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# Annual General Meeting Minutes

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## SACRAMENTO SANDS CTS 29426

### Annual General Meeting minutes

**Date** Monday,30 September 2024  
**Time** 02:00 PM  
**Location** Southport Central Level 3, Tower 3 9 Lawson Street, Southport BC, QLD, 4215

#### Attendance

Lot	Owner	Capacity
1	Jess Pascoe	Electronic vote
2	Scott Barney	Electronic vote
5	Stephen James Cooper	Electronic vote
8	Peter John McMahon	Owner present
9	Steve Housden	Owner present (pre-voted)

#### Also in attendance

Lee Thompson Archers, the Strata Professionals

**Chairperson** Peter John McMahon

**Quorum** The Chairperson declared that quorum was achieved.

Note: All motions are submitted by the committee unless otherwise stated.

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### 1. Minutes

That the minutes of the last general meeting held on 26th of October 2023 be confirmed.

Ordinary Resolution	5 Yes	0 No	0 Abstain
<b>Motion CARRIED.</b>			

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### 2. Statement of accounts

That the body corporate adopts the statement of accounts for the financial year ended 30th of June 2024 as circulated with this notice.

Ordinary Resolution	5 Yes	0 No	0 Abstain
<b>Motion CARRIED.</b>			

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### 3. Audit

That the body corporate's statement of accounts for the financial year ending 30th of June 2025 *not* be audited.

*Note: If you want the accounts to be audited, vote **no**. If you do not want the accounts to be audited vote **yes**.*

Special Resolution	5 Yes	0 No	0 Abstain
<b>Motion CARRIED.</b>			

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### 4. Appointing an auditor

That in the event of an audit being required the body corporate appoint the following:

PKF Chartered Accountants

Ordinary Resolution

**Motion lapsed as Audit was CARRIED**

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## 5. Administrative fund budget and contributions

That an administrative fund budget for the year ending 30th of June 2025 and totalling \$27,000.00 including GST be adopted and levied in the following manner:

Levy Status	Financial Period	Period From	Period To	Due	Admin Fund	Per Contribution Lot Entitlement
Already Issued	Current	01 Jul 2024	31 Dec 2024	01 Jul 2024	\$14,000.00	\$1,400.00000
To be Issued	Current	01 Jan 2025	30 Jun 2025	01 Jan 2025	\$13,000.00	\$1,300.00000
<b>Total</b>		<b>01 Jul 2024</b>	<b>30 Jun 2025</b>		<b>\$27,000.00</b>	<b>\$2,700.00000</b>

And that the interim levies for the following financial year be issued as follows:

### Interim Periods

Levy Status	Financial Period	Period From	Period To	Due	Admin Fund	Per Contribution Lot Entitlement
To be Issued	Next	01 Jul 2025	31 Dec 2025	01 Jul 2025	\$13,500.00	\$1,350.00000
<b>Total</b>		<b>01 Jul 2025</b>	<b>31 Dec 2025</b>		<b>\$13,500.00</b>	<b>\$1,350.00000</b>

Ordinary Resolution

**5 Yes**

**0 No**

**0 Abstain**

**Motion CARRIED.**

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## 6. Sinking fund budget and contributions

That the sinking fund budget for the year ending 30th of June 2025 and totalling \$11,000.00 including GST be adopted and levied in the following manner:

Levy Status	Financial Period	Period From	Period To	Due	Sinking Fund	Per Contribution Lot Entitlement
Already Issued	Current	01 Jul 2024	31 Dec 2024	01 Jul 2024	\$5,000.00	\$500.00000
To be Issued	Current	01 Jan 2025	30 Jun 2025	01 Jan 2025	\$6,000.00	\$600.00000
<b>Total</b>		<b>01 Jul 2024</b>	<b>30 Jun 2025</b>		<b>\$11,000.00</b>	<b>\$1,100.00000</b>

And that the interim levies for the following financial period be issued as follows:

### Interim Periods

Levy Status	Financial Period	Period From	Period To	Due	Sinking Fund	Per Contribution Lot Entitlement
To be Issued	Next	01 Jul 2025	31 Dec 2025	01 Jul 2025	\$5,500.00	\$550.00000
<b>Total</b>		<b>01 Jul 2025</b>	<b>31 Dec 2025</b>		<b>\$5,500.00</b>	<b>\$550.00000</b>

Ordinary Resolution

**5 Yes**

**0 No**

**0 Abstain**

**Motion CARRIED.**

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## 7. Insurance

That the following insurance be confirmed:

*Note: A certificate of currency is enclosed with this agenda. The information in this motion is a summary of the current policy. If you require specific insurance advice, including advice about personal insurance to complement the body corporate insurance, please contact the insurance broker.*

Policy Number	Underwriter	Current To	Risk Type	Coverage	Excess
POL11069780	Strata Community Insurance	01 Jul 2025	Building	\$6,838,432.00	\$2,000.00
			Water damage/burst pipes	\$6,838,432.00	\$5,000.00
			Common Area Contents	\$54,724.00	\$5,000.00
			Public liability	\$20,000,000.00	\$2,000.00
			Office bearers	\$1,000,000.00	\$2,000.00
			Catastrophe	\$1,025,765.00	\$2,000.00
TOTAL PREMIUM: \$12,963.66					

And that the committee be authorised to obtain market quotes, determine the most suitable policy (considering the best interests of the body corporate, terms and cost), and place insurance at the renewal date.

Ordinary Resolution **5 Yes** **0 No** **0 Abstain**  
**Motion CARRIED.**

## 8. Committee Spending Limit

That the Body Corporate increase the Committee Spending Limit to \$500.00 exc GST per Lot.

Ordinary Resolution **5 Yes** **0 No** **0 Abstain**  
**Motion CARRIED.**

## 9. Administration agreement

That the body corporate engage Archers BCM (Gold Coast) Pty Ltd ABN 29 088 272 913 as its body corporate manager for the supply of administrative services to the body corporate for a 3 year period commencing on the 11th of October 2024, the fee being \$1,667.79 (Inc GST) the terms of which are stated in the engagement which has been circulated to the members of the body corporate. It is further resolved that the common seal of the body corporate be affixed to the administration agreement and that any two members of the committee can execute the agreement.

Ordinary Resolution **2 Yes** **3 No** **0 Abstain**  
Without use of Proxies

**Motion DEFEATED.**

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## 10. Improvements to Common Property

That the body corporate approve the improvements proposed by the owners of Lot 9 to common property and that all costs (including initial construction, ongoing maintenance and insurance costs) of the improvements are to be the sole responsibility of the owners of Lot 9.

The proposed improvements consist of:

1. Concreting of the Exclusive Use courtyard area to the side of Lot 9 and the installation of a professionally installed shade sail approximately 6.0 meters by 3.2 meters in area, 2.4 meters high and Rainbow Z16 in colour. The proposed shade sail will be constructed with the same materials and colour as the shade sails covering the car park to maintain uniformity and is to be located behind the existing gate and above the newly concreted area (see attached diagrams). and
2. Removal of common property garden bed and grassed area to the front of Lot 9 (see attached diagram) and replacing the garden bed and grassed area with concrete to match the existing driveway.

Ordinary Resolution **5 Yes** **0 No** **0 Abstain**

**Motion CARRIED.**

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## Election of Committee

**Chairperson**

Steven Housden has been elected unopposed as Chairperson.

**Secretary**

Jessica Maree Pascoe has been elected unopposed as Secretary.

**Treasurer**

Jessica Maree Pascoe has been elected unopposed as Treasurer.

**Ordinary Member**

Peter John McMahon has been elected to the committee.

The chairperson declared the meeting closed at 02:06 PM.

**Secretary** PO Box 10664  
Southport BC  
QLD 4215

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