



BODY CORPORATE SOLUTIONS

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ABN: 32 075 730 230 Lic. Real Estate Agent

NOTICE OF ANNUAL GENERAL MEETING

Units Plan No. 4632

MEETING DATE	Thursday 01 December 2022
MEETING TIME	2:00 PM
MEETING LOCATION	1 Belconnen Way, Weetangera ACT, Australia The Recreation Centre

NOTICE OF ANNUAL GENERAL MEETING

Units Plan No. 4632

MEETING DATE & TIME Thursday 01 December 2022 at 2:00 PM
LOCATION 1 Belconnen Way, Weetangera ACT, Australia
The Recreation Centre
NOTICE ISSUED Wednesday 30 November 2022

ONLINE VOTING

OPEN DATE & TIME Thursday 01 December 2022 at 10:00 AM
CLOSE DATE & TIME Thursday 01 December 2022 at 12:00 PM

Electronic voting will be conducted via the VoteMax system and in accordance with the instructions contained on the VoteMax system. You may access VoteMax through your StrataMax online portal at the following web address <http://www.stratamax.com.au/votemax>. To submit your electronic votes please follow the instructions on the VoteMax system and ensure that you declare your votes on the final page

The agenda lists the items of business and motions to be considered at the meeting.

1. CONFIRMATION OF MINUTES **Ordinary Resolution**

That the minutes of the previous Annual General Meeting held on **26 November 2021** are confirmed as a true recording of the proceedings.

2. FINANCIAL REPORT **Ordinary Resolution**

That the financial statements for the period **1 July 2021 to 30 June 2022** be accepted as presented.

3. ADMINISTRATIVE FUND BUDGET **Ordinary Resolution**

That the proposed Administrative Fund expenditure budget of **\$83,439.00** excluding GST and levy contributions of **\$83,439.00** excluding GST be adopted with levies to be determined in accordance with the unit entitlements, and that they be payable in equal quarterly instalments being 1 July 2022, 1 October 2022, 1 January 2023 and 1 April 2023.

Levies to be due as follows:

Levy Period	Amount per Unit Entitlement	Levy Due Date
1 July 2022 - 30 September 2022	\$21.39	Issued
1 October 2022 - 31 December 2022	\$21.39	Issued
1 January 2023 - 31 March 2023	\$21.39	1 January 2023
1 April 2023 - 30 June 2023	\$21.39	1 April 2023
Total	\$85.57	

4. SINKING FUND BUDGET

Ordinary Resolution

That Sinking Fund levy contributions of \$49,130.50 excluding GST be adopted, with levies to be determined in accordance with the unit entitlements, and that it be payable in equal quarterly instalments being 1 July 2022, 1 October 2022, 1 January 2023 and 1 April 2023

Levies to be due as follows:

Levy Period	Amount per Unit Entitlement	Levy Due Date
1 July 2022 - 30 September 2022	\$12.59	Issued
1 October 2022 - 31 December 2022	\$12.59	Issued
1 January 2023 - 31 March 2023	\$12.59	1 January 2023
1 April 2023 - 30 June 2023	\$12.59	1 April 2023
Total	\$50.39	

5. EXECUTIVE COMMITTEE

That the Owners Corporation of Units Plan 4632 agrees to appoint three (3)- seven (7) Owners to form the Executive Committee until the next Annual General Meeting, with election of those members to take place at this meeting.

NOMINEES

Anita Renee Kerr
Scott Wallace
Angela Hopkins
Emmalene Mathieson
Bradley Smith
Luke Smith
Tony Raffaele
Rodney Weeks

6. BIKE STANDS

Ordinary Resolution

That the Owners Corporation of Units Plan 4632 review and decide on the quotes attached regarding the installation of two (2) additional bike stands on the wall near Unit 14's car space.

a. KONA

At a cost of **\$325.50** including GST.

b. BIKE STORAGE SOLUTIONS

At a cost of **\$299.20** including GST.

c. BICYCLE GROUP

At a cost of **\$375.25** including GST.

7. TREES AND POSSUMS

Ordinary Resolution

That the branches on the trees at the rear of the complex are pruned to prevent possums from using them to gain access to balconies and cause a nuisance. And further that the Owners Corporation of Units Plan 4679 review and decide which of the attached quotes to proceed with.

a. BELCONNEN TREE LOPPING

It has been recommended that four (4) trees at the rear of the complex are lopped at a cost of **\$865.20** including GST.

b. SKYLINE ARBORISTS

It has been recommended that six (6) trees at the rear and side of the complex are lopped at a cost of **\$1,250.20** including GST.

c. GREIGS TREE SERVICES

It has been recommended that five (5) trees at the rear of the complex are lopped at a cost of **\$1,300.25** including GST.

8. AIR CONDITIONING

Special Resolution

That the Owners Corporation of Units Plan 4632 confirms that individual units remain responsible for repair, maintenance and replacement costs for all of the air conditioning system components that service the individual Unit. Including but not limited to:

- thermostat temperature control unit;
 - ducting;
 - wiring and piping; and
 - the head unit and all parts contained within including the air-filter.
-

9. FENCING - UNIT 24

Special Resolution

Submitted By Owner
Salle-Anne Vincent, Lot 24

That the fencing application as submitted by Unit 24 be approved and all conditions accepted.

The owner of Unit 24 has made a request to extend their fence to enclose the full boundary of their backyard, as the original fence was truncated and corners have been cut.

CTP Fencing has provided a quote for **\$2,500.35** which the owner has requested is funded via the Sinking Fund Budget.

10. COLOUR SCHEME - UNIT 1 - BREAD AND BUTTER INVESTMENTS

Ordinary Resolution

Submitted By Owner
Bread and Butter Investments,
Lot 1

That the Owners Corporation of Units Plan 4632 approve the application from Unit 1, Bread and Butter Investments, to adapt a new colour scheme as provided in the attached documents.

11. DRAINAGE ISSUES

Ordinary Resolution

Submitted By Owner
Belinda & Nicholas Chapman,
Lot 7

That the quotation provided from **Drip Stoppers** to relocate the sewer further away from the gumtree near Units 7 and 8 be approved.

12. PARKING AND THE CAR PARK

Ordinary Resolution

Submitted By Owner
Katharine Wisbey, Lot 9

That a boom gate be installed at the entrance of the car park, restricting access to owners of the complex.

And further that the multiple potholes in the car park be repaired

IMPORTANT INFORMATION ABOUT VOTING AT THE ANNUAL GENERAL MEETING

The people entitled to vote on a motion at a general meeting of an owners corporation are as follows:

- For a unit owned by a single individual—the unit owner
- For a unit owned by a single company—the company's representative
- For a unit owned by 2 or more part-owners—the part-owners' representative

However, if a unit is subject to a mortgage and a mortgagee voting notice is in force for the unit, the person entitled to vote for the unit is the mortgagee's representative rather than the relevant person mentioned above.

Only financial members are eligible to vote, except in the instance of an unopposed or unanimous resolution, so please ensure that all outstanding levies are paid in full prior to the meeting to be eligible to vote.

In addition, a person is not entitled to vote on a motion at a general meeting if an ACAT order requires the person to not vote on the motion or at the meeting



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VOTING PAPER

Units Plan No. 4632

MEETING DATE & TIME Thursday 01 December 2022 at 2:00 PM

To vote on these motions using this voting paper:

1. Tick Yes, No or Abstain then sign the bottom of each page.
2. Please forward to:
The Secretary, Marco Lo Conte
2 Test street
Email: sam.muir@test.com

1. CONFIRMATION OF MINUTES

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Yes No Abstain

2. FINANCIAL REPORT

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Yes No Abstain

3. ADMINISTRATIVE FUND BUDGET

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Signature/s of Voter/s: _____ Lot No/s: _____ Date: _____

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Yes No Abstain

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At a cost of **\$325.50** including GST.

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Yes No Abstain

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