



BODY CORPORATE SOLUTIONS

PO Box 45936 Hervey Bay, QLD 4655
Tel: 07 98898325 Mobile: 0410 871440
Email: admin@SSMBodyCorporateSolutions.com.au
ABN: 32 075 730 230 Lic. Real Estate Agent

NOTICE OF ANNUAL GENERAL MEETING SEAFORTH - KEEP CTS 99851A

MEETING DATE & TIME Thursday 31 August 2023 at 11:00 AM
LOCATION 31 Musgrave Drive, Yandina Creek QLD, Australia
Conference Room 1
NOTICE ISSUED Monday 31 July 2023

The agenda lists the items of business and motions to be considered at the meeting. The full text of each motion is set out in the accompanying voting paper. The explanatory schedule may contain an explanatory note for a motion.

1. Confirmation Of Minutes
 2. Adoption Of Financial Statements
 3. Administrative Fund Levies
 4. Sinking Fund Levies
 5. Non Audit
 6. Appointment Of Auditor
 7. Building Insurance Revaluation
 - a. Building Valuation - Accurate Valuations
 - b. Building Valuation - Avalanche Valuers
 - c. Building Valuation - Wests Engineering Solutions
 8. Front Door Replacement - Lot 5
 9. Pontoon Installation
 10. Election Of Committee
-

ONLINE VOTING

OPEN DATE & TIME Monday 03 July 2023 at 11:00 AM
CLOSE DATE & TIME Monday 31 July 2023 at 9:00 AM

Electronic voting will be conducted via the VoteMax system and in accordance with the instructions contained on the voting paper and 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.

EXPLANATORY SCHEDULE ANNUAL GENERAL MEETING for SEAFORTH - KEEP CTS 99851A

MEETING DATE & TIME Thursday 31 August 2023 at 11:00 AM

1. CONFIRMATION OF MINUTES Submitted by Committee

To confirm that the minutes are a true and correct record of that meeting.

3. ADMINISTRATIVE FUND LEVIES Submitted by Committee

The BCCM Regulations provide for the amount of a budget adopted at an Annual General Meeting to be amended by no more than 10% of the proposed budget amount.

4. SINKING FUND LEVIES Submitted by Committee

The BCCM Regulations provide for the amount of a budget adopted at an Annual General Meeting to be amended by no more than 10% of the proposed budget amount.

7. BUILDING INSURANCE REVALUATION

It is a requirement for the Body Corporate to have an insurance policy in place that covers public liability over the common property as well as the full replacement value of the building and assets.

Insurance policies covering the replacement and damage to the building will have an excess. For a claim affecting one Lot, the Owner is liable to pay the excess.

Owners and occupiers are responsible to arrange and pay for insurance that covers content, carpets, curtains etc. and should seek independent advice on the cover they require for their unit.

Owners who lease or let their properties should obtain advice regarding landlord's insurance.

a. BUILDING VALUATION - ACCURATE VALUATIONS Submitted By Owner
Harold James Walker, Lot 5

Explanatory notes not provided.

b. BUILDING VALUATION - AVALANCHE VALUERS Submitted by Committee

Explanatory notes not provided.



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c. BUILDING VALUATION - WESTS ENGINEERING SOLUTIONS

Submitted By Owner
Florence Joan Watkins, Lot 19

Explanatory notes not provided.



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VOTING PAPER

Annual General Meeting for SEAFORTH - KEEP CTS 99851A

MEETING DATE & TIME Thursday 31 August 2023 at 11:00 AM

To vote on these motions using this voting paper tick Yes, No or Abstain under each motion you wish to vote on. You may vote for as few or as many motions as you wish. It is not necessary to vote on all motions.

After signing the bottom of each page, please forward it to the below address so that it is received before Thursday 31 August 2023.

The Secretary,
C/- Mrs Sam Muir
2 Test street
Email: sam.muir@test.com

1. CONFIRMATION OF MINUTES
Statutory Motion

Ordinary Resolution
Submitted by Committee

That the minutes of the last Annual General Meeting of the Body Corporate held on 28 October 2021 that was previously circulated to all Owners, be confirmed as a true and accurate account of the proceedings at that meeting.

Explanatory notes exist for this motion. Refer to the Explanatory Schedule for further information.

Yes No Abstain

2. ADOPTION OF FINANCIAL STATEMENTS
Statutory Motion

Ordinary Resolution
Submitted by Committee

That the Financial Statements for the period to 30 June 2022 as prepared by SSM Body Corporate Solutions be adopted.

Yes No Abstain

Name/s of voter/s _____

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

3. ADMINISTRATIVE FUND LEVIES
 Statutory Motion

Ordinary Resolution
 Submitted by Committee

That the Administrative Fund budget totalling **\$160,251.00** be accepted and that the contributions are hereby determined at the rate of **\$1,526.20** gross per unit of entitlement for the 12 months ending **30 June 2023** to be issued by instalments as follows:

| Levy Period | Amount per Lot Entitlement | Due Date |
|-------------------------|----------------------------|------------|
| 01/07/2022 - 30/09/2022 | \$381.55 | Issued |
| 01/10/2022 - 31/12/2022 | \$381.55 | Issued |
| 01/01/2023 - 31/03/2023 | \$381.55 | 01/01/2023 |
| 01/04/2023 - 30/06/2023 | \$381.55 | 01/04/2023 |
| Total | \$1,526.20 | |

And further that, the first levies of the new financial year be issued as follows:

| Levy Period | Amount per Lot Entitlement | Due Date |
|-------------------------|----------------------------|------------|
| 01/07/2023 - 30/09/2023 | \$381.55 | 01/07/2023 |
| 01/10/2023 - 31/12/2023 | \$381.55 | 01/10/2023 |

Explanatory notes exist for this motion. Refer to the Explanatory Schedule for further information.

Yes No Abstain

4. SINKING FUND LEVIES
 Statutory Motion

Ordinary Resolution
 Submitted by Committee

That the Sinking Fund Budget totalling **\$40,110.00** be accepted and that the contributions are hereby determined at the rate of **\$382.00** gross per unit of entitlement for the 12 months ending **30 June 2023** to be issued by instalments as follows:

| Levy Period | Amount per Lot Entitlement | Due Date |
|-------------------------|----------------------------|------------|
| 01/07/2022 - 30/09/2022 | \$95.50 | Issued |
| 01/10/2022 - 31/12/2022 | \$95.50 | Issued |
| 01/01/2023 - 31/03/2023 | \$95.50 | 01/01/2023 |
| 01/04/2023 - 30/06/2023 | \$95.50 | 01/04/2023 |
| Total | \$382.00 | |

And further that the first levies of the new financial year be issued as follows:

| Levy Period | Amount per Lot Entitlement | Due Date |
|-------------------------|----------------------------|------------|
| 01/07/2023 - 30/09/2023 | \$95.50 | 01/07/2023 |
| 01/10/2023 - 31/12/2023 | \$95.50 | 01/10/2023 |

Name/s of voter/s _____

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

Explanatory notes exist for this motion. Refer to the Explanatory Schedule for further information.

Yes No Abstain

5. NON AUDIT

Statutory Motion

Special Resolution

Submitted by Committee

That the statement of accounts for the period beginning 1st of July 2022 and ending 30th of June 2023 of the Body Corporate shall **NOT** 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 Owners vote by special resolution not to have an audit.

Yes No Abstain

7. BUILDING INSURANCE REVALUATION

Group of Same-Issue Motions

That the Body Corporate adopt a quotation to revalue the building for insurance purposes.

Explanatory notes exist for this motion. Refer to the Explanatory Schedule for further information.

b. BUILDING VALUATION - AVALANCHE VALUERS

Statutory Motion

Ordinary Resolution

Submitted by Committee

That the Body Corporate accepts the quotation dated **12 October 2022**, provided by **Avalanche Valuers**, 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 **\$343.00** including GST.

And further that, SSM Body Corporate Solutions be authorised and instructed to engage the contractor on the Body Corporate's behalf.

Yes No Abstain

8. FRONT DOOR REPLACEMENT - LOT 5

Procedural Motion

Ordinary Resolution

Submitted By Owner
Simon Lee Rutherford, Lot 23

Name/s of voter/s _____

Signature/s of voter/s: _____

Lot No/s: _____

Date: _____

That the Body Corporate agree to engage **Baxters Building and Construction** to carry out the scope of works described in the attached quote Q8892 for an amount of **\$1,295.20** including GST, and further that the Body Corporate be authorised to pay the tax invoice upon receipt using existing monies held in the Sinking Fund.

Yes

No

Abstain

9. PONTOON INSTALLATION

Statutory Motion

Resolution without Dissent

Submitted By Owner
Alice Johnson, Lot 12

That the Body Corporate grants the owners of Lot 3 and 4 exclusive use over the area of common property as identified in the attached plan for the purpose and terms which shall be reflected in a new by-law as stated below:

- a) the Owners of Lot 3 and 4 shall have irrevocable right to exclusive use of the area identified on the plan, which is effectively an area having the length of the entrance to the pontoon and the width of 1 metre.
- b) no future resolution by the Body Corporate or its Committee shall have the effect of revoking or varying the Owners exclusive rights to the said area.
- c) the Owners may use the area for the purpose of installing and accessing a gangway and pontoon to be used for mooring the Owners boats and / or jet skis.
- d) in the event of sale of Lots 3 and/or 4, the Owners shall not be required to return the area to its original state.
- e) the Owners shall keep the area in a clean and tidy state and be responsible for maintenance and repairs.

Yes

No

Abstain

Name/s of voter/s _____

Signature/s of voter/s: _____

Lot No/s: _____

Date: _____

SECRET VOTING PAPER

Annual General Meeting for SEAFORTH - KEEP CTS 99851A

MEETING DATE & TIME Thursday 31 August 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 Georgensen

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.**

b. WORKPLACE, HEALTH AND SAFETY REPORT ONLY Votes

At a cost of **\$870.40** including GST.
Last Workplace, Health and Safety Report : **23rd of November 2019**

c. COMBINED MAINTENANCE AND WORKPLACE, HEALTH AND SAFETY REPORT Votes

At a cost of **\$1,680.00** including GST.
Last combined Maintenance and Workplace, Health and Safety Report: **None to date.**

7. BUILDING INSURANCE REVALUATION **Group of Same-Issue Motions**

That the Body Corporate adopt a quotation to revalue the building for insurance purposes.

Explanatory notes exist for this motion. Refer to the Explanatory Schedule for further information.

- a. BUILDING VALUATION - ACCURATE VALUATIONS** **Majority Resolution**
Statutory Motion - *Secret Vote* Submitted By Owner
No Proxies Harold James Walker, Lot 5

By Secret Vote - send to Returning Officer Nance Georgensen

That the Body Corporate accepts the quotation dated **30 September 2022** provided by **Accurate Valuations**, to prepare a valuation of the property to ensure that the insurances of the Body Corporate are at the required amount. This is in accordance with the Body Corporate and Community Management Act 1997.
At a cost of **\$358.00** including GST.

Yes No Abstain

- c. BUILDING VALUATION - WESTS ENGINEERING SOLUTIONS** **Ordinary Resolution**
Statutory Motion - *Secret Vote* Submitted By Owner
No Proxies Florence Joan Watkins, Lot 19

By Secret Vote - send to Returning Officer Nancy Georgensen

That the Body Corporate accepts the quotation provided by **Wests Engineering Solutions**, dated **14 October 2022**, to prepare a building valuation of the property to ensure that the Body Corporate insurances are at the required level. The valuation cost is **\$321.40** including GST.

Yes No Abstain

ELECTION OF COMMITTEE

Secret Ballot for SEAFORTH - KEEP CTS 99851A

MEETING DATE & TIME Thursday 31 August 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 |



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IMPORTANT NOTE

A committee must have at least 3 members.

The maximum number of committee members for schemes with 7 or more lots is 7. If there are less than 7 lots, the maximum is the same as the number of lots.

This is called the 'required number of committee members'.

The committee will usually include a chairperson, secretary and treasurer (known as the executive positions). A person may hold one, all or any 2 executive positions.

The Election of Committee members must be conducted as the last item of business at the General Meeting.

Depending on a previous decision of the body corporate, Committee Members may be elected by OPEN or SECRET BALLOT VOTING when more than the required number of nominees are received for the committee positions available. If this occurs a ballot will be necessary and the person who receives the highest number of votes is declared elected.

If submitting a Secret Ballot envelope, this must be returned C/O The Secretary.

A Proxy cannot be used for the election of office bearers.

If you are unable to attend the Annual General Meeting and wish to nominate yourself for a position on the committee, you may do so in writing via this office.