

Body Corporate Services Pty Ltd
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28 November 2024

Annual General Meeting

**BODY CORPORATE FOR BRASSALL PLACE
COMMUNITY TITLES SCHEME 39123
7-29 WORKSHOPS STREET**

Dear Owner

Please find enclosed the **minutes** of the recently held general meeting for BRASSALL PLACE CTS 39123.

We ask that you read the minutes carefully as the matters considered impact the running of your Body Corporate.

If you require any further information or assistance in relation to the meeting outcomes, you are welcome to contact our office.

Regards
Grant Kerrison

MINUTES – GENERAL MEETING

BODY CORPORATE FOR BRASSALL PLACE COMMUNITY TITLES SCHEME 39123 7-29 WORKSHOPS STREET

These are the minutes of the reconvened **Annual General Meeting** for the Body Corporate for **BRASSALL PLACE Community Titles Scheme 39123** held **BBQ Area, 7-29 WORKSHOPS STREET, BRASSALL, QLD, 4305** commenced at **05:00 PM QLD Time on 27 Nov 2024**.

Lots Represented

Lot No

<u>1</u>	Wendy Xu	Owner present
<u>13</u>	Laurel Christian	Owner present (pre-voted)
<u>23</u>	Carlos Soucheiron	Electronic vote
<u>25</u>	Kevin Harm	Owner present (pre-voted)
<u>29</u>	Shirley Copeland	Electronic vote
<u>35</u>	Rhoderick Bell	Electronic vote
<u>44</u>	Carolynne Kemble, David Kemble	Owner present
<u>51</u>	Justin Lane	Owner present
<u>54</u>	Wendy Ross	Owner present
<u>68</u>	Susanne Penboss	Owner present

Apologies

Nil

In Attendance

Grant Kerrison representing Body Corporate Services Pty Ltd.

Chairperson of Meeting

Wendy Ross chaired the meeting.

Voting Papers

The Chairperson declared that the valid voting papers be accepted.



Quorum

The chairperson declared that a quorum was represented and the meeting was declared open at 08:25 AM.

Open Motions

1	Confirmation of Minutes	Ordinary Resolution
	<i>Statutory Motion</i>	
	That the minutes of the annual general meeting held on 25/12/2023 be confirmed as a true and correct record of the proceedings at that meeting.	
	Motion CARRIED.	Votes: Yes 8 No 0 Abstain 2 Invalid 0
2	Adoption of Statement of Accounts	Ordinary Resolution
	<i>Statutory Motion</i>	
	That the Non-Audited statement of accounts for the administrative and sinking funds for the year ending 30/09/2024 attached to the agenda be adopted.	
	Motion CARRIED.	Votes: Yes 9 No 0 Abstain 1 Invalid 0
3	No Audit	Special Resolution
	<i>Statutory Motion</i>	
	That the Body Corporate's statement of accounts for the financial year 01/10/2024 to 30/09/2025 NOT be audited.	
	*NOTE: If you want the accounts to be audited, vote 'no'; if you do not want the accounts to be audited, vote 'yes'.	
	Motion CARRIED.	Votes: Yes 6 No 3 Abstain 1 Invalid 0
4	Appointment of Auditor	Ordinary Resolution
	<i>Statutory Motion</i>	
	That the Body Corporate AGREES that the statement of accounts for the financial year 01/10/2024 to 30/09/2025 be audited, the proposed auditor being Kelly & Partners.	
	Motion lapsed as No Audit was CARRIED	

5 Adoption of Administrative Fund Budget and Fixing of Contributions Ordinary Resolution

Statutory Motion

That the administrative fund budget for the financial year ending 30/09/2025, which totals \$232,500.00 including GST, be adopted with contributions levied by 4 instalments, as follows:

Period From	Period To	Due	Admin Fund	Per Lot Ent.
01/10/2024	31/12/2024	01/10/2024	\$47,511.84	\$3.29
01/01/2025	31/03/2025	01/01/2025	\$47,511.84	\$3.29
01/04/2025	30/06/2025	01/04/2025	\$68,738.16	\$4.76
01/07/2025	30/09/2025	01/07/2025	\$68,738.16	\$4.76
			\$232,500.00	\$16.09

Total lot entitlements 14,447 with each lot entitlement attracting a levy of \$16.09 including GST, during the current financial year.

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

Interim Periods

Period From	Period To	Due	Admin Fund	Per Lot Ent.
01/10/2025	31/12/2025	01/10/2025	\$68,738.16	\$4.76
01/01/2026	31/03/2026	01/01/2026	\$68,738.16	\$4.76
			\$137,476.32	\$9.52

Subject to 10% settlement discount for payment on or before the due date.

Motion CARRIED.

Votes:

Yes 8

No 1

Abstain 1

Invalid 0

6 Adoption of Administrative Insurance Premium Reimbursement and Fixing of Contributions Ordinary Resolution

Statutory Motion

That the administrative fund insurance reimbursement for the financial year ending 30/09/2025, which totals \$46,783.70, be adopted in accordance interest entitlements with contributions levied by 4 instalments, as follows:

Levy Status	Financial Period	Levy Period from	Levy Period to	Administrative Fund	Per Entitlement	Due Date
Already Issued	Current	1/10/24	30/12/24	\$11,750.00	\$0.47	1/10/24
Already Issued	Current	1/1/25	30/3/25	\$11,750.00	\$0.47	1/1/25
Already Issued	Current	1/4/25	30/6/25	\$11,750.00	\$0.47	1/4/25
Already Issued	Current	1/7/25	30/9/25	\$11,750.00	\$0.47	1/7/25
Total		1/10/24	30/9/25	\$46,783.70	\$1.87	

Total interest entitlements 25012 with each entitlement attracting a levy of \$1.87 including GST, during the current financial year.

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

Levy Status	Financial Period	Levy Period from	Levy Period to	Administrative Fund	Per Entitlement	Due Date
To be issued	Next	1/10/25	30/12/25	\$11,750.00	\$0.47	1/10/25
To be issued	Next	1/1/26	30/3/26	\$11,750.00	\$0.47	1/1/26

Subject to 10% settlement discount if paid in full on or before the due date.

Motion CARRIED.

Votes:

Yes 9

No 0

Abstain 1

Invalid 0

7 Adoption of Sinking Fund Budget and Fixing of Contributions

Ordinary Resolution

Statutory Motion

That the sinking fund budget for the financial year ending 30/09/2025, which totals \$71,750.00 including GST, be adopted with contributions levied by 4 instalments, as follows:

Period From	Period To	Due	Sinking Fund	Per Lot Ent.
01/10/2024	31/12/2024	01/10/2024	\$17,500.00	\$1.21
01/01/2025	31/03/2025	01/01/2025	\$17,500.00	\$1.21
01/04/2025	30/06/2025	01/04/2025	\$18,375.00	\$1.27
01/07/2025	30/09/2025	01/07/2025	\$18,375.00	\$1.27
			\$71,750.00	\$4.97

Total lot entitlements 14,447 with each lot entitlement attracting a levy of \$4.97 including GST, during the current financial year.

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

Interim Periods

Period From	Period To	Due	Sinking Fund	Per Lot Ent.
01/10/2025	31/12/2025	01/10/2025	\$18,375.00	\$1.27
01/01/2026	31/03/2026	01/01/2026	\$18,375.00	\$1.27
			\$36,695.38	\$2.54

Subject to 10% settlement discount for payment on or before the due date.

Motion CARRIED.

Votes:

Yes 9

No 0

Abstain 1

Invalid 0

8 Confirmation of Insurance

Ordinary Resolution

Statutory Motion

That for the purposes of the body corporate insurance renewal, and on the basis of the policy set out below, the insurances be confirmed and that Body Corporate Services Pty Ltd be authorised to obtain quotations and renew the insurances for the next twelve month period unless instructed to the contrary by the committee.

Policy Number	Underwriter	Current To	Risk Type	Coverage Amount
LNG-STR-20195124	LONGITUDE INSURANCE	31 Oct 2024	Loss of Rent	\$4,354,500.00
			Paint	Not Insured
			Property, Death and Injury (Public Liability)	\$20,000,000.00
			Workers Compensation Insurance	Not Insured
			Voluntary Workers Insurance	\$200,000.00 / \$2,000.00
			Office Bearers Liability Insurance	\$1,000,000.00
			Machinery Breakdown Insurance	Not Insured
			Appeal Expenses	\$150,000.00
			Lot Owner's Fixtures and Improvements	\$300,000.00
			Building Catastrophe	\$8,709,000.00
			Common Area Contents	\$207,421.00
			Community Income	Not Insured
			Damage (i.e. Building) Policy	\$29,030,000.00
			Fidelity Guarantee Insurance	\$100,000.00
			Floating Floors	Insured
			Flood	Not Insured
			Fusion Cover	Not Insured
			Government Audit Costs	\$30,000.00
			Legal Defence Expenses	\$50,000.00
TOTAL PREMIUM: \$43,376.78				

Motion CARRIED.

Votes:

Yes 9

No 0

Abstain 1

Invalid 0



9	Engagement of Contractors	Ordinary Resolution
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Submitted by Committee

The Body Corporate acknowledges that the Strata Manager will not issue a Work Order or engage any Contractors for the provision of any goods or services, unless they have complied with the Minimum Requirements as defined in the explanatory note.

Motion CARRIED.	Votes:			
	Yes 9	No 0	Abstain 1	Invalid 0

10	Debt Management - Reminder Notices	Ordinary Resolution
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Submitted by Committee

That in accordance with the Act and Regulations, the body corporate manager is instructed to commence debt collection action on every lot with an unpaid contribution or instalment of \$500.00 or more as at the due date for payment. The debt collection process will proceed as follows unless otherwise directed by the committee.

- (a) Step 1: Issue a reminder notice 15 days after the contribution due date.
- (b) Step 2: Issue first reminder letter 27 days after the contribution due date.
- (c) Step 3: Issue second reminder letter 39 days after the contribution due date.

Additionally, in accordance with the Act and Regulations, any and all reasonable costs incurred by the body corporate in the course of collecting the unpaid contributions or instalments will be charged to the lot owner.

Motion CARRIED.	Votes:			
	Yes 9	No 0	Abstain 1	Invalid 0

11 Debt Management - Recovery Activity

Ordinary Resolution

Submitted by Committee

That the body corporate appoint Kemps Petersons Receivables to commence recovery action 54 days after the contribution due date on every lot with an unpaid contribution or instalment of \$500.00 or more by the date for payment. Kemps Petersons Receivables to be authorised to undertake the following, but not limited to:

- (a) Issue letters of demand;
- (b) undertake phone demands;
- (c) facilitate settlement negotiations;
- (d) monitor payment plans;
- (e) source owner contact details; and
- (f) undertake field calls.

Additionally, in accordance with the Act and Regulations, any and all reasonable costs incurred by the body corporate in the course of recovering the unpaid contributions or instalments will be charged to the lot owner.

Motion CARRIED.

Votes:

Yes 9

No 0

Abstain 1

Invalid 0

12 Appointment of Body Corporate Manager

Ordinary Resolution Without use of Proxies

Submitted by Committee

That the Body Corporate engage Body Corporate Services Pty Ltd for a term of 1 year(s) commencing on 31/12/2024 for a fee of \$12,419.78 per annum inclusive of GST for the purpose of providing administrative services to the Body Corporate, and be authorised to exercise some or all of the powers of the executive committee, the details contained in the administrative agreement included with this notice AND FURTHER that two members of the committee be authorised to execute the agreement on behalf of the Body Corporate.

Motion CARRIED.

Votes:

Yes 9

No 0

Abstain 1

Invalid 0

13 Sinking Fund Forecast Update

Ordinary Resolution

Submitted by Committee

THAT the Body Corporate engage the services of QIA Group to prepare a Sinking Fund Forecast Update in order that the sinking fund budget may be determined in accordance with the Act, the cost to the body corporate totalling \$1,242.00 to be met from the administrative fund.

Motion CARRIED.

Votes:

Yes 9

No 0

Abstain 1

Invalid 0



14	Secure Disposal of Body Corporate records	Ordinary Resolution
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Submitted by Committee

That the Body Corporate resolves by ordinary resolution pursuant to Section 220 of the Body Corporate and Community Management Accommodation Module Regulation 2020 relating to the keeping and disposal of records, that the Body Corporate authorises Body Corporate Services Pty Ltd to securely dispose of any hardcopy body corporate record that is no longer required to be maintained in line with the Act.

Motion CARRIED.

Votes:

Yes 9

No 0

Abstain 1

Invalid 0

15	Safety Audit Report	Ordinary Resolution
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Submitted by Committee

The body corporate resolves that QIA Group be engaged 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 \$937.00 to be met from the administrative fund.

Motion CARRIED.

Votes:

Yes 9

No 0

Abstain 1

Invalid 0

16	Annual Occupier Statement Not Required	Ordinary Resolution
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Submitted by Committee

That the Body Corporate confirms an annual Occupier Statement is not required.

Motion CARRIED.

Votes:

Yes 9

No 0

Abstain 1

Invalid 0

17	Replacement of the old intercom system	Ordinary Resolution
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Submitted by Owner Lot 54

That the body corporate replaces the intercom system at a cost not to exceed \$4,400 as it has failed and does not operate correctly to permit unlocking of the pedestrian gate for visitors.

Motion CARRIED.

Votes:

Yes 9

No 0

Abstain 1

Invalid 0

18 replacement of the swimming pool shade sails

Ordinary Resolution

Submitted by Committee

That the body corporate approves the replacement of the shade sails with a fixed structure of colorbond steel on steel posts up to an amount of \$10,000.

Motion CARRIED.

Votes:

Yes 9

No 0

Abstain 1

Invalid 0

Committee Members

CHAIRPERSON	Wendy Ross	Lot no 54
SECRETARY	Wendy Ross	Lot no 54
TREASURER	Wendy Ross	Lot no 54
ORDINARY MEMBERS	Laurel Christian	Lot no 13
	Kevin Harm	Lot no 25
	Vicki Allsop	Lot no 52
	Russell Milligan	Lot no 12
NON-VOTING MEMBERS	Grant Kerrison	Strata Manager
	Wendy Xu	Caretaker
RECONCILIATION REPORT RECIPIENT	Wendy Ross	Lot no 54

Closure

There being no further business the Chairperson declared the meeting closed at 05.50 PM.

Secretary

Please forward correspondence to:

Wendy Ross

C/- Body Corporate Services Pty Ltd

Reply Paid Reply Paid 466 Toowong QLD 4066

Email bcs_brisbane@bcssm.com.au

Phone (07)37217000

Items identified for budget.

Item	Description	Estimated Cost
1	Allowance for repainting of roof tiles on 20% of units	\$50,000 - (\$30,000 from sinking fund \$20,000 from levies)
2	Roof structure to replace damaged pool shade sail	\$5,000
3	Intercom system for the front gate	\$4,000
4	Garden planting - Tunstall St garden, back street garden	\$600
5	Top dress and fertilise grassed areas	\$3,000
6	Concrete two slabs of concrete 2m x 2m	\$2,400
7	Colorbond Fence to conceal large gas cylinder	\$4,000
8	Repainting outside of units	\$53,0000 from levies