

BODY CORPORATE COMMITTEE

17 cormorant street

Minutes

COMMITTEE MEETING

23rd August 2021 @ 5:30pm

Location: 17 cormorant street Bakewell

1. Meeting open 5:33pm
 - a. Attendees : Malcolm Richardson (unit 1), Sue Tomes (unit 3), Glenda Ramsey(unit 4), Daniel Gerlach (unit 7), En & Peter (unit 9)
 - b. Peter accepted as non-voting guest

Minutes

previous minutes were not reviewed at this meeting due to procedural issues like the lack of a chair

Communication

2. Committee received, discussed, acknowledged and accepted Lisa Cadd's immediate resignation from the committee via email 19th Aug.
 - a. Committee moved to appoint an interim chair until next AGM
 - b. Nominations called for, Daniel Gerlach nominated
 - c. **MOTION**: Elect Daniel as interim chair (1st Malcolm, 2nd En) unanimous
3. Committee received, discussed and acknowledged Whittles notice of management termination. Effective 30days from 19th August 2021.
 - a. Committee identified that it was in the process of sourcing new managers for the next year based on concerns and that this had just accelerated timelines. Matter put to later in the meeting.

Review of maintenance / repairs

4. Roofing repairs
 - a. **MOTION**: approve Reimbursement for unit 9 purchase of paints to allow builders to finalise works approved (1st Daniel, 2nd Malcolm) unanimous
 - b. Most items seem completed with project. Daniel to email Lynn and request detailed list of repairs invoices and payments and then discuss with Peter to ensure that all accounts and items related to this project are finalised.
 - c. One outcome of the works is that a maintenance program will be tabled at a future meeting for inclusion in committee plans and budgets going forward.
5. Emergency repairs unit 7
 - a. Daniel & committee acknowledged Daniel's personal interest as owner of unit 7.
 - b. Committee considered the works completed to date to determine if work is finalised or establish next steps. Leak fixed, wall repaired, unit owner authorised to paint walls with committee paint to finalise repairs. Unit 7 to be emailed to confirm that the committee considers the repairs completed
 - c. Committee considered associated quotes and invoices
 - d. **MOTION**: that committee pay invoice 24748 (\$1237.62) immediately (1st Daniel, 2nd Sue) unanimous
 - e. **MOTION**: that committee refuse quote for NT plumbing to return and paint walls to finish works
 - f. As the damages causing the need for repairs were caused by actions of the tenant/ owner of unit 7 the committee will recover costs of repair from unit owner.

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- g. **MOTION:** that an owner charge of \$1237.62 be generated for unit 7 in relation to the works completed (1st Malcolm, 2nd En) unanimous
- h. Daniel to notify Lynn of committee decisions

Other Business

- 6. Consideration of a New Body corporate manager
 - a. Prior to the meeting quotes/ proposals of 6 providers were considered with 2 being identified as most suitable to committee needs.
 - b. Committee acknowledged that the shortened timeline caused by whittles early termination will affect needs and considered matters which need to be addressed in any handover.
 - c. Specific questions were identified for both providers including their ability to commence in the required timeframe. Committee to use this between meetings to settle on a single option.
 - d. committee confirmed that it needed to confirm the process to appoint a manger outside of an AGM
 - e. **MOTION:** That the committee is able to raise any required resolution to appoint a Body corporate manger select by the committee's process (1st Daniel, 2nd Malcolm) unanimous
- 7. Consideration of requirements with whittles termination
 - a. Support to be sought from incoming mangers
 - b. Daniel to email Lynn to request a list of outstanding matters of the committee accounts or invoices.
- 8. Due to the Time sensitive nature of the Body corporate manger appointment next meeting is set for Thursday 26th August 7pm via zoom

Meeting closed 6:58pm