

Record of Meeting

by the committee of the Owners Corporation
of 17 Cormorant Street Bakewell NT 0832

Unit Plan NO. 2000/029 **Record of Meeting**

by the committee of the Owners Corporation
of 17 Cormorant Street Bakewell NT 0832

Unit Plan NO. 2000/029

held
19th January 2022 4:30pm

at
The Community Room of the
MLA member for Brennan
in Palmerston. NT

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Agenda and Minutes of Meeting

10 Motions

Recorded and Compiled by
Secretary of the Corporation Lisa Cadd



Committee Meeting 19th January 2022

AGENDA

Item 1 - Present, Apologies, Declaration of a Quorum

Item 2 - Appointments - Clarify who is recording Minutes -

Item 3 - Confirmation of previous minutes.

Item 4 - Discussion arising from previous minutes

Item 5 - Motion - Election- Appoint Committee chairperson.

Item 6 - Matters arising from AGM

Procedure for each item

- * Overview
- * Discussion
- * Next Course of Action

6.1 Pet Application.

6.2 Common property parking

6.3 Drainage

6.4 Irrigation

6.5 Paving

6.6 Painting

6.7 General Repairs

Item 7 - Other matters.

<i>Invoice 1278 Unit 8</i>	<i>- noted record decision</i>
<i>Unit.1 Denise email</i>	<i>- minutes note received, motion action</i>
<i>Receipts Mal and Peter</i>	<i>- motion to authorise payment</i>
<i>Approve Proxy form</i>	<i>- motion to approve</i>
<i>Monthly Bank Statement</i>	<i>- request</i>

Item 8 - General Discussion

See Schedule 1 attached for list of non-urgent topics / marked for discussion at this meeting if time permits.

Item 9 - Close



Minutes of Meeting

Item 1 - Present, Apologies, Declaration of a Quorum

Committee members in attendance:

In Person

Lisa Cadd,
En Wang,
Glenda Ramsey,
Peter Brady

By Proxy

Nil

Apologies

Nil

Also in attendance: Daniel Ferguson - *(Body Corporate Manager)*

All committee members in attendance Quorum declared.

Item 2 - Appointments - Clarify who is recording Minutes

Lisa Cadd was appointed as person to record the minutes

Item 3 - Confirmation of previous minutes.

Minutes from the last Committee meeting held on 10th September 2021 were for the record, accepted.

Item 4 - Discussion arising from previous minutes

No discussion arising from previous minutes

Item 5 - Motion - Election- Appoint Committee chairperson.

Nominations for chairperson were called. Peter Brady was the only nomination

Motion: *That Peter Brady be elected as the committee chairperson*

Vote - Unanimous - **Carried**

Item 5 (a) - Motion - Election- Appoint Committee secretary

Nominations for secretary were called. Lisa Cadd was the only nomination

Motion: *That Lisa Cadd be elected as the committee secretary*

Vote - Unanimous - **Carried**



Item 6 - Matters arising from AGM

6.1 Pet Application.

Overview: At the recent AGM a motion was tabled to empower the Body Corporate committee to have the authority to approve pet applications. This was rejected on the grounds that it was unlawful to do so, and it was agreed the committee would review the Articles and provide options for discussion by the owners at a general meeting.

Discussion: Committee contacted the Northern Territory Director of Policy Coordination and Unit Titles Scheme Supervisor for advice regards pet approval. The response provided can be read by accessing the link on the body corporate website. [Go to Issues and view topic Pet Approval](#) The response suggested options for the way forward.

Next Course of Action:

Motion: *The options provided by the Unit Titles Scheme Supervisor be tabled for discussion by the owners at a general meeting in near future.*

Vote -Unanimous - **Carried**

6.2 Common property parking

Overview: At the recent AGM it was agreed for the committee to discuss the rules relating to the use of common property and to try to address the matter to resolve the parking issue.

Discussion: Committee contacted the Northern Territory Director of Policy Coordination and Unit Titles Scheme Supervisor for advice regarding the use of common property. The response can be viewed on the website by [going to Information and scrolling down to Rulings](#)

Next Course of Action: As this is also a body corporate decision

Motion: *The next course of action be, that the options provided by the Unit Titles Scheme Supervisor be tabled for discussion by the owners at a general meeting in near future.*

Vote - Unanimous - **Carried**

6.3 Drainage

Overview: There are a number issues that need to be addressed regards storm water runoff. On the body corporate website there is discussion topic on the Issues page which gives an overview of the drainage issue.

Discussion: It was apparent that there is a still a lot we don't know about our current drainage system. It was agreed we need to get some professional advice before attempting to alter run-off.

Next Course of Action:

Motion: *The next course of action be, we attempt to contact a civil engineer for advice.*

Vote - Unanimous - **Carried**



6.4 Irrigation

Overview: Committee has received 4 quotes each over \$3,000 for installing a new watering system for the verge. It was estimated that if we do it ourselves, we may be able to do it for between \$800 to \$1200.

Discussion: Peter is happy to project manage this but will need some help. It was suggested that we arrange a working bee. Peter wants to trial some sprinklers to determine which will work best given our water pressure.

Next Course of Action:

Motion: *Peter be given the go ahead to start the purchase of materials needed. Peter has agreed to use his own funds with understanding that on submitting receipts he will be reimbursed.*

Vote - Unanimous - **Carried**

6.5 Paving

Overview: Last year Lisa received a quote to reseal the common property pavers in an attempt avert their rapid deterioration.

Discussion: So far, we only have one quote for such a treatment. It was suggested that we need to get a report on the condition of our pavers. And also identify where the the quoted sealant has been used elsewhere around Darwin so we can access its effectiveness.

Next Course of Action:

Motion: *The next course of action be, Lisa to obtain*
[1] a report on the condition of pavers
[2] second quote for sealing the pavers
[3] identify where it's been used before

Vote - Unanimous - **Carried**

6.6 Painting

Overview: On going concern that the units did not get adequate second coat of paint.

Discussion: Peter managed to get Shane from Buddha Painting Service to come around and have a look. Shane has indicated that he may be prepared to assist in repainting the identified areas of concern. However, we don't really have any idea how much area we are talking about.

Next Course of Action:

Motion: *The next course of action at this stage is that owners be asked to identify areas of concern and report them to Peter*

Vote - Unanimous - **Carried**



6.7 General Repairs

Overview: Body Corporate is responsible for maintaining the exterior of all units

Discussion: It was suggested that we need to start identifying any maintenance issues so that we can plan to address them in the future.

Next Course of Action:

Motion: *The next course of action at this stage is that owners be asked to identify any maintenance issues they are aware of and report them to Peter.*

Vote - Unanimous - **Carried**

Item 7 - Other matters.

7.1 Invoice 1278. Body corporate was presented with an invoice for \$242.00 for repairing tap and shower spout leaks. This invoice was rejected by the committee as it was determined that it was an owner expense.

7.2 Owner Concerns. Committee received an email from Unit 1 asking the Committee to address a number of concerns.

These being:

Someone to assist Malcolm from Unit 1 occasionally with mowing of the front verge.

Concern that bins were not being used properly

Concern that some units carports were looking untidy.

Concern about unapproved pets

(a) It was agreed that Peter would talk with Malcolm about use of body corporate mower and wiper snipper.

(b) Lisa agreed to assist with mowing the verge area.

(c) Peter agreed to write a note reminding tenants about use of bins and importance of keeping carport and front of units clean and tidy. He would then hand deliver these to tenants.

(d) Issue of pets is currently under review. Refer item 6.1 above.

7.3. Receipts. Peter and Malcolm tabled receipts for expenses they had incurred in repairs to irrigation and establishing the new grassed verge area. Malcolm, Unit 1, \$54.00. Peter, Unit 9, \$139.42. An email notification was sent to all owners and receipts were also made available for viewing via the website. Owners were asked to make any objections known. No objections were received.

Motion: *That Malcolm and Peter be reimbursed for this expenditure.*

Vote - Unanimous - **Carried**



7.4 Motion to approve a proxy form design. This was not required, motion withdrawn.

7.5 Request for monthly bank statements. This request rejected as monies held in a shared Trust account. However, body corporate manager has agreed to furnish detailed monthly reports on request.

Item 8 General Discussion

(a) Unit 5 Insurance Claim Update. Unit 5 previously emailed owners and committee of her intension to claim her damaged shade sail against the body corporate insurance. The claim was lodged and has been approved with Unit 5 paying the excess of \$500.

(b) Installation of Air conditioner. Unit 5 wanted to confirm permission for installation of air conditioners had been granted in a past general meeting of the body corporate. As per below

“ (SGM 15/12/00) That permission is granted to all owners for the installation of air-conditioners, whirlybird heat extractors, shade sails, paving, fencing and roof guttering at all units, subject to present and future owners accepting full responsibility of roof leaks caused by whirlybird heat extractors. “

(c) Palm Rot. It was discussed and noted that since body corporate had been made aware of the palm rot affecting a large Cuban Royal that this knowledge could affect an insurance claim if the palm was to now subsequently fall and damage a unit. It was suggested Peter remind the owner that the palm should be removed.

Item 9 Close

The meeting was closed at 6.26pm

