

30 May 2025

ANNUAL GENERAL MEETING

CENTRAL HEIGHTS CTS 20078
170 CENTRAL STREET
LABRADOR QLD

Dear Owner,

Enclosed is your notice, agenda, voting paper and supporting documents for the upcoming general meeting.

We ask that you read the information carefully as the matters to be considered will impact the running of your Body Corporate. If you are not able to attend in person or vote electronically where available, we have provided voting and proxy forms to enable you to ensure that votes are recorded for your lot. Instructions are included to assist you with submitting your voting papers. If you receive your notices via mail, the voting papers will be located at the back of the notice.

Thank you in advance for your assistance.

Yours Faithfully,

Nicole James
For And On Behalf Of
The Body Corporate for
CENTRAL HEIGHTS CTS 20078

NOTICE OF ANNUAL GENERAL MEETING

CENTRAL HEIGHTS CTS 20078

DATE & TIME Tuesday 24 June 2025 at 05:00 PM

LOCATION The Summer House, 170 Central Street, LABRADOR, QLD, 4215

We enclose the following:

- Notice of upcoming annual general meeting
- Agenda including the substance of each motion
- Explanatory Schedules
- Proxy Form and Company Nominee Form
- Instructions in relation to voting
- Financial statements, proposed administrative fund and sinking fund budgets
- Certificate of Insurance
- Voting papers (if receiving via post)

If you are able to attend the meeting

- Read the agenda and substance of each motion and any explanatory material
- Attendees may vote from the floor of the meeting, however it can simplify the voting process if you submit your votes prior to the start of the meeting either electronically or by using the instructions below

If you are not able to attend the meeting

- Read the agenda and substance of each motion and any explanatory material
- Either vote electronically using the pre-voting link provided; OR
- Complete the voting paper by ticking 'YES', 'NO' or 'ABSTAIN' immediately following each motion
- Sign each page of the voting paper where indicated and sign the voter's statement (not required for electronic voting)
- Send your completed voting paper to reception@activebodycorporate.com.au, post to Suite 3/146 Bundall Road Bundall 4217 QLD or personally hand to the body corporate Secretary

Nicole James
Strata Manager
(07)55740444
reception@activebodycorporate.com.au

NOTICE OF ANNUAL GENERAL MEETING

CENTRAL HEIGHTS CTS 20078

The following agenda sets out the substance of each motion to be considered at the meeting. The full text of each motion is contained in the accompanying voting paper.

Please read the accompanying explanatory schedules and any other documents provided prior to voting on any of the motions to be considered.

Present / Voting Paper / Proxy / Apologies / Quorum

MOTIONS

1. CONFIRMATION OF MINUTES
2. FINANCIAL STATEMENTS
3. NO AUDIT
4. APPOINTMENT OF AN AUDITOR
5. ADMINISTRATION FUND BUDGET AND LEVIES
6. SINKING FUND BUDGET AND LEVIES
7. INSURANCE
8. PEST CONTROL / TERMITE INSPECTION
9. OWNERS MOTION 1 - LOT 86
10. OWNERS MOTION 2 - LOT 86
11. DEED OF VARIATION - BY SECRET BALLOT
12. ELECTION OF COMMITTEE

Close of Business

Note: Please be advised that the online voting closes two hours prior to the commencement of the General Meeting. A voter cannot vote if a contribution, instalment, penalty or other amount due to the body corporate has not been paid.

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

THAT the minutes of the last General Meeting of the Body Corporate, held on 25th of June 2024, as previously circulated, be confirmed.

2. **FINANCIAL STATEMENTS** **Ordinary Resolution**
Statutory ***Statutory Motion Submitted by Strata Committee***

THAT the Non-Audited Annual Financial Statements for the financial year ending 30th of April 2025 as attached to the agenda be accepted.

3. **NO AUDIT** **Special Resolution**
Statutory ***Statutory Motion Submitted by Strata Committee***

THAT the Body Corporate's Statement of Accounts for the financial year ending 30th of April 2026 **NOT** be audited.

Note:

If you **DO want an audit** of the accounts, vote **NO**;

If you **do NOT want an audit** of the accounts, vote **YES**.

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

4. **APPOINTMENT OF AN AUDITOR** **Ordinary Resolution**
Statutory ***Statutory Motion Submitted by Strata Committee***

THAT on defeat of the previous motion, the Body Corporate appoint Ryan Harvie McEnery Chartered Accountants to audit the Body Corporate Statement of accounts for the financial year ending 30th of April 2026, at a cost of \$2,948.00 including GST (over 140 lots).

5. ADMINISTRATION FUND BUDGET AND LEVIES
Statutory

Ordinary Resolution
Statutory Motion Submitted by Strata Committee

THAT the administrative fund budget for the financial year ending 30th of April 2026, which totals \$598,000.00 (including GST), be adopted with each entitlement attracting a levy of \$3,538.46 per lot entitlement, to be levied as follows:

| Levy Status | Period From | Period To | Due | Admin Fund | Per Contribution Entitlement |
|----------------|--------------------|--------------------|-------------|---------------------|------------------------------|
| Already Issued | 01 May 2025 | 31 Jul 2025 | 01 May 2025 | \$136,126.12 | \$805.48 |
| To be Issued | 01 Aug 2025 | 31 Oct 2025 | 01 Aug 2025 | \$136,126.12 | \$805.48 |
| To be Issued | 01 Nov 2025 | 31 Jan 2026 | 01 Nov 2025 | \$162,873.75 | \$963.75 |
| To be Issued | 01 Feb 2026 | 30 Apr 2026 | 01 Feb 2026 | \$162,875.44 | \$963.76 |
| Total | 01 May 2025 | 30 Apr 2026 | | \$598,000.00 | \$3,538.46 |

Discount (if applicable): 15%

Total Contribution Entitlements: **169**

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

Interim Periods

| Levy Status | Period From | Period To | Due | Admin Fund | Per Contribution Entitlement |
|--------------|--------------------|--------------------|-------------|---------------------|------------------------------|
| To be Issued | 01 May 2026 | 31 Jul 2026 | 01 May 2026 | \$149,500.00 | \$884.62 |
| To be Issued | 01 Aug 2026 | 31 Oct 2026 | 01 Aug 2026 | \$149,500.00 | \$884.62 |
| Total | 01 May 2026 | 31 Oct 2026 | | \$299,000.00 | \$1,769.23 |

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

6. SINKING FUND BUDGET AND LEVIES
Statutory

Ordinary Resolution
Statutory Motion Submitted by Strata Committee

THAT the sinking fund budget for the financial year ending 30th of April 2026, which totals \$182,352.93 (including GST), be adopted with each entitlement attracting a levy of \$1,079.01 per lot entitlement, to be levied as follows:

| Levy Status | Period From | Period To | Due | Sinking Fund | Per Contribution Entitlement |
|----------------|--------------------|--------------------|-------------|---------------------|------------------------------|
| Already Issued | 01 May 2025 | 31 Jul 2025 | 01 May 2025 | \$27,087.32 | \$160.28 |
| To be Issued | 01 Aug 2025 | 31 Oct 2025 | 01 Aug 2025 | \$27,087.32 | \$160.28 |
| To be Issued | 01 Nov 2025 | 31 Jan 2026 | 01 Nov 2025 | \$64,089.87 | \$379.23 |
| To be Issued | 01 Feb 2026 | 30 Apr 2026 | 01 Feb 2026 | \$64,088.18 | \$379.22 |
| Total | 01 May 2025 | 30 Apr 2026 | | \$182,352.93 | \$1,079.01 |

Discount (if applicable): 15%

Total lot entitlements – **169**

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

Interim Periods

| Levy Status | Period From | Period To | Due | Sinking Fund | Per Contribution Entitlement |
|--------------|--------------------|--------------------|-------------|--------------------|------------------------------|
| To be Issued | 01 May 2026 | 31 Jul 2026 | 01 May 2026 | \$45,588.23 | \$269.75 |
| To be Issued | 01 Aug 2026 | 31 Oct 2026 | 01 Aug 2026 | \$45,588.23 | \$269.75 |
| Total | 01 May 2026 | 31 Oct 2026 | | \$91,176.46 | \$539.51 |

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

7. INSURANCE
Statutory

Ordinary Resolution
Statutory Motion Submitted by Strata Committee

THAT the current insurance coverage be confirmed and that the Committee be authorised to approve the premium on renewal when due.

| Policy Number | Underwriter | Current To | Risk Type | Coverage Amount |
|------------------------------------|---------------------|--------------------------|--------------------------|-----------------|
| POL11055917 | Strata Insurance | Community 14 Apr 2026 | BUILDING SUM INSURED | \$54,795,500.00 |
| | | | CATASTROPHE | \$16,438,650.00 |
| | | | COMMON AREA CONTENTS | \$547,955.00 |
| | | | FIDELITY GUARANTEE | \$100,000.00 |
| | | | LOSS OF RENT | \$8,219,325.00 |
| | | | OFFICE BEARERS LIABILITY | \$5,000,000.00 |
| | | | PUBLIC LIABILITY | \$20,000,000.00 |
| | | | VOLUNTARY WORKERS | Insured |
| | | | GOVERNMENT AUDIT | \$25,000.00 |
| | | | LEGAL DEFENCE | \$50,000.00 |
| | | | LOT OWNER FIXTURES | \$300,000.00 |
| | | | FLOATING FLOORS | Insured |
| | | | TERRORISM | Insured |
| TOTAL PREMIUM: \$101,452.00 | | | | |

Further, that the Body Corporate Manager in conjunction with the Committee have the right to vary the insurer or insurance upon renewal if a better option can be obtained.

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

8. PEST CONTROL / TERMITE INSPECTION
Normal

Ordinary Resolution
Submitted by Strata Committee

THAT the body corporate approve Ori Pest Control to carry out pest control and termite inspection to common property with funds to be met from the administration fund.

9. OWNERS MOTION 1 - LOT 86
Normal

Ordinary Resolution
Submitted by Strata Committee

I would like to ask to put a carport as we only have one garage & most people have 2 cars. The weather is getting more unpredictable & need cars to be under cover.

10. OWNERS MOTION 2 - LOT 86
Normal

Ordinary Resolution
Submitted by Strata Committee

To ask all residents to not leave 'stuff ' at the front of the their properties so it looks presentable. Previous manager was always onto it making sure it doesn't look messy.

ELECTION OF COMMITTEE

Annual General Meeting of CENTRAL HEIGHTS CTS 20078

The Body Corporate is required to elect a committee at this meeting and fill each of the executive positions. If a committee is not formed, the body corporate must call an extraordinary general meeting (at additional cost to the body corporate) for the purpose of electing a committee, within one month from the date of this meeting.

To nominate for a vacant position on the committee, please either attend the meeting in person, or if you are unable to attend the meeting and wish to nominate yourself for a vacant position, please complete the enclosed committee nomination form to be included from the floor of the meeting.

A Committee must have at least 3 members and all executive positions filled, with a total maximum of 7 Committee Members. Please note that if there are less than 7 lots, the maximum is the same as the number of lots.

Where no nominations have been received for a position, nominations will be taken from the meeting to fill any vacant positions, subject to eligibility.



**Invoice
Approval**
Invoice Hub

The committee should select one or more members to approve invoices securely online using the invoice approval hub, accessed via Stratamax.

Approver: To be confirmed at the meeting

SMALL SCHEMES MODULE ONLY: For a Small Schemes Module, the committee needs to consist of a maximum of 2 members who can hold the positions of Secretary and/or Treasurer.

Chairperson

Jasmine Gates will be elected as no other nominations were received.

Secretary

Alan Martin will be elected as no other nominations were received.

Treasurer

John Connor will be elected as no other nominations were received.

Ordinary Member

Kym Juleff, Moreblessings Nyathi and Shearna Rea will be elected as no other nominations were received.

11. DEED OF VARIATION - BY SECRET BALLOT
Normal

Ordinary Resolution
Submitted by Owner Lot 75

RESOLVED That the Body Corporate, by ordinary resolution, agrees with the Manager, DIAMOND BRIDGE REAL ESTATE PTY LTD A.C.N 665 621 358 AS TRUSTEE FOR DIAMOND BRIDGE REALTY UNIT TRUST, to enter into and execute the Deed of Variation circulated with this Motion to create a further option term of 4 years and 11 months from 21 July 2045 and ending on 20 June 2050, and that two members of the Committee be authorised to sign on behalf of the Body Corporate or otherwise as authorised by law.

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

EXPLANATORY SCHEDULE

Annual General Meeting of CENTRAL HEIGHTS CTS 20078

Tuesday 24 June 2025 at 05:00 PM

3. NO AUDIT

Under the Federal Corporations Act 2001, all corporations are required to have their financial statements audited. A body corporate is also a corporation. State legislation cannot override Federal legislation and therefore the Body Corporate and Community Management Act recognises whilst there is a requirement to have financial statements audited, there is a provision for bodies corporate for owners to vote to NOT audit their financial statements. This motion is submitted annually for each financial reporting year. If you are voting yes on this motion, you are voting YES to not audit. If you do want an audit of the financial statements, you need to vote NO, you do want an audit.

A special resolution requires three things, all of which must be satisfied:

1. Of all votes cast, at least two-thirds must vote 'YES';
2. Of all votes cast, the number of 'NO' votes must not be more than 25% of all lots in the scheme; and
3. Of all votes cast, the total of the contribution schedule lot entitlements for the lots who vote 'NO' is not more than 25% of the total of contribution schedule lot entitlements.

5. ADMINISTRATION FUND BUDGET AND LEVIES

Under the regulations for this scheme, the body corporate must adopt an Administrative Fund Budget for each financial year.

Adjusting proposed budgets - the amount of this budget may be adjusted (by those owners in attendance) more or less than the proposed budget amount by an amount equivalent to not more than 10% of the proposed budget amount. The Body Corporate may also apply penalty interest to any outstanding contributions to a total of 2.5% per month or 30% annually, if resolved to do so. When adjusting budgets, the voting papers received in favour of the original motion, automatically count as a no vote towards the amended motion, unless the voter is in attendance to vote upon the amended motion.

Annual Safety Report Packages – Upon renewal of the insurance policy, Insurers are now requesting the body corporate provide copies of any maintenance reports, roof reports and safety reports which would demonstrate that the common property is being regularly maintained prior to renewal being offered. Obtaining these reports annually is a good safeguard for the body corporate to not only assist with identifying regular items of maintenance but to proactively assist with the reducing potential escalated premium rises.

Insurance Valuations – Legislation is for the body corporate to have on file an insurance valuation of not more than five years old. We suggest in the current market to obtain one every two years to ensure that your options for insurance are the best possible when it comes time for renewal. There have been escalated building costs over the past several years. If this item is included in your AGM agenda, you are encouraged to vote yes so that a current valuation may be obtained.

Electrical Safety – Australian Standards (AS3019-2007) refers to the periodic verification for electrical services within common areas to be completed. It is a safety recommendation that all switchboards are inspected and tested every 2 years as a minimum.

Lift Registration, Pool Registration & Backflow Devices – we will arrange for these to be completed when due.

Workcover Premium - as body corporates generally don't employ or pay wages, the inclusion of Workcover covers any contractors, cleaners, gardeners etc who attend site and may injure themselves on the property. Queensland classifies body corporates as businesses in that they are not entitled to apply for household workers policies as these are domestic policies. As a business, the body corporate is required to take out an accident policy and the minimum premium for this is approximately \$300. This would cover any medical, wages, travel costs etc if a contractor was to injure themselves on common property and claimed they were hurt due to a hazard at the property.

6. SINKING FUND BUDGET AND LEVIES

Under the regulations for this scheme, the body corporate must adopt a Sinking Fund Budget for each financial year.

Adjusting proposed budgets - the amount of this budget may be adjusted (by those owners in attendance) more or less than the proposed budget amount by an amount equivalent to not more than 10% of the proposed budget amount. The Body Corporate may also apply penalty interest to any outstanding contributions to a total of 2.5% per month or 30% annually, if resolved to do so. When adjusting budgets, the voting papers received in favour of the original motion, automatically count as a no vote towards the amended motion, unless the voter is in attendance to vote upon the amended motion.

7. INSURANCE

The last insurance valuation (if applicable) was obtained on: 29 Jul 2024.

Insurance Commission Received: \$0.00

Please refer to the attached insurance schedule.

11. DEED OF VARIATION - BY SECRET BALLOT

The purpose of the Deed is to top up the term by adding a further option of a further four (4) years and eleven (11) months from 21 July 2045 and ending on 20 June 2050 to the Deed of Engagement and Deed of Authorisation.

The BCCM Form 20 is enclosed and circulated with this Motion.

ATTACHMENTS

1. Financial Statements
2. Proposed Annual Budget
3. Insurance Schedule
4. CentralHeights-Deed of Variation
5. BCCM Form 20
6. Proxy Form General Meeting
7. Committee Nomination Form Active
8. Company Nominee
9. Voting Instructions
10. We're Going Paperless!

CENTRAL HEIGHTS CTS 20078

BALANCE SHEET

AS AT 30 APRIL 2025

ACTUAL
30/04/2025

| | | |
|-------------|--|-----------------------------|
| 003 | <u>OWNERS FUNDS</u> | |
| 004 | Administrative Fund | 18,718.44 |
| 005 | Sinking Fund | 250,347.78 |
| 0098 | <u>TOTAL</u> | <u>\$ 269,066.22</u> |
| | | |
| 0099 | <u>THESE FUNDS ARE REPRESENTED BY</u> | |
| | | |
| 010 | <u>CURRENT ASSETS</u> | |
| 011 | Cash On Hand | 200.00 |
| 012 | Cash At Bank | 289,099.93 |
| 0221 | Levies In Arrears | 4,371.50 |
| 0222 | Other Arrears | 1,966.68 |
| 0224 | Interest On Overdue Levies | 189.16 |
| 03513 | Deposits | 40.00 |
| 038 | Payg Instalments | 138.00 |
| 0598 | <u>TOTAL ASSETS</u> | 296,005.27 |
| | | |
| 0599 | <u>LIABILITIES</u> | |
| 061000 | Gst Clearing Account | 5,013.12 |
| 061002 | Payg Clearing Account | 138.00 |
| 061009 | Gst Conversion Account | 5,355.78 |
| 082 | Creditors | 10,016.52 |
| 0960 | Next Year Discounts | (16,780.34) |
| 0961 | Levies In Advance | 124,647.97 |
| 0965 | Insurance Payments In Advance | (101,452.00) |
| 098 | <u>TOTAL LIABILITIES</u> | 26,939.05 |
| | | |
| 099 | <u>NET ASSETS</u> | <u>\$ 269,066.22</u> |

CENTRAL HEIGHTS CTS 20078

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 MAY 2024 TO 30 APRIL 2025

| | ACTUAL | BUDGET | VARIANCE | % |
|-------------|---|-------------------|------------------|--------|
| | 01/05/24-30/04/25 | 01/05/24-30/04/25 | | |
| 100 | <u>ADMINISTRATIVE FUND</u> | | | |
| 1000 | <u>INCOME</u> | | | |
| 101 | 544,499.41 | 544,500.00 | (0.59) | 100.00 |
| 1011 | (68,733.49) | (81,675.00) | 12,941.51 | 84.15 |
| 1095 | 2,291.77 | 0.00 | 2,291.77 | ***** |
| 11900000 | (44,477.11) | (42,075.00) | (2,402.11) | 105.71 |
| 1191 | 433,580.58 | 420,750.00 | 12,830.58 | |
| 120 | <u>EXPENDITURE - ADMIN. FUND</u> | | | |
| 120280 | 29.05 | 0.00 | 29.05 | ***** |
| 120320 | 1,210.00 | 1,320.00 | (110.00) | 91.67 |
| 120360 | 133.00 | 165.00 | (32.00) | 80.61 |
| 120440 | 2,770.50 | 1,100.00 | 1,670.50 | 251.86 |
| 121120 | 310,094.08 | 309,966.80 | 127.28 | 100.04 |
| 121400 | 40.17 | 440.00 | (399.83) | 9.13 |
| 121600 | 88.00 | 0.00 | 88.00 | ***** |
| 122120 | 5,044.67 | 2,200.00 | 2,844.67 | 229.30 |
| 122160 | 15,858.38 | 16,225.00 | (366.62) | 97.74 |
| 122320 | 870.66 | 748.00 | 122.66 | 116.40 |
| 123200 | 6,694.11 | 4,400.00 | 2,294.11 | 152.14 |
| 123560 | 1,280.89 | 2,200.00 | (919.11) | 58.22 |
| 123720 | 970.75 | 0.00 | 970.75 | ***** |
| 124120 | 523.75 | 0.00 | 523.75 | ***** |
| 124200 | 82,596.78 | 81,887.21 | 709.57 | 100.87 |
| 124240 | 7,353.02 | 7,299.58 | 53.44 | 100.73 |
| 124280 | 1,400.00 | 1,540.00 | (140.00) | 90.91 |
| 124440 | 337.45 | 440.00 | (102.55) | 76.69 |
| 124441 | 17.67 | 0.00 | 17.67 | ***** |
| 126760 | 27,306.60 | 27,489.00 | (182.40) | 99.34 |
| 126800 | 6,512.54 | 3,850.00 | 2,662.54 | 169.16 |
| 126801 | 4,185.86 | 4,076.60 | 109.26 | 102.68 |
| 130080 | 0.00 | 550.00 | (550.00) | 0.00 |
| 130160 | 4,309.80 | 1,100.00 | 3,209.80 | 391.80 |
| 130240 | 4,027.36 | 6,600.00 | (2,572.64) | 61.02 |
| 130400 | 11,876.91 | 12,083.50 | (206.59) | 98.29 |
| 133960 | 357.00 | 550.00 | (193.00) | 64.91 |
| 135480 | 1,045.00 | 1,100.00 | (55.00) | 95.00 |

CENTRAL HEIGHTS CTS 20078

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 MAY 2024 TO 30 APRIL 2025

| | | ACTUAL | BUDGET | VARIANCE | % |
|------------|---|-----------------------|-----------------------|--------------------|--------|
| | | 01/05/24-30/04/25 | 01/05/24-30/04/25 | | |
| 138120 | Welcome Kits | 352.00 | 0.00 | 352.00 | ***** |
| 18899999 | Gst On Expenses | (44,447.21) | (43,639.19) | (808.02) | 101.85 |
| 189 | <u>TOTAL ADMIN. EXPENDITURE</u> | 452,838.79 | 443,691.50 | 9,147.29 | |
| 190 | <u>SURPLUS / DEFICIT</u> | \$ (19,258.21) | \$ (22,941.50) | \$ 3,683.29 | |
| 195 | Opening Admin. Balance | 37,976.65 | 37,976.65 | 0.00 | 100.00 |
| 199 | <u>ADMINISTRATIVE FUND BALANCE</u> | \$ 18,718.44 | \$ 15,035.15 | \$ 3,683.29 | |

CENTRAL HEIGHTS CTS 20078

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 MAY 2024 TO 30 APRIL 2025

| | | ACTUAL | BUDGET | VARIANCE | % |
|-------------|--|----------------------|-----------------------|----------------------|--------|
| | | 01/05/24-30/04/25 | 01/05/24-30/04/25 | | |
| 200 | <u>SINKING FUND</u> | | | | |
| 2000 | <u>INCOME</u> | | | | |
| 201 | Levies Due - Sinking | 108,350.97 | 108,350.00 | 0.97 | 100.00 |
| 2011 | Discount - Sinking | (13,175.77) | (16,252.50) | 3,076.73 | 81.07 |
| 2095 | Interest On Overdue Levies | 675.83 | 0.00 | 675.83 | ***** |
| 21900000 | Gst On Income | (8,823.69) | (8,372.50) | (451.19) | 105.39 |
| 2191 | <u>TOTAL SINKING FUND INCOME</u> | 87,027.34 | 83,725.00 | 3,302.34 | |
| 220 | <u>EXPENDITURE - SINKING FUND</u> | | | | |
| 221520 | Consultants | 1,045.00 | 0.00 | 1,045.00 | ***** |
| 221750 | Driveway | 0.00 | 44,000.00 | (44,000.00) | 0.00 |
| 221830 | Electrical / Lighting | 4,263.71 | 0.00 | 4,263.71 | ***** |
| 222290 | Fencing | 24,245.00 | 88,000.00 | (63,755.00) | 27.55 |
| 222390 | Fire Equipment | 8,576.26 | 0.00 | 8,576.26 | ***** |
| 223230 | Gardening/Trees/Landscaping | 0.00 | 22,000.00 | (22,000.00) | 0.00 |
| 224480 | Intercom | 2,875.00 | 0.00 | 2,875.00 | ***** |
| 230200 | Plumbing & Drainage | 14,742.10 | 16,500.00 | (1,757.90) | 89.35 |
| 230310 | Pool Equipment | 1,115.50 | 0.00 | 1,115.50 | ***** |
| 235200 | Sinking Fund Forecast | 2,200.00 | 2,420.00 | (220.00) | 90.91 |
| 235770 | Tree Removal | 700.00 | 0.00 | 700.00 | ***** |
| 28899999 | Gst On Expenses | (3,785.68) | (15,720.00) | 11,934.32 | 24.08 |
| 289 | <u>TOTAL SINK. FUND EXPENDITURE</u> | 55,976.89 | 157,200.00 | (101,223.11) | |
| 290 | <u>SURPLUS / DEFICIT</u> | \$ 31,050.45 | \$ (73,475.00) | \$ 104,525.45 | |
| 295 | Opening Sinking Fund Balance | 219,297.33 | 219,297.33 | 0.00 | 100.00 |
| 299 | <u>SINKING FUND BALANCE</u> | \$ 250,347.78 | \$ 145,822.33 | \$ 104,525.45 | |



CENTRAL HEIGHTS CTS 20078

170 Central Street Labrador QLD 4215

PROPOSED ANNUAL BUDGET

| | | ACTUAL | BUDGET | BUDGET |
|----------|---|-------------------|-------------------|-------------------|
| | | 01/05/24-30/04/25 | 01/05/24-30/04/25 | 01/05/25-30/04/26 |
| 100 | <u>ADMINISTRATIVE FUND</u> | | | |
| 1000 | <u>INCOME</u> | | | |
| 101 | Levies Due - Admin | 544,499.41 | 544,500.00 | 598,000.00 |
| 1011 | Discount - Admin | (68,733.49) | (81,675.00) | (89,700.00) |
| 1095 | Interest On Overdue Levies | 2,291.77 | 0.00 | 0.00 |
| 11900000 | Gst On Income | (44,477.11) | (42,075.00) | (46,209.09) |
| 1191 | <u>TOTAL ADMIN. FUND INCOME</u> | 433,580.58 | 420,750.00 | 462,090.91 |
| 120 | <u>EXPENDITURE - ADMIN. FUND</u> | | | |
| 120280 | Bank Charges | 29.05 | 0.00 | 30.00 |
| 120320 | Bas Returns | 1,210.00 | 1,320.00 | 1,320.00 |
| 120360 | Bbq Gas | 133.00 | 165.00 | 150.00 |
| 120440 | Building Maintenance | 2,770.50 | 1,100.00 | 2,000.00 |
| 121120 | Caretaking Fee | 310,094.08 | 309,966.80 | 319,396.00 |
| 121400 | Cleaning Materials | 40.17 | 440.00 | 50.00 |
| 121600 | Debt Recovery Fees | 88.00 | 0.00 | 0.00 |
| 122120 | Electrical | 5,044.67 | 2,200.00 | 2,500.00 |
| 122160 | Electricity | 15,858.38 | 16,225.00 | 17,000.00 |
| 122320 | Fire Compliance | 870.66 | 748.00 | 1,000.00 |
| 123200 | Gardens & Grounds | 6,694.11 | 4,400.00 | 7,000.00 |
| 123560 | Gates Maintenance | 1,280.89 | 2,200.00 | 1,500.00 |
| 123720 | Gutter Cleaning | 970.75 | 0.00 | 1,000.00 |
| 124120 | Gas - Income Tax Returns | 523.75 | 0.00 | 858.00 |
| 124160 | Insurance - Excess | 0.00 | 0.00 | 5,000.00 |
| 124200 | Insurance - Premium | 82,596.78 | 81,887.21 | 93,145.69 |
| 124240 | Insurance - Stamp Duty | 7,353.02 | 7,299.58 | 8,306.31 |
| 124280 | Insurance - Valuation | 1,400.00 | 1,540.00 | 0.00 |
| 124440 | Insurance/Registration-Trailer | 337.45 | 440.00 | 150.00 |
| 124441 | Ins Reg Trailer Stamp Dty | 17.67 | 0.00 | 0.00 |
| 124560 | Legal Expenses | 0.00 | 0.00 | 5,000.00 |
| 126760 | Management Fees | 27,306.60 | 27,489.00 | 28,231.20 |
| 126800 | Management Fees Additional | 6,512.54 | 3,850.00 | 4,000.00 |
| 126801 | Management Fees - Admin Other | 4,185.86 | 4,076.60 | 5,307.50 |
| 130080 | Pest/Vermin Control | 0.00 | 550.00 | 0.00 |
| 130160 | Plumbing | 4,309.80 | 1,100.00 | 3,000.00 |
| 130240 | Pool | 4,027.36 | 6,600.00 | 3,500.00 |
| 130400 | Post, Photocopy, Stationery | 11,876.91 | 12,083.50 | 11,154.00 |



CENTRAL HEIGHTS CTS 20078

170 Central Street Labrador QLD 4215

PROPOSED ANNUAL BUDGET

| | | ACTUAL | BUDGET | BUDGET |
|----------|---|-----------------------|-----------------------|-----------------------|
| | | 01/05/24-30/04/25 | 01/05/24-30/04/25 | 01/05/25-30/04/26 |
| 133960 | Rum - Pps, Phone & Travel | 357.00 | 550.00 | 500.00 |
| 135480 | Tennis Court | 1,045.00 | 1,100.00 | 1,000.00 |
| 138120 | Welcome Kits | 352.00 | 0.00 | 0.00 |
| 18899999 | Gst On Expenses | (44,447.21) | (43,639.19) | (46,253.88) |
| 189 | <u>TOTAL ADMIN. EXPENDITURE</u> | 452,838.79 | 443,691.50 | 475,844.82 |
| 190 | <u>SURPLUS / DEFICIT</u> | \$ (19,258.21) | \$ (22,941.50) | \$ (13,753.91) |
| 195 | Opening Admin. Balance | 37,976.65 | 37,976.65 | 18,718.44 |
| 199 | <u>ADMINISTRATIVE FUND BALANCE</u> | \$ 18,718.44 | \$ 15,035.15 | \$ 4,964.53 |
| 100A | NUMBER OF UNITS OF ENTITLEMENT: | | 169 | 169 |
| 100B | AMOUNT PER UNIT OF ENTITLEMENT: | \$ | 3,221.8935 | \$ 3,538.4615 |
| 100C | DISCOUNT PER UNIT OF ENTITLEMENT: | \$ | 483.2840 | \$ 530.7692 |
| 100D | NET PER UNIT OF ENTITLEMENT: | \$ | 2,738.6095 | \$ 3,007.6923 |



CENTRAL HEIGHTS CTS 20078

170 Central Street Labrador QLD 4215

PROPOSED ANNUAL BUDGET

| | | ACTUAL | BUDGET | BUDGET |
|----------|--|----------------------|-----------------------|----------------------|
| | | 01/05/24-30/04/25 | 01/05/24-30/04/25 | 01/05/25-30/04/26 |
| 200 | <u>SINKING FUND</u> | | | |
| 2000 | <u>INCOME</u> | | | |
| 201 | Levies Due - Sinking | 108,350.97 | 108,350.00 | 182,352.93 |
| 2011 | Discount - Sinking | (13,175.77) | (16,252.50) | (27,352.94) |
| 2095 | Interest On Overdue Levies | 675.83 | 0.00 | 0.00 |
| 21900000 | Gst On Income | (8,823.69) | (8,372.50) | (14,090.91) |
| 2191 | <u>TOTAL SINKING FUND INCOME</u> | 87,027.34 | 83,725.00 | 140,909.08 |
| 220 | <u>EXPENDITURE - SINKING FUND</u> | | | |
| 221520 | Consultants | 1,045.00 | 0.00 | 5,000.00 |
| 221750 | Allowance For Driveway | 0.00 | 44,000.00 | 80,000.00 |
| 221830 | Electrical / Lighting | 4,263.71 | 0.00 | 0.00 |
| 221910 | Engineers Report | 0.00 | 0.00 | 5,000.00 |
| 222290 | Fencing | 24,245.00 | 88,000.00 | 20,000.00 |
| 222390 | Fire Equipment | 8,576.26 | 0.00 | 0.00 |
| 223230 | Gardening/Trees/Landscaping | 0.00 | 22,000.00 | 0.00 |
| 224480 | Intercom | 2,875.00 | 0.00 | 0.00 |
| 230200 | Plumbing & Drainage | 14,742.10 | 16,500.00 | 30,000.00 |
| 230310 | Pool Equipment | 1,115.50 | 0.00 | 0.00 |
| 235200 | Sinking Fund Forecast | 2,200.00 | 2,420.00 | 0.00 |
| 235770 | Tree Removal | 700.00 | 0.00 | 15,000.00 |
| 28899999 | Gst On Expenses | (3,785.68) | (15,720.00) | (14,090.92) |
| 289 | <u>TOTAL SINK. FUND EXPENDITURE</u> | 55,976.89 | 157,200.00 | 140,909.08 |
| 290 | <u>SURPLUS / DEFICIT</u> | \$ 31,050.45 | \$ (73,475.00) | \$ 0.00 |
| 295 | Opening Sinking Fund Balance | 219,297.33 | 219,297.33 | 250,347.78 |
| 299 | <u>SINKING FUND BALANCE</u> | \$ 250,347.78 | \$ 145,822.33 | \$ 250,347.78 |
| 200A | NUMBER OF UNITS OF ENTITLEMENT: | | 169 | 169 |
| 200B | AMOUNT PER UNIT OF ENTITLEMENT: | | \$ 641.1243 | \$ 1,079.0114 |
| 200C | DISCOUNT PER UNIT OF ENTITLEMENT: | | \$ 96.1686 | \$ 161.8517 |
| 200D | NET PER UNIT OF ENTITLEMENT: | | \$ 544.9557 | \$ 917.1597 |



CERTIFICATE OF CURRENCY

THE INSURED

| | |
|------------------------|---|
| POLICY NUMBER | POL11055917 |
| PDS AND POLICY WORDING | Residential Strata Product Disclosure Statement and Policy Wording SCI034-Policy-RS-PPW-02/2021 Supplementary Product Disclosure Statement SCIA-036_SPDS_RSC-10/2021 |
| THE INSURED SITUATION | Body Corporate for Central Heights Community Title Scheme 20078 170 Central Street, Labrador, QLD, 4215 |
| PERIOD OF INSURANCE | Commencement Date: 4:00pm on 14/04/2025 Expiry Date: 4:00pm on 14/04/2026 |
| INTERMEDIARY ADDRESS | Direct Insurance Brokers Pty Ltd 38 Brookes Street, Bowen Hills, QLD, 4006 |
| DATE OF ISSUE | 04/04/2025 |

POLICY LIMITS / SUMS INSURED

| | | | |
|------------|---------------------------------------|--|--------------|
| SECTION 1 | PART A | 1. Building | \$54,795,500 |
| | | Common Area Contents | \$547,955 |
| | | 2. Terrorism Cover under Section 1 Part A2 | Applies |
| | PART B | Loss of Rent/Temporary Accommodation | \$8,219,325 |
| | OPTIONAL COVERS | 1. Flood | Not Included |
| | | 2. Floating Floors | Included |
| SECTION 2 | Liability | | \$20,000,000 |
| SECTION 3 | Voluntary Workers | | Included |
| SECTION 5 | Fidelity Guarantee | | \$100,000 |
| SECTION 6 | Office Bearers' Liability | | \$5,000,000 |
| SECTION 7 | Machinery Breakdown | | Not Included |
| SECTION 8 | Catastrophe | | \$16,438,650 |
| SECTION 9 | PART A | Government Audit Costs – Professional Fees | \$25,000 |
| | PART B | Appeal Expenses | \$100,000 |
| | PART C | Legal Defence Expenses | \$50,000 |
| SECTION 10 | Lot Owners' Fixtures and Improvements | | \$300,000 |
| SECTION 11 | Loss of Lot Market Value | | Not Included |

This certificate of currency has been issued by Strata Community Insurance Agencies Pty Ltd, ABN 72 165 914 009, AFSL 457787 on behalf of the insurer Allianz Australia Insurance Limited, ABN 15 000 122 850, AFSL 234708 and confirms that on the Date of Issue a policy existed for the Period of Insurance and sums insured shown herein. The Policy may be subsequently altered or cancelled in accordance with its terms after the Date of Issue of this notice without further notice to the holder of this notice. It is issued as a matter of information only and does not confer any rights on the holder.

This certificate does not amend, extend, replace, negate or override the benefits, terms, conditions and exclusions as described in the Schedule documents together with the Product Disclosure Statement and insurance policy wording.



Deed of Variation

CENTRAL HEIGHTS CTS 20078

SPG LAWYERS

Level 7 'Wyndham Corporate Centre'
1 Corporate Court
BUNDALL QLD 4217

Telephone 5538 2277
Facsimile 5539 8745
E-mail info@spglawyers.com.au
Web Site SPGLAWYERS.COM.AU

Ref JHS:KYS:2404613

THIS DEED is made this day of 20 .

BETWEEN: **BODY CORPORATE FOR ‘CENTRAL HEIGHTS’ COMMUNITY TITLES SCHEME 20078** (‘the Body Corporate’)

AND: **DIAMOND BRIDGE REAL ESTATE PTY LTD A.C.N 665 621 358 AS TRUSTEE FOR DIAMOND BRIDGE REALTY UNIT TRUST** (‘the Manager’)

WHEREAS

- A.** The Manager is the service contractor and letting agent of the Scheme under the Agreements.
- B.** The Body Corporate has in general meeting resolved that the Agreements be varied in accordance with the Deed.

IT IS AGREED BY THE PARTIES

1 Definitions and Interpretation

- 1.1 In the interpretation of this Deed, unless inconsistent with the subject or context each of the expressions defined in Part 1 of Schedule 1 shall have the meaning there assigned to it and the provisions of Part 2 of Schedule 1 shall apply.

2 Variation to the Agreements

- 2.1 The Deed of Engagement is varied by adding a new clause 2.1(16) as follows:

“2.1(16) A new clause 11C is inserted as follows:-

“11C Third Further Option for Renewal

- (1) The Manager has the third option (the “Third Further Option”) of extending the term of this Agreement for four (4) years and eleven (11) months for the period commencing on 21 July 2045 and ending on 20 June 2050;
- (2) The Manager is only entitled to exercise the Third Further Option by giving notice in writing to the Body Corporate not later than the date which is 3 calendar months prior to 20 July 2045;
- (3) Even if the Manager exercises the Third Further Option, the Manager is not entitled to extend the term if as at 20 July 2045, the Body Corporate has the right to terminate this Agreement;
- (4) The extension shall be on the same terms as this Agreement with the exception of this clause and the remuneration shall be calculated for each year in the same manner as provided for herein, with the remuneration for the year commencing 21 July 2045 to be agreed between the parties. If the remuneration cannot be agreed, the sum shall be fixed by an Arbitrator in accordance with the provisions of clause 13. However, the remuneration for the year commencing 21 July 2045 must not

be less than the rate paid for the immediately preceding year increased by the same percentage increase as the percentage increase in the All Groups Consumer Price Index for the City of Brisbane in the year last recorded prior to the end of the Second Further Option.”

2.2 The Deed of Authorisation is varied by adding a new clause 2.1(10) as follows:

“2.1(10) A new clause 9C is inserted as follows:

“9C Third Further Option for Renewal

- (1) The Manager has the third option (the “Third Further Option”) of extending the term of this Agreement for four (4) years and eleven (11) months for the period commencing on 21 July 2045 and ending on 20 June 2050;
- (2) The Manager is only entitled to exercise the Third Further Option by giving notice in writing to the Body Corporate not later than the date which is 3 calendar months prior to 20 July 2045;
- (3) Even if the Manager exercises the Third Further Option, the Manager is not entitled to extend the term if as at 20 July 2045, the Body Corporate has the right to terminate this Agreement;
- (4) The extension shall be on the same terms as this Agreement with the exception of this clause.”

3 Ratification and Acknowledgement

3.1 The Body Corporate and the Manager ratify and affirm the full terms and effect of the Agreements (including all variations and assignments thereto) as varied by this Deed and agree to be bound by the terms and conditions of the Agreements as varied and assigned. For avoidance of doubt, the Body Corporate acknowledges, ratifies and agrees that the term of the Agreements are as follows:

- (1) The Agreements contains an initial term of fifteen (15) years commencing on 21 July 2010 and ending on 20 July 2025, and an option term of ten (10) years commencing 21 July 2025 and ending on 20 July 2035;
- (2) The Agreements were subsequently varied to include the following further options:
 - (a) A Further Option of five (5) years commencing 21 July 2035 and ending on 20 July 2040; and
 - (b) A Second Further Option of five (5) years commencing 21 July 2040 and ending on 20 July 2045;

- (3) By virtue of a variation of the Agreements in accordance with this Deed, there will be a third further option term to be included to extend the Agreements for a period of four (4) years and eleven (11) months from 21 July 2045 and ending on 20 June 2050; and
 - (4) The unexpired term of the Agreements, from the day the resolution approving the subsequent right or option is passed by the Body Corporate, is not more than twenty-five (25) years.
- 3.2 The Body Corporate acknowledges that the BCCM Form 20 was circulated with the agenda of the general meeting in which the Body Corporate resolved to enter into this Deed.

4 Costs

- 4.1 The parties shall pay their own costs of and incidental to the preparation, review of and execution of this Deed, with the Manager to pay for any stamp duty that may be payable arising from the execution of this Deed.

5 Governing Law

- 5.1 This Deed is governed by and is construed in accordance with the laws of the State of Queensland.

SCHEDULE 1

Part 1 - Definitions

In this Deed, unless the subject or context is inconsistent, each of the following expressions shall have the meaning assigned to it below:-

| | |
|------------------------------|---|
| Agreements | means the Deed of Engagement and the Deed of Authorisation. |
| BCCM Form 20 | means the BCCM Form 20 appearing in Schedule 2. |
| Deed | means this deed of variation. |
| Deed of Authorisation | means the Deed of Authorisation dated 26 November 2009 between the Body Corporate and Leslie Baley and Kate Belay as subsequently varied and assigned to the Manager. |
| Deed of Engagement | means the Deed of Engagement dated 26 November 2009 between the Body Corporate and Leslie Baley and Kate Belay as subsequently varied and assigned to the Manager. |
| Manager | means the collective interest of the "Manager" under the Agreements. |
| Scheme | means the Community Titles Scheme administered by the Body Corporate. |

Part 2 - Interpretation

In this Deed, headings are for convenience only and shall not affect its interpretation. Except to the extent that the context otherwise requires:-

- (a) reference to any statute or statutory provision shall include any modification or re-enactment of, or any legislative provisions substituted for, and all legislation and statutory instruments issued under such legislation or such provision;
- (b) words denoting the singular shall include the plural and vice versa;
- (c) words denoting individuals shall include corporations, associations, trustees, instrumentalities and partnerships and vice versa;
- (d) words denoting any gender shall include all genders;
- (e) any obligation on the part of or for the benefit of two or more persons will be deemed to bind or benefit as the case may be, any one or more of them jointly and each of them severally;
- (f) references to Parties, Parts, Clauses, Annexures and Schedules are references to Parties, Parts, Clauses, Annexures and Schedules to this Deed as modified or varied from time to time;
- (g) references to any document, deed or agreement shall include references to such document or agreement as amended, novated, supplemented, varied or replaced from time to time;
- (h) references to any party to this Deed or any other document, deed or agreement shall, in the case of a company, its successors and/or assigns and, in the case of a natural person, his representatives and permitted assigns;
- (i) all references to "\$" and "dollars" are to the lawful currency of Australia.

SCHEDULE 2

BCCM Form 20



Explanatory note—proposal to amend

Body Corporate and Community Management Act 1997 This form is effective from 1 March 2021

Department of
Justice and Attorney-General

ABN: 13 846 673 994

Section 1—Notes

| | |
|--|---|
| | <p>THIS EXPLANATORY NOTE DEALS WITH A PROPOSAL TO AMEND:</p> <ul style="list-style-type: none"> • THE TERMS OF AN ENGAGEMENT OF A SERVICE CONTRACTOR; OR • AN AUTHORISATION AS A LETTING AGENT <p>WHEN THAT AMENDMENT INCLUDES A RIGHT OR OPTION OF EXTENSION OR RENEWAL</p> <p>The relevant legislation requires this explanatory note to be given to members of a body corporate which is considering an amendment of a person's engagement as a service contractor or an amendment of a person's authorisation as a letting agent <i>to include a right or option of extension or renewal of the term of the engagement or authorisation</i>. It must accompany the material circulated for the relevant general meeting.</p> <p>You should consider this information before voting on the motion to amend an engagement or authorisation.</p> |
| | <p>The regulation module applying to the scheme may provide that a body corporate may only amend a person's engagement as a service contractor or a person's authorisation as a letting agent to include a right or option of extension or renewal if:</p> <ul style="list-style-type: none"> • The subsequent right or option is for a period which is not longer than five years; and • The unexpired term of the engagement or authorisation, (calculated from the day the resolution approving the subsequent right or option is passed by the body corporate,) is not more than the maximum term permitted in the regulation module applying to the scheme. <p>The regulation module applying to the scheme may provide that the motion approving the amendment must be passed by ordinary resolution and decided by secret ballot. A body corporate cannot consider a motion of this type more than once in a financial year for the body corporate. More information concerning a motion of this type is contained in the regulation module applying to the scheme.</p> <p>The following details must be provided about the service contract and/or the letting authorisation subject to the proposed amendment.</p> |

Section 2—Service contract

Diamond Bridge Real Estate Pty Ltd ACN 665 621 358 as trustee for
 Name of service contractor Diamond Bridge Realty Unit Trust

Current expiry date of service contract 20 July 2025 (with 3 options totaling 20 years)
 4 years 11 months from 21 July 2045 to

Length of proposed right or option of extension or renewal 20 June 2050

Current annual remuneration \$312,664.32 including GST

Does the service contractor carry out general caretaking and cleaning duties?
 Yes No (tick one)

Does the service contractor supervise employees or contractors?
 Yes No (tick one)

Who pays for the equipment required to carry out general caretaking and cleaning duties?
 Body Corporate Service Contractor Both (tick one)

Who pays for the materials required to carry out general caretaking and cleaning duties?
 Body Corporate Service Contractor Both (tick one)

Details of any areas of common property the use of which is granted to the service contractor by way of an occupation authority.
 Nil

Section 3—Letting agent authorisation

Diamond Bridge Real Estate Pty Ltd ACN 665 621 358 as trustee for
 Name of letting agent Diamond Bridge Realty Unit Trust

Current expiry date of service contract 20 July 2025 (with 3 options totaling 20 years)
 4 years 11 months from 21 July 2045 to

Length of proposed right or option of extension or renewal 20 June 2050

Any restrictions on the type of letting (eg Permanent, short term or holiday) imposed in the letting authorisation: Nil

Details of any areas of common property the use of which is granted to the letting agent by way of an occupation authority: Nil



Explanatory note—proposal to amend

Body Corporate and Community Management Act 1997 This form is effective from 1 March 2021

Department of
Justice and Attorney-General

ABN: 13 846 673 994

Section 1—Notes

| | |
|--|---|
| | <p>THIS EXPLANATORY NOTE DEALS WITH A PROPOSAL TO AMEND:</p> <ul style="list-style-type: none"> • THE TERMS OF AN ENGAGEMENT OF A SERVICE CONTRACTOR; OR • AN AUTHORISATION AS A LETTING AGENT <p>WHEN THAT AMENDMENT INCLUDES A RIGHT OR OPTION OF EXTENSION OR RENEWAL</p> <p>The relevant legislation requires this explanatory note to be given to members of a body corporate which is considering an amendment of a person's engagement as a service contractor or an amendment of a person's authorisation as a letting agent <i>to include a right or option of extension or renewal of the term of the engagement or authorisation</i>. It must accompany the material circulated for the relevant general meeting.</p> <p>You should consider this information before voting on the motion to amend an engagement or authorisation.</p> |
| | <p>The regulation module applying to the scheme may provide that a body corporate may only amend a person's engagement as a service contractor or a person's authorisation as a letting agent to include a right or option of extension or renewal if:</p> <ul style="list-style-type: none"> • The subsequent right or option is for a period which is not longer than five years; and • The unexpired term of the engagement or authorisation, (calculated from the day the resolution approving the subsequent right or option is passed by the body corporate,) is not more than the maximum term permitted in the regulation module applying to the scheme. <p>The regulation module applying to the scheme may provide that the motion approving the amendment must be passed by ordinary resolution and decided by secret ballot. A body corporate cannot consider a motion of this type more than once in a financial year for the body corporate. More information concerning a motion of this type is contained in the regulation module applying to the scheme.</p> <p>The following details must be provided about the service contract and/or the letting authorisation subject to the proposed amendment.</p> |

Section 2—Service contract

Diamond Bridge Real Estate Pty Ltd ACN 665 621 358 as trustee for
 Name of service contractor
 Diamond Bridge Realty Unit Trust

Current expiry date of service contract 20 July 2025 (with 3 options totaling 20 years)
 4 years 11 months from 21 July 2045 to

Length of proposed right or option of extension or renewal 20 June 2050

Current annual remuneration \$312,664.32 including GST

Does the service contractor carry out general caretaking and cleaning duties?
 Yes No (tick one)

Does the service contractor supervise employees or contractors?
 Yes No (tick one)

Who pays for the equipment required to carry out general caretaking and cleaning duties?
 Body Corporate Service Contractor Both (tick one)

Who pays for the materials required to carry out general caretaking and cleaning duties?
 Body Corporate Service Contractor Both (tick one)

Details of any areas of common property the use of which is granted to the service contractor by way of an occupation authority.
 Nil

Section 3—Letting agent authorisation

Diamond Bridge Real Estate Pty Ltd ACN 665 621 358 as trustee for
 Name of letting agent
 Diamond Bridge Realty Unit Trust

Current expiry date of service contract 20 July 2025 (with 3 options totaling 20 years)
 4 years 11 months from 21 July 2045 to

Length of proposed right or option of extension or renewal 20 June 2050

Any restrictions on the type of letting (eg Permanent, short term or holiday) imposed in the letting authorisation: Nil

Details of any areas of common property the use of which is granted to the letting agent by way of an occupation authority: Nil



Proxy Form – General Meeting

Please return this form if you wish to appoint a proxy to vote on your behalf

Return to:

The Secretary – Body Corporate for CENTRAL HEIGHTS CTS 20078
c/- Active Body Corporate Management
Suite 3 / 146 Bundall Road
BUNDALL QLD 4217

reception@activebodycorporate.com.au

Lot Owner Details

The regulations set out the number of restrictions on the use of proxies, including an ability for the body corporate to further restrict their use including prohibition. Please refer to Instructions.

| | | | |
|---------------|--|------|--|
| Lot Number | | | |
| Name of Owner | | | |
| Signature | | Date | |
| Name of Owner | | | |
| Signature | | Date | |

I / We appoint the following person as my / our proxy to vote on my / our behalf (including adjournments) at:

(please tick one of the following):

| | |
|--------------------------|---|
| <input type="checkbox"/> | All general meetings held during the rest of the body corporate's financial year, unless I / we serve you with a prior written withdrawal of the appointment. |
| <input type="checkbox"/> | The general meeting to be held on: |
| <input type="checkbox"/> | All general meetings held before: |

| | | | |
|---------------------------|--|-------|--|
| Full Name of Proxy Holder | | | |
| Signature: | | Date: | |
| Residential Address: | | | |
| Postal Address: | | | |
| Email: | | | |
| Mobile: | | | |



Committee Nomination Form

Please indicate below if you are willing to accept a committee position, in the event that the Chairperson calls for committee nominations from the floor of the meeting to fill any vacant positions;

I, _____ being the owner of Lot number _____ in CENTRAL HEIGHTS CTS 20078, nominate myself for the position/s of:

Ordinary Committee member

I consent to approve invoices online using the invoice approval hub if required

(Invoice approver to be confirmed at the meeting)

Signature _____ Date _____

Contact Details Update

Your details form part of the body corporate records

| |
|-------------|
| Name: |
| Lot Number: |

Please provide your current contact details. If there is more than one lot owner, please provide both sets of details.

| | |
|---|---|
| Mobile phone (1): | Email (1): |
| Mobile phone (2): | Email (2): |
| Home Phone: | Work Phone: |
| Residential Address: | |
| Postal Address: | Send via email <input type="checkbox"/> |
| Levy Notice Address: | Send via email <input type="checkbox"/> |
| Property Manager Details (if applicable): | |



Company Nominee Form

To: The Secretary
CENTRAL HEIGHTS CTS 20078
c/- Active Body Corporate
Suite 3 / 146 Bundall Road
BUNDALL QLD 4217

Lot number/s: {Lot} _____

Advice by Corporate Owner Nominee

The following individual is the nominee of a corporate owner or corporate mortgagee in possession, being a corporation entitled to be entered on the roll of the body corporate. Details for entry in the roll are:

Name of corporation: _____

Full name of nominee 1: _____

Residential address of nominee: _____

Address for service of nominee: _____

Email Address & Mobile Number: _____

Date of appointment of nominee: _____

Signature of nominee: _____

Full name of nominee 2: _____

(if any)

Residential address of nominee: _____

Address for service of nominee: _____

Email Address & Mobile Number: _____

Date of appointment of nominee: _____

Signature of nominee: _____

Dated this _____ day of _____ 20__

Execution by the corporation (either under seal or in another way permitted under the Corporations Act section 127 or by power of attorney)

Signature(s)

Print name(s)

Instructions in Relation to Voting

Who may vote and how?

1. The Regulations* define who is entitled to vote at a meeting of the body corporate.
2. The Regulations** set out how a person can vote at a meeting of the body corporate.
3. A nominee form 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 other 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-owners in which case no vote will be counted for the lot.
7. A vote may request that a motion requiring an ordinary resolution be determined by a poll of the Contribution 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.
8. A person may withdraw a written vote at any time before the result of the motion is declared.
9. Please note a proxy may not vote on the election of committee members if in the Standard Module Regulation.

*See for example the Standard Module Regulation, which provides that a voter is an individual whose name is on the roll as:

- The owner of a lot; or
- The representative of the owner of a lot; or
- The nominee of a corporation whose name is entered on the body corporate's roll as the representative of the owner of a lot; or
- The corporate owner nominee; or
- A subsidiary scheme representative.

** See for example the Standard Module Regulation, which provides that a person may vote in any of the following ways:

- In person at the meeting
- In writing, by completing a "Voting Paper" and giving it to the Secretary at the address shown on the notice
- By appointing a proxy to vote on the person's behalf
- By casting an electronic vote in accordance with the Electronic Transactions (Queensland) Act 2001 and in accordance with any instructions accompanying the voting paper.



**We're
going
paperless.**



You can too!

Simply opt to receive your correspondence via email via the Stratamax Owners Portal.

We would like to remind you that you can always access reports and account details, including your Ledger Card (statement) and Owner Information Report/Levy Register (which lists your levy contribution values and due dates) on the Stratamax Owner's Portal. Below is the website address:

<https://www.stratamax.com.au/Portal/login.aspx>

If you have not previously set up a login for the portal, use the "Create an Account" option. Further information on how to create an account can be found in this help section:

<https://portalhelp.stratamax.com/help/stratamax-portal>

You can also view and update your personal details and delivery preferences from the Owners Portal, within the My Info, My Details menu.

VOTING PAPER

Annual General Meeting of CENTRAL HEIGHTS CTS 20078

Tuesday 24 June 2025 at 05:00 PM

Online Voting

Electronic voting will be conducted via the StrataVote system and in accordance with the instructions contained on the meeting notice. To submit your electronic votes please follow the instructions on the StrataVote system and ensure that you declare your votes on the final page.

To vote on these motions using this physical voting paper:

1. Tick Yes, No or Abstain then sign the bottom of each page.
Please forward to: The Secretary, Suite 3/146 Bundall Road Bundall 4217 QLD
2. Email: reception@activebodycorporate.com.au

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

THAT the minutes of the last General Meeting of the Body Corporate, held on 25th of June 2024, as previously circulated, be confirmed.

YES NO ABSTAIN

2. FINANCIAL STATEMENTS **Ordinary Resolution**
Statutory **Statutory Motion Submitted by Strata Committee**

THAT the Non-Audited Annual Financial Statements for the financial year ending 30th of April 2025 as attached to the agenda be accepted.

YES NO ABSTAIN

3. NO AUDIT **Special Resolution**
Statutory **Statutory Motion Submitted by Strata Committee**

THAT the Body Corporate's Statement of Accounts for the financial year ending 30th of April 2026 **NOT** be audited.

Note:

If you **DO want an audit** of the accounts, vote **NO**;
If you **do NOT want an audit** of the accounts, vote **YES**.

YES NO ABSTAIN

I/We require that this voting paper, completed by me/us, be recorded as my/our vote in respect of the motions set out above. I/We have signed the bottom of each page comprising this voting paper.

CENTRAL HEIGHTS CTS 20078

Signature(s) of Voter(s):..... **Name(s) of Voter(s):**.....

Lot No(s):..... **Date:**.....

4. APPOINTMENT OF AN AUDITOR **Ordinary Resolution**
Statutory **Statutory Motion Submitted by Strata Committee**

THAT on defeat of the previous motion, the Body Corporate appoint Ryan Harvie McEnery Chartered Accountants to audit the Body Corporate Statement of accounts for the financial year ending 30th of April 2026, at a cost of \$2,948.00 including GST (over 140 lots).

YES NO ABSTAIN

5. ADMINISTRATION FUND BUDGET AND LEVIES **Ordinary Resolution**
Statutory **Statutory Motion Submitted by Strata Committee**

THAT the administrative fund budget for the financial year ending 30th of April 2026, which totals \$598,000.00 (including GST), be adopted with each entitlement attracting a levy of \$3,538.46 per lot entitlement, to be levied as follows:

| Levy Status | Period From | Period To | Due | Admin Fund | Per Contribution Entitlement |
|----------------|--------------------|--------------------|-------------|---------------------|------------------------------|
| Already Issued | 01 May 2025 | 31 Jul 2025 | 01 May 2025 | \$136,126.12 | \$805.48 |
| To be Issued | 01 Aug 2025 | 31 Oct 2025 | 01 Aug 2025 | \$136,126.12 | \$805.48 |
| To be Issued | 01 Nov 2025 | 31 Jan 2026 | 01 Nov 2025 | \$162,873.75 | \$963.75 |
| To be Issued | 01 Feb 2026 | 30 Apr 2026 | 01 Feb 2026 | \$162,875.44 | \$963.76 |
| Total | 01 May 2025 | 30 Apr 2026 | | \$598,000.00 | \$3,538.46 |

Discount (if applicable): 15%

Total Contribution Entitlements: **169**

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

Interim Periods

| Levy Status | Period From | Period To | Due | Admin Fund | Per Contribution Entitlement |
|--------------|--------------------|--------------------|-------------|---------------------|------------------------------|
| To be Issued | 01 May 2026 | 31 Jul 2026 | 01 May 2026 | \$149,500.00 | \$884.62 |
| To be Issued | 01 Aug 2026 | 31 Oct 2026 | 01 Aug 2026 | \$149,500.00 | \$884.62 |
| Total | 01 May 2026 | 31 Oct 2026 | | \$299,000.00 | \$1,769.23 |

YES NO ABSTAIN

I/We require that this voting paper, completed by me/us, be recorded as my/our vote in respect of the motions set out above. I/We have signed the bottom of each page comprising this voting paper.

CENTRAL HEIGHTS CTS 20078

Signature(s) of Voter(s):..... **Name(s) of Voter(s):**.....

Lot No(s):..... **Date:**.....

6. SINKING FUND BUDGET AND LEVIES
Statutory

Ordinary Resolution
Statutory Motion Submitted by Strata Committee

THAT the sinking fund budget for the financial year ending 30th of April 2026, which totals \$182,352.93 (including GST), be adopted with each entitlement attracting a levy of \$1,079.01 per lot entitlement, to be levied as follows:

| Levy Status | Period From | Period To | Due | Sinking Fund | Per Contribution Entitlement |
|----------------|--------------------|--------------------|-------------|---------------------|------------------------------|
| Already Issued | 01 May 2025 | 31 Jul 2025 | 01 May 2025 | \$27,087.32 | \$160.28 |
| To be Issued | 01 Aug 2025 | 31 Oct 2025 | 01 Aug 2025 | \$27,087.32 | \$160.28 |
| To be Issued | 01 Nov 2025 | 31 Jan 2026 | 01 Nov 2025 | \$64,089.87 | \$379.23 |
| To be Issued | 01 Feb 2026 | 30 Apr 2026 | 01 Feb 2026 | \$64,088.18 | \$379.22 |
| Total | 01 May 2025 | 30 Apr 2026 | | \$182,352.93 | \$1,079.01 |

Discount (if applicable): 15%

Total lot entitlements – **169**

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

Interim Periods

| Levy Status | Period From | Period To | Due | Sinking Fund | Per Contribution Entitlement |
|--------------|--------------------|--------------------|-------------|--------------------|------------------------------|
| To be Issued | 01 May 2026 | 31 Jul 2026 | 01 May 2026 | \$45,588.23 | \$269.75 |
| To be Issued | 01 Aug 2026 | 31 Oct 2026 | 01 Aug 2026 | \$45,588.23 | \$269.75 |
| Total | 01 May 2026 | 31 Oct 2026 | | \$91,176.46 | \$539.51 |

YES

NO

ABSTAIN

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CENTRAL HEIGHTS CTS 20078

Signature(s) of Voter(s):..... **Name(s) of Voter(s):**.....

Lot No(s):..... **Date:**.....

7. INSURANCE
Statutory

Ordinary Resolution
Statutory Motion Submitted by Strata Committee

THAT the current insurance coverage be confirmed and that the Committee be authorised to approve the premium on renewal when due.

| Policy Number | Underwriter | Current To | Risk Type | Coverage Amount |
|------------------------------------|-------------------------------|-------------|--------------------------|-----------------|
| POL11055917 | Strata Insurance Community | 14 Apr 2026 | BUILDING SUM INSURED | \$54,795,500.00 |
| | | | CATASTROPHE | \$16,438,650.00 |
| | | | COMMON AREA CONTENTS | \$547,955.00 |
| | | | FIDELITY GUARANTEE | \$100,000.00 |
| | | | LOSS OF RENT | \$8,219,325.00 |
| | | | OFFICE BEARERS LIABILITY | \$5,000,000.00 |
| | | | PUBLIC LIABILITY | \$20,000,000.00 |
| | | | VOLUNTARY WORKERS | Insured |
| | | | GOVERNMENT AUDIT | \$25,000.00 |
| | | | LEGAL DEFENCE | \$50,000.00 |
| | | | LOT OWNER FIXTURES | \$300,000.00 |
| | | | FLOATING FLOORS | Insured |
| | | | TERRORISM | Insured |
| TOTAL PREMIUM: \$101,452.00 | | | | |

Further, that the Body Corporate Manager in conjunction with the Committee have the right to vary the insurer or insurance upon renewal if a better option can be obtained.

YES NO ABSTAIN

8. PEST CONTROL / TERMITE INSPECTION
Normal

Ordinary Resolution
Submitted by Strata Committee

THAT the body corporate approve Ori Pest Control to carry out pest control and termite inspection to common property with funds to be met from the administration fund.

YES NO ABSTAIN

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CENTRAL HEIGHTS CTS 20078

Signature(s) of Voter(s):..... Name(s) of Voter(s):.....

Lot No(s):..... Date.....

9. OWNERS MOTION 1 - LOT 86 **Ordinary Resolution**
Normal ***Submitted by Strata Committee***

I would like to ask to put a carport as we only have one garage & most people have 2 cars. The weather is getting more unpredictable & need cars to be under cover.

YES NO ABSTAIN

10. OWNERS MOTION 2 - LOT 86 **Ordinary Resolution**
Normal ***Submitted by Strata Committee***

To ask all residents to not leave 'stuff ' at the front of the their properties so it looks presentable. Previous manager was always onto it making sure it doesn't look messy.

YES NO ABSTAIN

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CENTRAL HEIGHTS CTS 20078

Signature(s) of Voter(s):..... **Name(s) of Voter(s):**.....

Lot No(s):..... **Date:**.....

ELECTION OF COMMITTEE

Annual General Meeting of CENTRAL HEIGHTS CTS 20078

The Body Corporate is required to elect a committee at this meeting and fill each of the executive positions. If a committee is not formed, the body corporate must call an extraordinary general meeting (at additional cost to the body corporate) for the purpose of electing a committee, within one month from the date of this meeting.

To nominate for a vacant position on the committee, please either attend the meeting in person, or if you are unable to attend the meeting and wish to nominate yourself for a vacant position, please complete the enclosed committee nomination form to be included from the floor of the meeting.

A Committee must have at least 3 members and all executive positions filled, with a total maximum of 7 Committee Members. Please note that if there are less than 7 lots, the maximum is the same as the number of lots.

Where no nominations have been received for a position, nominations will be taken from the meeting to fill any vacant positions, subject to eligibility.



The committee should select one or more members to approve invoices securely online using the invoice approval hub, accessed via Stratamax.

Approver: To be confirmed at the meeting

SMALL SCHEMES MODULE ONLY: For a Small Schemes Module, the committee needs to consist of a maximum of 2 members who can hold the positions of Secretary and/or Treasurer.

Chairperson

Jasmine Gates will be elected as no other nominations were received.

Secretary

Alan Martin will be elected as no other nominations were received.

Treasurer

John Connor will be elected as no other nominations were received.

Ordinary Member

Kym Juleff, Moreblessings Nyathi and Shearna Rea will be elected as no other nominations were received.

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CENTRAL HEIGHTS CTS 20078

Signature(s) of Voter(s):..... **Name(s) of Voter(s):**.....

Lot No(s):..... **Date:**.....

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CENTRAL HEIGHTS CTS 20078

Signature(s) of Voter(s):..... **Name(s) of Voter(s):**.....

Lot No(s):..... **Date:**.....

VOTING PAPER – Secret Motions

Annual General Meeting of CENTRAL HEIGHTS CTS 20078

Tuesday 24 June 2025 at 05:00 PM

Online Voting

Electronic voting will be conducted via the StrataVote system and in accordance with the instructions contained on the meeting notice. To submit your electronic votes please follow the instructions on the StrataVote system and ensure that you declare your votes on the final page.

To vote on these motions using this physical voting paper:

1. Tick Yes, No or Abstain.
2. Please forward to: Strata Services Group, PO Box 3393, ROBINA TOWN CENTRE, QLD, 4230

11. **DEED OF VARIATION - BY SECRET BALLOT**

Normal

Ordinary Resolution
Submitted by Owner Lot 75

RESOLVED That the Body Corporate, by ordinary resolution, agrees with the Manager, DIAMOND BRIDGE REAL ESTATE PTY LTD A.C.N 665 621 358 AS TRUSTEE FOR DIAMOND BRIDGE REALTY UNIT TRUST, to enter into and execute the Deed of Variation circulated with this Motion to create a further option term of 4 years and 11 months from 21 July 2045 and ending on 20 June 2050, and that two members of the Committee be authorised to sign on behalf of the Body Corporate or otherwise as authorised by law.

YES

NO

ABSTAIN

