



Better communities.
The Whittles way.

357 Logan Road, Stones
Corner, QLD, 4120

(07)39176300
whittles.com.au

Whittles Brisbane Pty Ltd
ABN 18116746340

21 October 2025

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



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

Meeting Date	Tuesday, 21 October 2025	
Meeting Location	Via Teleconference	
Time	03:00 PM	Closed: 03:30 PM
Lots Represented	00001 K Connolly Paper vote 00002 A Tuohy Owner present 00004 G Sencariuc Electronic vote	
By Proxy	Nil	
Chairperson	The Body Corporate Manager chaired the meeting in the absence of the Chairperson	
Additional Attendees	Timothy Egan representing Whittles Brisbane Pty Ltd	
Apologies	Nil	

Quorum

The Chairperson declared that a quorum was not present and advised that the meeting was adjourned in accordance with the relevant section of the Module Regulation to the Act.



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

Meeting Date	Tuesday, 28 October 2025	
Meeting Location	Via Teleconference	
Time	03:00 PM	Closed: 03:30 PM
Lots Represented	00001 K Connolly	Paper vote
	00002 A Tuohy	Owner present
	00003 P Gimpel	Owner present
	00004 G Sencariuc	Electronic vote
Chairperson	P Gimpel with the assistance of the Body Corporate Manager	
Additional Attendees	Timothy Egan representing Whittles Brisbane Pty Ltd	

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 22 OCT 2024 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 2024 and ending 31 AUG 2025, 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 2025 to 31 AUG 2026 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 \$12,800.00 for the financial year ending 31 AUG 2026 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 2025	30 Nov 2025	01 Sep 2025	\$3,200.00	\$800.00
To be Issued	01 Dec 2025	28 Feb 2026	01 Dec 2025	\$3,200.00	\$800.00
To be Issued	01 Mar 2026	31 May 2026	01 Mar 2026	\$3,200.00	\$800.00
To be Issued	01 Jun 2026	31 Aug 2026	01 Jun 2026	\$3,200.00	\$800.00
Total	01 Sep 2025	31 Aug 2026		\$12,800.00	\$3,200.00
Interim Periods					
Levy Status	Period From	Period To	Due	Admin Fund	Per Contribution Entitlement
To be Issued	01 Sep 2026	30 Nov 2026	01 Sep 2026	\$3,200.00	\$800.00
Total	01 Sep 2026	30 Nov 2026		\$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 \$6,000.00 for the financial year ending 31 AUG 2026 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 2025	30 Nov 2025	01 Sep 2025	\$1,500.00	\$375.00
To be Issued	01 Dec 2025	28 Feb 2026	01 Dec 2025	\$1,500.00	\$375.00
To be Issued	01 Mar 2026	31 May 2026	01 Mar 2026	\$1,500.00	\$375.00
To be Issued	01 Jun 2026	31 Aug 2026	01 Jun 2026	\$1,500.00	\$375.00
Total	01 Sep 2025	31 Aug 2026		\$6,000.00	\$1,500.00
Interim Periods					
Levy Status	Period From	Period To	Due	Sinking Fund	Per Contribution Entitlement
To be Issued	01 Sep 2026	30 Nov 2026	01 Sep 2026	\$1,500.00	\$375.00
Total	01 Sep 2026	30 Nov 2026		\$1,500.00	\$375.00
Motion CARRIED.					
Votes	Yes: 4	No: 0	Abs: 0	Inv: 0	

Motion 7				
Insurance	Ordinary Resolution			
<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>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/Insurance 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 \$4,335.00 The policy cover is from 29 JUN 2025 to 29 JUN 2026.</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				
Appointment of Body Corporate Manager	Ordinary Resolution Without use of Proxies			
<p>Resolved that in accordance with the relevant section of the Body Corporate and Community Management Act 1997 and Regulation Modules the Body Corporate agree to:</p> <ul style="list-style-type: none">i. appoint Whittles Brisbane Pty Ltd as its Manager to supply Services,ii. 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 from 1 DEC 2025 to 30 NOV 2028 ,iii. authorise limited powers to Whittles Brisbane Pty Ltd,iv. agree to pay a service fees to Whittles Brisbane Pty Ltd in the amount of \$1,400.00 per annum at a rate of \$350.00 per lot,v. acknowledge the Disclosures by Whittles Brisbane Pty Ltd.				
Motion CARRIED.				
Votes	Yes: 4	No: 0	Abs: 0	Inv: 0

Motion 9**Recovery of Unpaid Contributions****Special Resolution**

Resolved that the Body Corporate for EBE COURT CTS 12727 for the purpose of collecting levy contribution;

- a. to authorise the Body Corporate Manager to issue arrears notices, reminder notices and/or letters to seek recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;
- b. to obtain legal advice and retain legal representation by engaging the services of Grace Lawyers Pty Ltd, in conjunction with Swift Collect,
 - i. to issue demands, commence, pursue, continue, maintain or defend any court, tribunal or any other proceedings against any lot owner, person, mortgagee in possession and/or former lot owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs and matters arising out of the by-laws;
 - ii. to enter and enforce any judgment obtained in the collection of levy contributions including issuing enforcement warrants for seizure and sale of real or personal property, enforcement warrants for redirection of debts or earnings, enforcement warrant for enforcement hearing, bankruptcy notices, statutory demands and commencing and maintaining bankruptcy proceedings or winding up proceedings; and
 - iii. to filing an appeal or defending an appeal against any judgment or matter concerning the collection of levy contributions.
- c. to authorise the Committee and/or the Body Corporate Manager to liaise, instruct and prepare all matters with the Body Corporate's debt collection agents, lawyers and experts in relation to any levy recovery proceedings to give effect to this motion.

Motion CARRIED.**Votes**

Yes: 4

No: 0

Abs: 0

Inv: 0

Item 10**Annual Compliance Register (Advice)**

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 may 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 11**Fire Safety Measures and Annual Occupiers Statement Update****Ordinary Resolution**

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 at an estimated cost of \$588.00 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
- (d) Fire Safety Audit and Report

Motion CARRIED.**Votes**

Yes: 4

No: 0

Abs: 0

Inv: 0

Motion 12**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 \$357.00.

Motion CARRIED.**Votes**

Yes: 4

No: 0

Abs: 0

Inv: 0

Motion 13				
Sinking Fund Forecast	Ordinary Resolution			
Resolved that the Body Corporate Manager is authorised to obtain quotes for a Sinking Fund Forecast, and the Chairperson be empowered to accept the best quotation and the cost be met by monies in the Sinking Fund Account.				
Motion CARRIED.				
Votes	Yes: 4	No: 0	Abs: 0	Inv: 0

Motion 14				
Workplace Health and Safety Report	Ordinary Resolution			
Resolved that the Body Corporate, in acknowledging its responsibility under the WH&S Act 2011 and the penalties for failing to exercise due diligence: - 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 an estimated cost of \$258.00 to be drawn from the Administrative Fund; and - authorises the committee to action the recommendations contained within the report.				
Motion CARRIED.				
Votes	Yes: 4	No: 0	Abs: 0	Inv: 0

Motion 15				
Valuation for Insurance Purposes	Ordinary Resolution			
Resolved that the Body Corporate engage the services of Quantity Surveyor to provide an update of the current Insurance Valuation of the buildings at an estimated cost of \$558.00 and that this valuation be adopted by the Body Corporate effective immediately on receipt.				
Motion CARRIED.				
Votes	Yes: 4	No: 0	Abs: 0	Inv: 0

Election of Committee

Election of Chairperson

P Gimpel has been elected unopposed as Chairperson.

Election of Secretary

A Tuohy has been elected unopposed as Secretary.

Election of Treasurer

P Gimpel has been elected unopposed as Treasurer.

Election of Ordinary Member

K Connolly have been elected to the committee.

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

Owners can update their personal details anytime via the **Whittles Owner Portal** at www.whittles.com.au

- Log in using your primary registered email address or mobile number.

For faster delivery, we recommend receiving all correspondence and account notices via email.

Whittles operates a 24/7 emergency maintenance line. For after-hours emergencies, call 1300 778 886.

If you have another property you'd like Whittles to manage, please let your manager know, or request a quote on our website.