Body Corporate Services Pty Ltd
ABN 82010120144

PO Box 466 Toowong Qld 4066
bcs_brisbane@bcssm.com.au
www.bcssm.com.au

Ph. 07 3721 7000

MINUTES OF THE ANNUAL GENERAL MEETING OF THE BODY CORPORATE FOR "PARADISE CREST" COMMUNITY TITLES SCHEME 23698 HELD ON TUESDAY, 17 DECEMBER 2019 AT 4:00 PM AT ONSITE BBQ AREA - 62 VICTOR STREET RUNCORN QLD 4113

PRESENT IN PERSON

Helen Lee, Michelle Smith, Krystyna Szokolai, Chansokreaksmey Kuoy

LOTS REPRESENTED

Lot no	
2	By voting paper
3	By voting paper
4	Present in person
12	By voting paper
15	Present in person
18	By voting paper
23	Present in person
25	Present in person

APOLOGIES

Nil

IN ATTENDANCE

David Lanham representing Body Corporate Services Pty Ltd.

CHAIRPERSON OF MEETING

Michelle Smith 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 4:05pm.

MOTIONS VOTED ON

1 CONFIRMATION OF MINUTES **ORDINARY RESOLUTION**

Procedural motion

That the minutes of the annual general meeting held on Thursday, 24 January 2019 be confirmed as a true and correct record of the proceedings at that meeting.

RESOLVED that motion 1 be CARRIED Yes 7 No 0 Abstain 0 Invalid 1

---

2 APPROVAL 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 31/10/2019 attached to the agenda be adopted.

RESOLVED that motion 2 be CARRIED Yes 8 No 0 Abstain 0 Invalid 0

---

3 NO AUDIT **SPECIAL RESOLUTION**

Statutory motion

That the body corporate's statement of accounts for the financial year 1/11/2019 to 31/10/2020 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'.'

RESOLVED that motion 3 be CARRIED Yes 8 No 0 Abstain 0 Invalid 0

---

4 APPOINTMENT OF AUDITOR **ORDINARY RESOLUTION**

Statutory motion

That the body corporate AGREES that the statement of accounts for the financial year 1/11/2019 to 31/10/2020 be audited, the proposed auditor being Kelly & Partners.

MOTION RULED OUT OF ORDER

---

5 ADOPTION OF ADMINISTRATIVE FUND BUDGET AND FIXING OF CONTRIBUTIONS **ORDINARY RESOLUTION**

Statutory motion

That the administrative fund budget for the financial year ending 31/10/2020 totalling $32,408.00 be adopted with contributions levied by 4 instalments, as follows:

Levy Status	Financial Period	Levy Period from	Levy Period to	Administrative Fund	Per Lot Entitlement	Date Due
Already Issued	Current	01/11/2019	31/01/2020	$7,750.00	$38.75000	01/11/2019
To be issued	Current	01/02/2020	30/04/2020	$7,750.00	$38.75000	01/02/2020
To be issued	Current	01/05/2020	31/07/2020	$8,454.00	$42.27000	01/05/2020
To be issued	Current	01/08/2020	31/10/2020	$8,454.00	$42.27000	01/08/2020
Total		**01/11/2019**	**31/10/2020**	**$32,408.00**	**$162.04000**	

Total lot entitlements 200

And further that the committee may issue an interim levy for the first 2 levy periods of the following financial year.

To be issued	Next	01/11/2020	31/01/2021	$8,102.00	$40.51000	01/11/2020
To be issued	Next	01/02/2021	30/04/2021	$8,102.00	$40.51000	01/02/2021
Total		**01/11/2020**	**30/04/2021**	**$16,204.00**	**$81.02000**	

RESOLVED that motion 5 be CARRIED Yes 8 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 31/10/2020 totalling $8,320.00 be adopted with contributions levied by 4 instalments, as follows:

Levy Status	Financial Period	Levy Period from	Levy Period to	Sinking Fund	Per Lot Entitlement	Date Due
Already Issued	Current	01/11/2019	31/01/2020	$2,000.00	$10.00000	01/11/2019
To be issued	Current	01/02/2020	30/04/2020	$2,000.00	$10.00000	01/02/2020
To be issued	Current	01/05/2020	31/07/2020	$2,160.00	$10.80000	01/05/2020
To be issued	Current	01/08/2020	31/10/2020	$2,160.00	$10.80000	01/08/2020
Total		**01/11/2019**	**31/10/2020**	**$8,320.00**	**$41.60000**	

Total lot entitlements 200

And further that the committee may issue an interim levy for the first 2 levy periods of the following financial year.

To be issued	Next	01/11/2020	31/01/2021	$2,080.00	$10.40000	01/11/2020
To be issued	Next	01/02/2021	30/04/2021	$2,080.00	$10.40000	01/02/2021
Total		**01/11/2020**	**30/04/2021**	**$4,160.00**	**$20.80000**	

RESOLVED that motion 6 be CARRIED Yes 8 No 0 Abstain 0 Invalid 0

7 CONFIRMATION OF INSURANCE — ORDINARY RESOLUTION

Statutory motion

That the insurances set out below 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
HU0019113	CHU/QBE COMMUNITYSURE	31/01/2020	Building	$10,506,009.00
HU0019113	CHU/QBE COMMUNITYSURE	31/01/2020	Common Contents	$105,060.00
HU0019113	CHU/QBE COMMUNITYSURE	31/01/2020	Fidelity Guarantee	$250,000.00
HU0019113	CHU/QBE COMMUNITYSURE	31/01/2020	Loss of Rent/Temp Accomm	$1,575,901.00
HU0019113	CHU/QBE COMMUNITYSURE	31/01/2020	Office Bearers Liability	$5,000,000.00
HU0019113	CHU/QBE COMMUNITYSURE	31/01/2020	Public Liability	$30,000,000.00
HU0019113	CHU/QBE COMMUNITYSURE	31/01/2020	Voluntary Workers	300000/3000
WBA941003307	WORKCOVER QUEENSLAND	30/06/2020	Workers Compensation	MIN COVER
TOTAL PREMIUM: $10,131.45				

RESOLVED that motion 7 be CARRIED Yes 8 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.

RESOLVED that motion 8 be CARRIED Yes 8 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

RESOLVED that motion 9 be CARRIED Yes 8 No 0 Abstain 0 Invalid 0

10 FENCING UPGRADE **ORDINARY RESOLUTION**

Submitted by committee

That the Body Corporate approve common property fences external or shared within the complex be gradually replaced from wooden to Colorbond fencing, and further that payment is effected from funds held in the Sinking Fund.

Note to motion – Fencing Upgrade

This proposal is to reduce risk of termite activity into dwellings from fencing (which has occurred in the past 12 months), reduce fire risk, and greatly reduce considerable ongoing maintenance of wooden paling fences.

The Body Corp Committee also seeks to modernise the asthetics of the complex, utilising a more modern look which will increase value of Lots. Estimates have been obtained for one Lot (obviously costs will vary from Lot to Lot, depending on fence lengths).

Estimates for wooden vs Colorbond fencing has been obtained for one Lot, with a total of 56m of fencing, and two pedestrian gates to be replaced. Replacement with wooden fencing (like for like) has been estimated at approximately $13, 667. Replacement with Colorbond fencing has been estimated between $8, 052 and $9, 917. (Quote # 2218 has been provided / attached to this agenda as an example for the body corporate to consider)

The proposed colour scheme is Basalt for fence panels, with Monument trim. Colour schemes can be reviewed online at http://www.colorbond.com/colour

Please note, the responsibility to maintain fences including costs are shared between body corporate and individual lot owners on a 50/50 basis.

Any works required will be approved by the committee as per the provisions within the Body Corporate and Community Management legislation.

RESOLVED that motion 10 be CARRIED Yes 7 No 1 Abstain 0 Invalid 0

---

11 NO MARKETING MATERIAL **ORDINARY RESOLUTION**

Submitted by committee

That the Body Corporate approve the Committee to spend up to $1,000.00 including GST to install signage at the letter box area to advise no marketing material is to be distributed into the letter boxes, and further that payment is effected from funds held in the Sinking Fund.

Note to Motion.

There are many unit complexes where this has now been brought in. The consensus from residents around the complex indicate this is a good initiative due to environmental reasons, most indicated they did not read material. This initiative would reduce the ongoing awful mess at the letterboxes (especially when windy). The junk mail tray near the letter boxes could also then be removed.

RESOLVED that motion 11 be CARRIED Yes 8 No 0 Abstain 0 Invalid 0

ELECTION OF EXECUTIVE AND ORDINARY MEMBERS OF THE COMMITTEE

CHAIRPERSON	**Michelle Smith**	**Lot no 15**
SECRETARY	**Michelle Smith**	**Lot no 15**
TREASURER	**Helen Lee**	**Lot no 4**
ORDINARY MEMBERS	**Krystyna Szokolai**	**Lot no 23**
NON-VOTING MEMBERS	**David Lanham**	**Strata Manager**
RECONCILIATION REPORT RECIPIENT	**Helen Lee**	**Lot no 4**

CLOSURE

There being no further business the chairperson declared the meeting closed at 4:30pm.

Secretary: Michelle Smith
c/- David Lanham
Body Corporate Services Pty Ltd
PO BOX 466 TOOWONG QLD 4066



Community FACT SHEET

Community Hub

We have put in place critical measures to ensure owners information is safe and can only be accessed by authorized personel.

What is Community Hub?

Community Hub is an online portal designed to allow you access to your building's strata information at anytime from anywhere. Property owners and committee members can benefit from this portal as the information is kept current and up-to-date.

Features and benefits

- Lot plan information and documents that include financials, meeting minutes, maintenance and insurance details are stored securely.
- The committee can review repairs and maintenance works that are being completed on behalf of your building
- 24/7 access to your strata information anywhere, anytime
- Online Invoice Approval (OIA) access that allows your committee to review and approve all invoices for your scheme.

How to register and access Community Hub

1. Have your levy notice accessible and visit www.communitye.com.au/hub. The Community Hub welcome page will display and simply click on First Time Users
2. The registration form page opens. Fill in your contact and plan information details to submit
3. When filling in the owner reference field you need to input your owner reference number which can be found at the top of your levy notice
4. Select your state from the drop down list. After completing the form, click the submit button
5. On submission you will receive an acknowledgement email
6. Once the details are confirmed by the Community Hub administration team, you will receive an email with your user ID and password within two working days
7. You can then securely log onto Community Hub at any time from your home page.

1300 889 227
communityhub@picagroup.com.au
www.communitye.com.au/hub/

www.picagroup.com.au

PICA
PROPERTY & FINANCIAL SERVICES

Are you ready to go paperless?

Increased security & efficiency for all your notices



Did you know you're all set for a paperless experience? This means you'll be able to receive your notices and communications via email.

How to make the switch

To activate your paperless experience, simply email us at enquiries@picagroup.com.au or call 1300 880 227.

Why switch to paperless?

If you're wondering whether you should make the switch, here's why you should choose to go paperless:



1. Increased security

All documents are stored safely and securely in the cloud, and emailed to you for controlled access. You no longer need to worry about your documents being sabotaged, lost, or stolen.



2. Quickly find what you need

Paperless documents can be organised and sorted via their date, type and name. You can even use search functions to quickly find the documents you need.



3. Access anywhere, anytime

Access all your documents from your laptop, tablet, or smartphone device from anywhere you can access the internet.