EAGLE BODY CORPORATE
MANAGERS & CONSULTANTS

MINUTES OF ANNUAL GENERAL MEETING

KALEVALA COURT CTS 17585

DATE & TIME Monday 11 April 2022 at 5:00 PM

LOCATION Eagle Body Corporate & by Conference Call

ATTENDANCE

In Attendance

K Borkowski	Lot 1
M Griffin & R Price	Lot 2
G Rogers	Lot 4
R Thommen	Lot 6

Also In Attendance

S Young	Strata Manager

Apologies

K Borkowski	Lot 1

Proxies

M Griffin	Proxy for Lot 2

QUORUM

The Chairperson advised that a quorum was represented and declared the meeting open at 5:03 PM.

1. MINUTES

MOTION CARRIED

That the Body Corporate confirm minutes of the last General Meeting of 19th April 2021.

Yes 3 *No 0* *Abstain 1*

2. FINANCIAL STATEMENTS

MOTION CARRIED

To confirm the Annual Financial Statements for 01 March 2021 to 28 February 2022.

- **BCM TO LOOK INTO AND ADVISE COMMITTEE OF EXPENSES.**

Yes 3 *No 0* *Abstain 1*

3. AUDIT

MOTION CARRIED

That the Body Corporate's Statement of Accounts for the financial year ending 28 February 2023 **not** be audited.

Yes 4 *No 0* *Abstain 0*

4. APPOINTMENT OF AN AUDITOR

MOTION DEFEATED

That the Body Corporate appoint Ryan Harvie McEnery of Ryan Harvie McEnery to audit the Body Corporate Statement of accounts for the financial year ending 28 February 2023.

Yes 0 *No 4* *Abstain 0*

5. ADMINISTRATION FUND BUDGET AND LEVIES

That the Body Corporate determine the levies for the administration fund.

5.a. Budget

MOTION CARRIED

To agree to administration levies based at **$2.97** per lot of entitlement per quarter year & payable quarterly in advance from **1 September 2022** or until changed in general meeting.

Yes 4 *No 0* *Abstain 0*

5.b. Current

MOTION DEFEATED

To agree to administration levies based at **$3.05** per lot of entitlement per quarter year & payable quarterly in advance from **1 September 2022** or until changed in general meeting.

Yes 0 *No 4* *Abstain 0*

6. SINKING FUND BUDGET AND LEVIES

That the Body Corporate determine the levies for the sinking fund.

6.a. Budget

MOTION DEFEATED

To agree to Sinking Fund Levy based at **$1.82** per lot of entitlement per quarter year & payable quarterly in advance from **1 September 2022** or until changed in general meeting.

Yes 1 *No 3* *Abstain 0*

6.b. Current

MOTION CARRIED

To agree to Sinking Fund Levy based at **$1.73** per lot of entitlement per quarter year & payable quarterly in advance from **1 September 2022** or until changed in general meeting.

Yes 3 *No 1* *Abstain 0*

7. ASBESTOS AUDIT

That the Body Corporate obtain an Asbestos Audit.

7.a. Option 1

MOTION DEFEATED

That the Body Corporate agree to engage Quality Building Management to carry out an asbestos audit on the common areas as the building was constructed prior to 1995 at a cost of $786.00

Yes 0 *No 4* *Abstain 0*

7.b. Option 2

MOTION DEFEATED

That the Body Corporate agree to engage Solutions in Engineering to carry out an asbestos audit on the common areas as the building was constructed prior to 1995 at a cost of $956.00 including GST.

Yes 0 *No 4* *Abstain 0*

8. INSURANCE

MOTION CARRIED

That the Body Corporate confirms the insurance policy as listed below and in the insurance report circulated with the meeting notice.

Broker:	Direct Insurance Brokers P/L
Company:	XL INSURANCE COMPANY SE (AUSTRALIA BRANCH)
Excesses:	
Building	$1,000 BASIC EXCESS

With the premium totalling $5,580.72 for the period 2022-2023 with payment due 17th February 2022.

Further, that the Body Corporate Manager in conjunction with the Committee have the right to vary the insurer or insurance upon renewal if a better option can be obtained.

Yes 4 *No 0* *Abstain 0*

9. INSURANCE VALUATION

The Body Corporate approves the appointment of a contractor to obtain an Insurance Valuation.

9.a. Contractor 1

MOTION CARRIED

That the body corporate approves the appointment of Quality Building Management to prepare an Insurance Valuation to ensure that the body corporate insurances are set at an appropriate place in accordance with the requirements of the Body Corporate and Community Management Act (1997), at a cost of $420.00 including GST to be paid from the Sinking Fund budget. Further, that the Committee can revise the insurances in accordance with the Insurance Valuation received.

Yes 3 *No 0* *Abstain 1*

9.b. Contractor 2

MOTION DEFEATED

That the body corporate approves the appointment of Solutions in Engineering to prepare an Insurance Valuation to ensure that the body corporate insurances are set at an appropriate place in accordance with the requirements of the Body Corporate and Community Management Act (1997), at a cost of $508.00 including GST to be paid from the Sinking Fund budget. Further, that the Committee can revise the insurances in accordance with the Insurance Valuation received.

Yes 0 *No 4* *Abstain 0*

10. COMMON PROPERTY SAFETY REPORT

That the Body Corporate obtains a Common Property Safety Report.

10.a. Option 1

MOTION DEFEATED

That the body corporate approves the appointment of Quality Building Management to carry out a Safety Report to the common property at a cost of **$252.00 including GST** to be paid from the Sinking Fund budget.

Yes 0 *No 3* *Abstain 1*

10.b. Option 2

MOTION DEFEATED

That the body corporate approves the appointment of Solutions in Engineering to carry out a Safety Report to the common property at a cost of **$318.00 including GST** to be paid from the Sinking Fund budget.

Yes 0 *No 4* *Abstain 0*

11. DEBT COLLECTION
MOTION DEFEATED

As per the Body Corporate and Community Management Act and Regulations (1997) the body corporate:

a. adopt the following contributions arrears collection policy:
   i. A Reminder Notice to be issued after 15 days from the due date for payment (Arrears Letter 1);
   ii. A Further Reminder Notice to be issued after 28 days from the due date for payment (Arrears Letter 2); and
   iii. A Letter of Demand to be issued after 42 days from the due date for payment by a strata levy collection specialist (Legal Letter of Demand).

Further, the Strata Manager be authorised and instructed to implement the contributions arrears collection policy and charge any recovery costs to the Lot's Levy Account.

b. if a contribution or contribution instalment remains unpaid following implementation of the contribution arrears collection policy, then Eagle Body Corporate will advise the committee of the outstanding arrears to pass a resolution to issue proceedings against the Lot owner and seek instruction to escalate the matter to debt collection with recovery costs to be on charged to the Lot Owner.

- **Discussed figures regarding arrears letters.**

Yes 1 *No 1* *Abstain 2*

12. GARDEN SERVICES
MOTION CARRIED

To confirm satisfaction with the current garden service.

Yes 3 *No 0* *Abstain 1*

13. FIRE AUDIT
MOTION CARRIED

That the body corporate approves the appointment of Fireserv to carry out regular fire servicing at a cost of $220.00 including GST to be paid from the Administrative Fund budget.

Yes 4 *No 0* *Abstain 0*

14. APPOINTMENT OF BODY CORPORATE MANAGER
MOTION CARRIED

THAT the Body Corporate for KALEVALA COURT CTS 17585 hereby appoints Eagle Body Corporate Management Pty Ltd as Body Corporate Manager for the Scheme ("the Body Corporate Manager") and the Body Corporate Manager shall have all of the powers, authorities, duties and functions provided in the attached agreement for an initial period of one (1) year commencing 11th April 2022 at a fee of $171.43 per lot per annum (exc. GST) payable monthly in advance and the appointment of Eagle Body Corporate Management Pty Ltd shall be binding and effective on the passing of this motion;

AND FURTHER THAT the Body Corporate Manager be authorized and instructed to affix the seal to the agreement and witnessed by two (2) committee members, or a director of the Body Corporate Manager.

Yes 4 *No 0* *Abstain 0*

GENERAL BUSINESS

- **Concrete path slippery. To arrange a pressure clean. To include outside garage area and brick fence. Chairperson is to act as the main on-site contact.**
- **Discussed replacing the grass areas with artificial grass. Look into quotes and Committee to decide.**
- **Discussed front facing balconies. Copy of By-Laws to be mailed to the on-site contact to put in stairwell. Letter to be distributed to all Owners and agents.**

ELECTION OF COMMITTEE

It was resolved that the following nominees were elected to the representative positions as indicated below.

CHAIRPERSON	G Rogers
SECRETARY	R Thommen
TREASURER	R Thommen
ORDINARY MEMBER	R Price

The next Annual General Meeting has been scheduled for Monday 3rd April 2023 to be held at 4:00pm at the office of Eagle Body Corporate Management and by conference call.

The meeting was closed at 6:02PM.

On behalf of the Secretary
All correspondence to:
The Secretary,
206 Logan Road
Woolloongabba QLD 4102
Email reception@eaglebodycorporate.com.au