.08	0.00	331.08
14	10Water cres	65.00	358.68	0.00	358.68
15	12Water cres	75.00	413.85	0.00	413.85
16	14Water cres	85.00	469.05	0.00	469.05
17	16Water cres	85.00	469.05	0.00	469.05
18	18Water cres	85.00	469.05	0.00	469.05
19	20Water cres	85.00	469.05	0.00	469.05
20	22Water cres	85.00	469.05	0.00	469.05
21	24Water cres	88.00	485.58	0.00	485.58
22	31Tarra gon	81.00	446.97	0.00	446.97
23	29Tarra gon	80.00	441.45	0.00	441.45
24	27Tarra gon	75.00	413.85	0.00	413.85
25	25Tarra gon	76.00	419.37	0.00	419.37

Lot No.	Unit No.	Unit Entitlement	Administrative Fund	Reserve Fund	Total
Totals		2,000.00	\$11,036.22	\$0.00	\$11,036.22
GST included in amounts to be raised			\$0.00	\$0.00	\$0.00
Amount to be raised per unit of entitlement			\$5.52	\$0.00	\$5.52

Assent Financial Services Pty Ltd

ABN 30 092 761 996

092 761 996

AFSL 241061

Level 2, 36 Brisbane Street
Perth
WA 6000

PO Box 515
Belmont WA 6984

Tel: (08) 9475 2990
Fax: (08) 6230 5408

Email: info@assentfs.com.au

CERTIFICATE OF CURRENCY

From: Sherry-Ann Sagmit

We hereby confirm that we have arranged the insurance cover mentioned below:

The Owners Of Osprey Survey Strata Plan 47300
C/-First Class Strata Services
PO Box 5145
FALCON WA 6210

Date: 12/07/2024

Our Reference: SSP47300

ENDORSEMENT

Page 1 of 3

Class of Policy: Strata Domestic

Insurer: Corporate Home Unit Underwriting Agencies P/L
Level 15, QBE House, 200 St Georges Terrace
ABN: 18 001 580 070

The Insured: The Owners Of Osprey Survey Strata Plan 47300

Policy No: WT600813

Invoice No: 47870

Period of Cover:

From 12/07/2024
to 30/04/2025 at 4:00 pm

Details:

See attached schedule for a description of the risk insured

IMPORTANT INFORMATION

The Proposal/Declaration:

- is to be received and accepted by the Insurer
 has been received and accepted by the Insurer

The total premium as at the above date is:

- to be paid by the Insured
 part paid by the Insured
 paid in full by the Insured
 paid by monthly direct debit

Premium Funding

- This policy is premium funded

Please note that the policy defined above is subject to the receipt of the Proposal Declaration and acceptance by the Insurer (if not already completed and accepted) and subject to the full receipt and clearance of the total premium payable by the insured.

Schedule of Insurance

Class of Policy: Strata Domestic	Policy No: WT600813
The Insured: The Owners Of Osprey Survey Strata Plan 47300	Invoice No: 47870
	Our Ref: SSP47300

Remember it's your responsibility to ensure that the Sum(s) Insured shown below represent the full replacement values of your Building, Common Area and/or Common Area Contents as defined in the applicable Policy Wording

COMMUNITY ASSOCIATION INSURANCE PLAN - RESIDENTIAL

POLICY NUMBER WT600813
INSURED NAME The Owners of Osprey Survey Strata Plan 47300
SITUATION 3 Watercress Lane, Falcon WA 6210
TERRITORIAL LIMIT Situation

POLICY LIMITS/SUMS INSURED

1. COMMUNITY PROPERTY	\$	156,060
COMMUNITY PROPERTY (Community Income)	\$	23,409
COMMUNITY PROPERTY (Common Area Contents)		Not Selected
Extra Expenses		Not Selected
Sports Playing Surfaces		Not Selected
2. LIABILITY TO OTHERS	\$	10,000,000
3. VOLUNTARY WORKERS - refer to Table of Benefits	\$	200,000/2,000
4. WORKERS COMPENSATION		As Per Act
5. FIDELITY GUARANTEE	\$	100,000
6. OFFICE BEARERS LEGAL LIABILITY	\$	250,000
7. MACHINERY BREAKDOWN		Not Selected
8. CATASTROPHE (Community Association)		Not Selected
Extended Cover - Temp Accom/Community		Not Selected
Income/Storage		Not Selected
9. GOVERNMENT AUDIT COSTS AND LEGAL EXPENSES			
Government Audit Costs	\$	25,000
Appeal Expenses - Common Property Health & Safety	\$	100,000
Breaches		
Legal Defence Expenses	\$	50,000
10. FLOOD		Selected
<i>Exclusion 1a does not apply</i>			

EXCESSES

Standard: \$300
Other excesses payable are shown in the policy wording

IMPORTANT INFORMATION

insurers

Policies issued by CHU Underwriting Agencies Pty Ltd ABN 18 001 580 070 AFS Licence No: 243261 on behalf of the insurers:-
QBE Insurance (Australia) Limited ABN 78 003 191 035 of 8 Chifley Square Sydney NSW 2000 (AFS Licence No: 239545)

your duty of disclosure

Before you renew or vary this contract of insurance, you have a duty of disclosure under the *Insurance Contracts Act 1984*.

If we ask you questions that are relevant to our decision to insure you and on what terms, you must tell us anything that you know and that a reasonable person in the circumstances would include in answering the questions.

Also, we may give you a copy of anything you have previously told us and ask you to tell us if it has changed. If we do this, you

Schedule of Insurance

Class of Policy: Strata Domestic
The Insured: The Owners Of Osprey Survey Strata Plan 47300

Policy No: WT600813
Invoice No: 47870
Our Ref: SSP47300

must tell us about any change or tell us that there is no change.

If you do not tell us about a change to something you have previously told us, you will be taken to have told us that there is no change. You have this duty until we agree to renew the contract.

if you do not tell us something

If you do not tell us anything you are required to tell us, we may cancel your contract or reduce the amount we will pay you if you make a claim, or both.

If your failure to tell us is fraudulent, we may refuse to pay a claim and treat the contract as if it never existed.

**INSURANCE REQUIREMENTS & IMPORTANT INFORMATION FOR
 THE OWNERS OF OSPREY SURVEY-STRATA SCHEME 47300**

Attachment to Insurance Schedule & provided with the notice of Annual General Meeting to be held on 25/11/2024

COMPULSORY INSURANCE COVER	Your Strata Company is required to comply with various insurance provisions of the <i>Strata Titles Act, 1985 (WA)</i> ("Act") and Sections 97 to 99 set out the full insurance requirements. These requirements are insured under the current policy, details of which are shown on the attached Insurance Schedule issued by CHU.
Buildings, fixtures and improvements	The Sum Insured for 'Buildings' must be for the replacement value as defined by the Act. We recommend that an independent valuation be carried out at a minimum of three yearly intervals to ensure that this cover is kept in line with current and projected building replacement costs and other increases in expenditure.
Public Liability	In the case of public liability risks the minimum amount under the Act is \$10 million and your current Sum Insured is \$10 million. Many Strata Companies now insure for a minimum of \$40 million in residential schemes and as much as \$50 million where there is any commercial use of lots or common property.
Workers Compensation	We also suggest that every Strata Company effect's insurance in respect to possible liability under the Workers Compensation and Injury Management Act 1981 and your Strata Company has insured against such a risk.
INSURANCE COVER DISCRETIONARY	In addition to the compulsory insurances required under the Act, a Strata Company also has <u>other risks</u> it should consider covering because of its financial or legal responsibilities for which it may become liable . The strata company has the discretionary power to insure for <u>other risks</u> such as personal accident for voluntary workers, fidelity guarantee, office bearer's liability, machinery breakdown, catastrophe cover, government audit costs, legal defence expenses and owners' fixtures and improvements.
SCHEDULE OF INSURANCE	The enclosed insurance schedule shows which risks have been selected and the applicable Sum Insured amount. For a full understanding of the additional benefits applying to each policy you will need to review the policy wording or speak with the insurer. The Schedule also contains details of the amount of any commission paid to us.
IMPORTANT	Should you decide to seek an alternative quotation or change your insurance, your current insurance policy i.e. renewal should be the <u>minimum cover to be afforded by any new policy, including all additional and special benefits.</u> This means when seeking and comparing your existing policy with other quotations, great care should be exercised to ensure there is a 'like for like' comparison made, and, no reduction in cover or increase in risk for the Strata Scheme and its owners. For more information about this please speak to your Strata Manager.
GENERAL ADVICE WARNING	The above information is not personal advice. This advice is general only and before a decision is made to insure, the Product Disclosure Statement should be carefully reviewed. The strata company has been provided with a copy of the relevant Financial Services Guide and Product Disclosure Statement and these are held as part of the records of the strata company and are open to personal inspection by owners pursuant to section 109 of the Act and are also available on the strata managers website owner's portal.
DISCLOSURE OF OUR RELATIONSHIP AND COMMISSIONS RECEIVED	First Class Strata Services does not have any relationship with Assent Financial and does not receive any commission.

**THE OWNERS OF OSPREY
SURVEY-STRATA SCHEME 47300**

NOTICE OF COUNCIL MEETING

Notice is hereby given that a meeting of the Council of the above Strata Company will be held:

Date: Monday 25 November 2024
Time: Immediately after AGM
Venue: The offices of First Class Strata Services- 49 Cobblers Street Falcon

The attention of Councillors is drawn to the following documents enclosed with this combined notice and agenda for this meeting:

COUNCIL MEETING AGENDA

1. PRELIMINARY MATTERS

- 1.1 **Verification of quorum** and confirmation that the meeting is properly constituted and may proceed to the consideration of business.
- 1.2 **Announcement** of those present by invitation.
- 1.3 **Confirmation of minutes** of previous meeting dated 21/11/2023 & 17/05/2024.


2. ELECTION OF OFFICE BEARERS (Chairperson, Secretary & Treasurer)

- 2.1 Call for nominations Chairperson
- 2.2 Call for nominations Secretary
- 2.3 Call for nominations Treasurer
- 2.4 Delegation of duties – Secretary and Treasurer to the strata manager.

3. MATTERS AS REFERED BY AGM 2024 & OTHER BUSINESS

4. NEXT MEETING.

5. CLOSE OF MEETING

Signed: _____  _____ Date: 04/11/2024
Tracey Hough
Strata Manager
For and on Behalf the Owners f Osprey
Survey-Strata Scheme 47300

**THE OWNERS OF OSPREY
SURVEY-STRATA SCHEME 47300**

MINUTES OF COUNCIL MEETING

Minutes of the Council meeting held on Friday 17 May 2024 in the office of First Class Strata Services Falcon commencing at 11:00 am.

Present: Mrs W Bentley & Mrs S Lockyer

Apologies: Mr L Mortimer

PRELIMINARY MATTERS

- 1.1 **Quorum:** The strata manager advised that there was a quorum present, and the meeting was properly constituted and could proceed to the consideration of business and declared the meeting open at 11:00 am.
- 1.2 **Present by invitation:** Ms T Hough, Strata Manager was present by invitation.
- 1.3 **Confirmation of minutes** of council meeting dated 21.11.23.

It was resolved that the minutes of the last council meeting dated 21.11.23 be adopted as presented.

2. MATTERS AS REFERED BY AGM 2023

- 2.1 **Rubbish bins:** owners keeping bins at the front of their property remains an issue. Strata Manager to send reminders to all owners in particular lots 20 & 22 to store their rubbish bins either within their garages or in such a manner that they are not visible from the street.
- 2.2 **Lot 20:** placed screening material on CP lot 26 fence, this has now been removed.
- 2.3 **Paving in front of units:** lots 5, 8 & 9 have had the paving repairs completed lot 6 did not agree to proceed with the quote provided. Strata Manager to approach owner to see if they will reconsider getting this done and offer a payment plan as an option. Strata manager advised that the owner has been unwell.
- 2.4 **Lot 16 & 17 pigeon issue:** has not been attended to. Strata manager to advise owners to have this attended to and to obtain advice from the City of Mandurah on how this issue can be dealt with.

- 2.5 Coco Bay Association Inc:** advised that the intentions for lot 25 was to fence the area and have it as a grassed area for their members to use. It is unlikely that they will progress this and are looking at alternatives, possibly seeking to use or purchase CP Lot 26 and sell lot 25.
- 2.6 Relocation of Western Power Street Light:** despite earlier advice, Western Power has now advised that a formal application needs to be lodged by the owner, fees and wait times apply. It was the opinion of the meeting that if the owners wish to proceed the strata company would be in support of their application. No further action to be taken unless the owners approach the strata company to assist.
- 2.7 Gutter cleaning:** gutter cleaning has been arranged and owners have been advised to confirm if they wish to partake or not. Some owners have declined, strata manager to advise the Council of Owners which lots have declined.

3. GENERAL BUSINESS

- 3.1 Sale of CP Lot 26:** the strata manager tabled the correspondence from Mr S White strata consultant and gave a verbal summary of the conversation she had with the planning department of the city of Mandurah. It appears that the sale of CP lot 26 is possible but the City of Mandurah is going back to see if open space requirements were a condition of the development and if so how much open space was required.

Whilst sale of the CP Lot 26 to Coco Bay Association as an access path appeared to be the preferred option, leasing of the area was also discussed. Strata manager to obtain quotes to survey & subdivide and a quote for a leasing contract.

- 3.2 Lots 10, 11 & 12:** it was queried if the rear boundary fence has encroached into CP Lot 26. Strata Manager to have this reviewed and advise accordingly. It is the intention of the owner to sell these as soon as they are completed. It is anticipated that parking will become an issue as these properties have been developed as multi-generational living.
- 3.3 Strata property:** it is believed that a whipper snipper was purchased from strata company funds and needs to be either used by the current gardener or returned to the strata company.

- 4. NEXT MEETING – COO meeting schedule end September 2024**
AGM meeting schedule end November 2024

5. CLOSE OF MEETING.

There being no further business the meeting was closed at 11:39 am.

Signed: _____ Date: ____/____/20__

Chairperson
Council of Owners of Osprey
Survey-Strata Scheme 47300

**THE OWNERS OF OSPREY
SURVEY-STRATA SCHEME 47300**

MINUTES OF COUNCIL MEETING

Minutes of the Council meeting held on Tuesday 21 November 2023 in the office of First Class Strata Services Falcon commencing at 11:15 am.

Present: Mr L Mortimer, Mrs W Bentley & Mrs S Lockyer

Apologies: Nil

PRELIMINARY MATTERS

- 1.1 **Quorum:** The strata manager advised that there was a quorum present and the meeting was properly constituted and could proceed to the consideration of business and declared the meeting open at 11:15 am.
- 1.2 **Present by invitation:** Ms T Hough strata manager was present by invitation

1. ELECTION OF OFFICE BEARERS

- 2.1 **Call for nominations Chairperson**
Nomination was received from Mr L Mortimer, there being no further nominations Mr L Mortimer was elected unopposed.
- 2.2 **Call for nominations Secretary**
Nomination was received from Mrs S Lockyer, there being no further nominations Mrs S Lockyer was elected unopposed.
- 2.3 **Call for nominations Treasurer**
Nomination was received from Mrs S Lockyer, there being no further nominations Mrs S Lockyer was elected unopposed.
- 2.4 **Delegation of duties – Secretary & Treasurer to Strata Manager**

It was resolved that the duties of Secretary & Treasurer be delegated to the Strata Manager.

3. MATTERS AS REFERED BY AGM 2022 & OTHER BUSINESS

- 11.1 **Rubbish bins:** owners keeping bins at the front of their property remains and issue. Strata manager to send reminders to all owners to store their rubbish bins either within their garages or in such a manner that they are not visible from the street.
- 11.2 **Lot 20:** placed screening material on CP lot 26 fence which was approved as a temporary measure, it is now in a state of disrepair. Strata manager to have gardener remove it.
- 11.3 **Paving in front of units:** lots 5, 8 & 9 have had the paving repairs completed lot 6 did not agree to proceed with the quote provided.
- 11.4 **Lot 16 & 17 pigeon issue:** pigeons are nesting in the rain head of the downpipe and creating a health issue and general mess. Strata manager to advise owners to have this attended to and to obtain advice from the City of Mandurah on how this issue can be dealt with.
- 11.5 **Coco Bay Association Inc:** advised that the intentions for lot 25 was to fence the area and have it as a grassed area for their members to use.
- 11.6 **Relocation of Western Power Street Light:** despite earlier advice, Western Power has now advised that a formal application needs to be lodged by the owner, fees and wait times apply. It was the opinion of the meeting that if the owners wish to proceed the strata company would be in support of their application.
- 11.7 **Gutter cleaning:** the quality of the gutter cleaning was questioned as grass can be seen growing in some gutters. Preference be given to vacuum cleaning of the gutters next time, it maybe possible to have any solar panels cleaned at the same time.

4. NEXT MEETING – TBA

5. CLOSE OF MEETING.

There being no further business the meeting was closed at 11:30 pm.

Signed: _____ Date: ____/____/20__

Chairperson

Council of Owners of Osprey

Survey-Strata Scheme 47300