

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE BODY CORPORATE FOR "NATCHEZ" CTS  
21238 HELD AT THE POOL AREA, 87 SPRINGWOOD ROAD, SPRINGWOOD, QLD, 4127 ON 4  
NOVEMBER 2023 AT 9:00 AM**

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**Lots represented for normal motions**

<b>Lot</b>	<b>Voter</b>	<b>Capacity</b>
Lot 1	Adrian Delf	Electronic vote
Lot 6	Patricia Bransdon	Owner present (pre-voted)
Lot 8	Stacey Walker	Electronic vote
Lot 17	Robert Little	Owner present
Lot 26	Debbie Laporte	Electronic vote
Lot 28	Coral Cattell	Owner present
Lot 32	Stephen & Marianne Hansford	Owner present
Lot 36	Louisa Jones & Andrew Vanstone	Owner present (pre-voted)
Lot 44	Harry Poulos	Owner present
Lot 59	Alan Carter	Owner present
Lot 60	Hilda Kingston	Owner present (pre-voted)
Lot 78	Balwinder Singh	Owner present

**Representation**

Lot 1	Michelle Delf	Proxy: Adrian Delf
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**By Invitation**

Janelle Godden	Body Corporate Manager
Kimberley Hearn	BCsystems

**Chairperson**

Janelle Godden chaired the meeting.

**Quorum**

The Chairperson declared that there was not a quorum within 30 minutes of the time scheduled to start the meeting and therefore the meeting must be adjourned.

**MINUTES OF THE ADJOURNED ANNUAL GENERAL MEETING OF THE BODY CORPORATE FOR  
"NATCHEZ" CTS 21238 HELD AT THE POOL AREA, 87 SPRINGWOOD ROAD, SPRINGWOOD, QLD,  
4127 ON 4 NOVEMBER 2023 AT 9:00 AM**

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Lot 6	Patricia Bransdon	Owner present (pre-voted)
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**Representation**

Lot 1	Michelle Delf	Proxy: Adrian Delf
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**By Invitation**

Janelle Godden	Body Corporate Manager
Kimberley Hearn	BCsystems

**Chairperson**

Janelle Godden chaired the meeting.

**Quorum**

The Chairperson declared a quorum present and opened the meeting at 9:30 AM.

## BUSINESS OF THE MEETING

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### 1. Confirmation of minutes

*Statutory Motion Submitted by the Committee*  
*Ordinary Resolution*

That the minutes of the previous general meeting held on 15th of March 2023 be confirmed.

**Motion CARRIED.** YES 11 NO 0 ABSTAIN 1 INVALID 0

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### 2. Confirmation of statement of accounts

*Statutory Motion Submitted by the Committee*  
*Ordinary Resolution*

That the body corporate's statement of accounts for the financial year ending 31st of August 2023 (previous financial year) be approved.

**Motion CARRIED.** YES 11 NO 0 ABSTAIN 1 INVALID 0

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### 3. Audit

*Statutory Motion Submitted by the Committee*  
*Special Resolution*

That the body corporate's statement of accounts for the financial year ending 31st of August 2024 (current financial year) not be audited.

**Motion CARRIED.** YES 10 NO 2 ABSTAIN 0 INVALID 0

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### 4. Appointment of auditor

*Statutory Motion Submitted by the Committee*  
*Ordinary Resolution*

That the independent and properly qualified auditor, Garforth & Associates be appointed to carry out the audit of the body corporate's statement of accounts for the financial year ending 31st of August 2024, in the event that an audit is required.

**Motion lapsed as Audit was  
CARRIED**

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**5. Administrative fund budget and contributions**

*Statutory Motion Submitted by the Committee  
Ordinary Resolution*

That the administrative fund budget for the financial year ending 31st of August 2024 totalling \$93,833.80 be approved and that the administrative fund contributions be levied as follows:

<b>Levy Status</b>	<b>Period From</b>	<b>Period To</b>	<b>Due Date</b>	<b>Amount per entitlement*</b>
Already Issued	01/09/2023	31/12/2023	01/09/2023	\$19.815
To be Issued	01/01/2024	30/04/2024	01/01/2024	\$15.563
To be Issued	01/05/2024	31/08/2024	01/05/2024	\$15.563
<b>Total</b>				<b>\$50.942</b>

*\*Contribution schedule lot entitlement*

And further that, the committee be authorised to issue interim levies for the following financial year as follows:

**Interim Periods**

<b>Levy Status</b>	<b>Period From</b>	<b>Period To</b>	<b>Due Date</b>	<b>Amount per entitlement*</b>
To be Issued	01/09/2024	31/12/2024	01/09/2024	\$17.830
<b>Total</b>				<b>\$17.830</b>

*\*Contribution schedule lot entitlement*

**Motion CARRIED.** YES 12 NO 0 ABSTAIN 0 INVALID 0

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**6. Sinking fund budget and contributions**

*Statutory Motion Submitted by the Committee  
Ordinary Resolution*

That the sinking fund budget for the financial year ending 31st of August 2024 totalling \$31,251.93 be approved and that the sinking fund contributions be levied as follows:

<b>Levy Status</b>	<b>Period From</b>	<b>Period To</b>	<b>Due Date</b>	<b>Amount per entitlement*</b>
Already Issued	01/09/2023	31/12/2023	01/09/2023	\$5.406
To be Issued	01/01/2024	30/04/2024	01/01/2024	\$5.780
To be Issued	01/05/2024	31/08/2024	01/05/2024	\$5.780
<b>Total</b>				<b>\$16.965</b>

*\*Contribution schedule lot entitlement*

And further that, the committee be authorised to issue interim levies for the following financial year as follows:

**Interim Periods**

<b>Levy Status</b>	<b>Period From</b>	<b>Period To</b>	<b>Due Date</b>	<b>Amount per entitlement*</b>
To be Issued	01/09/2024	31/12/2024	01/09/2024	\$5.655
<b>Total</b>				<b>\$5.655</b>

*\*Contribution schedule lot entitlement*

**Motion CARRIED.** YES 12 NO 0 ABSTAIN 0 INVALID 0

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**7. Insurance**

*Statutory Motion Submitted by the Committee  
Ordinary Resolution*

That the insurances set out below be confirmed:

<b>Policy Number</b>	<b>Underwriter</b>	<b>Current To</b>	<b>Risk Type</b>	<b>Coverage Amount</b>
HU0006055531	CHU	30 Nov 2023	BUILDING	\$29,907,318.00
			PUBLIC LIABILITY	\$30,000,000.00
			OFFICE BEARERS	\$1,000,000.00
			VOLUNTARY WORKERS	200K / \$2,000.00
			FIDELITY GUARANTEE	\$100,000.00
<b>TOTAL PREMIUM: \$59,675.40</b>				

<b>Excess Details</b>	<b>Excess Amount</b>
Basic excess	\$1,000.00
Water	\$5,000.00

And further that the committee of the body corporate be authorised to obtain quotations and renew the insurances upon their expiry with the most suitable insurance quotation.

**Motion CARRIED.** YES 12 NO 0 ABSTAIN 0 INVALID 0

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**8. Insurance contributions**

*Submitted by the Committee  
Ordinary Resolution*

That the insurance contribution for the financial year ending 31st of August 2024 totalling \$115,450.00 be approved and that the insurance contributions be levied as follows:

<b>Levy Status</b>	<b>Period From</b>	<b>Period To</b>	<b>Due Date</b>	<b>Amount per entitlement*</b>
Already Issued	01/09/2023	31/12/2023	01/09/2023	\$11.684
To be Issued	01/01/2024	30/04/2024	01/01/2024	\$25.496
To be Issued	01/05/2024	31/08/2024	01/05/2024	\$25.496
<b>Total</b>				<b>\$62.676</b>

*\*Interest schedule lot entitlement*

And further that, the committee be authorised to issue interim levies for the following financial year as follows:

**Interim Periods**

<b>Levy Status</b>	<b>Period From</b>	<b>Period To</b>	<b>Due Date</b>	<b>Amount per entitlement*</b>
To be Issued	01/09/2024	31/12/2024	01/09/2024	\$20.892
<b>Total</b>				<b>\$20.892</b>

*\*Interest schedule lot entitlement*

**Motion CARRIED.** YES 12 NO 0 ABSTAIN 0 INVALID 0

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**9. Discount for timely payments**

*Submitted by the Committee*

*Ordinary Resolution*

That a 20% discount be applied to administration fund, sinking fund and insurance fund contribution payments that are received by the body corporate manager on or before the due date.

**Motion CARRIED.**

YES 12

NO 0

ABSTAIN 0

INVALID 0

**GENERAL DISCUSSION**

1. The appearance of some of the units was raised. R. Little to confirm the unit numbers and to send through photos so a notice can be issued to the owner/rental agent.
2. A work order to be issued to the gardener to paint the area in front of the light pole near unit 44 so no one puts their bins in this area as the bin company has damaged the light pole in the past.
3. A work order to be issued to an electrician as the light near unit 6 is out.
4. The rejuvenation of the common property gardens will be discussed and determined in the near future.
5. J. Godden confirmed that the work order had been issued to Mailmaster to replace the letterboxes and will follow up with the contractor to confirm the installation date.
6. The boundary fence near unit 59 requires painting. The gardener will be asked to provide a quotation for the painting of the fences.
7. The National Fire Ant Eradication Program is currently offering free treatment kits to residents who live within an eligible suburb. The National Fire Ant Eradication Program advises that you can treat your yard whether you've found fire ants or not. For further information or to order your free treatment kit, please visit <https://www.fireants.org.au/>

**COMMITTEE ELECTION**

**Chairperson**

Robert Little has been elected as Chairperson.

**Secretary**

Adrian Delf has been elected as Secretary.

**Treasurer**

Robert Little has been elected as Treasurer.

**Ordinary Member**

Patricia Bransdon, Hilda Kingston, Louisa Jones have been elected to the committee.

**COMMITTEE MEETING**

The next committee meeting has been scheduled for Thursday, 8<sup>th</sup> February 2024 to be held at the Lions Club Springwood at 5:30 PM.

## **CLOSURE OF MEETING**

There being no further business, the chairperson closed the meeting at 10:05 AM.

All correspondence to be addressed to the Secretary:

C/- BCsystems

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