



15 November 2021

**BASIL BAY RESIDENTS ASSOCIATION INC. 29304  
MEMORANDUM TO PROPRIETORS**

*Please read the attached notice which sets out your rights and responsibilities in respect of the meeting.*

*The following agenda sets out the substance of the motions to be considered at the meeting. The **full text** of each motion is set out in the accompanying "Motions Paper". The last item of business for the AGM is the election of Management Committee Members. The floor will be opened up for General Business and Discussion at the completion of the AGM.*

**BASIL BAY RESIDENTS ASSOCIATION INC. 29304  
MOTIONS PAPER**

**1. Acceptance of Meeting**

That the Association resolve to accept this meeting as a valid meeting of the Association despite being held outside the timeframe as required by the Rules, due to delays with the Audit Report.

**2. Confirmation of Previous Minutes**

That the Minutes of the Annual General Meeting held on 24 September 2020 and forwarded to Owners thereafter, be adopted as a true and correct record.

**3. Ratify Financials YE 30<sup>th</sup> June 2021**

That the Statement of Accounts for the year ended 30 June 2021 together with Balance Sheet as at that date be received and adopted.

**4. Acceptance of Auditors Report**

That the Association resolve to accept the Auditors Report for the Financial Year ending 30 June 2021.

**5. Appointment of Auditor**

That the audit of the Books & Accounts of the Body Corporate shall be carried out by one of the following alternatives:-

1. RWM Chartered Accountants, Level 1, 433 Upper Edward Street, Spring Hill 4001 at a cost of \$1,500.00 excluding GST for the Financial Report Preparation and \$1,000.00 excluding GST for the Audit Report

**OR**

2. Chequers Financial Services Pty Ltd, Chartered Accountants, 109 Chalk Street Lutwyche QLD 4030 at an estimated cost of 1,000.00 plus GST, however if the audit is more complicated than anticipated that an amended fee be discussed for approval prior to commencement.
- 3.

**6. Administration Fund Budget and Contributions**

That the Administrative Fund budget and contributions, as presented, be adopted as follows:-

That an Administrative Fund Budget for the year ending 01 Oct 2021 to 30<sup>th</sup> June 2022 be \$41,800 (being \$302.89 per contribution entitlement). Member contributions in respect to the Administrative Fund shall be subject to a discount of 10% if paid by the due date as follows:-

| <b><u>Period</u></b>     | <b><u>Contribution per<br/>Unit of Entitlement</u></b> | <b><u>Due Date for<br/>Payment</u></b> |
|--------------------------|--|--|
| <b>01/01/22-31/12/22</b> | <b>\$302.89</b>  | <b>29/12/21</b>                        |

It is further resolved that levies be collected annually

**7. Self – Management of the Association**

That the Association transition to a self-management model for the upcoming year 2021/2022

**8. Appointment of In Kind Secretariat Services**

That the Association appoint Julie Willis to manage the administrative functions of the Association (In Kind service)