

MINUTES OF THE ANNUAL GENERAL MEETING

VITA CTS 29265

DATE & TIME Wednesday, 20 September 2023 at 11:00 AM

LOCATION Eagle Body Corporate Management, 206 Logan Road, Woolloongabba, QLD, 4102

ATTENDANCE

In Attendance

| | | |
|-----------------|-------|---------------------------|
| Chris Burgess | Lot 3 | Proxy present (pre-voted) |
| Ian Forster | Lot 4 | Electronic vote |
| Brendan Fennell | Lot 6 | Electronic vote |

Chairperson

Riley Hodgson

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 - ORDINARY RESOLUTION

Motion CARRIED.

Resolved that the minutes of the last General Meeting of the Body Corporate, held on 20th of September 2022, as previously circulated, be confirmed.

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

2. FINANCIAL STATEMENTS - ORDINARY RESOLUTION

Motion CARRIED.

Resolved that the Non-Audited Annual Financial Statements for the financial year ending 30th of June 2023 as attached to the agenda be accepted.

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

3. NO AUDIT - SPECIAL RESOLUTION

Motion CARRIED.

Resolved that the Body Corporate's Statement of Accounts for the financial year ending 30th of June 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: 0 Inv: 0

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 McEnergy Chartered Accountants to audit the Body Corporate Statement of accounts for the financial year ending 30th of June 2024, at a cost of \$363.00 including GST (1-10 lots).

5. ADMINISTRATION FUND BUDGET AND LEVIES - ORDINARY RESOLUTION**Motion CARRIED.**

Resolved that the administrative fund budget for the financial year ending 30th of June 2024, which totals \$15,500.00 (excluding GST, if applicable), be adopted with each entitlement attracting a levy of \$2,583.33 per lot entitlement, to be levied as follows:

| Levy Status | Period From | Period To | Due | Admin Fund | Per Contribution Entitlement |
|----------------|--------------------|--------------------|-------------|--------------------|------------------------------|
| Already Issued | 14 Jul 2023 | 31 Dec 2023 | 01 Jul 2023 | \$7,867.86 | \$1,311.31 |
| To be Issued | 01 Jan 2024 | 30 Jun 2024 | 01 Jan 2024 | \$7,632.14 | \$1,272.02 |
| Total | 01 Jul 2023 | 30 Jun 2024 | | \$15,500.00 | \$2,583.33 |

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

| Levy Status | Period From | Period To | Due | Admin Fund | Per Contribution Entitlement |
|--------------|--------------------|--------------------|-------------|-------------------|------------------------------|
| To be Issued | 01 Jul 2024 | 31 Dec 2024 | 01 Jul 2024 | \$7,750.00 | \$1,291.67 |
| Total | 01 Jul 2024 | 31 Dec 2024 | | \$7,750.00 | \$1,291.67 |

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

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

6. SINKING FUND BUDGET AND LEVIES - ORDINARY RESOLUTION**Motion CARRIED.**

Resolved that the sinking fund budget for the financial year ending 30th of June 2024, 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 | 14 Jul 2023 | 31 Dec 2023 | 01 Jul 2023 | \$3,307.50 | \$551.25 |
| To be Issued | 01 Jan 2024 | 30 Jun 2024 | 01 Jan 2024 | \$3,292.50 | \$548.75 |
| Total | 01 Jul 2023 | 30 Jun 2024 | | \$6,600.00 | \$1,100.00 |

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 2024 | 31 Dec 2024 | 01 Jul 2024 | \$3,300.00 | \$550.00 |
| Total | 01 Jul 2024 | 31 Dec 2024 | | \$3,300.00 | \$550.00 |

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

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

7. DEBT COLLECTION - ORDINARY RESOLUTION**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 Eagle 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: 2 No: 1 Abs: 0 Inv: 0

8. 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 |
|----------------------------------|----------------------|-------------|----------------------|-----------------|
| WAA0107343 20 | WORKCOVER QLD | 30 Jun 2024 | WORKCOVER POLICY | |
| TOTAL PREMIUM: \$200.00 | | | | |
| Policy Number | Underwriter | Current To | Risk Type | Coverage Amount |
| QRSC210009 71 | ALLIANZ AUSTRALIA | 09 Mar 2024 | BUILDING | \$3,090,711.00 |
| | | | PUBLIC LIABILITY | \$10.00 MILL |
| | | | BUILDING CATASTROPHE | \$927,213.00 |
| | | | COMMON CONTENTS | \$9,027.00 |
| | | | LOSS OF RENT | \$463,607.00 |
| | | | 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 | | | |
| TOTAL PREMIUM: \$5,593.38 | | | | |

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: 3 No: 0 Abs: 0 Inv: 0

9. BODY CORPORATE MANAGEMENT

9.1 BODY CORPORATE MANAGEMENT APPOINTMENT - 3 YEARS - ORDINARY RESOLUTION WITHOUT USE OF PROXIES

Motion QUALIFIED.

Qualified that the Body Corporate for VITA 29265 hereby appoints Eagle 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 20th of September 2023 at a cost of \$200.08 per lot per annum including GST, together with Fixed Disbursements in the amount of \$50.00 per lot per annum including 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: 3 No: 0 Abs: 0 Inv: 0

9.2 BODY CORPORATE MANAGEMENT APPOINTMENT - 1 YEAR - ORDINARY RESOLUTION WITHOUT USE OF PROXIES

Motion NOT QUALIFIED.

Not qualified that the Body Corporate for VITA 29265 hereby appoints Eagle 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 20th of September 2023 at a cost of \$230.08 per lot per annum including GST, together with Fixed Disbursements in the amount of \$50.00 per lot per annum including 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: 0 Inv: 0

Motion 9.1 was chosen as the outcome for this same issue motion as it was the only qualifying motion

10. 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 = 25% discount

Maintenance & Roof Reports - 15% discount

Safety & Maintenance Reports = 10% discount

10.1 ANNUAL SAFETY ASSESSMENT - ORDINARY RESOLUTION

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 \$250.00 including GST, to be met from the administrative fund.

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

10.2 ANNUAL MAINTENANCE REPORT - ORDINARY RESOLUTION

Motion CARRIED.

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 \$330.00 including GST.

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

10.3 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 \$470.00 including GST.

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

11. ELECTRONIC VOTING - ORDINARY RESOLUTION

Motion CARRIED.

Resolved that the body corporate resolves in accordance with the Electronic Transactions (Queensland) Act 2001 that voters may cast electronic votes via an electronic voting system including but without limitation to:

- Secret or Open motions for the election of the Committee
- Open motions at General Meetings
- Secret ballot motions at General Meetings

Further, that the body corporate approves for Committee Members to cast votes electronically for future committee decisions.

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

12. GUTTER CLEANING - ORDINARY RESOLUTION

Motion CARRIED.

Resolved 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.

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

13. 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

14. ELECTRICAL SWITCHBOARD INSPECTION - ORDINARY RESOLUTION**Motion CARRIED.**

Resolved that the body corporate approve the engagement of Austnet Electrical to carry out the inspection of the community light and power switchboards, including safety and compliance to AS300:2018 legislation, checking points of attachment, MEN link, main earth, wiring safety, safety switchboard testing for community circuits and installing an identifying switchboard sticker at a cost of \$165.00 including GST.

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

15. FIRE COMPLIANCE REPORT - ORDINARY RESOLUTION**Motion CARRIED.**

Resolved that Total Fire Service, or another suitably qualified contractor, inspect the common property and provide a report at a cost of \$165.00 including GST, 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.

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

ELECTION OF COMMITTEE**Election of Chairperson**

Ian Forster has been elected unopposed as Chairperson.

| Name | Details | Votes | Outcome |
|------|---------|-------|---------|
|------|---------|-------|---------|

Election of Secretary

Christopher Burgess has been elected unopposed as Secretary.

| Name | Details | Votes | Outcome |
|------|---------|-------|---------|
|------|---------|-------|---------|

Election of Treasurer

Christopher Burgess has been elected unopposed as Treasurer.

| Name | Details | Votes | Outcome |
|------|---------|-------|---------|
|------|---------|-------|---------|

Election of Ordinary Member

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

There being no further business, the Chairperson closed the meeting at 11:15 AM.

Body Corporate for VITA CTS 29265

The Secretary

206 Logan Road, Woollongabba, QLD, 4102