

# **MINUTES OF THE ANNUAL GENERAL MEETING 2023**

## **COMMUNITY TITLE SCHEME - 20815**

**FOREST PINES  
127 BARBARALLA DRIVE  
SPRINGWOOD QLD 4127**

Held on :

**Monday, 21 August 2023 03:00 PM**

Held at :

**Civium Strata Brisbane  
5/157 Ann Street  
Brisbane QLD 4000**

# MINUTES OF THE ANNUAL GENERAL MEETING OF FOREST PINES CTS 20815

Held Monday, 21 August 2023 3:00 PM at  
Civium Strata Brisbane  
5/157 Ann Street  
Brisbane QLD 4000

Conducted under Accommodation Module Regulation

Present	Annie Tong
Civium Rep(s)	Tegan Brown (Civium Strata)
Proxies	None
Company Nominees	Jaime-Lea Nicholls for Department of Communities, Housing and Digital Economy - Housing (Lot 5)
Apologies	None
Voting Papers	TAHLIA PAULINE SMITH (Lot 12), LISA MAREE O'DONNELL (Lot 3), Jay Graham Jordan (Lot 32), Department of Communities, Housing and Digital Economy - Housing (Lot 5), Michael John & Margaret Rose Willmer (Lot 6), Amy Compton-Keen (Lot 7), THOMAS WILLIAM BURROWS (Lot 8), TREVOR JARDINE (Lot 9)
Other Attendees	Annie Tong

A quorum for FOREST PINES is based on two owners being personally present at the meeting plus votes tabled from owners voting in person or by voting paper or by proxy who make up 25% of all lot owners.

As 0 owners attended and 8 voting papers were received a quorum was not achieved.

In order to overcome this situation the regulations require the meeting to be adjourned for 1 week. At the second meeting a quorum does not require the two owners to be personally present and so the quorum is based solely on the voting papers tabled.

The meeting was adjourned to 28/08/2023 at Civium Property Group, Level 5, 157 Ann Street, Brisbane, Qld, 4000.



# **MINUTES OF THE ANNUAL GENERAL MEETING 2023**

## **COMMUNITY TITLE SCHEME - 20815**

**FOREST PINES  
127 BARBARALLA DRIVE  
SPRINGWOOD QLD 4127**

Held on :

**Monday, 28 August 2023 03:00 PM**

Held at :

**Civium Strata Brisbane  
5/157 Ann Street  
Brisbane QLD 4000**

# MINUTES OF THE ANNUAL GENERAL MEETING OF FOREST PINES CTS 20815

Held Monday, 28 August 2023 3:00 PM at  
Civium Strata Brisbane  
5/157 Ann Street  
Brisbane QLD 4000

Conducted under Accommodation Module Regulation

<b>Present</b>	None
<b>Civium Rep(s)</b>	Tegan Brown (Civium Strata)
<b>Proxies</b>	None
<b>Company Nominees</b>	Jaime-Lea Nicholls for Department of Communities, Housing and Digital Economy - Housing (Lot 5)
<b>Apologies</b>	None
<b>Voting Papers</b>	TAHLIA PAULINE SMITH (Lot 12), LEAH MARCLAIN LAWLESS (Lot 13), LISA MAREE O'DONNELL (Lot 3), Jay Graham Jordan (Lot 32), Department of Communities, Housing and Digital Economy - Housing (Lot 5), Michael John & Margaret Rose Willmer (Lot 6), Amy Compton-Keen (Lot 7), THOMAS WILLIAM BURROWS (Lot 8), TREVOR JARDINE (Lot 9)
<b>Other Attendees</b>	None
<b>Chairperson</b>	Tegan Brown
<b>Levy Arrears</b>	The following lots owed a Body Corporate debt and were ineligible to vote: Lots 1, 2, 11, 19, 20 and 31
<b>Fund Balances</b>	Administrative Fund: (\$19,506.18) Sinking Fund: \$163,422.64 Sinking Fund Investment (1): \$14,969.68 Sinking Fund Investment (2): \$54,543.15 Building Insurance Fund: \$6,239.50
<b>Meeting Opened</b>	3:30 pm
<b>A Quorum was reached</b>	

MOTION	Motion for consideration
1	<p><b>Minutes of Previous Meeting</b></p> <p>Person Proposing: Committee Resolution Required: Ordinary</p> <p>THAT the minutes of the Annual General Meeting held on 30 August 2022 and adjourned to 6 September 2022 be confirmed as a true and accurate record of the proceedings at that meeting.</p> <p style="text-align: right;">For : 5   Against : 0   Abstained : 4   <b>Motion Carried</b></p>
2	<p><b>Financial Statements</b></p> <p>Person Proposing: Committee Resolution Required: Ordinary</p> <p>THAT the Statement of Accounts for the period ending 30/05/2024 be adopted.</p> <p style="text-align: right;">For : 6   Against : 1   Abstained : 2   <b>Motion Carried</b></p>
3a	<p><b>Non Appointment of Auditor</b></p> <p>Person Proposing: Committee Resolution Required: Special</p> <p>THAT the Body Corporate's Statement of Accounts for the financial year 1 June 2023 to 31 May 2024 not be audited.</p> <p><i>(Vote "NO" if you would like the records audited)</i></p> <p style="text-align: right;">For : 3   Against : 5   Abstained : 1   <b>Motion Lost</b></p>
3b	<p><b>Appointment of Auditor</b></p> <p>Person Proposing: Committee Resolution Required: Ordinary</p> <p>THAT the Body Corporate's Statement of Accounts for the financial year 1 June 2023 to 31 May 2024 be audited by AMG Accountants.</p> <p style="text-align: right;">For : 5   Against : 2   Abstained : 2   <b>Motion Carried</b></p>

<p><b>4</b></p>	<p><b>Administrative Fund Budget</b></p> <p>Person Proposing: Committee Resolution Required: Ordinary</p> <p>THAT the Administrative Fund Budget of \$104,602.00 / \$115,062.20 adjusted for GST be approved and that a contribution of \$328.74 per contributions schedule lot of entitlement per annum be determined and be due and payable in advance on the following dates:</p> <table> <tr> <th>DUE DATE</th><th>AMOUNT</th></tr> <tr> <td>01/08/2023</td><td>\$74.11 (issued)</td></tr> <tr> <td>01/11/2023</td><td>\$74.11</td></tr> <tr> <td>01/02/2024</td><td>\$90.26</td></tr> <tr> <td>01/05/2024</td><td>\$90.26</td></tr> </table> <p>And that contributions for the two levies of the next budget period be determined as follows.</p> <table> <tr> <td>01/08/2024</td><td>\$82.19</td></tr> <tr> <td>01/11/2024</td><td>\$82.19</td></tr> </table> <p><i>A 20% discount will be applied to the above figures if paid by the due date. A penalty interest of 2.5% per month is applicable if not paid 30 days after due date.</i></p> <p style="text-align: right;">For : 8 Against : 1 Abstained : 0 <b>Motion Carried</b></p>	DUE DATE	AMOUNT	01/08/2023	\$74.11 (issued)	01/11/2023	\$74.11	01/02/2024	\$90.26	01/05/2024	\$90.26	01/08/2024	\$82.19	01/11/2024	\$82.19
DUE DATE	AMOUNT														
01/08/2023	\$74.11 (issued)														
01/11/2023	\$74.11														
01/02/2024	\$90.26														
01/05/2024	\$90.26														
01/08/2024	\$82.19														
01/11/2024	\$82.19														
<p><b>5</b></p>	<p><b>Sinking Fund Budget</b></p> <p>Person Proposing: Committee Resolution Required: Ordinary</p> <p>THAT the Sinking Fund Budget of \$32,224.00 / \$35,446.40 adjusted for GST in line with the Sinking Fund Forecast be approved and that a contribution of \$101.27 per contributions schedule lot of entitlement per annum be determined and be due and payable in advance on the following dates:</p> <table> <tr> <th>DUE DATE</th><th>AMOUNT</th></tr> <tr> <td>01/08/2023</td><td>\$24.46 (issued)</td></tr> <tr> <td>01/11/2024</td><td>\$24.46</td></tr> <tr> <td>01/02/2024</td><td>\$26.17</td></tr> <tr> <td>01/05/2024</td><td>\$26.17</td></tr> </table> <p>And that contributions for the two levies of the next budget period be determined as follows.</p> <table> <tr> <td>01/08/2024</td><td>\$25.32</td></tr> <tr> <td>01/11/2024</td><td>\$25.32</td></tr> </table> <p><i>A 20% discount will be applied to the above figures if paid by the due date. A penalty interest of 2.5% per month is applicable if not paid 30 days after due date.</i></p> <p style="text-align: right;">For : 8 Against : 1 Abstained : 0 <b>Motion Carried</b></p>	DUE DATE	AMOUNT	01/08/2023	\$24.46 (issued)	01/11/2024	\$24.46	01/02/2024	\$26.17	01/05/2024	\$26.17	01/08/2024	\$25.32	01/11/2024	\$25.32
DUE DATE	AMOUNT														
01/08/2023	\$24.46 (issued)														
01/11/2024	\$24.46														
01/02/2024	\$26.17														
01/05/2024	\$26.17														
01/08/2024	\$25.32														
01/11/2024	\$25.32														

<b>6a</b>	<p><b>Safety Risk Assessment</b></p> <p>Person Proposing: Committee Resolution Required: Ordinary</p> <p>THAT a Work Health and Safety Report (Safety Risk Assessment) be obtained to identify hazards on the common property and to recommend control measures to prevent or minimise the level of risks present and future.</p> <p style="text-align: right;">For : 7 Against : 1 Abstained : 1 <b>Motion Carried</b></p>
<b>6b</b>	<p><b>Engagement for Safety Risk Assessment</b></p> <p>Person proposing: Committee Resolution required: Ordinary</p> <p>THAT Seymour Consultants be engaged to conduct a Work Health and Safety Report (Safety Risk Assessment) for a total cost of \$906.00 inc GST.</p> <p style="text-align: right;">For : 6 Against : 1 Abstained : 2 <b>Motion Carried</b></p>
<b>7</b>	<p><b>Insurance</b></p> <p>Person Proposing: Committee Resolution Required: Ordinary</p> <p>THAT the insurance currently in force be confirmed.</p> <p style="text-align: right;">For : 9 Against : 0 Abstained : 0 <b>Motion Carried</b></p>
<b>8</b>	<p><b>Work Cover Insurance</b></p> <p>Person Proposing: Committee Resolution Required: Ordinary</p> <p>THAT the Work Cover policy currently in force be confirmed, and renewed annually on 30 June.</p> <p style="text-align: right;">For : 9 Against : 0 Abstained : 0 <b>Motion Carried</b></p>
<b>9a</b>	<p><b>Insurance Valuation</b></p> <p>Person Proposing: Committee Resolution Required: Ordinary</p> <p>THAT an Insurance Valuation be obtained to provide a Valuation, to ensure the Body Corporate's replacement cover is adequate to meet the current costs of replacing the building, its external works, and all associated fees and costs (as required by the Body Corporate and Community Management (Accommodation Regulation 2020).</p> <p style="text-align: right;">For : 8 Against : 1 Abstained : 0 <b>Motion Carried</b></p>
<b>9b</b>	<p><b>Engagement for Insurance Valuation</b></p> <p>Person proposing: Committee Resolution required: Ordinary</p> <p>THAT Seymour Consultants be engaged to obtain an Insurance Valuation for a total cost of \$1,091.00 inc GST.</p> <p style="text-align: right;">For : 6 Against : 1 Abstained : 2 <b>Motion Carried</b></p>



10	<p><b>Termite Inspection and Pest Control to Common Property</b></p> <p>Person Proposing: Committee Resolution Required: Ordinary</p> <p>THAT quotations be obtained for termite inspection and pest control on the common property.</p> <p style="text-align: right;">For : 9 Against : 0 Abstained : 0 <b>Motion Carried</b></p>
11	<p><b>Remove Secret Ballot Requirement For Part 5 Engagement</b></p> <p>Person Proposing: Committee Resolution Required: Ordinary</p> <p>THAT the Body Corporate remove the secret ballot requirement for any motion to engage a body corporate manager under a Part 5 engagement so that such a motion can be considered by open ballot rather than a secret ballot.</p> <p style="text-align: right;">For : 7 Against : 0 Abstained : 2 <b>Motion Carried</b></p>
12	<p><b>Civium Licencing Program</b></p> <p>Person proposing: Amy Compton-Keen Lot No: 7 Resolution Required: Ordinary</p> <p>THAT the Forest Pines Community Titles Scheme 20815 does not participate in the new Civium Facilities Management CFW Licencing Program and Forest Pines Body Corp will continue to pick our own contractors as required.</p> <p style="text-align: right;">For : 7 Against : 0 Abstained : 2 <b>Motion Carried</b></p>

## Elections

The following persons were nominated for election to the Committee of the Body Corporate:-

Position	Candidate	Nominator
Treasurer	Amy Compton-Keen	Amy Compton-Keen
Ordinary Members	Lisa O'Donnell	Lisa O'Donnell

As no further nominations were received the current Committee will remain in their positions until their resignation is received in writing.

Chairperson : Trevor Jardine  
Secretary : Jayne Lemming  
Treasurer : Amy Compton-Keen  
Ordinary Members : Lisa O'Donnell, Donah Dewhurst, Russell Strahan

The Secretary's name and contact address is:-

Name : Amy Compton-Keen  
Address : c/o PO Box 10326  
: Brisbane Adelaide Street QLD 4000

The Treasurer has been appointed the final approver of the invoices of the body corporate.

For Online Training for Body Corporate Committees, and access to the Body Corporate and Community Management Legislation please visit: <https://www.qld.gov.au/law/housing-and-neighbours/body-corporate/legislation-and-bccm/services/training>

There being no further business the chairperson declared the meeting closed at 4:00 pm

Dated: 28 August 2023

Issued by Civium Property Group for and on behalf of the Body Corporate.