Sunstate Strata

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MINUTES OF
ANNUAL GENERAL MEETING
EMERALD SPRINGS I CTS 19137

DATE & TIME Thursday 25 September 2025 at 1:00 PM
LOCATION 5/25 Seaside Blvd, Marcoola QLD 4564
The Office of Sunstate Strata - Meeting Room 1 & Via Zoom

ATTENDANCE

Present

Julie Givens	Lot 22	In Person
John Davies	Lot 23	VoteMax Pre-Meeting
Melissa Nettle (Via Zoom)	Lot 26	VoteMax Pre-Meeting
Ash Morgan	Lot 27	VoteMax Pre-Meeting
Sharyn Kelly	Lot 29	VoteMax Pre-Meeting
Lynette Charlesworth	Lot 40	VoteMax Pre-Meeting

In Attendance

Alex Hatton	Body Corporate Manager
Amy McNamara	Caretaker

Pre-Meeting Voting

Christine Trenorden	Lot 4	VoteMax Pre-Meeting
Jenni Erbel	Lot 7	VoteMax Pre-Meeting
Hedeliza Ebert	Lot 11	VoteMax Pre-Meeting
Mark Lambert	Lot 20	VoteMax Pre-Meeting
Cherie O'Dwyer	Lot 30	VoteMax Pre-Meeting
Rita Walker	Lot 31	VoteMax Pre-Meeting

Apologies

Nil

Proxy Holder	Representing
Nil	

Power of Attorney	Representing
Nil	

Nominee	Representing

Nil

Chairperson

Ash Morgan

QUORUM

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

Meeting opened on Thursday 25 September 2025 at 1:02 PM

1. CONFIRMATION OF MINUTES — Ordinary Resolution

RESOLVED that the minutes of the previous General Meeting of the Body Corporate held on the 5 September 2024 as previously distributed to lot owners at the time be confirmed as a true and correct record of the meeting.

MOTION CARRIED

Votes: Yes **7** No **0** Abstain **5**

2. STATEMENT OF ACCOUNTS — Ordinary Resolution

RESOLVED that the Statement of Accounts showing a closing balance of $8,354.84 in the Administrative Fund and a closing balance of $99,667.23 in the Sinking Fund for the financial year ending 30 June 2025 be approved.

MOTION CARRIED

Votes: Yes **12** No **0** Abstain **0**

3. AUDITING OF ACCOUNTS — Special Resolution

RESOLVED that the Body Corporate Statement of Accounts for financial year commencing 1 July 2025 and ending 30 June 2026 not be audited.

MOTION CARRIED

Votes: Yes **9** No **3** Abstain **0**

4. APPOINTMENT OF AUDITOR **Ordinary Resolution**

This motion was not voted on as motion 3 resolved not to have statement of accounts audited.

5. ADMINISTRATIVE FUND BUDGET & INCOME LEVY **Ordinary Resolution**

RESOLVED that the Administrative Fund Budget and Income Levy of $158,955.00 (Gross) for the financial year ending 30 June 2026 be approved and adopted, and that the Notice of Contributions be issued to lot owners in accordance with the below schedule:

Levy Period	Cost Per Contribution Schedule Lot Entitlement	Due Date
01/07/25 to 30/09/25	$1,003.98	1 August 2025 (Issued)
01/10/25 to 31/12/25	$1,059.68	1 November 2025
01/01/26 to 31/03/26	$1,059.68	1 February 2026
01/04/26 to 30/06/26	$1,059.69	1 May 2026

And further, that the Treasurer be authorised to issue levy notices for the first levy period of the next financial year as follows:

01/07/26 to 30/09/26	$1,077.13	1 August 2026

MOTION CARRIED

Votes: Yes **12** No **0** Abstain **0**

6. SINKING FUND BUDGET & INCOME LEVY **Ordinary Resolution**

RESOLVED that the Sinking Fund Budget and Income Levy of $4,305.40 (Gross) for the financial year ending 30 June 2026 be approved and adopted, and that the Notice of Contributions be issued to lot owners in accordance with the below schedule;

Levy Period	Cost Per Contribution Schedule Lot Entitlement	Due Date
01/07/25 to 30/09/25	$28.33	1 August 2025 (Issued)
01/10/25 to 31/12/25	$28.32	1 November 2025
01/01/26 to 31/03/26	$28.32	1 February 2026
01/04/26 to 30/06/26	$28.33	1 May 2026

And further, that the Treasurer be authorised to issue the levy notice for the first levy period of the next financial year as follows;

01/07/26 to 30/09/26	$29.17	1 August 2026

N.B. The current Sinking Fund Forecast Report commences on the financial year start date of 13 July 2023.

MOTION CARRIED

Votes: Yes **12** No **0** Abstain **0**

7. CONFIRMATION OF INSURANCE **Ordinary Resolution**

RESOLVED that the insurance policy held by the Body Corporate, as set out below, be confirmed:

Insurer	Strata Community Insurance
Policy Number	QRSC20003545
Expiry Date	12 July 2026
Building	$30,628,223.00
Legal Liability	$20,000,000.00
Voluntary Workers	$200,000/$2,000
Fidelity Guarantee	$100,000.00
Office Bearers Liability	$2,000,000.00
Premium Paid	$48,516.52
Commission Disclosed	$7,951.53
Excess	$1,000 Standard Excess. $1k Legal defence & 10% contribution
Other Excess	$5,000 Burst Pipes/Water Damage/Overflow/Storm/Rainwater

The most recent Insurance Building Report was obtained 1 June 2023 and at the time the recommended Insured Value was $27,780,701.00.

MOTION CARRIED

Votes: Yes **11** No **0** Abstain **1**

8. BODY CORPORATE ADMINISTRATION **Ordinary Resolution**

RESOLVED that Sunstate Strata Pty Ltd be reappointed as the Body Corporate Manager for EMERALD SPRINGS I CTS 19137 for a term of three (3) years, at a cost of $5,889.96 GST inclusive plus disbursements for the first year, commencing on the 25 September 2025 subject to the terms and conditions of the Administrative Agreement that is circulated to lot owners with this motion.

MOTION CARRIED

Votes: Yes **11** No **0** Abstain **0**

9. **ACKNOWLEDGE CHANGE OF NAME OF CARETAKER/ LETTING AGENT COMPANY - ORDINARY RESOLUTION WITHOUT THE USE OF PROXIES** **Ordinary Resolution**

For the purposes of the Caretaking and Letting Agreements both dated 15 July 2013, the Body Corporate acknowledges the Caretaker/ Letting Agent of the Scheme MAWI Solutions Pty Ltd ACN 663 112 623 has changed its company name from "MAWI Solutions Pty Ltd" to "VOLI Solutions Pty Ltd" in accordance with the attached ASIC Certificate of Registration on Change of Name and enter into and sign (in any way authorised by law) the Deed of Acknowledgement which is in substantially the same form as that attached to this agenda.

MOTION CARRIED

Votes: Yes **12** No **0** Abstain **0**

ELECTION OF COMMITTEE

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

POSITION	NAME	VOTES	ELECTION RESULT
Chairperson	Melissa Nettle	N/A	Elected Unopposed
Secretary	Sharyn Kelly	N/A	Elected Unopposed
Treasurer	John Davies	N/A	Elected Unopposed
Ordinary member	Matthew Glover	N/A	Elected Unopposed

NON-VOTING MEMBERS

Sunstate Strata Pty Ltd	Body Corp. Manager

INVOICE HUB APPROVER

It was agreed by the committee that the Invoice Hub Approvers will be: John Davies & Amy McNamara.

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

Meeting closed on Thursday 25 September 2025 at 1:15 PM

On behalf of the Secretary

All correspondence to:
The Secretary, Lynette Charlesworth
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