ANNEXURE C

MINUTES OF ANNUAL GENERAL MEETING

CASTLEVIEW CTS 16291

DATE & TIME **4:00 PM MONDAY 17 APRIL 2023**

LOCATION OFFICE OF KBW COMMUNITY MANAGEMENT PTY LTD MEETING ROOM, 120 BRISBANE ROAD, MOOLOOLABA

PRESENT
Robert Nothdurft – Lot 5
Young-sic Kim – Lot 6

ALSO PRESENT

Joel Howard	KBW Community Management Pty Ltd
Nil	By Invitation

APOLOGIES
All voting papers received will be considered to be apologies for non-attendance.
Michael Halpin & Carmel Richardson – Lot 2

PROXIES / POA / CO NOMINEES
Michael Halpin & Carmel Richardson – Lot 2 – Proxy Awarded to Robert Nothdurft – Lot 5

VOTES IN WRITING
Nil

CHAIRPERSON
Joel Howard was appointed chairperson at the request of the owners present.

QUORUM
The Chairperson declared that a quorum was present and opened the meeting.

1. CONFIRMATION OF MINUTES OF PREVIOUS MEETING & RESOLUTIONS **ORDINARY RESOLUTION**

That the Minutes of the last General Meeting held on the **11 April 2022** and Resolution/s, as outlined below, and as previously forwarded to owners, be confirmed as a true and correct record of the meeting and resolution/s by the Body Corporate and/or Committee.

Resolution/s of the Body Corporate Committee by - VOC	29.11.22

MOTION CARRIED

Votes: Yes 3 No 0 Abstain 0

2. ADOPTION OF FINANCIAL STATEMENTS **ORDINARY RESOLUTION**

That the 'Special Purpose Financial Statements' prepared by the Body Corporate as a non-reporting entity, which includes the Statements of Income and Expenditure and Assets and Liabilities for the year ending **28 February 2023** be approved and adopted.

MOTION CARRIED

Votes: Yes 3 No 0 Abstain 0

3. NON-AUDIT OF ACCOUNTS FOR ENSUING FINANCIAL YEAR **SPECIAL RESOLUTION**

That the books and accounts of the Body Corporate in respect of the ensuing financial year ending **29 February 2024** shall **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

Votes: Yes 2 No 0 Abstain 1

4. APPOINTMENT OF AUDITOR **ORDINARY RESOLUTION**

That the Body Corporate's statement of accounts for the **ensuing** financial year **1 March 2023 to 29 February 2024** be audited by **Complete Business Advisory**, Chartered Accountants, Birtinya.

MOTION WITHDRAWN AS BODY CORPORATE BOOKS AND RECORDS ARE NOT BEING AUDITED

5. ADMINISTRATIVE FUND BUDGET & LEVIES **ORDINARY RESOLUTION**

That the proposed **Administrative** Fund Budget as outlined below be adopted and levies set accordingly, or as otherwise determined by the meeting, payable by **half yearly** instalments, with dates for payment as set out in the table. (See separate Lot Budget Summary report for details).

Net Budget Total	**$15,280.00**
Due Date	1 July 2023
Due Date	1 January 2024

MOTION CARRIED

Votes: Yes 3 No 0 Abstain 0

6. SINKING FUND BUDGET & LEVIES **ORDINARY RESOLUTION**

That the proposed **Sinking** Fund Budget as outlined below be adopted and levies set accordingly, or as otherwise determined by the meeting, payable by **half yearly** instalments, with dates for payment as set out in the table. (See separate Lot Budget Summary report for details).

Net Budget Total	**$7,400.00**
Due Date	1 July 2023
Due Date	1 January 2024

MOTION CARRIED

Votes: Yes 3 No 0 Abstain 0

7. INSURANCE APPROVAL **ORDINARY RESOLUTION**

That the insurance policies for the period **ending on 14 July 2023** as set out on the Insurance Schedule attached to the meeting material be considered and that the Body Corporate Manager be authorised to renew the insurance policies for the following year **commencing 14 July 2023,** according to arrangements approved by the meeting; including authority to:

a. Increase the Sum Insured for Building Replacement to an amount approved at the meeting effective from renewal - A 5% increase was noted as appropriate at the time of the meeting.

MOTION CARRIED

Votes: Yes 3 No 0 Abstain 0

8. STAIRWELL CARPET **ORDINARY RESOLUTION**

Submitted by Owner
M J Halpin & C L Richardson, Lot 2

That the carpets in the stairwell be professionally cleaned.

MOTION CARRIED

Votes: Yes 2 No 0 Abstain 1

9. ROOF REPAIR **ORDINARY RESOLUTION**

Submitted by Owner
K Young Slc, Lot 6

That the Body Corporate repair all the plumbing vents boots on the roof of Castleview. They are leaking.

MOTION CARRIED

Votes: Yes 3 No 0 Abstain 0

Post Meeting Note: Craig from The Rooftop Maintenance Group has arranged to attend site and carry out already quoted and approved Roof Repair Works.

ELECTION OF COMMITTEE

It was resolved that the following representatives will form the committee positions as indicated below:

CHAIRPERSON	**Robert Nothdurft**
SECRETARY	**Bethany Gibson**
TREASURER	**Carmel Richardson**
COMMITTEE MEMBERS	**Young-Sic Kim**

In accordance with the Body Corporate Management Agreement, the Body Corporate Manager is authorised to perform the duties of Secretary and Treasurer.

OTHER MATTERS

At the conclusion of the formal agenda, Owners discussed matters of a general nature requiring attention at the building (being within the powers of the Committee to deal with same), and **RESOLVED** the following be noted or attended to as determined by the meeting: -

1. **Common Area Stairs Handrail**
   Tony Catania from TRC Enterprises is to be contacted to provide a quote to install a handrail by the common area exterior stairs.

2. **Matt's Garden Escapes**
   Matt's Garden Escapes are to be reminded to clean the internal common area on their routine maintenance visits.

MEETING CLOSED AT 4:25PM.

Joel Howard
Body Corporate Manager
KBW Community Management Pty Ltd

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CASTLEVIEW CTS 16291

10 Canberra Terrace Caloundra QLD 4551

ANNUAL BUDGET

	ACTUAL 01/03/22-28/02/23	BUDGET 01/03/22-28/02/23	BUDGET 01/03/23-28/02/24
ADMINISTRATIVE FUND			
INCOME			
Levies - Administrative Fund	17,032.56	17,032.50	19,100.00
Discount - Admin Fund	(3,406.56)	(3,406.50)	(3,820.00)
TOTAL ADMIN. FUND INCOME	**13,626.00**	**13,626.00**	**15,280.00**
EXPENDITURE - ADMIN. FUND			
Audit Fees	407.00	0.00	430.00
Archive Fee	15.00	15.00	33.00
Tax Agents Fee	200.00	200.00	220.00
Kbw Body Corp Admin Fees	2,088.00	2,088.00	2,100.00
Community Power	398.46	520.00	520.00
Fire Equipment Svc	769.49	700.00	750.00
Insurance	5,330.37	5,580.00	6,600.00
Pest Control	1,078.00	1,300.00	1,200.00
Disbursements	625.00	625.00	625.00
P P & S-Extras	121.31	0.00	0.00
R & M - Gardens & Grounds	1,495.00	1,700.00	1,700.00
R & M General	440.00	800.00	800.00
Secretarial-Extras	39.60	0.00	200.00
Software Licensing Fee	98.40	98.00	102.00
TOTAL ADMIN. EXPENDITURE	**13,105.63**	**13,626.00**	**15,280.00**
SURPLUS / DEFICIT	**$ 520.37**	**$ 0.00**	**$ 0.00**
Opening Admin. Balance	6,406.33	6,406.33	6,926.70
ADMINISTRATIVE FUND BALANCE	**$ 6,926.70**	**$ 6,406.33**	**$ 6,926.70**
NUMBER OF UNITS OF ENTITLEMENT:		6	6
AMOUNT PER UNIT OF ENTITLEMENT:		$ 2,838.75000000	$ 3,183.33333333
DISCOUNT PER UNIT OF ENTITLEMENT:		$ 567.75000000	$ 636.66666667
NET PER UNIT OF ENTITLEMENT:		$ 2,271.00000000	$ 2,546.66666666

CASTLEVIEW CTS 16291

10 Canberra Terrace Caloundra QLD 4551

ANNUAL BUDGET

	ACTUAL 01/03/22-28/02/23	BUDGET 01/03/22-28/02/23	BUDGET 01/03/23-28/02/24
SINKING FUND			
INCOME			
Levies - Sinking Fund	9,249.96	9,250.00	9,250.00
Discount - Sinking Fund	(1,850.04)	(1,850.00)	(1,850.00)
Interest Received	293.18	0.00	0.00
TOTAL SINKING FUND INCOME	**7,693.10**	**7,400.00**	**7,400.00**
EXPENDITURE - SINKING FUND			
Antenna	352.00	0.00	0.00
Building	691.85	0.00	0.00
Painting	10,010.00	0.00	0.00
Plumbing	951.50	0.00	0.00
TOTAL SINK. FUND EXPENDITURE	**12,005.35**	**0.00**	**0.00**
SURPLUS / DEFICIT	**$ (4,312.25)**	**$ 7,400.00**	**$ 7,400.00**
Opening Sinking Fund Balance	49,382.06	49,382.06	45,069.81
SINKING FUND BALANCE	**$ 45,069.81**	**$ 56,782.06**	**$ 52,469.81**
NUMBER OF UNITS OF ENTITLEMENT:		6	6
AMOUNT PER UNIT OF ENTITLEMENT:		$ 1,541.66666667	$ 1,541.66666667
DISCOUNT PER UNIT OF ENTITLEMENT:		$ 308.33333333	$ 308.33333333
NET PER UNIT OF ENTITLEMENT:		$ 1,233.33333334	$ 1,233.33333334

CASTLEVIEW CTS 16291

LOT BUDGET SUMMARY

28/02/2024

If the foregoing budget is adopted levies (including GST) for the specified period payable half-yearly will be as follows:

			Administrative Fund			Sinking Fund			
Lot No	Unit No	Entitlement	Gross	Discount	Net	Gross	Discount	Net	Net Total
00001	1	1	1,591.67	318.33	1,273.34	770.83	154.17	616.66	1,890.00
00002	2	1	1,591.67	318.33	1,273.34	770.83	154.17	616.66	1,890.00
00003	3	1	1,591.67	318.33	1,273.34	770.83	154.17	616.66	1,890.00
00004	4	1	1,591.67	318.33	1,273.34	770.83	154.17	616.66	1,890.00
00005	5	1	1,591.67	318.33	1,273.34	770.83	154.17	616.66	1,890.00
00006	6	1	1,591.67	318.33	1,273.34	770.83	154.17	616.66	1,890.00
	Total		**$9,550.02**	**$1,909.98**	**$7,640.04**	**$4,624.98**	**$925.02**	**$3,699.96**	**$11,340.00**

Totals:	**$9,550.02**	**$1,909.98**	**$7,640.04**	**$4,624.98**	**$925.02**	**$3,699.96**	**$11,340.00**