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MINUTES COMMITTEE MEETING, OF THE PRINCIPAL BODY CORPORATE GTP 202

Type of Meeting: Voting Outside Committee Meeting
Date and Time of meeting: Thursday 25th January 2024
Meeting Start: 4:00PM
Meeting Finish: 4:05PM

ATTENDANCE:

The following members were represented by voting paper:

Lot: Cassia GTP 1702 Owner Cassia GTP 1702 Rep: Mr Peter Cohen (PC)
Lot: Felicia GTP 107128 Owner Felicia GTP 107128 Rep: Mr Stuart Shakespeare (SS)
Lot: Harpullia GTP 107045 Owner Harpullia GTP 107045 Rep: Mr Paul Kernaghan (PK)
Lot: Washingtonia GTP 1703 Owner Washingtonia GTP 1703 Rep: Mr Tony Ellingford (TE)
Lot: Roystonia GTP 1769 Owner Roystonia GTP 1769 Rep: Mrs Cheryl McBride (CM)
Lot: Plumeria GTP 2207 Owner Plumeria GTP 2207 Rep: Mr Nicholas Eisenhut (NE)

QUORUM

A Quorum was present for this meeting.

MOTION

1 All historical Body Corporate Records available to all PBC EC members. CARRIED

Proposed by: PBC Chairperson

THAT the EC requests the Manager provide all historical body corporate records previously accessed via the online SharePoint portal be made available to the Treasurer and all PBC EC members in a digital portal format by January 31st, 2024. This is consistent with Schedule 3 s3(j) of the AMA.

Yes	6
No	0
Abstain	0

Furthermore, as previously agreed, a tab is to be added and regularly updated for all PBC specific documents provided and reviewed in Finance Sub-Committee meetings.

For the past 3 months not all EC members have had full digital access to historical and current records.



2 All Future Financial reports meet the following requirements. CARRIED

Proposed by: PBC Chairperson

THAT the EC instructs the Manager (SCCSL) to ensure that all future financial reports presented as part of the monthly operating report to EC meetings, meet the following requirements: -

Yes	6
No	0
Abstain	0

Monthly: -

High-level summary statements/reports of Income and Expenditure for SCCSL vs budget, PBC Administration fund vs budget with the summary line 'other' showing detail, the PTBC administration fund vs budget, expenditure for each project vs budget category for the PBC & PTBC sinking funds vs budget.

Pls note, all statements /reports require an explanation for any variance from budget and will be accessible to members' nominees via the digital portal and access to the EC meeting books.

Quarterly: -

Summary Balance Sheets for the PBC Administration Fund, the PBC Sinking Fund, the PTBC Administration Fund, and the PTBC Sinking Fund.

Annually: -

At least one month before the next financial year budget is presented for resolution in a PBC general meeting, all budgeted financial statements for the proposed PBC Administration and Sinking Fund compared to the same documents from the previous year will be presented to the EC.

An analysis of SCCSL Management and Security charges and proposed levies and charges incurred by the PBC & PTBC is required. Proposed levies for the administration and sinking funds to be charged to each RBC and individual lots are required.

The budget reports and analyses are to be accompanied by an explanation of any major variances compared to the prior year's actuals.



3 Manager to deliver to the PBC Treasurer the following records. CARRIED

Proposed by: PBC Chairperson

THAT the EC PBC instructs the Manager to deliver to the PBC Treasurer the following records no more than 7 days from the date of passing this resolution.

Yes	6
No	0
Abstain	0

1. The invoices supporting all expenses coded to the PBC general ledger "Legal", "Consultants", and "Management Fees" accounts for the financial year ended 31 October 2023.
2. The notice required by AMA s5.3 (d), that within 60 days from 31 October 2023, stating any shortfall of costs recovered by the Manager against the SCCSL budget allowance for PBC costs, and the appropriate invoice with additional recovery amount that has been applied.

The above documents will enable the EC to understand budget overruns and review spending in specific areas.

4 PBC EC and Treasurer request all Finance sub-committee Meeting Notices for EOFY 31st October 2023 CARRIED

Proposed by: PBC Chairperson

THAT the Treasurer and EC request from the Manager all Finance sub-committee Meeting Notices for Financial Year ended 31st October 2023, including reports and other attachments that relate to the PBC. This may be provided in digital format and is required by 31st January 2024.

Yes	6
No	0
Abstain	0

The EC members are unable to review work undertaken by the Finance subcommittee through lack of presented documentation.



5 Additional PBC EGM meeting to be held Thursday 8th February 2024 at 9:00am **CARRIED**

Proposed by: PBC Chairperson

THAT the PBC EC requests an additional PBC EGM meeting to be held on Thursday 8th February 2024 at 9:00am.

Yes	6
No	0
Abstain	0

Chairperson.....