Holmes Rd (No.338) — SP81337

Minutes of Annual General Meeting

Date: 19 September 2026

Time: 10:00 am – 10:24 am

Location: Online

Present: Andrew Bertram, Rebekah Bertram, Sam Bertram, Daryl Griffin

Apologies: Joseph Haider, Ashlyn Van Gramberg, Cameron Blake

Proxies: Jacinda Vanessa Dancer, represented by Rebekah Bertram

Quorum: Confirmed

1. Confirmation of Previous Minutes

The minutes of the previous AGM were reviewed.

Resolution: *That the minutes of the previous AGM be confirmed as a true and accurate record.*

Moved: Andrew Bertram Seconded: Sam Bertram Result: **Carried**

2. Correspondence

Our Body Corp confirmed the EOFY closing balance of $3,328.43 as at 30 June 2026. The Ballantyne Plumbing invoice was disregarded and not proceeded with.

Action: The Committee will look into plumbing maintenance requirements for the sewage system.

3. Income & Expenditure Statement — Year Ended 30 June 2026

Item	Actual	Budget	Variance
Total Income	$12,796.14	$8,000.00	+$4,796.14
Total Expenses	$11,055.34	$12,858.00	-$1,802.66
Net Profit/(Loss)	$1,740.80	-$4,858.00	+$6,598.80

Total income exceeded budget mainly due to a $3,043.50 special levy raised during the year. Cash on hand increased from $1,587.63 to $3,328.43. The largest single expense variance was Maintenance–Plumbing & Drainage, attributable to a one-off new railing installation and not expected to recur.

Resolution: *That the financial statements for the year ended 30 June 2026 be received and adopted.*

Moved: Andrew Bertram Seconded: Sam Bertram Result: **Carried**

4. Appointment of Committee

Chair: Jacinda Vanessa Dancer

Treasurer: Andrew Bertram

Secretary: Jacinda Vanessa Dancer

5. Insurance Review

The current insurance certificate and schedule were presented. The strata's insurance is arranged through Adapt, via McLardy McShane, with a cost of $915.62 for the year, under the $1,300 budget.

Owners were asked whether they were aware of any defects, damage, hazards, or changes to the driveway or common property not yet disclosed to the broker.

Discussion: Owners requested confirmation that the current insurance covers what is necessary, and asked that the Committee look into whether a new policy could include cover for the sewage system.

6. Maintenance Issues

Dirt and weeds along the gate down the driveway, and the sewage pump service due in February, were discussed.

- Gate & weeds cleanup: Owners to obtain a quote for professional cleanup, or coordinate a group working bee.
- Sewage pump service (February): Confirmed booked.

7. Budget & Levies for FY 2026/27

	Current	Proposed
Quarterly levy / lot	$250	$280
Annual levy / lot	$1,000	$1,120
Total annual budget (8 lots)	$8,000	~$8,960

Proposed Budget FY 2026/27:

Item	FY25/26 Actual	FY26/27 Proposed
Admin-Our Body Corp	$1,504.00	$1,550
Admin-Insurance	$915.62	$1,000
Admin-ATO Compliance	$110.00	$132
Admin-Contractor Compliance	$164.97	$220
Admin-BAS/IT Prep	$33.00	$150
Admin-Software Licencing	$198.00	$264
Admin-Management Fee	$2,916.70	$3,500
Maintenance-Locks/Keys	$88.00	$100
Maintenance-General Repairs	$0.00	$300
Maintenance-Plumbing & Drainage	$4,708.24	$900 (railing one-off)
Utilities-Water	$416.01	$500
Total	$11,055.34	~$8,960

Resolution: *That the budget for the period 1 July 2026 to 30 June 2027, totalling approximately $8,960, be adopted.*

Moved: Andrew Bertram Seconded: Daryl Griffin Result: **Carried**

Resolution: *That quarterly strata levies be set at $280 per lot, effective from the first quarter of the new financial period.*

Moved: Andrew Bertram Seconded: Sam Bertram Result: **Carried**

8. General Business

Owners discussed the importance of keeping the shared driveway free of parked cars.

9. Next Meeting & Close

Next AGM: 11 September 2027

Meeting closed: 10:24 am

Action Items

- Notify Our Body Corp of the confirmed budget and new levy amount ($280/quarter/lot) immediately, and before the next levy notices are issued.
- Distribute these finalised minutes to all owners.
- Committee to look into plumbing maintenance requirements for the sewage system.
- Committee to confirm with the broker whether insurance cover can be extended to the sewage system.
- Owners to obtain a quote for gate/driveway weed and dirt cleanup, or arrange a group working bee.
- Confirm February sewage pump service (booked).