



Strata and Community Title Services

18/12/20

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

Darwin Office

Suite 207,
12 Salonika Street
Parap
Northern Territory 0820
GPO Box 1513
Darwin NT 0801

T 08 8943 1250

*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 our office on 08 8943-1250 or alternatively email info.darwin@whittles.com.au.

Yours faithfully,

Lynn Donnelly
Strata Manager

MINUTES
of the Annual General Meeting

of

Unit Plan 200029
17 CORMORANT STREET, BAKEWELL

held

at Whittles Body Corporate Managers
Director Meeting Room and/or Via Teleconference Dial (08) 8943 1248
Suite 207, 12 Salonika Street
Parap NT 0820

on Thursday, 10 December 2020 at 4:00 PM

PRESENT

In Person

Unit 1 Mr M Richardson
Unit 3 Mr M H & Mrs S M Tomes
Unit 4 Ms G J Ramsey
Unit 5 Miss L E Cadd
Unit 8 Ms J Li & Mr P Brady

By Proxy Form

Not applicable

By Proxy with voting summary

Not applicable

In Attendance

Lynn Donnelly representing Whittles Body Corporate Management Pty Ltd

Apologies

Nil.

PROCEEDINGS

CHAIRPERSON

Miss L Cadd, Chairperson presided over the meeting, and was assisted by the Strata Manager .

Quorum

The Corporation Manager advised that a quorum was in attendance, with persons being present in person or by proxy or teleconference who have the right to vote representing 501 Unit Entitlement Value of the Plan total UEV 1000. Those units for which owners *are un-financial have not been included in the quorum count*. Those units for which owners are un-financial have not been included in the quorum count.

Note: The Act prescribes that a Unit MUST NOT be in debt in order to exercise a vote unless the motion requires a unanimous resolution or a resolution without dissent.

Declaration of Interest

All owners or their nominees, are 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.

The Body Corporate Manager (BCM) declared the relationship with the following companies listed, which have shareholders in common. The BCM may use these companies in accordance with Schedule A as per the Service Agreement.

*MGA Insurance Brokers Pty Ltd
Millennium Underwriting Agency Pty Ltd
Swift Collect Pty Ltd*

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 29th January 2020 and sent to owners be accepted as a true and correct record of the proceedings at that meeting.

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 2020, which have been circulated to all members, is accepted.

Note: Should you have any queries regarding the financial statement and balance sheet, please advise the Strata Manager, at least 48 hours prior to the meeting to enable the answer to be provided at the meeting.

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 of one year being 10/12/2020 to AGM 2021. Upon expiry of the Term this agreement will continue on a month to month basis until the next Annual General Meeting or until delegation is revoked in accordance with the Agreement and/or Legislation.

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 will be 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

4. Accredited Contractors

To ensure compliance with work health and safety requirements to protect both contractors and corporations, Whittles only engage accredited contractors who comply with state and territory legislation. If the Body Corporate decides, by act or omission to engage a contractor who is not accredited with Whittles, 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. This means, that If the contractor engaged by the Body Corporate does not have the necessary accreditation, an injured party may seek damages from the Body Corporate.

The Body Corporate Manager will only request quotations from, and instruct works to be undertaken on behalf of the Body Corporate, by accredited contractors. However, non-accredited contractor's invoices will be processed for payment only when instructed to do so by the Body Corporate Chairperson or a person authorised by the Body Corporate to do so.

5. Retention/Appointment of a Non Accredited Worker

Corporation owners may still decide that in some circumstances that they will not avail themselves of the benefits of Whittles' contractor accreditation process and that the Management Committee would attend to maintenance requirements, including obtaining quotes and instructing contractors to proceed. It is acknowledged that Whittles cannot be involved in this process in any way. On completion of the work, the Corporation Chairman or a person authorised by the Corporation will sign off on the invoice and then forward it to Whittles for payment from the Corporations funds. Whittles cannot be involved in any dispute or negotiation with the contractor and will not co-ordinate, supervise or oversee their work.

The Corporation confirms that it will appoint/retain the services of a contractor who attends to the property, with the knowledge that he/she is not registered as an accredited contractor with Whittles. The Corporation accepts that Whittles can not issue any instructions to a contractor on behalf of the Corporation or co-ordinate, supervise, oversee their work or become involved in any dispute or negotiations with him/her.

Motion Carried

5 YES / 0 NO / 0 ABSTAIN

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. Asbestos (Ordinary Resolution)

PART A

With regard to asbestos there is a requirement that all properties built prior to the 1st January 2004 establish an asbestos register or confirm that; no asbestos has been identified at the workplace; and no asbestos is likely to be present at the workplace from time to time.

Whittles recommends that, in accordance with the Work Health and Safety Act, a contractor, be instructed to conduct an inspection of the site and carry out a review of the asbestos register and management plan for the property if necessary, as required by the above legislation, at an estimated cost to be advised.

Should asbestos be present the Manager is to provide a copy of the asbestos register and management plan to all Lot Owners and that the register and management plan be retained at all Lots for production to tradesmen and others attending the site.

PART B

Whittles have confirmed with the Minister for Industrial Relations that this Body Corporate is exempt with regard to the properties built prior to 1st January 2004 requiring an asbestos register or confirming that; no asbestos has been identified at the workplace; and no asbestos is likely to be present at the workplace from time to time.

Whittles recommends however that as part of the Corporations Duty of Care and Best Practice, a contractor, be instructed to conduct an inspection of this site and carry out a review of the asbestos register and management plan for the property if necessary, at an estimated cost to be advised.

Should asbestos be present the Manager is to provide a copy of the asbestos register and management plan to all Lot (unit in the case of Strata) Owners and that the register and management plan be retained at all Lots (Units) for production to tradesmen and others attending the site.

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

Note: It is highly recommended all owners carry out a termite/pest inspection annually, as Darwin and surrounding areas is considered to a high risk for attack.

Motion 7. 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/or 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. Quotes/renewal terms are to be provided based on the following schedule.

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	1790509298STR	
Expiry Date	31/03/2021	
Building / Common Property Cover	\$4,800,000	Excess \$500
Legal Liability	\$20,000,000	Excess \$500
Office Bearer's Liability	\$500,000	
Catastrophe Cover	\$1,440,000	
Flood Cover	Not Insured	
Machinery Breakdown	Not Insured	Excess
Common Area Contents	\$48,000	Excess \$500
Fidelity Guarantee	\$50,000	Excess \$100
Fusion	Fusion only to 10kW	Excess \$500
Loss of Rent/Temporary Accommodation	\$720,000	Excess \$500
Voluntary Workers	\$100,000/\$1,000	Excess 7 Days

Notes: Whittles recommends taking additional insurance for flood and machinery breakdown.

Any insurance claims excess must be paid by the relevant owner.

Individual Owners should be aware of policy limitations and arrange additional insurance, if required, for their individual lot (whether or not it is occupied by the owner or tenants) for some, but not limited to the following:

- Landlords cover; noting that alternative accommodation for tenants is not covered by the above mentioned policy
- Public liability

Contents:

- 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 8. Administrative Fund Budget (Ordinary Resolution)

That, in accordance with the provisions of the Unit Titles Act, the attached administrative fund budget be approved and adopted. Contributions under this budget are the same as the previous budget with total contributions of \$36,000.00 for the financial year ending 31/10/21.

The annual Administration Fund contribution payable by each Unit holder is to be paid by UEV quarterly instalments, as from 01/11/2020, each always in advance of the due date.

Motion Carried

5 YES / 0 NO / 0 ABSTAIN

Motion 9. Sinking Fund Budget (Ordinary Resolution)

That, in accordance with the provisions of the Unit Titles Act, the attached sinking fund budget be approved and adopted. Contributions under this budget are the same as the previous budget with total contributions of \$1,300.00 for the financial year ending 31/10/21.

The annual Sinking Fund contribution payable by each Unit holder is to be paid by UEV quarterly instalments, as from 01/11/2020, 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 Committee.

Motion Carried

5 YES / 0 NO / 0 ABSTAIN

Motion 11. 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, after a process approved by the Committee, 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 12. 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.

Committee nominations are as follows:

Miss L Cadd	Unit 5
Mr M Richardson	Unit 1
Mrs S Tomes	Unit 3
Ms G Ramsey	Unit 4
Mr D Gerlach	Unit 7
Ms E Wang	Unit 9
Ms J Li	Unit 8

Notes: Appointment of Office Bearers will be held at the committee meeting following the closure of the AGM.

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 14 days.

13. General Discussion

Roof Report

The roofing contractor is running behind schedule, he will have a full comprehensive roof report to Whittles prior to Christmas.

Storm Water Drains

The drain between unit 6 & 7 is still blocked, the Manager tabled a 2nd quote from Complete Plumbing for \$450.00 + GST. Due to monsoon weather on the way the owners in attendance accept the quote to proceed as soon as possible.

Cleaning of Pavers

It was resolved to accept the quote to clean the pavers after the wet season, the quote has been budgeted for.

Green Waste

Green Waste from occupants back yards is to be removed by the occupant. It is not to be placed at the front of the complex.

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 5.00 p.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.**

MINUTES
of the Committee Meeting

of

Unit Plan 200029
17 CORMORANT STREET, BAKEWELL

held

at Whittles Body Corporate Managers
Director Meeting Room and/or Via Teleconference Dial (08) 8943 1248
Suite 207, 12 Salonika Street
Parap NT 0820

on Thursday, 10 December 2020 at 4:00 PM

PRESENT

In Person

Mr M Richardson
Mr M H & Mrs S M Tomes
Ms G J Ramsey
Miss L E Cadd
Ms J Li & Mr P Brady

In Attendance

Lynn Donnelly representing Whittles Body Corporate Management Pty Ltd

Apologies

Nil.

PROCEEDINGS

Resolved that the following Office Bearers be elected.

Chairperson: Ms L Cadd Unit 5

Meeting Closed 5.09pm

BUDGET

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

Year ending October 2021

ADMINISTRATIVE FUND

	Nov-Jan 21	Feb-Apr 21	May-Jul 21	Aug-Oct 21	Annual Total
INCOME					
Contributions	9,000.00	9,000.00	9,000.00	9,000.00	\$36,000.00
Arrears	1,710.70	0.00	0.00	0.00	\$1,710.70
Advances	-2,709.00	-0.00	-0.00	-0.00	<u>-\$2,709.00</u>
Total	8,001.70	9,000.00	9,000.00	9,000.00	<u>\$35,001.70</u>
EXPENDITURE					
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
Cleaning - Pressure cleaning	2,500.00	0.00	0.00	0.00	\$2,500.00
Common property	500.00	500.00	500.00	500.00	\$2,000.00
Communication Systems & Data Management	170.50	170.50	170.50	170.50	\$682.00
Insurance - Renewal	0.00	5,825.00	0.00	0.00	\$5,825.00
Pest control - Termite inspection	209.00	0.00	0.00	0.00	\$209.00
Plumbing	3,000.00	0.00	0.00	0.00	\$3,000.00
Utilities - Sewerage	2,500.00	2,500.00	2,500.00	2,500.00	\$10,000.00
Utilities - Water	1,250.00	1,250.00	1,250.00	1,250.00	<u>\$5,000.00</u>
Total	10,878.00	10,994.00	5,169.00	5,169.00	<u>\$32,210.00</u>

SINKING FUND

	Nov-Jan 21	Feb-Apr 21	May-Jul 21	Aug-Oct 21	Annual Total
INCOME					
Contributions	325.00	325.00	325.00	325.00	\$1,300.00
Arrears	67.00	0.00	0.00	0.00	\$67.00
Advances	-99.00	-0.00	-0.00	-0.00	-\$99.00
Total	293.00	325.00	325.00	325.00	\$1,268.00
EXPENDITURE					
Roofing - Repairs	7,500.00	7,500.00	7,500.00	7,500.00	\$30,000.00
Total	7,500.00	7,500.00	7,500.00	7,500.00	\$30,000.00

CASH FLOW SUMMARY

	Nov-Jan 21	Feb-Apr 21	May-Jul 21	Aug-Oct 21	Annual Total
<u>ADMINISTRATIVE FUND</u>					
Opening Balance	24,871.61	21,995.31	20,001.31	23,832.31	\$24,871.61
Add: Contributions	9,000.00	9,000.00	9,000.00	9,000.00	\$36,000.00
Add: Arrears	1,710.70	0.00	0.00	0.00	\$1,710.70
Minus: Advances	2,709.00	0.00	0.00	0.00	\$2,709.00
Minus: Expenditures	10,878.00	10,994.00	5,169.00	5,169.00	\$32,210.00
CLOSING BALANCE	21,995.31	20,001.31	23,832.31	27,663.31	\$27,663.31
<u>SINKING FUND</u>					
Opening Balance	30,341.46	23,134.46	15,959.46	8,784.46	\$30,341.46
Add: Contributions	325.00	325.00	325.00	325.00	\$1,300.00
Add: Arrears	67.00	0.00	0.00	0.00	\$67.00
Minus: Advances	99.00	0.00	0.00	0.00	\$99.00
Minus: Expenditures	7,500.00	7,500.00	7,500.00	7,500.00	\$30,000.00
CLOSING BALANCE	23,134.46	15,959.46	8,784.46	1,609.46	\$1,609.46

CALCULATION OF CONTRIBUTIONS

Total Unit Entitlement 1000
Number of Units 10

Unit Number	— Effective from 01/11/19 —		— Effective from 01/11/19 —	
	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>