



WELCOME TO SPECIAL BULLETIN No 1 OF 2023

Content - Information on Annual General Meeting – Motions and AGM Nominations for Committee.

Contact details of Body Corporate Members

Chairperson	John Auchter	jauchter@ozemail.com.au or 0418 894 461
Secretary	Kenneth Law	kennethjohnlaw2020@gmail.com or 0431 882 549
Treasurer	Glen Colledge	colledgeyg@iinet.net.au or 0427 611 697

Ordinary members	Paulette Harris	pump28kin@hotmail.com or 0437 575 672
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	Terry Kimmings	tandckimmings@gmail.com or 0451 195 246

Principal Body Corporate Representative	Kenneth Law (Secretary)
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Committee Email	contactbaumeareserve@gmail.com
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INFORMATION FOR LOT OWNERS

There are 2 local Facebook pages: Baumea Reserve Residents
Pacific Harbour Golf Residents & Members

SSKB www.sskb.com.au including Stratmax Portal

Pacific Harbour Golf and Country Club - www.phgccc.com.au

Community Liaison Officer (CLO) Siobhan Brittain clo@phgccc.com.au or 0447 811 262

SSKB Community Manager Stephanie Price sskb@sskb.com.au or 5453 9550

- **Website for Baumea Reserve Subsidiary Body Corporate**

Your committee now has a new “live” website, that is, <https://baumeareserve.com/>

This is still a work in progress, but please visit.

Lot owners having any suggestions of content for this website, please contact the Secretary on above email address or via the new website.

1. Annual General Meeting (AGM)

This information does not apply to the Small Schemes Module or the Specified Two-lot Schemes Module.

Motions

If a notice is sent to owners inviting nominations for the committee, owners must also be invited to put in motions for the agenda of the annual general meeting.

However, owners do not have to wait to be invited to send a motion for including on the annual general meeting’s agenda. They can submit a motion to the Secretary at any time before the end of the body corporate financial year. Baumea Reserves financial year ends 31st July.

For the annual general meeting, owners can submit a motion for including on the agenda at any time before the meeting. The motion must be included on the agenda where possible.

The committee also submits motions for the annual general meeting agenda, including statutory motions. However, the committee does not have the same time limits as owners. They may put motions on the annual general meeting agenda at any time before the notice and agenda is issued to the owners.

Drafting motions

If you want your body corporate to make a decision about something, you may wish to write a motion to be considered.

You can draft a motion to be considered by the committee or the body corporate at a general meeting.

The legislation does not set out how to word a motion for a committee or general meeting decision, so the following is a guide only.

Be clear and concise

Keep these general ideas and questions in mind when you are drafting a motion.

- Concise—are you clearly and concisely explaining what should happen so the body corporate can adopt the proposal without any further decisions?

- Legal—does the proposal have to meet any special requirements under the body corporate legislation or any other legislation (e.g., building regulations)?
- Economic—can any action required by the motion be paid for? Are there funds in the budget or will a special levy have to be raised? Instead of submitting just 1 motion, should 2 quotes be submitted under a group of same-issue motions?
- Action-based—is there a clear action to be taken? Is a time frame set?
- Realistic—can the proposed action be achieved? Is it something that other owners are likely to support?

2. **Annual General meeting (AGM) Nominating for the Committee Positions**

NOTE: For Baumea Reserves Body Corporate, every aspect of this task is undertaken by the body corporate manager, SSKB.

Prior to every annual general meeting, the Secretary must give each lot owner a notice inviting the lot owner to nominate an individual for committee membership (Standard Module Section 18).

The Secretary has a 3 week period in which to do this. The notice must be given at least 3 weeks before, but not earlier than 6 weeks before, the end of the body corporate's financial year.

Baumea Reserves financial years ends 31st July.

All completed nominations must be returned to the Secretary by the end of the body corporate's financial year.

After the end of the body corporate's financial year, the Secretary must forward written notice to the candidate acknowledging that the nomination has been received. There is no specific time frame for this, but it must be done as soon as is practicable.

Notice inviting nominations

There is no prescribed or approved form of notice inviting nominations. The Secretary must draft the notice in a way that informs the lot owner they may nominate 1 person for election as 1 or more of the executive member positions or an ordinary member position.

3. **REMINDER TO LOT OWNERS:**

Should you have any matter you wish the committee to address or the committee to raise at the Principal Body Corporate level, please forward the matter to the Secretary by email at contactbaumeareserve@gmail.com or pass on to any committee member who will present it at the next committee meeting.

As to any questions from this Bulletin, please direct your enquiries to the Secretary as above.

