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**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 Tuesday, 16 December 2014 at 5:00 PM

2015 - 2016

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**PRESENT**

**In Person**

Unit 1 Mr M Richardson  
Unit 3 Mr M H & Mrs S M Tomes  
Unit 5 Mr G A & Mrs L E Cadd  
Unit 7 Mr D R Gerlach & Mrs S K Douglas  
Unit 9 Ms E Wang

**By Proxy**

Not applicable

**By Voting Paper**

Not applicable

**In Attendance**

Wayne Cranley representing Whittles Body Corporate Management Pty Ltd

**PROCEEDINGS**

**CHAIRPERSON**

Mr M Richardson, Chairperson presided over the meeting.

The Strata Manager conducted the meeting.

**Quorum**

The Corporation Manager advised that a quorum was in attendance, with persons being present in person or by proxy, teleconference or voting paper who have the right to vote representing 501 Unit Entitlement Value of the Plan total UEV 1000.

**Motion 1. Minutes (Ordinary Resolution)**

The minutes of the last Annual General Meeting held on 22nd January 2014 and sent to owners were accepted as a true and correct record of the proceedings at that meeting.

**MOTION PASSED**

**YES / NO / ABSTAIN**  
**5     0     0**

**Motion 2. Statement of Accounts (Ordinary Resolution)**

In accordance with the provisions of the Unit Titles Act 2014 the Statement of Accounts for the financial year ending October 2014, was accepted.

**MOTION PASSED**

**YES / NO / ABSTAIN**  
**5     0     0**

**Motion 3. Appointment of Manager (Ordinary Resolution)**

In accordance with the provisions of the Unit Titles Act 2014 [Section 51 of the Management Module Standard Plan], the Corporation has engaged Whittles Body Corporate Management Pty Ltd as its Body Corporate Manager for a term of one year at a rate of \$2,550.00 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 PASSED**

**YES / NO / ABSTAIN**  
**5     0     0**

**Motion 4. Election of Committee**

The Committee for 2015 is:

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

Notes:

Committee meetings should be conducted in accordance with the Unit Titles Act 2014 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.

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. Primary Duty of Care / Common Property**

Whittles recommends that, in accordance with Work Health and Safety Act 2014, a contractor be instructed to carry out an inspection of the common property of the Corporation at an estimated cost to be advised and provide a detailed report of any hazard that could be deemed a risk to the health or safety to workers, residents or visitors.

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

**Motion 5b. Sinking Fund Forecast**

Whittles recommends that, a contractor be instructed to inspect the property and prepare a sinking fund projection for the next 10 years for the Corporation, at an estimated cost to be advised, for consideration by owners at the next Annual General Meeting.

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

**The owners present agreed that they would like to see an example of a 10 year sinking fund report, after which the committee will decide if it is in the best interests of the Body Corporate. The manager will organize this.**

**Motion 5c. Termite Inspection**

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 \$500.00. Where termite treatment of the common area only is recommended, Whittles will authorise the treatment to proceed.

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

**The owners present agreed to an inspection only. After the contractor gives a report on the property, the committee will decide on a course of action after that.**

**Motion 6. Insurance (Ordinary Resolution)**

That, in accordance with the provision of the Unit Titles Act 2014 [Section 80], the current insurance coverage was reviewed. It was agreed that Whittles arrange renewal of the Corporations insurance with the authorised representative of TIO.

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

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

Underwriting Agency	Millennium Underwriting Agencies Pty Ltd		
Underwriter	Territory Insurance Office		
Broker	Elders Insurance (Underwriting Agency) Pty Limited		
Policy Number	DNSTT6525858		
Expiry Date	29/03/2015		
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	Not Held		
Flood Cover	Not Held		
Machinery Breakdown	Fusion only to 4kW	Excess	See notes
Notes	Excess of \$250 on building cover Disaster cover included		

Notes: Whittles recommends taking additional insurance for office bearers liability, flood, catastrophe, surge, loss of rent and 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 2014 [Section 36], the attached administrative fund budget be approved and adopted.

This budget is the same as the previous budget with total contributions of \$30,200.00 for the financial year ending 31/10/15. The annual Administration Fund contribution payable by each Unit holder is to be paid by UEV quarterly instalments, as from 01/11/14, each always in advance of the due date.

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

**The owners present agreed to reduce the contributions from the proposed budget. Please see General Discussion: "budget".**

**Motion 8. Shortfall of Administrative Funds (Ordinary Resolution)**

In accordance with the provisions of the Unit Titles Act 2014 [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 Chairperson.

**MOTION PASSED**

**YES / NO / ABSTAIN**  
**5 0 0**

**Motion 9. Sinking Fund Budget (Ordinary Resolution)**

In accordance with the provisions of the Unit Title Schemes Act 2014 [Section 48 of the Management Module 1 Standard Scheme], the attached sinking fund budget was approved and adopted. This budget is the same as the previous budget with total contributions of \$1,300 for the financial year ending 31/10/15.

**MOTION PASSED**

**YES / NO / ABSTAIN**  
**5 0 0**

**The owners present agreed to increase the sinking fund from \$0 to \$1,300 - This reflects the reduction in the administration fund contributions. Please see General Discussion: "budget".**

**Motion 10. Recovery of Overdue Contributions (Ordinary Resolution)**

That, in accordance with the provisions of the Unit Titles Act 2014 [Section 36], Whittles is authorised to take all necessary action (including initiating legal proceedings) against owners when they are in arrears to recover overdue contribution levies, penalties and recovery costs incurred. Whittles charges an \$132.00 fee to the debtor when arranging a debt recovery agent.

**MOTION PASSED**

**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 PASSED**

**YES / NO / ABSTAIN**  
**5 0 0**

## **12. General Discussion**

### **BUDGET**

The owners present agreed to change the budget in order to begin investing in a sinking fund again. The Administration Fund has been reduced to the same total as the last financial year. \$1,300 has been added to the Sinking Fund contributions. The owners present agreed that the pressure cleaning, that had been budgeted for, was not effective and was causing damage to the tiles. This journal will be removed from the budget. Additionally the manager agreed that the cost of management will be reduced to \$2,550. Please see attached budget for the changes made.

### **TERM DEPOSIT**

There was general agreement that the Body Corporate would invest \$14,000 of the sinking fund into an interest bearing term deposit for 6 months. The manager will consult with the Committee regarding which term deposit would be suitable.

### **UNIT 6 & 8**

A discussion regarding units 6 & 8 was held. It was noted that the tenants trespassed on other owners land. Continual foul language, drinking and drug taking was evident. The manager will take this issue up with the appropriate property managers.

### **"FOR LEASE" SIGNS**

The owners agreed that the committee would move to not allow 'for Lease' signs on the front of the property. There was general agreement that the signs would create a security risk as it suggested the houses were vacant. The manager will organize this to be voted into the house rules.

### **FLOODING**

It was noted that tenants at this property have continually left hoses running and a washing machine going at an unreasonable amount. This added to high water bills at the property. The manager will raise the issue with the appropriate property manager.

### **MOULD ON PAVING**

It was noted that mould grows on the paving in the common courtyard. Annual water blasting of this area has caused damage to the tiles and as such the manager will look into other techniques for removing the mould.

### **RUBBISH**

A discussion regarding the bin enclosure was held. It has been noted that this area is not kept at a good standard and needs to be cleaned. The manager will address this issue with occupiers.

### **COURTYARD SINKING**

It has been noted that the courtyard is slightly sinking where there used to be a small garden - directly in the middle. The manager will have a contractor assess the sinking and report on the issue for the committee to review.

### **TREE**

An owner has noted a tree from the rear property, namely 13 Songlark St, should be trimmed and assessed for removal. Said owner will send the manager photos of the tree, and the manager will take it up with the property owner.

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 an 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 at Whittles Body Corporate Management Pty Ltd offices.

**CLOSURE**

The meeting closed at 6:25 p.m.



# BUDGET

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

Year ending October 2015

## ADMINISTRATION FUND

	Nov-Jan 15	Feb-Apr 15	May-Jul 15	Aug-Oct 15	Annual Total
<b>INCOME</b>					
Contributions	7,550.00	7,550.00	7,550.00	7,550.00	\$30,200.00
Arrears	0.00	0.00	0.00	0.00	\$0.00
Advances	-6,083.75	-0.00	-0.00	-0.00	<u>-6,083.75</u>
<b>Total</b>	<b>1,466.25</b>	<b>7,550.00</b>	<b>7,550.00</b>	<b>7,550.00</b>	<b><u>\$24,116.25</u></b>
<b>EXPENDITURE</b>					
Body corp administration	637.50	637.50	637.50	637.50	\$2,550.00
Common property - Repairs	500.00	500.00	500.00	500.00	\$2,000.00
Contingencies	25.00	25.00	25.00	25.00	\$100.00
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
Postage	25.00	25.00	25.00	25.00	\$100.00
Taxation - Accountants fee	250.00	0.00	0.00	0.00	\$250.00
Utilities - Sewerage	1,950.00	1,950.00	1,950.00	1,950.00	\$7,800.00
Utilities - Water	1,575.00	1,575.00	1,575.00	1,575.00	<u>\$6,300.00</u>
<b>Total</b>	<b>5,314.00</b>	<b>15,610.00</b>	<b>4,910.00</b>	<b>4,910.00</b>	<b><u>\$30,744.00</u></b>

## SINKING FUND

	Nov-Jan 15	Feb-Apr 15	May-Jul 15	Aug-Oct 15	Annual Total
<b>INCOME</b>					
Contributions	325.00	325.00	325.00	325.00	\$1,300.00
Arrears	0.00	0.00	0.00	0.00	\$0.00
Advances	-0.00	-0.00	-0.00	-0.00	<u>-0.00</u>
Interest	175.00	175.00	175.00	175.00	<u>\$700.00</u>
<b>Total</b>	<b>500.00</b>	<b>500.00</b>	<b>500.00</b>	<b>500.00</b>	<b><u>\$2,000.00</u></b>



## CASH FLOW SUMMARY

	Nov-Jan 15	Feb-Apr 15	May-Jul 15	Aug-Oct 15	Annual Total
<b><u>ADMINISTRATION FUND</u></b>					
Opening Balance	12,416.44	8,568.69	508.69	3,148.69	\$12,416.44
Add: Contributions	7,550.00	7,550.00	7,550.00	7,550.00	\$30,200.00
Add: Arrears	0.00	0.00	0.00	0.00	\$0.00
Minus: Advances	6,083.75	0.00	0.00	0.00	\$6,083.75
Minus: Expenditures	5,314.00	15,610.00	4,910.00	4,910.00	\$30,744.00
CLOSING BALANCE	8,568.69	508.69	3,148.69	5,788.69	\$5,788.69
 <b><u>SINKING FUND</u></b>					
Opening Balance	12,184.95	12,684.95	13,184.95	13,684.95	\$12,184.95
Add: Contributions	325.00	325.00	325.00	325.00	\$1,300.00
Add: Interest	175.00	175.00	175.00	175.00	\$700.00
Add: Arrears	0.00	0.00	0.00	0.00	\$0.00
Minus: Advances	0.00	0.00	0.00	0.00	\$0.00
Minus: Expenditures	0.00	0.00	0.00	0.00	\$0.00
CLOSING BALANCE	12,684.95	13,184.95	13,684.95	14,184.95	\$14,184.95

## CALCULATION OF CONTRIBUTIONS

Total Unit Entitlement    1000  
 Number of Units            10

	— Effective from 01/11/14 —		— Effective from 01/11/14 —		
		UEV	ADMIN Fund		UEV
1	103	\$778		103	\$33
2	98	\$740		98	\$32
3	100	\$755		100	\$33
4	100	\$755		100	\$33
5	100	\$755		100	\$33
6	100	\$755		100	\$33
7	100	\$755		100	\$33
8	98	\$740		98	\$32
9	98	\$740		98	\$32
10	103	\$778		103	\$33
 <b>QUARTERLY TOTAL</b>		<u><u>\$7,551.00</u></u>			<u><u>\$327.00</u></u>