



australia's strata leader

Minutes of

Annual General Meeting

To The Owners of – PHOENIX PALMS AT BRONBERG CRT CTS
24082

1 BRONBERG COURT, SOUTHPORT, QLD, 4215



Meeting Date: 29 September 2025

Time: 09:00 AM

Address: Suite 2, Level 1, 193 Ferry Road, Southport, QLD, 4215

Present:

- John Tomlinson (Lot 1) Electronic vote
- Junko Kimura (Lot 2) Paper vote
- Takashi Waki (Lot 3) Electronic vote
- Carrie-ann White (Lot 4) Owner present (pre-voted)
- Donna Imbruglia (Lot 6) Electronic vote
- Daniel Trollope (Lot 7) Company nominee electronic vote
- Kate Seib (Lot 8) Owner present (pre-voted)
- Keith Humphries (Lot 9) Electronic vote
- Benjamin Trollope (Lot 12) Electronic vote
- Noriko Yuasa (Lot 13) Electronic vote
- Laura Cole (Lot 14) Electronic vote
- Connie Isaacs (Lot 16) Electronic vote
- Belinda Seib (Lot 17) Electronic vote
- Anne & Geoffrey Veal (Lot 20) Electronic vote
- Kristine Matheson (Lot 21) Electronic vote
- Brooke Rayner (Lot 23) Owner present (pre-voted)
- Chelsea Wilson (Lot 27) Electronic vote
- Denis Watkins (Lot 29) Electronic vote
- Michael Vazquez (Lot 31) Owner present
- Catherine Swadling (Lot 32) Electronic vote
- Karl Meier (Lot 33) Electronic vote
- Julene Foster (Lot 34) Owner present (pre-voted)
- R & J Hetherington (Lot 36) Paper vote
- Leang Ly (Lot 38) Electronic vote
- Nicholas Drakes (Lot 41) Owner present (pre-voted)
- Deborah Ware (Lot 42) Owner present (pre-voted)
- Judith Trollope (Lot 43) Electronic vote
- Carolyn Sargeant (Lot 44) Company nominee electronic vote

Mark Trollope (Lot 45) Company nominee electronic vote
Yu-Ju Roslyn Chen (Lot 46) Owner present (pre-voted)
Barbara Stewart (Lot 47) Owner present (pre-voted)
Sherry Hancock (Lot 48) Electronic vote
Clayton Dalton (Lot 50) Electronic vote

In attendance:

Chairperson:

Parth Sarthy Bright & Duggan (QLD) Pty Ltd
Deborah Ware

 Minutes of Motions

1. Confirmation of Previous General Meeting Minutes

Ordinary Resolution*Statutory Motion Submitted by Committee*

Resolved that the Body Corporate for PHOENIX PALMS AT BRONBERG CRT CTS 24082 adopt the minutes of the Annual General Meeting held on 16/9/24 as a true and accurate record of the proceedings at that meeting.

Voting: 33 Yes 0 No 0 Abstain 0 Invalid

2. Statement of Accounts

Ordinary Resolution*Statutory Motion Submitted by Committee*

Resolved that the Body Corporate for PHOENIX PALMS AT BRONBERG CRT CTS 24082 adopt the attached not audited statement of accounts for the financial year ending 30/6/25.

Voting: 30 Yes 0 No 3 Abstain 0 Invalid

3. Audit of Accounts

Special Resolution*Statutory Motion Submitted by Committee*

Resolved that the Body Corporate for PHOENIX PALMS AT BRONBERG CRT CTS 24082 statement of accounts for the financial year ending 30/6/26 not be audited.

Please note: "If you want the accounts to be audited, vote 'no' ; if you do not want the accounts audited, vote 'yes'."

Voting: 24 Yes 6 No 3 Abstain 0 Invalid

4. Appointment of an Auditor

Ordinary Resolution*Statutory Motion Submitted by Committee*

Motion Withdrawn - That the Body Corporate for PHOENIX PALMS AT BRONBERG CRT CTS 24082 engage Dickfos Dunn Adam to conduct the audit of accounts in the amount of \$890.00 including GST for the financial year ending 30/6/26.

Please note: "If it is resolved to not have the Statement of Accounts audited, this motion is not voted upon."

5. Adoption of Administrative Fund Budget, Levy Contributions and Pre-Issues

Ordinary Resolution

Statutory Motion Submitted by Committee

Resolved that the Body Corporate for PHOENIX PALMS AT BRONBERG CRT CTS 24082 Administrative Fund budget for the financial year ending 30/6/26 totaling \$244,750.00 including GST (\$222,500.00 excluding GST) be adopted with contributions levied in instalments as follows:

Levy Status	Period From	Period To	Due	Administrative Fund	Per Contribution Entitlement
Already Issued	01 Jul 2025	30 Sep 2025	01 Jul 2025	\$55,467.50	\$1,109.3500
Already Issued	01 Oct 2025	31 Dec 2025	01 Oct 2025	\$55,467.50	\$1,109.3500
To be Issued	01 Jan 2026	31 Mar 2026	01 Jan 2026	\$66,907.50	\$1,338.1500
To be Issued	01 Apr 2026	30 Jun 2026	01 Apr 2026	\$66,907.50	\$1,338.1500
Total	01 Jul 2025	30 Jun 2026		\$244,750.00	\$4,895.0000

Interim Periods

Levy Status	Period From	Period To	Due	Administrative Fund	Per Contribution Entitlement
To be Issued	01 Jul 2026	30 Sep 2026	01 Jul 2026	\$61,187.50	\$1,223.7500
To be Issued	01 Oct 2026	31 Dec 2026	01 Oct 2026	\$61,187.50	\$1,223.7500
Total	01 Jul 2026	31 Dec 2026		\$122,375.00	\$2,447.5000

Total lot entitlements: 50

Subject to a 10% discount if total amount is paid before due date.

Voting: 29 Yes 3 No 1 Abstain 0 Invalid

6. Adoption of Sinking Fund Budget, Levy Contributions and Pre-Issues

Ordinary Resolution

Statutory Motion Submitted by Committee

Resolved that the Body Corporate for PHOENIX PALMS AT BRONBERG CRT CTS 24082 Sinking Fund budget for the financial year ending 30/6/26 totaling \$228,800.00 including GST (\$208,000.00 excluding GST) be adopted with contributions levied in instalments as follows:

Levy Status	Period From	Period To	Due	Sinking Fund	Per Contribution Entitlement
Already Issued	01 Jul 2025	30 Sep 2025	01 Jul 2025	\$40,040.00	\$800.8000
Already Issued	01 Oct 2025	31 Dec 2025	01 Oct 2025	\$40,040.00	\$800.8000
To be Issued	01 Jan 2026	31 Mar 2026	01 Jan 2026	\$74,360.00	\$1,487.2000
To be Issued	01 Apr 2026	30 Jun 2026	01 Apr 2026	\$74,360.00	\$1,487.2000
Total	01 Jul 2025	30 Jun 2026		\$228,800.00	\$4,576.0000

Interim Periods

Levy Status	Period From	Period To	Due	Sinking Fund	Per Contribution Entitlement
To be Issued	01 Jul 2026	30 Sep 2026	01 Jul 2026	\$57,200.00	\$1,144.0000
To be Issued	01 Oct 2026	31 Dec 2026	01 Oct 2026	\$57,200.00	\$1,144.0000
Total	01 Jul 2026	31 Dec 2026		\$114,400.00	\$2,288.0000

Total lot entitlements: 50

Subject to a 10% discount if total amount is paid before due date.

Voting: 29 Yes 3 No 1 Abstain 0 Invalid

7. Insurance

Ordinary Resolution

Statutory Motion Submitted by Committee

Resolved that the Body Corporate for PHOENIX PALMS AT BRONBERG CRT CTS 24082 confirm the current insurances, as per the renewal tax invoice/s, expiring and attached to the notice of this meeting:

Insurer	Strata Community Insurance Agencies Pty Ltd (SCIA)	Policy Number	QRSC20003670
Expiry Date	31/7/26	Building Sum Insured	\$32,265,719.00
Common Area Contents	\$322,657.00	Public Liability	\$20,000,000.00
Voluntary Workers	Included	Fidelity Guarantee	\$100,000.00
Office Bearers	\$1,000,000.00	Loss of Rent	\$4,839,858.00
Premium	\$44,856.00	Excess Basic	\$0.00

Voting: 32 Yes 1 No 0 Abstain 0 Invalid

8. Debt Collection Procedures for Committee Meetings

Special Resolution

Statutory Motion Submitted by Committee

Resolved that the Body Corporate for PHOENIX PALMS AT BRONBERG CRT CTS 24082 specially resolve for the purpose of collecting levy contributions to authorise the Strata Manager and/or the Committee to do any one or more of the following:

- a. to issue arrears notices, reminder notices and/or letters to seek recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;
- b. to obtain legal advice and retain legal representation on behalf of Body Corporate for PHOENIX PALMS AT BRONBERG CRT CTS 24082;
- c. to issue demands, commence, pursue, continue, maintain or defend any court, tribunal or any other proceedings against any lot owner, person, mortgagee in possession and/or former lot owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs and matters arising out of the by-laws;
- d. Enter and enforce any judgment obtained in the collection of levy contributions including issuing enforcement warrants for seizure and sale of real or personal property, enforcement warrants for redirection of debts or earnings, enforcement warrant for enforcement hearing, bankruptcy notices, statutory demands and commencing and maintaining bankruptcy proceedings or winding up proceedings;
- e. Filing an appeal or defending an appeal against any judgment or matter concerning the collection of levy contributions; and
- f. Liaise, instruct and prepare all matters with the Body Corporate's debt collection agents, lawyers and experts in relation to any levy recovery proceedings.

Voting: **33 Yes** **0 No** **0 Abstain** **0 Invalid**

9. Administration Agreement

Ordinary Resolution Without use of Proxies

Statutory Motion Submitted by Committee

Resolved that the Body Corporate for PHOENIX PALMS AT BRONBERG CRT CTS 24082 enters into a Body Corporate Administration Agreement with Bright & Duggan (QLD) Pty Ltd (ABN 23 115 369 858) at a cost of \$165.33 per lot excluding GST per annum plus disbursements for a period of 2 years commencing on 1/10/25 as per the proposal attached to this notice of general meeting, and that any two members of the committee are hereby authorised to sign the agreement on behalf of the body corporate.

FURTHER that Bright & Duggan (QLD) be authorised to open and operate a bank account with an Authorised Deposit-Taking Institute under the name of the Body Corporate for the term of the agreement.

FURTHER that the Body Corporate Manager be authorised to invest capital funds into a Term Deposit in the name of the Body Corporate for the benefit of the Body Corporate.

Voting: **29 Yes** **3 No** **1 Abstain** **0 Invalid**

10. Project Managers' Engagement

The following motions are proposed as motions dealing with the same issue. A voter may vote yes, no or abstain for 1 or more of the motions in this group.

10.1 Asset Project Management (Committee Recommendation)

Ordinary Resolution

Submitted by Committee

Resolved that the Body Corporate for PHOENIX PALMS AT BRONBERG CRT CTS 24082 resolves to engage Asset Project Management (APM) to provide project management services, in accordance with the attached proposal, at a cost of \$20,685.50 including GST + 10% contingency.

Voting: 28 Yes 3 No 2 Abstain 0 Invalid

10.2 Buildcheck

Ordinary Resolution

Submitted by Committee

Lost that the Body Corporate for PHOENIX PALMS AT BRONBERG CRT CTS 24082 resolves to engage Buildcheck to provide project management services, in accordance with the attached proposal, at a cost of \$40,000.00 including GST + 10% contingency.

Voting: 12 Yes 19 No 2 Abstain 0 Invalid

Motion 10.1 was chosen as the outcome for this same issue motion as it was the only qualifying motion.

11. External Colour Schedule

The following motions are proposed as motions dealing with the same issue. A voter may vote yes, no or abstain for 1 or more of the motions in this group.

11.1 Roof Colour - Basalt (Committee Recommendation)

Ordinary Resolution

Submitted by Committee

Lost that the Body Corporate for PHOENIX PALMS AT BRONBERG CRT CTS 24082 resolves to accept the repainting of the complex, in accordance with the attached colour schedule and image, in the colours **Dulux - White Beach Quarter & White Beach** and **Colorbond - Monument, Basalt, Night Sky & Surfmist**.



Walls / Window architrave / Decorative mouldings
Dulux
White Beach Quarter



Gutter / Fascia / Curved courtyard walls / Pergolas
Colorbond
Monument



Roof
Colorbond
Basalt



Metal gates
Colorbond
Night Sky



Garage doors
Colorbond
Surfmist



Ramp wall
Dulux
White Beach

For most accurate colours, please refer to paint samples. Lighting, screens and paint cans alter colour.

Voting: **17 Yes** **14 No** **2 Abstain** **0 Invalid**

11.2 **Roof Colour - Monument**
Ordinary Resolution
Submitted by Committee

Resolved that the Body Corporate for PHOENIX PALMS AT BRONBERG CRT CTS 24082 resolves to accept the repainting of the complex, in accordance with the attached colour schedule and image, in the colours **Dulux - White Beach Quarter & White Beach** and **Colorbond - Monument, Night Sky & Surfmist**.



				
Walls / Window architrave / Decorative mouldings Dulux White Beach Quarter	Roof / Pergolas / Curved courtyard walls Colorbond Monument	Gutter / Fascia / Metal gates Colorbond Night Sky	Garage doors Colorbond Surfmist	Ramp wall Dulux White Beach

For most accurate colours, please refer to paint samples. Lighting, screens and print can alter colour.

Voting: 19 Yes 13 No 1 Abstain 0 Invalid

Motion 11.2 was chosen as the outcome for this same issue motion as it had the highest number of Yes votes from the qualifying motions.



12. Major Painting Works, Roof Repairs, Skylight Replacement, Color Scheme

The following motions are proposed as motions dealing with the same issue. A voter may vote yes, no or abstain for 1 or more of the motions in this group.

12.1 OPTION A (Committee Recommendation)

Ordinary Resolution

Submitted by Committee

Resolved that the Body Corporate for PHOENIX PALMS AT BRONBERG CRT CTS 24082 resolves to engage the following contractors to carry out the below works, at a total cost of \$678,166.50 including GST + 15% contingency.

- Leisuretex Property Maintenance - \$508,090.00 including GST (External Painting)
- Richards Roof Restorations Pty Ltd - \$117,342.50 including GST (Roof Painting & Skylight Replacement)
- Total Window Solution Group Pty Ltd - \$52,734.00 including GST (External Window Repainting)

Voting: 31 Yes 1 No 1 Abstain 0 Invalid

12.2 OPTION B

Ordinary Resolution

Submitted by Committee

Lost that the Body Corporate for PHOENIX PALMS AT BRONBERG CRT CTS 24082 resolves to engage the following contractors to carry out the below works, at a total cost of \$1,290,987.27 including GST + 15% contingency.

- Leisuretex Property Maintenance - \$133,540.00 including GST (Roof & Pool Fencing Repainting)
- Da Vinci Projects Pty Ltd - \$1,104,713.27 including GST (External Repaint)
- Total Window Solution Group Pty Ltd - \$52,734.00 including GST (External Window Repainting)

Please note that this option does not include skylight repairs which is estimated to be a further \$44,000.00 expenditure.

Voting: 3 Yes 28 No 2 Abstain 0 Invalid

Motion 12.1 was chosen as the outcome for this same issue motion as it was the only qualifying motion.

13. Variation of the Deed of Re-engagement and Variation of Management Agreement and Deed of Re-Authorisation and Variation of Letting Authorisation Agreement - BY SECRET BALLOT

Ordinary Resolution Without use of Proxies

Submitted by Owner of Lot 46

Resolved that, subject to the payment of the Body Corporate's reasonable legal and administrative costs (including the returning officer's fee) by RAM QLD Investments Pty Ltd ACN 668 321 042 ('Manager'), the Body Corporate consent, by way of an ordinary resolution secret ballot vote without the use of proxies, to a variation of the Deed of Re-engagement and Variation of Management Agreement and the Deed of Re-authorisation and Variation of Letting Authorisation Agreement both dated 26 September 2013 between the Body Corporate and the Manager to create a further option term of four (4) years and thirteen (13) days commencing on 15 September 2031 and expiring on 28 September 2035 in each agreement and enter into and sign (in any way authorised by law) the Deed of Variation attached to this agenda. A BCCM Form 20 in the approved form has also been attached to this agenda.

Voting: **30 Yes** **2 No** **0 Abstain** **0 Invalid**

 **Election of Committee**

It was noted by those present that nominations were received from owners for the following position/s:

Chairperson

Deborah Ware has been elected unopposed as Chairperson.

Secretary

Julene Foster has been elected as Secretary.

Name	Details	Votes	Outcome
Julene Foster		7	Elected
Nicholas Thomas Drakes		1	

Treasurer

Judith Trollope has been elected unopposed as Treasurer.

Ordinary Member

Nicholas Drakes, Barbara Stewart, Diana Saragozza, Michael Vazquez have been elected to the Committee.

There being no further business the meeting closed at 09:30AM.

Bright & Duggan Pty Ltd

For and on behalf of PHOENIX PALMS AT BRONBERG CRT CTS 24082

