

Body Corporate Services Pty Ltd  
82010120144

Reply Paid 444 Broadbeach 4218  
bcs\_goldcoast@bcssm.com.au  
picagroup.com.au/bcs-strata-southport

Ph (07)55096666



09 May 2025

## Annual General Meeting

**BODY CORPORATE FOR MYRINA APARTMENTS  
COMMUNITY TITLES SCHEME 30122  
132-136 HIGH STREET**

Dear Owner

Please find enclosed the **minutes** of the recently held general meeting for MYRINA APARTMENTS CTS 30122.

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

A handwritten signature in cursive script that reads 'Teniel Kita'.

Teniel Kita  
Senior Strata Manager

# MINUTES – GENERAL MEETING

## BODY CORPORATE FOR MYRINA APARTMENTS COMMUNITY TITLES SCHEME 30122 132-136 HIGH STREET

THESE ARE THE MINUTES OF THE ANNUAL GENERAL MEETING FOR THE BODY CORPORATE FOR MYRINA APARTMENTS COMMUNITY TITLES SCHEME 30122 HELD AT BCS SOUTHPORT, GROUND FLOOR, 26 MARINE PARADE, SOUTHPORT, QLD, 4215 VIA VIDEO CONFERENCE COMMENCED AT 04:00 PM (QLD TIME) ON 05 JUNE 2025.

### Lots Represented

---

#### Lot No

<u>2</u>	Brendan Evans	Owner present
<u>4</u>	Samantha Harrison	Owner present
<u>8</u>	Samantha Wright	Owner present (pre-voted)
<u>9</u>	Paul Wheatley	Electronic vote
<u>11</u>	Kerry Ballman	Electronic vote
<u>13</u>	Carlos Ortega	Company Nominee present
<u>15</u>	Sue Hutley	Company Nominee present
<u>17</u>	Javier Zanella	Owner present (pre-voted)
<u>22</u>	Bruce Murray	Electronic vote
<u>28</u>	Seonyeong Park and Daniel Evrard	Electronic vote
<u>30</u>	Richard Hayes	Proxy present
<u>32</u>	Andrew Taylor	Owner present (pre-voted)
<u>34</u>	Abigail Pfidze	Owner present (pre-voted)

### Apologies

---

Paul Wheatley – Lot 9  
Kerry Ballman – Lot 11

### In Attendance

---

Teniel Kita representing Body Corporate Services Pty Ltd.

### Chairperson of Meeting

---

Carlos Ortega 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 04:01 PM.

## Open Motions

### 1 Confirmation of Minutes Ordinary Resolution

#### Statutory Motion

That the minutes of the extraordinary general meeting adjourned 14/08/2024 and reconvened on 21/08/2024 be confirmed as a true and correct record of the proceedings at that meeting.

#### Motion CARRIED.

**Votes:** Yes 10 No 0 Abstain 2 Invalid 1

#### Invalid Vote Reasons

1 invalid vote(s) - Non-financial

### 2 Adoption of Statement of Accounts Ordinary Resolution

#### Statutory Motion

That the Non-Audited statement of accounts for the administrative and sinking funds for the year ending 28/02/2025 attached to the agenda be adopted.

#### Motion CARRIED.

**Votes:** Yes 11 No 1 Abstain 0 Invalid 1

#### Invalid Vote Reasons

1 invalid vote(s) - Non-financial

### 3 No Audit Special Resolution

#### Statutory Motion

That the Body Corporate's statement of accounts for the financial year 01/03/2025 to 28/02/2026 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'.

#### Motion CARRIED.

**Votes:** Yes 9 No 3 Abstain 0 Invalid 1

#### Invalid Vote Reasons

1 invalid vote(s) - Non-financial

### 4 Appointment of Auditor Ordinary Resolution

#### Statutory Motion

That the Body Corporate AGREES that the statement of accounts for the financial year 01/03/2025 to 28/02/2026 be audited, the proposed auditor being Dickfos Dunn Adam Auditors.

#### Motion lapsed as No Audit was CARRIED

#### Invalid Vote Reasons

1 invalid vote(s) - Non-financial

## 5 Adoption of Administrative Fund Budget and Fixing of Contributions

## Ordinary Resolution

### Statutory Motion

That the administrative fund budget for the financial year ending 28/02/2026, which totals \$193,000.00 including GST, be adopted with contributions levied by 4 instalments, as follows:

Period From	Period To	Due	Admin Fund	Per Lot Ent.
01/03/2025	31/05/2025	01/03/2025	\$48,250.00	\$1,378.57
01/06/2025	31/08/2025	01/06/2025	\$48,250.00	\$1,378.57
01/09/2025	30/11/2025	01/09/2025	\$48,250.00	\$1,378.57
01/12/2025	28/02/2026	01/12/2025	\$48,250.00	\$1,378.57
			<b>\$193,000.00</b>	<b>\$5,514.29</b>

**Total lot entitlements 35** with each lot entitlement attracting a levy of \$5,514.29 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.
01/03/2026	31/05/2026	01/03/2026	\$48,250.00	\$1,378.57
01/06/2026	31/08/2026	01/06/2026	\$48,250.00	\$1,378.57
			<b>\$96,500.00</b>	<b>\$2,757.14</b>

*Subject to 20% settlement discount for payment on or before the due date.*

### Motion CARRIED.

**Votes:** Yes 11 No 1 Abstain 0 Invalid 1

### Invalid Vote Reasons

*1 invalid vote(s) - Non-financial*

## 6 Adoption of Sinking Fund Budget and Fixing of Contributions

## Ordinary Resolution

### Statutory Motion

That the sinking fund budget for the financial year ending 28/02/2026, which totals \$51,095.00 including GST, be adopted with contributions levied by 4 instalments, as follows:

Period From	Period To	Due	Sinking Fund	Per Lot Ent.
01/03/2025	31/05/2025	01/03/2025	\$10,467.19	\$299.06
01/06/2025	31/08/2025	01/06/2025	\$10,467.19	\$299.06
01/09/2025	30/11/2025	01/09/2025	\$15,080.31	\$430.87
01/12/2025	28/02/2026	01/12/2025	\$15,080.31	\$430.87
			<b>\$51,095.00</b>	<b>\$1,459.86</b>

**Total lot entitlements 35** with each lot entitlement attracting a levy of \$1,459.86 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.
01/03/2026	31/05/2026	01/03/2026	\$15,080.31	\$430.87
01/06/2026	31/08/2026	01/06/2026	\$15,080.31	\$430.87
			<b>\$30,160.90</b>	<b>\$861.74</b>

*Subject to 20% settlement discount for payment on or before the due date.*

### Motion CARRIED.

**Votes:** Yes 11 No 1 Abstain 0 Invalid 1

### Invalid Vote Reasons

*1 invalid vote(s) - Non-financial*

## 7 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
HU0006123060	CHU/QBE Insurance Limited	15 Mar 2026	Workers Compensation Insurance	Not Insured
			Lot Owner's Fixtures and Improvements	\$250,000.00
			Machinery Breakdown Insurance	\$100,000.00
			Office Bearers Liability Insurance	\$5,000,000.00
			Paint	Included
			Appeal Expenses	\$100,000.00
			Loss of Rent	\$2,098,661.00
			Building Catastrophe	\$2,098,661.00
			Legal Defence Expenses	\$50,000.00
			Common Area Contents	\$139,910.00
			Community Income	Not Insured
			Property, Death and Injury (Public Liability)	\$30,000,000.00
			Government Audit Costs	\$25,000.00
			Fusion Cover	Not Insured
			Flood	Excluded
			Floating Floors	Included
			Fidelity Guarantee Insurance	\$100,000.00
			Damage (i.e. Building) Policy	\$13,991,079.00
			Voluntary Workers Insurance	\$200,000.00 / \$2,000.00
TOTAL PREMIUM: \$30,598.71				

### Motion CARRIED.

Votes: Yes 12 No 0 Abstain 0 Invalid 1

#### Invalid Vote Reasons

1 invalid vote(s) - Non-financial

## 8 Engagement of Contractors

## Ordinary Resolution

### 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 12 No 0 Abstain 0 Invalid 1

#### Invalid Vote Reasons

1 invalid vote(s) - Non-financial

## 9 Debt Management

## Ordinary Resolution

### Submitted by Committee

THAT in accordance with the Body Corporate and Community Management legislation, if a contribution or contribution instalment is not paid by the date for payment, the Body Corporate recover each of the following amounts as a debt:

- (a) the amount of the contribution or instalment;
- (b) any penalty for not paying the contribution or instalment;
- (c) any costs (recovery costs) reasonably incurred by the Body Corporate in recovering the amount, to the fullest extent allowable by the legislation;

AND that the Strata Manager is instructed to progress recovery on each and every lot with a contribution or contribution instalment unpaid by the date for payment in accordance with the following procedure unless instructed to the contrary by the committee, and further that the costs to the Body Corporate are on-charged to the lot debtor:

Debt Management Table			
Steps	Time Line	Event / Test	Action Required
	Contribution due date		
1	plus (minimum) 15 days	Contribution payment unpaid (amount of \$500 or more).	Issue Reminder Contribution Notice
2	plus (minimum) 27 days	Contribution payment unpaid (amount of \$500 or more).	Issue 1st reminder letter
3	plus (minimum) 39 days	Contribution payment unpaid (amount of \$500 or more).	Issue 2nd reminder letter
4	plus (minimum) 54 days	Contribution payment unpaid (amount of \$500 or more).	*Instruction to mercantile agency to commence recovery proceedings providing all supporting documentation *Mercantile agency initial demand process includes Demand letter, phone demands and monitoring payment plans

**Motion CARRIED.**

**Votes:** Yes 12 No 0 Abstain 0 Invalid 1

### Invalid Vote Reasons

1 invalid vote(s) - Non-financial



## 10 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 3 year(s) commencing on 01/06/2025 for a fee of \$6,621.74 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 10 No 0 Abstain 1 Invalid 1

#### **Invalid Vote Reasons**

*1 invalid vote(s) - Non-financial*

## 11 Facilities Management Agreement – IQ Property Services

Ordinary Resolution

### *Submitted by Committee*

That the Body Corporate resolves to:

1. enter into and execute (by signature of any two Committee members) under seal a Facilities Management Agreement with IQ Property Services Pty Ltd for:
  - (a) a term of two (2) years commencing on the day after the date that this motion is resolved; and
  - (b) an annual remuneration of \$18,600.00 including GST fixed for two (2) years, and otherwise in accordance with the terms and conditions set out in the attached proposal; and
2. authorise the Committee to negotiate any terms and conditions of the Facilities Management Agreement to ensure that the Body Corporate's interests are protected.

### **Motion CARRIED.**

**Votes:** Yes 11 No 1 Abstain 0 Invalid 1

#### **Invalid Vote Reasons**

*1 invalid vote(s) - Non-financial*

## 12 Owner Motion

Ordinary Resolution

### *Submitted by Owner Lot 2*

That the body corporate approve for the facilities manager to have a spa technician attend site, identify and report on the issues and further undertake the repair and regular maintenance at a cost to be borne by the Body Corporate and drawn from the sinking fund.

**Motion was ruled Out of Order: The motion, if carried, would be unlawful or unenforceable for another reason. However, the Body Corporate advises that this motion will be tabled at the upcoming Committee Meeting for further discussion.**





### 13 Owner Motion

### Ordinary Resolution

#### *Submitted by Owner Lot 9*

Recently many young families have been socializing around the pool area, which I believe is good for the community at Myrina.

However they cannot use the space as the heater unit and blower pump are out of order and have been for some time. Many of the tiles are missing and the remainder of the surface is extremely rough and imposes a danger to children as they can easily cut their skin on the sharp aggregate.

I wish to respectfully forward a motion.

1 Retile the space surface to create a safer environment, improve maintenance and cleaning.

2 As a minimum repair or replace the air pump allowing the resident to once again use the facility.

Thank you.

Paul Wheatley

**Motion was ruled Out of Order: The motion, if carried, would be unlawful or unenforceable for another reason. The motion did not contain quotations for consideration. Furthermore, the Body Corporate Committee will table this motion at the upcoming Committee Meeting for further discussion.**

## Election of the Committee

### Chairperson

The following nomination was received prior to the financial year end for the position of Chairperson.

Carlos Ortega has been elected unopposed as Chairperson.

### Secretary

There were no nominations received prior to the financial year end for the position of Secretary. Nominations were called from the floor of the meeting with the following candidate received.

Samantha Wright has been elected unopposed as Secretary.

### Treasurer

There were no nominations received prior to the financial year end for the position of Treasurer. Nominations were called from the floor of the meeting with the following candidate received.

Javier Zanella has been elected unopposed as Treasurer.

## Ordinary Member

The following nominations were received prior to the financial year end for the position of Ordinary Member.

Brendan Evans, Samantha Harrison, Abigail Pfidze, Paul Wheatley have been elected to the committee.

## Withdrawn Nominees

Samantha Wright – Nominee has been duly elected as Executive Committee Member

## Committee Members

<b>CHAIRPERSON</b>	<b>CARLOS ORTEGA</b>	<b>LOT NO 13</b>
<b>SECRETARY</b>	<b>SAMANTHA WRIGHT</b> <b>C/- REPLY PAID 444, BROADBEACH QLD 4218</b>	<b>LOT NO 8</b>
<b>TREASURER</b>	<b>JAVIER ZANELLA</b>	<b>LOT NO 17</b>
<b>ORDINARY MEMBERS</b>	<b>BRENDAN EVANS</b>	<b>LOT NO 2</b>
	<b>SAMANTHA HARRISON</b>	<b>LOT NO 4</b>
	<b>ABIGAIL PFIDZE</b>	<b>LOT NO 34</b>
	<b>PAUL WHEATLEY</b>	<b>LOT NO 9</b>
<b>NON-VOTING MEMBERS</b>	<b>TENIEL KITA</b>	<b>STRATA MANAGER</b>
	<b>TERRY NAUG</b>	<b>CARETAKER</b>
<b>RECONCILIATION REPORT RECIPIENT</b>	<b>JAVIER ZANELLA</b>	<b>LOT NO 17</b>

## Closure

There being no further business the Chairperson declared the meeting closed at 04:23 PM.

## General Discussion

Nil

## Secretary

Please forward correspondence to:

C/- Body Corporate Services Pty Ltd

Reply Paid      Reply Paid 444 Broadbeach QLD 4218

Email            [bcs\\_goldcoast@bcssm.com.au](mailto:bcs_goldcoast@bcssm.com.au)

Phone            (07) 5509 6666