



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

MINUTES OF ANNUAL GENERAL MEETING SEAFORTH - KEEP CTS 99851A

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

ATTENDANCE

Present

Finn Plough	Lot 3	In Person
Polly Francis	Lot 5	In Person
Alice Milner	Lot 6	In Person
Harold Smith	Lot 10	In Person
Gareth Brown	Lot 15	In Person
Mathew Pulston	Lot 17	In Person
Bradley Greenwith	Lot 18	In Person
Georgie Thompson	Lot 23	In Person
Kevin Bird	Lot 29	In Person

In Attendance

Nil

Pre-Meeting Voting

Nil

Apologies

Deborah Langley Lot 2

Proxy Holder

Harold Smith

Representing

Lot 10 Damien Anthony Walker & Katherine Spitzkowsky

Power of Attorney

Nil

Representing

Nominee

Finn Plough
Polly Francis

Representing

Lot 3 #E-Fishient Property Solutions
Lot 5 Mrs Lesley Houston & Mr David Banksia



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Chairperson

Bradley Greenwith

QUORUM

The Chairperson advised that a quorum was represented. Under the Body Corporate and Community Management (Standard Module) Regulations 2020, at least 25% of the voters for the meeting are required to be present personally.

Meeting opened on Tuesday 11 July 2023 at 11:17 AM

1. CONFIRMATION OF MINUTES

Ordinary Resolution

RESOLVED 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.

MOTION CARRIED

Votes: Yes **7** No **1** Abstain **1**

2. ADOPTION OF FINANCIAL STATEMENTS

Ordinary Resolution

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

MOTION CARRIED

Votes: Yes **7** No **2** Abstain **0**

3. ADMINISTRATIVE FUND LEVIES

Ordinary Resolution

RESOLVED 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



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Total	\$1,526.20	
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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

MOTION CARRIED

Votes: Yes 7 No 1 Abstain 1

4. SINKING FUND LEVIES

Ordinary Resolution

RESOLVED 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

MOTION CARRIED

Votes: Yes 8 No 1 Abstain 0

5. NON AUDIT

Special Resolution

DEFEATED 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.

MOTION DEFEATED

Votes: Yes 2 No 7 Abstain 0

6. APPOINTMENT OF AUDITOR

Ordinary Resolution

Secret Vote

RESOLVED 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.

OPTION SELECTED - a. MAINTENANCE REPORT ONLY

a. MAINTENANCE REPORT ONLY

Votes: 3

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

b. WORKPLACE, HEALTH AND SAFETY REPORT ONLY

Votes: 2

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: 2

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.

MOTION CARRIED - c. BUILDING VALUATION - WESTS ENGINEERING SOLUTIONS

a. BUILDING VALUATION - ACCURATE VALUATIONS

Secret Vote

Majority Resolution

Submitted By Owner
Harold James Walker, Lot 5

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.



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MOTION DEFEATED

VOTES: Yes **2** No **5** Abstain **0**

b. BUILDING VALUATION - AVALANCHE VALUERS

Ordinary Resolution

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.

MOTION QUALIFYING

VOTES: Yes **6** No **3** Abstain **0**

c. BUILDING VALUATION - WESTS ENGINEERING SOLUTIONS

Secret Vote

Ordinary Resolution

Submitted By Owner

Florence Joan Watkins, Lot 19

RESOLVED 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.

MOTION QUALIFYING

VOTES: Yes **6** No **1** Abstain **0**

8. FRONT DOOR REPLACEMENT - LOT 5

Ordinary Resolution

Submitted By Owner

Simon Lee Rutherford, Lot 23

RESOLVED 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.

MOTION CARRIED

Votes: Yes **9** No **0** Abstain **0**



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9. PONTOON INSTALLATION

Resolution without Dissent

Submitted By Owner
Alice Johnson, Lot 12

DEFEATED 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.

MOTION DEFEATED

Votes: Yes **3** No **6** Abstain **0**



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ELECTION OF COMMITTEE

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

POSITION	NAME	VOTES	ELECTION RESULT
Chairperson	Terry Itherson	4	Elected
Chairperson	Justin Wayne Kerrily	3	Not Elected
Secretary	Petunia Flowerbottom	1	Not Elected
Secretary	Terry Itherson	2	Not Elected
Secretary	Lawrence Yardley	4	Elected
Treasurer	Terry Itherson	3	Not Elected
Treasurer	Lawrence Yardley	4	Elected
Ordinary member	Petunia Flowerbottom		Elected Unopposed
Ordinary member	Justin Wayne Kerrily		Elected Unopposed
Ordinary member	Ivan Thustle		Elected Unopposed

NON-VOTING MEMBERS

Mrs Sam Muir Body Corp. Manager

There being no further business the chairperson declared the meeting closed.

Meeting closed on Tuesday 11 July 2023 at 11:19 AM

On behalf of the Secretary

All correspondence to:
The Secretary, Miss Deborah Langley
2 Test street
Email sam.muir@test.com
