



AUSTRALIAN UNIT ADMINISTRATION PTY LTD

ABN 83 010 256 309

Friday 05 February 2021

MINUTES OF ANNUAL GENERAL MEETING AVALON LODGE CTS 11887

DATE & TIME Monday 01 February 2021 at 2:00 PM

LOCATION 2431 Gold Coast Highway, Mermaid Beach QLD, Australia, Suite 6 -
Boardroom

ATTENDANCE:

Present in Person, by proxy or by voting papers	
Name	Lot No
Mr W Matwiczjewski	Lot 1
Ms B Green by voting papers	Lot 3
Mr S Tonatore	Lot 7

Also in attendance: Mrs Andrea Martin representing Australian Unit Administration Pty Ltd.

Chairperson: Mr S Tonatore chaired the meeting.

QUORUM

The Chairperson advised that a quorum was represented and declared the meeting open at 2.05 pm.

1. CONFIRMATION OF MINUTES

That the minutes of the Annual General Meeting held on 3 February 2020 be confirmed as a true and correct record.

MOTION CARRIED

Votes: Yes 3 No 0 Abstain 0

2. ADOPTION OF FINANCIAL STATEMENTS

That the statements of Income and Expenditure for the year ended 30 November 2020 together with the Balance Sheet as at 30 November 2020 be adopted.

MOTION CARRIED

Votes: Yes 3 No 0 Abstain 0

3. ADOPTION OF ADMINISTRATIVE FUND BUDGET

That the Administrative Fund Budget for the year ending 30 November 2021 be adopted.

MOTION CARRIED

Votes: Yes 3 No 0 Abstain 0

4. ADOPTION OF ADMINISTRATIVE FUND LEVIES

That the Administrative Fund Contributions for the year ending 30 November 2021 be approved and determined at the rate of per unit of entitlement per annum payable in four instalments as follows:

***Subject to a 10% discount if paid within 30 days of the issue date

Levy Period	Amount per Unit of Entitlement	Due Date
01/12/20 to 28/02/21	\$47.50	1 December 2020
01/03/21 to 31/05/21	\$57.50	1 March 2021
01/06/21 to 31/08/21	\$57.50	1 June 2021
01/09/21 to 30/11/21	\$57.50	1 September 2021

And FURTHER that the Treasurer be authorised to issue the following interim levies as follows:-

Levy Period	Amount per Unit of Entitlement	Due Date
01/12/21 to 28/02/22	\$55.00	1 December 2021

MOTION CARRIED

Votes: Yes 3 No 0 Abstain 0

5. ADOPTION OF SINKING FUND BUDGET

That the Sinking Fund Budget for the year ending 30 November 2021 be adopted

MOTION CARRIED

Votes: Yes 3 No 0 Abstain 0

6. ADOPTION OF SINKING FUND LEVIES

That the Sinking Fund Contributions for the year ending 30 November 2021 be approved and determined at the rate of \$20.00 per unit of entitlement per annum payable in four instalments as follows:

***Subject to a 10% discount if paid within 30 days of the issue date

Levy Period	Amount per Unit of Entitlement	Due Date
01/12/20 to 28/02/21	\$5.00	1 December 2020
01/03/21 to 31/05/21	\$5.00	1 March 2021
01/06/21 to 31/08/21	\$5.00	1 June 2021
01/09/21 to 30/11/21	\$5.00	1 September 2021

AND FURTHER that the Treasurer be authorised to issue the following interim levies as follows:

Levy Period	Amount per Unit of Entitlement	Due Date
01/12/21 to 28/02/22	\$5.00	1 December 2021

MOTION CARRIED

Votes: Yes 3 No 0 Abstain 0

7. NO AUDIT

That pursuant to the Body Corporate and Community Management Standard Module Regulation 2008 (Qld) the accounts of the body corporate for the fiscal year ending 30 November 2021 shall not be audited.

MOTION CARRIED

Votes: Yes 3 No 0 Abstain 0

8. APPOINTMENT OF AUDITOR

That pursuant to the Body Corporate and Community Management (Standard) Regulation 2008 (Qld) Simon McCormack of Guardian Body Corporate Audit Services be appointed to audit the accounts of the body corporate for the fiscal year ending 30 November 2021

MOTION NOT VOTED ON

9. CONFIRMATION OF INSURANCE

That the insurance renewal be confirmed and adopted pursuant to the below details and that Australian Unit Administration Pty Ltd be authorised to obtain quotations and renew insurances unless instructed otherwise by the Body Corporate Committee.

Policy No.	Underwriter	Due Date	Risk Type	Premium	Insured Amount
47-ZST-000331-01	Ligo Underwriting	17 December 2020 - 17 December 2021	BUILDING	\$6114.54	\$3,807,186

MOTION CARRIED

Votes: Yes 3 No 0 Abstain 0

10. BODY CORPORATE MANAGEMENT AGREEMENT

That Australian Unit Administration Pty Ltd ("the company") be appointed as the Body Corporate Manager of Body Corporate For AVALON LODGE CTS 11887 and that the common seal be affixed by two members of the committee to an instrument in writing in accordance with the provision of the Standard Module appointing the company under the Act, to exercise the duties of the secretary and treasurer of the Body Corporate, and further, that in relation to the appointment of the company as the Body Corporate Manager of the body corporate, the initial term of appointment be for the period commencing from 1 March 2021 to 29 February 2022 at a fee of \$1,200.00 per annum (plus disbursements).

MOTION CARRIED

Votes: Yes 2 No 0 Abstain 1

11. QUORUM ADJUSTMENT

THAT the Body Corporate resolve to change the quorum calculation to 10% of voters for General Meetings from 1st March 2021.

MOTION CARRIED

Votes: Yes 3 No 0 Abstain 0

ELECTION OF COMMITTEE

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

POSITION	NOMINEE	OPPOSED \ UNOPPOSED
CHAIRPERSON /ORDINARY MEMBER	Mr S. Tornatore	Unopposed
ORDINARY MEMBER	Mr W Matwiczewski	Unopposed

Property Matters Generally:
The meeting discussed:

- Unit 8 – Air con leaking causing damage to internal walls in the common areas. Mr S Tornatore to knock on door of unit 8 owner
- Collection of unwanted items on common property – Body Corporate Manager to attend

NON-VOTING MEMBERS

AUSTRALIAN UNIT ADMINISTRATION Body Corp. Manager

MEETING CLOSED: 2.40 pm

On behalf of the Secretary
All correspondence to:
The Secretary,
PO Box 554
MERMAID BEACH QLD 4218

Email aua@auadmin.com.au