



STRATA ASSIST QLD

Body Corporate Search Agent

Form 13 Information Certificate and Form 8 Change in Ownership should be directed to the Body Corporate Managers – See details below

VENDORS DISCLOSURE STATEMENT

Body Corporate and Community Management Act 1997 and amendments 2012
SECTION 206

**THIS DISCLOSURE STATEMENT
RELATES TO THE SALE OF:**

LOT 66 ON BUP 106857
BRIDGEWATER CREST CTS 24675
55 BAILDON STREET
KANGAROO POINT QLD 4169

REQUIREMENT	DISCLOSED INFORMATION
Body Corporate Information Certificates issued by:	BODY CORPORATE MANAGER
Contact Details	ERNST BODY CORPORATE MANAGEMENT LEVEL 21 50 CAVILL AVENUE SURFERS PARADISE QLD 4217 Ph: 5519 2900
Has a Committee been appointed?	Yes ☒ No ☐
If no Committee, has the Body Corporate Manager been engaged to carry out the functions of the Committee:	Not applicable

Regulation Module

Insert cross in appropriate box

☐
☐
☐

Standard Regulation Module
Commercial Regulation Module
Other Regulation Module

☒
☐

Accommodation Regulation Module
Small Schemes Regulation Module
Not applicable

If no box is ticked, the Standard Regulation Module is taken to be designated as the applicable Regulation Module.
Not applicable – The Body Corporate is regulated by the Building Units and Group Titles Act – No CMS applies.

DETAILS OF INSURANCE:

Company:	QUS Pty Ltd	Expiry:	30 th July 2021
Policy No.	QUSS045472		
Public Liability:	\$30,000,000	Building:	\$48,010,200
Loss of Rent:	\$7,201,530	Catastrophe:	\$14,403,060
Office Bearers:	\$5,000,000	Voluntary Workers:	\$200,000/2,000

ACCOUNTING RECORDS

Last known balances of the Sinking fund: \$454,705.46

How was the approximate balance ascertained?

Balance Sheet dated 24th November 2020

IMPROVEMENTS ON COMMON PROPERTY FOR WHICH THE LOT OWNER IS RESPONSIBLE:

Exclusive Use Garage Area 5068G as shown on plans attached to CMS

SWIMMING POOL SAFETY CERTIFICATE

Swimming Pool Safety Certificate Sighted? Yes ☒ No ☐ Certificate No: PSC0043708 Expiry: 13.12.20

PETS AND BY-LAWS

Refer to By-Law 21

Are pets allowed to be kept?

Subject to Body Corporate approval. Further conditions apply - refer to Bylaws



ASSET REGISTER

The body corporate assets required to be recorded on a register maintained by the body corporate are

Is a register of body corporate assets kept?

Yes

If so, what assets are recorded in the register?

Asset Register attached

LOT ENTITLEMENTS

Contribution Lot Entitlements	304	Aggregate	28136
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Interest Lot Entitlement	304	Aggregate	28316
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LEVIES AND CONTRIBUTIONS DETERMINED AT AGM HELD:

30th September 2020

Annual Gross Contributions fixed by the Body Corporate as payable by the Lot Owner is:

Administration Fund:

\$ 6,180.29

Sinking Fund:

\$ 965.08

Insurance:

\$

-

Administration and Sinking fund levies are payable in advance every

Four months

	ADMINISTRATION FUND		SINKING FUND		INSURANCE	
Due Date:	Approved PLE*	Amount	Approved PLE*	Amount	Approved PLE*	Amount
01.07.20	6.1615	\$ 1,873.10	1.0582	\$ 321.69	0	\$ -
01.11.20	7.0842	\$ 2,153.60	1.0582	\$ 321.69	0	\$ -
01.03.21	7.0842	\$ 2,153.60	1.0582	\$ 321.69	0	\$ -
	0	\$ -	0	\$ -	0	\$ -
Interim						
01.07.21	6.7766	\$ 2,060.09	1.0582	\$ 321.69	0	\$ -
	0	\$ -	0	\$ -	0	\$ -
Discount		0%		0%		0%

* An abbreviation for "Per Lot Entitlement"

** Discount given on levies if paid on or before due date

Other contributions for subject Lot

Exclusive Use Liability?

Nothing sighted in records provided

Other?

Nothing sighted in records provided

SPECIAL LEVIES

Are there any current special levies?

Yes to to cover cost of Lift Modernisation

Total Amount

\$7,131.09

Due Date

One payment of \$891.36 due 01.11.20 and 7 equal payments of \$891.39 starting 01.03.21 with the final payment due 01.03.23

Any known proposed special levies in the near future?

Nothing sighted in records provided

Potential Total Amount

N/A

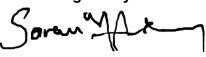
OTHER INFORMATION

Information prescribed under Regulation Module:

Not applicable - none prescribed

This Report was prepared on 25th November 2020



DocuSigned by:


Licensed Real Estate Agent
 appointed by the seller

12/3/2020

824D04D4B23543E
 Signature of seller(s) or person
 authorised by Sellers

Capacity of person signing

Dated

Signature of Witness

Name

Dated

ACKNOWLEDGEMENT

The buyer acknowledges -

- (a) having received this Disclosure Statement before entering into the contract to buy the above lot.

Signature of Buyer

Signature of Buyer(s)

Dated

Signature of Witness

Name

Dated

Vendors Note:

This Section 206 Disclosure Statement is required by law to accompany a Contract of Sale of a property that is regulated by the Body Corporate & Community Management Act 1997. This Statement contains very basic Body Corporate information.

This Statement does not cover the Seller's Implied Warranties referred to in Clause 7 of the Contract of Sale. Unless you have requested that an Implied Warranties Statement be provided with this Disclosure, it is imperative that Vendors complete Clause 7 of the Contract diligently and to the best of their knowledge to avoid possible termination of a Contract should any matter be discovered that was not disclosed in that part of the Contract.

Notes related to Contributions

All contributions are set at the preceding Body Corporate Annual General Meeting (AGM). Gross amounts above refer to the total cost of the contribution. Often a discount of up to 20% is offered if contributions are paid on time. The AGM, or in some instances, an EGM, will set contributions for the financial year period and will often determine interim levies for the first or second levy periods in the following financial year to allow for the fact that the AGM for the following year could be delayed and levies need to be raised.

Notes regarding Utilities

This report is not privy to unpaid utility amounts (ie. electricity, gas, water) that may or may not be outstanding. The Purchaser should ensure that any unpaid amounts are taken into account when calculating settlement figures. This information can be obtained from the Body Corporate Manager by way of an Information Certificate.

Disclaimer

Please be advised that this Report was prepared from information provided by the Body Corporate. At the time of inspection, it is a possibility that not all of the records of the Body Corporate were made available or the records that were available were not up to date or complete. In either of these events, no responsibility is taken for any errors or omissions.

Whilst every care is taken in the preparation of this Report, it is the Seller's Responsibility to check the document thoroughly prior to signing. Any discrepancies are to be brought to our attention immediately. No responsibility will be taken for any discrepancy in levy calculations once settlement of the sale of this property has been effected.

STRATA ASSIST QLD - Body Corporate Search Agent

EMAIL: jan@strataassistqld.com.au

Web Address: www.strataassistqld.com.au

Phone: 0408924549

69 Moola Road Ashgrove Qld 4060

Jamaty Holdings Pty Ltd T/A ABN 86 504 337 989



STRATA ASSIST QLD BODY CORPORATE SEARCH AGENTS

VENDORS IMPLIED WARRANTIES STATEMENT

In relation to the Contract for sale of lot(s) **66** in **BRIDGEWATER CREST** Community Titles Scheme **24675**

VENDORS

G & J JACKSON HOLDINGS PTY LTD

With reference to the warranties in section 223 of the Body Corporate and Community Management Act 1997 the seller discloses – *(Please read in conjunction with the Vendors Disclosure Statement)*

- a) The following latent or patent defects in the common property or body corporate assets
- b) The following actual, contingent or expected liabilities of the body corporate
- c) The following circumstances in relation to the affairs of the body corporate

The Seller gives notice to the Buyer of the following Matters:

COMMUNITY MANAGEMENT STATEMENT

At the date of this Disclosure Statement the CMS Dealing No **719175284** was the last registered CMS held by the Environment and Resources Management. The Seller discloses the following if known at the time of inspection: A new CMS has been approved by resolution but is not registered at the Titles Office or is there is an intention to approve a new CMS in the future:

Yes refer to Motion 11 of attached 2020 AGM

LATENT OR PATENT DEFECTS IN COMMON PROPERTY OR BODY CORPORATE ASSETS (s223 (a)(b))

Particulars of matters discovered from the books and records of the Body Corporate. This includes outstanding building defects and other current matters which have been reported during the last 12 months only. Please be aware that it is a possibility that other matters may exist but these fall outside the scope of this report. Purchasers should obtain a full Strata Inspection Report that will include an extensive building history and complete record of other matters of interest.

MINUTES Of Meetings held in the last 12 months:

Copies of the following Meeting Minutes attached:

1. VOCM 5th December 2019
2. CM 12th February 2020
3. VOCM 22nd April 2020
4. CM 17th June 2020
5. BCM 12th August 2020
6. AGM 30th September 2020
7. CM 11th November 2020

REPORTS

Sighted Compliance Reports:

1. Workplace Health & Safety Report dated 1st June 2017 - 30 Hazards identified
2. Insurance Valuation Report dated 29th March 2018 - recommended value for insurance purposes \$45,626,733
3. Fire Safety Report dated 20th August 2020 - copy can be made available upon request
4. Cladding Report dated 24th January 2019 - copy can be made available upon request

ACTUAL OR CONTINGENT OR EXPECTED LIABILITIES OF THE BODY CORPORATE (s223 (2)(c)(d))

Refer to attached Minutes of Meetings.

CIRCUMSTANCES IN RELATION TO THE AFFAIRS OF THE BODY CORPORATE (s 223 (3))

Apart from what has been revealed in the attached Minutes, the Vendors are not aware of any other circumstances in relation to the affairs of the Body Corporate likely to materially prejudice the buyer.

EXCEPTIONS TO WARRANTIES IN CLAUSE 7.4(3)

The Vendors are not aware of any unregistered lease, easements or other right capable of registration and which is required to be registered to give indefeasibility affecting the common property or Body Corporate Assets.

PROPOSED BODY CORPORATE RESOLUTIONS (Clause 8.4)

Search of the Body Corporate records has revealed that no Notice of any proposed Meeting has issued since the date of



the last Meeting noted above.

KNOWN DISPUTES

Particulars of any current applications (within the last 12 months) to the Commissioner which directly affect the Body Corporate:

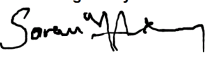
A search of the Queensland Body Corporate & Community Management Commissioner's Adjudicators Orders Register revealed no recent Adjudicators Orders recorded for this complex.

Particulars of any current Court proceedings (within the last 12 months) that directly affect the Body Corporate:

Nothing sighted in records provided.

This Report was prepared on 25th November 2020

Licensed Real Estate Agent appointed by
the seller

DocuSigned by:


824D04D4B23543E

Signature of seller(s) or person authorised by
seller(s)

Capacity of person signing

ACKNOWLEDGEMENT

The buyer acknowledges -

- (a) having received this Disclosure & Implied Warranty Statement before entering into the contract to buy the above lot.

Signature of Buyer

Signature of Buyer(s)

Dated

Signature of Witness

Name

Dated

Disclaimer

The information contained in this Report is derived entirely from an inspection of the records made available to us by the Body Corporate representative. We are unable to guarantee that all Body Corporate records were made available to us at the time of our inspection or attest to the accuracy of the information contained in those records.

In some cases, Managing Agents hold "work in progress" files which may not be produced. We have not inspected the building and we cannot necessarily determine from the records whether the building is well maintained.

Unless otherwise indicated, the information in our report has been obtained solely from the records made available to our inspector.

Whilst every effort is made to ensure the accuracy of the information contained in this report, we cannot accept liability for any incorrect information that may be obtained from those records and no responsibility is taken for any errors or omissions.

Notes regarding Utilities

This report is not privy to unpaid utility amounts (ie. electricity, gas, water) that may or may not be outstanding. The Purchaser should ensure that any unpaid amounts are taken into account when calculating settlement figures. This information can be obtained from the Body Corporate Manager by way of an Information Certificate.

STRATA ASSIST QLD

EMAIL: jan@strataassistqld.com.au

Web Address: www.strataassistqld.com.au

Phone: 0408924549 Fax: (07) 5636 1089

PO Box 10623 Adelaide Street Post Shop Brisbane Qld 4000

Jamaty Holdings Pty Ltd T/A ABN 86 504 337 989

BRIDGEWATER CREST

CTS 24675



Minutes of a Voting Outside of Committee Meeting dated 5 December 2019.

Committee members invited to vote:

Richard Ashton	Chairperson
Bruce Burrow	Secretary
Christa Gerard	Treasurer
Peter Cronk	Ordinary Member
Roderick Gilhome	Ordinary Member
Jeffrey Mason	Ordinary Member
Warren Seib	Ordinary Member

Committee members who voted:

Richard Ashton	Chairperson	6 December 2019
Bruce Burrow	Secretary	5 December 2019
Christa Gerard	Treasurer	5 December 2019
Peter Cronk	Ordinary Member	5 December 2019
Roderick Gilhome	Ordinary Member	6 December 2019
Jeffrey Mason	Ordinary Member	6 December 2019
Warren Seib	Ordinary Member	5 December 2019

Motion voted upon by the Committee:

1. Car Park Tender

RESOLVED THAT the Body Corporate appoint Hynes Legal Pty Ltd in accordance with the client fee engagement provided for the car park tender.

AND THAT any Committee member (including the Body Corporate Manager) is authorised to execute the costs agreement with Hynes Legal and trust account authority on behalf of the Body Corporate.

YES 7 NO 0 ABSTAIN 0

BRIDGEWATER CREST

CTS 24675



Minutes of Committee Meeting held in the Meeting Room, 55 Baildon Street, Kangaroo Point on 12 February 2020 at 10.00am.

Voting Committee Members in Attendance

Richard Ashton	Chairperson
Bruce Burrow	Secretary
Christa Gerard	Treasurer
Peter Cronk	Ordinary Member
Roderick Gilhome	Ordinary Member
Jeffrey Mason	Ordinary Member
Warren Seib	Ordinary Member

Non-Voting Committee Members in Attendance

Darren Lynch	Ernst Body Corporate Management (Community Manager)
Amanda Forster	Building Manager
Jack Wu	Bridgewater Property

Apologies

The Chairperson declared that no apologies were received for this meeting.

Proxies

The Chairperson declared that no proxies were submitted for this meeting.

Others in Attendance

Lisa Jensen	Unit 5032 (Lot 36)
Pauline Mason	Unit 5037 & 5038 (Lot 41 & 42)
Kinsey Foley	Unit 5047 & 5077 (Lot 49 & 73)
Andrew Boorman	Unit 5057 (Lot 57)
Peri Sims	Unit 5077 (Lot 73)

Quorum

The Chairperson declared that a quorum was represented and opened the meeting at 10.00am.

1. Confirmation of Minutes

RESOLVED THAT the Minutes of the Committee Meeting held on 20 November 2019 not be confirmed and that the Minutes of the Committee Meeting held on 20 November 2019 attached to this document be confirmed as the true and correct record of the proceedings of that meeting.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

RESOLVED THAT the Minutes of the Voting Outside Committee Meeting held on 5 December 2019 be confirmed as a true and correct record of the proceedings of that meeting.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

2. Report from Building Manager

The Building Manager tabled a written report.

RESOLVED THAT the report be accepted with the following matters discussed:

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

BRIDGEWATER CREST CTS 24675



2.1. Otis Lifts

Consultant Peter Fitzsimmons of ARMS has been contacted to perform an audit of the lifts and future requirements.

RESOLVED THAT the Building Manager will obtain the schedule of the inspection and report once completed by ARMS.

YES 7 NO 0 ABSTAIN 0 ACTION: BM

2.2. Carpet Replacement

The existing 50 spare carpet squares in storage have been discontinued by the supplier and require cleaning. Discussion was held if the squares are used throughout the building or new carpets are installed.

RESOLVED THAT the Building Manager obtain quotations to replace all carpets within the building, once approved by the Committee the options will be voted on by all owners at the Extraordinary General Meeting (EGM) at a date yet to be confirmed.

YES 7 NO 0 ABSTAIN 0 ACTION: BM

2.3. Sprinkler Hydrant Pump

Fire Boar replaced the auto start battery for the sprinkler/hydrant diesel pumpset for \$1,017.50 (including GST).

RESOLVED THAT the quote from Fire Boar for \$1,017.50 (including GST) be ratified.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

2.4. LED Lighting

RESOLVED THAT the Building Manager will obtain quotations for LED lighting and options for installation / siting to be included on the Extraordinary General Meeting (EGM) agenda.

YES 7 NO 0 ABSTAIN 0 ACTION: BM

2.5. Security Cameras

RESOLVED THAT the Building Manager will obtain quotations for security cameras to be installed covering the lifts and fire doors to be included on the Extraordinary General Meeting (EGM) agenda.

YES 7 NO 0 ABSTAIN 0 ACTION: BM

3. Finance

3.1. Financial Reports from 1 July 2019 to 29 January 2020

The Community Manager tabled the Statements of Assets and Liabilities and Statement of Income and Expenditure from 1 July 2019 to 29 January 2020.

Easement Issue with Bridgewater West Terraces

The Body Corporate for Bridgewater West Terraces are allegedly stating that the account for Electricity has not been paid for a period of nine years. This matter was dealt with under the previous Chair several years earlier however for some reason this has been raised again.

Bridgewater West Terraces have been asked to provide supporting documentation which illustrates as to why and how the electricity account has not been paid and why they have not mentioned this earlier as the debt is allegedly nine years old.

BRIDGEWATER CREST CTS 24675



As a result, Bridgewater West Terraces are withholding payment of their easement contribution levy. The matter continues to be dealt with by the Community Manager and Chairperson.

RESOLVED THAT the Financial Reports, as tabled, be accepted.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

3.2. Term Deposit

The Community Manager advised the meeting of the below listed Term Deposits.

Bank	Amount	Rate	Maturity Date
Macquarie Bank Limited	\$ 62,387.37	1.50%	5/05/2020
Macquarie Bank Limited	\$163,042.02	1.60%	11/05/2020
Macquarie Bank Limited	\$50,818.07	1.60%	17/02/2020
Macquarie Bank Limited	\$100,000.00	1.60%	2/03/2020

RESOLVED THAT:

- the Treasurer be authorised to determine what action is required when the current term deposits expire; and
- if no instruction is provided to the Community Manager before the expiry date, the term deposits will roll over for the same term and rate applicable on the day.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

3.3. Aged Balance Report

The Community Manager tabled the Aged Balance Report as at 29 January 2020 listing all outstanding levies and additional fees.

Steps	Approximate timeline following expiry of due date	Notice	Action
1.	No earlier than the 14 th day after the due date	<u>Reminder Notice</u> – on contributions unpaid Over \$300	Lot Owner roll, notes, ledger and payments checked - \$33.00 (including GST)
2.	Between 10-14 days after the Reminder Notice date	<u>Overdue Notice</u> – on contributions unpaid Over \$500	Issue 2 nd notice to lot owner Lot Owner roll, notes, ledger and pending payments checked - \$66.00 (including GST)
3.	No earlier than 14 days after the Overdue Notice date	<u>Letter of demand</u> - for any payments not made.	Owners address details, ownership information and records, ledger balances and bank logs checked. Follow up calls and email if payment is not made - \$198.00 (including GST) plus search fees.
4.	No earlier than 14 days after the Letter of Demand	<u>Letter of Demand follow up</u> – check for account activity	Follow up with Lot Owners and Committee – resolution sought to see if legal action is required

BRIDGEWATER CREST CTS 24675



RESOLVED THAT:

- i. The Body Corporate adopts the above Ernst Body Corporate Management Pty Ltd Arrears Process for all lot owners within the scheme.
- ii. Recovery action is to be carried out in accordance with the Ernst Body Corporate Management Pty Ltd Arrears Recovery Process as listed in the above table.
- iii. OMB Solicitors be engaged to undertake recovery of levy arrears against lot owners as directed in writing by an executive member of the Committee, with such recovery action to include, without limitation, commencing legal proceedings in a court or tribunal, obtaining judgement, registering the judgement and taking enforcement proceedings in a court including the sale of the Lot, the costs of such action not to exceed the Committee expenditure limit in relation to any one (1) Lot (which may include legal proceedings) for unpaid levies, penalty interest (if applicable) and any costs reasonably incurred to collect the fees. The Body Corporate also gives authority to the Community Manager to execute and sign Costs Agreements and legal documents on behalf of the Body Corporate when required and that is relevant to the written direction.
- iv. and further that OMB Solicitors be engaged to undertake recovery of levy arrears against the following lots with such action to include, without limitation, commencing legal proceedings in a court or tribunal, obtaining judgment, registering the Judgment and taking enforcement proceedings in a court including the sale of the lot, the costs of such action not to exceed the committee expenditure limit in relation to any one (1) lot (which may include legal proceedings) for unpaid levies, penalty interest (if applicable) and any costs reasonable incurred to collect the fees. The Body Corporate also gives authority to the Community Manager to execute and sign Costs Agreements and legal documents on behalf of the Body Corporate when required.
 - **Lot 91.**

YES 7 NO 0 ABSTAIN 0 ACTION: CM

4. Insurance

4.1. Insurance Claims

The Community Manager tabled the Insurance Claims Register for review.

RESOLVED THAT the insurance claims continue to be monitored.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

5. Community Manager Report

The Community Manager discussed the Body Corporate Management service delivery with the Committee and no issues were reported.

6. Matters Arising from Previous Minutes

7. Correspondence

7.1. Carpets – Unit 5065 (Lot 63)

This matter was covered under item 2.2 of these Minutes.

BRIDGEWATER CREST CTS 24675



7.2. Dog Application – Unit 5002 (Lot 11)

RESOLVED THAT the tenant has since moved out of the Lot and the pet application is no longer required.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

7.3. Washing of cars – Unit 5025 (Lot 31)

A request was made for the possibility of having a designated car wash space for the residents within the complex. The Committee discussed potentially options for an area to be used.

RESOLVED THAT no area at this stage is suitable to have a designated car wash space and the Community Manager will correspond with the owner.

YES 7 NO 0 ABSTAIN 0 ACTION: CM

7.4. Cat & Dog Application – Unit 5002 (Lot 11)

A cat application was received for a domestic short hair, mixed breed, grey Tabby cat named Rocko. A dog application was also received for a short haired black dog named Ace.

RESOLVED THAT both pet applications be approved, and the Community Manager write to the applicant confirming.

YES 7 NO 0 ABSTAIN 0 ACTION: CM

7.5. Battery Charge – Unit 5072 (Lot 68)

A tenant has disputed the \$40.00 charge for the replacement of the smoke alarm 9V battery the previous Managers charged them.

RESOLVED THAT this is not a Body Corporate responsibility. The Community Manager will respond to the tenant accordingly.

YES 7 NO 0 ABSTAIN 0 ACTION: CM

7.6. Renovation – Unit 5122 (Lot 100)

The following request was made by the Owner;

1. Laying of solid Timber Flooring - Backbutt with appropriate Underlay by professional floor layers and Acoustics testing via approved tester.
2. Complete refurbishment of both bathrooms with replaced tiling, shower, bath and cupboards (no movement of existing waste or water pipes).
3. Complete refurbishment of kitchen with replacement of cupboards, countertop and appliances (no movement of existing waste or water pipes).
4. Replacement of all external sliding doors and windows with double glazed doors and windows.

RESOLVED THAT the renovation application has been approved and the Community Manager will provide a formal letter to the owner.

YES 7 NO 0 ABSTAIN 0 ACTION: CM

BRIDGEWATER CREST CTS 24675



7.7. Water Penetration – Unit 5011 (Lot 19)

Lot 19 advised there was water egress into the bedroom from the storm on 13 December 2019, causing water to penetrate along the southern external wall.

RESOLVED THAT an Insurance Claim is underway to have the matter rectified.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

7.8. Common Property Issues – Unit 5011 (Lot 19)

Correspondence was received regarding;

- Water Reticulation Problems
- Basement Mechanical Ventilation System
- Car space lighting
- Enclosed Garages & Storage Enclosures

RESOLVED THAT these matters will be investigated, and a reply will be issued to the owner updating the matter.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

7.9. Floor Test – Unit 5011 (Lot 19)

RESOLVED THAT an Acoustic Test from Acoustic Works has been received from Lot 19 demonstrating compliance with the Body Corporate Guidelines with respect to the hard floor installation completed.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

7.10. Renovation – Unit 5086 (Lot 80)

An application to have the kitchen, lounge and laundry be renovated within Lot 80 starting on 2 March 2020.

RESOLVED THAT the application be approved, and the Community Manager write to the owner confirming compliance with all by-laws.

YES 7 NO 0 ABSTAIN 0 ACTION: CM

7.11. Pool & Spa – Unit 5065 (Lot 63)

A query relating to the cleanliness of the pool and spa was received.

RESOLVED THAT Poolwerx have not been including chemicals or sending weekly reports. The Building Manager is aware of the situation and will work with Poolwerx to ensure the pool and spa are cleaned.

YES 7 NO 0 ABSTAIN 0 ACTION: BM

7.12. Mailbox Lock – Unit 6013 (Lot 7)

The Owner has requested to change the mailbox lock to a combination lock, so a key is not required to access.

RESOLVED THAT the Committee have approved the request and the Community Manager will advise the owner accordingly.

YES 7 NO 0 ABSTAIN 0 ACTION: CM

BRIDGEWATER CREST CTS 24675



7.13. Water Leak– Unit 6002 (Lot 3)

Unit 6002 have reported a water leak in the spare bedroom. The cause may be from the adjoining wall with the car park. The Building Manager will inspect and address the situation accordingly.

RESOLVED THAT the Building Manager will contact the owner to have the issue rectified.

YES 7 NO 0 ABSTAIN 0 ACTION: BM

8. Other Matters

8.1. Recovery common property B2 for Visitors Car Park

With reference to the 4 car park spaces currently in use by Management on level B2 and labelled "Visitor",

RESOLVED THAT The two southern most spaces (closest to Rotherham Street entry) to be freed up for visitor use including removal of walls/clearing the space at the Manager's expense. This to be done within 30 days of this meeting.

The Body Corporate will, and in writing and at no cost to itself, agree to Management's use the two northern most spaces (furthest from Rotherham Street entry) for their use for the duration of their Management Agreement. This agreement will not be transferable to subsequent managers.

The two spaces to be used by the Managers, will, at their expense, be enclosed with structures (including doors, walls and colours) consistent with current Body Corporate requirements applicable to all owners.

YES 6 NO 1 ABSTAIN 0 ACTION: BM/CM

8.2. Review Water usage/options

An Urban Utilities water bill received has exceeded well above the average previously used within the Building.

RESOLVED THAT the Building Manager obtain advice to have individual water meters installed and engage a plumber to check for any water leaks.

YES 7 NO 0 ABSTAIN 0 ACTION: BM

8.3. Security issues – reduce access to basement levels

Security issues have been raised in relation to the basement levels specifically the ability of non-owners being able to have access without access cards.

RESOLVED THAT the Building Manager will obtain quotes to look at possible options to change the card access computer settings

YES 7 NO 0 ABSTAIN 0 ACTION: BM

8.4. Security issues – front door locked when reception closed

Committee members have in the past expressed concern that non owners have access to our lobby until late in the evening . Recommendation was that the front ground level door be opened by card access only once front desk is closed . This does mean that late arrivals to the building have no access when the door is locked after hours unless other arrangements are made

RESOLVED THAT the Building Manager will obtain quotes to look at possible options.

YES 7 NO 0 ABSTAIN 0 ACTION: BM

BRIDGEWATER CREST CTS 24675



8.5. Security issues – lock change external gates of the Bridgewater complex.

RESOLVED THAT the Building Manager will obtain quotes to look at possible options.

YES 7 NO 0 ABSTAIN 0 ACTION: BM

8.6. Swimming pool maintenance

This item was covered in item 7.11 of these minutes.

8.7. LED lighting for building

RESOLVED THAT a motion be put to the Extraordinary General Meeting (EGM) to be voted on by all owners.

YES 7 NO 0 ABSTAIN 0 ACTION: CM/BM

8.8. Management KPI's, establishment of

A proposed survey was tabled to the group for feedback on the building and Building Managers to be provided to owner occupiers twice a year via survey monkey.

RESOLVED THAT the Committee further discuss the content to be included on the document prior to implementing.

YES 7 NO 0 ABSTAIN 0 ACTION: CTE

8.9. Minutes management

RESOLVED THAT draft Minutes are provided to the Executive Committee Members prior to issuing to all owners.

YES 7 NO 0 ABSTAIN 0 ACTION: CM

8.10. Use of three car spaces between Quays and Boardwalk

The Body Corporate owns car spaces between Quays and the Boardwalk.

RESOLVED THAT Hynes Legal are currently working with the Committee. The Development Approval and Easement documents are to be, at our cost' obtained from the Brisbane City Council and state government by Bruce Burrow

YES 7 NO 0 ABSTAIN 0 ACTION: B BURROW

8.11. Installation protective ceiling barrier B2 car park space

RESOLVED THAT the Building Manager have a bar installed to protect the pipes from over height vehicles.

YES 7 NO 0 ABSTAIN 0 ACTION: BM

8.12. Request to change meeting time

Committee member Jeff Mason requested that in future Committee Meetings be held of an evening to ensure that residents could attend as many work during the day.

Most of the Committee reiterated that AM hours were preferable due to their commitments.

RESOLVED THAT the meeting time remain at 10.00am.

YES 6 NO 1 ABSTAIN 0 ACTION: NIL

BRIDGEWATER CREST CTS 24675



8.13. Parcel deliveries Reception

This matter has previously been discussed with the Building Manager and an appropriate resolution has been reached. Concern was expressed at owners who leave parcels for an excessive time without prior agreement – this was deemed not acceptable.

RESOLVED THAT the matter be closed.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

8.14. Gutter issues SE roof

RESOLVED THAT the Building Manager investigate to have the matter rectified.

YES 7 NO 0 ABSTAIN 0 ACTION: BM

8.15. Airbnb

The meeting noted that at present certain Lot Owners that were renting units via Air BNB were attaching locks to the fence on Baildon Street. The Committee would prefer if this was to be the ongoing case that there was a communal area for this activity that was in sight of CCTV cameras.

This way if issues arise from the key locks those accessing them would be on camera.

RESOLVED THAT the matter be investigated further by Bruce Burrow who was to provide a form of writing to be sent to all owners re their responsibility in this area.

YES 7 NO 0 ABSTAIN 0 ACTION: B BURROW

9. Next Meeting

RESOLVED THAT the next Committee Meeting be held in the Meeting Room, 55 Baildon Street, Kangaroo Point on 17 June 2020 at 10.00am. All owners will receive at least seven (7) days prior written notice of this meeting.

YES 6 NO 1 ABSTAIN 0 ACTION: NIL

RESOLVED THAT the Community Manager bring the Jabra speaker to the next Meeting for teleconference purposes.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

10. Closure

There being no further business the Chairperson declared the meeting closed at 12.30pm.

SECRETARY: Bruce Burrow

CONTACT ADDRESS: The Secretary
The Body Corporate for
BRIDGEWATER CREST CTS 24675
c/- Ernst Body Corporate Management Pty Ltd
PO Box 786, Fortitude Valley, QLD 4006

BRIDGEWATER CREST

CTS 24675



Minutes of a Voting Outside of Committee Meeting dated 22 April 2020.

Committee members invited to vote:

Richard Ashton	Chairperson
Bruce Burrow	Secretary
Christa Gerard	Treasurer
Peter Cronk	Ordinary Member
Roderick Gilhome	Ordinary Member
Jeffrey Mason	Ordinary Member
Warren Seib	Ordinary Member

Committee members who voted:

Richard Ashton	Chairperson	22 April 2020
Bruce Burrow	Secretary	22 April 2020
Peter Cronk	Ordinary Member	22 April 2020
Roderick Gilhome	Ordinary Member	22 April 2020
Jeffrey Mason	Ordinary Member	22 April 2020
Warren Seib	Ordinary Member	22 April 2020

Motion voted upon by the Committee:

1. Pool Chlorinator

RESOLVED THAT the Body Corporate replace the pool chlorinator.

YES 6 NO 0 ABSTAIN 0

RESOLVED FURTHER THAT Jim's Pool Care is engaged at a cost of \$6,495.00 (excluding GST) to replace with a Commercial Sized Unit.

Alternative Motion Voting:

Alternative A. – Replace with a Saltwater Chlorinator
Jim's Pool Care at a cost of \$4,995.00 (including GST). **VOTE: YES 1**

Alternative B. – Replace with Commercial Sized Unit
Jim's Pool Care at a cost of \$6,495.00 (excluding GST). **VOTE: YES 5**

Alternative C. – Replace with Like Unit
Jim's Pool Care at a cost of \$2,452.00 (including GST). **VOTE: YES 0**

Alternative D. – Replace with Like Unit
Poolwerx at a cost of \$2,980.00 (excluding GST). **VOTE: YES 0**

Alternative E. – Replace with Commercial Sized Unit
Poolwerx at a cost of \$7,125.00 (excluding GST). **VOTE: YES 0**

BRIDGEWATER CREST

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Minutes of the Committee Meeting held in the Meeting Room, 55 Baidon Street, Kangaroo Point on 17 June 2020 at 10.00am.

Voting Committee Members in Attendance

Richard Ashton	Chairperson
Bruce Burrow	Secretary
Christa Gerard	Treasurer
Peter Cronk	Ordinary Member
Roderick Gilhome	Ordinary Member
Jeffrey Mason	Ordinary Member
Warren Seib	Ordinary Member

Non-Voting Committee Members in Attendance

Darren Lynch	Ernst Body Corporate Management (Community Manager)
Amanda Forster	Building Manager

Apologies

The Chairperson declared that no apologies were received for this meeting.

Proxies

The Chairperson declared that no proxies were submitted for this meeting.

Others in Attendance

Pauline Mason	Unit 5037 (Lot 41) via teleconference
Lisa Jensen	Unit 5032 (Lot 36) via teleconference
Michelle Read	Unit 6022 (Lot 3) via teleconference

Quorum

The Chairperson declared that a quorum was represented and opened the meeting at 10.00am.

1. Confirmation of Minutes

RESOLVED THAT the Minutes of the Committee Meeting held on 12 February 2020 be confirmed as a true and correct record of the proceedings of that meeting.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

RESOLVED THAT the Minutes of the Voting Outside Committee Meeting held on 22 April 2020 be confirmed as a true and correct record of the proceedings of that meeting.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

2. Report from Building Manager

The Building Manager tabled a written report.

RESOLVED THAT the report be accepted with the following matters discussed:

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

2.1. Otis Lifts

The Building Manager has proceeded with a proposal from Innovative Lift Consultancy and await their attendance and report.

RESOLVED THAT the matter be carried over to the next Committee Meeting.

YES 7 NO 0 ABSTAIN 0 ACTION: BM

BRIDGEWATER CREST CTS 24675



2.2. Carpet Replacement

The Body Corporate have larger expenditure items to address prior to proceeding with the floor covering carpet replacement.

RESOLVED THAT the floor covering replacement is not an urgent concern at this stage and further discussion will be deferred to a later date.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

2.3. LED Lighting

The Committee will replace the current lighting with LED lighting as and when they require replacement.

RESOLVED THAT the Building Manager will action accordingly by replacing the relevant lights when required.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

2.4. Security Cameras

The Building Manager has previously sourced a quotation for security cameras. The meeting noted that it would be more beneficial to have extra security cameras in the three basement levels rather than on all the individual floors. The Building Manager will have the quotation revised accordingly.

RESOLVED THAT the matter be carried over to the next Committee Meeting.

YES 7 NO 0 ABSTAIN 0 ACTION: BM

2.5. Review Water usage/options

The water bills have been very high, the water meter has been replaced and was determined as not being faulty. It is hoped that when the pool is repaired this may alleviate any possible water leak.

RESOLVED THAT the matter be carried over to the next Committee Meeting.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

2.6. Building Security

Security issues have been raised on many occasions in relation to the basement levels, specifically the ability of non-owners being able to have access without access cards.

The basement levels now require security swipe card access.

RESOLVED THAT the matter be closed.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

2.7. Front Door

The Committee requested that the front door-be opened during the same hours as when the front desk is operational with someone in attendance. When the front desk is not open and attended by staff the front door will be locked.

RESOLVED THAT the matter be monitored.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL



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2.8. Rusty Gutters

The Building Manager has obtained one quotation and will source alternative quotes. Peter Cronk advised the gutter boxes need to be addressed as these are the cause of the problem.

RESOLVED THAT the Building Manager will source an additional quotation.

YES 7 NO 0 ABSTAIN 0 ACTION: BM

2.9. Electricity Connection to West Terraces

MJ Electrical has begun the work to move everything to the Bridgewater Crest switchboard.

RESOLVED THAT the matter be carried over to the next Committee Meeting.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

2.10. Hot Water

The Building Manager has requested that Align Plumbing install a new return valve.

RESOLVED THAT the matter be carried over to the next Committee Meeting.

YES 7 NO 0 ABSTAIN 0 ACTION: BM

Secretarial Note: The Building Manager's Report contains a summary/status of a number of items not included within these minutes. If you require a copy of the Building Manager's Report please contact the offices of Ernst Body Corporate Management Pty Ltd on (07) 3620 0627 or email dlynch@ebcm.com.au.

3. Finance

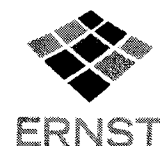
3.1. Financial Reports from 1 July 2019 to 3 June 2020

The Community Manager tabled the Statements of Assets and Liabilities and Statement of Income and Expenditure from 1 July 2019 to 17 June 2020.

RESOLVED THAT the Financial Reports, as tabled, be accepted.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

BRIDGEWATER CREST CTS 24675



3.2. Term Deposit

The Community Manager advised the meeting of the below listed Term Deposits.

Bank	Amount	Rate	Maturity Date
Macquarie Bank Limited	\$62,623.25	1.25%	03/08/2020
Macquarie Bank Limited	\$164,342.78	1.20%	09/11/2020
Macquarie Bank Limited	\$51,018.56	1.50%	18/05/2020
Macquarie Bank Limited	\$100,390.14	1.55%	01/06/2020

RESOLVED THAT:

- the Treasurer be authorised to determine what action is required when the current term deposits expire; and
- if no instruction is provided to the Community Manager before the expiry date, the term deposits will roll over for the same term and rate applicable on the day.
- When the term deposit for \$62,623.25 expires on 3 August 2020 the Body Corporate requested that these funds be returned to the general trading account.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

3.3. Aged Balance Report

The Community Manager tabled the Aged Balance Report as at 17 June 2020 listing all outstanding levies and additional fees.

Steps	Approximate timeline following expiry of due date	Notice	Action
1.	No earlier than the 14 th day after the due date	<u>Reminder Notice</u> – on contributions unpaid Over \$300	Lot Owner roll, notes, ledger and payments checked - \$33.00 (including GST)
2.	Between 10-14 days after the Reminder Notice date	<u>Overdue Notice</u> – on contributions unpaid Over \$500	Issue 2 nd notice to lot owner Lot Owner roll, notes, ledger and pending payments checked - \$66.00 (including GST)
3.	No earlier than 14 days after the Overdue Notice date	<u>Letter of demand</u> – for any payments not made.	Owners address details, ownership information and records, ledger balances and bank logs checked. Follow up calls and email if payment is not made - \$198.00 (including GST) plus search fees.
4.	No earlier than 14 days after the Letter of Demand	<u>Letter of Demand follow up</u> – check for account activity	Follow up with Lot Owners and Committee – resolution sought to see if legal action is required

BRIDGEWATER CREST CTS 24675



RESOLVED THAT:

- i. The Body Corporate adopts the above Ernst Body Corporate Management Pty Ltd Arrears Process for all lot owners within the scheme.
- ii. Recovery action is to be carried out in accordance with the Ernst Body Corporate Management Pty Ltd Arrears Recovery Process as listed in the above table.
- iii. OMB Solicitors be engaged to undertake recovery of levy arrears against lot owners as directed in writing by an executive member of the Committee, with such recovery action to include, without limitation, commencing legal proceedings in a court or tribunal, obtaining judgement, registering the judgement and taking enforcement proceedings in a court including the sale of the Lot, the costs of such action not to exceed the Committee expenditure limit in relation to any one (1) Lot (which may include legal proceedings) for unpaid levies, penalty interest (if applicable) and any costs reasonably incurred to collect the fees. The Body Corporate also gives authority to the Community Manager to execute and sign Costs Agreements and legal documents on behalf of the Body Corporate when required and that is relevant to the written direction.
- iv. and further that OMB Solicitors be engaged to undertake recovery of levy arrears against the following lots with such action to include, without limitation, commencing legal proceedings in a court or tribunal, obtaining judgment, registering the Judgment and taking enforcement proceedings in a court including the sale of the lot, the costs of such action not to exceed the committee expenditure limit in relation to any one (1) lot (which may include legal proceedings) for unpaid levies, penalty interest (if applicable) and any costs reasonable incurred to collect the fees.

The Body Corporate also gives authority to the Community Manager to execute and sign Costs Agreements and legal documents on behalf of the Body Corporate when required.

- **Lot 91.**
- **The ongoing outstanding balance was discussed.**

YES 7 NO 0 ABSTAIN 0 ACTION: CM

4. Insurance

4.1. Insurance Claims

The Community Manager tabled the Insurance Claims Register for review.

RESOLVED THAT the insurance claims continue to be monitored.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

5. Community Manager Update

The Community Manager asked the meeting for feedback on the quality of service being provided by EBCM. The current EBCM contract expires on 18 October 2020 and as such EBCM will be seeking Committee support for reappointment of their contract at the 2020 Annual General Meeting.

The meeting discussed the concept of engaging in a tender process to review the pricing level they are currently paying for this service.

The Committee noted that a tender process would be worthwhile however given the time that this will take, and the number of projects currently being discussed by the Committee this would be for discussion & review in the 2020/21 financial year.

BRIDGEWATER CREST CTS 24675



In the interim the Committee will support a motion at the Annual General Meeting to reappoint EBCM for a further one-year period. It will then be a matter for the new Committee post the 2020 AGM if they wish to review and engage in a further tender process during this time with the view to offer a longer-term contract at the 2021 AGM.

6. Correspondence

6.1. Complaint by Committee Member – Inadequate Consultation by Executive

The matter has been discussed with no further action required.

RESOLVED THAT the matter be closed.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

6.2. Noise Complaints – Unit 5103

The matter was raised of noise generating from rental units. There seems to be a lapse from security where they should be acting more. The Committee expressed their concerns regarding noise and disturbance issues in the building.

RESOLVED THAT the matter continue to be monitored.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

6.3. Flooring Application – Unit 5062

RESOLVED THAT the application from unit 5062 be approved subject to the standard terms and conditions.

YES 7 NO 0 ABSTAIN 0 ACTION: CM

7. Other Matters

7.1. Sinkhole

The Building Manager has obtained one (1) quote for \$3,990.00 to have an investigation camera inserted to inspect the area. It is proving very difficult to obtain a further quote due to the nature of the works. The Committee have requested the Building Manager proceed with the quotation that they have received.

RESOLVED THAT the matter be carried over to the next Committee Meeting.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

7.2. Swimming Pool

There are several areas that require refurbishment with the pool, and this will cost approximately \$43,000.00. The pool will be refurbished via the easement group with the Bridgewater Crest contribution being 48%.

The Body Corporate express sincere thanks to Helen Ward for her efforts on this matter.

RESOLVED THAT the matter be carried over to the next Committee Meeting.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

BRIDGEWATER CREST CTS 24675



7.3. Easement P see Bruce's comments

The concrete cancer has developed in the gap between Crest and Boardwalk. The Body Corporate will contribute 48% to the repairs. Decision to be made with tenders in March/April 2021. The Committee agree in principle with the process.

RESOLVED THAT the matter be carried over to the next Committee Meeting.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

7.4. Floor Coverings

This was addressed in Item 2.2

7.5. Smoking

The Body Corporate distributed notices to affected units and asked for feedback. No response has been received, and the matter will continue to be monitored.

RESOLVED THAT the matter be carried over to the next Committee Meeting.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

7.6. Pool Contract

Poolworks have been given notice and will cease maintenance of the pool on 30 June 2020, they will be replaced by JC Pools.

RESOLVED THAT the matter be closed.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

7.7. Restoration of Two Visitor Carparks

The Building Manager has arranged for an electrician to relocate light so the contractor can install a new wall.

RESOLVED THAT the matter be carried over to the next Committee Meeting.

YES 7 NO 0 ABSTAIN 0 ACTION: BM

7.8. Internet Access via Quays

Quays had an investigation into the wiring and have noticed there are a group of wires coming from Quays through a hole in the wall connecting somewhere to the Crest system.

The Body Corporate is not sure on the purpose of the wire. This will be disconnected which will ideally point to what the purpose of the wire is used for.

RESOLVED THAT the matter be carried over to the next Committee Meeting.

YES 7 NO 0 ABSTAIN 0 ACTION: BM

BRIDGEWATER CREST CTS 24675



7.9. Electricity Claim From West Terraces

Bridgewater Crest has received invoices for electricity for some parts of the building from West Terraces since 1998.

Bridgewater Crest have paid all invoices for that supply since 2012.

West Terraces have claimed for estimated costs of power supplied for years 2007-2012 inclusive.

Outstanding invoices from 2007-2012 inclusive contain an outstanding figure of \$30,167.61. West Terraces currently owes the Body Corporate a little above \$9,000.00 for their share of services provided on their behalf.

The Body Corporate will pay the sum of \$30,167.61 minus the outstanding easement amount of \$9,412.87. This should bring an end to the matter.

RESOLVED THAT the matter be carried over to the next Committee Meeting.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

8. Next Meeting

RESOLVED THAT the next Budget Committee Meeting be held at the Meeting Room, 55 Baildon Street, Kangaroo Point on Wednesday 12 August 2020 at 10.00am or on a date to be determined by the Secretary. All owners will receive at least seven (7) days prior written notice of this meeting.

AND FURTHER THAT the next Annual General Meeting be held at the Meeting Room, 55 Baildon Street, Kangaroo Point on Wednesday 23 September 2020 at 5.30pm. All owners will receive at least seven (7) days prior written notice of this meeting.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

9. Closure

There being no further business the Chairperson declared the meeting closed at 12.00pm.

SECRETARY: Bruce Burrow

CONTACT ADDRESS: The Secretary
The Body Corporate for
BRIDGEWATER CREST CTS 24675
c/- Ernst Body Corporate Management Pty Ltd
PO Box 786, Fortitude Valley, QLD 4006

BRIDGEWATER CREST

CTS 24675



Minutes of a Budget Committee Meeting held in the Meeting Room, Bridgewater Crest on 12 August 2020 at 10.00am.

Voting Committee Members in Attendance

Richard Ashton	Chairperson
Bruce Burrow	Secretary
Christa Gerard	Treasurer
Peter Cronk	Ordinary Member
Roderick Gilhome	Ordinary Member
Jeffrey Mason	Ordinary Member
Warren Seib	Ordinary Member

Non-Voting Committee Members in Attendance

Darren Lynch	Ernst Body Corporate Management (Community Manager)
Gerard Knight	General Manager – Bridgewater Apartments
Amanda Forster	Building Manager

Apologies

The Chairperson declared that no apologies were received for this meeting.

Proxies

The Chairperson declared that no proxies were submitted for this meeting.

Quorum

The Chairperson declared that a quorum was represented and opened the meeting at 10.00am.

1. Confirmation of Minutes

RESOLVED THAT the Minutes of the Committee Meeting held on 17 June 2020, be confirmed as a true and correct record of the proceedings of that meeting subject to the below amendment;

Item 7.2 –Swimming Pool – There are several areas that require refurbishment with the pool, and this will cost approximately \$43,000.00. The pool will be refurbished via the easement group with the Bridgewater Crest contribution being 48%.

This should have read as follows; There are several areas that require refurbishment with the pool, and this will cost approximately \$43,000.00. The pool will be refurbished via the easement group with the Bridgewater Crest contribution being 47%.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

2. Report from Building Manager

The Building Manager tabled a written report.

RESOLVED THAT the report be accepted with the following matters discussed:

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

2.1. Lift Modernisation

The Innovative Lift Consulting report has been received. Lift upgrades are estimated to be approximately \$550,000.00 - \$600,000.00 (excluding GST). The quote for the company to project manage the process adds another \$18,000.00 onto the price.

The original equipment was first installed and commissioned by Otis Elevators circa 1997/1998, all the equipment has essentially been un-improved since that time.

The Committee have organised a meeting with the lift consultant for 19 August 2020 where the timeframe for the works will be discussed further.

RESOLVED THAT the matter be carried over to the next Committee Meeting.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

BRIDGEWATER CREST CTS 24675



2.2. Security Cameras

Techmack have provided a quote for upgrading of car park level cameras to wide angle, digital cameras and relocating standard digital cameras to areas still using old technology analogue cameras where cable allows. A small rack upgrade in the IT room to house the unit recorder properly is also required. The security system computer needs replacement.

RESOLVED THAT the quotation from Techmack for \$1,023.54 for upgrading the security cameras in the car park levels and \$3,483.91 for purchase of a Dell computer be approved. Total cost will be \$4,507.45.

YES 7 NO 0 ABSTAIN 0 ACTION: BM

2.3. Review Water usage/options

The Building Manager has engaged a plumber to install a new return valve to stop the leak in the vertical water pipe.

RESOLVED THAT the matter be carried over to the next Committee Meeting.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

2.4. Rusty Gutters

The Building Manager has obtained a quotation from Abseil Pro Rope Access for \$128,378.00 (excluding GST) & Amalgamated for \$35,360.00 (excluding GST). The quotation from Programmed Property Services is pending. The Building Manager will investigate a price to undertake a building washdown. The Building Manager will also confirm the price to repair the roof and gutters.

RESOLVED THAT the Building Manager circulate the quotations to the Committee for their review.

YES 7 NO 0 ABSTAIN 0 ACTION: BM

2.5. Electricity Connection to West Terraces

The level B2 lighting is now running off a Bridgewater Crest distribution board.

RESOLVED THAT the matter be closed.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

2.6. Hot Water

The Building Manager has secured 'as built' drawings of the hot water systems from the Brisbane City Council and has commissioned a hydraulic engineer to try and address the hot water issues that the property has been experiencing for some time. The report is pending.

RESOLVED THAT the matter be carried over to the next Committee Meeting.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

2.7. Sinkhole

The Building Manager has received a report on the project. The report did not note any significant issues found within the services under the area experiencing subsidence. Two quotes have been obtained:

South East Paving for \$15,214.00 (excluding GST) & GY Excavation and landscaping for \$14,350.00 (excluding GST).

RESOLVED THAT the quotation from South East Paving for \$15,214.00 (excluding GST) be approved after discussion by Committee Members.

YES 7 NO 0 ABSTAIN 0 ACTION: BM

BRIDGEWATER CREST CTS 24675



2.8. Swimming Pool

This rebuilding project is almost complete, and the pool chemical balance is running well. The spa needs a new Chemigen which has been ordered and should complete the process. Management are taking/recording pool and spa readings twice each day to meet Council requirements.

Quays now need to have their builder add a pool gate to the BBQ area for ease of access for the pool cleaner and build a cupboard for storage.

RESOLVED THAT the matter be carried over to the next Committee Meeting.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

2.9. Fire Training, Evacuation Practice and Fire Procedure

The Building Manager has obtained quotations for the mandatory Annual Occupier Statement and fire management contract.

RESOLVED THAT the Building Manager will engage Phillips Safety Service to undertake the Fire Safety Report.

YES 7 NO 0 ABSTAIN 0 ACTION: BM

2.10. Mechanical Services

Issues have been outstanding for some time and relate to the critical fire life systems. The lobby relief fan is not working. The Building Manager has contacted Progressive Air and has recommended that they be engaged to undertake maintenance for the building. As part of this maintenance they will rectify the lobby relief fan at no extra cost.

RESOLVED THAT:

1. the ventilation maintenance proposal from Progressive Air QLD Pty for a 12-month period at the cost of \$498.00 (excluding GST) per quarter be approved.
2. the quotation from Progressive Air QLD Pty to undertake the carpark exhaust fan B3 motor assembly replacement at the cost of \$4,253.00 (excluding GST) be approved.
3. the quotation from Progressive Air QLD Pty to undertake the carpark exhaust fan B1 motor assembly replacement at the cost of \$2,990.00 (excluding GST) be approved.
4. the quotation from Progressive Air QLD Pty to undertake the lobby relief fan controller at the cost of \$2,070.00 (excluding GST) be approved.
5. the quotation from Progressive Air QLD Pty to undertake the carpark exhaust fan B2 motor assembly replacement at the cost of \$3,731.00 (excluding GST) be approved.
6. the quotation from Progressive Air QLD Pty to undertake the air-flow switches & transition timers on the carpark fans at the cost of \$2,048.00 (excluding GST) be approved.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

3. Finance

3.1. Financial Reports from 1 July 2019 to 30 June 2020

The Community Manager tabled the Statements of Assets and Liabilities and Statement of Income and Expenditure from 1 July 2019 to 30 June 2020.

RESOLVED THAT the Financial Reports, as tabled, be accepted by the Committee and presented to the Owners at the Annual General Meeting.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

BRIDGEWATER CREST CTS 24675



3.2. Administrative Fund Budget and Contributions

The Community Manager presented the draft Administrative Fund Budget for the period from 1 July 2020 to 30 June 2021.

The meeting noted that during the 2019/20 financial year Bridgewater Crest was made aware by Bridgewater West Terraces that there was a significant amount of unpaid money owing for easement electricity dating back to 2007 – 2012.

After extensive discussions the Body Corporate agreed to pay West Terraces the amount of \$20,947.16. Unfortunately, this money was not factored into the budget and as a result this has contributed towards the administration fund being in deficit.

As per legislation the Body Corporate is obliged to prepare a new administration fund budget for the 2020/21 financial year that will return the administration fund back into a surplus. In order to do this the total levy income for the administration fund will increase from the 2019/20 figure of \$472,800.00 to a 2020/21 figure of \$520,000.00. This is the first time that the levies have increased since the 2013/14 financial year.

RESOLVED THAT the following be accepted by the Committee and recommended to Owners at the Annual General Meeting:

- i. in view of the current increases in expenditures and expected further outlays it was decided that the Administrative Fund be increased by 10% to \$520,000.00 (excluding GST) and \$572,000.00 (including GST). It should be noted that there has been no increase in the Administrative Fund since 2014.
- ii. this equals \$18.4817 (excluding GST), and \$20.3299 including GST) per Contribution Entitlement.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

3.3. Sinking Fund Budget and Contributions

The Community Manager presented the draft Sinking Fund Budget, from 1 July 2020 to 30 June 2021, in accordance with the Sinking Fund Forecast.

RESOLVED THAT the following be accepted by the Committee and recommended to Owners at the Annual General Meeting:

- i. a Sinking Fund budget of \$81,200.00 (excluding GST), and \$89,320.00 (including GST) from 1 July 2020 to 30 June 2021; and
- ii. which equals \$2.8860 (excluding GST), and \$3.1746 (including GST) per Contribution Entitlement.
- iii. in view of the expected large outlay for lift replacements it was decided that a special levy of \$200 per quarter per lot is required to cover these costs.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

BRIDGEWATER CREST CTS 24675



3.4. Term Deposit

The Community Manager advised the meeting of the below listed Term Deposits.

Bank	Amount	Rate	Maturity Date
Macquarie Bank Limited	\$62,623.25	1.25%	3/08/2020 TO AF
Macquarie Bank Limited	\$164,342.78	1.20%	9/11/2020
Macquarie Bank Limited	\$51,018.56	1.50%	18/05/2020
Macquarie Bank Limited	\$100,390.14	1.55%	1/06/2020

RESOLVED THAT:

- the Treasurer be authorised to determine what action is required when the current term deposits expire; and
- if no instruction is provided to the Community Manager before the expiry date, the term deposits will roll over for the same term and rate applicable on the day.

YES 7 NO 0 ABSTAIN 0 ACTION: TREASURER/CM

3.5. Aged Balance Report

The Community Manager tabled the Aged Balance report, as at 28 July 2020, listing all outstanding levies and additional fees.

Steps	Approximate timeline following expiry of due date	Notice	Action
1.	No earlier than the 14 th day after the due date	<u>Reminder Notice</u> – on contributions unpaid Over \$300	Lot owner roll, notes, ledger and payments checked - \$33.00 (including GST)
2.	Between 10-14 days after the Reminder Notice date	<u>Overdue Notice</u> – on contributions unpaid Over \$500	Issue 2 nd notice to Lot owner Lot owner roll, notes, ledger and pending payments checked - \$66.00 (including GST)
3.	No earlier than 14 days after the Overdue Notice date	<u>Letter of demand</u> - for any payments not made.	Owners address details, Ownership information and records, ledger balances and bank logs checked. Follow up calls and email if payment is not made - \$198.00 (including GST) plus search fees.
4.	No earlier than 14 days after the Letter of Demand	<u>Letter of Demand follow up</u> – check for account activity	Follow up with Lot Owners and committee – resolution sought to see if legal action is required

RESOLVED THAT:

- the Body Corporate continues to adopt the above Ernst Body Corporate Management Pty Ltd Arrears Process for all lot owners within the scheme.
- recovery action is to be carried out in accordance with the Ernst Body Corporate Management Pty Ltd Arrears Recovery Process as listed in the above table.
- OMB Solicitors be engaged to undertake recovery of levy arrears against lot owners as directed in writing by an executive member of the Committee, with such recovery action to include, without limitation, commencing legal proceedings in a court or tribunal, obtaining judgement, registering the judgement and taking enforcement proceedings in a court including the sale of the Lot, the costs of such action not to exceed the Committee expenditure limit in relation to any one (1) Lot (which may include legal proceedings) for unpaid levies, penalty interest (if applicable) and any costs reasonably incurred to collect the fees. The Body Corporate also gives authority to the Community Manager to execute and sign Costs Agreements and legal documents on behalf of the Body Corporate when required and that is relevant to the written direction.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

BRIDGEWATER CREST CTS 24675



4. Insurance

4.1. Insurance Renewal

RESOLVED THAT the insurance renewal details as set out in the Insurance Report be confirmed.

Underwriter	QUS
Policy Number	TBC
Due Date	30 July 2021
Building	\$48,010,200.00
Legal Liability	\$20,000,000.00
Office Bearers	\$5,000,000.00
Common Area Contents	\$480,102.00
Voluntary Workers	\$200,000.00
Machinery Breakdown	Insured
Fidelity Guarantee	\$100,000.00
Building Catastrophe	\$14,403,060.00
Loss of Rent	\$7,201,530.00
Legal Defence	\$50,000.00
Government Audit	\$50,000.00
Lot Owners Fixtures	\$250,000.00

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

4.2. Insurance Claims

The Community Manager tabled the Insurance Claims Register for review.

RESOLVED THAT the insurance claims continue to be monitored.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

5. Community Manager Update

The current Ernst Body Corporate Management (EBCM) contract expires on 18 October 2020 and as such EBCM will be seeking Committee support for reappointment of their contract at the 2020 Annual General Meeting.

The Committee will be presenting a motion for the AGM proposing a one-year agreement extension for EBCM.

6. Matters Arising from Previous Minutes

6.1. Easement P

The Building Managers are in the process of reviewing easement P & N works and documents.

RESOLVED THAT the matter be carried over to the next Committee Meeting

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

6.2. Internet Access via Quays

The cable was cut at a cost of \$595.00 and no services appear to have been lost.

RESOLVED THAT the matter be closed.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

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6.3. Electricity Claim from West Terraces

This has now been resolved.

RESOLVED THAT the matter be closed.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

7. Correspondence

7.1. Pet Application – Lot 95 (unit 5113)

RESOLVED THAT the pet application be ratified.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

7.2. Pet Application – Lot 36 (unit 5032)

RESOLVED THAT the pet application be ratified.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

7.3. Letter from June Jackson – Regarding Management Charging for parking.

The meeting noted correspondence received advising that Building Management were charging \$15.00 per night for Hotel guests to park in the building. Gerard Knight will review the matter and reply with an appropriate response.

RESOLVED THAT the matter be carried over to the next Committee Meeting.

YES 7 NO 0 ABSTAIN 0 ACTION: GM

8. Other Matters

8.1. Lot 31 – Floor Replacement

General discussion on the matter. The owner is required to submit a full application and submit results of the sound testing in order to obtain retrospective approval.

Discussion was held on the viability of the sound rating. Bruce Burrow will develop a document outlining requirements for building refurbishments including further clarification of acoustic transmission.

RESOLVED THAT the matter be carried over to the next Committee Meeting.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

8.2. Proposed Conditions for Approval for Unit Refurbishment Works

As noted above, the committee is reviewing requirements and bylaws relating to unit renovations.

Members of the Committee noted that the owner of unit 5032/5033 had previously issued correspondence to the committee regarding internal renovations. The Committee in turn responded requesting further information however this was not supplied. As such the committee instructed the Community Manager to issue Form 10 Breach notice to the lot owner.

The owners of 5032/33 have been advised on several occasions to remove a storage box from their allocated parking spaces which is in breach of the Crest by-laws. As the storage box has not been removed the above breach notice will also include this matter.

RESOLVED THAT the Community Manager issue a Form 10, Breach notice to the owner of unit 5032/5033.

YES 6 NO 1 ABSTAIN 0 ACTION: CM

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8.3. Lot 51 (unit 5051) – Arrears Notice Request

Lot 51 requested the \$66.00 arrears fee be waived as they did not receive the original invoice.

RESOLVED THAT the \$66.00 arrears fee be waived on this occasion.

YES 7 NO 0 ABSTAIN 0 ACTION: CM

8.4. West Terraces Apartment near the Gym

Unit owner has requested lattice/screening be installed for privacy from the gym. The committee decided that this is not Crest's, but the owner's responsibility.

RESOLVED THAT the Lot Owner should make application to the Body Corporate with works to be at the cost of the owner.

YES 7 NO 0 ABSTAIN 0 ACTION: CM

9. Annual General Meeting

RESOLVED THAT Ernst Body Corporate Management Pty Ltd is to formulate the motions and Explanatory Schedule wording for various matters and compile the agenda for the Annual General Meeting, upon receipt of all meeting documentation, and that the following motions accompanying the Open Voting Paper be put to that meeting.

Date: 30 September 2020

Time: 5.30pm

Place: venue to be advised

9.1. Statutory Motions

1. Confirmation of Minutes of Previous Meeting – Motion by Ordinary Resolution

THAT the minutes of the Annual General Meeting held on 25 September 2019 be confirmed as an accurate record of the proceedings of that meeting.

2. Statement of Accounts – Motion by Ordinary Resolution

THAT presentation of the Body Corporate's Statement of Accounts for the year 1 July 2019 to 30 June 2020, be adopted.

3. Administrative Fund Budget and Interim Contribution Issues – Motion by Ordinary Resolution

THAT the Administrative Fund Budget and Interim Contribution be adopted and Administrative Fund Levies be determined as follows:

- i. the Body Corporate adopt the Administrative Fund Budget totalling \$520,000.00 (excluding GST), and \$572,000.00 (including GST); and
- ii. contributions be issued according to the below table.

Due Date	\$ (Including GST)	Period
1 July 2020 (previously issued)	\$6.1615	01/07/2020 - 31/10/2020
1 November 2020	\$7.0842	01/11/2020 - 28/02/2021
1 March 2021	\$7.0842	01/03/2021 - 30/06/2021
Total Contribution Entitlements 28,136	Total per Contribution Entitlement: \$20.3299	
1 July 2021 (interim issue next financial year)	\$6.7766	01/07/2021 - 31/10/2021

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4. Sinking Fund Budget and Interim Contribution Issue – Motion by Ordinary Resolution

THAT the Sinking Fund Budget and Interim Sinking Contribution be adopted and Sinking Fund Levies be determined as follows:

- i. the Body Corporate adopt the Sinking Fund Budget totalling \$81,200.00 (excluding GST), and \$89,320.00 (including GST); and
- ii. contributions be issued according to the below table.

Due Date	\$ (including GST)	Period
1 July 2020 (previously issued)	\$1.0582	01/07/2020 - 31/10/2020
1 November 2020	\$1.0582	01/11/2020 - 28/02/2021
1 March 2021	\$1.0582	01/03/2021 - 30/06/2021
Total Contribution Entitlements 28,136	Total per Contribution Entitlement: \$3.1746	
1 July 2021 (interim issue next financial year)	\$1.0582	01/07/2021 - 31/10/2021

5. No Audit – by Special Resolution

THAT the Body Corporate's Statement of Accounts for the year 1 July 2020 to 30 June 2021, not be audited.

6. Appointment of Auditor – Motion by Ordinary Resolution

THAT Peter Dawkins of Kelly & Partners be appointed to audit the Body Corporate's Statement of Accounts for the year 1 July 2020 to 30 June 2021.

7. Insurance – Motion by Ordinary Resolution

THAT the Body Corporate:

- i. ratifies the insurance details, listed in the insurance report circulated with the meeting material; and
- ii. authorises the Community Manager to take necessary action to obtain insurance renewal proposals for the Committee's approval.

The last Insurance Valuation Report was completed on 29 March 2018 by Leary & Partners Pty Ltd for a valuation amount of \$45,626,733.00.

Motions from the Committee - Non - Statutory Motions

8. Body Corporate Management Agreement – Motion by Ordinary Resolution (without the use of proxies)

THAT Ernst Body Corporate Management Pty Ltd be appointed, pursuant to the relevant Module, as the Community Manager of the Body Corporate for Bridgewater Crest CTS 24675 for a period of one (1) year, commencing on 18 October 2020 with a Management Fee set at \$140.00 per Lot per annum, exclusive of GST, plus Disbursements of \$80.00 per Lot, per annum, exclusive of GST, and that the Common Seal be affixed to an instrument in writing pursuant to the provisions of Section 112 of the Body Corporate and Community Management (Accommodation Module) Regulation 2008, appointing the Community Manager and authorising the Community Manager to carry out the duties and functions of the Secretary and Treasurer in the form circulated with the meeting documentation and such documentation is to be signed by any two (2) members of the Committee.

9. Lift Modernisation – Motion by Ordinary Resolution

THAT the Body Corporate agree subject to the final agreed scope, program & methodologies to undertake lift modernisation works in the range of \$550,000.00 - \$600,000.00 (excluding GST).

BRIDGEWATER CREST CTS 24675



10. Sinking Fund Special Levy – Motion by Ordinary Resolution

THAT subject to the passing of motion 9 a Sinking Fund Special Levy to modernise the lifts be adopted and Sinking Fund Levies be determined as follows:

- i. the Body Corporate adopt the Special Sinking Fund Budget totalling \$600,000.00 (excluding GST), and \$660,000.00 (including GST) from 1 November 2020 to 30 June 2023; and
- ii. contributions be issued according to the below table.

Due Date	\$ (including GST)	Period
1 November 2020	\$2.9321	01/11/2020 - 28/02/2021
1 March 2021	\$2.9322	01/03/2021 - 30/06/2021
1 July 2021	\$2.9322	01/07/2021 - 31/10/2021
1 November 2021	\$2.9322	01/11/2021 - 28/02/2022
1 March 2022	\$2.9322	01/03/2022 - 30/06/2022
1 July 2022	\$2.9322	01/07/2022 - 31/10/2022
1 November 2022	\$2.9322	01/11/2022 - 28/02/2023
1 March 2023	\$2.9322	01/03/2023 - 30/06/2023
Total Contribution Entitlements 28,136	Total per Contribution Entitlement: \$23.4575	

11. Amend Community Management Statement (CMS) – Motion by Special Resolution

THAT the following By-laws, be added to Schedule C in the Community Management Statement: -

Confirmation and Enhancement of Construction/Renovation Bylaws - Bridgewater Crest

An owner considering building or renovation works in their apartment, must seek the approval of the Body Corporate Committee (BCC) if those works involve:

- (a) Undertakings other than minor cosmetic changes (eg new curtains , drilling holes to hang pictures)
- (b) Impacts on common property
- (c) Excessive noise that is heard outside the unit where work is being undertaken
- (d) Dust and/or removal of other construction waste
- (e) Major interruptions to the normal operation of the apartment complex
- (f) Installation of floor coverings other than carpet
- (g) Installation of lift curtain

Approval for any renovations involving the above will only be granted if the committee can be satisfied that the following conditions are agreed to by the owner before any work is commenced:

- (a) All contractors and subcontractors must sign in and out at the beginning and end of the day at reception and wear a contractor badge when requested to do so
- (b) Protective curtains must always be installed to protect the walls of the lifts while the work is being done. Adequate notice is required to ensure the lifts can be fitted out prior to work commencing.
- (c) Where possible, the contractor's vehicle must be parked in a "visitor" car space. If this cannot be done (eg because the vehicle is too high), the contractor must seek advice of the building manager about the most suitable location to park that vehicle
- (d) Any noisy work such as, but not limited to jackhammering, can only take place between the hours of 0800 - 1700 hrs on weekdays, excluding Public Holidays and weekends.
- (e) If an owner wishes to change or reinstall flooring, the Committee must be satisfied that the proposed flooring achieves a noise transmission of L'nT,w of 55 or less , between adjacent floors. (The terminology L'nT,w, as referenced under the Building Code Australia (BCA)) . The owner must meet all the costs involved in whatever acoustic testing is required to demonstrate this.
- (f) All care must be taken to avoid damage to any common property in the building, such as lift entries, doorways, carpets etc. Any damage to be repaired to an acceptable standard and, if such repairs do not take place , then the Manager will arrange repairs at the owner's cost
- (g) Contractors must regularly vacuum the common property areas such as foyers, certainly at the close of every workday, particularly when the lifts have been used extensively to remove waste products, plasterboard, tiles etc.

BRIDGEWATER CREST CTS 24675



- (h) It is the owner's responsibility to ensure builders and contractors are required to be licenced and have appropriate public liability insurance coverage

FURTHER THAT the Body Corporate consents to the recording of a New Community Management Statement which gives effect to the above and that any two Members of Committee be authorised to sign and affix the seal to the New Community Management Statement and any other documents required to register the New Community Management Statement.

12. Owner's Motions

The Community Manager advised the meeting that one (1) Owner's Motion had been received and is summarised as follows:

13. Lobby Area - Motion by Ordinary Resolution, proposed by L Jensen & S Power of Lot 36 & 37

9.2. Election of Committee

The following nominations were received for the positions to be elected at the AGM.

Chairperson	BURROW Bruce COPE Kemsley JENSEN Lisa As more than 1 nomination was received for this position, a ballot will be held for this position.
Secretary	COPE Kemsley MILLIGAN David As more than 1 nomination was received for this position, a ballot will be held for this position.
Treasurer	COPE Kemsley GERARD Christa POWER Scott As more than 1 nomination was received for this position, a ballot will be held for this position.
Ordinary Committee Member	ASHTON Richard BURROW Bruce CHAMBERLIN Michael COPE Kemsley GERARD Christa JENSEN Lisa MASON Jeffrey MASON Pauline MILLIGAN David POWER Scott SEIB Warren As the nominations received exceed the number of available positions, a ballot will be held for these positions

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

9.3. Chairperson's Report

RESOLVED THAT a Chairperson's Report be included in the Annual General Meeting Agenda.

YES 7 NO 0 ABSTAIN 0 ACTION: CP

10. Next Meeting

RESOLVED THAT the next Committee Meeting be held on a date to be determined by the Secretary. All Owners will receive at least seven (7) days prior written notice of this meeting.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

**BRIDGEWATER CREST
CTS 24675**



11. Closure

There being no further business the Chairperson declared the meeting closed at 1.20pm.

SECRETARY: Bruce Burrow

CONTACT ADDRESS: The Secretary
The Body Corporate for
BRIDGEWATER CREST CTS 24675
c/- Ernst Body Corporate Management Pty Ltd
PO Box 786
FORTITUDE VALLEY QLD 4006

Bridgewater Crest CTS 24675



**Minutes of the Annual General Meeting of the Body Corporate for Bridgewater Crest CTS 24675
held at Story Bridge Hotel, 200 Main Street, Kangaroo Point on 30 September 2020 at 5.30pm.**

LOTS

REPRESENTED

CAPACITY

Lot 2	Voting paper and present in person by Ailsa & Ross Cramer
Lot 9	Voting paper
Lot 10	Voting paper
Lot 18	Voting paper
Lot 19	Voting paper
Lot 25	Voting paper
Lot 29	Voting paper and present in person by David Milligan
Lot 30	Vote from the floor by Henry Momberger
Lot 32	Voting paper
Lot 34	Voting paper and present in person by Michael Chamberlin
Lot 35	Voting paper
Lot 36	Voting paper and present in person by Lisa Jensen
Lot 37	Voting paper and present in person by Scott Power
Lot 39	Voting paper
Lot 41	Present in person by Pauline Mason
Lot 42	Present in person by Jeff Mason
Lot 43	Voting paper and present in person by Olwyn Smith & Terry Yuke
Lot 46	Voting paper and present in person by Rod & Trudi Gilhome
Lot 49	Voting paper
Lot 53	Voting paper
Lot 66	Voting paper
Lot 69	Voting paper
Lot 71	Voting paper
Lot 73	Voting paper
Lot 75	Voting paper and present in person by Richard Ashton (Chairperson) & Viki Ashton
Lot 76	Voting paper
Lot 77	Voting paper
Lot 78	Voting paper
Lot 79	Voting paper
Lot 80	Present in person by C & J Armadio
Lot 81	Vote from the floor by Christa Gerard
Lot 82	Voting paper and present in person by Bruce Burrow
Lot 83	Voting paper
Lot 84	Voting paper
Lot 96	Voting paper
Lot 97	Voting paper and present in person by Mikhael Hughes
Lot 100	Voting paper and present in person by P & D Cronk
Lot 101	Voting paper and present in person by Kemsley Cope
Lot 103	Vote from the floor by Warren & Noela Seib

IN ATTENDANCE

Darren Lynch	Ernst Body Corporate Management (Community Manager)
Jack Wu	Director Australian CS Property Management
Justin Lee	CS Property Management
Gerard Knight	General Manager – Bridgewater Apartments
Amanda Forster	Building Manager – Bridgewater Apartments
Daniel Klucovski	Security Officer – Quest Security

Bridgewater Crest

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APOLOGIES

The Chairperson declared that no apologies were received.

INVALID OPEN VOTING PAPERS

The Chairperson declared the following Voting Papers invalid:

Lot 1 & 11 Unfinancial

QUORUM

The Chairperson, in accordance with Section 80 of the Body Corporate and Community Management (Accommodation Module) Regulation, declared that a quorum existed and opened the meeting at 5.30pm.

Please note that some lot owners who submitted voting papers did not vote on all motions and therefore the total vote count may be different. The maximum number of votes on motions, including those cast in person at the meeting, was 36.

OPEN VOTING MOTIONS

Statutory Motions

1. Confirmation of Minutes of Previous Meeting – Motion by Ordinary Resolution

RESOLVED THAT the minutes of the Annual General Meeting held on 25 September 2019 be confirmed as an accurate record of the proceedings of that meeting.

YES 23 NO 0 ABSTAIN 13

2. Statement of Accounts – Motion by Ordinary Resolution

RESOLVED THAT presentation of the Body Corporate's Statement of Accounts for the year 1 July 2019 to 30 June 2020, be adopted.

YES 30 NO 0 ABSTAIN 6

3. Administrative Fund Budget and Interim Contribution Issue – Motion by Ordinary Resolution

RESOLVED THAT the Administrative Fund Budget and Interim Contribution be adopted, and Administrative Fund Levies be determined as follows:

- i. the Body Corporate adopt the Administrative Fund Budget totalling \$520,000.00 (excluding GST), and \$572,000.00 (including GST); and
- ii. contributions be issued according to the below table.

Due Date	\$ (including GST)	Period
1 July 2020 (previously issued)	\$6.1615	01/07/2020 - 31/10/2020
1 November 2020	\$7.0842	01/11/2020 - 28/02/2021
1 March 2021	\$7.0842	01/03/2021 - 30/06/2021
Total Contribution Entitlements: 28,136	Total per Contribution Entitlement: \$20.3298	
1 July 2021 (interim issue next financial year)	\$6.7766	01/07/2021 - 31/10/2021

YES 30 NO 1 ABSTAIN 4

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4. Sinking Fund Budget and Interim Contribution Issue– Motion by Ordinary Resolution

RESOLVED THAT the Sinking Fund Budget and Interim Sinking Contribution be adopted, and Sinking Fund Levies be determined as follows:

- i. the Body Corporate adopt the Sinking Fund Budget totalling \$81,200.00 (excluding GST), and \$89,320.00 (including GST); and
- ii. contributions be issued according to the below table.

Due Date	\$ (including GST)	Period
1 July 2020 (previously issued)	\$1.0582	01/07/2020 - 31/10/2020
1 November 2020	\$1.0582	01/11/2020 - 28/02/2021
1 March 2021	\$1.0582	01/03/2021 - 30/06/2021
Total Contribution Entitlements: 28,136	Total per Contribution Entitlement: \$3.1746	
1 July 2021 (interim issue next financial year)	\$1.0582	01/07/2021 - 31/10/2021

YES 29 NO 1 ABSTAIN 3

5. No Audit – Motion by Special Resolution

RESOLVED THAT the Body Corporate's Statement of Accounts for the year 1 July 2020 to 30 June 2021, not be audited.

YES 25 NO 10 ABSTAIN 1

VOTE (CSLE): YES 7,846 NO 2,271 ABSTAIN 198
(CSLE = CONTRIBUTION SCHEDULE LOT ENTITLEMENT)

6. Appointment of Auditor – Motion by Ordinary Resolution

Motion No 6, reading as follows was ruled Out of Order due to the passing of Motion No 5.

"THAT Peter Dawkins of Kelly & Partners be appointed to audit the Body Corporate's Statement of Accounts for the year 1 July 2020 to 30 June 2021."

7. Insurance – Motion by Ordinary Resolution

RESOLVED THAT the Body Corporate:

- i. ratifies the insurance details, listed in the insurance report circulated with the meeting material; and
- ii. authorises the Community Manager to take necessary action to obtain insurance renewal proposals for the Committee's approval.

The last Insurance Valuation Report was completed on 29 March 2018 by Leary & Partners Pty Ltd for a valuation amount of \$45,626,733.00.

YES 36 NO 0 ABSTAIN 0

Bridgewater Crest CTS 24675



Motions from the Committee (Non-Statutory Motions)

8. Body Corporate Management Agreement – Motion by Ordinary Resolution (voting by proxy not permitted)

RESOLVED THAT Ernst Body Corporate Management Pty Ltd be appointed, pursuant to the relevant Module, as the Community Manager of the Body Corporate for Bridgewater Crest CTS 24675 for a period of one (1) year, commencing on 18 October 2020 with a Management Fee set at \$140.00 per Lot, per annum, exclusive of GST, plus Disbursements of \$80.00 per Lot, per annum, exclusive of GST, and that the Common Seal be affixed to an instrument in writing pursuant to the provisions of Section 112 of the Body Corporate and Community Management (Accommodation Module) Regulation 2008, appointing the Community Manager and authorising the Community Manager to carry out the duties and functions of the Secretary and Treasurer in the form circulated with the meeting documentation and such documentation is to be signed by any two (2) members of the Committee.

YES 36 NO 1 ABSTAIN 1

9. Lift Modernisation – Motion by Special Resolution

RESOLVED THAT the Body Corporate agree subject to the final agreed scope, program and methodologies to undertake lift modernisation works in the range of \$550,000.00 - \$600,000.00 (excluding GST).

YES 23 NO 11 ABSTAIN 2

VOTE (CSLE): YES 6,228 NO 3,330 ABSTAIN 504
(CSLE = CONTRIBUTION SCHEDULE LOT ENTITLEMENT)

10. Sinking Fund Special Levy – Motion by Special Resolution

RESOLVED THAT subject to the passing of motion 9 a Sinking Fund Special Levy to modernise the lifts be adopted and Sinking Fund Levies be determined as follows:

- i. the Body Corporate adopt the Special Sinking Fund Budget totalling \$600,000.00 (excluding GST), and \$660,000.00 (including GST) from 1 November 2020 to 30 June 2023; and
- ii. contributions be issued according to the below table.

Due Date	\$ (including GST)	Period
1 November 2020	\$2.9321	01/11/2020 - 28/02/2021
1 March 2021	\$2.9322	01/03/2021 - 30/06/2021
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1 November 2021	\$2.9322	01/11/2021 - 28/02/2022
1 March 2022	\$2.9322	01/03/2022 - 30/06/2022
1 July 2022	\$2.9322	01/07/2022 - 31/10/2022
1 November 2022	\$2.9322	01/11/2022 - 28/02/2023
1 March 2023	\$2.9322	01/03/2023 - 30/06/2023
Total Contribution Entitlements: 28,136	Total per Contribution Entitlement: \$23.4575	

YES 22 NO 12 ABSTAIN 2

VOTE (CSLE): YES 5,816 NO 3,742 ABSTAIN 504
(CSLE = CONTRIBUTION SCHEDULE LOT ENTITLEMENT)

Bridgewater Crest CTS 24675



11. Amend Community Management Statement (CMS)– Motion by Special Resolution

RESOLVED THAT the following By-laws, be added to Schedule C in the Community Management Statement: -

Confirmation and Enhancement of Construction/Renovation By-laws - Bridgewater Crest

An owner considering building or renovation works in their apartment, must seek the approval of the Body Corporate Committee (BCC) if those works involve:

- (a) Undertakings other than minor cosmetic changes (e.g. new curtains, drilling holes to hang pictures)
- (b) Impacts on common property
- (c) Excessive noise that is heard outside the unit where work is being undertaken
- (d) Dust and/or removal of other construction waste
- (e) Major interruptions to the normal operation of the apartment complex
- (f) Installation of floor coverings other than carpet
- (g) Installation of lift curtain

Approval for any renovations involving the above will only be granted if the Committee can be satisfied that the following conditions are agreed to by the owner before any work is commenced:

- (a) All contractors and subcontractors must sign in and out at the beginning and end of the day at reception and wear a contractor badge when requested to do so.
- (b) Protective curtains must always be installed to protect the walls of the lifts while the work is being done. Adequate notice is required to ensure the lifts can be fitted out prior to work commencing.
- (c) Where possible, the contractor's vehicle must be parked in a "visitor" car space. If this cannot be done (e.g. because the vehicle is too high), the contractor must seek advice of the building manager about the most suitable location to park that vehicle.
- (d) Any noisy work such as, but not limited to jackhammering, can only take place between the hours of 0800 - 1700 hrs on weekdays, excluding Public Holidays and weekends.
- (e) If an owner wishes to change or reinstall flooring, the Committee must be satisfied that the proposed flooring achieves a noise transmission of L'nT,w of 55 or less, between adjacent floors. (The terminology L'nT,w, as referenced under the Building Code Australia (BCA)). The owner must meet all the costs involved in whatever acoustic testing is required to demonstrate this.
- (f) All care must be taken to avoid damage to any common property in the building, such as lift entries, doorways, carpets etc. Any damage to be repaired to an acceptable standard and, if such repairs do not take place, then the Manager will arrange repairs at the owner's cost.
- (g) Contractors must regularly vacuum the common property areas such as foyers, certainly at the close of every workday, particularly when the lifts have been used extensively to remove waste products, plasterboard, tiles etc.
- (h) It is the owner's responsibility to ensure builders and contractors are required to be licenced and have appropriate public liability insurance coverage.

FURTHER THAT the Body Corporate consents to the recording of a New Community Management Statement which gives effect to the above and that any two (2) Members of Committee be authorised to sign and affix the seal to the New Community Management Statement and any other documents required to register the New Community Management Statement.

YES 22 NO 13 ABSTAIN 1

VOTE (CSLE): YES 6,331 NO 3,428 ABSTAIN 303
(CSLE = CONTRIBUTION SCHEDULE LOT ENTITLEMENT)

Bridgewater Crest CTS 24675



Motion from Owners - Refer to Explanatory Schedule C

12. Lobby Area – Motion by Ordinary Resolution, proposed by L Jensen & S Power of 36 & 37

RESOLVED THAT the Body Corporate do not hastily make changes to the lobby area, in particular the floors. We believe that this is something that needs to be considered properly with advice, keeping in mind that the current carpet tiles are typical of the 1990's and extremely outdated. We believe that the lobby needs to be updated carefully, with consideration of the buildings age. A Committee who have no skills in design and styling cannot possibly create a space that is modern, inviting and value adds to the building as a whole as well as support the value of each owner's individual property. Furthermore, as a 'hotel', by installing a modern and inviting lobby, it encourages better behavior from the guests. If the present as ordinary, that's what we can expect from guests.

YES 24 NO 10 ABSTAIN 2

ELECTION OF COMMITTEE MEMBERS

Chairperson	Bruce Burrow Kemsley Cope Lisa Jensen As more than 1 nomination was received for this position, a ballot will be held for this position.
Secretary	Kemsley Cope David Milligan As more than 1 nomination was received for this position, a ballot will be held for this position.
Treasurer	Kemsley Cope Christa Gerard Scott Power As more than 1 nomination was received for this position, a ballot will be held for this position.
Ordinary Committee Member	Richard Ashton Bruce Burrow Michael Chamberlin Kemsley Cope Christa Gerard Lisaj Ensen Jeffrey Mason Pauline Mason David Milligan Scott Power Warren Seib As the nominations received exceed the number of available positions, a ballot will be held for these positions

Nominations received for the position of Chairperson exceeded the position to be filled, therefore a ballot was required, and the following votes were recorded:

Bruce Burrow	20 votes
Kemsley Cope	1 vote
Lisa Jensen	23 votes

The following person was declared elected as Chairperson:

Lisa Jensen

Bridgewater Crest CTS 24675



Nominations received for the position of Secretary exceeded the position to be filled, therefore a ballot was required, and the following votes were recorded:

Kemsley Cope	29 votes
David Milligan	13 votes

The following person was declared elected as Secretary: **Kemsley Cope**

Nominations received for the position of Treasurer exceeded the position to be filled, therefore a ballot was required, and the following votes were recorded:

Kemsley Cope	1 vote
Christa Gerard	20 votes
Scott Power	21 votes

The following person was declared elected as Treasurer: **Scott Power**

Nominations received for the positions of Ordinary Member of Committee exceeded the positions to be filled, therefore a ballot was required, and the following votes were recorded:

Richard Ashton	20 votes
Bruce Burrow	21 votes
Michael Chamberlin	17 votes
Christa Gerard	19 votes
Jeffrey Mason	29 votes
Pauline Mason	20 votes
David Milligan	24 votes
Warren Seib	21 votes

The following person was declared elected as Ordinary Members of Committee: **Bruce Burrow
Jeffrey Mason
David Milligan
Warren Seib**

Bruce Burrow withdrew his consent for nomination as Ordinary Member via correspondence received by EBCM & the Chairperson on 1 October 2020. The Committee then voted out of session via ballot on the following prior nominations to seek a replacement Ordinary Committee Member:

Richard Ashton
Michael Chamberlin
Christa Gerard
Pauline Mason

the following person was declared elected: **Michael Chamberlin**

The Body Corporate Committee shall comprise of the following persons for the ensuing year:

Chairperson	Lisa Jensen
Secretary	Kemsley Cope
Treasurer	Scott Power
Ordinary Committee Members	Michael Chamberlin
	Jeffrey Mason
	David Milligan
	Warren Seib

**Bridgewater Crest
CTS 24675**



DATE TIME AND VENUE OF NEXT MEETING

The next Committee Meeting will be held on 10 November 2020 at 6.00pm in the Bridgewater Crest Meeting Room. All owners will receive at least seven (7) days prior written notice of this meeting.

CLOSURE

There being no further business to discuss the Chairperson declared the meeting closed at 7.00pm.

SECRETARY: Bruce Burrow

CONTACT ADDRESS: The Secretary
The Body Corporate for
BRIDGEWATER CREST CTS 24675
c/- Ernst Body Corporate Management Pty Ltd
PO Box 786, Fortitude Valley, QLD 4006

BRIDGEWATER CREST

CTS 24675



Minutes of a Committee Meeting held in the Meeting Room, 55 Baildon Street, Kangaroo Point on 11 November 2020 at 6.00pm.

Voting Committee Members in Attendance

Lisa Jensen	Chairperson
Kemsley Cope	Secretary
Scott Power	Treasurer
Michael Chamberlin	Ordinary Member (joined the meeting at 6.40pm)
Jeffrey Mason	Ordinary Member
Warren Seib	Ordinary Member
David Milligan	Ordinary Member

Non-Voting Committee Members in Attendance

Darren Lynch	Ernst Body Corporate Management (Community Manager)
Jack Wu	Director Australian CS Property Management
Gerard Knight	General Manager

Apologies

The Chairperson declared that no apologies were received for this meeting.

Proxies

The Chairperson declared that no proxies were submitted for this meeting.

Others in Attendance

Christa Gerard Lot 81

1. Confirmation of Minutes

RESOLVED THAT the Minutes of the Budget Committee Meeting held on 12 August 2020 be confirmed as a true and correct record of the proceedings of that meeting.

YES 2 NO 0 ABSTAIN 4 ACTION: NIL

2. Report from Building Manager

The Building Manager tabled a written report.

RESOLVED THAT the report be accepted with the following matters discussed:

YES 6 NO 0 ABSTAIN 0 ACTION: NIL

2.1. Lift Modernisation

There was no further discussion on this matter.

RESOLVED THAT the matter be carried over to the next Committee Meeting.

YES 6 NO 0 ABSTAIN 0 ACTION: NIL

2.2. Review Water usage/options

The hydraulic engineer and plumber have undertaken a full review of the hot water system. The next step is to install flow meters in the current system to monitor flow rates in different parts of the building. The quote for this is up to \$3,800.00 (excluding GST).

The Building Manager will investigate how long they will be without water. Another option could be to hire a clamp on meters, this will be investigated.

RESOLVED THAT based on the above, the Committee approve the expenditure amount of \$3,800.00 (excluding GST) which will enable 20 hours' worth of work to investigate the matter.

YES 6 NO 0 ABSTAIN 0 ACTION: BM

BRIDGEWATER CREST CTS 24675



2.3. Rusty Gutters

Part of the Amalgamated quote was presented during the last meeting and again at this meeting for approval. To start the anchor point certification, it was realised that the process would be very difficult as the underside of the anchor points is hard to access and there are so many anchor points. The Building Manager will investigate the option further.

The best way forward is to forget the anchor points, remove the rust so that it is sound and then put a product over the top as a sealant. The works are approved with the anchor points deferred.

RESOLVED THAT the works are approved to renew two (2) box gutters for \$6,250.00 (excluding GST), repair existing gutters for \$1,330.00 (excluding GST), redo the penetration seals in the roof, prior to the roof restoration for \$4,800.00 (excluding GST) and paint the roof for \$9,954.00 (excluding GST) without the anchor points. Both the gutter work and roof work will be invoiced as two separate jobs

YES 6 NO 0 ABSTAIN 0 ACTION: BM

2.4. Hot Water

Refer to Item 2.2 of these minutes as this matter has been discussed.

2.5. Swimming Pool

All work has been completed except for Bridgewater Quays installing the cupboard and gate to allow the robot cleaner.

RESOLVED THAT the matter be closed.

YES 6 NO 0 ABSTAIN 0 ACTION: NIL

2.6. Electrical Connection to West Terraces

David Milligan and the Building Manager will meet with West Terraces Committee in the coming days. The approximate cost to connect the mechanical services in lower B2 to the Crest distribution board is \$10,000.00 (excluding GST).

RESOLVED THAT the matter be carried over to the next Committee Meeting.

YES 6 NO 0 ABSTAIN 0 ACTION: BM

2.7. Sink Hole

The sink hole has been filled and paving re-laid. The blocked storm water drain has been pressure jet cleaned so the final step is to re-plant the lily pilly to fill the gap in the hedge that the previous tree removal created.

RESOLVED THAT the matter be closed.

YES 6 NO 0 ABSTAIN 0 ACTION: NIL

2.8. Fire Training 7 Evacuation Practice

All completed successfully. The Occupier Statement has also been sent to Queensland Fire and Emergency Services (QFES).

RESOLVED THAT the matter be closed.

YES 6 NO 0 ABSTAIN 0 ACTION: NIL

2.9. West Terraces Lot

A Lot from within West Terraces has requested screening around the gym, this request was rejected.

RESOLVED THAT the matter be closed.

YES 6 NO 0 ABSTAIN 0 ACTION: NIL

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2.10. Reception Desk Operating Hours – Christmas Day

The Building Managers requested to have someone on call for the reception desk on Christmas Day and operate the reception desk between the hours of 9am – 12pm on Boxing Day, New Year's Day and other gazetted public holidays.

RESOLVED THAT the reception desk will be 'on call' during Christmas day and operated 9:00am-12:00pm on other confirmed public holidays.

YES 6 NO 0 ABSTAIN 0 ACTION: NIL

2.11. Fire Tank – 10 Year Inspection

RESOLVED THAT the quotation from Brisbane Fire Protection for \$4,250.00 (excluding GST) be approved.

YES 6 NO 0 ABSTAIN 0 ACTION: BM

2.12. Hydrant 5-year Testing

RESOLVED THAT the quotation from Brisbane Fire Protection for \$5,800.00 (excluding GST) be approved.

YES 6 NO 0 ABSTAIN 0 ACTION: BM

2.13. Fire Annual Service Agreement

The Building Manager will review the quotations received and ascertain if they will reduce the price.

RESOLVED THAT the matter be carried over to the next Committee Meeting.

YES 6 NO 0 ABSTAIN 0 ACTION: BM

2.14. Security Options

The current arrangement is with Quest Security at \$916.36 (excluding GST) per week. This includes four (4) patrols each night of the week, plus unlimited calls between 7pm-6am, seven (7) days.

The Building Manager has spoken with Quest Security and they have offered revised rates of \$815.00 (excluding GST) per week if the patrols are reduced by 1 Sun-Thu. The Building Manager has also sought competitive quotes from GMA Security.

RESOLVED THAT The Building Manager will meet with Quest Security to ascertain whether they will reduce their fees and review the duties. Kemsley Cope will work with the Building Manager and the proposal will be taken to the Easement Group.

YES 6 NO 0 ABSTAIN 0 ACTION: BM/ K COPE

Michael Chamberlin joined the meeting at 6.40pm.

2.15. Mechanical Services

The Building Manager tabled a report to spend up to \$5,500.00 (excluding GST) with Progressive Air to rectify various new issues found during the recent capital works project.

RESOLVED THAT any item that is listed as critical defect will be repaired.

YES 7 NO 0 ABSTAIN 0 ACTION: BM

Secretarial Note: The Building Manager's Report contains a summary/status of a number of items not included within these minutes. If you require a copy of the Building Manager's Report please contact the offices of Ernst Body Corporate Management Pty Ltd on (07) 3620 0627 or email cmccartney@ebcm.com.au.

BRIDGEWATER CREST

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3. Finance

3.1. Financial Reports from 1 July 2020 to 27 October 2020

The Community Manager tabled the Statements of Assets and Liabilities and Statement of Income and Expenditure from 1 July 2020 to 27 October 2020.

RESOLVED THAT the Financial Reports, as tabled, be accepted.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

3.2. Term Deposit and Cash Management Accounts

The Community Manager advised the meeting of the below listed Term Deposits and Cash Management Accounts:

Bank	Amount	Rate	Maturity Date
Macquarie Bank Limited	\$51,349.80	0.65%	16/11/2020
Macquarie Bank Limited	\$101,016.78	0.65%	30/11/2020

RESOLVED THAT:

- the Treasurer be authorised to determine what action is required when the current term deposits and cash management accounts expire; and
- if no instruction is provided to the Community Manager before the expiry date, the term deposits and cash management accounts will roll over for the same term and rate applicable on the day.
- Roll over the current term deposits expiring on the 16 & 30 of November 2020.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

3.3. Aged Balance Report

The Community Manager tabled the Aged Balance Report as at 27 October 2020 listing all outstanding levies and additional fees.

Steps	Approximate timeline following expiry of due date	Notice	Action
1.	No earlier than the 14 th day after the due date	<u>Reminder Notice</u> – on contributions unpaid Over \$300	Lot Owner roll, notes, ledger and payments checked - \$33.00 (including GST)
2.	Between 10-14 days after the Reminder Notice date	<u>Overdue Notice</u> – on contributions unpaid Over \$500	Issue 2 nd notice to Lot Owner Lot Owner roll, notes, ledger and pending payments checked - \$66.00 (including GST)
3.	No earlier than 14 days after the Overdue Notice date	<u>Letter of demand</u> - for any payments not made.	Owners address details, Ownership information and records, ledger balances and bank logs checked. Follow up calls and email if payment is not made - \$198.00 (including GST) plus search fees.
4.	No earlier than 14 days after the Letter of Demand	<u>Letter of Demand follow up</u> – check for account activity	Follow up with Lot Owners and Committee – resolution sought to see if legal action is required

RESOLVED THAT:

- The Body Corporate continues to adopt the above Ernst Body Corporate Management Pty Ltd Arrears Process for all Lot Owners within the scheme.

BRIDGEWATER CREST

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- ii. Recovery action is to be carried out in accordance with the Ernst Body Corporate Management Pty Ltd Arrears Recovery Process as listed in the above table.
- iii. OMB Solicitors be engaged to undertake recovery of levy arrears against Lot Owners as directed in writing by an executive member of the Committee, with such recovery action to include, without limitation, commencing legal proceedings in a court or tribunal, obtaining judgement, registering the judgement and taking enforcement proceedings in a court including the sale of the Lot, the costs of such action not to exceed the Committee expenditure limit in relation to any one (1) Lot (which may include legal proceedings) for unpaid levies, penalty interest (if applicable) and any costs reasonably incurred to collect the fees.

The Body Corporate also gives authority to the Community Manager to execute and sign Costs Agreements and legal documents on behalf of the Body Corporate when required and that is relevant to the written direction.

- iv. and further that OMB Solicitors be engaged to undertake recovery of levy arrears against the following Lots with such action to include, without limitation, commencing legal proceedings in a court or tribunal, obtaining judgment, registering the Judgment and taking enforcement proceedings in a court including the sale of the Lot, the costs of such action not to exceed the committee expenditure limit in relation to any one (1) Lot (which may include legal proceedings) for unpaid levies, penalty interest (if applicable) and any costs reasonable incurred to collect the fees. The Body Corporate also gives authority to the Community Manager to execute and sign Costs Agreements and legal documents on behalf of the Body Corporate when required.

- Lot 91 (unit 5105).

YES 7 NO 0 ABSTAIN 0 ACTION: CM

4. Insurance

4.1. Insurance Claims

The Community Manager tabled the Insurance Claims Register for review.

RESOLVED THAT the insurance claims continue to be monitored.

YES 7 NO 0 ABSTAIN 0 ACTION: CM

4.2. Apartment 5011

The Body Corporate have engaged a contractor to investigate the leak and seal the area to ideally prevent further leaks. The matter is pending finalisation from the contractor and will be deferred to the next meeting with the view to close the matter out.

RESOLVED THAT the matter be carried over the next Committee Meeting.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

5. Community Manager Update

The Community Manager advised the Committee that Ernst Body Corporate Management have setup a new electronic voting platform called StrataVote for general meetings. StrataVote is an electronic voting platform that has been seven years in the making. The software allows Lot Owners to vote electronically for all general meetings and eventually VOCs for Committee Members only.

For those Owners who receive correspondence via email, the general meeting agenda will be issued electronically. Lot Owners will receive an email from noreply@ebcm.com.au with the subject line being Meeting Invitation - Important Information.

Within the email there will be a hyper link for you to click and it will take you straight to the voting paper for you to submit your votes.

BRIDGEWATER CREST CTS 24675



Unfortunately, those Owners who receive correspondence via the post, you will not have this opportunity to vote online and it'll be the normal process of completing the voting paper and returning it before the meeting date.

If Owners wish to update their contact preference to receive correspondence via email they must email updates@ebcm.com.au requesting this.

6. Matters Arising from Previous Minutes

6.1. Easement P

The previous draft proposal by the Building Manager for Easement P Caretaking was \$7,417.00 (excluding GST) per month. The Building Manager was requested at the last easement meeting to quantify this figure. The Building Manager has further reduced this figure to \$6,660.00 (excluding GST) per month to be reviewed annually as per CPI.

RESOLVED THAT the Committee consent to the Building Manager taking this new draft proposal of \$6,660.00 (excluding GST) per month for final approval at the easement meeting to be held on 17 November 2020.

YES 7 NO 0 ABSTAIN 0 ACTION: BM

6.2. Letter from June Jackson – Regarding Management Charging for Parking

Only third-party website customers are paying for parking and after some research into the matter this seems consistent with other apartment buildings that offer exclusive use parking facilities.

RESOLVED THAT the matter be closed.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

6.3. Lot 31 – Floor Replacement

The Lot Owner has received their approval letter.

RESOLVED THAT the matter be closed.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

7. Correspondence

7.1. Lot 54 – Dog Approval

RESOLVED THAT the application be ratified.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

7.2. Lot 15 – Window Repairs

The works have been completed.

RESOLVED THAT the matter be closed.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

7.3. Lot 9 – Dog Approval

RESOLVED THAT the application be ratified.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

BRIDGEWATER CREST CTS 24675



7.4. Lot 35 – Renovations

RESOLVED THAT the application be ratified.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

7.5. Lot 82 – Roller Blinds

RESOLVED THAT the application be approved.

YES 7 NO 0 ABSTAIN 0 ACTION: CM

7.6. Lot 11 – Floorboards

RESOLVED THAT the application be approved.

YES 7 NO 0 ABSTAIN 0 ACTION: CM

7.7. Lot 42 – Tiles

RESOLVED THAT approved application be ratified.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

8. Other Matters

8.1. Flooring By-Law

RESOLVED THAT the Committee lodge a dispute with the Office of the Commissioner for Body Corporate and Community Management (BCCM) advising that Motion 11 from the 2020 Annual General Meeting is invalid.

YES 5 NO 2 ABSTAIN 0 ACTION: CM

8.2. Curved Mirrors in Carpark

Two (2) mirrors are missing in the basement. Jeff Mason is working with the Building Manager to have these replaced.

RESOLVED THAT the matter be carried over to the next Committee Meeting.

YES 7 NO 0 ABSTAIN 0 ACTION: BM/J MASON

8.3. Bikes in Carparks

There are a Lot of bikes in the car park. Jeff Mason and the Building Manager will review the process to manage the storage process.

RESOLVED THAT the matter be carried over to the next Committee Meeting.

YES 7 NO 0 ABSTAIN 0 ACTION: BM/J MASON

8.4. Key Lock Boxes in the Letterbox Area

The option was discussed of a viable solution as to where to place Airbnb locks. Jeff Mason was instructed to contact the relevant affected owners to discuss the matter further.

RESOLVED THAT the matter be closed.

YES 7 NO 0 ABSTAIN 0 ACTION: J MASON

8.5. Security and Costs to other Body Corporates

Refer to Item 2.14 of the minutes.

BRIDGEWATER CREST CTS 24675



8.6. Visitor Car Parking

This will be added as a rolling item to the next Committee Meeting for further discussion and the previous legal advice from Hynes Legal.

RESOLVED THAT the matter be carried over to the next Committee Meeting.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

9. Next Meeting

RESOLVED THAT the next Committee Meeting be held at the Meeting Room at Bridgewater Crest on Wednesday 10 February 2021 at 6.00pm. All Owners will receive at least seven (7) days prior written notice of this meeting. There will be an informal meeting held on 8 December 2020 at 6.00pm.

YES 7 NO 0 ABSTAIN 0 ACTION: NIL

10. Closure

There being no further business the Chairperson declared the meeting closed at 7.55pm.

SECRETARY: Kemsley Cope

CONTACT ADDRESS: The Secretary
The Body Corporate for
BRIDGEWATER CREST CTS 24675
c/- Ernst Body Corporate Management Pty Ltd
PO Box 786, Fortitude Valley, QLD 4006

ASSET REGISTER

BRIDGEWATER CREST CTS 24675

Description	Type	Method of Acquisition	Date of Acquisition	Acquired from	Original Cost	Cost to date	Market Value
Shade Sails	Furniture & Fittings	Purchase	12/01/01	The Shade Centre		0.00	4,480.00
Sunlounges (6)	Furniture & Fittings	Purchase	26/03/03	Daydream Leisure Furniture P/L		0.00	1,330.00
2 X Prints	Furniture & Fittings	Purchase	01/02/08	State Library of Qld PO BOX 3488 SOUTH BRISBANE QLD 4101	146.20	146.20	
Frames	Furniture & Fittings	Purchase	01/02/08	Nobel Framing 24 Julia Street HIGHGATE HILL QLD 4101	470.00	470.00	
CCTV Installations	Furniture & Fittings	Purchase	14/01/09	Kudos Security Solutions 4/205 Montague Road West End QLD 4101		0.00	12,996.00
King Size Plate 6kw Elec BBQ	Furniture & Fittings	Purchase	08/09/00	Parkquip		0.00	1,078.00
Schwinn Windsprint Bike \$1365. Schwinn Rower Regatta \$2565.67 Trimline 7600 \$6065.65	Plant and Machinery	Purchase	11/03/03	Elite Commercial Division Elite Commercial Division Elite Commerical Division		0.00	9,997.00
Security Computer	Plant and Machinery	Purchase	22/06/04	AMDI		0.00	1,454.55
Page Totals					616.20	616.20	31,335.55
Report Totals					616.20	616.20	31,335.55

Page Number: 2

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ASSET REGISTER

BRIDGEWATER CREST CTS 24675

Description	Type	Method of Acquisition	Date of Acquisition	Acquired from	Original Cost	Cost to date	Market Value
1 Sauna	Plant and Machinery	Purchase	02/06/09	CLAIRMONT T/A BRISBANE SPA PO Box 236 Noosaville Qld 4566	8,859.40	8,859.40	
Page Totals					8,859.40	8,859.40	0.00
Report Totals					9,475.60	9,475.60	31,335.55



QUEENSLAND BUILDING AND
CONSTRUCTION COMMISSION

FORM 23 POOL SAFETY CERTIFICATE

A pool safety certificate is required in Queensland when selling or leasing a property with a regulated pool. This form is to be used for the purposes of sections 246AA and 246AK of the *Building Act 1975*.

1. Pool safety certificate number

Certificate number: PSC0043078

2. Location of the swimming pool

Lot/s on plan details are usually shown on the title documents and rates notices

Street address:

55 BAILDON ST

KANGAROO POINT QLD

Postcode

4

1

6

9

Lot and plan details:

9999/BUP/106857

Local government area:

BRISBANE CITY

3. Exemptions or alternative solutions for the swimming pool (if known and applicable)

If it is known that an exemption or alternative solution is applicable to the swimming pool please state this. This will help provide pool owners with a concise and practical explanation of the exemption or alternative solution. It will also help to ensure the ongoing use of the pool and any future modifications do not compromise compliance with the pool safety standard.

No disability exemption applies; No impracticality exemption applies

No alternative solution applies

4. Shared pool or non-shared pool

Shared pool



Non-shared pool



5. Pool safety certificate validity

Effective date:

1

3

/

1

2

/

2

0

1

9

Expiry date:

1

3

/

1

2

/

2

0

2

0

6. Certification

This certificate states that the pool safety inspector has inspected the regulated pool and is satisfied that the pool is a complying pool under the *Building Act 1975*.

I certify that I have inspected the swimming pool and I am reasonably satisfied that, under the *Building Act 1975*, the pool is a complying pool.

Name:

PETER DERRICK

Pool safety inspector
licence number:

PS100563

Signature:

Other important information that could help save a young child's life

It is the pool owner's responsibility to ensure that the pool (including the barriers for the pool) is properly maintained at all times to comply with the pool safety standard under the *Building Act 1975*. Gates and doors giving access to the pool must always be kept securely closed while they are not in use. High penalties apply for non-compliance. It is essential that parents and carers carefully supervise young children around swimming pools at all times. Parents should also consider beginning swimming lessons for their young children from an early age. Please visit www.qbcc.qld.gov.au/home-building-owners/pool-safety for further information about swimming pool safety. This pool safety certificate does not certify that a building development approval has been given for the pool or the barriers for the pool. You can contact your local government to ensure this approval is in place.

Privacy statement

The Queensland Building and Construction Commission is collecting personal information as required under the *Building Act 1975*. This information may be stored by the QBCC, and will be used for administration, compliance, statistical research and evaluation of pool safety laws. Your personal information will be disclosed to other government agencies, local government authorities and third parties for purposes relating to administering and monitoring compliance with the *Building Act 1975*. Personal information will otherwise only be disclosed to third parties with your consent or unless authorised or required by law.

RTI: The information collected on this form will be retained as required by the *Public Records Act 2002* and other relevant Acts and regulations, and is subject to the Right to Information regime established by the *Right to Information Act 2009*.

This is a public document and the information in this form will be made available to the public.