

# MINUTES OF THE ANNUAL GENERAL MEETING

## VITA CTS 29265

**DATE & TIME** Tuesday, 10 September 2024 at 01:00 PM

**LOCATION** Eagle Body Corporate Office, 206 Logan Road, Woolloongabba, QLD, 4102

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### ATTENDANCE

#### In Attendance

Christopher Burgess	Lot 3	Electronic vote
Ian Forster	Lot 4	Electronic vote
Brendan Fennell	Lot 6	Electronic vote

#### Also In Attendance

Riley Hodgson from Eagle Body Corporate Management Pty Ltd

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A quorum not achieved

It was noted that the relevant notice of meeting was forwarded to All Owners and that after 30 minutes, a quorum was not represented at the scheduled meeting on Tuesday, 10 September 2024 personally or by voting paper or by proxy; or there was less than the required Voters present personally at the scheduled meeting. As a quorum was not constituted, the meeting was adjourned for 7 days in accordance with the Body Corporate and Community Management Act 1997.

**DATE & TIME** Tuesday, 17 September 2024 at 01:00 PM

**LOCATION** Eagle Body Corporate Office, 206 Logan Road, Woolloongabba, QLD, 4102

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## **ATTENDANCE**

### **In Attendance**

Christopher Burgess	Lot 3	Electronic vote
Ian Forster	Lot 4	Electronic vote
Brendan Fennell	Lot 6	Electronic vote

### **Also In Attendance**

Riley Hodgson from Eagle Body Corporate Management Pty Ltd

### **Chairperson**

Riley Hodgson

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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.

After 30 minutes had elapsed, the Strata Manager (exercising the powers of Chairperson under delegated authority, declared that a quorum existed and opened the meeting).

### **Motions Resolved at the Reconvened Meeting (Tuesday, 17 September 2024)**

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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 20th of September 2023, as previously circulated, be confirmed.

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

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**2. FINANCIAL STATEMENTS - ORDINARY RESOLUTION**

**Motion CARRIED.**

Resolved that the Non-Audited Annual Financial Statements for the financial year ending 30th of June 2024 as attached to the agenda be accepted.

Yes: 3      No: 0      Abs: 0      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 30th of June 2025 **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: 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 McEnery Chartered Accountants to audit the Body Corporate Statement of accounts for the financial year ending 30th of June 2025, at a cost of \$385.00 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 30th of June 2025, which totals \$17,000.00 (excluding GST, if applicable), be adopted with each entitlement attracting a levy of \$2,833.33 per lot entitlement, to be levied as follows:

<b>Levy Status</b>	<b>Period From</b>	<b>Period To</b>	<b>Due</b>	<b>Admin Fund</b>	<b>Per Contribution Entitlement</b>
Already Issued	01 Jul 2024	31 Dec 2024	01 Jul 2024	\$7,750.02	\$1,291.67
To be Issued	01 Jan 2025	30 Jun 2025	01 Jan 2025	\$9,249.96	\$1,541.66
<b>Total</b>	<b>01 Jul 2024</b>	<b>30 Jun 2025</b>		<b>\$17,000.00</b>	<b>\$2,833.33</b>

Discount (if applicable): 0%

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**

<b>Levy Status</b>	<b>Period From</b>	<b>Period To</b>	<b>Due</b>	<b>Admin Fund</b>	<b>Per Contribution Entitlement</b>
To be Issued	01 Jul 2025	31 Dec 2025	01 Jul 2025	\$8,500.00	\$1,416.67
<b>Total</b>	<b>01 Jul 2025</b>	<b>31 Dec 2025</b>		<b>\$8,500.00</b>	<b>\$1,416.67</b>

Yes: 3

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 30th of June 2025, which totals \$6,600.00 (excluding GST, if applicable), be adopted with each entitlement attracting a levy of \$1,100.00 per lot entitlement, to be levied as follows:

Levy Status	Period From	Period To	Due	Sinking Fund	Per Contribution Entitlement
Already Issued	01 Jul 2024	31 Dec 2024	01 Jul 2024	\$3,300.00	\$550.00
To be Issued	01 Jan 2025	30 Jun 2025	01 Jan 2025	\$3,300.00	\$550.00
<b>Total</b>	<b>01 Jul 2024</b>	<b>30 Jun 2025</b>		<b>\$6,600.00</b>	<b>\$1,100.00</b>

Discount (if applicable): 0%

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 Jul 2025	31 Dec 2025	01 Jul 2025	\$3,300.00	\$550.00
<b>Total</b>	<b>01 Jul 2025</b>	<b>31 Dec 2025</b>		<b>\$3,300.00</b>	<b>\$550.00</b>

Yes: 3

No: 0

Abs: 0

Inv: 0

**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
WAA010734320	WORKCOVER QLD	30 Jun 2025	WORKCOVER POLICY	
<b>TOTAL PREMIUM: \$200.00</b>				
Policy Number	Underwriter	Current To	Risk Type	Coverage Amount
QRSC21000971	ALLIANZ AUSTRALIA	09 Mar 2025	BUILDING	\$3,245,247.00
			PUBLIC LIABILITY	\$10.00 MILL
			BUILDING CATASTROPHE	\$973,574.00
			COMMON CONTENTS	\$9,027.00
			LOSS OF RENT	\$486,787.00
			VOLUNTARY WORKERS	200K / 2K
			FIDELITY GUARANTEE	\$100,000.00
			LEGAL EXPENSES	\$50,000.00
			LOT OWNERS FIXTURES	\$300,000.00
			GOVERNMENT AUDIT COS	\$25,000.00
			APPEAL EXPENSES (H &	\$100,000.00
<b>TOTAL PREMIUM: \$6,799.00</b>				
Policy Number	Underwriter	Current To	Risk Type	Coverage Amount
TBACTS29265	ALLIANZ AUSTRALIA	09 Mar 2025	OFFICE BEARERS	\$500,000.00
<b>TOTAL PREMIUM:</b>				

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.

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

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## 8. BUILDING MAINTENANCE

*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 = 20% discount*

*Maintenance & Roof Reports - 10% discount*

*Safety & Maintenance Reports = 5% discount*

*Please refer to the explanatory notes.*

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### 8.1 ANNUAL SAFETY ASSESSMENT - ORDINARY RESOLUTION

#### Motion DEFEATED.

Motion defeated 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 \$275.00 including GST, to be met from the administrative fund.

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

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### 8.2 ANNUAL MAINTENANCE REPORT - ORDINARY RESOLUTION

#### 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 \$365.00 including GST.

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

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### 8.3 ANNUAL ROOF REPORT - ORDINARY RESOLUTION

#### 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 \$515.00 including GST.

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

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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: 2      No: 1      Abs: 0      Inv: 0

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## 10. MAJOR SPENDING LIMIT (under 10 lots) - ORDINARY RESOLUTION

#### Motion CARRIED.

Resolved that in accordance with the relevant module (Standard, Accommodation & Small Schemes), the limit for major spending be set at \$10,000.

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

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

Ian Forster has been elected unopposed as Chairperson.

**Election of Secretary**

No nominees were selected for Secretary, this place remains to be filled.

**Election of Treasurer**

No nominees were selected for Treasurer, this place remains to be filled.

**Election of Ordinary Member**

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

**Invoice Hub Approver**

Tier 1: Ian Forster

There being no further business, the Chairperson closed the meeting at 02:14 PM.

Body Corporate for VITA CTS 29265

The Secretary

206 Logan Road, Woolloongabba, QLD, 4102