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Peak. BODY CORPORATE MANAGEMENT

MINUTES OF THE ANNUAL GENERAL MEETING OF VILLAS MEDITERRANEAN CTS 28571 HELD SATURDAY, 30th NOVEMBER 2024 9:00 AM ON-SITE AT VILLAS MEDITERANNEAN POOL AREA - 20 FAIRWAY DRIVE, CLEAR ISLAND WATERS QLD 4226

MEETING ATTENDANCE & APOLOGIES

Lots Represented

Lot 1	Pamela Jones	Owner present (pre-voted)
Lot 3	Beverley Margaret Koenig	Electronic vote
Lot 6	Mark Lochhead	Owner present (pre-voted)
Lot 7	Malcolm Ryan	Owner present (pre-voted)
Lot 10	Jaz Vardy	Electronic vote
Lot 12	Kim Jansen	Owner present (pre-voted)
Lot 13	peter Meehan	Electronic vote
Lot 18	Nadia Dunkley	Electronic vote
Lot 19	Judy & Chris Nelson	Owner present (pre-voted)
Lot 21	Nicole Walters	Electronic vote
Lot 22	Alexander Gilchrist Stoevelaar	Electronic vote
Lot 23	Allan Jordon	Owner present (pre-voted)
Lot 24	Viorica Papuc	Electronic vote
Lot 25	David Lake	Owner present (pre-voted)
Lot 26	Greg Ellis	Electronic vote
Lot 27	Michael Joseph Sheedy	Electronic vote
Lot 28	Geoffrey Bell	Owner present (pre-voted)
Lot 29	Karen Anderson	Electronic vote
Lot 30	Adam Powell	Electronic vote
Lot 31	Karen Andrews	Electronic vote
Lot 33	Emma Lee	Electronic vote
Lot 35	Elizabeth Cannon	Electronic vote
Lot 37	Heather Landles	Electronic vote
Lot 38	Raymond Cotter	Electronic vote
Lot 39	Taryn Goss	Electronic vote
Lot 40	Tiffany Marsh	Electronic vote
Lot 47	Jennifer McAlpine	Electronic vote
Lot 50	Toni Wendtmann	Electronic vote
Lot 52	Amanda Stromberg	Electronic vote
Lot 60	Barbara Rose	Owner present (pre-voted)
Lot 61	Colin Amour	Electronic vote
Lot 62	Newton Pontes	Owner present (pre-voted)
Lot 63	Jacqueline Jeldres	Electronic vote
Lot 64	Jody Graham	Owner present (pre-voted)
Lot 66	Kylie Woodhouse	Owner present (pre-voted)
Lot 69	Jeff van Leeuwen	Owner present (pre-voted)
Lot 70	Lara Morrison	Electronic vote

Lot 74	Chrissy Robinson	Electronic vote
Lot 76	Grace D'Elia	Electronic vote
Lot 77	Vicki Hurley	Owner present (pre-voted)
Lot 78	Wade Brennan	Owner present (pre-voted)
Lot 79	Jason John Farnworth	Electronic vote
Lot 81	Robert & Christine Goad	Owner present (pre-voted)
Lot 82	Sarah Rahav	Electronic vote
Lot 83	Siobhan Schoch	Electronic vote
Lot 88	ROBERT Cable	Electronic vote
Lot 89	Simon London	Electronic vote
Lot 90	Sherree & Bruce Carmichael	Owner present (pre-voted)
Lot 91	Caroline Head	Electronic vote
Lot 92	Ruth Mills	Electronic vote
Lot 93	Adam B Sadler	Electronic vote
Lot 94	Michael Yeomans	Electronic vote
Lot 95	Dominika Nambiar	Electronic vote
Lot 96	Peter Dutton	Owner present (pre-voted)
Lot 97	Jason Round	Electronic vote
Lot 101	Brett Stevens	Electronic vote
Lot 103	Myriam Boulghalegh	Electronic vote
Lot 104	Kelvin & Brenda Moncrieff	Owner present (pre-voted)
Lot 105	Peter McGregor	Owner present (pre-voted)
Lot 110	Wendy Viney	Electronic vote
Lot 112	Julie McKee	Electronic vote
Lot 114	Terrence Dwyer	Owner present (pre-voted)
Lot 115	Kay Lee	Electronic vote
Lot 116	Peter Duvall	Electronic vote
Lot 117	Kim Ludicke	Owner present (pre-voted)
Lot 119	Jayden Florenca	Electronic vote

Chairperson

Allan Jordon

Additional Attendees

Damian Holmes - Peak Body Corporate
Sonya Lowrie - Peak Body Corporate
Jason Triplett - Strata Services Group
Sue Crundall - Lot 59

Apologies

Nil

PROXIES & VOTING PAPERS

Lot 94	Ian Noel & Beryl Jean Yeomans	Proxy Name: Michael Yeomans

Quorum

The Chairperson advised the meeting that a quorum was represented, accepted the valid votes received and declared the meeting open at 9:03 AM. The Strata Manager tabled the arrears report noting that lots in arrears are not entitled to vote.

MOTIONS

1. Confirmation of Previous General Meeting Minutes

Ordinary Resolution - Submitted by Strata Committee

That the Minutes of the Extraordinary Meeting dated 07/06/2024 be accepted as a true and correct record of the meeting.

Motion CARRIED. **Yes: 51** **No: 0** **Abs: 15**

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2. Approval of Statement of Accounts

Ordinary Resolution - Statutory Motion Submitted by Strata Committee

That the audited statement of accounts for the administrative and sinking funds for the year 01/09/2023 - 31/08/2024 attached to the agenda be adopted.

Motion CARRIED. **Yes: 53** **No: 3** **Abs: 10**

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3. Adoption of Administrative Fund Budget and Fixing of Contributions

Ordinary Resolution - Submitted by Strata Committee

That the Administrative Fund Budget for the financial year 01/09/2024 - 31/08/2025 totalling $830,000.00 excluding GST be adopted with contributions levied by 4 instalments with a 20.00% discount for payment on or before the due date is as follows:

Levy Status	Levy Period From	Levy Period To	Per Lot Entitlement Ex GST	Total Per Lot Entitlement	Contribution Ex GST	Total Contribution	Date Due
Already Issued	1/09/2024	31/11/2024	$69.55	$76.50	$174,074.34	$191,481.77	1/09/2024
To Be Issued	1/12/2024	28/02/2025	$69.55	$76.50	$174,074.34	$191,481.77	1/12/2024
To Be Issued	1/03/2025	31/05/2025	$96.25	$105.88	$240,925.66	$265,018.23	1/03/2025
To Be Issued	1/06/2025	31/08/2025	$96.25	$105.88	$240,925.66	$265,018.23	1/06/2025
Total			**$331.60**	**$364.76**	**$830,000.00**	**$913,000.00**	

Total Lot Entitlements 2,503 with each lot entitlement attracting a levy of $331.60 excluding GST during the current financial year.

And further the Committee may issue an interim levy for the first two levy periods of the following financial year.

Levy Status	Levy Period From	Levy Period To	Per Lot Entitlement Ex GST	Total Per Lot Entitlement	Contribution Ex GST	Total Contribution	Date Due
To Be Issued	1/09/2025	31/11/2025	$82.90	$91.19	$207,500.00	$228,250.00	1/09/2025
To Be Issued	1/12/2025	28/02/2026	$82.90	$91.19	$207,500.00	$228,250.00	1/12/2025
Total			**$165.80**	**$182.38**	**$415,000.00**	**$456,500.00**	

Subject to 20.00% settlement discount for payment on or before the due date.

Motion CARRIED. **Yes: 50** **No: 12** **Abs: 4**

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4. Adoption of Sinking Fund Budget and Fixing of Contributions

Ordinary Resolution - Submitted by Strata Committee

That the Sinking Fund Budget for the financial year 01/09/2024 - 31/08/2025 totalling $100,000.00 excluding GST be adopted with contributions levied by 4 instalments with a 20.00% discount for payment on or before the due date is as follows:

Levy Status	Levy Period From	Levy Period To	Per Lot Entitlement Ex GST	Total Per Lot Entitlement	Contribution Ex GST	Total Contribution	Date Due
Already Issued	1/09/2024	31/11/2024	$15.00	$16.50	$37,542.27	$41,296.50	1/09/2024
To Be Issued	1/12/2024	28/02/2025	$15.00	$16.50	$37,542.27	$41,296.50	1/12/2024
To Be Issued	1/03/2025	31/05/2025	$4.98	$5.47	$12,457.73	$13,703.50	1/03/2025
To Be Issued	1/06/2025	31/08/2025	$4.98	$5.47	$12,457.73	$13,703.50	1/06/2025
Total			**$39.95**	**$43.95**	**$100,000.00**	**$110,000.00**	

Total Lot Entitlements 2,503 with each lot entitlement attracting a levy of $39.95 excluding GST during the current financial year.

And further the Committee may issue an interim levy for the first two levy periods of the following financial year.

Levy Status	Levy Period From	Levy Period To	Per Lot Entitlement Ex GST	Total Per Lot Entitlement	Contribution Ex GST	Total Contribution	Date Due
To Be Issued	1/09/2025	31/11/2025	$9.99	$10.99	$25,000.00	$27,500.00	1/09/2025
To Be Issued	1/12/2025	28/02/2026	$9.99	$10.99	$25,000.00	$27,500.00	1/12/2025
Total			**$19.98**	**$21.97**	**$50,000.00**	**$55,000.00**	

Subject to 20.00% settlement discount for payment on or before the due date.

Motion CARRIED. **Yes: 50** **No: 10** **Abs: 6**

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5. No Audit

Special Resolution - Statutory Motion Submitted by Strata Committee

That the Body Corporate’s statement of accounts for the financial year 01/09/2024 - 31/08/2025 NOT be audited.

**NOTE: If you want the accounts to be audited, vote ‘no’; if you do not want the accounts to be audited, vote ‘yes’.*

Motion DEFEATED. **Yes: 19** **No: 44** **Abs: 3**

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6. Appointment of Auditor

Ordinary Resolution - Statutory Motion Submitted by Strata Committee

That the Body Corporate agrees that if the statement of accounts for the financial year 01/09/2024 - 31/08/2025 be audited, the proposed auditor be Sheppard Accountants.

Motion CARRIED. **Yes: 52** **No: 8** **Abs: 6**

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7. Confirmation of Insurance

Ordinary Resolution - Submitted by Strata Committee

That the Body Corporate resolves to confirm the insurances as set out below and that Peak Body Corporate Pty Ltd be authorised to obtain quotations for the renewal of insurance for the next 12-month period unless instructed to the contrary by the committee.

Policy Number	Insurer	Current to	Risk Type	Coverage Amount
HS0006113268	**Flex Insurance**	**30/09/2025**	Building	$50,434,900
			Common Area Contents	$504,349
			Loss of Rent/Temporary Accommodation	$7,565,235
			Public Liability	$20,000,000
			Voluntary Workers	$200,000/2,000
			Fidelity Guarantee	$250,000
			Office Bearers Liability	$5,000,000
			Machinery Breakdown	$100,000
			Catastrophe	$7,565,235
			Government Audit	$25,000
			Legal Expenses	$50,000
			Lot Owners' Fixtures & Improvements	$250,000
			Floating Floors	Insured
TOTAL PREMIUM: $116,955.00				

Motion CARRIED. **Yes: 59** **No: 2** **Abs: 5**

8. Debt Management

Ordinary Resolution - Submitted by Strata Committee

That VILLAS MEDITERRANEAN CTS 28571 resolves in accordance with the Body Corporate and Community Management legislation, if a contribution or contribution instalment is not paid by the date for payment, the Body Corporate recover each of the following amounts as a debt:

a) the amount of the contribution or instalment;
b) any penalty for not paying the contribution or instalment;
c) any costs (recovery costs) reasonably incurred by the body corporate in recovering the amount, to the fullest extent allowable by the legislation;

AND that the Body Corporate for VILLAS MEDITERRANEAN CTS 28571 adopt the below detailed procedure for the recovery of outstanding Body Corporate contributions against any Owner or Owners who fail to pay to the Body Corporate by the due date any levy contributions, including recovery costs and accrued penalty interest incurred owed to Body Corporate for VILLAS MEDITERRANEAN CTS 28571

Step	*Approximate timeline following expiry of due date*	*Notice*	*Cost including GST*
1	*Within 14 days after the due date*	*Reminder Notice - on contributions unpaid* ***Over $10.00***	*$30.00*
2	*Minimum 14 days past due date*	*Reminder Notice - on contributions unpaid* ***Over $10.00***	*$45.00*
3	*Minimum 28 days past due date*	*Overdue Notice - on contributions unpaid* ***Over $250.00***	*$60.00*
4	*Minimum 42 days past due date*	*Final Reminder Notice – on contributions unpaid* ***over $250.00***	*$75.00*
5	*Minimum 56 days past due date*	*Final Reminder Notice follow up on contributions unpaid* ***over $250.00***	*$90.00*

Motion CARRIED. **Yes: 57** **No: 5** **Abs: 4**

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9. Legal Recovery of Body Corporate Debt

Ordinary Resolution - Submitted by Strata Committee

That the Body Corporate authorise the Committee to appoint legal representation as required to act in all legal recovery matters of the Body Corporate:

Alternative A: Grace Lawyers
Alternative B: OMB Solicitors
Alternative C: Mathews Hunt Legal

AND FURTHER that any member of the Committee (including the Body Corporate manager) following committee resolution of legal appointment is authorised to execute the costs agreement for the recovery of Body Corporate debts on behalf of the Body Corporate.

Motion CARRIED. **Yes: 60** **No: 3** **Abs: 3**

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10. Variation of the Body Corporate Management Agreement and Letting Authorisation Agreement - BY SECRET BALLOT

Ordinary Resolution Without use of Proxies - Submitted by Owner Lot 1

That the Body Corporate consent, by way of an ordinary resolution secret ballot vote without the use of proxies, to a variation of the Body Corporate Management Agreement and the Letting Authorisation Agreement both dated 30 November 2010 between the Body Corporate and Mediterranean Management Pty Ltd ACN 165 462 635 as trustee for the Mediterranean Unit Trust to create a further option term of four (4) years in each agreement and enter into and sign (in any way authorised by law) the Deed of Variation which is in substantially the same form as that attached to this agenda. A BCCM Form 20 in the approved form has also been attached to this agenda.

Motion CARRIED. **Yes: 36** **No: 24** **Abs: 6**

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11. Lot 12 Renovation Application

Ordinary Resolution - Submitted by Owner Lot 12

That the Body Corporate for Villas Mediterranean CTS 28571 approve the proposed Renovation Application for Lot 12 to undertake ducted air conditioning installation as per the attached application form and accompanying documentation.

Motion CARRIED.	**Yes: 65**	**No: 0**	**Abs: 1**

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12. Lot 29 Renovation Application

Ordinary Resolution - Submitted by Owner Lot 29

That the Body Corporate for Villas Mediterranean CTS 28571 approve the proposed Renovation Application for Lot 29 to install a flyover roof above the existing paved area of the Lot as per the attached application form and accompanying documentation.

Motion CARRIED.	**Yes: 65**	**No: 0**	**Abs: 1**

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13. Lot 35 Renovation Application

Ordinary Resolution - Submitted by Owner Lot 35

That the Body Corporate for Villas Mediterranean CTS 28571 approve the proposed Renovation Application for Lot 35 to install 3 x air conditioning systems throughout the Lot as per the attached application form and accompanying documentation.

Motion CARRIED.	**Yes: 65**	**No: 0**	**Abs: 1**

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14. Lot 81 Renovation Application

Ordinary Resolution - Submitted by Owner Lot 81

That the Body Corporate for Villas Mediterranean CTS 28571 approve the proposed Renovation Application for Lot 81 to undertake alterations to their backyard area.

Motion CARRIED.	**Yes: 64**	**No: 0**	**Abs: 2**

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15. Lot 111 Renovation Application

Ordinary Resolution - Submitted by Owner Lot 111

That the Body Corporate for Villas Mediterranean CTS 28571 approve the proposed Renovation Application for Lot 111 to undertake renovations to their Lot as per the attached application form and accompanying documentation.

Motion CARRIED.	**Yes: 63**	**No: 1**	**Abs: 2**

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16. Lot 117 Renovation Application

Ordinary Resolution - Submitted by Owner Lot 117

That to remove balustrade from porch (facing road), develop front section in front of porch by removing 2 plants and small hedge, replace with a step down to a hybrid deck area of 1.5m, stepping down to a paver and community access a herb garden. This will be less maintenance for gardner. The current garden level has been washed away exposing tree roots to grow. $1,500 costs.

Motion RULED OUT OF ORDER due to being in conflict with By-Law 3(a)(ii) – Alterations to common property and also in breach of BCCM Legislation that requires that the motion to destroy an existing section of the common property be a Resolution Without Dissent.

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17. Common Property Drainage Inspections

Ordinary Resolution - Submitted by Owner Lot 78

That the body corporate will complete CCTV inspections and necessary remediation if required of all front 600mm pit drains and associated plumbing on all tenants' properties at Villas Mediterranean, in April and October each year.

Motion RULED OUT OF ORDER due to it not containing any supporting quotations or associated costs for owners to review and approve.

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18. Common Property Pipework Inspections

Ordinary Resolution - Submitted by Owner Lot 78

That the body corporate will complete CCTV inspections and remediation, if required, of all down pipes and associated plumbing on all tenants properties at Villas Mediterranean, in October each year.

Motion RULED OUT OF ORDER due to it not containing any supporting quotations or associated costs for owners to review and approve.

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19. Lot 78 & 79 Pit Drain

Ordinary Resolution - Submitted by Owner Lot 78

That the body corporate will extend and insert a flap value on the exit drainage pipe connected to the 600mm pit drain from lot 78 and lot 79.

Motion RULED OUT OF ORDER due to it not containing any supporting quotations or associated costs for owners to review and approve.

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20. Ongoing Maintenance Communication

Ordinary Resolution - Submitted by Owner Lot 79

That the secretary of the body corporate and/or strata manager will provide communication to owners via email detailing progress of outstanding maintenance matters pertaining to their respective lot/s, on a fortnightly basis until completion of works.

Motion RULED OUT OF ORDER due to it not containing any supporting quotations or associated costs for owners to review and approve.

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21. Completed Maintenance Communication

Ordinary Resolution - Submitted by Owner Lot 79

That the secretary of the body corporate and/or strata manager will provide communication to owners of completed maintenance pertaining to their respective lot, via email including photographic evidence from the contractor within two (2) weeks of the completion of works.

Motion RULED OUT OF ORDER due to it not containing any supporting quotations or associated costs for owners to review and approve.

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22. Central Water Feature Regular Maintenance

Ordinary Resolution - Submitted by Owner Lot 79

That Body Corporate is to adjust the current scheduled removal of debris and weeds form the complex drainage central water feature, on a Six (6) monthly basis, in order to prevent drainage obstructions.

Motion RULED OUT OF ORDER due to it not containing any supporting quotations or associated costs for owners to review and approve.

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23. Tree Root Removal

Ordinary Resolution - Submitted by Owner Lot 117

To remove tree roots growing and hitting the structure of the home. There are 3 tree roots that can compromise the integrity of pipes, block work.

Motion RULED OUT OF ORDER due to it not containing any supporting quotations or associated costs for owners to review and approve.

The Committee recognises the overwhelming support of all owners' motions ruled out of order and will consult with the relevant owners for the Body Corporate to organise an Extraordinary General Meeting in early 2025 that includes valid and compliant motions with appropriate supporting documentation for owners to consider costs and their potential impact on the budgets/levies.

Election of Committee - BY SECRET BALLOT

The size of the committee will be determined by the number of persons nominating, but the minimum number of members of the committee is 3 consisting of chairperson, secretary and treasurer and the maximum number of members of the committee is 7, excluding any non-voting members. An individual can hold one or more of the positions of chairperson, secretary or treasurer, but cannot also be an ordinary member.

Each of the unopposed nominees will be declared elected.

Election of Chairperson

Allan Jordon has been elected as Chairperson

Name	Details	Votes	Outcome
Geoffrey Bell		24	
Allan Jordon		42	Elected

Election of Secretary

Jody Graham has been elected unopposed as Secretary.

Election of Treasurer

Terrence Dwyer has been elected unopposed as Treasurer.

Election of Ordinary Member

Peter Dutton, Mark Lochhead, Jeffrey Van Leeuwen, Kylie Woodhouse have been elected to the committee.

Name	Details	Votes	Outcome
Peter Dutton		48	Elected
Mark Lochhead		43	Elected
Jeffrey Van Leeuwen		39	Elected
Kylie Woodhouse		50	Elected

Withdrawn Nominees

Allan Jordon	Already on committee
Geoffrey Bell	Withdrawn prior to meeting

CLOSURE
That there being no further business the Chairperson declared the meeting closed at 9:55 AM.

SECRETARY
Jody Graham
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