

BrisBay

Strata Management
ESTABLISHMENT & MANAGEMENT

Minutes of

Annual General Meeting

To The Owners of – CHESTERFIELD PLACE CTS 28988
405 ANNERLEY ROAD, ANNERLEY, QLD, 4103

Meeting Date:	20 April 2023
Time:	10:00 AM
Address:	Boardroom, 5/26g Abbotsford Road, Bowen Hills, QLD, 4006
Present:	Kiri Cecily Henry (Lot 3) Electronic vote Timothy Quinn (Lot 5) Owner present Daniel R Dwyer (Lot 6) Electronic vote Julia Ferris (Lot 7) Owner present Michael John Forbes (Lot 8) Electronic vote Ericka Kym Beattie (Lot 11) Electronic vote
In attendance:	Sam Triplett Brisbay Strata Management
Chairperson:	Timothy Quinn
Apologies:	

Minutes of Motions

1. Minutes

Ordinary Resolution

Statutory Motion Submitted by Committee

Resolved that the Body Corporate for CHESTERFIELD PLACE CTS 28988 adopt the minutes of the Annual General Meeting held on 20/4/22 as a true and accurate record of the proceedings at that meeting.

Voting: **6 Yes** **0 No** **0 Abstain** **0 Invalid**

2. Statement of Accounts

Ordinary Resolution

Statutory Motion Submitted by Committee

Resolved that the Body Corporate for CHESTERFIELD PLACE CTS 28988 adopt the attached audited statement of accounts for the financial year ending 31/1/23.

Voting: **6 Yes** **0 No** **0 Abstain** **0 Invalid**

3. Audit of Accounts

Special Resolution

Statutory Motion Submitted by Committee

Resolved that the Body Corporate for CHESTERFIELD PLACE CTS 28988 statement of accounts for the financial year ending 31/1/24 not be audited.

Please note: "If you want the accounts to be audited, vote 'no' ; if you do not want the accounts audited, vote 'yes'."

Voting: **5 Yes** **1 No** **0 Abstain** **0 Invalid**

4. Appointment of an Auditor

Ordinary Resolution

Statutory Motion Submitted by Committee

Lost that the Body Corporate for CHESTERFIELD PLACE CTS 28988 engage Kelly & Partners to conduct the audit of accounts in the amount of \$660.00 excluding GST for the financial year ending 31/1/24.

Please note: "If it is resolved to not have the Statement of Accounts audited, this motion is not voted upon."

Voting: **3 Yes** **3 No** **0 Abstain** **0 Invalid**

5. Adoption of Administrative Fund Budget, Levy Contributions and Pre-Issues

Ordinary Resolution

Statutory Motion Submitted by Committee

Resolved that the Body Corporate for CHESTERFIELD PLACE CTS 28988 Administrative Fund budget for the financial year ending 31/1/24 totaling \$32,444.95 be adopted with contributions levied by four instalments as follows:

Levy Status	Period From	Period To	Due	Administrative Fund	Per Contribution Entitlement
Already Issued	01 Feb 2023	31 Jul 2023	01 Feb 2023	\$9,130.00	\$830.0000
To be Issued	01 Aug 2023	31 Jan 2024	01 Aug 2023	\$23,314.95	\$2,119.5409
Total	01 Feb 2023	31 Jan 2024		\$32,444.95	\$2,949.5409

Interim Periods

Levy Status	Period From	Period To	Due	Administrative Fund	Per Contribution Entitlement
To be Issued	01 Feb 2024	31 Jul 2024	01 Feb 2024	\$16,222.48	\$1,474.7709
Total	01 Feb 2024	31 Jul 2024		\$16,222.48	\$1,474.7709

Total lot entitlements: 11

Subject to a 0% discount if total amount is paid before due date.

Voting: 3 Yes 1 No 2 Abstain 0 Invalid

6. Adoption of Sinking Fund Budget, Levy Contributions and Pre-Issues

Ordinary Resolution

Statutory Motion Submitted by Committee

Resolved that the Body Corporate for CHESTERFIELD PLACE CTS 28988 Sinking Fund budget for the financial year ending 31/1/24 totaling \$10,000.00 be adopted with contributions levied by four instalments as follows:

Levy Status	Period From	Period To	Due	Sinking Fund	Per Contribution Entitlement
Already Issued	01 Feb 2023	31 Jul 2023	01 Feb 2023	\$9,240.00	\$840.0000
To be Issued	01 Aug 2023	31 Jan 2024	01 Aug 2023	\$760.00	\$69.0909
Total	01 Feb 2023	31 Jan 2024		\$10,000.00	\$909.0909

Interim Periods

Levy Status	Period From	Period To	Due	Sinking Fund	Per Contribution Entitlement
To be Issued	01 Feb 2024	31 Jul 2024	01 Feb 2024	\$5,000.00	\$454.5455
Total	01 Feb 2024	31 Jul 2024		\$5,000.00	\$454.5455

Total lot entitlements: 11

Subject to a 0% discount if total amount is paid before due date.

Voting: 2 Yes 1 No 3 Abstain 0 Invalid

7. Insurance

Ordinary Resolution

Statutory Motion Submitted by Committee

Resolved that the Body Corporate for CHESTERFIELD PLACE 28988 confirm the current insurances, as per the renewal tax invoice/s, expiring and attached to the notice of this meeting:

Insurer	CHU Underwriting Agencies	Policy Number	HU0047055
Expiry Date	22/1/24	Building Sum Insured	\$5,059,872.00
Common Area Contents	\$50,599.00	Public Liability	\$30,000,000.00
Voluntary Workers	\$200,000/2,000	Fidelity Guarantee	\$250,000.00
Office Bearers	\$5,000,000.00	Loss of Rent	\$758,980.00
Premium	\$9,007.11	Excess Basic	\$1,000.00

Voting: 6 Yes 0 No 0 Abstain 0 Invalid

8. Debt Collection Procedures for Committee Meetings

Special Resolution

Statutory Motion Submitted by Committee

Resolved that Body Corporate for CHESTERFIELD PLACE CTS 28988 specially resolve for the purpose of collecting levy contributions to authorise the Strata Manager and/or the Committee to do any one or more of the following:

- a. to issue arrears notices, reminder notices and/or letters to seek recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;
- b. to obtain legal advice and retain legal representation on behalf of Body Corporate for CHESTERFIELD PLACE CTS 28988;
- c. to issue demands, commence, pursue, continue, maintain or defend any court, tribunal or any other proceedings against any lot owner, person, mortgagee in possession and/or former lot owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs and matters arising out of the by-laws;
- d. Enter and enforce any judgment obtained in the collection of levy contributions including issuing enforcement warrants for seizure and sale of real or personal property, enforcement warrants for redirection of debts or earnings, enforcement warrant for enforcement hearing, bankruptcy notices, statutory demands and commencing and maintaining bankruptcy proceedings or winding up proceedings;
- e. Filing an appeal or defending an appeal against any judgment or matter concerning the collection of levy contributions; and
- f. Liaise, instruct and prepare all matters with the Body Corporate's debt collection agents, lawyers and experts in relation to any levy recovery proceedings.

Voting: 6 Yes 0 No 0 Abstain 0 Invalid

9. Payment Plans for Levy Arrears

Ordinary Resolution

Procedural Motion Submitted by Committee

Resolved that Body Corporate for CHESTERFIELD PLACE CTS 28988 resolve to agree to allow payment plans to be made with lot owners for matters involving arrears of unpaid contributions/levies or other amounts including interest/penalties, legal and other costs/expenses thereon and to authorise the Strata Manager and/or the Committee in their absolute discretion the ability to enter into, arrange and monitor each such payment plan.

Voting: **6 Yes** **0 No** **0 Abstain** **0 Invalid**

10. Increase Major Spending Limit

Ordinary Resolution

Procedural Motion Submitted by Committee

Resolved that the Body Corporate for CHESTERFIELD PLACE CTS 28988 resolves to increase the relevant Major spending limit to \$0.00 per lot including GST.

Voting: **4 Yes** **0 No** **2 Abstain** **0 Invalid**

■ Election of Committee

It was noted by those present that nominations were received from owners for the following position/s:

Chairperson

Timothy Quinn has been elected unopposed as Chairperson.

Secretary

Julia Ferris has been elected unopposed as Secretary.

Treasurer

Jane Carey has been elected unopposed as Treasurer.

Ordinary Member

Michael John Forbes have been elected to the committee.

There being no further business the meeting closed at 11:27 AM.

Brisbay Strata Management

For and on behalf of CHESTERFIELD PLACE CTS 28988