Whittles
Strata and Community Title Services

2 September 2024

Dear Owner,

Please find attached the Minutes of the recent Committee Meeting for
13 HAMEL ROAD CTS 28421 13 Hamel Road, HOLLAND PARK WEST, QLD, 4121

Should you have any queries or concerns please do not hesitate to contact this office.

Yours faithfully
Matthew Porch
Strata Manager

Whittles
Strata and Community Title Services

Minutes of the Committee Meeting
13 HAMEL ROAD CTS 28421

Meeting Date	21 August 2024	
Meeting Location	Via Teleconference	
Time	06:00 PM	**Closed:** 06:47 PM
Additional Attendees		
Committee Members	00004 Stephanie Spoor Committee member present 00014 Courtney Colman Committee member present	
Chairperson	Stephanie Spoor assisted by the Strata Manager Matthew Porch representing Whittles Cleveland	

Quorum
The Chairperson declared that a quorum was present.

Item 1

Confirmation of Previous Minutes
Resolution
RESOLVED THAT The Minutes of the previous Committee Meeting dated 16 August 2023 be confirmed as a true and correct record of the proceedings of that meeting.

2 x YES - CARRIED

Item 2

Review of Financial Statements
Discussion
The Annual Financial Statements were reviewed and discussed in detail. The Administrative Fund was confirmed as spending approximately $934 below budget for the period. The Administrative Fund has $2992 surplus with the Sinking Fund having $83878 Net Assets.

Resolution
RESOLVED THAT The Committee submit the Annual Financial Statements for the 1 July 2023 to 30 June 2024 as presented to the Annual General Meeting.

2 x YES - CARRIED

Item 3
Projects & Planned Maintenance **Discussion** Gutter Cleaning It was discussed and agreed that the Body Corporate Manager arrange 2 x quotes for the complex gutter cleaning. Termite Baiting Members agreed to continue termite baiting. Fencing Committee to look at having replacements completed across the complex and will involve a detailed review of existing fencing.

Item 4
Administrative Fund Budget **Discussion** The Draft Administrative Fund Budget was reviewed and discussed in detail. Members reviewed the allocations as necessary. It was agreed that the Administrative Fund levy be increased to $420 per unit per quarter due to rising costs. **Resolution** RESOLVED THAT The Amended 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 submitted to the Annual General Meeting. 2 x YES - CARRIED

Item 5
Sinking Fund Budget **Discussion** The Draft Sinking Fund Budget was discussed by the Members. Members cited the levy being higher that originally forecast however expected fencing costs during the year with painting costs in the upcoming years and members did not believe special levies were favourable. **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 submitted to the Annual General Meeting. 2 x YES - CARRIED

Item 6

Draft Annual General Meeting Agenda
Discussion
The Draft Annual General Meeting agenda was reviewed in detail.

Resolution
RESOLVED THAT The Committee submit the Annual General Meeting Notice as drafted, with the below amendments:

- Administrative Fund levy increased to $420 per quarter
- Submit the below explanatory note to the Administrative Fund Budget
  The increase is approximately 7%, largely due to increased insurance. Committee will further review at 2025 Budget Meeting.
- Submit the below explanatory note to the Sinking Fund Budget
  The Committee are looking to keep the levies the same, ensuring funds available to maintain, expected to have fence works completed during the 2024 - 2025 year and then painting during the 2025-2026 or 2026-2027 year.
- Removal of the Insurance Valuation motion
- Inclusion of Lot 5 Improvement to Common Property by Lot Owner Solar Panel Motion.

AND

RESOLVED THAT The Committee approve a new Insurance Valuation to be conducted and that such report be conducted 3 months prior to the insurance due date.

2 x YES - CARRIED

Item 7

Other Matters
Lot 5 Solar Proposal
As addressed above and to be included in the Annual General Meeting.

Item 8

Next Meeting
Resolution
RESOLVED THAT The Next Annual General Meeting be scheduled on Wednesday, 25 September 2024 at 6:00 p.m via teleconference.

2 x YES - CARRIED

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

If you have another property that you would like to consider for management by Whittles, please advise your manager so a proposal can be arranged or "request a quote" through the above website.