

*MINUTES*  
*Of the Committee Meeting*  
*Unit Plan 200029*  
*17 CORMORANT STREET, BAKEWELL*

Held

*At Tony Sievers Office. Shop 2 Palmerston Shopping Centre*

*On Friday 10th August 2018 at 5.30pm*

PRESENT     In Person

Unit 1    Mr M Richardson  
Unit 3    Mrs S M Tomes  
Unit 4    MS G J Ramsey  
Unit 5    Miss L E Cadd  
Unit 7    Mr D R Gerlach  
Unit 9    Mr P Brady

PURPOSE OF MEETING

1. Review commitment made at AGM

Unit 7 spoke about minutes from previous committee meeting minutes needing to be ratified. Was noted that committee meetings previously had not approved minutes from prior committee meetings. Unit 7 to email the committee his input. Requested by unit 7 that the minutes be circulated to the committee prior to being circulated to the owners. Has never been done in the past years and isn't required by the Unit Tittle Act.

Unit 7 challenged proxy voting. Chair had previously confirmed with Whittles for approval. Chair mentioned that the meeting agenda wasn't being adhered to and reminded the committee that all committee members were given opportunities to email items for the agenda prior to the meeting.

2. House rules

Discussion on house rules was interrupted by the fire evacuation alarm.

Meeting suspended at 6.30pm.

Meeting continued on the 27th August

*Meeting Continued*

*At Tony Sievers Office. Shop 2 Palmerston Shopping Centre*

*On Monday 27<sup>th</sup> August 2018*

*At 5.30pm*

**Present**    In Person

Unit 1    Mr M Richardson  
Unit 3    Mrs S M Tomes  
Unit 4    MS G J Ramsey  
Unit 5    Miss L E Cadd  
Unit 9    Mr P Brady

House rules were discussed at great length and will be used to produce the Tenant Guidelines that is wanted for distribution to new tenants. House rules include Schedule 1 of Units Tittle Act. Perimeter fencing ruling will be included in house rules and committee agreed that the street front fencing will remain the property of the Body Corporate. House rules draft will be distributed to all owners to allow for their comments and suggestions. Completed house rules will be included at the next AGM for voting on.

3. Drainage issue – Peter from unit 9 will endeavour to unblock pipes. Will inform of outcome.

Drainage area in front of unit 4 are regularly cleaned (at no cost to Body Corporate) to prevent build-up of debris blocking the drain. Committee discussed this as an option for saving money. Unit 9 had just recently fixed and upgraded the irrigation at front of the complex. Unit 9 has saved the Body Corporate a substantial cost. The committee sincerely thanked Peter from unit 9.

4. Committee communication relating to Body Corporate property. Any urgent (emergency) matters are to be directed to Whittles (Body Corporate manager). All other matters to be referred to committee members for approval and management of the issue. To avoid a \$33 fee to our Body Corporate the chairperson will organise the quotes. Whittles have provided a list of preferred contractors who are familiar with the building.

5. Committee members will continue to be informed on Body Corporate matters.

6. Rising damp in unit 7. Report needs to be sighted before any further action.

7. Governance training. Whittles (Jacqueline) to be approached.

8. If Unit 7 agrees. Record that the fencing issue has been resolved and that no further action is required by either parties. Not discussed

9. Non-emergency general repairs and maintenance will require 3 quotes and to be approved.

10. Keeping other owners informed. All owners should be fully briefed on any issues they need to vote on. Full explanation by email.

11. Unit 9 briefing on legal advice. Approached solicitor and any legal advice will cost. Committee decided to use Whittles expertise on any Body Corporate issues.

Meeting closed at 6.35pm.