Level 1, 91 Middle Street,
Cleveland, QLD, 4163

Better communities.
The Whittles way.

(07)34799300
whittles.com.au

Whittles Australia Pty Ltd
ABN 78139486678

2 October 2025

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

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

Yours faithfully

Matthew Porch
Strata Manager

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Minutes of the Annual General Meeting
13 HAMEL ROAD CTS 28421

Meeting Date	Thursday, 25 September 2025		
Meeting Location	Via Teleconference		
Time	06:00 PM	Closed: 06:52 PM	
Lots Represented	00003	Ken Udono	Electronic vote
	00004	Stephanie Spoor	Owner present
	00012	Courtney Colman	Proxy present
	00014	Courtney Colman	Owner present
By Proxy	00012	Jillian Gibson	Proxy Name: Proxy to Courtney Colman
Chairperson	Matthew Porch - Strata Manager		
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 Extraordinary General Meeting held on 30 JAN 2025 and the Reconvened Extraordinary General Meeting held on 6 FEB 2025 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 JUN 2024 and ending 30 JUN 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**			
Defeated that the Body Corporate statements of account for the financial year 1 JUL 2025 to 30 JUN 2026 **NOT** be audited.				
Motion DEFEATED.				
Votes	Yes: 0	No: 4	Abs: 0	Inv: 0

Motion 4				
Appointment of Auditor	**Ordinary Resolution**			
Resolved 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 CARRIED.				
Votes	Yes: 4	No: 0	Abs: 0	Inv: 0

Motion 5		
Administrative Fund Budget	**Ordinary Resolution**	

Resolved that the administrative fund budget with contributions and levies amounting to $24,738.00 for the financial year ending 30 JUN 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 Jul 2025	30 Sep 2025	01 Jul 2025	$5,880.00	$420.00
To be Issued	01 Oct 2025	31 Dec 2025	01 Nov 2025	$6,286.00	$449.00
To be Issued	01 Jan 2026	31 Mar 2026	01 Jan 2026	$6,286.00	$449.00
To be Issued	01 Apr 2026	30 Jun 2026	01 Apr 2026	$6,286.00	$449.00
Total	**01 Jul 2025**	**30 Jun 2026**		**$24,738.00**	**$1,767.00**

Interim Periods

Levy Status	Period From	Period To	Due	Admin Fund	Per Contribution Entitlement
To be Issued	01 Jul 2026	30 Sep 2026	01 Jul 2026	$6,286.00	$449.00
Total	**01 Jul 2026**	**30 Sep 2026**		**$6,286.00**	**$449.00**

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 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 Jul 2025	30 Sep 2025	01 Jul 2025	$9,562.00	$683.00
To be Issued	01 Oct 2025	31 Dec 2025	01 Nov 2025	$9,562.00	$683.00
To be Issued	01 Jan 2026	31 Mar 2026	01 Jan 2026	$9,562.00	$683.00
To be Issued	01 Apr 2026	30 Jun 2026	01 Apr 2026	$9,562.00	$683.00
Total	**01 Jul 2025**	**30 Jun 2026**		**$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 2026	30 Sep 2026	01 Jul 2026	$9,562.00	$683.00
Total	**01 Jul 2026**	**30 Sep 2026**		**$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 $11,760.00
The policy cover is from 11 AUG 2025 to 11 AUG 2026.

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		
Recovery of Unpaid Contributions	**Special Resolution**	

That the Body Corporate for 13 HAMEL ROAD CTS 28421 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

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 has been elected to the committee.			
Name	**Owner**	**Votes**	**Outcome**
Jillian Gibson	Yes	0	Elected, reason: Elected Unopposed

Discussion
Trees & Tree roots
Committee to look at sending further details to Whittles concerning tree roots.

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.