

MINUTES OF ANNUAL GENERAL MEETING 2019
"LAUREL VIEW" CTS 9008 AGM DATED: 13/11/2019

DATE: WEDNESDAY 13TH NOVEMBER 2019
VENUE: ON SITE - UNIT 5
TIME: THE CHAIRPERSON, MS T-L HUBNER OPENED THE MEETING AT 8:30AM.

1. PRESENT / VOTING PAPER / PROXY
LOT 1: I HAZELL - VOTING PAPER
LOT 2: B TRIMBLE - P.O.A. TO M HAZELL - VOTING PAPER
LOT 3: D TEIXERA - PRESENT
LOT 5: S GAFFNEY - PRESENT
LOT 6: T-L HUBNER - PRESENT
BODY CORPORATE MANAGER: K DAY - PRESENT AND NON VOTING
BODY CORPORATE MANAGER: C GREENWOOD - PRESENT AND NON VOTING

2. APOLOGIES
LOT 1: I HAZELL
LOT 2: B TRIMBLE
LOT 3: C O'BRIEN
LOT 4: P COLLINS

3. ROLLS
THERE ARE NO CHANGES TO THE ROLLS SINCE THE LAST ANNUAL GENERAL MEETING.

THE MEETING WOULD LIKE TO ACKNOWLEDGE THE CONTRIBUTIONS MADE BY PAULINE & AUDREY OVER THE YEARS.

ORDINARY RESOLUTION: **RESOLVED**

4. TO CONFIRM APPOINTMENT OF BODY CORPORATE MANAGER EAGLE REAL ESTATE BC 1 PTY LTD FOR A TWELVE MONTHS TERM AT ANNUAL COST OF: \$1,230.00 PER ANNUM, MANAGEMENT FEE; POSTAGE, CHEQUE & PHONE CALLS \$330.00 PER ANNUM, PAYABLE HALF YEARLY IN ADVANCE PLUS GST 10% PRO RATA \$123.00 MANAGEMENT FEE & \$33.00 SUNDRIES TO APPLY FROM 13/11/2019 TO 12/11/2020 & MONTHLY THEREAFTER UNTIL CHANGED IN GENERAL MEETING.

3 YES / 0 NO / 2 ABSTAIN

ORDINARY RESOLUTION: **RESOLVED**

5. TO CONFIRM MINUTES OF LAST EXTRAORDINARY GENERAL MEETING OF 20TH MARCH 2019.

4 YES / 0 NO / 1 ABSTAIN

ORDINARY RESOLUTION: **RESOLVED**

- 6A. TO CONFIRM FINANCIAL STATEMENTS 01/10/2018 TO 30/09/2019, AS AMENDED.

- **FINAL INVOICE FOR RETAINING WALL NOT TO BE PAID UNTIL FORM 15 & 16'S ARE RECEIVED.**

3 YES / 0 NO / 2 ABSTAIN

WORK PLACE HEALTH & SAFETY REPORT COMPLETED 2017 - NEXT DUE 2022
SWITCHBOARD INSPECTION COMPLETED 2017

AND

ORDINARY RESOLUTION: **RESOLVED**

IT IS RECOMMENDED TO HAVE THE SWITCHBOARD INSPECTED 2 YEARLY:

6B. THAT THE BODY CORPORATE AGREE TO ENGAGE A SUITABLE CONTRACTOR TO CARRY OUT A SWITCHBOARD SAFETY INSPECTION EVERY TWO YEARS IN COMPLIANCE WITH THE WORKPLACE HEALTH AND SAFETY ACT AT APPROXIMATELY \$100.00 PER SWITCHBOARD, \$16.50 PER SAFETY SWITCHBOARD STICKER & \$225 FOR A NEW SAFETY SWITCH IF REQUIRED. PAYABLE FROM THE BODY CORPORATE SINKING FUND.

5 YES / 0 NO / 0 ABSTAIN

SPECIAL RESOLUTION: **RESOLVED**

7A. TO CONFIRM SPECIAL RESOLUTION OF NO AUDITING OF BOOKS OF ACCOUNT.

5 YES / 0 NO / 0 ABSTAIN

OR

ORDINARY RESOLUTION: *BASED ON 7 LOTS OF ENTITLEMENTS*: **DEFEATED**

7B. TO CONFIRM THAT I WISH THE BOOKS OF ACCOUNT TO BE AUDITED AT A COST OF \$700.00 BY PREFERRED AUDITOR: MR B HILEY OF PRIESTLEYS CHARTERED ACCOUNTANTS PAYABLE BY SPECIAL LEVY OF \$100.00 PER LOT & DUE WITHIN 7 DAYS OF DEMAND IN WRITING INCLUDES GST WHEN APPLICABLE.

0 YES / 3 NO / 2 ABSTAIN

ORDINARY RESOLUTION: **RESOLVED**

8. TO ACCEPT LODGEMENT OF ABN TAXATION RETURN (AS APPLICABLE) & COMPILED BY TAX AGENT, BENTLEY'S CHARTERED ACCOUNTANTS FOR THE COST OF \$70.00 PLUS INCIDENTALS PLUS GST WHEN APPLICABLE.

5 YES / 0 NO / 0 ABSTAIN

ORDINARY RESOLUTION: **RESOLVED**

9A. TO ACCEPT LEVEL OF INSURANCE COVER:

BROKER:	DIRECT INSURANCE BROKERS P/L
COMPANY:	QBE INSURANCE (AUSTRALIA) LTD
BUILDINGS & COMMON PROPERTY:	\$3,018,693
LOSS OF RENT:	\$452,804
COMMON CONTENTS:	\$36,076
PUBLIC LIABILITY:	\$20 MILLION
VOLUNTARY WORKERS:	\$200,000/\$2,000
FIDELITY GUARANTEE:	\$100,000
OFFICE BEARER'S:	\$500,000
BUILDING CATASTROPHE:	\$905,608
GOV'T AUDIT COSTS:	\$25,000
APPEAL EXPENSES:	\$100,000
LEGAL DEFENSE EXPENSES:	\$50,000
LOT OWNERS FIXTURES & FITTINGS:	\$250,000

COST \$4,671.17 PAID YEAR: 2019 DUE DATE: 18/05/2020
TO ACCEPT THE LEVEL OF INSURANCE & AGREE TO CPI INCREASE & GST
AS APPROVED BY INSURER. SECTION EXCESSES TO APPLY -
BASIC GENERAL EXCESS \$500.00

ALTERNATE QUOTES:

SCI/ALLIANZ:	\$4,603.48 WITH \$500 BASIC EXCESS & \$1,500 WATER DAMAGE / BURST PIPES / RAINWATER EXCESS
AXIS/LLOYDS:	\$5,095 WITH \$500 BASIC EXCESS
QUS/AIG:	DECLINED - CLAIMS HISTORY

- OBTAIN QUOTE TO RAISE EXCESS TO \$2,000.00 AND/OR \$4,000.00 TO SEE
DIFFERENCE IN PREMIUM.

4 YES / 0 NO / 1 ABSTAIN

INSURANCE VALUATION REPORT COMPLETED 2018 - NEXT DUE 2023

AND

ORDINARY RESOLUTION: **RESOLVED**

9B. TO ACCEPT CURRENT COVER BUT ACCEPT THAT THE BODY CORPORATE MANAGER IN
CONJUNCTION WITH THE COMMITTEE HAS THE RIGHT TO VARY/CHANGE THE
INSURER OR INSURANCE AT THE TIME OF RENEWAL IF A SIMILAR COVER CAN BE
OBTAINED AT MORE REASONABLE RATES.

5 YES / 0 NO / 0 ABSTAIN

**ADMINISTRATION LEVY HAS BEEN THE SAME AMOUNT SINCE 2016 (\$951.00) IN ORDER
TO USE UP SURPLUS IN THE ADMINISTRATION FUND. THERE IS STILL A SMALL
SURPLUS LEFT (\$2,516.24) BUT IF THE CURRENT LEVIES WERE TO BE APPROVED FOR
ANOTHER YEAR THERE WOULD BE A DEFICIT IN THE ADMINISTRATION FUND.
THEREFORE, OPTIONS TABLED ARE EITHER AS PER BUDGET OR HALFWAY BETWEEN
BUDGET & CURRENT LEVY TO USE UP THE SURPLUS STILL LEFT.**

ORDINARY RESOLUTION: **AS PER BUDGET: CURRENT LEVIES \$951.00: DEFEATED**

10A. TO AGREE TO ADMINISTRATION LEVIES BASED AT \$1,192.00 PER LOT PER HALF
YEAR & PAYABLE HALF YEARLY IN ADVANCE FROM 01/06/2020 WITH A 10%
DISCOUNT FOR ON TIME PAYMENTS TO EQUAL \$1,072.80 APPROX. OR UNTIL
CHANGED IN GENERAL MEETING.

0 YES / 3 NO / 2 ABSTAIN

OR

ORDINARY RESOLUTION: **AS PER ABOVE - HALF WAY BETWEEN CURRENT & BUDGET:**
RESOLVED

10B. TO AGREE TO ADMINISTRATION LEVIES BASED AT \$1,071.50 PER LOT PER HALF YEAR & PAYABLE HALF YEARLY IN ADVANCE FROM 01/06/2020 WITH A 10% DISCOUNT FOR ON TIME PAYMENTS TO EQUAL \$964.35 APPROX. OR UNTIL CHANGED IN GENERAL MEETING.

5 YES / 0 NO / 0 ABSTAIN

ORDINARY RESOLUTION: **AS PER CURRENT LEVIES: RESOLVED**

11A. TO AGREE TO SINKING FUND LEVY BASED AT \$429.00 PER LOT PER HALF YEAR & PAYABLE HALF YEARLY IN ADVANCE FROM 01/06/2020 WITH A 10% DISCOUNT FOR ON TIME PAYMENTS TO EQUAL \$390.00 APPROX. OR UNTIL CHANGED IN GENERAL MEETING.

5 YES / 0 NO / 0 ABSTAIN

OR

ORDINARY RESOLUTION: **AS PER BUDGET: DEFEATED**

11B. TO AGREE TO SINKING FUND LEVY BASED AT \$524.00 PER LOT PER HALF YEAR & PAYABLE HALF YEARLY IN ADVANCE FROM 01/06/2020 WITH A 10% DISCOUNT FOR ON TIME PAYMENTS TO EQUAL \$471.60 APPROX. OR UNTIL CHANGED IN GENERAL MEETING.

- PAINTING QUOTES FOR AGM 2020.
- ONLY PROPOSE BUDGET FIGURE FOR SINKING FUND 2020.

3 YES / 0 NO / 2 ABSTAIN

SINKING FUND FORECAST LAST UPDATED 2018 - TO BE REVIEWED EVERY 5 YEARS - DUE TO BE TABLED 2023

ORDINARY RESOLUTION: **RESOLVED**

12A. TO CONFIRM SATISFACTION WITH THE CURRENT GARDEN SERVICE.

- MONITOR COSTS WITH NEW GARDENER.

3 YES / 0 NO / 2 ABSTAIN

AND

ORDINARY RESOLUTION: **RESOLVED**

12B. TO CONFIRM SATISFACTION WITH THE CURRENT CLEANING SERVICE.

3 YES / 0 NO / 2 ABSTAIN

AND

ORDINARY RESOLUTION: **RESOLVED**

12C. TO CONFIRM SATISFACTION WITH THE GUTTER CLEANING SERVICE.

- YEARLY ONLY IN SEPTEMBER.
- TAKE BEFORE & AFTER PICTURES NEXT YEAR.

3 YES / 0 NO / 2 ABSTAIN

ORDINARY RESOLUTION: **WITHDRAWN**

MOTION FROM EXTRAORDINARY GENERAL MEETING 2019:

13. DISCUSSION ON DRAINAGE FROM NEIGHBOURING PROPERTY.

ORDINARY RESOLUTION: **RESOLVED**

14. THAT THE BODY CORPORATE AGREE TO RATIFY THE EXPENSE FROM STEVEN CLARK'S GARDEN MANAGEMENT IN THE AMOUNT OF \$3,115.00 TO COMPLETE LANDSCAPING WORKS PREVIOUSLY APPROVED BY VOTING PAPER TO ALL OWNERS.

- ONLY INVOICED FOR \$2,428.08 AS WORKS ONLY TOOK ONE DAY NOT TWO.

3 YES / 0 NO / 2 ABSTAIN

STANDARD MODULE

ORDINARY RESOLUTION:

15. NOMINATIONS OF CANDIDATES FOR POSITIONS OF CHAIRPERSON, SECRETARY, TREASURER, COMMITTEE MEMBER:

CHAIRPERSON: T-L HUBNER
SECRETARY: S GAFFNEY
TREASURER: S GAFFNEY
COMMITTEE MEMBERS: I HAZEL, B TRIMBLE, D TEIXERA

GENERAL BUSINESS:

- QUOTE FOR UNIT 1'S EXCLUSIVE FENCING. UNIT 5 TO ARRANGE FROM PLANECRAFT.

VOTE OF THANKS TO UNIT 5 FOR THE USE OF THE VENUE.

THE NEXT ANNUAL GENERAL MEETING HAS BEEN SCHEDULED FOR WEDNESDAY 11TH NOVEMBER 2020 TO BE HELD AT 8:30AM AT UNIT 5, ON SITE.

PLEASE HAVE ALL AGENDA ITEMS AND COMMITTEE NOMINATIONS BACK TO THE OFFICE OF THE BODY CORPORATE MANAGER BY THE 30TH SEPTEMBER 2020.

THERE BEING NO FURTHER BUSINESS THE MEETING WAS CLOSED AT 9:10AM.