
Minutes of the
Annual General Meeting
for the Body Corporate for
The Edge at Milton CTS 34752
held via Zoom,
on Monday, 17 January 2022

Lots Represented By

Lot 1011	by electronic voting paper and by Zoom by Christine Stevenson
Lot 1012	by electronic voting paper and by Zoom by Benjamin Kelly
Lot 1014	by electronic voting paper and by Zoom by Janet McCrystal
Lot 1026	by electronic voting paper
Lot 1031	by electronic voting paper and by Zoom by Ann Albers
Lot 1032	by electronic voting paper
Lot 1033	by electronic voting paper
Lot 1041	by Zoom by John Clark
Lot 1043	by electronic voting paper
Lot 1051	by electronic voting paper
Lot 1063	by electronic voting paper
Lot 1072	by electronic voting paper and by Zoom by Gregory Gunther
Lot 1082	by electronic voting paper and by Zoom by Lorna-Li Yao - <i>present from 6.00pm</i>
Lot 1091	by voting paper
Lot 1095	by electronic voting paper
Lot 1101	by electronic voting paper and by Zoom by Lorna-Li Yao - <i>present from 6.00pm</i>
Lot 1102	by electronic voting and by Zoom by Phillip Woodhouse
Lot 1103	by electronic voting paper

Also In Attendance

Kristi Kinast of Cassels Strata Management Pty Ltd (Strata Manager)

Chairperson Of Meeting

The meeting was chaired by Christine Stevenson in accordance with the Body Corporate and Community Management Act and Regulations.

Quorum

The Chairperson advised that a quorum was represented and declared the meeting open at 5.48pm.

Motions

1. Confirmation of Minutes (Ordinary Resolution)

Resolved that the minutes of the previous general meeting held on 19.01.2021 be adopted as a true and correct record.

YES	15	NO	0	ABSTAIN	3
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2. Adoption of (Audited) Financial Statements (*Ordinary Resolution*)

Resolved that the statement of accounts for the financial year ended 31.10.2021 be approved and adopted.

YES	15	NO	0	ABSTAIN	3
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3. Non Audit of Accounts for Ensuing Financial Year (*Special Resolution*)

Motion Lost - That the accounts of the Body Corporate in respect to the financial year ending 31.10.2022 **shall not be audited**.

An audit WILL be carried out for the coming financial year.

Last audit: Financial year ending 31.10.2021

YES	5	NO	12	ABSTAIN	1
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4. Appointment of Auditor (*Ordinary Resolution*)

Resolved that Tracey Adam of Dickfos Dunn Adam Registered Company Auditors under the Corporations Act, be appointed to audit the books and accounts for the financial year ending 31.10.2022 in accordance with the Body Corporate and Community Management Act 1997 and the Regulation Module applying to this scheme.

As Motion 3 was lost, this motion was required.

YES	14	NO	3	ABSTAIN	1
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5. Administrative Fund Budget & Levies (*Ordinary Resolution*)

Resolved that the proposed administrative fund budget for the period 01.11.2021 - 31.10.2022, as circulated with the meeting material, be approved and determined as follows:

- \$282,903.33 (excl GST) and \$311,913.66 (incl GST), subject to a 10% discount applicable on all contributions paid by the due date
- number of instalments, including advanced issue for the next financial year, and the due date of each to be issued on behalf of the Treasurer as follows:

Due Date	\$ (incl GST) / contribution entitlement	Period
01.11.2021 (<i>already issued</i>)	\$2.30	01.11.2021 - 28.02.2022
01.03.2022	\$2.30	01.03.2022 - 30.06.2022
01.07.2022	\$2.30	01.07.2022 - 31.10.2022
Annual total per contribution entitlement:	\$6.90	Total contribution entitlements: 45085
01.11.2022 (<i>advance issue next financial year</i>)	\$2.30	01.11.2022 - 28.02.2023

YES	15	NO	1	ABSTAIN	2
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6. Sinking Fund Budget & Levies (Ordinary Resolution)

Resolved that the proposed sinking fund budget for the period 01.11.2021 - 31.10.2022 as circulated with the meeting material, be approved and determined as follows:

- \$194,573.68 (excl GST) and \$214,031.05 (incl GST), subject to a 10% discount applicable on all contributions paid by the due date
- number of instalments, including advanced issue for the next financial year, and the due date of each to be issued on behalf of the Treasurer as follows:

Due Date	\$ (incl GST) / contribution entitlement	Period
01.11.2021 (<i>already issued</i>)	\$1.45	01.11.2021 - 28.02.2022
01.03.2022	\$1.65	01.03.2022 - 30.06.2022
01.07.2022	\$1.65	01.07.2022 - 31.10.2022
Annual total per contribution entitlement:	\$4.75	Total contribution entitlements: 45085
01.11.2022 (<i>advance issue next financial year</i>)	\$1.65	01.11.2022 - 28.02.2023

YES	16	NO	1	ABSTAIN	1
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7. Insurance Reimbursement (Ordinary Resolution)

Resolved that the insurance reimbursement budget for the period 01.11.2021 - 31.10.2022, circulated with the meeting material, be approved and determined as follows:

- \$20,200.00 (excl GST) and \$22,220.00 (incl GST);
- number of instalments, including advanced issue for the next financial year, and the due date of each to be issued on behalf of the Treasurer as follows:

Due Date	\$ (incl GST) / interest entitlement	Period
01.11.2021 (<i>already issued</i>)	\$0.38	01.11.2021 - 28.02.2022
01.03.2022	\$0.17	01.03.2022 - 30.06.2022
01.07.2022	\$0.17	01.07.2022 - 31.10.2022
Annual total per interest entitlement:	\$0.71	Total interest entitlements: 31162
01.11.2022 (<i>advance issue next financial year</i>)	\$0.24	01.11.2022 - 28.02.2023

YES	17	NO	0	ABSTAIN	1
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Motions from the Committee

8. Group of Same-Issue Motions: Lift Upgrade Project

8A. Lift Upgrade Project: Schindler Lifts Australia (*Special Resolution*) – Committee Recommendation

Resolved that the Body Corporate engage Schindler Lifts Australia to undertake the Lift Upgrade Project, by decommissioning and removing the existing lifts, supplying and installing two new lifts to the building and carrying out all associated works as detailed within the tender documentation, at a cost of \$430,000 + GST to be funded by the Sinking Fund; and that the Body Corporate allow a contingency provision of 10% (ie \$43,000); and that the Body Corporate allows an Administrative Fund provision of \$18,000 for Elevator Project Management to undertake project management of the project.

8B. Lift Upgrade Project: Otis (*Special Resolution*)

Motion Lost – That the Body Corporate engage Otis to undertake the Lift Upgrade Project, by decommissioning and removing the existing lifts, supplying and installing two new lifts to the building and carrying out all associated works as detailed within the tender documentation, at a cost of \$439,500 + GST to be funded by the Sinking Fund; and that the Body Corporate allow a contingency provision of 10% (ie \$43,950); and that the Body Corporate allows an Administrative Fund provision of \$18,000 for Elevator Project Management to undertake project management of the project.

Result of Group of Same-Issue Motions

Each motion in a group of same-issue motions is assessed to determine if, individually, they have sufficient votes 'for' and insufficient votes 'against' to pass. These 'qualifying motions' are then compared to determine which has the highest votes 'for', and in the case of a tie, which have the lowest votes 'against'. If both 'for' and 'against' are tied, the meeting decides the outcome of the eligible motions by way of chance.

On this basis, the outcome of this group of same-issue motions is as follows:

		<i>Votes For</i>	<i>Votes Against</i>	<i>Abstentions</i>	
Motion 8A	Qualifying	17	1	0	RESOLVED
Motion 8B	Not Qualifying	2	15	1	Lost

9. Administration Agreement *(Ordinary Resolution without the use of proxies)*

Resolved that the owners enter into a body corporate administration agreement with Cassels Strata Management whereby Cassels Strata Management is engaged as a body corporate manager for the Term, commencing on the Start Date and ending on the End Date, and that the Chairperson sign and affix the Common Seal to the BCM Agreement.

Acknowledged by the Body Corporate that in relation to this motion the following terms have the following meanings:

Manager means: Cassels Strata Management Pty Ltd ABN 71 161 402 277

Term means: 2 Years

Start Date means: 01.03.2022

End Date means: 29.02.2024

YES	18	NO	0	ABSTAIN	0
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10. Fire Systems Service Agreement *(Ordinary Resolution)*

Resolved that the owners enter into a Fire Systems Service agreement with Global Fire Services whereby Global Fire Services is engaged as a Fire Systems Maintenance contractor for the Term, commencing on the Start Date and ending on the End Date, and that the Chairperson sign and affix the Common Seal to the agreement.

Acknowledged by the Body Corporate that in this motion the following terms have the following meanings:

Contractor means: Global Fire Services

Annual Contract Cost: \$4,238.00

Term means: 1 Year

Start Date means: 01.11.2021

End Date means: 31.10.2022

YES	17	NO	1	ABSTAIN	0
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11. Electronic Attendance *(Ordinary Resolution)*

Resolved that lot owners and Committee Members attending General and Committee Meetings via electronic means, such as teleconference or videoconference, are taken to be personally present for the sake of attendance records and voting rights.

YES	18	NO	0	ABSTAIN	0
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12. Authority to Reduce Quorum Calculation *(Special Resolution)*

Resolved that the Body Corporate reduce the number of voters required to be personally present at a general meeting from two voters to one voter; and

That the Body Corporate adjust the required level for a quorum at a General Meeting down from 25% to 10% of voters.

NOTE: Reducing the quorum does not change a lot owner's right to vote at a general meeting. Reducing the quorum will reduce the chances of a meeting needing to be adjourned, and in turn save the Body Corporate money.

YES	14	NO	4	ABSTAIN	0
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13. Appointment of ARM-CC *(Ordinary Resolution)*

Resolved that the Body Corporate engage ARM-CC to undertake contractor compliance checks on all contractors to be used by the body corporate, including the following:

- ABN – confirm and continue to check the ABN matches the contractor name and is still active and, if relevant, GST registered
- Licenses – check, monitor, and keep on file any relevant licences for the particular trade
- Insurances – check, monitor, and keep on file professional indemnity, public and product liability insurance, as well as workers compensation insurance where relevant.
- Safe working agreements – ensuring contractors provide these agreements as and when required under the Work Health Safety Act

and continue to monitor and update compliance requirements throughout the year, at a maximum cost of \$100 per annum, with services and costs to commence from 1 July 2022.

YES	18	NO	0	ABSTAIN	0
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14. Amendment to By-Law 5 'Appearance of Lot' (*Special Resolution*)

Resolved that By-Law 5 - 'Appearance of Lot' contained in Schedule C of the Community Management Statement (CMS) be revoked and replaced with the following:

5. SIGNAGE AND APPEARANCE OF LOT

5.1 Subject to the remainder of by-law 5, an Owner or Occupier will not hang washing, bedding, towels, clothing, or other articles (except on clotheslines in designated areas approved by the Body Corporate).

5.2 Subject to the remainder of by-law 5, an Owner, Occupier or representative will not erect a sign, placard, advertisement, banner or like matter within the lot or on common property if it will be visible from another lot, common property, or outside scheme land, without prior written approval of the Committee.

5.3 A sign, placard, or banner advertising a unit for sale or for rent can only be approved by the Committee with the following conditions:

- a) A maximum of two signs, placards, or banners for the Scheme can be erected at any one time;
- b) A sign, placard, or banner may be erected for a maximum of three weeks;
- c) A sign, placard, or banner must be in standard dimensions of 180cmx120cm or as determined by the Committee from time to time;
- d) A sign, placard, or banner must be erected only in the area designated by the Committee or Building Manager on behalf of the Body Corporate; and
- e) Any signage in contravention of this by-law will be immediately removed by the Building Manager on behalf of the Body Corporate.

5.4 Despite section 5.2 & 5.3, the Building Manager is permitted to display reasonable signs or notices on the Scheme Land offering for sale or lease any Lot but such sign or notices must not detract from the overall appearance of the Scheme. Any such signage may be reviewed by the Committee and requested to be removed if offensive, prolific, or distasteful.

5.5 An Owner, Occupier, or representative/s will not cause any damage to common property, including garden areas, in placing or removing an approved or unapproved sign. Costs of repairs of any such damage will be borne by or recovered from the lot owner.

and further that the Body Corporate authorises the execution of all forms necessary to record the new CMS under the Common Seal of the Body Corporate by two (2) members of the Committee and lodgement of the new CMS with the Department of Natural Resources, Mines, and Energy.

YES	16	NO	1	ABSTAIN	1
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Motion from Lot Owners

15. Variation of Caretaking and Letting Agreement (*Ordinary Resolution Submitted by the Owner of Lot 1012*)

Resolved that the Body Corporate consent to a variation of the Buyer's Caretaking and Letting Agreement dated 16 December 2005 between the Body Corporate and David Alan Mills and Carole Anne Mills as varied as assigned BSR Asset Management Group Pty Ltd ACN 648 461 689 to delete the existing clause 4.1 (b) which is arguably an unlawful delegation of duties and replace it within an industry accepted by-law monitoring duty and that the Body Corporate accordingly enter into and sign under seal the Deed of Variation attached to the agenda.

YES	14	NO	2	ABSTAIN	2
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Election Of Committee

The following members were declared elected:

Chairperson	Lot 1011 Christine Stevenson
Secretary	Lot 1041 John Clark
Treasurer	Lot 1014 Janet McCrystal
Ordinary Committee Members	Lot 1031 Ann Albers Lot 1072 Gregory Gunther Lot 1102 Phillip Woodhouse

Committee Vacancies

A member's position **automatically** becomes vacant if the member is not present personally or by proxy at two (2) consecutive meetings of the Committee without the Committee's leave.

Non-Voting Members

The body corporate manager is automatically a non-voting member of the Committee.

Invoice Hub Approver

The Chairperson and Secretary are appointed as the ongoing authorised representatives to manage the approval of invoices through the online 'Invoice Hub'. The Committee may amend this appointment at any time.

The Body Corporate Manager thanked the Committee Members for their ongoing commitment of time and effort. Special thanks to Mark Jackson who is retiring from the Committee this year; and a welcome to Philip Woodhouse joining as a new member.

Meeting Ended At 6.13pm

Secretary Contact:
John Clark
C/- Cassels Strata
PO Box 1152, Milton, Qld 4064

Signed: Chairperson

Name:

Date:

Prefer to work online? Us too!

Check out the Cassels Strata Client Portal for access to levy statements, by-laws, meeting documentation, contact detail updates, and a range of other resources! -

Annual General Meeting Notice

**BODY CORPORATE FOR
THE EDGE AT MILTON CTS 34752**

Location: On Site Theatre Room - 18
Manning Street, Milton QLD 4064

Date: Monday 23 January 2023

Time: 5:45 PM



Prefer to work online?

Us too! Check out the Cassels Strata Client Portal for access to levy statements, bylaws, meeting documentation, contact detail updates, and a range of other resources!

www.casselsstrata.com.au

Body Corporate for

The Edge At Milton CTS 34752

Dear Owner

RE: Annual General Meeting

Please find enclosed your meeting notice for the forthcoming Annual General Meeting (AGM). Submitting your votes and attending the AGM gives you the opportunity to participate in matters concerning your property.

There are various methods available to submit your voting paper:



VoteMax online submission – Owners will be granted access to submit votes electronically via the VoteMax system. Access to VoteMax is through your Client Portal account at www.stratamax.com.au/votemax. Please follow the prompts when using the VoteMax system and don't forget to declare your votes on the final page.

Online submissions will be available for this meeting between:

Open Date and Time 21 December 2022 at 3:00 PM

Close Date and Time 23 January 2023 at 2:00 PM



Complete the enclosed voting paper and return it so that it is received before the meeting date:

The Secretary for The Edge At Milton CTS 34752, c/- Cassels Strata
Post: PO Box 1152, MILTON QLD 4064 | Email: info@casselsstrata.com.au

For voting after the electronic voting closing time, a physical voting paper will be required to be submitted by email to info@casselsstrata.com.au. To ensure your vote is processed and counted, if you are returning your vote within 4 business hours of the meeting start time, please call for confirmation of receipt.

We have enclosed the following documentation:

1. An **agenda** which includes:
 - motions to be addressed at the meeting
 - meeting procedures and voting rights
 - explanatory schedule for further information on the motions
2. A **voting paper** which includes:
 - statutory motions required by law
 - motions submitted by the Committee and/or owners
 - a list of Committee Member candidates
3. A proxy form, should you wish to nominate someone to vote on your behalf
4. A company nominee form if your lot is in the name of a company or trust
5. Information regarding insurance and work, health, safety responsibilities of a body corporate

6. Financial reports including proposed budgets
7. Any additional applicable attachments

Need some help or have any questions about the contents?

Feel free to contact us prior to the meeting date on 07 3726 0050 If you require assistance with these documents, or need an explanation. Similarly, if you have queries regarding the financial statements and budgets, please call for clarification as this will save time on the day of the meeting, as well as ensure you are making an informed vote.

Please ensure all levies are paid up to date. If you are unfinancial your vote cannot be counted.

We look forward to speaking with you at the Annual General Meeting, or sometime in the future.

Yours sincerely,



Kristi Kinast
Body Corporate Manager – on behalf of the Secretary

Annual General Meeting Agenda

The below agenda outlines how the meeting will be conducted and the motions to be considered, while the full explanation of each motion is included in the "Explanatory Schedule" following.

Signing of Attendance and Apologies Record

Admittance of Voting Papers and Proxies

Declaration of a Quorum

Statutory Motions

1. Confirmation of Minutes
2. Adoption of Audited Financial Statements
3. Non Audit of Accounts for Ensuing Financial Year
4. Appointment of Auditor
5. Administrative Fund Budget & Levies
6. Sinking Fund Budget & Levies
7. Insurance Reimbursement

Motions from the Committee/Owners

8. Fire Services Maintenance Agreement

Election of Committee

Meeting Closure

Voting Paper

There are various options to submit your vote, please refer to the Meeting Procedures and Voting Rights page following the Explanatory Schedule for further information.

For voting after the electronic voting closing time, a physical voting paper will be required to be submitted by email to info@casselsstrata.com.au. To ensure your vote is processed and counted, if you are returning your vote within 4 business hours of the meeting start time, please call for confirmation of receipt.

1. CONFIRMATION OF MINUTES

Ordinary Resolution

Statutory

That the minutes of the previous general meeting held on 17 January 2022 be adopted as a true and correct record.

YES		NO		ABSTAIN	
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2. ADOPTION OF AUDITED FINANCIAL STATEMENTS

Ordinary Resolution

Statutory

That the statement of accounts for the financial year ended 31 October 2022 be approved and adopted.

YES		NO		ABSTAIN	
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3. NON AUDIT OF ACCOUNTS FOR ENSUING FINANCIAL YEAR

Special Resolution

Statutory

That the accounts of the Body Corporate in respect to the financial year ending 31 October 2023 shall not be audited.

Last audited: 31.10.2022

Please note that if you wish the accounts to be audited vote "NO"; if you do not want the accounts to be audited vote "YES".

YES		NO		ABSTAIN	
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This voting paper is to be recorded as my/our vote in respect to the motions above

Signed: Lot No:
Voter Name: Date:

4. APPOINTMENT OF AUDITOR

Ordinary Resolution

Statutory

That Tracey Adam of Dickfos Dunn Adam Registered Company Auditors under the Corporations Act, be appointed to audit the books and accounts for the financial year ending 31 October 2023 in accordance with the Body Corporate and Community Management Act 1997 and the regulation module applying to this scheme.

YES		NO		ABSTAIN	
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5. ADMINISTRATIVE FUND BUDGET & LEVIES

Ordinary Resolution

Statutory

That the proposed Administrative Fund budget for the year ending 31 October 2023, as circulated with the meeting material, be approved and determined as follows:

- \$309,722.57 (excl GST) and \$340,694.82 (incl GST), subject to a 10% discount applicable on all contributions paid by the due date
- number of instalments, including advance issue for the next financial year, and due date of each to be issued on behalf of the Treasurer as follows:

Due Date	Amount / Contribution Entitlement (incl GST)	Period
1 November 2022 - <i>already issued</i>	\$2.30	01/11/22 to 28/02/23
1 March 2023	\$2.63	01/03/23 to 30/06/23
1 July 2023	\$2.63	01/07/23 to 31/10/23
Annual total per contribution entitlement	\$7.56	Total contribution entitlements: 45085
1 November 2023 - <i>advance issue, next financial year</i>	\$2.63	01/11/23 to 29/02/24

YES		NO		ABSTAIN	
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This voting paper is to be recorded as my/our vote in respect to the motions above

Signed: Lot No:
Voter Name: Date:

6. SINKING FUND BUDGET & LEVIES

Ordinary Resolution

Statutory

That the proposed Sinking Fund budget for the year ending 31 October 2023, as circulated with the meeting material, be approved and determined as follows:

- \$205,000.00 (excl GST) \$225,500.00 (incl GST), subject to a 10% discount applicable on all contributions paid by the due date
- number of instalments, including advance issue for the next financial year, and due date of each to be issued on behalf of the Treasurer as follows:

Due Date	Amount / Contribution Entitlement (incl GST)	Period
1 November 2022 - already issued	\$1.65	01/11/22 to 28/02/23
1 March 2023	\$1.67	01/03/23 to 30/06/23
1 July 2023	\$1.68	01/07/23 to 31/10/23
Annual total per contribution entitlement	\$5.00	Total contribution entitlements: 45085
1 November 2023 - advance issue, next financial year	\$1.68	01/11/23 to 29/02/24

YES		NO		ABSTAIN	
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7. INSURANCE REIMBURSEMENT

Ordinary Resolution

Statutory

That the Insurance Reimbursement budget for the year ending 31 October 2023, as circulated with the meeting material, be approved and determined as follows:

- \$21,480.00 (excl GST) and \$23,628.00 (incl GST)
- number of instalments, including advanced issue for the next financial year, and the due date of each to be issued on behalf of the Treasurer as follows:

Due Date	Amount / Interest Entitlement (incl GST)	Period
1 November 2022 - already issued	\$0.24	01/11/22 to 28/02/23
1 March 2023	\$0.26	01/03/23 to 30/06/23
1 July 2023	\$0.26	01/07/23 to 31/10/23
Annual total per contribution entitlement	\$0.76	Total contribution entitlements: 31162
1 November 2023 - advance issue, next financial year	\$0.26	01/11/23 to 29/02/24

YES		NO		ABSTAIN	
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This voting paper is to be recorded as my/our vote in respect to the motions above

Signed: Lot No:
 Voter Name: Date:

8. FIRE SERVICES MAINTENANCE AGREEMENT

Ordinary Resolution
Submitted by Committee

That the Fire Services Maintenance Agreement between the Body Corporate and the Contractor, whereby the Contractor is engaged as the Fire Service Contractor for the Term, commencing on the Start Date and ending on the End Date, be entered into by the Body Corporate and that the Chairperson sign and affix the Common Seal to the Agreement.

Acknowledged by the Body Corporate that in this Resolution the following terms have the following meanings:

Contractor means:	Pacific Fire Group
Remuneration means:	\$4,224.22 + GST for the first year
Term means:	3 Years
Start Date means:	1 February 2023
End Date means:	31 January 2026

YES		NO		ABSTAIN	
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This voting paper is to be recorded as my/our vote in respect to the motions above

Signed: Lot No:
Voter Name: Date:

Election Of Committee

Nominations for the following positions were received and appear below in alphabetical order (this is in accordance with the Act).

Chairperson	As no nominations were received, a candidate will be called from the floor of the meeting.
Secretary	Lot 1041 John Clark Being the only nomination received for this position, the candidate will be declared elected.
Treasurer	Lot 1014 Janet McCrystal Being the only nomination received for this position, the candidate will be declared elected.
Ordinary Committee Members	Lot 1031 Ann Albers Lot 1072 Gregory Gunther Lot 1102 Phillip Woodhouse As no more than four nominations were received for this position, the candidate/s will be declared elected.

Committee Vacancies

A member's position **automatically** becomes vacant if the member is not present personally or by proxy at two (2) consecutive meetings of the Committee without the Committee's leave.

Non-Voting Members

The body corporate manager and caretaking service contractor are automatically non-voting members of the Committee.

Invoice Hub Approver

The Building Manager and Treasurer will be appointed as the ongoing authorised representatives to manage the approval of invoices through the online 'Invoice Hub'. The Committee may amend this appointment at any time.

Meeting Closure

The Chairperson will declare the meeting closed.

Explanatory Schedule

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|-----------|--|----------------------------|
| 1. | CONFIRMATION OF MINUTES
<i>Statutory</i>
To confirm that the minutes are a true and correct record of that meeting. | Ordinary Resolution |
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|-----------|---|----------------------------|
| 2. | ADOPTION OF AUDITED FINANCIAL STATEMENTS
<i>Statutory</i>
The financial statements have been prepared as a "special purpose financial report" and to the knowledge and belief of the Committee, the Body Corporate will remain a non-reporting entity in the current financial year. | Ordinary Resolution |
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|-----------|---|---------------------------|
| 3. | NON AUDIT OF ACCOUNTS FOR ENSUING FINANCIAL YEAR
<i>Statutory</i>
In accordance with the Body Corporate and Community Management Act and the regulation module that applies to the scheme, the Body Corporate must have its statement of accounts audited unless the Body Corporate resolves by special resolution not to have the statements audited.
Please note that if you wish the accounts to be audited vote "NO"; if you do not want the accounts to be audited vote "YES". | Special Resolution |
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- | | | |
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| 4. | APPOINTMENT OF AUDITOR
<i>Statutory</i>
Where the Body Corporate resolves to have an audit, an auditor must be appointed at each Annual General Meeting. | Ordinary Resolution |
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- | | | |
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| 5. | ADMINISTRATIVE FUND BUDGET & LEVIES
<i>Statutory</i>
In accordance with the Body Corporate and Community Management Act and the Accommodation module that applies to the scheme, the Body Corporate must adopt an Administrative Fund budget for each financial year. This budget has been drafted in collaboration with, and endorsed by your Committee.
Those present at the meeting may vote to adjust the budget only insofar as adding or removing costs (and associated levies) that relate to another motion on this agenda, and by an amount no more than 10% of the total budget. For example, if a motion to approve a window clean for \$1,000 is resolved but that cost is not yet included in the budget, the budget may be adjusted to add the \$1,000 cost for window cleaning. In this example, the total budget must be \$10,000 or less in order for the full \$1,000 to be added into the budget; alternatively, a maximum amount of up to 10% may be added in. | Ordinary Resolution |
|-----------|--|----------------------------|
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- | | | |
|-----------|--|----------------------------|
| 6. | SINKING FUND BUDGET & LEVIES
<i>Statutory</i>
In accordance with the Body Corporate and Community Management Act and the regulation module that applies to the scheme, the Body Corporate must adopt a sinking fund budget for each financial year. This budget has been drafted in collaboration with and endorsed by your Committee.
Those present at the meeting may vote to adjust the budget only insofar as adding or removing costs (and associated levies) that relate to another motion on this agenda, and by an amount no more than 10% of the total budget. For example, if a motion to approve a new front door for \$5000 is resolved but that cost is not yet included in the budget, the budget may be adjusted to add the \$5000 cost for a new front door. In this example, the total budget must be \$50,000 or less in order for the full \$5,000 to be added into the budget; alternatively, a maximum amount of up to 10% may be added in. | Ordinary Resolution |
|-----------|--|----------------------------|
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7. INSURANCE REIMBURSEMENT**Ordinary Resolution***Statutory*

To approve the budget for an insurance reimbursement and that the contribution be struck in accordance with the Act and Regulations based on the interest entitlements.

8. FIRE SERVICES MAINTENANCE AGREEMENT**Ordinary Resolution**

This motion is to appoint Pacific Fire Group as the Fire Services Maintenance Contractor for the Body Corporate.

Meeting Procedures and Voting Rights

There are various methods available for submitting your votes:



VoteMax online submission

Owners will be granted access to submit votes electronically via the VoteMax system. Access to VoteMax is through your Client Portal account at www.stratamax.com.au/votemax. Please follow the prompts when using the VoteMax system and don't forget to declare your votes on the final page.

Online submissions will be available for this meeting between:

Open Date and Time Wednesday 21 December 2022 at 3:00 PM

Close Date and Time Monday 23 January 2023 at 02:00 PM



Vote with the voting paper

Using the enclosed voting paper, tick either the YES, NO or ABSTAIN box next to each motion, sign the bottom of each page and forward your voting paper to the Secretary, c/- Cassels Strata:

Post: PO Box 1152, MILTON QLD 4064

Email: info@casselsstrata.com.au

For voting after the electronic voting closing time, a physical voting paper will be required to be submitted by email to info@casselsstrata.com.au. To ensure your vote is processed and counted, if you are returning your vote within 4 business hours of the meeting start time, please call for confirmation of receipt.

Voting Rights Information

1. The Regulations* define who is entitled to vote at a meeting of the Body Corporate.
2. The Regulations set out how a person can vote at a meeting of the Body Corporate**.
3. A form is enclosed for a corporate owner to appoint a company nominee to vote on its behalf.
4. A person cannot vote on a motion requiring an ordinary resolution or a special resolution, or, in an election ballot, if a contribution, instalment or penalty due to the body corporate has not been paid.
5. A person has 1 vote for each lot the person owns or represents.
6. Where there are 2 or more co-owners of a lot, a vote by any one of the co-owners will be counted as the vote for the lot unless a contrary vote is cast by another co-owner in which case no vote will be counted for the lot.
7. A voter may demand that a motion requiring an ordinary resolution be determined by a poll of the contribution schedule lot entitlements of voters, instead of on the basis of one vote for each lot. The demand may be made in writing beside the motion where it appears on the voting paper, or personally at the meeting by the owner or the owner's proxy.

*Refer to the regulation module that applies to your scheme.

**A person may vote in any of the following ways:

- in person at the meeting
- by completing the **voting paper** or electronically via VoteMax
- by appointing a proxy to vote on the person's behalf (form enclosed)

Proxy Form

TO: The Secretary for The Edge At Milton CTS 34752 c/- Cassels Strata
P: PO Box 1152, MILTON QLD 4064 | E: info@casselsstrata.com.au

If you are unable to attend the meeting, as a lot owner and eligible voter, you may nominate a person to act as your proxy on your behalf. If you are a corporate nominee for a lot held in a company name, you may appoint a proxy to represent you.

Lot Owner Details	Nominated Proxy Details
Name:	Name:
Lot number:	Address:
Signature:	Signature:

- ☐ The general meeting to be held on Monday 23 January 2023 or
☐ All general meetings held before _____ or
☐ All general meetings held during the rest of the body corporate financial year unless I/we serve you with written withdrawal of the appointment.

NOTES FOR USE

- You only need to fill out the proxy form if you are appointing a proxy to attend the meeting and vote on your behalf.
- Complete all details. You must appoint a named individual. For example, do not state "the Chairperson" as your proxy will be invalid.
- A body corporate manager or associate cannot be named as your proxy.
- A person must not hold:
 - If there are fewer than 20 lots included in the scheme, more than 1 proxy; or
 - If there are 20 or more lots included in the community titles scheme, proxies greater in number than 5% (for Commercial, Accommodation, or Standard Module schemes) of the lots. Section (b) does not apply to the Small Schemes Module (The Edge At Milton CTS 34752 falls under the Accommodation Module).
- The appointment of a proxy is only effective if the voter or the holder of the proxy gives by hand, post or fax, a properly completed proxy form to the Secretary by the start of the meeting, or if the Body Corporate has arranged an earlier time by which proxies must be given.

Appointment of Company Nominee

TO: The Secretary for The Edge At Milton CTS 34752 c/- Cassels Strata
P: PO Box 1152, MILTON QLD 4064 | E: info@casselsstrata.com.au

Name of Company	Name of Nominee
Name:	Name:
Lot number:	Address 1:
Name of alternative (if any):	Address 2:
Authorisation is given in accordance with the regulation module applying to this scheme	
Signature:	Signature:
Date:	

Note: a vote cast at a meeting of the Body Corporate by or on behalf of a corporation has no effect unless the Body Corporate has been given notice in writing specifying the company nominee of the corporation. Company proprietors cannot appoint a proxy - only a company nominee. This nominee may however appoint a proxy.

Work Health and Safety Responsibilities of the Body Corporate

Most bodies corporate, in addition to general common law obligations to provide safe and accessible common areas, have obligations under the *Work Health and Safety Act 2011* (WHS Act) and *Work Health and Safety Regulation 2011* (WHS Regulation).

Work Health and Safety Laws Apply to Bodies Corporate

Under the aforementioned legislation, a body corporate is be considered a Person Conducting a Business or Undertaking (PCBU), thereby activating the requirements of the *WHS Act* and *WHS Regulation*, unless they do not engage any worker, including contractors such as cleaners, electricians and pool technicians. Even residential units may have residents working from home, who could be considered 'workers'.

The Obligations of the Body Corporate

As a PCBU, a body corporate has many obligations, including, but not limited to, a duty to:

- identify reasonably foreseeable hazards that could give rise to risks to health and safety (*S34 WHS Regulation*),
- eliminate risks to health and safety so far as reasonably practicable (*S35(a) WHS Regulation*); and, where not practicable,
- minimise those risks so far as reasonably practicable (*S35(b) WHS Regulation*).

Identification of hazards at your complex is important in order to assist in minimising risk to workers and others, and subsequently minimising the potential risk of the body corporate being subject to litigation. An independent and trained eye can often see potential hazards that may not be recognised by those familiar with the complex.

We strongly suggest you have professional Work Health & Safety inspections annually and remedy any safety breaches that are identified during an inspection.

Insurance Information

Please see attached Insurance Report which provides details of the Body Corporate's insurer, premium, excess, and other policy details.

Lot owners are reminded that Body Corporate insurance does not extend to cover the internal components of each lot. Owners (both landlords and owner occupiers) should seek independent advice on obtaining the correct insurance products for their units.

Disclosures have been provided in the Cassels Strata administration agreement concerning insurance and the insurance broker's financial services guide has been provided to the Body Corporate.

As a requirement of the Body Corporate & Community Management Act, the Body Corporate must, at least every 5 years, obtain an independent valuation stating the full replacement value of the building or buildings.

The last valuation on file was conducted on – 14 February 2022



Issue date: 13 October 2022

Certificate of Insurance

This document certifies that the policy referred to below is currently intended to remain in force until 4.00pm on the expiry date shown in the Period of Insurance below and will remain in force until that date, unless the policy is cancelled, lapsed, varied or otherwise altered in accordance with the relevant policy conditions or the provisions of the "Insurance Contracts Act, 1984".

INSURED:	Body Corporate For The Edge at Milton CTS 34752	
INTERESTED PARTY(S):	Name	Classification
DESCRIPTION OF INSURED BUSINESS:	Residential Strata	
SITUATION OF RISK:	18 MANNING STREET, MILTON, QLD 4064	
SECTION 1:	<u>Property - Physical Loss, Destruction or Damage</u> Buildings - \$32,825,600.00 Common Contents - \$328,256.00	
SECTION 2:	<u>Voluntary Workers Personal Accident</u> Accidental Death & Disablement - Insured Weekly Benefits - Insured	
SECTION 3:	<u>Office Bearers' Liability</u> Limit of Indemnity - \$5,000,000.00 in the aggregate Period of Insurance	
SECTION 4:	<u>Fidelity Guarantee</u> Limit - \$100,000.00 in the aggregate Period of Insurance	
SECTION 5:	<u>Machinery Breakdown</u> Limit - \$100,000 in the aggregate Period of Insurance	
SECTION 6:	<u>Public Liability</u> Limit of Indemnity - \$20,000,000.00 each and every Occurrence	
SECTION 7:	<u>Government Audit Costs, Workplace Health and Safety Breaches and Legal Expenses</u> (a) Taxation and Audit Costs Limit of Indemnity - \$30,000 in the aggregate Period of Insurance (b) Workplace Health and Safety Breaches Limit of Indemnity - \$150,000 in the aggregate Period of Insurance (c) Legal Defence Expenses Limit of Indemnity - \$50,000 in the aggregate Period of Insurance	
POLICY NUMBER:	LNG-STR-20053656	
PERIOD OF INSURANCE:	31 October 2022 expiring on 31 October 2023 at 4pm Local Standard Time	
INSURER:	Chubb Insurance Australia Limited	

This certificate has been arranged by Us in our capacity as agents for the insurer/s named above. It does not reflect in detail the policy terms or conditions and merely provides a very brief summary of the insurance that is in existence at the date we have issued this certificate. If you wish to review the details of the policy terms, conditions, restrictions, exclusions or warranties, you must refer to the policy wording, schedule and any other associated policy document.

DISCLAIMER - In arranging this certificate, we do not guarantee that the insurance outlined will continue to remain in force for the period referred to as the policy may be cancelled or altered by either party to the contract at any time in accordance with the terms and conditions of the policy or in accordance with the terms of the Insurance Contracts Act 1984. We accept no responsibility or liability to advise any party who may be relying on this certificate of such alteration or cancellation to the policy of insurance.

This policy is issued by Longitude Insurance Pty Ltd (ABN 86 152 337 267) as an Authorised Representative (AR 424867) of Austagencies Pty Ltd (ABN 76 006 09 464) (Austagencies). Austagencies have binding authority from Chubb Insurance Australia Limited (ABN 23 001 642 020, AFSL 239687).

THE EDGE AT MILTON CTS 34752

BALANCE SHEET

AS AT 20 JANUARY 2023

	ACTUAL 20/01/2023	ACTUAL 31/10/2022
<u>OWNERS FUNDS</u>		
Administrative Fund	(1,261.80)	(9,745.31)
Sinking Fund	334,033.22	353,062.88
<u>TOTAL</u>	<u>\$ 332,771.42</u>	<u>\$ 343,317.57</u>
<u>THESE FUNDS ARE REPRESENTED BY</u>		
<u>CURRENT ASSETS</u>		
Cash At Bank	412,185.23	432,301.91
Levies In Arrears	1,599.68	4,774.04
Other Arrears	1,137.14	2,047.30
Sundry Debtors	0.00	89.25
Prepayments	0.00	33,352.69
<u>TOTAL ASSETS</u>	<u>414,922.05</u>	<u>472,565.19</u>
<u>LIABILITIES</u>		
Gst Clearing Account	(2,034.50)	(6,458.27)
Creditors	72,227.16	23,137.44
Accruals	0.00	8,211.99
Next Year Discounts	0.00	(10,421.42)
Levies In Advance	11,957.97	110,356.12
Other Payments In Advance	0.00	4,421.76
<u>TOTAL LIABILITIES</u>	<u>82,150.63</u>	<u>129,247.62</u>
<u>NET ASSETS</u>	<u>\$ 332,771.42</u>	<u>\$ 343,317.57</u>

THE EDGE AT MILTON CTS 34752

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 NOVEMBER 2022 TO 20 JANUARY 2023

	ACTUAL 01/11/22-20/01/23	BUDGET 01/11/22-31/10/23	VARIANCE %	ACTUAL 01/11/21-31/10/22
<u>ADMINISTRATIVE FUND</u>				
<u>INCOME</u>				
Levies - Administrative Fund	94,268.64	309,722.57	30.44	282,805.92
Discount - Admin Fund	(8,659.49)	(30,972.26)	27.96	(25,850.88)
Insurance Reimbursement	6,798.98	21,480.00	31.65	20,396.95
Sundry	137.82	0.00		167.37
<u>TOTAL ADMIN. FUND INCOME</u>	92,545.95	300,230.31		277,519.36
<u>EXPENDITURE - ADMIN. FUND</u>				
<u>ACCOUNTING FEES</u>				
Audit Fees	0.00	1,750.00	0.00	1,698.00
Bas Preparation	275.00	1,100.00	25.00	1,100.00
Income Tax - Lodgement Fees	0.00	285.00	0.00	285.00
<u>ADMINISTRATION FEES</u>				
Administration Fees	3,761.60	9,400.00	40.02	8,960.44
Administration Fees - Other	120.00	1,000.00	12.00	1,320.40
Disbursements - Contract	3,032.45	7,680.00	39.49	7,312.00
Disbursements - Other	0.00	500.00	0.00	388.80
<u>BANKING FEES</u>				
Transaction Fee	105.28	700.00	15.04	650.00
Investment Fee	0.00	300.00	0.00	265.00
<u>CARETAKING FEES</u>				
Caretaker	23,590.64	113,660.00	20.76	105,927.07
<u>CLEANING</u>				
Cleaning	0.00	0.00	0.00	909.45
Cleaning - Bin Service	0.00	0.00	0.00	210.00
Cleaning - Garbage Chute	410.00	1,500.00	27.33	1,230.00
Cleaning - Materials	0.00	0.00	0.00	307.31
<u>COMMON UTILITIES</u>				
Electricity	7,227.38	72,500.00	9.97	44,530.63
Gas	(7.79)	0.00	0.00	268.88
<u>FIRE CONTROL</u>				
Fire - Contract	250.00	5,000.00	5.00	4,353.02
Fire - False Alarms	0.00	0.00	0.00	1,408.25
Fire - Qfes Monitoring	0.00	3,300.00	0.00	3,175.32

THE EDGE AT MILTON CTS 34752

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 NOVEMBER 2022 TO 20 JANUARY 2023

	ACTUAL 01/11/22-20/01/23	BUDGET 01/11/22-31/10/23	VARIANCE %	ACTUAL 01/11/21-31/10/22
Fire - Repairs & Maintenance	2,778.91	5,000.00	55.58	9,795.40
<u>GENERAL MAINTENANCE</u>				
R & M - Building	924.06	5,000.00	18.48	8,845.74
R & M - Electrical	3,492.00	6,000.00	58.20	6,933.55
R & M - Gardens & Grounds	133.80	3,500.00	3.82	6,413.77
R & M - Gym	0.00	500.00	0.00	232.26
R & M - Keys & Locks	0.00	500.00	0.00	814.54
R & M - Carpark Rental	720.00	750.00	96.00	720.00
R & M - Plumbing	0.00	2,000.00	0.00	3,760.66
<u>INSURANCE</u>				
Insurance - Building	24,653.20	21,480.00	114.77	19,291.66
Insurance - Broker Fee	1,002.76	1,000.00	100.28	751.29
Insurance - Stamp Duty	2,413.44	2,415.00	99.94	2,282.50
Insurance - All Other Premiums	0.00	3,175.00	0.00	3,065.00
<u>LIFT EXPENSES</u>				
Lift - Registration	974.16	1,000.00	97.42	950.40
Lift - Service & Maintenance	5,586.65	2,000.00	279.33	15,118.26
Lift - Telephone	75.30	700.00	10.76	636.16
<u>PEST CONTROL</u>				
Pest Control	463.64	2,000.00	23.18	1,854.56
<u>POOL & SAUNA</u>				
Pool - Inspections Fees	0.00	200.00	0.00	150.00
Pool - Repairs & Maint.	986.00	2,000.00	49.30	5,968.00
<u>PROFESSIONAL FEES</u>				
Consultants Fees	945.54	12,500.00	7.56	23,882.81
Insurance Valuation	0.00	0.00	0.00	865.45
Legal Fees	0.00	0.00	0.00	7,581.00
Sinking Fund Forecast	0.00	0.00	0.00	1,074.55
Work Health & Safety	0.00	0.00	0.00	750.00
Contractor Compliance	0.00	90.00	0.00	82.00
<u>SUNDRY</u>				
2022 Flood Expenses	0.00	0.00	0.00	6,073.82
Sundry Expenses	148.42	0.00		0.00
<u>TOTAL ADMIN. EXPENDITURE</u>	84,062.44	290,485.00		312,192.95
<u>SURPLUS / DEFICIT</u>	\$ 8,483.51	\$ 9,745.31		\$ (34,673.59)

THE EDGE AT MILTON CTS 34752

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 NOVEMBER 2022 TO 20 JANUARY 2023

	ACTUAL	BUDGET	VARIANCE	ACTUAL
	01/11/22-20/01/23	01/11/22-31/10/23	%	01/11/21-31/10/22
Opening Admin. Balance	(9,745.31)	(9,745.31)	100.00	24,928.28
ADMINISTRATIVE FUND BALANCE	\$ (1,261.80)	\$ 0.00		\$ (9,745.31)

THE EDGE AT MILTON CTS 34752

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 NOVEMBER 2022 TO 20 JANUARY 2023

	ACTUAL 01/11/22-20/01/23	BUDGET 01/11/22-31/10/23	VARIANCE %	ACTUAL 01/11/21-31/10/22
<u>SINKING FUND</u>				
<u>INCOME</u>				
Levies - Sinking Fund	67,627.50	205,000.00	32.99	194,685.23
Discount - Sinking Fund	(6,212.34)	(20,500.00)	30.30	(17,674.49)
Interest On Investments	0.00	0.00	0.00	1,521.70
<u>TOTAL SINKING FUND INCOME</u>	61,415.16	184,500.00		178,532.44
<u>EXPENDITURE - SINKING FUND</u>				
Building Repairs	0.00	10,000.00	0.00	13,186.96
Electrical	0.00	20,000.00	0.00	0.00
Fire Systems	6,038.00	5,600.00	107.82	0.00
Intercom System	0.00	0.00	0.00	21,175.45
Lift	72,225.00	172,000.00	41.99	258,000.00
Pool	0.00	2,200.00	0.00	0.00
Pool Pump	2,181.82	0.00		0.00
Income Tax	0.00	0.00	0.00	281.40
<u>TOTAL SINK. FUND EXPENDITURE</u>	80,444.82	209,800.00		292,643.81
<u>SURPLUS / DEFICIT</u>	<u>\$ (19,029.66)</u>	<u>\$ (25,300.00)</u>		<u>\$ (114,111.37)</u>
Opening Sinking Fund Balance	353,062.88	353,062.88	100.00	467,174.25
<u>SINKING FUND BALANCE</u>	<u>\$ 334,033.22</u>	<u>\$ 327,762.88</u>		<u>\$ 353,062.88</u>