



Disclosure Statement

Body Corporate and Community Management Act 1997

SECTION 206

Body Corporate Body Corporate for: CHEYENNE Community Titles Scheme 14859
 Lot No: 3 on BUP 160
 Address: 3 / 104 ALBATROSS AVENUE MERMAID BEACH QLD 4217

PRESCRIBED INFORMATION

Secretary of Body Corporate Name: PRISCILLA JENKINS C/- AUSTRALIAN UNIT ADMINISTRATION PTY LTD
 Address: PO BOX 554 MERMAID BEACH QLD 4218
 Telephone: 07 5575 2955

Body Corporate Manager Name: AUSTRALIAN UNIT ADMINISTRATION PTY LTD
 Address: AS ABOVE
 Telephone: _____

Annual Contributions and Levies Administrative Fund: \$3,000.00 **GROSS** each year by instalments in advance on the FIRST day of each OCT/ARP **Discount: 10%**
 Sinking Fund: \$600.00 **GROSS** each year by instalments in advance on the FIRST day of each OCT/APR **Discount: 10%**
 Special Admin: \$500.00 – SEE ATTACHED AGM DATED 7/12/2023
 Special Sinking: \$1,000.00 – SEE ATTACHED AGM DATED 7/12/2023
 Special Sinking: \$1,200.00 – PAID IN FULL – SEE ATTACHED EGM DATED 11/10/2023

Contribution Schedule Lot Entitlements Based on Contribution Schedule Lot Entitlements: Lot Entitlement 1 Aggregate 5
3000.00 (Admin) 600.00 (Sinking) 500.00, 1000.00 & 1200.00
 Ratified at AGM dated 07/12/2023 & EGM 11/10/2023

Based on Interest Schedule Lot Entitlements: Lot Entitlement 1 Aggregate 5
N/A (Insurance included in Admin Fund Levy)
 Ratified at AGM dated N/A
***Only applies if a separate Levy has been struck for Insurance otherwise the Insurance is paid from Administration Fund**

Improvements on Common Property for which Buyer will be responsible NOTHING SIGHTED

Initial

Initials

Body Corporate and Community Management Act 1997
Body Corporate and Community Management (Standard Module)
 Roll of Lots and Entitlements (Section 204)
CHEYENNE CTS 14895

LOT NO. 3 UNIT NO. 3 PLAN NO. 160 TYPE B.F.P. ACCOUNT NO. 02100003

ORIGINAL OWNER		
Name of Original Owner of Lot	Residential Address of Original Owner	Address for service of notices on Original Owner
Ms T Sweeney	Unit 3, Cheyenne 104 Albatross Avenue MERMAID BEACH QLD 4218	Unit 3, Cheyenne 104 Albatross Avenue MERMAID BEACH QLD 4218

CONTRIBUTION ENTITLEMENTS	
Contribution Entitlements	Date of Registration
1.00	11-Aug-97

INTEREST ENTITLEMENTS	
Interest Entitlements	Date of Registration
1.00	11-Aug-97

PARTICULARS OF SUBSEQUENT OWNERS			
Full Name of Owner(s)	Residential Address	Address for service of notices on Owner(s)	Date of notice
Mr J & Mrs G Heatherley theheatherleys@gmail.com	Unit 3, 54 Albatross Avenue MERMAID BEACH QLD 4218	Unit 3, 54 Albatross Avenue MERMAID BEACH QLD 4218	03/07/23
Mr J & Mrs G Heatherley theheatherleys@gmail.com	Unit 3, 54 Albatross Avenue MERMAID BEACH QLD 4218	Unit 3, 54 Albatross Avenue MERMAID BEACH QLD 4218	03/07/23
A & A Tatu Atia ali@skino2.com.au	19 Brakes Crescent MIAMI QLD 4220	19 Brakes Crescent MIAMI QLD 4220	20/02/18
Mr J Hey	PO BOX 6552 GCMC QLD 9726	PO BOX 6552 GCMC QLD 9726	03/05/16
Mr J Mcguiggan & Ms N Lowe nicolelowe_20@hotmail.com	Unit 3 Cheyenne 104 Albatross Avenue MERMAID BEACH QLD 4218	Unit 3 Cheyenne 104 Albatross Avenue MERMAID BEACH QLD 4218	10/02/16
Mr J Mcguiggan & Ms N Lowe	Unit 3 Cheyenne 104 Albatross Avenue MERMAID BEACH QLD 4218	Unit 3 Cheyenne 104 Albatross Avenue MERMAID BEACH QLD 4218	17/06/14

(continued)

Roll of Lots and Entitlements (Section 204)

CHEYENNE CTS 14895

LOT NO. 3 UNIT NO. 3 PLAN NO. 160 TYPE B.F.P. ACCOUNT NO. 02100003

PARTICULARS OF SUBSEQUENT OWNERS

Full Name of Owner(s)	Residential Address	Address for service of notices on Owner(s)	Date of notice
Jamie Mcguiggan & Nicole Lowe	Cheyenne Unit 3 / 104 Albatross Avenue MERMAID BEACH QLD 4218	Cheyenne Unit 3 / 104 Albatross Avenue MERMAID BEACH QLD 4218	28/10/13
Jamie Mcguiggan & Nicole Lowe	Cheyenne Unit 3 / 104 Albatross Avenue MERMAID BEACH QLD 4218	Cheyenne Unit 3 / 104 Albatross Avenue MERMAID BEACH QLD 4218	28/10/13
Jamie Mcguiggan & Nicole Lowe	5/6 Fifth Avenue BURLEIGH HEADS QLD 4220	5/6 Fifth Avenue BURLEIGH HEADS QLD 4220	07/12/12
Mr KT Gogolka	PO Box 699 SURFERS PARADISE QLD 4217	PO Box 699 SURFERS PARADISE QLD 4217	20/06/03
Ms M Woolley	Unit 3, Cheyenne 104 Albatross Ave Mermaid Beach Qld 4218	Unit 3, Cheyenne 104 Albatross Ave Mermaid Beach Qld 4218	09/07/01
Ms T A Sweeney	PO Box 5784 Gold Coast Mail Centre BUNDALL QLD 4217	PO Box 5784 Gold Coast Mail Centre BUNDALL QLD 4217	02/10/95
Ms T A Sweeney	Unit 3 Cheyenne 104 Albatross Avenue MERMAID BEACH 4218	Unit 3 Cheyenne 104 Albatross Avenue MERMAID BEACH 4218	29/10/93

MORTGAGEE

Full Name of representative	Address for service of notices	Type of Notice	Date of notice
PO BOX 190	TOOWOOMBA QLD 4350	Registration	19/11/93



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PO Box 554, Mermaid Beach QLD 4218
ABN 83 010 256 309

CHEYENNE CTS 14895

ABN 94 448 776 012

STATEMENT

Mr J & Mrs G Heatherley
Unit 3 54 Albatross Avenue
MERMAID BEACH QLD 4218

Transfer Date:
20/06/23

Statement Period			
01 Oct 22 to 01 Jul 24			
A/c No	3	Lot No	3
Page Number	1 of 2	Unit No	3

Last Certificate Issued: 26/05/23

Date	Type	Details	Reference	Debit	Credit	Balance
		Brought forward			1,150.00	-1,150.00
01/10/22	Admin Fund	01/10/22 To 31/03/23	I0000670	900.00		-250.00
01/10/22	Sinking Fund	01/10/22 To 31/03/23	I0000675	250.00		0.00
23/12/22	Admin Fund	01/01/23 To 31/03/23	I0000690	534.00		534.00
23/12/22	Sinking Fund	01/01/23 To 31/03/23	I0000695	116.67		650.67
27/02/23	Admin Fund	01/04/23 To 30/09/23	I0000700	534.00		1,184.67
27/02/23	Sinking Fund	01/04/23 To 30/09/23	I0000705	116.67		1,301.34
02/03/23	Receipt	Admin Fund	R0000400		534.00	767.34
02/03/23	Receipt	Sinking Fund	RA000400		116.67	650.67
26/04/23	Receipt	Admin Fund	R0000405		534.00	116.67
26/04/23	Receipt	Sinking Fund	RA000405		116.67	0.00
02/05/23	Receipt	Admin Fund	R0000406		650.67	-650.67
31/05/23	Admin Fund	01/07/23 To 30/09/23	I0000710	534.00		-116.67
31/05/23	Discount	Admin Discount	J0007466		53.40	-170.07
31/05/23	Sinking Fund	01/07/23 To 30/09/23	I0000715	116.67		-53.40
31/05/23	Discount	Sink Discount	J0007473		11.67	-65.07
20/06/23		Transfer				-65.07
29/08/23	Admin Fund	01/10/23 To 31/12/23	I0000720	625.00		559.93
More details on next page...				\$3,727.01	\$3,167.08	\$559.93
Over 90 Days	90 Days	60 Days	30 Days	Current	BALANCE DUE: \$1,025.00	
0.00	0.00	0.00	0.00	1,025.00	Date Paid	Amount Paid

Payment Options

	Tel: 1300 552 311 Ref: 1473 3022 1	Telephone: Call this number to pay by credit card. International: +613 8648 0158 (charges apply).	
	www.stratamax.com.au Ref: 1473 3022 1	Internet: Make credit card payments online (charges apply). Visit www.stratamax.com.au	
	www.stratapay.com/ddr Ref: 1473 3022 1	Direct Debit: Make auto payments from your credit card* or bank account. Visit stratapay.com/ddr to register *Credit card charges apply.	
	Billcode: 74625 Ref: 1473 3022 1	BPay: Contact your participating financial institution to make a payment from your cheque or savings account using BPay.	
	Billpay Code: 3599 Ref: 1473 3022 1	In Person: Present this bill in store at Australia Post to make cheque or EFTPOS payments.	
	Make cheque payable to: StrataPay 1473 3022 1	Mail: Send cheque with this slip by mail to: StrataPay, Locked Bag 9 GCMC, Bundall Qld 9726 Australia	
	BSB: 067-970 Acct No: 1473 3022 1 (Applies to this bill only)	Internet Banking - EFT: Use this BSB and Account Number to pay directly from your bank account in Australian Dollars (AUD). Account Name: StrataPay Bank: CBA, Sydney, Australia.	



StrataPay Reference

1473 3022 1

Amount

Due Date

\$1,025.00 This is a Statement

AUSTRALIAN UNIT ADMINISTRATION
14895/02100003 Lot 3/3

Mr J & Mrs G Heatherley
Unit 3 54 Albatross Avenue
MERMAID BEACH QLD 4218



*3599 147330221



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PO Box 554, Mermaid Beach QLD 4218
ABN 83 010 256 309

CHEYENNE CTS 14895

STATEMENT

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<p>Mr J & Mrs G Heatherley Unit 3 54 Albatross Avenue MERMAID BEACH QLD 4218</p>
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Statement Period			
01 Oct 22 to 01 Jul 24			
A/c No	3	Lot No	3
Page Number	2 of 2		

Date	Type	Details	Reference	Debit	Credit	Balance
		Brought forward		3,727.01	3,167.08	559.93
29/08/23	Sinking Fund	01/10/23 To 31/12/23	I0000725	150.00		709.93
13/09/23	Receipt	Admin Fund	R0000416		497.43	212.50
13/09/23	Receipt	Sinking Fund	RA000416		135.00	77.50
13/09/23	Discount	Admin Discount	RB000416		62.50	15.00
13/09/23	Discount	Sink Discount	RC000416		15.00	0.00
11/10/23	Sinking Sp	10/11/23	I0000730	1,200.00		1,200.00
26/10/23	Receipt	Sinking Sp	R0000422		1,200.00	0.00
14/12/23	Admin Fund	01/01/24 To 31/03/24	I0000735	625.00		625.00
14/12/23	Sinking Fund	01/01/24 To 31/03/24	I0000740	150.00		775.00
20/12/23	Receipt	Admin Fund	R0000426		562.50	212.50
20/12/23	Receipt	Sinking Fund	RA000426		135.00	77.50
20/12/23	Discount	Admin Discount	RB000426		62.50	15.00
20/12/23	Discount	Sink Discount	RC000426		15.00	0.00
29/02/24	Admin Fund	01/04/24 To 30/06/24	I0000745	875.00		875.00
29/02/24	Sinking Fund	01/04/24 To 30/06/24	I0000750	150.00		1,025.00
28/03/24	Receipt	Admin Fund	R0000433		787.50	237.50
28/03/24	Receipt	Sinking Fund	RA000433		135.00	102.50
28/03/24	Discount	Admin Discount	RB000433		87.50	15.00
28/03/24	Discount	Sink Discount	RC000433		15.00	0.00
29/05/24	Admin Fund	01/07/24 To 30/09/24	I0000755	875.00		875.00
29/05/24	Sinking Fund	01/07/24 To 30/09/24	I0000760	150.00		1,025.00
				\$7,902.01	\$6,877.01	\$1,025.00



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ABN 83 010 256 309

CHEYENNE CTS 14895

BALANCE SHEET AS AT 01 JULY 2024

	ACTUAL 01/07/2024	ACTUAL 30/09/2023
<u>BODY CORPORATE FUNDS</u>		
Administrative Fund	4,125.95	(1,124.01)
Sinking Fund	5,802.37	1,786.17
<u>TOTAL</u>	<u>\$ 9,928.32</u>	<u>\$ 662.16</u>
<u>THESE FUNDS ARE REPRESENTED BY</u>		
<u>ASSETS</u>		
Cash At Bank	8,988.32	4,155.15
Levies In Arrears	1,025.00	0.00
<u>TOTAL ASSETS</u>	<u>10,013.32</u>	<u>4,155.15</u>
<u>LIABILITIES</u>		
Creditors	27.50	0.00
Next Year's Discount	0.00	(387.50)
Levies In Advance	57.50	3,880.49
<u>TOTAL LIABILITIES</u>	<u>85.00</u>	<u>3,492.99</u>
<u>NET ASSETS</u>	<u>\$ 9,928.32</u>	<u>\$ 662.16</u>



CHEYENNE CTS 14895

STATEMENT OF INCOME AND EXPENDITURE FOR THE PERIOD 01 OCTOBER 2023 TO 01 JULY 2024

	ACTUAL 01/10/23-01/07/24	BUDGET 01/10/23-30/09/24	VARIANCE %	ACTUAL 01/10/22-30/09/23
<u>ADMINISTRATIVE FUND</u>				
<u>INCOME</u>				
Levies Billed	15,000.00	15,000.00	100.00	12,510.00
Discount	(1,412.50)	(1,500.00)	94.17	(840.60)
Interest On Overdue Levies	0.00	0.00	0.00	40.51
TOTAL INCOME	13,587.50	13,500.00	100.65	11,709.91
<u>EXPENDITURE</u>				
Bank Charges	70.85	100.00	70.85	101.40
Bin Cleaning	660.00	750.00	88.00	752.40
Electricity	0.00	350.00	0.00	0.00
Garden And Grounds	429.00	750.00	57.20	825.00
Instalment Tax	0.00	150.00	0.00	150.00
Insurance	5,480.61	7,800.00	70.26	7,601.46
Pest Control	316.80	600.00	52.80	686.40
Printing Postage & Stationery	279.90	250.00	111.96	397.27
Rep & Maint - Building	187.55	200.00	93.78	0.00
Rep & Maint - Plumbing	0.00	150.00	0.00	0.00
Rep & Maint - Electrical	0.00	150.00	0.00	0.00
Strata Management Fees	600.03	900.00	66.67	900.00
Strata Management - Other	66.00	0.00		66.00
Secretarial Fees - Other	50.00	0.00		0.00
Sundry Expenses	110.00	100.00	110.00	104.50
Telephone Communication	86.80	75.00	115.73	79.50
TOTAL EXPENDITURE	8,337.54	12,325.00	67.65	11,663.93
SURPLUS/(DEFICIT)	\$ 5,249.96	\$ 1,175.00	\$ 446.81	\$ 45.98
Opening Balance	(1,124.01)	(1,124.01)	100.00	(1,169.99)
ADMINISTRATIVE FUND BALANCE	\$ 4,125.95	\$ 50.99	\$ 8,091.68	\$ (1,124.01)



CHEYENNE CTS 14895

STATEMENT OF INCOME AND EXPENDITURE FOR THE PERIOD 01 OCTOBER 2023 TO 01 JULY 2024

	ACTUAL 01/10/23-01/07/24	BUDGET 01/10/23-30/09/24	VARIANCE %	ACTUAL 01/10/22-30/09/23
<u>SINKING FUND</u>				
<u>INCOME</u>				
Levies Billed	3,000.00	3,000.00	100.00	3,000.05
Discount	(285.00)	(300.00)	95.00	(228.37)
Special Levy Billed	6,000.00	0.00		0.00
TOTAL INCOME	8,715.00	2,700.00	322.78	2,771.68
<u>EXPENDITURE</u>				
Electrical	0.00	4,000.00	0.00	1,306.80
Insurance Valuation	0.00	0.00	0.00	328.00
Letterboxes	755.30	0.00		0.00
Switchboard	3,943.50	0.00		0.00
TOTAL EXPENDITURE	4,698.80	4,000.00	117.47	1,634.80
SURPLUS/(DEFICIT)	\$ 4,016.20	\$ (1,300.00)	\$ (308.94)	\$ 1,136.88
Opening Balance	1,786.17	1,786.17	100.00	649.29
SINKING FUND BALANCE	\$ 5,802.37	\$ 486.17	\$ 1,193.49	\$ 1,786.17



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CHEYENNE CTS 14895

NOTES TO THE FINANCIAL STATEMENTS

1 STATEMENT OF ACCOUNTING POLICIES

BASIS OF FINANCIAL STATEMENTS

The financial statements have been prepared on the basis of historical costs. The accrual method of accounting has been used for both income and expenditure. These statements do not take into account changing money values or, except where stated, current valuations of non-current assets. The accounting policies have been consistently applied.

2 INCOME TAX

Assessable income such as interest or other investment income derived by the Body Corporate, is taxable at the current company rate of 25%.



Level 14, 260 Queen Street
Brisbane QLD 4000

Certificate of Currency

CHU Residential Strata Insurance Plan

Policy No	HU0006113215
Policy Wording	CHU RESIDENTIAL STRATA INSURANCE PLAN
Period of Insurance	01/10/2023 to 01/10/2024 at 4:00pm
The Insured	BODY CORPORATE FOR CHEYENNE COMMUNITY TITLE SCHEME 14895
Situation	104 ALBATROSS AVENUE MERMAID BEACH QLD 4218

Policies Selected

Policy 1 – Insured Property

Building: \$2,134,180
Common Area Contents: \$21,342
Loss of Rent & Temporary Accommodation (total payable): \$320,127

Policy 2 – Liability to Others

Sum Insured: \$30,000,000

Policy 3 – Voluntary Workers

Death: \$200,000
Total Disablement: \$2,000 per week

Policy 4 – Fidelity Guarantee

Sum Insured: \$250,000

Policy 5 – Office Bearers' Legal Liability

Sum Insured: \$5,000,000

Policy 6 – Machinery Breakdown

Not Selected

Policy 7 – Catastrophe Insurance

Sum Insured: \$320,127
Extended Cover - Loss of Rent & Temporary Accommodation: \$48,019
Escalation in Cost of Temporary Accommodation: \$16,006
Cost of Removal, Storage and Evacuation: \$16,006

Policy 8 – Government Audit Costs and Legal Expenses

Government Audit Costs: \$25,000
Appeal expenses – common property health & safety breaches: \$100,000
Legal Defence Expenses: \$50,000



Policy 9 – Lot owners’ fixtures and improvements (per lot)

Sum Insured: \$250,000

Flood Cover is included.

Date Printed

13/09/2023

This certificate confirms this policy is in force for the Period of Insurance shown, subject to the policy terms, conditions and exclusions. It is a summary of cover only (for full details refer to the current policy wording and schedule). It does not alter, amend or extend the policy. This information is current only at the date of printing.



MINUTES OF ANNUAL GENERAL MEETING CHEYENNE CTS 14895

DATE & TIME Thursday 07 December 2023 at 10:00 AM
LOCATION 2431 Gold Coast Highway, Mermaid Beach QLD, Australia
Suite 6 - Boardroom

ATTENDANCE

Present

Priscilla Jenkins	Lot 2	In Person
Jason & Grace Hetherley	Lot 3	In Person
Karen Saicich	Lot 5	In Person

Chairperson

Karen Saicich

QUORUM

The Chairperson advised that a quorum was represented and declared the meeting open.

Meeting opened on Thursday 07 December 2023 at 10:03 AM

1. CONFIRMATION OF MINUTES

Ordinary Resolution

That the minutes of the Extraordinary General Meeting held on 11 October 2023 be confirmed as a true and correct record.

MOTION CARRIED

Votes: Yes **3** No **0** Abstain **0**

2. ADOPTION OF FINANCIAL STATEMENTS**Ordinary Resolution**

That the statements of Income and Expenditure for the year ended 30 September 2023 together with the Balance Sheet as at 30 September 2023 be adopted.

MOTION CARRIED

Votes: Yes **3** No **0** Abstain **0**

3. NOT TO AUDIT**Special Resolution**

That pursuant to the Body Corporate and Community Management Standard Module Regulation 2008 (Qld) the accounts of the body corporate for the fiscal year ending 30 September 2024 shall not be audited.

If you do not wish for the accounts to be audited, vote YES to this motion.

If you wish for the accounts to be audited, vote NO to this motion and yes to the motion "Appointment of Auditor".

MOTION CARRIED

Votes: Yes **3** No **0** Abstain **0**

4. APPOINTMENT OF AUDITOR**Ordinary Resolution**

That pursuant to the Body Corporate and Community Management (Standard) Regulation 2008 (Qld) Simon McCormack of Guardian Body Corporate Audit Services be appointed to audit the accounts of the body corporate for the fiscal year ending 30 September 2024

MOTION OUT OF ORDER - Conflicts with another motion already voted on in the meeting

Votes: Yes **0** No **0** Abstain **0**

5. ADOPTION OF ADMINISTRATIVE FUND BUDGET AND LEVY CONTRIBUTIONS.**Ordinary Resolution**

RESOLVED that the Administrative Fund Contributions for the year ending 30 September 2024 be approved and payable in four instalments as follows:

****Subject to a 10% discount if paid within 30 days of the issue date.*

Levy Period	Amount per Unit of Entitlement	Due Date
01/10/23 to 31/12/23	\$625.00	1 October 2023
01/01/24 to 31/04/24	\$625.00	1 January 2024
01/04/24 to 30/06/24	\$875.00	1 April 2024
01/07/24 to 30/09/24	\$875.00	1 July 2024

5.00 Entitlements	Total Amount per Entitlement per Annum \$3,000.00	Total Amount of Levies per Annum \$15,000.00
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And FURTHER that the Treasurer be authorised to issue the following interim levies as follows:-

Levy Period	Amount per Unit of Entitlement	Due Date
01/10/24 to 31/12/24	\$750.00	1 October 2024
01/01/25 to 31/03/25	\$750.00	1 January 2025

MOTION CARRIED

Votes: Yes **3** No **0** Abstain **0**

6. ADOPTION OF SINKING FUND BUDGET AND LEVY CONTRIBUTIONS.

Ordinary Resolution

That the Sinking Fund Contributions for the year ending 30 September 2024 be approved and payable in four instalments as follows:

****Subject to a 10% discount if paid within 30 days of the issue date.*

Levy Period	Amount per Unit of Entitlement	Due Date
01/10/23 to 31/12/23	\$150.00	1 October 2023
01/01/24 to 31/04/24	\$150.00	1 January 2024
01/04/24 to 30/06/24	\$150.00	1 April 2024
01/07/24 to 30/09/24	\$150.00	1 July 2024
5.00 Entitlements	Total Amount per Entitlement per Annum \$600.00	Total Amount of Levies per Annum \$3,000.00

And FURTHER that the Treasurer be authorised to issue the following interim levies as follows:-

Levy Period	Amount per Unit of Entitlement	Due Date
01/10/24 to 31/12/24	\$150.00	1 October 2024
01/01/25 to 31/03/25	\$150.00	1 January 2025

MOTION CARRIED

Votes: Yes **3** No **0** Abstain **0**

7. CONFIRMATION OF INSURANCE**Ordinary Resolution**

That the insurance renewal be confirmed and adopted pursuant to the below details and that Australian Unit Administration Pty Ltd be authorised to obtain quotations and renew insurances unless instructed otherwise by the Body Corporate Committee.

Policy No.	Underwriter	Due Date	Risk Type	Premium	Insured Amount
tba	CHU Underwriting Agencies	1 October 2024	BUILDING	\$6,837.71	\$2,134,180.00

The latest valuation carried out on 8 March 2023 by QIA Group noting an insurance valuation of \$2,030,000.00

MOTION CARRIED

Votes: Yes **3** No **0** Abstain **0**

8. BODY CORPORATE MANAGEMENT AGREEMENT**Ordinary Resolution**

That Australian Unit Administration Pty Ltd ("the company") be appointed as the Body Corporate Manager of Body Corporate For CHEYENNE CTS 14895 and that the common seal be affixed by two members of the committee to an instrument in writing in accordance with the provision of the Standard Module appointing the company under the Act, to exercise the duties of the secretary and treasurer of the Body Corporate, and further, that in relation to the appointment of the company as the Body Corporate Manager of the body corporate, the initial term of appointment be for the period commencing from 01 January 2024 to 31 December 2024 at a fee of \$900.00 per annum (plus disbursements).

MOTION CARRIED

Votes: Yes **3** No **0** Abstain **0**

9. INCREASE COMMITTEE SPENDING LIMIT**Ordinary Resolution**

RESOLVED THAT the Body Corporate resolves and authorises to increase the relevant limit for committee spending for the Body Corporate to \$400.00 per lot.

MOTION CARRIED

Votes: Yes **3** No **0** Abstain **0**

10. SPECIAL LEVY - ADMINISTRATION FUND

Ordinary Resolution

That the body corporate authorise a special levy of \$500.00 per unit of entitlement, raising a total of \$2,500.00 for the Administration Fund, to allow for some savings. Due date to be 30 days after the meeting date.

MOTION CARRIED

Votes: Yes **3** No **0** Abstain **0**

11. SPECIAL LEVY - SINKING FUND

Ordinary Resolution

That the body corporate authorise a special levy of \$1,000.00 per unit of entitlement, raising a total of \$5,000.00 for the Sinking Fund, to allow for some savings. Due date to be 30 days after the meeting date.

MOTION CARRIED

Votes: Yes **3** No **0** Abstain **0**

ELECTION OF COMMITTEE

It was resolved that the following nominees were elected to the representative positions as indicated below.

POSITION	NAME	VOTES	ELECTION RESULT
Chairperson	Karen Saicich		Elected Unopposed
Secretary	Priscilla Jenkins		Elected Unopposed
Treasurer			No Nominations
Ordinary member	Grace Hetherley		Elected Unopposed

NON-VOTING MEMBERS

Australian Unit Administration Body Corp. Manager – Mrs Andrea Martin

General Business:

- Quotes still being obtained for the balconies to be waterproofed – Jason and Priscilla to try and get quotes or a need to revisit original quotes may be the next course of action.

There being no further business the chairperson declared the meeting closed.

Meeting closed on Thursday 07 December 2023 at 10:24 AM

On behalf of the Secretary

All correspondence to:
The Secretary,
PO Box 554
MERMAID BEACH QLD 4218
Email qua@quadmin.com.au



MINUTES OF EXTRAORDINARY GENERAL MEETING CHEYENNE CTS 14895

DATE & TIME Wednesday 11 October 2023 at 10:00 AM
LOCATION 2431 Gold Coast Highway, Mermaid Beach QLD, Australia
Suite 6 - Boardroom

ATTENDANCE

Present

Priscilla Jenkins	Lot 2	Voting Paper/In Person
Grace Hetherley	Lot 3	Voting Paper/In Person
Karen Saicich	Lot 5	In Person

Pre-Meeting Voting

Priscilla Jenkins	Lot 2	Voting Paper
Grace Hetherley	Lot 3	Voting Paper

Chairperson

Karen Saicich

QUORUM

The Chairperson advised that a quorum was represented and declared the meeting open.

Meeting opened on Wednesday 11 October 2023 at 10:00 AM

1. CONFIRMATION OF MINUTES

Ordinary Resolution

That the minutes of the Annual General Meeting held on 07 December 2022 be confirmed as a true and correct record.

MOTION CARRIED

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

2. MAIN SWITCHBOARD METER PANEL

Ordinary Resolution

RESOLVED that the Body Corporate Committee is hereby approves to carry out the replacement of the main switchboard meter panel in accordance with the specifications outlined in the attached quotation supplied by Dean Gray Electrical. Furthermore, the provided quotation, amounting to \$3,943.50, inclusive of GST, is, retrospectively, approved for acceptance. The payment for this project shall be sourced from the below agreed to special levy.

MOTION CARRIED

Votes: Yes **3** No **0** Abstain **0**

3. SPECIAL LEVY

Ordinary Resolution

That the body corporate authorise a special levy of \$1,200.00 per unit of entitlement, raising a total of \$6,000.00. Due date to be 30 days after the meeting date.

MOTION CARRIED

Votes: Yes **3** No **0** Abstain **0**

General Business:

- The meeting discussed and approved the budget for the upcoming AGM in Dec – also would like to include a special of \$500 for the Admin Fund and \$1,000 for the Sinking Fund – this is to allow a little savings for any unexpected expenditure

There being no further business the chairperson declared the meeting closed.

Meeting closed on Wednesday 11 October 2023 at 10:25 AM

On behalf of the Secretary

All correspondence to:
The Secretary,
PO Box 554
MERMAID BEACH QLD 4218
Email aqa@aquadmin.com.au

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In Person Signer Events	Signature	Timestamp
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Agent Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	03-07-2024 10:10
Certified Delivered	Security Checked	03-07-2024 15:50
Signing Complete	Security Checked	03-07-2024 15:56
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