STRATA ASSIST QLD
BODY CORPORATE SEARCH AGENTS

VENDORS IMPLIED WARRANTIES STATEMENT

In relation to the Contract for sale of lot(s) 25 in MAYNE VILLAS Community Titles Scheme 35256

VENDORS	NIGEL SMITH

With reference to the warranties in section 223 of the Body Corporate and Community Management Act 1997 the seller discloses – *(Please read in conjunction with the Vendors Disclosure Statement)*
a) The following latent or patent defects in the common property or body corporate assets
b) The following actual, contingent or expected liabilities of the body corporate
c) The following circumstances in relation to the affairs of the body corporate

The Seller gives notice to the Buyer of the following Matters:

COMMUNITY MANAGEMENT STATEMENT
At the date of this Disclosure Statement the CMS Dealing No 709480516 was the last registered CMS held by the Environment and Resources Management. The Seller discloses the following if known at the time of inspection:
A new CMS has been approved by resolution but is not registered at the Titles Office or is there is an intention to approve a new CMS in the future:
No evidence sighted in records provided

LATENT OR PATENT DEFECTS IN COMMON PROPERTY OR BODY CORPORATE ASSETS (s223 (a)(b))
Particulars of matters discovered from the books and records of the Body Corporate. This includes outstanding building defects and other current matters which have been reported during the last 12 months only. Please be aware that it is a possibility that other matters may exist but these fall outside the scope of this report. Purchasers should obtain a full Strata Inspection Report that will include an extensive building history and complete record of other matters of interest.

MINUTES Of Meetings held in the last 12 months:
Copies of the following Meeting Minutes attached:
1. VOCM dated 19th October 2017
2. VOCM dated 27th October 2017
3. VOCM dated 5th November 2017
4. VOCM dated 7th November 2017
5. EGM dated 20th November 2017
6. CM dated 6th December 2017
7. VOCM dated 28th January 2018
8. CM dated 13th February 2018
9. CM dated 3rd April 2018
10. VOCM dated 17th April 2018
11. CM dated 24th April 2018
12. VOCM dated 12th May 2018
13. VOCM dated 18th May 2018
14. VOCM dated 5th June 2018
15. AGM dated 12th June 2018
16. CM dated 5th July 2018
17. CM dated 1st August 2018
18. VOCM dated 6th September 2018

REPORTS
Sighted Compliance Reports:
1. Sinking Fund Forecast dated 9th March 2018 - copy attached.
2. Work Health & Safety report dated 11th August 2016
3. Insurance Valuation report dated 8th September 2010 - Valuation for insurance purposes $13,723,000

ACTUAL OR CONTINGENT OR EXPECTED LIABILITIES OF THE BODY CORPORATE (s223 (2)(c)(d))
Refer to attached Minutes of Meetings.

CIRCUMSTANCES IN RELATION TO THE AFFAIRS OF THE BODY CORPORATE (s 223 (3))
Apart from what has been revealed in the attached Minutes, the Vendors are not aware of any other circumstances in relation to the affairs of the Body Corporate likely to materially prejudice the buyer.

EXCEPTIONS TO WARRANTIES IN CLAUSE 7.4(3)
The Vendors are not aware of any unregistered lease, easements or other right capable of registration and which is required to be registered to give indefeasibility affecting the common property or Body Corporate Assets.

PROPOSED BODY CORPORATE RESOLUTIONS (Clause 8.4)
Search of the Body Corporate records has revealed that no Notice of any proposed Meeting has issued since the date of the last Meeting noted above.

KNOWN DISPUTES

Particulars of any current applications (within the last 12 months) to the Commissioner which directly affect the Body Corporate:
A search of the Queensland Body Corporate & Community Management Commissioner's Adjudicators Orders Register revealed no recent Adjudicators Orders recorded for this complex.

Particulars of any current Court proceedings (within the last 12 months) that directly affect the Body Corporate:
Nothing sighted in records provided.

This Report was prepared on 10th October 2018

Signature of seller(s) or person authorised by seller(s)	Capacity of person signing

ACKNOWLEDGEMENT

The buyer acknowledges -

- (a) having received this Disclosure & Implied Warranty Statement before entering into the contract to buy the above lot.

Signature of Buyer	Signature of Buyer(s)	Dated
Signature of Witness	Name	Dated

Disclaimer
The information contined in this Report is derived entirely from an inspection of the records made available to us by the Body Corporate representative. We are unable to guarantee that all Body Corporate records were made available to us at the time of our inspection or attest to the accuracy of the information contained in those records.
In some cases, Managing Agents hold "work in progress" files which may not be produced. We have not inspected the building and we cannot necessarily determine from the records whether the building is well maintained.
Unless otherwise indicated, the information in our report has been obtained solely from the records made available to our inspector.
Whilst every effort is made to ensure the accuracy of the information contained in this report, we cannot accept liability for any incorrect information that may be obtained from those records and no responsibility is taken for any errors or omissions.

Notes regarding Utilities
This report is not privy to unpaid utility amounts (ie. electricity, gas, water) that may or may not be outstanding. The Purchaser should ensure that any unpaid amounts are taken into account when calculating settlement figures. This information can be obtained from the Body Corporate Manager by way of an Information Certificate.

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Jamaty Holdings Pty Ltd T/A ABN 86 504 337 989

Mayne Villas
CTS 35256

39 Bayliss Street
AUCHENFLOWER
QUEENSLAND

SINKING FUND BUDGET

9 March 2018
Job No. 94-217.253

CONSTRUCTION COST ASSOCIATES PTY LTD ABN 20 057 882 925
QUANTITY SURVEYORS · COST CONSULTANTS · DISPUTE RESOLUTION
PO Box 3071, Tarragindi, Queensland 4121
109 Pozieres Road, Tarragindi, Queensland 4121
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MAYNE VILLAS CTS 35256
39 BAYLISS STREET, AUCHENFLOWER

SINKING FUND BUDGET

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Preambles

The purpose of this report is to provide a Sinking Fund Budget for the Body Corporate in accordance with the requirements of The Body Corporate and Community Management Act 1997, Queensland, as amended. It is provided for the express use of the Body Corporate in establishing and maintaining an appropriate Sinking Fund Account for the property. It shall not be used by any other party or for any other purpose whatsoever.

This property was inspected on 8th March 2018.

The report shows the estimated annual funding requirements for items assessed either by site inspection, by reference to information provided by the Body Corporate (or nominated representative) and by determining the remaining life of the item(s) and the years until replacement.

As qualified quantity surveyors, this report determines our opinion of the reasonable budget allowance for each year covered by the report.

The Body Corporate may wish to consider the following:-

- Seek acknowledgment from the members of the Body Corporate of the current physical state of the property;
- Ascertain the future time objectives for the appearance and repair of the property, which may affect the immediate cash flow requirements.

We recommend an annual review of the Sinking Fund Budget to incorporate any changes arising from extraordinary expenditure, inflation, local market factors and the general condition of the building.

Unless otherwise advised, no provision has been made for pest infestation. Regular maintenance inspections by appropriately qualified personnel should be carried out to detect their presence and any impact they may have, or have had on the property.

This report is neither a structural nor a building condition report. Any expenditure required either directly or indirectly as a result of any structural and building defects including plant and services where hidden, concealed, in non-accessible areas or not, and if not specifically advised are not covered by this report.

Property Description

Mayne Villas CTS 35256 comprises twenty seven residential lots in double level townhouses including exclusive use areas and basement car parking in building format plan and includes the following:

- Perimeter/division fencing;
- Concrete driveway and under croft visitor car parking;
- Paved pathways and turfed areas to Podium;
- Partial mechanical ventilation and motorized entry gates to basement car park;
- Gymnasium, amenities rooms, saunas;
- Audio visual intercom/access system;
- CCTV Camera security system;
- Lap/general pool, turf, fence and furniture;
- Gazebo, BBQ, fridge, furniture and fans;
- Waterproofing;
- Letter box structure and entry structures;
- Water tanks and pumps;
- Fire detection/protection system with indicator panel;
- Sewer, stormwater drainage and water supply;
- Electrical and communications services;

Financial Statement:

Opening Balance (01/04/2017):	$256,467.35
Budgeted Contributions:	$ 85,536.00
Budgeted Expenditure (SFB, R&M – Building, Gardens & Grounds, Plumbing, Garage Doors, Maintenance Equipment):	($304,961.11)
Expected Closing Balance (31/03/2018)	**$ 37,042.24**

Report Commencement Date: April 2018.

Methodology

The Sinking Fund Budget provides the necessary funding requirements to facilitate repair and where necessary replacement to the original standard of the property including common property items that are the responsibility of the Body Corporate.

It covers expenditure of a capital or non-recurrent nature including periodic replacement of major capital items and other expenditure that may reasonably be met from capital. It does not include for expenditure on capital improvements.

The report assumes the property has been, and will continue to be regularly maintained and is in a reasonable state of repair.

No allowance has been made in respect of any potential change of use of the property or for obsolescence either functionally or technologically.

The Body Corporate should note the following items (where applicable) are not included in the Sinking Fund Budget.

These items include, but are not expressly limited to:

- Garden maintenance contracts including lawn mowing;
- Cleaning including cleaning out gutters and downpipes;
- Pest and termite control;
- Testing emergency lights, alarm systems and similar;
- Minor plumbing and electrical works (i.e. tap washers, light bulbs, light fittings and diffusers);
- Asphalt paving – minor repairs;
- Pool consumables;
- Irrigation and garden watering systems.

Methodology (Cont'd)

The following items (where applicable) have a life span similar to the building structure and have been excluded from this report except as noted below or where specific deterioration is evident:

- Air conditioning ductwork and plant platforms;
- Electrical distribution gear and circuits (including telephone);
- Water/Fire/Gas mains supply pipework and fittings;
- Garbage chute liners;
- Wall render (except major repairs);
- Roller shutter doors (except repairs and repainting);
- Roof tiles and prefinished metal sheeting (except major repairs);
- Concrete and block walls and structures;
- Pool structure (except internal finish);
- Site drainage (except major repairs);
- Tiling (except major repairs);
- Window seals;
- Sanitary fixtures.

The figures within this report are calculated using the estimated current replacement cost of each component/item and apportioning this cost over the projected remaining life and adding an average annual construction cost increase of 5.53% which is based on the average building price index rate over the past fifteen years.

Interest earned on fund balances "at bank" and any charges levied by financial institutions in respect of body corporate accounts are not included in calculations within this report.

The report is based on financial years commencing from the first stated year.

All costs within this report exclude Goods and Services Tax as the Body Corporate is GST registered.

Sinking Fund Budget - 15 Year Forecast

The "Sinking Fund Budget - 15 Year Forecast" (SFB) provides our assessment of items requiring expenditure of a capital or non-recurrent nature over a fifteen year period.

Annual contribution requirements are shown for each specific SFB item across a fifteen year period and take account of average annual construction cost increases as noted previously. Total annual contributions and annual expenses are shown together with Average Sinking Fund contributions. The Average Sinking Fund contributions are used to calculate the "Budgeted Annual Contributions" and assist in providing a consistent fund contribution regime.

Highlighted cells on the SFB indicate the year in which expenditure for an item is anticipated to occur (the actual year of expenditure may vary due to site specific conditions).

It is noted highlighted cells contain a figure which is the annual contribution requirement for a specific SFB item, figures within these cells have the same meaning as those in non-highlighted cells.

The number of years until replacement and remaining life of a SFB item is an assessment of the date a budgeted event is forecast to occur taking into account our opinion of one or more of the following:

- The current age and condition of the item;
- The suitability of the item for its intended purpose;
- The estimated remaining life of the item.

Refer to the following Sinking Fund Budget - 15 Year Forecast.

SINKING FUND BUDGET - 15 YEAR FORECAST

Property : Mayne Villas - 39 Bayliss Street, Auchenflower

Body Corporate : Mayne Villas CTS 35256

Report Date : 9th March 2018

Building Inflation Rate Used : 5.53%

Aggregate Lot Entitlement / Number of Units : 27 / 27

Cells shown thus indicate anticpated year of expenditure : Year

ITEMS	Years Until Replacement	Estimated Overall Life	Current Cost 2018	ANNUAL CONTRIBUTION REQUIREMENT														
				2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Air Conditioning & Mechanical Ventilation :																		
(a) Ventilating Plant - Basement	8	20	5,000	625	660	696	735	775	818	863	911	645	681	719	758	800	844	891
Electrical Machinery and Equipment :																		
(a) Emergency/Exit Lighting Installation	3	5	1,000	333	352	371	275	291	307	324	342	361	380	401	424	447	472	498
(b) Switchboard/Major Electrical Repair	8	20	3,500	438	462	487	514	543	573	604	638	452	477	503	531	560	591	624
(c) External Lighting	5	10	1,800	360	380	401	423	446	313	330	349	368	388	410	432	456	481	508
Fire Control and Alarm Systems :																		
(a) Fire Alarm System (Repair)	8	20	3,500	438	462	487	514	543	573	604	638	452	477	503	531	560	591	624
(b) Fire Indicator/Control Unit	8	20	6,000	750	791	835	881	930	982	1,036	1,093	774	817	862	910	960	1,013	1,069
(c) Fire Hose Reels	8	10	1,350	169	178	188	198	209	221	233	246	276	291	307	324	342	361	381
(d) Smoke Detectors	8	10	600	75	79	84	88	93	98	104	109	123	129	137	144	152	160	169
(e) Fire Doors (Repair)	8	20	1,000	125	132	139	147	155	164	173	182	129	136	144	152	160	169	178
Furniture and Fittings :																		
(a) Barbecue (Repair)	5	10	600	120	127	134	141	149	104	110	116	123	129	137	144	152	160	169
(b) Fridge	5	10	900	180	190	200	212	223	156	165	174	184	194	205	216	228	241	254
(c) Letterboxes (Repair)	5	10	459	92	97	102	108	114	80	84	89	94	99	104	110	116	123	130
(d) External Furniture - Gazebo/Pool	8	10	2,500	313	330	348	367	388	409	432	455	511	539	569	600	634	669	706
(e) Information Signs	8	10	1,500	188	198	209	220	233	245	259	273	307	323	341	360	380	401	423
Gymnasium Equipment	3	5	3,500	1,167	1,231	1,299	964	1,017	1,074	1,133	1,196	1,262	1,332	1,405	1,483	1,565	1,651	1,743
Hardware :																		
(a) Door Hardware	5	10	1,500	300	317	334	353	372	261	275	290	307	323	341	360	380	401	423
Hot Water Installation																		
(a) Common Hot Water System	3	15	1,600	533	563	594	188	198	209	221	233	246	259	274	289	305	322	339

SINKING FUND BUDGET - 15 YEAR FORECAST

Property : Mayne Villas - 39 Bayliss Street, Auchenflower

Body Corporate : Mayne Villas CTS 35256

Report Date : 9th March 2018

Building Inflation Rate Used : 5.53%

Aggregate Lot Entitlement / Number of Units : 27 / 27

Cells shown thus indicate anticpated year of expenditure : Year

ITEMS	Years Until Replacement	Estimated Overall Life	Current Cost 2018	ANNUAL CONTRIBUTION REQUIREMENT														
				2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Landscaping and External Works :																		
(a) Fencing - Metal/Rendered Masonry - (Repair/Repaint)	5	5	9,574	1,915	2,021	2,132	2,250	2,375	2,937	3,099	3,271	3,452	3,642	3,844	4,056	4,281	4,517	4,767
(b) Fencing - Rendered Masonry (Repair/Repaint)	5	5	7,300	1,460	1,541	1,626	1,716	1,811	2,239	2,363	2,494	2,632	2,777	2,931	3,093	3,264	3,444	3,635
(c) Driveway and Paths - Concrete/Paved (Major Repair, Clean)	3	3	3,828	1,276	1,346	1,421	1,668	1,761	1,858	1,961	2,069	2,183	2,304	2,432	2,566	2,708	2,858	3,016
(d) Waterproofing - Podium (Repair)	10	10	5,000	500	528	557	588	620	654	691	729	769	812	1,138	1,201	1,267	1,337	1,411
(e) Waterproofing - Planter Boxes (Repair)	10	10	3,500	350	369	390	411	434	458	483	510	538	568	797	841	887	936	988
(f) Retaining Walls (Repair/Repaint)	5	5	8,209	1,642	1,733	1,828	1,929	2,036	2,518	2,657	2,804	2,959	3,123	3,296	3,478	3,670	3,873	4,087
(g) Amenities Block (Repair/Repaint)	10	10	2,500	250	264	278	294	310	327	345	364	385	406	569	600	634	669	706
(h) Gymnasium (Repair/Repaint)	10	10	3,500	350	369	390	411	434	458	483	510	538	568	797	841	887	936	988
(i) Plumbing & Drainage (Major Repair)	2	3	3,500	1,750	1,847	1,446	1,525	1,610	1,699	1,793	1,892	1,997	2,107	2,224	2,346	2,476	2,613	2,758
(j) Soft Landscaping (Lopping, Trimming, Mulching)	3	3	2,500	833	879	928	1,090	1,150	1,213	1,281	1,351	1,426	1,505	1,588	1,676	1,769	1,867	1,970
(k) Maintenance Equipment	5	10	2,000	400	422	445	470	496	348	367	387	409	431	455	480	507	535	565
Painting :																		
(a) External Walls (Repair/Repaint)	10	10	104,960	10,496	11,076	11,689	12,335	13,018	13,737	14,497	15,299	16,145	17,038	23,888	25,209	26,603	28,074	29,626
(b) External Eaves etc.	10	10	13,294	1,329	1,403	1,481	1,562	1,649	1,740	1,836	1,938	2,045	2,158	3,026	3,193	3,369	3,556	3,752
(c) External Structures	10	10	3,500	350	369	390	411	434	458	483	510	538	568	797	841	887	936	988
(d) External Façade (Clean/Touch-Up Paint)	5	5	5,000	1,000	1,055	1,114	1,175	1,240	1,534	1,619	1,708	1,803	1,902	2,007	2,118	2,236	2,359	2,490
Pumps :																		
(a) Stormwater - Sump/Tank	3	15	3,600	1,200	1,266	1,336	422	446	470	496	524	553	583	616	650	686	723	763
Roller Shutters and Entry Gates :																		
(a) Entry Gates (Repair)	5	5	1,500	300	317	334	353	372	460	486	512	541	571	602	636	671	708	747
(b) Entry Gates - Motor, Control Gear - Progressive	3	5	600	200	211	223	165	174	184	194	205	216	228	241	254	268	283	299
(c) Garage Doors (Repair)	13	25	6,750	519	548	578	610	644	680	717	757	799	843	889	939	991	1,016	1,072
Roofing :																		
(a) Sheet Metal (Repair)	8	20	23,060	2,883	3,042	3,210	3,388	3,575	3,773	3,981	4,201	2,976	3,140	3,314	3,497	3,690	3,894	4,110
(b) Gutters and Downpipes (Repair)	5	10	10,800	2,160	2,279	2,406	2,539	2,679	1,878	1,982	2,091	2,207	2,329	2,458	2,594	2,737	2,889	3,048

SINKING FUND BUDGET - 15 YEAR FORECAST

Property : Mayne Villas - 39 Bayliss Street, Auchenflower

Body Corporate : Mayne Villas CTS 35256

Report Date : 9th March 2018

Building Inflation Rate Used : 5.53%

Aggregate Lot Entitlement / Number of Units : 27 / 27

Cells shown thus indicate anticpated year of expenditure : Year

ITEMS	Years Until Replacement	Estimated Overall Life	Current Cost 2018	ANNUAL CONTRIBUTION REQUIREMENT														
				2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Sauna and Spa Equipment :																		
(a) Sauna	13	15	3,500	269	284	300	316	334	352	372	392	414	437	461	487	514	703	742
(b) Sauna Heating Equipment	4	8	2,500	625	660	696	735	490	517	546	576	608	641	677	714	754	795	839
Security Systems and Equipment :																		
(a) Audio/Visual Unit Intercom and Access System (Repair)	8	10	2,430	304	321	338	357	377	398	420	443	497	524	553	584	616	650	686
(b) Audio/Visual Unit Intercom and Access System (Replace excl handsets)	8	20	12,150	1,519	1,603	1,691	1,785	1,884	1,988	2,098	2,214	1,568	1,654	1,746	1,843	1,944	2,052	2,165
Swimming Pools :																		
(a) Filtration/Pump Equipment	4	8	8,000	2,000	2,111	2,227	2,350	1,568	1,655	1,746	1,843	1,945	2,052	2,166	2,286	2,412	2,546	2,686
(b) Pool Fencing (Repair)	8	20	1,200	150	158	167	176	186	196	207	219	155	163	172	182	192	203	214
(c) Refinish Swimming Pools	8	20	12,000	1,500	1,583	1,670	1,763	1,860	1,963	2,072	2,186	1,548	1,634	1,724	1,820	1,920	2,027	2,139
Tanks :																		
(a) Plastic Rainwater	8	20	12,000	1,500	1,583	1,670	1,763	1,860	1,963	2,072	2,186	1,548	1,634	1,724	1,820	1,920	2,027	2,139
CONTINGENCY				393	415	438	462	488	515	543	573	605	638	674	711	750	792	835
TOTAL ANNUAL SINKING FUND CONTRIBUTION				45,627	48,150	50,309	51,350	52,993	55,757	58,840	62,094	60,607	63,959	75,165	79,322	83,708	88,470	93,362
TOTAL ANNUAL SINKING FUND CONTRIBUTION, PER UNIT ENTITLEMENT				1,690	1,783	1,863	1,902	1,963	2,065	2,179	2,300	2,245	2,369	2,784	2,938	3,100	3,277	3,458
TOTAL ANNUAL SINKING FUND EXPENSE				0	3,597	17,564	11,404	60,026	8,740	0	120,026	10,271	229,781	6,327	32,102	24,714	7,436	125,485
TOTAL ANNUAL SINKING FUND EXPENSE, PER UNIT ENTITLEMENT				0	133	651	422	2,223	324	0	4,445	380	8,510	234	1,189	915	275	4,648
AVERAGE SINKING FUND CONTRIBUTION PA				42,441	44,925	47,555	50,339	53,285	56,404	59,706	63,201	66,696	70,385	74,277	78,384	82,719	87,293	92,121
AVERAGE SINKING FUND CONTRIBUTION PA, PER UNIT ENTITLEMENT				1,572	1,664	1,761	1,864	1,974	2,089	2,211	2,341	2,470	2,607	2,751	2,903	3,064	3,233	3,412

Sinking Fund Available Funds Flow

The "Sinking Fund Available Funds Flow" shows the total of forecast available funds over a fifteen year period.

Figures are calculated by deducting the forecast end of year (annual) expenditure from the brought forward balance of the previous year (as applicable) and the budgeted annual contributions.

The previous sinking fund balance (if applicable) is also deducted proportionally and each year from the budgeted annual contributions for the duration of the report to provide the sub total of "Actual Annual Contributions".

Refer to the following Sinking Fund Available Funds Flow.

CCA

SINKING FUND AVAILABLE FUNDS FLOW

Property : Mayne Villas - 39 Bayliss Street, Auchenflower
Body Corporate : Mayne Villas CTS 35256
Report Date : 9th March 2018

YEAR	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Balance From Previous year (@ 31st March 2018)	$37,042														
Balance Brought Forward	NIL	$77,862	$117,474	$145,648	$182,660	$173,885	$219,395	$276,820	$217,582	$271,459	$109,373	$174,486	$217,774	$272,619	$349,142
Budgeted Annual Contributions	$42,441	$44,925	$47,555	$50,339	$53,285	$56,404	$59,706	$63,201	$66,696	$70,385	$74,277	$78,384	$82,719	$87,293	$92,121
Deduct - Previous Sinking Fund ($37,042 / 15 years)	-$1,621	-$1,716	-$1,817	-$1,923	-$2,035	-$2,155	-$2,281	-$2,414	-$2,548	-$2,689	-$2,837	-$2,994	-$3,160	-$3,334	-$3,519
Sub-Total - Actual Annual Contributions	**$40,820**	**$43,209**	**$45,738**	**$48,416**	**$51,250**	**$54,250**	**$57,426**	**$60,787**	**$64,149**	**$67,696**	**$71,440**	**$75,390**	**$79,559**	**$83,959**	**$88,602**
Deduct - End of Year Expenditure	NIL	-$3,597	-$17,564	-$11,404	-$60,026	-$8,740	NIL	-$120,026	-$10,271	-$229,781	-$6,327	-$32,102	-$24,714	-$7,436	-$125,485
Total - Available Funds	**$77,862**	**$117,474**	**$145,648**	**$182,660**	**$173,885**	**$219,395**	**$276,820**	**$217,582**	**$271,459**	**$109,373**	**$174,486**	**$217,774**	**$272,619**	**$349,142**	**$312,259**

Sinking Fund Contribution Per Title

The "Sinking Fund Contribution Per Title" shows the current budgeted Sinking Fund contribution each year for fifteen years for each lot based upon the Lot Entitlements for the property.

The contributions per title take account of any previous fund balance that may be applicable.

Refer to the following Sinking Fund Contribution Per Title.

SINKING FUND CONTRIBUTION PER TITLE

Property : Mayne Villas - 39 Bayliss Street, Auchenflower

Body Corporate : Mayne Villas CTS 35256

Report Date : 9th March 2018

Aggregate Lot Entitlement / Number of Units : 27 / 27

LOT	LOT ENTITLEMENT	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
1	1	$1,512	$1,600	$1,694	$1,793	$1,898	$2,009	$2,127	$2,251	$2,376	$2,507	$2,646	$2,792	$2,947	$3,110	$3,282
2	1	$1,512	$1,600	$1,694	$1,793	$1,898	$2,009	$2,127	$2,251	$2,376	$2,507	$2,646	$2,792	$2,947	$3,110	$3,282
3	1	$1,512	$1,600	$1,694	$1,793	$1,898	$2,009	$2,127	$2,251	$2,376	$2,507	$2,646	$2,792	$2,947	$3,110	$3,282
4	1	$1,512	$1,600	$1,694	$1,793	$1,898	$2,009	$2,127	$2,251	$2,376	$2,507	$2,646	$2,792	$2,947	$3,110	$3,282
5	1	$1,512	$1,600	$1,694	$1,793	$1,898	$2,009	$2,127	$2,251	$2,376	$2,507	$2,646	$2,792	$2,947	$3,110	$3,282
6	1	$1,512	$1,600	$1,694	$1,793	$1,898	$2,009	$2,127	$2,251	$2,376	$2,507	$2,646	$2,792	$2,947	$3,110	$3,282
7	1	$1,512	$1,600	$1,694	$1,793	$1,898	$2,009	$2,127	$2,251	$2,376	$2,507	$2,646	$2,792	$2,947	$3,110	$3,282
8	1	$1,512	$1,600	$1,694	$1,793	$1,898	$2,009	$2,127	$2,251	$2,376	$2,507	$2,646	$2,792	$2,947	$3,110	$3,282
9	1	$1,512	$1,600	$1,694	$1,793	$1,898	$2,009	$2,127	$2,251	$2,376	$2,507	$2,646	$2,792	$2,947	$3,110	$3,282
10	1	$1,512	$1,600	$1,694	$1,793	$1,898	$2,009	$2,127	$2,251	$2,376	$2,507	$2,646	$2,792	$2,947	$3,110	$3,282
11	1	$1,512	$1,600	$1,694	$1,793	$1,898	$2,009	$2,127	$2,251	$2,376	$2,507	$2,646	$2,792	$2,947	$3,110	$3,282
12	1	$1,512	$1,600	$1,694	$1,793	$1,898	$2,009	$2,127	$2,251	$2,376	$2,507	$2,646	$2,792	$2,947	$3,110	$3,282
13	1	$1,512	$1,600	$1,694	$1,793	$1,898	$2,009	$2,127	$2,251	$2,376	$2,507	$2,646	$2,792	$2,947	$3,110	$3,282
14	1	$1,512	$1,600	$1,694	$1,793	$1,898	$2,009	$2,127	$2,251	$2,376	$2,507	$2,646	$2,792	$2,947	$3,110	$3,282
15	1	$1,512	$1,600	$1,694	$1,793	$1,898	$2,009	$2,127	$2,251	$2,376	$2,507	$2,646	$2,792	$2,947	$3,110	$3,282
16	1	$1,512	$1,600	$1,694	$1,793	$1,898	$2,009	$2,127	$2,251	$2,376	$2,507	$2,646	$2,792	$2,947	$3,110	$3,282
17	1	$1,512	$1,600	$1,694	$1,793	$1,898	$2,009	$2,127	$2,251	$2,376	$2,507	$2,646	$2,792	$2,947	$3,110	$3,282
18	1	$1,512	$1,600	$1,694	$1,793	$1,898	$2,009	$2,127	$2,251	$2,376	$2,507	$2,646	$2,792	$2,947	$3,110	$3,282

SINKING FUND CONTRIBUTION PER TITLE

Property : Mayne Villas - 39 Bayliss Street, Auchenflower

Body Corporate : Mayne Villas CTS 35256

Report Date : 9th March 2018

Aggregate Lot Entitlement / Number of Units : 27 / 27

LOT	LOT ENTITLEMENT	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
19	1	$1,512	$1,600	$1,694	$1,793	$1,898	$2,009	$2,127	$2,251	$2,376	$2,507	$2,646	$2,792	$2,947	$3,110	$3,282
20	1	$1,512	$1,600	$1,694	$1,793	$1,898	$2,009	$2,127	$2,251	$2,376	$2,507	$2,646	$2,792	$2,947	$3,110	$3,282
21	1	$1,512	$1,600	$1,694	$1,793	$1,898	$2,009	$2,127	$2,251	$2,376	$2,507	$2,646	$2,792	$2,947	$3,110	$3,282
22	1	$1,512	$1,600	$1,694	$1,793	$1,898	$2,009	$2,127	$2,251	$2,376	$2,507	$2,646	$2,792	$2,947	$3,110	$3,282
23	1	$1,512	$1,600	$1,694	$1,793	$1,898	$2,009	$2,127	$2,251	$2,376	$2,507	$2,646	$2,792	$2,947	$3,110	$3,282
24	1	$1,512	$1,600	$1,694	$1,793	$1,898	$2,009	$2,127	$2,251	$2,376	$2,507	$2,646	$2,792	$2,947	$3,110	$3,282
25	1	$1,512	$1,600	$1,694	$1,793	$1,898	$2,009	$2,127	$2,251	$2,376	$2,507	$2,646	$2,792	$2,947	$3,110	$3,282
26	1	$1,512	$1,600	$1,694	$1,793	$1,898	$2,009	$2,127	$2,251	$2,376	$2,507	$2,646	$2,792	$2,947	$3,110	$3,282
27	1	$1,512	$1,600	$1,694	$1,793	$1,898	$2,009	$2,127	$2,251	$2,376	$2,507	$2,646	$2,792	$2,947	$3,110	$3,282
	27	**$40,820**	**$43,209**	**$45,738**	**$48,416**	**$51,250**	**$54,250**	**$57,426**	**$60,787**	**$64,149**	**$67,696**	**$71,440**	**$75,390**	**$79,559**	**$83,959**	**$88,602**

15 Year Available Funds Flow Chart

The 15 Year Available Funds Flow Chart shows the Sinking Fund Available Funds Flow annual balance over fifteen years.

This chart presents a year by year graphical representation of the Sinking Fund account balance indicating the periodical trends of fund accumulation and expenditure.

Refer to the following 15 Year Available Funds Flow Chart.

15 YEAR AVAILABLE FUNDS FLOW CHART

Property : Mayne Villas - 39 Bayliss Street, Auchenflower
Body Corporate : Mayne Villas CTS 35256
Report Date : 9th March 2018

Minute of a Resolution of the Committee

Of the Body Corporate for MAYNE VILLAS

Community Titles Scheme 35256

Considered on 19 October 2017

Pursuant to Section 54(1) of the Body Corporate and

Community Management (Accommodation Module) Regulation 2008

On 19 October 2017, notice of the following motion was given to S Train, M Noonan, C Lane, R Massey, N Paraska, G Parkin and D Tye.

The following resolution was PASSED:-

THAT Mayne Villas Body Corporate Committee approval - That the Committee approves the attached Tyken Group quotation No.3384 for Waterproofing between BBQ area and rainwater Tank

For 7

Against 0

On 13 Octoberber 2017, notice of the following motion was given to S Train, M Noonan, C Lane, R Massey, N Paraska, G Parkin and D Tye.

The following resolution was PASSED:-

That the Committee approves the attached Tyken Group quotation No.3347 for rendering of Units 11 to 16

For 7

Against 0

On 23 October 2017, notice of the following motion was given to S Train, M Noonan, C Lane, R Massey, N Paraska, G Parkin and D Tye.

The following resolution was PASSED:-

That the Committee approves the request by Units 23,24 & 26 to replace existing windows with double glazed windows of a similar appearance and colour

For 7

Against 0

Minute of a Resolution of the Committee

Of the Body Corporate for MAYNE VILLAS

Community Titles Scheme 35256

Considered on 27 October 2017

Pursuant to Section 54(1) of the Body Corporate and

Community Management (Accommodation Module) Regulation 2008

On 27 Octoberber 2017, notice of the following motion was given to S Train, M Noonan, C Lane, R Massey, N Paraska, G Parkin and D Tye.

The following resolution was PASSED:-

I am seeking Mayne Villas Body Corporate Committee approval - That the Committee approves the Rendering Quotation IC2481 from Imperial Coatings to do the high level rendering for Units 1 to 10

For 7

Against 0

Committee Member	For/Against
S Train	For(verbal)
C Lane	For(email)
M Noonan	For(email)
R Massey	For(email)
D Tye	For(email)
G Parkin	For(email)
N Paraska	For(email)
Result – For	7/0

Minute of a Resolution of the Committee

Of the Body Corporate for MAYNE VILLAS

Community Titles Scheme 35256

Considered on 5th November 2017

Pursuant to Section 54(1) of the Body Corporate and

Community Management (Accommodation Module) Regulation 2008

1. On 5th November 2017, notice of the following motion was given to S Train, M Noonan, C Lane, R Massey, N Paraska, G Parkin and D Tye.

   The following resolution was PASSED:-

I am seeking Mayne Villas Body Corporate Committee approval - THAT the Committee approves the Unit 1 waterproofing quotations from the Tyken Group 3372, 3373

For 7

Against 0

2. On 5th November 2017, notice of the following motion was given to S Train, M Noonan, C Lane, R Massey, N Paraska, G Parkin and D Tye.

   The following resolution was PASSED:-

I am seeking Mayne Villas Body Corporate Committee approval - That the Committee approves the Roof inspection quotation from the Tyken Group 3392

For 6

Against 0

3. On 5 November 2017, notice of the following motion was given to S Train, M Noonan, C Lane, R Massey, N Paraska, G Parkin and D Tye.

The following resolution was PASSED/Lost:-

I am seeking Mayne Villas Body Corporate Committee approval - That the Committee approves

- **IC Quotation IC2497 from Imperial Coatings to do capping of walls throughout complex**
- **IC Quotation IC2496 from Imperial Coatings to do major Wall repairs throughout complex**
- **Rendering Quotation IC2492 from Imperial Coatings to do the rendering on Units 11to 16**
- **Rendering Quotation IC2493 from Imperial Coatings to do the rendering on Units 17 to 22**
- **Rendering Quotation IC2494 from Imperial Coatings to do the rendering on Units 23 to 27**

For 7

Against 0

Individual Quotations

Committee Member	IC2492	IC2493	IC2494	IC2496	IC2497
S Train	For (verbal)	For (verbal)	For (verbal)	For (verbal)	For (verbal)
C Lane	For (email)	For (email)	For (email)	For (email)	For (email)
M Noonan	For (email)	For (email)	For (email)	For (email)	For (email)
R Massey	For (email)	For (email)	For (email)	For (email)	For (email)
D Tye	For (email)	For (email)	For (email)	For (email)	For (email)
G Parkin	For (email)	For (email)	For (email)	For (email)	For (email)
N Paraska	For (email)	For (email)	For (email)	For (email)	For (email)
Result – For	7/0	7/0	7/0	7/0	7/0

Minute of a Resolution of the Committee

Of the Body Corporate for MAYNE VILLAS

Community Titles Scheme 35256

Considered on 7 November 2017

Pursuant to Section 54(1) of the Body Corporate and

Community Management (Accommodation Module) Regulation 2008

On 7 November 2017, notice of the following motion was given to S Train, M Noonan, C Lane, R Massey, N Paraska, G Parkin and D Tye.

The following resolution was PASSED:-

I am seeking Mayne Villas Body Corporate Committee approval - That the Committee approves IC Quotation IC2495 from Imperial Coatings to do cutting and caulking throughout the complex.

For	7
Against	0

Minutes of the Adjourned Extraordinary General Meeting
Of the Body Corporate for MAYNE VILLAS
Community Titles Scheme 35256
Held on 20 November 2017
Conducted under Accommodation Module Regulation
At
Barard Management Pty Ltd, Level One
113 Wickham Terrace, Spring Hill
12:00pm

Present:	N Pieris for Barard Management Pty Ltd	
Voting Papers:	J O'Brien	Lot 1
	G & E Parkin	Lot 2
	M Tower	Lot 8
	D Conlon & L Johnson	Lot 11
	F O'Brien	Lot 13
	M & A Noonan	Lot 14
	S Chantler	Lot 15
	N Paraska	Lot 18
	D Burns	Lot 19
	D Tye	Lot 20
	T Bridge	Lot 22
	S & C Train	Lot 23
	D Lane	Lot 24
	R Massey	Lot 26
	R & W Luxton	Lot 27
Voting Papers not counted:	D Stevens	Lot 7 (Levy arrears)

Levy Arrears: The following lots owed a Body Corporate debt and were ineligible to vote:
Lot 7.

Opening of Meeting: In the absence of the Chairperson, N Pieris opened the meeting at 12:30 pm.

Minutes of Previous Meeting: (Motion 1) RESOLVED that the minutes of the Annual General Meeting held on 15 June 2017 be confirmed as a true and accurate record of the proceedings at that meeting.

For : 12
Against : 0
Abstain : 2

Rescinding Painting Contractor: (Motion 2)

RESOLVED that the following motion approved at the Annual General Meeting held 21 June 2016 be rescinded.

THAT the quotation from Executive Finishes for $176,000.00 inc GST to paint the complex be approved.

For : 14
Against : 0
Abstain : 0

Appointment of Painting Contractor: (Motion 3)

RESOLVED that a painting contractor be engaged to conduct the paint works at Mayne Villas

AND further that the following quotation to conduct the painting be approved.

Imperial Coatings	$132,000.00 inc GST

For : 15
Against : 0
Abstain : 0

The following quotations were LOST:-

Pohlmann Brothers	*$169,106.29 inc GST*
Executive Finishes	*$176,000.00 inc GST*

Closure of the Meeting:

The meeting closed at 1:00 pm.

Confirmed

MINUTES OF MAYNE VILLAS BODY CORPORATE COMMITTEE MEETING

Mayne Villas CTS 35256

Wednesday 6th December 2017

Present: STEPHEN TRAIN, CHRIS LANE, MIKE NOONAN, DANIEL TYE
Apologies: NESTOR PARASKA, RAY MASSEY, GRANT PARKIN.

Meeting opened
The Chairman, Stephen Train, opened the meeting at 6:09 pm.

Minutes
Minutes of Mayne Villas Body Corporate Committee (MVBCC) Meeting of 14th September 2017 were prepared and distributed to all unit holders. A copy of these minutes was tabled and accepted by the committee.

Update by Treasurer
Treasurer reported that as at 1st December 12017 MVBC Fund Balances were

- Administration Fund: $39,505.63
- Sinking Fund: $146,652.19
- Total :$186,157.82
- The repairs and painting are running to budget
- Balance Sheet is in accordance with budget

Update Mayne Villas Postal EGM (PEGM)

- Committee sort an EGM to review/confirm the Painter to paint the Mayne Villas complex
- The reason for the EGM was
  - Executive Finishes, the 2016 AGM approved painter, had to delay their start date to Jan 2018
  - The committee wanted to investigate if any other Painters could start before Jan 2018
- Imperial Coatings were selected at the PEGM to paint the complex and they began work in late October, early November 2017

Update Painting of Mayne Villas Complex

- The Painting and Maintenance are currently progressing on budgets and expect to be close to budget at completion
- Imperial Coatings expect to complete the site painting on Monday11th December 2017

- On the 12 December the painting will move to "Defect" phase
  - A painter will be onsite during this phase to remedy any
    - Areas missed, spray and brush issues etc
    - Issue with colours, coverage etc
  - Both Imperial Coatings and MVBCC are doing independent audits of the sites
  - It is the responsibility of all Unit holders to do a review their own Unit for defects/Issues with the painting and get this information to a Committee Member ASAP so the issue/defect can be addressed.

Items requested for approval

- **Gym Equipment repair**
  - Approval needed for repairs to gym equipment up to $400
  - **Committee Approval given for repairs to gym equipment - For 4 Against 0**
- **Unit 1 – Request for approval of Solar panel installation**
  - Location on roof and angle to roof pitch same as Unit 2 and Unit 10
  - **Committee Approval given to Unit 1 for the installation of solar panels on their roof - For 4 Against 0**
- **Unit 7 request reinstatement of the discount for the levy due on 1 October 2017.**
  - Unit 7 late with payment of Body Corporate Account
  - **The Committee did not approve this request by Unit 7 - For 0 Against 4**

  For the following reasons

    - the discount is a direct reward for timely payment of MVBC levies
    - the discount is unrelated to other issues being addressed between MVBBC and Unit 7
- **Unit 22- Approval requested for reimbursement for an ASIS Water Proofing solution in their front courtyard**(see full details in Update Waterproofing and Drainage)
  - **Committee Approval given to Unit 22 for reimbursement of an ASIS Water Proofing solution in their front courtyard - For 4 Against 0**

Unit 2 – Garage Door

- Dmitri called and identified that the garage door motor was inoperable and needed to be replaced
- garage door motor replaced by MVBC at Body Corporate expense.

Update of annual site activities 2 Dec 2017

- Coordination of contractors successful – only 2 garage doors and one pest control treatment missed
  - Pest Control
    - Need to reschedule Unit 9
    - Mike Noonan to contact Vincent and Catherine to reschedule Amalgamated Pest Control at a suitable time
  - Garage Door maintenance
    - Need to reschedule Unit 3 and Unit 9
    - Mike Noonan to contact U3, U9, U23 to coordinate
      - replacement of U23 Garage Door motor
      - maintenance of U9 and U3 doors

A large number, of unexpected and unbudgeted, maintenance items have triggered sinking fund budget constraint.

- Below is a list of jobs that could not be done during or before the painting that will needed to be done during 2018. These need to be
  - costed/quoted
  - prioritised
  - budgeted once all existing painting and maintenance costs are finalised
  - address issues on priority and budget availability
- Outstanding maintenance and painting items needing to be costed, prioritised and budgeted
  - Repair of steps from BBQ area to gym –
    - Replace gyprock with blueboard
    - stop water ingress into stairwell behind walls
    - Include repair of bottom of both walls of hot water system cupboard where water draining down behind wall and causing an issue(bubbling of gyprock and paint)
    - Mike Noonan to organise two quotes
  - Painting of vehicle driveway entrance to garage area (not included in painting scope) Daniel Tye to a seek quotes
  - Replacement of Bathroom vents all units across complex and this job should include
    - Replacement Unit 16, 11, 21 rusty air-conditioning support bracket (cross charge owners)
    - Try to do - Units 19 & 23 - remove obsolete air-conditioners on roofs (cross charge owners)
    - Mike Noonan to obtain 2 quotes
  - Dividing Walls and Garden Edging - Render & Capping and associated repainting
    - Half of complex has been done
    - Should be done when sinking fund monies/budgets allow
  - Wall at bottom of complex, West Rugby Union side
    - The last 3 meters of wall at the bottom of complex was never completed, when complex built, as it was hidden behind old West Rugby Union Clubhouse
      - Loose Besser blocks – these were never built into the wall
      - No render on wall and posts (posts now done and painted)
    - It is proposed that consideration be given for this besser block wall repair to include a security locked gate access to Wests
  - Wooden fence between exit corridor and Unit 25
    - This was missed during Mayne Villas site refencing project
    - Wood is rotting in fence and this may be a safety issue
    - Nigel Smith to obtain a quote and coordinate the replacement
  - U20,21,22,26 beading around the soffit (under eaves)needs replacement
  - U27 Balcony – replace rotting timber
  - Unit 17 rear balcony - Painters identified three tree/small shrubs growing through concrete/tiles on rear patio – Mike Noonan to send an email to owner
  - Retaining Wall in easement (Bayliss St to Memorial Park)
    - A short/medium term fix is in place
    - Need to review this after painting and maintenance is complete, Re a priority and timing.
  - Damage to render in the complex including
      - Drummy render

            - Cracked render
            - Render embedded with creeper roots
            - Low render visible from easement on garage wall at two openings from garage are
            - Render drummy/cracked on park wall inside courtyard of U26
            - Render drummy on bottom wall of complex behind Unit 20 – can lift off from garage area above garden bed
            - etc etc
        - put together an itemised list
        - cost & prioritise
    - Upgrade pedestrian front entry and grassed common area in middle of complex
        - This has a budget and committee approval
        - To be reviewed by Stephen Train
    - Repair to steps of stairwell to bin area – This needs
        - a quote to repair broken tiles in stairwell
        - Schedule the repair according to priority
        - Cross charge Scribbly Gum

Items needed to be cross checked with Tyken. Mike Noonan to discuss the following with the Tyken Group plumbers

- Roof catchment boxes – check if there are any leaking catchment boxes outstanding.
- Guttering issues – check if any are any damaged/leaking guttering issues outstanding
- Unit 19 facia board – review the fix
- U26 guttering LHS of balcony on park side – review the fix
- Wall capping/flashing on top of Unit building walls – leaking at joins after rain onto render walls.
    - We need to identify any flashing that may still needs attention post painting

Update on waterproofing and Drainage.

- Drainage/waterproofing upgrade to BBQ area and tank overflow drainage upgrade
    - Committee approval has been given
    - Awaiting Tyken Group to schedule and begin work early post 2018
- Waterproofing bandage on Exit corridor between U 25 and U 26
    - Render on walls has now been repaired and painted
    - Needs a quote for waterproofing bandage and then committee approval
        - Mike Noonan to organise two quotes
- Unit 18, Front Courtyard
    - Committee Approval given for Yarrow quote
        - Drain hole has been drilled
    - Mainline water proofing has been completed
    - Yarrow have completed plumbing upgrade post waterproofing
- Unit 1 – Water leakage onto front of complex and water ingress Issue
    - Waterproofing of Unit 1 garden bed and patio area to commenced on 28/11/2017 Tyken Group
    - All dirt and gravel has been removed
    - 4 holes have been drilled for drainage upgrade by the core driller and drains upgraded and tested
    - Front courtyard has been pressure sprayed in preparation for next phase waterproofing and drainage cell installation
    - In progress

- Unit 7 – A plan of action was proposed and agreed with David Stevens Unit 7.
    - The size of the drain from the courtyard to garage was increased in diameter as a body corporate expense
    - Next Step was to flood areas in Unit 7 & Unit 6 to determine impact if any on Unit 7 stairwell in an attempt to identify the source of the water ingress
        - However Link Insurance Brokers have enlisted Building Consultant, Andrew Morse and asked that he investigate the issue on their behalf
        - Committee (via Mike Noonan) suggested to Link that the Body Corporate would work with Andrew to ensure no duplication of effort.
- Unit 22- Approval requested for reimbursement for an ASIS Water Proofing solution in their front courtyard(see approvals - approved)
    - Unit 22 have supplied two quotes attached
    - Quote One was to re-waterproof, upgrade drainage and then tile the entire front courtyard area
    - Quote Two was for an ASIS waterproofing solution i.e. waterproof and return to original condition (grass and pavers)
    - Unit 22 wish to implement solution 1 and ask for reimbursement for solution 2 ASIS
    - Unit 22 are aware that if they tile the entire front courtyard that any future issues in the front courtyard will be at their expense
- Unit 5 – Water Ingress into stairwell to garage and in garage storage room
    - Ready to submit a claim
    - Link Insurance Brokers have asked to enlist Building Consultant Andrew Morse
    - Mike Noonan suggested to Link that the Body Corporate would work with Andrew to ensure no duplication of effort
- Unit 13 – Water Ingress into Stairwell to garage and garage Storeroom
    - Render on Unit 13/14 diving wall repaired (cut and caulked) during painting
    - Ready to submit a claim
    - Unit 13 (Frank) asked for an update

Rubbish bins: Remind all residents

- There has been an increase in the misuse of bins over the last 3 months
    - incorrect use re cycle etc , not compressing empty cartons before putting in bin, kitty litter, etc.etc
    - Also dumping of unwanted household items, chairs, table tops in vicinity and hoping for the best!!
- Mike Noonan to send an email to all residents

Work Health and Safety report by Seymour Consultants (carry forward)

- Committee to review outstanding items on the Seymour Consultants report
- Committee to understand Barard Property Management email with quotes from Northside Fire Service & Fire Services Queensland

Committee approvals to be minuted

- Quotation IC2495 from Imperial Coatings to do cutting and caulking throughout the complex.

- IC Quotation IC2497 from Imperial Coatings to do capping of walls throughout complex
- IC Quotation IC2496 from Imperial Coatings to do major Wall repairs throughout complex
- Rendering Quotation IC2492 from Imperial Coatings to do the rendering on Units 11to 16
- Rendering Quotation IC2493 from Imperial Coatings to do the rendering on Units 17 to 22
- Rendering Quotation IC2494 from Imperial Coatings to do the rendering on Units 23 to 27
- Unit 1 waterproofing quotations from the Tyken Group 3372, 3373
- Tyken Quotation - BBQ water tank area waterproofing and drainage upgrade
- Roof inspection quotation from the Tyken Group 3392
- That the Committee request an EGM to select a Painting Contractor to paint the Mayne Villas Complex
- Committee Recommendation of a Painter for the EGM - Imperial Coatings

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Meeting Closed at 7:18 PM

Minute of a Resolution of the Committee

Of the Body Corporate for MAYNE VILLAS

Community Titles Scheme 35256

Considered on 28 January 2018

Pursuant to Section 54(1) of the Body Corporate and

Community Management (Accommodation Module) Regulation 2008

28th January 2018, notice of the following motion was given to S Train, M Noonan, C Lane, R Massey, N Paraska, G Parkin and D Tye.

The following resolution was PASSED:-

I am seeking Mayne Villas Body Corporate Committee approval - That the Committee approves the ESP Fencing Quotation Unit 25.

For 7
Against 0

28 January 2018, notice of the following motion was given to S Train, M Noonan, C Lane, R Massey, N Paraska, G Parkin and D Tye.

The following resolution was PASSED:-

I am seeking Mayne Villas Body Corporate Committee approval - That the Committee approves payment of Tyken Group Invoice 9063

For 7
Against 0

Committee Member	For/Against
S Train	For verbal
C Lane	For(email)
M Noonan	For(email)
R Massey	For(email)
D Tye	For(email)
G Parkin	For/email)
N Paraska	For(email)
Result – For	070

MINUTES OF MAYNE VILLAS BODY CORPORATE COMMITTEE MEETING

Mayne Villas CTS 35256

Tuesday 13h February 2018

Present: GRANT PARKIN, CHRIS LANE, MIKE NOONAN, DANIEL TYE, RAY MASSEY
Apologies: NESTOR PARASKA, STEPHEN TRAIN.

Meeting opened
The Treasurer, Chris Lane, opened the meeting at 6:00 pm.

Minutes
Minutes of Mayne Villas Body Corporate Committee (MVBCC) Meeting of 6th December 2017 were prepared and distributed to all unit holders. A copy of these minutes was tabled and accepted by the committee.

Update by Treasurer
Treasurer reported that as at 1st December 12017 MVBC Fund Balances were

- Administration Fund: $54,911.28
- Sinking Fund: $101,273.91
- Total :$156,185.19
- A Body Corporate levy is due on the 1/4/18
    - Sinking Fund portion will be $21,600
    - This will lift the sinking fund to $122,873.19

Prioritising of Mayne Villas work List

- The Treasurer, Chris Lane, suggest that
    - the committee should target a Sinking fund balance of the order of $100,000 at the end of March 2018
    - That the Committee members kept this figure in mind when prioritising and scheduling work to be done
    - Committee members have a draft prioritised work list and will now get quotes/estimates for this work to determine timing and budgets etc

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Meeting Closed at 7:00 PM

MINUTES OF MAYNE VILLAS BODY CORPORATE COMMITTEE MEETING

Mayne Villas CTS 35256

Tuesday 3rd April 2018

Present: GRANT PARKIN, CHRIS LANE, MIKE NOONAN, DANIEL TYE, NESTOR PARASKA

Apologies: RAY MASSEY, STEPHEN TRAIN.

Meeting opened

The Treasurer, Chris lane, opened the meeting at 6:00 pm.

Update by Treasurer

Treasurer reported that

- This meeting would be focused on outstanding work items to prioritise and budget for upcoming AGM
- As of the 1st April 2018 it is estimated that the Sinking Fund is of the order of $124200.00
- The repair quotes that are
  - currently approved -> $1447.05
  - seeking approval at this meeting -> 23,385.99
  - Total of repair quotations is $24,833.04
  - Details are below as an appendix
- The current high priority items still needing quotation are of the order of $5,000 to $9,000
- Balance Sheet is in accordance with budget

The following priority work has been previously approved:-

- **Drainage/waterproofing upgrade to BBQ area and tank overflow drainage upgrade**
  - Implicated in water ingress to Unit 23
  - Tyken Quote 3384 previously approved - $1,447.05 incl GST
  - Tyken re issued this quote as QU-3525 - $1,447.05 incl GST
  - MVBCC acknowledged the Quote number change (Voting 5 For , 0 Against

The following work has been deemed as current priority work but needing a quotation

- **Site lighting – replacement of 19 freestanding lights**
  - The current lights are aged, unstable
  - The MVBCC recommended that replacements of all current freestanding lights should be undertaken as soon as practicable
    - (voting 5 For , 0 Against)
  - Chris Lane to seek quotes
  - Estimated expense $5 to $9,000

The following work has been deemed as

- **current highest priority work**
- **with a quotation, needing Committee Approval**

- **Waterproofing bandage on exit corridor between U25 & U26 including repair of blue board below Unit 26's new fence panel**
  - Implicated in water ingress to Unit 27 garage level store room
  - Broken blue board exposing wooden framework to elements
  - Tyken Quotation QU3519 $2,328.48
  - MVBCC approved Quotation QU3519 - (voting 5 For , 0 Against)

- **Water proofing of Unit 6 courtyard –**
  - Identified as cause of water ingress into Unit 7 Stairwell
  - Tyken Quote QU3517 $7,427.20
  - MVBCC approved Quotation QU3517 - (voting 5 For , 0 Against)

- **Water proofing of Unit 5 courtyard –**
  - Identified as cause of water ingress into Unit 5 Stairwell and store room
  - Tyken Quote QU3518 $1534.5
  - MVBCC approved Quotation QU3518 - (voting 5 For , 0 Against)

- **Water proofing of Garden bed/Planter Box in easement**
  - Identified as cause of water ingress into Unit 27 Stairwell
  - Tyken Quote QU3521 $9,417.38
  - MVBCC approved Quotation QU3521 - (voting 5 For , 0 Against)

- **Water proofing of walkway between U18 and U19**
  - Identified as cause of water ingress into Unit 18 Stairwell
  - Tyken Quote QU3523 $1534.5
  - MVBCC approved Quotation QU3523 - (voting 5 For , 0 Against)
- **Downpipe in carpark below Unit 1 –**

- Downpipe was not installed correctly when the complex was built
- Identified after Unit 1 waterproofing work
- Tyken Quote QU3526 $193.53
- MVBCC approved Quotation QU3526 - (voting 5 For , 0 Against)

Meeting Closed at 6:30 PM

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Appendix 1 .... Priority Item Details below

Description	Status
Site Lighting **Recent safety audit deemed lights that could become a a health and safety risk – 12 volt system suggests a low risk but should be addressed** **Replacements of all 19 lights should be undertaken ASAP** **Quote available for 1 light replacement – chris lane – get a quote for 19 lights – then need committee approval to proceed ASAP** **Contractor** Luke Forrest , **Committee Rep** Chris lane	**Priority 1-Timing ASAP** **get quote for committee approval and proceed ASAP estimate $5,000 to $9,000** With Chris Lane/Forrest for a quotation
Drainage/waterproofing upgrade to BBQ area and tank overflow drainage upgrade o Committee approval has been given for Tyken Group quote o Awaiting Tyken Group to schedule and begin work early post 2018 Check original quote if it included landing pad outside gate – may need to add it **scope of works: repairs to existing water tank remove soil, debris and plants from inside garden bed area near tank.** **prepare ready for concrete slab install new surface storm pit to existing drain line concrete slab with falls to surface pit.** **drill into water tank on footy club side opening for new drain line 90mm slightly lower than opposite side.** **pull up astro turf and pavers and connect new storm line into existing plumbing.** **relay pavers and astro turf. make good remaining area clean site qualified tradesmen used throughout works** **updated quote QU-3525** **scope of works:**	**Priority 1 - Timing ASAP** **Approved Oct 2017** **Quote 3384 updated QU-3525** **$1,447.05 incl GST** MVBCC approval quote 3384 oct 2017 MVBBC accepted replacement quote 3525 3/4/2018 Tyken Group to schedule and begin work

repairs to existing watertank remove soil, debris and plants from inside garden bed area near tank. Prepare ready for concrete slab install new surface storm pit to existing drain line concrete slab with falls to surface pit. Drilli nto water tank on footy club side opening for new drain line 90 mm slightly lower than opposite side. Pull up astro turf and pavers and connect new storm line into existing plumbing. Relay pavers and astroturf. Make good remaining area clean site qualified tradesmen used throughout the works **Contractor** Tyken Group, **Committee Rep** Mike Noonan	
<u>Waterproofing bandage on Exit corridor between U25&26</u> o Render on walls has now been repaired and painted o Needs a quote for waterproofing bandage and then committee approval o Mike Noonan to organise quotes **EXIT CORRIDOR REPAIRS-u25 and u26** **REMOVE EXISTING WATERPROOFING THAT HAS BEEN INSTALLED ON STAIRS** **MECHANICALLY PREPARE SIDES OF STAIRS READY FOR NEW WATER PROOFING APPLIED BREAKER BOND TO CORNERS INSTALL 2 COATS OF SIKALASTIC, FLEXIBLE ,FIBRE REINFORCED MORTAR WATERPROOFING COMPOUND TO ALL ARE AS AFFECTED.** **REPAIR CHANNEL GRATE THAT WAS NOT INSTALLED CORRECTLY** **REPAIR PIPE CONNECTION INSIDE CHANNEL GRATE** **SITE LEFT CLEAN AND TIDY** **QUALIFIED TRADESMEN USEDAT ALL TIMES** **Upgrade to quote QU3519** **ADDITION TO ORIGINAL QUOTE.** **INSTALL BACK BLOCKING MATERIAL H4 GRADE** **INSTALL NEW FLASHING UNDER DECK TO ALLOW WATER REMOVAL INSTALL EXPANSION JOINTS EITHER SIDE OF REPAIR** **PAINT REPAIR TO MATCH EXISTING WALL** **Contractor** Tyken Group, **Committee Rep** Mike Noonan	**<u>Priority 1 - Timing ASAP</u>** **Tyken have quoted QU3519** **$1,831.50 incl** Back to Tyken re blue board repair on stairway arch **Upgrade to quote QU3519 $2,328.48** Need MVBCC approval MVBCC approval 3/4/18 Tyken Group to schedule and begin work
<u>Unit 7 – water ingress into Stairwell</u> Link Insurance brokers and Andrew Morse investigated and gave report **Tyken Quote** **WATER INGRESS REPAIRS UNIT 7**	**<u>Priority 1 - Timing ASAP</u>** Link report available Back to doing flooding test

REMOVE EXISTING DECKING – ALLOWANCE UP TO 2 JOISTS FROM AGAINST WALL OF UNIT 7 **REMOVE SOIL AND DEBRIS ALONG WALL LINE REMOVE SOIL AND LEAVE SOIL ON SITE FO ROWNER** **MECHANICALLY PREPARE WALL AND FLOOR READY FOR NEW WATERPROOFING** **PREPARE EXISTING ROCK GARDEN AREA READY FOR NEW WATERPROOFING** **APPLY HIGH QUALITY PRIMER FOR NEW WATERPROOFING** **APPLY BANDAGE TO CRACKS AND AREAS REQUIRING BANDAGE INSTALL 2 COATS OF SIKALASTIC, FLEXIBLE, FIBRE REINFORCED MORTAR WATERPROOFING COMPOUND TO ALL AREAS AFFECTED. AREA TO BE LEFT CLEAN AND TIDY ON COMPLETION** **QUALIFIED TRADESMEN USED THROUGHOUT WORKS.** **Contractor** Tyken Group, **Committee Rep** Mike Noonan & D Tye	Tyken did an Investigation and Submitted a quote **Tyken Quote QU3517** **$7,427.20** Needs MVBCC approval MVBCC approval 3/4/18 Tyken Group to schedule and begin work
<u>Unit 5 – water ingress into Stairwell - Submitted Claim</u> water into Stairwell and Garage storage room – asked for Tyken Group investigation **Tyken Quote QU3518** **WATER INGRESS REPAIRS UNIT 5 REMOVE EXISTING DECKING AND SOIL (OWNER QUOTED FOR REMOVAL AND REPLACEMENT OF DECKS-THIS PRICE DOES NOT INCLUDE THIS)** **CORE DRILL 2X65MM HOLESFOR 50MM DRAINS INTO SUSPENDED SLAB HIGH PRESSURE WASH SLAB AREA MECHANICALLY** **PREPARE SLAB READY FOR NEW DRAINS TO BE INSTALLED** **INSET NEW PUDDLE FLANGES READY FOR WATERPROOFING. INSTALL 2 NEW 50MM DRAINS AND CONNECT IN TO EXISTING STORM DRAINS** **APPLY HIGH QUALITY PRIMER FOR NEW WATERPROOFING** **APPLY BANDAGE/BREAKER BOND TO CRACKS AND AREAS REQUIRING BANDAGE** **INSTALL 2 COATS OF SIKALASTIC, FLEXIBLE, FIBRE REINFORCED MORTAR WATERPROOFING COMPOUND TO ALL AREAS AFFECTED. AREA TO BE LEFT CLEAN AND TIDY ON COMPLETION** **QUALIFIED TRADESMEN USED THROUGHOUT WORKS** **Contractor** Tyken Group, **Committee Rep** Mike Noonan & D Tye	**<u>Priority 1 - Timing ASAP</u>** Submitted claim Link and Yarrow Tyken did a Flood test and quoted **Tyken Quote QU3518** **$9,417.38** Needs MVBCC approval MVBCC approval 3/4/18 Tyken Group to schedule and begin work

Unit 27 – water ingress into stairwell **Asked Tyken To investigate and Quote QU3521** **PLANTER BOX REPAIR EASEMENT BESIDE U27 REMOVE EXISTING SOIL FROM PLANTER BOX AND LEAVE ONSITE AROUND CORNER AS DISCUSSED WITH JOSH (GARDNER TO REMOVE TREES)** **CLEAN GARDEN BED READY FOR WATERPROOFING** **APPLY HIGH QUALITY PRIMER FOR NEW WATERPROOFING APPLY BANDAGE/BREAKER BOND TO CRACK** **SAND AREAS REQUIRING BANDAGE INSTALL 2 COATS OFS IKALASTIC 1K, FLEXIBLE, FIBRE REINFORCED MORTAR WATERPROOFING COMPOUND TO INSIDE OF PLANTERBOX (NOTE NO ALLOWANCE FORD RAINS)** **SITE TO BE LEFT CLEAN AND TIDY ON COMPLETION** **QUALIFIED TRADESMEN USED AT ALL TIMES** **Contractor** Tyken Group, **Committee Rep** Mike Noonan	**Priority 1 – ASAP** Asked Bob to get a claim in Tyke Investigated and Quoted **Quote QU3521 $ 2,484.9** Need MVBCC approval MVBCC approval 3/4/18 Tyken Group to schedule and begin work
Unit 18 – water in stairwell and into hot water room talk with Nestor to understand and get him to move forward Tyken have investigated and understood Stairwell issue to be quoted **QU-3523** **UNIT18 – REAR WALL LEAK SCOPE OF WORKS:** **MECHANICALLY PREPARE WALL AND FLOOR FOR WATERPROOFING** **APPLY HIGH QUALITY WATERPROOFING MEMBRANE TO WALLS AND FLOOR ALONG FULL LENGTH OF AREA.** **SITE LEFT CLEAN AND TIDY ON COMPLETION** **QUALIFIED TRADESMEN USED AT ALL TIMES** Camera investigation needed for other issue **Contractor** Tyken Group, **Committee Rep** Mike Noonan & Nestor	**Upgrade to Priority 1 – ASAP** Tyken have investigated Tyken to Quote issue 1 **Tyken Quote QU-3523 $1,534.50** Need MVBCC approval for room at bottom of Stairwell MVBCC approval 3/4/18 Tyken Group to schedule and begin work Tyken to Investigate issue 2 with a camera
Downpipe in carpark below Unit 1 – Never connected properly when complex built **Leaking in corner of carpark** **Quote QU-3526** **REMOVE LEAKING DOWN PIPE IN CARPARK** **INSTALL NEW SLAB REPAIR SOCKET PRIME AND GLUE SOCKETS BACK IN PLACE.** **REATTACH AND TEST DRAIN ON COMPLETION** **CLEAN AREA OF DEBRIS.**	**Priority 2 - Timing ASAP** Josh from Tyken investigated with Mike Noonan **Tyken Quote QU-3526 $193.53** Need MVBCC approval MVBCC approval 3/4/18

Contractor Tyken Group, **Committee Rep** Mike Noonan & Grant Parkin	Tyken Group to schedule and begin work

Committee approved payment of the Tyken invoice Inv-9105 for $792.

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Minute of a Resolution of the Committee

Of the Body Corporate for MAYNE VILLAS

Community Titles Scheme 35256

Considered on 17 April 2018

Pursuant to Section 54(1) of the Body Corporate and

Community Management (Accommodation Module) Regulation 2008

on 17 April 2018, notice of the following motion was given to S Train, M Noonan, C Lane, R Massey, N Paraska, G Parkin and D Tye.

The following resolution was PASSED:-

I am seeking Mayne Villas Body Corporate Committee approval - That the Committee approves payment of the Tyken invoice Inv-9105 for $792.

For 7
Against 0

Committee Member	For/Against
S Train	For(email)
C Lane	For(email)
M Noonan	For(email)
R Massey	For(email)
D Tye	For(email)
G Parkin	For(email)
N Paraska	For(email)
Result – For	7/0

MINUTES OF MAYNE VILLAS BODY CORPORATE COMMITTEE MEETING

Mayne Villas CTS 35256

Tuesday 24th April 2018

Present: STEPHEN TRAIN, CHRIS LANE, MIKE NOONAN, DANIEL TYE, GRANT PARKIN

Apologies: NESTOR PARASKA, RAY MASSEY.

Meeting opened

The Chairman, Stephen Train, opened the meeting at 6:05 pm.

Minutes

Minutes of Mayne Villas Body Corporate Committee (MVBCC) Meeting of 3th April 2018 were prepared and distributed to all unit holders. A copy of these minutes was tabled and accepted by the committee.

Update by Treasurer

Treasurer reported that as at 31st March 2018, end of financial year for MVBC, that Fund Balances were

- Administration Fund: $48,959.42 (Budget $20,492)
- Sinking Fund: $100,628.46 (Budget $53,000)
- Total :$149,587.98
- Balance Sheet is in accordance with budget
- Current quotes, maintenance estimates and Quantity Surveying estimates are being reviewed with the current focus on F2018/2019 MVBC budget for the AGM

Update on water ingress issues

- Quoted work approved and in Progress
  - Units 5 front courtyard causing issue to stairwell
  - Unit 6 front courtyard causing issue to Unit 7 stairwell
  - Garden bed in easement causing issue to Unit 27 stairwell

- Quoted work approved and planned
  - Downpipe in visitor carpark under Unit 1
  - Water tank beside BBQ area
  - Walkway beside Unit 18 and between Unit 18 and 19
  - Exit Corridor between Unit 25 and 26
  - Unit 4 window leaking needing reglazing

- Work in investigation stage
    - Unit 18 suspected pipework leak
    - Unit 10 leak into garage area
    - Unit 13 leak into stair well
    - Unit 14 leak into stairwell

Maintenance Items

- Work Approved
    - Site lighting –
        - MVBCC approved a quotation from Forrest Electrical for the replacement of 19 freestanding lights throughout the Mayne Villas complex
        - The lights will all be low profile 190mm High
        - Replace the existing lights
        - $3991 to supply and install
        - Chris Lane to coordinate
    - Replacement of Unit 23 garage door motor
        - MVBCC approved the replacement of Unit 23 garage door motor
        - This was identified as needing replacement in the 2017 annual garage door maintenance
        - Motor to be replaced by Dmitri, Roll-a-Door Specialists
        - Mike Noonan to coordinate and schedule Unit 3 and Unit 9 annual garage door maintenance which was missed in late 2017

- Work Proposed
    - MVBCC approved reimbursement to Daniel Tye for purchase of 2 * 15 L drums of paint on behalf of the Mayne Villas.
        - This was purchased on the Imperial Coatings Trade account for a total of $173.
        - One Mudpack, one Organic.
        - We now have a complete set of spare paint for touch up work etc
    - Makeover of the Pedestrian Foyer
        - Stephen Train to investigate options and propose a plan to upgrade the
            - Entry steps and safety hand rail
            - Tiling of steps and foyer
            - Foyer area to include feature wall, ceiling and lighting upgrade
        - Plans to be used to seek quotations for the upgrade
        - Quotation for repair of tiled steps leading to bin area to be obtained at the same time but as a separate quote
    - Investigate locker/storage area at end of visitors carpark beside the toilet/shower/sauna block.
        - Daniel Tye to investigate
        - To be used to securely house spare paint, tiles, and other MVBC items
- Work Complete
    - Unit 25 Fence panel above exit corridor between Units 25 and 26
        - ESP fencing have completed this work and repaired 4 gates during the upgrade
    - Unit 15 Garage door motor
        - Garage door motor failed, and the manual release was inoperable.
        - This was identified as needing replacement in the 2017 annual garage door maintenance

        - Motor replaced by Dmitri, Roll-a-Door Specialists.
    - Incoming Vehicle Gate
        - Opening arm on the incoming vehicle gate was damaged
        - Magnetic Electrics repaired the gate and also serviced the out going gate

Upcoming BCC kerbside collection

- Daniel Tye to send an email to residents on behalf of MVCC the week before the collection is due

Link Insurance Brokers recommendations re Mayne Villas Building Insurance

- Insurance brokers, Your Insurance Link, informed the MVBCC that only CHU had given a quote for MVBC Building insurance, other underwriters had been approached but had declined to quote for building insurance coverage. The following changes were noted
    - Yearly premium up from $13,800 to $17,000
    - Excess for any new water ingress claims due to waterproofing failure to rise from $250 to $5000
        - All other claims to continue with the current $250 excess
        - Once current waterproofing remedial work is completed, the MVBC can apply to for a reduction in the excess on waterproofing failure items
    - MVBCC approved the CHU Building Insurance policy offer via Your Insurance Link
- Discussion item – timing of annual renewal vs timing of AGM
    - The committee felt there was no real advantage in changing the end date of the policy.
    - The current system where the outgoing MVBCC approves the building insurance policy and then asks for ratification at the AGM will continue.

Committee approvals to be minuted

- Tyken Invoice Inv-9105, $792, for Investigation of water ingress into Units 5, 7, 27,18 and visitors carpark under Unit 1.

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Meeting Closed at 6:50 PM

Minutes of a Resolution of the Committee
of the Body Corporate of MAYNE VILLAS
Community Titles Scheme 35256
Passed on 12 May 2018
Pursuant to Section 54(1) of the Body Corporate and
Community Management (Accommodation Module) Regulation 2008

ANNUAL GENERAL MEETING

THAT the Committee has examined and approved the proposed motions to be placed on the agenda of the Annual General Meeting to be held 6:00pm on Tuesday, 12 June 2018 at Barbeque Area, 'Mayne Villas', 39 Bayliss Street, Auchenflower QLD 4066

MOTION NO.	MOTION
Motion 1	Person proposing: Committee Resolution required: Ordinary THAT the minutes of the Extraordiary General Meeting held on 13 November 2017 and adjourned to 20 November 2017 be confirmed as a true and accurate record of the proceedings at that meeting.
Motion 2 (Statutory)	Person proposing: Committee Resolution required: Ordinary THAT the Statement of Accounts for the period ending 31 March 2018 be adopted.
Motion 3(a) (Statutory)	Person proposing: Committee Resolution required: Special THAT the Body Corporate's Statement of Accounts for the financial year 1 April 2018 to 31 March 2019 not be audited.
Motion 3(b) (Statutory)	Person proposing: Committee Resolution required: Ordinary THAT the Body Corporate's Statement of Accounts for the financial year 1 April 2018 to 31 March 2019 be audited by DMP Accountants.
Motion 4	Person proposing: Committee Resolution required: Ordinary (No Votes To Be Exercised By Proxy) THAT pursuant to the Body Corporate and Community Management Act 1997, Barard Management Pty Ltd be re-appointed the body corporate manager to carry out some of the powers of the executive members of the Committee from 1 August 2018 to 31 July 2021 for a commencement fee of $136.36 per registered Lot per annum plus GST plus disbursements upon such terms and conditions as set out in the attached agreement.

Motion 5
(Statutory)

Person proposing: Committee
Resolution required: Ordinary

THAT the Administrative Fund Budget of $75,600.00/ $83,160.00 adjusted for GST be approved and that a contribution of $3,080.00 per contributions schedule lot of entitlement per annum be determined and be due and payable in advance on the following dates:

DUE DATE	AMOUNT
01/04/18	$880.00 (issued)
01/07/18	$880.00
01/10/18	$660.00
01/01/19	$660.00

And that contributions for the first two levies of the next budget period be determined as follows.

01/04/19	$770.00
01/07/19	$770.00

A 10% discount will be applied to the above figures if paid by the due date.

Motion 6
(Statutory)

Person proposing: Committee
Resolution required: Ordinary

THAT the Sinking Fund Budget of $81,000.00 / $89,100.00 adjusted for GST be approved and that a contribution of $3,300.00 per contributions schedule lot of entitlement per annum be determined and be due and payable in advance on the following dates:

DUE DATE	AMOUNT
01/04/18	$880.00 (issued)
01/07/18	$880.00
01/10/18	$770.00
01/01/19	$770.00

And that contributions for the first two levies of the next budget period be determined as follows.

01/04/19	$825.00
01/07/19	$825.00

A 10% discount will be applied to the above figures if paid by the due date.

Motion 7(a)

Person proposing: Committee
Resolution required: Ordinary

THAT a Work Health and Safety Report (Safety Risk Assessment) be obtained to identify hazards on the common property and to recommend control measures to prevent or minimise the level of risks present and future.

Motion 7(b)	Person proposing: Committee Resolution required: Ordinary THAT Seymour Consultants be engaged to conduct a Work Health and Safety Report (Safety Risk Assessment) for a total cost of $708.00 inc GST.
Motion 8 (Statutory)	Person proposing: Committee Resolution required: Ordinary THAT the insurance currently in force be confirmed.
Motion 9	Person proposing: Committee Resolution required: Ordinary THAT the Work Cover policy currently in force be confirmed, and renewed annually on 30 June.
Motion 10(a)	Person proposing: Committee Resolution required: Ordinary THAT quotations be obtained for termite inspection and pest control on the common property.
Motion 10(b)	Person proposing: Committee Resolution required: Ordinary THAT quotations be obtained for termite inspections to individual lots.
Motion 11	Person proposing: Committee Resolution required: Ordinary THAT quotations be obtained to conduct an electrical safety audit of the common property electricity.

Minute of a Resolution of the Committee

Of the Body Corporate for MAYNE VILLAS

Community Titles Scheme 35256

Considered on 18 May 2018

Pursuant to Section 54(1) of the Body Corporate and

Community Management (Accommodation Module) Regulation 2008

On 17 April 2018, notice of the following motion was given to S Train, M Noonan, C Lane, R Massey, N Paraska, G Parkin and D Tye.

The following resolution was PASSED:-

I am seeking Mayne Villas Body Corporate Committee approval - That the Committee approves Tyken Quotation QU-3540 for $7178 (incl GST) for the waterproofing of the front courtyard of Unit 7

For 7
Against 0

Committee Member	For/Against
S Train	For (email)
C Lane	For (email)
M Noonan	For (email)
R Massey	For (email)
D Tye	For (email)
G Parkin	For (email)
N Paraska	For (email)
Result – For	7/0

On 18 May 2018, notice of the following motion was given to S Train, M Noonan, C Lane, R Massey, N Paraska, G Parkin and D Tye.

The following resolution was PASSED:-

That the Committee approves Tyken Quotation QU-3542 for $869 (incl GST) for the variation for waterproofing of the front courtyard of Unit 6

For 6
Against 0
Unavailable 1

Committee Member	For/Against
S Train	For (email)
C Lane	Unavailable
M Noonan	For (email)
R Massey	For (email)
D Tye	For (email)
G Parkin	For (email)
N Paraska	For (email)
Result – For	6/0

Minute of a Resolution of the Committee

Of the Body Corporate for MAYNE VILLAS

Community Titles Scheme 35256

Considered on 5th June 2018

Pursuant to Section 54(1) of the Body Corporate and

Community Management (Accommodation Module) Regulation 2008

On 5th June 2018, notice of the following motion was given to S Train, M Noonan, C Lane, R Massey, N Paraska, G Parkin and D Tye.

The following resolution was PASSED:-

1. I am seeking Mayne Villas Body Corporate Committee approval - That the Committee approves Forrest Electrical Group Invoice #10268 for $5739.51 (incl GST)

For 7
Against 0

2. I am seeking Mayne Villas Body Corporate Committee approval - that Tyken Invoice # INV-9191 for $7558.49 to waterproof the front courtyard of Unit 7 be approved

For 7
Against 0

Committee Member	For/Against
S Train	For (verbal)
C Lane	For (email)
M Noonan	For (email)
R Massey	For (email)
D Tye	For (email)
G Parkin	For (email)
N Paraska	For (email)
Result – For	7/0

Minutes of the Annual General Meeting
Of the Body Corporate for MAYNE VILLAS
Community Titles Scheme 35256
Held on 12 June 2018
Conducted under Accommodation Module Regulation
At
Barbeque Area, 'Mayne Villas'
39 Bayliss Street, Auchenflower QLD 4066
6:00pm

Present:	M Noonan S Chantler D Tye C Lane R Luxton	Lot 14 Lot 15 Lot 20 Lot 23 & 24 Lot 27
	Barard Management Pty Ltd R Holmes – Director N Pieris - Administrator	
Apologies:	G Parkin S Train R Massey	Lot 2 Lot 23 Lot 26
Proxies:	C Lane for S Train C Lane for D Lane	Lot 23 Lot 24
Company Nominees:	Nil	
Voting Papers:	G Parkin D & A McCartney T Bridge	Lot 2 Lot 12 Lot 22

Fund Balances:

Administrative Fund	:	$9,664.86
Administrative Fund At Call	:	$31,672.92
Sinking Fund	:	$81,571.83
Sinking Fund Investment	:	$24,225.72

Levy Arrears: Nil

Opening of Meeting: In the absence of the Chairperson, C Lane opened the meeting at 6:04pm.

Minutes of Previous Meeting: (Motion 1) RESOLVED that the minutes of the Extraordiary General Meeting held on 13 November 2017 and adjourned to 20 November 2017 be confirmed as a true and accurate record of the proceedings at that meeting.

For : 8
Against : 0
Abstain : 1

Statement of Accounts: (Motion 2)

RESOLVED that the Statement of Accounts for the period ending 31 March 2018 be adopted.

For : 9
Against : 0
Abstain : 0

Non Appointment of Auditor: (Motion 3(a))

RESOLVED by a Special Resolution that the Body Corporate's Statement of Accounts for the financial year 1 April 2018 to 31 March 2019 not be audited.

For : 8
Against : 1
Abstain : 0

Appointment of Auditor: (Motion 3(b))

The following Motion 3(b) was ruled OUT OF ORDER as Motion 3(a) was carried:-

THAT the Body Corporate's Statement of Accounts for the financial year 1 April 2018 to 31 March 2019 be audited by DMP Accountants.

Appointment of Body Corporate Manager: (Motion 4)

RESOLVED that pursuant to the Body Corporate and Community Management Act 1997, Barard Management Pty Ltd be re-appointed the body corporate manager to carry out some of the powers of the executive members of the Committee from 1 August 2018 to 31 July 2021 for a commencement fee of $136.36 per registered Lot per annum plus GST plus disbursements upon such terms and conditions as set out in the attached agreement.

For : 9
Against : 0
Abstain : 0

Administrative Fund Budget: (Motion 5)

RESOLVED that the Administrative Fund Budget of $75,600.00/ $83,160.00 adjusted for GST be approved and that a contribution of $3,080.00 per contributions schedule lot of entitlement per annum be determined and be due and payable in advance on the following dates:

DUE DATE	AMOUNT
01/04/18	$880.00 (issued)
01/07/18	$880.00
01/10/18	$660.00
01/01/19	$660.00

And that contributions for the first two levies of the next budget period be determined as follows.

01/04/19	$770.00
01/07/19	$770.00

A 10% discount will be applied to the above figures if paid by the due date.

For : 9
Against : 0
Abstain : 0

Sinking Fund Budget: (Motion 6)

RESOLVED that the Sinking Fund Budget of $81,000.00 / $89,100.00 adjusted for GST be approved and that a contribution of $3,300.00 per contributions schedule lot of entitlement per annum be determined and be due and payable in advance on the following dates:

DUE DATE	AMOUNT
01/04/18	$880.00 (issued)
01/07/18	$880.00
01/10/18	$770.00
01/01/19	$770.00

And that contributions for the first two levies of the next budget period be determined as follows.

01/04/19	$825.00
01/07/19	$825.00

A 10% discount will be applied to the above figures if paid by the due date.

For : 9
Against : 0
Abstain : 0

Safety Risk Assessment: (Motion 7(a))

The following Motion 7(a) was LOST:-

THAT a Work Health and Safety Report (Safety Risk Assessment) be obtained to identify hazards on the common property and to recommend control measures to prevent or minimise the level of risks present and future.

For : 3
Against : 6
Abstain : 0

Engagement of Seymour Consultants: (Motion 7(b))

The following Motion 7(b) was ruled OUT OF ORDER as Motion 7(a) was LOST:-

THAT Seymour Consultants be engaged to conduct a Work Health and Safety Report (Safety Risk Assessment) for a total cost of $708.00 inc GST.

Insurance: (Motion 8)

The meeting advised that due to water leaking the insurance premium and excess for claims was increased. CHU was the only company prepared to quote at this stage. The increase amount for water related claims was increased from $300 to $5,000 per claim. It was noted that the higher excess only related to waterproofing and claims such as storm damage were not affected CHU advised that they are seeking clarification on if the higher excess relates to any other items. To date there has been no response. The Committee will continue to follow through with this matter.

RESOLVED that the insurance currently in force be confirmed.

For : 9
Against : 0
Abstain : 0

Workers Compensation Insurance: (Motion 9)

RESOLVED that THAT the Work Cover policy currently in force be confirmed, and renewed annually on 30 June.

For : 9
Against : 0
Abstain : 0

Termite and Pest Inspection of Common Property: (Motion 10(a))

RESOLVED that quotations be obtained for termite inspection and pest control on the common property.

For : 9
Against : 0
Abstain : 0

Termite Inspection of Individual Lots: (Motion 10(b))

RESOLVED that quotations be obtained for termite inspections to individual Lots.

For	:	**9**
Against	:	**0**
Abstain	:	**0**

Electrical Safety Audit: (Motion 11)

The following Motion 11 was LOST:-

THAT quotations be obtained to conduct an electrical safety audit of the common property electricity.

For	:	**3**
Against	:	**6**
Abstain	:	**0**

Elections:

The following persons were nominated for election to the Committee of the Body Corporate:-

Position	Candidate	Nominator
Chairperson	Steven Train	S Train
Secretary	Michael Noonan	M Noonan
Treasurer	Chris Lane	C Lane
Ordinary Members	Daniel Tye	D Tye
	Grant Parkin	G Parkin
	Raymond Massey	R Massey
	Robert Luxton	R Luxton

The Committee consists of:-

Chairperson	:	Steven Train
Secretary	:	Michael Noonan
Treasurer	:	Chris Lane
Ordinary Members	:	Daniel Tye
	:	Grant Parkin
	:	Raymond Massey
	:	Robert Luxton

The Secretary's name and contact address is:-

Name	:	Michael Noonan
Address	:	c/o PO Box 10326
	:	Brisbane Adelaide Street QLD 4000

For Online Training for Body Corporate Committees, and access to the Body Corporate and Community Management Legislation please visit:

https://www.qld.gov.au/law/housing-and-neighbours/body-corporate/roles-and-responsibility/training-and-seminars/training

General Discussion:

Painting Works

C Lane expressed a vote of thanks to Daniel Tye and Michael Noonan for all the work that was dedicated to the painting works. It was noted that there was extensive planning and coordination involved.

Unit 27 – Pergola

The meeting discussed the approval process communicated to the owner of Lot 27 from the Brisbane City Council. It was noted that a general meeting would need to be convened to satisfy the council requirements. This matter is to be discussed at a later date.

Closure of the Meeting:

The meeting closed at 6:37pm.

Confirmed

MINUTES OF MAYNE VILLAS BODY CORPORATE COMMITTEE MEETING

Mayne Villas CTS 35256

Thursday 5th July 2018

Present: STEPHEN TRAIN, CHRIS LANE, MIKE NOONAN, DANIEL TYE, BOB LUXTON
Apologies: GRANT PARKIN, RAY MASSEY.

Meeting opened

The Chairman, Stephen Train, opened the meeting at 6:05 pm.

Minutes

Minutes of Mayne Villas Body Corporate Committee (MVBCC) Meeting of 24th April 2018 were prepared and distributed to all unit holders. A copy of these minutes was tabled and accepted by the committee.

Welcome to new Committee Member Bob Luxton

Update on water ingress issues

- Completed Water Proofing upgrades
  - Courtyards of Units 5,6 and 7
  - Exit Corridor between Units 25 and 26
  - Drain in visitors carp park under Unit 1
- In progress Water Proofing upgrades
  - Unit 27 & Unit 18
- Approved and Planned Water Proofing upgrades
  - Drainage upgrade to water tank beside BBQ area
- Next Priorities
  - Unit 10 Investigation has begun
  - Drainage Upgrades
    - Grassed area in middle of complex
    - Walkway outside Units 5 and 6
    - Walkway outside Unit 15
  - Investigation Unit 13
  - Investigation Unit 19
  - Investigation Unit 14

Update from Treasurer on Mayne Villas Building Insurance

- Chris Lane is working with YourInsuranceLink to confirm the details of our current Mayne Villas Building Insurance policy to clear up ambiguity around the wording of the policy's excess.

Update on Site lighting

- Chris Lane reported that
  - 19 garden lights have been replaced
  - 17 are working well but 2 are not yet in service (beside the Pool – waiting low voltage parts)

Gardening Contracts – Blowing of leaves in Stairwells and Visitors carparks

- Daniel Tye to discuss with current gardening contractors

Upgrade of Front Pedestrian Entry

- Stephen Train working with Tina (Unit 23) , Kate (unit 20) and Anne (Unit 14) to produce a proposal for an upgrade of the front Pedestrian entry
- The proposal will be used to obtain quotations

Shelving for Paint and Tiles (behind fire door)

- Approved – The Committee has approved the purchase of shelving to the limit of $400
- Mike Noonan and Daniel Tye to purchase

Gerni – Spare parts

- The Committee gave Daniel Tye permission to purchase spare parts for the Gerni which is currently unserviceable.

Garden bed beside unit 27

- Waterproofing has been upgraded in the garden bed, in the easement, beside Unit 27.
- The Committee have elected not to replace the shrubs in the garden bed
- The garden bed will
  - have a drainage upgrade
  - be filled with Gravel above a layer of Geofabric

BBQ hot water system unserviceable – Water and power to the hot water system has been turned off

- Tyken have supplied a quote to replace – QU-3562 $961.31 ex GST ($1057.44 Incl GST)
- Committee to seek another quote

Unit 22 repair of window sill

- The committee approved Tyken Quote QU-3545, $489.65 ex GST for the repair of Unit 22 window sill

Committee concern over appearance of some Bayliss St courtyards, especially foliage growing between fence panel

- Mike Noonan and Stephen Train to draft and email and distribute to all residents re their obligation with respect to exclusive use common areas

Committee approvals to be minuted

- Tyken Quotation QU-3450 for $7178 (incl GST) for the waterproofing of the front courtyard of Unit 7
- Tyken Quotation QU-3542 for $869 (incl GST) for the variation for waterproofing of the front courtyard of Unit 6
- Tyken Invoice 9229 for $2,153.46 (incl GST) for the variation for waterproofing of the front courtyard of Unit 5
- Tyken Invoice 9232 for $ 2,098.80 (incl GST) for the transfer and dumping of soil from the Mayne Villas' Site

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Meeting Closed at 6:55 PM

MINUTES OF MAYNE VILLAS BODY CORPORATE COMMITTEE MEETING

Mayne Villas CTS 35256

Thursday 1st August 2018

Present: STEPHEN TRAIN, CHRIS LANE, MIKE NOONAN, DANIEL TYE, BOB LUXTON, GRANT PARKIN, RAY MASSEY

Apologies: None – all present

Meeting opened

The Chairman, Stephen Train, opened the meeting at 6:15 pm.

Minutes

Minutes of Mayne Villas Body Corporate Committee (MVBCC) Meeting of 5th July 2018 were prepared and distributed to all unit holders. A copy of these minutes was tabled and accepted by the committee.

Treasurer's Report

- Treasurer, Chris Lane, had no July figures to report as it was the 1st August
- Chris did report that no Units were in arrears as per the June report

Update on Mayne Villas Building Insurance Policy

- Treasurer, Chris Lane, is continuing to work with YourInsuranceLink to confirm/agree the details of our current Mayne Villas Building Insurance policy to clear up ambiguity around the wording of the policy's excess.
- Mike Noonan to contact Brad Wright, YourInsuranceLink, re clarification of two current issues
    - A burst pipe being treated as normal "wear and tear"
    - Clarification on the distinction of insurance claims being Contents or Building Insurance

Site Nuisance – Loud Noise & Smoking Complaints

- A number of Units have suggested that they have complaints and have asked for Body Corporate "rules". These complaints are mainly related to excess noise or smoking.
- Chairman, Stephen Train, is to seek independent advice re the wording of an email to all residents regarding respect for our neighbours especially relating to loud noise or smoking causing nuisance.
- Secretary to distribute the email once approved by the committee.

Failure of grouting sealant in upstairs showers/bath rooms/external balconies

- A unit holder has had an issue with water damage caused by the failure of the grouting in their upstairs shower
- Mike Noonan to send an email to remind all unit holders –
    - Tiled areas in upstairs showers/bath rooms/patios are now of an age > 10 years
    - Maintenance of these area are the unit holder responsibility
    - It would be prudent to have upstairs showers/bath rooms/patios checked to ensure the integrity of the sealing of these area to prevent water ingress and subsequent damage to the ceiling of the floor below

Unit 13 upgrades to unit to be recorded in the minutes

- replace Air-conditioning units with Ducted Air-conditioning
- Adding cupboards to inside of the garage level storage room

Unit 13 has requested permission to park in the visitors carpark until their waterproofing issue in the garage has been addressed

- Water drips on their vehicle from a crack in the slab leaving calcium stains on the roof of their vehicle
- This request has been approved for one vehicle to use the visitors car park

Mayne Villas site – cleaning/water blasting

- A quotation from last year's contractor has been accepted and approved
- To be scheduled for October 2018

Update on Site lighting

- Ongoing – Chris Lane to follow up with Forrest Electrical re the timing of outstanding issue
- Two of the lights are near the pool are not yet functional as they require low voltage adaptors

Gardening Costs – Increase in renumeration

- There has been no increases in the cost of the current agreement for the last 3 years
- MVBCC have added extra items to the work list
- MVBC Committee voted to increase the value of the current agreement by 5%
    - Voting 7 for, 0 against - Approved

Visitor Parking – Two Issues

- Residents are continually parking in visitors carpark space making it difficult for our visitors and contractors to get a park in the visitors carparking spots
- Contractors/Maintenance Personnel have parking been parking outside garages and this is dangerous for two reasons
    - It restricts normal traffic flow in and out of the complex, especially between units 2 to 10 and Units 16 to 11
    - it is difficult and unsafe to enter and exit garages, especially Units 2 to 16
- Chairman, Stephen Train, to draft and email for committee approval and distribution by the secretary

Upgrade of Front Pedestrian Entry

- Ongoing – Design being finalised this week.
- Next step is to seek quotations

Shelving for Paint and Tiles (behind fire door)

- Mike and Daniel have selected a set of shelves and will purchase and install this week

Gerni – Spare parts

- Daniel was able to repair the Gerni without the purchase of parts.

BBQ hot water system unserviceable – Water and power to the hot water system has been turned off

- ongoing - Committee to seek another quote

Committee concern over appearance of some Bayliss St courtyards, especially foliage growing between fence panels

- Ongoing
- Chair, Stephen Train, to draft an email
- Secretary to distribute to all residents re their obligation with respect to exclusive use common areas

Update on water ingress issues

- In progress Water Proofing upgrades
  - Unit 27 & Unit 18
- Approved and Planned Water Proofing upgrades
  - Drainage upgrade to water tank beside BBQ area
- Next Priorities
  - Unit 10 Investigation has begun and second stage of investigation has been approved by Insurance assessors
  - Drainage Upgrades
    - Grassed area in middle of complex
    - Walkway outside Units 5 and 6
    - Walkway outside Unit 15
  - Investigation Unit 13
  - Investigation Unit 19 planned when old damage (march 2017) is being repaired
  - Investigation Unit 14
  - Unit 11 have just submit an insurance claim (unknow at this stage if this is similar to U10 & U27 were cause is easement garden bed waterproofing failure)

Committee approvals to be recorded in the minutes

- **No new emailed MVBC Committee approvals since 5th July 2018 meeting**

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Meeting Closed at 7:16 PM

Minute of a Resolution of the Committee

Of the Body Corporate for MAYNE VILLAS

Community Titles Scheme 35256

Considered on 6th September 2018

Pursuant to Section 54(1) of the Body Corporate and

Community Management (Accommodation Module) Regulation 2008

on 6th September 2018, notice of the following motion was given to S Train, M Noonan, C Lane, R Massey, B Luxton, G Parkin and D Tye.

The following resolution was PASSED:-

I am seeking Mayne Villas Body Corporate Committee approval - That the Committee approves the Tyken Quotation QU-3592 for $ 5676.00 (incl GST) for the waterproofing of garden beds beside Units 10 and 11 and upgrade of drainage in garden beds beside Units 10, 11 and 27

For 7
Against 0

Committee Member	For/Against
S Train	For (verbal)
C Lane	For (email)
M Noonan	For (email)
R Massey	For (email)
D Tye	For (email)
G Parkin	For (email)
B Luxton	For (email)
Result – For	7/0

On 6th September 2018, notice of the following motion was given to S Train, M Noonan, C Lane, R Massey, B Luxton, G Parkin and D Tye.

The following resolution was PASSED:-

I am seeking Mayne Villas Body Corporate Committee approval - That the Committee approves the Tyken Quotation QU-3593 for $ 4757.50 (incl GST) for the drainage upgrade in the centre of the complex.

For 6
Against 0

Committee Member	For/Against
S Train	For (verbal)
C Lane	For (no reply)
M Noonan	For (email)
R Massey	For (email)
D Tye	For (email)
G Parkin	For (email)
B Luxton	For (email)
Result – For	6/0

on 6th September 2018, notice of the following motion was given to S Train, M Noonan, C Lane, R Massey, B Luxton, G Parkin and D Tye.

The following resolution was PASSED:-

I am seeking Mayne Villas Body Corporate Committee approval - That the Committee approves the Tyken Quotation QU-3594 for $ 6248.0 (incl GST) for the waterproofing/drainage upgrade to garden bed in the centre of the complex beside unit 14's side wall.

For 7
Against 0

Committee Member	For/Against
S Train	For (verbal)
C Lane	For (email)
M Noonan	For (email)
R Massey	For (email)
D Tye	For (email)
G Parkin	For (email)
B Luxton	For (email)
Result – For	7/0