



# PARK VUE NUNDAH CTS 46596

## MINUTES OF THE ANNUAL GENERAL MEETING

**Date** 29 January 2025

**Time** 12:40 PM

**Location** Capitol Body Corporate - 33 South Pine Road, Alderley, QLD, 4051

Represented	Lot #	Lot Owner	Capacity
	Lot 101	Bateup Family Super Fund BT1 Pty Ltd	By electronic vote
	Lot 102	L Murray-Nicol	By electronic vote
	Lot 103	S Davey & K Laird	By K Laird on electronic vote
	Lot 104	R & J Stringer	By R Stringer on electronic vote
	Lot 105	C Bowman & B Khor	By C Bowman in person
	Lot 106	S Lawrence	By electronic vote
	Lot 107	L Mackay	By electronic vote
	Lot 108	Pink Family Super Fund Bt1 Pty Ltd	By company nominee to M Pink on electronic vote
	Lot 209	A & K Reid Property Pty Ltd	By company nominee to A Reid on electronic vote
	Lot 211	L & T Pfingst	By L Pfingst on electronic vote
	Lot 212	T Iseppi	By electronic vote
	Lot 216	Tuite Family Super Fund BT1 Pty Ltd	By electronic vote
	Lot 218	R Nguyen	By electronic vote
	Lot 319	J Bryan	By G Turnbull present in person and electronic vote
	Lot 320	L Baker	Present in person
	Lot 321	S Mercer	By electronic vote
	Lot 323	M Peroff	By electronic vote
	Lot 324	G Samuels	Present in person and electronic vote
	Lot 325	P Wilkes	Present in person and electronic vote
	Lot 328	K Mackenzie	By electronic vote
	Lot 329	P & T Barbuto	By P Barbuto on electronic vote
	Lot 432	J Carroll	By electronic vote
	Lot 433	E Davie	By electronic vote
	Lot 434	L Wilson	By electronic vote
	Lot 438	C Brennan	Present in person
	Lot 439	M Gilder	Present in person and electronic vote
	Lot 440	K & R Tulk	By K Tulk on electronic vote
	Lot 441	A Pengelly	By electronic vote
	Lot 442	T & T Ferris Super Fund Bt1 Pty Ltd	By T Ferris on voting paper
	Lot 543	J & M Sheahan	By electronic vote
	Lot 545	M & K Borg Holdings Pty Limited	By company nominee to M Borg on electronic vote
	Lot 547	Bradley Super Fund Investments Pty Ltd	By company nominee to D Bradley on electronic vote
	Lot 552	Ramaswamy Family Super Fund BT 1 Pty Ltd	By company nominee to A Ramaswamy on electronic vote
	Lot 554	X Zhang	By electronic vote



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**In attendance** A Neilsen Capitol  
N Anwoir Strata Strategies Pty Ltd  
I Hong Wonderland Property Management

**Apologies** Nil

**Chairperson** C Bowman

**Quorum** The Chairperson declared that there was a quorum for the meeting.  
The meeting commenced at 01:40 PM

### 1. Previous Minutes:

Resolved that the minutes of the previous general meeting 18th of January 2024 be confirmed.

### Ordinary Resolution

**Motion CARRIED.** Yes: 24 No: 0 Abstain: 4 Invalid: 5

### 2. Statement of Accounts:

Resolved that the accompanying audited financial statements for the financial period to 31/10/2024 to be adopted.

### Ordinary Resolution

**Motion CARRIED.** Yes: 25 No: 0 Abstain: 3 Invalid: 5

### 3. Administrative Fund Budget:

Resolved that the proposed administrative fund budget of \$207,360.00 including GST be adopted for the next 12 months for the period to 31st of October 2025 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	01/11/2024	31/01/2025	01/11/2024	\$55,809.00	\$103.35
To be Issued	01/02/2025	30/04/2025	01/02/2025	\$55,809.00	\$103.35
To be Issued	01/05/2025	31/07/2025	01/05/2025	\$47,871.00	\$88.65
To be Issued	01/08/2025	31/10/2025	01/08/2025	\$47,871.00	\$88.65
<b>Total</b>				<b>\$207,360.00</b>	<b>\$384.00</b>

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

### Ordinary Resolution

**Motion CARRIED.** Yes: 25 No: 0 Abstain: 3 Invalid: 5



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### 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	01/11/2025	31/01/2026	01/11/2025	\$54,000.00	\$100.00
To be Issued	01/02/2026	30/04/2026	01/02/2026	\$54,000.00	\$100.00
<b>Total</b>				<b>\$108,000.00</b>	<b>\$200.00</b>

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

### Ordinary Resolution

**Motion CARRIED.**

**Yes: 25**

**No: 0**

**Abstain: 3**

**Invalid: 5**

### 5. Sinking Fund Budget:

Resolved that the proposed sinking fund budget of \$64,800.00 including GST be adopted for the next 12 months for the period to 31st of October 2025 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	01/11/2024	31/01/2025	01/11/2024	\$16,200.00	\$30.00
To be Issued	01/02/2025	30/04/2025	01/02/2025	\$16,200.00	\$30.00
To be Issued	01/05/2025	31/07/2025	01/05/2025	\$16,200.00	\$30.00
To be Issued	01/08/2025	31/10/2025	01/08/2025	\$16,200.00	\$30.00
<b>Total</b>				<b>\$64,800.00</b>	<b>\$120.00</b>

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

### Ordinary Resolution

**Motion CARRIED.**

**Yes: 24**

**No: 1**

**Abstain: 3**

**Invalid: 5**



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### 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	01/11/2025	31/01/2026	01/11/2025	\$16,200.00	\$30.00
To be Issued	01/02/2026	30/04/2026	01/02/2026	\$16,200.00	\$30.00
<b>Total</b>				<b>\$32,400.00</b>	<b>\$60.00</b>

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

### Ordinary Resolution

**Motion CARRIED.** Yes: 24 No: 1 Abstain: 3 Invalid: 5

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### 7. Audit:

Resolved that the body corporate's statement of accounts for the financial year to 31st of October 2025 not be audited.

**Note:** If you want the accounts to be Audited, Vote 'No', if you **do not** want the accounts to be Audited, vote 'Yes'.

The financial year statements for your body corporate were last audited in 2024.

### Special Resolution

**Motion CARRIED.** Yes: 16 No: 7 Abstain: 5 Invalid: 5

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### 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.

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### 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
HU0028160	CHU Underwriting Agencies	13 Nov 2025	BUILDING	\$20,092,107.00
			PUBLIC LIABILITY	\$30,000,000.00
			OFFICE BEARERS	\$10,000,000.00
			MACHINERY BREAKDOWN	\$100,000.00
			CONTENTS	\$126,498.00
			VOLUNTARY WORKERS	\$200,000.00 / \$2,000.00
			LOSS OF RENT	\$3,013,816.00
			FIDELITY GUARANTEE	\$250,000.00
			BUILDING CATASTROPHE	\$3,013,816.00
			LOT OWNERS FIXTURES	\$250,000.00
TOTAL PREMIUM: \$32,554.42				

Basic Excess	\$2,000.00
Date of renewal	13th of November 2025
Date of most recent insurance valuation	25 Mar 2021
Most recent building valuation amount	\$18,578,000.00

### Ordinary Resolution

**Motion CARRIED.** Yes: 25 No: 0 Abstain: 3 Invalid: 5

### 10. Safety Report:

Resolved that Quality Building Management or another suitably qualified firm inspect the common property and provide a safety report.

Last report conducted: 28/02/2024 – Quality Building Management  
Cost of new report: \$1,010.00 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: 17 No: 8 Abstain: 3 Invalid: 5  
Capitol to arrange.



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### 11. Fire Compliance Report:

Resolved that Quality Building Management 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: 25/03/2021 – Phillips Safety Service

Cost of new report: \$918.00 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: 17**

**No: 7**

**Abstain: 4**

**Invalid: 5**

Capitol to arrange.

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### 12. Annual Fire Evacuation Practice:

Resolved that Fire Boar 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: 03/03/2022 – Training Boar

Cost of evacuation: \$412.50 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: 20**

**No: 4**

**Abstain: 4**

**Invalid: 5**

Capitol to arrange.

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### 13. Common Property Termite Inspection:

Resolved that Rifle Pest Management be engaged to carry out a termite inspection on the common property grounds only (excluding exclusive use areas).

Last inspection conducted: 21/02/2024 – Rifle Pest Management

Cost of inspection: \$198.00 including GST

Source of payment: Administration fund

### Ordinary Resolution

**Motion CARRIED.**

**Yes: 18**

**No: 8**

**Abstain: 2**

**Invalid: 5**

Capitol to arrange.

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### 14. 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: 22**

**No: 3**

**Abstain: 3**

**Invalid: 5**

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### 15. Arrears and Debt Collection:

Resolved that Body Corporate specially resolve for the purpose of collecting levy contributions to authorise the Strata Manager and/or the Committee to do any one or more of the following:

1. To issue arrears notices, reminder notices and/or letters to seek recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;
2. To obtain legal advice and retain legal representation on behalf of Body Corporate;
3. To issue demands, commence, pursue, continue, maintain or defend any court, tribunal or any other proceedings against any lot owner, person, mortgagee in possession and/or former lot owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs and matters arising out of the by-laws;
4. Enter and enforce any judgment obtained in the collection of levy contributions including issuing enforcement warrants for seizure and sale of real or personal property, enforcement warrants for redirection of debts or earnings, enforcement warrant for enforcement hearing, bankruptcy notices, statutory demands and commencing and maintaining bankruptcy proceedings or winding up proceedings;
5. Filing an appeal or defending an appeal against any judgment or matter concerning the collection of levy contributions; and
6. Liaise, instruct and prepare all matters with the Body Corporate's debt collection agents, lawyers and experts in relation to any levy recovery proceedings.

#### Special Resolution

**Motion CARRIED.**

**Yes: 25**

**No: 0**

**Abstain: 3**

**Invalid: 5**

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### 16. Appointment of Body Corporate Manager:

Resolved that Capitol Strata Management (Brisbane) Pty Ltd be appointed body corporate manager for a term commencing on 1st of February 2025 and ending on 31st of January 2028 at a secretarial fee of \$160.00 + GST per lot per annum plus disbursements, 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 two members of the committee are hereby authorised to sign the agreement on behalf of the body corporate.

FURTHER that Capitol Body Corporate Administration be authorised to open and operate a bank account with an authorised deposit-taking institute under the name of the Body Corporate for the term of the agreement under committee instructions.

FURTHER that the Body Corporate Manager be authorised to invest capital funds into a Term Deposit in the name of the Body Corporate for the benefit of the Body Corporate under committee instruction.

### Ordinary Resolution Without use of Proxies

**Motion CARRIED.** Yes: 18 No: 4 Abstain: 6 Invalid: 5

A Neilsen thanked the voters for reappointing Capitol as body corporate manager.

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### 17. Paint Hallways and Replace Carpet:

Resolved that the body corporate obtain quotes to paint the hallways and replace the carpet.

### Ordinary Resolution

**Motion CARRIED.** Yes: 15 No: 7 Abstain: 6 Invalid: 5

Note: Committee has agreed to investigate further at a later date.

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### 18. Quarterly Committee Meetings:

Resolved that Body corporate organise quarterly committee meetings in the BBQ area or a place to be decided by the body corporate to discuss ongoing maintenance, quotes, pet applications, bylaw breaches and suggestions from residents/owners in Park Vue.

### Ordinary Resolution

**Motion CARRIED.** Yes: 20 No: 1 Abstain: 7 Invalid: 5

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### 19. Variation of the Body Corporate Service Contractors Agreement and Letting Authorisation Agreement - BY SECRET BALLOT:

Resolved that the Body Corporate consent, by way of an ordinary resolution secret ballot vote without the use of proxies, to a variation of the Body Corporate Service Contractors Agreement and the Letting Authorisation Agreement both dated 22 December 2014 between the Body Corporate and Wonderland Property Management Pty Ltd ACN 606 218 802 as trustee for the Wonderland Property Management Trust to create a further option term of five (5) years in each agreement (and other minor drafting amendments to rectify inconsistencies in the agreements) and enter into and sign (in any way authorised by law) the Deed of Variation which is in substantially the same form as that attached to this agenda. A BCCM Form 20 in the approved form has also been attached to this agenda.

#### Ordinary Resolution Without use of Proxies

Motion CARRIED.

Yes: 18

No: 8

Abstain: 2

Invalid: 6

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### COMMITTEE ELECTION

#### Chairperson

Peter Wilkes has been elected unopposed as Chairperson.

#### Secretary

James Moss has been elected unopposed as Secretary.

#### Treasurer

Christopher Bowman has been elected unopposed as Treasurer.

#### Ordinary Member

Lee Baker, Glenn Turnbull, Kyra Mackenzie, Melissa Peroff have been elected to the committee.



### 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:** Peter Wilkes

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#### Closure Secretary

The Chairperson declared the meeting closed at 01:40 PM  
J Moss  
c/- Capitol Body Corporate Administration  
PO Box 326 Alderley QLD 4051  
[team@capitolbca.com.au](mailto:team@capitolbca.com.au)