

Perspective Broadwater CTS 55896

Minutes of the Annual General Meeting held in the office of SSKB, 10 Frigo Court, Bundall and Via Videoconference (Microsoft Teams) on Wednesday, 3 September 2025 at 2:00pm

Lots represented by

- Lot 2 Electronic vote and present in person by Anthony Hearn (*Via Videoconference*)
- Lot 3 Electronic vote and present in person by Nicholas Mathers (*Via Videoconference*)
- Lot 4 Electronic vote
- Lot 7 Electronic vote

Also in attendance

Byron Leadbetter of SSKB (Community Manager)

Chairperson

Anthony Hearn

Apologies

The Chairperson tabled the following apology received:

Leanne Conwell

Confirmation of proxies and voting papers

The Chairperson declared that all voting papers were valid.

Quorum

The Chairperson advised that a quorum was represented and declared the meeting open at 2:07pm.

Statutory Motions

1. Confirmation of Minutes of Previous Meeting - Motion by Ordinary Resolution

RESOLVED THAT the Minutes of the Annual General Meeting held on 29 August 2024 be confirmed.

YES 4 NO 0 ABSTAIN 0

2. Adoption of Financial Statements - Motion by Ordinary Resolution

RESOLVED THAT the Balance Sheet and Statements of Income and Expenditure for the year ending the 31 May 2025 be adopted and confirmed by the Body Corporate.

YES 4 NO 0 ABSTAIN 0

3. Non-Audit of Accounts for Ensuing Financial Year - Motion by Special Resolution

RESOLVED THAT the Body Corporate Statement of Accounts for the year ending 31 May 2026 not be audited.

YES 4 NO 0 ABSTAIN 0

4. Appointment of Auditor - Motion by Ordinary Resolution

THAT Dickfos Dunn Adam be appointed to audit the Body Corporate Statement of Accounts for the financial year ending 31 May 2026.

As motion 3 was resolved, this motion was ruled out of order by the Chairperson

5. Administrative Fund Budget and Advance Issue - Motion by Ordinary Resolution

RESOLVED THAT:

- The Body Corporate adopt the Administrative Fund Budget totalling \$38,684.00, (excluding GST) and \$42,552.40 (including GST);
- Which equals \$38.76 (excluding GST), and \$42.64 (including GST) per contribution entitlement;
- There will be 2 levies issued this financial year to make up the balance of the Budget; and
- There will be 1 advance issue for next financial year based on an average of the Budget for this financial year.

Summary Table

Due Date	\$ (including GST)	Period
01/06/25 (already issued)	\$13.23	01/06/25-30/09/25
25/10/25	\$14.71	01/10/25-31/01/26
01/02/26	\$14.70	01/02/26-31/05/26
Total contribution entitlements: 998	Total per contribution entitlement: \$42.64	
01/06/26 (advance issue next financial year)	\$14.21	01/06/26-30/09/26

YES 4 NO 0 ABSTAIN 0

6. Sinking Fund Budget and Advance Issue - Motion by Ordinary Resolution

RESOLVED THAT:

- The Body Corporate adopt the Sinking Fund Budget totalling \$11,330.00, (excluding GST) and \$12,463.00 (including GST);
- Which equals \$11.35 (excluding GST), and \$12.49 (including GST) per contribution entitlement;
- There will be 2 levies issued this financial year to make up the balance of the Budget; and
- There will be 1 advance issue for next financial year based on an average of the Budget for this financial year.

Summary Table

Due Date	\$ (including GST)	Period
01/06/25 (already issued)	\$4.04	01/06/25-30/09/25
25/10/25	\$4.23	01/10/25-31/01/26
01/02/26	\$4.22	01/02/26-31/05/26
Total contribution entitlements: 998	Total per contribution entitlement: \$12.49	
01/06/26 (advance issue next financial year)	\$4.16	01/06/26-30/09/26

The Sinking Fund levy is calculated based on the Sinking Fund Forecast. To view your Body Corporate Sinking Fund Forecast please log into the Body Corporate Portal via www.mysskb.com.au.

YES 4 NO 0 ABSTAIN 0

7. Insurance Approval - Motion by Ordinary Resolution

RESOLVED THAT the Body Corporate:

- Ratifies the insurance renewal details, listed in the Insurance Report circulated with the meeting material, renewed following prior Committee consideration on 13 June 2025;
- Authorises the Community Manager to take the necessary action to obtain insurance renewal proposals for the Chairperson or Committee representative's approval;
- In the absence of timely instruction at renewal by the Chairperson or Committee Representative, SSKB is authorised to renew the insurance policy for a further twelve (12) month period after obtaining at least two (2) renewal proposals and in accordance with recommendations from the Body Corporate Insurance Broker (if applicable);

- iv. Acknowledges the disclosures made by SSKB in the Administration Agreement concerning insurance; and
- v. Acknowledges the disclosure of Insurance Brokers and Commission identified within the Insurance Report.

The last valuation for insurance purposes was carried out on 24 April 2023 for a building replacement value determined at \$12,350,000.00.

YES 4 NO 0 ABSTAIN 0

8. Insurance Provision - Motion by Ordinary Resolution

RESOLVED THAT:

- i. The Body Corporate approve the provision for next year's insurance renewal, totalling \$14,861.00 (excluding GST) and \$16,347.10 (including GST);
- ii. Which equals \$14.86 (excluding GST) and \$16.35 (including GST) per interest entitlement;
- iii. There will be 2 payments collected this financial year to make up the balance of the Budget; and
- iv. There will be 1 advance payment for next financial year based on an average of the Budget for this financial year.

Summary Table

Due Date	\$ (including GST)	Period
01/06/25 (already issued)	\$7.17	01/06/25-30/09/25
25/10/25	\$4.59	01/10/25-31/01/26
01/02/26	\$4.59	01/02/26-31/05/26
Total interest entitlements: 1,000	Total per interest entitlement: \$16.35	
01/06/26 (advance payment next financial year)	\$5.45	01/06/26-30/09/26

YES 4 NO 0 ABSTAIN 0

Motions from the Committee

9. Recovery of Levies and Authority to Appoint a Solicitor - Motion by Ordinary Resolution

RESOLVED THAT

- i. The Committee be authorised to appoint a legal practitioner or collection agent for the purpose of recovering an amount levied on an Owner or an amount levied for any service requested by the Owner of a Lot which is due to the Body Corporate;
- ii. The Owner pays on demand, the whole of the Body Corporate costs and expenses (including solicitor and own client costs);
- iii. If applicable, the penalty interest of 30% per annum (2.5% per month) on the Administrative Fund, Sinking Fund and Insurance Reimbursement contributions be payable if the contributions are not paid by the due date for payment;
- iv. That the Committee be authorized to enter into a cost agreement with the legal practitioner or collection agent for the recovery costs

YES 4 NO 0 ABSTAIN 0

10. Engagement of All Metal Fab - Motion by Ordinary Resolution

RESOLVED THAT the Body Corporate accept the quotation from All Metal Fab to undertake works to the entrance pathway at a total cost of \$4,480.00 (excluding GST).

YES 4 NO 0 ABSTAIN 0

11. Fire Services Contract (Ratify) - Motion by Ordinary Resolution

RESOLVED THAT the Body Corporate accept the Fire Services agreement proposed by Auscoast Fire Services for a 364-day agreement at a total cost of \$4,823.00 + GST.

YES 4 NO 0 ABSTAIN 0

12. Increase Committee Spend Limit - Motion by Ordinary Resolution

RESOLVED THAT the Body Corporate increase the relevant limit for Committee spending from \$400.00 (incl GST) by the number of Lots in the scheme to \$1,000.00 (incl GST) per Lot in the scheme until otherwise resolved.

YES 4 NO 0 ABSTAIN 0

Election of Committee Members

Nominations for Committee positions received appear in alphabetical order:

Chairperson	HEARN, Anthony of Lot No. 2 - Self Nominated As only 1 nomination was received for this position, this candidate was declared elected.
Secretary	MATHERS, Nicholas of Lot No. 3 - Self Nominated As only 1 nomination was received for this position, this candidate was declared elected.
Treasurer	As only no nominations were received for this position, candidates were called from the floor of the meeting. <i>Leanne Conwell expressed interest in the position of Treasurer at the Budget Meeting.</i>
Ordinary Committee Members	As no nominations were received for this position, candidates were called from the floor of the meeting.

If the number of elected members is less than the maximum number of voting members required, the Chairperson must invite nominations at the meeting to bring the total number of voting members to the maximum number.

Treasurer

Nominations were called from the floor of the meeting for the position of Treasurer. Leanne Conwell had expressed her interest in the position of Treasurer. As no further nominations were received, Leanne Conwell was declared elected.

Election of Committee Members

Therefore, the following persons shall comprise the Body Corporate Committee for the ensuing year.

Chairperson	HEARN, Anthony	Nominated by Lot 2
Secretary	MATHERS, Nicholas	Nominated by Lot 3
Treasurer	Conwell, Leanne	Nominated by Lot 7

On-line Invoice Approval Authority

The Committee advised that the current approver/s on the on-line invoice approval system (referred to as The Hub) will remain the same until the next Committee Meeting where this matter can be discussed further and ratified.

Next Meeting

The next Committee Meeting will be held on a later date.

Closure

There being no further business to discuss, the Chairperson declared the meeting closed at 2:11pm.

Secretary of the Body Corporate

Nicholas Mathers

C/- SSKB Community Managers

10 Frigo Court, Bundall

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