

# OTS Template Release: Notices V3.0, Minutes V3.1

---

StrataMax has been dedicated to meeting the needs of Strata Managers for over 30 years through the continual enhancement of our software suite. We are committed to providing new functionality to support you in servicing your clients and to provide opportunities for you to optimize efficiency within your office environment.

This document describes exciting new features and enhancements available in the above release.

A history of Release Notes can be reviewed on the [StrataMax Online Help](#)



THE COMPLETE STRATA MANAGEMENT SOLUTION



**What's New.....3**

- 1. OTS General Meeting Notice – Voting Paper .....3
- 2. OTS General Meeting Notice – Secret Voting Paper .....4
- 3. OTS General Meeting Notice – Election of Committee.....6
- 4. OTS General Meeting Minutes – Meeting Details and Motions.....8

# What's New

This release of the Off the Shelf (OTS) notice and minutes templates enables motions requiring a secret vote and/or committee elections that require a secret ballot to be output in the notice and minutes documents.

**Please note:** To take advantage of these enhancements you will need to be using BCMMax version 5.6.85 and the latest template versions.

## 1. OTS General Meeting Notice – Voting Paper

Motions requiring a secret vote will no longer appear in the Voting Paper section of the Notice document.

**For example:** Motion 6 requires a secret vote and is therefore not output on the Voting Paper.

<p><b>5. NON AUDIT</b> Statutory Motion</p> <p>That the statement of accounts for the period beginning 1st of July 2022 and ending 30th of June 2023 of the Body Corporate shall <b>NOT</b> be audited. If you want the accounts to be audited vote "NO". If you do not want the account to be audited vote "YES". Note that the motion is drafted in the negative to properly reflect the section of the BCCM Act and Regulations which require an audit to be carried out unless <u>Owners</u> vote by special resolution not to have an audit.</p> <p>Yes <input type="checkbox"/>      No <input type="checkbox"/>      Abstain <input type="checkbox"/></p>	<p><b>Special Resolution</b> Submitted by Committee</p>
<p><b>7. BUILDING INSURANCE REVALUATION</b>      <b>Group of Same-Issue Motions</b></p> <p>That the Body Corporate adopt a quotation to revalue the building for insurance purposes.</p> <p>Explanatory notes exist for this motion. Refer to the Explanatory Schedule for further information.</p> <p><b>b. BUILDING VALUATION - AVALANCHE VALUERS</b>      <b>Ordinary Resolution</b> Statutory Motion      Submitted by Committee</p> <p>That the Body Corporate accepts the quotation dated <b>12 October 2022</b>, provided by <b>Avalanche Valuers</b>, to prepare a building valuation of the property to ensure that the Body Corporate insurances are set at the required levels. This is in accordance with the requirements of the Body Corporate and Community Management Act 1997. At a cost of <b>\$343.00</b> including GST. And further that, SSM Body Corporate Solutions be authorised and instructed to engage the contractor on the Body Corporate's behalf.</p> <p>Yes <input type="checkbox"/>      No <input type="checkbox"/>      Abstain <input type="checkbox"/></p>	

## 2. OTS General Meeting Notice – Secret Voting Paper

This release introduces a new optional secret voting paper which will be used to output any motions that require a secret vote.

Key features of the secret voting paper include:

1. It will be clearly labelled as a 'Secret Voting Paper'.
2. Motions will be individually labelled as requiring a secret vote.
3. The secret voting message which was captured when the motion was created will be output before the motion body.
4. The secret voting paper does not contain a signature section, thus reducing the risk of votes being traced to a voter.

**Please Note:** For best results when outputting the voting paper and the secret voting paper it is advised that motions that require a secret vote are added at the end of the meeting agenda before the election of committee.

# SECRET VOTING PAPER

## Annual General Meeting for SEAFORTH - KEEP CTS 99851A

**MEETING DATE & TIME** Monday 31 July 2023 at 11:00 AM

To vote on these motions using this Secret Voting Paper, a person must:

1. Tick Yes, No or Abstain under each motion you wish to vote on.
2. Place the Secret Voting Paper inside the particulars envelope and seal it.
3. Complete the following details on the back of the particulars envelope:
  - a. the number of the lot for which the vote is exercised;
  - b. the full name of the owner of the lot;
  - c. the full name of the person having the right to vote;
  - d. the basis on which the person has the right to vote (i.e. owner, nominee etc.).
  - e. the signature of the voter; and
  - f. the date.
4. Post the sealed particulars envelope in the reply-paid envelope addressed to the Returning Officer.

The Secret Voting Paper Envelopes will remain sealed until the Meeting. At the Meeting, the envelopes will be opened and the envelopes will be separated from the particulars tab. After checking the secret voting paper envelope for eligibility, the Returning Officer will remove the voting papers and randomly select them for counting.

PLEASE DO NOT SIGN THE SECRET VOTING PAPER OR INCLUDE YOUR ORDINARY VOTING PAPERS IN THE PARTICULARS ENVELOPE.

### 6. APPOINTMENT OF AUDITOR

Statutory Motion - Secret Vote  
No Proxies

**Ordinary Resolution**  
Submitted by Committee

By Secret Vote - send to Returning Officer Nancy Georgaensen.

That the Body Corporate appoints Lindsey Keith McNarh to audit the books and accounts of the Body Corporate for the period beginning 1st of July 2022 and ending 30th of June 2023, at a cost of **\$824.00** including GST.  
The last audit was completed for the 01/07/2021 - 30/06/2022 financial year.

#### a. MAINTENANCE REPORT ONLY

Votes

At a cost of **\$934.50** including GST.  
Last Maintenance Report: **None to Date**.

### 3. OTS General Meeting Notice – Election of Committee

The committee election template has been enhanced to cater for elections that require a secret ballot.

The following changes will be noticeable for committee elections that require a secret ballot:

1. The title of the paper will be changed from 'Open Ballot for ...' to 'Secret Ballot for ...'
2. The signature section of the paper will be removed to reduce the risk of votes being traced to a voter.

# ELECTION OF COMMITTEE

## Secret Ballot for SEAFORTH - KEEP CTS 99851A

**MEETING DATE & TIME** Monday 31 July 2023 at 11:00 AM

A ballot for the committee is only required if there are multiple candidates for a particular position.

A proxy cannot be used for the election of committee.

### CHAIRPERSON (Ballot Required)

Nominee Name	Status	Nomination By Details	Payment Conditions
Terry Itherson	Owner	Self-Nominated	Nil <input type="checkbox"/>
Justin Wayne Kerrily	Owner	Self-Nominated	Nil <input type="checkbox"/>

### SECRETARY (Ballot Required)

Nominee Name	Status	Nomination By Details	Payment Conditions
Petunia Flowerbottom	Owner	Self-Nominated	Nil <input type="checkbox"/>
Terry Itherson	Owner	Self-Nominated	Nil <input type="checkbox"/>
Lawrence Yardley	Owner	Self-Nominated	Nil <input type="checkbox"/>

### TREASURER (Ballot Required)

Nominee Name	Status	Nomination By Details	Payment Conditions
Terry Itherson	Owner	Self-Nominated	Nil <input type="checkbox"/>
Lawrence Yardley	Owner	Self-Nominated	Nil <input type="checkbox"/>

### ORDINARY COMMITTEE MEMBERS

Nominee Name	Status	Nomination By Details	Payment Conditions
Petunia Flowerbottom	Owner	Self-Nominated	Nil Elected Unopposed
Justin Wayne Kerrily	Owner	Self-Nominated	Nil Elected Unopposed
Ivan Thustle	Owner	Self-Nominated	Nil Elected Unopposed

SEAFORTH - KEEP CTS 99851A

Meeting Date: Monday 31 July 2023 at 11:00 AM

#### 4. OTS General Meeting Minutes – Meeting Details and Motions

The meeting minutes template has been enhanced to allow motions that required a secret vote to be easily identified.

<b>6.</b>	<b>APPOINTMENT OF AUDITOR</b>	<b>Ordinary Resolution</b>
	<i>Secret Vote</i>	
	<b>RESOLVED</b> that the Body Corporate appoints <b>Lindsey Keith McNarh</b> to audit the books and accounts of the Body Corporate for the period beginning 1st of July 2022 and ending 30th of June 2023, at a cost of <b>\$824.00</b> including GST. The last audit was completed for the 01/07/2021 - 30/06/2022 financial year.	
	<b>OPTION SELECTED - b. WORKPLACE, HEALTH AND SAFETY REPORT ONLY</b>	