

ACC Town Agents

Body Corporate Search Agency

Ph: 0414 80 40 80

Email: searches@acctownagents.com.au

Disclosure Statement

Body Corporate and Community Management Act 1997

Section 206

(as at 20th June 2024)

Body Corporate

Body Corporate for: Jo-Jan Court

Lot No: 2 on BUP 1180 **Community Titles Scheme:** 13923

Address: 2 / 33 Montpelier Street, Clayfield Q 4011

PRESCRIBED INFORMATION

Secretary of Body Corporate

Name: AD Body Corporate Managers

Address: 26 Brookes Street, Bowen Hills Q 4006

Telephone: (07) 3366 0600 **Email:** reception@adbodycorporate.com.au

Body Corporate Manager

Name: AD Body Corporate Managers

Address: 26 Brookes Street, Bowen Hills Q 4006

Telephone: (07) 3366 0600

Body Corporate Committee

Is there a Committee for the Body Corporate?

Yes



No

☐

If there is a Committee, is the Body Corporate Manager engaged to perform the functions of the committee?*

Yes



No

☐

Roll (Current Owner)

[REDACTED]

Contribution Schedule Lot Entitlements

The contribution schedule for lot entitlements is equal.

Lot entitlement for Lot 2 is 1 and the interest entitlement is 1.

There are 4 lots in the complex and the aggregate of contribution entitlements is 4.

Regulation Module

Standard scheme

By-Laws

By-laws as per the registered CMS.

Exclusive Use

No exclusive use area noted.

Disclosure Statement

Body Corporate and Community Management Act 1997

Section 206

(as at 20th June 2024)

Annual Contributions and Levies

Administrative Fund Levies

| PERIOD: | LEVY: |
|----------------------|-----------|
| 01/12/23 - 29/02/24: | \$ 730.00 |
| 01/03/24 - 31/05/24: | \$ 730.00 |
| 01/06/24 - 31/08/24: | \$ 730.00 |
| 01/09/24 - 30/11/24: | \$ 730.00 |

Sinking Fund Levies

| PERIOD: | LEVY: |
|----------------------|-----------|
| 01/12/23 - 29/02/24: | \$ 567.00 |
| 01/03/24 - 31/05/24: | \$ 567.00 |
| 01/06/24 - 31/08/24: | \$ 490.00 |
| 01/09/24 - 30/11/24: | \$ 490.00 |

Financials

The balance of the Administrative Fund account as at 20th June 2024 was \$(1,203.16).
The balance of the Sinking Fund account as at 20th June 2024 was \$33,407.62.
Refer copy of the financial statements attached, for the breakdown of accounts held.

Insurance

Insurance Company: QUS Pty Ltd
Policy Number: QUSS050568
Building: \$ 2,265,512.00
Liability: \$30,000,000.00
Expiry Date: 1ST June 2025

Minutes of Meetings

The Annual General Meeting was held 22nd August 2023.

Pool Safety Certificate

No pool at the complex.

Combustible Cladding

No correspondence regarding cladding compliance.

Improvements on Common Property for which Buyer will be Responsible

List of lot improvements attached.

Signing

Seller / Seller's Agent

Witness

Date

Disclosure Statement
Body Corporate and Community Management Act 1997
Section 206
(as at 20th June 2024)

**Buyer's
Acknowledgement**

The Buyer acknowledges having received and read this statement from the Seller before entering into the Contract.

Buyer

Witness

Date

Body Corporate and Community Management Act 1997
Body Corporate and Community Management (Standard Module)
Roll of Lots and Entitlements (Section 204)
JO-JAN COURT CTS 13923

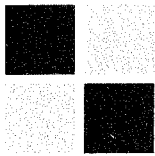
LOT NO. 2 UNIT NO. 2 PLAN NO. BUP1180 TYPE B.F.P. ACCOUNT NO. 02100002

| ORIGINAL OWNER | | |
|-------------------------------|--|--|
| Name of Original Owner of Lot | Residential Address of Original Owner | Address for service of notices on Original Owner |
| G, O, L & A Caruso | 2/6 Gregory Street CLAYFIELD QLD 4011 | 2/6 Gregory Street CLAYFIELD QLD 4011 |

| CONTRIBUTION ENTITLEMENTS | |
|---------------------------|----------------------|
| Contribution Entitlements | Date of Registration |
| 1.00 | 21-Feb-74 |

| INTEREST ENTITLEMENTS | |
|-----------------------|----------------------|
| Interest Entitlements | Date of Registration |
| 1.00 | 21-Feb-74 |

| PARTICULARS OF SUBSEQUENT OWNERS | | | |
|---|---------------------------------|--|----------------|
| Full Name of Owner(s) | Residential Address | Address for service of notices on Owner(s) | Date of notice |
| Ms E A Thomas elitho12@gmail.com | PO Box 98 CLAYFIELD QLD 4011 | PO Box 98 CLAYFIELD QLD 4011 | 17/07/13 |
| Ms E A Thomas elitho12@hotmail.com | PO Box 98 CLAYFIELD QLD 4011 | PO Box 98 CLAYFIELD QLD 4011 | 31/05/13 |



AD BODY CORPORATE MANAGERS & CONSULTANTS

A.B.N. 70 010 452 212

P: 07 3366 0600

E: reception@adbodycorporate.com.au

26 Brookes Street, Bowen Hills Qld 4006

JO-JAN COURT CTS 13923

ABN 49 420 746 088

STATEMENT

Ms E A Thomas
PO Box 98
CLAYFIELD QLD 4011

Transfer Date:
11/05/12

| Statement Period | | | |
|------------------------|--------|---------|---|
| 01 Jun 23 to 20 Jun 24 | | | |
| A/c No | 2 | Lot No | 2 |
| Page Number | 1 of 2 | Unit No | 2 |

| Date | Type | Details | Reference | Debit | Credit | Balance |
|------------------------------|---------------------|----------------------|-----------|------------|------------|-----------|
| | | Brought forward | | | 1,160.00 | -1,160.00 |
| 01/06/23 | Administrative Fund | 01/06/23 To 31/08/23 | I0000322 | 730.00 | | -430.00 |
| 01/06/23 | Sinking Fund | 01/06/23 To 31/08/23 | I0000326 | 430.00 | | 0.00 |
| 27/07/23 | Administrative Fund | 01/09/23 To 30/11/23 | I0000330 | 730.00 | | 730.00 |
| 27/07/23 | Sinking Fund | 01/09/23 To 30/11/23 | I0000334 | 430.00 | | 1,160.00 |
| 30/08/23 | Receipt | Administrative Fund | R0000174 | | 730.00 | 430.00 |
| 30/08/23 | Receipt | Sinking Fund | RA000174 | | 430.00 | 0.00 |
| 23/10/23 | Administrative Fund | 01/12/23 To 29/02/24 | I0000338 | 730.00 | | 730.00 |
| 23/10/23 | Sinking Fund | 01/12/23 To 29/02/24 | I0000342 | 567.00 | | 1,297.00 |
| 29/11/23 | Receipt | Administrative Fund | R0000178 | | 730.00 | 567.00 |
| 29/11/23 | Receipt | Sinking Fund | RA000178 | | 567.00 | 0.00 |
| 27/01/24 | Administrative Fund | 01/03/24 To 31/05/24 | I0000346 | 730.00 | | 730.00 |
| 27/01/24 | Sinking Fund | 01/03/24 To 31/05/24 | I0000350 | 567.00 | | 1,297.00 |
| 28/02/24 | Receipt | Administrative Fund | R0000182 | | 730.00 | 567.00 |
| 28/02/24 | Receipt | Sinking Fund | RA000182 | | 567.00 | 0.00 |
| 27/04/24 | Administrative Fund | 01/06/24 To 31/08/24 | I0000354 | 730.00 | | 730.00 |
| 27/04/24 | Sinking Fund | 01/06/24 To 31/08/24 | I0000358 | 490.00 | | 1,220.00 |
| 29/05/24 | Receipt | Administrative Fund | R0000185 | | 730.00 | 490.00 |
| More details on next page... | | | | \$6,134.00 | \$5,644.00 | \$490.00 |

| Over 90 Days | 90 Days | 60 Days | 30 Days | Current | BALANCE DUE: | Nil |
|--------------|---------|---------|---------|---------|--------------|-------------|
| 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | Date Paid | Amount Paid |

Payment Options



Tel: 1300 552 311
Ref: 1336 2422 8

Telephone: Call this number to pay by credit card.
International: +613 8648 0158 (charges apply).



www.stratamax.com.au
Ref: 1336 2422 8

Internet: Make credit card payments online (charges apply).
Visit www.stratamax.com.au



www.stratapay.com/ddr
Ref: 1336 2422 8

Direct Debit: Make auto payments from your credit card* or bank account. Visit stratapay.com/ddr to register
*Credit card charges apply.



Bill Code: 74625
Ref: 1336 2422 8

BPay: Contact your participating financial institution to make a payment from your cheque or savings account using BPay.



Billpay Code: 3599
Ref: 1336 2422 8

In Person: Present this bill in store at Australia Post to make cheque or EFTPOS payments.



Make cheque payable to:
StrataPay 1336 2422 8

Mail: Send cheque with this slip by mail to: **StrataPay, Locked Bag 9 GCMC, Bundall Qld 9726 Australia**



BSB: 067-970
Acct No: 1336 2422 8
(Applies to this bill only)

Internet Banking - EFT: Use this BSB and Account Number to pay directly from your bank account in Australian Dollars (AUD).
Account Name: StrataPay Bank: CBA, Sydney, Australia.

VISA



STRATAPAY

StrataPay Reference

1336 2422 8

Amount

\$0.00

Due Date

20 Jun 24

AD BODY CORP MANAGEMENT P/L
13923/02100002 Lot 2/2

Ms E A Thomas
PO Box 98
CLAYFIELD QLD 4011



*3599 133624228

All payments made through StrataPay payment options are subject to User Terms and Conditions available at www.stratapay.com or by calling 1300 135 610 or email info@stratapay.com. By using the payment options provided by StrataPay you are taken to have read and understood these User Terms and Conditions prior to using StrataPay. Credit card acceptance is subject to notation above. Additional charges may apply.



26 Brookes Street, Bowen Hills Qld 4006

| Date | Type | Details | Reference | Debit | Credit | Balance |
|----------|---------|---------------------------------|-----------|------------|--------------------|----------------|
| 29/05/24 | Receipt | Brought forward Sinking Fund | RA000185 | 6,134.00 | 5,644.00 490.00 | 490.00 0.00 |
| | | | | \$6,134.00 | \$6,134.00 | Nil |

JO-JAN COURT CTS 13923

33 Montpelier Street Clayfield QLD 4011

BALANCE SHEET

AS AT 20 JUNE 2024

| | ACTUAL 20/06/2024 | ACTUAL 31/05/2024 |
|--|----------------------------|----------------------------|
| <u>OWNERS' FUNDS</u> | | |
| Administrative Fund | (1,203.16) | 1,167.19 |
| Sinking Fund | 33,407.62 | 31,447.62 |
| <u>TOTAL</u> | <u>\$ 32,204.46</u> | <u>\$ 32,614.81</u> |
| <u>THESE FUNDS ARE REPRESENTED BY</u> | | |
| <u>CURRENT ASSETS</u> | | |
| Cash At Bank | 32,281.46 | 31,316.05 |
| Prepaid Expenses | 0.00 | 4,991.83 |
| <u>TOTAL ASSETS</u> | <u>32,281.46</u> | <u>36,307.88</u> |
| <u>LIABILITIES</u> | | |
| Creditors & Accrued Expenses | 0.00 | 33.07 |
| Levies In Advance | 77.00 | 3,660.00 |
| <u>TOTAL LIABILITIES</u> | <u>77.00</u> | <u>3,693.07</u> |
| <u>NET ASSETS</u> | <u>\$ 32,204.46</u> | <u>\$ 32,614.81</u> |

JO-JAN COURT CTS 13923

33 Montpelier Street Clayfield QLD 4011

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 JUNE 2024 TO 20 JUNE 2024

| | ACTUAL | BUDGET | ACTUAL |
|---|----------------------|--------------------|--------------------|
| | 01/06/24-20/06/24 | 01/06/24-31/05/25 | 01/06/23-31/05/24 |
| <u>ADMINISTRATIVE FUND</u> | | | |
| <u>INCOME</u> | | | |
| Levies - Administrative Fund | 2,920.00 | 0.00 | 11,680.00 |
| <u>TOTAL ADMIN. FUND INCOME</u> | 2,920.00 | 0.00 | 11,680.00 |
| <u>EXPENDITURE - ADMIN. FUND</u> | | | |
| Archiving Fees | 11.00 | 0.00 | 131.99 |
| Bank Fees | 0.00 | 0.00 | 13.00 |
| B C Admin - Contract Services | 56.48 | 0.00 | 680.84 |
| B C Admin - Other Services | 31.15 | 0.00 | 846.95 |
| Electricity | 0.00 | 0.00 | 598.07 |
| Fire Control Expenses | 0.00 | 0.00 | 308.00 |
| Income Tax Return Fee | 0.00 | 0.00 | 165.00 |
| Insurance | 4,991.83 | 0.00 | 5,300.06 |
| Insurance - Workcover | 0.00 | 0.00 | 277.00 |
| Maint. Report & Safety Audit | 0.00 | 0.00 | 220.00 |
| Meetings | 0.00 | 0.00 | 198.00 |
| Pest Control | 0.00 | 0.00 | 311.00 |
| Disbursement Fee | 33.92 | 0.00 | 403.09 |
| Rep & Maint - Electrical | 0.00 | 0.00 | 220.00 |
| Rep & Maint - Gardens& Grounds | 158.65 | 0.00 | 1,631.25 |
| Stratamax Fee | 7.32 | 0.00 | 88.00 |
| <u>TOTAL ADMIN. EXPENDITURE</u> | 5,290.35 | 0.00 | 11,392.25 |
| <u>SURPLUS / (DEFICIT)</u> | \$ (2,370.35) | \$ 0.00 | \$ 287.75 |
| Opening Admin. Balance | 1,167.19 | 1,167.19 | 879.44 |
| <u>ADMINISTRATIVE FUND BALANCE</u> | \$ (1,203.16) | \$ 1,167.19 | \$ 1,167.19 |

JO-JAN COURT CTS 13923

33 Montpelier Street Clayfield QLD 4011

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 JUNE 2024 TO 20 JUNE 2024

| | ACTUAL | BUDGET | ACTUAL |
|--|-------------------|-------------------|-------------------|
| | 01/06/24-20/06/24 | 01/06/24-31/05/25 | 01/06/23-31/05/24 |

SINKING FUND

INCOME

| | | | |
|---|-----------------|-------------|-----------------|
| Levies - Sinking Fund | 1,960.00 | 0.00 | 7,976.00 |
| <u>TOTAL SINKING FUND INCOME</u> | 1,960.00 | 0.00 | 7,976.00 |

EXPENDITURE - SINKING FUND

| | | | |
|--|-------------|-------------|-----------------|
| Rep & Maint - Plumbing | 0.00 | 0.00 | 2,845.92 |
| Rep & Maint - Roof | 0.00 | 0.00 | 400.00 |
| Tree Lopping | 0.00 | 0.00 | 1,210.00 |
| Fences, Gates & Balustrades | 0.00 | 0.00 | 1,630.00 |
| Fire Control Expenses | 0.00 | 0.00 | 731.50 |
| <u>TOTAL SINK. FUND EXPENDITURE</u> | 0.00 | 0.00 | 6,817.42 |

SURPLUS / (DEFICIT)

| | | | | | |
|-----------|-----------------|-----------|-------------|-----------|-----------------|
| \$ | 1,960.00 | \$ | 0.00 | \$ | 1,158.58 |
|-----------|-----------------|-----------|-------------|-----------|-----------------|

Opening Sinking Fund Balance

| | | |
|-----------|-----------|-----------|
| 31,447.62 | 31,447.62 | 30,289.04 |
|-----------|-----------|-----------|

SINKING FUND BALANCE

| | | | | | |
|-----------|------------------|-----------|------------------|-----------|------------------|
| \$ | 33,407.62 | \$ | 31,447.62 | \$ | 31,447.62 |
|-----------|------------------|-----------|------------------|-----------|------------------|



CERTIFICATE OF CURRENCY

This Certificate of Currency is issued as a matter of information only and confers no rights on the certificate holder.

This Certificate of Currency does not form part of the terms and conditions of the policy and does not amend, extend, replace or alter the terms, conditions, definitions, limitations or exclusions contained therein. Please read the Policy Wording, Schedule and any other documents forming the Policy for the terms and conditions of cover.

This Certificate of Currency is provided as a summary of cover only and is current only at the date of issue. The Policy may be subsequently altered or cancelled in accordance with its terms after the date of issue of this notice without further notice to the holder of this notice.

Insurer(s): certain underwriters at Lloyd's
Insured: Body Corporate for Jo-Jan Court CTS 13923
Intermediary: Direct Insurance Brokers Pty Ltd
Named Party:
Property Insured: 33 Montpelier Street
CLAYFIELD QLD 4011
Period of Insurance: From 01/06/2024 to 01/06/2025
Policy Number: QUSS050568

| | | SUM INSURED |
|-----------|--|--------------|
| Section 1 | PROPERTY INSURED | |
| | Building(s) | \$2,265,512 |
| | Additional Benefits | |
| | - Loss of Rent/Temp Accommodation | \$339,827 |
| | - Common Contents including carpets | \$22,655 |
| | Optional Additional Benefits | |
| | - Lot Owner's Fixtures and improvements in Commercial Lots/Units | \$0 |
| | - Catastrophe Escalation Costs | \$679,654 |
| | Special Benefits | |
| | - Residential Lots/Units | \$250,000 |
| Section 2 | PROPERTY OWNERS LEGAL LIABILITY | \$30,000,000 |
| Section 3 | FIDELITY GUARANTEE | \$100,000 |
| Section 4 | VOLUNTARY WORKERS PERSONAL ACCIDENT | |
| | Capital Benefit | \$200,000 |
| | Weekly Benefit | \$2,000 |
| Section 5 | OFFICE BEARER'S LIABILITY | \$1,000,000 |
| Section 6 | MACHINERY BREAKDOWN | |
| | Blanket cover | \$100,000 |
| Section 7 | LEGAL EXPENSES | \$100,000 |
| Section 8 | AUDIT EXPENSES | \$25,000 |

To be valid, this Certificate of Currency must be signed by an authorised officer or agent of the Insurer(s).

Signed on the 23/5/2024

C. J. Hodyson

Issued on behalf of the Insurer(s):

QUS Pty Ltd ('QUS') (ABN 92 122 665 310, AFSL 321877) acting under a binding authority as agent for the Insurer(s) certain underwriters at Lloyd's.

MINUTES OF THE ANNUAL GENERAL MEETING JO-JAN COURT CTS 13923

DATE & TIME Tuesday, 22 August 2023 at 02:00 PM

LOCATION Online Meeting, via StrataVote Anywhere, QLD, 4000

ATTENDANCE

In Attendance

| | | |
|------------|-------|---------------------------|
| [REDACTED] | Lot 1 | Electronic vote |
| [REDACTED] | Lot 2 | Paper vote |
| [REDACTED] | Lot 3 | Owner present (pre-voted) |
| [REDACTED] | Lot 4 | Electronic vote |

Chairperson

Jarrold Stangle

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.

1. CONFIRMATION OF MINUTES

Motion CARRIED.

Resolved that the minutes of the last General Meeting of the Body Corporate, held on 9th of August 2022, as previously circulated, be confirmed.

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

2. FINANCIAL STATEMENTS

Motion CARRIED.

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

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

3. NO AUDIT

Motion CARRIED.

Resolved that the Body Corporate's Statement of Accounts for the financial year ending 31st of May 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: 3 No: 0 Abs: 1 Inv: 0

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

on defeat of the previous motion, the Body Corporate appoint Ryan Harvie McEnery Chartered Accountants to audit the Body Corporate Statement of accounts for the financial year ending 31st of May 2024, at a cost of \$363.00 including GST.

5. ADMINISTRATION FUND BUDGET AND LEVIES**Motion CARRIED.**

Resolved that the administrative fund budget for the financial year ending 31st of May 2024, which totals \$11,680.00 (excluding GST, if applicable), be adopted with each entitlement attracting a levy of \$2,920.00 per lot entitlement, to be levied as follows:

| Levy Status | Period From | Period To | Due | Admin Fund | Per Contribution Entitlement |
|----------------|-------------|-------------|-------------|--------------------|------------------------------|
| Already Issued | 01 Jun 2023 | 31 Aug 2023 | 01 Jun 2023 | \$2,920.00 | \$730.00 |
| To be Issued | 01 Sep 2023 | 30 Nov 2023 | 01 Sep 2023 | \$2,920.00 | \$730.00 |
| To be Issued | 01 Dec 2023 | 29 Feb 2024 | 01 Dec 2023 | \$2,920.00 | \$730.00 |
| To be Issued | 01 Mar 2024 | 31 May 2024 | 01 Mar 2024 | \$2,920.00 | \$730.00 |
| Total | | | | \$11,680.00 | \$2,920.00 |

Discount (if applicable): 0%

Total Contribution Entitlements: **4**

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 Jun 2024 | 31 Aug 2024 | 01 Jun 2024 | \$2,920.00 | \$730.00 |
| To be Issued | 01 Sep 2024 | 30 Nov 2024 | 01 Sep 2024 | \$2,920.00 | \$730.00 |
| Total | | | | \$5,840.00 | \$1,460.00 |

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

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

6. SINKING FUND BUDGET AND LEVIES**Motion CARRIED.**

Resolved that the sinking fund budget for the financial year ending 31st of May 2024, which totals \$7,976.00 (excluding GST, if applicable), be adopted with each entitlement attracting a levy of \$1,994.00 per lot entitlement, to be levied as follows:

| Levy Status | Period From | Period To | Due | Sinking Fund | Per Contribution Entitlement |
|----------------|-------------|-------------|-------------|-------------------|------------------------------|
| Already Issued | 01 Jun 2023 | 31 Aug 2023 | 01 Jun 2023 | \$1,720.00 | \$430.00 |
| To be Issued | 01 Sep 2023 | 30 Nov 2023 | 01 Sep 2023 | \$1,720.00 | \$430.00 |
| To be Issued | 01 Dec 2023 | 29 Feb 2024 | 01 Dec 2023 | \$2,268.00 | \$567.00 |
| To be Issued | 01 Mar 2024 | 31 May 2024 | 01 Mar 2024 | \$2,268.00 | \$567.00 |
| Total | | | | \$7,976.00 | \$1,994.00 |

Discount (if applicable): 0%

Total lot entitlements – **4**

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 Jun 2024 | 31 Aug 2024 | 01 Jun 2024 | \$1,960.00 | \$490.00 |
| To be Issued | 01 Sep 2024 | 30 Nov 2024 | 01 Sep 2024 | \$1,960.00 | \$490.00 |
| Total | | | | \$3,920.00 | \$980.00 |

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

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

7. INSURANCE**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 |
|---------------------------|--------------------------------|-------------|----------------------|-----------------|
| P-019435 | Axis Underwriting Services P/L | 01 Jun 2024 | BUILDING | \$2,156,679.00 |
| | | | PUBLIC LIABILITY | \$50,000,000.00 |
| | | | COMMON CONTENTS | \$21,567.00 |
| | | | OFFICE BEARERS | \$1,000,000.00 |
| | | | LOT OWNER'S FIXTURES | \$300,000.00 |
| | | | VOLUNTARY WORKERS | \$200,000.00 |
| | | | FIDELITY GUARANTEE | \$100,000.00 |
| | | | LOSS OF RENT | \$323,502.00 |
| | | | GOV'T. AUDIT COSTS | \$25,000.00 |
| | | | APPEAL EXPENSES | \$100,000.00 |
| | | | BUILDING CATASTROPHE | 30% |
| | | | LEGAL EXPENSES | \$50,000.00 |
| TOTAL PREMIUM: \$5,300.06 | | | | |
| Policy Number | Underwriter | Current To | Risk Type | Coverage Amount |
| WCA100848137 | WorkCover QLD | 01 Jul 2023 | WORKERS COMPENSATION | |
| TOTAL PREMIUM: \$200.00 | | | | |

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

8. BODY CORPORATE MANAGEMENT REAPPOINTMENT

THAT the Body Corporate for JO-JAN COURT 13923 hereby appoints AD Body Corporate Management Pty Ltd as Body Corporate Manager for the Scheme ("the Body Corporate Manager") for a term of either One (1) or Three (3) Years, commencing on 1st of September 2023, in accordance with the terms set out in the agreement and the Body Corporate Manager shall have all of the powers, authorities, duties and functions provided in the agreement distributed with the agenda payable monthly in advance; and this appointment shall be binding and effective upon the passing of this motion;

AND FURTHER THAT the Body Corporate Manager be authorized and instructed to affix the seal to the agreement and witnessed by two (2) committee members, or a director of the Body Corporate Manager.

8.1 BODY CORPORATE MANAGEMENT REAPPOINTMENT - 1 YEAR

Motion NOT QUALIFIED.

Not qualified that the Body Corporate for JO-JAN COURT 13923 hereby appoints AD Body Corporate Management Pty Ltd as Body Corporate Manager for the Scheme ("the Body Corporate Manager") for a term of one (1) year, commencing on 1st of September 2023 at a cost of \$163.10 per lot per annum excluding GST, together with Fixed Disbursements in the amount of \$92.50 per lot per annum excluding GST, in accordance with the terms set out in the agreement and the Body Corporate Manager shall have all of the powers, authorities, duties and functions provided in the agreement distributed with the agenda payable monthly in advance; and this appointment shall be binding and effective upon the passing of this motion;

AND FURTHER THAT the Body Corporate Manager be authorized and instructed to affix the seal to the agreement and witnessed by two (2) committee members, or a director of the Body Corporate Manager.

Yes: 1 No: 2 Abs: 1 Inv: 0

8.2 BODY CORPORATE MANAGEMENT REAPPOINTMENT - 3 YEARS

Motion QUALIFIED.

Qualified that the Body Corporate for JO-JAN COURT 13923 hereby appoints AD Body Corporate Management Pty Ltd as Body Corporate Manager for the Scheme ("the Body Corporate Manager") for a term of three (3) years, commencing on 1st of September 2023 at a cost of \$154.00 per lot per annum excluding GST, together with Fixed Disbursements in the amount of \$92.50 per lot per annum excluding GST, in accordance with the terms set out in the agreement and the Body Corporate Manager shall have all of the powers, authorities, duties and functions provided in the agreement distributed with the agenda payable monthly in advance; and this appointment shall be binding and effective upon the passing of this motion;

AND FURTHER THAT the Body Corporate Manager be authorized and instructed to affix the seal to the agreement and witnessed by two (2) committee members, or a director of the Body Corporate Manager.

Yes: 2 No: 1 Abs: 1 Inv: 0

Motion 8.2 was chosen as the outcome for this same issue motion as it was the only qualifying motion

9. ADDRESS FOR SERVICE OF BODY CORPORATE

Motion CARRIED.

Resolved that the address for service of notice of the body corporate shall be recorded as c/- AD Body Corporate Management Pty Ltd registered office address and that AD Body Corporate Management Pty Ltd is authorised to lodge a Form 14 with Titles Queensland.

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

10. INCREASE TO COMMITTEE SPENDING LIMIT**Motion CARRIED.**

Resolved that the body corporate increase the current authorised limit of Committee spending from \$200.00 per lot, to \$750.00 per lot including GST, until such time as this motion is rescinded by ordinary resolution.

Yes: 2 No: 1 Abs: 1 Inv: 0

11. DEBT COLLECTION**Motion CARRIED.**

Resolved that in accordance with the Body Corporate and Community Management Act and Regulations (1997), the body corporate acknowledges the following contributions arrears collection policy:

- 15 days after due date, a reminder notice is sent at \$38.50
- 30 days after due date, a second reminder notice is sent at \$38.50
- 45 days after due date, a third notice is sent at \$55.00 advising the matter will be referred to a collection agency without further notice

Further, the Strata Manager be authorised and instructed to implement the contributions arrears collection policy and charge any recovery costs to the Lot's Levy Account. If a contribution or contribution instalment remains unpaid following implementation of the contribution arrears collection policy, then AD Body Corporate Management Pty Ltd will advise the committee of outstanding arrears and seek instruction to escalate the matter to debt collection with reasonable recovery costs to be on charged to the Lot Owner.

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

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

12. ANNUAL SAFETY ASSESSMENT**Motion CARRIED.**

Resolved that the body corporate engage Arcadia Building Reports Pty Ltd ("Arcadia") to carry out a Safety Audit of the common property to assist in minimising the liability risk to owners from injuries occurring on common property at a total cost of \$200.00 including GST, to be met from the administrative fund.

If multiple Reports are requested, then a discount is applied to the approved costs. Please see below details for discounted reporting costs.

- * Safety, Maintenance & Roof Reports = 25% discount
- * Maintenance & Roof Reports = 15% discount
- * Safety & Maintenance Reports = 10% discount

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

13. ANNUAL MAINTENANCE REPORT**Motion DEFEATED.**

THAT the body corporate engage Arcadia Building Reports Pty Ltd ("Arcadia") to carry out an inspection and prepare a Maintenance Report for the common property at a cost of \$240.00 including GST.

If multiple Reports are requested, then a discount is applied to the approved costs. Please see below details for discounted reporting costs.

- * Safety, Maintenance & Roof Reports = 25% discount
- * Maintenance & Roof Reports = 15% discount
- * Safety & Maintenance Reports = 10% discount

Yes: 1 No: 2 Abs: 1 Inv: 0

14. ANNUAL ROOF REPORT**Motion CARRIED.**

THAT the Body Corporate engage Arcadia Building Reports ("Arcadia") to carry out an inspection and prepare a Roof Report for an amount not to exceed \$330.00 including GST.

If multiple Reports are requested, then a discount is applied to the approved costs. Please see below details for discounted reporting costs.

- * Safety, Maintenance & Roof Reports = 25% discount
- * Maintenance & Roof Reports = 15% discount
- * Safety & Maintenance Reports = 10% discount

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

15. GUTTER CLEANING

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.

15.1 GUTTER CLEANING - BIG BOYS GUTTER CLEANING**Motion NOT QUALIFIED.**

Not qualified that the body corporate approves Big Boys Gutter Vacuum Brisbane to remove debris from roof areas and vacuum clean gutters for an amount not to exceed the committee spending limit with Payment to be made from the existing Administrative Fund.

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

15.2 GUTTER CLEANING - COMMITTEE TO OBTAIN QUOTES**Motion NOT QUALIFIED.**

THAT the body corporate committee obtain additional quotations to remove debris from roof areas and vacuum clean gutters by a suitably qualified contractor within the committee spending limit with funds be debited from available Administrative Funds.

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

There were no qualifying motions.

16. ELECTRICAL MAINTENANCE**Motion CARRIED.**

THAT the body corporate approves AustNet to perform a switchboard inspection, safety switch test and communal lighting maintenance for \$220.00 inclusive of GST (plus parts), with with payment to be made from the existing Administrative Funds.

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

17. FIRE COMPLIANCE REPORT

THAT the body corporate approves one of the following contractors to carry out a Fire Compliance 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.

17.1 FIRE COMPLIANCE REPORT - SOLUTIONS IN ENGINEERING**Motion QUALIFIED.**

THAT the body corporate approve Solutions In Engineering to complete a fire compliance report at a cost of \$308.00 inclusive of GST, with the cost to be paid from the administration fund.

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

17.2 FIRE COMPLIANCE REPORT - QIA GROUP PTY LTD**Motion NOT QUALIFIED.**

THAT the body corporate approve QIA Group Pty Ltd to complete a fire compliance report at a cost of \$360.00 inclusive of GST, with the cost to be paid from the administration fund.

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

Motion 17.1 was chosen as the outcome for this same issue motion as it was the only qualifying motion

18. FIRE SERVICING

THAT the body corporate engage a suitably qualified contractor to carry out the regular servicing of the fire safety installations in accordance with the fire regulations, AND that one of the following suitably qualified contractors be engaged.

18.1 FIRE SERVICING - HARTEC**Motion NOT QUALIFIED.**

THAT the body corporate approves quotation #7270 dated 25 July 2023 from Hartec Fire Systems at a cost of \$1,443.75 Inclusive of GST.

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

18.2 FIRE SERVICING - TOTAL FIRE SERVICE**Motion QUALIFIED.**

THAT the body corporate approves quotation #7469 dated 12 July 2023 from Total Fire Service at a cost of \$731.50 Inclusive of GST.

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

Motion 18.2 was chosen as the outcome for this same issue motion as it was the only qualifying motion

19. PEST CONTROL / TERMITE INSPECTION

THAT the body corporate approves one of the following options to carry out a Pest Control and Termite Inspection.

19.1 PEST CONTROL / TERMITE INSPECTION - ANNUAL PEST MANAGEMENT**Motion QUALIFIED.**

THAT the body corporate approves Annual Pest Management to carry out pest control and a termite inspection to common property for an amount not to exceed \$311.00 with payment to be made from the existing Administrative Funds.

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

19.2 PEST CONTROL / TERMITE INSPECTION - COMMITTEE TO OBTAIN ADDITIONAL QUOTES**Motion NOT QUALIFIED.**

THAT the body corporate committee obtain additional quotations for Pest Control and a Termite Inspection to the common areas with the cost not to exceed the Committee Spending Limit. Funds will be debited from the available Administrative Funds.

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

Motion 19.1 was chosen as the outcome for this same issue motion as it was the only qualifying motion

ELECTION OF COMMITTEE**Election of Chairperson**

Benjamin Wilson has been elected unopposed as Chairperson.

Election of Secretary

Benjamin Wilson has been elected unopposed as Secretary.

Election of Treasurer

Benjamin Wilson has been elected unopposed as Treasurer.

Election of Ordinary Member

James Woodforde and Elizabeth Thomas have been elected to the committee.

There being no further business, the Chairperson closed the meeting at 02:15 PM.

Body Corporate for JO-JAN COURT CTS 13923

The Secretary

26 Brookes Street, Bowen Hills, QLD, 4006

JO-JAN COURT CTS 13923

Lot Improvements

| Account No | Name | Details |
|------------|---------------|--|
| 02100002 | THOMAS E A | 2018.06.07 - approval for Screen front door & bathroom window |
| 02100003 | WILSON B R | 2019.06.20 - The Body Corporate Committee has given approval for the tenant of Lot 3 - Melanie Phillips to keep 1 x pet Dog. |
| 02100004 | MASTERSON R P | 2021.08.12 -AGM Mins -Ratified 3x Aircon installations. condensers installed on wall above bins. |

STANDARD COMMUNITY MANAGEMENT STATEMENT
Section 285. Body Corporate and Community Management Act 1997

ELECTRONICALLY
STORED

Dealing: 704187801
Title Reference: 19201180
Lodgment: 1071952
Date: 15/07/2000 12:30:00

1. Name of Community Title Scheme

JO-JAN COURT

2. Regulation Module

Body Corporate and Community Management (Standard Module) Regulation 1997

3. Name of Body Corporate

BODY CORPORATE FOR JO-JAN COURT COMMUNITY TITLES SCHEME 13923

4. Address for service of documents on the body corporate

A & C BODY CORPORATE MANAGEMENT
P O BOX 7
WOODY POINT QLD 4019

5. By-Laws

Taken to be those in effect as at 13 July 2000
[section 285 (5)(a) Body Corporate and Community Management Act 1997]

6. Contribution Schedule 7. Interest Schedule

| Lot | Entitlement | Lot | Entitlement |
|--------------|-------------|--------------|-------------|
| 1 in BUP1180 | 1 | 1 in BUP1180 | 1 |
| 2 in BUP1180 | 1 | 2 in BUP1180 | 1 |
| 3 in BUP1180 | 1 | 3 in BUP1180 | 1 |
| 4 in BUP1180 | 1 | 4 in BUP1180 | 1 |

Total Lots: 4 Aggregate 4 Total Lots: 4 Aggregate 4

***** End *****

BODY CORPORATE AND COMMUNITY MANAGEMENT ACT 1997
(Section 168)

SCHEDULE 4
BY-LAWS

Noise

1. The occupier of a lot must not create noise likely to interfere with the peaceful enjoyment of a person lawfully on another lot or the common property.

Vehicles

- 2.(1) The occupier of a lot must not, without the Body Corporate's written approval—

- (a) park a vehicle, or allow a vehicle to stand, on the common property; or
- (b) permit an invitee to park a vehicle, or allow a vehicle to stand, on the common property.

- (2) An approval under subsection (1) must state the period for which it is given.

- (3) However, the body corporate may cancel the approval by giving 7 days written notice to the occupier.

Obstruction

3. The occupier of a lot must not obstruct the lawful use of the common property by someone else.

Damage to lawn etc

- 4.(1) The occupier of a lot must not, without the Body Corporate's written approval—

- (a) damage a lawn, garden, tree, shrub, plant or flower on the common property;
or

- (b) use a part of the common property as a garden.

- (2) An approval under subsection (1) must state the period for which it is given.

- (3) However, the Body Corporate may cancel the approval by giving 7 days written notice to the occupier.

Damage to common property

- 5.(1) An occupier of a lot must not, without the Body Corporate's written approval, mark, paint, drive nails, screws or other objects into, or otherwise damage or deface a structure that forms part of the common property.

- (2) However, an occupier may install a locking or safety device to protect the lot against intruders, or a screen to prevent entry of animals or insects, if the device or screen is soundly built and is consistent with the colour, style and materials of the building.
- (3) The owner of a lot must keep a device installed under subsection (2) in good order and repair.

Behaviour of invitees

- 6. An occupier of a lot must take reasonable steps to ensure that the occupier's invitees do not behave in a way likely to interfere with the peaceful enjoyment of another lot or the common property.

Leaving of rubbish etc. on the common property

- 7. The occupier of a lot must not leave rubbish or other materials on the common property in a way or place likely to interfere with the enjoyment of the common property by someone else.

Appearance of lot

- 8.(1) The occupier of a lot must not, without the Body Corporate's written approval, make a change to the external appearance of the lot unless the change is minor and does not detract for the amenity of the lot and its surrounds.
- (2) The occupier of a lot must not, without Body Corporate's written approval—
 - (a) hang washing, bedding, or another cloth article if the article is visible from another lot or the common property, or from outside the scheme land; or
 - (b) display a sign, advertisement, placard, banner, pamphlet or similar article if the article is visible from another lot or the common property, or from outside the scheme land.
- (3) This section does not apply to a lot created under a standard format plan of subdivision.

Storage of flammable materials

- 9.(1) The occupier of a lot must not, without the Body Corporate's written approval, store a flammable substance on the common property.
- (2) The occupier of a lot must not, without the Body Corporate's written approval, store a flammable substance on the lot unless the substance is used or intended for use for domestic purposes.
- (3) However, this section does not apply to the storage of fuel in—
 - (a) the fuel tank of a vehicle, boat, or internal combustion engine; or

- (b) a tank kept on a vehicle or boat in which the fuel is stored under the requirements of the law regulating the storage of flammable liquid.

Garbage disposal

10.(1) Unless the Body Corporate provides some other way of garbage disposal, the occupier of lot must keep a receptacle for garbage in a clean and dry condition and adequately covered on the lot, or on part of the common property designated by the Body Corporate for the purpose.

(2) The occupier of a lot must---

- (a) Comply with all local government local laws about disposal of garbage; and
- (b) Ensure that the occupier does not, in disposing of garbage, adversely affect the health, hygiene or comfort of the occupiers of other lots.

Keeping of animals

11.(1) The occupier of a lot must not, without the Body Corporate's written approval—

- (a) bring or keep an animal on the lot or the common property; or
- (b) permit an invitee to bring or keep an animal on the lot or the common property.

(2) The occupier must obtain the Body Corporate's written approval before bringing, or permitting an invitee to bring, an animal onto the lot or the common property.

NOTE:

However, Section 143 of the Act provides as follows—

Guide dogs

143.(1) A person mentioned in the *Guide Dogs Act 1972*, section 5, who is entitled to be on a lot included in a community titles scheme, or on the common property, is entitled to be accompanied by a guide dog while on the lot or common property.

- (2)** Also, a person mentioned in subsection (1) who is the owner or occupier of a lot included in a community titles scheme is entitled to keep a guide dog on the lot.
- (3)** A by-law cannot exclude or restrict a right given by this section.