

07/02/20

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

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,

A handwritten signature in black ink, appearing to read 'Lynn Donnelly', with a long, sweeping underline.

Lynn Donnelly
Strata Manager

MINUTES
of the Annual General Meeting

of

Unit Plan 200029
17 CORMORANT STREET, BAKEWELL

held

at Whittles Body Corporate Managers
Darwin Meeting Room
Suite 207
12 Salonika Street
Parap NT 0820

on Wednesday, 29 January 2020 at 4:00 PM

PRESENT

In Person

Unit 1 Mr M Richardson
Unit 3 Mrs S M Tomes
Unit 4 Ms G J Ramsey
Unit 5 Miss L E Cadd
Unit 7 Mrs S K Douglas
Unit 9 Ms E Wang

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 601 Unit Entitlement Value of the Plan total UEV 1000.

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.

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.

Note: No Interest was Declared

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 18th February 2019 and sent to owners be accepted as a true and correct record of the proceedings at that meeting.

Motion Carried

6 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 2019, 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

6 YES / 0 NO / 0 ABSTAIN

Motion 3. Appointment of Manager with Alternatives (Ordinary Resolution)

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

Appoint Whittles Body Corporate Management Pty Ltd by choosing one of the following.

Alternative A- Whittles Body Corporate Management Pty Ltd - One Year Agreement

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 01/11/2019 to 31/10/2020 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 authorise limited powers to Whittles Body Corporate Management Pty Ltd,

3.4 agree to pay Service Fees to Whittles Body Corporate Management Pty Ltd at a rate of \$2,844.00 per annum as per the Agreed Services listed under Schedule A plus outlays as detailed in Schedule B and C of the Services Agreement,

3.5 acknowledge the Disclosures by Whittles Body Corporate Management Pty Ltd,

3.6 execute the Services Agreement that specifies the details of the terms and conditions of the appointment, with Whittles Body Corporate Management Pty Ltd, and

Alternative A: That Whittles be appointed for the term of one year at a cost of \$2844.00 per annum.

Motion Carried

6 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.

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

Further nominations may be accepted from the floor at the meeting.

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.

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 / 6 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 / 6 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 / 6 NO / 0 ABSTAIN

Motion 6d. 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 / 6 NO / 0 ABSTAIN

Note: No Fire Services on Common Property

Motion 6e. Sinking Fund Forecast (Ordinary Resolution)

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

Motion Not Carried

0 YES / 6 NO / 0 ABSTAIN

Motion 6f. 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 Carried

6 YES / 0 NO / 0 ABSTAIN

Note: It was requested to use NT Pest and Weed Control

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 Carried

6 YES / 0 NO / 0 ABSTAIN

Note: An Insurance Valuation Report of the building/s was last carried out in 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/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

6 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	31/03/2020	
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 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

Notes: Whittles recommends taking additional insurance for office bearers liability, flood, catastrophe, electrical, 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 9. 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 31/10/20.

The annual Administration Fund contribution payable by each Unit holder is to be paid by UEV quarterly instalments, as from 01/11/19, each always in advance of the due date.

Motion Carried **6 YES / 0 NO / 0 ABSTAIN**

Note: It was resolved to transfer \$20,000 from the Admin Fund to the sinking funds

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.

Motion Carried **6 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 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 31/10/20.

The annual Sinking Fund contribution payable by each Unit holder is to be paid by UEV quarterly instalments, as from 01/11/19, each always in advance of the due date.

Motion Carried **6 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

6 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 Not Carried

0 YES / 6 NO / 0 ABSTAIN

14. General Discussion

1. Quote for flood cover

It was discussed by those in attendance as the complex is outside the flood zone that the corporation did not require flood cover.

2. Owners Responsibilities

The Unit Titles Act requires owners to inform the Body Corporate direct or via there Managing Agent of any change of occupancy to there units.

Ensure the occupants have a copy of the House Rules and are signed at the same time they sign the rental contract. All information is provided to the occupant in relation to the requirements of living in a multi dwelling complex. The correct method of disposing of General and Recycle waste, and if it does not fit in the bin they are to take it to the tip.

Owners Please note your Insurance Policy Wording States the following when your property is Vacant.
Millennium/TIO Insurance

Insurance Cover 3.

Unoccupied Property

If You intend to leave the Property totally unoccupied for a period of more than 60 consecutive days, You must tell Us in writing and obtain Our written agreement for cover to continue beyond that period. If You do not do so, the cover under Your Policy is limited to damage caused by lightning, thunderbolt, impact and earthquake for the period in excess of 60 consecutive days during which You have left the Property totally unoccupied. The period of 60 consecutive days is calculated from the date when the Property was last occupied, regardless of the commencement or renewal of Your Policy.

Requests for approval for installations

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 5.30 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
Darwin Meeting Room
Suite 207
12 Salonika Street
Parap NT 0820

on Wednesday, 29 January 2020 at 4:00 PM

PRESENT

In Person

Unit 1 Mr M Richardson
Unit 3 Mrs S M Tomes
Unit 4 Ms G J Ramsey
Unit 5 Miss L E Cadd
Unit 7 Mrs S K Douglas
Unit 9 Ms E Wang

In Attendance

Lynn Donnelly representing Whittles Body Corporate Management Pty Ltd

Apologies

Nil

PROCEEDINGS

Resolved that the following Office Bearers be elected.

Chairperson: Miss L Cadd Unit 5

Meeting Closed at 5.35pm

BUDGET

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

Year ending October 2020

ADMINISTRATIVE FUND

	Nov-Jan 20	Feb-Apr 20	May-Jul 20	Aug-Oct 20	Annual Total
INCOME					
Contributions	9,000.00	9,000.00	9,000.00	9,000.00	\$36,000.00
Arrears	655.40	0.00	0.00	0.00	\$655.40
Advances	-4,188.85	-0.00	-0.00	-0.00	<u>-\$4,188.85</u>
Total	5,466.55	9,000.00	9,000.00	9,000.00	<u>\$32,466.55</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
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	5,800.00	0.00	0.00	\$5,800.00
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	5,794.00	11,594.00	5,794.00	5,794.00	<u>\$28,976.00</u>

SINKING FUND

	Nov-Jan 20	Feb-Apr 20	May-Jul 20	Aug-Oct 20	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	-130.00	-0.00	-0.00	-0.00	<u>-\$130.00</u>
Total	195.00	325.00	325.00	325.00	<u>\$1,170.00</u>

CASH FLOW SUMMARY

	Nov-Jan 20	Feb-Apr 20	May-Jul 20	Aug-Oct 20	Annual Total
<u>ADMINISTRATIVE FUND</u>					
Opening Balance	34,590.46	34,263.01	31,669.01	34,875.01	\$34,590.46
Add: Contributions	9,000.00	9,000.00	9,000.00	9,000.00	\$36,000.00
Add: Arrears	655.40	0.00	0.00	0.00	\$655.40
Minus: Advances	4,188.85	0.00	0.00	0.00	\$4,188.85
Minus: Expenditures	5,794.00	11,594.00	5,794.00	5,794.00	\$28,976.00
CLOSING BALANCE	34,263.01	31,669.01	34,875.01	38,081.01	\$38,081.01
<u>SINKING FUND</u>					
Opening Balance	9,123.46	9,318.46	9,643.46	9,968.46	\$9,123.46
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	130.00	0.00	0.00	0.00	\$130.00
Minus: Expenditures	0.00	0.00	0.00	0.00	\$0.00
CLOSING BALANCE	9,318.46	9,643.46	9,968.46	10,293.46	\$10,293.46

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>