

## Annual General Meeting Minutes

Date Monday 17 February 2025  
Time 02:00 PM  
Location Online Via Teams

### Present

Lot	Owner	Capacity
Lot 1	(Allie) Brogan Sharpe	Owner present (pre-voted)
Lot 4	(Allie) Brogan Sharpe	Proxy present
Lot 6	Helen Grierson	Owner present

### Company Nominee

Lot	Owner	Nominee
Nil		

### Proxies

Lot	Owner	Nominee
Lot 4	Talia Rose	(Allie) Brogan Sharpe

### Also in attendance

Name	Capacity
Shaun Meyrick	Representing StrataLiving BCM

### Apologies

**Quorum** As at least 25% of the proprietors were present either in person, by proxy or by voting paper, a quorum was formed

**Chairperson** Shaun Meyrick chaired the meeting at the request of the Owners Present.

## Annual General Meeting Minutes

### 1 Previous Minutes

That the minutes of the last General Meeting held on 20/2/24, a copy of which has been circulated previously to members, be confirmed as a true record of the proceedings at that meeting.

**YES : 3      NO: 0      ABSTAIN: 0      INVALID: 0**  
**Motion CARRIED.**

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### 2 Financial Statements

That the statement of accounts for the year ended 1/12/24 be approved and adopted.

**YES : 3      NO: 0      ABSTAIN: 0      INVALID: 0**  
**Motion CARRIED.**

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### 3 Audit of Accounts

That the Body Corporate statement of accounts for the financial year ending 30/11/25 not be audited.

**YES : 3      NO: 0      ABSTAIN: 0      INVALID: 0**  
**Motion CARRIED.**

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### 4 Appointment of Auditor

That the Body Corporate statement of accounts be audited by John Garforth of Garforth and Associates.

**Motion lapsed as Audit of Accounts was CARRIED**

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### 5 Administrative Fund Budget and Contributions

That an Administrative Fund budget for the year ending 30/11/25, totalling \$21,000.00 be adopted and levied in the following manner:

Levy Status	Period From	Period To	Due	Per Lot Ent.
Already Issued	01/12/2024	28/02/2025	01/12/2024	\$575.00000
To be Issued	01/03/2025	31/05/2025	01/03/2025	\$575.00000
To be Issued	01/06/2025	31/08/2025	01/06/2025	\$475.00000
To be Issued	01/09/2025	30/11/2025	01/09/2025	\$475.00000
<b>Total</b>	01/12/2024	30/11/2025		<b>\$2,100.00000</b>

And that the future levies for the first half of the following financial year be issued as follows:

#### Interim Periods

Levy Status	Period From	Period To	Due	Per Lot Ent.
To be Issued	01/12/2025	28/02/2026	01/12/2025	\$525.00000
To be Issued	01/03/2026	31/05/2026	01/03/2026	\$525.00000
<b>Total</b>	01/12/2025	31/05/2026		<b>\$1,050.00000</b>

\*\* Levy contributions shown are the nett amounts payable after discount for payments made on or before the Due Date shown on the Levy Notice.

YES : 3      NO: 0      ABSTAIN: 0      INVALID: 0  
Motion CARRIED.

### 6 Sinking Fund Budget and Contributions

That a Sinking Fund Budget for the year ending 30/11/25, totalling \$20,000.00 be adopted and levied in the following manner:

Levy Status	Period From	Period To	Due	Per Lot Ent.
Already Issued	01/12/2024	28/02/2025	01/12/2024	\$290.00000
To be Issued	01/03/2025	31/05/2025	01/03/2025	\$290.00000
To be Issued	01/06/2025	31/08/2025	01/06/2025	\$710.00000
To be Issued	01/09/2025	30/11/2025	01/09/2025	\$710.00000
<b>Total</b>	01/12/2024	30/11/2025		<b>\$2,000.00000</b>

And that the future levies for the first half of the following financial year be issued as follows:

#### Interim Periods

Levy Status	Period From	Period To	Due	Per Lot Ent.
To be Issued	01/12/2025	28/02/2026	01/12/2025	\$500.00000
To be Issued	01/03/2026	31/05/2026	01/03/2026	\$500.00000
<b>Total</b>	01/12/2025	31/05/2026		<b>\$1,000.00000</b>

\*\* Levy contributions shown are the nett amounts payable after discount for payments made on or before the Due Date shown on the Levy Notice.

YES : 3      NO: 0      ABSTAIN: 0      INVALID: 0  
Motion CARRIED.

### 7 Insurance

That the following insurance cover be ratified for the year ending 30/11/25 in the name of the Body Corporate.

Policy Number	Underwriter	Current To	Risk Type	Coverage Amount
P-018137	AXIS UNDERWRITING SERVICES PL	01 Dec 2025	BUILDING	\$5,384,593.00
			PUBLIC LIABILITY	\$20,000,000.00
			COMMON CONTENTS	\$53,846.00
			OFFICE BEARERS	\$1,000,000.00
			LOT OWNERS FIXTURES	\$300,000.00
			VOLUNTARY WORKERS	\$200,000.00 / \$2,000.00
			FIDELITY GUARANTEE	\$100,000.00
			LOSS OF RENT	\$807,689.00
			GOV'T AUDIT /LEGAL	\$175,000.00
			BUILDING CATASTROPHE	\$807,689.00
TOTAL PREMIUM: \$8,435.79				
Policy Number	Underwriter	Current To	Risk Type	Coverage Amount
WSB210533794	WorkCover QLD	01 Jul 2023	WORKERS COMPENSATION	\$200.00 Premium
TOTAL PREMIUM: Included				

Excess: \$2,000 All claims, \$2,000 Legal Defence Expenses

Premium last year: \$8,435.79

Last valuation amount: \$4,443,000.00

Date of last valuation (due every 5 years): 30/3/22

Commissions paid to StrataLiving BCM Pty \$1,278.70.

And that the Committee (or StrataLiving BCM acting under the instruction of the Committee) be authorised to obtain market quotations, determine the most suitable policy (considering the best interests of the body corporate, terms and cost) and place the insurance coverage at the next renewal date.

A copy of the product disclosure statement is available on request.

**YES : 3      NO: 0      ABSTAIN: 0      INVALID: 0**

**Motion CARRIED.**

### 8 Safety Report

That the Body Corporate engage a suitably qualified contractor to carry out a Safety Compliance Report of the common property, at a cost not to exceed \$418.00, and that such funds be deducted from the Administrative Fund.

*Note: This report was last conducted on 1/4/22.*

**YES : 0      NO: 3      ABSTAIN: 0      INVALID: 0**  
**Motion DEFEATED.**

### 9 Fire Safety Compliance Audit

That the Body Corporate engage a suitably qualified contractor to carry out a fire compliance audit of the common property, in accordance with the Qld Fire Safety Regulations, at a cost not to exceed \$380.00, and that such funds be deducted from the Administrative Fund.

*Note: This report was last completed on 27/05/24.*

**YES : 0      NO: 3      ABSTAIN: 0      INVALID: 0**  
**Motion DEFEATED.**

#### Notes

The meeting discussed fire evacuation and related training. The Owners requested that this be considered for inclusion next time the fire doors or similar mandatory inspection is being done by the contractor.

### 10 Sinking Fund Forecast

That the committee engage a suitable contractor to carry out a Sinking Fund Forecast Report of the common property, and that such funds be deducted from the Administrative Fund.

*Note: This report is recommended every 5 years and was last conducted on 8/6/20.*

**YES : 3      NO: 0      ABSTAIN: 0      INVALID: 0**  
**Motion CARRIED.**

### 11 Continuation of Pest Control

That the committee engage a suitable contractor to carry out a termite management and pest control service on the common property inclusive, and that the committee have authority to choose the preferred contractor and such funds be deducted from the Administrative Fund.

YES : 3      NO: 0      ABSTAIN: 0      INVALID: 0

Motion CARRIED.

#### *Motion Amended*

Amended to note only Common Areas are to be included as per historic practice at this building.

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### 12 Ratify Painting - Chris Hoole

That the Body Corporate engage Chris Hoole & Staff, to conduct the exterior painting as per the attached quotation and scope of works, at a cost of \$4,440.00 and that such funds be deducted from the Sinking Fund.

YES : 3      NO: 0      ABSTAIN: 0      INVALID: 0

Motion CARRIED.

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### 13 Ratify Carpets – Just Carpets

That the Body Corporate engage Just Carpet, to supply and lay carpet as per the attached quotation and scope of works, at a cost of \$4,200.00 and that such funds be deducted from the Sinking Fund.

YES : 3      NO: 0      ABSTAIN: 0      INVALID: 0

Motion CARRIED.

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### 14 General Business

The Meeting discussed, the gardens and agreed now critical items are done then it is now time to get the front garden bed to be improved with some new plantings.

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### Election of Committee

#### Election of Chairperson

(Allie) Brogan Sharpe has been elected unopposed as Chairperson.

#### Election of Secretary

Helen Grierson has been elected unopposed as Secretary.

#### Election of Treasurer

Helen Grierson has been elected unopposed as Treasurer.

#### Election of Ordinary Member

No nominees were selected for Ordinary Member, **this place remains to be filled.**

#### NOTE:

The committee must consist of at least three members but no more than seven members, as required by legislation. Currently, only two committee members have been nominated. To comply with the legislative requirements, an additional committee member must be appointed.

If a third committee member is not appointed, the body corporate will be required to call an Extraordinary General Meeting (EGM) to appoint a third committee member. It is important to note that holding an EGM will incur additional costs to the body corporate.

The committee encourages eligible members to consider nominating to avoid the need for an EGM and ensure the smooth operation of the committee.

<b>Body Corporate Manager point of contact</b>	Chairperson
<b>Invoice Hub approver/s</b>	Treasurer
<b>Site contact for maintenance contractors</b>	Chairperson

**There being no further business, the meeting closed at 02:31 PM.**

**Address for Secretary** StrataLiving Body Corporate Management  
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info@slbcm.com.au