



Strata and Community Title Services

Brisbane Office
433 Logan Road,
Greenslopes Qld 4120
PO Box 709,
Coorparoo LPO, Qld 4151

T 07 3917 6300

Whittles Brisbane Pty Ltd
ABN 18 116 746 340

www.whittles.com.au

30/11/22

Dear Owner,

We are pleased to enclose a copy of the Minutes of the recent Annual General Meeting for EBE COURT CTS 12727, 14 ADA STREET, WINDSOR.

The Management and staff appreciate your confidence in appointing Whittles as your Body Corporate Managers for the coming year, and assure you of our diligent and professional attention to the Body Corporate's affairs.

Should you have any queries, please do not hesitate to contact the undersigned.

Yours faithfully

A handwritten signature in black ink, appearing to be "Timothy Egan", with a long horizontal flourish extending to the right.

Timothy Egan
Body Corporate Manager

MINUTES
of the Annual General Meeting

of

EBE COURT CTS 12727
14 ADA STREET, WINDSOR

held

at Whittles Brisbane Pty Ltd
Level 1, 433 Logan Road
Greenslopes
Queensland 4120

on Monday, 14 November 2022 at 3:00 PM

PRESENT

In Person

Lot 2 A Tuohy
Lot 3 P Gimple & P Gimple

By Voting Paper

Not applicable

In Attendance

Timothy Egan representing Whittles Brisbane Pty Ltd

Apologies

Nil

PROCEEDINGS

CHAIRPERSON

The Body Corporate Manager conducted the meeting.

QUORUM

The Body Corporate Manager declared that a quorum was present.

Declaration of Interest

All owners or their nominees, are reminded that they are required to advise the meeting if they have any direct or indirect pecuniary interest in any matter to be considered by the meeting. Whittles refers all Members to the Corporation's Agreement for disclosure of all its relevant interests.

Motion 1. Minutes (Ordinary Resolution)

Statutory Motion

RESOLVED That the minutes of the last Annual General Meeting held on 12 October 2021 be confirmed as a true and correct record of the proceedings at that meeting.

CARRIED

YES-2 / NO-0 / ABSTAIN-0

Motion 2. Statement of Accounts (Ordinary Resolution)

Statutory Motion

RESOLVED That the Statement of Accounts for the financial year commencing from 01 September 2021 and ending 31 August 2022, which have been circulated to all members, be approved.

CARRIED

YES-2 / NO-0 / ABSTAIN-0

Motion 3. No Audit (Special Resolution)

Statutory Motion

RESOLVED That the Body Corporate statements of account for the financial year 01/09/22 to 31/08/23 NOT be audited.

CARRIED

YES-2 / NO-0 / ABSTAIN-0

Note: The Body Corporate financials for the year ending 31/08/23 WILL NOT be audited.

Motion 4. Appointment of Auditor (Ordinary Resolution)

Statutory Motion

That in accordance with the relevant section of the Body Corporate and Community Management Act (Standard Module), an auditor be appointed and that the auditor be Skyline Accounting.

RULED OUT OF ORDER

Note: This Motion was ruled out of order as Motion 3 resolved the accounts will not be audited.

Motion 5. Administrative Fund Budget (Ordinary Resolution)

Statutory Motion

RESOLVED That the administrative fund budget with contributions and levies amounting to \$11,600.00 gross for the financial year ending 31/08/23 plus an interim contribution for the first instalment of the next financial year as attached, be approved and adopted.

A gross levy of \$650.00 per unit of entitlement is due as follows:

Levy period 01/09/22 to 30/11/22 - already issued

A gross levy of \$750.00 per unit of entitlement is due as follows:

Levy period 01/12/22 to 28/02/23 date due 01/12/22

Levy period 01/03/23 to 31/05/23 date due 01/03/23

Levy period 01/06/23 to 31/08/23 date due 01/06/23

A gross levy of \$750.00 per unit of entitlement is due as follows:

Levy period 01/09/23 to 30/11/23 date due 01/09/23 - interim

CARRIED

YES-2 / NO-0 / ABSTAIN-0

Motion 6. Sinking Fund Budget (Ordinary Resolution)

Statutory Motion

RESOLVED That the sinking fund budget with contributions and levies amounting to \$4,400.00 gross for the financial year ending 31/08/23 plus an interim contribution for the first instalment of the next financial year as attached, be approved and adopted.

A gross levy of \$275.00 per unit of entitlement is due as follows:

Levy period 01/09/22 to 30/11/22 - already issued

A gross levy of \$275.00 per unit of entitlement is due as follows:

Levy period 01/12/22 to 28/02/23 date due 01/12/22

Levy period 01/03/23 to 31/05/23 date due 01/03/23

Levy period 01/06/23 to 31/08/23 date due 01/06/23

A gross levy of \$275.00 per unit of entitlement is due as follows:

Levy period 01/09/23 to 30/11/23 date due 01/09/23 - interim

CARRIED

YES-2 / NO-0 / ABSTAIN-0

Motion 7. Insurance (Ordinary Resolution)

Statutory Motion

RESOLVED That the Body Corporate review and confirm all current insurance cover and that from the next renewal date cover be adjusted according to the determination of the meeting.

Underwriting Agency	CHU Underwriting Agencies Pty Ltd	
Underwriter	QBE Insurance (Australia) Ltd	
Broker	MGA Insurance Brokers	
Policy Number	861251	
Expiry Date	29/06/2023	
Building / Common Property Cover	\$1,596,500.00	Excess \$1,000.00
Legal Liability	\$30,000,000.00	Excess
Office Bearer's Liability	\$5,000,000.00	
Catastrophe Cover	30%	
Flood Cover	Not Insured	
Machinery Breakdown	Not Insured	Excess
Appeal Expenses	\$100,000.00	Excess \$1,000.00
Common Area Contents	\$21,454.00	
Fidelity Guarantee	\$250,000.00	
Floating Floors	Insured	
Glass	Insured	
Government Audit Costs	\$25,000.00	Excess \$1,000.00
Legal Defence Expenses	\$50,000.00	Excess \$1,000.00
Loss of Rent/Temporary Accommodation	\$239,475.00	
Lot Owners Fixtures & Improvements (per lot)	\$250,000.00	
Theft	Insured	
Voluntary Workers	\$200,000.00/\$2,000.00	

Premium on this cover was \$3,570.00.

It was agreed that the Body Corporate Manager arrange quotes or renewal of the Body Corporate

insurance with the Authorised Representative of MGA Insurance Brokers Pty Ltd, who have an association with Whittles Management Services (QLD) Pty Ltd and Millennium Underwriting Agencies Pty Ltd. A Financial Services Guide is available on request. Renewal of the policies in the next financial year is to be carried out with the approval of the Committee.

Note: A formal valuation of the property was last carried out on 13/11/20 and put the replacement cost of the building and fixtures at that time at \$1,550,000.00.

Lot owners are reminded of the necessity for them to arrange individually for adequate insurance for the contents of their Lots, whether or not the lot is occupied by the lot owner or tenant, including the following:

- Mobile or fixed air conditioning units servicing a particular lot
- Curtains, blinds and other internal window coverings
- Carpets and loose floor coverings
- Mobile dish washers, clothes dryers or other electrical or gas appliance not wired or plumbed in
- Fixtures which the lessee or tenant can remove at the end of the tenancy

Also, owners should ensure that their Contents cover includes Legal Liability as the Body Corporate Legal Liability cover applies primarily to Common property and also that their Contents cover includes Loss of Rent where a unit becomes uninhabitable due to insurable damage to the contents.

CARRIED

YES-2 / NO-0 / ABSTAIN-0

Motion 8. Appointment of Body Corporate Manager (Ordinary Resolution - No Proxies)

Submitted by the Committee

RESOLVED That the Body Corporate resolves to:

8.1 appoint Whittles Brisbane Pty Ltd as its Manager to supply Services,

8.2 execute the Services Agreement with Whittles Brisbane Pty Ltd that specifies the details of the terms and conditions of the appointment, the delegations, the Services, the Service Fees, the Disclosure and the term, being that of three years from 01/12/2022 to 30/11/2025,

8.3 authorise limited powers to Whittles Brisbane Pty Ltd,

8.4 agree to pay a service fees to Whittles Brisbane Pty Ltd in the amount of \$1,227.00 per annum at a rate of \$306.75 per lot,

8.5 acknowledge the Disclosures by Whittles Brisbane Pty Ltd, and

Upon expiry of the Term this agreement will continue on a month to month basis until the next Annual General Meeting or until delegation is revoked in accordance with the Agreement and/or Legislation. The Services Agreement will be tabled at the meeting and is available for viewing at whittles.com.au using your owner login.

Where the term of the agreement is in excess of one (1) year, the fee for each subsequent year of the term shall be reviewed on the anniversary date after the commencement date and the fee payable shall be increased by 4% or CPI whichever is greater.

CARRIED

YES-2 / NO-0 / ABSTAIN-0

Motion 9. Recovery of Unpaid Contributions (Ordinary Resolution)

Submitted by the Committee

1. RESOLVED That Whittles Brisbane Pty Ltd be authorised to take steps on behalf of EBE COURT CTS 12727 to recover as a liquidated debt:
 - a. any contributions or contribution instalments not paid by the date for payment; and/or
 - b. any penalties for not paying the contribution or instalment; and/or
 - c. any costs reasonably incurred in recovering the unpaid contributions or contribution instalments and associated penalties.
2. The authorisation includes, but is not limited to, the Body Corporate Manager taking the following steps or steps of a similar nature to recover any such unpaid contributions, associated penalties and/or costs:
 - a. engage the services of, liaise with and instruct:
 - i. debt collection agencies;
 - ii. solicitors; and/or
 - iii. experts; and/or
 - b. issue demands, arrears notices and similar associated correspondence; and/or
 - c. commence and pursue recovery proceedings, including commencing or defending any appeal; and/or
 - d. enter and enforce any judgment.

CARRIED

YES-2 / NO-0 / ABSTAIN-0

10. Annual Compliance Register

The Work Health and Safety Act 2011, recognises that a Body Corporates common property is a workplace, as such the Body Corporate is responsible for ensuring the workplace is free from hazard, as far as reasonably practicable. Whittles has established a register to ensure owners are fully aware of their legislative and reporting requirements for the Body Corporate. Many different areas are subject to annual compliance and the Manager will review at the meeting all Body Corporate obligations and where necessary, update any compliance reports required to be held on file.

Items to be considered will include asbestos, fire systems, fire safety, sinking fund, balustrades, pool, lifts etc.

All legislative compliance reports will be reviewed promptly as required and any maintenance attended to in accordance with Australian Standards or Industry best practice using qualified and reputable practitioners. To ensure that the Body Corporate obligations are met and maintained during the year, the Compliance Register will be updated throughout the year.

Motion 10a. Fire Safety Measures and Annual Occupiers Statement Update (Ordinary Resolution)

Submitted by the Committee

RESOLVED That the Body Corporate acknowledges the requirements to comply with the provisions of the Fire and Rescue Services Act 1990 (FRSA) and Building Fire Safety Regulations 2008 (BFSR) and engage Solutions In Engineering to undertake the Fire Safety requirements for a fee of \$308.00 including GST to complete:

- (a) Preparation and submission of an 'Occupier's Statement' to the Queensland Fire and Rescue Service
- (b) Undertaking and recording of an annual fire evacuation drill
- (c) Updating the Emergency Evacuation Plan

CARRIED

YES-2 / NO-0 / ABSTAIN-0

Motion 10b. Pest Control (Ordinary Resolution)

Submitted by the Committee

RESOLVED That the Body Corporate, in accordance with the determination of the meeting, approve Pestcall to carry out the internal and external treatment of the property, for pests including spider, cockroaches etc at an approximate cost of \$337.00.

CARRIED

YES-2 / NO-0 / ABSTAIN-0

Motion 10c. Workplace Health and Safety Report (Ordinary Resolution)

Submitted by the Committee

RESOLVED That the Body Corporate, in acknowledging its responsibility under the WH&S Act 2011 and the penalties for failing to exercise due diligence:

- a. authorises Whittles Brisbane Pty Ltd to engage Solutions In Engineering to update the Workplace Health and Safety Report that identifies hazards and risks, and the controls required to manage or eliminate those risks (including identifying any risks, providing a risk management plan, required registers and necessary signage) at a cost of \$234.00 to be drawn from the Administration Fund; and
- b. authorises the Committee to action the recommendations contained within the report.

CARRIED

YES-2 / NO-0 / ABSTAIN-0

11. Election of Committee

Chairperson	Paul Gimpel	Lot 3
Secretary	Angela Tuohy	Lot 2
Treasurer	George Sencariuc	Lot 4

The above members will form the Body Corporate Committee for the next 12 months.

12. General Discussion

Window Cleaning

The windows have not been cleaned in a number of years, quotes will be obtained for a building wash down.

Neighbouring Fence (rear)

The neighbour has installed bamboo cladding on the rear boundary fence.

Grounds

The Body Corporate Manager will request the contractor confirm the schedule of visits.

CLOSURE

The meeting closed at 4:00 p.m.

Secretary:

C/- EBE COURT CTS 12727

PO Box 709

Coorparoo QLD 4151

Owners are able to access & update their personal details through Whittles Owner Portal online.

To access your account simply go to www.whittles.com.au select 'Owner Portal' and enter the following details:

- Account code
- Plan number (leaving out the slash)
- Unit number
- PIN (if this is your first time logging in, leave pin blank as you will be prompted to set a pin)

*** Please note that Whittles encourages owners to receive all correspondence and account notices via email, this ensures timely delivery of documents.**