Strata and Community Title Services

25 September 2024

Dear Owner

Please find enclosed a copy of the Minutes of the recent Annual General Meeting for 13 HAMEL ROAD CTS 28421 13 Hamel Road, HOLLAND PARK WEST, QLD, 4121

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

Matthew Porch
Strata Manager

Minutes of the Annual General Meeting
13 HAMEL ROAD CTS 28421

Meeting Date	25 September 2024	
Meeting Location	Via Teleconference	
Time	06:00 PM	Closed: 06:35 PM
Lots Represented	00003 Ken Udoen — Owner present (pre-voted) 00004 Stephanie Spoor — Owner present 00012 Jillian Gibson — Electronic vote 00014 Courtney Colman — Owner present	
By Proxy		
Chairperson	Stephanie Spoor assisted by the Strata Manager Matthew Porch	
Additional Attendees	Matthew Porch representing Whittles Australia Pty Ltd	
Apologies		

Quorum
The Chairperson declared that a quorum was present.

Motion 1				
Minutes	**Ordinary Resolution**			
Resolved that the minutes of the last Adjourned Annual General Meeting held on 29 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 JUL 2023 and ending 30 JUN 2024, 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 JUL 2024 to 30 JUN 2025 **NOT** be audited.				
Motion CARRIED.				
Votes	Yes: 4	No: 0	Abs: 0	Inv: 0

Motion 4		
Appointment of Auditor	**Ordinary Resolution**	
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 $23,142.00 for the financial year ending 30 JUN 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 Jul 2024	30 Sep 2024	01 Jul 2024	$5,502.00	$393.00
To be Issued	01 Oct 2024	31 Dec 2024	01 Nov 2024	$5,880.00	$420.00
To be Issued	01 Jan 2025	31 Mar 2025	01 Jan 2025	$5,880.00	$420.00
To be Issued	01 Apr 2025	30 Jun 2025	01 Apr 2025	$5,880.00	$420.00
Total	**01 Jul 2024**	**30 Jun 2025**		**$23,142.00**	**$1,653.00**

Interim Periods

Levy Status	Period From	Period To	Due	Admin Fund	Per Contribution Entitlement
To be Issued	01 Jul 2025	30 Sep 2025	01 Jul 2025	$5,880.00	$420.00
Total	**01 Jul 2025**	**30 Sep 2025**		**$5,880.00**	**$420.00**

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 $38,248.00 for the financial year ending 30 JUN 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 Jul 2024	30 Sep 2024	01 Jul 2024	$9,562.00	$683.00
To be Issued	01 Oct 2024	31 Dec 2024	01 Nov 2024	$9,562.00	$683.00
To be Issued	01 Jan 2025	31 Mar 2025	01 Jan 2025	$9,562.00	$683.00
To be Issued	01 Apr 2025	30 Jun 2025	01 Apr 2025	$9,562.00	$683.00
Total	**01 Jul 2024**	**30 Jun 2025**		**$38,248.00**	**$2,732.00**

Interim Periods

Levy Status	Period From	Period To	Due	Sinking Fund	Per Contribution Entitlement
To be Issued	01 Jul 2025	30 Sep 2025	01 Jul 2025	$9,562.00	$683.00
Total	**01 Jul 2025**	**30 Sep 2025**		**$9,562.00**	**$683.00**

Motion CARRIED.

Votes	Yes: 4	No: 0	Abs: 0	Inv: 0

Motion 7				
Insurance	**Ordinary Resolution**			
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 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. 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. Premium on this cover was $12,520.00 The policy cover is from 11 AUG 2024 to 11 AUG 2025. Renewal of the policies in the next financial year is to be carried out with the approval of the Committee.				
Motion CARRIED.				
Votes	Yes: 4	No: 0	Abs: 0	Inv: 0

Motion 8				
Appointment of Body Corporate Manager	**Ordinary Resolution Without use of Proxies**			
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: i. appoint Whittles Australia Pty Ltd as its Manager to supply Services, ii. execute the Services Agreement with Whittles Australia 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 OCT 2024 to 30 SEP 2026 , iii. authorise limited powers to Whittles Australia Pty Ltd, iv. agree to pay a service fees to Whittles Australia Pty Ltd in the amount of $3,300.00 per annum at a rate of $235.71 per lot, v. acknowledge the Disclosures by Whittles Australia Pty Ltd.				
Motion CARRIED.				
Votes	Yes: 4	No: 0	Abs: 0	Inv: 0

Motion 9				
Recovery of Unpaid Contributions	**Ordinary Resolution**			
Resolved that Whittles Australia Pty Ltd be authorised to take steps on behalf of the 13 HAMEL ROAD CTS 28421 to recover as a liquidated debt: - 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. 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: - 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 CARRIED.				
Votes	Yes: 4	No: 0	Abs: 0	Inv: 0

Motion 10				
Improvement to Common Property by Owner Lot 3 - Solar Panel System	**Ordinary Resolution**			

THAT The Body Corporate approve the owner of Lot 3 to supply and install a solar panel system as per the attached proposal.
Proposal subject to the below conditions:
- All Solar panels shall be located well within the roof perimeters area of the Unit.
- Any upgrade to the Main Switchboard required due to the requirements of the additional Solar
Installation SHALL BE AT THE APPLICANT COST and not the Body Corporate Cost.
- Solar panel system must be installed by a qualified licensed tradesperson as per the manufacturer's
instructions in accordance with Work Place Health & Safety Standards and or requirements; and be
generally in accordance with the dimensions submitted in the application.
- Common areas to be left in a clean and tidy condition upon completion of works;
- Any damage occasioned to the common areas as a result of works to be rectified at the expense of the
applicant;
- All costs associated with installation and future maintenance or repairs of the solar panel system are to
be borne by the owner and at no time does it become the property of the Body Corporate now or in the
future.
- It is the applicant's responsibility to ensure the installation of the solar panel system complies with any
relevant local and/or Government ordinances/regulations, development approval conditions and Body
Corporate by-laws.
- Any future costs for roof repairs or additional costs to carry out work to the roof resulting from the solar
installation will be the responsibility of the lot owner.

Motion CARRIED.

Votes	Yes: 4	No: 0	Abs: 0	Inv: 0

Election of Committee

In accordance with the relevant section of the Body Corporate and Community Management Act (Standard Module), the Committee must consist of a minimum of 3 (except if the number of owners is less than 3) but no more than 7 voting members. An individual can hold one or more positions of Chairperson, Secretary or Treasurer but cannot also be an Ordinary Member. A Body Corporate Manager and/or Caretaker/Manager are appointed in an advisory capacity only (if appropriate) - Non-Voting.

Please indicate your preferred nominees by selecting the appropriate boxes if more than 1 candidate.
Those positions not subject to a ballot are deemed to be filled by the nominees listed.

If there are 7 on the Committee the below nominees will form the Body Corporate Committee for the forthcoming year.
If all positions are not full further nominations may be accepted from the floor at the meeting for any unfilled positions.

Nominations received are:

Election of Chairperson

Ken Udono has been elected unopposed as Chairperson.

Name	Owner	Votes	Outcome
Ken Udono	Yes	0	

Election of Secretary

Stephanie Spoor has been elected unopposed as Secretary.

Name	Owner	Votes	Outcome
Stephanie Spoor	Yes	0	

Election of Treasurer

Courtney Colman has been elected unopposed as Treasurer.

Name	Owner	Votes	Outcome
Courtney Colman	Yes	0	

Election of Ordinary Member

Jillian Gibson have been elected to the committee.

Name	Owner	Votes	Outcome
Jillian Gibson	Yes	0	Elected, reason: Elected Unopposed

Discussion
BCM to arrange MR Vac Gutter Cleaning and notice to owners and residents
BCM to request grounds contractor cc ken on the grounds invoicing.
BCM to arrange bollard light repair in hedge near visitors carpark in front of unit 3.

Secretary: **Stephanie Spoor**
C/- 13 HAMEL ROAD CTS 28421
PO Box 539
Cleveland QLD 4163

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.