

# MINUTES OF THE ANNUAL GENERAL MEETING

## ARWEN PLACE CTS 4122

**DATE & TIME** Thursday, 29 February 2024 at 10:00 AM

**LOCATION** AAA Body Corporate Management, 118 Nicklin Way, Warana, QLD, 4575

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### ATTENDANCE

#### In Attendance

Nicole Hallahan	Lot 1	Owner present
Kristy Bishop	Lot 4	Owner present
Carol Marks	Lot 5	Owner present
Angus L Ritchie	Lot 6	Owner present

#### Also In Attendance

Catrina Lowien – AAA Body Corporate Management

#### Chairperson

Kristy Bishop

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It was noted that the relevant notice of meeting was forwarded to all Owners and a quorum was represented at the meeting by those present or by voting paper or by proxy.

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### 1. CONFIRMATION OF MINUTES - ORDINARY RESOLUTION

#### Motion CARRIED.

Resolved that the minutes of the last General Meeting of the Body Corporate, held on 21st of February 2023, as previously circulated, be confirmed.

Yes: 2      No: 0      Abs: 2      Inv: 0

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### 2. FINANCIAL STATEMENTS - ORDINARY RESOLUTION

#### Motion CARRIED.

Resolved that the Annual Financial Statements for the financial year ending 31st of December 2023 as attached to the agenda be accepted.

Yes: 3      No: 0      Abs: 1      Inv: 0

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### 3. NO AUDIT - SPECIAL RESOLUTION

#### Motion CARRIED.

Resolved that the Body Corporate's Statement of Accounts for the financial year ending 31st of December 2024 **NOT** be audited.

Note: If you do want an audit of the accounts, vote **NO**; if you do not want an audit of the accounts, vote **YES**.

Yes: 4      No: 0      Abs: 0      Inv: 0

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**4. APPOINTMENT OF AN AUDITOR - ORDINARY RESOLUTION****Motion lapsed as NO AUDIT was CARRIED**

on defeat of the previous motion, the Body Corporate appoint Ryan Harvie McEnergy Chartered Accountants to audit the Body Corporate Statement of accounts for the financial year ending 31st of December 2024, at a cost of \$363.00 including GST (1-10 lots).

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**5. ADMINISTRATION FUND BUDGET AND LEVIES - ORDINARY RESOLUTION****Motion CARRIED.**

Resolved that the administrative fund budget for the financial year ending 31st of December 2024, which totals \$20,100.00 (gross), be adopted with each entitlement attracting a levy of \$3,350.00 per lot entitlement, to be levied as follows:

Levy Status	Period From	Period To	Due	Admin Fund	Per Contribution Entitlement
Already Issued	01 Jan 2024	30 Jun 2024	01 Jan 2024	\$10,050.00	\$1,675.00
Already Issued	01 Jul 2024	31 Dec 2024	01 Jul 2024	\$10,050.00	\$1,675.00
<b>Total</b>	<b>01 Jan 2024</b>	<b>31 Dec 2024</b>		<b>\$20,100.00</b>	<b>\$3,350.00</b>

Discount (if applicable): 20%

Total Contribution Entitlements: 6

And further, that the committee issue an interim levy for the first levy period(s) of the following financial year:

**Interim Periods**

Levy Status	Period From	Period To	Due	Admin Fund	Per Contribution Entitlement
To be Issued	01 Jan 2025	30 Jun 2025	01 Jan 2025	\$10,050.00	\$1,675.00
<b>Total</b>	<b>01 Jan 2025</b>	<b>30 Jun 2025</b>		<b>\$10,050.00</b>	<b>\$1,675.00</b>

Explanatory notes exist for this motion. Refer to the Explanatory Schedule for further information.

Yes: 4

No: 0

Abs: 0

Inv: 0

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**6. SINKING FUND BUDGET AND LEVIES - ORDINARY RESOLUTION****Motion CARRIED.**

Resolved that the sinking fund budget for the financial year ending 31st of December 2024, which totals \$22,500.00 (gross), be adopted with each entitlement attracting a levy of \$3,750.00 per lot entitlement, to be levied as follows:

Levy Status	Period From	Period To	Due	Sinking Fund	Per Contribution Entitlement
Already Issued	01 Jan 2024	30 Jun 2024	01 Jan 2024	\$1,999.98	\$333.33
Already Issued	01 Jul 2024	31 Dec 2024	01 Jul 2024	\$20,500.02	\$3,416.67
<b>Total</b>	<b>01 Jan 2024</b>	<b>31 Dec 2024</b>		<b>\$22,500.00</b>	<b>\$3,750.00</b>

Discount (if applicable): 20%

Total lot entitlements – 6

And further, that the committee issue an interim levy for the first levy period(s) of the following financial year:

**Interim Periods**

Levy Status	Period From	Period To	Due	Sinking Fund	Per Contribution Entitlement
To be Issued	01 Jan 2025	30 Jun 2025	01 Jan 2025	\$11,250.00	\$1,875.00
<b>Total</b>	<b>01 Jan 2025</b>	<b>30 Jun 2025</b>		<b>\$11,250.00</b>	<b>\$1,875.00</b>

\*\*Please note, the budget has been set as per the 2023 Sinking Fund Forecast.

Explanatory notes exist for this motion. Refer to the Explanatory Schedule for further information.

Yes: 4      No: 0      Abs: 0      Inv: 0

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**7. INSURANCE - ORDINARY RESOLUTION****Motion CARRIED.**

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

Policy Number	Underwriter	Current To	Risk Type	Coverage Amount
LNG-STR-20055301	Longitude	14 Nov 2024	BUILDING	\$2,755,830.00
			BUILDING CATASTROPHE	30%
			COMMON AREA CONTENTS	\$26,336.00
			FIDELITY GUARANTEE	\$100,000.00
			GOVT. AUDIT COSTS	\$30,000.00
			GOVT. LEGAL EXPENSES	\$50,000.00
			LOSS OF RENT/TEMP AC	\$395,032.00
			LOT OWNER FIXTURES	\$300,000.00
			OFFICE BEARERS	\$1,000,000.00
			PUBLIC LIABILITY	\$20,000,000.00
			VOLUNTARY WORKERS	\$200,000.00
			W H & S BREACHES	\$150,000.00
TOTAL PREMIUM: \$6,996.00				

Further, that the Body Corporate Manager in conjunction with the Committee have the right to vary the insurer or insurance upon renewal if a better option can be obtained.

Explanatory notes exist for this motion. Refer to the Explanatory Schedule for further information.

Yes: 4      No: 0      Abs: 0      Inv: 0

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**8. GUTTER CLEANING - ORDINARY RESOLUTION****Motion CARRIED.**

Resolved that the body corporate approve the cleaning of the gutters by a suitably qualified contractor within the committee spending limit, to assist with storm water damage prevention management.

Yes: 3      No: 0      Abs: 1      Inv: 0

**Notes**

AAA to check the correspondence from last year where gutter sucker attended and provided comments regarding the tiled roof.

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**9. PEST CONTROL / TERMITE INSPECTION - ORDINARY RESOLUTION****Motion CARRIED.**

Resolved that the body corporate approve Annual Pest Management or another pest controller as nominated, to carry out pest control and termite inspection to common property with funds to be met from the administration fund.

Yes: 4      No: 0      Abs: 0      Inv: 0

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**10. REPLACE FENCE BETWEEN LOT 6 AND DRIVEWAY - ORDINARY RESOLUTION****Motion CARRIED.**

THAT, the body corporate obtain a quote to replace the fence between driveway and unit 6, with the funds to be met by 50% share with the owner of unit 6, and 50% from the funds available in the Sinking Fund. And the quote to be approved, up to a cost not to exceed the Committee spending limit.

Yes: 4

No: 0

Abs: 0

Inv: 0

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**ELECTION OF COMMITTEE****Election of Chairperson**

Kristy Bishop has been elected unopposed as Chairperson.

**Election of Secretary**

Carol Marks has been elected unopposed as Secretary.

**Election of Treasurer**

Angus Ritchie has been elected unopposed as Treasurer.

**Election of Ordinary Member**

Nicole Hallahan have been elected to the committee.

There being no further business, the Chairperson closed the meeting at 10:17 AM.

Body Corporate for ARWEN PLACE CTS 4122

The Secretary

118 Nicklin Way, Warana, QLD, 4575