

MINUTES OF ANNUAL GENERAL MEETING OF THE BODY CORPORATE FOR LYNDALE COMMUNITY TITLES SCHEME 12694 HELD AT THE OFFICES OF STRATA TITLE MANAGEMENT (GROUP) PTY LTD, SUITE 1/69 WHARF STREET, TWEED HEADS ON 4th JULY 2018 COMMENCING AT 10.00AM

PRESENT:

R Wilson (owner lot 2), B Fowler (owner lot 6)

IN ATTENDANCE:

Kylie Tindall (representing Strata Title Management)
Michael Horan

VOTING PAPERS:

No voting papers were received.

PROXIES:

No proxies were received.

CHAIRPERSON OF THE MEETING:

Rebecca Wilson was appointed Chairperson of the meeting.

**MOTION NO. 1
MINUTES**

Resolved that the minutes of the Extraordinary General Meeting held 21st March 2018 and the reconvened Extraordinary General Meeting held 28th March 2018 be confirmed and signed as a true and correct record of proceedings at that meeting.

VOTE: YES: 2 NO: 0 ABSTAIN: 0

**MOTION NO. 2
ACCOUNTS**

Resolved that the statement of accounts for the financial year ended 31st May 2018 be approved.

VOTE: YES: 2 NO: 0 ABSTAIN: 0

**MOTION NO. 3
NO AUDIT**

Resolved by Special Resolution that the body corporate's statement of accounts for the financial period 1st June 2018 to 31st May 2019 not be audited.

VOTE: YES: 2 NO: 0 ABSTAIN: 0

**MOTION NO. 4
AUDIT**

Motion No. 4 was declared Out of Order due to the passing of Motion No. 3.

"That if motion 3 is lost, the body corporate's statement of accounts for the financial period 1st June 2018 to 31st May 2019 be audited by Fusion Accounting Solution Pty Ltd."

**MOTION NO. 5
ADMINISTRATIVE FUND BUDGETS AND LEVIES**

Resolved that the Administrative Fund Budget as circulated be approved and the Administrative Fund Levies be determined as follows: -

LEVY PERIODS	TOTAL LEVIES	PER UNIT OF LOT ENTITLEMENT PER PERIOD
01/06/18 to 30/11/18 (6 months)	\$5,250.00	\$875.00
01/02/19 to 31/05/19 (6 months)	\$7,176.00	\$1,196.00
	\$12,426.00	\$2,071.00

VOTE: YES: 2 NO: 0 ABSTAIN: 0

**MOTION NO. 6
SINKING FUND BUDGET AND LEVIES**

Resolved that the Sinking Fund Budget as circulated be approved and the Sinking Fund Levies be determined as follows: -

LEVY PERIODS	TOTAL LEVIES	PER UNIT OF LOT ENTITLEMENT PER PERIOD
01/06/18 to 30/11/18 (6 months)	\$3,090.00	\$515.00
01/02/19 to 31/05/19 (6 months)	\$3,090.00	\$515.00
	\$6,180.00	\$1,030.00

VOTE: YES: 2 NO: 0 ABSTAIN: 0

**MOTION NO. 7
CASH FLOW LEVIES – ADMINISTRATIVE FUND AND SINKING FUND**

Resolved that to provide cash flow from the end of the financial year to the date of the next Annual General Meeting, interim contribution levies be determined as follows:-

LEVY PERIODS	TOTAL LEVIES	PER UNIT OF LOT ENTITLEMENT PER PERIOD
<u>Administration Fund</u>		
01/06/19 to 30/11/19 (6 months)	\$5,400.00	\$900.00
<u>Sinking Fund</u>		
01/06/19 to 30/11/19 (6 months)	\$3,090.00	\$515.00

VOTE: YES: 2 NO: 0 ABSTAIN: 0

**MOTION NO. 8
REAPPOINTMENT OF MANAGING AGENT**

Resolved that Vesture Management Pty Ltd Trading as that Strata Title Management (Group) Pty Ltd be appointed as the Body Corporate Manager of the Body Corporate for Lyndale C.T.S. 12694 and that the common seal be affixed to an instrument in writing pursuant to the provisions of Section 114 (1) of the Body Corporate and Community Management (Standard Module) Regulation 2008 appointing the Body Corporate Manager and delegating the powers, authorities, duties and functions of the Secretary and Treasurer as per the attached agreement.

VOTE: YES: 2 NO: 0 ABSTAIN: 0

**MOTION NO. 9
INSURANCES**

Resolved that Body Corporate Insurances as detailed within the Notice of Annual General Meeting be confirmed.

VOTE: YES: 2 NO: 0 ABSTAIN: 0

**MOTION NO. 10
CHANGE OF RELEVANT LIMIT FOR COMMITTEE SPENDING**

Resolved that the relevant limit for Committee spending as defined in Section 151 of the Body Corporate and Community Management (Standard Module) Regulation 2008 be increased to \$4,000.00 for the purpose of renewing the scheme's insurance policy only. The current committee spending limit will apply for all other projects and spending.

VOTE: YES: 2 NO: 0 ABSTAIN: 0

MOTION NO. 11
ELECTRONIC TRANSFER OF VOTING PAPERS AND MEETING NOTICES

Resolved that in accordance with the Electronic Transactions (Queensland) Act 2001:

- i. The Body Corporate consents to voters receiving notices of general meetings, notices of voting outside of committee meetings and voting papers, electronically, providing voters have given prior consent in writing to the Secretary; and
- ii. Further that the Body Corporate consent to voters casting their votes for general meetings and voting outside of committee meetings, including secret ballots, electronically.

VOTE: YES: 2 NO: 0 ABSTAIN: 0

MOTION NO. 12
STORMWATER DRAINAGE

Resolved that the Stormwater Drainage under the rear stairs be looked at. Water is not draining, causing flooding underneath the building. It appears to be worse since the building next door has commenced. Attached photos were taken on the 5.05.2018 and it hadn't even rained.

VOTE: YES: 0 NO: 0 ABSTAIN: 2

Note to Motion:
The building has addressed this issue on previous occasions with no positive result. Owners present agreed to wait until the building construction next door is finished and they will address again.

ELECTIONS:

Nominations received for the positions of Chairperson, Secretary and Treasurer equalled positions to be filled, therefore, ballots were not required and the following persons consented to such nominations and were declared elected: -

Chairperson:	Brodie Fowler
Secretary/ Treasurer:	Rebecca Lester

Nominations received for the position of Ordinary Members of Committee were not more than positions required, therefore, a ballot was not required and the following persons consented to such nominations and were declared elected: -

Ordinary Members of Committee: Joel Peterson

NEXT YEAR'S PROPOSED ANNUAL GENERAL MEETING:

Next year's proposed Annual General Meeting was set down for 3rd July 2019 at the Offices of Strata Title Management, Suite 1/69 Wharf Street, Tweed Heads at 10.00am.

CLOSURE:

There being no further business the Chairperson declared the meeting closed at 10.40am.

Footnotes to the Minutes

1 Nominated Person

** Formal instructions from the Committee to your body corporate manager shall always be communicated by the Chairperson as the nominated person, unless another committee member is authorised in writing or by formal minute.*

2 Communications must be in writing

All requests by owners or their appointed agents for repairs and maintenance, or complaints in relation to breaches of by-laws, must always be submitted to the body corporate manager in writing to ensure accurate documentary records and to enable proper administrative procedures to be followed.

THIS SECTION INTENTIONALLY BLANK

BODY CORPORATE FOR LYNDALE CTS 12694

PO Box 134
Tweed Heads NSW 2485

Tel: (07) 5536 0700
Fax: (07) 5536 0799
Email: tweedheads@stratatitle.com.au

TO: All Owners
RE: Electronic Circulation of Body Corporate Communications

Dear Owner

At the recent Annual General Meeting the Body Corporate resolved that in accordance with the Electronic Transactions (Queensland) Act 2001:-

- The Body Corporate consents to voters receiving notices of general meetings, notices of voting outside of committee meetings and voting papers electronically, providing voters have given prior consent in writing to the Secretary; and
- Further that the Body Corporate consent to voters casting their votes for general meetings and voting outside of committee meetings, including secret ballots, electronically.

All other Communications permitted to be sent electronically, including minutes of meetings, can also be sent electronically if the owner consents to receiving such documentation electronically.

Australia Post have had recent increases in postage costs and mail delivery times have increased.

Consenting to receive permitted communication by electronic means will allow the Body Corporate to reduce the cost of circulating information, expedite delivery to all owners and allow owners to cast votes electronically.

Please consent by:-

- Completing your details and ticking each communication type;
- Provide your email address; and
- Sign this form and return by post to PO Box 134, Tweed Heads, NSW 2485, or scan and email to tweedheads@stratatitle.com.au or Fax to 07 5536 0799.

Alternatively, if you do not wish to receive any Body Corporate documentation via electronic means and maintain your current method of receiving information, please disregard this notice.

Should you have any queries, please contact Strata Title Management on (07) 5536 0700.

Yours faithfully

Body Corporate Manager

ELECTRONIC CIRCULATION OF BODY CORPORATE COMMUNICATIONS CONSENT

TO: The Secretary
Body Corporate for LYNDALE CTS 12694
C/- Strata Title Management
PO Box 134
Tweed Heads NSW 2485

I / We (full name/s).....

Being the Owner/s of Lot/s, consent to the following body corporate communications:-

- Levy Contribution Notices
 Communications including General Meeting Notices, Meeting Minutes, VOC Notices.

To be sent in electronic form to the following email address:-

Email Address:.....

Signature/s:..... Date:.....