

MINUTES OF THE ANNUAL GENERAL MEETING

KALEVALA COURT CTS 17585

DATE & TIME Friday, 14 April 2023 at 05:00 PM

LOCATION Eagle Body Corporate Management + StrataVote Anywhere, 206 Logan Road,
Woolloongabba, QLD, 4102

ATTENDANCE

In Attendance

Rosie Griffin	Lot 2	Owner present (pre-voted)
Gloria Ann Rogers	Lot 4	Owner present
Renate Thommen	Lot 6	Owner present

Also In Attendance

M Fataccioli – Strata Manager

Apologies

Matthew Griffin Lot 2

Acting Chairperson

M Fataccioli – Strata Manager

It was noted that the relevant notice of meeting was forwarded to all Owners and a quorum was represented at the meeting by those present or by voting paper or by proxy.

1. CONFIRMATION OF MINUTES

Motion CARRIED.

Resolved that the minutes of the last General Meeting of the Body Corporate, held on 11th of April 2022, as previously circulated, be confirmed.

Yes: 3 No: 0 Abs: 0 Inv: 0

2. FINANCIAL STATEMENTS

Motion CARRIED.

Resolved that the Non-Audited Annual Financial Statements for the financial year ending 28th of February 2023 as attached to the agenda be accepted.

- **BCM TO LOOK INTO 2022 FIRE DRILL CHARGE**

Yes: 3 No: 0 Abs: 0 Inv: 0

3. NO AUDIT**Motion CARRIED.**

Resolved that the Body Corporate's Statement of Accounts for the financial year ending 28th of February 2024 **NOT** be audited.

Note: If you do want an audit of the accounts, vote **NO**; if you do not want an audit of the accounts, vote **YES**.

- **AGM 2024**

Yes: 3 No: 0 Abs: 0 Inv: 0

4. APPOINTMENT OF AN AUDITOR**Motion lapsed as NO AUDIT was CARRIED**

on defeat of the previous motion, the Body Corporate appoint Ryan Harvie McEnery Chartered Accountants to audit the Body Corporate Statement of accounts for the financial year ending 28th of February 2024, at a cost of \$341.00 including GST.

5. ADMINISTRATION FUND BUDGET AND LEVIES**Motion AMENDED & CARRIED.**

Resolved that the administrative fund budget for the financial year ending 28th of February 2024, which totals \$11,880.00 (excluding GST, if applicable), be adopted with each entitlement attracting a levy of \$11.88 per lot entitlement, to be levied as follows:

Levy Status	Period From	Period To	Due	Admin Fund	Per Contribution Entitlement
Already Issued	01 Mar 2023	31 May 2023	01 Mar 2023	\$2,970.00	\$2.97
Already Issued	01 Jun 2023	31 Aug 2023	01 Jun 2023	\$2,970.00	\$2.97
To be Issued	01 Sep 2023	30 Nov 2023	01 Sep 2023	\$2,970.00	\$2.97
To be Issued	01 Dec 2023	29 Feb 2024	01 Dec 2023	\$2,970.00	\$2.97
Total	01 Mar 2023	29 Feb 2024		\$11,880.00	\$11.88

Total Contribution Entitlements: **1,000**

And further, that the committee issue an interim levy for the first levy period(s) of the following financial year:

Interim Periods

Levy Status	Period From	Period To	Due	Admin Fund	Per Contribution Entitlement
To be Issued	01 Mar 2024	31 May 2024	31 May 2024	\$2,970.00	\$2.97
Total	01 Mar 2024	31 May 2024		\$2,970.00	\$2.97

Yes: 3 No: 0 Abs: 0 Inv: 0

6. SINKING FUND BUDGET AND LEVIES**Motion CARRIED.**

Resolved that the sinking fund budget for the financial year ending 28th of February 2024, which totals \$7,641.00 (excluding GST, if applicable), be adopted with each entitlement attracting a levy of \$7.64 per lot entitlement, to be levied as follows:

Levy Status	Period From	Period To	Due	Sinking Fund	Per Contribution Entitlement
Already Issued	01 Mar 2023	31 May 2023	01 Mar 2023	\$1,730.00	\$1.73
Already Issued	01 Jun 2023	31 Aug 2023	01 Jun 2023	\$1,730.00	\$1.73
To be Issued	01 Sep 2023	30 Nov 2023	01 Sep 2023	\$1,730.00	\$1.73
To be Issued	01 Dec 2023	29 Feb 2024	01 Dec 2023	\$1,730.00	\$1.73
Total	01 Mar 2023	29 Feb 2024		\$6,920.00	\$6.92

Total lot entitlements – **1,000**

And further, that the committee issue an interim levy for the first levy period(s) of the following financial year:

Interim Periods

Levy Status	Period From	Period To	Due	Sinking Fund	Per Contribution Entitlement
To be Issued	01 Mar 2024	31 May 2024	31 May 2024	\$1,730.00	\$1.73
Total	01 Mar 2024	31 May 2024		\$1,730.00	\$1.73

Yes: 3

No: 0

Abs: 0

Inv: 0

7. INSURANCE**Motion CARRIED.**

Resolved that the current insurance coverage be confirmed and that the Committee be authorised to approve the premium on renewal when due.

Policy Number	Underwriter	Current To	Risk Type	Coverage Amount
P-015203	XL INSURANCE COMPANY	17 Feb 2024	OFFICE BEARERS	\$1.00 MILL
			GOVERNMENT AUDIT COSTS	\$25,000.00
			LOSS OF RENT	\$570,027.00
			FIDELITY GUARANTEE	\$100,000.00
			COMMON CONTENTS	\$38,002.00
			PERSONAL ACCIDENT	\$200,000.00 / \$2,000.00
			BUILDING CATASTROPHE	\$1,140,053.00
			APPEAL EXPENSES (H & S)	\$100,000.00
			BUILDING	\$3,800,177.98
			LEGAL EXPENSES	\$50,000.00
			PUBLIC LIABILITY	\$30.00 MILL
			LOT OWNERS FIXTURES	\$300,000.00
TOTAL PREMIUM: \$5,986.46				

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: 3

No: 0

Abs: 0

Inv: 0

8. DEBT COLLECTION

Motion DEFEATED.

Motion defeated that in accordance with the Body Corporate and Community Management Act and Regulations (1997), the body corporate adopt the following contributions arrears collection policy:

- 15 days after due date, a reminder notice is sent at \$38.50
- 30 days after due date, a second reminder notice is sent at \$38.50
- 45 days after due date, a third notice is sent at \$55.00 advising the matter will be referred to a collection agency without further notice

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. If a contribution or contribution instalment remains unpaid following implementation of the contribution arrears collection policy, then Eagle Body Corporate Management Pty Ltd will advise the committee of outstanding arrears and seek instruction to escalate the matter to debt collection with reasonable recovery costs to be on charged to the Lot Owner.

Yes: 0 No: 3 Abs: 0 Inv: 0

9. BODY CORPORATE MANAGEMENT REAPPOINTMENT

Motion CARRIED.

Resolved that the Body Corporate for KALEVALA COURT 17585 hereby appoints Eagle Body Corporate Management Pty Ltd as Body Corporate Manager for the Scheme ("the Body Corporate Manager") for a term of One (1) Year, commencing on 14th of April 2023 at a cost of \$196.06 per lot per annum including GST, in accordance with the terms set out in the agreement and the Body Corporate Manager shall have all of the powers, authorities, duties and functions provided in the agreement distributed with the agenda payable monthly in advance; and this appointment shall be binding and effective upon 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: 3 No: 0 Abs: 0 Inv: 0

10. ELECTRONIC VOTING

Motion CARRIED.

Resolved that the body corporate resolves in accordance with the Electronic Transactions (Queensland) Act 2001 that voters may cast electronic votes via an electronic voting system including but without limitation to:

- Secret or Open motions for the election of the Committee
- Open motions at General Meetings
- Secret ballot motions at General Meetings

Further, that the body corporate approves for Committee Members to cast votes electronically for future committee decisions.

Yes: 3 No: 0 Abs: 0 Inv: 0

11. SINKING FUND FORECAST**Motion DEFEATED.**

Motion defeated that the body corporate engage the services of a quantity surveyor, Arcadia Building Reports Pty Ltd ("Arcadia") to prepare to prepare an initial Sinking Fund Forecast for an amount not to exceed \$380.00 including GST, in order to review and update the capital works budget for the property in accordance with the Act, to be met from the sinking fund.

- **AGM 2024**

Yes: 0 No: 3 Abs: 0 Inv: 0

12. ANNUAL REPORTING PACKAGE 1 - SAFETY / MAINTENANCE / ROOF REPORTS**Motion DEFEATED.**

Motion defeated that the Body Corporate engage Arcadia Building Reports Pty Ltd ("Arcadia") to prepare the relevant reports incorporated in Package 1, being an Annual Safety Assessment, an Annual Maintenance Report and an Annual Roof Report for the discounted price of \$680.00 including GST (being a 25% discount).

Yes: 0 No: 3 Abs: 0 Inv: 0

13. ANNUAL REPORTING PACKAGE 2 - MAINTENANCE / ROOF REPORT**Motion DEFEATED.**

Motion defeated that the Body Corporate engage Arcadia Building Reports Pty Ltd ("Arcadia") to prepare the relevant reports incorporated in Package 2, being an Annual Maintenance Report and an Annual Roof Report for the discounted price of \$570.00 including GST (being a 15% discount).

Yes: 0 No: 3 Abs: 0 Inv: 0

14. ANNUAL REPORTING PACKAGE 3 - SAFETY / MAINTENANCE**Motion DEFEATED.**

Motion defeated that the Body Corporate engage Arcadia Building Reports Pty Ltd ("Arcadia") to prepare the relevant reports incorporated in Package 3, being an Annual Safety Assessment and an Annual Maintenance Report for the discounted price of \$460.00 including GST (being a 10% discount).

Yes: 0 No: 3 Abs: 0 Inv: 0

15. ANNUAL SAFETY ASSESSMENT**Motion DEFEATED.**

Motion defeated that the body corporate engage Arcadia Building Reports Pty Ltd ("Arcadia") to carry out a Safety Audit of the common property to assist in minimising the liability risk to owners from injuries occurring on common property at a total cost of \$230.00 including GST, to be met from the administrative fund.

Yes: 0 No: 3 Abs: 0 Inv: 0

16. ANNUAL MAINTENANCE REPORT**Motion DEFEATED.**

THAT the body corporate engage Arcadia Building Reports Pty Ltd ("Arcadia") to carry out an inspection and prepare a Maintenance Report for the common property at a cost of \$280.00 including GST.

Yes: 0 No: 3 Abs: 0 Inv: 0

17. ANNUAL ROOF REPORT**Motion DEFEATED.**

THAT the Body Corporate engage Arcadia Building Reports ("Arcadia") to carry out an inspection and prepare a Roof Report for an amount not to exceed \$390.00 including GST.

Yes: 0 No: 3 Abs: 0 Inv: 0

18. ASBESTOS - FULL AUDIT & MANAGEMENT PLAN**Motion DEFEATED.**

Motion defeated that the Body Corporate engage Arcadia Building Reports Pty Ltd ("Arcadia") to conduct a full audit and prepare an Asbestos Report for the common property for an amount not to exceed \$580.00 including GST, and to place in an accessible location on the common property in accordance with Queensland Government Regulations. If Asbestos is identified within common property, the Body Corporate further authorises Arcadia to take samples of the areas suspected in the amount of \$60.00 per sample and to compile an Asbestos Management Plan and Onsite Register.

Yes: 0 No: 3 Abs: 0 Inv: 0

19. FIRE COMPLIANCE REPORT**Motion DEFEATED.**

Motion defeated that FireServ, or another suitably qualified contractor, inspect the common property and provide a report at a cost of \$220.00 including GST, that details the compliance status of the body corporate with respect to the Fire and Emergency Services Act 1990 and Building Fire Safety Regulation 2008; further that the committee take necessary steps to address any reported defects and once any such defects have been rectified, the committee sign the annual occupiers statement and place on the body corporate records.

Yes: 0 No: 3 Abs: 0 Inv: 0

20. ELECTRICAL SWITCHBOARD INSPECTION**Motion DEFEATED.**

Motion defeated that the body corporate approve the engagement of Austnet Electrical to carry out the inspection of the community light and power switchboards, including safety and compliance to AS300:2018 legislation, checking points of attachment, MEN link, main earth, wiring safety, safety switchboard testing for community circuits and installing an identifying switchboard sticker at a cost of \$150.00 including GST.

Yes: 0 No: 3 Abs: 0 Inv: 0

21. PEST CONTROL / TERMITE INSPECTION**Motion DEFEATED.**

Motion defeated that the body corporate approve Annual Pest Management or another pest controller as nominated, to carry out pest control and termite inspection to common property with funds to be met from the administration fund.

Yes: 0 No: 3 Abs: 0 Inv: 0

22. GUTTER CLEANING**Motion DEFEATED.**

Motion defeated that the body corporate approve the cleaning of the gutters by a suitably qualified contractor within the committee spending limit, to assist with storm water damage prevention management.

Yes: 0 No: 3 Abs: 0 Inv: 0

23. GARDENING**Motion CARRIED.**

Gardening to be given a make over ie weeding + - front & breezeway gardens only some new planting

- **BCM TO OBTAIN QUOTES AS PER SCOPE OF WORKS DISCUSSED**

Yes: 3 No: 0 Abs: 0 Inv: 0

24. PEST CONTROL**Motion DEFEATED.**

Pest Control to be carried out.

Yes: 0 No: 3 Abs: 0 Inv: 0

ELECTION OF COMMITTEE**Election of Chairperson**

Gloria Rogers

Election of Secretary

Rosemarie Price

Election of Treasurer

Renate Thommen

Election of Ordinary Member**GENERAL BUSINESS:**

- **BCM TO SUPPLY OWNERS MANUAL TO COMMITTEE RE STRATAMAX OWNERS PORTAL**
- **UNIT 2 PET DOG APPROVED SUBJECT TO COMPLIANCE WITH NOISE LEVELS**
- **PARKING NOTICE TO BE DISTRIBUTED**
- **PEST / TERMITE QUOTE FOLLOW UP**

There being no further business, the Acting Chairperson closed the meeting at 06:05 PM.

Body Corporate for KALEVALA COURT CTS 17585

The Secretary

206 Logan Road, Woolloongabba, QLD, 4102