

Body Corporate Services Pty Ltd
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DRAFT

21 January 2026

Annual General Meeting

**BODY CORPORATE FOR ALEXANDER APARTMENTS
COMMUNITY TITLES SCHEME 10782
2943 SURFERS PARADISE BLVD
SURFERS PARADISE Q 4217**

Dear Owner

Please find enclosed the **minutes** of the recently held general meeting for ALEXANDER APARTMENTS CTS 10782.

We ask that you read the minutes carefully as the matters considered impact the running of your Body Corporate.

If you require any further information or assistance in relation to the meeting outcomes, you are welcome to contact our office.

Regards

Danielle Morrison
Strata Manager

MINUTES – ANNUAL GENERAL MEETING

**BODY CORPORATE FOR ALEXANDER APARTMENTS
COMMUNITY TITLES SCHEME 10782
2943 SURFERS PARADISE BLVD
SURFERS PARADISE QLD 4217**

THESE ARE THE MINUTES OF THE ANNUAL GENERAL MEETING FOR THE BODY CORPORATE FOR ALEXANDER APARTMENTS COMMUNITY TITLES SCHEME 10782 AT HELD BODY CORPORATE SERVICES, GROUND FLOOR, 26 MARINE PARADE, SOUTHPORT, QLD, 4215; COMMENCED AT 10:00 AM QLD TIME ON 21 JANUARY 2026.

Lots Represented

Lot No

<u>2</u>	Thomas Wallace	Electronic vote
<u>4</u>	Alena & Sergei Pluzhnikov	Electronic vote
<u>5</u>	Anthony Lee	Owner present (pre-voted)
<u>7</u>	Stephen North	Electronic vote
<u>9</u>	David Isbister	Paper vote
<u>11</u>	Debra Lorenz	Electronic vote
<u>12</u>	Valerie Callaghan	Paper vote
<u>13</u>	Jodie Bradley	Electronic vote
<u>16</u>	Robert Dunks	Owner present (pre-voted)
<u>19</u>	Kenneth Doyle	Electronic vote
<u>20</u>	Petrea Prior	Owner present (pre-voted)
<u>24</u>	Sharmila Bhaila, Lion Arthur Julio Fernandes da Silva	Paper vote
<u>26</u>	Kate Dolan	Electronic vote
<u>27</u>	Graham Whitehead	Owner present (pre-voted)
<u>31</u>	Kate Dolan	Electronic vote
<u>38</u>	Laura Edwards	Electronic vote
<u>40</u>	K Cerrafon & W Dawson	Electronic vote
<u>41</u>	Frits Vandenbroek	Electronic vote
<u>44</u>	George & Voula Voukelatos	Electronic vote
<u>47</u>	Dawn Higgins	Owner present (pre-voted)

<u>51</u>	Kate Dolan	Electronic vote
<u>52</u>	Beverley Copeland	Paper vote
<u>53</u>	Andrew Hogarth	Electronic vote

Apologies

Nil

In Attendance

Danielle Morrison representing Body Corporate Services Pty Ltd

Amie Bell representing Body Corporate Services Pty Ltd

Chairperson of Meeting

Robert Dunks chaired the meeting.

Proxies and Voting Papers

The Chairperson declared that the valid proxies and voting papers be accepted.

Quorum

The chairperson declared that a quorum was represented and the meeting was declared open at 10:00 AM.

Open Motions

1	Confirmation of Minutes	Ordinary Resolution
	<i>Statutory Motion</i>	
	That the minutes of the extraordinary general meeting held on 10/12/2025 be confirmed as a true and correct record of the proceedings at that meeting.	
	Motion CARRIED.	
	Votes:	Yes 14 No 0 Abstain 9 Invalid 0
2	Adoption of Statement of Accounts	Ordinary Resolution
	<i>Statutory Motion</i>	
	That the Audited statement of accounts for the administrative and sinking funds for the year ending 30/09/2025 attached to the agenda be adopted.	
	Motion CARRIED.	
	Votes:	Yes 19 No 1 Abstain 3 Invalid 0
3	No Audit	Special Resolution
	<i>Statutory Motion</i>	
	That the Body Corporate's statement of accounts for the financial year 01/10/2025 to 30/09/2026 NOT be audited.	
	*NOTE: If you want the accounts to be audited, vote 'no'; if you do not want the accounts to be audited, vote 'yes'.	
	Motion DEFEATED.	
	Votes:	Yes 5 No 17 Abstain 1 Invalid 0
4	Appointment of Auditor	Ordinary Resolution
	<i>Statutory Motion</i>	
	That the Body Corporate AGREES that the statement of accounts for the financial year 01/10/2025 to 30/09/2026 be audited, the proposed auditor being Guardian Body Corporate Audit Services.	
	Motion CARRIED.	
	Votes:	Yes 17 No 2 Abstain 4 Invalid 0

5 Adoption of Administrative Fund Budget and Fixing of Contributions Ordinary Resolution

Statutory Motion

That the administrative fund budget for the financial year ending 30/09/2026, which totals \$410,000.10 including GST, be adopted with contributions levied by 4 instalments, as follows:

Period From	Period To	Due	Admin Fund	Per Lot Ent.
01/10/2025	31/12/2025	01/10/2025	\$110,500.00	\$333.84
01/01/2026	31/03/2026	01/01/2026	\$110,500.00	\$333.84
01/04/2026	30/06/2026	01/04/2026	\$94,500.05	\$285.50
01/07/2026	30/09/2026	01/07/2026	\$94,500.05	\$285.50
			\$410,000.10	\$1,238.67

Total lot entitlements 331 with each lot entitlement attracting a levy of \$1,238.67 including GST, during the current financial year.

And further that the committee may issue an interim levy for the first levy period(s) of the following financial year.

Interim Periods

Period From	Period To	Due	Admin Fund	Per Lot Ent.
01/10/2026	31/12/2026	01/10/2026	\$102,500.03	\$309.67
01/01/2027	31/03/2027	01/01/2027	\$102,500.03	\$309.67
			\$205,000.05	\$619.34

Subject to 20% settlement discount for payment on or before the due date.

Motion CARRIED.

Votes: Yes 21 No 1 Abstain 1 Invalid 0

6 Adoption of Sinking Fund Budget and Fixing of Contributions

Ordinary Resolution

Statutory Motion

That the sinking fund budget for the financial year ending 30/09/2026, which totals \$102,001.00 including GST, be adopted with contributions levied by 4 instalments, as follows:

Period From	Period To	Due	Sinking Fund	Per Lot Ent.
01/10/2025	31/12/2025	01/10/2025	\$23,750.00	\$71.75
01/01/2026	31/03/2026	01/01/2026	\$23,750.00	\$71.75
01/04/2026	30/06/2026	01/04/2026	\$27,250.50	\$82.33
01/07/2026	30/09/2026	01/07/2026	\$27,250.50	\$82.33
			\$102,001.00	\$308.16

Total lot entitlements 331 with each lot entitlement attracting a levy of \$308.16 including GST, during the current financial year.

And further that the committee may issue an interim levy for the first levy period(s) of the following financial year.

Interim Periods

Period From	Period To	Due	Sinking Fund	Per Lot Ent.
01/10/2026	31/12/2026	01/10/2026	\$25,500.25	\$77.04
01/01/2027	31/03/2027	01/01/2027	\$25,500.25	\$77.04
			\$51,000.50	\$154.08

Subject to 20% settlement discount for payment on or before the due date.

Motion CARRIED.

Votes: Yes 20 No 2 Abstain 1 Invalid 0

7 Confirmation of Body Corporate Insurance Policies

Ordinary Resolution

Statutory Motion

That:

- the following insurance policies held by the body corporate be confirmed:

Policy Number	Underwriter	Current To	Risk Type	Coverage Amount
857106	CHU/QBE Insurance Limited	30 Jun 2026	Building Catastrophe	\$10,527,000.00
			Lot Owner's Fixtures and Improvements	\$250,000.00
			Machinery Breakdown Insurance	\$100,000.00
			Loss of Rent	\$5,263,500.00
			Legal Defence Expenses	\$50,000.00
			Government Audit Costs	\$25,000.00
			Fusion Cover	Not Insured
			Flood	\$35,090,000.00

			Floating Floors	Included
			Office Bearers Liability Insurance	\$10,000,000.00
			Paint	Included
			Property, Death and Injury (Public Liability)	\$30,000,000.00
			Voluntary Workers Insurance	\$200,000.00 / \$2,000.00
			Workers Compensation Insurance	Not Insured
			Appeal Expenses	\$100,000.00
			Fidelity Guarantee Insurance	\$100,000.00
			Damage (i.e. Building) Policy	\$35,090,000.00
			Community Income	Not Insured
			Common Area Contents	\$350,900.00
TOTAL PREMIUM: \$65,302.51				
Policy Number	Underwriter	Current To	Risk Type	Coverage Amount
WNA000717218	WORKCOVER QUEENSLAND	30 Jun 2026	Workers Compensation Insurance	MIN COV
TOTAL PREMIUM: \$200.00				

- b. the body corporate manager be authorised to obtain quotations through the body corporate's insurer or broker
- c. the body corporate acknowledge their obligation and thereby authorise the body corporate manager, to provide and/or disclose to the insurer, either upon renewal or throughout the policy period, any item requiring disclosure under the policy including a work, health and safety report, defects report and the like
- d. the body corporate acknowledge that the last insurance valuation for the scheme was completed on 31/01/2025, which states a full replacement value of \$35,090,000.00
- e. That the body corporate provide informed consent for Body Corporate Brokers Pty Ltd (QLD) as the insurance broker, to obtain quotations from insurers including commission in relation to the placement, renewal, and variation of the strata insurance policy. A portion of this commission may be shared with the Agent, as an Authorised Representative of Body Corporate Brokers Pty Ltd (QLD) as per the terms of your management agreement. The exact amount or percentage of commission payable will be disclosed in the Insurance Report provided with each renewal or quotation.

Motion CARRIED.

Votes:

Yes 22

No 0

Abstain 1

Invalid 0

8 Engagement of Contractors

Ordinary Resolution

Submitted by Committee

The Body Corporate acknowledges that the Strata Manager will not issue a Work Order or engage any Contractors for the provision of any goods or services, unless they have complied with the Minimum Requirements as defined in the explanatory note.

Motion CARRIED.

Votes: Yes 22 No 0 Abstain 1 Invalid 0

9 Debt Management

Ordinary Resolution

Submitted by Committee

THAT in accordance with the Body Corporate and Community Management legislation, if a contribution or contribution instalment is not paid by the date for payment, the Body Corporate recover each of the following amounts as a debt:

- (a) the amount of the contribution or instalment;
- (b) any penalty for not paying the contribution or instalment;
- (c) any costs (recovery costs) reasonably incurred by the Body Corporate in recovering the amount, to the fullest extent allowable by the legislation;

AND that the Strata Manager is instructed to progress recovery on each and every lot with a contribution or contribution instalment unpaid by the date for payment in accordance with the following procedure unless instructed to the contrary by the committee, and further that the costs to the Body Corporate are on-charged to the lot debtor:

Debt Management Table			
Steps	Time Line	Event / Test	Action Required
	Contribution due date		
1	plus (minimum) 15 days	Contribution payment unpaid (amount of \$500 or more).	Issue Reminder Contribution Notice
2	plus (minimum) 27 days	Contribution payment unpaid (amount of \$500 or more).	Issue 1st reminder letter
3	plus (minimum) 39 days	Contribution payment unpaid (amount of \$500 or more).	Issue 2nd reminder letter
4	plus (minimum) 54 days	Contribution payment unpaid (amount of \$500 or more).	*Instruction to mercantile agency to commence recovery proceedings providing all supporting documentation *Mercantile agency initial demand process includes Demand letter, phone demands and monitoring payment plans

Motion CARRIED.

Votes: Yes 22 No 1 Abstain 0 Invalid 0

10 Appointment of Body Corporate Manager

**Ordinary Resolution
Without use of Proxies**

Submitted by Committee

That the Body Corporate engage Body Corporate Services Pty Ltd for a term of 1 year(s) commencing on 01/02/2026 for a fee of \$9,652.50 per annum inclusive of GST for the purpose of providing administrative services to the body corporate, and be authorised to exercise some or all of the powers of the executive committee, the details contained in the administrative agreement included with this notice further that two members of the committee be authorised to execute the agreement on behalf of the body corporate.

Motion CARRIED.

Votes: Yes 14 No 7 Abstain 2 Invalid 0

11 Settlement of QCAT Proceedings and entry into Deed of Settlement

Ordinary Resolution

Submitted by Committee

THAT the Body Corporate **resolves** to enter into a Deed of Settlement with the scheme's caretaking service contractor JIA YE International Pty Ltd on the same or substantially similar terms as contained in the **attached** Deed of Settlement including the following key terms:

1. Payment of a settlement sum of \$200,000.00.
2. Mutual termination of the scheme's management rights agreements.
3. Consenting to discontinue QCAT Proceeding Number OCL076-21.

AND FURTHER THAT the Body Corporate **resolves** to authorise any two members of the Committee to execute the Deed of Settlement on behalf of the Body Corporate.

AND FURTHER THAT the Body Corporate **resolves** to approve the following special levy to fund the settlement sum, with any shortfall to be paid from the sinking fund:

Per unit of Lot Entitlement (inc. GST if any)	Due Date
\$604.23	XX/XX/26

Motion CARRIED.

Votes: Yes 15 No 6 Abstain 2 Invalid 0

12 Remove Exclusive Use Area B3, Sketch Plan "B" and By-law 30

**Resolution Without
Dissent**

Submitted by Committee

THAT subject to termination of the scheme's management rights agreements, the Body Corporate **resolves** to remove Exclusive Use Area B3, Sketch Plan "B" and By-law 30 from the scheme's Community Management Statement and record a New Community Management Statement with the Queensland Titles Registry adopting these changes.

Motion DEFEATED.

Votes: Yes 19 No 3 Abstain 1 Invalid 0

13 By-Law: Use of Balconies by Pets

Ordinary Resolution

Submitted by Owner Lot 13

That the following By-Law will be added to the Alexander Apartments By-Laws

By-Law: Use of Balconies by Pets

1. Purpose

This by-law is established to ensure the cleanliness, hygiene, and amenity of all apartments and common property, particularly in relation to pet ownership and the use of balconies.

2. Prohibited Conduct

An owner or occupier of a lot must ensure that their pet does **not use any balcony, veranda, or similar area** attached to a lot as a toilet.

3. Responsibilities of Pet Owners

Pet owners must:

- Ensure their animal is taken to an appropriate area for toileting (e.g. an offsite location).
- Promptly clean and disinfect any **accidental** pet waste on balconies or other external private areas.
- Take reasonable steps to prevent repeat occurrences, including training or the use of barriers where necessary.

Motion CARRIED.

Votes: Yes 16 No 6 Abstain 1 Invalid 0

14 Entrance Ramp

Ordinary Resolution

Submitted by Owner Lot 13

That the Body Corporate authorise the Committee to investigate the feasibility, design, cost, and compliance requirements of constructing a ramp to provide 24-hour access to the building for all residents and visitors, including those with mobility challenges.

Motion CARRIED.

Votes: Yes 17 No 6 Abstain 0 Invalid 0

15 Motion to Withdraw Submissions to QCAT

Ordinary Resolution

Submitted by Owner Lot 47

**QCAT Case (Queensland Civil and Administrative Tribunal, Other Civil case no. OCL 076-21)
Jia Ye International Pty Ltd v Body Corporate for the Alexander Apartments, CTS 10782**

This proposal seeks to end the ongoing legal dispute between Jia Ye International Pty Ltd (Jia Ye) and the Body Corporate for the Alexander Apartments (Body Corporate), where both parties would withdraw their submissions to QCAT dated 2021, and QCAT would be requested to close the case.

QCAT Proceedings

In 2020 the Body Corporate was dissatisfied with the standard of housekeeping and caretaking at Alexander Apartments. To address the issue, the Body Corporate initiated legal action, and OMB Solicitors acted on their behalf.

4 documents comprise the original QCAT case:

- 1) RAN – on 13 May 2021 the Body Corporate issued a Remedial Action Notice (RAN) to Jia Ye for non-compliance with the caretaking tasks under the Agreement.

- 2) Termination Notice - on 10 September 2021, the Body Corporate issued a Termination Notice to Jia Ye, to terminate their Agreement.
- 3) Application - on 29 September 2021, Jia Ye lodged an Application with QCAT challenging the RAN and the Termination Notice, and the Application was upheld by QCAT.
- 4) Interim Order - on 7 October 2021, an Interim Order was issued by QCAT, restraining the Body Corporate from terminating the Agreement, and ordering that the Body Corporate must continue to pay Jia Ye the annual remuneration due under the Caretaking Agreement.

The case continues until today.

QCAT Advice

The following information has been received from QCAT:

QCAT advise that all legal proceedings can cease, if they are provided with two documents –

1. a Form 40 from the Body Corporate withdrawing its Remedial Action Notice and its Termination Notice against Jia Ye,
2. a Form 58 from Jia Ye withdrawing its Application against the Body Corporate.

Once these two documents are lodged with QCAT, QCAT can be asked to grant withdrawal of the documents and direct that the case be closed. This case would then be at an end. There would be no further proceedings, or QCAT costs, except for costs to lodge any relevant documents. This proposal addresses submissions in the order in which they were lodged with QCAT since 2021.

THAT the Body Corporate for Alexander Apartments RESOLVES to sign and lodge with QCAT Form 40 “Application for Miscellaneous Matters” to withdraw the Remedial Action Notice issued on 13 May 2021 and to withdraw the Termination Notice issued on 10 September 2021 against Jia Ye International Pty Ltd;

AND

THAT the Body Corporate for Alexander Apartments RESOLVES to request Jia Ye International Pty Ltd to sign and lodge with QCAT Form 58 “Notice of Withdrawal of Application” to withdraw its Application dated 28 September 2021 against the Body Corporate for Alexander Apartments;

AND

THAT QCAT be requested to grant withdrawal of the documents, and close QCAT Case No. OCL076-21.

Motion CARRIED.

Votes:	Yes 17	No 4	Abstain 2	Invalid 0
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16 Mutual Non-Litigation Agreement

Ordinary Resolution

Submitted by Owner Lot 47

THAT the Body Corporate for Alexander Apartments AUTHORISES its legal representative to sign and lodge a Form 40 (Notice of Withdrawal) in respect of QCAT Case OCL 076-21 only if Jia Ye International Pty Ltd provides written confirmation that it will not make any claim for compensation against the Body Corporate, and that if such confirmation is not provided the Form 40 will not be signed.

AND

THAT when Jia Ye International Pty Ltd provides evidence that it has lodged Form 58 (Notice of Withdrawal of Application) with QCAT, the Body Corporate for Alexander Apartments will provide written confirmation that it will not make any claim for compensation against Jia Ye International Pty Ltd relating to QCAT Case 076-21.

Motion CARRIED.

Votes:	Yes 16	No 4	Abstain 3	Invalid 0
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Election of the Committee

Chairperson

The following nomination was received prior to the financial year end for the position of Chairperson.

Dawn Higgins has been elected unopposed as Chairperson.

Secretary

The following nomination was received prior to the financial year end for the position of Secretary.

Brooke Kerle has been elected unopposed as Secretary.

Treasurer

The following nomination was received prior to the financial year end for the position of Treasurer.

Thomas Wallace has been elected unopposed as Treasurer.

Ordinary Member

The following nominations were received prior to the financial year end for the position of Ordinary Member.

Kenneth Doyle, Petrea Prior have been elected to the committee.

Withdrawn Nominees

Dawn Higgins Already on committee

Graham Whitehead Nomination withdrawn prior to 21 January 2026

CHAIRPERSON	Dawn Higgins	Lot no 47
SECRETARY	Brooke Kerle c/- Reply Paid 444, Broadbeach QLD 4218	Lot no 55
TREASURER	Thomas Wallace	Lot no 2
ORDINARY MEMBERS	Kenneth Doyle	Lot no 19
	Petrea Prior	Lot no 20
NON-VOTING MEMBERS	Body Corporate Services -	Strata Manager
	Jai Ye International Pty Ltd	Caretaker
RECONCILIATION REPORT RECIPIENT	Thomas Wallace	Lot no 2

Closure

There being no further business the Chairperson declared the meeting closed at 10:35 AM.

General Discussion

Nil

Secretary

Please forward correspondence to:

Brooke Kerle

C/- Body Corporate Services Pty Ltd

Reply Paid Reply Paid 444 Broadbeach QLD 4218

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