

ANNUAL GENERAL MEETING NOTICE 2025

COMPLEX:	6 Glendale Court & 1-7 Wisteria Close, KILSYTH VIC 3137	OCPN:	727333T
VENUE:	Offline Option		
DATE:	12 September 2025		
TIME:	N/A		

Please see below the steps we will take to ensure that all right information is provided to all owners:

1. Please read the AGM documents – Managers report, Income and Expenditure Report, Proposed Budget for next year and insurance details etc.
2. We will be providing all members 2 weeks in which to respond with any questions/queries they would like to raise. This can be done via email or phone call (15 minutes time slots only) – we ask that you read all the documents before calling so that you are clear on items that need to be discussed.

After this two week period is up, we will be compiling all queries as part of the AGM minutes and distributing them to all members as we normally do each year. Any issues that need resolving will be within the minutes in RED.

Please provide a response by no later than 5pm on 26 September 2025

AGENDA

1. Chairperson Appointment
2. Attendance, Proxies & Apologies
3. Previous AGM Minutes confirmation
4. Reports (Management & Financial)
5. Committee Election
6. Owners Corporation Management
7. General Business
8. Close

NOTE:

You have a right to appoint a person (proxy) to represent you at this meeting. Should you wish to do so you will need to complete the attached Owners Corporation Proxy Form & return it to our office before the meeting date.

Scott Elliott - Owners Corporation Manager

PSM Owners Corporation

A: PO Box 137, Mount Eliza, VIC 3930 **P:** 03 9775 4676 **E:** info@psmoc.com.au

ABN: 65 081 576 847

Owners Corporation Proxy Form**OCPN: 727333T**

Schedule 1, Regulation 6, Owners Corporations Regulations 2018

6 Glendale Court & 1-7 Wisteria Close, KILSYTH VIC 3137**Under regulation 6 of the Owners Corporations Regulations 2018, I/We**

Name(s) of Lot Owners:

Of (current residential address):

Being the owner(s) of lot(s) Lot number(s)

Authorise: Name of person to be our proxy:

Of (address of nominated proxy):

As my/our proxy:

A. ☐ to attend, speak and vote in person on my/our behalf until (insert date until which proxy authorisation will be valid, up to a maximum period of 12 months)

OR

☐ to attend, speak and vote in person on my/our behalf at the annual or special general meeting of the owners corporation to be held on (insert date)

OR

☐ to vote for me/us and on my/our behalf at the ballot having a closing date of (insert date)

OR

☐ I/We direct the proxy to vote in relation to the following resolutions or matters as follows (if relevant, set out specific instructions to your proxy on how to vote in relation to particular resolutions or matters)**B.** ☐ To represent me/us on the committee of the Owners Corporation

Signed by (member(s) giving proxy)

Printed name(s)

Date

PSM Owners Corporation**A:** PO Box 137, Mount Eliza, VIC 3930 **P:** 03 9775 4676 **E:** info@psmoc.com.au**ABN:** 65 081 576 847

MANAGERS REPORT 2024-2025

COMPLEX:	6 Glendale Court & 1-7 Wisteria Close, KILSYTH VIC 3137	OCPN:	727333T
PERIOD:	1 June 2024 to 31 May 2025		

- I. No notices were served on or served by Owners Corporation 630804T. No businesses were conducted by Owners Corporation 727333T.
- II. All Owners Corporation Fees & Levies for the above period have been paid in full.
- III. The Owners Corporation has levies paid in advance liabilities totalling \$2,625.00, one quarters management fees from 2024 - 2024 totalling \$396.00 and the balance of the 2024 - 2025 Disbursements totalling \$80.00 as shown on the
- IV. All issues raised at the previous AGM have been addressed, acted upon or resolved.
- V. The Owners Corporation has operated inside of the Budget during the above period. The quarterly fees are proposed to remain unchanged for the 2025- 2026 financial period at \$525.00.
- VI. Maintenance of all lawns and landscaped gardens at the property was satisfactorily carried out by the Gardening Contractor during the above period with trimming being performed.
- VII. BJS Insurance Brokers tested the market when the 2024 - 2025 insurance renewal was issued and it was subsequently renewed with AXIX at a very competitive rate. One Insurance Claim was lodged with BJS in relation to water damage and members should note that a \$2,000.00 excess is currently applicable on all individual claims. The completion of the professional insurance valuation has the complex compliant with the OC Act for the next 3 years when the next valuation is required. PSM will continue to work with BJS Insurance Brokers in conjunction and with the committee to ensure that the best coverage is in place at the most competitive premium cost with an excess that is not prohibitive when a claim is needed to be made. Members should note that industry forecasts suggest that Owners Corporations should be budgeting for insurance premium increases in the range of 10-20% at a minimum. Insurance companies also automatically increasing the insured building sum by 5% each year which will also add to annual premium increases

Scott Elliott - Owners Corporation Manager.

STATEMENT OF INCOME AND EXPENDITURE**FINANCIAL PERIOD: 1 June 2024 to 31 May 2025**

COMPLEX:	6 Glendale Court & 1-7 Wisteria Close KILSYTH VIC 3137	OCPN:	727333T
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	BUDGET	ACTUAL
INCOME		
Owners Corporation Fees 2024-2025		\$ 14,860.00
Owners Corporation Fees in Arrears from 2023 - 2024		\$ 745.16
Penalty interest on Arrears		\$ 0.01
Owners Corporation Fees in Advance 2025-2026		\$ 2,625.00

TOTAL INCOME:		\$ 18,230.17
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EXPENDITURE		
Garden & Lawn Care	\$ 3,432.00	\$ 3,289.00
Owners Corporation Insurance Premium	\$ 9,600.00	\$ 7,100.00
Owners Corporation Management Fee	\$ 1,584.00	\$ 1,584.00
Disbursements	\$ 400.00	\$ 320.00
Address Update with LandVic	\$ -	\$ 62.00
Common Area Maintenance Comprising of:		
Trimming & Green Waste Tipping Fees	\$ 880.00	\$ 880.00

TOTAL EXPENDITURE		\$ 13,235.00
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SURPLUS FOR THE ABOVE PERIOD		\$ 4,995.17
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BALANCE SHEET AS AT 31 MAY 2025**ACCUMULATED FUNDS**

Balance at 1 June 2024	\$ 3,657.91
Surplus/deficit for the above period	\$ 4,995.17

BALANCE AS AT 31 MAY 2025	\$ 8,653.08
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ASSETS: Cash in Macquarie Bank Account	\$ 8,653.08	\$ 8,653.08
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LESS LIABILITIES: Levies Paid in advance for 2025-2026	\$ 2,625.00	
Balance of Disbursements 2024 - 2025	\$ 80.00	
Balance of Management Fee 2023 - 2024	\$ 396.00	\$ 3,101.00

NET ASSETS	\$ 5,552.08
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PROPOSED BUDGET 2025 - 2026

COMPLEX:	6 Glendale Court & 1-7 Wisteria Close, KILSYTH VIC 3137	OCPN:	727333T
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ADMINISTRATION

Owners Corporation Insurance Premium Renewal	\$	9,500.00
Owners Corporation Management Fee	\$	1,584.00
Disbursements	\$	440.00
AGM Room Hire (\$60.00)	\$	-
AGM Expense (\$110.00)	\$	-
Owners Corporation Sinking Fund	\$	696.00

SERVICES

Public Lighting Energy	\$	-
Yarra Valley Water Service to Property	\$	-

MAINTENANCE

Common Area Lawn & Garden Maintenance	\$	3,500.00
Common Area General Maintenance	\$	1,080.00

TOTAL		\$ 16,800.00
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NUMBER OF UNITS (Equal Lot Liability) **8**

OWNERS CORPORATION QUARTERLEY FEES **\$ 525.00**

QUARTERLEY FEES DUE

1 June 2025, 1 September 2025, 1 December 2025 & 1 March 2026

INSURANCE	Please note the insurance covers:	
Insured Building Sum: Indexed up from \$3,900,000.00	\$	4,095,000.00
Public Liability:	\$	20,000,000.00
Individual Claims Excess:	\$	2,000.00

Residential Strata Insurance

Certificate of Currency

Policy Number: P-028093



Certificate Date

04 April, 2025

Insurer

XL Insurance Company SE (Australia Branch)

ABN: 36 083 570 441

UMR: B0334SC3342025688

Important Information

This certificate confirms that from the certificate date noted above, a Policy existed for the sums insured shown.

It is not intended to amend, extend, replace or override the Policy terms and conditions. This certificate is issued as a matter of information only and confers no rights on the certificate holder.

Period of Cover

16/04/2025 to 16/04/2026 at 4pm

Insured

OC 727333

Interested Parties

None

Situation

7 Wisteria Close, KILSYTH, VIC, 3137

Section

Limit/Sum Insured

1. Insured Property

Insured

Building

\$4,095,000

Common Area Contents

Other

Sum Insured

\$0

Loss of Rent

\$614,250

Floating Floorboards

Insured

Flood

Insured

Catastrophe Insurance

Not Insured

2. Public or Legal Liability

Insured

Limit of Liability

\$20,000,000

3. Personal Accident

Insured

Death

\$200,000

Total Disablement (per week)

\$2,000

4. Fidelity Guarantee

Insured

Sum Insured

\$100,000

5. Machinery Breakdown

Not Insured

6. Office Bearers Legal Liability

Insured

Limit of Liability

\$1,000,000

7. Government Audit and Related Covers

Insured

Audit Fees

\$25,000

Legal Defence Expenses

\$50,000

Residential Strata Insurance

Certificate of Currency



Policy Number: P-028093

Appeal Expenses	\$100,000
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Lot Owners Fixtures and Improvements	Insured
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Sum Insured	\$300,000
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Conditions As Per Quotation, Policy Wording and Endorsements

Macquarie Bank Limited
ABN 46 008 583 542, AFSL 237502
Australian Credit Licence 237502

Macquarie Business Banking
business@macquarie.com



Statement Date: 11 Sep 2025
Statement Period: from 31/05/2025 to 31/05/2025

BSB: 183-334 Page 1 of 1
Facility Ref: 246752
Limit: \$0.00

OC 727333T
Account Number: 2951-12270

Date	Transaction Details	Debit	Credit	Balance
31/05/2025	Opening Balance			8,627.08 CR
31/05/2025	Closing Balance			8,627.08 CR
		0.00	0.00	

This is a statement of account in accordance with the Macquarie Banking Terms and Conditions and your Bank Product Terms and Conditions which allow for the provision of an electronic statement of account. This statement does not include transactions which have not yet been processed at the time you accessed this statement.

The Bank accepts no liability in relation to computer errors or unauthorised disclosure of information.

For more information about your account including fees and charges, mistaken payments or unauthorised transactions, please read the terms and conditions for your product, available at macquarie.com.au or by contacting us. If you have a complaint about our service, or to find out more about our dispute resolution procedures, please refer to macquarie.com.au/feedback-and-complaints.

Please check each entry on this statement. If you think there is an error or unauthorised transaction, please contact us right away.