



Strata and Community Title Services

22 October 2024

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	Tuesday, 22 October 2024		
Meeting Location	Via Teleconference		
Time	03:00 PM	Closed: 03:30 PM	
Lots Represented	00002	A Tuohy	Owner present
	00003	P Gimpel	Owner present
	00004	G Sencariuc & J Benfer	Electronic vote
By Proxy	Nil		
Chairperson	P Gimpel chaired the meeting with the assistance of the Body Corporate Manager.		
Additional Attendees	Timothy Egan representing Whittles Brisbane Pty Ltd		
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 19 OCT 2023 be confirmed as a true and correct record of the proceedings at that meeting.

Motion CARRIED.

Votes

Yes: 3

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 2023 and ending 31 AUG 2024, which have been circulated to all members, be approved.				
Motion CARRIED.				
Votes	Yes: 3	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 2024 to 31 AUG 2025 NOT be audited.				
Motion CARRIED.				
Votes	Yes: 3	No: 0	Abs: 0	Inv: 0

Note: The Body Corporate financials for the year ending 31/08/25 WILL NOT be audited.

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 RULED OUT OF ORDER.		

Note: This Motion was ruled out of order as Motion 3 resolved that the financials for the above financial year will NOT be audited.

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 2025 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 2024	30 Nov 2024	01 Sep 2024	\$3,200.00	\$800.00
To be Issued	01 Dec 2024	28 Feb 2025	01 Dec 2024	\$3,200.00	\$800.00
To be Issued	01 Mar 2025	31 May 2025	01 Mar 2025	\$3,200.00	\$800.00
To be Issued	01 Jun 2025	31 Aug 2025	01 Jun 2025	\$3,200.00	\$800.00
Total	01 Sep 2024	31 Aug 2025		\$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 2025	30 Nov 2025	01 Sep 2025	\$3,200.00	\$800.00
Total	01 Sep 2025	30 Nov 2025		\$3,200.00	\$800.00
Motion CARRIED.					
Votes	Yes: 3		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 \$5,600.00 for the financial year ending 31 AUG 2025 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 2024	30 Nov 2024	01 Sep 2024	\$1,100.00	\$275.00
To be Issued	01 Dec 2024	28 Feb 2025	01 Dec 2024	\$1,500.00	\$375.00
To be Issued	01 Mar 2025	31 May 2025	01 Mar 2025	\$1,500.00	\$375.00
To be Issued	01 Jun 2025	31 Aug 2025	01 Jun 2025	\$1,500.00	\$375.00
Total	01 Sep 2024	31 Aug 2025		\$5,600.00	\$1,400.00
Interim Periods					
Levy Status	Period From	Period To	Due	Sinking Fund	Per Contribution Entitlement
To be Issued	01 Sep 2025	30 Nov 2025	01 Sep 2025	\$1,500.00	\$375.00
Total	01 Sep 2025	30 Nov 2025		\$1,500.00	\$375.00
Motion CARRIED.					
Votes	Yes: 3		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 \$4,605.00 The policy cover is from 29 JUN 2024 to 29 JUN 2024.</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: 3	No: 0	Abs: 0	Inv: 0

Motion 8				
Ratify Expenditure from Sinking Fund	Ordinary Resolution			
<p>That in accordance with the relevant section of the Body Corporate and Community Management Act (Standard Module), the following expenditure from the sinking fund be ratified: XXXXX</p>				
Motion RULED OUT OF ORDER.				
Votes	Yes: 0	No: 0	Abs: 0	Inv: 0

Note: Motion withdrawn from the floor of the meeting by the proposer due to being an incomplete motion.

Motion 9				
Recovery of Unpaid Contributions	Ordinary Resolution			
<p>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/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 judgement. 				
Motion DEFEATED.				
Votes	Yes: 1	No: 2	Abs: 0	Inv: 0

Item 10		
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>		

11 Fire Safety Measures and Annual Occupiers Statement Update

Motion 11.1

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 \$558.00 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: 3

No: 0

Abs: 0

Inv: 0

Motion 11.1 was chosen as the outcome for this same issue motion as it was the only qualifying motion

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 \$337.00.

Motion CARRIED.

Votes

Yes: 3

No: 0

Abs: 0

Inv: 0

Motion 13				
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 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 DEFEATED.				
Votes	Yes: 1	No: 2	Abs: 0	Inv: 0

14 Garage Door Repairs

Motion 14.1				
Garage Doors - Terry's Handy Solutions	Ordinary Resolution			
<p>Resolved that the Body Corporate approve the attached quote from Terry's Handy Solutions Pty Ltd totalling \$1,289.75 including GST to be paid from the sinking fund.</p> <p>And</p> <p>That the Body Corporate approve the attached quote from Terry's Handy Solutions totaling \$3,264.25 including GST to be paid from the sinking fund.</p>				
Motion CARRIED.				
Votes	Yes: 3	No: 0	Abs: 0	Inv: 0

Motion 14.2				
Garage Doors - Chris Bell Building Services	Ordinary Resolution			
That the Body Corporate approve the attached quote from Chris Bell Building Services totalling \$9,262.00 including GST to be paid from the sinking fund.				
Motion DEFEATED.				
Votes	Yes: 0	No: 3	Abs: 0	Inv: 0

Motion 15				
Painting - Garage Door Area & Hand Rails	Ordinary Resolution			
Resolved that the Body Corporate approve the attached quote from Dena Handyman totalling \$2,970.00 including GST to be paid from the sinking fund.				
Motion CARRIED.				
Votes	Yes: 2	No: 1	Abs: 0	Inv: 0

Election of Committee
The following persons will form the Body Corporate Committee for the next 12 months:

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
A Tuohy has been elected unopposed as Treasurer.

Note: The above Members will form the Body Corporate Committee for the next 12 months.

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

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

To access your account go to www.whittles.com.au and login using either your registered mobile number or email address.

**** Please note that Whittles recommends receiving all correspondence and account notices via email for timely delivery.***

If you have another property, you'd like to consider for management by Whittles, please let your manager know so we can arrange a proposal. Alternatively, you can request a quote through our website.