



Strata and Community Title Services

20 November 2023

Dear Corporation Member

Please find enclosed a copy of the Minutes of the recent Annual General Meeting for COMMUNITY CORP.23362 INC 4-8 Charles Street, ADELAIDE, SA, 5000.

Management and staff appreciate your confidence in appointing Whittles as your Body Corporate Managers for the coming year, and assure you of our diligent and professional attention to the Corporation's affairs.

For your information, we have forwarded to your Presiding Officer our standard form of contract for execution on the Corporation's behalf which is to be returned to this office for keeping with the Corporation's files.

Should you have any queries or require attention, please do not hesitate to contact the undersigned.

Yours faithfully

Steve Geyer
Body Corporate Manager

**Minutes of the Annual General Meeting
COMMUNITY CORP.23362 INC**

| | | | |
|------------------|---|-----------------------------------|---------------------------|
| Meeting Date | 2 November 2023 | | |
| Meeting Location | Scots Church, 237 North Terrace, ADELAIDE, SA, 5000 | | |
| Time | 06:00 PM | | Closed: 08:17 AM |
| Lots Represented | 00003 | Ms M Borg | Electronic vote |
| | 00005 | Dr P Relf | Owner present |
| | 00007 | Ms A M Rayson | Electronic vote |
| | 00009 | Mr R J Farley | Owner present |
| | 00015 | Mrs J R Sullivan | Owner present |
| | 00017 | Dr B Gooden | Owner present |
| | 00018 | Boulevard City Apartments Pty Ltd | Electronic vote |
| | 00019 | Mr A K Tuohy & Ms E L Farrant | Owner present |
| | 00022 | Ms C A Cook | Electronic vote |
| | 00025 | Ms A C Axelby | Proxy present (pre-voted) |
| | 00026 | Mr M P Jappe | Owner present |
| | 00027 | Mr L Rimon | Owner present |
| | 00029 | Solar Holdings Pty Ltd | Electronic vote |
| | 00030 | DTL Investments Pty Ltd | Electronic vote |
| | 00031 | Ms A C Axelby | Owner present |
| | 00032 | M S Chan & P H Lo & Y N J Chan | Electronic vote |
| | 00038 | Mr V Gocur | Owner present |
| | 00039 | M K Fyzee | Owner present |
| | 00041 | Mr I Cody | Electronic vote |
| | 00049 | W J Dollman | Owner present |
| | 00050 | Mr F J & Mrs C F Buttigieg | Owner present |
| | 00051 | Martin Towers Pty Ltd | Electronic vote |
| | 00052 | Ms C A Cook | Electronic vote |
| | 00053 | Mr R J Creasey | Owner present |
| | 00055 | Ms R L Dollman | Owner present |
| | 00062 | C C & K A Karykis | Electronic vote |
| | 00063 | Martin Towers Pty Ltd | Electronic vote |
| | 00064 | Martin Towers Pty Ltd | Electronic vote |
| | 00065 | Martin Towers Pty Ltd | Electronic vote |
| | 00066 | Martin Towers Pty Ltd | Electronic vote |
| | 00070 | R Creaser | Owner present |
| | 00074 | Mr D Lee | Electronic vote |
| 00081 | Mr C Birzer | Electronic vote | |

| | | | |
|-----------------------------|--|-------------------------|---------------------------|
| | 00089 | DTL Investments Pty Ltd | Electronic vote |
| | 00097 | M C Tan | Owner present |
| | 00101 | Dr P Lee | Electronic vote |
| | 00103 | Mr F Cufone | Electronic vote |
| By Proxy | 00025 | Ms H Webber | Proxy Name: Ms A C Axelby |
| Chairperson | | | |
| Additional Attendees | | | |
| Apologies | | | |
| Quorum | Those present were advised that a quorum was not achieved. | | |

Dear Corporation Member

Please find enclosed a copy of the Minutes of the recent Annual General Meeting for COMMUNITY CORP.23362 INC 4-8 Charles Street, ADELAIDE, SA, 5000.

Management and staff appreciate your confidence in appointing Whittles as your Body Corporate Managers for the coming year, and assure you of our diligent and professional attention to the Corporation's affairs.

For your information, we have forwarded to your Presiding Officer our standard form of contract for execution on the Corporation's behalf which is to be returned to this office for keeping with the Corporation's files.

Should you have any queries or require attention, please do not hesitate to contact the undersigned.

Yours faithfully

Steve Geyer
Body Corporate Manager

Minutes of the Annual General Meeting COMMUNITY CORP.23362 INC

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| Meeting Date | 13 November 2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Meeting Location | <p>https://join.whittles.com.au Meeting ID: 479 491 100 534 Passcode: hpceRT</p> <p>To join via phone call, dial the number below and enter the conference ID. Audio only dial in: 08 8249 7882 Phone Conference ID: 454 376 574#</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Time | 06:00 PM | Closed: 06:20 PM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lots Represented | <table border="0"> <tr><td>00003</td><td>Ms M Borg</td><td>Electronic vote</td></tr> <tr><td>00005</td><td>Dr P Relf</td><td>Electronic vote</td></tr> <tr><td>00007</td><td>Ms A M Rayson</td><td>Electronic vote</td></tr> <tr><td>00015</td><td>Mrs J R Sullivan</td><td>Electronic vote</td></tr> <tr><td>00017</td><td>Dr B Gooden</td><td>Electronic vote</td></tr> <tr><td>00018</td><td>Boulevard City Apartments Pty Ltd</td><td>Electronic vote</td></tr> <tr><td>00019</td><td>Mr A K Tuohy & Ms E L Farrant</td><td>Owner present (pre-voted)</td></tr> <tr><td>00022</td><td>Ms C A Cook</td><td>Electronic vote</td></tr> <tr><td>00025</td><td>Ms H Webber</td><td>Paper vote</td></tr> <tr><td>00027</td><td>Mr L Rimon & Ms V Barrett</td><td>Electronic vote</td></tr> <tr><td>00029</td><td>Solar Holdings Pty Ltd</td><td>Electronic vote</td></tr> <tr><td>00030</td><td>DTL Investments Pty Ltd</td><td>Electronic vote</td></tr> <tr><td>00031</td><td>Ms A C Axelby</td><td>Electronic vote</td></tr> <tr><td>00032</td><td>M S Chan & P H Lo & Y N J Chan</td><td>Electronic vote</td></tr> <tr><td>00039</td><td>M K Fyzee & D N Mehta</td><td>Electronic vote</td></tr> <tr><td>00041</td><td>Mr I Cody</td><td>Electronic vote</td></tr> <tr><td>00049</td><td>W J & R L Dollman</td><td>Owner present</td></tr> <tr><td>00050</td><td>Mr F J & Mrs C F Buttigieg</td><td>Owner present (pre-voted)</td></tr> <tr><td>00051</td><td>Martin Towers Pty Ltd (non-financial)</td><td>Electronic vote</td></tr> <tr><td>00052</td><td>Ms C A Cook</td><td>Electronic vote</td></tr> <tr><td>00053</td><td>Mr R J Creasey</td><td>Owner present (pre-voted)</td></tr> <tr><td>00055</td><td>Ms R L Dollman</td><td>Owner present</td></tr> <tr><td>00058</td><td>Ms J B Matthews-Halbower</td><td>Electronic vote</td></tr> <tr><td>00062</td><td>C C & K A Karykis</td><td>Electronic vote</td></tr> <tr><td>00063</td><td>Martin Towers Pty Ltd</td><td>Electronic vote</td></tr> <tr><td>00064</td><td>Martin Towers Pty Ltd</td><td>Electronic vote</td></tr> <tr><td>00065</td><td>Martin Towers Pty Ltd</td><td>Electronic vote</td></tr> <tr><td>00066</td><td>Martin Towers Pty Ltd</td><td>Electronic vote</td></tr> </table> | | 00003 | Ms M Borg | Electronic vote | 00005 | Dr P Relf | Electronic vote | 00007 | Ms A M Rayson | Electronic vote | 00015 | Mrs J R Sullivan | Electronic vote | 00017 | Dr B Gooden | Electronic vote | 00018 | Boulevard City Apartments Pty Ltd | Electronic vote | 00019 | Mr A K Tuohy & Ms E L Farrant | Owner present (pre-voted) | 00022 | Ms C A Cook | Electronic vote | 00025 | Ms H Webber | Paper vote | 00027 | Mr L Rimon & Ms V Barrett | Electronic vote | 00029 | Solar Holdings Pty Ltd | Electronic vote | 00030 | DTL Investments Pty Ltd | Electronic vote | 00031 | Ms A C Axelby | Electronic vote | 00032 | M S Chan & P H Lo & Y N J Chan | Electronic vote | 00039 | M K Fyzee & D N Mehta | Electronic vote | 00041 | Mr I Cody | Electronic vote | 00049 | W J & R L Dollman | Owner present | 00050 | Mr F J & Mrs C F Buttigieg | Owner present (pre-voted) | 00051 | Martin Towers Pty Ltd (non-financial) | Electronic vote | 00052 | Ms C A Cook | Electronic vote | 00053 | Mr R J Creasey | Owner present (pre-voted) | 00055 | Ms R L Dollman | Owner present | 00058 | Ms J B Matthews-Halbower | Electronic vote | 00062 | C C & K A Karykis | Electronic vote | 00063 | Martin Towers Pty Ltd | Electronic vote | 00064 | Martin Towers Pty Ltd | Electronic vote | 00065 | Martin Towers Pty Ltd | Electronic vote | 00066 | Martin Towers Pty Ltd | Electronic vote |
| 00003 | Ms M Borg | Electronic vote | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 00005 | Dr P Relf | Electronic vote | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 00007 | Ms A M Rayson | Electronic vote | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 00015 | Mrs J R Sullivan | Electronic vote | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 00017 | Dr B Gooden | Electronic vote | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 00018 | Boulevard City Apartments Pty Ltd | Electronic vote | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 00019 | Mr A K Tuohy & Ms E L Farrant | Owner present (pre-voted) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 00022 | Ms C A Cook | Electronic vote | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 00025 | Ms H Webber | Paper vote | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 00027 | Mr L Rimon & Ms V Barrett | Electronic vote | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 00029 | Solar Holdings Pty Ltd | Electronic vote | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 00030 | DTL Investments Pty Ltd | Electronic vote | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 00031 | Ms A C Axelby | Electronic vote | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 00032 | M S Chan & P H Lo & Y N J Chan | Electronic vote | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 00039 | M K Fyzee & D N Mehta | Electronic vote | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 00041 | Mr I Cody | Electronic vote | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 00049 | W J & R L Dollman | Owner present | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 00050 | Mr F J & Mrs C F Buttigieg | Owner present (pre-voted) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 00051 | Martin Towers Pty Ltd (non-financial) | Electronic vote | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 00052 | Ms C A Cook | Electronic vote | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 00053 | Mr R J Creasey | Owner present (pre-voted) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 00055 | Ms R L Dollman | Owner present | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 00058 | Ms J B Matthews-Halbower | Electronic vote | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 00062 | C C & K A Karykis | Electronic vote | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 00063 | Martin Towers Pty Ltd | Electronic vote | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 00064 | Martin Towers Pty Ltd | Electronic vote | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 00065 | Martin Towers Pty Ltd | Electronic vote | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 00066 | Martin Towers Pty Ltd | Electronic vote | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | | | |
|-----------------------------|--|--------------------------|-----------------------|
| | 00074 | Mr D Lee | Electronic vote |
| | 00081 | Mr C Birzer | Electronic vote |
| | 00082 | E Farrant | Proxy present |
| | 00089 | DTL Investments Pty Ltd | Electronic vote |
| | 00101 | Dr P Lee | Electronic vote |
| | 00103 | Mr F Cufone | Electronic vote |
| By Proxy | 00082 | Mr M Smee & Ms C Wastell | Proxy Name: E Farrant |
| Chairperson | S Geyer | | |
| Additional Attendees | | | |
| Apologies | | | |
| Quorum | Those present were advised that a quorum was not achieved. | | |

| Item 1 | | |
|--|--|--|
| Declaration of Interest | | |
| All owners or their nominees, are reminded that they are required to advise the meeting if they have any direct or indirect pecuniary interest in any matter to be considered by the meeting. Whittles refers all Members to the Corporation's Agreement for disclosure of all its relevant interests. | | |

| Motion 2 | | | | |
|---|---------------------|-------|--------|--------|
| Acceptance of Minutes | Ordinary Resolution | | | |
| It was resolved that in accordance with the provisions of s81(5)(b) of the <i>Community Titles Act</i> 1996, the minutes of the Annual General Meeting held on 8 NOV 2022 and sent to owners be accepted as a true and correct record of the proceedings of that meeting. | | | | |
| Motion CARRIED. | | | | |
| Votes | Yes: 25 | No: 0 | Abs: 8 | Inv: 1 |
| Invalid Vote Reasons | | | | |
| 1 invalid vote(s) - Non-financial | | | | |

| Motion 3 | | | | |
|--|---------------------|-------|--------|--------|
| Acceptance of Statement of Accounts | Ordinary Resolution | | | |
| It was resolved that in accordance with the provisions of s81(5) (d) of the <i>Community Titles Act</i> 1996 (amended), the audited Statement of Accounts for the financial year ending 30 JUN 2023, which have been circulated to all members, is accepted. | | | | |
| Motion CARRIED. | | | | |
| Votes | Yes: 30 | No: 0 | Abs: 3 | Inv: 1 |
| Invalid Vote Reasons | | | | |
| 1 invalid vote(s) - Non-financial | | | | |

| Motion 4 | | | | |
|---|---------|---------------------|--------|--------|
| Appointment of Manager | | Ordinary Resolution | | |
| It was resolved that the Body Corporate under s76(9) of the <i>Community Titles Act 1996</i> : | | | | |
| i. appoint Whittles Management Services Pty Ltd as its Manager to supply Services, ii. make the appointment for a Term of twelve (12) months, being from the 1 JUL 2023 to 30 JUN 2024 and that upon expiry of the Term this agreement will continue on a month to month basis until the next Annual General Meeting or until delegation is revoked, iii. authorise limited powers to Whittles Management Services Pty Ltd, iv. agree to pay Service Fees to Whittles Management Services Pty Ltd, v. acknowledge the Disclosures by Whittles Management Services Pty Ltd and vi. execute the Services Agreement that specifies the details of the terms and conditions of the appointment, with Whittles Management Services Pty Ltd. | | | | |
| The Services Agreement is available for viewing at whittles.com.au through your owner portal. | | | | |
| Motion CARRIED. | | | | |
| Votes | Yes: 30 | No: 2 | Abs: 1 | Inv: 1 |
| Invalid Vote Reasons | | | | |
| 1 invalid vote(s) - Non-financial | | | | |

| Motion 5 | | | | |
|--|---------|---------------------|--------|--------|
| That future Management Committees be limited to a maximum of seven (7) members | | Ordinary Resolution | | |
| That the Corporation approve the size of the Management Committees be limited to a maximum of seven (7) members. | | | | |
| Motion CARRIED. | | | | |
| Votes | Yes: 30 | No: 3 | Abs: 0 | Inv: 1 |
| Invalid Vote Reasons | | | | |
| 1 invalid vote(s) - Non-financial | | | | |

| Election of Office Bearers and Committee |
|--|
| THAT in accordance with s76(1) & 90(1) of the <i>Community Titles Act</i> 1996, the meeting appoint Office Bearers and Committee Members. |
| <u>Limitations Imposed</u> The Body Corporate Manager advises that the Management Committee and Officers of the Body Corporate do not have powers to resolve matters subject to special or unanimous resolutions. Committee Meetings should be conducted in accordance with s91 to 99 of the <i>Community Titles Act</i> 1996. An agenda should be forwarded to all committee members and decisions at the meeting minuted, copies of which are to be placed with the Body Corporate records. |
| Election of Presiding Officer |
| P Relf has been elected unopposed as Presiding Officer. |

| Election of Secretary |
|---|
| P Relf has been elected unopposed as Secretary. |

| Election of Treasurer |
|---|
| D Chadbourne has been elected unopposed as Treasurer. |

| Election of Ordinary Member |
|---|
| W Dollman, E Farrant, M Jappe, C Karykis, C Wastell have been elected to the committee. |

| Motion 7 | | | | |
|---|---------|---------------------|--------|--------|
| Appointment of Primary Corporation Representatives | | Ordinary Resolution | | |
| That in accordance with the Community Titles Act 1996, the meeting appointed Primary Corporation Representatives. | | | | |
| Previous Representatives and nominees were: | | | | |
| Lot 1 - C Karykis | | | | |
| Lot 3 - P Relf | | | | |
| Motion CARRIED. | | | | |
| Votes | Yes: 33 | No: 0 | Abs: 0 | Inv: 1 |
| Invalid Vote Reasons | | | | |
| 1 invalid vote(s) - Non-financial | | | | |

| Item 8 | | |
|--|--|--|
| Accredited Contractors (Advice) | | |
| <p>To ensure compliance with work health and safety requirements to protect both contractors and Body Corporate's, Whittles only engage accredited contractors who comply with state and territory legislation. If the Body Corporate decides, by act or omission to engage a contractor who is not accredited with Whittles, the Body Corporate acts as the Person Conducting a Business or Undertaking, in regard to the common property for the purposes of occupational health and safety legislation. This means, that if the contractor engaged by the Body Corporate does not have the necessary accreditation, an injured party may seek damages from the Body Corporate.</p> <p>The Corporate Manager will only request quotations from, and instruct works to be undertaken on behalf of the Body Corporate, by accredited contractors. However, non-accredited contractor's invoices will be processed for payment only when instructed to do so by the Body Corporate Chairperson or a person authorised by the Body Corporate to do so.</p> | | |

Item 9**Annual Compliance Register (Advice)**

The *Work Health and Safety Act 2012*, recognises that a Body Corporate's common property is a workplace, as such the Body Corporate is responsible for ensuring the workplace is free from hazard, as far as reasonably practicable. Whittles has established a register to ensure owners are fully aware of their legislative and reporting requirements for the Body Corporate. Many different areas are subject to annual compliance and the Body Corporate Manager may review at the meeting all Body Corporate obligations and where necessary, update any compliance reports required to be held on file.

All legislative compliance reports will be reviewed promptly as required and any maintenance attended to in accordance with Australian Standards or Industry best practice using qualified and reputable practitioners. To ensure that the Body Corporate obligations are met and maintained during the year, the Compliance Register will be updated throughout the year.

Motion 10**Sinking Fund Forecast****Ordinary Resolution**

It was resolved that the Body Corporate review and accept the existing Sinking Fund Projection Report at the Annual General Meeting for the current period.

The *Statutes Amendment (Community and Strata Titles) Act 2012*, requires that all Strata and Community Body Corporate's other than small groups (6 or less) prepare a forward budget for maintenance and capital works. This forward budget must be tabled at each Annual General Meeting and new information must be presented for consideration no less than every three (3) years for Corporations consisting of 7-20 lots and five (5) years for Corporations consisting of more than 20 lots.

The existing Sinking Fund Forecast is available for viewing at whittles.com.au through your owner portal.

Motion CARRIED.**Votes**

Yes: 33

No: 0

Abs: 0

Inv: 1

Invalid Vote Reasons

1 invalid vote(s) - Non-financial

Item 11**Current Insurance Details (Advice)**

A copy of the Body Corporate's current certificate of currency is attached to this meeting notice and is also available for viewing at whittles.com.au through your owner portal.

Item 12**Insurance Valuation (Advice)**

A comprehensive professional valuation for insurance purposes performed in 2020 recommended insurance cover of \$176,971,190 and is available for viewing at whittles.com.au through your owner portal.

Item 13**Insurance Renewal**

The Corporation Manager advises that insurance is a matter managed by the Primary Corporation and Whittles as managers of the Secondary Corporation are not involved in these deliberations. Whittles will however continue to provide assistance as requested by Secondary Corporation Members.

Owners are reminded that where repairs are carried out under insurance and the repairs benefit a particular lot, the lot owner will be responsible for the payment of any excess subject to any explicit instructions to the contrary by the corporation.

Whittles recommends consideration be given to the following additional cover options if not already included in your policy; office bearers liability, flood or catastrophe, electrical surge, loss of rent and machinery breakdown.

Contents Insurance

The Body Corporate Manager advises members of the necessity for them to arrange individually for adequate insurance for the contents of their lots, inclusive of carpets, drapes, light fittings, etc., whether or not the lot is occupied by the lot owner or tenant, and it was noted that the Corporation's Legal Liability cover applied primarily to common property and that lot owners should be separately insured for cover in relation to their own premises.

The Corporation's Insurance Certificate of Currency is available for viewing at whittles.com.au through your owners portal

Item 14**General Business**

Any general business items to be discussed at the meeting.

| Motion 15 | | | | |
|---|---------------------|-------|--------|--------|
| Administrative Fund Budget | Ordinary Resolution | | | |
| <p>It was resolved that in accordance with s81(5)(d) (iii) of the <i>Community Titles Act 1996</i>, the attached Administrative Fund budget be approved and adopted.</p> <p>Contributions reflected in this budget are the same as the previous budget with proposed quarterly contributions for the Corporation of \$190,967.00 for the financial year ending 30 JUN 2024.</p> <p>This budget is based on the requirements for the Body Corporate during the coming year and DOES NOT provide for additional works as may be agreed to or arranged by owners at the Annual General Meeting.</p> <p>Contributions will be raised in accordance with Lot Entitlement Values.</p> | | | | |
| Motion CARRIED. | | | | |
| Votes | Yes: 33 | No: 0 | Abs: 0 | Inv: 1 |
| Invalid Vote Reasons | | | | |
| 1 invalid vote(s) - Non-financial | | | | |

| Motion 16 | | | | |
|--|---------------------|-------|--------|--------|
| Sinking Fund Budget | Ordinary Resolution | | | |
| <p>It was resolved that in accordance with s116 of the <i>Community Titles Act 1996</i>, the attached Sinking Fund budget be approved and adopted.</p> <p>Contributions reflected in this budget are the same as the previous budget with proposed quarterly contributions for the Corporation of \$66,938.00 for the financial year ending 30 JUN 2024.</p> <p>This budget is based on the requirements for the Body Corporate during the coming year and DOES NOT provide for additional works as may be agreed to or arranged by owners at the Annual General Meeting.</p> <p>Contributions will be raised in accordance with Lot Entitlement Values.</p> | | | | |
| Motion CARRIED. | | | | |
| Votes | Yes: 33 | No: 0 | Abs: 0 | Inv: 1 |
| Invalid Vote Reasons | | | | |
| 1 invalid vote(s) - Non-financial | | | | |

| Motion 17 | | | | |
|---|--------------------|-------|--------|--------|
| Transfer \$100,000 from Administration Fund to Sinking Fund | Special Resolution | | | |
| That the Corporation approve by Special Resolution to transfer \$100,000 from the Administration Fund to the Sinking Fund . | | | | |
| The reason for the transfer is a surplus in funds in the Administration Fund. | | | | |
| Motion CARRIED. | | | | |
| Votes | Yes: 33 | No: 0 | Abs: 0 | Inv: 1 |
| Invalid Vote Reasons | | | | |
| 1 invalid vote(s) - Non-financial | | | | |

| Motion 18 | | | | |
|---|---------------------|-------|--------|--------|
| Intercom Upgrade | Ordinary Resolution | | | |
| That the Corporation approve, by Ordinary Resolution, the upgrading of the intercom system at a cost of \$122,750 . The funding of the upgrade will be from the Sinking Fund. | | | | |
| Motion CARRIED. | | | | |
| Votes | Yes: 33 | No: 0 | Abs: 0 | Inv: 1 |
| Invalid Vote Reasons | | | | |
| 1 invalid vote(s) - Non-financial | | | | |

| Motion 19 | | | | |
|--|---------|---------------------|--------|--------|
| Insufficient Funds Special Levy Authority | | Ordinary Resolution | | |
| <p>It was resolved that should there be insufficient funds in the Administration Account of the Body Corporate to meet the payment of the premium for insurance, rates and taxes or other like expenses as and when those expenses become due for payment and which if unpaid would expose the Body Corporate to risk or the imposition of fines or other sanctions, then, and only then, the Body Corporate Manager is authorised, but in consultation with the Management Committee, to raise a special levy to meet the shortfall required to ensure payment of the relevant expense provided that the amount of the special levy so raised is to be in accordance with Lot Entitlement Values and must not exceed the sum of \$80,000.00.</p> <p>If the maximum levy amount is insufficient to meet the relevant expense or expenses, then any additional special levy necessary to meet such expense must be authorised by the Body Corporate at a duly convened General Meeting of owners.</p> | | | | |
| Motion CARRIED. | | | | |
| Votes | Yes: 28 | No: 1 | Abs: 4 | Inv: 1 |
| Invalid Vote Reasons | | | | |
| 1 invalid vote(s) - Non-financial | | | | |

| Motion 20 | | | | |
|---|---------------------|-------|--------|--------|
| Audit of Annual Financial Statement | Ordinary Resolution | | | |
| It was resolved that in accordance with Part 13, Division 2 of the <i>Community Titles Act 1996</i> , the Body Corporate is obligated to carry out an independent audit of the Body Corporate's annual statement of accounts. Whittles recommends MGI Assurance (SA) be appointed at an estimated cost of \$1,990.00. | | | | |
| Motion CARRIED. | | | | |
| Votes | Yes: 33 | No: 0 | Abs: 0 | Inv: 1 |
| Invalid Vote Reasons | | | | |
| 1 invalid vote(s) - Non-financial | | | | |

| Motion 21 | | | | |
|--|---------------------|-------|--------|--------|
| Interest Charged on Overdue Contributions/Levies | Ordinary Resolution | | | |
| <p>It was resolved that in accordance with the provisions of s114 (4) of the <i>Community Titles Act 1996</i>, the Body Corporate will apply arrears interest of 15% per annum calculated daily, if payment of a contribution or levy or an instalment of a contribution or levy is not received in full within 30 days of the due date.</p> <p>The Management Committee is authorised to waive penalty interest charges in extenuating circumstances at their discretion.</p> | | | | |
| Motion CARRIED. | | | | |
| Votes | Yes: 33 | No: 0 | Abs: 0 | Inv: 1 |
| Invalid Vote Reasons | | | | |
| 1 invalid vote(s) - Non-financial | | | | |

| Motion 22 | | | | |
|---|---------|---------------------|--------|--------|
| Recovery of Overdue Contributions/Levies | | Ordinary Resolution | | |
| <p>It was resolved that in accordance with s114 (7) of the <i>Community Titles Act 1996</i>, Whittles is authorised to take all necessary action, without the need for further authority, including instructing a debt recovery company to initiate legal proceedings against owners on behalf of COMMUNITY CORP.23362 INC when they are in arrears to recover overdue contributions and levies, penalties and recovery costs incurred.</p> <p>Whittles charge the debtor for the issue of a first arrears notice if payment of a contribution or levy or an instalment of a contribution or levy is not received in full within 27 days of the due date. (27 days or more overdue), and when issuing instructions to the debt recovery company.</p> <p>Fees charged by third party providers will be recovered from the debtor at cost per invoice.</p> <p>Owners are advised of the following debt recovery process:</p> <ol style="list-style-type: none">1. Owners are issued their contribution notice approximately 3 weeks before the due date.2. If this is not paid by the due date owners are issued a reminder notice approximately 14 days after the due date.3. Once 27 days or more overdue, a final notice is issued to the owner incurring a \$44.00 fee. Payment is to be made in full within 21 days from date of issue.4. Interest starts accumulating on the overdue amounts approximately 5 days after the final notice is issued.5. Once the 21 days has expired, the account will be referred to debt collection, which will incur a Whittles administration fee and an establishment fee from the debt collection agency. | | | | |
| Motion CARRIED. | | | | |
| Votes | Yes: 33 | No: 0 | Abs: 0 | Inv: 1 |
| Invalid Vote Reasons | | | | |
| 1 invalid vote(s) - Non-financial | | | | |

| Item 23 | | |
|---------------------------------|--|--|
| Next Meeting & Closure | | |
| To be discussed at the meeting. | | |

Owners are able to access & update their personal details through Whittles Owner Portal online.

To access your account go to www.whittles.com.au select 'Owner Portal' and enter the following details:

- Account code
- Plan number
- Unit number
- PIN (if this is your first time logging in, leave pin blank as you will be prompted to set a pin)



Strata and Community Title Services

Minutes of the Annual General Meeting
COMMUNITY CORP.23362 INC

**** Please note that Whittles encourages owners to receive all correspondence and account notices via email, this ensures timely delivery of documents.***

BUDGET

COMMUNITY CORP.23362 INC
4-8 CHARLES STREET, ADELAIDE

Year ending June 2024

ADMINISTRATIVE FUND

| | Jul-Sept 23 | Oct-Dec 23 | Jan-Mar 24 | Apr-Jun 24 | Annual Total |
|---|-------------------|-------------------|-------------------|-------------------|----------------------------|
| INCOME | | | | | |
| Contributions | 190,967.00 | 190,967.00 | 190,967.00 | 190,967.00 | \$763,868.00 |
| Arrears | 5,687.63 | 0.00 | 0.00 | 0.00 | \$5,687.63 |
| Advances | -95,021.04 | -0.00 | -0.00 | -0.00 | <u>-\$95,021.04</u> |
| Total | 101,633.59 | 190,967.00 | 190,967.00 | 190,967.00 | <u>\$674,534.59</u> |
| EXPENDITURE | | | | | |
| Air conditioning | 500.00 | 500.00 | 500.00 | 500.00 | \$2,000.00 |
| Auditor fee | 1,990.00 | 0.00 | 0.00 | 0.00 | \$1,990.00 |
| Cleaning | 45,250.00 | 45,250.00 | 45,250.00 | 45,250.00 | \$181,000.00 |
| Cleaning - Windows | 0.00 | 10,000.00 | 0.00 | 0.00 | \$10,000.00 |
| Common property | 4,750.00 | 4,750.00 | 4,750.00 | 4,750.00 | \$19,000.00 |
| Electrical | 500.00 | 500.00 | 500.00 | 500.00 | \$2,000.00 |
| Fire systems | 1,500.00 | 1,500.00 | 1,500.00 | 1,500.00 | \$6,000.00 |
| Grounds | 1,125.00 | 1,125.00 | 1,125.00 | 1,125.00 | \$4,500.00 |
| Health Club / Gym | 250.00 | 250.00 | 250.00 | 250.00 | \$1,000.00 |
| Hot water service | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | \$4,000.00 |
| Indoor plant rental | 1,200.00 | 1,200.00 | 1,200.00 | 1,200.00 | \$4,800.00 |
| Internet | 150.00 | 150.00 | 150.00 | 150.00 | \$600.00 |
| Lift - Maintenance | 625.00 | 625.00 | 625.00 | 625.00 | \$2,500.00 |
| Lift - Service contract | 7,500.00 | 7,500.00 | 7,500.00 | 7,500.00 | \$30,000.00 |
| Management - Additional services fee | 625.00 | 625.00 | 625.00 | 625.00 | \$2,500.00 |
| Management - Agreed Services | 5,750.00 | 5,750.00 | 5,750.00 | 5,750.00 | \$23,000.00 |
| Management - Asset Maintenance Services | 360.75 | 360.75 | 360.75 | 360.75 | \$1,443.00 |
| Management - Disbursement Fees | 1,980.00 | 1,980.00 | 1,980.00 | 1,980.00 | \$7,920.00 |
| Plumbing | 250.00 | 250.00 | 250.00 | 250.00 | \$1,000.00 |
| Pool/Spa | 1,750.00 | 1,750.00 | 1,750.00 | 1,750.00 | \$7,000.00 |
| Primary Plan contribution | 70,720.00 | 80,212.00 | 80,212.00 | 80,212.00 | \$311,356.00 |
| Public Officer Fee | 165.00 | 0.00 | 0.00 | 0.00 | \$165.00 |
| Rubbish - Removal | 1,875.00 | 1,875.00 | 1,875.00 | 1,875.00 | \$7,500.00 |
| Security | 750.00 | 750.00 | 750.00 | 750.00 | \$3,000.00 |
| Sundry expense | 150.00 | 150.00 | 150.00 | 150.00 | \$600.00 |
| Taxation - BAS Return | 250.00 | 250.00 | 250.00 | 250.00 | \$1,000.00 |
| Taxation - Payment | 625.00 | 625.00 | 625.00 | 625.00 | \$2,500.00 |
| Technology and System Fees | 444.00 | 444.00 | 444.00 | 444.00 | \$1,776.00 |
| Transfer - To Sinking fund | 0.00 | 0.00 | 100,000.00 | 0.00 | \$100,000.00 |
| Utilities - Electricity | 8,250.00 | 8,250.00 | 8,250.00 | 8,250.00 | \$33,000.00 |
| Utilities - Gas | 16,250.00 | 16,250.00 | 16,250.00 | 16,250.00 | \$65,000.00 |
| Utilities - Water | 6,250.00 | 6,250.00 | 6,250.00 | 6,250.00 | \$25,000.00 |
| Venue hire | 250.00 | 0.00 | 0.00 | 0.00 | \$250.00 |
| Website | 750.00 | 750.00 | 750.00 | 750.00 | <u>\$3,000.00</u> |
| Total | 183,784.75 | 200,871.75 | 290,871.75 | 190,871.75 | <u>\$866,400.00</u> |

SINKING FUND

| | Jul-Sept 23 | Oct-Dec 23 | Jan-Mar 24 | Apr-Jun 24 | Annual Total |
|-------------------------------------|------------------|------------------|-------------------|------------------|-----------------------|
| INCOME | | | | | |
| Contributions | 66,938.00 | 66,938.00 | 66,938.00 | 66,938.00 | \$267,752.00 |
| Arrears | 1,643.63 | 0.00 | 0.00 | 0.00 | \$1,643.63 |
| Advances | -33,221.30 | -0.00 | -0.00 | -0.00 | -\$33,221.30 |
| Transfer - From Administration fund | 0.00 | 0.00 | 100,000.00 | 0.00 | \$100,000.00 |
| Total | 35,360.33 | 66,938.00 | 166,938.00 | 66,938.00 | \$336,174.33 |
| EXPENDITURE | | | | | |
| Common property | 1,250.00 | 1,250.00 | 1,250.00 | 1,250.00 | \$5,000.00 |
| Fire systems - Repairs | 2,500.00 | 2,500.00 | 2,500.00 | 2,500.00 | \$10,000.00 |
| Hot water service - Replacement | 0.00 | 0.00 | 360,000.00 | 0.00 | \$360,000.00 |
| Pool/Spa | 0.00 | 0.00 | 160,000.00 | 0.00 | \$160,000.00 |
| Security - Intercom | 0.00 | 0.00 | 122,750.00 | 0.00 | \$122,750.00 |
| Security - Upgrade | 0.00 | 0.00 | 48,000.00 | 0.00 | \$48,000.00 |
| Solar Panels | 0.00 | 0.00 | 300,000.00 | 0.00 | \$300,000.00 |
| Total | 3,750.00 | 3,750.00 | 994,500.00 | 3,750.00 | \$1,005,750.00 |

CASH FLOW SUMMARY

| | Jul-Sept 23 | Oct-Dec 23 | Jan-Mar 24 | Apr-Jun 24 | Annual Total |
|--|--------------|--------------|--------------|------------|----------------|
| <u>ADMINISTRATIVE FUND</u> | | | | | |
| Opening Balance | 366,694.00 | 284,542.84 | 274,638.09 | 174,733.34 | \$366,694.00 |
| Add: Contributions | 190,967.00 | 190,967.00 | 190,967.00 | 190,967.00 | \$763,868.00 |
| Add: Arrears | 5,687.63 | 0.00 | 0.00 | 0.00 | \$5,687.63 |
| Minus: Advances | 95,021.04 | 0.00 | 0.00 | 0.00 | \$95,021.04 |
| Minus: Expenditures | 183,784.75 | 200,871.75 | 290,871.75 | 190,871.75 | \$866,400.00 |
| CLOSING BALANCE | 284,542.84 | 274,638.09 | 174,733.34 | 174,828.59 | \$174,828.59 |
| <u>SINKING FUND</u> | | | | | |
| Opening Balance | 1,038,106.24 | 1,069,716.57 | 1,132,904.57 | 305,342.57 | \$1,038,106.24 |
| Add: Contributions | 66,938.00 | 66,938.00 | 66,938.00 | 66,938.00 | \$267,752.00 |
| Add: Transfer - From Administration fund | 0.00 | 0.00 | 100,000.00 | 0.00 | \$100,000.00 |
| Add: Arrears | 1,643.63 | 0.00 | 0.00 | 0.00 | \$1,643.63 |
| Minus: Advances | 33,221.30 | 0.00 | 0.00 | 0.00 | \$33,221.30 |
| Minus: Expenditures | 3,750.00 | 3,750.00 | 994,500.00 | 3,750.00 | \$1,005,750.00 |
| CLOSING BALANCE | 1,069,716.57 | 1,132,904.57 | 305,342.57 | 368,530.57 | \$368,530.57 |

CALCULATION OF CONTRIBUTIONS

Total Lot Entitlement 10000
Number of Lots 111

| Lot Number | — Effective from 15/01/24 — | | | — Effective from 15/01/24 — | | |
|--|-----------------------------|---------------------|----------------------------|-----------------------------|--------------------|---------------------------|
| | LEV | ADMIN Fund | ADMIN Fund (incl. GST) | LEV | SINKING Fund | SINKING Fund (incl. GST) |
| 77, 78 | 45 | 859.35 | \$945 | 45 | 301.22 | \$331 |
| 21, 22, 23, 76, 79 | 46 | 878.44 | \$966 | 46 | 307.91 | \$339 |
| 72, 73, 74, 75, 86, 87 | 47 | 897.54 | \$987 | 47 | 314.60 | \$346 |
| 24, 33, 34, 35, 85, 88 | 48 | 916.64 | \$1,008 | 48 | 321.30 | \$353 |
| 81, 82, 83, 84, 95, 96 | 49 | 935.73 | \$1,029 | 49 | 327.99 | \$361 |
| 36, 45, 46, 47, 71, 90, 91, 92, 93, 94, 97 | 50 | 954.83 | \$1,050 | 50 | 334.69 | \$368 |
| 20, 48, 80, 99, 100, 101, 102 | 52 | 993.02 | \$1,092 | 52 | 348.07 | \$383 |
| 68, 69, 89, 104, 105 | 53 | 1,012.12 | \$1,113 | 53 | 354.77 | \$390 |
| 32, 67, 70, 103, 106 | 54 | 1,031.22 | \$1,134 | 54 | 361.46 | \$398 |
| 98 | 55 | 1,050.31 | \$1,155 | 55 | 368.15 | \$405 |
| 7, 44 | 56 | 1,069.41 | \$1,176 | 56 | 374.85 | \$412 |
| 108, 109, 110, 111 | 58 | 1,107.60 | \$1,218 | 58 | 388.24 | \$427 |
| 107 | 61 | 1,164.89 | \$1,281 | 61 | 408.32 | \$449 |
| 8, 9, 10, 11, 12 | 73 | 1,394.05 | \$1,534 | 73 | 488.64 | \$538 |
| 6 | 76 | 1,451.34 | \$1,597 | 76 | 508.72 | \$560 |
| 2, 3, 4 | 78 | 1,489.54 | \$1,639 | 78 | 522.11 | \$574 |
| 5 | 88 | 1,680.50 | \$1,849 | 88 | 589.05 | \$648 |
| 18, 30, 42, 57, 58, 59 | 95 | 1,814.18 | \$1,996 | 95 | 635.91 | \$700 |
| 14, 15, 16, 17, 26, 27, 28, 29, 38, 39, 40, 41 | 97 | 1,852.37 | \$2,038 | 97 | 649.29 | \$714 |
| 1 | 99 | 1,890.57 | \$2,080 | 99 | 662.68 | \$729 |
| 19, 31, 43 | 103 | 1,966.96 | \$2,164 | 103 | 689.46 | \$758 |
| 60 | 104 | 1,986.05 | \$2,185 | 104 | 696.15 | \$766 |
| 56 | 112 | 2,138.83 | \$2,353 | 112 | 749.70 | \$825 |
| 54 | 140 | 2,673.53 | \$2,941 | 140 | 937.13 | \$1,031 |
| 55 | 167 | 3,189.14 | \$3,508 | 167 | 1,117.86 | \$1,230 |
| 13, 25, 37 | 177 | 3,380.11 | \$3,718 | 177 | 1,184.80 | \$1,303 |
| 50, 51, 52, 53 | 180 | 3,437.40 | \$3,781 | 180 | 1,204.88 | \$1,325 |
| 49 | 226 | 4,315.85 | \$4,748 | 226 | 1,512.79 | \$1,664 |
| 62, 63, 64, 65 | 299 | 5,709.91 | \$6,281 | 299 | 2,001.44 | \$2,202 |
| 61 | 353 | 6,741.13 | \$7,416 | 353 | 2,362.91 | \$2,599 |
| 66 | 453 | 8,650.80 | \$9,517 | 453 | 3,032.29 | \$3,336 |
| QUARTERLY TOTAL | | <i>\$190,966.33</i> | <u>\$210,060.00</u> | | <i>\$66,937.50</i> | <u>\$73,631.00</u> |