Body Corporate Services Pty Ltd
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3 February 2026

Annual General Meeting

BODY CORPORATE FOR PARADISE CREST
COMMUNITY TITLES SCHEME 23698
62 VICTOR STREET

Dear Owner

Please find enclosed the **minutes** of the recently held general meeting for PARADISE CREST CTS 23698.

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
David Lanham



MINUTES – GENERAL MEETING

BODY CORPORATE FOR PARADISE CREST
COMMUNITY TITLES SCHEME 23698
62 VICTOR STREET

These are the minutes of the **Annual General Meeting** for the Body Corporate for **PARADISE CREST Community Titles Scheme 23698** held **via Video Conference** commenced at **11:00 AM on 03 Feb 2026.**

Lots Represented

Lot No		
4	Miss Megan Knowles	Electronic vote
6	Adam Morley	Electronic vote
8	Daniel Hinson	Electronic vote
10	Robert Stuart Cameron	Electronic vote
11	Nicole Beckwith	Electronic vote
14	Nic Pearson	Owner present (pre-voted)
18	Mr Robert Mcglinn	Owner present (pre-voted)
22	Calvin Ho-Man Yau	Electronic vote
23	Tomoko Hurrell	Owner present (pre-voted)
26	Jean-Christophe Louis Bonavia	Paper vote
31	Christopher Milne	Electronic vote

In Attendance

David Lanham representing Body Corporate Services Pty Ltd.

Chairperson of Meeting

Nic Pearson chaired the meeting.

Quorum

The chairperson declared that a quorum was represented, and the meeting was declared open at 11:05am.



Open Motions

1 Confirmation of Minutes — **Ordinary Resolution**

Statutory Motion

That the minutes of the annual general meeting held on 29/01/2025 be confirmed as a true and correct record of the proceedings at that meeting.

Motion CARRIED.

Votes:	Yes 9	No 0	Abstain 2	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 31/10/2025 attached to the agenda be adopted.

Motion CARRIED.

Votes:	Yes 9	No 0	Abstain 2	Invalid 0

3 No Audit — **Special Resolution**

Statutory Motion

That the Body Corporate's statement of accounts for the financial year 01/11/2025 to 31/10/2026 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 7	No 2	Abstain 2	Invalid 0
Votes(entitlement):	Yes 39	No 16	Abstain 15	Invalid 0

4 Appointment of Auditor — **Ordinary Resolution**

Statutory Motion

That the Body Corporate AGREES that the statement of accounts for the financial year 01/11/2025 to 31/10/2026 be audited, the proposed auditor being Kelly & Partners.

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 31/10/2026, which totals $50,000.00 excluding GST, be adopted with contributions levied by 4 instalments, as follows:

Period From	Period To	Due	Admin Fund	Per Lot Ent.
01/11/2025	31/01/2026	01/11/2025	$16,131.50	$80.66
01/02/2026	30/04/2026	01/02/2026	$16,131.50	$80.66
01/05/2026	31/07/2026	01/05/2026	$8,868.50	$44.34
01/08/2026	31/10/2026	01/08/2026	$8,868.50	$44.34
			$50,000.00	**$250.00**

Total lot entitlements 200 with each lot entitlement attracting a levy of $250.00 excluding 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.
01/11/2026	31/01/2027	01/11/2026	$12,500.00	$62.50
01/02/2027	30/04/2027	01/02/2027	$12,500.00	$62.50
			$25,000.00	**$125.00**

Motion CARRIED.

Votes: Yes 11 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 31/10/2026, which totals $25,526.00 excluding GST, be adopted with contributions levied by 4 instalments, as follows:

Period From	Period To	Due	Sinking Fund	Per Lot Ent.
01/11/2025	31/01/2026	01/11/2025	$2,750.00	$13.75
01/02/2026	30/04/2026	01/02/2026	$2,750.00	$13.75
01/05/2026	31/07/2026	01/05/2026	$10,013.00	$50.06
01/08/2026	31/10/2026	01/08/2026	$10,013.00	$50.06
			$25,526.00	**$127.63**

Total lot entitlements 200 with each lot entitlement attracting a levy of $127.63 excluding 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.
01/11/2026	31/01/2027	01/11/2026	$6,381.50	$31.91
01/02/2027	30/04/2027	01/02/2027	$6,381.50	$31.91
			$12,763.00	**$63.82**

Motion CARRIED.

Votes: Yes 9 No 1 Abstain 1 Invalid 0



7 Confirmation of Insurance — Ordinary Resolution

Statutory Motion

That:

a. the following insurance policies held by the body corporate be confirmed:

Policy Number	Underwriter	Current To	Risk Type	Coverage Amount
WBA941003307	WORKCOVER QUEENSLAND	30 Jun 2026	Workers Compensation Insurance	MIN COVER
TOTAL PREMIUM: $200.00				

Policy Number	Underwriter	Current To	Risk Type	Coverage Amount
LNG-STR-20321602	LONGITUDE INSURANCE	31 Jan 2026	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	$1,000,000.00
			Machinery Breakdown Insurance	Not Insured
			Lot Owner's Fixtures and Improvements	$300,000.00
			Loss of Rent	$2,161,451.00
			Legal Defence Expenses	$50,000.00
			Government Audit Costs	$30,000.00
			Fusion Cover	Not Insured
			Flood	$14,409,675.00
			Floating Floors	Insured
			Fidelity Guarantee Insurance	$100,000.00
			Damage (i.e. Building) Policy	$14,409,675.00
			Community Income	Not Insured
			Common Area Contents	$144,097.00
			Building Catastrophe	$2,161,451.25
			Appeal Expenses	$150,000.00
TOTAL PREMIUM: $23,954.75				

b. the body corporate manager be authorised to obtain quotations through the body corporate's insurer or broker

c. the body corporate acknowledge their obligation and thereby authorise the body corporate manager, to provide and/or disclose to the insurer, either upon renewal or throughout the policy period, any item requiring disclosure under the policy including a work, health and safety report, defects report and the like



d. the body corporate acknowledge that the last insurance valuation for the scheme was completed on 22 May 2022, which states a full replacement value of $13,070,000.00

e. That the body corporate provide informed consent for Body Corporate Brokers as the insurance broker, to obtain quotations from insurers including commission in relation to the placement, renewal, and variation of the strata insurance policy. A portion of this commission may be shared with the Agent, as an Authorised Representative of Body Corporate Brokers as per the terms of your management agreement. The exact amount or percentage of commission payable will be disclosed in the Insurance Report provided with each renewal or quotation.

Motion CARRIED.

Votes:	Yes 10	No 0	Abstain 1	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.

Votes:	Yes 11	No 0	Abstain 0	Invalid 0

9 Debt Management - Reminder Notices — Ordinary Resolution

Submitted by Committee

That in accordance with the Act and Regulations, the body corporate manager is instructed to commence debt collection action on every lot with an unpaid contribution or instalment of $500.00 or more as at the due date for payment. The debt collection process will proceed as follows unless otherwise directed by the committee.

(a) Step 1: Issue a reminder notice 15 days after the contribution due date.
(b) Step 2: Issue first reminder letter 27 days after the contribution due date.
(c) Step 3: Issue second reminder letter 39 days after the contribution due date.

Additionally, in accordance with the Act and Regulations, any and all reasonable costs incurred by the body corporate in the course of collecting the unpaid contributions or instalments will be charged to the lot owner.

Motion CARRIED.

Votes:	Yes 11	No 0	Abstain 0	Invalid 0



10 Debt Management - Recovery Activity **Ordinary Resolution**

Submitted by Committee

That the body corporate appoint Kemps Petersons Receivables to commence recovery action 54 days after the contribution due date on every lot with an unpaid contribution or instalment of $500.00 or more by the date for payment. Kemps Petersons Receivables to be authorised to undertake the following, but not limited to:

(a) Issue letters of demand;
(b) undertake phone demands;
(c) facilitate settlement negotiations;
(d) monitor payment plans;
(e) source owner contact details; and
(f) undertake field calls.

Additionally, in accordance with the Act and Regulations, any and all reasonable costs incurred by the body corporate in the course of recovering the unpaid contributions or instalments will be charged to the lot owner.

Motion CARRIED.

Votes:	Yes 11	No 0	Abstain 0	Invalid 0

Election of the Committee

Chairperson

Nicholas Pearson has been elected as Chairperson

Secretary

Robert McGlinn has been elected unopposed as Secretary.

Treasurer

Nicole Beckwith has been elected as Treasurer

Ordinary Member

Daniel Hinson, Christopher Milne, Michelle Smith and Jean-Christophe Bonavia have been elected to the committee.



Committee Members

CHAIRPERSON	**Nicholas John Pearson**	**Lot 14**
SECRETARY	**Robert McGlinn c/- Reply Paid 466, Toowong QLD 4066**	**Lot 18**
TREASURER	**Nicole Beckwith**	**Lot 11**
ORDINARY MEMBERS	**Daniel Hinson**	**Lot 8**
	Christopher Milne	**Lot 31**
	Michelle Smith	**Lot 15**
	Jean-Christophe Bonavia	**Lot 26**
NON-VOTING MEMBERS	**David Lanham**	**Strata Manager**
RECONCILIATION REPORT RECIPIENT	**Nicole Beckwith**	**Lot no 11**

Closure

There being no further business the Chairperson declared the meeting closed at 11:35am.

Secretary

Please forward correspondence to:

Secretary
C/- Body Corporate Services Pty Ltd
Reply Paid Reply Paid 466 Toowong QLD 4066
Email bcs_brisbane@bcssm.com.au
Phone 1300889227