



Strata and Community Title Services

Darwin Office

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

14/03/17

T 08 8943 1250
F 08 8943 1249

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

*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,

Wayne Cranley
Strata Manager

MINUTES
of the Annual General Meeting

of

Unit Plan 200029
17 CORMORANT STREET, BAKEWELL

held

at Onsite
17 Cormorant Street
Bakewell NT

on Thursday, 2 March 2017 at 6:00 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 & Mrs S K Douglas
Unit 9 Ms E Wang

By Proxy

Not applicable

By Voting Paper

Unit 4 Ms G J Ramsey

In Attendance

Wayne Cranley representing Whittles Body Corporate Management Pty Ltd

Apologies

Ms G Ramsey

PROCEEDINGS

CHAIRPERSON

Mr D Gerlach, 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 601 Unit Entitlement Value of the Plan total UEV 1000.

Motion 1. Minutes (Ordinary Resolution)

That the minutes of the last Annual General Meeting held on 1st February 2016 and sent to owners be accepted as a true and correct record of the proceedings at that meeting.

MOTION CARRIED

YES / NO / ABSTAIN
5 0 1

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 2016, which have been circulated to all members, is accepted.

MOTION CARRIED

YES / NO / ABSTAIN
6 0 0

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 will be tabled at the meeting and is available for viewing at whittles.com.au using your owner login.

MOTION CARRIED

YES / NO / ABSTAIN
6 0 0

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.

Previous nominations are as follows:

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

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 5. Termite Inspection (Ordinary Resolution)

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 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.

	YES / NO / ABSTAIN
MOTION CARRIED	6 0 0

Motion 6. 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 Unit Titles [Management Modules] Regulations). The estimated cost of the Insurance Valuation Report is to be advised.

	YES / NO / ABSTAIN
MOTION DENIED	0 5 1

It was agreed that this motion would be revisited in 2018

Note:

An Insurance Valuation Report of the building/s was last carried out in February 2014 and the replacement cost of the building/s at that time was \$4,060,000.00.

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 for the Corporations insurance with the authorised representative of Elders Insurance

MOTION CARRIED

YES / NO / ABSTAIN
6 0 0

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

Underwriting Agency		
Underwriter	Territory Insurance Office	
Broker	Elders Insurance	
Policy Number	DNSTT6525858	
Expiry Date	29/03/2017	
Building / Common Property Cover	\$4,600,000	Excess \$600
Legal Liability	\$20,000,000	Excess \$600
Office Bearer's Liability	Held	
Catastrophe Cover	Held	
Flood Cover	Not Held	
Machinery Breakdown	Fusion only to 4kW Excess	
Loss of Rent/Temporary Accommodation	10% of sum insured Excess	see policy

Notes:

Whittles recommends taking additional insurance for loss of rent.

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 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 \$30,884.60 for the financial year ending 31/10/17.

The annual Administration Fund contribution payable by each Unit holder is to be paid by UEV quarterly instalments, as from 01/11/16, each always in advance of the due date.

MOTION CARRIED **YES / NO / ABSTAIN**
6 0 0

Motion 9. 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 **YES / NO / ABSTAIN**
5 0 1

Motion 10. 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 31/10/17.

The annual Sinking Fund contribution payable by each Unit holder is to be paid by UEV quarterly instalments, as from 01/11/16, each always in advance of the due date.

MOTION CARRIED **YES / NO / ABSTAIN**
5 0 1

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, 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 (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 **YES / NO / ABSTAIN**
5 0 1

Motion 12. 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 CARRIED **YES / NO / ABSTAIN**
5 0 1

Motion 13. Painting (Special Resolution)

A motion is passed by a special resolution if at least two thirds of the votes are in favour of the motion and the unit entitlements of the lots for the votes against the motion do not exceed 25% of the total unit entitlements.

That the Body Corporate approve the quote supplied by the committee (Buddhas Painting Service) to paint all previously painted surfaces.

	YES	NO	ABSTAIN
MOTION CARRIED	6	0	0

Motion 14. Special Levy

That the Body Corporate approve raising a levy, split evenly by all units, to cover the full cost of the painting.

	YES	NO	ABSTAIN
MOTION CARRIED	6	0	0

It was discussed that the painter would be approached to confirm the validity of the quote given its age. Following this the committee would confirm the amount to be raised, and the date that the levy would be due.

15. General Discussion

PAVING CLEANING

The cleaning of the paving was discussed. The manager had asked multiple sources for options that did not include high pressure cleaning as it would damage the paving. The only viable option presented was a 'low-pressure' setting of a high pressure cleaning machine. The committee agreed that small sections of the paving would be 'tested' with this application and if successful, a quote for the paved common areas would be sought.

PAINTING LEVY

Significant discussion was held regarding the amount to be raised by a special levy. It was agreed that the painter proposed, Buddha's Painting, would be approached to confirm the quote was valid and then the committee would confirm the amount to be raised. It was discussed that the sinking fund would be used to subsidize the painting cost, however a levy would be required to ensure that enough funds were available for emergency. It was agreed that painting would need to progress this dry season due to deterioration of the paint on all surfaces. The colour would be discussed at Committee level and confirmed with all owners before the painting would commence. Owners would be informed well in advance of any levy being raised to ensure that the most amount of notice was provided.

FUTURE MEETINGS

It was agreed all future meetings would be held at an available public meeting room closest to Bakewell. The manager will organize to book a room well in advance.

ROOF LEAKS

It was noted that brickwork on unit three was allowing water damage to occur. The manager explained that unit 4 had also noted water leak damage. The area will be investigated to ensure that all repairs required are carried out before the painting will commence.

WATER FLOW / DRAINAGE

The committee had resolved to have water flow testing carried out at the property. This was due to water pooling in specific areas during periods of high rainfall. It was discussed that guttering installed at some units had assisted to alleviate the issue. Discussion was held regarding the viability of increased sizes of drains - as it was noted that the existing drains were too small to cope with the amount of water. The manager will supply a quote for water flow testing for the committee.

BINS / MAINTENANCE OF PRIVATE PROPERTY

It was noted that some units are not carrying out their requirements to ensure that their private property is kept to a high standard. This had a flow on effect to the remainder of the units. Owners will be notified of this directly. The maintenance of the Bin area was also discussed, given that tenants have not been using the bins in the proper way. It was agreed at this meeting that the charity bin for cans is approved to remain on common property.

REAL ESTATE SIGNAGE

It was agreed by all present that owners wishing to erect real estate signage would be allowed a maximum of three months. It was noted that a sign had been at the front of the building for a very long time. The owners attending the meeting made up a quorum and as such it was agreed that the house rules would be altered to include this note. Should owners wish to have a sign at the front of the complex for longer, a written application to the committee would be reviewed.

NEXT ANNUAL GENERAL MEETING

There was general agreement that next year's meeting should be held in a publicly available meeting room close to Bakewell.

CLOSURE

Owners were thanked for their attendance and the meeting closed at 7:30pm

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 and will assist in reducing printing and postage costs for your Corporation.**

BUDGET

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

Year ending October 2017

ADMINISTRATIVE FUND

	Nov-Jan 17	Feb-Apr 17	May-Jul 17	Aug-Oct 17	Annual Total
INCOME					
Contributions	7,721.15	7,721.15	7,721.15	7,721.15	\$30,884.60
Arrears	0.00	0.00	0.00	0.00	\$0.00
Advances	-4,874.00	-0.00	-0.00	-0.00	-\$4,874.00
Total	2,847.15	7,721.15	7,721.15	7,721.15	\$26,010.60
EXPENDITURE					
Agreed Services	693.50	693.50	693.50	693.50	\$2,774.00
Common property - Repairs	500.00	500.00	500.00	500.00	\$2,000.00
Communication & Data	77.50	77.50	77.50	77.50	\$310.00
Insurance	0.00	10,700.00	0.00	0.00	\$10,700.00
Maintenance Services	32.50	32.50	32.50	32.50	\$130.00
Pest control	125.00	125.00	125.00	125.00	\$500.00
Plumbing	175.00	175.00	175.00	175.00	\$700.00
Utilities - Sewerage	2,000.00	2,000.00	2,000.00	2,000.00	\$8,000.00
Utilities - Water	1,625.00	1,625.00	1,625.00	1,625.00	\$6,500.00
Total	5,228.50	15,928.50	5,228.50	5,228.50	\$31,614.00

SINKING FUND

	Nov-Jan 17	Feb-Apr 17	May-Jul 17	Aug-Oct 17	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	-197.00	-0.00	-0.00	-0.00	-\$197.00
Total	128.00	325.00	325.00	325.00	\$1,103.00

CASH FLOW SUMMARY

	Nov-Jan 17	Feb-Apr 17	May-Jul 17	Aug-Oct 17	Annual Total
<u>ADMINISTRATIVE FUND</u>					
Opening Balance	13,622.79	11,241.44	3,034.09	5,526.74	\$13,622.79
Add: Contributions	7,721.15	7,721.15	7,721.15	7,721.15	\$30,884.60
Add: Arrears	0.00	0.00	0.00	0.00	\$0.00
Minus: Advances	4,874.00	0.00	0.00	0.00	\$4,874.00
Minus: Expenditures	5,228.50	15,928.50	5,228.50	5,228.50	\$31,614.00
CLOSING BALANCE	11,241.44	3,034.09	5,526.74	8,019.39	\$8,019.39
<u>SINKING FUND</u>					
Opening Balance	16,171.95	16,299.95	16,624.95	16,949.95	\$16,171.95
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	197.00	0.00	0.00	0.00	\$197.00
Minus: Expenditures	0.00	0.00	0.00	0.00	\$0.00
CLOSING BALANCE	16,299.95	16,624.95	16,949.95	17,274.95	\$17,274.95

CALCULATION OF CONTRIBUTIONS

Total Unit Entitlement 1000
 Number of Units 10

	— Effective from 01/11/16 —		— Effective from 01/11/16 —	
Unit Number	UEV	ADMIN Fund	UEV	SINKING Fund
1	103	\$795	103	\$33
2	98	\$757	98	\$32
3	100	\$772	100	\$33
4	100	\$772	100	\$33
5	100	\$772	100	\$33
6	100	\$772	100	\$33
7	100	\$772	100	\$33
8	98	\$757	98	\$32
9	98	\$757	98	\$32
10	103	\$795	103	\$33
QUARTERLY TOTAL		<u>\$7,721.00</u>		<u>\$327.00</u>