07 3357 7107
admin@noblebcs.com.au
www.noblebcs.com.au
Po Box 3323 Newstead, QLD 4006
ABN: 92 656 463 955

NOTICE OF ANNUAL GENERAL MEETING
HEDGES CTS 36751

MEETING DATE & TIME	**Thursday 12 June 2025 at 10:00 am**
LOCATION	The Offices of Noble Body Corporate Services, Corporate House, Lobby 1, Level 2, 76 Skyring Tce, Newstead QLD 4006
VIA ZOOM	https://us06web.zoom.us/j/82348797584?pwd=fNdJbKlAW5Ugt2aRulkC97kjyUihNv.1 Meeting ID: 823 4879 7584 Passcode: 596535

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.

AGENDA

ATTENDANCE RECORD AND APOLOGIES

ADMITTANCE OF PROXIES AND VOTING PAPERS

MOTIONS

1. Confirmation Of Minutes
2. Statement Of Accounts
3. Audit Of Statement Of Accounts
4. Appointment Of Auditor
5. Adoption Of Administration Fund Levy And Advance
6. Adoption Of Insurance Fund Levy & Advance
7. Adoption Of Sinking Fund Levy & Advance
8. Confirmation Of Insurance Policy
9. Administration Agreement

ELECTION OF COMMITTEE

GENERAL BUSSINESS

MEETING CLOSURE

STATEMENT REGARDING MEETING PROCEDURE AND VOTERS' RIGHTS FOR AN ANNUAL GENERAL MEETING

MEETING DATE & TIME Thursday 12 June 2025 at 10:00 am

1. The Regulations* define who is entitled to vote at a general meeting of the body corporate.

2. The Regulations** set out how a person can vote at a general meeting of the body corporate.

3. A notice is enclosed for a corporate owner to appoint a company nominee to vote on its behalf.

4. A person cannot vote on a motion requiring an ordinary resolution or a special resolution, or in an election ballot, if a contribution, instalment, penalty or another amount associated with the ownership of a lot due to the body corporate has not been paid.

5. One vote only may be exercised for each lot in the scheme.

6. Where there are two or more co-owners of a lot, a vote by any one of the co-owners will be counted as the vote for the lot unless a contrary vote is cast by another co-owner in which case no vote will be counted for the lot.

7. A voter may request that a motion requiring an ordinary resolution be determined by a poll of the Contribution Schedule lot entitlements of voters, instead of on the basis of one vote for each lot. The request may be made in writing beside the motion where it appears on the Voting Paper, or personally at the meeting by the owner or the owner's proxy. A poll may not be demanded where the motion is the subject of a secret vote. *(BCCM Act 1997 s109)*

* See for example section 101 of the Standard Module Regulation.

** See for example section 104 (Standard Module) Regulation which provides that a person may vote in any of the following ways-

- In person at the meeting; or
- In writing, by completing a "Voting Paper" and "Ballot Paper" (where provided) and returning them promptly to the Secretary of the Body Corporate, PO Box 3323, Newstead QLD 4006; or
- By casting an electronic vote (if allowed by the Body Corporate) in accordance with the Electronic Transaction (QLD) Act 2001 and in accordance with any instructions accompanying the voting paper;
- By appointing a proxy to vote on the persons behalf.

COMMITTEE ELECTION
HEDGES CTS 36751

MEETING DATE & TIME Thursday 12 June 2025 at 10:00 am

The committee is comprised of executive members (Chairperson, Secretary & Treasurer), ordinary members and non-voting members.

A "voting member" means a member of the committee other than a non-voting member.

Body Corporate Managers and Caretaker Managers are automatically non-voting members of the committee.

The committee must have a minimum of three (3) but no more than seven (7) voting members. If there are seven (7) or more lots in the scheme, seven (7) voting members is the maximum number. If there are less than seven (7) lots in the scheme, the maximum number of voting members must equal the number of lots. For example, if there are five (5) lots, five (5) voting members are the maximum (Standard Module sections 9, 12 and Dictionary).

The Body Corporate is required to elect a committee at the Annual General Meeting (AGM) and fill each of the executive positions. If a committee is not elected at the AGM then the Body Corporate is required, by law to convene an Extraordinary General Meeting (EGM) for the purpose of electing a committee. There will be additional costs to the body corporate associated with such an EGM.

Nominations Received prior to the Body Corporate Financial Year End.

POSITION	NOMINEE NAME
Chairperson	Nil
Secretary	Nil
Treasurer	Nil
Ordinary Member	Nil

Nominations for all vacant positions will be invited from the floor at the meeting.

Alternatively, nominations can be submitted by completing a Committee Nomination form attached to this agenda.

VOTING PAPER
Annual General Meeting for
HEDGES CTS 36751

MEETING DATE & TIME Thursday 12 June 2025 at 10:00 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 12 June 2025.**

The Secretary,
C/- NOBLE BODY CORPORATE SERVICES
PO Box 3323
Newstead QLD 4006
Email: admin@noblebcs.com.au

1. CONFIRMATION OF MINUTES **Ordinary Resolution**
Statutory Motion Submitted by Committee

THAT the minutes of the previous General Meeting held on 27 May 2024 be confirmed as a true and correct record of the proceedings of that meeting.

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

Yes ☐ **No** ☐ **Abstain** ☐

2. STATEMENT OF ACCOUNTS **Ordinary Resolution**
Statutory Motion Submitted by Committee

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

Administration Fund	$197.76
Sinking Fund	$2,361.75

Yes ☐ **No** ☐ **Abstain** ☐

Name/s of voter/s ______________________

Signature/s of voter/s: ______________ Lot No/s: __________ Date: __________

3. AUDIT OF STATEMENT OF ACCOUNTS — **Special Resolution**

Statutory Motion — Submitted by Committee

THAT the Body Corporate Statement of Accounts for the financial year ending 31 March 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'.

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

Yes ☐ **No** ☐ **Abstain** ☐

4. APPOINTMENT OF AUDITOR — **Ordinary Resolution**

Statutory Motion — Submitted by Committee

THAT Dickfos Dunn Adam, Registered Company Auditors under the Corporations Act 2001, be appointed to audit the Body Corporate Statement of Accounts for the financial year ending 31 March 2026 for a cost not to exceed $450.00 exclusive of GST. All funds to be drawn from the Body Corporate Administration Fund.

If Motion 3 is carried, Motion 4 will automatically lapse.

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

Yes ☐ **No** ☐ **Abstain** ☐

Name/s of voter/s ______________________________

Signature/s of voter/s: ______________________ Lot No/s: __________ Date: __________

5. ADOPTION OF ADMINISTRATION FUND LEVY AND ADVANCE — **Ordinary Resolution**

Statutory Motion — Submitted by Committee

THAT the Administrative Fund Budget for the financial year ending 31 March 2026 totalling $1,300.00 inclusive of GST be adopted at the rate of $59.09 per contribution lot entitlement, with contributions levied by four (4) instalments, as per the below table:

Levy Period	Amount Per Lot Ent.	Due Date
01/04/2025 - 30/06/2025	$12.50	**PRE-ISSUED**
01/07/2025 - 30/09/2025	$15.53	15/07/2025
01/10/2025 - 31/12/2025	$15.53	01/10/2025
01/01/2026 - 31/03/2026	$15.53	01/01/2026
TOTAL AMOUNT:	**$15.09**	

AND THAT the Committee be authorised to issue an interim levy for the first levy period of the following financial year, as follows:

Levy Period	Amount Per Lot Ent.	Due Date
01/04/2026 - 30/06/2026	$15.53	01/04/2026

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

Yes ☐ **No** ☐ **Abstain** ☐

Name/s of voter/s ______________________

Signature/s of voter/s: ______________________ Lot No/s: ____________ Date: ____________

6. ADOPTION OF INSURANCE FUND LEVY & ADVANCE **Ordinary Resolution**
Statutory Motion Submitted by Committee

THAT the Insurance Fund Budget for the financial year ending 31 March 2026 totalling $4,788.63 inclusive of GST be adopted at the rate of $217.665 per interest entitlement, with contributions levied by four (4) instalments, as per the below table:

Levy Period	Amount Per Inter Ent.	Due Date
01/04/2025 - 30/06/2025	$45.42	**PRE-ISSUED**
01/07/2025 - 30/09/2025	$57.415	15/07/2025
01/10/2025 - 31/12/2025	$57.415	01/10/2025
01/01/2026 - 31/03/2026	$57.415	01/01/2026
TOTAL AMOUNT:	**$217.665**	

AND THAT the Committee be authorised to issue an interim levy for the first levy period of the following financial year, as follows:

Levy Period	Amount Per Inter Ent.	Due Date
01/04/2026 - 30/06/2026	$57.415	01/04/2026

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

Yes ☐ **No** ☐ **Abstain** ☐

Name/s of voter/s ______________________________

Signature/s of voter/s: ______________________ Lot No/s: __________ Date: __________

7. ADOPTION OF SINKING FUND LEVY & ADVANCE **Ordinary Resolution**
Statutory Motion Submitted by Committee

THAT the Sinking Fund Budget for the financial year ending 31 March 2026 totalling $0.00 inclusive of GST be adopted at the rate of $0.00 per contribution lot entitlement, with contributions levied by four (4) instalments, as per the below table:

Levy Period	Amount Per Lot Ent.	Due Date
01/04/2025 - 30/06/2025	$0.00	**PRE-ISSUED**
01/07/2025 - 30/09/2025	$0.00	15/07/2025
01/10/2025 - 31/12/2025	$0.00	01/10/2025
01/01/2026 - 31/03/2026	$0.00	01/01/2026
TOTAL AMOUNT:	**$0.00**	

AND THAT the Committee be authorised to issue an interim levy for the first levy period of the following financial year, as follows:

Levy Period	Amount Per Lot Ent.	Due Date
01/04/2026 - 30/06/2026	$0.00	01/04/2026

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

Yes ☐ **No** ☐ **Abstain** ☐

Name/s of voter/s ______________________________

Signature/s of voter/s: ____________________ Lot No/s: __________ Date: __________

8. CONFIRMATION OF INSURANCE POLICY **Ordinary Resolution**
Statutory Motion Submitted by Committee

THAT the current insurance coverage held by the Body Corporate be confirmed and that Noble Body Corporate Services be authorised to obtain quotations for renewal and renew the policy following authorisation by the Body Corporate.

Insurer	CHU	**Risk Type**	**Coverage Amount**
Policy Number	HU0006043418	Building	$1,268,110.00
Paid To	12 April 2026	Public Liability	$30,000,000.00
Premium	$4778.80	Fidelity Guarantee	$250,000.00
		Common Area Contents	$12,681.00
Basic Excess	$1,000 all claims + as per policy	Office Bearers	$5,000,000
		Loss of Rent	$190,216.00
Broker	Direct Insurance Brokers	Building Catastrophe	$380,433.00
		Lot Owners Fixtures	$250,000.00

Insurance Valuation Date: 23 March 2025
Valuation Amount: $1,268,110.00

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

Yes ☐ **No** ☐ **Abstain** ☐

9. ADMINISTRATION AGREEMENT **Ordinary Resolution**
Statutory Motion Submitted by Committee
No Proxies

THAT under Section 135 of the Body Corporate and Community Management (Standard Module) Regulation 2020 the Body Corporate engages Noble Body Corporate Services Pty Ltd for a term of one (1) year commencing on 01/06/2025 - 31/05/2026 for a fee of $510.00 per annum exclusive of GST, 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.

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

Yes ☐ **No** ☐ **Abstain** ☐

Name/s of voter/s ______________________

Signature/s of voter/s: ______________________ Lot No/s: __________ Date: __________

EXPLANATORY SCHEDULE
ANNUAL GENERAL MEETING for
HEDGES CTS 36751

MEETING DATE & TIME Thursday 12 June 2025 at 10:00 am

1. CONFIRMATION OF MINUTES Submitted by Committee

The agenda for a General Meeting must include a motion to confirm the minutes of the last General Meeting.

3. AUDIT OF STATEMENT OF ACCOUNTS Submitted by Committee

The legislation requires that a Body Corporate must have an audit of the statement of accounts each year unless the Body Corporate resolves by special resolution not to have the statement audited.

If you wish the accounts to be audited vote NO.
If you do not want the accounts to be audited vote YES.

4. APPOINTMENT OF AUDITOR Submitted by Committee

An auditor is appointed by Ordinary Resolution of the Body Corporate and the motion agreeing to the auditor must be included in the agenda for the Annual General Meeting and include the name of the auditor proposed to be appointed.

5. ADOPTION OF ADMINISTRATION FUND LEVY AND ADVANCE Submitted by Committee

The Body Corporate must adopt an administrative fund budget for each financial year. The amount of a budget adopted at the meeting may be more or less than the proposed budget amount by an amount equivalent to not more than 10% of the proposed budget amount.

6. ADOPTION OF INSURANCE FUND LEVY & ADVANCE Submitted by Committee

This motion is to approve the budget for the insurance premium and that contributions shall be struck in accordance with the Act and Regulations based on the interest entitlements.

The amount of a budget adopted at the meeting may be more or less than the proposed budget amount by an amount equivalent to not more than 10% of the proposed budget amount.

7. ADOPTION OF SINKING FUND LEVY & ADVANCE

Submitted by Committee

The Body Corporate must adopt a sinking fund budget for each financial year.

The amount of a budget adopted at the meeting may be more or less than the proposed budget amount by an amount equivalent to not more than 10% of the proposed budget amount.

8. CONFIRMATION OF INSURANCE POLICY

Submitted by Committee

The Insurance certificate – Certificate of Currency – is attached to the Annual General Meeting agenda. This certificate can be obtained free of charge via the online portal at any time. This motion is not to renew the insurance policy but to confirm the current insurance cover.

Commission payable to Noble Body Corporate Services: $600.89

9. ADMINISTRATION AGREEMENT

Submitted by Committee

A copy of the proposed Administration Agreement is attached to the Notice of the Annual General Meeting.