



# Disclosure Statement

## Body Corporate and Community Management Act 1997

### Section 206

#### Body Corporate

Body Corporate for: CHEZ CHAZ Community Titles Scheme 25332

Lot No: 27 on SP 102375

Address: 10-14 PURLI STREET, CHEVRON ISLAND QLD 4217

### PRESCRIBED INFORMATION

#### Secretary of Body Corporate

Name: PENELOPE LAWSON C/- THE COMMUNITY CO  
Address: PO BOX 3767, AUSTRALIA FAIR, QLD 4215  
Telephone: 13 000 69 226

#### Body Corporate Manager

Name: THE COMMUNITY CO  
Address: 36 MARINE PARADE, SOUTHPORT QLD 4215  
Telephone: 13 000 69 226

#### Body Corporate Committee

Is there a Committee for the Body Corporate? Yes ☒ No ☐

If there is a committee, is the Body Corporate Manager engaged to perform the functions of the committee?\* Yes ☐ No ☒

*\* Do not complete if there is no Committee for the Body Corporate*

#### Annual Contributions and Levies

The amount of annual contributions currently fixed by the body corporate as payable by the owner of a lot for the financial year ended 28/2/2025 are:

**Administrative Fund:** \$2,616.00 (INCL GST) GROSS PER ANNUM, PAYABLE by instalments on the FIRST day of each QUARTER

**Sinking Fund:** \$1,675.00 (INCL GST) GROSS PER ANNUM, PAYABLE by instalments on the FIRST day of each QUARTER

**Insurance Levies not included Admin Fund:** NOTHING SIGHTED IN RECORDS PROVIDED

**Monetary Liability Under Exclusive Use :** NOTHING SIGHTED IN RECORDS PROVIDED

**Special levy:** NOTHING SIGHTED IN RECORDS PROVIDED

**Other:** NOTHING SIGHTED IN RECORDS PROVIDED

**CONTRIBUTION LOT ENTITLEMENTS:** 50 **AGGREGATE:** 1,791

**INTEREST SCHEDULE ENTITLEMENTS:** 50 **AGGREGATE:** 1,791

#### Improvements on Common Property for which Buyer will be Responsible

NOTHING SIGHTED IN RECORDS PROVIDED

#### Body Corporate Assets Required to be Recorded on Register

NOTHING SIGHTED IN RECORDS PROVIDED

Information  
prescribed  
under  
Regulation  
Module

**Sinking Fund**      **Balance of Sinking Fund:**      \$138,963.27 as at 3.4.25 REFER TO BALANCE SHEET ATTACHED

**Insurance**      **Insurer:**      I STRATA  
**Policy No:**      ISRSC/0004144  
**Building:**      \$7,739,550.00  
**Public Liability:**      \$20,000,000.00  
**Other:**      REFER TO CERTIFICATE OF CURRENCY ATTACHED. POLICY EXPIRES 1.3.26

Signing

 DocuSigned by:  
3EC05FAD4F30479...  
Seller/Seller's Agent      Witness  
04-04-2025  
Date

Buyer's  
Acknowledgement

The Buyer acknowledges:  
• having received and read this statement from the Seller

Buyer      Witness  
Date

This report was prepared on 3<sup>RD</sup> DAY OF APRIL, 2025

The information in this report has been prepared after inspection of the records as presented to our searcher by the Body Corporate and no responsibility will be accepted for any errors or omissions.

[https://pentons-my.sharepoint.com/personal/admin\\_pentons\\_com\\_au/Documents/2024/Data/Body Corporates/CHEZ CHAZ CTS 25332/Full Disclosures/.docx](https://pentons-my.sharepoint.com/personal/admin_pentons_com_au/Documents/2024/Data/Body Corporates/CHEZ CHAZ CTS 25332/Full Disclosures/.docx)

**Implied  
Warranties**

**Minutes of Annual  
General Meetings and  
Extraordinary General  
Meetings for the last two  
years have been perused.**

1. Do the Body Corporate records contain any particulars indicating that there are defects in the common property or Body Corporate assets?  
  
If so please attach copy or supply details.  
**REFER TO MINUTES ATTACHED**
2. The Body Corporate records indicate that the actual, contingent or expected liabilities of the body corporate are as follows:-  
  
Attach copies of the budget for the last year and, if available, the proposed budget for the current year together with any other information available from the minutes.  
**REFER TO MINUTES, FINANCIAL STATEMENTS AND SINKING FUND FORECAST ATTACHED**
3. Do the Body Corporate records disclose whether there are any amounts available to the Body Corporate for remedying any defects in the common property or Body Corporate assets or for discharging any actual, contingent or expected liabilities?  
  
If so, please attach copies of relevant material or supply details.  
**REFER TO MINUTES AND FINANCIAL STATEMENTS ATTACHED**
4. If amounts are available to remedy defects and to discharge liabilities, do the Body Corporate records show that these amounts include amounts levied by the Body Corporate as contributions payable by owners but not paid? -  
  
If so, please attach copies of relevant material or supply details.  
**REFER TO BALANCE SHEET ATTACHED RE: LEVIES IN ARREARS**
5. Do the Body Corporate records disclose any unsatisfied judgments, orders or writs effecting the Body Corporate?  
  
If so, please attach copies of relevant material or supply details.  
**NOTHING SIGHTED IN RECORDS PROVIDED**
6. Do the Body Corporate records show any current Court Proceedings or applications to the Commissioner for Body Corporate & Community Management involving the Body Corporate or the Property?  
  
If so, please attach copies of relevant material or supply details.  
**NOTHING SIGHTED IN RECORDS PROVIDED**
7. Do the Body Corporate records show any Adjudicator's orders under Section 137(3) of the Body Corporate & Community Management Act for the body corporate to lodge a new community management statement?  
  
If so, please attach copies of relevant material or supply details.  
**NOTHING SIGHTED IN RECORDS PROVIDED**
8. Do the Body Corporate records show any Special Contributions (other than as disclosed in the Disclosure Statement) or anything that might result in a Special Contribution? -  
  
If so, please attach copies of relevant material or supply details.  
**NOTHING SIGHTED IN RECORDS PROVIDED**

9.

Do the Body Corporate records show any unregistered leases, easements or other rights capable of registration and which is required to be registered to give indefeasibility affecting the common property?

If so, please attach copies of relevant material or supply details.

NOTHING SIGHTED IN RECORDS PROVIDED

10.

Do the Body Corporate records show that a new community management statement has been lodged?

If so, please attach copies of relevant material or supply details.

YES, REFER TO NEW COMMUNITY MANAGEMENT STATEMENT ATTACHED

11.

Do the Body Corporate records show any Body Corporate consents to improvements made to common property and which benefit the Lot, or the registered owner of the Lot?-

If so, please attach copies of relevant material or supply details.

NOTHING SIGHTED IN RECORDS PROVIDED

12.

Do the Body Corporate records show any circumstances in relation to the affairs of the body corporate that are likely to materially prejudice the buyer?-

If so, please attach copies of relevant material or supply details.

REFER TO DISCLOSURE STATEMENT & ATTACHMENTS

Seller/Seller's Agent

DocuSigned by:  
  
3EC05FAD4F30479...

This report was prepared on the 3<sup>RD</sup> DAY OF APRIL, 2025.

The information in this report has been prepared after inspection of the records as presented to our searcher by the Body Corporate and no responsibility will be accepted for any errors or omissions.

[https://pentons-my.sharepoint.com/personal/admin\\_pentons\\_com\\_au/Documents/2024/Data/Body Corporates/CHEZ CHAZ CTS 25332/Full Disclosures/.docx](https://pentons-my.sharepoint.com/personal/admin_pentons_com_au/Documents/2024/Data/Body Corporates/CHEZ CHAZ CTS 25332/Full Disclosures/.docx)

Body Corporate for Chez Chaz CTS 25332

14 Purli Street Surfers Paradise Queensland 4217  
ABN/ACN 19 109 626 228

LEVY STATEMENT - 27

OWNER: G & P Rowbottom

For the period 1 Mar 2024 to 28 Feb 2026 - sorted by Due Date

Due Date	Issue Date	Grace Days	Payment Date	Payment Method	Description	Period (if applicable)	Admin Fund	Admin Penalty	Sink Fund	Sink Penalty	LEVY BALANCE	PENALTY BALANCE
					brought forward		552.50		312.50		865.00	0.00
01-03-24	17-01-24				Levies - normal (interim)	01-03-24 to 31-05-24	-552.50				312.50	0.00
01-03-24	17-01-24				Levies - normal (interim)	01-03-24 to 31-05-24			-312.50		0.00	0.00
			29-05-24	TRANSFER	Payment 865.00		552.50		312.50		865.00	0.00
01-06-24	18-04-24				Levies - normal (interim)	01-06-24 to 31-08-24			-312.50		552.50	0.00
01-06-24	18-04-24				Levies - normal (interim)	01-06-24 to 31-08-24	-552.50				0.00	0.00
			30-08-24	TRANSFER	Payment 1280.76		755.74		525.02		1,280.76	0.00
01-09-24	19-07-24				Levies - normal	01-09-24 to 30-11-24			-525.02		755.74	0.00
01-09-24	19-07-24				Levies - normal	01-09-24 to 30-11-24	-755.74				0.00	0.00
			28-11-24	TRANSFER	Payment 1280.76		755.74		525.02		1,280.76	0.00
01-12-24	18-10-24				Levies - normal	01-12-24 to 28-02-25			-525.02		755.74	0.00
01-12-24	18-10-24				Levies - normal	01-12-24 to 28-02-25	-755.74				0.00	0.00
			26-02-25	TRANSFER	Payment 1280.76		755.74		525.02		1,280.76	0.00
					-- START OF LEVY YEAR 2025						1,280.76	0.00
					--							
01-03-25	16-01-25				Levies - normal (interim)	01-03-25 to 31-05-25			-525.02		755.74	0.00
01-03-25	16-01-25				Levies - normal (interim)	01-03-25 to 31-05-25	-755.74				0.00	0.00
Balance of account as at 28 Feb 2026 \$							0.00	0.00	0.00	0.00	0.00	0.00
Total Balance \$											0.00	

Important Note: The date range shown on the top of this report represents the period over which the report is showing transactions. This is NOT a reflection of your "paid to" date.

**isStrata**

PO BOX 56 Bowral NSW 2576

T: 02 4851 4017



Issue date: 03/03/25

## Certificate of Currency

This document certifies that the policy referred to below is currently intended to remain in force until 4.00pm on the expiry date shown below and will remain in force until that date, unless the policy is cancelled, lapsed, varied or otherwise altered in accordance with the relevant policy conditions or the provisions of the "Insurance Contracts Act, 1984".

INSURED: Body Corporate for Chez Chaz CTS 25332

POLICY NUMBER: ISRSC/0004144

PERIOD OF INSURANCE: 01/03/25 expiring 01/03/26 At 4pm Local Time

INTERESTED PARTY(S):

DESCRIPTION OF INSURED BUSINESS: Residential Strata

SITUATION OF RISK: 14 Purli Street, SURFERS PARADISE, QLD, 4217

SECTION 1: Building and Common Contents

Total BSI	\$7,739,550
IIS Share %	100.00000000%
Buildings	\$7,739,550
Sub Section 5.1-5.10 Combined	\$1,934,888
Catastrophe	\$1,160,933
Lot Owners Paint & Wallpaper	Insured
Floating Floorboards	Insured
Lot Owners Fixtures & Fittings	Insured
Flood	Not Insured
Common Contents	\$77,396
Loss of Rent	\$1,160,933

SECTION 2: Public Liability

\$20,000,000

SECTION 3: Voluntary Workers Personal Accident

Death & Disablement	Insured
Weekly Benefits	Insured

SECTION 4: Fidelity Guarantee

\$100,000

isStrata

PO BOX 56 Bowral NSW 2576

T: 02 4851 4017



SECTION 5: Equipment Breakdown

\$100,000

SECTION 6: Office Bearers' Liability

\$2,000,000

SECTION 7: Government Audit Costs, Workplace Health and Safety Breaches and Legal Expenses

(a) Government Audit Costs	\$30,000
(b) Workplace Health and Safety Breaches	\$150,000
(c) Legal Defence Expenses	\$50,000

INSURER: Certain Underwriters at Lloyd's

This certificate has been arranged by us in our capacity as agents for the insurer/s named above. It does not reflect in detail the policy terms or conditions and merely provides a very brief summary of the insurance that is, to the best of our knowledge, in existence at the date we have issued this certificate. If you wish to review the details of the policy terms, conditions, restrictions, exclusions or warranties, you must refer to the policy contract.

DISCLAIMER - In arranging this certificate, we do not guarantee that the insurance outlined will continue to remain in force for the period referred to as the policy may be cancelled or altered by either party to the contract at any time in accordance with the terms and conditions of the policy or in accordance with the terms of the Insurance Contracts Act 1984. We accept no responsibility or liability to advise any party who may be relying on this certificate of such alteration or cancellation to the policy of insurance.

This policy is issued by INSURANCE INVESTMENT SOLUTIONS PTY LTD trading as isStrata.

Balance Sheet

Administrative & Sinking Fund

Body Corporate for Chez Chaz CTS 25332

As at 3rd April 2025

14 Purli Street Surfers Paradise Queensland 4217

ABN/ACN 19 109 626 228

Assets	2025
Cash	53,799.84
Investment Account	51,178.65
Prepaid Expenses	31,093.03
Accounts Receivable	2,898.50
Levies in Arrears	1,666.20
Security Deposit Account	56.35
Total Assets	\$ 140,692.57
Liabilities	
Accounts Payable Liability	613.25
Unallocated Monies Received	1.23
Total Liabilities	\$ 614.48
Net Assets	\$ 140,078.09
Equity	
Administrative Fund	1,114.82
Sinking Fund	138,963.27
Total Equity	\$ 140,078.09



Income and Expenditure Statement

Administrative Fund

Body Corporate for Chez Chaz CTS 25332

1 March 2024 to 28 February 2026

14 Purli Street Surfers Paradise Queensland 4217

ABN/ACN 19 109 626 228

Income	
Levy Fees - normal	120,793.38
Sundry Revenue - other	(154.72)
Total Administrative Fund Income	120,638.66

Expenditure	
Body Corporate Manager - fixed fee agreement	8,625.00
Caretaking Services - building manager	45,378.24
Cleaning Service	566.50
Electrical Repairs	1,450.90
Electricity	17,088.74
Fire Protection Services	984.50
Insurance Premiums	62,280.85
Legal Services	3,676.12
Minor Building Maintenance	3,094.47
Pest Control Services	220.00
Plumbing Maintenance	908.64
Pool Maintenance	826.91
Pumps, Generators & Motors	1,848.00
Reimbursement	187.00
Total Administrative Fund Expenditure	147,135.87
Surplus / Deficit for period	(26,497.21)

Summary	
Opening Balance as at 1 March 2024	(3,390.62)
Total Revenue during period	120,638.66
Total Expenditure during period	(147,135.87)
Administrative Fund balance as at 28 February 2026	(\$ 29,887.83)

Income and Expenditure Statement

Sinking Fund

Body Corporate for Chez Chaz CTS 25332

1 March 2024 to 28 February 2026

14 Purli Street Surfers Paradise Queensland 4217

ABN/ACN 19 109 626 228

Income	
Investment Transactions - interest received	1,873.99
Levy Fees - normal	78,806.01
Sundry Revenue - work carried for lot owner	3,063.50
Total Sinking Fund Income	83,743.50
Expenditure	
Air Conditioning Systems	5,346.00
Balustrades	7,599.90
Common Property - unexpected capital works	11,392.68
Pools, Spas & Saunas	2,513.85
Total Sinking Fund Expenditure	26,852.43
Surplus / Deficit for period	56,891.07
Summary	
Opening Balance as at 1 March 2024	82,072.20
Total Revenue during period	83,743.50
Total Expenditure during period	(26,852.43)
Sinking Fund balance as at 28 February 2026	\$ 138,963.27



## MINUTES OF BUDGET COMMITTEE MEETING

### CHEZ CHAZ CTS 25332

10-14 Purli Street, Surfers Paradise, Qld 4215

**Venue:** Network Pacific Strata Management, Suite 1203, Southport Central, 56 Scarborough St, Southport QLD 4215

**Date:** Friday, 10 March 2023

**Time:** 10:00am

#### Voting Committee Members in Attendance

Margaret Leggat	Chairperson/Treasurer
Penelope Lawson	Secretary
Kristine Edwards	Ordinary Member
Karen Munro	Ordinary Member

#### Non-Voting Committee Members in Attendance

Andrea Gray from Network Pacific Management (Community Manager)  
Thomas Beale Property Management (Caretaking Contractor)

#### Apologies

Suzanne Kirkby Ordinary Member

#### Quorum

The Chairperson Margaret Leggat chaired the meeting and declared all Committee Members were financial on the day of the meeting and entitled to vote and confirmed that a quorum was represented, and with the consent of the Committee, Network Pacific attended to the procedural matters of the meeting and declared the meeting opened the meeting at 12.36am.

#### 1. Minutes of Previous Meeting

**RESOLVED THAT** the Minutes of the Committee Meeting held on 23 August 2022 be confirmed as a true and correct record of the proceedings of that meeting.

**YES 4 NO 0 ABSTAIN 0 ACTION: NIL**

#### 1.1 Decisions Outside Meeting

**RESOLVED THAT** the Body Corporate accept the Insurance renewal premium with Longitude at a cost of \$17,738.49 be ratified.

**RESOLVED THAT** the application received from the Owner of Lot 15 to install air conditioning be ratified.

**RESOLVED THAT** the Body Corporate request from the Owner of Lot 7, full documentation and invoices be provided to Committee for their consideration in relation to a water ingress claim that occurred from a Body Corporate pipe.

**YES 4 NO 0 ABSTAIN 0 ACTION: NETWORK PACIFIC**

#### 2. Report from Caretaker

The Caretaking Contractor tabled a written report.

**RESOLVED THAT** the Caretaking Contractor report be accepted with the following matters discussed:

**YES 4 NO 0 ABSTAIN 0 ACTION: NIL**

NETWORK PACIFIC STRATA  
MANAGEMENT  
PO Box 3680 Australia Fair QLD 4215  
Tel +61 7 5609 8677  
Web www.networkpacific.com.au  
Email info@networkpacific.com.au  
ABN 57 158 476 165 ACN 158 476 165

Queensland  
Suite 1203, Level 2, Tower 1, Southport Central Commercial,  
56 Scarborough Street, Southport QLD 4215  
Victoria  
Building 5, 303 Burwood Highway, Burwood East Vic 3151  
Suite 12, 20 Enterprise Drive, Bundoora Vic 3083

Stephen Briffa Director  
SCA Member APSM  
REIV Member CEA (REIV)  
REINSW Affiliate Member  
Licensed Estate Agent – Vic,  
NSW, SA, NT

**3. Works for Consideration, Discussion & Instruction**

**3.1 Proof Screw Replacement** – the Caretaker advised the anchor points are due for inspection and certification 25 October 2023.

**RESOLVED THAT** the Caretaker obtain Quotations from two (2) contractors for Committee consideration that re certification be undertaken.

**YES 4 NO 0 ABSTAIN 0 ACTION: CARETAKER**

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**3.2 Dripping Gutter Lot 21/11** - the Caretaker requested the Committee consider proceeding with the quotation from Gold Coast Plumbing Experts to install additional downpipe at a cost of \$4,555.03 incl GST as a comparative quotation has been difficult to obtain, or should they postpone.

**Quotation: Gold Coast Plumbing Experts**

Supply & Install 90mm Round Downpipe

Remove Existing downpipe, Supply & Install 90mm Round Downpipe

Hydraulic Lift - Single Day Hire

To hire a lift for a single day. Price does not include delivery.

**\$4,555.03**

**RESOLVED THAT** the Committee requested the Caretaker have the contractor investigate that will be on the roof undertaking the roof screws replacement provide a quotation.

**YES 4 NO 0 ABSTAIN 0 ACTION: CARETAKER**

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**3.3 New Letterboxes** a quotation was updated for "supply only" by The Letterbox Man at a cost of \$3,707.00 incl GST which is slightly cheaper than original quotation obtained in May 2022, however the Caretaker is still awaiting an updated quotation be provided for installation, (originally this quotation was at a cost of \$1,622.00 in May 2022).

**RESOLVED THAT** the Committee agreed to allow the Caretaker to proceed regarding the installation and supply of letterboxes proceed of an expenditure be approved for up to \$6,000.00 incl GST.

**YES 4 NO 0 ABSTAIN 0 ACTION: CARETAKER**

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**3.4 Exterior Light Sensors/Solar** the Caretaker requested Committee consider installation of a daylight sensor to activate the stairwell lights and exterior front lights, with a further consideration be given to possible installation of new solar lights.

**RESOLVED THAT** the Committee agree to the Caretaker to obtain quotations for Committee consideration.

**YES 4 NO 0 ABSTAIN 0 ACTION: CARETAKER**

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**3.5 RCD Testing & Tagging** the Caretaker advised the testing and tagging of all RCD (safety switches) as per required standards. Tagging of all electrical equipment should also be undertaken. A minimum call out fee is at a cost of \$150.00 (Active Test & Tag) which would include RCD's (safety Switches), additional costs for testing & tagging of equipment would be applicable. It is estimated the cost would be approximately \$200.00 to \$300.00 incl GST.

**RESOLVED THAT** the Committee agree the Caretaker proceed with Test & Tag with an approved expenditure of up to \$300.00 incl GST.

**YES 4 NO 0 ABSTAIN 0 ACTION: CARETAKER**

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**3.6 Paint Maintenance Program "Aftercare"** Leisuretex the Caretaker tabled a quotation for Committee consideration for the implementation of a painting maintenance program "aftercare" proposed for a period of up to five (5) years.

The Community Manager advised that any contract over a period of one (1) year must go to a general meeting for Owners consideration with the acceptance of cost and terms applicable, however a term of 364 as per Legislation allows Committee to accept at a committee level for no more than 364 days.

**RESOLVED THAT** the Committee requested the Caretaker obtain a quotation from Leisuretex for a 364-day term for their consideration.

**YES 4 NO 0 ABSTAIN 0 ACTION: CARETAKER**

#### **4. Works in Action**

- a) **Paint Maintenance Front Fence** – Prepping & painting of the front block wall fence is being carried out by caretaker one section per month.
- b) **Pump Service** – Has been delayed due to staff changes but carried out on 9 March 2023, awaiting reports.
- c) **Annual Fire Review & Evacuation Exercise** – Will be done April 2023, date and time by Colin Jordine from Ozfire.

#### **5. Works Completed**

- a) **Fire Hydrant Booster Leak** – Emergency repair carried out.
- b) **Clean-up of Storage Sheds** – Old belongings and old paint dumped/recycled.
- c) **Emergency Lighting Tests & Defect Rectifications** – Lighting test carried out January 2023 and defect rectification completed.
- d) **Loose/Drummy Tile Repairs** - Injection of tiles completed by Bare Foot Floors.
- e) **Roof Anchor Points** – SRA installed anchor and access points.
- f) **Soft Close Pool Gate Hinges** – worn Polaris hinges replaced by Caretaker.
- g) **Top Dress Lawns** – Carried out by Caretaker.
- h) **Mulching of Front Gardens** – Carried out by Caretaker.
- i) **South Garage Sliding Gate Wheel Repair** – Repair to roller wheel carried out by Caretaker.
- j) **Balcony Sealing Units 7 & 8** – Carried out by GT Tiling.
- k) **Balcony Sealing Units 1 & 2** – Carried out by Caretaker.
- l) **Water Damage Repairs Units 1 & 9** – Carried out by Caretaker.
- m) **New Pot Plants in Pool Area** – New pots and palms purchased and installed by Caretaker.
- n) **Plants in Driveway Planters** – Old plants removed by Caretaker and plants from pool area reused.
- o) **Pool Furniture Rearranged** – Carried out by Caretaker and Penny.
- p) **Pool Umbrellas** – Damaged pool umbrellas replaced by Caretaker.
- q) **Plumbing Inspection Openings Waste Pipes** – Inspection openings installed in carpark wastewater pipe installed by Holley Plumbing.
- r) **Plumbing Replacement of Blocked Waste Pipe** – Blocked wastewater drain in north side basement replaced by Holley Plumbing.
- s) **Tap Replacement/Repairs** - North water tank tap replaced, Lot 9 garden vacuum breaker removed, south water tank washer replaced, carried out by Caretaker.
- t) **Unit 6 Fire Door & Frame Replacement** – Carried out by Scanline Fire Door.
- u) **Irrigation Repairs** – three (3) Irrigation sprinkler heads replaced by Caretaker.
- v) **Non-Potable Water Signs** – New signage installed by Caretaker near bore and tank water taps.
- w) **Lot 3 Spitter Tile Patch** – Patch repair of render around balcony spitter pipe carried out by caretaker.
- x) **North Fire Exit Door in Basement** – Door removed and planed down to ease clearance carried out by Caretaker.
- y) **New Shade Sails** – Shade sails over pool and entrance area installed by Shade Pro.

**z) Washing of Canopy Sails Over Stairwells** – Washing of canopy sails over stairwells carried out by Caretaker.

**aa) Pruning Palm Seed Pods** – Seeds pods on palms being pruned by caretaker as required with pole saw.

#### **4 – By-Law Issues Breaches/Complaints**

**a) Dumped Belongings/Rubbish** – Lot 11 (Advised Owner)

**b) Personal Items in Car Spaces** – Various (Notices Issued)

**c) Real Estate Sign** – Lot 16 (Removed)

**d) Towels Over Railings** – Lot 10 & 11 (Notices Issued)

**e) Glass/Smoking in Pool Area** – Lot 10 (Spoke with guests)

**YES 4 NO 0 ABSTAIN 0 ACTION: CARETAKER**

#### **6. Matters Arising from Previous Minutes**

##### **6.1 Fire Door Installation Unit 6**

Works now completed remove from agenda.

**YES 4 NO 0 ABSTAIN 0 ACTION: NIL**

##### **6.2 Installation of the Shade Sails**

Works now completed remove from agenda.

**YES 4 NO 0 ABSTAIN 0 ACTION: NIL**

##### **6.3 Balcony sealing**

Works now completed remove from agenda.

**YES 4 NO 0 ABSTAIN 0 ACTION: NIL**

##### **6.4 Abandoned Vehicle in Car Space of Unit 12**

Vehicle removed from agenda.

**YES 4 NO 0 ABSTAIN 0 ACTION: NIL**

##### **6.5 Speed Bumps**

On hold remove from agenda until further advised

**YES 4 NO 0 ABSTAIN 0 ACTION: NIL**

##### **6.6 Glass Balustrades**

On hold remove from agenda until further advised

**YES 4 NO 0 ABSTAIN 0 ACTION: NIL**

#### **7. Correspondence**

**RESOLVED THAT** it was considered that all correspondence of note received/issued by Network Pacific Strata Management since the last meeting was in relation to routine maintenance and administration or had already been adequately dealt with and did not require further attention.

**YES 4 NO 0 ABSTAIN 0 ACTION: NIL**

#### **8. Financial Report**

The Community Manager tabled the Statements of Assets and Liabilities and Statement of Income and Expenditure from 01.03.2022 to 28.02.2023.

**RESOLVED THAT** the Financial Reports, as tabled, be accepted and expenditure to date be ratified **AND** furthermore the Committee accepted a less than 3% increase in levies across both Administration Fund and Sinking Fund in order to cover upcoming expenditure for the year 2023-2024.

**YES 4 NO 0 ABSTAIN 0 ACTION: NIL**

#### **9. Aged Balance Report**

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

**RESOLVED THAT** the Body Corporate continues to adopt the above Network Pacific Management Arrears Process for all lot owners within the scheme.

**FURTHER RESOLVED THAT** recovery action is to be carried out in accordance with the Network Pacific Strata Management Arrears Recovery Process as listed in the above table and further that Strata Legal Qld 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.

**AND FURTHER THAT** Strata Legal Qld 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.

Lots 3, 4, 5, 12, 16, 18, 19 are in arrears.

**YES 4 NO 0 ABSTAIN 0 ACTION: NIL**

## **10. Compliance Matters**

### **10.1 Body Corporate Safety Compliance Review**

#### **RESOLVED:**

- i. that the following items are addressed:
  - GCCC Pool License expires 31.08.2023.
  - Pool Safety Certificate expires 10.08.2023.
  - Sinking Fund Report completed by Seymour Consultants 10.10.2022
  - Insurance Valuation completed by Seymour Consultants 10.10.2022
  - Fire Audit of Fire Safety 01.01.2020
  - WH & Safety Report 01.01.2020

**YES 4 NO 0 ABSTAIN 0 ACTION: NIL**

## **11. General Business**

It was discussed by Committee that Owners consider the following:

### **Updating Details**

Owners are encouraged to consider updating their delivery preference for the issue of correspondence, meeting materials, selecting email delivery will ensure that Owners are receiving their Body Corporate documents without Australia Post delays.

Should you wish to update your Lot's delivery preferences to receive Body Corporate documents via email, please submit this request to Network Pacific Team: [ownerupdate@networkpacific.com.au](mailto:ownerupdate@networkpacific.com.au)

### **Levy Notices & Emails in General**

Email providers complete regular updates to their security settings and as a result, may cause your levy notices and emails in general to be sent to your spam folder. A great way to prevent emails diverting to your spam folder is to save our email address as a contact so your email provider recognises our email address. [LevyEnquiry@networkpacific.com.au](mailto:LevyEnquiry@networkpacific.com.au)

Please consider adding the below email addresses to your contacts as safe senders:

1. Please add [ownerupdate@networkpacific.com.au](mailto:ownerupdate@networkpacific.com.au)
2. Please add [LevyEnquiry@networkpacific.com.au](mailto:LevyEnquiry@networkpacific.com.au)
3. Please add [andreag@networkpacific.com.au](mailto:andreag@networkpacific.com.au)

4. Please add [Nishikaa@networkpacific.com.au](mailto:Nishikaa@networkpacific.com.au)
5. Please add [HirodyaR@networkpacific.com.au](mailto:HirodyaR@networkpacific.com.au)

Further to this, your levy contributions are due at the same time each year therefore it is beneficial to mark these dates in your calendar.

You can refer to your previous Annual General Meeting minutes to reference the due dates of each levy period.

#### Facebook Page Available

There is also a newly created Facebook page, whereby property improvements, upgrades to the Scheme Land, and what is happening in the Community are frequently updated. We kindly invite all owners to join this Facebook page. It is called the “**Chez Chaz Community**”.

**YES 4 NO 0 ABSTAIN 0 ACTION: NIL**

#### 12. Recycling GCCC and Collection

The Committee discussed the matter of recycling for the Scheme Land of Chez Chaz CTS 25332. and it was agreed that they wish to proceed in further investigating the option of having recycling bins placed on site.

**RESOLVED THAT** the Committee wish to proceed with investigating the option of recycling be further investigated and be made available for Committee consideration for the Scheme Land of Chez Chaz AND furthermore the liaison person to act on behalf of the Body Corporate is Karen Munro.

**YES 4 NO 0 ABSTAIN 0 ACTION: COMMITTEE**

#### 13. Annual General Meeting Motions

**RESOLVED THAT** the statutory motions and the below motions be placed on the Annual General Meeting Agenda to be held on Tuesday, 12 April 2023 at 12.30am in the Office of Network Pacific Southport Central Tower 1, 56 Scarborough St, Southport Qld and via teams.

##### 13.1 Include all Statutory Motions for the AGM Agenda in addition to:

##### Administration Fund Contributions

**That:** The Body Corporate adopt the administrative fund budget totalling \$ 79,162.20 (incl GST); contributions be issued according to the below table.

##### Administration Fund and Fix Contributions

Period	Gross Per Lot Entitlement	Due Date	Net per lot entitlement Instalment Amount
01/03/23 to 31/05/23	\$10.81107203 (issued)	1 March 2023	\$10.81107203
01/06/23 to 31/08/23	\$10.81107203 (determined)	1 June 2023	\$10.81107203
01/09/23 to 30/11/23	\$10.29	1 September 2023	\$10.29
01/12/23 to 28/02/24	\$10.29	1 December 2023	\$10.29
<b>\$44.20 Gross Total</b>		<b>\$44.20 Net Total</b>	



AND the first levy of the financial year ending 29 February 2025 be issued at the following rate:

#### Interim Levy

Period	Gross Per Lot Entitlement	Due Date	Net per lot entitlement Instalment Amount
01/03/24 to 31/05/24	\$11.05	1 March 2024	\$11.05
01/06/24 to 31/08/24	\$11.05	1 June 2024	\$11.05

#### Sinking Fund and Fix Contributions

**That:** The Body Corporate adopt the sinking fund budget totalling \$43,610.85 (incl GST); contributions be issued according to the below table.

Period	Gross Per Lot Entitlement	Due Date	Net per lot entitlement Instalment Amount
01/03/23 to 31/05/23	\$5.91652708 (issued)	1 March 2023	\$5.91652708
01/06/23 to 31/08/23	\$5.91652708 (determined)	1 June 2023	\$5.91652708
01/09/23 to 30/11/23	\$6.25	1 September 2023	\$6.25
01/12/23 to 28/02/24	\$6.25	1 December 2023	\$6.25
<b>\$24.35 Gross Total</b>		<b>\$24.35 Net Total</b>	

AND the first levy of the financial year ending 29 February 2025 be issued at the following rate:

#### Interim Levy

Period	Gross Per Lot Entitlement	Due Date	Net per lot entitlement Instalment Amount
01/03/24 to 31/05/24	\$6.10	1 March 2024	\$6.10
01/06/24 to 31/08/24	\$6.10	1 June 2024	\$6.10

#### Committee Motions for AGM Agenda:

1. Re engagement of Network Pacific Administration Agreement for one (1) year
2. Increase in Major and Committee spending limit to \$500.00 per Lot.
3. Electronic Communication
4. Electronic Voting

#### Committee Elections

The following Nominations were received:

Margaret Leggat	Chairperson/Treasurer
Penelope Lawson	Secretary
Kristine Edwards	Ordinary Member
Karen Munro	Ordinary Member

**YES 4 NO 0 ABSTAIN 0 ACTION: NETWORK PACIFIC**

Chez Chaz CTS 25332

Budget Committee Meeting 10 March 2023

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**Next Meeting**

The Annual General Meeting is scheduled to be held on Wednesday, 12 April 2023 at 12:30pm in office and via MS Teams.

**14. Closure**

The Chairperson declared the meeting closed at 2.15pm.

**SECRETARY:** Margaret Leggat

**CONTACT ADDRESS:** The Secretary  
The Body Corporate for  
Chez Chez CTS 25332  
c/- Network Pacific Strata Management  
PO Box 3680  
Australia Fair Qld 4215

***A copy of these Minutes, as approved by the Chairperson, were issued to all owners on 15.03.2023***

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## MINUTES OF ADJOURNED ANNUAL GENERAL MEETING CHEZ CHAZ CTS 25332

**DATE & TIME**      Wednesday 12 April 2023 at 12:30 PM

**LOCATION**            56 Scarborough Street, Southport QLD 4215, Australia  
Southport Suite 1203, Level 2 Tower 1, Southport Central Commercial and  
via MS Teams

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### ATTENDANCE

#### Present

Margaret Leggat	Lot 1	Via Teleconference
Penelope Lawson	Lot 9	In Person
Karen Munro	Lot 11	Via Teleconference
Kristine Edwards	Lot 21	Via Teleconference

#### Pre-Meeting Voting

Suzanne Kirkby	Lot 7	Voting Paper
Penelope Lawson	Lot 9	Voting Paper
Pamela MacArtney	Lot 10	Voting Paper
Karen Munro	Lot 11	Voting Paper
Kristine Edwards	Lot 21	Voting Paper
Cameron Williams	Lot 26	Voting Paper

#### Apologies

Nil

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### QUORUM

As there was not a quorum present at 12.30 PM, in accordance with the provisions of the regulations, the Chairperson, ruled that the meeting was adjourned to be reconvened the following week at the same time and place.

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# MINUTES OF RECONVENED ANNUAL GENERAL MEETING CHEZ CHAZ CTS 25332

**DATE & TIME**      Wednesday 19 April 2023 at 12:30 PM

**LOCATION**            56 Scarborough Street, Southport QLD 4215, Australia  
Southport Suite 1203, Level 2 Tower 1, Southport Central Commercial and  
via MS Teams

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## ATTENDANCE

### ATTENDANCE RECORD and APOLOGIES

Andrea Gray of Network Pacific Strata Management.

Apologies received: Nil.

### ADMISSION OF VOTING PAPERS and PROXIES

Proxies admitted: Nil.

Voting papers admitted: Lot 7, Lot 9, Lot 10, Lot 11, Lot 21 and Lot 26. No other voting papers were received.

Votes cast in person at the meeting: Nil.

The maximum number of votes on motions, including those cast in person at the meeting, was 7.

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In the absence of the Chairperson, Andrea Gray, Network Pacific, Body Corporate Manager chaired the meeting and in accordance with the provisions of the Regulations for adjourned and reconvened meetings declared a quorum at 01:00 PM and proceeded with the meeting.

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**1 PREVIOUS MEETING MINUTES****Ordinary Resolution**

**RESOLVED** that pursuant to section 93(2)(v) of the Body Corporate and Community Management (Standard Module) Regulation 2020, the members of the Body Corporate accept and adopt the minutes of the previous Annual General Meeting held 27 May 2022, as a true and accurate record of the meeting.

**MOTION CARRIED**

**Votes:** Yes **7** No **0** Abstain **0**

---

**2 FINANCIAL STATEMENTS****Ordinary Resolution**

**RESOLVED** that pursuant to section 175 of the Body Corporate and Community Management (Standard Module) Regulation 2020, the Owners Corporation adopt the financial statements for the Financial Year ending 28 February 2023.

**MOTION CARRIED**

**Votes:** Yes **7** No **0** Abstain **0**

---

**3 NOT AUDIT STATEMENT OF ACCOUNTS****Special Resolution**

**RESOLVED** that pursuant to section 176(1)(b) of the Body Corporate and Community Management (Standard Module) Regulation 2020, the financial statements of accounts for the current financial year ending 29 February 2024 **not** be audited by an auditor.

**MOTION CARRIED**

**Votes:** Yes **7** No **0** Abstain **0**

---

**4 APPOINTMENT OF AUDITOR****Ordinary Resolution**

That pursuant to section 176(1) of the Body Corporate and Community Management (Standard Module) Regulation 2020, the financial statements of accounts for the current financial year ending 29 February 2024 be audited and appoint Hospitality and Strata Auditors to audit the accounts.

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

**5 ADMINISTRATION FUND BUDGET & CONTRIBUTIONS****Ordinary Resolution**

**RESOLVED** that pursuant to section 167(1) of the Body Corporate and Community Management (Standard Module) Regulation 2020, the Body Corporate raise an Administration Fund Contribution in the amount of \$79,162.20 to be calculated on 1791 lot entitlements in accordance with the Schedule of Entitlement to cover general administration, maintenance and other recurrent obligations of the Body Corporate for the period 1 March 2023 to 29 February 2024 and first two(2) levies after 29 February 2024 and proposes that the fees be paid within 30 days of issue of invoice on the following dates:

<b>Period</b>	<b>Due Date</b>	<b>Gross Per Lot Entitlement Instalment Amount</b>	<b>Net Per Lot Entitlement Instalment Amount</b>
01/03/23 to 31/05/23	1 March 2023 (Issued)	\$10.81107203	\$10.81107203
01/06/23 to 31/08/23	1 June 2023 (Determined)	\$10.81107203	\$10.81107203
01/09/23 to 30/11/23	1 September 2023	\$10.29	\$10.29
01/12/23 to 29/02/24	1 December 2023	\$10.29	\$10.29
		<b>\$44.20 Total</b>	<b>\$44.20 Total</b>

AND the first two levies of the financial year ending 28 February 2025 be issued at the following rate:

**Interim Levy**

<b>Period</b>	<b>Due Date</b>	<b>Gross Per Lot Entitlement Instalment Amount</b>	<b>Net Per Lot Entitlement Instalment Amount</b>
01/03/24 to 31/05/24	1 March 2024	\$11.05	\$11.05
01/06/24 to 31/08/24	1 June 2024	\$11.05	\$11.05

**MOTION CARRIED**

**Votes:** Yes **7** No **0** Abstain **0**

**6 SINKING FUND BUDGET & CONTRIBUTIONS****Ordinary Resolution**

**RESOLVED** that pursuant to section 167(1) & (3)(a) of the Body Corporate and Community Management (Standard Module) Regulation 2020, the Body Corporate raise an Sinking Fund contribution in the amount of \$43,610.85 to be calculated on 1791 lot entitlements in accordance with the Schedule of Entitlement, to cover anticipated spending of capital or non-recurrent nature for the period 1 March 2023 to 29 February 2024 and the first two(2) levies after 29 February 2024 and proposes that the fees be paid within 30 days of issue of invoice on the following due dates:

<b>Period</b>	<b>Due Date</b>	<b>Gross Per Lot Entitlement Instalment Amount</b>	<b>Net Per Lot Entitlement Instalment Amount</b>
01/03/23 to 31/05/23	1 March 2023 (Issued)	\$5.91652708	\$5.91652708
01/06/23 to 31/08/23	1 June 2023 (Determined)	\$5.91652708	\$5.91652708
01/09/23 to 30/11/23	1 September 2023	\$6.25	\$6.25
01/12/23 to 29/02/24	1 December 2023	\$6.25	\$6.25
		<b>\$24.35 Total</b>	<b>\$24.35 Total</b>

AND the first two levies of the financial year ending 28 February 2025 be issued at the following rate:

**Interim Levy**

<b>Period</b>	<b>Due Date</b>	<b>Gross Per Lot Entitlement Instalment Amount</b>	<b>Net Per Lot Entitlement Instalment Amount</b>
01/03/24 to 31/05/24	1 March 2024	\$6.10	\$6.10
01/06/24 to 31/08/24	1 June 2024	\$6.10	\$6.10

**MOTION CARRIED**

**Votes:** Yes **7** No **0** Abstain **0**

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**7 INSURANCE - RENEWAL****Ordinary Resolution**

**RESOLVED** that the Body Corporate confirm the current insurance coverage and authorise the Committee to renew the insurances with the current Broker at the expiry of the current policy being 1 March 2023 on the same terms (as amended in line with the Valuation if applicable).

In taking out the insurances referred to above, the definition of "building" in Section 195 of the Body Corporate and Community Management (Standard Module) Regulation 2020 includes any building on the Plan and -

- a. any improvements and fixtures forming part of the building; and
- b. any *shared services*; and
- c. anything prescribed as forming part of a building

**but does not include-**

- (i) curtains, blinds or other internal window coverings; or
- (ii) carpet and temporary floor, wall and ceiling coverings; or
- (ii) fixtures removable by a lessee or tenant at the end of a lease or tenancy; or
- (iv) mobile dishwashers, clothes dryers or other electrical or gas appliance not wired or plumbed in; or
- (v) mobile or fixed air-conditioning units servicing a particular lot; or
- (iv) anything prescribed as not forming part of a building.

"*Shared Services*" includes any pipes or cables used to provide services including water, electricity, gas and telecommunications to the building that are shared with a person other than the Body Corporate or any of its members.

Insurance Declaration: In accordance with the provisions of current legislation, the Insurance Brokers share the fee they receive from the underwriter with the manager as a charge for services and assistance in the management of insurance claims.

**MOTION CARRIED**

**Votes:** Yes **7** No **0** Abstain **0**



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## 8 APPOINTMENT OF BODY CORPORATE MANAGER

**DEFEATED** that pursuant to section 135 of the Body Corporate and Community Management (Standard Module) Regulation 2020, 125 of the Body Corporate and Community Management (Accommodation Module) Regulation 2020, 91 of the Body Corporate and Community Management (Commercial Module) Regulation 2020 Network Pacific Strata Management be appointed as Manager of the Body Corporate and in accordance with sections 236 of the Body Corporate and Community Management (Standard Module) Regulations 2020, 225 of the Body Corporate and Community Management (Accommodation Module) Regulations 2020, 236 of the Body Corporate and Community Management (Commercial Module) Regulations 2020, to affix the body corporate seal to the standard Strata Community Association (Qld) Contract of Appointment tabled ("Administration Agreement - Engagement of Body Corporate Manager").

The period is to commence from the date of this meeting, with a management fee set at \$145.00 per Lot per annum excluding GST.

### MOTION DEFEATED

#### a. APPOINT NETWORK PACIFIC STRATA MANAGEMENT FOR A PERIOD OF ONE YEAR

**Votes: 0**

That pursuant to Section 139 of the Body Corporate and Community Management (Standard Module) Regulation 2020, the Body Corporate appoint Network Pacific Strata Management Pty Ltd for a period of one (1) year commencing from the date of the Annual General Meeting or at the end of the current term where applicable.

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## 9 ELECTRONIC COMMUNICATION

### Ordinary Resolution

The Body Corporate approves, with the agreement of individual owners/voters ("addressees"), it may:  
deliver all notices, advices, documents and correspondence ("communications") by electronic communication (being email, SMS and/or digital file sharing); and  
documents will be deemed delivered when:

- in the case of email, the email communication is transmitted from an information system on behalf of the Body Corporate, addressed to the addressee's advised email address; and/or
- in the case of a digital file sharing system, when the communication becomes capable of being retrieved by the addressee and email or SMS advice of the location and availability of the communication, is transmitted from an information system on behalf of the Body Corporate, addressed to the addressee's advised email or SMS address.

### MOTION CARRIED

**Votes:** Yes **6** No **1** Abstain **0**

---

**10 ELECTRONIC VOTING****Ordinary Resolution**

The Body Corporate resolves that, (on the availability of enabling electronic voting system):

Voters for a general meeting, in addition to the existing voting methods, be able to cast an electronic vote on:

- each open motion to be decided at that meeting;
- each secret motion to be decided at that meeting;
- on a secret or open ballot for the election of a committee at that meeting; and

Voters, voting on a committee resolution to be decided outside a committee meeting, in addition to the existing voting methods, be able to cast an electronic vote on each motion to be decided; and

The Body Corporate further resolved to adopt and make available to all voters, an enabling electronic voting system, charged at the then applicable rate unless at any time, either before or after its adoption, the Body Corporate committee resolve to the contrary; and

The Body Corporate further resolves that should a State law require a voter's, owner's or committee member's signature on a vote, proxy form, corporate owner nominee form, or other document, that requirement is taken to have been met, by the receipt of the Body Corporate of the relevant vote/document/advice by electronic transmission.

**MOTION CARRIED**

**Votes:** Yes **6** No **1** Abstain **0**

---

**11 COMMITTEE SPENDING LIMIT****Ordinary Resolution**

**RESOLVED** that pursuant to section 172 (1)(a), the committee increase the major spending and committee spending limit be increased to \$500.00 including GST per lot of the scheme.

**MOTION CARRIED**

**Votes:** Yes **7** No **0** Abstain **0**

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# ELECTION OF COMMITTEE

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

POSITION	NAME	VOTES	ELECTION RESULT
Chairperson	Margaret Leggat		Elected Unopposed
Secretary	Penelope Lawson		Elected Unopposed
Treasurer	Margaret Leggat		Elected Unopposed
Ordinary member	Kristine Edwards		Elected Unopposed
Ordinary member	Karen Munro		Elected Unopposed

## NON-VOTING MEMBERS

Andrea Gray Network Pacific Body Corporate Manager

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

**Meeting closed on** Wednesday 19 April 2023 at 1:10 PM

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On behalf of the Secretary

All correspondence to:  
The Secretary, Penelope Lawson  
PO Box 3680  
Australia Fair QLD 4215  
Email: [andreag@networkpacific.com.au](mailto:andreag@networkpacific.com.au)

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13 000 MY BCM  
thecommunityco.com.au

mail@thecommunityco.com.au  
GPO Box 10, Brisbane QLD 4001

## Minutes of the Extraordinary General Meeting

Body Corporate for Chez Chaz CTS 25332

Date: 26.04.23  
Time: 10:00 AM  
Location: Virtual Meeting

The meeting commenced at 10:00 AM, the Body Corporate Managers proceeded to confirm the meeting attendance to ensure the rights of all Lot owners were protected.

Lot	Present in Person	Method of Vote	Validity of Vote	Voting Assignment	Apologies
1	Margaret Therese Leggat	Online	Yes		
3		Online	Yes		
4		Online	Yes		
7		Online	Yes		
9	Penelope Ann Lawson	Online	Yes		
10		Online	Yes		
11		Online	Yes		
20		Voting Paper	Yes		
21		Online	Yes		
26		Voting Paper	Yes		
28		Online	Yes		

**In Attendance:**

Collette Dunn                      Body Corporate Manager

**Quorum:**

*A quorum at a general meeting is at least 25% of the number of voters in the Scheme, therefore, a quorum was achieved with 11 Lots represented.*

*Where an individual owns more than one lot or is entered more than once as a representative/company nominee on the body corporate roll, they can only be counted as 1 voter when determining a quorum. **Sierra Grand [2015] QBCCMCmr 447 (25 September 2015)***

**Acronyms:**

CON = Corporate Nominee

CLE = Contribution Lot Entitlements

POA = Power of Attorney



# Open Voting

## **1. Body Corporate Management**

Proposer of the Motion (Committee)

Voting by Proxy Not Permitted

Ordinary Resolution

**Resolved** that the Body Corporate engage The Community Co Pty Ltd ABN 95 602 223 825 for a term of 1 year commencing at the expiry of the current agreement at a fixed fee of \$6,900.00 inclusive of GST, for the purposes of providing administrative services to the Body Corporate as per the terms set out in their agreement accompanying the meeting documentation and any Committee member may execute the agreement on behalf of the Body Corporate by electronic means without the need of affixing the common seal.

AND

**Resolved** that The Community Co have custody of the common seal and be authorised to affix and attest the common seal except in the case of a contract binding the Body Corporate when the Secretary and 1 other member of the Committee must attest to the common seal.

AND

**Resolved** that The Community Co be authorised to open a bank account in the name of the Body Corporate with Macquarie Bank to which The Community Co is authorised to operate the account on behalf of the Body Corporate.

AND

**Resolved** that a nominee of The Community Co be appointed as the Public Officer.

AND

**Resolved** that a nominee of The Community Co be appointed as the Tax Officer for the Body Corporate.

AND

**Resolved** that the registered address for service of notices to be changed to care of 'The Community Co' at its nominated postal address.

YES: 11

NO: 0

ABSTAIN: 0

---

## **Closure:**

The Chairperson closed the meeting at 10:02 AM.

Secretary

& Address: Chez Chaz CTS 25332  
C/- The Community Co  
PO Box 3374  
Australia Fair Qld 4215



### LEVIES & CORRESPONDENCE

If you wish to receive Body Corporate levies and correspondence via email, scan the QR code and submit an online email opt-in request.



### FREQUENTLY ASKED QUESTIONS

If you're new to Body Corporate and Community Living or have questions, scan the QR code to watch videos about all things Body Corporate and its Community.

### ONLINE ACCESS

Did you know your Body Corporate has a website where you can monitor your levy account and gain access to Body Corporate records?

Email us to receive your login details:  
[mail@thecommunityco.com.au](mailto:mail@thecommunityco.com.au)







## GET CONNECTED

[thecommunityco.com.au](http://thecommunityco.com.au)





 13 000 MY BCM  
 THECOMMUNITYCO.COM.AU

 MAIL@THECOMMUNITYCO.COM  
 GPO BOX 10, BRISBANE QLD 4001

# Voting Outside Committee Meeting Minutes

## Body Corporate for Chez Chaz CTS 25332

14 Purli Street SURFERS PARADISE QLD 4217  
Body Corporate And Community Management Act 1997  
Body Corporate And Community Management Accommodation Module Regulation 2020

Dear Owner(s), you are getting this notice because the Committee has voted on the motions below. The Body Corporate is obliged to notify you of the vote; no further action is required from you.

**The Community Co.**

Meeting Notice Issued:07.06.23	Date Motion(s) Resolved:13.06.23
Margaret Therese Leggat Penelope Ann Lawson Kristine Mary Edwards Karen Munro	Margaret Therese Leggat Penelope Ann Lawson Kristine Mary Edwards Karen Munro



## Motions Considered

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### **1. Unit 26 - Enclosed Balcony**

**Resolved** that the Committee provide retrospective approval of the enclosed balcony of Unit 26 as per photos attached. Conditions of approval would include that the fire wall must be painted in the same colour as the external of the building.

**Vote:**

**YES: 4**

**NO: 0**

**ABSTAIN: 0**

*Resolution of the motion(s) is achieved upon receiving votes that constitute a quorum of the Committee.*

---

Secretary  
& Address:

Penelope Ann Lawson  
Chez Chaz CTS 25332  
C/- The Secretary  
GPO BOX 10  
BRISBANE QLD 4001

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### FREQUENTLY ASKED QUESTIONS

If you're new to Body Corporate and Community Living or have questions, scan the QR code to watch videos about all things Body Corporate and its Community.

### ONLINE ACCESS

Did you know your Body Corporate has a website where you can monitor your levy account and gain access to Body Corporate records?

Email us to receive your login details:  
[mail@thecommunityco.com.au](mailto:mail@thecommunityco.com.au)



## GET CONNECTED

[thecommunityco.com.au](http://thecommunityco.com.au)



# Minutes of the Committee Meeting

## Body Corporate for Chez Chaz CTS 25332

14 Purli Street SURFERS PARADISE QLD 4217

**Date:** 27.11.23  
**Time:** 10:00 AM  
**Location:** Virtual Meeting (ZOOM)

### Present:

Margaret Leggat	Chairperson/Treasurer
Penelope Lawson	Secretary
Kristine Edwards	Ordinary Committee Member

### In Attendance:

Thomas Beale, Caretaking Contractor	Beale Property Management (departed at 11:30 AM)
Collette Dunn	Body Corporate Manager

### Proxies:

Nil.

### Apologies:

Karen Munro	Ordinary Committee Member
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There being a quorum present the meeting was declared open at 10:10 AM.

Apologies, Proxies	The Committee made note of the apologies and proxies listed above.
Confirmation of minutes of the Committee meeting held	<u>Resolved</u> that the minutes of the Committee meeting held 10.03.23 be confirmed as an accurate account of the proceedings of that meeting.

<b>10.03.23</b>	Vote:                      Yes 3                      No 0                      Abstain 0
<b>Confirmation of the minutes for the resolution(s) by Voting Outside of Committee Meeting held 13.06.23</b>	<p><b>Resolved</b> that the minutes for the resolution(s) by Voting Outside of Committee Meeting held 13.06.23 be confirmed as an accurate account of the proceedings of that meeting.</p> <p>Vote:                      Yes 3                      No 0                      Abstain 0</p>
<b>Building Manager's Report</b>	
	The Building Manager tabled a report for the Committee to consider and the following was discussed in addition to agenda items.
<p><b>- Fire Doors</b> (Status Open)</p>	<p>Following a recent inspection by QFES, two areas were highlighted for repairs. A fire extinguisher needs repairs as a hose was cut and some lot fire doors are not compliant.</p> <p>Regarding the Fire Doors, the Caretaking Contractor to contact MB Fire to provide an updated quote as not all fire doors open onto common property. Those fire doors that open within the confines of the lot boundary are the responsibility of the respective owners to replace.</p> <p>Lots 16 &amp; 29 missed the inspection by QFES and are therefore responsible for the cost for QFES to re-attend. The Caretaking Contractor to provide the costs for re-attendance.</p>
<p><b>- Anchor Point Inspections</b> (Status Closed)</p>	The Committee has engaged SRA Services Group to certify the anchor points for the next three years.
<p><b>- Recycling Service Upgrade</b> (Status Open)</p>	The recycling area is in the process of being upgraded. The area is currently being prepared for the recycling bins.
<p><b>- Unit 8 Balcony</b> (Status Open)</p>	<p>Water ingress is occurring into Unit 7 from the lot above. The Committee has advised that there was no membrane ever installed at development. The BCCM Act is very clear that the body corporate is responsible for maintaining membranes. However, this obligation does not extend to having to install a waterproofing membrane.</p> <p>The Strata Manager will issue a letter to the owner of lot 8 advising of the water ingress into lot 7 deriving from the balcony of lot 8.</p>
<p><b>- Unit 29 - Renovation debris in car space</b> (Status Open)</p>	The tenant in Unit 29 has placed renovation debris in their car space that was left within the premises when the tenants occupied the lot. The Body Corporate Manager will send a letter to the Real Estate Agent to request the removal of the renovation debris as this is not a Body Corporate issue.
	<b>Resolved</b> that the Building Manager's Report be accepted.



	Vote:                      Yes 3                      No 0                      Abstain 0
<b>Business Arising from Last Meeting</b>	
<b>- Flexi Hoses</b> (Status Open)	The body corporate manager will contact owners that have responded to the survey to arrange an inspection.
<b>- Roof Screw Replacement</b> (Status Closed)	See Building Managers report.
<b>- Dripping Gutter Lot 21/11</b> (Status Closed)	The matter is being monitored. No further action required at this point.
<b>- New Letter boxes</b> (Status Closed)	Completed. No further action required.
<b>- Exterior Lights Sensors/Solar</b> (Status Closed)	Completed. No further action required.
<b>- RCD Testing &amp; Tagging</b> (Status Closed)	Ongoing testing to be carried out every six months.
<b>- Paint Maintenance Program</b> (Status Closed)	No further action required.
<b>- Paint Maintenance Front fence</b> (Status Open)	This matter is ongoing.
<b>- Pump Service</b> (Status Open)	This matter is ongoing as a rolling job.
<b>- Annual Fire Review &amp; Evacuation Exercise</b> (Status Closed)	Completed. No further action required.
<b>- Recycling GCCC and Collection</b> (Status Open)	See Building Managers report.
<b>Items to Monitor</b>	
<b>Common Property Safety</b>	<p>As a standing agenda item, the Committee asked if there are any new Common Property safety issues that require the attention of the Body Corporate.</p> <p>Unit 13 - It was noted that a jet ski was parked in the basement car park. The</p>



	<p>body corporate manager will issue a letter to the Real Estate Agent to request removal of the jet ski.</p> <p>Cat Roaming - A gray cat has been seen roaming the complex. No record of approval can be located. All owners are reminded that all pets within the complex must be approved, and further must be confined to the lot.</p> <p>Should the owner of this cat be identified, please report this to the Strata Manager.</p> <p>Unit 6 - An unapproved cat has been observed at this lot. The Strata Manager will issue a letter to the occupant.</p>																			
Insurance Claims	<p>The current flooding claim due a burst flexi hose is ongoing and under the management of the loss adjuster. The scope of work has been prepared. An additional owner came forward to be included in the claim. However, it was revealed that this matter was not attached to the flooding claim but failure of the membrane in the shower which is the owners responsibility.</p> <p>All owners are to ensure that they have had their flexi hoses checked and replaced. As a result of this claim, it is likely that the excess for the policy will likely increase making a claim difficult should this occur again.</p>																			
Date of next Meeting	Monday, 26th February, 2024 at 10:00 am via Zoom.																			
Financials																				
Financials - Administrative and Sinking Fund Position	<p>The Body Corporate Manager Summarised the following financial position as at 16.11.23:</p> <table><tr><td>CASH AT BANK</td><td>\$75,790.04</td></tr><tr><td>INVESTMENT ACCOUNT BALANCE</td><td>\$0.00</td></tr><tr><td>ADMINISTRATIVE FUND</td><td>\$(4,880.24)</td></tr><tr><td>SINKING FUND</td><td>\$72,320.87</td></tr><tr><td>LEVIES IN ARREARS</td><td>\$0.00</td></tr></table> <table><tr><td></td><td>TOTAL BUDGET</td><td>ACTUAL EXPENDITURE</td></tr><tr><td>ADMINISTRATIVE FUND</td><td>\$78,362.50</td><td>\$63,598.48</td></tr><tr><td>SINKING FUND</td><td>\$27,000.00</td><td>\$15,687.79</td></tr></table> <p>The body corporate manager noted the electricity general ledger was showing a negative position. The body corporate manager to investigate and advise the Committee.</p>	CASH AT BANK	\$75,790.04	INVESTMENT ACCOUNT BALANCE	\$0.00	ADMINISTRATIVE FUND	\$(4,880.24)	SINKING FUND	\$72,320.87	LEVIES IN ARREARS	\$0.00		TOTAL BUDGET	ACTUAL EXPENDITURE	ADMINISTRATIVE FUND	\$78,362.50	\$63,598.48	SINKING FUND	\$27,000.00	\$15,687.79
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<b>Term Deposits</b>	<p>The Committee discussed the term deposit investments listed in the financial statements circulated with the meeting documentation.</p> <p>The Body Corporate has the following Term deposits:</p> <table><tr><th>Bank</th><th>Amount Invested</th><th>Interest Rate</th><th>Expiry Date</th></tr><tr><td>Nil</td><td></td><td></td><td></td></tr></table>	Bank	Amount Invested	Interest Rate	Expiry Date	Nil			
Bank	Amount Invested	Interest Rate	Expiry Date						
Nil									
<b>Debtors</b>	<p>The Committee made note of the list of debtors as per the financial statements circulated with the Committee documentation.</p> <p>Two lots were showing aged arrears for Sundry Items. The body corporate manager to investigate and advise the Committee.</p>								
<b>Payment Authorisations</b>	<p><b>Resolved</b> that the expenditure for the period 16.11.23 listed in the meeting documentation circulated to the Committee be ratified.</p> <p>Vote:                      Yes 3                      No 0                      Abstain 0</p>								
<b>Correspondence</b>									
<b>Correspondence for Information</b>									
<b>Correspondence for Action</b>	<p>Supply and installation of Speed Humps</p> <p>Completed. No further action required.</p>								
<b>Other Business</b>									
<p><b>- Fire Doors</b> (Status Open)</p>	See Building Managers report.								
<p><b>- Roof Anchor Points Inspection</b> (Status Closed)</p>	See Building Managers report.								
<p><b>- Unit 27 - Moldy Canopy</b> (Status Open)</p>	There is a missing gutter adjacent to the canopy of Unit 27 which is causing mold issues. Correspondence has previously been issued with respect to this matter. The Committee instructed that a letter be issued to the agent advising that a gutter must be installed within 30 days. The gutter needs to be installed to the downpipe. This is not a body corporate responsibility.								
<p><b>- Letter to Augusta Palms</b> (Status Open)</p>	It is believed the tree roots from a tree located on the neighbouring body corporate, Augusta Palms are affecting the storm water pipe. The body corporate manager to issue a letter to August Palms to request the installation of a root guard along the fence line of the property to prevent further breakage.								
<p><b>- The Community Co App</b></p>	Some members were having difficulty accessing the data available on the Community App. The Strata Manager will investigate.								



<i>(Status Open)</i>	
<p><b>- AirBnb &amp; Theft</b> <i>(Status Open)</i></p>	<p>An ebike was recently stolen and it is assumed taken by a guest staying in an AirBnb unit. The matter is now in the hands of the Police.</p> <p>Discussion ensued on AirBnbs in Body Corporates. All owners operating an AirBnb must have the appropriate Council approval/permit. The Strata Manager will source these for record.</p>

*Please email our office if you would like to receive a copy of the Building Manager's report.*

**Closure:**

The Chairperson declared the meeting closed at 12:15 PM.

Secretary & Address:	Penelope Lawson Chez Chaz CTS 25332 C/- The Community Co PO Box 3374 Australia Fair QLD 4215
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 **MAIL@THECOMMUNITYCO.COM.AU**  
 **PO BOX 3374  
AUSTRALIA FAIR, QLD 4215**

# Voting Outside Committee Meeting Minutes

## Body Corporate for Chez Chaz CTS 25332

14 Purli Street SURFERS PARADISE QLD 4217  
Body Corporate And Community Management Act 1997  
Body Corporate And Community Management Accommodation Module Regulation 2020

Dear Owner(s), you are getting this notice because the Committee has voted on the motions below. The Body Corporate is obliged to notify you of the vote; no further action is required from you.

**The Community Co.**

Meeting Notice Issued:19.02.24	Date Motion(s) Resolved:22.02.24
Margaret Leggat Penelope Lawson Kristine Edwards Karen Munro	Margaret Leggat Penelope Lawson Kristine Edwards Karen Munro

## Motions Considered

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### **1. Insurance Renewal Report 2023 - 2024**

**Resolved** that the Committee accepts the renewal report from Coverforce and renews the insurance policy with Longitude (Underwritten by Chubb Insurance Australia Limited) for \$ 29,292.85.

**Vote:**                      **YES: 4**    **NO: 0**    **ABSTAIN: 0**

*Resolution of the motion(s) is achieved upon receiving votes that constitute a quorum of the Committee.*

---

Secretary	Penelope Lawson
& Address:	Chez Chaz CTS 25332
	C/- The Secretary
	PO Box 3374
	AUSTRALIA FAIR QLD 4215

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# Minutes of the Committee Meeting

## Body Corporate for Chez Chaz CTS 25332

14 Purli Street SURFERS PARADISE QLD 4217

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**Date:** 25.03.24  
**Time:** 11:00 AM  
**Location:** The Community Co., Offices First, Level 10,  
Marine Parade Commercial Tower,  
36 Marine Parade, Southport QLD 4215 and via Zoom

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### Present:

Margaret Leggat	Chairperson/Treasurer (via Zoom)
Penelope Lawson	Secretary
Karen Munro	Ordinary Committee Member (via Zoom)

### In Attendance:

Thomas Beale, Caretaking Contractor	Beale Property Management (via Zoom & departed at 12:17 PM)
Collette Dunn	Body Corporate Manager
Katherine Williams	Body Corporate Manager Assistant

### Proxies:

Nil.

### Apologies:

Kristine Edwards	Ordinary Committee Member
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There being a quorum present the meeting was declared open at 11:15.

<b>Apologies, Proxies</b>	The Committee made note of the apologies and proxies listed above.
<b>Confirmation of minutes of the Committee meeting held on 27.11.23</b>	<p><b>Resolved</b> that the minutes of the Committee meeting held on 27.11.23 be confirmed as an accurate account of the proceedings of that meeting.</p> <p>Vote:                      Yes 3                      No 0                      Abstain 0</p>
<b>Confirmation of the minutes for the resolution(s) by Voting Outside of Committee Meeting</b>	There were no resolution(s) by Voting Outside of Committee Meeting to be tabled at this meeting.
<b>Building Manager's Report</b>	
	The Building Manager tabled a report for the Committee to consider and the following was discussed in addition to agenda items.
<b>- Fire Doors Lot 16 &amp; 29</b> (Status Open)	The re-attendance to lots 16 and 29 for fire door refurbishment has not yet occurred. The Strata Manager is instructed to write to MB Fire Pty Ltd with a deadline for re-attendance to carry out further works to the fire doors. The works provided were not of an acceptable standard.
<b>- Gutter</b> (Status Open)	The owner of lot 11 advised that a gutter was still dripping, however scaffolding will be needed to access the area. Quotations will be obtained to attend to this matter.
<b>- Freedom Internet</b> (Status Closed)	This has not progressed any further. No further action needed.
<b>- Pump Services</b> (Status Open)	There was a fault in late November and again over the Christmas period. A servicing is due as floats possibly sticking.
<b>- Flexi Hoses</b> (Status Open)	A follow up survey will be sent to owners as the response to the first survey was poor.
<b>- Lot 8 - Balcony</b> (Status Open)	Follow up is required to the owner and agent of lot 8 pertaining to balcony repairs that are pending for this lot to stop water flow into lot 7. The Strata Manager will follow up this owner to encourage immediate attention to this matter.
<b>- Gardening</b> (Status Open)	The cracked pots in the common area outside unit 1 will not be replaced. The plants will be planted directly into the garden. The refreshing of the mulch is ongoing.
<b>- Grout repair</b> (Status Open)	Grout repairing to commence around the pool soon.
<b>- Yellow Safety Markings</b> (Status Closed)	Yellow safety markings completed.
<b>- Fire Door Replacement</b> (Status Open)	<p>Fire door replacement is completed. Invoice to be issued. Letter of Compliance was issued by QFES.</p> <p>The Strata Manager will issue invoices to those lots that are responsible for</p>



	their fire door replacements.
<b>- Pool Umbrellas</b> (Status Open)	New pool umbrellas are coming soon as one is broken.
	<b><u>Resolved</u></b> that the Building Manager's Report be accepted.  Vote:            Yes 3            No 0            Abstain 0
<b>Business Arising from Last Meeting</b>	
<b>- Recycling Service Upgrade</b> (Status Closed)	The speed bumps are in place. There have been changes on the bin doors. The garden edging has been finished. Signs have been placed up. No further action required.
<b>- Lot 8 - Balcony</b> (Status Open)	Refer to the Building Managers report.
<b>- Lot 29 - Renovation debris in car space</b> (Status Closed)	All items have been removed. No further action required.
<b>- Flexi Hoses</b> (Status Open)	Refer to the Building Managers report.
<b>- Paint Maintenance Front Fence</b> (Status Open)	Ongoing.
<b>- Pump Service</b> (Status Open)	Refer to the Building Managers report.
<b>- Unit 13 - Jet Ski parking</b> (Status Closed)	No further action required.
<b>- Roaming gray cat</b> (Status Open)	The cat is believed to belong to Unit 10 and there is no record of approval. The owner will be advised of the application process for pets and reminded that all pets are to be confined to their lot.
<b>- Unit 6 - Unapproved cat</b> (Status Open)	This cat is a second pet. The owner will be advised of the application process for a second pet.
<b>- Debtors - Aged Arrears for Sundry Items</b> (Status Open)	<b><u>Resolved</u></b> to write off the Sundry Item in the amount of \$341.72 for Lot 19 and to contact Lot 24 to pay the Sundry Item in the amount of \$187.00.  Vote:            Yes 3            No 0            Abstain 0



<b>- Unit 27 - Missing gutter</b> (Status Open)	The gutter is still missing. The Real Estate agent will be contacted again as no response has been received to date.										
<b>- Letter to Augusta Palms</b> (Status Open)	A letter was sent to Augusta Palms but no response to date. A second letter will be sent by the Strata Manager.										
<b>- The Community Co app</b> (Status Open)	Those members present confirmed they can access the application but no data was present. The Strata Manager to investigate.										
<b>- AirBnb &amp; Theft</b> (Status Closed)	No further action required.										
<b>Items to Monitor</b>											
<b>Common Property Safety</b>	<p>As a standing agenda item, the Committee asked if there are any new Common Property safety issues that require the attention of the Body Corporate.</p> <p>No new Common Property Safety issues were reported at the meeting.</p>										
<b>By-Law Breaches</b>	No new By-Law breaches were reported at the meeting.										
<b>Insurance Claims</b>	<p>The Strata Manager advised that there are no new insurance claims.</p> <p>The current claim is progressing.</p>										
<b>Contracts Register</b>	The expiring contracts listed on the contracts register were noted for the Committee's consideration.										
<b>Date of next Meeting</b>	The next committee meeting is set for 3 June, 2024 at 10:00am via Zoom.										
<b>Financials</b>											
<b>Financials - Administrative and Sinking Fund Position</b>	<p>The Body Corporate Manager summarised the following financial position as at 29.02.24;</p> <table> <tr> <td><b>CASH AT BANK</b></td><td>\$104,560.68</td></tr> <tr> <td><b>INVESTMENT ACCOUNT BALANCE</b></td><td>\$0.00</td></tr> <tr> <td><b>ADMINISTRATIVE FUND</b></td><td>\$(3,390.62)</td></tr> <tr> <td><b>SINKING FUND</b></td><td>\$82,072.20</td></tr> <tr> <td><b>LEVIES IN ARREARS</b></td><td>\$0.00</td></tr> </table>	<b>CASH AT BANK</b>	\$104,560.68	<b>INVESTMENT ACCOUNT BALANCE</b>	\$0.00	<b>ADMINISTRATIVE FUND</b>	\$(3,390.62)	<b>SINKING FUND</b>	\$82,072.20	<b>LEVIES IN ARREARS</b>	\$0.00
<b>CASH AT BANK</b>	\$104,560.68										
<b>INVESTMENT ACCOUNT BALANCE</b>	\$0.00										
<b>ADMINISTRATIVE FUND</b>	\$(3,390.62)										
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<b>LEVIES IN ARREARS</b>	\$0.00										





	<table><tr><td></td><td>TOTAL BUDGET</td><td>ACTUAL EXPENDITURE</td></tr><tr><td>ADMINISTRATIVE FUND</td><td>\$78,362.50</td><td>\$82,327.36</td></tr><tr><td>SINKING FUND</td><td>\$27,000.00</td><td>\$17,145.29</td></tr></table>		TOTAL BUDGET	ACTUAL EXPENDITURE	ADMINISTRATIVE FUND	\$78,362.50	\$82,327.36	SINKING FUND	\$27,000.00	\$17,145.29
	TOTAL BUDGET	ACTUAL EXPENDITURE								
ADMINISTRATIVE FUND	\$78,362.50	\$82,327.36								
SINKING FUND	\$27,000.00	\$17,145.29								
Term Deposits	<p>The Committee discussed the term deposit investments listed in the financial statements circulated with the meeting documentation.</p> <p>The Body Corporate has the following Term deposits:</p> <table><tr><td>Bank</td><td>Amount Invested</td><td>Interest Rate</td><td>Expiry Date</td></tr><tr><td>Nil</td><td></td><td></td><td></td></tr></table>	Bank	Amount Invested	Interest Rate	Expiry Date	Nil				
Bank	Amount Invested	Interest Rate	Expiry Date							
Nil										
Debtors	<p>The Committee made note of the list of debtors as per the financial statements circulated with the Committee documentation.</p> <p>Lots with arrears will be reviewed again after the next levy run. The Treasurer to follow up with Lot 7 on the status of the Form 8.</p>									
Payment Authorisations	<p><b>Resolved</b> that the expenditure for the period 01.03.23 to 29.02.24 listed in the meeting documentation circulated to the Committee be ratified.</p> <p>Vote:                      Yes 3                      No 0                      Abstain 0</p>									
End of Year Reporting & Annual General Meeting										
Compliance										
- Sinking Fund Forecast (Status Closed)	The Sinking Fund Forecast was carried out in 2022.									
- Insurance Valuation (Status Closed)	The Insurance Valuation was carried out in 2022.									
- Safety Audit (Status Open)	A motion will be tabled at the general meeting for a Safety Audit to be prepared.									
Administration & Sinking Fund Budgets and Levies										
- Budgets (Status Open)	<p>The Committee discussed the draft budgets. Some minor modifications were tabled and will be included.</p> <p><b>Resolved</b> that the draft budgets be submitted to the Annual General Meeting.</p>									



	<p>Vote:                      Yes 3                      No 0                      Abstain 0</p> <p>**** Owners to note: There will be an increase in this year's levy to both the Administrative and Sinking Funds. As the first two levy periods for this financial year were already approved at the 2023 General Meeting, this increase will reflect in the 3rd and 4th quarter of your financial year levies.****</p>
<b>Motions to Consider</b>	
	<p>A schedule of motions was provided to the Committee for their review and approval.</p> <p>The following motions will be included in the next General Meeting for voting:</p> <ol style="list-style-type: none"> <li>1. Minutes</li> <li>2. Statements of Accounts</li> <li>3. Administrative Fund Budget and Levies</li> <li>4. Sinking Fund Budget and Levies</li> <li>5. Insurance Policy</li> <li>6. No Audit Motion</li> <li>7. Appointment of an Auditor</li> <li>8. Debt Recovery Resolution</li> <li>9. Body Corporate Management</li> <li>10. Annual Safety Audit</li> </ol> <p><b><u>Resolved</u></b> that the committee accepts the above motions to be submitted to owners at the next general meeting.</p> <p>Vote:                      Yes 3                      No 0                      Abstain 0</p>
<b>Set a date &amp; time for the AGM</b>	<p>The date was not set pending the revised budgets.</p> <p><b><u>Resolved</u></b> that the Strata Manager be authorised to set the date, time and place for the next general meeting.</p> <p>Vote:                      Yes 3                      No 0                      Abstain 0</p>
<b>Lot Owner Motions</b>	No lot owner motions were received by the statutory deadline.
<b>Committee Nominations</b>	The Committee Nominations received by the statutory deadline were noted. It was noted that owners can nominate from the floor on the day of the meeting for positions on the committee.
<b>Correspondence</b>	
<b>Correspondence for Information</b>	Nil.



<b>- QFES Communications</b> (Status Closed)	Items were flagged by QFES and these have now been resolved.
<b>Correspondence for Action</b>	Nil.
<b>Correspondence - Interim Approvals</b>	Nil.

*Please email our office if you would like to receive a copy of the Building Manager's report.*

**Closure:**

The Chairperson declared the meeting closed at 1:00 PM.

Secretary	Penelope Lawson
& Address:	Chez Chaz CTS 25332
	C/- The Community Co
	PO Box 3374
	Australia Fair QLD 4215



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# Voting Outside Committee Meeting Minutes

## Body Corporate for Chez Chaz CTS 25332

14 Purli Street SURFERS PARADISE QLD 4217  
Body Corporate And Community Management Act 1997  
Body Corporate And Community Management Accommodation Module Regulation 2020

Dear Owner(s), you are getting this notice because the Committee has voted on the motions below. The Body Corporate is obliged to notify you of the vote; no further action is required from you.

**The Community Co.**

Meeting Notice Issued:08.05.24	Date Motion(s) Resolved:09.05.24
Margaret Leggat Penelope Lawson Kristine Edwards Karen Munro	Margaret Leggat Penelope Lawson Kristine Edwards Karen Munro

## Motions Considered

---

### **1. Lot 9 - Renovations Request (Landing Steps)**

**Resolved** that the Committee approves the request from Lot 9 to install timber landing steps to their Lot.

**Vote:**

**YES: 4**

**NO: 0**

**ABSTAIN: 0**

*Resolution of the motion(s) is achieved upon receiving votes that constitute a quorum of the Committee.*

---

Secretary  
& Address:

Penelope Lawson  
Chez Chaz CTS 25332  
C/- The Secretary  
PO Box 3374  
AUSTRALIA FAIR QLD 4215

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**BUILDING COMMUNITY IN THE  
GOLD COAST**



PO BOX 3374  
AUSTRALIA FAIR, QLD 4215

Body Corporate for Chez Chaz CTS 25332  
14 Purli Street SURFERS PARADISE QLD 4217

The meeting commenced at 10:00 AM, the Body Corporate Managers proceeded to confirm the meeting attendance to ensure the rights of all Lot owners were protected.

Lot	Present in Person	Method of Vote	Validity of Vote	Voting Assignment	Apologies
1	Margaret Therese Leggat	Online	Yes		
3		Online	Yes		
4		Online	Yes		
7		Online	Yes		
9	Penelope Ann Lawson	Online	Yes		
11		Online	Yes		
21		Voting Paper	Yes		
23		Online	Yes		

Collette Dunn                      Body Corporate Manager

At an Adjourned meeting, the persons present (whether personally or otherwise) form a quorum. Quorum was achieved with **8** Lots present.

CON = Corporate Nominee  
CLE = Contribution Lot Entitlements  
POA = Power of Attorney



# Open Voting

**1. Minutes**

Proposer of the Motion (Committee)  
Ordinary Resolution

**Resolved** that the minutes of the Extraordinary General Meeting held on 26 April 2023 as circulated be confirmed as an accurate account of the proceedings of that meeting.

YES: 8

NO: 0

ABSTAIN: 0

**2. Statements of Accounts**

Proposer of the Motion (Committee)  
Ordinary Resolution

**Resolved** that the statements of accounts for the administrative and sinking fund for the year ending 29 February 2024 be adopted.

YES: 8

NO: 0

ABSTAIN: 0

**3. Administrative Fund Budgets and Levies**

Proposer of the Motion (Committee)  
Ordinary Resolution

**Resolved** that the Administrative fund budgeted expenditure as presented in the meeting documentation and levies totalling \$93,722.62 for the financial year ending 28 February 2025 be adopted with contributions levied based on contribution Lot entitlements by 4 instalments as outlined below with payments if be received by the due date.

And further that the Committee be authorised to issue an interim levy for the first levy period of the following financial year.

Issue By	Due Date	Period	*Rate Per Lot Entitlement (incl GST)	Total Amount Per Period (incl GST)
17/01/2024	01/03/2024	already issued 01/03/24 - 31/05/24	\$11.0500	\$19,790.55
18/04/2024	01/06/2024	already issued 01/06/24 - 31/08/24	\$11.0500	\$19,790.55
19/07/2024	01/09/2024	3 months 01/09/24 - 30/11/24	\$15.1149	\$27,070.76
18/10/2024	01/12/2024	3 months 01/12/24 - 28/02/25	\$15.1149	\$27,070.76
Interim Levy (Next Financial year)				
17/01/2025	01/03/2025	3 months 01/03/25 - 31/05/25	\$15.1149	\$27,070.76
18/04/2025	01/06/2025	3 months 01/06/25 - 31/08/25	\$15.1149	\$27,070.76

YES: 8

NO: 0

ABSTAIN: 0



**4. Sinking Fund Budgets and Levies**

Proposer of the Motion (Committee)

Ordinary Resolution

**Resolved** that the Sinking fund budgeted expenditure as presented in the meeting documentation and levies totalling \$60,000.00 for the financial year ending 28 February 2025 be adopted with contributions levied based on contribution Lot entitlements by 4 instalments as outlined below with payments if be received by the **due date**.

And further that the Committee be authorised to issue an interim levy for the first levy period of the following financial year.

Issue By	Due Date	Period	*Rate Per Lot Entitlement (incl GST)	Total Amount Per Period (incl GST)
17/01/2024	01/03/2024	already issued 01/03/24 - 31/05/24	\$6.2500	\$11,193.75
18/04/2024	01/06/2024	already issued 01/06/24 - 31/08/24	\$6.2500	\$11,193.75
19/07/2024	01/09/2024	3 months 01/09/24 - 30/11/24	\$10.5004	\$18,806.25
18/10/2024	01/12/2024	3 months 01/12/24 - 28/02/25	\$10.5004	\$18,806.25
<b>Interim Levy (Next Financial year)</b>				
17/01/2025	01/03/2025	3 months 01/03/25 - 31/05/25	\$10.5004	\$18,806.25
18/04/2025	01/06/2025	3 months 01/06/25 - 31/08/25	\$10.5004	\$18,806.25

YES: 8

NO: 0

ABSTAIN: 0

**5. Insurance Policy**

Proposer of the Motion (Committee)

Ordinary Resolution

**Resolved** that the insurance policy held by the Body Corporate as circulated in the meeting documentation be adopted;

Further Body Corporate Manager be authorised to instruct the insurance brokers for the Body Corporate to obtain quotations for renewal prior to the expiry of the insurance policy for the Committee to consider;

YES: 8

NO: 0

ABSTAIN: 0

**6. No Audit Motion**

Proposer of the Motion (Committee)

Special Resolution

**Resolved** that the Body Corporate statements of accounts for the year ending 28 February 2025 **NOT** be audited.

YES: 6

NO: 2

ABSTAIN: 0

422

130

0



## **7. Appointment of an Auditor**

Proposer of the Motion (Committee)

Ordinary Resolution

The following motion was ruled out of order due to the passing of motion 6;

*"That the Body Corporate's statements of accounts for the year ending 28 February 2025 be audited by AMG Accountants & Advisors."*

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## **8. Debt Recovery Resolution**

Proposer of the Motion (Committee)

Ordinary Resolution

**Resolved** that Body Corporate resolve pursuant to the *Body Corporate and Community Management Act 1997* and the *Body Corporate & Community Management Regulation module governing the scheme* (or other relevant Regulation Modules) for the purpose of collecting levy contributions to authorise the Body Corporate Manager and/or the Committee to do any one or more of the following:

- a. to issue arrears notices, reminder notices and/or letters to seek recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;
- b. to retain legal representation for the purposes of debt collection ;
- c. to issue demands, commence, pursue, continue, maintain or defend any court, tribunal or any other proceedings against any lot owner, mortgagee in possession and/or former lot owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;
- d. Enter and enforce any judgement obtained in the collection of levy contributions including issuing enforcement warrants for seizure and sale of real or personal property, enforcement warrants for redirection of debts or earnings, enforcement warrant for enforcement hearing and commencing and maintaining bankruptcy proceedings or winding up proceedings;
- e. Filing an appeal or defending an appeal against any judgement concerning the collection of levy contributions; and
- f. Liaise, instruct and prepare all matters with the Body Corporate's debt collection agents, lawyers and experts in relation to any levy recovery proceedings.

YES: 8

NO: 0

ABSTAIN: 0

---

## **9. Body Corporate Management**

Proposer of the Motion (Committee)

Voting by Proxy Not Permitted

Ordinary Resolution

**Resolved** that the Body Corporate appoints The Community Co. PTY LTD ABN 95 602 223 825 for a term of 1 year commencing 1 June 2024 at a fixed fee of \$6,900.00 inclusive of GST being \$230.00 per Lot per annum for the purposes of providing administrative services to the Body Corporate as per the terms set out in their agreement accompanying the meeting documentation.

YES: 8

NO: 0

ABSTAIN: 0

---



# COMMITTEE ELECTIONS

Chairperson	Penelope Ann Lawson Lot 9
Secretary	Penelope Ann Lawson Lot 9
Treasurer	Margaret Leggat Lot 1
Ordinary Member(s)	Kristine Edwards Lot 21
	Karen Munro Lot 11

***A Committee is to consist of 3 - 7 members of the Body Corporate. If a Lot owner wishes to join the Committee please email your nomination through to [mail@thecommunityco.com.au](mailto:mail@thecommunityco.com.au).***

***Visit [www.thecommunityco.com.au](http://www.thecommunityco.com.au) and click "videos" where you can find a video on what a Committee does.***

## **Closure:**

The Chairperson closed the meeting at 10:30 AM.

Secretary      Penelope Lawson  
& Address:    Chez Chaz CTS 25332  
                    C/- The Secretary  
                    PO Box 3374  
                    Australia Fair Qld 4215



### LEVIES & CORRESPONDENCE

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### FREQUENTLY ASKED QUESTIONS

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## GET CONNECTED

[thecommunityco.com.au](http://thecommunityco.com.au)





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BUILDING COMMUNITY IN THE  
**GOLD COAST**



**13 000 MY BCM**



**MAIL@THECOMMUNITYCO.COM.AU**



**PO BOX 3374  
AUSTRALIA FAIR, QLD 4215**

# Minutes of the Committee Meeting

## Body Corporate for Chez Chaz CTS 25332

14 Purli Street SURFERS PARADISE QLD 4217

---

**Date:** 03.06.24  
**Time:** 10:00 am  
**Location:** via Zoom

---

### Present:

Penelope Lawson  
Margaret Leggat  
Kristine Edwards  
Karen Munro

Chairperson/Secretary  
Treasurer  
Ordinary Committee Member  
Ordinary Committee Member

### In Attendance:

Thomas Beale, Caretaking Contractor  
Collette Dunn

Beale Property Management  
Body Corporate Manager

### Proxies:

Nil.

### Apologies:

Narelle Hibble

Lot 7

There being a quorum present the meeting was declared open at 10:00 am.

<b>Apologies, Proxies</b>	The Committee made note of the apologies and proxies listed above.
<b>Confirmation of minutes of the Committee meeting held on 25.03.24</b>	<p><b><u>Resolved</u></b> that the minutes of the Committee meeting held on 25.03.24 be confirmed as an accurate account of the proceedings of that meeting.</p> <p>Vote:                      Yes 4                      No 0                      Abstain 0</p>
<b>Confirmation of the minutes for the resolution(s) by Voting Outside of Committee Meeting held on 09.05.24</b>	<p><b><u>Resolved</u></b> that the minutes for the resolution(s) by Voting Outside of Committee Meeting held on 09.05.24 be confirmed as an accurate account of the proceedings of that meeting.</p> <p>Vote:                      Yes 4                      No 0                      Abstain 0</p>
<b>Building Manager's Report</b>	
	The Building Manager tabled a report for the Committee to consider and the following was discussed in addition to agenda items.
<b>- Insurance Claim</b> (Status Open)	All lots except lot 23 have been completed. This lot requires a waterproofing membrane to be installed to comply with current standards.
	<p><b><u>Resolved</u></b> that the Building Manager's Report be accepted.</p> <p>Vote:                      Yes 4                      No 0                      Abstain 0</p>
<b>Business Arising from Last Meeting</b>	
<b>- Fire Doors Lots 16 &amp; 29</b> (Status Open)	The contractor attended to make a second attempt to painting the doors and again, this was not to standard. The fire contractor will issue the invoice for the replacement doors and not charge for the poor works performed by his subcontractor. All owners that had their fire door replaced (within the lot boundary) will be invoiced shortly.
<b>- Gutter</b> (Status Open)	Quotations were obtained and Maxiflow engaged to perform these works. The work is expected to be completed on the 17th June, 2024 (AM).
<b>- Pump Services</b> (Status Open)	The Committee agreed to review other service providers given the reduction of services being provided by the current contractor.
<b>- Flexi Hoses</b> (Status Closed)	<p>The Committee extends their thanks to those owners that completed the survey to confirm that either a) the hoses have been replaced/inspected or b) that they have arranged replacement.</p> <p>The survey offers a reminder to all lot owners that the flexi hoses are the responsibility of the lot owners and must be inspected regularly. Should any further claim derive from the rupture of a flexi hose, the Committee advises that the respective owner will be responsible for the \$5,000.00 excess should this occur again.</p>



<b>- Lot 8 - Balcony</b> (Status Closed)	All works have been completed. No further action is required.
<b>- Gardening</b> (Status Closed)	Completed. No further action is required.
<b>- Grout Repair</b> (Status Open)	These works are ongoing.
<b>- Fire Door Replacement</b> (Status Closed)	Finalised. No further action is required.
<b>- Pool Umbrellas</b> (Status Closed)	Replaced. No further action is required.
<b>- Paint Maintenance Front Fence</b> (Status Open)	The Southern End planters have been completed. This project is ongoing.
<b>- Lot 10 - Roaming Gray Cat</b> (Status Open)	Ongoing. Awaiting response.
<b>- Lot 6 - Unapproved Second Cat</b> (Status Open)	Finalised. The second cat is a replacement cat which was approved in January, 2024. No further action is required.
<b>- Debtors - Aged Arrears for Sundry Items</b> (Status Open)	One debt from a previous owner has been written off. The other debt has been re-issued to the owner.
<b>- Unit 27 - Missing Gutter</b> (Status Open)	<p>The missing section of gutter was due to the owner installing a shade sail. This gutter requires replacement however it appears that after 18 months of communications, this replacement is yet to occur.</p> <p>The Strata Manager is to issue a 14 day notice for this work to be attended to.</p> <p>Should this not be performed, the Committee <b>resolved</b> for the Strata Manager to issue a 7 day entry notice to have these works performed, and on-charged to the owner.</p> <p>Vote:                      Yes 4                      No 0                      Abstain 0</p>
<b>- Letter to Augusta Palms</b> (Status Closed)	The Body Corporate cannot provide definitive evidence that the previous pipe break was due to the tree deriving from Augusta Palms. However, the Strata Manager issued a second letter to the Scheme requesting that they consider the request as a preventative measure of future plumbing concerns.
<b>- The Community Co app</b> (Status Closed)	This matter is now resolved. No further action is required.
<b>- Lot 7 - Form 8</b>	The Form 8 has been received. No further action is required.





(Status Closed)																						
Items to Monitor																						
Common Property Safety	<p>As a standing agenda item, the Committee asked if there are any new Common Property safety issues that require the attention of the Body Corporate.</p> <p>No new Common Property Safety issues were reported at the meeting.</p>																					
By-Law Breaches	No new By-Law breaches were reported at the meeting.																					
Insurance Claims	<p>The Body Corporate Manager advised that there are no new insurance claims.</p> <p>All owners are reminded that flexi hoses should be replaced every 5 years. Failure of these hoses can be catastrophic and insurance claims resulting from failed flexi hoses will significantly increase the premium on the policy.</p> <p>All owners should consider turning water off to the lot if they are going away as these types of failures cause significant damage if undetected for days.</p>																					
Date of next Meeting	The next committee meeting is set for 2 September, 2024 at 10:00 am via Zoom.																					
Financials																						
Financials - Administrative and Sinking Fund Position	<p>The Body Corporate Manager summarised the following financial position as at 27.05.24;</p> <table><tr><td>CASH AT BANK</td><td>\$74,424.89</td></tr><tr><td>INVESTMENT ACCOUNT BALANCE</td><td>\$0.00</td></tr><tr><td>ADMINISTRATIVE FUND</td><td>\$(3,165.35)</td></tr><tr><td>SINKING FUND</td><td>\$90,752.10</td></tr><tr><td>LEVIES IN ARREARS</td><td>\$0.00</td></tr></table> <table><tr><td></td><td>TOTAL BUDGET</td><td>ACTUAL EXPENDITURE</td></tr><tr><td>ADMINISTRATIVE FUND</td><td>\$82,120.00</td><td>\$19,565.28</td></tr><tr><td>SINKING FUND</td><td>\$7,150.00</td><td>\$2,513.85</td></tr></table>			CASH AT BANK	\$74,424.89	INVESTMENT ACCOUNT BALANCE	\$0.00	ADMINISTRATIVE FUND	\$(3,165.35)	SINKING FUND	\$90,752.10	LEVIES IN ARREARS	\$0.00		TOTAL BUDGET	ACTUAL EXPENDITURE	ADMINISTRATIVE FUND	\$82,120.00	\$19,565.28	SINKING FUND	\$7,150.00	\$2,513.85
CASH AT BANK	\$74,424.89																					
INVESTMENT ACCOUNT BALANCE	\$0.00																					
ADMINISTRATIVE FUND	\$(3,165.35)																					
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	TOTAL BUDGET	ACTUAL EXPENDITURE																				
ADMINISTRATIVE FUND	\$82,120.00	\$19,565.28																				
SINKING FUND	\$7,150.00	\$2,513.85																				



<b>Term Deposits</b>	<p><b>New Term Deposit</b></p> <p><b>Resolved</b> that the Body Corporate Manager be authorised to invest \$60,000.00 in a term deposit for a term of three months at the best possible rate and further that The Community Co Pty Ltd and its Directors, Chairperson and Treasurer be appointed as the authorised account signatory on all term deposit accounts held by the Body Corporate and be authorised to reinvest, add to or close the term deposit on behalf of the Body Corporate moving forward.</p> <p>Vote:                      Yes 4                      No 0                      Abstain 0</p> <p><b>Ongoing Resolution</b></p> <p><b>Resolved</b> that the Directors of The Community Co Pty Ltd, and Treasurer of the Committee be authorised to open, reinvest, add to or close the term deposits on behalf of the Body Corporate moving forward.</p> <p>And further that Directors of The Community Co Pty Ltd be the authorised account signatory on all term deposit accounts held by the Body Corporate.</p> <p>Vote:                      Yes 4                      No 0                      Abstain 0</p>
<b>Debtors</b>	The Committee made note of the list of debtors as per the financial statements circulated with the Committee documentation.
<b>Payment Authorisations</b>	<p><b>Resolved</b> that the expenditure for the period <b>01.03.24 to 27.05.24</b> listed in the meeting documentation circulated to the Committee be ratified.</p> <p>Vote:                      Yes 4                      No 0                      Abstain 0</p>
<b>New Business</b>	
<b>- New nosing for Stairwells</b> (Status Open)	New nosing for the stairwells are being considered. Quotations to be obtained.
<b>- Rubbish outside the Lot</b> (Status Open)	It was noted that some residents are leaving their garbage outside of the front door for hours before taking the rubbish down to the basement. All residents are requested to not leave rubbish at the front door for any period of time.

Please email our office if you would like to receive a copy of the Building Manager's report.

**Closure:**

The Chairperson declared the meeting closed at 11:19 am.

Secretary  
& Address: Penelope Lawson  
Chez Chaz CTS 25332  
C/- The Community Co  
PO Box 3374  
Australia Fair QLD 4215



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**PO BOX 3374  
AUSTRALIA FAIR, QLD 4215**

# Minutes of the Committee Meeting

## Body Corporate for Chez Chaz CTS 25332

14 Purli Street SURFERS PARADISE QLD 4217

---

**Date:** 02.09.24  
**Time:** 10:00 AM  
**Location:** via Zoom

---

### Present:

Penelope Lawson	Chairperson and Secretary
Margaret Leggat	Treasurer
Kristine Edwards	Ordinary Committee Member
Karen Munro	Ordinary Committee Member

### In Attendance:

Thomas Beale	Building Manager
Collette Dunn	Body Corporate Manager

### Proxies:

Nil.

### Apologies:

Nil.

There being a quorum present the meeting was declared open at 10:00AM.

<b>Apologies, Proxies</b>	No apologies or proxies were tabled.
<b>Confirmation of minutes of the Committee meeting held on 03.06.24</b>	<p><b><u>Resolved</u></b> that the minutes of the Committee meeting held on 03.06.24 be confirmed as an accurate account of the proceedings of that meeting.</p> <p>Vote:                      Yes 4                      No 0                      Abstain 0</p>
<b>Confirmation of the minutes for the resolution(s) by Voting Outside of Committee Meeting held on 09.05.24</b>	<p><b><u>Resolved</u></b> that the minutes for the resolution(s) by Voting Outside of Committee Meeting held on 09.05.24 be confirmed as an accurate account of the proceedings of that meeting.</p> <p>Vote:                      Yes 4                      No 0                      Abstain 0</p>
<b>Building Manager's Report</b>	
	The Building Manager tabled a report for the Committee to consider and the following was discussed in addition to agenda items at Minute __;
<b>- Ventilation System</b> (Status Open)	<p>A quotation was tabled to consider from Safeair to inspect and clean all ventilation ducts within the Scheme.</p> <p><b><u>Resolved</u></b> to accept the quotation by Safeair to carry out inspection and cleaning of all ventilation ducts.</p> <p>Vote:                      Yes 4                      No 0                      Abstain 0</p>
<b>- Top Soil - Front Lawn</b> (Status Closed)	The Caretaker will purchase more top soil for the front lawn to level out undulations in turf this section more even to the footpath due to a recent trip. No further action is required.
<b>- Pot Plants</b> (Status Closed)	All pot plants have been topped up with soil and mulch. No further action is required.
<b>- Pool Safety Inspection</b> (Status Closed)	Pool safety inspection carried out by GCDPI and passed. Some front trees were trimmed to reduce potential climbing hazard. No further action is required.
<b>- Turf, Northern Side Gate</b> (Status Closed)	The Caretaker has laid sheets of turf with undersoil outside northern side pedestrian gate to cover exposed grid paving as with the southern side. No further action is required.
<b>- Rat Traps</b> (Status Closed)	<p>The Caretaker set up a rat trap and bait in basement as requested due to the issue of food waste being littered in the basement.</p> <p>Residents are reminded to not leave food waste in this area.</p>
	<b><u>Resolved</u></b> that the Caretaker's Report be accepted.



	Vote:            Yes 4            No 0            Abstain 0
<b>Business Arising from Last Meeting</b>	
<b>- Insurance Claim</b> (Status Open)	This matter is ongoing. Rectification works are complete in all units except unit 23. A variation is required for the whole new bathroom as there was no water proofing found under the vanity when removed. Complete replacement is required to bring the area up to current code for compliance.
<b>- Fire Doors Lots 16 &amp; 29</b> (Status Open)	The fire door of Unit 29 is completed. Re-inspection of fire doors for lots 6, 15 & 16 is required. The Strata Manager will issue communications to the agent/s for these lots. The agent is to coordinate this inspection direct with Gold Coast Fire Doors.
<b>- Gutter</b> (Status Closed)	These works have been completed. No further action is required.
<b>- Spear Pump Replacement</b> (Status Open)	BK Pumps quote for replacement spear water pump for the irrigation has been approved. Parts/materials have been ordered and it will be booked in once they arrive.  All pumps have been serviced with BK Pumps with no issues found other than the spear pump.
<b>- Grout Repair</b> (Status Open)	Caretaker is in the process of repairing sections of cracked or missing grout in the outdoor tiled areas. Worst sections have been done in the pool area and remainder of tiled areas to be done over coming weeks.
<b>- Paint Maintenance Front Fence</b> (Status Open)	The painting is ongoing. The Caretaker will continue to work on sections within the Scheme.
<b>- Lot 10 - Roaming Gray Cat</b> (Status Closed)	An application has been received and approval granted subject to standard conditions associated with keeping a pet. No further action is required.
<b>- Unit 27 - Missing Gutter</b> (Status Closed)	This matter was raised by the letting agent. However, it is not a body corporate responsibility. Should the agent wish to address the matter, the agent is to arrange installation of the guttering with the owner of the lot. The body corporate will not address any further correspondence pertaining to this matter.



<div><div>- New nosing for Stairwells</div><div>(Status Open)</div></div>	<div>Quotations are currently being obtained to replace the stair safety nosing throughout the complex.</div> <div>Current quotations suggest price for materials without installation would range between \$5,800 – \$7,200 depending on style and insert chosen. Further quotations are currently being obtained.</div>													
<div><div>- Rubbish outside the Lot</div><div>(Status Open)</div></div>	<div>Resolved. No further action is required.</div>													
Items to Monitor														
Common Property Safety	<div>As a standing agenda item, the Committee asked if there are any new Common Property safety issues that require the attention of the Body Corporate.</div> <div>No new Common Property Safety issues were reported at the meeting.</div>													
By-Law Breaches	<div>No new By-Law breaches were reported at the meeting.</div>													
Insurance Claims	<div>The Body Corporate Manager advised that the current flexihose claim remains ongoing.</div> <div>All owners are reminded that flexi hoses should be replaced every 5 years. Failure of these hoses can be catastrophic and insurance claims resulting from failed flexi hoses will significantly increase the premium on the policy.</div> <div>All owners should consider turning water off to the lot if they are going away as these types of failures cause significant damage if undetected for days.</div>													
Date of next Meeting	<div>Monday 2nd December, 2024 @ 10:00AM</div>													
Financials														
Financials - Administrative and Sinking Fund Position	<div>The Body Corporate Manager summarised the following financial position as at 23 August, 2024.;</div> <table><tr><td>CASH AT BANK</td><td>\$32,251.31</td></tr><tr><td>INVESTMENT ACCOUNT BALANCE</td><td>\$60,000.00</td></tr><tr><td>ADMINISTRATIVE FUND</td><td>\$(6,462.28)</td></tr><tr><td>SINKING FUND</td><td>\$98,015.35</td></tr><tr><td>LEVIES IN ARREARS</td><td>\$356.25</td></tr></table> <table><tr><td></td><td>TOTAL BUDGET</td><td>ACTUAL EXPENDITURE</td></tr></table>	CASH AT BANK	\$32,251.31	INVESTMENT ACCOUNT BALANCE	\$60,000.00	ADMINISTRATIVE FUND	\$(6,462.28)	SINKING FUND	\$98,015.35	LEVIES IN ARREARS	\$356.25		TOTAL BUDGET	ACTUAL EXPENDITURE
CASH AT BANK	\$32,251.31													
INVESTMENT ACCOUNT BALANCE	\$60,000.00													
ADMINISTRATIVE FUND	\$(6,462.28)													
SINKING FUND	\$98,015.35													
LEVIES IN ARREARS	\$356.25													
	TOTAL BUDGET	ACTUAL EXPENDITURE												



	<table><tr><td>ADMINISTRATIVE FUND</td><td>\$82,120.00</td><td>\$42,498.04</td></tr><tr><td>SINKING FUND</td><td>\$7,150.00</td><td>\$9,507.85</td></tr></table>	ADMINISTRATIVE FUND	\$82,120.00	\$42,498.04	SINKING FUND	\$7,150.00	\$9,507.85		
ADMINISTRATIVE FUND	\$82,120.00	\$42,498.04							
SINKING FUND	\$7,150.00	\$9,507.85							
Term Deposits	<p>The Committee discussed the term deposit investments listed in the financial statements circulated with the meeting documentation.</p> <p>The Body Corporate has the following Term deposits:</p> <table><tr><td>Bank</td><td>Amount Invested</td><td>Interest Rate</td><td>Expiry Date</td></tr><tr><td>Macquarie</td><td>\$60,000.00</td><td>4.70%</td><td>04.09.24</td></tr></table> <p><b>New Term Deposit</b></p> <p><b>Resolved</b> that the Body Corporate Manager be authorised to invest \$50,000.00 in a term deposit for a term of 3 months at the best possible rate and further that The Community Co Pty Ltd and its Directors, Chairperson and Treasurer be appointed as the authorised account signatory on all term deposit accounts held by the Body Corporate and be authorised to reinvest, add to or close the term deposit on behalf of the Body Corporate moving forward.</p> <p>Vote:                      Yes 4                      No 0                      Abstain 0</p> <p><b>Ongoing Resolution</b></p> <p><b>Resolved</b> that the Directors of The Community Co Pty Ltd, and Treasurer of the Committee be authorised to open, reinvest, add to or close the term deposits on behalf of the Body Corporate moving forward.</p> <p>And further that Directors of The Community Co Pty Ltd be the authorised account signatory on all term deposit accounts held by the Body Corporate.</p> <p>Vote:                      Yes 4                      No 0                      Abstain 0</p>	Bank	Amount Invested	Interest Rate	Expiry Date	Macquarie	\$60,000.00	4.70%	04.09.24
Bank	Amount Invested	Interest Rate	Expiry Date						
Macquarie	\$60,000.00	4.70%	04.09.24						
Debtors	The Committee made note of the list of debtors as per the financial statements circulated with the Committee documentation.								
Payment Authorisations	<p><b>Resolved</b> that the expenditure for the period <b>to 23 August, 2024</b> listed in the meeting documentation circulated to the Committee be ratified.</p> <p>Vote:                      Yes 4                      No 0                      Abstain 0</p>								
Correspondence	It was considered that all correspondence received has been actioned.								
Correspondence - Interim Approvals	<p>The Committee is an active volunteer group of owners that deals with Lot owner requests in a timely manner. The following is a list of interim approvals authorised by the Committee in between formal meetings.</p> <p>7.3.1. Lot 9 - Landing Steps 13.05.24 7.3.2. Lot 9 - Dog 12.06.24</p>								





	<p>7.3.3. Lot 28 - Bike Rack 13.08.24</p> <p><b>Resolved</b> that items 7.3.1 to 7.3.3 above-mentioned interim approvals be ratified subject to the conditions authorised by the Committee.</p> <p>Vote:                Yes 4                No 0                Abstain 0</p>
<b>New Business</b>	
<p><b>- Monthly Financial Reporting</b> (Status Closed)</p>	<p>The Treasurer requested monthly financial reporting. The Strata Manager will issue monthly reporting as requested.</p>
<p><b>- Unit 7 Renovation Application</b> (Status Open)</p>	<p>A renovation application has been submitted for Unit 7. This application is currently under review.</p>
<p><b>- By-Law Update</b> (Status Open)</p>	<p>Quotations were tabled to consider updating the by-laws for the Scheme with particular focus on renovations and ensuring that waterproofing is to current standards.</p> <p><b>Resolved</b> to accept the quotation by Hynes Legal (estimate) to draft new by-laws for the Scheme.</p> <p>Vote:                Yes 4                No 0                Abstain 0</p>
<p><b>- Fire Doors - Owners Responsibility</b> (Status Open)</p>	<p>Due to the configuration of the building, the following lots are responsible for the fire doors to their lot - 5, 6, 11, 12, 13, 15, 16, 18, 19, 20, 21, 22, 23, 25, 26, 28, 29 &amp; 30.</p> <p>The body corporate is responsible for all fire doors that form part of the boundary between the lot and common property. The abovenamed lots form a boundary a few metres past the front door (alcove area) and therefore is not a boundary or body corporate responsibility.</p>
<p><b>-Further Fire Inspection Defects</b></p>	<p>A number of defects were further identified at the most recent inspection. Quotations have been obtained. Some defects pertain to lots whereby the body corporate has no responsibility to repair. Some defects refer to doors closers being required. The Strata Manager will issue the quotation to each lot for their consideration and instruction.</p>

Please email our office if you would like to receive a copy of the Caretaker's Report.

**Closure:**

The Chairperson declared the meeting closed at 11:47AM.



Secretary  
& Address:

Penelope Lawson  
Chez Chaz CTS 25332  
C/- The Community Co  
PO Box 3374  
Australia Fair QLD 4215

### LEVIES & CORRESPONDENCE

If you wish to receive Body Corporate levies and correspondence via email, scan the QR code and submit an online email opt-in request.



### FREQUENTLY ASKED QUESTIONS

If you're new to Body Corporate and Community Living or have questions, scan the QR code to watch videos about all things Body Corporate and its Community.

### ONLINE ACCESS

Did you know your Body Corporate has a website where you can monitor your levy account and gain access to Body Corporate records?

Email us to receive your login details:  
[mail@thecommunityco.com.au](mailto:mail@thecommunityco.com.au)



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AUSTRALIA FAIR, QLD 4215**

# Voting Outside Committee Meeting Minutes

## Body Corporate for Chez Chaz CTS 25332

14 Purli Street SURFERS PARADISE QLD 4217  
Body Corporate And Community Management Act 1997  
Body Corporate And Community Management Accommodation Module Regulation 2020

Dear Owner(s), you are getting this notice because the Committee has voted on the motions below. The Body Corporate is obliged to notify you of the vote; no further action is required from you.

**The Community Co.**

Meeting Notice Issued:03.09.24	Date Motion(s) Resolved:10.09.24
Penelope Ann Lawson Margaret Leggat Kristine Mary Edwards Karen Munro	Penelope Ann Lawson Margaret Leggat Kristine Mary Edwards Karen Munro

## Motions Considered

---

### **1. Lot 7 - Renovations Request (Bathroom/Laundry)**

**Resolved** that the Committee approves the renovations request submitted by Lot 7 to:

- access garage/carpark plumbing above Lot 30 carspace to relocate plumbing and drainage for installation of a new washing machine
- lowering hotwater service in bathroom
- Moving vanity in bathroom to the existing plumbing (current location of washing machine)

**Vote:**

**YES: 3**

**NO: 1**

**ABSTAIN: 0**

*Resolution of the motion(s) is achieved upon receiving votes that constitute a quorum of the Committee.*

---

Secretary  
& Address:

Penelope Ann Lawson  
Chez Chaz CTS 25332  
C/- The Secretary  
PO Box 3374  
AUSTRALIA FAIR QLD 4215

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**PO BOX 3767  
AUSTRALIA FAIR, QLD 4215**

# Voting Outside Committee Meeting Minutes

## Body Corporate for Chez Chaz CTS 25332

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Body Corporate And Community Management Act 1997  
Body Corporate And Community Management Accommodation Module Regulation 2020

*Dear Owner(s), you are getting this notice because the Committee has voted on the motions below. The Body Corporate is obliged to notify you of the vote; no further action is required from you.*

**The Community Co.**

Meeting Notice Issued:25.02.25	Date Motion(s) Resolved:25.02.25
Penelope Ann Lawson Margaret Leggat Kristine Mary Edwards Karen Munro	Penelope Ann Lawson Margaret Leggat Kristine Mary Edwards

## Motions Considered

---

### **1. Unit 6 - Balcony Wall Waterproofing**

**Resolved** that the Committee approve Quotation 24-14762 from Spectech Group P/L for injection and negative side waterproofing of Unit 6's balcony wall.

**Vote:**                      **YES: 3**    **NO: 0**    **ABSTAIN: 0**

*Resolution of the motion(s) is achieved upon receiving votes that constitute a quorum of the Committee.*

---

### **2. Unit 6 - Courtyard Partition Wall Waterproofing Quote**

**Resolved** that the Committee approve Quote 24-14763 from Spectech Group P/L for Waterproofing Services in Unit 6 courtyard partition wall.

**Vote:**                      **YES: 3**    **NO: 0**    **ABSTAIN: 0**

*Resolution of the motion(s) is achieved upon receiving votes that constitute a quorum of the Committee.*

---

Secretary  
& Address:

Penelope Ann Lawson  
Chez Chaz CTS 25332  
C/- The Secretary  
PO Box 3767  
AUSTRALIA FAIR QLD 4215

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# SINKING FUND FORECAST

---

Body Corporate

Chez Chaz - CTS25332



14 Purli Street

CHEVRON ISLAND

10/10/2022

Job No 23166/2022/SFF

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## SECTION A – SUMMARY OF SINKING FUND FORECAST

### PROPERTY NAME

Body Corporate	Chez Chaz
CTS/SP Number	25332

### PHYSICAL ADDRESS

Building Address	14 Purli Street CHEVRON ISLAND QLD 4217
------------------	--

### INTRODUCTION

This report has been commissioned by the Body Corporate to provide a sinking fund forecast for the above-mentioned property.

This forecast satisfies the requirements of the Body Corporate and Community Management Act 1997. The purpose of this forecast is to establish a reserve of funds which allows for their future expenditure on the replacement of building components at the end of their expected life.

### REPORT SUMMARY

Year of Construction/ Registration Date	
Financial Year Start Date	01/03/2022
Opening Balance	\$50,153.38
Number of Lots	30
Number of Entitlements	1791
Proposed Sinking Fund Levy – Per Lot Entitlement	\$23.67
Proposed Sinking Fund Levy – Annual	\$42,386.00

### ADDITIONAL INFORMATION

Company taxation rate	30
Allowance for future building cost escalation - %	3
Contingency Allowance - %	5
Registered for GST	NO
Forecast Period – Number of Years	15

### PROPERTY INSPECTION

Property Inspection Date	10/10/2022
--------------------------	------------



## SECTION B – SINKING FUND FORECAST

### 2.1 GENERAL INFORMATION

The estimates in this forecast are based on the typical usage for a building of this type.

This forecast has been based on a reasonable estimate of the expected life of the components listed in the forecast. The actual life of the components can be expected to vary from the estimated life and will be affected by maintenance programs, climate and environmental conditions, material failure, misuse and design errors etc.

This forecast is based on the assumption that the Body Corporate Committee or onsite Manager will implement a maintenance policy to recognize and encourage regular maintenance expenditure in the prevention of larger remedial capital expenditures.

The contributions and expenses in this report should be reviewed on an annual basis to take into account any change in condition of the building, new work that may have been attended to or changes in the Sinking Fund balance. It will also require updating if there is a change in any statutory requirements affecting this project.

### 2.2 LIFE EXPECTANCY

This forecast is based on the estimated life allowances sourced from industry trade specialists. The estimated life of the products is a guide only and the actual life may vary based on the site conditions and maintenance programs.

The estimated life of the components as listed in the elemental breakdown of this forecast.

E.O.L = Estimated overall life

E.R.L = Estimated Remaining Life

### 2.3 CONTINGENCY

A contingency has been allowed for any unforeseen expenses.

### 2.4 GOODS AND SERVICES TAX (GST)

The forecast is exclusive of the ten (10%) allowance for Goods and Services Tax.

### 2.5 SINKING FUND BALANCE

The sinking fund balance is forecast on expected contributions and expenses at the beginning of the year.

### 2.6 CONTRIBUTION / ALLOWANCE

These terms within the report refer to monies set aside over the term of the report for future expenditure of items which may or may occur within the 15-year cycle. These are budgeting items and not expenditure.

## SECTION C – EXCLUSIONS

### 3.1 SPECIFIC EXCLUSIONS

The forecast makes no allowance for costs associated with the following:

- Additional costs by shortage of labour and materials caused by widespread catastrophes or extremely buoyant building conditions.
- Operational costs including Management fees and employment costs, insurances, administration costs and expenses, cleaning and consumables.
- Rates
- Land legal and finance costs
- Recurring items such as maintenance contracts and cost of remedial repairs arising from lack of fully implemented maintenance program.
- Refurbishments which are unrelated to physical deterioration, unless Body Corporate has provided us with specific costs
- Costs associated with vandalism
- Latent defects
- Damage or component failure which may occur for whatever reason before the end of the expected life span of each component
- Minor items such as light bulbs and batteries
- Items which are included in the administration fund
- Costs arising from changes to legislation, e.g. GST
- Electrical cabling, mechanical duct-work and tiling – all are deemed to not require replacing within 10 years if periodic repairs, maintenance and reconditioning are carried out. The cost of all such repairs, maintenance and reconditioning have also been excluded.

### 3.2 STRUCTURAL DEFECTS

This is not a structural report and does not cover expenditure that occurs either directly or indirectly as a result of structural defects. It does not cover expenditure as a result of accidental damage.

### 3.3 ASBESTOS SURVEY

An Asbestos detection survey is not applicable.

### 3.4 SAFETY

The inspection and report does not cover safety issues.

### 3.5 TERMS AND CONDITIONS

All services provided by Seymour Consultants are based on our general terms and conditions which are available on our website at [www.seymourconsultants.com.au](http://www.seymourconsultants.com.au)

## SECTION D – CONTRIBUTION SUMMARY

### Sinking Fund Forecast Contribution Summary

#### General Information

Number of Entitlements	1,791	30	Lots
Opening Balance	\$ 50,153		
Inflation Rate (p.a.)	3.00	%	
Interest Rate (after tax)	1.50	%	
Y1 Contribution per Ent/Yr	\$ 23.67		
Previous year	2021		
Financial year 1 start	01/03/2022		

#### Sinking Fund Contribution Summary

Year	Financial Year Period	Expected Expenses	Required Contribution	Interest	Sinking Fund Balance	Contribution Per Ent. P.A.
					\$50,153	
Year 1 - (2022)	01/03/2022 to 28/02/2023	-\$4,620	\$42,386	\$1,319	\$89,238	\$23.67
Year 2 - (2023)	01/03/2023 to 29/02/2024	-\$1,330	\$40,000	\$1,919	\$129,826	\$22.33
Year 3 - (2024)	01/03/2024 to 28/02/2025	-\$6,835	\$40,000	\$2,445	\$165,435	\$22.33
Year 4 - (2025)	01/03/2025 to 28/02/2026	-\$8,660	\$38,000	\$2,922	\$197,696	\$21.22
Year 5 - (2026)	01/03/2026 to 28/02/2027	-\$14,190	\$38,000	\$3,323	\$224,829	\$21.22
Year 6 - (2027)	01/03/2027 to 29/02/2028	-\$16,781	\$36,000	\$3,661	\$247,708	\$20.10
Year 7 - (2028)	01/03/2028 to 28/02/2029	-\$10,321	\$36,000	\$4,101	\$277,488	\$20.10
Year 8 - (2029)	01/03/2029 to 28/02/2030	-\$33,705	\$35,000	\$4,182	\$282,965	\$19.54
Year 9 - (2030)	01/03/2030 to 28/02/2031	-\$190,787	\$35,000	\$1,908	\$129,085	\$19.54
Year 10 - (2031)	01/03/2031 to 29/02/2032	-\$20,253	\$36,049	\$2,173	\$147,055	\$20.13
Year 11 - (2032)	01/03/2032 to 28/02/2033	-\$2,770	\$37,131	\$2,721	\$184,138	\$20.73
Year 12 - (2033)	01/03/2033 to 28/02/2034	-\$31,328	\$38,245	\$2,866	\$193,921	\$21.35
Year 13 - (2034)	01/03/2034 to 28/02/2035	-\$12,949	\$39,392	\$3,305	\$223,669	\$21.99
Year 14 - (2035)	01/03/2035 to 29/02/2036	-\$7,805	\$40,574	\$3,847	\$260,284	\$22.65
Year 15 - (2036)	01/03/2036 to 28/02/2037	-\$55,729	\$41,791	\$3,695	\$250,042	\$23.33

- General maintenance costs are excluded.
- All figures stated are net and are exclusive of any discounts or penalty interest.
- Sinking Fund Balance includes bank interest at the rate per annum as stated above.
- No liability accepted.





## SECTION E – SINKING FUND FORECAST SUMMARY

### Sinking Fund Forecast Summary

Annual Increase: 3%	CURRENT COSTS	Year 1 2022	Year 2 2023	Year 3 2024	Year 4 2025	Year 5 2026	Year 6 2027	Year 7 2028	Year 8 2029	Year 9 2030	Year 10 2031	Year 11 2032	Year 12 2033	Year 13 2034	Year 14 2035	Year 15 2036	TOTAL
		1.000	1.030	1.061	1.093	1.126	1.159	1.194	1.230	1.267	1.305	1.344	1.384	1.426	1.469	1.513	

### Sinking Fund Forecast Summary

Basement	21,460	0	0	0	0	4,292	0	1,809	5,483	0	0	2,638	2,561	0	2,225	17,658	36,665
Building	158,069	0	0	2,603	0	4,558	4,445	0	11,328	177,037	6,945	0	4,753	0	0	13,468	225,139
Services	20,232	0	0	3,004	6,084	0	5,989	0	6,848	3,587	5,331	0	14,858	0	0	12,470	58,172
Recreational Facilities	12,926	4,400	0	902	0	2,093	4,122	7,256	1,762	1,077	2,427	0	4,922	6,273	2,463	4,099	41,797
External Works	13,877	0	1,267	0	2,164	2,571	1,426	764	6,678	0	4,585	0	2,741	6,059	2,746	5,380	36,381
Contingency	11,328	220	63	325	412	676	799	491	1,605	9,085	964	132	1,492	617	372	2,654	19,908
<b>TOTAL</b>	<b>237,892</b>	<b>4,620</b>	<b>1,330</b>	<b>6,835</b>	<b>8,660</b>	<b>14,190</b>	<b>16,781</b>	<b>10,321</b>	<b>33,705</b>	<b>190,787</b>	<b>20,253</b>	<b>2,770</b>	<b>31,328</b>	<b>12,949</b>	<b>7,805</b>	<b>55,729</b>	<b>418,063</b>



## SECTION F – SINKING FUND FORECAST DETAILS

Sinking Fund Forecast Details

Annual Increase %	Description	EOL	ERL	CURRENT COSTS	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	TOTAL
					2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	
					1.000	1.030	1.061	1.093	1.126	1.159	1.194	1.230	1.267	1.305	1.344	1.384	1.426	1.469	1.513	
<b>Basement</b>																				
Basement	Entry ramp	Repair cracks to concrete entry ramp	7	7	1,515						1,809							2,225		4,034
Basement	Garage door	Replace motor to basement door	6	5	1,963				2,209						2,638					4,847
Basement	Garage door	Replace entry basement door	15	15	11,674														17,658	
Basement	Line marking	Car park line marking	7	5	1,850				2,082							2,561				4,643
Basement	Underground water	Replace stormwater pumps	12	8	4,458							5,483								5,483
<b>Building</b>																				
Building	Metal roofing	Contribution to replace metal roof sheeting	9	9	4,480								5,675							5,675
Building	Metal roofing	Reseal roof fixings to metal sheeting (Assume 25%)	9	9	1,755								2,223							2,223
Building	Roof plumbing	Contribution to replace gutters, fascias, downpipes	9	9	2,400								3,040							3,040
Building	Roof plumbing	Paint downpipes - refer to external paint	10	9																
Building	External surfaces	Paint external building facade	10	9	119,700								151,632							151,632
Building	External surfaces	Paint soffits - refer external Paint	10	9																
Building	External surfaces	Paint concrete soffits - refer to external Paint	10	9																
Building	External surfaces	Allowance for working at heights	10	9	5,936								7,520							7,520
Building	Windows	Contribution to replace windows	8	8	4,775							5,873								5,873
Building	Windows	Contribution to replace window seats	8	8	2,336							2,873								2,873
Building	Awnings / screens	Contribution to replace awnings/ screens	5	5	3,000				3,377					3,914					4,538	11,829
Building	Balustrading	Contribution to replace balustrading	3	3	2,454			2,603		2,845			3,109			3,397			3,712	15,666
Building	Balustrading	Paint metal balustrading / handrails - included in painting	10	9																
Building	Doors	Contribution to replace doors - general	8	8	2,100							2,583								2,583
Building	Doors	Paint doors, frames & architraves	10	9	3,030								3,838							3,838
Building	Internal floors	Replace / Repair tiled floors - Typical levels	5	5	1,050				1,182					1,370					1,588	4,140
Building	Fitments	Replace directional and safety signs - basement	6	6	196					227						271				499
Building	Fitments	Replace safety signage	6	6	196					227						271				499
Building	Fitments	Replace pool signage	6	6	196					227						271				499
Building	Fitments	Replace driveway signage	6	6	196					227						271				499
Building	Fitments	Replace general signage	6	6	196					227						271				499
Building	Fitments	Renewal of building signage	10	10	1,273									1,661						1,661
Building	Fitments	Replace letter boxes	15	15	2,400														3,630	3,630
Building	Fitments	Repairs to letterboxes doors	15	6	400					464										464
<b>Services</b>																				
Services	Electrical	Replace intercom	12	10	4,086									5,331						5,331
Services	Electrical	Allowance to replace CCTV cameras	4	4	1,486			1,624				1,828				2,057				5,508
Services	Electrical	Contribution to replace light fittings - Basement	3	3	604			641		700			765			836			914	3,856
Services	Electrical	Contribution to replace light fittings - Internal	3	3	700			743		811			887			969			1,059	4,469
Services	Electrical	Contribution to replace light fittings - External	3	3	562			596		652			712			778			850	3,588
Services	Electrical	Contribution to replace light fittings - Exit	3	3	658			698		763			834			911			995	4,201
Services	Electrical	Replace smoke detectors	3	3	133			141		154			168			184			201	849
Services	Electrical	Replace heat sensors	3	3	175			186		203			222			242			265	1,117
Services	Electrical	Repair electrical services	4	4	932			1,018				1,146				1,290				3,455
Services	Electrical	Replace main electrical switchboard	15	15	5,412													8,186		8,186
Services	Hydraulics	Allowance to replace pipework	4	4	3,150			3,442				3,874				4,360				11,677
Services	Mechanical	Replace toilet extraction fans	6	6	2,334					2,706						3,231				5,937



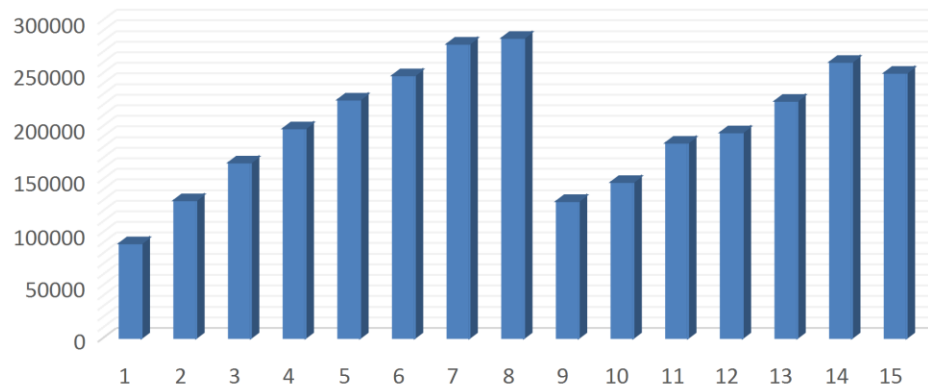
## Sinking Fund Forecast Details

Annual Increase %	Description	EOL	ERL	CURRENT COSTS	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	TOTAL
					2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	
					1.000	1.030	1.061	1.093	1.126	1.159	1.194	1.230	1.267	1.305	1.344	1.384	1.426	1.469	1.513	
<b>Recreational Facilities</b>																				
Recreational Facilities	Swimming pool	Contribution to resurface outdoor pool - % allowance	3	3	850			902		985			1,077			1,177			1,286	5,426
Recreational Facilities	Swimming pool	Repairs to pool tiles	7	7	510						609							749		1,358
Recreational Facilities	Swimming pool	Repairs to pool copings	7	7	1,167						1,393							1,714		3,107
Recreational Facilities	Swimming pool	Replace pool sand filter(s)	10	8	1,433							1,762								1,762
Recreational Facilities	Swimming pool	Replace pool pump(s)	6	6	1,486					1,723						2,057				3,780
Recreational Facilities	Swimming pool	Replace chlorinator(s)	6	6	1,220					1,414						1,689				3,103
Recreational Facilities	Swimming pool	Replace pool furniture	5	5	1,510				1,700				1,970						2,284	5,954
Recreational Facilities	Swimming pool	Replace pool umbrellas	5	5	350				394				457						529	1,380
Recreational Facilities	Shade sails	Replace shade sail(s) entry and pool	6	1	4,400	4,400					5,254						6,273			15,927
<b>External works</b>																				
External works	Front gate	Paint front entry statement - Part of painting	10	9																
External works	Front gate	Replace pedestrian gate(s)	15	15	1,273														1,926	1,926
External works	Walkways	Repairs to paved walkway	5	5	1,274				1,434					1,662					1,927	5,023
External works	Concrete	Repairs to concrete driveways	5	5	1,010				1,137					1,318					1,528	3,982
External works	Landscaping	Upgrade gardens	2	2	750		773	820		869		922		979		1,038		1,101		6,502
External works	Landscaping	Replacement of mulch	2	2	480		494	525		556		590		626		664		705		4,161
External works	Landscaping	Tree trimming	4	4	750			820				922				1,038				2,780
External works	Landscaping	Paint planter walls - refer to external Paint	10	9																
External works	Retaining wall(s)	Repairs to retaining block retaining wall	15	13	4,250												6,059			6,059
External works	Fencing	Repair timber fencing	7	7	640						764							940		1,704
External works	Fencing	Repair block boundary walls	10	8	3,450							4,243								4,243

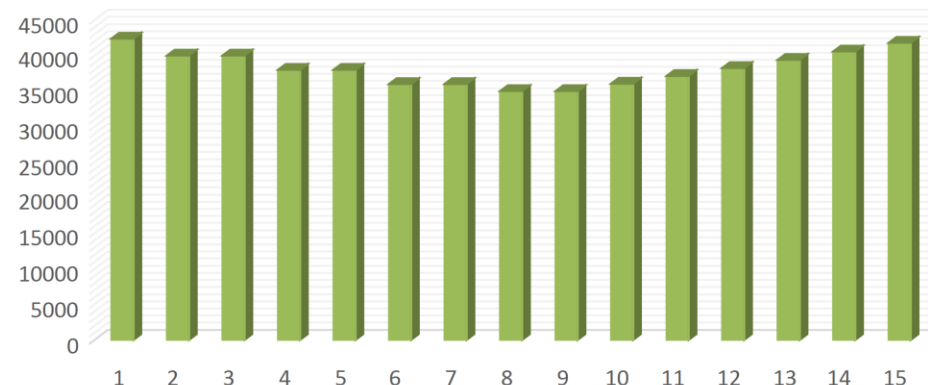


## SECTION G – GRAPHICAL EXPLANATION

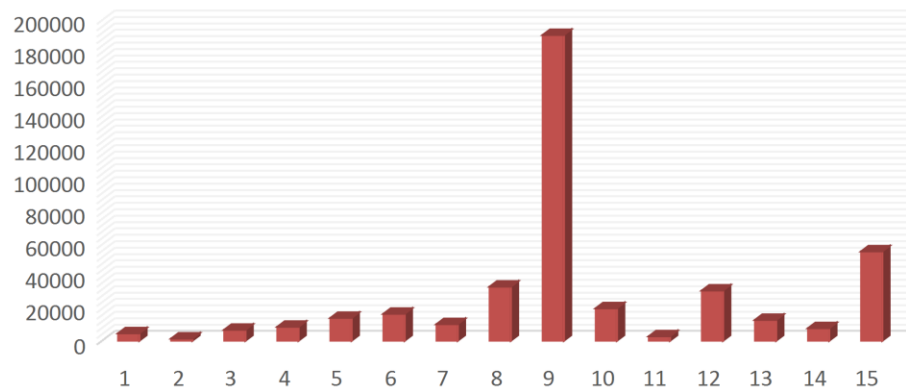
### Balance



### Contributions



### Expenditure



### Summary Of Major Expenditure



## SECTION H – PHOTOGRAPHS

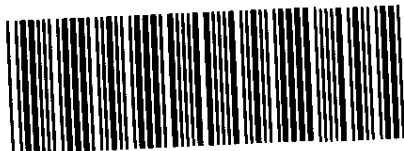


QUEENSLAND TITLES REGISTRY  
Land Title Act 1994, Land Act 1994 and Water Act 2000

**GENERAL REQUEST**

Duty Imprint

**FORM 14** Version 4  
Page 1 of 1



**717562739**

**\$85.00**

07/10/2016 13:22

**GC 470**

**1. Nature of request**

Request to record new Community Management  
Statement for Chez Chaz Community Titles Scheme  
25332

**Lodger** (Name, address, E-mail & phone number)

JG Settlements on behalf of  
Mathews Hunt Legal  
Tower One Southport Central  
Suite 1701, Lvl 7, 56 Scarborough Street  
Southport Qld 4215  
Tel: 617 5555 8000 Ref: PH|JC|102941  
Email: admin@mathewshuntlegal.com.au

**Lodger  
Code**

**4609**

**2. Lot on Plan Description**

Common Property for Chez Chaz Community Titles Scheme  
25332

**Title Reference**

50205989

**3. Registered Proprietor/State Lessee**

Body Corporate for Chez Chaz Community Titles Scheme 25332

**4. Interest**

Not Applicable

**5. Applicant**

Body Corporate for Chez Chaz Community Titles Scheme 25332

**6. Request**

I hereby request that: the Community Management Statement deposited herewith which amends Schedule C be recorded as the Community Management Statement for Chez Chaz Community Titles Scheme 25332

**7. Execution by applicant**

07/10/2016

**Execution Date**

**Peter Anthony Urquhart Hunt  
Solicitor's Signature**

Note: A Solicitor is required to print full name if signing on behalf of the Applicant

QUEENSLAND TITLES REGISTRY **FIRST/NEW COMMUNITY MANAGEMENT STATEMENT**  
Body Corporate and Community Management Act 1997

CMS Version 3  
Page 1 of 10

**25332**

This statement incorporates and must include the following:

- Schedule A - Schedule of lot entitlements
- Schedule B - Explanation of development of scheme land
- Schedule C - By-laws
- Schedule D - Any other details
- Schedule E - Allocation of exclusive use areas

**1. Name of community titles scheme**  
Chez Chaz Community Titles Scheme 25332

**2. Regulation module**  
Accommodation

**3. Name of body corporate**  
Body Corporate for Chez Chaz Community Titles Scheme 25332

**4. Scheme land**  
Lot on Plan Description  
See Enlarged Panel  
Title Reference

**5. \*Name and address of original owner**  
Not Applicable

**6. Reference to plan lodged with this statement**  
Not Applicable

# first community management statement only

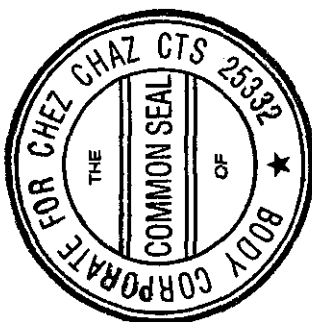
**7. Local Government community management statement notation**  
Not applicable pursuant to section 60(6) of the *Body Corporate and Community Management Act 1997*

..... signed

..... name and designation

..... name of Local Government

**8. Execution by original owner/Consent of body corporate**



5 / 10 / 2016  
Execution Date

.....  
Name: CAMERON WILLIAMS  
Chairperson/~~Secretary~~ \*Execution

.....  
Name: KRISTINE EDWARDS  
Committee Member \*Execution

\*Original owner to execute for a first community management statement  
\*Body corporate to execute for a new community management statement

**Privacy Statement**

Collection of information from this form is authorised by legislation and is used to maintain publicly searchable records. For more information, see the Department's website.

QUEENSLAND TITLES REGISTRY

Land Title Act 1994, Land Act 1994 and Water Act 2000

**ENLARGED PANEL**

Form 20 Version 2

Page 2 of 10

Title Reference [50205989 ]

## 4. Scheme Land

Description of Lot	Title Reference
Common Property for Chez Chaz CTS 25332	50205989
Lot 1 SP 102375	50205990
Lot 2 SP 102375	50205991
Lot 3 SP 102375	50205992
Lot 4 SP 102375	50205993
Lot 5 SP 102375	50205994
Lot 6 SP 102375	50205995
Lot 7 SP 102375	50205996
Lot 8 SP 102375	50205997
Lot 9 SP 102375	50205998
Lot 10 SP 102375	50205999
Lot 11 SP 102375	50206000
Lot 12 SP 102375	50206001
Lot 13 SP 102375	50206002
Lot 14 SP 102375	50206003
Lot 15 SP 102375	50206004
Lot 16 SP 102375	50206005
Lot 17 SP 102375	50206006
Lot 18 SP 102375	50206007
Lot 19 SP 102375	50206008
Lot 20 SP 102375	50206009
Lot 21 SP 102375	50206010
Lot 22 SP 102375	50206011
Lot 23 SP 102375	50206012
Lot 24 SP 102375	50206013
Lot 25 SP 102375	50206014
Lot 26 SP 102375	50206015
Lot 27 SP 102375	50206016
Lot 28 SP 102375	50206017
Lot 29 SP 102375	50206018
Lot 30 SP 102375	50206019

**SCHEDULE A SCHEDULE OF LOT ENTITLEMENTS**

Lot on Plan	Contribution	Interest
Lot 1 SP 102375	70	70
Lot 2 SP 102375	57	57
Lot 3 SP 102375	73	73
Lot 4 SP 102375	82	82
Lot 5 SP 102375	59	59
Lot 6 SP 102375	59	59
Lot 7 SP 102375	82	82
Lot 8 SP 102375	73	73
Lot 9 SP 102375	70	70
Lot 10 SP 102375	57	57
Lot 11 SP 102375	62	62
Lot 12 SP 102375	55	55
Lot 13 SP 102375	57	57
Lot 14 SP 102375	50	50
Lot 15 SP 102375	57	57
Lot 16 SP 102375	57	57
Lot 17 SP 102375	50	50
Lot 18 SP 102375	57	57
Lot 19 SP 102375	55	55
Lot 20 SP 102375	55	55
Lot 21 SP 102375	56	56
Lot 22 SP 102375	55	55
Lot 23 SP 102375	57	57
Lot 24 SP 102375	50	50
Lot 25 SP 102375	59	59
Lot 26 SP 102375	59	59
Lot 27 SP 102375	50	50
Lot 28 SP 102375	57	57
Lot 29 SP 102375	55	55
Lot 30 SP 102375	56	56
<b>TOTALS</b>	<b>1,791</b>	<b>1,791</b>

**SCHEDULE B EXPLANATION OF THE DEVELOPMENT OF SCHEME LAND**

Not Applicable

<b>SCHEDULE C</b>	<b>BY-LAWS</b>
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**1. Noise**

1. An owner or occupier of a lot must not create (and ensure their invitees do not create) any noise likely to interfere with the peaceful enjoyment of the owner or occupier of another lot or of any person lawfully using another lot or common property.
2. An owner or occupier leaving or returning to a lot late at night or early in the morning must do so with a minimum of noise.
3. Invitees leaving after 11.00pm must be requested by the owner or occupier of the lot to leave quietly.

**2. Vehicles**

Save where a By-Law authorises him to do so

- a) an owner or occupier of a lot shall not park or stand any motor or other vehicle upon common property except with the consent in writing of the Body Corporate. Vehicles may only be parked in designated parking areas provided unless approved by the Body Corporate; and
- b) an invitee (visitor) of an owner or occupier shall only park inside the complex beyond the security gate in the visitor car parks provided and remain the responsibility of that lot owner or occupier; and
- c) parking spaces are to be used for the parking of registered motor vehicles only. Parking areas are not to be used for storage of boats, trailers, furniture, etc. unless authorised in writing by the Body Corporate

**3. Mechanical Repairs**

Motor or other vehicles shall not be repaired in the garages, parking spaces or on the common property except with the consent in writing of the committee or the manager. Unregistered motor or the other vehicles shall not be parked on the common property.

**4. Damage to Lawns, etc., on common property**

An Owner or occupier of a lot shall not

- a) damage any lawn, garden, tree shrub, plant or flower being part of or situated upon common property; or
- b) except with the consent in writing of the body corporate, use for his own purposes as any garden portion of the common property

**5. Damage to common Property**

An owner or occupier of a lot shall not mark, paint, drive nail or screws or the like into, or otherwise damage or deface, any structure that forms part of the common except with the consent in writing of the Body Corporate, but this By-Law does not prevent an owner or person authorized by him from installing :-

- a) any locking or other safety device for protection of his lot against intruders; or
- b) any screen or other device to prevent entry of animals or insects upon his lot provided that the locking or other safety device or as the case may be, screen or other device is constructed in a workmanlike manner, is maintained in a state of good and serviceable repair by the owner and does not detract from the amenity of the building.

**6. Behaviour of Invitees**

- a) An owner or occupier of a lot shall take all reasonable steps to ensure that his invitees do not behave in a manner likely to interfere with the peaceful enjoyment of the owner or occupier of another lot or of any person lawfully using common property; and
- b) An owner or occupier of a lot shall be liable to compensate the Body Corporate in respect of all damage to the common property or personal property vested in it caused by such owner or occupier or their invitees; and
- c) The owner or occupier of a lot which is the subject of a lease or license agreement shall take all reasonable steps, including any action available to him under any such lease or license agreement, to ensure that any lessee or licensee or other occupier of the lot or their invitees comply with the provisions of the By-Laws; and



- d) The duties and obligations imposed by these By-Laws on an owner or occupier of a lot shall be observed not only by the owner or occupier but also by the guests, servants, employees, agents, children, invitees and licensees of such owner or occupier.

**7. Recovery of money spent**

Where the Body Corporate expends money to make good damage or expends money to commence and engage in legal proceedings caused by a breach of the Act or these By-Laws by any owner, or occupier or the tenants, guests, servants, employees, agents, children, invitees, or licensees of the owner or occupier or any of them, the Committee shall be entitled to recover the amount so expended as a debt in an action in any Court of competent jurisdiction from the owner of the lot at the time when the breach occurred.

**8. Owner not to litter**

An owner or occupier of a lot shall not deposit or throw or allow to fall or permit or suffer to be thrown or to fall upon the common property any rubbish, dirt, dust, paper, cigarette butts or other substance whatsoever out of the windows or doors or down the staircases, from balconies, from the roof or in the passage ways of the building likely to interfere with the peaceful enjoyment of the owner or occupier of another lot or of any person lawfully using common property. Any damage or costs for cleaning or repair caused by breach hereof shall be borne by the owner or occupier concerned

**9. Disposal of rubbish**

An owner or occupier of a lot shall –

- a) comply with all local government local laws about disposal of garbage; and
- b) dispose of all appropriately wrapped household refuse in the rubbish receptacle provided, and maintained, by the Body Corporate at the front of the building; and.
- c) ensure that the health, hygiene and comfort of the owner or occupier of any other lot are not adversely affected by the disposal of garbage; and
- d) not leave rubbish or other materials on the common property, including the landing outside of the apartment entry door or any place likely to interfere with the enjoyment of the common property by someone else.

**10. Appearance of Buildings**

An owner or occupier of a lot shall not;

- a) except with the consent in writing of the committee, hang any washing, towel, bedding, clothing or other article or display any sign, advertisement, placard, banner, pamphlet or like matter on any part of his lot in such a way as to be visible from the common property or any other lot; nor
- b) erect outside wireless and television aerials, and satellite dishes (or similar devices) without the consent in writing of the committee; nor
- c) affix pergolas, blinds, awnings, fences, screens and air conditioning units, etc., to the exterior of a lot without the consent in writing of the committee; nor
- d) perform any works or erect any structure in or on his lot which will in any way alter the external appearance of the building including work for the purpose of enclosing in any manner whatsoever any balcony, verandah, or car parking space without the consent in writing of the committee.

**11. Storage of flammable liquids, etc.**

- 1. An owner or occupier of a lot shall not, except with the consent in writing of the body corporate, use or store upon his lot or upon the common property any flammable chemical, liquid or gas or other flammable material, other than chemicals, liquids, gases or other material used or intended to be used for domestic purposes, or any such chemical, liquid gas or other material in a fuel tank of a motor vehicle or internal combustion engine.
- 2. An owner or occupier of a lot shall not bring to, do or keep in his lot or on any common property, anything which shall increase the rate of fire insurance on the parcel or which may conflict with the laws and/or regulations relating to fires or any insurance policy upon any property of the parcel or the regulations or ordinances of any public authority for the time being in force.

**12. Keeping of animals**

1. Subject to section 181 of the Body Corporate and Community Management Act, an owner or occupier of a lot shall not, without the approval in writing of the Body Corporate,

- a) bring or keep any animal upon his lot or the common property: or
- b) permit an invitee to bring or keep an animal on the lot or common property

2. The owner or occupier must obtain the Body Corporate's written approval before bringing, or permitting an invitee to bring, an animal onto the lot or the common property.

3. Any Owner or Occupier of a lot seeking permission to keep a pet on their lot must apply in writing to the Body Corporate on the approved application form. Applications must include both microchip and Council registration numbers and veterinary vaccination and pet de-sexing records. Pets must be a maximum of 10 kilograms or less. A current photograph will be required if the animal is a kitten or puppy when first brought onto the Chez Chaz premises. An annual photograph will be required from then on.

**13. Use of lots**

All lots shall be used for residential purposes only with the exception of a lot on SP 102375 (if any) owned by the manager appointed by the Body Corporate which may also be used for management and letting purposes.

**14. Letting of lots**

The Body Corporate is empowered to enter into Letting Agreements granting to the holder of said Agreements the authority to conduct letting of lots and associated services for such of the owners who require such services upon such terms as the Body Corporate may deem appropriate.

**15. Swimming Pool**

1. The swimming pool and surrounding areas shall not be used between the hours of 9.00pm -7.00am each day except with the consent in writing of the committee or the manager.
2. In relation to the use of the swimming pool and adjacent areas an owner or occupier of a lot shall ensure:-
  - a) that his invitees and guests do not use the same unless he or another owner or occupier accompanies them; and
  - b) that children under the age of thirteen (13) years are not in or around the same unless accompanied by an adult owner or occupier exercising effective control over them; and
  - c) that alcoholic beverages are not taken to or consumed in or around the same; and
  - d) that glass containers or receptacles of any kind are not taken to or allowed to remain in or around the same; and
  - e) that he and his invitees shall exercise caution at all times and shall not run, dive, splash or behave in any manner that is likely to interfere with the use and enjoyment of the same by other persons; and
  - f) that he & his invitees create no unnecessary noise; and
  - g) that suntan lotions and sunscreens are to be removed before entering in to the swimming pool; and
  - h) that pets and animals are not permitted into swimming pool or enclosure.
3. An owner or occupier of a lot shall not without proper authority operate, adjust or interfere with the operation of any equipment associated with the swimming pool or add any chemical or other substance to the same.

**16. By-Laws to be exhibited**

A copy of these By-laws (or a précis thereof approved by the committee) shall be exhibited in a prominent place in any lot made available for letting.

**17. Compliance of By-Laws**

The duties any obligations imposed by these By-Laws on an owner or occupier of a lot shall be observed not only by the owner but by the owner's tenants, guests, employees, agents, children, invitees and licensees.

**18. Bad debts**

1. A person (which expression shall extend to corporations and/or a mortgagee in possession) shall pay on demand the whole of the Body Corporate's cost and expenses (including solicitor and own client costs) such amount deemed to be a liquidated debt due in:-

- a) recovering levies or moneys duly levied upon that person by the Body Corporate or otherwise payable to the Body Corporate pursuant to the Body Corporate and Community Management Act 1997 or pursuant to the By-Laws of the Body Corporate; and
- b) all proceedings including legal proceedings concluded in favour of the Body Corporate taken by or against the owner or the lessee or occupier of the owner's lot, including but not limited to, applications for an Order by the Referee, appeals to the Tribunal and Appeals to the Court

2. In the event that the owner (or his mortgagee in possession) fails to attend to the payment of such costs and expenses after demand is made for the payment, the Body Corporate may:

- a) treat such costs and expenses as a liquidated debt and take action for the recovery of same in any Court of competent jurisdiction; and may
- b) enter such costs and expenses against the levy account of such owner in which case the amount of same shall be paid to the Body Corporate upon a subsequent sale of the owner's lot failing which the purchaser of such lot shall be liable to the Body Corporate for the payment of same.

**19. Complaints or Applications**

All complaints or applications to the Body Corporate or its Committee shall be addressed in writing to the secretary or to the Body Corporate manager or the Body Corporate CTS 25332.

**20. Pay Television**

The Body Corporate may allow a person approved by the Body Corporate to install cabling, wiring, ducting, conduits, amplifiers and any other necessary equipment to the unit parcel to enable a unit owner or occupier to connect to Cable Television at their own cost providing any installation complies with any or all of the By-Laws contained herein. The Body Corporate is authorized to enter into the agreements about the subject matter of the By-Law.

**21. Maintenance of lots**

- 1. Each owner or occupier shall be responsible for the interior maintenance and decoration of his lot and shall ensure that his lot is kept (including but not limited to the removal of garbage) and maintained as not to allow infestation by vermin or insects or to be offensive in appearance to other lot owners through the accumulation of excess rubbish or otherwise.
- 2. Windows must be kept clean and any broken windows must be promptly replaced (with glass of similar standard) by the owner/occupier of the lot (at their own expense). This By-Law does not prohibit an owner from making a claim on the Body Corporate insurance
- 3. Each owner or occupier shall be responsible for keeping their car space allocated to their lot clean from litter, residues, marks and oils by placement of a drip tray and will be responsible for any costs incurred by the Body Corporate or Committee for removal of said residues, marks or oil spills
- 4. Owners and occupiers must securely fasten all doors, windows or other openings to the lot whenever the lot is not occupied.
- 5. Each lot owner shall be responsible for maintaining the integrity of any balcony associated to their lot in good order, and are required to have the balcony/balconies waterproofed same time frame when building is to be re-painted or by manufacturers warranty, with an approved penetrative waterproof sealer.

**22. Signs**

The owners or owners of lots shall not paint affix or display any sign advertisements notices posters placards banners or similar article on any lot or common property in such a way as to be visible from another lot, the common property or outside the scheme land.

**23. Obstruction/Nuisance/Interference**

1. An owner or occupier must not;

- a) obstruct the lawful use of the common property by any person
- b) cause nuisance or act in such a way as to interfere with the peaceful enjoyment of any person lawfully on another lot or using the common property;
- c) operate or permit to be operated on the scheme land any radio, two way radio, short wave radio, transmitter, telecommunications device or electronic equipment so as to interfere with any domestic appliance or apparatus (including but not limited to a television or radio) lawfully being used on a lot or the common property; and
- d) ride or permit to be ridden on the common property any skateboard, roller blades, skates, cart or any other similar equipment

2. The pathways, drives and other common property shall not be obstructed by any owner or the tenants, guests, servants, employees agents, children, invitees, licensees of an owner or any of them or used by them for any purpose other than the reasonable ingress and egress to and from their respective lots or the parking areas provided.

**24. Post boxes**

An owner or occupier of a lot must regularly clear out his post box.

**25. Further duties of occupiers**

An owner or occupier must:-

- a) give to the Body Corporate prompt notice of any accident or defect in:-
  - (i) the common property (including but not limited to the mains, pipes, wires, cables or ducts which form part of the water, sewerage, drainage, electricity and telephone or intercom systems or services or any other system or service of the building; and
  - (ii) any Body Corporate assets,

and must allow the Body Corporate full authority by its agents or servants to examine or make repairs or renovations which are deemed necessary for the safety and preservation of the building.

- b) promptly notify (and provide a detailed description) of any accident occurring on common property;
- c) permit the Body Corporate and its servants, agents and contractors at all reasonable times on one day's notice (except in the case of an emergency when no notice will be required) to enter a lot for the purpose of inspecting the interior of the lot and testing or carrying out works or effecting repairs on *mains, pipes, wires, cables or ducts which form part of the water, sewerage, drainage, electricity and telephone or intercom system or service or any other system or service of the building* for the purpose of ensuring that these By-Laws are being observed or for carrying out works to ensure compliance with these By-Laws, or to trace and repair any leakage or defect in the said installations or equipment (at the expense of the owner in cases where such leakage or defect is due to any act or default of such owner or his servants, tenants, lessees agents, licensees or invitees). The Body Corporate in exercising this power must ensure its servants, agents and contractors cause as little inconvenience as is reasonable in the circumstances.
- d) Carry out all work that may be ordered by any competent public or local authority other than work that is for the building generally;
- e) In the event of any infectious disease occurring on any lot and which requires notification by any statute, regulation or ordinance, the owner or occupier must give written notice and other required

information to the Body Corporate Committee and must pay to the Body Corporate any expenses incurred by the Body Corporate in disinfecting the lot and other parts of the building and replacing any articles or things the destruction of which may be rendered necessary by such disease;

- f) Observe the terms of any notice displayed on the common property by authority of the the Body Corporate or of any statutory authority;
- g) Not permit an auction sale to be conducted on or to take place upon any lot of the common property without prior written consent of the Body Corporate Committee. This By-Law does not apply to the original owner;
- h) Before any heavy furniture, fittings and equipment is moved into or out of any lot due notice must be given to the Committee and the moving of the same must be done in a manner and at the time directed by the Committee;
- i) Not instruct contractors or workmen employed by or on behalf of the Body Corporate;
- j) Not use any water closets, conveniences and other water apparatus including waste pipes and drains installed in any lot and/or the common property for any purpose other than for which they were constructed and must not deposit any sweepings, rubbish or other unsuitable substances into these fixtures;
- k) Not waste water and ensure that all water taps in a lot or on the common property are turned off after use; and
- l) Promptly carry out any repairs to a lot in a workmanlike manner.

## 26. Window treatments

An owner shall not install renovate or replace curtains, vertical blinds or other window and door covers visible from outside the lot unless those curtains have a backing in a colour designated by the Committee, or unless such colour and designs have been first approved by the Committee. In giving such approvals, the Committee shall ensure so far as practicable that window treatments used in all lots have colours that are sympathetic to the tones of the building and present an aesthetic appearance when viewed from outside the building.

## 27. Observance of By-Laws

The duties and obligations imposed by these By-Laws on an owner of a lot shall be observed not only by the owner but also by the occupier, servants, tenants, lessees' agents, licensees and invitees of such owner or occupier.

## 28. Unlawful use

An owner of any lot shall use or permit any lot of which he is an owner to be used for any purpose which may be illegal or injurious to the reputation of the building of which the said lot forms part.

## 29. Power of the Body Corporate to enter Agreements

1. The Body Corporate shall have the power by ordinary resolution at an annual general meeting or extraordinary general meeting of its members convened in accordance with the provisions of the Act to enter into Agreement;-
  - a) for the purchase of electricity
  - b) for the maintenance of any security systems on or crossing the common property;
  - c) for the management, maintenance and repair of the building and common property;
  - d) for the gardening and cleaning of the common property;
2. The Body Corporate shall not:
  - a) allow any person or corporation other than the duly appointed Caretaker Cleaner and/or Gardener to use any part of the building or common property or;
  - b) allow any person or corporation other than the duly appointed Caretaker Cleaner and/or Gardener to provide from any part of the building or common property;

- c) directly or indirectly carry on or be concerned in nor allow any person or corporation in its employ to carry on or be concerned in;

the business of the caretaking maintenance cleaning and gardening of the building and the common property providing any of these services referred to in these By-Laws.

**30. Power of Committee**

The Committee may make rules relating to the common property not inconsistent with these By-Laws and the same shall be observed by the owners of lots unless and until they are disallowed or revoked by a majority resolution at a general meeting of the Committee

**31. Committee may employ**

The Committee may employ for and on behalf of the Body Corporate such agents and servants as it thinks fit in connection with the exercise and performance of the powers, authorities, duties and functions of the Body Corporate

**32. Body Corporate consent**

Any consent or approval given by the Body Corporate pursuant to these By-Laws shall if practicable be revokable upon notice to the owner or occupier for the time being having benefit of such consent or approval.

**33. Severability**

If it is held by a Court of competent jurisdiction that:-

- a) Any part of these By-Laws is void voidable illegal unenforceable or ultra-vires: or
- b) These By-Laws would be void voidable illegal unenforceable or ultra-vires unless any part of the By-Laws were severed therefrom that part will be severable from and will not affect the continued operation of the remainder by these By-Laws.

<b>SCHEDULE D</b>	<b>OTHER DETAILS REQUIRED/PERMITTED TO BE INCLUDED</b>
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Not Applicable

<b>SCHEDULE E</b>	<b>DESCRIPTION OF LOTS ALLOCATED EXCLUSIVE USE AREAS OF COMMON PROPERTY</b>
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Not Applicable





QUEENSLAND BUILDING AND  
CONSTRUCTION COMMISSION

GOLD COAST DISCOUNT  
POOL SAFETY INSPECTIONS  
BRENT OSACHUK lic no 101221  
phone 0450661642

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

Identification number: PSC0222290

2. Location of the swimming pool

Property details are usually shown on the title documents and rates notices

Street address:

10 PURLI ST

SURFERS PARADISE QLD

Postcode

4 2 1 7

Lot and plan details:

9999/SP/102375

Local government area:

GOLD COAST CITY

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

If 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. Pool properties

Shared pool



Non-shared pool



Number of pools

1

5. Pool safety certificate validity

Effective date:

0 7 / 0 8 / 2 0 2 4

Expiry date:

0 7 / 0 8 / 2 0 2 5

6. Certification

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:

BRENT STEPHEN OSACHUK

Pool safety inspector  
licence number:

PS101221

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*. High penalties apply for non-compliance. Parents should also consider beginning swimming lessons for their young children from an early age. Please visit

<https://www.qbcc.qld.gov.au/your-property/swimming-pools/pool-safety-standard> 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.