

## THIS IS YOUR VOTING PAPER

Complete and return to the Secretary by email: [hello@thenuuco.com.au](mailto:hello@thenuuco.com.au) or  
by post: PO Box 8205 Gold Coast MC QLD 9726 or hand in yourself at the meeting

*for Annual General Meeting on 27 June 2024 at 06:15 PM  
Body Corporate for Sierra Grand Accommodation scheme no. 38268*

**Motion 1      Declare whether a quorum of 10% of total voters is present at this general meeting  
(plus two owners present in person)**

### Explanatory schedule:

The Body Corporate has resolved at its AGM on 26 June 2021 attached that a quorum for a general meeting of all owners shall be present if 10% of voters are present (in person, by pre-voting or proxy), and at least 2 owners are present at the AGM in person.

**Motion 2      Chair for the annual general meeting**

### Explanatory schedule:

The Chairperson, Frank Miller, will chair the meeting if present. If not present, the voters present at the meeting shall choose another person to chair the meeting.

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A. Level 9/1 Corporate Court, Bundall Qld 4217  
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**Motion 3      Confirming the minutes of the last extraordinary general meeting of all owners on 8 April 2024 are correct**

The Body Corporate resolves by **ordinary resolution** to confirm the **attached** minutes of the last extraordinary general meeting held on 8 April 2024 are correct.

*Statutory Motion Submitted by Committee Ordinary Resolution*

**Vote (please tick your vote):**

Yes

No

Abstain

**Explanatory schedule:**

This is a statutory motion that must be on the AGM agenda.

**Committee's explanatory material:**

The committee understands the minutes of the EGM on 8 April 2024 are correct.  
The minutes of the AGM on 22 June 2023 are attached for owners' convenience.

**Requirements for the Body Corporate to make the above decision:**

*Ordinary resolution (lots must be financial to vote; and if no poll vote called for: one vote per lot, the votes counted for the motion are more than the votes counted against; or If poll vote called for: the total contribution schedule lot entitlements for the lots counted for the motion is more than the total contribution schedule lot entitlements counted against the motion).*

**Motion 4      Review of Body Corporate's current mandatory building reinstatement & replacement insurance policy, mandatory public risk insurance policy and other optional insurance policies**

The Body Corporate resolves by **ordinary resolution** to review its current insurance *below* and to authorise the committee to renew the insurance prior to the current policy expiry date on 31/3/25:

<b>Insurer name:</b>	Strata Community Insurance Agencies Pty Ltd, ABN 72 165 914 009, AFSL 457787 on behalf of the insurer Allianz Australia Insurance Limited, ABN 15 000 122 850, AFSL 234708	
<b>Broker name:</b>	No broker - insurance obtained direct through Nicole Wilde of The (Nuu) Co Pty Ltd as authorised representative	
<b>Policy no:</b>	QRSC21002012	
<b>Cover period:</b>	31/03/2024 - 31/03/2025	
<b>Premium paid:</b>	\$252,977.52 (incl GST) made up of \$210,366.56 base premium, U/W fee \$680.00, Broker Fee \$0.00, stamp duty of \$20,826.29 and GST \$21,104.67.	
<b>Most recent building replacement valuation date:</b>	14/10/22 replacement cost estimate report by Seymour Consultants total cost of replacement: \$166,596,500.00	
<b>Next building replacement valuation due before:</b>	14/10/27	
<b>Building reinstatement cover amount:</b>	\$181,692,000.00	Excess: \$250,000 Fire; \$25,000 Burst Pipes and/or
<b>Public risk cover amount:</b>	\$30,000,000.00	Resultant Water Damage from Burst Pipe,

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<b>Other cover amount:</b>	See <b>attached</b> certificate of currency	Overflow or Rainwater; \$25,000 Storm and Rainwater; \$10,000 Insured Property; \$10,000 Machinery Breakdown
<b>Amount of any financial or other benefit given by the insurer, broker intermediary to the body corporate manager:</b>		\$0.00 - The (Nuu) Co proudly refuses all commissions in favour of owners receiving lower premiums. No broker - insurance obtained direct through Nicole Wilde of The (Nuu) Co Pty Ltd as authorised representative charged a broker fee of \$0.00.

*Statutory Motion Submitted by Committee Ordinary Resolution*

**Vote (please tick your vote):**

Yes

No

Abstain

**Explanatory schedule:**

This is a statutory motion to review each insurance policy held by the Body Corporate which must be on this AGM agenda and the committee has added the part of the motion to authorise it to renew the insurance.

Under the building management statement registered on the title of the Sierra Grand Residential and Sierra Grand Retail common property, the Sierra Grand Retail Body Corporate pays 3.14% towards the total building reinstatement premium each year.

**Committee's explanatory material:**

**Claims history:**

Attached

**Requirements for the Body Corporate to make the above decision:**

*Ordinary resolution (lots must be financial to vote; and If no poll vote called for: one vote per lot, the votes counted for the motion are more than the votes counted against; or If poll vote called for: the total contribution schedule lot entitlements for the lots counted for the motion is more the total contribution schedule lot entitlements counted against the motion).*

**Motion 5 Approving new community management statement that records relocation of car space 201 allocated for exclusive use of Unit 2007**

The Body Corporate resolves by **resolution without dissent** to approve the recording of a new community management statement that includes an updated exclusive car park plan that:

1. deletes the existing location of exclusive use car space 201 on basement level 2;
2. records the new location of exclusive use car space 201 on basement level 2 (in the approximate location marked with a Blue "X" on the attached image but subject to the exact measurements being determined by a land surveyor engaged to prepare the updated car park plan);

and authorises the application of the Body Corporate's seal to the new community management statement with updated car park plan to be recorded with the Queensland Titles Office within 3 months of this resolution passing.

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Submitted by Committee Resolution Without Dissent

Vote (please tick your vote):

Yes

No

Abstain

### Explanatory schedule:

#### Committee explanatory material

For the detailed reasons below, the Committee recommends the owners vote YES or ABSTAIN to this motion.

If one owner votes NO to this motion, then it will fail. If you are minded to vote NO, the Committee requests that you first please call the body corporate manager Nicole Wilde on 0457 505 271 to discuss so that any queries you have can be answered, to reduce the risk of the motion failing due to any misunderstanding.

#### Detailed reasons:

The purpose of this resolution is to relocate the existing physical location of car space 201 from underneath the leaking service riser, to near the visitor car park, where there are no leaks. In other words, shifting one car space, to a different location, on the same car park level. No other lot owner's car space is affected by this motion.

The service riser above car space 201 has leaked for many years. Many repairs have been attempted. Repair attempts continue. However, in the meantime, car space 201's current location is not fit for purpose, and not useable by any vehicle.

Car space 201 is allocated for the exclusive use of the owners of Unit 2007. The owners have for many years, parked in an alternative location near the residential visitor car park to minimise the loss and damage to their vehicle caused by the ongoing service riser leaks. It is proposed to formalise this long standing arrangement by updating the community management statement to show the relocation of car space 201.

The owners of Unit 2007 have verbally advised that they will vote in favour of this motion - which is a precondition to this amendment to the exclusive use by-law being made successfully.

Efforts to repair the service riser will continue. When the service riser has stopped leaking, that car space will be able to be used by the Body Corporate (either as an additional visitor car park or other purpose to be determined the future).

#### **Requirements for the Body Corporate to make the above decision:**

**Resolution without dissent: The motion is passed by resolution without dissent only if no vote is counted against the motion.**

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**Motion 6 Presentation of the Body Corporate's year-end accounts financial year 1 April 2023 to 31 March 2024**

The Body Corporate resolves by **ordinary resolution** to present its members the **attached** statement of accounts for the financial year 01 April 2023 to 31 March 2024 (showing the Body Corporate's financial position as at 31 March 2024).

*Statutory Motion Submitted by Committee Ordinary Resolution*

**Vote (please tick your vote):**

Yes

No

Abstain

**Explanatory schedule:**

This is a statutory motion that must be on the AGM agenda.

**Committee's explanatory material:**

The Sierra Grand Body Corporate's surplus financial position as at 31 March 2024:

1. Admin fund: \$119,399.50 (compared to balance at end of *previous* financial year: \$169,955.74);
2. Sinking fund: \$1,435,955.24 (compared to end of *previous* financial year: \$1,511,576.50).

These end of year accounts were prepared by The (Nuu) Co for the Body Corporate.

At the last AGM on 22 June 2023, the owners voted to audit the Body Corporate's financials for the last financial year and appoint Dickfos Dunn and Adam as the auditor.

The audit process took place between 1 April 2024 and 21 May 2024. The Dickfos Dunn and Adam audit report is **attached**.

**Requirements for the Body Corporate to make the above decision:**

*Ordinary resolution (lots must be financial to vote; and If no poll vote called for: one vote per lot, the votes counted for the motion are more than the votes counted against; or If poll vote called for: the total contribution schedule lot entitlements for the lots counted for the motion is more the total contribution schedule lot entitlements counted against the motion).*

**Motion 7 Approving the amount of administrative fund levies to be collected from all owners for the Financial Year 1 April 2024 to 31 March 2025 and approving the proposed administrative fund budget**

The Body Corporate resolves by **ordinary resolution** to:

1. adopt the proposed administrative fund budget **attached** and approve spending in line with this budget for the financial year ending 31 March 2025; and
2. fix the total administrative fund levies for the recurring expenses of the Body Corporate for the financial year 01 April 2024 to 31 March 2025 at **\$1,211,949.10 (plus GST)** to be paid by the owners of each lot based on each lot's contribution schedule lot entitlement by **3 instalments** due on:

**Administrative fund levy due dates:**

<b>First instalment</b> (for period 1 Apr 24 to 31 Jul 24) due:	<b>1 April 2024 (already issued)</b>
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<b>Second instalment</b> (for period 1 Aug 24 to 30 Nov 24) due:	<b>1 August 2024</b> notice will be given to all owners 30 days before due date
<b>Third instalment</b> (for period 1 Dec 2024 to 31 Mar 25) due:	<b>1 December 2024</b> notice will be given to all owners 30 days before due date

- (for cash flow purposes), also raise an *interim* administrative fund levy for the first instalment (01/04/25 to 31/07/2025) of the next financial year in the total amount of **\$420,661.20 (plus GST)** due **01 April 2025**; and
- to grant a **discount of 20%** on the above administrative fund levies to owners who pay by the due date.

*Statutory Motion Submitted by Committee Ordinary Resolution*

**Vote (please tick your vote):**

Yes

No

Abstain

**Explanatory schedule:**

This motion is a statutory motion that must be on the AGM agenda and the proposed admin fund budget was prepared and approved by the committee for presentation to owners.

The amount of the admin fund budget adopted at the AGM may be more or less than the proposed budget amount by an amount equivalent to not more than 10% of the proposed admin fund budget.

**Committee's explanatory material:**

The purpose of the **administrative fund** is to cover the Body Corporate's annually recurrent expenses. The committee has prepared a proposed administrative fund budget for the financial year 01 April 2024 to 31 March 2025 that will:

- Raise \$1,211,949.10 + GST in total administrative fund levies from owners; and
- Enable the Body Corporate to meet its administrative fund spending (actual spending from the administrative fund was \$960,569.11 + GST last financial year).

Please see **attached** "Proposed administrative fund contributions per lot" table to see the what the admin fund levies for your lot will be.

**Requirements for the Body Corporate to make the above decision:**

*Ordinary resolution (lots must be financial to vote; and If no poll vote called for: one vote per lot, the votes counted for the motion are more than the votes counted against; or If poll vote called for: the total contribution schedule lot entitlements for the lots counted for the motion is more the total contribution schedule lot entitlements counted against the motion).*

**Motion 8 Approving the amount of sinking fund levies to be collected from all owners for the Financial Year 1 April 2024 to 31 March 2025 and approving the proposed sinking fund budget**

The Body Corporate resolves by **ordinary resolution** to:

- adopt the proposed sinking fund budget **attached** and approve spending in line with this budget for the financial year ending 31/3/25; and
- fix the total sinking fund levies to raise reasonable capital to provide for the necessary and reasonable spending from the sinking fund for the Body Corporate for the financial year 01 April 2024 to 31 March 2025 and to reserve a proportional share of amounts necessary to be accumulated to meet anticipated

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major expenditure over the next 9 years at **\$558,359.59 (plus GST)** to be paid by the owners of each lot based on each lot's contribution schedule lot entitlement by **3 instalments** due on:

**Sinking fund levy due dates:**

<b>First instalment</b> (for period 1 Apr 24 to 31 Jul 24) due:	<b>01 April 2024</b> (already issued)
<b>Second instalment</b> (for period 1 Aug 24 to 30 Nov 24) due:	<b>01 August 2024</b> notice will be given to all owners 30 days before due date
<b>Third instalment</b> (for period 1 Dec 2024 to 31 Mar 25) due:	<b>01 December 2024</b> notice will be given to all owners 30 days before due date

- (for cash flow purposes), also raise an *interim* sinking fund levy for the first instalment (01/04/25 to 31/07/2025) of the next financial year in the total amount of \$189,179.79 (plus GST) due **01 April 2025**; and
- to grant a **discount of 20%** on the above sinking fund levies to owners who pay by the due date.

*Statutory Motion Submitted by Committee Ordinary Resolution*

**Vote (please tick your vote):**

Yes

No

Abstain

**Explanatory schedule:**

This motion is a statutory motion that must be on the AGM agenda and the proposed sinking fund budget was prepared by the committee (s.150 of the *Accommodation Module*).

The amount of the sinking fund budget adopted at the AGM may be more or less than the proposed budget amount by an amount equivalent to not more than 10% of the proposed sinking fund budget.

**Committee's explanatory material:**

The purpose of the sinking fund is for the Body Corporate to raise a proportionate amount required for capital repair and replacement projects required in the next 9 years at Sierra Grand. The committee has prepared a proposed sinking fund budget for the financial year 01 April 2024 to 31 March 2025 that will:

- Raise \$558,359.59 + GST in total sinking fund levies from owners; and
- Budget for spending of a capital or non-recurrent nature, amounts received from insurance (if any), and interest from investment of the sinking fund.

Please see **attached** "Proposed sinking fund contributions per lot" table to see the what the sinking fund levies for your lot will be.

**Requirements for the Body Corporate to make the above decision:**

*Ordinary resolution (lots must be financial to vote; and If no poll vote called for: one vote per lot, the votes counted for the motion are more than the votes counted against; or If poll vote called for: the total contribution schedule lot entitlements for the lots counted for the motion is more the total contribution schedule lot entitlements counted against the motion).*

**Motion 9 Approve levy instalments for building reinstatement insurance premium for Financial Year 1 April 2024 to 31 March 2025**

The Body Corporate resolves by **ordinary resolution** to raise a levy of **\$198,806.28 + GST** to cover that part of the insurance premium that relates to building reinstatement and replacement insurance cover, to be raised from each lot based on the lot's interest schedule lot entitlement (as required by section 191 of the *Body Corporate and Community Management (Accommodation Module) Regulation 2020*, to be paid in **3 instalments** due:

Building insurance premium levy instalment due dates:

First instalment (for period 1 Apr 24 to 31 Jul 24) due:	<b>1 April 2024</b> (already issued)
Second instalment (for period 1 Aug 24 to 30 Nov 24) due:	<b>1 August 2024</b> notice will be given to all owners 30 days before due date
Third instalment (for period 1 Dec 2024 to 31 Mar 25) due:	<b>1 December 2024</b> notice will be given to all owners 30 days before due date

and to raise an interim levy for the first period (1 Apr 25 to 31 Aug 25) of the next financial year for the estimated building reinstatement insurance premium in the estimated amount of \$70,569.97 + GST due on **1 April 2025**.

*Submitted by Committee Ordinary Resolution*

**Vote (please tick your vote):**

Yes

No

Abstain

**Explanatory schedule:**

This is a statutory motion which must be on the AGM agenda.

All other levies need to be raised based on each lot's contribution schedule lot entitlement proportion of the total body corporate levies, except for the cost of the building reinstatement insurance premium - which must be raised based on each lot's *interest* schedule lot entitlement (which differs to the contribution schedule lot entitlement).

*Requirements for the Body Corporate to make the above decision:*

*Ordinary resolution (lots must be financial to vote; and If no poll vote called for: one vote per lot, the votes counted for the motion are more than the votes counted against; or If poll vote called for: the total contribution schedule lot entitlements for the lots counted for the motion is more the total contribution schedule lot entitlements counted against the motion).*



**Motion 10    Body Corporate to charge penalty interest on overdue levies at rate of 2.5% per full calendar month overdue**

The Body Corporate resolves by **ordinary resolution** to fix a penalty of 2.5% for each full month that administrative fund and sinking fund contributions are not paid after the due date for payment.

*Submitted by Committee Ordinary Resolution*

**Vote (please tick your vote):**

Yes

No

Abstain

**Explanatory schedule:**

Submitted by the Committee.

**Committee's explanatory material:**

The purpose of fixing penalty interest is to encourage owners to pay contributions by the due date to ensure the Body Corporate has adequate cash flow during the year to pay its expenses.

**Requirements for the Body Corporate to make the above decision:**

*Ordinary resolution (lots must be financial to vote; and If no poll vote called for: one vote per lot, the votes counted for the motion are more than the votes counted against; or If poll vote called for: the total contribution schedule lot entitlements for the lots counted for the motion is more the total contribution schedule lot entitlements counted against the motion).*

**Motion 11 Special resolution to not have the Body Corporate's statement of accounts for current Financial Year audited by an auditor**

The Body Corporate resolves by **special resolution** to **not** appoint an auditor to audit the Body Corporate's statement of accounts for the financial year 01 April 2024 to 31 March 2025 and to thereby save the estimated costs of having an audit completed.

*Statutory Motion Submitted by Committee Special Resolution*

**Vote (please tick your vote):**

Yes

No

Abstain

**Explanatory schedule:**

This is a statutory motion that must be on this AGM agenda.

**Statutory explanatory note:**

If you want the accounts to be audited, vote "**NO**" to this motion; or  
If you do not want the accounts to be audited, vote "**YES**" to this motion.

**Committee's explanatory material:**

The Committee recommends owners vote "NO" to this motion - so that the financials will be audited for FYE 31 March 2025.

We know this motion wording is confusing, but under Qld *Accommodation Module* regulations we have to include this motion and the statutory explanatory note (to the left).

The audit process involves the independent auditor asking the body corporate manager for copies of invoices, contracts and other documents to verify that the accounting for our Body Corporate's money is being carried out correctly.

In short, if you do want our Body Corporate's financial statements to be audited by an independent auditor, then you vote "No" to this motion, because the default position is that the audit will happen, unless members of the Body Corporate pass a special resolution to *not get an audit done*.

The audit is carried out at the Body Corporate's cost (part of admin fund spending) and can cost between approximately \$900 to \$1,500 + GST.

**Requirements for the Body Corporate to make the above decision:**

*Special resolution (lots must be financial to vote; one vote per lot; all 3 conditions must be met:*

- *at least two thirds (66.6%) of votes that are cast are in favour of the motion; and*
- *the combined contribution schedule lot entitlements of the votes counted against the motion are not more than 25% of the total contribution schedule lot entitlements for all lots in the scheme; and*  
*the number of votes against the motion are not more than 25% of the total lots.*

**Motion 12 Appointment of auditor Dickfos Dunn and Adam to complete audit of Body Corporate's financial statements FYE 31 March 2025**

The Body Corporate resolves by **ordinary resolution** that if it is required to audit its statement of accounts for the financial year 01 April 2024 to 31 March 2025 then it appoints Dickfos Dunn and Adam as the auditor, unless they are not available, in which case the committee is authorised to appoint an alternative auditor.

*Statutory Motion Submitted by Committee Ordinary Resolution*

**Vote (please tick your vote):**

Yes

No

Abstain

**Explanatory schedule:**

Statutory motion that must be on this AGM agenda and auditor identify submitted by the committee (if previous motion to avoid an audit is not passed by special resolution then an auditor must be appointed).

**Committee's explanatory material:**

The Committee recommends owners vote "YES" to this motion.

If the previous motion does not pass by special resolution, then the Body Corporate must have an audit of its financial statements for the financial year 01 April 2024 to 31 March 2025 carried out.

The committee and The (Nuu) Co both confirm that the proposed auditor is entirely independent.

**Requirements for the Body Corporate to make the above decision:**

*Ordinary resolution (lots must be financial to vote; and If no poll vote called for: one vote per lot, the votes counted for the motion are more than the votes counted against; or If poll vote called for: the total contribution schedule lot entitlements for the lots counted for the motion is more the total contribution schedule lot entitlements counted against the motion).*

### Motion 13    Setting the amount of the "committee spending limit" per project

The Body Corporate resolves by **ordinary resolution** to confirm the existing committee spending limit at \$47,800.00.

*Submitted by Committee Ordinary Resolution*

**Vote (please tick your vote):**

Yes

No

Abstain

#### **Explanatory schedule:**

This motion is submitted by the committee.

#### **Committee's explanatory material:**

The committee cannot approve spending for a project that is above the committee spending limit.

It is proposed to set the committee spending limit at \$47,800.00.

In future, if a Body Corporate project will cost more than the committee's spending limit, the committee can call a general meeting of all owners to vote on approval.

#### **Requirements for the Body Corporate to make the above decision:**

*Ordinary resolution (lots must be financial to vote; and if no poll vote called for: one vote per lot, the votes counted for the motion are more than the votes counted against; or if poll vote called for: the total contribution schedule lot entitlements for the lots counted for the motion is more than the total contribution schedule lot entitlements counted against the motion).*

**Motion 14 Continue to engage The (Nuu) Co as body corporate management firm supporting the Committee and owners for a further 2 years from 30 June 2024**

The Body Corporate resolves by **ordinary resolution** to engage The (Nuu) Co Pty Ltd as its body corporate manager pursuant to the **attached** updated Retainer Agreement for a period of 2 years from 30 June 2024 and for the fixed total annual fee of \$115,000.00 + GST.

*Submitted by Committee Ordinary Resolution Without use of Proxies*

**Vote (please tick your vote):**

Yes

No

Abstain

**Explanatory schedule:**

This motion is submitted by the Committee.

**Committee's explanatory material:**

The (Nuu) Co has supported the committee since 30 June 2023 to achieve its goals on behalf of the Body Corporate while providing owners with full transparency and responsive service. The (Nuu) Co is led by former experienced litigation solicitor Nicole Wilde & public accountant with specialist experience in body corporate accounting, Stephanie Meziani.

The (Nuu) Co has assisted the Committee to ensure that the Body Corporate for Sierra Grand is high-functioning and responsive. Good Body Corporate governance positively impacts the value of all Sierra Grand apartments.

The (Nuu) Co is the only body corporate management firm in the Gold Coast declining to receive commissions and kick-backs on everything owners pay for, including insurance commissions and offers a fixed annual fee. No comparable quotes for a similar service model or level of expertise are available.

**Requirements for the Body Corporate to make the above decision:**

*Ordinary resolution (lots must be financial to vote; and If no poll vote called for: one vote per lot, the votes counted for the motion are more than the votes counted against; or If poll vote called for: the total contribution schedule lot entitlements for the lots counted for the motion is more the total contribution schedule lot entitlements counted against the motion). No votes cast by proxy (on a decision to engage a person as a body corporate manager no votes may be exercised by proxy).*

## Election to fill Volunteer Committee Positions

### Chairperson

Frank Miller will be elected as no other nominations were received.

### Secretary

Craig Warner will be elected as no other nominations were received.

### Treasurer

Christopher Pascoe will be elected as no other nominations were received.

### Ordinary Member

Nigel Fittler, Carol Godbier and Alan Wallis will be elected as no other nominations were received.

## Please complete this section in full:

Your Unit No(s):	
Your Lot No(s):	
Name(s) of the legal owner(s) of the Lot:	
Name(s) of the person completing this voting paper:	
Your phone number:	
Your email address:	
I confirm I am completing this voting paper in my capacity as a (please tick which applies)*:	<input type="checkbox"/> Lot owner
	<input type="checkbox"/> Proxy
	<input type="checkbox"/> Corporate nominee (for a lot owned by a company)
	<input type="checkbox"/> Other representative capacity (please specify)

## Your acknowledgements when returning this voting paper:

I understand that If a lot owner owes a body corporate debt in relation to the lot at the time of a general meeting, the lot owner does not have the right to exercise a vote on any motion except for a motion to choose a committee member, or a motion which requires a resolution without dissent.\*

I acknowledge that the above information is true and correct and that any false information may invalidate the votes contained in this voting paper.

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I acknowledge that completed voting papers can only be submitted by the lot owner or their proxy and must not be sent via another lot owner or any other third person BY EMAIL: [hello@thenuuco.com.au](mailto:hello@thenuuco.com.au) OR BY POST: Secretary C/- The (Nuu) Co, PO Box 8205 Gold Coast MC QLD 9726.

Voting papers submitted through a third party may be declared invalid.

**\*Who is a 'voter' at a general meeting?**

A voter for a general meeting means the people named on the body corporate roll as:

- a. a lot owner;
- b. a corporate lot owner nominee;
- c. a lot owner's representative (including a person appointed by the lot owner under a Form 7 Proxy form **attached** as their proxy) who has given the secretary a copy of the authorising instrument that evidences their representative capacity and their address for service (who cannot be the body corporate manager, a service contractor or a letting agent), namely:
  - a person acting under a power of attorney from a lot owner;
  - the guardian, trustee, receiver or other representative of the lot owner who is authorised to act on the lot owner's behalf;or

if a lot owner's representative is a corporation, the person nominated by the corporate representative under a notice of nomination (Form 8 Information for Body Corporate Roll **attached**) given under company seal of the nominating entity.

\*A **body corporate debt** is a contribution or penalty on an unpaid contribution or another amount associated with ownership of the lot owed to the Body Corporate.