



## VITA CTS 29265

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### MINUTES

OF BUSINESS TO BE DEALT WITH AT THE ANNUAL GENERAL MEETING FOR VITA CTS 29265 TO BE HELD ON TUESDAY 20 SEPTEMBER 2022 AT 9.00 AM HELD IN THE OFFICES OF EAGLE BODY CORPORATE MANAGERS & CONSULTANTS LOCATED AT 206 LOGAN ROAD, WOOLLOONGABBA QLD 4102.

<b>PRESENT:</b>	C Burgess	Lot 3 ( <i>via Conference Call</i> )
<b>IN ATTENDANCE:</b>	Taylor Bondzulich Lindsey Wilson	Body Corporate Manager Strata Assistant
<b>VOTING PAPERS:</b>	I Forster	Lot 4
<b>PROXIES:</b>	A & J Burgess, Owners of Lot 3, appointing C Burgess.	
<b>APOLOGIES:</b>	Nil	
<b>QUORUM:</b>	The Chairperson declared that a quorum had been achieved and opened the meeting at 9.01 am.	

## MOTION

**1 CONFIRMATION OF PREVIOUS MINUTES  
ORDINARY RESOLUTION - STATUTORY MOTION**

**RESOLVED** that the Body Corporate confirms to accept the minutes of the Annual General Meeting held on 25 August 2021 are a true and accurate record of the proceedings at that meeting.

**YES: 2 NO: 0 ABSTAIN: 0 CARRIED**

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**2 FINANCIAL STATEMENTS  
ORDINARY RESOLUTION - STATUTORY MOTION**

**RESOLVED** that the Body Corporate confirms to accept the Financial Statements for the period 1 July 2021 to 30 June 2022, showing a deficit of \$335.12 in the Administrative Fund and a surplus of \$48,411.20 in the Sinking Fund.

**YES: 2 NO: 0 ABSTAIN: 0 CARRIED**

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**3 NON-AUDIT OF FINANCIALS  
SPECIAL RESOLUTION – STATUTORY MOTION**

**RESOLVED** that the Body Corporate confirm the acceptance of the non-audit of the financial year end statements for the period 1 July 2022 to 30 June 2023.

**YES: 2 NO: 0 ABSTAIN: 0 CARRIED**

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**4 AUDIT OF FINANCIALS  
ORDINARY RESOLUTION – STATUTORY MOTION**

**RESOLVED** that the Body Corporate confirms to accept the quotation from Ryan Harvie McEnery Chartered Accounts to undertake an audit for the period 1 July 2022 to 30 June 2023 for a total cost of \$286.00 including GST.

**Motion 4 was ruled “Out Of Order” due to the passing of Motion 3.**

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**5 INSURANCE  
ORDINARY RESOLUTION – STATUTORY MOTION**

**RESOLVED** that the Body Corporate confirms to accept the current Insurance cover for the Body Corporate based on the below recorded details:

<b>Insurer:</b> Allianz	<b>Broker:</b> Direct Insurance Brokers	<b>Premium:</b> \$5,207.62
<b>Due Date:</b> 9 March 2023	<b>Building:</b> \$2,857,800	<b>Office Bearers:</b> \$500,000

**YES: 2 NO: 0 ABSTAIN: 0 CARRIED**

## MOTION

### 6 ADMINISTRATIVE FUND CONTRIBUTIONS ORDINARY RESOLUTION – STATUTORY MOTION

**RESOLVED** that the Body Corporate confirms to accept the Administrative Fund Budget of \$15,735.68 excluding GST be approved and that a contribution of \$1,701.11 per contributions schedule lot of entitlements per annum be determined and be due and payable on the following dates:

<u>Levy Period</u>	<u>Due Date</u>	<u>Levy</u>
14.07.2022 – 13.01.2023	14 July 2022	\$921.50 (issued)
14.01.2023 – 13.07.2023	14 January 2023	\$1,701.11

And that contributions for the first levy of the next budget period be determined:

<u>Interim levy</u>		
14.07.2023 – 30.09.2023	14 July 2023	\$1,311.31

YES: 2                      NO: 0                      ABSTAIN: 0                      CARRIED

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### 7 SINKING FUND BUDGET ORDINARY RESOLUTION – STATUTORY MOTION

**RESOLVED** that the Body Corporate confirms to accept the Sinking Fund Budget of \$6,615.00 excluding GST be approved and that a contribution of \$577.50 per contributions schedule lot of entitlements per annum be determined and be due and payable on the following dates:

<u>Levy Period</u>	<u>Due Date</u>	<u>Levy</u>
14.07.2022 – 13.01.2023	14 July 2022	\$525.00 (issued)
14.01.2023 – 13.07.2023	14 January 2023	\$577.50

And that contributions for the first levy of the next budget period be determined:

<u>Interim levy</u>		
14.07.2023 – 30.09.2023	14 July 2023	\$551.25

YES: 2                      NO: 0                      ABSTAIN: 0                      CARRIED

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### 8 ENGAGEMENT OF BODY CORPORATE MANAGER ORDINARY RESOLUTION – ADDITIONAL MOTION

**RESOLVED** that the Body Corporate for Vita hereby appoints Eagle Body Corporate Management Pty Ltd as Body Corporate Manager for the scheme ("the body corporate manager") and the Body Corporate Manager shall have all of the powers, authorities, duties and functions provided in the attached agreement for an initial period of one (1) year commencing 20 September 2022 at a fee of \$174.90 per lot per annum (exc. gst) payable monthly in advance and the appointment of eagle body corporate management pty ltd shall be binding and effective on 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: 0                      ABSTAIN: 0                      CARRIED

## MOTION

### 9 GROUP OF SAME ISSUE MOTIONS - WORK HEALTH & SAFETY REPORT ORDINARY RESOLUTION – ADDITIONAL MOTION

#### QUALITY BUILDING MANAGEMENT

**RESOLVED** that the Body Corporate confirms to accept the engagement of Quality Building Management to undertake and provide a Work Health & Safety Report to the Body Corporate for Vita at a total cost of \$265.00 including GST and that this be deducted from the Administrative Fund.

YES: 2                      NO: 0                      ABSTAIN: 0                      CARRIED

#### SOLUTIONS IN ENGINEERING

That the Body Corporate confirms to accept the engagement of Solutions in Engineering to undertake and provide a Work Health & Safety Report to the Body Corporate for Vita at a total cost of \$358.00 including GST and that this be deducted from the Administrative Fund.

YES: 0                      NO: 2                      ABSTAIN: 0                      DEFEATED

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### 10 GROUP OF SAME ISSUE MOTIONS – INSURANCE VALUATION ORDINARY RESOLUTION – ADDITIONAL MOTION

#### QUALITY BUILDING MANAGEMENT

**RESOLVED** that the Body Corporate confirms to accept the engagement of Quality Building Management to undertake and provide an Insurance Valuation to the Body Corporate for Vita at a total cost of \$441.00 including GST and that this be deducted from the Administrative Fund.

YES: 2                      NO: 0                      ABSTAIN: 0                      CARRIED

#### SOLUTIONS IN ENGINEERING

That the Body Corporate confirms to accept the engagement of Solutions in Engineering to undertake and provide an Insurance Valuation to the Body Corporate for Vita at a total cost of \$698.00 including GST and that this be deducted from the Administrative Fund.

YES: 0                      NO: 2                      ABSTAIN: 0                      DEFEATED

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### 11 GROUP OF SAME ISSUE MOTION – SINKING FUND FORECAST ORDINARY RESOLUTION – ADDITIONAL MOTION

#### QUALITY BUILDING MANAGEMENT

**RESOLVED** that the Body Corporate confirms to accept the engagement of Quality Building Management to undertake and provide a Sinking Fund Forecast to the Body Corporate for Vita at a total cost of \$441.00 including GST and that this be deducted from the Administrative Fund.

YES: 2                      NO: 0                      ABSTAIN: 0                      CARRIED

#### SOLUTIONS IN ENGINEERING

That the Body Corporate confirms to accept the engagement of Solutions in Engineering to undertake and provide a Sinking Fund Forecast to the Body Corporate for Vita at a total cost of \$668.00 including GST and that this be deducted from the Administrative Fund.

YES: 0                      NO: 2                      ABSTAIN: 0                      DEFEATED

## **COMMITTEE ELECTION**

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**RESOLVED** that I Forster be elected as Chairperson.

**RESOLVED** that C Burgess be elected as Secretary.

**RESOLVED** that C Burgess be elected as Treasurer.

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### ***BUILDING FORMAT PLAN MAINTENANCE***

A building format plan is a form of subdivision which usually applies to multi-story unit complexes. This plan type can also apply to any other developments like townhouses, villas, housing estates or duplexes.

A building format plan defines land using the structural elements of a building, including floors, walls and ceilings.

### ***BODY CORPORATE MAINTENANCE (BFP)***

- the outside of the building
- the foundations and roof of the building
- roofing membranes that are not on common property but give protection for lots or common property
- essential structural elements of the building (like foundation structures, roofing structures that provide protection and load-bearing walls) even if they are not on common property
- roads, gardens and lawns on common property
- facilities on common property (like swimming pools and barbecues)
- railings or balustrades on, or near to, the boundary between a lot and common property, including the balustrade on a private balcony
- any doors or windows, and their fittings in a boundary wall between a lot and the common property (including garage doors and their fittings)
- utility infrastructure (like equipment, pipes and wiring) that is on common property, or in a boundary structure, or services more than 1 lot.

### ***LOT OWNER MAINTENANCE (BFP)***

- the inside of the lot, including all fixtures and fittings inside the lot
- doors and windows leading onto a balcony that forms part of the lot
- a shower tray used by the lot, even if it is not within the boundaries of the lot
- utility infrastructure (like equipment, pipes and wiring) that is within the boundaries of the lot and only services that lot
- utility infrastructure (including equipment and associated wiring and pipes) that is on common property, if it only services that lot and is a hot water system, washing machine, clothes dryer, solar panels, air-conditioning systems, television antennae or similar equipment
- any fixtures or fittings, including on common property, that were installed by the occupier of a lot for their benefit
- exclusive use areas the owner has the benefit of, unless the exclusive use by-law says otherwise.