

MINUTES OF A COMMITTEE MEETING OF THE OWNERS
SAILFISH POINT CTS 20973
HELD AT COMPLETE BODY CORPORATE SERVICES PTY LTD
10 FERRY ROAD, SOUTHPORT
5 SEPTEMBER 2017

PRESENT John Flint, Chairman
 John Hennessy, Treasurer
 Margo Duff, Committee
 Stephen Mortenson, Committee
 Malcolm Waine, Committee

APOLOGIES Ana Duff, Committee, proxy to Margo Duff

IN ATTENDANCE Kim Elliott & Angus Trewin, Complete Body Corporate Services
 Kathryn Lipset, Resident Building Caretaker (ex officio, non voting)

MEETING OPENING & WELCOME

Chairman John Flint noting a quorum present opened the meeting at 2.00 pm welcoming all for their attendance.

CONFIRMATION OF PREVIOUS MINUTES

The following motion was moved by Malcolm Waine:

That the minutes of the previous Committee Meeting held 6 July 2017 be confirmed a true and correct record.

Motion resolved 6 in favour, 0 against, 0 abstained

RESIDENT BUILDING CARETAKERS' REPORT

On behalf of the Building Caretakers, Kathryn Lipset provided the following Caretakers' report for consideration. To be included in the minutes and circulated to all owners.

Palm Tree

Agreed Kathryn source a quotation to have the palm tree removed. Insurance claim lodged and now settled.

Lighting

RESOLVED Kathryn be authorised to purchase 50 new bollard lights for a cost of approximately \$2000.00.

Security

All working well.

Communications

NBN is all ready with homes having access to the NBN. Owners with difficulties should contact their provider.

Front Gate

New hinges are required for the front gate.

Stephen recommended Awesome Doors be engaged to address the gate issues.

RESOLVED Awesome Doors be engaged as recommended.

Building & Defects

Work being undertaken to the downpipes in the barbecue area.

Public Jetty repaired by Pontoons Plus.

Pool shade sails certified and completed.

Pool

Chlorinator and multiport valve replaced.

Guy & Kathryn to arrange anti slip paint and sand for the pool / barbecue area.

Intercom

The Committee confirmed the outdoor unit of the intercom is Body Corporate responsibility to repair and noted the individual unit owners handset is a owners responsibility to repair / replace.

Storm Water Drains

Cost to clear drains \$312.80

Waste Management

The waste management is being used to its full capacity.

Garden / Grounds

Guy and Kathryn are continuing to clean and work around the gardens and grounds.

The following quotations were provided by Stephen:

BRN	\$2782
Gods Creations	\$1595
S & J Renos	\$5665

Stephen suggested to have Gods Creations start looking at undertaking repairs NOW to the retaining wall.

Guy and Kathryn to liaise with Gods Creations.

Work Place Health & Safety

Discussions were held concerning the Work Place Health and Safety report undertaken in 2013.

Agreed concreting be undertaken to address the trip hazards, once all completed Committee to review the work required, cost \$1089.

Concrete Quotations

David Hogan \$13,750 including GST
James Connor \$16,000 including GST

The following motion was moved by John H, seconded Margo Duff:

That the quotation from David Hogan be accepted.

Motion resolved 6 in favour, 0 against, 0 abstained

Fire & Safety

Malcolm moved the following motion:

That on completion of the concrete repairs, concreting commence.

Motion resolved 6 in favour, 0 against, 0 abstained

Side Fence

John H recommended colour bond be installed at the side fence. Cost \$1600. Insurance claim finalised.

Guy & Kathryn to arrange anti slip paint and sand for the pool / barbecue area.

CORRESPONDENCE

The following correspondence was tabled:

Unit 101	Cane divider has been removed
Unit 102	Letter to be forwarded requesting removal of existing screening and replace with Finese Designs recommendation
Unit 35	Noted this is an outside agent. Letter to be forwarded to the owner
Unit 46	Letter to be forwarded requesting removal of chicken wire
Unit 21	Awaiting information to be provided to the Committee for their consideration

SOLAR PANELS

The Committee considered there is need to look into installing solar panels to the roof of the barbecue and pump house amenities.

Stephen to liaise with Guy. Further discussions to be held at the next Committee meeting.

ELECTRICITY

Kim to provide Stephen a copy of the last few Origin accounts.

GARDENS

Management to look at mulching and progressively upgrading the gardens in conjunction with Margo.

Quotations to be obtained for each individual garden bed, to include fresh soil, etc.

FINANCIAL REPORT

Financial Statement

Financial statements as at 5 September 2017 were tabled for consideration. The following funds were recorded:

• Administration Fund (General Operational Expenses)	\$12,992.68
• Sinking Fund (Capital Improvements Reserves)	\$64,807.28
• Cash at Bank	\$80,638.23
• Term Deposit	\$ 3,168.60

Levies in Arrears

Kim tabled a detailed report on levies in arrears, advising total of arrears of \$8,009.48

The Committee discussed each lot with arrears on a case by case basis.

The Committee discussed there is no provision in the budget nor the legislation for a Body Corporate to have a “reserve” fund to carry owners who do not pay their arrears.

The Committee discussed those owners who do the right thing cannot be expected to meet all of the budget and expense obligations for a few owners who do not meet their levy contributions when due.

The Committee discussed ultimately the costs of recovery and any legal action is payable by an owner who fails to pay their levies when due once Judgment is entered. Owners who have recovery action taken also risk having an entry to their credit history.

The Committee discussed the legislation is plain that it is every lot owners’ responsibility to ensure the mailing / billing address held in the Body Corporate Roll is up to date and failure to update an address is no excuse for non-payment.

Kim or her delegate was authorised by the Committee to execute and file any instruction, claim or registration for the Body Corporate to collect any debt, instructing Complete Body Corporate Services to carry on with normal reminder arrears notices, and if owners still fail to pay, collection action is to be commenced 14 days after the issue of an Arrears Notice.

Unit 15

Kim outlined that one of the co-owners of lot 15 made a court application against Sailfish Body Corporate to have a court judgment for non-payment of levies set aside. As these owners have a long and repeated history of non-payment and have been sued a number of times by the Body Corporate, a judgment was entered on 5 November 2015.

Despite the application being evidently hastily prepared and having little merit, the Body Corporate was never-the-less obliged to review the application, bring it to the committee (Chairman’s) attention, dig out archives, prepare and file at the court a response and have that response delivered to the lot owner, and attend the court. Rather than appoint a law firm (which would have been a very costly step probably in the vicinity of \$2500 or more), and to keep costs to minimum, a senior officer of Complete attended to the tasks on behalf of the Body Corporate.

The total costs including attending court were \$730 comprising, Review application \$60, liaise with committee (Chairman and Kim E.) \$50, prepare and write the response \$275, attend and file at the court registry \$45, and serve the applicant (no charge - Chairman delivered on Body Corporate's behalf), and attend the court hearing \$300 (5 hours inc travel and time).

The magistrate acknowledged that the original judgment was correctly entered, the Body Corporate has conducted itself correctly in entirety, that its procedures are correct and it is and was perfectly entitled to sue for unpaid levies. She also illuminated the applicant (Lee) that he cannot expect not to be pursued for unpaid levy debts and made it quite plain when he raised the issue of seeking compensation for the apparent negative listing on his credit history, he was not entitled to anything. She stated he could not expect any future leniency. However, as the lot was now financial, she accepted the listed judgment was having an adverse impact on Lee's ability to borrow and pay out his ex-wife's portion of the mortgage over the lot, and on compassionate grounds, allowed the application.

No court costs were awarded.

The Committee discussed that the legislation sets out reasonable recovery costs are payable by the debtor lot and instructed Kim that the hard costs detailed above be debited to lot 15. The committee thanked Kim and her team for the cost savings delivered and the way the matter was handled.

The following motion was moved by John H:

That the financial report as tabled be accepted.

Motion resolved 6 in favour, 0 against, 0 abstained

GENERAL BUSINESS

Owner Accusations

The Committee discussed the false and misleading accusations being made by some unit owners. These accusations could be considered defamatory to the Committee Members.

The Committee considered the owners who are making these wild accusations ought provided written evidence of such accusations of over spending by the Committee, in particular overspending by the Chairman to the amount of \$62,000.

Liaison Officer

At a previous Committee Meeting Trudy Holt nominated Margo Duff for the position of Committee Liaison Officer. At this stage Margo remains in that position.

Front Fence

The previous Committee voted to have the fencing updated rather than repaired noting Mrs Duff has never acted acting solely and the fencing was vote on resolved and within spending limits.

Owners Representative

The Committee acknowledged Trudy Holt is not representing all owners as stated, she appears to be representing selected owners as all owners are not getting her emails.

Extraordinary General Meeting

Kim reported the reason why EGM material has not been forwarded by Complete given that Trudy has not responded to at least 4 emails from Complete requesting to be provided with the motions in a word document (not PDF). As of 13 September this date Complete is still waiting for this information by the Owners Representative Trudy Holt.

Kim confirmed the Committee should consider obtaining legal advice regarding the convening of this EGM.

MEETING CLOSURE

There being no further business, the Chairman closed the meeting at 3.20 pm am thanking the Committee for their input and support.

Signed a true and correct record:

..... Chairman

..... Date

These Minutes are presented in Draft Form. At the next meeting, a motion will be put that these Minutes be adopted as circulated, or should any person present at the previous meeting consider it so required, a motion put to amend them. Upon the passing of either Motion, the Chairman shall sign the adopted Minutes which then become the historical record of business so conducted.

Builders Managers Report

Sailfish Point

1st September 2017

LIKE US ON FACE BOOK @SAILFISHPOINT

GKM Property Management is now on Facebook to keep up to date with what's happening around the complex like our page SAILFISHPOINT.

Below is a brief description of works that have been carried out or need attention within the common areas of the complex.

Electrical

24/08/2017- The complex had a storm and lightning bolt has hit around the pool this has caused significant damage to our electrical system. A claim is being made against our insurance for damages we believe the excess for claim below will be \$500.

Damages from lighting Storm on 24/08/2017

TAG Security attended site on Monday the 28/08/2017

- Tag Security - Pool security camera system failed this has been repaired the cost was \$ 1628.17

- Tag Security- Front gate intercom the Dallas Delta MK3 Horizontal was also affected the cost of the repair is \$1732.50 Parts have been ordered out of Melbourne and the intercom should be working early September.

- Lopit Trees - Palm tree at the pool has folded in half from the lightning strike – the area was closed off to the public for safety reasons. Lopit Trees attended site on the 30/08/2017 and cut the damaged tree down at a cost of \$440. We have had an insurance assessor onsite and we can claim to have this tree replaced. we will get a quote to have a new tree replaced in place of the old one and submit this to the insurance company.

- Mark Hawes TV- Common tv system for units 25 & 26 circuits were damaged by the lightning strike the TV booster has been replaced at a cost of \$ 520.30

Street Lighting-

Haymans Electrical have bollard lighting (see examples bought to the meeting and available at the office until the middle of September) that will work with the current system we already have in place. The lighting examples chosen are cost \$40.60 per light however they would then need to be installed by an electrician. Some lights with existing cement bases could easily be changed over however the lights with no base will require a little more labour to install

Security

The security cameras continue to be great tool for the complex, they are used every day to help maintain security around the complex all cameras are currently operational.

Anyone witnessing a crime should report the matter to Police or call 000 in an emergency. It is also advisable to write down the time and date you see something as this helps when looking at security footage.

Pool

Moby's Pool Care-

14/08/2017-Pool Pump 3 Moby's Pool Care replaced the damaged multi-port valve for the 3RD pool sand filter.

Cost – 556.85

14/08/2017 -Chlorinator3 was replaced with a new 35-amp pool chlorinator salt cell: by Moby's Pool Care

Cost - \$625.00

Buildings and Defects

Public Jetty in front of unit 32

- Pontoons Plus has been engaged to repair the pontoon at the front of unit 32 however, due to personal reasons Justin has had some time off work which has put him behind. Weekly we touch base to check on his progress, we have been advised by Pontoons Plus that we are on their schedule of jobs to complete and they will get here as quick as possible.

Pool Shade Sail

- We were made aware a Form 21 had not been completed for the shade sail at the pool. Approveit Building Certification Pty Ltd attended site on the 30/08/2017 and carried out the final inspection and provided the Body Corporate with a Form 21 and a Form 16 giving the final approval of the shade sail installation.
- A new down pipe was installed at the BBQ area on the 25th of July the labour was provided by GKM Property Management at no cost to the Body Corporate the cost of the parts come to \$75.11

Front Personal Gate

- Awesome Doors has provided a quote on the 19/04/2017 to install a new set of hinges for the front personal entry gate these hinges can be adjusted in 2 different ways, gate closing speed also final stage of gate close to stop the noise. Please have a look at the website http://au.ddtechglobal.com/product/sureclose_readyfit_closer_hinge there is a video on the page that shows how it works
Cost - \$ 680

Communications

INTERNET

NBN –

Sailfish Point is now NBN ready all houses should now have access. The process was quite seamless there were two men working over a week to connect all units if you are experiencing any difficulties please contact your provider.

Freedom internet is available at the complex. I have started to see some feedback from units using the network and if you do experience trouble with connection or speed please let me know as freedom will come out and install a booster to improve your signal once a booster has been installed this will rectified any speed and signal issues people are having.

For details on freedoms packages please visit <http://www.freedominternet.org/>

TELEPHONE NETWORK

The MDF that is located near the office has been serviced and all records and connections have been replaced the network is working and anyone without a working gate phone or telephone should contact Guy PH- 0427 574 698 so I can help resolve the issue we have been able to fix phones that have never worked so please let me know if you have problems.

PLEASE REMEMBER IF THE FAULT IS IN YOUR UNIT YOU ARE LIABLE FOR THE COST OF THE REPAIRS IN MOST CASES PEOPLE DON'T UNDERSTAND THE SYSTEM AND HOW IT SHOULD WORK.

Please contact me if you need help trying to understand how the gate system should work from your unit.

Storm Water Drains Water Mains

17/07/2017 – The water to the complex was turned off due to a leak in front of Unit 53. A water main 100mm failed shooting water about a foot out of the ground. The 100mm main pipe fitting failed due to old age. Guy dug a hole in the front lawn about 1 meter deep and found the faulty fitting preparing the job for the plumber saving about 2 hours. Jeff McDonald Plumbing came to site and replaced the faulty fitting, he had to source a part from Nerang to repair the pipe.

Cost was- \$ 312.80

Waste Management /Environmental Issues

The new chipper has been in full operation and every pick up from JJ Richards the bin has been used to its maximum capacity.

Please remember the bin at the front of the complex is for green waste only and there are security cameras covering the area to catch any one dumping rubbish.

Since the cameras have been in place this has eliminated the problem of rubbish being dumped illegally

Gardens and Grounds

The retaining wall in front of U39 has failed and the retaining wall needs to be replaced with new sleepers 3 quotes are below

BRN Constructions - Quoted - \$ Total \$ 2,782.00

God Creations - Quoted - \$1595

S&J Renovations - Quoted - \$ 5,665.00

We would like to continue putting mulch in the gardens around the complex the cost is about \$60 per trailer load (We donate our trailer, car and fuel at no cost to the body cooperate to pick the mulch up)

Roadways and parking bays

Hazardous

Health and Safety Report

Sailfish point had a safety audit carried out on the 16 April 2013, many hazards were identified in our roadways as this report is over 4 years old we would highly recommend a new report be carried out this will identify any immediate hazards with in the complex it is recommended that we carry out a safety report ever 2 years to make sure we comply with health and safety standards.

Complete overview of Sailfish Point Ozevac Fire & Safety Services Pty Ltd - \$ 1089 .00

Concrete Quotes

Below is the quotes for replacing the concrete trip hazards around the complex as detailed in the managers' report from July.

David Hogan Concreting- \$ 13,750
James Connor Concreting- \$ 16,000
Bongin Earthworks - \$ 9,900

Fire & Safety Systems

09/08/2017 - Advanced fires Systems attended site and carried out the upgrade to the complex fires systems as per their quote from the safety inspection.

Cost- \$1093.38

Advanced fires systems has attended site and carried out a Safety test of the fire systems, the ground water hydrant system has failed the initial test, currently we are working with the Gold Coast City Council to eliminate faults in the water main system on Council side of the network.

Currently the complex has failed the 10lt P/sec flow test from the hydrant system.

ongoing.

GKM PROPERTY MANAGEMENT PTY LTD ACN – 609 027 018

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Guy and Kathryn