

MINUTES of the Annual General Meeting of the Body Corporate

for Broadwater Haven CTS 33316 held on 25 November 2024

In attendance

Julie Martin Assistant Body Corporate Manager

Adam Dalziel Unit 1 in person

Phillip Whiteley Unit 6 in person

Gavin Zorlu Unit 7 in person

Jeremy Kerr Unit 8 by voting paper

Allan and Joan Michelmore Unit 9 in person

Business:

Quorum and Meeting Open - it was noted that a quorum was present and that the chairperson (Gavin Zorlu) opened the meeting.

1. Confirmation of Minutes

Minutes of prior AGM was approved.

Yes	5	No	0	Abstain	0
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Result: Unanimously carried

2. Statement of Accounts

Yes	1	No	4	Abstain	0
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Result: Unanimously defeated*

3. Administration Fund and Levy Contribution

Yes	1	No	4	Abstain	0
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Result: Unanimously defeated*

4. Sinking Fund & Levy Contribution

Yes	1	No	4	Abstain	0
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Result: Unanimously defeated*

This is to certify that this 9 page document (each page of which I have numbered and signed) is a true copy of the original 9 page document that I have sighted.

Date 26/11/24

Signed

Full Name

Qualification

Julie Martin
Julie Anne Martin
C. Dec 7348

5A No Appointment of Auditor
Yes 4 No 1 Abstain 0
Result: Unanimously carried

5B Appointment of Auditor
No vote required.

6 Insurance - Current Building Insured Sum
Yes 5 No 0 Abstain 0
Result: Unanimously carried

7. Termite Inspection
Yes 5 No 0 Abstain 0
Result: Unanimously carried

Meeting noted that Gavin Zorlu will arrange for the next pest inspection with Gold Coast Pest Management Solutions due November 2025.

9. Body Corporate Manager
Yes 5 No 0 Abstain 0
Result: Unanimously carried

Motion 10 Determination of Committee

The following positions were filled:-

Chairman and Site Manager: Gavin Zorlu

Secretary Phil Whiteley

Committee Adam Dalziel

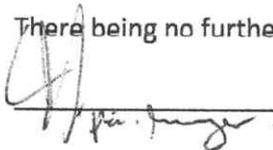
Committee Jeremy Kerr

Committee Allan Michelmore

General Business:

1. *Motions 2, 3 and 4. Those present discussed the accounts and it was agreed to increase the Administration Fund contribution by an additional \$185.00 per lot for the period 01/11/24 to 31/10/25 and to increase the Sinking Fund contribution by an additional \$120.00 per lot for the period 01/11/24 to 31/10/25. It was noted that the repainting of the property would be required in approximately 3 to 5 years and that the pool may require remedial works. It was suggested that the pool contractor comment on the current condition as to any possible works that would be required in the near future. Julie telephoned Splash Pool Shop and was informed that unfortunately until a crack appears there is no way to ascertain how long it would be as to when works (if any) would be required to the pool.
2. Discussed the gutters at Unit 1. Julie to contact the roofing contractor to inspect and quote after the new year.
3. Discussed front gardens. Phil confirmed that he would liaise with Gavin and order the mulch. Body Corporate Manager to request that the gardener contact Gavin to arrange the spreading of the mulch etc.
4. Allan Michelmores mentioned that he had just received his water account from GCCC and it is still billed from the main meter as 1 of 9 and not as an individual account. Julie to contact Oceanside Services. Julie contacted Oceanside Servies who were investigating the issue and would advise.
5. Following the meeting Gavin advised that a neighbouring blueberry bush needs trimming and to request the owner too trim the bush. Gavin to provide particulars of the owners name and address.

There being no further business the meeting closed.



Chairman

BCCM FORM 4

Body Corporate and Community Management Act 1997
This form is effective from 18 April 2008

NOTICE OF ANNUAL GENERAL MEETING OF THE BODY CORPORATE

Section 1

(Insert Owner's name and address as it appears on the roll)

Note: Please read the attached notice which sets out your rights and responsibilities in respect of the meeting

To: Name

Address:

Locality/Suburb State Postcode

You are advised that the Annual General Meeting for –

Name of Scheme

CMS

Is to be held at –

Address:

Locality/Suburb State Postcode

Time and date of meeting

Section 2 Agenda

Note: This agenda sets out the substance of the motions to be considered at the meeting. The full text of each motion is set out in the accompanying "Voting Paper". Any explanatory material provided by an owner proposing a motion is included in the schedule accompanying the voting paper.

Attendance record and Apologies
Admission of proxies and voting papers.

Motion No. Substance of Motion:

1	Minutes (previous meeting) confirmation
2	Financial Report – adoption of statements
3	Administrative Fund Budget & Levy Contribution
4	Sinking Fund Budget & Levy Contribution
5A	No Appointment of Auditor
5B	Appointment of Auditor
6	Insurance
7	Termite Inspection
8	Appointment of Body Corporate Manager

Election of Committee

Name of Secretary Signature.....

Locality/Suburb State Postcode

Telephone Fax

Date / /

Section 3 Voting Paper	<p>If you want to vote using this voting paper, mark either "YES", "NO" or "ABSTAIN" opposite 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.</p> <p>After signing the completed voting paper, forward it promptly to the Secretary at the address shown at the end of the agenda.</p>	
	No. MOTION 1 Person proposing <input type="text" value="Requirement of Legislation"/> Lot No. <input type="text"/> Resolution required <input type="text" value="Standard Resolution"/> "TEXT OF MOTION" – Confirmation of Prior AGM That the minutes of the prior Annual General Meeting be confirmed a true record.	VOTE YES/NO/ABSTAIN <small>(please circle one)</small>
	No. MOTION 2 Person proposing <input type="text" value="Requirement of Legislation"/> Lot No. N/A -requirement of legislation <input type="text"/> Resolution required <input type="text" value="Standard resolution"/> "TEXT OF MOTION" – Statement of Accounts That the statement of accounts for the reporting period from <u>01/11/2024 to 31/10/2025</u> as prepared and submitted by the Treasurer be adopted.	VOTE YES/NO/ABSTAIN <small>(please circle one)</small>
	No. MOTION 3 Person proposing <input type="text" value="Requirement of Legislation"/> Lot No. N/A -requirement of legislation Resolution required <input type="text" value="Standard resolution"/> "TEXT OF MOTION" – Administration Fund and Levy Contribution That the administrative fund budget for the period <u>01/11/2024 to 31/10/2025</u> amounting to \$30,745.00 (\$3,415.00 per lot per annum) be approved and NOTE: The levy will in four equal instalments of \$853.75 each	VOTE YES/NO/ABSTAIN <small>(please circle one)</small>
	No. MOTION 4 Person proposing <input type="text" value="Requirement of Legislation"/> Lot No. N/A -requirement of legislation Resolution required <input type="text" value="Standard resolution"/> "TEXT OF MOTION" – Sinking Fund & Levy Contribution That the sinking fund budget for the period <u>01/11/2024 to 31/10/2025</u> amounting to \$9,000.00 net (\$1,000.00 per lot per annum) be approved NOTE: The levy will issue in four equal instalments of \$250.00 each	VOTE YES/NO/ABSTAIN <small>(please circle one)</small>
	<p>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.</p> <p>I/We have signed the bottom of each page comprising this voting paper.</p> <p>Signature(s) of Voter(s).....</p> <p>Name(s) of Voter(s).....</p> <p>Lot No..... Plan No.....</p> <p>Date: / /</p>	

Section 3 Voting Paper	No.	MOTION	VOTE																		
	5A	Person proposing <input type="text" value="Requirement of Legislation"/> Lot No. N/A -requirement of legislation Resolution required <input type="text" value="Special resolution"/>	YES/NO/ABSTAIN <small>(please circle one)</small>																		
<p>“TEXT OF MOTION” – No Appointment of Auditor</p> <p>That the Body Corporate’s financial records and statements for the prior financial year NOT BE audited.</p> <p>Note: If you want the accounts to be audited, vote NO, if you do not want the accounts to be audited, vote YES.</p>																					
	5B	Person proposing <input type="text" value="Requirement of Legislation"/> Lot No. N/A -requirement of legislation Resolution required <input type="text" value="Standard resolution"/>	YES/NO/ABSTAIN <small>(please circle one)</small>																		
<p>“TEXT OF MOTION” – Appointment of Auditor</p> <p>That the Body Corporate’s financial records and statements for the prior year BE audited</p> <p>Note: The appointment of an auditor will require a reassessment of levies to provide for additional expenditure of approximately \$2,500.00</p>																					
	6	Person proposing <input type="text" value="Requirement of Legislation"/> Lot No. N/A -requirement of legislation Resolution required <input type="text" value="Standard resolution"/>	YES/NO/ABSTAIN <small>(please circle one)</small>																		
<p>“TEXT OF MOTION” - Insurance</p> <p>That the following Insurance in the name of the Body Corporate be confirmed in respect to the following sums with Longitude Insurance at a premium of 12,518.77 (less refund of \$692.55) - \$11,826.22 be confirmed</p> <p>Full particulars of the policy are as follows:-</p> <table border="0"> <tr><td>Building Insurance</td><td>\$6,037,80.00</td></tr> <tr><td>Common Contents</td><td>\$60,378.00</td></tr> <tr><td>Legal Liability</td><td>\$20,000,000.00</td></tr> <tr><td>Voluntary Workers</td><td>Insured</td></tr> <tr><td>Fidelity Guarantee</td><td>\$100,000.00</td></tr> <tr><td>Office Bearers/Legal Liability</td><td>\$250,000.00</td></tr> <tr><td>Legal Expenses</td><td>\$50,000.00</td></tr> <tr><td>Lot owners fixtures and improvements</td><td>\$300,000.00</td></tr> <tr><td>Flood</td><td>Included</td></tr> </table> <p>Excess: \$1,000.00 per claim Excess – Storm - \$2,500.00 per claim</p> <ul style="list-style-type: none"> The regulations require that the Body Corporate must, if it is required to insure one or more buildings, obtain an independent valuation stating the full replacement value of the building every 5 years; “Contents” of Lots are not insured under the Body Corporate policy. Owners are required to make suitable arrangements to insure the contents of their Units. It is recommended that owners arrange Contents/Landlord insurance for their Lot. Owners should see their own professional advice in relation to their insurance requirements. 				Building Insurance	\$6,037,80.00	Common Contents	\$60,378.00	Legal Liability	\$20,000,000.00	Voluntary Workers	Insured	Fidelity Guarantee	\$100,000.00	Office Bearers/Legal Liability	\$250,000.00	Legal Expenses	\$50,000.00	Lot owners fixtures and improvements	\$300,000.00	Flood	Included
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Section 3 Voting Paper		
No.	MOTION	VOTE
7	Person proposing <input type="text" value="Committee"/> Lot No. <input type="text"/> Resolution required <input type="text" value="Standard resolution"/> “TEXT OF MOTION” – Termite Inspection and General Pest Spray That the Body Corporate Manager or Secretary arrange for the termite report and general pest spray for the complex – Net due November 2025. Comment: Please note that this will require access to all units at the same time.	YES/NO/ABSTAIN <small>(please circle one)</small>
8	Person proposing <input type="text" value="Requirement of Legislation"/> Lot No. <input type="text"/> Resolution required <input type="text" value="Standard resolution"/> “TEXT OF MOTION” – Appointment of Body Corporate Manager That Cockerill & Company Body Corporate Management Services Pty. Ltd. be re-appointed as the Body Corporate Manager and be authorised to carry out duties, functions and authorities of the committee pursuant to the Body Corporate and Community Management Act 1997 for a period of one (1) year commencing on 1 November 2024 and ending on 31 October 2025 for a fee of \$1,700.00 plus an allowance for postages and petty of \$150.00 and that the agreement be in accordance with the terms and conditions of the attached Administration Agreement and authorise the Body Corporate Manager to submit a motion for reappointment on expiry of the Agreement. That the Committee be authorised to enter into and sign the agreement. The Common Seal is to be kept in the custody of the Body Corporate Manager and their Manager, Garry Cockerill be delegated the authority to affix and witness the affixing of the seal as required. That the Body Corporate Manager be authorised to continue to operate the Body Corporate bank account with the National Australia Bank.	YES/NO/ABSTAIN <small>(please circle one)</small>
9	Person proposing <input type="text" value="Requirement of Legislation"/> Lot No. <input type="text"/> Resolution required <input type="text" value="Standard resolution"/> “TEXT OF MOTION” – Determination of Committee Nominations will be received from the floor.	NO VOTE REQ.
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. Signature(s) of Voter(s)..... Name(s) of Voter(s)..... Lot No..... Plan No..... Date: / /		

Section 4 Ballot paper for the Election of Committee Members	<p>Chairperson</p> <table border="0"> <tr> <td>Candidates</td> <td>State whether owner or non-owner (See Note)</td> <td>Mark ONE name only.</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td>.....</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td>.....</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td>.....</td> </tr> </table> <p>Secretary</p> <table border="0"> <tr> <td>Candidates in alphabetical Order of surname</td> <td>State whether owner or non-owner (See Note)</td> <td>Mark ONE name only.</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td>.....</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td>.....</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td>.....</td> </tr> </table> <p>Treasurer</p> <table border="0"> <tr> <td>Candidates in alphabetical Order of surname</td> <td>State whether owner or non-owner (See Note)</td> <td>Mark ONE name only.</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td>.....</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td>.....</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td>.....</td> </tr> </table> <p>Ordinary Members</p> <table border="0"> <tr> <td>Candidates in alphabetical Order of surname</td> <td>State whether owner or non-owner (See Note)</td> <td>Mark ONE name only.</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td>.....</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td>.....</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td>.....</td> </tr> </table>	Candidates	State whether owner or non-owner (See Note)	Mark ONE name only.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Candidates in alphabetical Order of surname	State whether owner or non-owner (See Note)	Mark ONE name only.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Candidates in alphabetical Order of surname	State whether owner or non-owner (See Note)	Mark ONE name only.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Candidates in alphabetical Order of surname	State whether owner or non-owner (See Note)	Mark ONE name only.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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NOTE: Where the ballot is a secret ballot these details should not be shown on this form (instead these details must be recorded on the "Particulars Envelope"- see "Conduct of elections for body corporate committee by secret ballot" in the Regulation Module).	<p>Signature(s) of Voter(s).....</p> <p>Name(s) of Voter(s).....</p> <p>Lot No..... Plan No.....</p> <p>Date: / /</p>																																																

<p>SECTION 5 Statement rcgarding meeting procedure and voters' rights for an Annual General Meeting</p>	<ol style="list-style-type: none"> 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 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 2 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.
<p>Notes</p>	<p>* See for example <i>Sections 49 and 49A</i> of the <i>Standard Module Regulation</i>. ** See for example <i>Section 51</i> of the <i>Standard Module Regulation</i> which provides that a person may vote in any of the following ways on a motion, other than a motion to be decided by secret ballot-</p> <ul style="list-style-type: none"> • in person at the meeting. • in writing, by completing a "Voting Paper" and giving it to the Secretary at the address shown on the first page. • by appointing a proxy to vote on the person's behalf. • by casting an electronic vote (if allowed by the body corporate) in accordance with the <i>Electronic Transactions (Queensland) Act 2001</i> and in accordance with any instructions accompanying the voting paper.