



Strata and Community Title Services

19 October 2023

Dear Owner

Please find enclosed a copy of the Minutes of the recent Annual General Meeting for EBE COURT CTS 12727 14 Ada Street, WINDSOR, QLD, 4030

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 Corporation's affairs.

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

Yours faithfully

Timothy Egan
Strata Manager

**Minutes of the Annual General Meeting
EBE COURT CTS 12727**

Meeting Date	19 October 2023		
Meeting Location	Join via Teleconference Only, 07 3917 6382, Conference ID: 490 630 23#, QLD, 4000		
Time	03:00 PM	Closed: 04:00 PM	
Lots Represented	00001	K Connolly	Owner present
	00002	A Tuohy	Owner present
	00003	P Gimpel	Owner present
	00004	George Sencariuc	Electronic vote
By Proxy	Nil		
Chairperson	P Gimpel		
Additional Attendees	Timothy Egan on behalf of Whittles		
Apologies	Nil		

Quorum

The Chairperson declared that a quorum was present.

Motion 1

Minutes

Ordinary Resolution

Resolved that the minutes of the last Annual General Meeting held on 14 NOV 2023 be confirmed as a true and correct record of the proceedings at that meeting.

Motion CARRIED.

Votes

Yes: 4

No: 0

Abs: 0

Inv: 0

Motion 2				
Statement of Accounts	Ordinary Resolution			
Resolved that the Statement of Accounts for the financial year commencing from 1 SEP 2022 and ending 31 AUG 2023, which have been circulated to all members, be approved.				
Motion CARRIED.				
Votes	Yes: 4	No: 0	Abs: 0	Inv: 0

Motion 3				
No Audit	Special Resolution			
Resolved that the Body Corporate statements of account for the financial year 1 SEP 2023 to 31 AUG 2024 NOT be audited.				
Motion CARRIED.				
Votes	Yes: 4	No: 0	Abs: 0	Inv: 0

Motion 4				
Appointment of Auditor	Ordinary Resolution			
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.				
Motion lapsed as No Audit was CARRIED				

Motion 5

Administrative Fund Budget

Ordinary Resolution

Resolved that the administrative fund budget with contributions and levies amounting to \$12,600.00 inc GST for the financial year ending 31 AUG 2024 plus an interim contribution for the first instalment of the next financial year as attached, be approved and adopted.

Levy Status	Period From	Period To	Due	Admin Fund	Per Contribution Entitlement
Already Issued	01 Sep 2023	30 Nov 2023	01 Sep 2023	\$3,000.00	\$750.00
To be Issued	01 Dec 2023	29 Feb 2024	01 Dec 2023	\$3,200.00	\$800.00
To be Issued	01 Mar 2024	31 May 2024	01 Mar 2024	\$3,200.00	\$800.00
To be Issued	01 Jun 2024	31 Aug 2024	01 Jun 2024	\$3,200.00	\$800.00
Total	01 Sep 2023	31 Aug 2024		\$12,600.00	\$3,150.00

Interim Periods

Levy Status	Period From	Period To	Due	Admin Fund	Per Contribution Entitlement
To be Issued	01 Sep 2024	30 Nov 2024	01 Sep 2024	\$3,200.00	\$800.00
Total	01 Sep 2024	30 Nov 2024		\$3,200.00	\$800.00

Motion CARRIED.

Votes

Yes: 4

No: 0

Abs: 0

Inv: 0

Motion 6

Sinking Fund Budget

Ordinary Resolution

Resolved that the sinking fund budget with contributions and levies amounting to \$4,400.00 inc GST for the financial year ending 31 AUG 2024 plus an interim contribution for the first instalment of the next financial year as attached, be approved and adopted.

Levy Status	Period From	Period To	Due	Sinking Fund	Per Contribution Entitlement
Already Issued	01 Sep 2023	30 Nov 2023	01 Sep 2023	\$1,100.00	\$275.00
To be Issued	01 Dec 2023	29 Feb 2024	01 Dec 2023	\$1,100.00	\$275.00
To be Issued	01 Mar 2024	31 May 2024	01 Mar 2024	\$1,100.00	\$275.00
To be Issued	01 Jun 2024	31 Aug 2024	01 Jun 2024	\$1,100.00	\$275.00
Total	01 Sep 2023	31 Aug 2024		\$4,400.00	\$1,100.00

Interim Periods

Levy Status	Period From	Period To	Due	Sinking Fund	Per Contribution Entitlement
To be Issued	01 Sep 2024	30 Nov 2024	01 Sep 2024	\$1,100.00	\$275.00
Total	01 Sep 2024	30 Nov 2024		\$1,100.00	\$275.00

Motion CARRIED.

Votes

Yes: 4

No: 0

Abs: 0

Inv: 0

Motion 7				
Insurance	Ordinary Resolution			
<p>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.</p> <p>A copy of the Body Corporate’s current certificate of currency is attached to this meeting notice and is also available for viewing at whittles.com.au through your owner portal.</p> <p>Premium on this cover was \$4,071.14 inc GST The policy cover is from 29 JUN 2023 to 29 JUN 2024.</p> <p>Resolved 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. A Financial Services Guide is available on request</p> <p>Renewal of the policies in the next financial year is to be carried out with the approval of the Committee.</p>				
Motion CARRIED.				
Votes	Yes: 4	No: 0	Abs: 0	Inv: 0

Motion 8				
Recovery of Unpaid Contributions	Ordinary Resolution			
<p>Resolved that Whittles Brisbane Pty Ltd be authorised to take steps on behalf of the EBE COURT CTS 12727 to recover as a liquidated debt:</p> <ul style="list-style-type: none">- any contributions or contribution instalments not paid by the date for payment; and/or- any penalties for not paying the contribution or instalment; and/or- any costs reasonably incurred in recovering the unpaid contributions or contribution instalments and associated penalties. <p>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:</p> <ul style="list-style-type: none">a. engage the services of, liaise with and instruct:<ul style="list-style-type: none">- debt collection agencies;- solicitors; and/or- experts; and/orb. issue demands, arrears notices and similar associated correspondence; and/orc. commence and pursue recovery proceedings, including commencing or defending any appeal; and/ord. enter and enforce any judgement.				
Motion CARRIED.				
Votes	Yes: 4	No: 0	Abs: 0	Inv: 0

Item 9		
Annual Compliance Register (Advice)		
<p>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.</p> <p>Items to be considered may include asbestos, fire systems, fire safety, sinking fund, balustrades, pool, lifts etc.</p> <p>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.</p>		

Motion 10				
Fire Safety Measures and Annual Occupiers Statement Update	Ordinary Resolution			
<p>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 ie to undertake the Fire Safety requirements at an estimated cost of \$538.00 inc GST to complete:</p> <p>(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</p>				
Motion CARRIED.				
Votes	Yes: 3	No: 1	Abs: 0	Inv: 0

Motion 11				
Pest Control	Ordinary Resolution			
Resolved that in accordance with the determination of the meeting, approve the internal and external treatment of the property, for pests including spider, cockroaches etc at an estimated cost of \$337.00 inc GST.				
Motion CARRIED.				
Votes	Yes: 4	No: 0	Abs: 0	Inv: 0

Motion 12				
Workplace Health and Safety Report	Ordinary Resolution			
<p>Defeated that the Body Corporate, in acknowledging its responsibility under the WH&S Act 2011 and the penalties for failing to exercise due diligence:</p> <ul style="list-style-type: none"> - authorises Whittles Brisbane Pty Ltd to engage Solutions ie 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 an estimated cost of \$258.00 inc GST to be drawn from the Administrative Fund; and - authorises the committee to action the recommendations contained within the report. 				
Motion DEFEATED.				
Votes	Yes: 0	No: 4	Abs: 0	Inv: 0

Item 13		
General Business		
Garage Door Maintenance		

Election of Committee

Election of Chairperson

Paul Gimpel has been elected unopposed as Chairperson.

Election of Secretary

Angela Tuohy has been elected unopposed as Secretary.

Secretary: **SECRETARY Angela Tuohy**
C/- EBE COURT CTS 12727
PO Box 709
Coorparoo LPO QLD 4151

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

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

- Account code
- Plan number
- 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.***