Strata and Community Title Services

28 September 2023

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

Whittles
Strata and Community Title Services

Minutes of the Annual General Meeting
13 HAMEL ROAD CTS 28421

Meeting Date	28 September 2023	
Meeting Location	Unit 14, 13 Hamel Road, HOLLAND PARK WEST, QLD, 4121	
Time	06:00 PM	Closed: 06:19 PM
Lots Represented	00001 June Goodwin — Owner present 00003 Ken Udono — Owner present 00004 Stephanie Spoor — Owner present 00006 Shirley Croft — Paper vote 00012 Jillian Gibson — Owner present (pre-voted) 00014 Courtney Colman — Owner present	
By Proxy		
Chairperson	Courtney Colman assisted by the Strata Manager	
Additional Attendees		
Apologies	00001 June Goodwin	

Quorum
The Chairperson Courtney Colman declared that a quorum was present.

Motion 1				
Minutes	**Ordinary Resolution**			
Resolved that the minutes of the last Annual General Meeting held on 26 SEP 2022 be confirmed as a true and correct record of the proceedings at that meeting.				
Motion CARRIED.				
Votes	Yes: 5	No: 1	Abs: 0	Inv: 0

Motion 2				
Statement of Accounts	**Ordinary Resolution**			
Resolved that the Statement of Accounts for the financial year commencing from 1 OCT 2022 and ending 30 SEP 2023, which have been circulated to all members, be approved.				
Motion CARRIED.				
Votes	Yes: 6	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 OCT 2023 to 30 SEP 2024 **NOT** be audited.				
Motion CARRIED.				
Votes	Yes: 5	No: 1	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 $22,008.00 inc GST for the financial year ending 30 SEP 2024 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 2023	30 Sep 2023	01 Jul 2023	$5,502.00	$393.00
To be Issued	01 Oct 2023	31 Dec 2023	01 Nov 2023	$5,502.00	$393.00
To be Issued	01 Jan 2024	31 Mar 2024	01 Jan 2024	$5,502.00	$393.00
To be Issued	01 Apr 2024	30 Jun 2024	01 Apr 2024	$5,502.00	$393.00
Total	**01 Jul 2023**	**30 Jun 2024**		**$22,008.00**	**$1,572.00**

Interim Periods

Levy Status	Period From	Period To	Due	Admin Fund	Per Contribution Entitlement
To be Issued	01 Jul 2024	30 Sep 2024	01 Jul 2024	$5,502.00	$393.00
Total	**01 Jul 2024**	**30 Sep 2024**		**$5,502.00**	**$393.00**

Motion CARRIED.

Votes	Yes: 6	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 $30,786.00 inc GST for the financial year ending 30 SEP 2024 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 2023	30 Sep 2023	01 Jul 2023	$2,100.00	$150.00
To be Issued	01 Oct 2023	31 Dec 2023	01 Nov 2023	$9,562.00	$683.00
To be Issued	01 Jan 2024	31 Mar 2024	01 Jan 2024	$9,562.00	$683.00
To be Issued	01 Apr 2024	30 Jun 2024	01 Apr 2024	$9,562.00	$683.00
Total	**01 Jul 2023**	**30 Jun 2024**		**$30,786.00**	**$2,199.00**

Interim Periods

Levy Status	Period From	Period To	Due	Sinking Fund	Per Contribution Entitlement
To be Issued	01 Jul 2024	30 Sep 2024	01 Jul 2024	$9,562.00	$683.00
Total	**01 Jul 2024**	**30 Sep 2024**		**$9,562.00**	**$683.00**

Motion CARRIED.

Votes	Yes: 6	No: 0	Abs: 0	Inv: 0

Motion 7				
Insurance	**Ordinary Resolution**			
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 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 $10,925.00 inc GST The policy cover is from 11 AUG 2023 to 11 AUG 2024. 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 Renewal of the policies in the next financial year is to be carried out with the approval of the Committee.				
Motion CARRIED.				
Votes	Yes: 6	No: 0	Abs: 0	Inv: 0

Motion 8				
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: 6	No: 0	Abs: 0	Inv: 0

Motion 9				
Committee Spend Limit	**Ordinary Resolution**			
Resolved that the limit for Committee spend be increased from $200.00 inc GST per lot for any one project, to $500.00 inc GST per lot for any one project.				
Motion CARRIED.				
Votes	Yes: 6	No: 0	Abs: 0	Inv: 0

Election of Committee

In accordance with the relevant section of the Body Corporate & 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

Stephanie Spoor has been elected unopposed as Chairperson.

Election of Secretary

Jillian Lee has been elected unopposed as Secretary.

Election of Treasurer

Courtney Colman has been elected unopposed as Treasurer.

Election of Ordinary Member

Angie Mertens, Ken Udono have been elected to the committee.

Name	Owner	Votes	Outcome
Angie Mertens	Yes	0	Elected, reason: Elected Unopposed
Ken Udono	Yes	0	Elected, reason: Elected Unopposed

Withdrawn Nominees	
Courtney Colman	
Jillian Gibson	

General Discussion
Flexi-hoses – Recommend checking flexi-hoses, cause of 80% of insurance claims.

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

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

To access your account go to www.whittles.com.au select 'Owner Portal' and enter the following details:
- Account code
- Plan number
- Unit number
- PIN (if this is your first time logging in, leave pin blank as you will be prompted to set a pin)

**** Please note that Whittles encourages owners to receive all correspondence and account notices via email, this ensures timely delivery of documents.***