Body Corporate Services Pty Ltd
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5 December 2023

Annual General Meeting

**BODY CORPORATE FOR THE SPANISH VILLA
COMMUNITY TITLES SCHEME 12811
3 SYKES AVENUE**

Dear Owner

Please find enclosed the **minutes** of the recently held general meeting for THE SPANISH VILLA CTS 12811.

We ask that you read the minutes carefully as the matters considered impact the running of your Body Corporate.

If you require any further information or assistance in relation to the meeting outcomes, you are welcome to contact our office.

Regards
Pia Eccles



MINUTES – GENERAL MEETING

BODY CORPORATE FOR THE SPANISH VILLA
COMMUNITY TITLES SCHEME 12811
3 SYKES AVENUE

These are the minutes of the **Annual General Meeting** for the Body Corporate for **THE SPANISH VILLA Community Titles Scheme 12811** held **Office, Shop 2, 63 Bulcock St, Caloundra, QLD, 4833; Video Conference: https://meet.bcssm.com.au/367379833** commencing at **09:00 AM Qld Time on 05 Dec 2023.**

Lots Represented

Lot No		
2	GIUSEPPE TUPPUTI	Owner present
3	ALLISON & JEFF DELFORCE	Owner present
4	BRAD LAVIS	Electronic vote
6	JEFFREY JONES	Owner present
8	KAREN COOKE	Paper vote
11	BEN NIXON	Electronic vote
12	KIERAN BRUMFIT	Electronic vote & Owner present
12A	ALLISON & JEFF DELFORCE	Owner present
14	ANN GEHRKE	Electronic vote
15	KEVIN & ROBYN BICHEL	Owner present

Apologies

Nil

In Attendance

Pia Eccles representing Body Corporate Services Pty Ltd.

Chairperson of Meeting

Allison Delforce chaired the meeting.

Voting Papers

The Chairperson declared that the valid voting papers be accepted.

Quorum

The chairperson declared that a quorum was represented and the meeting was declared open at 09:00 AM.



Open Motions

1	**Confirmation of Minutes**	**Ordinary Resolution**

Statutory Motion

That the minutes of the extraordinary general meeting held on 18/04/2023 be confirmed as a true and correct record of the proceedings at that meeting.

Motion CARRIED.	Yes 9	No 0	Abstain 1	Invalid 0

2	**Adoption of Statement of Accounts**	**Ordinary Resolution**

Statutory Motion

That the Non-Audited statement of accounts for the administrative and sinking funds for the year ending 30/09/2023 attached to the agenda be adopted.

Motion CARRIED.	Yes 9	No 0	Abstain 1	Invalid 0

3	**No Audit**	**Special Resolution**

Statutory Motion

That the Body Corporate's statement of accounts for the financial year 01/10/2023 to 30/09/2024 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'.'

Motion CARRIED.	Yes 9	No 0	Abstain 1	Invalid 0

4	**Appointment of Auditor**	**Ordinary Resolution**

Statutory Motion

That the Body Corporate AGREES that the statement of accounts for the financial year 01/10/2023 to 30/09/2024 be audited, the proposed auditor being Rettore & Associates.

Motion lapsed as No Audit was CARRIED



5 Adoption of Administrative Fund Budget and Fixing of Contributions — Ordinary Resolution

Statutory Motion

That the administrative fund budget for the financial year ending 30/09/2024, which totals $38,000.00 including GST, be adopted with contributions levied by 2 instalments, as follows:

Period From	Period To	Due	Admin Fund	Per Lot Ent.
01/10/2023	31/03/2024	01/10/2023	$14,000.00	$933.33
01/04/2024	30/09/2024	01/04/2024	$24,000.00	$1,600.00
			$38,000.00	**$2,533.33**

Total lot entitlements 15 with each lot entitlement attracting a levy of $2,533.33 including GST, during the current financial year.

And further that the committee may issue an interim levy for the first levy period(s) of the following financial year.

Interim Periods

Period From	Period To	Due	Admin Fund	Per Lot Ent.
01/10/2024	31/03/2025	01/10/2024	$19,000.00	$1,266.67

Motion CARRIED. Yes 10 No 0 Abstain 0 Invalid 0



6 Adoption of Sinking Fund Budget and Fixing of Contributions — Ordinary Resolution

Statutory Motion

That the sinking fund budget for the financial year ending 30/09/2024, which totals $35,850.00 including GST, be adopted with contributions levied by 2 instalments, as follows:

Period From	Period To	Due	Sinking Fund	Per Lot Ent.
01/10/2023	31/03/2024	01/10/2023	$17,925.00	$1,195.00
01/04/2024	30/09/2024	01/04/2024	$17,925.00	$1,195.00
			$35,850.00	**$2,390.00**

Total lot entitlements 15 with each lot entitlement attracting a levy of $2,390.00 including GST, during the current financial year.

And further that the committee may issue an interim levy for the first levy period(s) of the following financial year.

Interim Periods

Period From	Period To	Due	Sinking Fund	Per Lot Ent.
01/10/2024	31/03/2025	01/10/2024	$17,925.00	$1,195.00

Motion CARRIED. Yes 10 No 0 Abstain 0 Invalid 0



7 Confirmation of Insurance — Ordinary Resolution

Statutory Motion

That for the purposes of the body corporate insurance renewal, and on the basis of the policy set out below, the insurances be confirmed and that Body Corporate Services Pty Ltd be authorised to obtain quotations and renew the insurances for the next twelve month period unless instructed to the contrary by the committee.

Policy Number	Underwriter	Current To	Risk Type	Coverage Amount
LNG-STR-20104327	LONGITUDE INSURANCE	27 Jun 2024	Lot Owner's Fixtures and Improvements	$300,000.00
			Appeal Expenses	$150,000.00
			Building Catastrophe	Not Insured
			Common Area Contents	$59,766.00
			Community Income	Not Insured
			Damage (i.e. Building) Policy	$5,976,633.00
			Fidelity Guarantee Insurance	$100,000.00
			Floating Floors	Insured
			Flood	$5,976,633.00
			Fusion Cover	Not Insured
			Government Audit Costs	$30,000.00
			Legal Defence Expenses	$50,000.00
			Loss of Rent	$896,495.00
			Workers Compensation Insurance	Not Insured
			Voluntary Workers Insurance	$200,000.00 / $2,000.00
			Property, Death and Injury (Public Liability)	$20,000,000.00
			Paint	Not Insured
			Office Bearers Liability Insurance	$5,000,000.00
			Machinery Breakdown Insurance	Not Insured
TOTAL PREMIUM: $12,270.93				

Motion CARRIED. Yes 10 No 0 Abstain 0 Invalid 0



8 Engagement of Contractors — Ordinary Resolution

Submitted by Committee

The Body Corporate acknowledges that the Strata Manager will not issue a Work Order or engage any Contractors for the provision of any goods or services, unless they have complied with the Minimum Requirements as defined in the explanatory note.

Motion CARRIED. Yes 10 No 0 Abstain 0 Invalid 0

9 Debt Management — Ordinary Resolution

Submitted by Committee

THAT 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 recover each of the following amounts as a debt:

(a) the amount of the contribution or instalment;
(b) any penalty for not paying the contribution or instalment;
(c) any costs (recovery costs) reasonably incurred by the Body Corporate in recovering the amount, to the fullest extent allowable by the legislation;

AND that the Strata Manager is instructed 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 procedure unless instructed to the contrary by the committee, and further that the costs to the Body Corporate are on-charged to the lot debtor:

Debt Management Table			
Steps	Time Line	Event / Test	Action Required
	Contribution due date		
1	plus (minimum) 15 days	Contribution payment unpaid (amount of $500 or more).	Issue Reminder Contribution Notice
2	plus (minimum) 27 days	Contribution payment unpaid (amount of $500 or more).	Issue 1st reminder letter
3	plus (minimum) 39 days	Contribution payment unpaid (amount of $500 or more).	Issue 2nd reminder letter
4	plus (minimum) 54 days	Contribution payment unpaid (amount of $500 or more).	*Instruction to mercantile agency to commence recovery proceedings providing all supporting documentation *Mercantile agency initial demand process includes Demand letter, phone demands and monitoring payment plans

Motion CARRIED. Yes 10 No 0 Abstain 0 Invalid 0



10	Utilities Agreements	Ordinary Resolution

Submitted by Committee

That the Body Corporate consider any current agreements for the supply of electricity, gas or any other utility relevant to the scheme, and authorise the Strata Committee to evaluate and enter into a new utilities agreement if required.

Motion CARRIED.	Yes 10	No 0	Abstain 0	Invalid 0

11	Appointment of Body Corporate Manager	Ordinary Resolution Without use of Proxies

Submitted by Committee

That the Body Corporate engage Body Corporate Services Pty Ltd for a term of 3 year(s) commencing on 01/01/2024 for a fee of $3,100.00 per annum inclusive of GST for the purpose of providing administrative services to the Body Corporate, and be authorised to exercise some or all of the powers of the executive committee, the details contained in the administrative agreement included with this notice AND FURTHER that the strata manager be authorised and instructed to affix the seal to the agreement witnessed by two (2) committee members, one of whom must be the chairperson, or an authorised representative of Body Corporate Services Pty Ltd.

Motion CARRIED.	Yes 10	No 0	Abstain 0	Invalid 0



Election of the Committee

Chairperson

There were no nominations received prior to the financial year end for the position of Chairperson. Nominations were called from the floor of the meeting with the following candidate received.

KIERAN BRUMFIT has been elected unopposed as Chairperson.

Secretary

There were no nominations received prior to the financial year end for the position of Secretary. Nominations were called from the floor of the meeting with the following candidate received.

GIUSEPPE TUPPUTI has been elected unopposed as Secretary.

Treasurer

There were no nominations received prior to the financial year end for the position of Treasurer. Nominations were called from the floor of the meeting with the following candidate received.

ALLISON DELFORCE has been elected unopposed as Treasurer.

Ordinary Member

There were no nominations received prior to the financial year end for the position of Ordinary Member. Nominations were called from the floor of the meeting with the following candidates received.

ROBYN BICHEL & KAREN COOKE have been elected to the committee.

Committee Members

CHAIRPERSON	KIERAN BRUMFIT	**Lot no 12**
SECRETARY	GIUSEPPE TUPPUTI **c/- PO Box 534, Caloundra QLD 4551**	**Lot no 2**
TREASURER	ALLISON DELFORCE	**Lot no 12a**
ORDINARY MEMBERS	ROBYN BICHEL	**Lot no 15**
	KAREN COOKE	**Lot no 8**
NON-VOTING MEMBERS	**Pia Eccles**	**Strata Manager**
RECONCILIATION REPORT RECIPIENT	KIERAN BRUMFIT ALLISON DELFORCE	**Lot no 12** **Lot no 12a**
OIA INVOICE APPROVER	ALLISON DELFORCE	**Lot no 12a**

Closure

There being no further business the Chairperson declared the meeting closed at 09:56 AM.



General Discussion

Water Meters: The committee has sought quotations for the installation of individual water meters. However, it was noted that the quotations were not directly comparable. The committee agreed that the quotations should encompass both the installation and the Unitywater audit to ensure the meters are registered and read by Unitywater. BCS will assist in obtaining another quotation, which will then be presented to all owners via an EGM early next year.

Concrete Cancer: Signs of concrete cancer have been identified in several areas throughout the complex. The committee is in the process of seeking quotations for remediation, which will be presented at the EGM.

Window Inspection: A window audit will be conducted by Sunview by Style in February 2024.

Roof Report: In October, Fly Roofing conducted an inspection of the complex's roof following reports of water ingress into Lot 15. BCS will follow up with Fly Roofing to request a quotation aligned with their report. If the quotation falls within the committee's approval limit, the necessary work will be promptly actioned. Any resultant damage to Lot 15 will be addressed through insurance following the roof repairs.

Light Bulb Replacement: Giuseppe, a registered electrician, will handle the replacement of the burnt-out light bulbs in the complex.

Secretary

Please forward correspondence to:

GIUSEPPE TUPPUTI
C/- Body Corporate Services Pty Ltd

Reply Paid	PO Box 534 Caloundra QLD 4551
Email	bcs_sunshinecoast@bcssm.com.au
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