



Strata and Community Title Services

05/03/19

MS E WANG
UNIT 9, 17 CORMORANT STREET
BAKEWELL NT 0832

Darwin Office

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12 Salonika Street
Parap
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*Whittles Body Corporate
Management Pty Ltd atf
Whittles NT Unit Trust
ABN 50 896 321 491*

www.whittles.com.au

Dear Owner,

We are pleased to enclose a copy of the Minutes of the recent Annual General Meeting for Unit Plan 200029, 17 CORMORANT STREET, BAKEWELL.

The Management and staff appreciate your confidence in appointing Whittles as your Strata Managers for the coming year, and assure you of our diligent and professional attention to the Corporations affairs.

Should at anytime you have any queries or require attention, please do not hesitate to contact the undersigned.

Yours faithfully,

Coralie Boyd
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, 18 February 2019 at 5:00 PM

PRESENT

In Person

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

By Proxy

Not applicable

In Attendance

Garry Curtis representing Whittles Body Corporate Management Pty Ltd
Peter Brady, Unit 9

PROCEEDINGS

CHAIRPERSON

Miss L Cadd, Chairperson presided over 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.

Declaration of Interest

All owners or their nominees, were 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 Corporation's Agreement for disclosure of all its relevant interests.

Motion 1. Minutes (Ordinary Resolution)

A motion is passed by an ordinary resolution if the votes in favour of the motion exceed the votes against, other than where the Management Module specifically provides that section 7(7)(a) applies with respect to defining an ordinary resolution. In this circumstance, an ordinary resolution operates where the unit entitlements for the votes in favour exceed the unit entitlements for those against.

That the minutes of the last Annual General Meeting held on 19th February 2018 and sent to owners were accepted as a true and correct record of the proceedings at that meeting with the following amendment:

Under Motion 17 on the meeting notice the motion was denied and the voting was 1-Yes, 4-No, 1-Abstain.

MOTION CARRIED

5-YES / 0-NO / 0-ABSTAIN

Motion 2. Statement of Accounts (Ordinary Resolution)

That, in accordance with the provisions of the Unit Titles [Management Modules] Regulations, the Statement of Accounts for the financial year ending October 2018, which have been circulated to all members, were accepted.

MOTION CARRIED

5-YES / 0-NO / 0-ABSTAIN

Motion 3. Appointment of Manager (Ordinary Resolution)

That as per the relevant section of the Unit Titles [Management Modules] Regulations, the Corporation resolves to:

- 3.1 appoint Whittles Body Corporate Management Pty Ltd as its Manager to supply Services,
- 3.2 make the appointment for a Term that ends on the earlier of fifteen (15) months or the date of the next Annual General Meeting,
- 3.3 delegate limited powers to Whittles Body Corporate Management Pty Ltd,
- 3.4 agree to pay Service Fees to Whittles Body Corporate Management Pty Ltd,
- 3.5 acknowledge the Disclosures by Whittles Body Corporate Management Pty Ltd, and
- 3.6 execute the Services Agreement with Whittles Body Corporate Management Pty Ltd that specifies the details of the terms and conditions of the appointment, the delegations, the term, the Services, the Service Fees and the Disclosure.

The Services Agreement was tabled at the meeting and is available for viewing at whittles.com.au using your owner login.

MOTION CARRIED

5-YES / 0-NO / 0-ABSTAIN

Motion 4. Election of Committee

That, in accordance with the provisions of the Unit Titles [Management Modules] Regulations, where there are 3 or less members of the Corporation, the Committee must consist of all owners. Where there are more than 3 members of the Corporation, the Committee must have at least 2 and no more than 7 members. A person can hold one or more positions of Chairperson, Secretary or Treasurer.

The following nominations were confirmed as being elected:

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

Mr P J Brady of Unit 9 was nominated by the registered owners of Unit 2 to join the committee and was elected to the committee.

Notes: Committee meetings should be conducted in accordance with the Unit Titles [Management Modules] Regulations 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.

MOTION CARRIED

5-YES / 0-NO / 0-ABSTAIN

5. Registered Contractors

Whittles provides a Contractor Register Service which ensures that only contractors that agree to comply with safe working procedures, and have the appropriate ABN, public liability insurance and licenses, are engaged. If the Body Corporate decides by act or omission to engage a contractor who is not currently registered on the Whittles Contractor Register, the Body Corporate acts as the Person Conducting a Business or Undertaking, in regard to the common property for the purposes of occupational health and safety legislation. If the contractor engaged by the Body Corporate does not have the necessary insurance and licenses, an injured party may seek damages from the Body Corporate. The Body Corporate manager is only able to request quotations from, and instruct works to be undertaken on behalf of the Body Corporate, by contractors who are registered on the Whittles contractor register system and have provided the manager verification of current public liability insurance and if required, licenses. However, invoices will be processed for payment when instructed to do so by the Body Corporate Chairperson or a person authorised by the Body Corporate to do so.

6. Annual Compliance Register

The Work Health and Safety Act, 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 updated throughout the year.

Motion 6a. Compliance Assessment Report

The Body Corporate has various statutory obligations to mitigate risk associated with the complex and its operations. To assist with the Body Corporate identifying the areas where compliance is required, Whittles has sourced a specialist contractor, Solutions IE, to provide a Compliance Assessment Report.

MOTION NOT CARRIED

0-YES / 5-NO / 0-ABSTAIN

Motion 6b. Primary Duty of Care / Common Property (Ordinary Resolution)

Whittles recommends that, in accordance with Work Health and Safety Act, 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. This report is to be forwarded to the body corporate representatives for further instructions.

MOTION NOT CARRIED

0-YES / 5-NO / 0-ABSTAIN

Motion 6c. Fire and Essential Safety Provisions (Ordinary Resolution)

In accordance with Section 76 of the Development Regulations 2008, a contractor be instructed to carry out an inspection of all fire installations at the property at an estimated cost to be advised, review the fire and evacuation plan and provide a report and statement of compliance.

MOTION NOT CARRIED

0-YES / 5-NO / 0-ABSTAIN

Motion 6d. Termite Inspection (Ordinary Resolution)

In accordance with the Australian Standard for Protection Against Termites, 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.

MOTION NOT CARRIED

0-YES / 5-NO / 0-ABSTAIN

Motion 7. Insurance Valuation (Ordinary Resolution)

That a licensed valuer be engaged to provide an Insurance Valuation Report of the building(s) and that the Insurance Valuation Report shall be adopted on receipt (in accordance with the provisions of the Unit Titles Act). The estimated cost of the Insurance Valuation Report is to be advised.

MOTION NOT CARRIED

0-YES / 5-NO / 0-ABSTAIN

Note: An Insurance Valuation Report of the building(s) was last carried out in Feb. 2014 and the replacement cost of the building(s) at that time was \$4,060,000.

Motion 8. Insurance (Ordinary Resolution)

That, in accordance with the provision of the Unit Titles Act, 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 and renewal of the Corporations insurance with the authorised representative of MGA Insurance Brokers Pty Ltd, who have an association with Whittles and Millennium Underwriting Agencies Pty Ltd.

MOTION CARRIED

5-YES / 0-NO / 0-ABSTAIN

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

Underwriting Agency	Millennium General Insurance (TIO)	
Underwriter	Territory Insurance Office	
Broker	MGA Insurance Brokers	
Policy Number	79-0509298-STR	
Expiry Date	29/03/2019	
Building / Common Property Cover	\$4,800,000	Excess \$500
Legal Liability	\$20,000,000	Excess \$500
Office Bearer's Liability	Not held	
Catastrophe Cover	\$1,440,000	
Flood Cover	Not Held	
Machinery Breakdown	Fusion only to 10kW	Excess \$500
Common Area Contents	\$48,000	Excess \$500
Fidelity Guarantee	\$50,000	Excess \$100
Loss of Rent/Temporary Accommodation	\$720,000	Excess \$500
Voluntary Workers	\$100,000/\$1,000	Excess 7 Days

Office bearers liability has now been included in the renewal terms.

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 9. Administrative Fund Budget (Ordinary Resolution)

That, in accordance with the provisions of the Unit Titles Act, the attached administrative fund budget was approved and adopted.

Contributions under this budget are the same as the previous budget with total contributions of \$36,000 for the financial year ending 31/10/19.

The annual Administration Fund contribution payable by each Unit holder is to be paid by UEV quarterly installments as from 01/05/19, each always in advance of the due date.

MOTION CARRIED

5-YES / 0-NO / 0-ABSTAIN

Motion 10. Shortfall of Administrative Funds (Ordinary Resolution)

That, in accordance with the provisions of the Unit Titles Act, 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.

MOTIONCARRIED

5-YES / 0-NO / 0-ABSTAIN

Motion 11. Sinking Fund Budget (Ordinary Resolution)

That, in accordance with the provisions of the Unit Titles Act, the attached sinking fund budget was approved and adopted.

Contributions under this budget are the same as the previous budget with total contributions of \$1,300 for the financial year ending 31/10/19.

The annual Sinking Fund contribution payable by each Unit holder is to be paid by UEV quarterly installments as from 01/05/19, each always in advance of the due date.

MOTION CARRIED

5-YES / 0-NO / 0-ABSTAIN

Motion 12. Recovery of Overdue Contributions (Ordinary Resolution)

That, in accordance with the provisions of the Unit Titles Act, 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 if payment of a contribution or levy or an instalment of a contribution or levy is not received in full within 30 days of the due date. (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

5-YES / 0-NO / 0-ABSTAIN

Motion 13. Interest Charged on Overdue Contributions/Levies (Ordinary Resolution)

That the Corporation will apply penalty interest of 7.5% 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

5-YES / 0-NO / 0-ABSTAIN

14. General Discussion

At the end of the meeting owners discussed other matters about the building. However, no binding decisions can be made and no expenditure can be authorised without a further meeting of the Committee or Corporation.

1. Clarification of Schedule 1 Articles and House Rules

The amended and revised House Rules were distributed with the meeting notice to all owners along with Schedule 1 Articles. The meeting accepted the amended rules and Articles and asked for the Strata Manager to distribute them to the property managers of those Units that are leased and or rented to forward onto the tenant(s) and request they comply with them at all times to avoid penalty's being issued for a breach of the Articles.

2. Progress of Insurance Claim-Interior Water Damage, Unit 7

The Strata Manager confirmed the claim lodged with the previous insurance broker was initially rejected however subsequent to that decision the insurer has now accepted the claim for water damage to the interior of the Unit and will pay the settlement of \$1,456 less excess.

3. Common Property Alongside Unit 9

The owner of Unit 7, Mr Gerlach sought clarification as to that section of common property alongside the carport boundary of Unit 9 and which a garden bed has been installed and the possibility that the owners of Unit 9 may have claimed that section of common property for their own lot entitlement. Those members present recommended this discussion be referred to the committee for discussion and clarity.

Requests for approval for installations or approval to keep 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 at Whittles Body Corporate Management Pty Ltd offices on a date to be confirmed.

CLOSURE

The meeting closed at 7.25p.m.

Owners are able to access & update their personal details through Whittles Owner Portal online.

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

- Account code
- Plan number (leaving out the slash)
- Unit number
- PIN (if this is your first time logging in, leave pin blank as you will be prompted to set a pin)

*** Please note that Whittles encourages owners to receive all correspondence and account notices via email, this ensures timely delivery of documents.**

BUDGET

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

Year ending October 2019

ADMINISTRATIVE FUND

	Nov-Jan 19	Feb-Apr 19	May-Jul 19	Aug-Oct 19	Annual Total
INCOME					
Contributions	9,000.00	9,000.00	9,000.00	9,000.00	\$36,000.00
Arrears	452.25	0.00	0.00	0.00	\$452.25
Advances	-3,183.70	-0.00	-0.00	-0.00	<u>-\$3,183.70</u>
Total	6,268.55	9,000.00	9,000.00	9,000.00	<u>\$33,268.55</u>
EXPENDITURE					
Additional services fee	125.00	125.00	125.00	125.00	\$500.00
Agreed Services	711.00	711.00	711.00	711.00	\$2,844.00
Asset & Utility Management Services	37.50	37.50	37.50	37.50	\$150.00
Common property	500.00	500.00	500.00	500.00	\$2,000.00
Communication Systems & Data Management	110.00	110.00	110.00	110.00	\$440.00
Insurance - Renewal	0.00	5,800.00	0.00	0.00	\$5,800.00
Plumbing	125.00	125.00	125.00	125.00	\$500.00
Utilities - Sewerage	2,500.00	2,500.00	2,500.00	2,500.00	\$10,000.00
Utilities - Water	1,875.00	1,875.00	1,875.00	1,875.00	<u>\$7,500.00</u>
Total	5,983.50	11,783.50	5,983.50	5,983.50	<u>\$29,734.00</u>

SINKING FUND

	Nov-Jan 19	Feb-Apr 19	May-Jul 19	Aug-Oct 19	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	-98.00	-0.00	-0.00	-0.00	<u>-\$98.00</u>
Total	227.00	325.00	325.00	325.00	<u>\$1,202.00</u>

CASH FLOW SUMMARY

	Nov-Jan 19	Feb-Apr 19	May-Jul 19	Aug-Oct 19	Annual Total
<u>ADMINISTRATIVE FUND</u>					
Opening Balance	19,234.00	19,519.05	16,735.55	19,752.05	\$19,234.00
Add: Contributions	9,000.00	9,000.00	9,000.00	9,000.00	\$36,000.00
Add: Arrears	452.25	0.00	0.00	0.00	\$452.25
Minus: Advances	3,183.70	0.00	0.00	0.00	\$3,183.70
Minus: Expenditures	5,983.50	11,783.50	5,983.50	5,983.50	\$29,734.00
CLOSING BALANCE	19,519.05	16,735.55	19,752.05	22,768.55	\$22,768.55
<u>SINKING FUND</u>					
Opening Balance	7,775.46	8,002.46	8,327.46	8,652.46	\$7,775.46
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	98.00	0.00	0.00	0.00	\$98.00
Minus: Expenditures	0.00	0.00	0.00	0.00	\$0.00
CLOSING BALANCE	8,002.46	8,327.46	8,652.46	8,977.46	\$8,977.46

CALCULATION OF CONTRIBUTIONS

Total Unit Entitlement 1000
Number of Units 10

Unit Number	— Effective from 01/05/19 —		— Effective from 01/05/19 —	
	UEV	ADMIN Fund	UEV	SINKING Fund
1	103	\$927	103	\$33
2	98	\$882	98	\$32
3	100	\$900	100	\$33
4	100	\$900	100	\$33
5	100	\$900	100	\$33
6	100	\$900	100	\$33
7	100	\$900	100	\$33
8	98	\$882	98	\$32
9	98	\$882	98	\$32
10	103	\$927	103	\$33
QUARTERLY TOTAL		<u>\$9,000.00</u>		<u>\$327.00</u>