

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

PRESENT John Flint, Chairman
John Hennessy, Treasurer
Margo Duff, Committee
Ana Duff, Committee
Stephen Mortenson, Committee – by telephone
Malcolm Waine Committee – departing 10.28 for a medical appointment

IN ATTENDANCE Kim Elliott, Complete Body Corporate Services Pty Ltd (non voting)
Kathryn & Guy Elliott, Resident Building Caretaker (ex officio, non voting)

MEETING OPENING & WELCOME

Chairman John Flint noting a quorum present opened the meeting at 9.30 am 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 15 February 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, Guy Elliott provided the following Caretakers' report for consideration. (*Reproduced herewith as supplied*)

The Chairman requested the Caretakers / Managers provide their report at least three days prior to the meeting if possible.

Guy tabled and read his report.

Pontoon

The following quotations were presented for the repair and maintenance of the pontoon:

- Coastal Pontoons \$2365
- Pontoons Plus \$2750

The following motion was moved by Ana:

That the quotation from Pontoons Plus be accepted and the work required be commenced.

Motion resolved 6 in favour, 0 against, 0 abstained

Lighting

Guy to replace bulbs as and when necessary.

Pool Pump (3)

Guy mentioned only 2 pool pumps are available with multi head filter, Cost \$556.85. A chlorinator cell is also required, cost \$625 including GST.

The following motion was moved by Malcolm:

That Moby Pools be engaged to supply and install the required equipment.

Motion resolved 6 in favour, 0 against, 0 abstained

National Broadband

The Body Corporate has been advised the NBN should have commenced in May 2017.

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.

Work Place Health & Safety

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

Various areas have been identified as needing attention.

Noted there are 23 major hazards and 15 minor hazards.

Agreed Guy obtain quotations to have the compliance work undertaken. Noted \$15,000 has been allocated in the budget for these works.

The Committee RESOLVED that Guy be requested to contact Bonogin Contractors with a view to engaging Bonogin Contractors to undertake the required compliance works.

Fire & Safety

Guy reported his is working with Advance Fire, noting the test failed compliance. Cost \$1093.38 including GST

The following motion as moved by Margo:

That the quotation by accepted and the compliance work commence as soon as possible. Guy to ensure a certificate of compliance be issued to the Body Corporate.

Motion resolved 6 in favour, 0 against, 0 abstained

Fire Protection

The Committee agreed all owners and their tenants should be encouraged to have on hand in their kitchen a small fire extinguisher and a fire blanket.

Roadways

Agreed to undertake patching the section of the roadways when necessary.

FINANCIAL REPORTFinancial Statement

Financial statements as at 17 July 2017 were tabled for consideration. The following funds were recorded:

• Administration Fund (General Operational Expenses)	\$46,748.69
• Sinking Fund (Capital Improvements Reserves)	\$65,250.99
• Cash at Bank	\$96,572.94
• Term Deposit	\$ 3,164.57

Levies in Arrears

Kim tabled a detailed report on levies in arrears, advising total of arrears of \$11,227.11

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.

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

CORRESPONDENCE

The following correspondence was tabled:

- Jill Hoyer submitting her resignation from the Committee, effective immediately.
- J Purdy & T Holt advising the Committee is not compliant with the Act.
- Lewis Tindell, lot 21 requesting approval for a new deck and pergola.

The Committee agreed Lewis Tindell must provide proposed plans, ensure the colour is in keeping with the complex and in kept within his boundary and obtain approval for the structure by both adjoining property owners.

The Committee also discussed GCCC approval as well as Body Corporate will be required.

The Committee recommended Lewis review the Finesse Design plans held in the Management Office.

GENERAL BUSINESS

Sleeper Unit 39 – Guy to obtain quotations for the replacement of a sleeper adjacent unit 39.

Liaison Officer – The Committee agreed Margo be the appointed Liaison Officer for Management and Complete.

The following motion was moved by Ana Duff:

That Margo Duff be the appointed Liaison Officer for Management and Complete.

Motion resolved 6 in favour, 0 against, 0 abstained

Unapproved Structures

The Committee discussed the unapproved structures that have been erected.

Agreed a friendly letter be forwarded to the offending owners referring the owners to the Management Office where there are plans provided by Finesse Designs which will assist the owners undertake the works in accord with the Body Corporate's recommendations.

The Committee noted the following owners have unapproved structures / screening and the like.

101 has cane wrapped around the balcony and also as a screen saver.

46 has a steel divider on what a creeping plant would climb on divided between 45 and 46.

35 upstairs balcony has a screening of all sorts.

Kim instructed to write to the owners of units 35, 46 and 101 requesting they abide by the Body Corporate's recommendations.

MEETING CLOSURE

There being no further business, the Chairman closed the meeting at 11.39 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.