

09/02/16

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MISS L E CADD
UNIT 5, 17 CORMORANT STREET
BAKEWELL NT 0832

Whittles Body Corporate
Management Pty Ltd atf
Whittles NT Unit Trust
ABN 50 896 321 491

www.whittles.com.au

Dear Owner,

We have enclosed a copy of minutes for Unit Plan 200029, 17 Comorant Street, Bakewell of the Annual General Meeting held on Monday, 1st February 2016 at 5:00 PM at which a quorum was not present.

The Unit Titles Act 2015 provides that where a quorum is not present at a meeting, the meeting may proceed with all *ordinary resolutions* passed at the meeting by those present in person or by proxy to be adopted as *interim resolutions*.

An interim resolution becomes a resolution of the corporation:

1. if notice of a further general meeting is given and the meeting is held within 28 working days after the notice is given - if the resolution(s) are confirmed at the meeting; or
2. if notice of a further general meeting is given and the meeting is not held within 28 working days after the notice is given - at the end of that working period; or
3. otherwise - 29 working days after the date of the interim resolutions.

Meetings can only be called by the Body Corporate Chairman or Secretary, the Manager, or by a person who has the right to vote at the meeting who has the written support of owners who hold at least 25% of the total unit entitlements for the plan.

An interim resolution may only be made for ordinary resolutions and any matter that is the subject of another type of resolution has to be considered at a future general meeting.

Please contact this office at any time should you have any queries.

Yours faithfully,



Wayne Cranley
Strata Manager

MINUTES
of the Annual General Meeting

of

Unit Plan 200029
17 CORMORANT STREET, BAKEWELL

held

at Whittles Body Corporate Managers
Suite 207

12 Salonika Street
Parap NT 0820

on Monday, 1 February 2016 at 5:00 PM

PRESENT

In Person

Mr M & Mrs S Tomes
Ms G Ramsey
Ms L Cadd
Ms E Wang

By Teleconference

Mr D Gerlach

By Voting Paper

Not applicable

In Attendance

Wayne Cranley representing Whittles Body Corporate Management Pty Ltd

PROCEEDINGS

CHAIRPERSON

Mr D Gerlach, Chairperson presided over the meeting.

The Strata Manager conducted the meeting.

Quorum

The Corporation Manager advised that a quorum was not in attendance, with persons being present in person or by proxy, teleconference or voting paper who have the right to vote representing only 498 Unit Entitlement Value of the Plan total UEV 1000.

Declaration of Interest

All owners or their nominees, are reminded that they are required to advise the meeting if they have any direct or indirect pecuniary interest in any matter to be considered by the meeting. Whittles refers all Members to the Body Corporate's Management Agreement for disclosure of all its relevant interests.

Motion 1. Minutes (Ordinary Resolution)

That the minutes of the last Annual General Meeting held on 16th December 2014 and sent to owners be accepted as a true and correct record of the proceedings at that meeting.

MOTION CARRIED

YES / NO / ABSTAIN
5 0 0

Motion 2. Statement of Accounts (Ordinary Resolution)

That, in accordance with the provisions of the Unit Titles Act 2015 the Statement of Accounts for the financial year ending October 2015, be accepted.

MOTION CARRIED

YES / NO / ABSTAIN
5 0 0

Motion 3. Appointment of Manager (Ordinary Resolution)

That, in accordance with the provisions of the Unit Titles Act 2015 [Section 51 of the Management Module Standard Plan], the Corporation engage Whittles Body Corporate Management Pty Ltd as its Body Corporate Manager for a term of one year at a rate of \$2,750.00 pa and under the standard form of agreement (a copy of which can be provided by Whittles). That agreement provides for Whittles to supply agreed administrative services for agreed fees and other services that may be reasonably requested by the Corporation for additional fees.

MOTION CARRIED

YES / NO / ABSTAIN
5 0 0

Motion 4. Election of Committee

That, in accordance with the provisions of the Unit Titles Act 2015 [Section 6 of the Management Module Standard Plan], where there are more than 3 members of the Corporation, the Committee must have at least 2 and no more than 7 members.

The committee of the Body Corporate is as follows:

Chairman	Mr D Gerlach	Unit 7
Member	Mr M Richardson	Unit 1
Member	Mrs S Tomes	Unit 3
Member	Ms L Cadd	Unit 5
Member	Ms E Wang	Unit 9

Notes:

Committee meetings should be conducted in accordance with the Unit Titles Act 2015 Management Module Standard Plans which include requirements that:

- meeting notices must be forwarded to all committee members at least 5 working days before the meeting date,
- proceedings and decisions at the meeting must be minuted in the Corporations records,
- copies of the minutes must be forwarded to all members of the Corporation and to Whittles within 21 days.

5. Annual Compliance Register

The Work Health and Safety Act 2014, recognises that a Corporation's common property is a workplace, as such the Corporation is responsible for ensuring the workplace is free from hazard, as far as reasonably practicable. Whittles has established a register to ensure owners are fully aware of their legislative and reporting requirements for the Body Corporate. Many different areas are subject to annual compliance and the Manager will review at the meeting all Corporation obligations and where necessary, update any compliance reports required to be held on file.

Items to be considered will include asbestos, fire systems, fire safety, sinking fund, balustrades, pool, lifts etc.

All legislative compliance reports will be reviewed promptly as required and any maintenance attended to in accordance with Australian Standards or Industry best practice using qualified and reputable practitioners. To ensure that the Body Corporate obligations are met and maintained during the year, the Compliance Register will be established, and updated throughout the year.

Motion 5a. Termite Inspection (Ordinary Resolution)

In accordance with the provision of the Australian Standard for Protection Against Termites (AS 3660.2-2000), a contractor be engaged to carry out a termite inspection of the building, including common areas and gardens, but excluding the interior of the units and unit subsidiaries. The estimated cost of the Termite Inspection is to be advised. Where termite treatment of the common area only is recommended, Whittles will authorise the treatment to proceed. Owners are responsible for all costs associated with pest treatments within their unit boundary.

YES / NO / ABSTAIN
5 0 0

MOTION CARRIED

Owners present requested quotes to carry out termite inspection and treatment in all backyards on the property also. The manager will organise quotes - one from Quack Pest Control as requested at the meeting - and pass them to the committee for review.

Motion 6. Insurance (Ordinary Resolution)

That, in accordance with the provision of the Unit Titles Act 2015 [Section 80], the current insurance coverage be reviewed and added to and/or adjusted according to the decision of this meeting.

It was agreed that Whittles arrange quotes of the Corporations insurance with the authorised representative of Elders Insurance Brokers, AJG Brokers, and MGA Brokers

MOTION CARRIED **YES / NO / ABSTAIN**
5 0 0

A Financial Services Guide in relation to the insurances is available from Whittles.

Underwriting Agency			
Underwriter	Territory Insurance Office		
Broker	Elders Insurance (Underwriting Agency) Pty Limited		
Policy Number	DNSTT6525858		
Expiry Date	29/03/2016		
Building / Common Property Cover	\$4,600,000	Excess	See notes
Legal Liability	\$20,000,000	Excess	See notes
Office Bearer's Liability	Not Held		
Catastrophe Cover	Held		
Flood Cover	Not Held		
Machinery Breakdown	Fusion only to 4kW	Excess	See notes

Notes:

Whittles recommends taking additional insurance for office bearers liability and loss of rent. machinery breakdown.

Any insurance claims excess must be paid by the relevant owner.

Owners should also arrange adequate insurance for their lot (whether or not it is occupied by the owner or tenants) covering public liability and damage to the following items:

- Curtains, blinds and other internal window coverings
- Carpets and loose floor covering
- Mobile dishwashers, clothes dryers or other electrical or gas appliance that are not wired or plumbed in
- Fixtures which the tenant can remove

This insurance is necessary since the Corporations insurance applies primarily to common property and does not cover these risks and items in the lots.

Owners must also advise Whittles of any change in use of their lot since it may affect the Corporations insurance premium and/or void the policy if the underwriter is not advised immediately.

Motion 7. Administrative Fund Budget (Ordinary Resolution)

That, in accordance with the provisions of the Unit Titles Act 2015 [Section 36], the attached administrative fund budget be approved and adopted. Contributions under this budget are increased from the previous budget with total contributions of \$30,713.45 for the financial year ending 31/10/16.

The annual Administration Fund contribution payable by each Unit holder is to be paid by UEV quarterly instalments, as from 01/02/2016, each always in advance of the due date.

Changes may be made to the budget at the meeting provided these changes do not increase contributions by more than 10% from the proposed budget.

MOTION CARRIED **YES / NO / ABSTAIN**
5 0 0

Motion 8. Shortfall of Administrative Funds (Ordinary Resolution)

That, in accordance with the provisions of the Unit Titles Act 2015 [Section 36], if a shortfall in administrative funds occurs during the financial year, additional funds required to meet that shortfall will be raised by a further contribution to the administrative fund to be authorised by Whittles after consultation with the **Committee**.

MOTION CARRIED **YES / NO / ABSTAIN**
5 0 0

Owners present agreed the wording of the motion be altered to include all committee members in this decision.

Motion 9. Sinking Fund Budget (Ordinary Resolution)

That, in accordance with the provisions of the Unit Titles Act 2015 [Section 36], the attached sinking fund budget be approved and adopted. Contributions under this budget are the same as the previous budget with total contributions of \$1,300.00 for the financial year ending 31/10/16.

The annual Sinking Fund contribution payable by each Unit holder is to be paid by UEV quarterly instalments, as from 01/11/2015, each always in advance of the due date.

Changes may be made to the budget at the meeting provided these changes do not increase contributions by more than 10% from the proposed budget.

MOTION CARRIED **YES / NO / ABSTAIN**
5 0 0

Motion 10. Recovery of Overdue Contributions (Ordinary Resolution)

That, in accordance with the provisions of the Unit Titles Act 2015 [Section 36], Whittles is authorised to take all necessary action, without the need for further authority, including instructing a debt recovery company to initiate legal proceedings against owners on behalf of Unit Plan 200029 when they are in arrears to recover overdue contributions and levies, penalties and recovery costs incurred.

Whittles charge the debtor for the issue of a First Arrears Notice (30 days or more overdue), and when issuing instructions to the debt recovery company. Fees charged by third party providers will be recovered from the debtor at cost per invoice.

MOTION CARRIED **YES / NO / ABSTAIN**
5 0 0

Motion 11. Interest Charged on Overdue Contributions/Levies (Ordinary Resolution)

That the Corporation will apply penalty interest of 15% per annum on contributions, calculated daily, if payment of a contribution levy or an instalment of a contribution levy is not received within 30 days of the due date. The Committee is authorised to forgive penalty interest charges in extenuating circumstances in its absolute discretion.

MOTION CARRIED

YES / NO / ABSTAIN
5 0 0

Motion 12. To Approve Unit 4 Installing Screening (Majority Resolution)

A motion is passed by a majority resolution if the number of votes in favour of the motion exceeds 50% of the total number of lots.

That the Body Corporate approve the owner of unit 4 installing screening between the two pillars at the front of the unit. Additionally the owner would like to replace the stones at the front garden with white stones, and also install window tinting.

MOTION CARRIED

YES / NO / ABSTAIN
5 0 0

Motion 13. To Approve House Rules (Special Resolution)

A motion is passed by a special resolution if at least two thirds of the votes are in favour of the motion and the unit entitlements of the lots for the votes against the motion do not exceed 25% of the total unit entitlements.

That the Body Corporate approve the House Rules as per attached for the complex.

MOTION DENIED

YES / NO / ABSTAIN
1 4 0

14. General Discussion

TENANT BEHAVIOUR

It was noted that tenant behaviour had not improved. The Manager was requested to assist in the process of complaints to relevant property managers.

PLUMBING

A recent burst pipe adjacent to unit 3 was discussed. The PAWA meter was found to not function correctly and as such no excessive water charges were applied. The owner of unit 3 noted that the pipes laid were of substandard quality and not glued properly. It was noted by all there may be further issues at these junctions at other units in the future.

PAVING

It was noted quotes for cleaning pavers only provided for high pressure cleaning. It was agreed that high pressure may damage the pavers. It was also noted the pavers were dropping in some areas. The manager will have a contractor attend to investigate and quote for repairs.

WATER RUNOFF - UNITS 9 & 10

It was noted sufficient drainage was not in place to allow appropriate water runoff from the low points in the property. It was noted that appropriate guttering has somewhat alleviated the issue however a long term solution should be found.

PAINTING

Owners at the meeting agreed painting of the previously painted surfaces should be a priority for the Body Corporate this financial year. The manager will assist in obtaining quotes.

ROOF MAINTENANCE INSPECTION

Owners discussed having an inspection of the roofs in order to begin preventative maintenance to avoid expensive repairs in the future. The Manager will liaise with the committee regarding this.

HOUSE RULES

Significant discussion was held regarding the house rules. It was noted by the chairperson the house rules supplied to owners should be used as a guide to implementing a set of house rules for the corporation - and as such should not be considered set in stone. Owners generally agreed the motion of having house rules was not favorable, and the Unit Titles Act would suffice should relevant legislation and regulation be required to settle disputes. The owners noted the issue of fencing should be looked at. It was requested the manager to let all owners know that fencing - considered by the Body Corporate to be an owner expense at the present time - is currently being reviewed by the committee with the possibility the Body Corporate would assume responsibility for boundary fencing in the future.

Requests for approval for installations or animals

Should an owner wish to apply to the corporation for an approval of any kind, other than at a Annual General Meeting, the requesting owner will be responsible for the payment of the prescribed meeting fee for the conduct of an Extraordinary General Meeting as well as postage and photo-copying costs.

NEXT ANNUAL GENERAL MEETING

There was general agreement that next year's meeting should be held in accordance with the Unit Titles Act.

CLOSURE

Owners present were thanked for their attendance and the meeting closed at 6:50pm

Did you know owners can access & update their details on the internet?

To access your account simply go to www.whittles.com.au and enter the following details:

- Account code
- Plan number (leaving out the slash)
- Unit number
- PIN (if first time log in leave pin blank as you will be prompted for a pin)

*** Please note that owners are encouraged to receive all correspondence/invoices via email. This ensures for a timely delivery of documents and helps reduce printing and postage costs to your corporation.**

BUDGET

PROP.UNITS PLAN 2000/29
17 CORMORANT STREET, BAKEWELL

Year ending October 2016

ADMINISTRATIVE FUND

	Nov-Jan 16	Feb-Apr 16	May-Jul 16	Aug-Oct 16	Annual Total
INCOME					
Contributions	7,550.00	7,721.15	7,721.15	7,721.15	\$30,713.45
Arrears	0.00	0.00	0.00	0.00	\$0.00
Advances	-3,760.00	-0.00	-0.00	-0.00	<u>-\$3,760.00</u>
Total	3,790.00	7,721.15	7,721.15	7,721.15	<u>\$26,953.45</u>
EXPENDITURE					
Body corp administration	687.50	687.50	687.50	687.50	\$2,750.00
Common property - Repairs	500.00	500.00	500.00	500.00	\$2,000.00
Disbursements	41.25	41.25	41.25	41.25	\$165.00
Insurance	0.00	10,700.00	0.00	0.00	\$10,700.00
Meeting fee	154.00	0.00	0.00	0.00	\$154.00
Pest control	125.00	125.00	125.00	125.00	\$500.00
Photocopies	31.25	31.25	31.25	31.25	\$125.00
Plumbing	175.00	175.00	175.00	175.00	\$700.00
Postage	25.00	25.00	25.00	25.00	\$100.00
Taxation - Accountants fee	66.00	0.00	0.00	0.00	\$66.00
Utilities - Sewerage	2,000.00	2,000.00	2,000.00	2,000.00	\$8,000.00
Utilities - Water	1,625.00	1,625.00	1,625.00	1,625.00	<u>\$6,500.00</u>
Total	5,430.00	15,910.00	5,210.00	5,210.00	<u>\$31,760.00</u>

SINKING FUND

	Nov-Jan 16	Feb-Apr 16	May-Jul 16	Aug-Oct 16	Annual Total
INCOME					
Contributions	325.00	325.00	325.00	325.00	\$1,300.00
Arrears	0.00	0.00	0.00	0.00	\$0.00
Advances	-164.00	-0.00	-0.00	-0.00	<u>-\$164.00</u>
Total	161.00	325.00	325.00	325.00	<u>\$1,136.00</u>

CASH FLOW SUMMARY

	Nov-Jan 16	Feb-Apr 16	May-Jul 16	Aug-Oct 16	Annual Total
<u>ADMINISTRATIVE FUND</u>					
Opening Balance	9,140.37	7,500.37	-688.48	1,822.67	\$9,140.37
Add: Contributions	7,550.00	7,721.15	7,721.15	7,721.15	\$30,713.45
Add: Arrears	0.00	0.00	0.00	0.00	\$0.00
Minus: Advances	3,760.00	0.00	0.00	0.00	\$3,760.00
Minus: Expenditures	5,430.00	15,910.00	5,210.00	5,210.00	\$31,760.00
CLOSING BALANCE	7,500.37	-688.48	1,822.67	4,333.82	\$4,333.82
<u>SINKING FUND</u>					
Opening Balance	14,822.95	14,983.95	15,308.95	15,633.95	\$14,822.95
Add: Contributions	325.00	325.00	325.00	325.00	\$1,300.00
Add: Arrears	0.00	0.00	0.00	0.00	\$0.00
Minus: Advances	164.00	0.00	0.00	0.00	\$164.00
Minus: Expenditures	0.00	0.00	0.00	0.00	\$0.00
CLOSING BALANCE	14,983.95	15,308.95	15,633.95	15,958.95	\$15,958.95

CALCULATION OF CONTRIBUTIONS

Total Unit Entitlement 1000
 Number of Units 10

	— Effective from 01/02/16 —		— Effective from 01/11/15 —	
Unit Number	UEV	ADMIN Fund	UEV	SINKING Fund
1	103	\$795	103	\$33
2	98	\$757	98	\$32
3	100	\$772	100	\$33
4	100	\$772	100	\$33
5	100	\$772	100	\$33
6	100	\$772	100	\$33
7	100	\$772	100	\$33
8	98	\$757	98	\$32
9	98	\$757	98	\$32
10	103	\$795	103	\$33
QUARTERLY TOTAL		<u>\$7,721.00</u>		<u>\$327.00</u>