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## MINUTES OF ANNUAL GENERAL MEETING PACIFIC PLACE NORTH CTS 16921

**DATE & TIME** Wednesday 29 October 2025 at 10:00 AM  
**LOCATION** 2431 Gold Coast Highway, Mermaid Beach QLD, Australia  
Suite 6 - Boardroom

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### ATTENDANCE

#### Present

Paul Rimington	Lot 4	In Person
Lyn Morley	Lot 15	In Person
Jay Thompson	Lot 22	In Person

#### In Attendance

Dave Mayo

#### Pre-Meeting Voting

Stewart Brown	Lot 1	VoteMax Pre-Meeting
Daniele Brown	Lot 2	VoteMax Pre-Meeting
James Vasey	Lot 6	VoteMax Pre-Meeting & In Person
Clifford Popp	Lot 10	VoteMax Pre-Meeting & In Person
Jackie Mayo	Lot 18	VoteMax Pre-Meeting
Cathleen Fairleigh	Lot 19	VoteMax Pre-Meeting
Gaye Duffy	Lot 20 & 26	VoteMax Pre-Meeting
Faye Marshall	Lot 23	VoteMax Pre-Meeting
Philip Cliff	Lot 25	VoteMax Pre-Meeting
Scott & Gabrielle Griffiths	Lot 27	Voting Paper
Jane Taylor	Lot 30	VoteMax Pre-Meeting
Stephen James	Lot 31	VoteMax Pre-Meeting

#### Chairperson

Paul Rimington

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## QUORUM

The Chairperson advised that a quorum was represented and declared the meeting open.

**Meeting opened on** Wednesday 29 October 2025 at 10:09 AM

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### 1. CONFIRMATION OF MINUTES Ordinary Resolution

**RESOLVED** that the minutes of the Extraordinary General Meeting held on 08 July 2025 be confirmed as a true and correct record.

**MOTION CARRIED**

**Votes:** Yes **14** No **0** Abstain **2**

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### 2. ADOPTION OF FINANCIAL STATEMENTS Ordinary Resolution

**RESOLVED** that the statements of Income and Expenditure for the year ended 31 July 2025 together with the Balance Sheet as at 31 July 2025 be adopted.

**MOTION CARRIED**

**Votes:** Yes **14** No **0** Abstain **2**

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### 3. NOT TO AUDIT Special Resolution

**RESOLVED** that pursuant to the Body Corporate and Community Management Standard Module Regulation 2008 (Qld) the accounts of the body corporate for the fiscal year ending 31 July 2026 shall not be audited.

**MOTION CARRIED**

**Votes:** Yes **11** No **3** Abstain **2**

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### 4. APPOINTMENT OF AUDITOR Ordinary Resolution

That pursuant to the Body Corporate and Community Management (Standard) Regulation 2020 (Qld) Michael Thomas of Guardian Body Corporate Audit Services be appointed to audit the accounts of the body corporate for the fiscal year ending 31 July 2026

**MOTION OUT OF ORDER** - Conflicts with another motion already voted on in the meeting

**Votes:** Yes **0** No **0** Abstain **0**

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**5. ADOPTION OF ADMINISTRATIVE FUND BUDGET AND LEVY CONTRIBUTIONS.**

**Ordinary Resolution**

**RESOLVED** that the Administrative Fund Contributions for the year ending 31 July 2026 be approved and payable in four instalments:-

<b>Levy Period</b>	<b>Amount per Unit of Entitlement</b>	<b>Due Date</b>
01/08/25 to 31/10/25	\$50.70	1 August 2025
01/11/25 to 31/01/26	\$50.70	1 November 2025
01/02/26 to 30/04/26	\$50.70	1 February 2026
01/05/26 to 31/07/26	\$50.70	1 May 2026
<b>679.00 Entitlements</b>	<b>Total Amount per Entitlement per Annum \$202.80</b>	<b>Total Amount of Levies per Annum \$137,701.20</b>

And FURTHER that the Treasurer be authorised to issue the following interim levies as follows:-

<b>Levy Period</b>	<b>Amount per Unit of Entitlement</b>	<b>Due Date</b>
01/08/26 to 31/10/26	\$50.70	1 August 2026
01/11/26 to 31/01/27	\$50.70	1 November 2026

**MOTION CARRIED**

**Votes:** Yes **13** No **0** Abstain **3**

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**6. ADOPTION OF SINKING FUND BUDGET AND LEVY CONTRIBUTIONS.**

**Ordinary Resolution**

**RESOLVED** that the Sinking Fund Contributions for the year ending 31 July 2026 be approved and payable in four instalments as follows:

<b>Levy Period</b>	<b>Amount per Unit of Entitlement</b>	<b>Due Date</b>
01/08/25 to 31/10/25	\$10.00	1 August 2025
01/11/25 to 31/01/26	\$10.00	1 November 2025
01/02/26 to 30/04/26	\$10.00	1 February 2026
01/05/26 to 31/07/26	\$10.00	1 May 2026
<b>679.00 Entitlements</b>	<b>Total Amount per Entitlement per Annum \$40.00</b>	<b>Total Amount of Levies per Annum \$27,160.00</b>

And FURTHER that the Treasurer be authorised to issue the following interim levies as follows:-

Levy Period	Amount per Unit of Entitlement	Due Date
01/08/26 to 31/10/26	\$10.00	1 August 2026
01/11/26 to 31/01/27	\$10.00	1 November 2026

**MOTION CARRIED**

**Votes:** Yes **13** No **0** Abstain **3**

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**7. CONFIRMATION OF INSURANCE**

**Ordinary Resolution**

**RESOLVED** that the insurance renewal be confirmed and adopted pursuant to the below details and that Australian Unit Administration Pty Ltd be authorised to obtain quotations and renew insurances unless instructed otherwise by the Body Corporate Committee.

Policy No.	Underwriter	Due Date	Risk Type	Premium	Insured Amount
POL11084105	ALLIANZ AUSTRALIA INSURANCE	19 October 2025	BUILDING	\$24,368.77	\$15,852,400.00

The latest valuation carried out on 10 October 2024 by SEYMOUR CONSULTANTS noting an insurance valuation of \$15,852,400.00

**MOTION CARRIED**

**Votes:** Yes **14** No **0** Abstain **2**

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**8. BODY CORPORATE MANAGEMENT AGREEMENT**

**Ordinary Resolution**

**RESOLVED** that Australian Unit Administration Pty Ltd ("the company") be appointed as the Body Corporate Manager of Body Corporate For PACIFIC PLACE NORTH CTS 16921 and that the common seal be affixed by two members of the committee to an instrument in writing in accordance with the provision of the Standard Module appointing the company under the Act, to exercise the duties of the secretary and treasurer of the Body Corporate, and further, that in relation to the appointment of the company as the Body Corporate Manager of the body corporate, the initial term of appointment be for the period commencing from 01 November 2025 to 31 October 2026 at a fee of \$3,900.00 per annum (plus disbursements).

**MOTION CARRIED**

**Votes:** Yes **14** No **0** Abstain **2**

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**9. VARIATION TO THE MANAGEMENT AND CARETAKING AGREEMENT AND LETTING AGREEMENT**

**Ordinary Resolution**  
Submitted By Owner  
David & Jackie Sharee Mayo, Lot  
18

That the Body Corporate consent to a variation of the Management and Caretaking Agreement and Letting Agreement both dated 6 May 2002 between the Body Corporate and Michael Cahill and Lynley May Cahill as varied and assigned to Mayo Property Services Pty Ltd ACN 657 507 607 as trustee for Mayo Family Trust to amend the clauses in the Management and Caretaking Agreement and Letting Agreement relating to the office hours to being available by phone during the hours of 9am – 5pm Monday – Friday (excluding public holidays) and shall be available outside these hours in the event of an emergency and enter into and execute the deed of variation attached to this agenda.

**MOTION CARRIED**

**Votes:** Yes **13** No **1** Abstain **2**

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**10. SOLAR INSTALLATION**

**Ordinary Resolution**

That the body corporate authorise and proceed with the installation of solar panels to the common property roof to offset the common property power usage, details attached, and that the quotation from First Choice Solar for the amount of \$43,500.00 incl. GST be accepted, with payment met from existing Sinking Fund monies.  
*Sinking Fund: \$110,417.35*

**MOTION DEFEATED**

**Votes:** Yes **5** No **10** Abstain **1**

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# ELECTION OF COMMITTEE

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It was resolved that the following nominees were elected to the representative positions as indicated below.

POSITION	NAME	VOTES	ELECTION RESULT
Chairperson	Paul Rimington		Elected Unopposed
Secretary	Daniele Brown		Elected Unopposed
Treasurer	Paul Rimington		Elected Unopposed
Ordinary member	Ray Bertuch		Elected Unopposed
Ordinary member	Stewart Brown		Elected Unopposed
Ordinary member	Lynette Morley		Elected Unopposed
Ordinary member	Cliff Popp		Elected Unopposed
Ordinary member	Jay Thompson		Elected Unopposed

## NON-VOTING MEMBERS

Australian Unit Administration Body Corp. Manager

MAYO PROPERTY SERVICES Building Manager  
PTY LTD

## GENERAL BUSINESS:

- Discussed the condition of the roof and some current leaking issues that have led to the roof being assessed and the advice was the roof needed a restoration. Committee will discuss further upon receiving quotes.
- The solar proposal is to be pushed aside for now due to the above needing to be addressed first.
- Solar for all units was discussed but not endorsed, due to the common property solar proposal potentially taking up a lot of roof space which does not allow enough space for all units to install their own solar panels. Also not all units may potentially want to commit to the outlay of installing solar for their own personal use.

There being no further business the chairperson declared the meeting closed.

**Meeting closed on** Wednesday 29 October 2025 at 10:52 AM

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On behalf of the Secretary

All correspondence to:  
The Secretary, Mrs Daniele Brown  
PO Box 554  
MERMAID BEACH QLD 4218  
Email [qua@quadmin.com.au](mailto:qua@quadmin.com.au)

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