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# MINUTES OF ANNUAL GENERAL MEETING

## THE EMERSON EDITION CTS 52582

**DATE & TIME** Tuesday 12 July 2022 at 4:00 PM

**LOCATION** 76 Minnippi Boulevard, Cannon Hill  
On Site in Unit 3

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### ATTENDANCE

<b>In Attendance</b>		
Wing Sze Chak	Lot 2	Via Voting Paper
Richard & Susan Schuster	Lot 3	Present in Person
Mony Qumarsy & Elahe Badraghe	Lot 4	Present in Person
John Fewster	Lot 6	Via Voting Paper
Francesca Goener	Lot 7	Present in Person
Christopher Williams & Bronwyn Evans	Lot 10	Present in Person
Judith Reddrop	Lot 12	Via Voting Paper
Gavin Morton	Lot 14	Present in Person
Azure Project 10 Pty Ltd	Lot 15	Via Voting Paper
Sofie Chan	Lot 16	Present in Person
Claire Gilbert	Azure Living	Present in Person
Marco Fornataro	Azure Living	Present in Person
Vanessa Tirant	Azure Living	Present in Person
<b>Apologies</b>		
Nil		
<b>Proxies</b>		
Russell Keirnan for Trent Keirnan	Lot 11	Present in Person
<b>Chairperson</b>		
Alecia Holden	Body Corporate Manager	

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### QUORUM

The Chairperson advised that a quorum was represented and declared the meeting open at 4:00PM.

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**1. CONFIRMATION OF MINUTES**

THAT, the minutes of the General Meeting held 15 June 2021, be confirmed as true and accurate records of the proceedings at that meeting.

**MOTION CARRIED**

Votes:        Yes 11    No 0        Abstain 0

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**2. ADOPTION OF FINANCIAL STATEMENTS**

THAT, the Audited Statement of Accounts for the financial year ending 30 April 2022 for the administrative and sinking funds be approved.

**MOTION CARRIED**

Votes:        Yes 11    No 0        Abstain 0

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**3. AUDIT - AUDIT OF ACCOUNTS**

THAT, the body corporate's Statement of Accounts for the financial year ending 30 April 2023 not be audited.

**MOTION DEFEATED**

Votes:        Yes 3        No 8        Abstain 0

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**4. AUDIT - APPOINTMENT OF AUDITOR**

THAT, Sciacca Accountants be appointed to audit the statement of accounts for the financial year ending 30 April 2023 should the previous motion fail at a cost of \$330.00 including GST.

**MOTION CARRIED**

Votes:        Yes 8        No 3        Abstain 0

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**5. ELECTRONIC VOTING**

THAT, the Body Corporate decides:

- voters may cast an electronic vote on an open motion;
- voters may cast an electronic vote on a motion to be decided by secret ballot;
- voters for an election for the committee held by open ballot may cast votes electronically; and
- votes for an election for the committee held by secret ballot may cast votes electronically.

Note: In accordance with the Electronic Transactions (Queensland) Act 2021

**MOTION CARRIED**

Votes:        Yes 11    No 0        Abstain 0

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**6. BUDGET & CONTRIBUTIONS - ADMINISTRATIVE FUND**

THAT, the proposed Administrative Fund budget of \$62,250.00 be approved for the financial year ending 30 April 2023 and that contributions determined at the rate of \$4,150.00 gross per contribution entitlement to be issued as per the below instalments:

Levy Period	\$ Per Contribution Lot Entitlement	Due Dates
01/05/2022 to 31/07/2022	\$1,020.00	ISSUED
01/08/2022 to 31/10/2022	\$1,043.00	1 August 2022
01/11/2022 to 31/01/2023	\$1,043.00	1 November 2022
01/02/2023 to 30/04/2023	\$1,044.00	1 February 2023

FURTHER THAT, an interim levy for the first quarter of the next financial year be issued and be due and payable as per the below mentioned date:

Levy Period	\$ Per Contribution Lot Entitlement	Due Date
01/05/2023 to 31/07/2023	\$1,150.00	1 May 2023

**MOTION CARRIED**

Votes:        Yes 11    No 0        Abstain 0

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**7. BUDGET & CONTRIBUTIONS - INSURANCE FUND**

That, the proposed Insurance Fund budget of \$18,822.28 be approved for the financial year ending 30 April 2023 and that contributions determined at the rate of \$18.86 per interest entitlement to be issued as per the below instalments:

Levy Period	\$ Per Contribution Lot Entitlement	Due Dates
01/05/2022 to 31/07/2022	\$2.50	ISSUED
01/08/2022 to 31/10/2022	\$5.45	1 August 2022
01/11/2022 to 31/01/2023	\$5.45	1 November 2022
01/02/2023 to 30/04/2023	\$5.45	1 February 2023

FURTHER THAT, an interim levy for the first quarter of the next financial year be issued and be due and payable as per the below mentioned date:

Levy Period	\$ Per Contribution Lot Entitlement	Due Date
01/05/2023 to 31/07/2023	\$6.00	1 May 2023

**MOTION CARRIED**

Votes: Yes 11 No 0 Abstain 0

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**8. BUDGET & CONTRIBUTIONS - SINKING FUND**

THAT, the proposed Sinking Fund budget of \$10,950.00 be approved for the financial year ending 30 April 2023 and that contributions determined at the rate of \$730.00 per contribution entitlement to be issued as per the below instalments:

Levy Period	\$ Per Contribution Lot Entitlement	Due Dates
01/05/2022 to 31/07/2022	\$180.00	ISSUED
01/08/2022 to 31/10/2022	\$182.00	1 August 2022
01/11/2022 to 31/01/2023	\$184.00	1 November 2022
01/02/2023 to 30/04/2023	\$184.00	1 February 2023

FURTHER THAT, an interim levy for the first quarter of the next financial year be issued and be due and payable as per the below mentioned date:

Levy Period	\$ Per Contribution Lot Entitlement	Due Date
01/05/2023 to 31/07/2023	\$220.00	1 May 2023

**MOTION CARRIED**

Votes: Yes 11 No 0 Abstain 0

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**9. CONFIRMATION OF INSURANCE**

THAT, the insurance set out below be confirmed as adequate cover and further that Body Corporate Alliance Pty Ltd be authorised to renew the insurance for the next twelve month period when due unless instructed to the contrary by the committee.

Building Sum Insured:	\$12,655,383.00
Office Bearers Liability:	\$1,000,000.00
Public Liability:	\$20,000,000.00
Premium:	\$1,8826.06
Insurer:	Axis
Policy Number:	P-016338
Renewal Date:	5 June 2023

**MOTION CARRIED**

Votes: Yes 11 No 0 Abstain 0

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**10. PEST CONTROL & TERMITE INSPECTIONS**

THAT, the Body Corporate agree to approve an independent contractor to carry out the Annual Termite Inspections and Pest Control to the complex.

*The last pest control and termite inspection was carried out on 30 July 2021*

**10.a. Aim High Pest Control (Common Areas) & Termite Inspection (Individual Lots)**

THAT, the Body Corporate agree to approve Aim High Pest Control to carry out the Annual Termite Inspections to **EACH LOT** and Pest Control to the **Common Area ONLY** for a cost not to exceed **\$1,515.00 including GST**, AND FURTHER THAT upon receipt of a tax invoice Body Corporate Alliance Pty Ltd can attend to payment out of the Administration Fund Budget.

**MOTION DEFEATED**

Votes:    Yes 3                    No 8                    Abstain 0

**10.b. Boss Pest Control (Common Areas) & Termite Inspection (Individual Lots)**

THAT, the Body Corporate agree to approve Boss Pest & Termite Solutions to carry out the Annual Termite Inspections to **EACH LOT** and Pest Control to the **Common Area ONLY** for a cost not to exceed **\$1,248.00 including GST**, AND FURTHER THAT upon receipt of a tax invoice Body Corporate Alliance Pty Ltd can attend to payment out of the Administration Fund Budget.

**MOTION CARRIED**

Votes:    Yes 8                    No 3                    Abstain 0

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**11. WORKPLACE HEALTH & SAFETY REPORT**

THAT, the Body Corporate agree to approve an independent consultant to carry out a Safety Audit Report for the scheme.

*The last Safety Audit Report was carried out on 20 July 2021*

**11.a. Phillips Safety Service**

THAT, the Body Corporate agree to engage Phillips Safety Service to carry out the Safety Audit Report, at a cost not to exceed \$340.00 including GST, for the scheme and FURTHER THAT, upon receipt of the tax invoice, Body Corporate Alliance Pty Ltd may affect payment from funds currently held in the administration fund.

**MOTION DEFEATED**

Votes:    Yes 3                    No 8                    Abstain 0

**11.b. Seymour Consultants**

THAT, the Body Corporate agree to engage Seymour Consultants to carry out the Safety Audit Report, at a cost not to exceed \$402.00 including GST, for the scheme and FURTHER THAT, upon receipt of the tax invoice, Body Corporate Alliance Pty Ltd may affect payment from funds currently held in the administration fund.

**MOTION DEFEATED**

Votes:    Yes 4                    No 7                    Abstain 0

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**12. APPOINTMENT OF BODY CORPORATE MANAGER**

THAT, under Section 137 of the BCCM (Standard Module) Regulation 2020, the Body Corporate appoint Body Corporate Alliance Pty Ltd, by instrument in writing, as Body Corporate Manager and delegates to it all of its powers, authorities, duties and functions as provided in Section 119 of the BCCM Act 1997, for a period of three (3) years commencing from 01 August 2022 and terminating on 31 July 2025, at a fee of \$220.00 including GST per lot per annum, in accordance with the Agreement presented to the meeting.

*Note: The Body Corporate and Community Management Act 1997 provides that the use of proxy votes for this motion is prohibited.*

**MOTION CARRIED**

Votes:    Yes 11    No 0                    Abstain 0

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**13. SWITCHBOARD INSPECTION**

THAT, the Body Corporate agree to engage Electrick Avenue Electrical & Data to carry out a Switchboard Inspection to the Common Area switchboard for a total cost not to exceed \$250.00 including GST and FURTHER THAT, upon receipt of the Tax Invoice Body Corporate Alliance Pty Ltd may affect payment from funds currently held in the Administration Fund.

*Note: An inspection is yet to be conducted and is therefore due to be completed this year.*

**MOTION DEFEATED**

Votes:        Yes 3        No 7        Abstain 0

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**14. CCTV INSTALLATION**

THAT, the Body Corporate agree to engage Pacific Security Group to complete CCTV installation at the complex at a cost of \$10,455.27 including GST in accordance with the attached quotation and scope of works. FURTHER THAT, upon receipt of the Tax Invoice, Body Corporate Alliance Pty Ltd will affect payment from funds currently held in the Sinking Fund.

**MOTION DEFEATED**

Votes:        Yes 4        No 7        Abstain 0

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**15. LOT 4 EXTERNAL MODIFICATIONS**

THAT, the Body Corporate authorise the owner of Lot 4 to alter the external appearance of their as per the below quotations and scopes of work, and FURTHER THAT, the Body Corporate may request the Owner remove the installations if they are in contravention of the following conditions:

- The works are to be carried out by a suitability qualified tradesperson;
- The works are to be carried out at the Lot Owners expense;
- Any future maintenance will be at the Lot Owners expense;
- If required, ensure any necessary Council or Building Approvals are to be gained prior to the installation by the Owner and copies are provided to the Body Corporate;
- All works completed are not to be at the detriment of the building structure or appearance;
- Any damage caused by the works will be the responsibility of the Owner to rectify in a timely manner;
- All Council Development Approvals are complied with; and
- All Body Corporate By-Laws are complied with.

**15.a. Installation of Fence & Garden Modification**

THAT, the Body Corporate authorise the owner of Lot 4 to alter the external appearance of their lot by installing a fence along the rear boundary of their exclusive use courtyard and modifying the garden as per their proposed plan AND FURTHER THAT the owner obtain town planning advice that the changes are in accordance with the Development Approval conditions and plans, and provide this advice to the Body Corporate prior to works being undertaken.

**MOTION CARRIED**

Votes:        Yes 11        No 0        Abstain 0

**15.b. Addition of Concrete Slab**

THAT, the Body Corporate authorise the owner of Lot 4 to alter the external appearance of their lot by installing a concrete slab to the left of their back stairs as per their proposed plans AND FURTHER THAT the owner obtain town planning advice that the changes are in accordance with the Development Approval conditions and plans, and provide this advice to the Body Corporate prior to works being undertaken.

**MOTION CARRIED**

Votes:        Yes 11        No 0        Abstain 0

**15.c. Doorbell, Smart Lock & Camera**

THAT, the Body Corporate authorise the owner of Lot 4 to alter the external appearance of their lot by installing a doorbell, smart lock and security camera to their entry area as per their proposed plans and quotation.

**MOTION CARRIED**

Votes: Yes 8 No 3 Abstain 0

**15.d. Camera Installation - Deck**

THAT, the Body Corporate authorise the owner of Lot 4 to alter the external appearance of their lot by installing a camera to the back deck area as per their proposed plans and quotation.

**MOTION CARRIED**

Votes: Yes 11 No 0 Abstain 0

**15.e. Alfresco Modifications**

THAT, the Body Corporate authorise the owner of Lot 4 to alter the external appearance of their lot by removing and replacing existing tiles as well as removing the ficus vines the back alfresco area AND FURTHER THAT the owner obtain town planning advice that the changes are in accordance with the Development Approval conditions and plans and provide this advice to the Body Corporate prior to works being undertaken.

**MOTION CARRIED**

Votes: Yes 8 No 3 Abstain 0

**15.f. Installation of Solar Panels**

THAT, the Body Corporate Committee authorise the Owner of Lot 4 to alter the external appearance of their Lot by installing Solar Panels as per the attached quote and further that the Body Corporate may request the Owner remove or replace the installation if it is in contravention of the following conditions:

- The installation will not alter the façade of the building except for the placement of the panels on the roof;
- That, once installed, the panels cannot be seen from any view point (excluding from above);
- The installer provides an expressed clear warranty against water ingress from any roofing penetrations;
- All wiring, piping or conduits are installed internally with in the Lot;
- No wiring, pipping or conduits are to be fixed to the exterior of the Lot;
- The inverter is to be located in the interior of the Lot.

It is the Lot Owners responsibility to advise the Body Corporate Manager once the job has been completed by sending through a copy of the Tax Invoice and photos of the installation.

**MOTION CARRIED**

Votes: Yes 11 No 0 Abstain 0

**15.g. Installation of Retractable Blinds**

THAT, the Body Corporate authorise the owner of Lot 4 to alter the external appearance of their lot by installing black retractable blinds to the back deck and around the pool area as per their proposed plans and quotation AND FURTHER THAT the owner obtain town planning advice that the changes are in accordance with the Development Approval conditions and plans and provide this advice to the Body Corporate prior to works being undertaken.

**MOTION CARRIED**

Votes: Yes 11 No 0 Abstain 0

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# GENERAL BUSINESS

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## **Ficus:**

It was agreed by the people present at the Annual General Meeting (AGM) that all Ficus plants located on the internal courtyard areas of each lot are the responsibility of owners. Any Ficus on the external boundary walls of the complex are the responsibility of the body corporate. Routine trimming is a part of the caretaking agreement, however due to the height of the complex, the caretakers may need to provide additional quotes to have these higher sections trimmed with the correct safety equipment.

## **Garage Floors:**

Azure Living to action and discuss with Azure Build regarding the potential defects to the garage floors. It was noted that Azure Build would attend site to inspect the garage floors and provide a response to all owners on how and when the issues would be rectified.

## **Eufy Security Systems: -**

*we would suggest a VOCM be issued as a blanket approval for this item to include and ensure the conditions of the motion are adhered to.*

All owners agreed that a blanket approval would be given to residents should they wish to install their own Eufy Security Cameras. It was noted that any residents wishing to install cameras still needed to provide all relevant information to the Body corporate for a note to be made on file. It was also discussed and agreed that the installation of cameras had to be the

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# ELECTION OF COMMITTEE

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It was resolved that the following nominees were elected to the representative positions as indicated below.

## **VOTING MEMBERS**

CHAIRPERSON	-	Gavin Morton
SECRETARY	-	Susan Schuster
TREASURER	-	Bronwyn Evans
ORDINARY MEMBER	-	Mony Qumarsy

## **NON-VOTING MEMBERS**

BODY CORPORATE MANAGER	-	Alecia Holden, Body Corporate Alliance
CARETAKER	-	Jess Bull, Azure Living

MEETING CLOSED: 5:30PM

On behalf of the Secretary  
All correspondence to:  
The Secretary,  
PO Box 7657  
EAST BRISBANE QLD 4169  
Email [admin@bcalliance.com.au](mailto:admin@bcalliance.com.au)

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