

# MINUTES OF THE ANNUAL GENERAL MEETING

## PACIFIC COVE APARTMENTS CTS 36854

**DATE & TIME** Thursday, 28 August 2025 at 05:00 PM

**LOCATION** 111-113 Golden Four Drive, BILINGA, QLD, 4225

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### ATTENDANCE

#### In Attendance

Patrick Hergarty	Lot 1	Proxy present
June Chilcott	Lot 2	Owner present
Roland Scott	Lot 3	Owner present
Leonie Dunn	Lot 4	Electronic vote
Rodney Niven	Lot 6	Electronic vote
Kim Lawrence	Lot 10	Owner present (pre-voted)
Zachary Manson	Lot 14	Electronic vote
Mark Robinson	Lot 17	Owner present (pre-voted)

#### Also In Attendance

Nicole James from Active Body Corporate Management

#### Apologies

Matt Cornell

#### Chairperson

Mark Robinson

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It was noted that the relevant notice of meeting was forwarded to all Owners and a quorum was represented at the meeting by those present or by voting paper or by proxy.

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### 1. CONFIRMATION OF MINUTES - ORDINARY RESOLUTION

#### Motion CARRIED.

Resolved that the minutes of the last General Meeting of the Body Corporate, held on 13th of August 2024, as previously circulated, be confirmed.

Yes: 8      No: 0      Abs: 0      Inv: 0

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### 2. FINANCIAL STATEMENTS - ORDINARY RESOLUTION

#### Motion CARRIED.

Resolved that the Audited Annual Financial Statements for the financial year ending 31st of May 2025 as attached to the agenda be accepted.

Yes: 8      No: 0      Abs: 0      Inv: 0

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**3. NO AUDIT - SPECIAL RESOLUTION**

Motion **CARRIED**.

Resolved that the Body Corporate's Statement of Accounts for the financial year ending 31st of May 2026 **NOT** be audited.

Note:

If you **DO want an audit** of the accounts, vote **NO**;

If you **do NOT want an audit** of the accounts, vote **YES**.

Yes: 5      No: 2      Abs: 1      Inv: 0

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**4. APPOINTMENT OF AN AUDITOR - ORDINARY RESOLUTION**

Motion lapsed as **NO AUDIT** was **CARRIED**

on defeat of the previous motion, the Body Corporate appoint Ryan Harvie McEnergy Chartered Accountants, or another suitably qualified auditor, to audit the Body Corporate Statement of accounts for the financial year ending 31st of May 2026, at a cost of \$584.00 including GST (11-20 lots).

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**5. ADMINISTRATION FUND BUDGET AND LEVIES - ORDINARY RESOLUTION**

Motion **CARRIED**.

Resolved that the administrative fund budget for the financial year ending 31st of May 2026, which totals \$52,946.71 including GST, be adopted with each entitlement attracting a levy of \$2,941.48 per lot entitlement, to be levied as follows:

Levy Status	Period From	Period To	Due	Admin Fund	Per Contribution Entitlement
Already Issued	01 Jun 2025	31 Aug 2025	01 Jun 2025	\$13,750.02	\$763.89
Already Issued	01 Sep 2025	30 Nov 2025	01 Sep 2025	\$13,750.02	\$763.89
To be Issued	01 Dec 2025	28 Feb 2026	01 Dec 2025	\$12,723.30	\$706.85
To be Issued	01 Mar 2026	31 May 2026	01 Mar 2026	\$12,723.30	\$706.85
<b>Total</b>	<b>01 Jun 2025</b>	<b>31 May 2026</b>		<b>\$52,946.71</b>	<b>\$2,941.48</b>

Discount (if applicable) - 0%

Total Contribution Entitlements - **18**

And further, that the committee issue an interim levy for the first levy period(s) of the following financial year:

**Interim Periods**

Levy Status	Period From	Period To	Due	Admin Fund	Per Contribution Entitlement
To be Issued	01 Jun 2026	31 Aug 2026	01 Jun 2026	\$13,236.68	\$735.37
To be Issued	01 Sep 2026	30 Nov 2026	01 Sep 2026	\$13,236.68	\$735.37
<b>Total</b>	<b>01 Jun 2026</b>	<b>30 Nov 2026</b>		<b>\$26,473.36</b>	<b>\$1,470.74</b>

Yes: 7      No: 0      Abs: 1      Inv: 0

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**6A. SINKING FUND BUDGET AND LEVIES - ORDINARY RESOLUTION****Motion DEFATED.**

Resolved that the sinking fund budget for the financial year ending 31st of May 2026, which totals \$25,000.00 including GST, be adopted with each entitlement attracting a levy of \$1,388.89 per lot entitlement, to be levied as follows:

Levy Status	Period From	Period To	Due	Sinking Fund	Per Contribution Entitlement
Already Issued	01 Jun 2025	31 Aug 2025	01 Jun 2025	\$5,000.04	\$277.78
Already Issued	01 Sep 2025	30 Nov 2025	01 Sep 2025	\$5,000.04	\$277.78
To be Issued	01 Dec 2025	28 Feb 2026	01 Dec 2025	\$7,500.06	\$416.67
To be Issued	01 Mar 2026	31 May 2026	01 Mar 2026	\$7,499.88	\$416.66
<b>Total</b>	<b>01 Jun 2025</b>	<b>31 May 2026</b>		<b>\$25,000.00</b>	<b>\$1,388.89</b>

Discount (if applicable) - 0%

Total Contribution Entitlements – **18**

And further, that the committee issue an interim levy for the first levy period(s) of the following financial year:

**Interim Periods**

Levy Status	Period From	Period To	Due	Sinking Fund	Per Contribution Entitlement
To be Issued	01 Jun 2026	31 Aug 2026	01 Jun 2026	\$6,250.00	\$347.22
To be Issued	01 Sep 2026	30 Nov 2026	01 Sep 2026	\$6,250.00	\$347.22
<b>Total</b>	<b>01 Jun 2026</b>	<b>30 Nov 2026</b>		<b>\$12,500.00</b>	<b>\$694.44</b>

Yes: 3      No: 5      Abs: 0      Inv: 0

**6B. AMENDED MOTION – INCREASE SINKING FUND BUDGET AND LEVIES BY 10% - ORDINARY RESOLUTION Motion CARRIED.**

Resolved that the sinking fund budget for the financial year ending 31st of May 2026, which totals \$27,500.00 including GST, be adopted with each entitlement attracting a levy of \$1,527.78 per lot entitlement, to be levied as follows:

Levy Status	Period From	Period To	Due	Sinking Fund	Per Contribution Entitlement
Already Issued	01 Jun 2025	31 Aug 2025	01 Jun 2025	\$5,000.04	\$277.78
Already Issued	01 Sep 2025	30 Nov 2025	01 Sep 2025	\$5,000.04	\$277.78
To be Issued	01 Dec 2025	28 Feb 2026	01 Dec 2025	\$8,749.98	\$486.11
To be Issued	01 Mar 2026	31 May 2026	01 Mar 2026	\$8,749.98	\$486.11
<b>Total</b>	<b>01 Jun 2025</b>	<b>31 May 2026</b>		<b>\$27,500.00</b>	<b>\$1,527.78</b>

Discount (if applicable) - 0%

Total Contribution Entitlements – **18**

And further, that the committee issue an interim levy for the first levy period(s) of the following financial year:

**Interim Periods**

Levy Status	Period From	Period To	Due	Sinking Fund	Per Contribution Entitlement
To be Issued	01 Jun 2026	31 Aug 2026	01 Jun 2026	\$6,875.00	\$381.94
To be Issued	01 Sep 2026	30 Nov 2026	01 Sep 2026	\$6,875.00	\$381.95
<b>Total</b>	<b>01 Jun 2026</b>	<b>30 Nov 2026</b>		<b>\$13,750.00</b>	<b>\$763.89</b>

Yes: 5      No: 3      Abs: 0      Inv: 0

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**7. INSURANCE - ORDINARY RESOLUTION****Motion CARRIED.**

Resolved that the current insurance coverage be confirmed and that the Committee be authorised to approve the premium on renewal when due.

Policy Number	Underwriter	Current To	Risk Type	Coverage Amount
QRSC22002920	Strata Community Insurance	28 Jun 2026	BUILDING	\$10,129,046.00
			PUBLIC LIABILITY	\$30,000,000.00
			OFFICE BEARERS	\$1,000,000.00
			BUILDING CATASTROPHE	\$1,519,357.00
			COMMON CONTENTS	\$87,498.00
			LOSS OF RENT	\$1,519,357.00
			VOLUNTARY WORKERS	Insured
			FIDELITY GUARANTEE	\$100,000.00
			LEGAL EXPENSES	\$50,000.00
			LOT OWNERS FIXTURES	\$300,000.00
			GOVT. AUDIT COSTS	\$25,000.00
			APPEAL EXPENSES	\$100,000.00
			TERRORISM	Insured
<b>TOTAL PREMIUM: \$14,938.71</b>				

Further, that the Body Corporate Manager in conjunction with the Committee have the right to vary the insurer or insurance upon renewal if a better option can be obtained.

Yes: 8      No: 0      Abs: 0      Inv: 0

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**8. BODY CORPORATE MANAGEMENT APPOINTMENT - 1 YEAR - ORDINARY RESOLUTION WITHOUT USE OF PROXIES****Motion CARRIED.**

Resolved that the Body Corporate for PACIFIC COVE APARTMENTS CTS 36854 hereby appoints Active Body Corporate Management as Body Corporate Manager for the Scheme ("the Body Corporate Manager") for a term of one (1) year, commencing on 1st of September 2025 at a cost of \$170.00 per lot per annum including GST, together with Fixed Disbursements in the amount of \$67.00 per lot per annum including GST, in accordance with the terms set out in the agreement and the Body Corporate Manager shall have all of the powers, authorities, duties and functions provided in the agreement distributed with the agenda payable monthly in advance; and this appointment shall be binding and effective upon the passing of this motion.

Yes: 6      No: 1      Abs: 0      Inv: 1

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**9. ELECTRICAL SWITCHBOARD INSPECTION - ORDINARY RESOLUTION****Motion CARRIED.**

Resolved that the body corporate approve the engagement of a preferred Electrical Contractor to carry out the inspection of the community light and power switchboards, including safety and compliance to AS3000:2018 legislation, checking points of attachment, MEN link, main earth, wiring safety, safety switchboard testing for community circuits and installing an identifying switchboard sticker at a cost not to exceed \$330.00 including GST.

Yes: 8      No: 0      Abs: 0      Inv: 0

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**10. PEST CONTROL / TERMITE INSPECTION - ORDINARY RESOLUTION****Motion CARRIED.**

Resolved that the body corporate approve Annual Pest Management, or another pest controller as nominated, to carry out pest control and termite inspection to common property with funds to be met from the administration fund.

Yes: 8      No: 0      Abs: 0      Inv: 0

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**11. FIRE EVACUATION PRACTICE - COMMITTEE APPOINTMENT - ORDINARY RESOLUTION****Motion CARRIED.**

Resolved that the Body Corporate, to meet some requirements of the Building Fire Safety Regulations 2008, appoint the Committee as the Evacuation Coordinator to carry out an annual evacuation practice, and prepare the documentation required; and further that an allowance of \$50.00 be included in the Administrative Fund budget to allow for the paperwork associated with the expense.

Yes: 7      No: 0      Abs: 1      Inv: 0

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**12. APPOINTMENT OF INVOICE APPROVER FOR INVOICE HUB - ORDINARY RESOLUTION****Motion CARRIED.**

Resolved that the body corporate resolves to appoint a member of the committee to act as the primary invoice approver within the Invoice Hub platform, with the designated role defaulting to the Treasurer unless an alternative committee member is approved by the Committee.

Yes: 7      No: 0      Abs: 1      Inv: 0

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**13. OWNERS MOTION LOT 6 - ORDINARY RESOLUTION****Motion CARRIED.**

The issue of cracked tiles adjacent to Unit 6 has been ongoing for over 6 months and requires urgent attention in my opinion. I have been emailed different plans from Active Body Corporate and had numerous emails which I will attach with this email submission.

Yes: 7      No: 0      Abs: 1      Inv: 0

**MEETING NOTE**

The appointed committee approved the quote obtained from RPS in the amount of \$2,062.50 inc GST for common property tiling works adjacent to Units 5 & 6.

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**ELECTION OF COMMITTEE****Election of Chairperson**

June Chilcott has been elected unopposed as Chairperson.

**Election of Secretary**

Kim Lawrence has been elected unopposed as Secretary.

**Election of Treasurer**

Mark Robinson has been elected unopposed as Treasurer.

**Election of Ordinary Member**

Matthew Cornell, Leonie Dunn, Patrick Hegarty, Roland Scott have been elected to the committee.

**Invoice Hub Approver**

Tier 1: Mark Robinson

There being no further business, the Chairperson closed the meeting at 05:39 PM.

Body Corporate for PACIFIC COVE APARTMENTS CTS 36854

The Secretary

Suite 3/146 Bundall Road, Bundall, QLD, 4217