

**Body corporate for LOVEGROVE PLACE CTS 48296**  
44 Lovegrove Street, ZILLMERE, QLD, 4034

This is to advise you of the upcoming Annual General Meeting of your body corporate.  
We welcome our owners to online voting via the StrataVote Platform.  
This great tool will allow you to cast your vote online.  
Please refer to the **Attachments** tab to download your agenda and voting paper.

Owners can still submit their voting paper via post or email as per the instructions on the voting paper, however, we encourage you to utilise the StrataVote Platform as the future of voting is heading in this direction.

1. **Agenda**

The agenda sets out the business of the meeting and contains the attachments that relate to the motions owners are to consider.

2. **Voting papers**

The voting papers contains motions or decisions the Body Corporate requests owners to consider by selecting 'Yes', 'No' or 'Abstain'. Please refer to the On-line voting help guide located in your Meeting invitation.

3. **Meeting forms**

Please find attached forms which allow owners to nominate a representative to vote on their behalf if they are unable to attend the meeting in person.

**We look forward to seeing you at the meeting whether you are attending in person or via StrataVote Anywhere.**

*Please note: StrataVote Anywhere is an electronic voting platform that allows you to cast your votes, live, either remotely or at the meeting. When participating in a live meeting remotely and the meeting commences; your manager will enter you from the Waiting room into the meeting. As a participant in electronic voting you have the ability to contact the Community Relationship Manager through live chat or by sharing your audio and visual. The live chat is accessed by the chat messaging box. This chat is private between you and the Community Relationship Manager. If required the chat can be answered verbally by or via the Chat, or alternatively the Community Relationship Manager can make your chat public for all other participants to respond. The audio allows you to share your audio and video, live in the meeting, by clicking on the raise your hand function. The manager of the meeting remains in full control of who can share audio and video with a maximum of 4 participants sharing at one time. When you share your audio and video as part of the meeting, all attendees connected to StrataVote anywhere will be able to see and hear you.*

**If you cannot attend the meeting, please complete and return your voting paper, via StrataVote, Post or Email.**



Body Corporate for LOVEGROVE PLACE CTS 48296  
c/- The Secretary  
PO Box 326 Alderley Qld 4051



[team@capitolbca.com.au](mailto:team@capitolbca.com.au)

Should you have any queries or require any further information please do not hesitate to contact our office.

Lisa Martin  
Community Relationship Manager  
1300551019  
[Madalyn.Coleman@capitolbca.com.au](mailto:Madalyn.Coleman@capitolbca.com.au)

## **Notice of the Annual General Meeting of the body corporate**

You are advised that the annual general meeting for the body corporate for LOVEGROVE PLACE CTS 48296 is to be held:

**Date** Wednesday, 19 April 2023  
**Time** 01:00 PM  
**Location** Capitol Body Corporate, 33 South Pine Road, Alderley, QLD, 4051

Please read the accompanying statutory explanatory schedule, committee's explanatory notes and any other documents provided prior to voting on any of the motions to be considered.

The following agenda sets out the substance of each motion to be considered at the meeting. The full text of each motion is contained in the accompanying voting paper.

### **Agenda**

- Attendance record and apologies
- Admittance of proxies and voting papers
- Motions (motions are proposed by the committee unless otherwise stated)

	<b>Motion title</b>	<b>Resolution</b>	<b>Submitted by</b>
1	Previous Minutes	Ordinary Resolution	Statutory Motion
2	Statement of Accounts	Ordinary Resolution	Statutory Motion
3	Administrative Fund Budget	Ordinary Resolution	Statutory Motion
4	Administrative Fund Interim Levy	Ordinary Resolution	Statutory Motion
5	Sinking Fund Budget	Ordinary Resolution	Statutory Motion
6	Sinking Fund Interim Levy	Ordinary Resolution	Statutory Motion
7	Audit	Special Resolution	Statutory Motion
8	Appointment of Auditor	Ordinary Resolution	Statutory Motion
9	Insurances	Ordinary Resolution	Statutory Motion
10	Safety Report	Ordinary Resolution	Submitted by Strata Committee
11	Fire Compliance Report	Ordinary Resolution	Submitted by Strata Committee
12	Annual Fire Evacuation Practice	Ordinary Resolution	Submitted by Strata Committee
13	All Lots - Timber Inspection for Termites	Ordinary Resolution	Submitted by Strata Committee
14	Common Property Inspection for Termites	Ordinary Resolution	Submitted by Strata Committee
15	Gutter Cleaning	Ordinary Resolution	Submitted by Strata Committee
16	First Point of Contact - Maintenance Liaison	Ordinary Resolution	Submitted by Strata Committee
17	Ratify garage door repairs	Ordinary Resolution	Submitted by Strata Committee
18	Election of Committee		Election of Chairperson, Secretary, Treasurer, Ordinary Member

### **Committee elections**

The body corporate must elect a committee at each annual general meeting. Once elected, the committee is tasked with the administrative and day-to-day requirements of the body corporate. The committee acts on behalf of the body corporate and puts in place the lawful decisions of the body corporate (BCCM Act sections 100 and 101).

The committee is comprised of executive members (chairperson, secretary and treasurer), ordinary members and non-voting members. Body corporate managers and caretaking service contractors are automatically non-voting members of the committee.

The committee must have a minimum of three but no more than seven voting members. If there are seven or more lots in the scheme, seven voting members is the maximum number. If there are less than seven lots in the scheme, the maximum number of voting members must equal the number of lots. For example, if there are five lots, five voting members are the maximum (Standard Module sections 9, 12 and Dictionary).

**If a committee is not formed, the body corporate must call an extraordinary general meeting (at additional cost to the body corporate) for the purpose of electing a committee, within one month from the date of this meeting.**

## **Electronic voting instructions**

### **Anywhere. Any device. Convenient.**

Electronic voting providing our owners a convenient and secure alternative to paper based voting for body corporate meetings.

Capitol have implemented an industry 'best of breed' application called StrataVote and StrataVote Anywhere at no cost, allowing owners to receive their notices, vote and attend meetings online. StrataVote is a compliant electronic system with optimised security to ensure compliance and data integrity over the platform.

StrataVote facilitates electronic voting on any voting outside a committee meeting (VOCMs) and for general meetings. Owners electing to receive documentation electronically will have the ability to vote online by using a meeting invitation link attached to your lot.

Owners electing to receive documentation through post, will not have the ability to vote online. If you therefore wish to change your method of delivery, please email our office at [team@capitolbca.com.au](mailto:team@capitolbca.com.au) to amend your preference.

### **Receiving your meeting invitation voting link**

Your meeting invitation will contain a link to access and view the following:

*Please click (via a computer, smartphone or tablet)*

- Meeting agenda
- Attachments
- An electronic voting paper complete with explanatory schedule (where required)

### **Pre-voting | submitting your votes prior to the meeting**

You can cast and submit your votes prior to the meeting through your meeting invitation link:

*Please click here to vote*

To cast a vote, select: **Yes, No or Abstain** to all motions on the agenda

Once you have completed the voting paper you can either select:-

**Submit** - your votes will be submitted and recorded (you can choose to print or send a copy to your nominated email address).

**Save** - your votes will be saved, allowing you to exit and revisit the system and submit your voting paper any time prior to the pre-voting cut off time.

### **Changing your pre-submitted vote**

Should you wish to change your vote, prior to the pre-meeting cut off time, you can do this electronically by returning to your meeting invitation email, selecting the voting link again and voting by following the instructions above. Alternatively, you can attend the meeting in person and change your vote in person prior to the motion being declared passed or lost.

## Statement regarding meeting procedure and voters' rights for annual general meeting

- The Regulations\* define who is entitled to vote at a meeting of the body corporate.
- The Regulations\*\* set out how a person can vote at a meeting of the body corporate.
- A notice is enclosed for a corporate owner to appoint a company nominee to vote on its behalf.
- A person cannot vote on a motion requiring an ordinary resolution or a special resolution, or in an election ballot, if a contribution, instalment, penalty or another amount associated with the ownership of a lot due to the body corporate has not been paid.
- One vote only may be exercised for each lot in the scheme.
- 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.
- A voter may request 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 request 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.

### Notes

\*See for example Sections 101 of the Standard Module Regulation.

\*\*See for example Section 104 of the Standard Module Regulation which provides that a person may vote in any of the following ways on motion, other than a motion to be decided by secret ballot-

- In person at the meeting.
- In writing, by completing a "Voting Paper" and giving it to the Secretary at the address shown on the first page.
- By appointing a proxy to vote on the person's behalf.
- By casting an electronic vote (if allowed by the body corporate) in accordance with the Electronic Transaction (Queensland) Act 2001 and in accordance with any instructions accompanying the voting paper.

### Outline of resolutions

#### • Resolution without dissent (section 105)

The counting of votes for a resolution without dissent is carried out in the following manner:

- Only one vote may be exercised for each lot
- Vote may be personal, proxy or in writing, and
- Motion is passed only if no vote is counted against the motion.

An unfinancial owner may vote on a resolution without dissent.

#### • Special resolution (section 106)

The counting of votes on a special resolution is carried out in the following manner:

- Only one vote may be exercised for each lot
- Vote may be personal, proxy or in writing, and
- Motion is passed only if;
  - At least two-thirds of the votes cast are in favour of the motion, and;
  - The number of votes counted against the motion are not more than 25% of the number of lots in the scheme, and;
  - The total of the contribution schedule lot entitlements for the lots for which the votes are counted against the motion is not more than 25% of the total of the contribution schedule lot entitlements for all votes in the scheme.

#### Ordinary resolution (section 108)

The counting of votes on an ordinary resolution is carried out in the following manner:

- Only one vote may be exercised for each lot
- Vote may be personal, proxy or in writing, and

Motion is passed if votes counted for the motion are more than the votes counted against the motion.

# Voting paper

LOVEGROVE PLACE CTS 48296

Motions to be considered are proposed by the committee unless otherwise stated

## 1. Previous Minutes:

Moved that the minutes of the previous general meeting 19th of April 2022 be confirmed.

Statutory Motion

☐ YES

☐ NO

☐ ABSTAIN

**Ordinary Resolution**

## 2. Statement of Accounts:

Moved that the accompanying non-audited financial statements for the financial period to 31/1/23 to be adopted.

Statutory Motion

☐ YES

☐ NO

☐ ABSTAIN

**Ordinary Resolution**

For this motion, please refer to the explanatory schedule

## 3. Administrative Fund Budget:

Moved that the proposed administrative fund budget of \$19,888.00 excluding GST be adopted for the next 12 months for the period to 31st of January 2024 and that contributions be levied on owners in accordance with the following table:-

Levy Status	Period From	Period To	Due	Admin Fund	Per Lot Ent.
Already Issued	01/02/2023	30/04/2023	01/02/2023	\$4,400.00	\$550.00
Already Issued	01/05/2023	31/07/2023	01/05/2023	\$4,400.00	\$550.00
To be Issued	01/08/2023	31/10/2023	01/08/2023	\$5,544.00	\$693.00
To be Issued	01/11/2023	31/01/2024	01/11/2023	\$5,544.00	\$693.00
<b>Total</b>	01/02/2023	31/01/2024		<b>\$19,888.00</b>	<b>\$2,486.00</b>

*Overdue levies attract interest at the rate of 2.5% per month.*

Statutory Motion

☐ YES

☐ NO

☐ ABSTAIN

**Ordinary Resolution**

## 4. Administrative Fund Interim Levy:

Moved that the interim levy notices for the following financial period be issued in accordance with the following table:-

### Interim Periods

Levy Status	Period From	Period To	Due	Admin Fund	Per Lot Ent.
To be Issued	01/02/2024	30/04/2024	01/02/2024	\$4,972.00	\$621.50
To be Issued	01/05/2024	31/07/2024	01/05/2024	\$4,972.00	\$621.50
<b>Total</b>	01/02/2024	31/07/2024		<b>\$9,944.00</b>	<b>\$1,243.00</b>

*Overdue levies attract interest at the rate of 2.5% per month.*

Statutory Motion

☐ YES

☐ NO

☐ ABSTAIN

**Ordinary Resolution**

For this motion, please refer to the explanatory schedule

#### 5. Sinking Fund Budget:

Moved that the proposed sinking fund budget of \$8,240.00 excluding GST be adopted for the next 12 months for the period to 31st of January 2024 and that contributions be levied on owners in accordance with the following table:-

Levy Status	Period From	Period To	Due	Sinking Fund	Per Lot Ent.
Already Issued	01/02/2023	30/04/2023	01/02/2023	\$2,000.00	\$250.00
Already Issued	01/05/2023	31/07/2023	01/05/2023	\$2,000.00	\$250.00
To be Issued	01/08/2023	31/10/2023	01/08/2023	\$2,120.00	\$265.00
To be Issued	01/11/2023	31/01/2024	01/11/2023	\$2,120.00	\$265.00
<b>Total</b>	01/02/2023	31/01/2024		<b>\$8,240.00</b>	<b>\$1,030.00</b>

*Overdue levies attract interest at the rate of 2.5% per month.*

Statutory Motion  
**Ordinary Resolution**

☐ YES ☐ NO ☐ ABSTAIN

#### 6. Sinking Fund Interim Levy:

Moved that the interim levy notices for the following financial period be issued in accordance with the following table:-

#### Interim Periods

Levy Status	Period From	Period To	Due	Sinking Fund	Per Lot Ent.
To be Issued	01/02/2024	30/04/2024	01/02/2024	\$2,060.00	\$257.50
To be Issued	01/05/2024	31/07/2024	01/05/2024	\$2,060.00	\$257.50
<b>Total</b>	01/02/2024	31/07/2024		<b>\$4,120.00</b>	<b>\$515.00</b>

*Overdue levies attract interest at the rate of 2.5% per month.*

Statutory Motion  
**Ordinary Resolution**

☐ YES ☐ NO ☐ ABSTAIN

For this motion, please refer to the explanatory schedule

#### 7. Audit:

Moved that the body corporate's statement of accounts for the financial year to 31st of January 2024 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'.*

The financial statement for your body corporate have not been previously audited.

Statutory Motion  
**Special Resolution**

☐ YES ☐ NO ☐ ABSTAIN

For this motion, please refer to the explanatory schedule

#### 8. Appointment of Auditor:

Moved that Ryan Harvie McEnery be appointed to audit the statement of accounts should the previous motion fail.

Statutory Motion  
Ordinary Resolution

☐ YES

☐ NO

☐ ABSTAIN

For this motion, please refer to the explanatory schedule

#### 9. Insurances:

Moved that the current insurance coverage be confirmed and that the Committee be authorised to approve the premium on renewal when due.

Amount of premium (including taxes and fees)

Policy Number	Underwriter	Current To	Risk Type	Coverage Amount
HS0006078781	FLEX INSURANCE	24 Feb 2024	BUILDING	\$3,655,757.00
			PUBLIC LIABILITY	\$30,000,000.00
			OFFICE BEARERS	\$5,000,000.00
			CONTENTS	\$36,557.00
			VOLUNTARY WORKERS	\$200,000.00 / \$2,000.00
			LOSS OF RENT	\$548,363.00
			FIDELITY GUARANTEE	\$250,000.00
			BUILDING CATASTROPHE	\$1,096,727.00
			LOT OWNERS FIXTURES	\$250,000.00
TOTAL PREMIUM: \$8,633.70				

Basic Excess	\$2,000.00
Applicable Excess - Water Damage	\$2,500.00
Date of renewal	24th of February 2024
Date of most recent insurance valuation	21 Jul 2020
Most recent building valuation amount	\$3,093,000.00

Statutory Motion  
Ordinary Resolution

☐ YES

☐ NO

☐ ABSTAIN

For this motion, please refer to the explanatory schedule

#### 10. Safety Report:

Moved that Phillips Safety Service or another suitably qualified firm inspect the common property and provide a safety report.

Last report conducted: 05/07/2022 – Phillips Safety Service  
Cost of new report: \$300.00 including GST  
Source of payment: Administration fund

*Note: It is considered best practice that this report be obtained annually and reviewed by the committee.*

Submitted by Strata Committee  
Ordinary Resolution

☐ YES

☐ NO

☐ ABSTAIN



For this motion, please refer to the explanatory schedule

**11. Fire Compliance Report:**

Moved that Phillips Safety Service or another suitably qualified firm inspect the common property and provide a report that details the compliance status of the body corporate with respect to the Fire and Emergency Services Act 1990 and Building Fire Safety Regulation 2008; further that the committee take necessary steps to address any reported defects, and once any such defects have been rectified, the committee sign the annual occupiers' statement and place on the body corporate records.

Last report conducted: 05/07/2022 – Phillips Safety Service

Cost of new report: \$339.00 including GST

Source of payment: Administration fund

*Note: It is considered best practice that this report be obtained annually and reviewed by the committee.*

Submitted by Strata Committee

☐ YES

☐ NO

☐ ABSTAIN

**Ordinary Resolution**

---

For this motion, please refer to the explanatory schedule

**12. Annual Fire Evacuation Practice:**

Moved that Phillips Safety Service or another suitably qualified firm be engaged to provide a person who is a qualified fire industry professional to act in the role of the Fire Evacuation Coordinator for the site, and conduct an evacuation practice in accordance with the Fire and Emergency Services Act 1990 and Building Fire Safety Regulation 2008.

Last practice conducted: 14/07/2022 – Phillips Safety Service

Cost of evacuation: \$280.00 including GST

Source of payment: Administration fund

*Note: It is considered best practice that a contractor be engaged to provide this service annually. If you propose to vote NO to this motion, then a member of the body corporate needs to be appointed as the Fire Evacuation Coordinator and to conduct the evacuation practice in accordance with the relevant legislation.*

Submitted by Strata Committee

☐ YES

☐ NO

☐ ABSTAIN

**Ordinary Resolution**

---

For this motion, please refer to the explanatory schedule

**13. All Lots - Timber Inspection for Termites:**

Moved that Discreet Pest Control or another suitably qualified firm be engaged to carry out a termite inspection to the interior and exterior of all lots and the common property.

Last inspection conducted: 05/08/2022 – Discreet Pest Control

Cost of inspection: \$720.00 including GST + \$22.55 per lot including GST for report distribution

Source of payment: Administration fund

Submitted by Strata Committee

☐ YES

☐ NO

☐ ABSTAIN

**Ordinary Resolution**

---

For this motion, please refer to the explanatory schedule

**14. Common Property Inspection for Termites:**

Moved that, should the previous motion for a full interior and exterior termite inspection fail, Discreet Pest Control be engaged to carry out a termite inspection on the common property grounds only (excluding exclusive use areas).

Last inspection conducted: 05/08/2022 – Discreet Pest Control

Cost of inspection: \$195.00 including GST

Source of payment: Administration fund

Submitted by Strata Committee

☐ YES

☐ NO

☐ ABSTAIN

**Ordinary Resolution**

---

**15. Gutter Cleaning:**

Moved that the building gutters be cleaned and that the cost of the work not exceed the limit for spending by the committee, with the cost to be paid from the sinking fund.

Submitted by Strata Committee

☐ YES

☐ NO

☐ ABSTAIN

**Ordinary Resolution**

---

**16. First Point of Contact - Maintenance Liaison:**

Moved that the body corporate authorise a committee member chosen at the meeting, or if no person is nominated, the Chairperson be authorised to:

- a. supervise body corporate maintenance works,
- b. liaise with contractors engaged to carry out works on behalf of the body corporate.

The authorisation will terminate at the next annual general meeting, or upon resignation of the designated committee member from their committee position.

Submitted by Strata Committee

☐ YES

☐ NO

☐ ABSTAIN

**Ordinary Resolution**

---

**17. Ratify garage door repairs:**

Moved to ratify the body corporate decision to engage Purple Patch Doors to repair the main gate, replacing with a Grifco LS driver, new wheels and 7 additional handsets for operation in accordance with their quotation dated 30th August 2022 for an amount of \$2,266.00 including GST paid from the body corporate sinking fund.

Submitted by Strata Committee

☐ YES

☐ NO

☐ ABSTAIN

**Ordinary Resolution**

---

## COMMITTEE ELECTION:

Note: the body corporate is required to elect a committee at this meeting and fill each of the executive positions. If a committee is not formed, the body corporate must call an extraordinary general meeting (at additional cost to the body corporate) for the purpose of electing a committee, within one month from the date of this meeting.

To nominate for a vacant position on the committee, please either attend the meeting in person, or complete the enclosed committee nomination form.



### Invoice approval hub

The committee should select one or more members to approve invoices securely online using the invoice approval hub (accessed via the Capitol Owner Login).

**Approver:** To be confirmed at the meeting

Election of members of the committee. Nominations were received in accordance with the below table:

#### Chairperson

**Nominations will be called for at the meeting as no nominations were received.**

#### Secretary

**Nominations will be called for at the meeting as no nominations were received.**

#### Treasurer

**Nominations will be called for at the meeting as no nominations were received.**

#### Ordinary Member

**Nominations will be called for at the meeting as no nominations were received.**

### **VOTER'S STATEMENT**

- I/We require that this voting paper, completed by me/us, be recorded as my/our vote in respect of the motions set out above.
- I/We have signed the bottom of each page comprising the voting paper.

Signature of voter/s \_\_\_\_\_ lot number \_\_\_\_\_ date \_\_\_\_\_

Name of voter/s \_\_\_\_\_

#### **ADDRESS FOR REPLY:**

The Secretary

Body corporate for LOVEGROVE PLACE CTS 48296

c/- Capitol Body Corporate Administration

PO Box 326 Alderley Qld 4051

Telephone: 1300551019 | Email: [team@capitolbca.com.au](mailto:team@capitolbca.com.au)

## Explanatory schedule

### Administrative Fund Budget

The amount of the administrative or sinking fund budgets adopted by a body corporate at the annual general meeting may be more or less than the proposed budget amount by an amount equivalent to not more than 10% of the proposed budget amount. Example: A proposed administrative fund budget is \$50,000.00. The administrative fund budget adopted by the body corporate at the annual general meeting may be reduced to \$45,000.00 or increased to \$55,000.00. The amount of a proposed budget may be adjusted only to provide for spending, or remove amounts included in the proposed budget for spending, from the fund for the financial year if: (i) The motion to approve the spending is stated in the agenda for the meeting; and (ii) the spending is approved by the body corporate but is not adequately provided for in the proposed budget; or (iii) the spending is provided for in the proposed budget but the body corporate does not approve the spending at the time of the meeting. The adjustment must be approved by a majority of voters present and entitled to vote on the adjustment. If the amount of a proposed budget is adjusted in accordance with the legislation; (i) the proposed levy contributions payable by the owners for the financial year will be proportionately adjusted; and (ii) it is not necessary to amend the motion stated in the voting paper for fixing of contributions to incorporate the adjustment; and (iii) a copy of the adjusted budget as adopted by the meeting must be given to each owner with the copy of the minutes of the annual general meeting.

---

### Sinking Fund Budget

The amount of the administrative or sinking fund budgets adopted by a body corporate at the annual general meeting may be more or less than the proposed budget amount by an amount equivalent to not more than 10% of the proposed budget amount. Example: A proposed administrative fund budget is \$50,000.00. The administrative fund budget adopted by the body corporate at the annual general meeting may be reduced to \$45,000.00 or increased to \$55,000.00. The amount of a proposed budget may be adjusted only to provide for spending, or remove amounts included in the proposed budget for spending, from the fund for the financial year if: (i) The motion to approve the spending is stated in the agenda for the meeting; and (ii) the spending is approved by the body corporate but is not adequately provided for in the proposed budget; or (iii) the spending is provided for in the proposed budget but the body corporate does not approve the spending at the time of the meeting. The adjustment must be approved by a majority of voters present and entitled to vote on the adjustment. If the amount of a proposed budget is adjusted in accordance with the legislation; (i) the proposed levy contributions payable by the owners for the financial year will be proportionately adjusted; and (ii) it is not necessary to amend the motion stated in the voting paper for fixing of contributions to incorporate the adjustment; and (iii) a copy of the adjusted budget as adopted by the meeting must be given to each owner with the copy of the minutes of the annual general meeting.

---

### Audit

By voting yes to this resolution you are specifying that you do not require the books to be audited. Owners who consider that the accounts for the year should be audited should circle "NO". Owners who consider that the accounts for the year need not be audited should circle "YES".

---

### Appointment of Auditor

The auditor cannot be a member of the committee, a Body Corporate Manager or an associate of either person. The auditor must have appropriate qualifications and experience and also be a member of a recognised association of accountants.

---

### Insurances

The insurance certificate of cover is sent to owners with the AGM agenda. The certificate can be obtained via the owner login at any time. This motion is not to renew the insurance but to confirm the current insurance cover. Capitol works with the body corporate committee to review and renew the body corporate insurance at each renewal date.

### Insurance commission

As required by the *Body Corporate and Community Management Act 1997*, it is disclosed that commission is paid to Capitol Body Corporate Administration by the insurer or insurance intermediary (broker), for the insurance being taken out. For the last renewal the amount of that commission was \$1,141.00. This commission does not affect the premium amount paid by the body corporate to the insurer.

---

### Safety Report

Under the Work Health & Safety Regulation 2011 a body corporate continues to be considered as a place where work is, is to be, or likely to be, performed. Bodies corporate are captured under the provisions relating to a “person conducting a business or undertaking”. As a person conducting a business or undertaking, the body corporate and the committee have obligations to ensure that the risk of injury or illness is minimised for persons on common property. The committee must take reasonable precautions and exercise proper diligence in its performance of duties on behalf of the body corporate. In view of the legislation and to minimize the risks arising from any potential liability issues, the safety report is considered to be a requirement. Reputable industry law firms strongly recommend that this report be undertaken annually. Penalties for non-compliance with the Regulation can include fines of up to \$3 million and/or terms of imprisonment. The safety report is as much about risk management as it is about safety.

### Disclosure of commissions

Capitol discloses to the body corporate that in the event that the body corporate resolves to obtain a safety report, then Capitol will receive a commission if the report is provided by the nominated contractor mentioned in the table below. The basis on which the amount of the commission is calculated is also stated in the table below:-

Name of company	Cost of report	Calculation of commission amount
Phillips Safety Service	\$300.00	\$60.00

---

### Fire Compliance Report

Buildings that are classified as a class other than a class 1a must comply with all fire legislation applicable to buildings based on classification, including Fire and Emergency Services Act 1990 and Building Fire Safety Regulation 2008. Failure to comply with fire legislation may compromise the body corporate’s insurance coverage. In view of the legislation and to minimize the risks arising from any potential liability issues, the fire safety report is considered to be a requirement. For more information, please contact the Queensland Fire & Emergency Service.

### Disclosure of commissions

Capitol discloses to the body corporate that in the event that the body corporate resolves to obtain a fire compliance report, then Capitol will receive a commission if the report is provided by the nominated contractor mentioned in the table below. The basis on which the amount of the commission is calculated is also stated in the table below:-

Name of company	Cost of report	Calculation of commission amount
Phillips Safety Service	\$339.00	\$67.80

---

### Annual Fire Evacuation Practice

Buildings that are classified as a class other than a class 1a must comply with all fire legislation applicable to buildings based on classification, including Fire and Emergency Services Act 1990 and Building Fire Safety Regulation 2008. Failure to comply with fire legislation may compromise the body corporate's insurance coverage. In view of the legislation and to minimize the risks arising from any potential liability issues, the fire safety report is considered to be a requirement. For more information, please contact the Queensland Fire & Emergency Service.

### Disclosure of commissions

Capitol discloses to the body corporate that in the event that the body corporate resolves to obtain a annual evacuation practice, then Capitol will receive a commission if the report is provided by the nominated contractor mentioned in the table below. The basis on which the amount of the commission is calculated is also stated in the table below:-

Name of company	Cost of report	Calculation of commission amount
Phillips Safety Service	\$280.00	\$56.00

---

### All Lots - Timber Inspection for Termites

In schemes registered under a building format plan of subdivision the body corporate is generally responsible for maintaining the structural elements of the building. As termites can affect the structural integrity of buildings, it is recommended that the body corporate conduct annual termite inspections within all areas of the building (including within each lot). In schemes registered under a standard format plan of subdivision the body corporate is required to maintain common property in good condition, so it is recommended that the body corporate conduct annual termite inspections at a minimum. Interior lot inspections are also recommended to identify any termites early and reduce the potential impact on the body corporate common property or lots. If the motion: All lots – Timber inspection for termites is resolved, Capitol will send access letters to all residents and to all off site owners and real estate agents if the correct details have been supplied to Capitol. When the reports are received Capitol will distribute the common property summary to the committee, and the individual lot termite reports to the relevant lot owner.

---

### Common Property Inspection for Termites

In schemes registered under a building format plan of subdivision the body corporate is generally responsible for maintaining the structural elements of the building. As termites can affect the structural integrity of buildings, it is recommended that the body corporate conduct annual termite inspections within all areas of the building (including within each lot). In schemes registered under a standard format plan of subdivision the body corporate is required to maintain common property in good condition, so it is recommended that the body corporate conduct annual termite inspections at a minimum. Interior lot inspections are also recommended to identify any termites early and reduce the potential impact on the body corporate common property or lots. If the motion: All lots – Timber inspection for termites is resolved, Capitol will send access letters to all residents and to all off site owners and real estate agents if the correct details have been supplied to Capitol. When the reports are received Capitol will distribute the common property summary to the committee, and the individual lot termite reports to the relevant lot owner.

---



# LOVEGROVE PLACE CTS 48296

## MINUTES OF THE ANNUAL GENERAL MEETING

**Date** 12 Apr 2022  
**Time** 11:00 AM  
**Location** 33 South Pine Road, Alderley, QLD, 4051

Represented	Lot #	Lot Owner	Capacity
	Lot 3	S McNair	Via electronic vote
	Lot 4	C Bowe	Via electronic vote
	Lot 8	C Plowright	Via electronic vote

**In attendance** J Stangle Capitol

**Apologies** Nil

**Quorum** 30 minutes after the meeting start time a quorum was not represented and the meeting was adjourned. Owners present at the meeting provided a vote in writing for the adjourned meeting.

## ADJOURNED MEETING

**Date** 19 Apr 2022  
**Time** 11:00 AM  
**Location** 33 South Pine Road, Alderley, QLD, 4051

Represented	Lot #	Lot Owner	Capacity
	Lot 3	S McNair	Via electronic vote
	Lot 4	C Bowe	Via electronic vote
	Lot 8	C Plowright	Via electronic vote

**In attendance** J Stangle Capitol

**Chairperson** J Stangle exercising the authorised powers of the Chairperson under the provisions of the Capitol administration agreement chaired the adjourned meeting.

**Quorum** After waiting 30 minutes the Chairperson noted that the persons present at the adjourned meeting constituted a quorum for the adjourned meeting.

### 1. Previous Minutes:

Resolved that the minutes of the previous general meeting 22nd of April 2021 be confirmed.

### Ordinary Resolution

<b>Motion CARRIED.</b>	<b>Yes: 3</b>	<b>No: 0</b>	<b>Abs: 0</b>	<b>Inv: 0</b>
------------------------	---------------	--------------	---------------	---------------

### 2. Statement of Accounts:

Resolved that the accompanying non-audited financial statements for the financial period to 31/1/2022 to be adopted.

### Ordinary Resolution

<b>Motion CARRIED.</b>	<b>Yes: 3</b>	<b>No: 0</b>	<b>Abs: 0</b>	<b>Inv: 0</b>
------------------------	---------------	--------------	---------------	---------------





# LOVEGROVE PLACE CTS 48296

## MINUTES OF THE ANNUAL GENERAL MEETING

### 3. Administrative Fund Budget:

Resolved that the proposed administrative fund budget of \$17,600.00 be adopted for the next 12 months for the period to 31st of January 2023 and that contributions be levied on owners in accordance with the following table:-

Levy Status	Period From	Period To	Due	Admin Fund	Per Lot Ent.
Already Issued	01/02/2022	30/04/2022	01/02/2022	\$3,888.00	\$486.00
Already Issued	01/05/2022	31/07/2022	01/05/2022	\$3,888.00	\$486.00
To be Issued	01/08/2022	31/10/2022	01/08/2022	\$4,912.00	\$614.00
To be Issued	01/11/2022	31/01/2023	01/11/2022	\$4,912.00	\$614.00
<b>Total</b>	01/02/2022	31/01/2023		<b>\$17,600.00</b>	<b>\$2,200.00</b>

Overdue levies attract interest at the rate of 2.5% per month.

### Ordinary Resolution

Motion CARRIED.

Yes: 3

No: 0

Abs: 0

Inv: 0

### 4. Administrative Fund Interim Levy:

Resolved that the interim levy notices for the following financial period be issued in accordance with the following table:-

#### Interim Periods

Levy Status	Period From	Period To	Due	Admin Fund	Per Lot Ent.
To be Issued	01/02/2023	30/04/2023	01/02/2023	\$4,400.00	\$550.00
To be Issued	01/05/2023	31/07/2023	01/05/2023	\$4,400.00	\$550.00
<b>Total</b>	01/02/2023	31/07/2023		<b>\$8,800.00</b>	<b>\$1,100.00</b>

Overdue levies attract interest at the rate of 2.5% per month.

### Ordinary Resolution

Motion CARRIED.

Yes: 3

No: 0

Abs: 0

Inv: 0



# LOVEGROVE PLACE CTS 48296

## MINUTES OF THE ANNUAL GENERAL MEETING

### 5. Sinking Fund Budget:

Resolved that the proposed sinking fund budget of \$8,000.00 be adopted for the next 12 months for the period to 31st of January 2023 and that contributions be levied on owners in accordance with the following table:-

Levy Status	Period From	Period To	Due	Sinking Fund	Per Lot Ent.
Already Issued	01/02/2022	30/04/2022	01/02/2022	\$2,840.00	\$355.00
Already Issued	01/05/2022	31/07/2022	01/05/2022	\$2,840.00	\$355.00
To be Issued	01/08/2022	31/10/2022	01/08/2022	\$1,160.00	\$145.00
To be Issued	01/11/2022	31/01/2023	01/11/2022	\$1,160.00	\$145.00
<b>Total</b>	01/02/2022	31/01/2023		<b>\$8,000.00</b>	<b>\$1,000.00</b>

Overdue levies attract interest at the rate of 2.5% per month.

### Ordinary Resolution

Motion CARRIED.

Yes: 3

No: 0

Abs: 0

Inv: 0

### 6. Sinking Fund Interim Levy:

Resolved that the interim levy notices for the following financial period be issued in accordance with the following table:-

#### Interim Periods

Levy Status	Period From	Period To	Due	Sinking Fund	Per Lot Ent.
To be Issued	01/02/2023	30/04/2023	01/02/2023	\$2,000.00	\$250.00
To be Issued	01/05/2023	31/07/2023	01/05/2023	\$2,000.00	\$250.00
<b>Total</b>	01/02/2023	31/07/2023		<b>\$4,000.00</b>	<b>\$500.00</b>

Overdue levies attract interest at the rate of 2.5% per month.

### Ordinary Resolution

Motion CARRIED.

Yes: 3

No: 0

Abs: 0

Inv: 0



# LOVEGROVE PLACE CTS 48296

## MINUTES OF THE ANNUAL GENERAL MEETING

### 7. Audit:

Resolved that the body corporate's statement of accounts for the financial year to 31st of January 2023 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'.*

The financial statement for your body corporate have not been previously audited.

### Special Resolution

Motion CARRIED.

Yes: 3

No: 0

Abs: 0

Inv: 0

---

### 8. Appointment of Auditor:

Moved that Ryan Harvie McEnery be appointed to audit the statement of accounts should the previous motion fail.

### Ordinary Resolution

Motion lapsed due to resolution 7.

---



# LOVEGROVE PLACE CTS 48296

## MINUTES OF THE ANNUAL GENERAL MEETING

### 9. Insurances:

Resolved that the current insurance coverage be confirmed and that the Committee be authorised to approve the premium on renewal when due.

Amount of premium (including taxes and fees)

Policy Number	Underwriter	Current To	Risk Type	Coverage Amount
HS0006078781	Flex Insurance	24 Feb 2023	BUILDING	\$3,655,757.00
			PUBLIC LIABILITY	\$30,000,000.00
			OFFICE BEARERS	\$5,000,000.00
			CONTENTS	\$36,557.00
			VOLUNTARY WORKERS	\$200,000.00 / \$2,000.00
			LOSS OF RENT	\$548,363.00
			FIDELITY GUARANTEE	\$250,000.00
			BUILDING CATASTROPHE	\$1,096,727.00
			LOT OWNERS FIXTURES	\$250,000.00
TOTAL PREMIUM: \$7,227.33				

Basic Excess	\$1,000.00
Date of renewal	24th of February 2023
Date of most recent insurance valuation	21 Jul 2020
Most recent building valuation amount	\$3,093,000.00

### Ordinary Resolution

**Motion CARRIED.** Yes: 3 No: 0 Abs: 0 Inv: 0

---

### 10. Safety Report:

Resolved that Phillips Safety Service or another suitably qualified firm inspect the common property and provide a safety report.

Last report conducted: 24/05/2021 – Phillips Safety Service

Cost of new report: \$300.00 including GST

Source of payment: Administration fund

*Note: It is considered best practice that this report be obtained annually and reviewed by the committee.*

### Ordinary Resolution

**Motion CARRIED.** Yes: 3 No: 0 Abs: 0 Inv: 0

---



# LOVEGROVE PLACE CTS 48296

## MINUTES OF THE ANNUAL GENERAL MEETING

### 11. Fire Compliance Report:

Resolved that Phillips Safety Service or another suitably qualified firm inspect the common property and provide a report that details the compliance status of the body corporate with respect to the Fire and Emergency Services Act 1990 and Building Fire Safety Regulation 2008; further that the committee take necessary steps to address any reported defects, and once any such defects have been rectified, the committee sign the annual occupiers' statement and place on the body corporate records.

Last report conducted: 24/05/2021 – Phillips Safety Service

Cost of new report: \$339.00 including GST

Source of payment: Administration fund

*Note: It is considered best practice that this report be obtained annually and reviewed by the committee.*

### Ordinary Resolution

**Motion CARRIED.**

**Yes: 3**

**No: 0**

**Abs: 0**

**Inv: 0**

---

### 12. Annual Fire Evacuation Practice:

Resolved that Phillips Safety Service or another suitably qualified firm be engaged to provide a person who is a qualified fire industry professional to act in the role of the Fire Evacuation Coordinator for the site, and conduct an evacuation practice in accordance with the Fire and Emergency Services Act 1990 and Building Fire Safety Regulation 2008.

Last practice conducted: 01/06/2021 – Phillips Safety Service

Cost of evacuation: \$280.00 including GST

Source of payment: Administration fund

*Note: It is considered best practice that a contractor be engaged to provide this service annually. If you propose to vote NO to this motion, then a member of the body corporate needs to be appointed as the Fire Evacuation Coordinator and to conduct the evacuation practice in accordance with the relevant legislation.*

### Ordinary Resolution

**Motion CARRIED.**

**Yes: 3**

**No: 0**

**Abs: 0**

**Inv: 0**

---

### 13. All Lots - Timber Inspection for Termites:

Resolved that Discreet Pest or another suitably qualified firm be engaged to carry out a termite inspection to the interior and exterior of all lots and the common property.

Last inspection conducted: 04/06/2021 – Rifle Pest Management

Cost of inspection: \$720.00 including GST + \$22.55 per lot including GST for report distribution

Source of payment: Administration fund

### Ordinary Resolution

**Motion CARRIED.**

**Yes: 3**

**No: 0**

**Abs: 0**

**Inv: 0**

---



# LOVEGROVE PLACE CTS 48296

## MINUTES OF THE ANNUAL GENERAL MEETING

### 14. Common Property Inspection for Termites:

Moved that, should the previous motion for a full interior and exterior termite inspection fail, Discreet Pest be engaged to carry out a termite inspection on the common property grounds only (excluding exclusive use areas).

Last inspection conducted: 04/06/2021 – Rifle Pest Management

Cost of inspection: \$195.00 including GST

Source of payment: Administration fund

### Ordinary Resolution

Motion lapsed due to resolution 13.

---

### 15. Gutter Cleaning:

Resolved that the building gutters be cleaned and that the cost of the work not exceed the limit for spending by the committee, with the cost to be paid from the administrative fund.

### Ordinary Resolution

Motion CARRIED.	Yes: 3	No: 0	Abs: 0	Inv: 0
-----------------	--------	-------	--------	--------

---

### 16. First Point of Contact - Maintenance Liaison:

Resolved that the body corporate authorise a committee member chosen at the meeting, or if no person is nominated, the Chairperson be authorised to:

- a. supervise body corporate maintenance works,
- b. liaise with contractors engaged to carry out works on behalf of the body corporate.

The authorisation will terminate at the next annual general meeting, or upon resignation of the designated committee member from their committee position.

### Ordinary Resolution

Motion CARRIED.	Yes: 3	No: 0	Abs: 0	Inv: 0
-----------------	--------	-------	--------	--------

---

C Bowe – owner of lot 4 is first point of contact.

---



# LOVEGROVE PLACE CTS 48296

## MINUTES OF THE ANNUAL GENERAL MEETING

### 17. Appointment of Body Corporate Manager:

Resolved that Capitol Strata Management (Brisbane) Pty Ltd be appointed body corporate manager for a term commencing on 26th of May 2022 and ending on 25th of May 2025 for their fee of \$165.00 + GST per lot per annum plus disbursements relating to the agreed services as set out in the administration agreement plus Section 205 fees, and with authority pursuant to section 119 of the Body Corporate and Community Management Act 1997 to exercise the powers of an executive member of the committee so far as is necessary for the body corporate manager to perform the agreed services specified in the administration agreement, and that any member of the committee, voting or non-voting, is hereby authorised to sign the administration agreement on behalf of the body corporate.

*Note: The Body Corporate and Community Management Act 1997 and governing Regulation provides that the use of proxy votes for this motion is prohibited.*

### Ordinary Resolution Without use of Proxies

**Motion CARRIED.** Yes: 3      No: 0      Abs: 0      Inv: 0

J Stangle thanked the voters for reappointing Capitol as body corporate manager.

---

### 18. Voters present personally for a General meeting:

Resolved that the body corporate decide that being **present personally** to include that a voter is present personally at the meeting if voter can cast a vote at the meeting by electronic means in accordance with the relevant section **Quorum for general meeting** of the BCCM Standard module Regulation 2020.

*Note: example of electronic means - teleconferencing, videoconference.*

### Ordinary Resolution

**Motion CARRIED.** Yes: 2      No: 0      Abs: 1      Inv: 0

---



# LOVEGROVE PLACE CTS 48296

## MINUTES OF THE ANNUAL GENERAL MEETING

### COMMITTEE ELECTION

#### Chairperson

Clancy Bowe has been elected unopposed as Chairperson.

#### Secretary

Clancy Bowe has been elected unopposed as Secretary.

#### Treasurer

Clancy Bowe has been elected unopposed as Treasurer.

#### Ordinary Member

Steven McNair and Trent Ford have been elected to the committee.

#### Special person (Site Contact / Keys for maintenance issues only)

Image Property (Managing agent of Lot 4 owner Clancy Bowe)



### Invoice approval hub

The committee should select one or more members to approve invoices securely online using the invoice approval hub (accessed via the Capitol Owner Login).

**Approver:** Clancy Bowe

---

#### Closure Secretary

The Chairperson declared the meeting closed at 11:30 AM  
C Bowe  
c/- Capitol Body Corporate Administration  
PO Box 326 Alderley QLD 4051  
[team@capitolbca.com.au](mailto:team@capitolbca.com.au)



# LOVEGROVE PLACE CTS 48296

44 Lovegrove Street Zillmere QLD 4034

## BALANCE SHEET

AS AT 31 JANUARY 2023

	ACTUAL 31/01/2023	ACTUAL 31/01/2022
<b><u>OWNERS FUNDS</u></b>		
Administrative Fund	(191.00)	28.10
Sinking Fund	49,593.00	45,438.50
<b><u>TOTAL</u></b>	<b><u>\$ 49,402.00</u></b>	<b><u>\$ 45,466.60</u></b>
<b><u>THESE FUNDS ARE REPRESENTED BY</u></b>		
<b><u>CURRENT ASSETS</u></b>		
Cash At Bank	55,410.85	50,806.74
<b><u>TOTAL ASSETS</u></b>	<b><u>55,410.85</u></b>	<b><u>50,806.74</u></b>
<b><u>LIABILITIES</u></b>		
Creditors	164.69	291.00
Accruals	244.16	3.14
Levies In Advance	5,600.00	5,046.00
<b><u>TOTAL LIABILITIES</u></b>	<b><u>6,008.85</u></b>	<b><u>5,340.14</u></b>
<b><u>NET ASSETS</u></b>	<b><u>\$ 49,402.00</u></b>	<b><u>\$ 45,466.60</u></b>

# LOVEGROVE PLACE CTS 48296

44 Lovegrove Street Zillmere QLD 4034

## STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 FEBRUARY 2022 TO 31 JANUARY 2023

	ACTUAL 01/02/22-31/01/23	BUDGET 01/02/22-31/01/23	ACTUAL 01/02/21-31/01/22
<b><u>ADMINISTRATIVE FUND</u></b>			
<b><u>INCOME</u></b>			
Levies - Administrative Fund	17,600.00	17,600.00	15,552.00
Interest On Overdue Levies	21.03	0.00	0.00
<b><u>TOTAL ADMIN. FUND INCOME</u></b>	<b>17,621.03</b>	<b>17,600.00</b>	<b>15,552.00</b>
<b><u>EXPENDITURE - ADMIN. FUND</u></b>			
Bank Charges (Gst Incl)	3.30	0.00	1.65
Community Power	754.75	600.00	591.24
Fire Protection	1,471.50	1,850.00	1,810.00
Income Tax Returns	82.50	82.50	82.50
Insurance	7,227.33	7,300.00	5,088.54
R & M - Building General	600.00	500.00	743.00
R & M - Grounds Contractor	2,240.00	2,500.00	2,380.00
Management Fees	1,462.40	1,521.00	1,491.43
Management Fees Additional Svc	687.68	400.00	561.99
Maintenance Co-Ordination	1,318.35	800.00	844.80
Pest Control	645.00	425.00	425.00
Disbursements	483.40	380.00	370.69
Stratamax License Fee	140.80	145.00	140.80
Fixed Disbursements	353.97	630.00	628.03
Sinking Fund Analysis	0.00	0.00	488.00
Water Rates	69.15	150.00	31.38
Workplace Health & Safety	300.00	300.00	293.00
<b><u>TOTAL ADMIN. EXPENDITURE</u></b>	<b>17,840.13</b>	<b>17,583.50</b>	<b>15,972.05</b>
<b><u>SURPLUS / DEFICIT</u></b>	<b>\$ (219.10)</b>	<b>\$ 16.50</b>	<b>\$ (420.05)</b>
Opening Admin. Balance	28.10	28.10	448.15
<b><u>ADMINISTRATIVE FUND BALANCE</u></b>	<b>\$ (191.00)</b>	<b>\$ 44.60</b>	<b>\$ 28.10</b>

# LOVEGROVE PLACE CTS 48296

44 Lovegrove Street Zillmere QLD 4034

## STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 FEBRUARY 2022 TO 31 JANUARY 2023

	ACTUAL 01/02/22-31/01/23	BUDGET 01/02/22-31/01/23	ACTUAL 01/02/21-31/01/22
<b><u>SINKING FUND</u></b>			
<b><u>INCOME</u></b>			
Levies - Sinking Fund	8,000.00	8,000.00	11,360.00
<b><u>TOTAL SINKING FUND INCOME</u></b>	<b>8,000.00</b>	<b>8,000.00</b>	<b>11,360.00</b>
<b><u>EXPENDITURE - SINKING FUND</u></b>			
Fire Equipment	0.00	0.00	396.00
Maintenance	3,845.50	2,000.00	154.00
<b><u>TOTAL SINK. FUND EXPENDITURE</u></b>	<b>3,845.50</b>	<b>2,000.00</b>	<b>550.00</b>
<b><u>SURPLUS / DEFICIT</u></b>	<b><u>\$ 4,154.50</u></b>	<b><u>\$ 6,000.00</u></b>	<b><u>\$ 10,810.00</u></b>
Opening Sinking Fund Balance	45,438.50	45,438.50	34,628.50
<b><u>SINKING FUND BALANCE</u></b>	<b><u>\$ 49,593.00</u></b>	<b><u>\$ 51,438.50</u></b>	<b><u>\$ 45,438.50</u></b>

# LOVEGROVE PLACE CTS 48296

## PROPOSED ANNUAL BUDGET

	ACTUAL 01/02/22-31/01/23	BUDGET 01/02/22-31/01/23	BUDGET 01/02/23-31/01/24
<b><u>ADMINISTRATIVE FUND</u></b>			
<b><u>INCOME</u></b>			
Levies - Administrative Fund	17,600.00	17,600.00	19,888.00
Interest On Overdue Levies	21.03	0.00	0.00
<b><u>TOTAL ADMIN. FUND INCOME</u></b>	<b>17,621.03</b>	<b>17,600.00</b>	<b>19,888.00</b>
<b><u>EXPENDITURE - ADMIN. FUND</u></b>			
Bank Charges (Gst Incl)	3.30	0.00	0.00
Community Power	754.75	600.00	800.00
Fire Protection	1,471.50	1,850.00	1,600.00
Income Tax Returns	82.50	82.50	82.50
Insurance	7,227.33	7,300.00	8,633.70
R & M - Building General	600.00	500.00	500.00
R & M - Grounds Contractor	2,240.00	2,500.00	2,500.00
Management Fees	1,462.40	1,521.00	1,550.00
Management Fees Additional Svc	687.68	400.00	700.00
Maintenance Co-Ordination	1,318.35	800.00	1,320.00
Pest Control	645.00	425.00	720.00
Disbursements	483.40	380.00	485.00
Stratamax License Fee	140.80	145.00	141.00
Fixed Disbursements	353.97	630.00	360.00
Water Rates	69.15	150.00	100.00
Workplace Health & Safety	300.00	300.00	300.00
<b><u>TOTAL ADMIN. EXPENDITURE</u></b>	<b>17,840.13</b>	<b>17,583.50</b>	<b>19,792.20</b>
<b><u>SURPLUS / DEFICIT</u></b>	<b>\$ (219.10)</b>	<b>\$ 16.50</b>	<b>\$ 95.80</b>
Opening Admin. Balance	28.10	28.10	409.00
<b><u>ADMINISTRATIVE FUND BALANCE</u></b>	<b>\$ (191.00)</b>	<b>\$ 44.60</b>	<b>\$ 504.80</b>
NUMBER OF UNITS OF ENTITLEMENT:		8	8
AMOUNT PER UNIT OF ENTITLEMENT:		\$ 2,200.0000	\$ 2,486.0000

# LOVEGROVE PLACE CTS 48296

## PROPOSED ANNUAL BUDGET

	ACTUAL 01/02/22-31/01/23	BUDGET 01/02/22-31/01/23	BUDGET 01/02/23-31/01/24
<b><u>SINKING FUND</u></b>			
<b><u>INCOME</u></b>			
Levies - Sinking Fund	8,000.00	8,000.00	8,240.00
<b><u>TOTAL SINKING FUND INCOME</u></b>	<b>8,000.00</b>	<b>8,000.00</b>	<b>8,240.00</b>
<b><u>EXPENDITURE - SINKING FUND</u></b>			
Maintenance	3,845.50	2,000.00	11,000.00
Painting	0.00	0.00	17,000.00
<b><u>TOTAL SINK. FUND EXPENDITURE</u></b>	<b>3,845.50</b>	<b>2,000.00</b>	<b>28,000.00</b>
<b><u>SURPLUS / DEFICIT</u></b>	<b>\$ 4,154.50</b>	<b>\$ 6,000.00</b>	<b>\$ (19,760.00)</b>
Opening Sinking Fund Balance	45,438.50	45,438.50	48,993.00
<b><u>SINKING FUND BALANCE</u></b>	<b>\$ 49,593.00</b>	<b>\$ 51,438.50</b>	<b>\$ 29,233.00</b>
NUMBER OF UNITS OF ENTITLEMENT:		8	8
AMOUNT PER UNIT OF ENTITLEMENT:		\$ 1,000.0000	\$ 1,030.0000

## Certificate of Currency Residential Strata Insurance Plan

<b>Policy No</b>	<b>HS0006078781</b>
<b>Policy Wording</b>	<b>FLEX INSURANCE RESIDENTIAL STRATA INSURANCE PLAN</b>
<b>Period of Insurance</b>	<b>24/02/2023 to 24/02/2024 at 4:00pm</b>
<b>The Insured</b>	<b>BODY CORPORATE FOR LOVEGROVE PLACE COMMUNITY TITLE SCHEME 48296</b>
<b>Situation</b>	<b>44 LOVEGROVE STREET ZILLMERE QLD 4034</b>

Cover Selected		Sum Insured
Section 1	Insured Property	
	Building	\$3,655,757
	Common Area Contents	\$36,557
	Loss of Rent & Temporary Accommodation (total payable)	\$548,363
	Optional Benefit Lot/Unit Wall Coverings	Selected
Section 2	Liability to Others	\$30,000,000
Section 3	Voluntary Workers	
	Death	\$200,000
	Total Disablement	\$2,000 per week
Section 4	Workers Compensation	Not Available
Section 5	Fidelity Guarantee	\$250,000
Section 6	Office Bearers' Legal Liability	\$5,000,000
Section 7	Machinery Breakdown	Not Selected
Section 8	Catastrophe Insurance	
	Sum Insured	\$1,096,727
	Extended Cover - Loss of Rent & Temporary Accommodation	\$164,509
	Escalation in Cost of Temporary Accommodation	\$54,836
	Cost of Removal, Storage and Evacuation	\$54,836
Section 9	Government Audit Costs and Legal Expenses	
	Government Audit Costs	\$25,000
	Appeal Expenses – common property health & safety breaches	\$100,000
	Legal Defence Expenses	\$50,000
Section 10	Lot Owners' Fixtures and Improvements (per lot)	\$250,000

**Flood Cover is excluded.**

## Flood Exclusion

Despite anything contained elsewhere in Your Policy We will not pay for loss or damage caused by or arising directly or indirectly from Flood.

Flood means the covering of normally dry land by water that has escaped or been released from the normal confines of any of the following:

- a. a lake (whether or not it has been altered or modified);
- b. a river (whether or not it has been altered or modified);
- c. a creek (whether or not it has been altered or modified);
- d. another natural watercourse (whether or not it has been altered or modified);
- e. a reservoir;
- f. a canal;
- g. a dam.

## The Table of Benefits Section 3 Voluntary Workers is replaced by

insured event	Benefit
<b>1</b> Death	<b>\$200,000</b>
<b>2</b> Total and irrecoverable loss of all sight in both eyes	<b>\$200,000</b>
<b>3</b> Total and permanent loss of the use of both hands or of use of both feet or the use of one hand and one foot	<b>\$200,000</b>
<b>4</b> Total and permanent loss of the use of one hand or of the use of one foot	<b>\$100,000</b>
<b>5</b> Total and irrecoverable loss of all sight in one eye	<b>\$100,000</b>
<b>6 a</b> Total Disablement from engaging in or attending to usual profession, business or occupation - in respect of each week of Total Disablement:	
i a weekly benefit of or if higher	<b>\$1,000</b>
ii the amount of Your average weekly wage, salary or other remuneration earned from Your personal exertion - up to a maximum per week of	<b>\$2,000</b>
<b>b</b> Partial Disablement from engaging in or attending to usual profession, business or occupation - in respect of each week of Partial Disablement:	
i a weekly benefit of or if higher	<b>\$500</b>
ii the amount by which Your average weekly wage, salary or other remuneration earned from Your personal exertion is reduced - up to a maximum per week of	<b>\$1,000</b>
<b>7</b> The reasonable and necessary cost of hiring or employing domestic assistance following certification by a qualified medical practitioner that a Voluntary Worker is totally disabled from performing his/her usual profession, business, occupation or usual household activities - in respect of each week of disablement a weekly benefit not exceeding	<b>\$500</b>
<b>8</b> The reasonable cost of travel expenses necessarily incurred at the time of, or subsequent to, the sustaining of bodily injury and not otherwise recoverable from any other source – a benefit not exceeding	<b>\$2,000</b>

Other than as set out above, the terms, conditions, exclusions and limitations contained in Your Policy remain unaltered.

### Flex+ Optional Benefits

Increased exploratory costs, replacement of defective parts	Selected
Extended Temporary Accommodation and Loss of Rent	Selected
Fusion	Selected
Floating floors	Selected
Fallen Trees	Selected
Landscaping	Selected
Fire extinguishing	Selected
Personal Property of Others	Selected
Removal, storage costs	Selected
Temporary Accommodation/Rent/contributions/storage	Selected
Emergency accommodation	Selected
Arson reward	Selected
Electricity, gas, water and similar charges - excess costs	Selected
Keys, lock replacement	Selected
Car park liability	Selected
Hiring out of sporting and recreational facilities	Selected
Wheelchairs, garden equipment, other vehicles	Selected
Court appearance	Selected

Date Printed

22/02/2023

This certificate confirms this policy is in force for the Period of Insurance shown, subject to the policy terms, conditions and exclusions. It is a summary of cover only (for full details refer to the current policy wording and schedule). It does not alter, amend or extend the policy. This information is current only at the date of printing.





Purple Patch Doors Pty Ltd  
PO Box 1016  
Archerfield QLD 4108  
T: 07 3277 6892  
E: info@purplepatchdoors.com.au  
www.purplepatchdoors.com.au  
ABN: 38 094 503 894  
QBCC: 1081434

**Issue Date:** 9/9/2022

**Tax Invoice No: 43291**

**Bill To**

To LOVEGROVE PLACE CTS 48296 C/-  
Capitol Body Corporate Administration

Alderley QLD 4051

**Ref no:**

**Work Carried Out at:**

44 Lovegrove Street, Zillmere, QLD, 4034

Qty	Description	Price (ex GST)
-----	-------------	----------------

Attend site to an automated carpark sectional overhead door.  
The existing opener Merlin MT100EVO is a residential opener showing signs of wear. It is to be upgraded to a light commercial opener.  
Remove and dispose of the existing opener.  
Supply and install 1 x new Grifco LS Drive opener as listed.  
Check and adjust the door spring tension as required.  
Check and adjust the tracks as required.  
Lubricate all necessary parts.  
Set the opener limits of travel and sensitivity.  
Make all other necessary adjustments for optimal door operation.  
Any additional parts that were required have been listed below.

**Notes:**

1. The Grifco LS Drive comes with a 2 year | 20,000 cycle warranty.
2. Please refer to your email for warranty registration details & your terms & conditions.
3. 1 x handset was placed in each letterbox.

1.00	Grifco LS-Drive operator 2.5 m rail complete with 1 x handset, PE Beams and a 20,000 cycle warranty.	\$1,150.00
7.00	EVO Merlin 4 Button Premium Transmitter	\$490.00
12.00	Standard axle wheels brown/white (46mm)	\$360.00
1.00	Labour-15 min	\$60.00
<b>Subtotal</b>		\$2,060.00
<b>GST</b>		\$206.00
<b>Total</b>		\$2,266.00
<b>Payments</b>		\$0.00

Terms	Direct Transfer	Subtotal:	\$2,060.00
Full payment	Name: Purple Patch Doors	BSB: 084 004	<b>GST:</b> \$206.00
Within 14	Bank: National Bank of	Account: 49 221 7467	<b>Total:</b> \$2,266.00
Days	Australia		<b>Payments:</b> \$0.00
			<b>Balance Due:</b> \$2,266.00

**Balance Due**

**\$2,266.00**



**WARNING !**

You may have purchased products such as wireless transmitters and/or wall controls that contain coin/button cell batteries. Keep wireless devices and batteries away from children.

Battery can cause severe or fatal injuries in 2 hours or less if swallowed or placed inside any part of the body.

Seek immediate medical attention if it is suspected that a coin/button cell battery has been swallowed or placed inside any part of the body.

**Terms**

Full payment  
Within 14  
Days

**Direct Transfer**

Name: Purple Patch Doors    BSB: 084 004  
Bank: National Bank of        Account: 49 221 7467  
Australia

**Subtotal:**        \$2,060.00

**GST:**                \$206.00

**Total:**             \$2,266.00

**Payments:**        \$0.00

**Balance Due:**    \$2,266.00

Property details			
Name of owner			
Property address		Lot number	
Body corporate name (building name)		CTS number	
Your residential address			
New address for notices and general correspondence <i>Write 'as above' if same as residential address</i>		Postcode	
New address for levy notices <i>Write 'as above' if same as residential address</i>		Postcode	
New letting agent details			
New contact details	Owner 1	Owner 2	
Home phone			
Work phone			
Mobile			
Email address			

## Acknowledgement

☐ I am the owner of the abovementioned lot in the community titles scheme, or I am the owner's agent acting with the express consent of the owner of the lot.

### Owner 1

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

NAME \_\_\_\_\_

### Owner 2

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

NAME \_\_\_\_\_

**Note:** to notify the body corporate of a change of ownership, company nominee, Power of Attorney and/or mortgagee in possession, [click here](#) to complete the BCCM Form 8.a

## Committee nomination form

Please indicate below if you are willing to accept a committee position, the Chairperson will seek to call nominations from the floor of the meeting to fill any vacant positions

I, \_\_\_\_\_ being the owner of lot number \_\_\_\_\_ in LOVEGROVE PLACE CTS 48296 nominate myself for the position/s of:

(Please tick the position/s for which you nominate yourself)

- ☐ Chairperson
- ☐ Secretary
- ☐ Treasurer
- ☐ Ordinary committee member
  
- ☐ I consent to approve invoices online using the invoice approval hub if required  
(Invoice approver to be confirmed at the meeting)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Return this form to | [team@capitolbca.com.au](mailto:team@capitolbca.com.au)

## PROXY FORM

Body Corporate for LOVEGROVE PLACE CTS 48296  
c/ Capitol BCA.  
PO Box 326  
Alderley Qld QLD 4051

### Section 1 - Body Corporate Secretary Details

Name of Secretary:

Address of Scheme: 44 Lovegrove Street, ZILLMERE, QLD, 4034

### Section 2 - Authorised Persons Details

The Regulations set out a number of restrictions on the use of proxies, including an ability for the body corporate to further restrict their use including prohibition.

Note: If there is insufficient space please attach separate sheets.

Name of owner (s) .....

Signature (s) ..... Date .....

Lot Numbers ..... Plan No.....

Name of Scheme: LOVEGROVE PLACE CTS 48296

Appoint (full name) .....

as my/our proxy to vote on my/our behalf (including adjournments) at

(please tick one)

☐ The general meeting to be held on (date) .....

☐ All general meetings held before (date) .....

☐ All general meetings held during the rest of the body corporate's financial year unless I/we serve you with a prior written withdrawal of the appointment.

Signature of proxy holder ..... Date .....

Residential address

Suburb ..... State ..... Post Code .....

Postal address

Suburb ..... State ..... Post Code .....

Body Corporate and Community Management Act 1997 S.102

Body Corporate and Community Management (Standard Module) Regulation 2020 S. 129

## POWER OF ATTORNEY FORM

### Section 1 - Body Corporate Secretary Details

	Name of Secretary :
	Address of Scheme: 44 Lovegrove Street, ZILLMERE, QLD, 4034

### Section 2 - Owners Details

	Name of owner (s) .....
	Signature (s) ..... Date .....
	Lot Numbers ..... Plan No.....
	Name of Scheme: LOVEGROVE PLACE CTS 48296

### Section 3 - Power of Attorney Details

The following person has been appointed under a power of attorney by the registered owner of the lot (or other person taking precedence over the owner under this Act) which confers on the person the rights and duties of the owner under the Act.	Full name of attorney .....
	Residential / business address .....
	Suburb ..... State ..... Post Code .....
	Brief description of instrument or documentation attached . .....
	Date of appointment as attorney: .....
	Signature of attorney .....Date.....
A certified copy of the instrument is attached.	

Body Corporate and Community Management Act 1997 S.317

Body Corporate and Community Management (Standard Module) Regulation 2020.S101(2)

**CORPORATE NOMINEE FORM**

Body Corporate for LOVEGROVE PLACE CTS 48296

**Nominee (s) of a Corporation Details**

The following individual is the nominee of a corporate owner, corporate mortgagee in possession, corporate lessee under a leaseback arrangement or a corporate representative, being corporations entitled to be entered on the body corporate roll as provided for above.

Lot Number (s).....

Full name of nominee (1).....

Residential address .....

Suburb ..... State ..... Post Code .....

Address for service of notice (if different from above)

Suburb ..... State ..... Post Code .....

Date of appointment .....

Phone ..... Mobile.....

Email .....

Signature of nominee .....

---

Full name of nominee (2).....

Residential address .....

Suburb ..... State ..... Post Code .....

Address for service of notice (if different from above)

Suburb ..... State ..... Post Code .....

Date of appointment .....

Phone ..... Mobile.....

Email .....

Signature of nominee (2) .....

Signature of Authorised Representative or Director (1) .....

Name of Authorised Representative or Director (1).....

---

Signature of Authorised Representative or Director (2) .....

Name of Authorised Representatives or Director (2).....