

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 3RD JULY 2019 COMMENCING AT 10:00AM

PRESENT:

F & J Peterson (lot 1), B Fowler (lot 6)

IN ATTENDANCE:

Kylie Tindall (representing Strata Title Management)

VOTING PAPERS:

No voting papers were received.

PROXIES:

No proxies were received.

CHAIRPERSON OF THE MEETING:

Brodie Fowler was appointed Chairperson of the meeting.

**MOTION NO. 1
MINUTES**

Resolved that the minutes of the Annual General Meeting held 4th July 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 2019 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 2019 to 31st May 2020 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 2019 to 31st May 2020 be audited by Kelly and Partners."

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

Prior to putting the motion to vote, the meeting discussed the Administrative Fund budget and owners present at the meeting unanimously agreed to raise the levy to the same amount raised during the last financial year.

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
01/06/19 to 30/11/19 (6 months)	\$5,400.00	\$900.00
01/12/19 to 31/05/20 (6 months)	\$6,552.00	\$1,092.00
	\$11,952.00	\$1,992.00

Amended to:

LEVY PERIODS	TOTAL LEVIES	PER UNIT OF LOT ENTITLEMENT PER PERIOD
01/06/19 to 30/11/19 (6 months)	\$5,400.00	\$900.00
01/12/19 to 31/05/20 (6 months)	\$7,026.00	\$1,171.00
	\$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
01/06/19 to 30/11/19 (6 months)	\$3,090.00	\$515.00
01/12/19 to 31/05/20 (6 months)	\$3,180.00	\$530.00
	\$6,270.00	\$1,045.00

VOTE: YES: 2 NO: 0 ABSTAIN: 0

Note to Motion: All present at the meeting agreed to transfer \$30,000.00 into a term deposit for 6 months.

**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>		
01/06/20 to 30/11/20 (6 months)	\$6,552.00	\$1,092.00
<u>Sinking Fund</u>		
01/06/20 to 30/11/20 (6 months)	\$3,180.00	\$530.00

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 \$6,000.00 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

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 Wilson

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 14th July 2020 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 10:35am.

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.