

MINUTES OF THE ANNUAL GENERAL MEETING



For COLLEGE PLACE CTS 26230 held via Microsoft Teams
on Thursday, 29 January 2026 at 10:00AM.

LOTS REPRESENTED

LOT	REPRESENTATIVE
2	J Moen
3	D & J Constantinidis

PROXIES & COMPANY NOMINEES

LOT	REPRESENTATIVE	PROXY OR COMPANY NOMINEE
Nil		

APOLOGIES

Nil

ALSO PRESENT

T Clark Representing Strata Management Group

CHAIRPERSON

D Constantinidis

QUORUM

The Chairperson advised that a quorum was present and declared the meeting open at **10:14 AM**.

MOTIONS

1. CONFIRMATION OF MINUTES

THAT the minutes of the General Meeting held on 22nd of January 2025 be confirmed as a true and correct record of the proceedings of that meeting.

Ordinary Resolution
Statutory Motion Submitted by Committee

Motion CARRIED.

Votes: Yes: 2 No: 0 Abstain: 0 Inv: 0

2. AUDITED STATEMENT OF ACCOUNTS

THAT the audited Statement of Accounts for the Administrative and Sinking Funds for the year ending 31st of October 2025 attached to the agenda be approved showing funds as follows:

Administration Fund: \$4,110.48
Sinking Fund: \$33,717.32

Ordinary Resolution
Statutory Motion Submitted by Committee

Motion CARRIED.

Votes: Yes: 2 No: 0 Abstain: 0 Inv: 0

3. AUDIT OF STATEMENT OF ACCOUNTS

THAT the Body Corporate Statement of Accounts for the financial year 1st of November 2025 to 31st of October 2026 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'.

Special Resolution
Statutory Motion Submitted by Committee

Motion DEFEATED.

Votes: Yes: 0 No: 2 Abstain: 0 Inv: 0

4. APPOINTMENT OF AUDITOR

THAT Ross Huston Chartered Accountants, Registered Company Auditors under the Corporations Act 2001, be appointed to audit the Body Corporate Statement of Accounts for the financial year ending 31st of October 2026 at a cost not to exceed \$330.00 inclusive of GST. All funds to be drawn from the Body Corporate Administration Fund.

Special Resolution
Statutory Motion Submitted by Committee

Motion CARRIED.

Votes: Yes: 2 No: 0 Abstain: 0 Inv: 0

5. ADOPTION OF ADMINISTRATION FUND LEVY & ADVANCE

THAT the Administrative Fund Budget of \$16,000.00, being \$2,666.67 per lot entitlement be confirmed for the Body Corporate's 12 month financial year and levies be determined as follows-

Levy Status	Period From	Period To	Due	Admin Fund	Per Lot Ent.
Already Issued	01/11/2025	30/04/2026	01/11/2025	\$9,000.00	\$1,500.00
To be Issued	01/05/2026	31/10/2026	01/05/2026	\$7,000.00	\$1,166.67
Total	01/11/2025	31/10/2026		\$16,000.00	\$2,666.67

Interim Periods

Levy Status	Period From	Period To	Due	Admin Fund	Per Lot Ent.
To be Issued	01/11/2026	30/04/2027	01/11/2026	\$8,000.00	\$1,333.33
Total	01/11/2026	30/04/2027		\$8,000.00	\$1,333.33

****If your scheme is registered for GST all figures are net of GST. If your scheme is not GST registered all figures are gross.***

PLEASE NOTE: 0% discount applies if payment is received into the Body Corporate bank account on or before the due date.

FURTHER NOTE: 2.5% interest will be accrued monthly on any overdue levies.

PLEASE NOTE: If you elect to receive your levy notices via email, please ensure that levies@stratamg.com.au is marked as a safe sender in your email account settings to avoid emails being diverted to your Junk Folder. Owners are responsible in ensuring levies are paid on or prior to the due date.

Ordinary Resolution
Statutory Motion Submitted by Committee

Motion CARRIED.

Votes: Yes: 2 No: 0 Abstain: 0 Inv: 0

6. ADOPTION OF SINKING FUND LEVY & ADVANCE

THAT the Sinking Fund Budget of \$20,000.00, being \$3,333.33 per lot entitlement be confirmed for the Body Corporate's 12 month financial year and levies be determined as follows-

Levy Status	Period From	Period To	Due	Sinking Fund	Per Lot Ent.
Already Issued	01/11/2025	30/04/2026	01/11/2025	\$6,000.00	\$1,000.00
To be Issued	01/05/2026	31/10/2026	01/05/2026	\$14,000.00	\$2,333.33
Total	01/11/2025	31/10/2026		\$20,000.00	\$3,333.33

Interim Periods

Levy Status	Period From	Period To	Due	Sinking Fund	Per Lot Ent.
To be Issued	01/11/2026	30/04/2027	01/11/2026	\$10,000.00	\$1,666.67
Total	01/11/2026	30/04/2027		\$10,000.00	\$1,666.67

****If your scheme is registered for GST all figures are net of GST. If your scheme is not GST registered all figures are gross.***

PLEASE NOTE: 0% discount applies if payment is received into the Body Corporate bank account on or before the due date.

FURTHER NOTE: 2.5% interest will be accrued monthly on any overdue levies.

PLEASE NOTE: If you elect to receive your levy notices via email, please ensure that levies@stratamg.com.au is marked as a safe sender in your email account settings to avoid emails being diverted to your Junk Folder. Owners are responsible in ensuring levies are paid on or prior to the due date.

Ordinary Resolution
Statutory Motion Submitted by Committee

Motion CARRIED.

Votes: Yes: 2 No: 0 Abstain: 0 Inv: 0

7. CONFIRMATION OF INSURANCE POLICY

THAT the Body Corporate confirms the insurance renewal details outlined below and in the insurance report, noting Body Corporate COLLEGE PLACE CTS 26230 as the insured;

AND authorises Strata Management Group to obtain quotations for future renewals as contained in the Management Agreement with the Body Corporate;

AND authorises Strata Management Group to complete the insurers proposal form;

AND acknowledges the disclosure of the insurance brokers commission identified within the insurance report.

Insurance Valuation Date: 8th of August 2023 **Value:** \$2,476,715.02

Policy Number	Underwriter	Current To	Risk Type	Coverage Amount
HRS11097309	Hutch UW	01 Oct 2026	BUILDING	\$2,650,085.00
			BUILDING CATASTROPHE	\$795,026.00
			LOSS OF RENT/TEMP AC	\$397,513.00
			COMMON AREA CONTENTS	\$26,501.00
			FIDELITY GUARANTEE	\$250,000.00
			MACHINERY BREAKDOWN	NOT SELECTED
			OFFICE BEARERS LIAB.	\$5,000,000.00
			PUBLIC LIABILITY	\$30,000,000.00
			GOVT. AUDIT COSTS	\$25,000.00
			LEGAL DEFENCE EXP.	\$50,000.00
			LEGAL EXPENSES - WHS	\$100,000.00
			LOT FIXTURES/IMPROV.	\$265,009.00
			VOLUNTARY WORKERS	\$200,000.00 / \$2,000.00
			FLOOD	INCLUDED
CYBER COVERAGE	\$10,000.00			
TOTAL PREMIUM: \$6,419.23				
Policy Number	Underwriter	Current To	Risk Type	Coverage Amount
WSM240217087	WORKCOVER QUEENSLAND	30 Jun 2026	WORKERS COMPENSATION	Accident Policy
TOTAL PREMIUM: \$200.00				

Ordinary Resolution
Statutory Motion Submitted by Committee

Motion CARRIED.

Votes: Yes: 2 No: 0 Abstain: 0 Inv: 0

8. NON-FIXED ADMINISTRATION AGREEMENT

THAT under Section 122 of the *Body Corporate and Community Management Act 1997* the Body Corporate engage Strata Management Group Pty Ltd ("the Manager") for a term of one (1) year commencing on 1st of March 2026 to 28th of February 2027 for a fee of \$169.92 per lot per annum exclusive of GST plus disbursements for the purpose of providing administrative services to the Body Corporate, and be authorised to exercise all of the powers of the executive committee in accordance with Section 119 of the *Body Corporate and Community Management Act 1997*, the details of which are contained in the agreement attached to this notice ("the Agreement").

VOTING BY PROXY IS INVALID

Ordinary Resolution
Submitted by Committee

Motion CARRIED.

Votes: Yes: 2 No: 0 Abstain: 0 Inv: 0

9. FIRE COMPLIANCE PACKAGE

This is a Group of Same Issue Motions. Voters can vote on each motion in this group. Votes are counted for all the motions in the group before the Body Corporate's decision is determined. Please see Explanatory Notes for further information.

The following same-issue motions are included in this group:

- Solutions in Engineering - \$1,151.00 inclusive of GST
- Seymour Consultants - \$1,767.00 inclusive of GST

9.1. FIRE COMPLIANCE PACKAGE - SOLUTIONS IN ENGINEERING

THAT the Body Corporate approve to engage Solutions in Engineering, Milton QLD to complete the Annual fire compliance including detailed review of the Body Corporate fire safety installations, training systems, procedures and Schedule 2 - Occupiers Statement to ensure compliance of the common property at a cost not to exceed \$1,151.00 inclusive of GST. All funds to be drawn from the Body Corporate Administration Fund.

Ordinary Resolution
Submitted by Committee

Motion NOT QUALIFIED.

Votes: Yes : 0 No: 2 Abs: 0 Inv: 0

9.2. FIRE COMPLIANCE PACKAGE – SEYMOUR CONSULTANTS

THAT the Body Corporate approve to engage Seymour Consultants, PO Box 517, Oxenford QLD to complete the Annual fire compliance including detailed review of the Body Corporate fire safety installations, training systems, procedures and Schedule 2 - Occupiers Statement to ensure compliance of the common property at a cost not to exceed \$1,767.00 inclusive of GST. All funds to be drawn from the Body Corporate Administration Fund.

Ordinary Resolution
Submitted by Committee

Motion NOT QUALIFIED.

Votes: Yes : 0 No: 2 Abs: 0 Inv: 0

There were no qualifying motions..

10. COMMON PROPERTY PEST CONTROL - PEST-NETT

THAT the Body Corporate approve to engage Pest-Nett, West Coorang Road, Cornubia QLD 4130 to complete a common property general pest control at a cost not to exceed \$170.00 inclusive of GST. All funds to be drawn from the Body Corporate Administration Fund.

Ordinary Resolution
Submitted by Committee

Motion DEFEATED.

Votes: Yes: 0 No: 2 Abstain: 0 Inv: 0

11. COMMON PROPERTY TERMITE INSPECTION - PEST-NETT

THAT the Body Corporate approve to engage Pest-Nett, West Coorang Road, Cornubia QLD 4130 to complete a common property termite inspection at a cost not to exceed \$170.00 inclusive of GST. All funds to be drawn from the Body Corporate Administration Fund.

Ordinary Resolution
Submitted by Committee

Motion DEFEATED.

Votes: Yes: 0 No: 2 Abstain: 0 Inv: 0

12. RESIDUAL CURRENT DEVICE (RCD) TESTING

This is a Group of Same Issue Motions. Voters can vote on each motion in this group. Votes are counted for all the motions in the group before the Body Corporate's decision is determined. Please see Explanatory Notes for further information.

The following same-issue motions are included in this group:

- M2 Electrical (Safety Switch test) - \$286.00 inclusive of GST
- Fully Wired (Safety Switch test) - \$286.00 inclusive of GST

12.1. RESIDUAL CURRENT DEVICE (RCD) TESTING - M2 ELECTRICAL (SAFETY SWITCH TEST)

THAT the Body Corporate approve to engage M2 Electrical, of 94 Delta Street, Geebung QLD 4034 to complete the testing of the residual current device located in the common area switchboard at a cost not to exceed \$286.00 inclusive of GST for unlimited safety switches. All funds to be drawn from the Body Corporate Administration Fund.

Ordinary Resolution
Submitted by Committee

Motion NOT QUALIFIED.

Votes: Yes : 0 No: 2 Abs: 0 Inv: 0

12.2. RESIDUAL CURRENT DEVICE (RCD) TESTING - FULLY WIRED (SAFETY SWITCH TEST)

THAT the Body Corporate approve to engage Fully Wired, of 176 Bluestone Circuit, Seventeen Mile Rocks QLD 4073 to complete the testing of the residual current device located in the common area switchboard at a cost not to exceed \$286.00 inclusive of GST for unlimited safety switches. All funds to be drawn from the Body Corporate Administration Fund.

Ordinary Resolution
Submitted by Committee

Motion NOT QUALIFIED.

Votes: Yes : 0 No: 2 Abs: 0 Inv: 0

There were no qualifying motions..

13. WORKCOVER RENEWAL

THAT the Body Corporate approve to instruct Strata Management Group to complete a WorkCover Application / Renewal for the annual period of 01 July to the 30 September this year.

Ordinary Resolution
Submitted by Committee

Motion CARRIED.

Votes: Yes: 2 No: 0 Abstain: 0 Inv: 0

ELECTION OF COMMITTEE

RESOLVED THAT the following successful candidates were duly elected;

Election of Secretary

Dean Constantinidis has been elected unopposed as Secretary.

Election of Treasurer

Dean Constantinidis has been elected unopposed as Treasurer.

ELECTION OF INVOICE APPROVER

RESOLVED THAT Dean Constantinidis be appointed to approve invoices on behalf of the Body Corporate for the ensuing financial year via the StrataMax Invoice Hub.

GENERAL BUSINESS

1. UPCOMING EGM

NOTED that the Committee will be calling an Extraordinary General Meeting, to be held in late February, for the purpose of approving quotations for fence replacement, concreting works to the bin area and change the Body Corporate Financial Year to allow the AGM to be held away from the Christmas period.

ACTION: SMG

2. COMPLIANCE

NOTED that the Owners present discussed the Compliance motions that were defeated in this AGM and agreed that the Committee will assess the mandatory requirements, and that these matters will be handled by the committee in future.

ACTION: COMMITTEE

MEETING CLOSURE

There being no further general business, the Chairperson declared the meeting closed at **10:27 AM**.

Secretary

C/- SMG

PO Box 5258

West End QLD 4101