

PO Box 511
Lutwyche QLD 4030



A.C.C. TOWN AGENTS
(Austral Credit Control)

Est 1989

Legal Lodging & Search Agency / Body Corporate Searches
Sam Bussa Pty. Ltd. ACN. 086 077 303
ABN: 14 086 077 303

Phone: 0414 80 40 80
Email: scbussa@optusnet.com.au
Fax: 07 3353 6933

TAX INVOICE

143960

TO: c/- Helen TARRANT

Your Reference: Helen
Our Reference: Sam.

FILE NAME: LOT 3206 "PORTAL LOT 3"

Body Corporate Search <input checked="" type="checkbox"/> Brisbane <input type="checkbox"/> Gold Coast <input type="checkbox"/> Sunshine Coast <input type="checkbox"/> Toowoomba Settlements <input type="checkbox"/> Attend Settlement <input type="checkbox"/> Settlement Notice <input type="checkbox"/> Collection at _____ <input type="checkbox"/> Bank after at _____ <input type="checkbox"/> Delivery to _____	Disclosure Statements <input type="checkbox"/> Brisbane <input type="checkbox"/> Gold Coast <input type="checkbox"/> Sunshine Coast Department of Environment & Resource Management <input type="checkbox"/> Title Search / Check Search <input type="checkbox"/> Copy of CTS <input type="checkbox"/> Answer Requisition <input type="checkbox"/> Lodge for Registration <input type="checkbox"/> GTP / BUP Referee's Search	Court Filing <input type="checkbox"/> Magistrates Court <input type="checkbox"/> Supreme Court <input type="checkbox"/> District Court <input type="checkbox"/> Family Court <input type="checkbox"/> Other <input type="checkbox"/> Service of Documents
--	--	--

DATE COMPLETED	<u>9/1/19</u>
OUR FEES	GST
\$ <u>200</u>	\$ <u>20</u>
OUTLAYS	GST
\$ _____	\$ _____
TOTAL AMOUNT DUE	\$ <u>220.00</u>

PAYMENT METHOD

We accept payment by cheque or direct deposit to:

SAM BUSSA PTY LTD

Please quote your **FIRM NAME** and **INVOICE NUMBER** as the reference details



A.C.C. TOWN AGENTS
(Austral Credit Control)

Est 1989

Legal Lodging & Search Agency

Sam Bussa Pty. Ltd. ACN. 086 077 303

ABN. 14 086 077 303

REF: SAB

Your reference:

9th January 2019

Commercial Property Cash Flow

c/- helen@commercialpropertycashflow.com.au

Dear Sirs,

RE: **BODY CORPORATE SEARCH**

Lot 3206 "Portal Lot 3"

We refer to your instructions regarding the Body Corporate Records Inspection in relation to the above and advise as follows:

R E P O R T :

SEARCH REQUESTED BY:

Helen Tarrant
(Commercial Property Cash Flow)

IN RELATION TO:

Body Corporate Search of:
Lot 3206 "Portal Lot 3"
Unit 3206, 2996 Logan Road
Underwood Q 4119

BODY CORPORATE MANAGER:

17 Kate Street, Kedron Q

REFERENCE:

PROPERTY DESCRIPTION:

"Portal Lot 3"
Lot 3203 on SP 206305

ORIGINAL DESCRIPTION:	Lot 2 on SP 134731
TITLE REFERENCE:	Not noted on the records
AGGREGATE:	24 lots in the complex
AGG. LOT ENTITLEMENT:	428
ORIGINAL OWNER:	Delex Pty Ltd

The Community Titles Scheme number for the Body Corporate is **38375**.

SAM BUSSA
Principal

Telephone:
0414 80 40 80

Facsimile:
(07) 3353 6933

Email:
scbussa@optusnet.com.au

Postal Address
PO Box 511
LUTWYCHE Q 4030

Licensed Commercial
Agent No: 1304758

Commissioner for
Declarations Reg. No: 3099



ROLL:**REGISTERED PROPRIETORS:**

Delex Pty Ltd
Unit 5, 82-86 Minnie Street
Southport Q 4215

ADDRESS FOR NOTICES:

PO Box 58, Ashmore Q 4214
Delex Pty Ltd

LOT ENTITLEMENT:

22

INTEREST: 22

FINANCIAL RECORDS:**ADMIN FUND LEVIES:**

It was resolved that the Administration Fund Levy would be payable as follows:

PERIOD:	LEVY:
01/05/18 - 31/07/18:	\$1,943.70
01/08/18 - 31/10/18:	\$1,943.70
01/11/18 - 31/01/19:	\$1,943.69
01/02/19 - 30/04/19:	\$1,943.69
01/05/19 - 31/07/19:	\$1,980.00 (as per motion 4 of the 2018 AGM Minutes)

SINKING FUND LEVIES:

It was resolved that the Sinking Fund Levy would be payable as follows:

PERIOD:	LEVY:
01/05/18 - 31/07/18:	\$ 656.40
01/08/18 - 31/10/18:	\$ 656.40
01/11/18 - 31/01/19:	\$ 787.16
01/02/19 - 30/04/19:	\$ 787.16
01/05/19 - 31/07/19:	\$ 726.00 (as per motion 6 of the 2018 AGM Minutes)

INSURANCE LEVIES:

It was resolved that the Admin Fund – Insurance Levy be payable as follows:

PERIOD:	LEVY:
01/05/18 - 31/07/18:	\$ 186.56
01/08/18 - 31/10/18:	\$ 186.56
01/11/18 - 31/01/19:	\$ 209.00
01/02/19 - 30/04/19:	\$ 209.00
01/05/19 - 31/07/19:	\$ 209.00 (as per motion 5 of the 2018 AGM Minutes)

**Total quarterly strata
fees = 1980+726+209 =
\$2,915**

IT WAS CONFIRMED AT THE TIME OF THE INSPECTION, THAT THE ADMINISTRATION FUND, SINKING FUND & INSURANCE LEVIES FOR LOT 3206, HAVE BEEN PAID FOR THE PERIOD 01/11/18 – 31/01/19.

The next levy period is due 1st February 2019, as per the owner transaction summary attached.

It is recommended that a Section 205 Certificate be ordered prior to settlement to ascertain if there is any more interest or arrears owing which were not disclosed at the time of the inspection.

BANK ACCOUNT:

Check they are up to date with payments

The Body Corporate bank account is held with the Macquarie Bank.

The balance of the Administration Fund account as at 9th January 2019 was \$18,962.88.

The balance of the Sinking Fund account as at 9th January 2019 was \$32,999.63.

Refer copy of the financial statements attached, for the breakdown of accounts held.

INSURANCE:**COMPANY:**

QUS Pty Ltd

BUILDING:

\$13,800,000.00

LIABILITY:

\$20,000,000.00

POLICY NUMBER:

QUSS043002

EXPIRES:10th February 2019**CERTIFICATE OF CURRENCY:**

Copy of the insurance policy summary is attached.

Stansure Strata advised if a Certificate of Currency is required by the Financier then same is to be ordered direct from the insurance company.

CLAIMS:

No current insurance claims noted on the records.

ABN / TAX FILE NUMBER:

99 613 932 334.

WORKCOVER:

Not noted on the records.

CERTIFICATE OF CLASSIFICATION:

Refer copy of same attached herewith.

POOL SAFETY CERTIFICATE:

No pool safety certificate on the file.

MINUTES OF MEETINGS:

The last Annual General Meeting (AGM) of "Portal Lot 3" was held 6th June 2018.

Copy of the Minutes of this Meeting is attached, along with the Annual General Meeting held 29th June 2017.
No current Committee Meeting on the file.

CHAIRMAN:**SECRETARY:****TREASURER:**

As per the attached AGM Minutes.

UNANIMOUS RESOLUTIONS:

Refer copy of the Minutes attached herewith.

SPECIAL RESOLUTIONS:

Refer copy of the Minutes attached herewith.

SPECIAL RESOLUTIONS**WITHOUT DISSENT:**

Refer copy of the Minutes attached herewith.

RESOLUTIONS TO INCREASE LEVIES:

Refer motions 4 - 6 of the 2018 AGM Minutes attached.

RESOLUTIONS TO STRIKE**A SPECIAL LEVY:**

No current special levies have been struck.

CARE TAKING & MANAGEMENT**AGREEMENT:**

No on-site management agreement on the records.

ADMINISTRATION AGREEMENT:

The body corporate records are currently managed by
Stansure Strata.

COURT ACTION:**COURT ORDERS GIVEN IN FAVOUR
OF THE BODY CORPORATE:**

Nil noted on the file at the time of the inspection.

**COURT ORDERS GIVEN AGAINST
THE BODY CORPORATE:**

Nil noted on the file at the time of the inspection.

**HAS THE BODY CORPORATE
INSTIGATED LEGAL ACTION:**

Nil noted on the file at the time of the inspection.

HAS ANY ONE COMMENCED LEGAL ACTION AGAINST THE BODY CORP:

Nil noted on the file at the time of the inspection.

GENERAL INFORMATION:**LOCAL AUTHORITY:**

Logan City Council.

BY-LAWS:

Copy of the by-laws is attached for your information.

REGULATION MODULE:

Commercial scheme.

EXCLUSIVE USE:

Lot 3206 has exclusive use of 'Areas 41 & 42', as per the exclusive use schedule and plan attached.

REFEREES/ADJUDICATORS ORDERS:

No orders noted at the time of the inspection.

BUILDING DEFECTS:

At the time of the inspection, there was no information on the file, regarding any current building defects at the complex.

WE STRONGLY RECOMMEND THAT A FULL BUILDING INSPECTION BE CONDUCTED PRIOR TO SETTLEMENT.

REGISTER OF ASSETS:

No asset register on the file.

CLADDING:

No certificate of compliance on the records.

LATENT OR PATENT DEFECTS IN COMMON PROPERTY OF BODY CORPORATE ASSETS:

Nil noted on the file at the time of the inspection.

ACTUAL / CONTINGENT / EXPECTED LIABILITIES OF BODY CORPORATE:

Nil noted on the file at the time of the inspection.

REGISTER OF AUTHORISATION AFFECTING COMMON PROPERTY:

No Authorisations Register on the records.

HAS THE BODY CORPORATE BORROWED MONEY OR GRANTED A MORTGAGE OVER ANY OF ITS PROPERTY:

Nil noted on the file at the time of the inspection.

PEST CONTROL:

There was no evidence on the records of a current pest inspection having been conducted.

WE RECOMMEND THAT AN INDEPENDENT PEST / TERMITE INSPECTION BE CONDUCTED PRIOR TO SETTLEMENT.

SINKING FUND FORECAST:

Copy of the Sinking Fund Forecast dated 25th September 2013, is attached for your records.



We advise that the information in this report has been prepared after a personal inspection of the Body Corporate records by A.C.C. Town Agents on 9th January 2019. If you require any further information, please do not hesitate to contact the writer on 0414 804 080. We take this opportunity to thank you for your instructions and enclose our memorandum of fees. We look forward to receiving further instructions from you in the near future.

Yours faithfully,


SAM A. BUSSA

Stansure Strata

PO Box 184 KEDRON QLD 4031 ABN: 83084149413
Ph: 3359 9877 Email: theteam@stansurestrata.com.au
Printed: 08/01/2019 01:15 pm User: Lee Hill

Page 1

Strata Roll of Owners for Community Title Scheme Number 38375 PORTAL LOT 3 Owner Page

C.T.S. 38375

Building Address: 2996 Logan Road

Suburb: UNDERWOOD

Building Name: PORTAL LOT 3

GST: Yes

Units: 24

State: QLD

ABN: 99 613 932 334

Manager: Team 2 - Blue

Lots: 24

Post Code: 4119

Lot: 3206 **Unit:** 3206 **Last Settled:** 18/04/2008
Units of Entitlement: 22 / 428
Owner Name:
Salutation:

Phone:

Fax:

Mobile: 0424 151 491

Email: management@gdigroup.com.au

Address for Notices:

ASIMONE

Levy Notice Name:

Levy Notice Address:

ASIMONE

ASIMONE

Full Name:

Residence Address:

ASIMONE

Schedules: Contribution Schedule (22/428), Insurance Levy (22/428).

Managing Agent Details

No managing agent assigned.

Tenancy Details

Tenant Name:

Salutation:

Phone 1:

Email:

Notes:

Contact Name:

Phone 2:

Mobile:

Start Date:

Expiry Date:

Stansure Strata

PO Box 184 KEDRON QLD 4031 ABN: 83084149413

Ph: 3359 9877 Email: theteam@stansurestrata.com.au

Printed: 08/01/2019 01:15 pm User: Lee Hill

Page 2

Strata Roll of Owners for Community Title Scheme Number 38375

PORTAL LOT 3

Owner Page

C.T.S. 38375**Building Address:** 2996 Logan Road**Suburb:** UNDERWOOD**Building Name:** PORTAL LOT 3**GST:** Yes**Units:** 24**State:** QLD**ABN:** 99 613 932 334**Manager:** Team 2 - Blue**Lots:** 24**Post Code:** 4119

Nominees

Nominee Name: Patrica Winter**Address:****Suburb:****Phone 1:****State:****Phone 2:****Email:****Post Code:****Fax:**

Mortgagees

This lot has no mortgagees listed.

Past Owners

This lot has no past owners listed.

STANSURE STRATA

OWNER TRANSACTION SUMMARY from 01/06/15 to 09/02/19

All Schedules

C.T.S.: 38375
Building Address: 2996 Logan Road
Suburb: UNDERWOOD
Building Name: PORTAL LOT 3
GST?: Yes

Units: 24 **Lots:** 24

State: QLD **Post Code:** 4119
ABN: 99 613 932 334
Manager: Team 2 - Blue

Lot#: 3206 **Unit#:** 3206 **Units of Entitlement:** 22 **Paid To:** 31/01/19
Owner Name: Delex Pty Ltd ACN 117 506
Contribution Schedule: 22
Insurance Levy: 22

Levies

Due Date	Reference	Details	Total Due	Paid	Discount	Unpaid	Arrears	Interest Due	GST
01/08/17	23	Standard Levy from 01/08/17 to 31/10/17 from 01/08/2017 to 31/10/2017 FULLY PAID	\$2,564.32	\$2,564.32	\$0.00	\$0.00	\$0.00	\$0.00	\$233.12
01/08/17	24	Admin Sinking Insurance Levy from 01/08/17 to 31/10/17 from 01/08/2017 to 31/10/2017 FULLY PAID	\$1,982.42 \$581.90 \$115.06	\$1,982.42 \$581.90 \$115.06	\$0.00 \$0.00 \$0.00	\$0.00	\$0.00	\$0.00	\$180.22 \$52.90 \$10.46
01/11/17	267	Admin Sinking Standard Levy from 01/11/17 to 31/01/18 from 01/11/2017 to 31/01/2018 FULLY PAID	\$115.06 \$0.00 \$2,634.94	\$115.06 \$0.00 \$2,634.94	\$0.00 \$0.00 \$0.00	\$0.00	\$0.00	\$0.00	\$10.46 \$0.00 \$239.54
01/11/17	363	Admin Sinking Insurance Levy from 01/11/17 to 31/01/18 from 01/11/2017 to 31/01/2018 FULLY PAID	\$1,904.76 \$730.18 \$258.06	\$1,904.76 \$730.18 \$258.06	\$0.00 \$0.00 \$0.00	\$0.00	\$0.00	\$0.00	\$173.16 \$66.38 \$23.46
01/02/18	291	Admin Sinking Standard Levy from 01/02/18 to 30/04/18 from 01/02/2018 to 30/04/2018 FULLY PAID	\$258.06 \$0.00 \$2,634.94	\$258.06 \$0.00 \$2,634.94	\$0.00 \$0.00 \$0.00	\$0.00	\$0.00	\$0.00	\$23.46 \$0.00 \$239.54
01/02/18	387	Admin Sinking Insurance Levy from 01/02/18 to 30/04/18 from 01/02/2018 to 30/04/2018 FULLY PAID	\$1,904.76 \$730.18 \$258.06	\$1,904.76 \$730.18 \$258.06	\$0.00 \$0.00 \$0.00	\$0.00	\$0.00	\$0.00	\$173.16 \$66.38 \$23.46
01/02/18		Admin Sinking Standard Levy from 01/02/18 to 30/04/18 from 01/02/2018 to 30/04/2018 FULLY PAID	\$258.06 \$0.00 \$2,634.94	\$258.06 \$0.00 \$2,634.94	\$0.00 \$0.00 \$0.00	\$0.00	\$0.00	\$0.00	\$23.46 \$0.00 \$239.54

STANSURE STRATA

OWNER TRANSACTION SUMMARY from 01/06/15 to 09/02/19

All Schedules

C.T.S.: 38375 Units of Entitlement: 22 Paid To: 31/01/19
 Lot#: 3206 Unit#: 3206
 Owner Name: Delex Pty Ltd ACN 117 506 Contribution Schedule: 22
 Insurance Levy: 22
 454

Levies(Continued)

Due Date	Reference	Details	Total Due	Paid	Discount	Unpaid	Arrears	Interest Due	GST
01/05/18	315	Standard Levy from 01/05/18 to 31/07/18 from 01/05/2018 to 31/07/2018 FULLY PAID	\$2,599.74	\$2,599.74	\$0.00	\$0.00	\$0.00	\$0.00	\$236.34
		Admin Sinking	\$1,943.70	\$1,943.70	\$0.00	\$0.00	\$0.00	\$0.00	\$176.70
			\$656.04	\$656.04	\$0.00	\$0.00	\$0.00	\$0.00	\$59.64
01/05/18	411	Insurance Levy from 01/05/18 to 31/07/18 from 01/05/2018 to 31/07/2018 FULLY PAID	\$186.56	\$186.56	\$0.00	\$0.00	\$0.00	\$0.00	\$16.96
		Admin Sinking	\$186.56	\$186.56	\$0.00	\$0.00	\$0.00	\$0.00	\$16.96
01/08/18	339	Standard Levy from 01/08/18 to 31/10/18 from 01/08/2018 to 31/10/2018 FULLY PAID	\$2,599.74	\$2,599.74	\$0.00	\$0.00	\$0.00	\$0.00	\$236.34
		Admin Sinking	\$1,943.70	\$1,943.70	\$0.00	\$0.00	\$0.00	\$0.00	\$176.70
			\$656.04	\$656.04	\$0.00	\$0.00	\$0.00	\$0.00	\$59.64
01/08/18	435	Insurance Levy from 01/08/18 to 31/10/18 from 01/08/2018 to 31/10/2018 FULLY PAID	\$186.56	\$186.56	\$0.00	\$0.00	\$0.00	\$0.00	\$16.96
		Admin Sinking	\$186.56	\$186.56	\$0.00	\$0.00	\$0.00	\$0.00	\$16.96
01/11/18	484	Standard Levy Contribution Schedule from 01/11/2018 to 31/01/2019 FULLY PAID	\$2,730.85	\$2,730.85	\$0.00	\$0.00	\$0.00	\$0.00	\$248.26
		Admin Sinking	\$1,943.69	\$1,943.69	\$0.00	\$0.00	\$0.00	\$0.00	\$176.70
			\$787.16	\$787.16	\$0.00	\$0.00	\$0.00	\$0.00	\$71.56
01/11/18	556	Standard Levy Insurance Levy from 01/11/2018 to 31/01/2019 FULLY PAID	\$209.00	\$209.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19.00
		Admin Sinking	\$209.00	\$209.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19.00
01/02/19	485	Standard Levy Contribution Schedule from 01/02/2019 to 30/04/2019 UNPAID	\$2,730.85	\$0.00	\$0.00	\$2,730.85	\$0.00	\$0.00	\$248.26
		Admin Sinking	\$1,943.69	\$0.00	\$0.00	\$1,943.69	\$0.00	\$0.00	\$176.70
			\$787.16	\$0.00	\$0.00	\$787.16	\$0.00	\$0.00	\$71.56
01/02/19	557	Standard Levy Insurance Levy from 01/02/2019 to 30/04/2019 UNPAID	\$209.00	\$0.00	\$0.00	\$209.00	\$0.00	\$0.00	\$19.00
		Admin Sinking	\$209.00	\$0.00	\$0.00	\$209.00	\$0.00	\$0.00	\$19.00
Levy Totals for the Period 01/06/15 to 09/02/19			\$19,917.68	\$16,977.83	\$0.00	\$2,939.85	\$0.00	\$0.00	\$1,810.70

STANSURE STRATA

OWNER TRANSACTION SUMMARY from 01/06/15 to 09/02/19

All Schedules

C.T.S.: 38375 Units of Entitlement: 22 Paid To: 31/01/19
 Lot#: 3206 Unit#: 3206
 Owner Name: Delex Pty Ltd ACN 117 506 Contribution Schedule: 22
 Insurance Levy: 22
 454

Receipts									
Date	Reference	Details	Admin	Sinking	Total	Discount	Interest Paid	GST	
01/08/17	36	Standard Levy from 01/08/17 to 31/10/17 for 01/08/2017 to 31/10/2017 Receipt; internet-card - DEFT ICCd VI 0000092330	\$1,982.42	\$581.90	\$2,564.32	\$0.00	\$0.00	\$233.12	
01/08/17	37	Insurance Levy from 01/08/17 to 31/10/17 for 01/08/2017 to 31/10/2017 Receipt; internet-card - DEFT ICCd VI 0000092330	\$115.06	\$0.00	\$115.06	\$0.00	\$0.00	\$10.46	
01/11/17	100	Standard Levy from 01/11/17 to 31/01/18 for 01/11/2017 to 31/01/2018 Receipt; internet-card - DEFT ICCd VI 0000092330	\$1,904.76	\$730.18	\$2,634.94	\$0.00	\$0.00	\$239.54	
01/11/17	101	Insurance Levy from 01/11/17 to 31/01/18 for 01/11/2017 to 31/01/2018 Receipt; internet-card - DEFT ICCd VI 0000092330	\$258.06	\$0.00	\$258.06	\$0.00	\$0.00	\$23.46	
01/02/18	142	Standard Levy from 01/02/18 to 30/04/18 for 01/02/2018 to 30/04/2018 Receipt; bpay-payment - DEFT Bpay 0000092330	\$1,904.76	\$730.18	\$2,634.94	\$0.00	\$0.00	\$239.54	
01/02/18	143	Insurance Levy from 01/02/18 to 30/04/18 for 01/02/2018 to 30/04/2018 Receipt; bpay-payment - DEFT Bpay 0000092330	\$258.06	\$0.00	\$258.06	\$0.00	\$0.00	\$23.46	
10/05/18	197	Standard Levy from 01/05/18 to 31/07/18 for 01/05/2018 to 31/07/2018 Receipt; mail-cheque - DEFT Chq 0000092330	\$1,943.70	\$656.04	\$2,599.74	\$0.00	\$0.00	\$236.34	
10/05/18	198	Insurance Levy from 01/05/18 to 31/07/18 for 01/05/2018 to 31/07/2018 Receipt; mail-cheque - DEFT Chq 0000092330	\$186.56	\$0.00	\$186.56	\$0.00	\$0.00	\$16.96	
03/08/18	255	Standard Levy from 01/08/18 to 31/10/18 for 01/08/2018 to 31/10/2018 Receipt; mail-cheque - DEFT Chq 0000092330	\$1,943.70	\$656.04	\$2,599.74	\$0.00	\$0.00	\$236.34	
03/08/18	256	Insurance Levy from 01/08/18 to 31/10/18 for 01/08/2018 to 31/10/2018 Receipt; mail-cheque - DEFT Chq 0000092330	\$186.56	\$0.00	\$186.56	\$0.00	\$0.00	\$16.96	
01/11/18	334	Standard Levy Contribution Schedule for 01/11/2018 to 31/01/2019 Receipt; bpay-payment - DEFT Bpay 0000092330	\$1,943.69	\$787.16	\$2,730.85	\$0.00	\$0.00	\$248.26	

STANSURE STRATA
OWNER TRANSACTION SUMMARY from 01/06/15 to 09/02/19
All Schedules

Page 4

C.T.S.: 38375 Units of Entitlement: 22 Paid To: 31/01/19
 Lot#: 3206 Unit#: 3206
 Owner Name: Delex Pty Ltd ACN 117 506 Contribution Schedule: 22
 454 Insurance Levy: 22

Receipts(Continued)

Date	Reference	Details	Admin	Sinking	Total	Discount	Interest Paid	GST
01/11/18	335	Standard Levy Insurance Levy for 01/11/2018 to 31/01/2019 Receipt; bpay-payment - DEFT Bpay 0000092330	\$209.00	\$0.00	\$209.00	\$0.00	\$0.00	\$19.00
Receipt Totals for the Period 01/06/15 to 09/02/19			\$12,836.33	\$4,141.50	\$16,977.83	\$0.00	\$0.00	\$1,543.44

Stansure Strata

PO Box 184 KEDRON QLD 4031 ABN: 83084149413

Ph: 3359 9877 Email: theteam@stansurestrata.com.au

Printed: 08/01/2019 01:14 pm User: Lee Hill

Page 1

Balance Sheet - C.T.S. 38375 "PORTAL LOT 3" 2996 LOGAN ROAD, UNDERWOOD, QLD 4119 For the Financial Period 01/05/2018 to 08/01/2019 (Opening Balances as at 01/05/2018)

Consolidated

	Administrative	Sinking	TOTAL THIS YEAR
Assets			
Cash At Bank			
Portal Lot 3 CTS 38375	\$7,699.20	\$23,848.52	\$31,547.72
Portal Lot 3 CTS 38375-1	\$0.00	\$10,000.00	\$10,000.00
BAS Clearing Account	\$0.32	\$0.00	\$0.32
GST Paid	\$3,773.12	\$147.48	\$3,920.60
Levies Receivable	\$16,704.06	\$1,514.74	\$18,218.80
Total Assets	\$28,176.70	\$35,510.74	\$63,687.44
Liabilities			
GST Collected	\$5,243.46	\$1,600.09	\$6,843.55
GST Uncollected	\$1,426.24	\$(19.26)	\$1,406.98
Paid in Advance	\$2,544.12	\$930.28	\$3,474.40
Total Liabilities	\$9,213.82	\$2,511.11	\$11,724.93
Net Assets	\$18,962.88	\$32,999.63	\$51,962.51
Owners Funds			
Opening Balance	\$7,504.46	\$27,698.38	\$35,202.84
Net Income For The Period	\$11,458.42	\$5,301.25	\$16,759.67
Total Owners Funds	\$18,962.88	\$32,999.63	\$51,962.51

Stansure Strata

PO Box 184 KEDRON QLD 4031 ABN: 83084149413

Ph: 3359 9877 Email: theteam@stansurestrata.com.au

Printed: 08/01/2019 01:14 pm User: Lee Hill

Page 2

**Income and Expenditure Statement - C.T.S. 38375
"PORTAL LOT 3"****2996 LOGAN ROAD, UNDERWOOD, QLD 4119**

For the Financial Period 01/05/2018 to 08/01/2019

(Opening Balances as at 01/05/2018)

Consolidated			
Administrative Fund	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Income			
Insurance Levy	\$10,295.38	\$0.00	\$13,197.98
Levy Income	\$103,128.70	\$0.00	\$137,476.06
Total Administrative Fund Income	\$113,424.08	\$0.00	\$150,674.04
Expenses			
Admin Levy - Shared Facilities	\$20,016.21	\$26,568.00	\$33,126.26
Air Conditioning - Repairs	\$8,151.00	\$5,500.00	\$5,060.00
Air Conditioning - Service	\$700.00	\$0.00	\$0.00
Audit Fees	\$0.00	\$0.00	\$912.27
Bank Charges	\$41.00	\$61.43	\$51.55
Bank Charges-Deft Process Fee	\$56.80	\$66.00	\$44.40
Body Corporate Admin.	\$14.00	\$1,000.00	\$1,443.38
Caretakers Contract	\$2,222.00	\$13,700.00	\$13,333.33
Cladding Compliance Costs	\$220.68	\$0.00	\$0.00
Cleaning Services	\$28,034.25	\$41,200.00	\$39,747.10
Debt Collection Fees	\$110.00	\$0.00	\$0.00
Disbursement Charges	\$1,303.98	\$1,738.65	\$2,104.41
Electricity	\$23,274.92	\$48,000.00	\$38,142.08
Electricity Oncharge Fees	\$124.02	\$1,000.00	\$336.79
Electricity Recovered	\$(10,587.63)	\$(38,000.00)	\$(23,845.29)
Email Charges	\$129.00	\$0.00	\$0.00
Fire Equipment Servicing/Emer Lighting	\$4,809.24	\$5,500.00	\$4,820.28
Fire Regulation Costs	\$266.00	\$0.00	\$0.00
GST Allowance	\$450.00	\$600.00	\$592.57
Income Tax	\$0.00	\$0.00	\$3.72
Insurance	\$1,832.27	\$12,471.71	\$10,437.18
Insurance - Shared Facility	\$1,140.00	\$1,520.00	\$1,140.00
Insurance Valuation	\$477.82	\$0.00	\$0.00
Legal Fees - Overdue Levies	\$0.00	\$0.00	\$0.00
Lift Phone	\$759.71	\$930.00	\$858.09
Lift Registration	\$0.00	\$420.00	\$415.10
Lift Service & Repairs	\$10,196.16	\$12,000.00	\$15,515.84
Management Fee	\$3,806.40	\$5,075.20	\$4,928.80
Meeting Expenses	\$244.64	\$0.00	\$0.00
Pest Control	\$0.00	\$0.00	\$88.83
Rep & Maint. - Bldg	\$968.50	\$3,500.00	\$2,608.35

Stansure Strata

PO Box 184 KEDRON QLD 4031 ABN: 83084149413
Ph: 3359 9877 Email: theteam@stansurestrata.com.au
Printed: 08/01/2019 01:14 pm User: Lee Hill

Page 3

Income and Expenditure Statement - C.T.S. 38375
"PORTAL LOT 3"**2996 LOGAN ROAD, UNDERWOOD, QLD 4119**

For the Financial Period 01/05/2018 to 08/01/2019

(Opening Balances as at 01/05/2018)

Consolidated**Administrative Fund**

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Rep & Maint. - Electrical	\$0.00	\$1,200.00	\$440.80
Rep & Maint. - Plumbing	\$995.45	\$2,000.00	\$1,305.91
Safety Report	\$45.00	\$356.82	\$310.50
Sanitation	\$1,649.35	\$4,300.00	\$4,056.00
Stratalink	\$281.25	\$375.00	\$441.62
Tax Return Fees	\$172.73	\$172.72	\$344.80
Telephone Calls	\$0.00	\$190.91	\$190.91
Travel Expenses	\$60.91	\$50.00	\$28.42
Total Administrative Fund Expenses	\$101,965.66	\$151,496.44	\$158,984.00
Administrative Fund Surplus/Deficit	\$11,458.42	\$(151,496.44)	\$(8,309.96)

Stansure Strata

PO Box 184 KEDRON QLD 4031 ABN: 83084149413
Ph: 3359 9877 Email: theteam@stansurestrata.com.au
Printed: 08/01/2019 01:14 pm User: Lee Hill

Page 4

Income and Expenditure Statement - C.T.S. 38375
"PORTAL LOT 3"**2996 LOGAN ROAD, UNDERWOOD, QLD 4119**

For the Financial Period 01/05/2018 to 08/01/2019

(Opening Balances as at 01/05/2018)

Consolidated**Sinking Fund**

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Income			
Interest Received	\$141.80	\$0.00	\$57.30
Levy Income	\$37,127.06	\$0.00	\$46,410.82
Total Sinking Fund Income	\$37,268.86	\$0.00	\$46,468.12
Expenses			
Air Conditioner Repairs	\$7,472.04	\$0.00	\$12,624.64
Fire Equip/Emerg. Lighting	\$1,053.00	\$0.00	\$4,509.78
Gardens & Grounds	\$420.00	\$0.00	\$0.00
Lift Phone	\$259.64	\$0.00	\$0.00
Provision - Future Expenditure	\$0.00	\$49,400.73	\$0.00
Rep & Maint. - Building	\$45.00	\$0.00	\$19,816.08
Rep & Maint. - Electrical	\$733.48	\$0.00	\$0.00
Rep & Maint. - Garage Doors	\$179.00	\$0.00	\$0.00
Rep & Maintenance - Painting	\$20,569.45	\$0.00	\$700.00
Rep & Maintenance - Plumbing	\$0.00	\$0.00	\$904.55
Sinking Levy - Shared Facility	\$1,236.00	\$1,648.00	\$692.00
Total Sinking Fund Expenses	\$31,967.61	\$51,048.73	\$39,247.05
Sinking Fund Surplus/Deficit	\$5,301.25	\$(51,048.73)	\$7,221.07

ENDORSEMENT TAX INVOICE

Portal Lot 3 CTS 38375

Date: 13/07/2018

PO Box 184
KEDRON QLD 4031

Invoice Number: 265833

Key Contact: BCBQLD

Thank you for using our services to arrange this insurance cover.

Brief details of the cover arranged on your behalf are given below. You should refer to the policy documents issued by the insurer for complete policy terms and conditions.

Please read carefully the important notices attached regarding your duty of disclosure. Do not hesitate to contact us with any questions you may have.

Type of Policy	COMMERCIAL
Insured	Portal Lot 3 CTS 38375
Description	Commercial Strata
Insurer	QUS Pty Ltd
Policy Number	QUSS043002
Period of Insurance	10/12/2017 to 10/02/2019
Effective Date	06/07/2018

Premium	FSL	Insurer Agency Policy Fee	Insurer Total GST	Stamp Duty	Admin Fee	Admin Fee GST	Invoice Total
-\$ 121.14	\$ 0.00	\$ 25.00	-\$ 9.62	-\$ 11.99	\$ 30.00	\$ 3.00	-\$ 84.75

Payment Options



DEFT Reference Number
40507622658330

Pay by credit card or registered bank account at www.deft.com.au or phone **1300 30 10 90**. Payments by credit card may attract a surcharge.



Name: Portal Lot 3 CTS 38375
Invoice No: 00265833
Total: -\$ 84.75



*498 405076 22658330

Payments can be made at any Post Office by cash (up to \$9,999.99), cheque or EFTPOS.



Biller Code: 20362
Ref: 40507622658330

Total Due:

-\$ 84.75

Contact your participating bank, credit union or building society to make payment directly from your cheque or savings account. Enter the Biller Code and BPAY reference number as detailed above.

Body Corporate Brokers Pty Ltd

THIS POLICY HAS BEEN ENDORSED TO DECREASE THE BUILDING SUM INSURED FROM \$14,193,664 TO \$13,800,000 WITH EFFECT FROM 06.07.18; IN ALL OTHER RESPECTS, THIS POLICY REMAINS UNALTERED.

QUS STRATA SELECT POLICY SUMMARY

Situation: 2996 Logan Road, Underwood QLD 4119

SECTIONS

SECTION 1 – PROPERTY INSURED

Building(s)	\$	13,800,000
-------------	----	------------

ADDITIONAL BENEFITS

Loss of Rent/Temporary Accommodation (15%)	\$	2,070,000
--	----	-----------

Common Contents	\$	138,000
-----------------	----	---------

Lot Owners Fixtures & Improvements (Residential) per Lot	\$	250,000
--	----	---------

Fusion Cover		Included
--------------	--	----------

ADDITIONAL OPTIONAL BENEFITS

Catastrophe Cover (0%)	\$	0
------------------------	----	---

Lot Owners Fixtures & Improvements in Lots/ Units (Commercial)	\$	250,000
--	----	---------

SECTION 2 – PROPERTY OWNERS LEGAL LIABILITY

Indemnity limit	\$	20,000,000
-----------------	----	------------

SECTION 3 – FIDELITY GUARANTEE

Indemnity limit	\$	100,000
-----------------	----	---------

SECTION 4 – VOLUNTR Y WOKERS PERSONAL ACCIDENT

Capital Benefit	\$	
-----------------	----	--

Weekly Benefit	\$	200,000
----------------	----	---------

2,000

SECTION 5 – OFFICE BEARERS LIABILITY

Indemnity limit	\$	1,000,000
-----------------	----	-----------

SECTION 6 – MACHINERY BREAKDOWN

Indemnity Limit	\$	100,000
-----------------	----	---------

SECTION 7- LEGAL EXPENSES

Indemnity Limit	\$	100,000
-----------------	----	---------

SECTION 8 – AUDIT EXPENSES

Govemment audit costs	\$	25,000
-----------------------	----	--------

Excesses:

Body Corporate Brokers Pty Ltd

SECTION 1	Earthquake	For each claim or series of claims during a period of 72 hours for loss or damage caused by Earthquake or Tsunami:	
		i. Where the Building(s) Sum Insured is up to \$5,000,000 and the Building is occupied solely for residential purposes; or	\$ 500
		ii. Where the Building Sum Insured is greater than \$5,000,000 and the Building is occupied solely for residential purposes; or	\$ 20,000 or 1% of the Building Sum Insured (whichever is the lesser)
		iii. Where the Building is occupied partly or solely for commercial purposes	\$ 20,000 or 1% of the Building Sum Insured (whichever is the lesser)
SECTION 1	All Other Claims as per Policy Wording		\$ 500
SECTION 2	For each and every claim		\$ 500
SECTION 3	For each and every claim		\$ 500
SECTION 4	7 Days		As per policy
SECTION 5	For each and every claim		\$ 500
SECTION 6	For each and every claim for loss of damage to machines		\$ 5,000 - Chillers, Cooling Works, Generators & Central Air Conditioners
			\$ 2,500 - Lifts and pump motors
			\$ 1,000 - All Other Losses
SECTION 7	For each and every claim		\$ 10% of all Legal Expenses or \$1,000 for each claim, whichever is the lesser
SECTION 8	For each and every claim		\$ 500

Endorsement / Conditions:

Endorsements and Conditions – As outlined in the Product Disclosure Statement

ARPC Terrorism Premium

**** TERRORISM PREMIUM ****

Terrorism Insurance Act 2003 (Cth)

The Commonwealth Government established the Australian Reinsurance Pool Corporation (ARPC) in response to increasing concerns over terrorism. The ARPC is a statutory corporation established under the Terrorism Insurance Act 2003 (Cth) to offer reinsurance for terrorism risk in Australia

The Terrorism Insurance Act 2003 (Cth) renders terrorism exclusion clauses in eligible insurance contracts ineffective in relation to loss or liabilities arising from a declared terrorist incident affecting eligible property located in Australia. If the loss is as a result of a terrorist act then the Treasurer will be responsible for paying your claim in accordance with the Policy terms and conditions. The requirements of the Act are compulsory and under the present terms of the scheme insurers are required to submit to ARPC a percentage of the premium you pay. If you

require further information on the scheme please contact QUS, your insurance adviser or the ARPC.

This is a summary only. Full Terms and Conditions are as per the Insurer's Product Disclosure Statement/Policy Wording.

QUS is a corporate Authorised Representative of AIG Australia Limited P/L: ABN 93 004 727 753 AFSL 381686
L 19, 2 Park Street, Sydney NSW 2000

This policy has been written through:
QUS Pty Ltd- ABN 92 122 665 310
PO Box 543, Spring Hill QLD 4004

Certificate / Interim Certificate of Classification

11

1. Type of Certificate

Indicate the type of Certificate of Classification being issued.

Interim Certificate: This certificate is issued pending the carrying out of the inspection, when:

- Because of the remoteness of the buildings' location, it is not practicable for the building certifier to inspect the building to decide whether it has been substantially completed.
- It may be based on information given to the building certifier by or for the owner of the building.

☒ Certificate of Classification (Building Act 1975 section 103. For building occupied in stages see section 105)

☐ Interim Certificate of Classification

Date Interim Certificate of Classification will expire if applicable (Building Act 1975 section 104 (5) & (6))

2. Owner details

If the applicant is a company, a contact person must be shown.

All correspondence will be mailed to this address.

Name (in full)

Company name (if applicable)

Contact person

SHARON

Phone no. business hours

5597 7000

Mobile no.

Fax no.

5597 6661

Email address

Postal address

ASHMORE CITY QLD

Postcode 4214

3. Property description

The description must identify all land the subject of the application.

The lot & plan details (eg. SP / RP) are shown on title documents or a rates notice.

If the plan is not registered by title, provide previous lot and plan details.

Street address (include no., street, suburb / locality & postcode)

2994-2996 LOGAN ROAD

UNDERWOOD QLD

Postcode

Lot & plan details (attach list if necessary)

LOT 2 SP134731

In which local government area is the land situated?

LOGAN CITY COUNCIL

4. Classification

The building or part thereof described is classified as follows in accordance with Part A3 of the BCA having regard to the use for which it was designed, built or adapted. If a part of the building is classified differently to another part - state the part to which each classification relates.

Building description

SHOWROOMS, OFFICES & FOOD OUTLET

Class of building

Building/Part	Class
Building A	
➤ Ground Floor - Food Outlet	6
Building B	
➤ Basement Carpark	7a
➤ Ground Floor - Showrooms	6
➤ First Floor - Offices	5
Building C	
➤ Basement Carpark	7a
➤ Ground Floor - Showrooms	6
➤ First Floor - Offices	5
➤ Second Floor - Offices	5

5. Building Certifier

If the certifier works for a company, a contact person must be shown.

Name of building certifier (in full)

STACY KENNEDY

Company name (if applicable)

A1 EXPRESS PLAN APPROVAL SERVICES

Contact person

STACY KENNEDY

Phone no.

07 5564 8055

Mobile no.

Fax no

07 5564 8155

Email

Postal address

PO BOX 376, ASHMORE CITY, QLD

Postcode 4214

Licence number

A24519

Signature

Date

11-12-07

6. Building certifier reference number

Building certifier reference number

A1GC0611874 & A1GC0610591

7. Restrictions on the use or occupation of the building

If the building work uses a building solution within the meaning of BCA, restricting the use or occupation of the building, state the restriction.

For example the maximum number of people to be accommodated will affect the dimensions of exits and paths of travel to exits.

Restrictions

- It is the Owner's responsibility to ensure full compliance with Town Planning Scheme of the Logan City Council Code Compliance ref:492488 (P1) dated 03.03.06, OPW Civil Works ref:OW/72/2006 dated 14.07.06 & OPW Landscaping ref: OW/134/2006 dated 11.09.06.
- The use of the above building or any portion thereof for purpose in contravention of this Certificate is an offence against the Building Act.
- It is the Owner's responsibility to maintain all Fire Safety Services in accordance with relevant statutory legislation.
 - ☐ Portable Fire Extinguishers
 - ☐ Fire Hydrant System
 - ☐ Fire Hose Reel
 - ☐ Smoke Alarm & Detection System
 - ☐ Sprinkler System
 - ☐ Structural Fire Resistant Walls
 - ☐ Exit Signs and Emergency Lighting
 - ☐ Fire Rated Doors; and
 - ☐ Any other Relevant Fire Services and/or Systems.
- It is the Owner's responsibility to obtain a separate Building Approval for fitting out of the each tenancy. This Certificate of Classification is only for the base of the building. It is owners/tenant responsibility to provide a kitchen sink with in each tenancy and to obtain a separate Plumbing & Drainage approval.
- It is Owner's responsibility to ensure compliance with Queensland Development Code Part 1 – Workplace at all times.
- It is the Owner's and Tenant's responsibility to ensure that termite management is maintained at all times and all necessary steps are taken to ensure the building is constantly protected and inspected against termites.
- It is the Owner's/Tenant's responsibility to ensure that access for people with disability is provided and maintained at all times in accordance with AS 1428.1 and Building Code of Australia as amended.

8. Performance Standards

If the building work uses a performance based solution, list the performance requirements used.

Performance requirements

Nil

9. Rights of appeal

If you are dissatisfied with a decision relating to the inspection of building work, owners may appeal to the Building and Development Tribunal to have the decision reviewed. An appeal must be started within 20 business days after the decision is given to the applicant. Appeal forms are available on the Department's website www.dlgpsr.qld.gov.au or from the Registrar at the Building and Development Tribunal on phone (07) 3237 0403.

"Portal Lot 3" AGM Minutes – Wednesday, 6 June 2018

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF
"PORTAL LOT 3" CTS 38375 HELD ON WEDNESDAY, 6 JUNE 2018 AT 10:00AM IN
THE CAFÉ, 2996 LOGAN ROAD, UNDERWOOD

COMMENCEMENT: The meeting commenced at 10:05am

PRESENT IN PERSON: Dean Smit, Lisa Smit

LOTS REPRESENTED:

Lot Number **Owner Representation**

3105, 3106, 3107, 3108,
3206, 3207, 3301, 3302,
3305

Delex Pty Ltd – By Smit
Director

IN ATTENDANCE: Dean Smit, Lisa Smit

APOLOGIES: Nil

**CHAIRPERSON OF
THE MEETING:** Dean Smit chaired the meeting.

MOTIONS:

Motion Number	Motion	Vote
1.	Confirmation of Minutes (Ordinary Resolution) Submitted by: Committee Resolved that the minutes of the Annual General Meeting held on 29 June 2017 as recorded in the body corporate's minute book are a true and accurate account of the proceedings at the meeting.	Carried Yes - 9 No - 0 Abstain - 0
2.	Financial Statements (Ordinary Resolution) Statutory Motion Submitted by: Committee Resolved that the unaudited financial statements prepared to 30 April 2018 by Stansure Strata be adopted by the meeting. <i>Note: The financial statements have been completed by QBS Strata from 1 May 2017 to 10 July 2017 and Stansure Strata have completed the financial statements from 11 July 2017 to 30 April 2018.</i>	Carried Yes - 9 No - 0 Abstain - 0

Motion Number	Motion	Vote																					
3.	<p>Budgets (Ordinary Resolution) Statutory Motion Submitted by: Committee Resolved that the Budgets as listed below, being estimated expenditure for the 12 month period 1 May 2018 to 30 April 2019 be adopted by the meeting:</p> <table><tr><td>Administrative Fund</td><td>\$151,255.20</td></tr><tr><td>Insurance Levy (as per the <u>Interest</u> Schedule)</td><td>\$15,390.88</td></tr><tr><td>Sinking Fund</td><td>\$56,153.60</td></tr></table> <p><i>Note: The sinking fund budget was adjusted from \$51,051.84 to \$56,153.60.</i></p>	Administrative Fund	\$151,255.20	Insurance Levy (as per the <u>Interest</u> Schedule)	\$15,390.88	Sinking Fund	\$56,153.60	<p>Carried as adjusted Yes - 9 No - 0 Abstain - 0</p>															
Administrative Fund	\$151,255.20																						
Insurance Levy (as per the <u>Interest</u> Schedule)	\$15,390.88																						
Sinking Fund	\$56,153.60																						
4.	<p>Administrative Fund Levies (Ordinary Resolution) Statutory Motion Submitted by: Committee Resolved that contributions to the Administrative Fund are hereby determined pursuant to Commercial Module Reg 100(1) of the Body Corporate and Community Management Regulations 2008 at the sum of \$151,255.20 being a rate of \$353.40 per Contribution Entitlement for the 12 months from 1 May 2018 to 30 April 2019 be adopted and the contribution to be fixed and levied by 4 instalments as follows:</p> <table><tr><th>Levy Period</th><th>\$ per lot entitlement</th><th>Due Date</th></tr><tr><td>01/05/18 – 31/07/18</td><td>88.35</td><td>01/05/18 (already issued)</td></tr><tr><td>01/08/18 – 31/10/18</td><td>88.35</td><td>01/08/18 (already issued)</td></tr><tr><td>01/11/18 – 31/01/19</td><td>88.35</td><td>01/11/18</td></tr><tr><td>01/02/19 – 30/04/19</td><td><u>88.35</u></td><td>01/02/19</td></tr><tr><td></td><td>\$353.40</td><td></td></tr></table> <p>And further that the Treasurer issue the levy notice for the first levy period of the ensuing financial year as follows:</p> <table><tr><td>01/05/19 – 31/07/19</td><td>90.00</td><td>01/05/19</td></tr></table>	Levy Period	\$ per lot entitlement	Due Date	01/05/18 – 31/07/18	88.35	01/05/18 (already issued)	01/08/18 – 31/10/18	88.35	01/08/18 (already issued)	01/11/18 – 31/01/19	88.35	01/11/18	01/02/19 – 30/04/19	<u>88.35</u>	01/02/19		\$353.40		01/05/19 – 31/07/19	90.00	01/05/19	<p>Carried Yes - 9 No - 0 Abstain - 0</p>
Levy Period	\$ per lot entitlement	Due Date																					
01/05/18 – 31/07/18	88.35	01/05/18 (already issued)																					
01/08/18 – 31/10/18	88.35	01/08/18 (already issued)																					
01/11/18 – 31/01/19	88.35	01/11/18																					
01/02/19 – 30/04/19	<u>88.35</u>	01/02/19																					
	\$353.40																						
01/05/19 – 31/07/19	90.00	01/05/19																					
5.	<p>Insurance Levies (Ordinary Resolution) Statutory Motion Submitted by: Committee Resolved that contributions for the Insurance Levy for the 12 months from 1 May 2018 to 30 April 2019 at the sum of \$15,390.88 being a rate of \$35.96 per Interest Entitlement be fixed and levied by 4 instalments as follows:</p> <table><tr><th>Levy Period</th><th>\$ per lot entitlement</th><th>Due Date</th></tr><tr><td>01/05/18 – 31/07/18</td><td>8.48</td><td>01/05/18 (already issued)</td></tr><tr><td>01/08/18 – 31/10/18</td><td>8.48</td><td>01/08/18 (already issued)</td></tr><tr><td>01/11/18 – 31/01/19</td><td>9.50</td><td>01/11/18</td></tr><tr><td>01/02/19 – 30/04/19</td><td><u>9.50</u></td><td>01/02/19</td></tr><tr><td></td><td>\$35.69</td><td></td></tr></table> <p>And further that the Treasurer issue the levy notice for the first levy period of the ensuing financial year as follows:</p> <table><tr><td>01/05/19 – 31/07/19</td><td>9.50</td><td>01/05/19</td></tr></table>	Levy Period	\$ per lot entitlement	Due Date	01/05/18 – 31/07/18	8.48	01/05/18 (already issued)	01/08/18 – 31/10/18	8.48	01/08/18 (already issued)	01/11/18 – 31/01/19	9.50	01/11/18	01/02/19 – 30/04/19	<u>9.50</u>	01/02/19		\$35.69		01/05/19 – 31/07/19	9.50	01/05/19	<p>Carried Yes - 9 No - 0 Abstain - 0</p>
Levy Period	\$ per lot entitlement	Due Date																					
01/05/18 – 31/07/18	8.48	01/05/18 (already issued)																					
01/08/18 – 31/10/18	8.48	01/08/18 (already issued)																					
01/11/18 – 31/01/19	9.50	01/11/18																					
01/02/19 – 30/04/19	<u>9.50</u>	01/02/19																					
	\$35.69																						
01/05/19 – 31/07/19	9.50	01/05/19																					

"Portal Lot 3" AGM Minutes – Wednesday, 6 June 2018

Motion Number	Motion	Vote																																										
6.	<p>Sinking Fund Levies (Ordinary Resolution) Statutory Motion Submitted by: Committee That contributions to the Sinking Fund are hereby determined pursuant to Commercial Module Reg 100(1) of the Body Corporate and Community Management Regulations 2008 at the sum of \$51,051.84 being a rate of \$119.28 per Contribution Entitlement for the 12 months from 1 May 2018 to 30 April 2019 be adopted and the contribution to be fixed and levied by 4 instalments as follows:</p> <table> <tr> <th>Levy Period</th><th>\$ per lot entitlement</th><th>Due Date</th></tr> <tr> <td>01/05/18 – 31/07/18</td><td>29.82</td><td>01/05/18 (already issued)</td></tr> <tr> <td>01/08/18 – 31/10/18</td><td>29.82</td><td>01/08/18 (already issued)</td></tr> <tr> <td>01/11/18 – 31/01/19</td><td>29.82</td><td>01/11/18</td></tr> <tr> <td>01/02/19 – 30/04/19</td><td><u>29.82</u></td><td>01/02/19</td></tr> <tr> <td></td><td>\$119.28</td><td></td></tr> </table> <p>And further that the Treasurer issue the levy notice for the first levy period of the ensuing financial year as follows:</p> <table> <tr> <td>01/05/19 – 31/07/19</td><td>30.00</td><td>01/05/19</td></tr> </table> <p>MOTION 6 WAS ADJUSTED TO READ:</p> <p>Sinking Fund Levies (Ordinary Resolution) Statutory Motion Submitted by: Committee Resolved that contributions to the Sinking Fund are hereby determined pursuant to Commercial Module Reg 100(1) of the Body Corporate and Community Management Regulations 2008 at the sum of \$56,153.60 being a rate of \$131.20 per Contribution Entitlement for the 12 months from 1 May 2018 to 30 April 2019 be adopted and the contribution to be fixed and levied by 4 instalments as follows:</p> <table> <tr> <th>Levy Period</th><th>\$ per lot entitlement</th><th>Due Date</th></tr> <tr> <td>01/05/18 – 31/07/18</td><td>29.82</td><td>01/05/18 (already issued)</td></tr> <tr> <td>01/08/18 – 31/10/18</td><td>29.82</td><td>01/08/18 (already issued)</td></tr> <tr> <td>01/11/18 – 31/01/19</td><td>35.78</td><td>01/11/18</td></tr> <tr> <td>01/02/19 – 30/04/19</td><td><u>35.78</u></td><td>01/02/19</td></tr> <tr> <td></td><td>\$131.20</td><td></td></tr> </table> <p>And further that the Treasurer issue the levy notice for the first levy period of the ensuing financial year as follows:</p> <table> <tr> <td>01/05/19 – 31/07/19</td><td>33.00</td><td>01/05/19</td></tr> </table>	Levy Period	\$ per lot entitlement	Due Date	01/05/18 – 31/07/18	29.82	01/05/18 (already issued)	01/08/18 – 31/10/18	29.82	01/08/18 (already issued)	01/11/18 – 31/01/19	29.82	01/11/18	01/02/19 – 30/04/19	<u>29.82</u>	01/02/19		\$119.28		01/05/19 – 31/07/19	30.00	01/05/19	Levy Period	\$ per lot entitlement	Due Date	01/05/18 – 31/07/18	29.82	01/05/18 (already issued)	01/08/18 – 31/10/18	29.82	01/08/18 (already issued)	01/11/18 – 31/01/19	35.78	01/11/18	01/02/19 – 30/04/19	<u>35.78</u>	01/02/19		\$131.20		01/05/19 – 31/07/19	33.00	01/05/19	<p>/</p> <p>Carried as adjusted Yes - 9 No - 0 Abstain - 0</p>
Levy Period	\$ per lot entitlement	Due Date																																										
01/05/18 – 31/07/18	29.82	01/05/18 (already issued)																																										
01/08/18 – 31/10/18	29.82	01/08/18 (already issued)																																										
01/11/18 – 31/01/19	29.82	01/11/18																																										
01/02/19 – 30/04/19	<u>29.82</u>	01/02/19																																										
	\$119.28																																											
01/05/19 – 31/07/19	30.00	01/05/19																																										
Levy Period	\$ per lot entitlement	Due Date																																										
01/05/18 – 31/07/18	29.82	01/05/18 (already issued)																																										
01/08/18 – 31/10/18	29.82	01/08/18 (already issued)																																										
01/11/18 – 31/01/19	35.78	01/11/18																																										
01/02/19 – 30/04/19	<u>35.78</u>	01/02/19																																										
	\$131.20																																											
01/05/19 – 31/07/19	33.00	01/05/19																																										
7.	<p>Non-Audit (Special Resolution) Statutory Motion Submitted by: Committee Resolved that the books and accounts for the financial year 1 May 2018 to 30 April 2019 of the body corporate shall not be audited.</p>	<p>Carried Yes - 9 No - 0 Abstain - 0</p>																																										
8.	<p>Audit (Ordinary Resolution) Statutory Motion Submitted by: Committee That the Body Corporate appoint Sciacca's Accountants & Advisors to audit the books and accounts for the body corporate for the financial year 1 May 2018 to 30 April 2019.</p>	<p>Ruled out of order as this had already been decided in Motion 7</p>																																										

Motion Number	Motion	Vote
9.	<p>Appointment of Tax Agent (Ordinary Resolution) Submitted by: Committee Resolved that Stansure Strata be authorised to engage a tax agent for the preparation of the income tax return and its lodgement. The cost to the Body Corporate for engaging the tax agent together with Stansure Strata's administrative fee for the preparation of financial statements and arranging the tax return and providing all information to the tax agent to enable the tax return to be prepared will be approximately \$250.00 (GST incl.), as specified in the administrative fund budget and further that the Body Corporate appoint a representative of Stansure Strata as Public Officer for Taxation purposes.</p>	<p>Carried Yes - 9 No - 0 Abstain - 0</p>
10.	<p>Confirmation of Insurance (Ordinary Resolution) Statutory Motion Submitted by: Committee Resolved that the insurance details set out below be confirmed:- Policy Number: QUSS043002 Underwriter: AIG Australia Ltd Current to: 10 December 2018 Building Cover: \$14,193,664 Public Liability: \$20,000,000 Office Bearers Liability: \$1,000,000 Total Premium: \$11,155.41 Basic Excess: \$500 (other excesses apply, see attached insurance renewal) and further that Stansure Strata be authorised to renew the insurance on the recommendation of the body corporate insurance broker when it next falls due.</p> <p>Last Insurance Valuation: September 2013 Valuation Amount: \$11,905,800</p> <p><i>Owners to note that it is their responsibility to advise if additional cover such as Flood cover etc. are to be added to the policy.</i></p> <p><i>Owners to further note that it is a condition of all insurance policies that all fire regulations are adhered to at all times.</i></p>	<p>Carried Yes - 9 No - 0 Abstain - 0</p>
11.	<p>Insurance Valuation (Ordinary Resolution) Submitted by: Committee Resolved that the Body Corporate agree to engage QIA Group Pty Ltd to prepare an Insurance Valuation for insurance purposes in accordance with Commercial Module Reg 137(2) of the Body Corporate and Community Management Regulations, at an approximate cost to the body corporate of \$529.00 (GST incl.) and payment is to be taken from funds presently held in the administrative fund and there will be a further service fee of \$49.50 payable to Stansure Strata associated with the obtaining of this report.</p> <p>Note: Stansure Strata were requested to instruct QIA Group to contact Dean Gallagher prior to conducting the valuation.</p>	<p>Carried Yes - 9 No - 0 Abstain - 0</p>

"Portal Lot 3" AGM Minutes – Wednesday, 6 June 2018

Motion Number	Motion	Vote
12.	<p>Sinking Fund Forecast (Ordinary Resolution) Submitted by: Committee Motion defeated that the Body Corporate agree to engage QIA Group Pty Ltd to obtain a Sinking Fund Forecast in accordance with Commercial Module Reg 98(3) of the Body Corporate and Community Management Regulations 2008 for a fee of approximately \$582.00 (GST incl.) and payment is to be taken from funds presently held in the sinking fund and there will be a further service fee of \$49.50 payable to Stansure Strata associated with the obtaining of this report. The existing Sinking Fund Forecast held on the Body Corporate records is dated September 2013.</p>	<p>/</p> <p>Defeated Yes - 0 No - 9 Abstain - 0</p>
13.	<p>Annual Safety Report of Common Property (Ordinary Resolution) Submitted by: Committee Resolved that the Body Corporate agree to engage QIA Group Pty Ltd to carry out an Annual Safety Report of the common property at an approximate cost of \$343.00 (GST incl.) and payment for this report to be as specified in the administrative fund budget and this report will be obtained prior to the end of the Body Corporate financial year being 30 April 2019 for presentation at the next Annual General Meeting. There will be a further service fee of \$49.50 payable to Stansure Strata associated with obtaining this report.</p>	<p>Carried Yes - 9 No - 0 Abstain - 0</p>
14.	<p>Annual Timber Pest Inspection (Ordinary Resolution) Submitted by: Committee Motion defeated that the Body Corporate for Portal Lot 3 CTS 38375 agree to engaging AGJ Pest Management to carry out a Timber Pest Inspection to all units and the common areas at the complex immediately at a cost of \$92.00 (GST incl.) per lot totalling \$2,208.00 and there will be a further service fee of \$49.50 payable to Stansure Strata associated with the obtaining of this report and a fee of \$11.00 per lot for distribution of these reports payable to Stansure Strata and payment is to be made by way of <u>an Administrative Fund Special Levy totalling \$5.90 per lot entitlement</u>, due and payable on demand by the Treasurer.</p>	<p>Defeated Yes - 0 No - 9 Abstain - 0</p>

Motion Number	Motion	Vote
15.	<p>Fire Safety Report (Ordinary Resolution) Submitted by: Committee Motion defeated that the Body Corporate engage the services of QIA Group Pty Ltd to conduct a Fire Safety Report on the common property and provide recommendations to ensure compliance with the appropriate Australian Standards in the amount of \$540.00 (GST incl.) and further that there will be a service fee payable to Stansure Strata of \$49.50 for the commissioning of this work and \$11.00 per lot for the distribution of the Survey/Recommendations to all owners and payment for this work to be taken from funds presently held in the administrative fund.</p> <p>Further that the Occupiers Statement be signed by the Chairperson or a designated member of the Body Corporate and that QIA Group Pty Ltd be appointed at a cost of \$350.00 (GST incl.) if the position of Fire Evacuation Coordinator is not filled by an owner.</p> <p><i>Note: It is a requirement that your Body Corporate appoints a responsible person to fulfil the Fire Evacuation Coordinator duties to ensure compliance with fire safety regulations.</i></p> <p><i>Note: This report will identify any legislative requirements that have not been met by the Body Corporate.</i></p> <p><i>Note: Furthermore, the owners present advised that they did not feel it necessary to participate in a combined fire safety report with the Portal principal Body Corporate and Portal Lot 2, as suggested at their prior Annual General Meeting's.</i></p>	<p>Defeated Yes - 0 No - 9 Abstain - 0</p>
16.	<p>Workers Compensation (Ordinary Resolution) Submitted by: Committee Motion defeated that the Body Corporate agree to take out Workers Compensation cover through Workcover Queensland at an approximate cost of \$200.00 (GST incl.) (base rate) per annum to assist the Body Corporate in any circumstances that may arise and that a service fee of \$82.50 be payable to Stansure Strata for the application to Workcover Queensland and payment to be taken from funds presently held in the administrative fund.</p>	<p>Defeated Yes - 0 No - 9 Abstain - 0</p>
17.	<p>Interest Penalty (Ordinary Resolution) Submitted by: Committee Resolved that the Body Corporate for Portal Lot 3 CTS 38375 agree to charge an interest penalty on overdue levies at the rate of 2.5% per calendar month.</p>	<p>Carried Yes - 9 No - 0 Abstain - 0</p>
18.	<p>Annual Contractor Compliance Check (Ordinary Resolution) Submitted by: Committee Motion defeated that the Body Corporate for Portal Lot 3 CTS 38375 agree to engage the services of Contractor Connect to check the credentials of contractors used regularly by the Body Corporate. The annual cost for checking all the contractors will be \$150.00 (GST Incl.) and there will be a further service fee of \$55.00 (GST Incl.) payable to Stansure Strata associated with obtaining these reports and email distribution to the Committee and further that Stansure Strata be authorised to effect payment immediately upon receipt of the Tax Invoice for completed works, from funds currently held in the Administrative Fund.</p>	<p>Defeated Yes - 0 No - 9 Abstain - 0</p>

Motion Number	Motion	Vote
19.	<p><i>Preamble: Motion 20 of this notice is contingent upon this motion being carried. In order to proceed with Debt Collection, funds will be required by way of a Special Levy.</i></p> <p>Debt Recovery for Lot 3203 – Special Levy (Ordinary Resolution) Submitted by: Body Corporate That the Body Corporate for Portal Lot 3 CTS 38375, agree to raise a <u>Special Levy totalling \$2,077.65 being \$4.85 per lot entitlement</u>, to be due and payable on demand to the Body Corporate, in order to cover the initial expense of engaging a Debt Collection Agency for the recovery of outstanding levies from the owner of Lot 3203.</p> <p><i>Note: The owners present requested that the initial expenses be covered by funds presently held in the Administration Fund until such a time as they are recovered from the lot owner.</i></p>	<p>/</p> <p>Unresolved Yes - 0 No - 0 Abstain - 9</p>
20.	<p>Engagement of a Debt Collection Agency - Outstanding Fees Lot 3203 (Ordinary Resolution) Submitted by: Body Corporate Resolved that the Body Corporate, on behalf of the owners of Portal Lot 3 CTS 38375, agree to engage Strata Legal Queensland at a cost not to exceed \$2,000.00 to recover overdue levies and recovery costs against the owner of Lot 3203 and this action will include such proceedings, but not be limited to, issuing a letter of demand, representing the Body Corporate in the commencement of proceedings in an appropriate venue as advised by Strata Legal Queensland and obtaining Judgement. Upon receiving judgement further proceedings may be required, including but not limited to; Registering a Writ over the Lot, use of a Writ, appointing a Bailiff to sell the Lot, Bankruptcy proceedings or Creditors Statutory Demand. Each of these proceedings will incur additional professional fees. In this event, quotes for additional expenditure will be forwarded to the Committee for approval.</p> <p>Further that the Body Corporate, on behalf of the owners of Portal Lot 3 CTS 38375, agree to appoint Strata Legal Queensland to act as an agent for the Body Corporate in the recovery of overdue levies and recovery costs in the appropriate venue as advised by Strata Legal Queensland, against the owner of Lot 3203.</p> <p><i>Note: These costs must be paid by the Body Corporate initially and will then be charged by the Body Corporate to the delinquent lot owner and will be recouped by the Body Corporate upon payment by the lot owner.</i></p>	<p>Carried Yes - 9 No - 0 Abstain - 0</p>

Motion Number	Motion	Vote
21.	<p>MOTION WITH ALTERNATIVES</p> <p>Elevator Maintenance Agreement Renewal (Ordinary Resolution) Submitted by: Committee Resolved that the Body Corporate for Portal Lot 3 CTS 38375 ratifies the Committee's decision to terminate the existing Otis Elevator Contract and accept one of the attached quotations for the ongoing comprehensive maintenance of the elevators and that Saffron Management be authorised to enter into the Contract with the accepted provider on the Body Corporate's behalf and that Stansure Strata be authorised to pay Tax Invoices received from funds held in the Administrative Fund as specified.</p> <p>a) OTIS Elevator Company Pty Ltd (existing provider) <input checked="" type="checkbox"/> <ul style="list-style-type: none"> • Service Fee per annum - \$10,780 (GST Incl) • 5 year contract • Automatic rollover at end of initial term for further periods of 1 year unless terminated not less than 90 days prior to end of then current term • Fixed annual increases of 3% (9 votes) </p> <p>b) KONE Elevators Pty Ltd <input checked="" type="checkbox"/> <ul style="list-style-type: none"> • Service Fee per annum - \$10,780 (GST Incl) • 5 year contract • No automatic rollover at end of initial term • Fixed annual increases of 3% (0 votes) </p> <p><i>Note: Whilst Otis was approved as the preferred contractor, the Committee will endeavour to obtain an additional quotation from another contractor to ensure a competitive price for services from Otis is maintained.</i></p>	<p>Carried Yes - 9 No - 0 Abstain - 0</p>
22.	<p>MOTION WITH ALTERNATIVES</p> <p>Painting of Exterior Feature Colours (Ordinary Resolution) Submitted by: Committee Resolved that the Body Corporate for Portal Lot 3 CTS 38375 approve one of the attached quotations for the repainting of the feature colours only on the exterior of the Portal Central / East building either retaining the existing colour scheme (Option 1) or adopting a modified colour scheme as per attached design proposal (Option 2) and that Body Corporate Management be authorised to pay Invoices received upon satisfactory completion of the works from funds currently held in the Sinking Fund.</p> <p>Option 1 Adopt Existing Feature Colours and Scheme</p> <p>a) Dynacoat Painters (0 votes) <input checked="" type="checkbox"/> Quote QU-0006203 dated 15 February 2018 <ul style="list-style-type: none"> • \$13,763.75 (incl GST) (excluding supply of access equipment) • \$1,392.82 (incl GST) (plus fuel) for access equipment as per attached quote from Gallagher Property Group) <p>TOTAL (incl GST but excl fuel): \$15,156.57</p> </p>	<p>Carried Yes - 9 No - 0 Abstain - 0</p>

Cont'd
on next
page

"Portal Lot 3" AGM Minutes – Wednesday, 6 June 2018

Motion Number	Motion	Vote	
cont'd from previous page	b) Leisuretex Painting Contractors (0 votes) <input checked="" type="checkbox"/> Quote dated 07/02/2018 • \$15,180.00 (incl GST) (including supply of access equipment) TOTAL (incl GST): \$15,180.00	/	
	OR		
	Option 2 Adopt New Feature Colours and Scheme as per attached Design Proposal		
	a) Dynacoat Painters (9 votes) <input checked="" type="checkbox"/> Quote QU-0006203 dated 26 February 2018 • \$13,763.75 (incl GST) (excluding supply of access equipment) • \$1,392.82 (incl GST) (plus fuel) for access equipment as per attached quote from Gallagher Property Group) TOTAL (incl GST but excl fuel): \$15,156.57		
	b) Leisuretex Painting Contractors (0 votes) <input checked="" type="checkbox"/> Quote dated 27/02/2018 • \$22,990.00 (incl GST) (including supply of access equipment) TOTAL (incl GST): \$22,990.00		
<i>Note: All quotes are subject to both the Body Corporate Committee for Portal Lot 2 and the Body Corporate Committee for Portal Lot 3 approving the same contractor to undertake the same works at the same time failing which, costs may increase.</i>			
<i>Note: Owners seeking a more accurate depiction of the proposed new colour scheme can look at the Resene website using specifications provided underneath each paint colour.</i>			

ELECTION OF OFFICERS:

Chairperson: _____ or Lots 3105-3108, 3206, 3207, 3301, 3302 & 3305

Ordinary Members: _____ or Lots 3105-3108, 3206, 3207, 3301, 3302 & 3305

OWNERS PLEASE NOTE

As per the requirements of the Body Corporate and Community Management Act, an Extraordinary General Meeting must be called to fill any vacant positions on the Committee.

GENERAL BUSINESS:

Compliance/Safety Report of Common Property

The meeting noted that all action items had been addressed and had been completed or due for completion within days of this meeting.

CONCLUSION: The meeting concluded at 11:05am.

SECRETARY:

ADDRESS: C/- PO Box 184
KEDRON QLD 4031
Ph: 07 3359 9877
Email:

MINUTES OF THE ANNUAL GENERAL MEETING OF THE BODY CORPORATE FOR PORTAL LOT 3 CTS 38375
HELD ONSITE, THE CAFE, PORTAL LOT 3, 2994 LOGAN ROAD, UNDERWOOD, QUEENSLAND ON THURSDAY,
29 JUNE 2017 AT 10.00AM

PRESENT IN PERSON

Mrs D Gallagher, Mrs P Winter

LOTS REPRESENTED

Lot 3105	Voting Paper by Corporate Nominee
Lot 3106	Voting Paper by Corporate Nominee
Lot 3107	Voting Paper by Corporate Nominee
Lot 3108	Voting Paper by Corporate Nominee
Lot 3206	Voting Paper by Corporate Nominee
Lot 3207	Voting Paper by Corporate Nominee
Lot 3301	Voting Paper by Corporate Nominee
Lot 3302	Voting Paper by Corporate Nominee
Lot 3305	Voting Paper by Corporate Nominee

IN ATTENDANCE

Mr C Brennan representing QBS Strata Management

QUORUM

A quorum was represented and the meeting was declared open at 10.00am.

VOTING PAPERS AND PROXIES

It was resolved that the voting papers and proxies as read be accepted.

APOLOGIES

Nil

MOTIONS

1.	Confirmation of Minutes Standard Motion (<i>Refer Explanatory Note 1</i>) Submitted by the Committee	Ordinary Resolution
----	---	----------------------------

That the Minutes of the last General Meeting held on 2 June 2017 be confirmed as a true and accurate record of the proceedings at that meeting.

RESOLVED that the Motion was **CARRIED**

Yes – 9 No – 0 Abstain – 0

2.	Adoption of Financial Statements Statutory Motion (<i>Refer Explanatory Note 2</i>) Submitted by the Committee	Ordinary Resolution
----	---	----------------------------

That the Statement of Accounts for the Administrative and Sinking Funds for the year ending 30 April 2017 attached to the Agenda be adopted.

RESOLVED that the Motion was **CARRIED**

Yes – 9 No – 0 Abstain – 0

3.	No Audit Statutory Motion (<i>Refer Explanatory Note 3</i>) Submitted by the Committee	Special Resolution
----	---	---------------------------

That the body corporate's statement of accounts for the financial year ending 30 April 2018 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'.

Explanatory Note: If the above motion is lost the accounts for the body corporate must be audited in accordance with the legislation.

RESOLVED that the Motion was **CARRIED**

Yes – 9 No – 0 Abstain – 0

4.	Appointment of Auditor Statutory Motion (<i>Refer Explanatory Note 4</i>) Submitted by the Committee	Ordinary Resolution
----	---	----------------------------

That the body corporate's statement of accounts for the financial year ending 30 April 2018 be audited, the proposed auditor being Thiel Partners Accountants.

Note: If it is resolved not to have the Statement of Accounts audited, then this motion is not voted on.

Explanatory Note: If motion 3 is lost then the body corporate must appoint an auditor.

Motion 3 was CARRIED, therefore Motion 4 falls away.

5.	Adoption of Administrative Fund and Fixing of Contributions Statutory Motion (<i>Refer Explanatory Note 5</i>) Submitted by the Committee	Ordinary Resolution
----	--	----------------------------

That the administrative fund budget for the financial year ending 30 April 2018 totalling \$137,500.00 plus GST be adopted at the rate of \$353.38 per contribution lot entitlement, inclusive of GST, with contributions levied by 4 instalments as follows:

Levy Period	\$Total Per Lot Entitlement	Due Date
1/05/2017 to 31/07/2017	90.11	Pre-issued
1/08/2017 to 31/10/2017	90.11	Pre-issued
1/11/2017 to 31/01/2018	86.58	1/11/2017
1/02/2018 to 30/04/2018	86.58	1/02/2018
Totals for periods	\$353.38	

* That the committee may issue an interim levy for the first two levy periods of the following financial year at the same rate as this financial year.

Levy Period	\$Total Per Lot Entitlement	Due Date
1/05/2018 to 31/07/2018	88.35	1/05/2018
1/08/2018 to 31/10/2018	88.35	1/08/2018

That the administrative fund budget (insurance) for the financial year ending 30 April 2018 totalling \$12,150.00 plus GST be adopted at the rate of \$33.92 per interest entitlement, inclusive of GST, with contributions levied by 4 instalments as follows:

Levy Period	\$Total Per Interest Entitlement	Due Date
1/05/2017 to 31/07/2017	5.23	Pre-issued
1/08/2017 to 31/10/2017	5.23	Pre-issued
1/11/2017 to 31/01/2018	11.73	1/11/2017
1/02/2018 to 30/04/2018	11.73	1/02/2018
Totals for periods	\$33.92	

* That the committee may issue an interim levy for the first two levy periods of the following financial year at the same rate as this financial year.

Levy Period	\$Total Per Interest Entitlement	Due Date
1/05/2018 to 31/07/2018	8.48	1/05/2018
1/08/2018 to 31/10/2018	8.48	1/08/2018

RESOLVED that the Motion was **CARRIED**

Yes – 9 No – 0 Abstain – 0

6.	Adoption of Sinking Fund and Fixing of Contributions Statutory Motion (<i>Refer Explanatory Note 6</i>) Submitted by the Committee	Ordinary Resolution
-----------	---	----------------------------

That the sinking fund budget for the financial year ending 30 April 2018 totalling \$46,410.00 plus GST be adopted at the rate of \$119.28 per contribution lot entitlement, inclusive of GST, with contributions levied by 4 instalments, as follows:

Levy Period	\$Total Per Lot Entitlement	Due Date
1/05/2017 to 31/07/2017	26.45	Pre-issued
1/08/2017 to 31/10/2017	26.45	Pre-issued
1/11/2017 to 31/01/2018	33.19	1/11/2017
1/02/2018 to 30/04/2018	33.19	1/02/2018
Totals for periods	\$119.28	

* That the committee may issue an interim levy for the first two levy periods of the following financial year at the same rate as this financial year.

Levy Period	\$Total Per Lot Entitlement	Due Date
1/05/2018 to 31/07/2018	29.82	1/05/2018
1/08/2018 to 31/10/2018	29.82	1/08/2018

RESOLVED that the Motion was **CARRIED**

Yes – 9 No – 0 Abstain – 0

7.	Confirmation of Insurance Statutory Motion (<i>Refer Explanatory Note 7</i>) Submitted by the Committee	Ordinary Resolution
----	--	----------------------------

That the insurances set out below be confirmed, and that QBS Strata Management Pty Ltd be authorised to obtain quotations through a Broker and renew the insurances for the next twelve month period unless instructed to the contrary by the Committee.

Policy Number:	QCS61299
Underwriter:	QBE Insurance (Aust) Limited
Current To:	10/12/2017
Damage Policy	\$ 13,517,775.00
Public Liability	\$ 10,000,000.00
Loss of Rent / Alternative Accommodation	\$ 2,027,667.00
Voluntary Workers	\$ 200,000.00
Fidelity Guarantee	\$ 100,000.00
Office Bearers	\$ 1,000,000.00
Machinery Breakdown	\$ 100,000.00
Common Area Contents	\$ 135,178.00
Lot Owner Fixture/Improvements	\$ 250,000.00

RESOLVED that the Motion was **CARRIED**

Yes – 9 No – 0 Abstain – 0

8.	Appointment of Body Corporate Manager Non Statutory Motion (<i>Refer Explanatory Note 8</i>) Submitted by the Committee	Ordinary Resolution
----	--	----------------------------

That under Section 79 of the Body Corporate and Community Management (Commercial Module) Regulation 2008 the Body Corporate engages QBS Strata Management for a term of 1 Year commencing 29 June 2017 for a fee of \$4,880.00 plus GST per annum, for the purpose of providing administrative services to the Body Corporate, the details of which are set out in the agreement attached.

RESOLVED that the Motion was **CARRIED**

Yes – 9 No – 0 Abstain – 0

ELECTION OF BODY CORPORATE COMMITTEE:

Chairperson: M Lots 3105-3108, 3206, 3207, 3301, 3302 & 3305
Secretary: Ms Lots 3105-3108, 3206, 3207, 3301, 3302 & 3305
Treasurer: Ms Lots 3105-3108, 3206, 3207, 3301, 3302 & 3305

CLOSURE

There being no further business the meeting was declared closed at 10.30am.

SECRETARY: Ms P Winter

ADDRESS: c/- PO Box 1079
OXENFORD QLD 4210
Tel: 5519 9000
Fax: 5519 9111
Email: strata@qbsmanagement.com.au

38375

This statement incorporates and must
include the following:

- Schedule A - Schedule of lot entitlements
- Schedule B - Explanation of development of scheme land
- Schedule C - By-laws
- Schedule D - Any other details
- Schedule E - Allocation of exclusive use areas

1. Name of community titles scheme
"Portal Lot 3" Community Titles Scheme 38375

2. Regulation module
Commercial Module

3. Name of body corporate
Body Corporate for "Portal Lot 3" Community Titles Scheme 38375

4. Scheme land

Lot on Plan Description	County	Parish	Title Reference
See attached Schedule			

5. *Name and address of original owner
Not applicable

6. Reference to plan lodged with this statement
SP 269651

first community management statement only

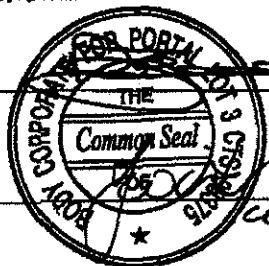
7. Local Government community management statement notation

.....signed
Murray (DASS) name and designation
COUNCIL OF THE CITY OF LOGAN
..... name of Local Government

8. Execution by original owner/Consent of body corporate

BODY CORPORATE FOR "PORTAL LOT 3" COMMUNITY TITLES
SCHEME 38375

Body Corporate for "Portal Lot 3" Community Titles
Scheme 38375



CHAIRMAN
25/8/14
Execution Date

COMMITTEE MEMBER

2/3/2015
EXECUTION DATE

Body Corporate for "Portal Lot 3" Community Titles
Scheme 38375

.....signed
..... name and designation
..... name of Local Government

CHAIRMAN
COMMITTEE MEMBER
*Execution

*Original owner to execute for a first community management statement
*Body corporate to execute for a new community management statement

Privacy Statement

Collection of this information is authorised by the Body Corporate and Community Management Act 1997 and is used to maintain the publicly searchable registers in the land registry. For more information about privacy in NR&W see the Department's website.

**SCHEDULE / ENLARGED PANEL /
ADDITIONAL PAGE / DECLARATION**

Title Reference 50720389

4. Scheme land

Lot on Plan Description	County	Parish	Title Reference
<i>COMMON PROPERTY OF APTAL LOT 3</i> <i>GP COMMUNITY TITLES SCHEME 38375</i>			
Lot 3101 SP 206305	Stanley	Redland	50720389
Lot 3102 SP 206305	Stanley	Redland	50720390
Lot 3103 SP 206305	Stanley	Redland	50720391
Lot 3104 SP 206305	Stanley	Redland	50720392
Lot 3105 SP 206305	Stanley	Redland	50720393
Lot 3106 SP 206305	Stanley	Redland	50720394
Lot 3107 SP 206305	Stanley	Redland	50720395
Lot 3108 SP 206305	Stanley	Redland	50720396
Lot 3109 SP 206305	Stanley	Redland	50720397
Lot 3110 SP 206305	Stanley	Redland	50720398
Lot 3111 SP 206305	Stanley	Redland	50720399
Lot 3112 SP 206305	Stanley	Redland	50720400
Lot 3201 SP 206305	Stanley	Redland	50720401
Lot 3202 SP 206305	Stanley	Redland	50720402
Lot 3203 SP 206305	Stanley	Redland	50720403
Lot 3204 SP 206305	Stanley	Redland	50720404
Lot 3301 SP 206305	Stanley	Redland	50720405
Lot 3302 SP 206305	Stanley	Redland	50720407
Lot 3206 SP 269650	Stanley	Redland	50720408
Lot 3207 SP 269650	Stanley	Redland	
Lot 3208 SP 269650	Stanley	Redland	
Lot 3209 SP 269650	Stanley	Redland	
Lot 3305 SP 269651	Stanley	Redland	
Lot 3306 SP 269651	Stanley	Redland	

SCHEDULE A SCHEDULE OF LOT ENTITLEMENTS

Lot on Plan	Contribution	Interest
LOT 3101 SP 206305	11	11
LOT 3102 SP 206305	13	13
LOT 3103 SP 206305	14	14
LOT 3104 SP 206305	13	13
LOT 3105 SP 206305	13	13
LOT 3106 SP 206305	20	20
LOT 3107 SP 206305	23	23
LOT 3108 SP 206305	13	13
LOT 3109 SP 206305	11	11
LOT 3110 SP 206305	13	13
LOT 3111 SP 206305	13	13
LOT 3112 SP 206305	21	21
LOT 3201 SP 206305	14	14
LOT 3202 SP 206305	28	28
LOT 3203 SP 206305	16	16
LOT 3204 SP 206305	25	25
LOT 3301 SP 206305	21	21
LOT 3302 SP 206305	21	21
LOT 3206 SP 269650	22	22
LOT 3207 SP 269650	20	20
LOT 3208 SP 269650	28	28
LOT 3209 SP 269650	14	14
LOT 3305 SP 269651	15	15
LOT 3306 SP 269651	26	26
TOTALS	428	428

- The contribution schedule entitlements for the scheme are not equal. As required by Section 48 of the Body Corporate and Community Management Act 1997, the contribution schedule lot entitlements for this scheme have been allocated with regard to:
 - The structure of the Scheme
 - The nature, features and characteristics of the lots in the scheme
 - The purpose for which the lots are used.
- On the basis of these factors it is just and equitable for there to be a variation in the contribution schedule lot entitlements for the scheme because the above three factors all place a differential burden on the costs of the Body Corporate for the repair and maintenance of the common property. The difference in lot entitlements recognises that the factors stated above do not impact on how much each lot should contribute towards certain Body Corporate fees such as secretarial fees, printing, postage and stationery fees, and bank charges, but that the nature features and characteristics of the lots result in a differential burden on the maintenance of the common property.
- When allocating the lot entitlements to be included in the lot entitlement contribution schedule, each of the above factors impacts on the allocation in the following manner:-

(a) The nature, Features and Characteristics of the Lots in the Scheme

- (1) All of the lots are used for commercial purposes and are part of a building on a building format plan. The Body Corporate is responsible for the repair and maintenance of the common property within its scheme. This includes the external walls of the buildings, roofs, utility infrastructure and utility services.
- (2) In allocating the contribution entitlements the lot location and lot floor area of lots in the scheme increase the burden the lot places on the Body Corporate expenditure for the maintenance, cleaning and repair of the common property.

(b) The Purposes for Which the Lots are Used

The Scheme is a commercial scheme so this factor does not apply.

4. Section 66(1)(db)(i) – Statement regarding Interest Schedule Lot Entitlements

The Contribution Schedule Principal under Section 46(7) on which the contribution schedule lot entitlements have been decided is the "Equality Principle".

5. Section 66(1)(dc)(i) – Statement regarding Interest Schedule Lot Entitlements

The interest schedule lot entitlements reflect the respective market values of the lots.

SCHEDULE B	EXPLANATION OF THE DEVELOPMENT OF SCHEME LAND
------------	---

1. In accordance with the layered arrangements identified in Portal Community Titles Scheme 37915
2. The developed lots shall be used for commercial purposes.

SCHEDULE C	BY-LAWS
------------	---------

1. **Noise**
 - 1.1 The occupier of a lot must not create noise likely to interfere with the peaceful enjoyment of a person lawfully on another lot or the common property.
2. **Vehicles**
 - 2.1 The occupier of a lot must not, without the Body Corporate's written approval:
 - (a) park a vehicle, or allow a vehicle to stand, on the common property; or
 - (b) permit an invitee to park a vehicle, or allow a vehicle to stand, on the common property.
 - 2.2 An approval under 2.1 must state the period for which it is given.
 - 2.3 However, the Body Corporate may cancel the approval by giving seven (7) days written notice to the occupier.
3. **Obstruction**
 - 3.1 The occupier of a lot must not obstruct lawful use of common property by any person. The pathways and driveways on the Common Property and any easement giving access to the Common Property must not be obstructed by any such Owner or Occupier or used by them for any other purpose than the reasonable ingress and egress to and from their particular Lot.
4. **Damage to Lawns, etc., On Common Property**
 - 4.1 The occupier of a lot must not, without the Body Corporate's written approval:-
 - (a) damage a lawn, garden, tree, shrub, plant or flower being part on the common property; or
 - (b) use a part of the common property as a garden.
 - 4.2 An approval under 4.1 must state the period for which it is given.

- 4.3 However, the Body Corporate may cancel the approval by giving seven (7) days written notice to the occupier.
5. **Damage to Common Property**
- 5.1 An occupier of a lot must not without the Body Corporate's written approval, mark, paint, drive nails or screws or the like into, or otherwise damage or deface a structure that forms part of the common property.
- 5.2 However, an occupier may install a locking or safety device to protect the lot against intruders, or a screen to prevent entry of animals or insects, if the device or screen is soundly built and is consistent with the colour, style and materials of the building.
- 5.3 The owner of a lot must keep a device installed under 5.2 in good order and repair.
6. **Behaviour of Invitees**
- 6.1 An occupier of a lot must take all reasonable steps to ensure that the occupier's invitees do not behave in a manner likely to interfere with the peaceful enjoyment of another lot or the common property.
7. **Leaving of Rubbish, etc., On Common Property**
- 7.1 An occupier of a lot must not leave rubbish or other materials on the common property in a way or place likely to interfere with the peaceful enjoyment of another lot or the common property by someone else.
8. **Appearance of Lot**
- 8.1 The occupier of a lot must not, without the Body Corporate's written approval, make a change to the external appearance of the lot unless the change is minor and does not detract from the amenity of the lot and its surrounds.
- 8.2 The occupier of a lot must not, without the Body Corporate's written approval:
- (a) hang any articles if the article is visible from another lot or the common property or from outside the scheme land except in areas designated by the Body Corporate; or
 - (b) display a sign, advertisement, placard, banner, pamphlet or similar article if the article is visible from another lot or the common property, or from outside the scheme land. The occupier of a lot shall ensure that any necessary Council approvals and/or licenses are obtained prior to the erection of any advertising signage.
9. **Storage of Flammable Liquids, etc.**
- 9.1 The occupier of a lot must not, without the Body Corporate's written approval, store a flammable substance on the common property.
- 9.2 The occupier of a lot must not, without the Body Corporate's written approval, store a flammable substance on the lot unless the substance is used or intended for use for domestic purposes.
- 9.3 The occupier of a lot must not, without the Body Corporate's written approval, store a flammable substance on the lot unless the substance is used or intended for use in the ordinary course of the business of the occupier of the Lot and then only subject to any relevant law, by-law or regulation.
- 9.4 However, this section does not apply to the storage of fuel in:
- (a) the fuel tank of a vehicle, boat, or internal combustion engine; or
 - (b) a tank kept on a vehicle or boat in which the fuel is stored under the requirements of the law regulating the storage of flammable liquid.
10. **Garbage Disposal**

- 10.1 Unless the Body Corporate provides some other way of garbage disposal, the occupier of a lot must keep a receptacle for garbage in a clean and dry condition and adequately covered on the lot, or on a part of the common property designated by the Body Corporate for the purpose.
- 10.2 The occupier of a lot must:
- (a) comply with all local government laws about disposal of garbage; and
 - (b) ensure that the occupier does not, in disposing of garbage, adversely affect the health, hygiene or comfort of the occupiers of other lots.
11. **Keeping of Animals**
- 11.1 An Owner or occupier of a lot is not entitled to keep any animals on his lot without the prior approval of the Committee which may be refused or granted with or without reasonable conditions. To remove doubt, the Committee will not approve the keeping of an animal which is, or which will be when fully grown, greater than a weight decided by the Committee from time to time.
- 11.2 This by-law is subject to s143 of the Act. For the purpose of this by-law animal includes, without limitation, dogs, cats, fish, birds, snakes, lizards and crustaceans.
- 11.3 Each Owner or Occupier is liable to all other Owners or Occupiers and their respective guests and invitees for any unreasonable nuisance, noise or injury to any person or damage to any property caused by any animal brought or kept upon the Scheme Land by that owner or occupier or invitees, whether permission has been granted by the Committee for the keeping of that animal on the Lot or not.
12. **Construction/Sale of Lots**
- 12.1 Whilst the Original Owner (and any person to whom the Original Owner assigns its rights under this by-law) remains an Owner of any lot in the Scheme land it and its contractors, agents and those authorized by it will be entitled:
- (a) to place such signs and other advertising and display material in and about the lot, and about the Common Property which signs will in all respects be attractive and tasteful having regard to the visual acoustic privacy of other Lots and the general aesthetics and amenity of the Scheme Land, and will not at any time, and from time to time be more, in terms of number and size, than is reasonably necessary.
 - (b) together with persons authorized by it, to pass over the Common Property (with or without vehicles and equipment) to gain access to and egress from any part of the Scheme Land;
 - (c) to carry out any building (including construction) of any improvements, or any other things done, on the Scheme Land and no objection will be made to the noise, nuisance or other inconvenience which may arise from that; and
 - (d) to use the Common Property or other Lots in the Scheme to:
 - (i) give access to and egress from any part of the Scheme land with or without vehicles and equipment (or either of them); and
 - (ii) store building materials, vehicles, equipment or fill on the Scheme Land.
- 12.2 In exercising its rights under this by-law, the Original Owner will use reasonable endeavours to prevent undue interference with the enjoyment, by Lot Owners, of their Lots and the Common Property.
- 12.3 While any construction or building operations are occurring on the Scheme Land, Lot Owners, Occupiers and Invitees to the Scheme Land must comply with the reasonable direction of the Original Owner (and persons authorized by it). In particular they must comply with any altered traffic (vehicle and pedestrian) flow directions.
13. **Bicycles**
- 13.1 The occupier of a lot must not, without the Body Corporate's written approval:

- (a) Ride a bicycle, skateboard or roller blades, on the common property; or
- (b) Permit an invitee to ride a bicycle, skateboard or roller blades, on the common property.

14. Entitlement of Exclusive Use

- 14.1.1 The proprietor for the time being and their licensees of each lot specified in column one of Schedule E, shall be entitled to the exclusive use of that area of the common property which is shown in column 2 of Schedule E hereunder for the purpose of a private yard/car parking. The proprietor shall keep the allocated area in a clean and tidy condition at all times.
- 14.1.2 If Schedule E does not specify any car parking exclusive use areas at the time of establishment of the Scheme, the original owner may make an allocation of any part or parts of the common property or any body corporate asset for the exclusive use of a lot or lots as the case may be.

15. Duties of the Body Corporate

- 15.1 The Body Corporate shall ensure that the overall appearance of the parcel shall remain uniform and as such will perform the duty of the owners to re-paint the external surfaces of all buildings requiring such repainting situated with the parcel and will ensure that all such external surfaces are kept in a state of good repair and reasonable wear and tear, not unlike the duties of a Body Corporate constituted by the registration of a Building Format Plan.
- 15.2 All expenses incurred as a result of this by-law shall be paid from funds contributed to the Sinking Fund.
- 15.3 Authority to expend funds in excess of the prescribed amount pursuant to Section 103 of the Standard Module Regulations to perform work required by this by-law may be given to the Committee by an ordinary resolution of the Body Corporate at a General Meeting to which at least two quotations for the performance of this work have been tabled for consideration.
- 15.4 An owner, mortgagee or occupier shall not alter the external colour scheme of any building or structure on his lot without prior approval in writing from the Body Corporate pursuant to a resolution of the Body Corporate.

16. Alteration to Lots and Common Property

- 16.1 An owner or occupier of a lot shall not construct or permit the construction or erection of any fence, pergola, screen, awning or other structure or outbuilding of any kind within or upon a lot or on common property without the approval in writing of the Body Corporate.

17. Maintenance of Lots

- 17.1 Each owner shall be responsible for the maintenance of his lot and shall ensure that his lot is so kept and maintained as not to be offensive in appearance to other lot owners through the accumulation of excess rubbish or otherwise. Further, all lots are to be so maintained as to prevent the excessive growth of grass and other vegetation making lots unsightly, increasing fire risks or contributing to the spread of noxious weeds to other lots.

18. Right of Entry

- 18.1 An owner, upon receiving reasonable notice from the Body Corporate, shall allow the Body Corporate or any contractors, sub-contractors, workmen or other person authorised by it, the right of access to his lot for the purpose of carrying out works or effecting repairs on mains, pipes, wires or connections of any water, sewerage, drainage, gas, electricity, telephone or other system or service, whether to his lot or to an adjoining lot.

19. Common Property

19.1 Rules

- (a) The Body Corporate may make rules from time to time with respect to the use of the Common Property generally including but not limited to parking, vehicle standing, loading and unloading.

- (b) The Body Corporate may make rules from time to time with regard to the disposal of rubbish and in regard to the use of the areas set aside for garbage disposal.

20. No Objection

- 20.1 The Original Owner is permitted to use and damage the Common Property for the purpose of developing the Scheme Land. If any damage is caused to the Common Property or anything on the Common Property, the Original Owner will make good the damage at its expense.

21. Water Apparatus

- 21.1 An Owner or Occupier of a Lot will see that all water taps on his lot are properly turned off after use.
- 21.2 The water closets, convenience and other water apparatus including water pipes and drains in each Lot must not be used for any purpose other than those for which they were constructed and no sweepings or rubbish and other unsuitable substances shall be deposited therein.
- 21.3 Any costs or expenses resulting from damage or blockage to such water closets, conveniences, water apparatus, waste pipes and drains from misuse or negligence will be borne by such Owner or Occupier whether the same is caused by its own acts or those of its servants or agents or guests.

22. Lighting and Heating of Lots

- 22.1 The Owner or Occupier of a lot must not use any chemicals, burning fluids, acetylene gas or alcohol in lighting or heating a Lot nor in any other way cause or increase a risk of fire or explosion in such Lot.

23. Windows

- 23.1 The windows of a lot will be kept clean and promptly replaced with fresh glass of the same kind, colour and weight as at present if broken or cracked.

24. Window Covers

- 24.1 No window will be covered with aluminium foil or similar reflective material or tinted and no shutters, awnings or other window cover shall be affixed externally to any building or visible from the exterior of the building. With respect to security screens, security screens may only be attached to lots with the prior written consent of the Committee (which may be withheld in its absolute discretion or given with or without conditions)
- 24.2 An Owner must not hang curtains visible from outside the Lot unless those curtains have a white backing or unless such colour and design have been approved by the Committee. An Owner must not install, renovate and/or replace a curtain backing or window treatment without having the colour and design of same approved by the Committee. In giving such approvals, the Committee must ensure, so far as practicable, that curtain backing and window treatment used in all Lots have colours that are sympathetic to the tones of the improvements on the Scheme Land and present an aesthetic appearance when viewed from common property or any other lot.
- 24.3 For the purposes of enforcing this by-law, the Committee may establish and maintain a policy in respect to window covering.

25. No variation to Appearance

- 25.1 Subject to By-Law 12 (Construction/Sale of Lots) an Owner or Occupier of a Lot must not do anything to vary the external appearance of the Lot or vary the Common Property without the prior written consent of the Committee.

26. Antennae

- 26.1 No television, radio or other electronic antenna or device of any type may be erected, constructed or placed or permitted to remain on any Lot or on the Common Property unless and until the same has been approved in writing by the Committee or unless the same is contained within a Lot and not visible from the exterior of such Lot.

27. Security of Lots

- 27.1 All doors and windows to any Lot shall be securely fastened on all occasions when the Lot is left unoccupied and the Committee reserves the right to enter and fasten the same if left insecurely fastened.
28. **Insurance**
- 28.1 An Owner or Occupier of a Lot must not bring to, do or keep anything on his Lot which may increase the rate of fire insurance on his Lot or any other part of the Scheme land or which may conflict with the laws and/or regulations relating to fires or any insurance policy for such Lot or Scheme Land or the regulations or ordinances of any public authority for the time being in force.
29. **Nuisance**
- 29.1 No noxious or offensive trade or activity may be carried on upon the Scheme land or in any Lot nor may anything be done thereon which may be, or may become an annoyance or nuisance to the neighbourhood or which may be likely to interfere with the peaceful enjoyment of the Owners and occupiers of other Lots or any other person lawfully using the Common Property. in particular and without limiting the generality of the foregoing:
- (a) Occupiers shall ensure that they conduct their business operations having due regard to the comfort and convenience of occupiers of other lots and persons using the Common Property.
 - (b) All musical instruments, wirelesses, radiograms, television sets, stereos and the like shall be controlled so that the sound arising therefrom is reasonable and will not cause annoyance to other Owners and Occupiers of Lots on the Scheme Land;
 - (c) In the event of any unavoidable noise in a Lot at any time the Occupier or Owner thereof will take all practical means to minimize annoyance to other Occupiers by closing all doors, windows and curtains of their Lot and also such further steps as may be within their power for the same purpose.

SCHEDULE D	OTHER DETAILS REQUIRED/PERMITTED TO BE INCLUDED
-------------------	--

Lot on Plan	Statutory Easement	Service Location Diagrams
LOTS 3101 - 3112 & 3201-3204, 3301 - 3302 on SP 206305, 3206 - 3209 on SP 269650 and 3305 and 3306 on SP 269651	Water, Electricity, Telstra, Stormwater, Sewer, Utility services and infrastructure support	"B"
<i>GP</i> COMMON PROPERTY	Water, Electricity, Telstra, Stormwater, Sewer, Utility services and infrastructure support	"B"

SCHEDULE E	DESCRIPTION OF LOTS ALLOCATED EXCLUSIVE USE AREAS OF COMMON PROPERTY
-------------------	---

LOT ON PLAN - COLUMN 1	EXCLUSIVE USE AREA - COLUMN 2
Lot 3208 SP 269650	Area "1" on sketch marked "A"
Lot 3209 SP 269650	Area "2" on sketch marked "A"
Lot 3207 SP 269650	Area "3" on sketch marked "A"
Lot 3206 SP 269650	Area "4" on sketch marked "A"
Lot 3206 SP 269650	Area "5" pm sketch marked "A"
Lot 3102 SP 206305	Area "6" on sketch marked "A"
Lot 3103 SP 206305	Area "7" pm sketch marked "A"
Lot 3301 SP 206305	Area "8" on sketch marked "A"
Lot 3105 SP 206305	Area "9" on sketch marked "A"
Lot 3106 SP 206305	Area "10" on sketch marked "A"
Lot 3107 SP 206305	Area "11" on sketch marked "A"
Lot 3108 SP 206305	Area "12" on sketch marked "A"
Lot 3109 SP 206305	Area "13" on sketch marked "A"
Lot 3110 SP 206305	Area "14" on sketch marked "A"
Lot 3111 SP 206305	Area "15" on sketch marked "A"

Lot 3112 SP 206305
Lot 3201 SP 206305
Lot 3202 SP 206305
Lot 3203 SP 206305
Lot 3204 SP 206305
Lot 3204 SP 206305
Lot 3301 SP 206305
Lot 3301 SP 206305
Lot 3204 SP 206305
Lot 3204 SP 206305
Lot 3203 SP 206305
Lot 3202 SP 206305
Lot 3202 SP 206305
Lot 3201 SP 206305
Lot 3112 SP 206305
Lot 3111 SP 206305
Lot 3110 SP 206305
Lot 3109 SP 206305
Lot 3108 SP 206305
Lot 3107 SP 206305
Lot 3106 SP 206305
Lot 3105 SP 206305
Lot 3301 SP 206305
Lot 3103 SP 206305
Lot 3102 SP 206305
Lot 3206 SP 269650
Lot 3206 SP 269650
Lot 3207 SP 269650
Lot 3207 SP 269650
Lot 3209 SP 269650
Lot 3208 SP 269650
Lot 3208 SP 269650
Lot 3208 SP 269650
Lot 3101 SP 206305
Lot 3104 SP 206305
Lot 3104 SP 206305
Lot 3306 SP 269651
Lot 3306 SP 259651
Lot 3207 SP 269650
Lot 3109 SP 206305
Lot 3105 SP 206305
Lot 3106 SP 206305
Lot 3107 SP 206305
Lot 3107 SP 206305
Lot 3108 SP 206305
Lot 3106 SP 206305
Lot 3107 SP 206305
Lot 3306 SP 269651
Lot 3306 SP 269651
Lot 3306 SP 269651
Lot 3110 SP 206305
Lot 3112 SP 206305
Lot 3305 SP 269651
Lot 3305 SP 269651
Lot 3305 SP 269651
Lot 3202 SP 206305
Lot 3203 SP 206305
Lot 3302 SP 206305
Lot 3302 SP 206305
Lot 3302 SP 206305
Lot 3301 SP 206305

Area "16" on sketch marked "A"
Area "17" on sketch marked "A"
Area "18" on sketch marked "A"
Area "19" on sketch marked "A"
Area "20" on sketch marked "A."
Area "21" on sketch marked "A"
Area "22" on sketch marked "A"
Area "23" on sketch marked "A"
Area "24" on sketch marked "A"
Area "25" on sketch marked "A"
Area "26" on sketch marked "A"
Area "27" on sketch marked "A"
Area "28" on sketch marked "A"
Area "29" on sketch marked "A"
Area "30" on sketch marked "A"
Area "31" on sketch marked "A"
Area "32" on sketch marked "A"
Area "33" on sketch marked "A."
Area "34" on sketch marked "A"
Area "35" on sketch marked "A"
Area "36" on sketch marked "A"
Area "37" on sketch marked "A"
Area "38" on sketch marked "A"
Area "39" on sketch marked "A"
Area "40" on sketch marked "A"
Area "41" on sketch marked "A"
Area "42" on sketch marked "A"
Area "43" on sketch marked "A"
Area "44" on sketch marked "A"
Area "45" on sketch marked "A"
Area "46" on sketch marked "A"
Area "47" on sketch marked "A"
Area "48" on sketch marked "A"
Area "49" on sketch marked "A"
Area "50" on sketch marked "A"
Area "51" on sketch marked "A"
Area "52" on sketch marked "A"
Area "53" on sketch marked "A"
Area "54" on sketch marked "A."
Area "55" on sketch marked "A"
Area "56" on sketch marked "A"
Area "57" on sketch marked "A"
Area "58" on sketch marked "A"
Area "59" on sketch marked "A"
Area "60" on sketch marked "A"
Area "61" on sketch marked "A"
Area "62" on sketch marked "A"
Area "63" on sketch marked "A"
Area "64" on sketch marked "A"
Area "65" on sketch marked "A"
Area "66" on sketch marked "A"
Area "67" on sketch marked "A"
Area "68" on sketch marked "A."
Area "69" on sketch marked "A"
Area "70" on sketch marked "A"
Area "71" on sketch marked "A"
Area "72" on sketch marked "A"
Area "73" on sketch marked "A"
Area "74" on sketch marked "A"
Area "75" on sketch marked "A"
Area "76" on sketch marked "A"
Area "77" on sketch marked "A"

Exclusive Use Plan

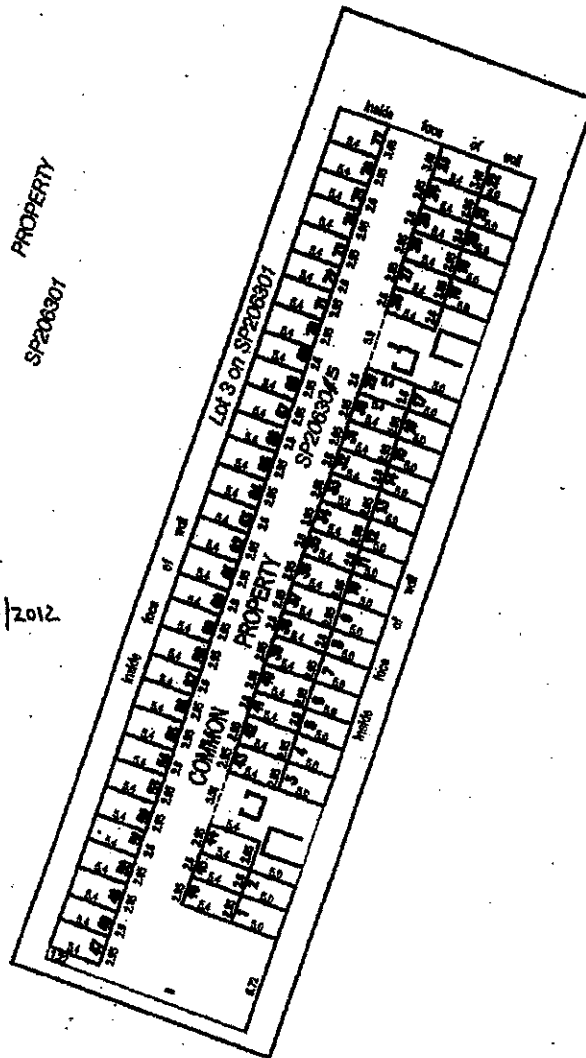
Part of common property on SP2063045

"Portal Lot 3"



COMMON
PROPERTY
SP206301

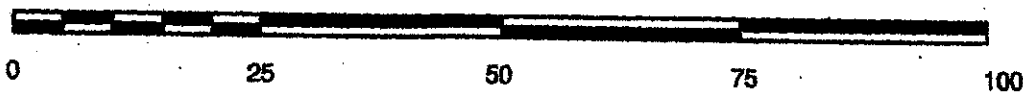
Amendments by me
15/11/2012
CADASTRAL SURVEYOR



EU.A.	Area m ²	EU.A.	Area m ²
1	15m ²	41	14m ²
2	13m ²	42	16m ²
3	15m ²	43	16m ²
4	15m ²	44	16m ²
5	13m ²	45	14m ²
6	15m ²	46	16m ²
7	15m ²	47	16m ²
8	13m ²	48	14m ²
9	15m ²	49	16m ²
10	15m ²	50	16m ²
11	13m ²	51	14m ²
12	16m ²	52	16m ²
13	15m ²	53	16m ²
14	13m ²	54	14m ²
15	15m ²	55	16m ²
16	15m ²	56	16m ²
17	13m ²	57	14m ²
18	15m ²	58	16m ²
19	15m ²	59	16m ²
20	13m ²	60	14m ²
21	15m ²	61	16m ²
22	17m ²	62	16m ²
23	19m ²	63	16m ²
24	16m ²	64	16m ²
25	14m ²	65	16m ²
26	16m ²	66	14m ²
27	16m ²	67	16m ²
28	14m ²	68	16m ²
29	14m ²	69	14m ²
30	16m ²	70	16m ²
31	16m ²	71	16m ²
32	14m ²	72	14m ²
33	16m ²	73	16m ²
34	16m ²	74	16m ²
35	14m ²	75	14m ²
36	16m ²	76	16m ²
37	16m ²	77	19m ²
38	14m ²		
39	16m ²		
40	16m ²		

All areas are generally rectilinear
No marks have been placed.

SCALE 1 : 500



I, Wayne S. Geradts, Cadastal Surveyor, certify that
the details shown on this sketch plan are correct.

Wayne S. Geradts
Cadastal Surveyor

Date 26/11/2007

Plan of Exclusive Use Areas 1 to 77 incl.
in Common Property on SP2063045
Level A
CMS 38375

Scale 1 : 500 @ A3

Ref. EU002

PARISH: REDLAND

COUNTY: Stanley

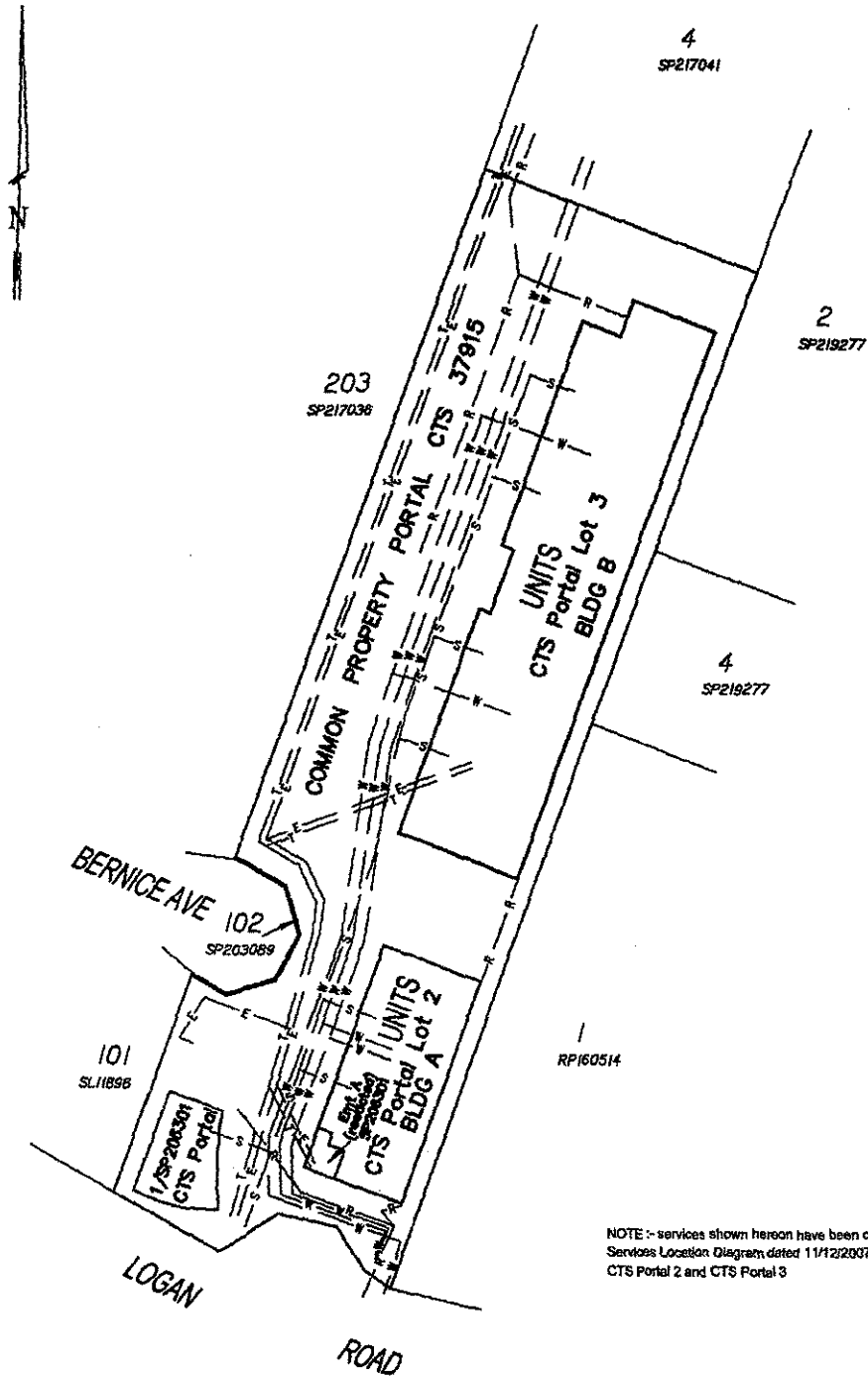
Meridian: SP186395

F/Ns: No

W.S. Geradts

"B"

12 12



NOTE :- services shown hereon have been compiled from original Services Location Diagram dated 11/12/2007 prepared for CTS Portal 2 and CTS Portal 3

SCALE	1:500@A3	DATE	09/03/2015
LEVEL	DRAWN	AVP	
LEVEL	CHECKED	SRH	
FIELD	BOOK	CLIENT	
COUNCIL	LOGAN CC	DELEX Pty Ltd	

SERVICES LOCATION DIAGRAM

CTS PORTAL LOT 3
CMS No 38375

LEGEND

— W —	WATER
— S —	SEWER
— R —	ROOF/STORMWATER
— T —	TELSTRA
— E —	ELECTRICITY

AMENDMENTS
DRAWING NO
2191/01/A3
(SHSServices.Dwg)

12/12

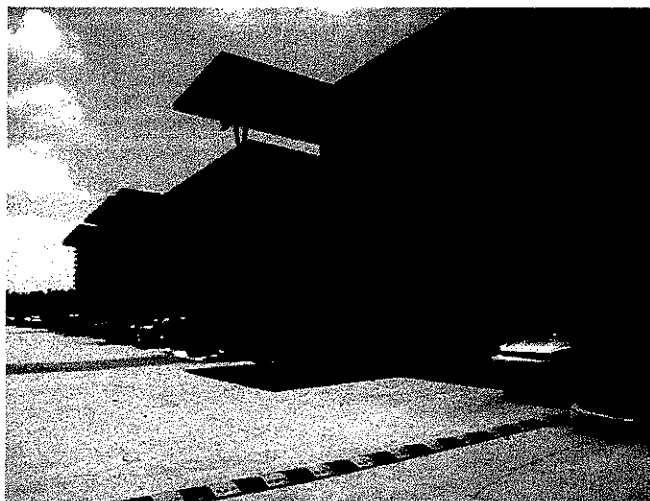


**Seymour
Consultants**
BODY CORPORATE REPORT SPECIALISTS

SINKING FUND FORECAST

For

**The Body Corporate -
PORTAL 3 CTS 37915
(Central & East)**



**2994 Logan Road
Underwood**

25 September 2013

Ref No. 215/2013/SFF

PO Box 517
Oxenford QLD 4210
ABN: 25 307 715 319
P: 07 5573 4011 F: 07 5573 4066
E: info@seymourconsultants.com.au
www.seymourconsultants.com.au

Contents

SECTION 1: SUMMARY OF SINKING FUND FORECAST	3
1.1: PROPERTY DETAILS.....	3
1.2: CLIENT	3
1.3: REPORT.....	3
1.4: BUILDING DESCRIPTION	3
1.5: REPORT SUMMARY	3
1.6: PROPERTY INSPECTION	3
SECTION 2: SINKING FUND FORECAST	4
2.1: GENERAL INFORMATION.....	4
2.2: LIFE EXPECTANCY	4
2.3: CONTINGENCY.....	4
2.4: GOODS AND SERVICES TAX (GST).....	4
2.5: SINKING FUND BALANCE.....	4
SECTION 3: EXCLUSIONS	5
3.1: STRUCTURAL DEFECTS	5
3.2: ASBESTOS SURVEY.....	5
3.3: SAFETY.....	5
SECTION 4: CONTRIBUTION SUMMARY DETAILS	6
SECTION 5: SINKING FUND FORECAST SUMMARY	7
SECTION 6: SINKING FUND FORECAST DETAILS	8

SECTION 1

SUMMARY OF SINKING FUND FORECAST

1.1 PROPERTY DETAILS

Property location

2994 Logan Road, Underwood

1.2 CLIENT

The Body Corporate of

Portal 3 CTS 38375

1.3 REPORT

This report has been commissioned by the Body Corporate to provide a sinking fund forecast for the above mentioned property.

This forecast satisfies the requirements of the Body Corporate and Community Management Act 1997.

The purpose of this forecast is to establish a reserve of funds which allows for their future expenditure on the replacement of building components at the end of their expected life.

1.4 BUILDING DESCRIPTION


The complex comprises single level basement with two levels of commercial premises above constructed from concrete tilt panel and metal roofing.

1.5 REPORT SUMMARY

The sinking fund forecast has been based on the following:

Financial year start date
Opening Balance:
Number of lots / entitlements
Proposed sinking fund levy
Allowance for future building cost escalation
Contingency allowance:

1 March 2013
\$ (-16 737 - 40)
21 / 21
\$ 33 900 - 00
4%
5%



1.6 PROPERTY INSPECTION

The property inspection to prepare the report was carried out at an onsite visit on 23 September 2013



SECTION 2

SINKING FUND FORECAST

2.1 GENERAL INFORMATION

The estimates in this forecast are based on the typical usage for a building of this type.

This forecast has been based on a reasonable estimate of the expected life of the components listed in the forecast. The actual life of the components can be expected to vary from the estimated life and will be affected by maintenance programs, climate and environmental conditions, material failure, misuse and design errors etc.

This forecast is based on the assumption that the Body Corporate Committee or onsite Manager will implement a maintenance policy to recognise and encourage regular maintenance expenditure in the prevention of larger remedial capital expenditures.

The contributions and expenses in this report should be reviewed on an annual basis to take into account any change in condition of the building, new work that may have been attended to or changes in the Sinking Fund balance. It will also require updating if there is a change in any statutory requirements affecting this project

2.2 LIFE EXPECTANCY

This forecast is based on the estimated life allowances sourced from industry trade specialists. The estimated life of the products is a guide only and the actual life may vary based on the site conditions and maintenance programs.

The estimated life of the components as listed in the elemental breakdown of this forecast.

E.O.L = Estimated overall life
E.R.L = Estimated Remaining Life

2.3 CONTINGENCY

A contingency has been allowed for any unforeseen expenses.

2.4 GOODS AND SERVICES TAX (GST)

This forecast is exclusive of the ten (10 %) allowance for Goods and Services Tax

2.5 SINKING FUND BALANCE

The sinking fund balance is forecast on expected contributions and expenses at the beginning of the year.

SECTION 3

EXCLUSIONS

3.1 SPECIFIC EXCLUSIONS

The forecast makes no allowance for costs associated with the following:

- Operational costs including Management fees and employment costs, insurances, administration costs and expenses, cleaning and consumables.
- Rates
- Land legal and finance costs
- Recurring items such as maintenance contracts and cost of remedial repairs arising from lack of fully implemented maintenance program.
- Returbishments which are unrelated to physical deterioration, unless Body Corporate has provided us with specific costs
- Costs associated with vandalism
- Latent defects
- Damage or component failure which may occur for whatever reason before the end of the expected life span of each component
- Minor items such as light bulbs and batteries
- Items which are included in the administration fund
- Costs arising from changes to legislation, e.g. GST
- Electrical cabling, mechanical duct-work and tiling – all are deemed to not require replacing within 10 years if periodic repairs, maintenance and reconditioning are carried out. The cost of all such repairs, maintenance and reconditioning have also been excluded.

3.2 STRUCTURAL DEFECTS

This is not a structural report and does not cover expenditure that occurs either directly or indirectly as a result of structural defects. It does not cover expenditure as a result of accidental damage

3.3 ASBESTOS SURVEY

An Asbestos detection survey has not been undertaken and no allowance has been made for the removal of asbestos

3.4 SAFETY

The inspection and report does not cover safety issues

PORTAL LOT 3 CTS 38375

Sinking Fund Forecast Summary

General Information

Number of Lots	21
Opening Balance	\$ -16,737
Inflation Rate (p.a.)	3.00 %
Interest Rate (after tax)	2.50 %
Year 1 Contribution/Lot	\$ 1,614.29
First Year	2012
Financial year 1 start	1/5/2013


Sinking Fund Contribution Summary

	Expected Expenses	Required Contribution	Sinking Fund Balance	Contribution Per lot P.A.
Year 0 - (2012)	\$0	\$0	-\$16,737	\$0
Year 1 - (2013)	-\$13,666	\$33,900	\$3,585	\$1,614
Year 2 - (2014)	-\$14,076	\$34,917	\$25,036	\$1,663
Year 3 - (2015)	-\$16,914	\$35,965	\$45,189	\$1,713
Year 4 - (2016)	-\$16,426	\$37,043	\$67,451	\$1,764
Year 5 - (2017)	-\$23,615	\$38,155	\$84,041	\$1,817
Year 6 - (2018)	-\$18,050	\$39,299	\$107,923	\$1,871
Year 7 - (2019)	-\$104,919	\$40,478	\$44,570	\$1,928
Year 8 - (2020)	-\$20,772	\$41,693	\$67,128	\$1,985
Year 9 - (2021)	-\$20,463	\$42,944	\$91,848	\$2,045
Year 10 - (2022)	-\$62,185	\$44,232	\$75,743	\$2,106

- General Maintenance Costs are Excluded
- Refer to Forecast Summary for Exclusions.
- No Liability Accepted

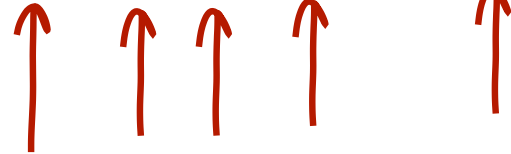
PORTAL LOT 3 CTS 38375

Sinking Fund Forecast

 Annual Increase: 3%	CURRENT COSTS	Year 0 2012 1.000	Year 1 2013 1.030	Year 2 2014 1.061	Year 3 2015 1.093	Year 4 2016 1.126	Year 5 2017 1.159	Year 6 2018 1.194	Year 7 2019 1.230	Year 8 2020 1.267	Year 9 2021 1.305	Year 10 2022 1.344	TOTAL
--	----------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------	---------------------------------	--------------

Sinking Fund Forecast Summary

Roof	13,098	0	0	0	0	0	0	836	13,772	0	1,566	0	16,174
Building	84,613	0	0	0	0	405	2,261	0	64,359	1,178	0	26,049	94,252
Service	20,460	0	12,051	12,413	14,916	14,080	18,564	15,081	14,390	17,139	16,479	28,787	163,899
Preliminaries	9,454	0	964	993	1,193	1,159	1,666	1,273	7,402	1,465	1,444	4,387	21,946
Contingencies	6,381	0	651	670	805	782	1,125	860	4,996	989	974	2,961	14,814
TOTAL	0	0	13,666	14,076	16,914	16,426	23,615	18,050	104,919	20,772	20,463	62,135	311,085



PORTAL LOT 3 CTS 38375

Sinking Fund Forecast

Annual Increase: 3%	EOL	ERL	CURRENT COSTS	Year 0 2012	Year 1 2013	Year 2 2014	Year 3 2015	Year 4 2016	Year 5 2017	Year 6 2018	Year 7 2019	Year 8 2020	Year 9 2021	Year 10 2022	TOTAL
Roof															
Repairs to roof sheeting	9	9	1,200										1,566		1,566
Repair gutters,fascias and downpipes	6	6	700							836					836
Painting to soffits- balconies	12	7	5,088								6,258				6,258
Painting to soffits - eaves	12	7	6,110								7,515				7,515
Sub Total:			13,098							836	13,772		1,566		16,174

Building

External Walls/Windows															
Cleaning windows and façade - Excluded															
Paint external building façade	12	7	48,640								59,821				59,821
Paint external building columns	12	7	3,690								4,538				4,538
Replace aluminium windows doors	25	25													
Doors															
Painting to doors,frames & architraves	10	8	570									722			722
Replace door hardware - portion	4	4	360					405				456			861
Replace main entry roller gate	20	15	7,000												
Replace to roller door motors	10	5	1,950						2,261						2,261
Replace to roller door - refuse area	15	13	1,020												

PORTAL LOT 3 CTS 38375

Sinking Fund Forecast

Annual Increase: 3%	EOL	ERL	CURRENT COSTS	Year 0 2012 1.000	Year 1 2013 1.030	Year 2 2014 1.061	Year 3 2015 1.093	Year 4 2016 1.126	Year 5 2017 1.159	Year 6 2018 1.194	Year 7 2019 1.230	Year 8 2020 1.267	Year 9 2021 1.305	Year 10 2022 1.344	TOTAL
Internal Wall Finishes															
Painting to internal walls - stairwells	15	10	2,904											3,903	3,903
Internal Floor Finishes															
Replace Carpeting	10	10	6,525											8,769	8,769
Internal Ceiling Finishes															
Painting to ceilings/ bulkheads	12	10	9,954											13,377	13,377
Fitments															
Replace letter boxes	20	15	2,000												
Sub Total:			84,613					405	2,261		64,359	1,178		26,049	94,252

Services

Electrical															
Replace light fittings - allowance per 3yr	3	3	260				284			310			339		934
Replace basement light fittings - ditto	3	3	120				131			143			157		431
Replace batteries exit/emergency lights	5	3	1,020				1,115					1,292			2,407
Upgrade fire equipment	1	1	1,500		1,545	1,591	1,639	1,688	1,739	1,791	1,845	1,900	1,957	2,016	17,712
Hydraulics															
Allowance to replacement of extinguishes portion every 4 yrs	4	4	460					518				583			1,100
Allowance to replacement of FHR - portion every 3 yrs	3	3	550				601			657			718		1,975

PORTAL LOT 3 CTS 38375

Sinking Fund Forecast

Annual Increase: 3%	EOL	ERL	CURRENT COSTS	Year 0 2012	Year 1 2013	Year 2 2014	Year 3 2015	Year 4 2016	Year 5 2017	Year 6 2018	Year 7 2019	Year 8 2020	Year 9 2021	Year 10 2022	TOTAL
Mechanical				1.000	1.030	1.061	1.093	1.126	1.159	1.194	1.230	1.267	1.305	1.344	
Repair air conditioning	1	1	10,200		10,506	10,821	11,146	11,480	16,825	12,179	12,545	12,921	13,309	18,708	130,440
Lift															
Maintenance - Excluded															
Replace lift interiors - allowance	15	10	6,000											8,063	8,063
External Services															
Repair/replace external lighting fittings	4	4	350					394				443			837
Sub Total:			20,460		12,051	12,413	14,916	14,080	18,564	15,081	14,390	17,139	16,479	28,787	163,899