



**NORTH SHORE BODY CORPORATE**

(Jepadcab Pty. Ltd. ACN 064 539 760)

ABN 41 174 748 793

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TO: All owners

**Minutes of the Annual General Meeting for  
"THE APARTMENTS CALOUNDRA" CTS No. 27133  
Held at Unit 5, The Apartments, 42 Warne Terrace Caloundra on Thursday 8  
October 2015 at 4.00pm.**

**Meeting Opened at 4.00pm**

**PRESENT**

Lot 5            John & Dawn Miller

Lot 8            Bob Shephard

Lot 9            Nicole Smith

**VOTING PAPERS RECEIVED**

Lot 3

Lot 6

**PROXIES RECEIVED**

Lot 7 to Dawn Miller

**APOLOGIES RECEIVED**

Nil

**IN ATTENDANCE**

Shana Lovett of North Shore Body Corporate

*+ Lauren*

**CHAIRPERSON**

The Chairperson presided over the meeting and was assisted by the Body Corporate Manager.

Your Body Corporate Manager is Shana Lovett

**QUORUM**

The Chairperson declared a quorum was formed.

**MOTION 1:**

RESOLVED, that, by ordinary resolution, the minutes of the last general meeting, previously circulated, be confirmed as a correct record.

VOTING                            YES 5    NO 0    ABSTAIN 0

**MOTION 2:**

**Option a)** THIS MOTION WAS LOST, that, by ordinary resolution, without the use of proxies, Jepadcab Pty Ltd T/As North Shore Body Corporate Specialists (herein called "the Body Corporate Manager" or BCM) be appointed as the Body Corporate Manager and be authorised to carry out the duties, functions and authorities pursuant to the Body Corporate and Community Management Act 1997 for a period of one (1) year for a fee of \$1900.00 (inc GST) commencing on the **Thursday 8 October 2015** and that the agreement between the 2 parties be in accordance with the terms and conditions of the Administration Agreement circulated to members with this motion.

Further that the Common Seal is to be kept in the custody of the Body Corporate Manager and their Manager, Catherine Pashley be delegated the authority to affix and witness the affixing of the seal as required from time to time. Further that Catherine Pashley and directors of Jepadcab Pty Ltd be authorised to open, operate and invest funds in appropriate financial institution accounts as sole signatories and operators of these accounts.

Further that the Body Corporate Manager be authorized to be the registered contact and signatory with the Australian Tax Office for the complex and the Manager be authorized to submit all paperwork required to make this change to the Australian Tax Office as soon as possible.

VOTING YES 1 NO 5 ABSTAIN 0

**Option b)** THIS MOTION WAS LOST, that, by ordinary resolution, without the use of proxies, Kerredan No 12 Pty Ltd trading as North Coast Body Corporate Management Services (Herein call 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 who is 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 North Coast Body Corporate Management Services as the Body Corporate Manager of the Body Corporate, the term of appointment be one (1) year commencing Thursday 8<sup>th</sup> October 2015 for a fee of \$2750.00 (inc GST), plus disbursements.

And a bank account be opened in the name of the Body Corporate with the Macquarie Bank Limited for the purpose of depositing therein the administrative fund and sinking fund monies of the Body Corporate and North Coast Body Corporate Management Services be authorised to operate such account, to enforce and negotiate instruments on behalf of the Body Corporate and to generally conduct the banking affairs of the Body Corporate.

VOTING YES 0 NO 6 ABSTAIN 0

**Option c)** RESOLVED, that the Body Corporate engage StrataLiving BCM as its Body Corporate Manager for the supply of Administration services to the Body Corporate for a period of **three (3) years** commencing on Thursday 8<sup>th</sup> October 2015 the fee for the first year being \$1950.00 the terms of which are stated in the agreement which has been circulated to the members of the Body Corporate.

FURTHER That a bank account be opened with Macquarie Bank, in the name of the Body Corporate, for the purpose of depositing therein the Administrative and Sinking Fund monies of the Body Corporate and that Mrs Hunter- Smith be authorised to operate such account, to enforce and negotiate instruments on behalf of the Body Corporate and to generally conduct the bank affairs of the Body Corporate.

FURTHER That StrataLiving BCM attend through its duly appointed Tax Agent to the lodgement of taxation returns on behalf of the Body Corporate as required by the Commissioner of Taxation AND that Kathryn Hunter-Smith from StrataLiving BCM be appointed Public Officer in relation to taxation matters.

VOTING YES 5 NO 1 ABSTAIN 0

### MOTION 3:

THIS MOTION WAS LOST, that, by special resolution, the body corporate's statement of accounts for the financial year ending 31/07/16 not be audited.

VOTING

YES 2 NO 4 ABSTAIN 0

### MOTION 4:

THIS MOTION WAS LOST, That, by ordinary resolution, the body corporate appoint Gordon Downing of Downing Business Services, Noosa, Chartered Accountants, to audit the body corporate's statement of accounts for the financial year ending 31/07/16 at a cost of \$660 incl GST.

VOTING

YES 0 NO 4 ABSTAIN 1

The decision to appoint an auditor will be made at a later date.

### MOTION 5:

THIS MOTION WAS LOST, that, by ordinary resolution, the Body Corporate have a complete Workplace, Health and Safety report performed on the common property of the complex at an approximate cost of \$370 and that the Body Corporate Manager be authorised to request a qualified contractor to perform this work and distribute a copy of the same to the Committee for perusal and direction.

### LAST SAFETY REPORT PERFORMED:

VOTING

YES 0 NO 5 ABSTAIN 1

### MOTION 6:

THIS MOTION WAS LOST, that, by ordinary resolution, the Body Corporate has a completed internal and external termite inspection performed on each unit at a cost of \$99 per lot (general pest control included in this cost)

VOTING

YES 1 NO 5 ABSTAIN 1

BCM to arrange for the Annual Pest Control to be carried out.

### MOTION 7:

THIS MOTION WAS LOST, that, by ordinary resolution, the Body Corporate have a complete Balustrade inspection and report performed on the Common Property of the complex and that the Body Corporate Manager be authorised to request BOSS Safety to perform this work and distribute a copy of the same to the Committee for perusal and direction.

VOTING YES 2 NO 4 ABSTAIN 0

**MOTION 8:**

RESOLVED, that, by ordinary resolution, the building Insurance policy held by the body corporate be ratified for the current 12 months as per the below schedule.

**Current insurance values are as follows:**

Building \$8,482,684  
 Office Bearers liability \$2,000,000  
 Public Liability \$20,000,000  
 Insurer Strata Community Insurance  
 Policy number QRSC15003923  
 Expiry date 01/08/16  
 Premium paid \$8774.62  
 Basic Excess on Claims \$250 All Claims  
 Commission Paid \$1599.94  
**Current Valuation \$6,973,000.00**  
**Date of Valuation 28/11/13**

VOTING YES 6 NO 0 ABSTAIN 0

**MOTION 9:**

RESOLVED, that, by ordinary resolution, the statement of income and expenditure for the year ended 31 July 2015 be adopted and that all expenditure ratified as true expenditure.

VOTING YES 6 NO 0 ABSTAIN 0

**MOTION 13:**

RESOLVED, that, by ordinary resolution, the budgets for the year ended 31/07/16 be approved (or adjusted in accordance with the Regulations).

FURTHER, that, by ordinary resolution, the contributions per lot entitlement for the new financial year will be –

<b>Period</b>	<b>Admin Fund</b>	<b>Sinking Fund</b>	<b>Insurance</b>	<b>Due Date</b>
01/08/15 – 31/07/16			\$8.78	Pre-Issued
01/08/15 – 31/01/16	\$18.00	\$18.00		Pre-Issued
01/02/16 – 31/07/16	\$17.50	\$18.00		01/02/16

Allow the pre-issue of the Levy for first period of the next financial year to allow for continued cash flow

01/08/16 – 31/07/17			Approx \$8.95	01/08/16
01/08/16 – 31/01/17	\$18.00	\$18.00		01/08/16

NOTE – the insurance levies will be calculated correctly upon receipt of the exact amount on the renewal.

VOTING YES 6 NO 0 ABSTAIN 0

**ELECTION OF OFFICE BEARERS**

The following were elected as the office bearers for the forthcoming year:

CHAIRPERSON/TREASURER Dawn Miller  
 SECRETARY Nicole Smith  
 COMMITTEE Bob Shepard  
 Leigh Wake

There being no further business, the meeting closed at 4.35pm

For and on behalf of The Secretary  
 C/- North Shore Body Corporate  
 934 David Low Way  
 MARCOOLA Q 4564