MINUTES OF
ANNUAL GENERAL MEETING
THE BODY CORPORATE FOR 13 OSTERLEY AVENUE CTS 37512

DATE & TIME Wednesday 10 January 2024 at 9:00 AM
LOCATION in the office of Alpha Strata, Shops 3 & 4, 45 - 47 Minchinton Street, Caloundra and via Zoom

ATTENDANCE

Present

Kim Curtis	Lot 2	In Person
Debra Bremer	Lot 5	In Person
Adam McDonald	Lot 1	Zoom

In Attendance

Yulia Ipatyeva - Alpha Strata Body Corporate Manager

Pre-Meeting Voting & Voting Papers

Adam McDonald	Lot 1	Voting Paper
Laura Greenhalgh	Lot 4	VoteMax Pre-Meeting

Apologies

Karen MacLeod Lot 3

Chairperson

Kim Curtis

QUORUM

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

1. CONFIRM MINUTES OF LAST GENERAL MEETING — Ordinary Resolution

RESOLVED that by ordinary resolution, the minutes of the Annual General Meeting, previously circulated, held on the 11 January 2023 be confirmed as a correct record.

MOTION CARRIED

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

Kim Curtis of Lot 2 entered the meeting.

---

2. ADOPT FINANCIAL STATEMENT — Ordinary Resolution

RESOLVED that by ordinary resolution, the statement of income and expenditure for the period 1 November 2022 to 31 October 2023 be adopted.

MOTION CARRIED

Votes: Yes **4** No **0** Abstain **0**

---

3. APPOINT BODY CORPORATE MANAGER — Ordinary Resolution

RESOLVED that by ordinary resolution without the use of proxies, Cockatoo Creek Enterprises Pty Ltd as Trustee for the DCCM Family Trust trading as Alpha Strata (herein called 'the body corporate manager') be appointed as the body corporate manager of the body corporate, and that the common seal be affixed to their 'Administration Agreement". The common seal of the body corporate is to be held in the custody of the body corporate manager, being authorised to use the seal and delegated the power to affix and witness the affixing of the seal as required.

In relation to the appointment of Alpha Strata as the body corporate manager of the body corporate, the term of appointment of one (1) year commencing 17 January 2024 and terminating on 16 January 2025 for a fee of $1,000.00 (includes GST), plus fixed disbursements for the agreed services at $425.00 (including GST) and any additional services provided which are charged as per Item C of the Agreement.

MOTION CARRIED

Votes: Yes **4** No **0** Abstain **0**

---

4. TO DECIDE NOT TO AUDIT — Special Resolution

RESOLVED that by special resolution, the body corporate's statement of accounts for the financial year 1 November 2023 to 31 October 2024 **not** be audited.

MOTION CARRIED

Votes: Yes **4** No **0** Abstain **0**

---

5. TO APPOINT AN AUDITOR IF MOTION 4 — Ordinary Resolution

That by ordinary resolution, the Body Corporate appoints Rettore & Associates, to audit the Body Corporate's statement of accounts for the financial year 1 November 2023 to 31 October 2024.

MOTION LAPSED

6. TO NOTE INSURANCE POLICIES AND INSURANCE VALUATION HELD BY THE BODY CORPORATE

Ordinary Resolution

RESOLVED that by ordinary resolution, the Body Corporate notes the insurance policies, held by the Body Corporate and that the last insurance valuation obtained by the Body Corporate was from QIA Group on 1 March 2019 and the recommended insured amount was $1,700,000.

MOTION CARRIED

Votes: Yes **4** No **0** Abstain **0**

It was agreed that Alpha Strata will obtain quotes for insurance renewal from Your Insurance Broker in October 2024 for comparison purposes.

7. TO APPROVE AN ARREARS PROCESS FOR OVERDUE LEVIES

Ordinary Resolution

RESOLVED that by ordinary resolution, in accordance with the Body Corporate and Community Management legislation, if a contribution or contribution instalment is not paid by the date for payment, the Body Corporate instruct Alpha Strata to progress recovery on each and every lot with a contribution or contribution instalment unpaid by the date for payment in accordance with the following Overdue Contribution Procedure unless instructed to the contrary by the committee, and further that the costs to the body corporate are on-charged to the owner.

Overdue Contribution Procedure:

Steps	Time Overdue	Amount Overdue	Action Taken
1	Around 10 days	All amounts	Reminder notice issued at no cost
2	Around 26 days	Greater than $100	Second reminder issued - at cost to owner
3	Around 40 days	Greater than $100	Third reminder issued - at cost to owner
4	Around 56 days	Greater than $500	Letter of Demand issued - at cost to owner

MOTION CARRIED

Votes: Yes **4** No **0** Abstain **0**

8. TO RATIFY APPROVAL GRANTED TO UNIT 1 OWNER TO INSTALL SOLAR PANELS ON THE ROOF

Ordinary Resolution

RESOLVED that by ordinary resolution, the Body Corporate ratifies its decision to approve the request from the owner of Unit 1 dated 26 June 2023 to install solar panels on the roof, subject to compliance with the conditions listed in the Voting Outside of a Committee Meeting Minute dated 28 June 2024.

MOTION CARRIED

Votes: Yes **4** No **0** Abstain **0**

9. TO AUTHORISE THE COMMITTEE TO ACCEPT A QUOTE FOR THE INSTALLATION OF FRONT DOOR SECURITY SCREENS — **Majority Resolution**

RESOLVED that, by ordinary resolution, the Committee is authorised to accept a quote for the installation of front door security screens with the total expenditure not to exceed the relevant limit for major spending limit of $5,500 GST Inclusive.

MOTION CARRIED

Votes: Yes **4** No **0** Abstain **0**

It was agreed that the Committee will obtain updated quotes for these works and a decision will be made in the near future.

---

10. TO AUTHORISE THE COMMITTEE TO ACCEPT A QUOTE FOR THE INSTALLATION OF SOLAR LIGHTS IN THE BIN AREA AND FRONT DRIVEWAY — **Majority Resolution**

RESOLVED that, by ordinary resolution, the Committee is authorised to accept a quote for the installation of solar lights in the bin area and front driveway with the total expenditure not to exceed the relevant limit for major spending of $5,500 GST inclusive.

MOTION CARRIED

Votes: Yes **4** No **0** Abstain **0**

---

11. TO AUTHORISE THE COMMITTEE TO ACCEPT A QUOTE FOR THE GUTTER REPAIRS IN UNIT 2 PATIO AREA — **Majority Resolution**

RESOLVED that, by ordinary resolution, the Committee is authorised to accept a quote for the gutter repairs in unit 2 patio area with the total expenditure not to exceed the relevant limit for major spending of $5,500 GST inclusive.

MOTION CARRIED

Votes: Yes **4** No **0** Abstain **0**

The meeting requested Alpha Strata seek a quote from DYFA Maintenance to inspect al thel gutters and provide a quote for the necessary repairs.

12. CONSIDER ADMINISTRATIVE FUND BUDGET AND LEVY CONTRIBUTIONS

Ordinary Resolution

RESOLVED that by ordinary resolution, the administrative fund budget for the period 1 November 2023 to 31 October 2024 which totals $10,000.00 be approved with contributions per unit, as follows:

Period	Administrative Fund		Due Date	Levy Issued
	Gross Amount	Discount Amount		
01/11/23 - 31/01/24	$368.73	$294.98	01/11/2023	*Issued*
01/02/24 - 30/04/24	$368.73	$294.98	01/02/2024	*Issued*
01/05/24 - 31/07/24	$631.27	$505.02	01/05/2024	*To be issued*
01/08/24 - 31/10/24	$631.27	$505.02	01/08/2024	*To be issued*
Total	**$2,000.00**	**$1,600.00**		

And further payments for the next financial year

Period	Administrative Fund		Due Date	Levy Issued
	Gross Amount	Discount Amount		
01/11/24 - 31/01/25	$500.00	$400.00	01/11/2024	*To be issued*
01/02/25 - 30/04/25	$500.00	$400.00	01/02/2025	*To be issued*

Note: The total contribution entitlements are: 5.00
Payments made on or before the due date are subject to a 20% discount.

MOTION CARRIED

Votes: Yes **4** No **0** Abstain **0**

13. CONSIDER SINKING FUND BUDGET AND LEVY CONTRIBUTIONS

Ordinary Resolution

RESOLVED that by ordinary resolution, the sinking fund budget for the period 1 November 2023 to 31 October 2024 which totals $9,000.00 be approved with contributions per unit, as follows:

Period	Sinking Fund		Due Date	Levy Issued
	Gross Amount	Discount Amount		
01/11/23 - 31/01/24	$450.00	$360.00	01/11/2023	*Issued*
01/02/24 - 30/04/24	$450.00	$360.00	01/02/2024	*Issued*
01/05/24 - 31/07/24	$450.00	$360.00	01/05/2024	*To be issued*
01/08/24 - 31/10/24	$450.00	$360.00	01/08/2024	*To be issued*
Total	**$1,800.00**	**$1,440.00**		

And further payments for the next financial year

Period	Sinking Fund		Due Date	Levy Issued
	Gross Amount	Discount Amount		
01/11/24 - 31/01/25	$450.00	$360.00	01/11/2024	*To be issued*
01/02/25 - 30/04/25	$450.00	$360.00	01/02/2025	*To be issued*

Note: The total contribution entitlements are: 5.00
Payments made on or before the due date are subject to a 20% discount.

MOTION CARRIED

Votes: Yes **4** No **0** Abstain **0**

DISCUSSION ITEMS

ADEQUACY OF THE SINKING FUND FORECAST
The Body Corporate is advised that it is a requirement for the body corporate to have a Sinking Fund Forecast that forecasts the Sinking Fund needs for the current financial year and at least the next nine financial years. The Body Corporate should ensure the Sinking Fund Forecast is updated on a regular basis. The last Sinking Fund Forecast was prepared by Whittaker & Associates on 25 October 2022.

REQUIREMENTS OF THE SPECIAL AND PRESCRIBED FIRE SERVICES
The body corporate was advised of the requirement that it must test and maintain the special and prescribed fire services at the complex in accordance with AS1851-2012. The Body Corporate must ensure to the greatest extent possible that it discharges its obligations under the Fire and Rescue Service Act 1990 (FRSA). It is recommended that the Body Corporate engage an independent expert to regularly assess compliance with the FRSA.

WORK HEALTH & SAFETY ACT REQUIREMENTS
It is recommended that the Body Corporate conduct inspections of the common property at least every 12 months so the Body Corporate acts with due diligence to fulfil its obligations it may have under common law duty of care, *Work Health and Safety Act 2011* (Qld) and legislative requirements to maintain the common property.

It is requested that owners notify the Body Corporate of any hazards or areas on the common property that may present a health and safety risk. The last work health & safety report was prepared by QIA Group on 23 January 2020.

GENERAL BUSINESS

Electrical: The owner of Unit 4 advised the meeting that the downlights in Unit 4 were found to be faulty and almost caused a fire. The downlights were replaced with LED lights which are more energy efficient and have a longer life. Owners are reminded to regularly check and maintain the electrical equipment within their lot.

Bin Area: The meeting was advised that there are vermin issues in various courtyards and in the bin area. Flick Anticimex is attending later this month to treat all units and common areas. The Committee will liaise with Flick for suggestions on how to address the reported issues.

Patio Cover For Carpark: The meeting agreed that quotes will be sought to install a patio cover to the visitor carpark at the front of the complex.

Unit 1 Works: The owner of Unit 1 advised the meeting that he intends to complete renovations to the unit in July 2024. A notice will be sent to all owners regarding noise and the proposed works closer to the date.

ELECTION OF COMMITTEE

The following were elected to the Committee:

POSITION	NAME	LOT #
Chairperson	Kim Curtis	2
Secretary	Debra Bremer	5
Treasurer	Laura Greenhalgh	4
Ordinary member	Adam McDonald	1

NON-VOTING MEMBERS

Yulia Ipatyeva Alpha Strata Body Corporate Manager

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

Meeting closed on Wednesday 10 January 2024 at 10:15 AM

On behalf of the Secretary

All correspondence to:
The Secretary, Debra Bremer
PO Box 907
CALOUNDRA QLD 4551
Email info@alpha-strata.com.au