

BODY CORPORATE COMMITTEE

17 cormorant street

Minutes

COMMITTEE MEETING

10th September 2021 @ 6:30pm

Location: 17 cormorant street Bakewell (courtyard)

1. Meeting open 6:30pm
 - a. Attendees: Peter Brady (proxy unit 1), Sue Tomes (unit 3), Glenda Ramsey (unit 4), Daniel Gerlach (unit 7), En & Peter (unit 9)
 - b. Proxy tabled and accepted

Minutes

2. No minutes as previous meeting was not effective due to technical difficulties with zoom

3. Communication

- a. Whittles sent letter to suppliers regarding the change in where communication should be sent—new BC manager should rectify when taking over
- b. Notice of trespass / theft at night – most units notified, need committee members to speak to units 2 & 10
- c. Responses to information requests from Lynn at whittles, tabled.
- d. Emailed response from Daniel Ferguson @ castle regarding questions
- e. (ongoing)Review of account transactions (whittles). Discussed that accounts look odd where whittles have documented the chargeback for unknit 7 repairs. Committee to review prior to next meeting

4. Review of Maintenance and repairs

- a. Maintenance of pavers
 - i. One quote received, as the cleaning was a budgeted corporation item from the AGM committee was happy to proceed
 - ii. **MOTION:** That the tabled quote be accepted for cleaning of pavers (\$1320) with P&JS property services. (1st sue, 2nd En) unanimous
 - iii. It will be requested that the new manager raise the Job once they are started.
- b. Roofing report – not yet ready, will be tabled at the next meeting

Other business

5. Review management contract
 - a. Committee agree that the contract is fit for purpose and are happy to proceed
6. Establish required (temporary) process for operation
 - a. Committee decided not to add to or change any of its current processes or delegated authority at this time and would consider it at the next meeting.
 - b. Committee will request a meeting with Daniel at castle real-estate to set these up.
7. Authorise committee member to sign contract on our behalf and deliver to castle
 - a. **MOTION:** That committee members sign the contract and deliver to Castle ASAP (1st Peter, 2nd En unanimous)
8. Investigate insurance renewal quotes
 - a. Chair to request that whittles arrange quotes from at least two providers for the committee to consider prior to the AGM. One to be with our current provider
9. Plan business for AGM.
 - a. Members decided that castle would be able to handle this once they come on board
10. Other new business
 - a. No new business

Meeting closed 7:15pm