

North Coast Body Corporate
Management Services
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MINUTES OF THE ANNUAL GENERAL MEETING OF THE BODY CORPORATE FOR "TRIPCONY QUAYS" COMMUNITY TITLES SCHEME 2656 HELD ON FRIDAY, 12 OCTOBER 2018 AT 10:00 AM AT THE OFFICE OF NORTH COAST BODY CORPORATE MANAGEMENT SERVICES - SUITE 11 65-67 BULCOCK STREET, CALOUNDRA QLD

PRESENT IN PERSON

James Bowdler, Laurel Dixon, Sharyn Harrex, Trevor Harrex, Philip Brown (via Telephone), Kristine Whiteoak

LOTS REPRESENTED

Lot no

3	Present in person
6	By voting paper
12	Present in person
14	By voting paper
15	Present in person
16	Present in person (via telephone)
17	Present in person
18	By voting paper

IN ATTENDANCE

Mrs Kourtney Fenwick representing North Coast Body Corporate Management Services.

CHAIRPERSON OF MEETING

Sharyn Harrex chaired the meeting.

VOTING PAPERS

The chairperson declared that the valid voting papers be accepted.

QUORUM

The chairperson declared that a quorum was represented, and the meeting was declared open at 10:00am.

The Personal Body Corporate Manager

Prepared by: Michelle Gudgeon

MOTIONS VOTED ON

1 CONFIRMATION OF MINUTES ORDINARY RESOLUTION

Procedural motion

That the minutes of the extraordinary general meeting held on Monday, 21 May 2018 be confirmed as a true and correct record of the proceedings at that meeting.

RESOLVED that motion 1 be **carried** Yes 7 No 0 Abstain 1 Invalid 0

2 APPROVAL OF STATEMENT OF ACCOUNTS ORDINARY RESOLUTION

Statutory motion

That the non-audited statement of accounts for the administrative and sinking funds for the year ending 31/7/2018 attached to the agenda be adopted.

RESOLVED that motion 2 be **carried** Yes 8 No 0 Abstain 0 Invalid 0

3 NO AUDIT SPECIAL RESOLUTION

Statutory motion

That the body corporate's statement of accounts for the financial year 1/08/2018 to 31/07/2019 NOT be audited.

*NOTE: If you want the accounts to be audited, vote 'no'; if you do not want the accounts to be audited, vote 'yes'.

RESOLVED that motion 3 be **carried** Yes 8 No 0 Abstain 0 Invalid 0

4 APPOINTMENT OF AUDITOR ORDINARY RESOLUTION

Statutory motion

That the body corporate AGREES that the statement of accounts for the financial year 1/08/2018 to 31/07/2019 be audited, the proposed auditor being Rettore & Associates.

RESOLVED that motion 4 **lapsed**

5 ADOPTION OF ADMINISTRATIVE FUND BUDGET AND FIXING OF CONTRIBUTIONS ORDINARY RESOLUTION

Statutory motion

That the administrative fund budget for the financial year ending 31/07/2019 totalling \$80,000.00 be adopted with contributions levied by 2 instalments, as follows:

Levy Status	Financial Period	Levy Period from	Levy Period to	Administrative Fund	Per Lot Entitlement	Date Due
To be issued	Current	01/08/2018	31/01/2019	\$40,000.00	\$2,222.22	01/12/2018
To be issued	Current	01/02/2019	31/07/2019	\$40,000.00	\$2,222.23	01/06/2019
Total		01/08/2018	31/07/2019	\$80,000.00	\$4,444.45	

Subject to 20.00% settlement discount for payment on or before the due date.

RESOLVED that motion 5 be **carried** Yes 8 No 0 Abstain 0 Invalid 0

6 ADOPTION OF SINKING FUND BUDGET AND FIXING OF CONTRIBUTIONS

ORDINARY RESOLUTION

Statutory motion

That the sinking fund budget for the financial year ending 31/07/2019 totalling \$35,000.00 be adopted with contributions levied by 2 instalments, as follows:

Levy Status	Financial Period	Levy Period from	Levy Period to	Sinking Fund	Per Lot Entitlement	Date Due
To be issued	Current	01/08/2018	31/01/2019	\$17,500.00	\$972.22	01/12/2018
To be issued	Current	01/02/2019	31/07/2019	\$17,500.00	\$972.23	01/06/2019
Total		01/08/2018	31/07/2019	\$35,000.00	\$1,944.45	

Total lot entitlements 18

Subject to 20.00% settlement discount for payment on or before the due date.

RESOLVED that motion 6 be **carried** Yes 8 No 0 Abstain 0 Invalid 0

7 CONFIRMATION OF INSURANCE

ORDINARY RESOLUTION

Statutory motion

That the insurances set out below be confirmed and that North Coast Body Corporate Management Services be authorised to obtain quotations and renew the insurances for the next twelve-month period unless instructed to the contrary by the committee.

Policy Number	Underwriter	Current To	Risk Type	Coverage Amount
854892	CHU/QBE COMMUNITYSURE	19/07/2019	Appeal Expenses	\$100,000.00
854892	CHU/QBE COMMUNITYSURE	19/07/2019	Building	\$7,194,597.00
854892	CHU/QBE COMMUNITYSURE	19/07/2019	Building Catastrophe	\$2,158,379.00
854892	CHU/QBE COMMUNITYSURE	19/07/2019	Common Contents	\$43,807.00
854892	CHU/QBE COMMUNITYSURE	19/07/2019	Fidelity Guarantee	\$250,000.00
854892	CHU/QBE COMMUNITYSURE	19/07/2019	Government Audit Costs	\$25,000.00
854892	CHU/QBE COMMUNITYSURE	19/07/2019	Legal Expenses	\$50,000.00
854892	CHU/QBE COMMUNITYSURE	19/07/2019	Loss of Rent/Temp Accom	\$1,079,190.00
854892	CHU/QBE COMMUNITYSURE	19/07/2019	Lot Owners fixture/improvement	\$250,000.00
854892	CHU/QBE COMMUNITYSURE	19/07/2019	Office Bearers Liability	\$5,000,000.00
854892	CHU/QBE COMMUNITYSURE	19/07/2019	Public Liability	\$30,000,000.00
854892	CHU/QBE COMMUNITYSURE	19/07/2019	Voluntary Workers	300000/3000
TOTAL PREMIUM: \$8,172.12				

RESOLVED that motion 7 be **carried** Yes 8 No 0 Abstain 0 Invalid 0

8 ENGAGEMENT OF CONTRACTORS

ORDINARY RESOLUTION

Submitted by committee

The Body Corporate acknowledges that the Strata Manager will not issue a Work Order or engage any Contractors for the provision of any goods or services, unless they have complied with the Minimum Requirements as defined in the explanatory note.

RESOLVED that motion 8 be **carried** Yes 8 No 0 Abstain 0 Invalid 0

9 DEBT MANAGEMENT

ORDINARY RESOLUTION

Submitted by committee

That in accordance with the Body Corporate and Community Management legislation, if a contribution or contribution instalment is not paid by the date for payment, the Body Corporate recover each of the following amounts as a debt:

- (a) the amount of the contribution or instalment;
- (b) any penalty for not paying the contribution or instalment;
- (c) any costs (recovery costs) reasonably incurred by the body corporate in recovering the amount, to the fullest extent allowable by the legislation;

AND that the Strata Manager is instructed to progress recovery on each and every lot with a contribution or contribution instalment unpaid by the date for payment in accordance with the following procedure unless instructed to the contrary by the committee, and further that the costs to the body corporate are on-charged to the lot debtor:

Debt Management Table			
Steps	Time Line	Event / Test	Action Required
Contribution due date			
1	plus (minimum) 15 days	Contribution payment unpaid (amount of \$500 or more).	Issue Reminder Contribution Notice
2	plus (minimum) 27 days	Contribution payment unpaid (amount of \$500 or more).	Issue 1st reminder letter
3	plus (minimum) 39 days	Contribution payment unpaid (amount of \$500 or more).	Issue 2nd reminder letter
4	plus (minimum) 54 days	Contribution payment unpaid (amount of \$500 or more).	*Instruction to mercantile agency to commence recovery proceedings providing all supporting documentation *Mercantile agency initial demand process includes Demand letter, phone demands and monitoring payment plans

RESOLVED that motion 9 be **carried** Yes 8 No 0 Abstain 0 Invalid 0

10 APPOINTMENT OF BODY CORPORATE MANAGEMENT COMPANY

ORDINARY RESOLUTION WITHOUT PROXIES

Submitted by committee

That the body corporate engages North Coast Body Corporate Management Services for a term of 1 year(s) commencing on 12/10/2018 for a fee of \$4,322.00 per annum inclusive of GST for the purpose of providing administrative services to the body corporate, and be authorised to exercise some or all of the powers of the executive committee, the details contained in the administrative agreement included with this notice AND FURTHER that the strata manager be authorised and instructed to affix the seal to the agreement witnessed by two (2) committee members, one of whom must be the chairperson, or an authorised representative of North Coast Body Corporate Management Services.

RESOLVED that motion 10 be **carried** Yes 8 No 0 Abstain 0 Invalid 0

11 POOL HEAT PUMP SYSTEM

ORDINARY RESOLUTION

Submitted by committee

That the Body Corporate accept the quote from Heat Pump Systems for the replacement of the electric pool heat pump for the amount of \$7,365.30 with the funds to be met by those available in the sinking fund

RESOLVED that motion 11 be **carried** Yes 8 No 0 Abstain 0 Invalid 0

12 POWER SUPPLY TO POOL HEATER PUMP

ORDINARY RESOLUTION

Submitted by committee

That, if the above motion be resolved, the Body Corporate accepts the quote from Trusted Electrical for the amount of \$1,141.80 for the power supply to run the pool heater pump

RESOLVED that motion 12 be **carried** Yes 8 No 0 Abstain 0 Invalid 0

ELECTION OF EXECUTIVE AND ORDINARY MEMBERS OF THE COMMITTEE

CHAIRPERSON Lot no 15

SECRETARY Lot no 15

TREASURER Lot no 17

ORDINARY MEMBERS Lot no 16

Lot no 12

NON-VOTING MEMBERS Strata Manager

Caretaker

RECONCILIATION REPORT RECIPIENT Lot no 15

GENERAL BUSINESS

Cladding – Chairperson advised the meeting that there is no combustible cladding throughout the building and the Body Corporate do not foresee any issues to arise in this case

Fire Contractors – The meeting noted that Fireboar submitted quote #6653 which was dated February 2018 and noted this was an old quote. NCBCMS is requesting to have Fireboar issue a new quote.

Pest Control – The quote from Caloundra Pest Control was accepted. It is noted that the Body Corporate will arrange, and all units will be done and paid for, even though the Body Corporate does not legally have to pay for the inside of the units. NCBCMS to issue work order and onsite manager to be the site contact.

Jetty Specialists - NCBCMS to advise Chairperson of some local companies (but not the Jetty Specialists)

CLOSURE

There being no further business the chairperson declared the meeting closed at 10:50am



Community FACT SHEET

We have put in place critical measures to ensure owners information is safe and can only be accessed by authorized personnel.

Community Hub

What is Community Hub?

Community Hub is an online portal designed to allow you access to your building's strata information at anytime from anywhere. Property owners and committee members can benefit from this portal as the information is kept current and up-to-date.

Features and benefits

- Lot plan information and documents that include financials, meeting minutes, maintenance and insurance details are stored securely.
- The committee can review repairs and maintenance works that are being completed on behalf of your building
- 24/7 access to your strata information anywhere, anytime
- Online Invoice Approval (OIA) access that allows your committee to review and approve all invoices for your scheme.

How to register and access Community Hub

1. Have your levy notice accessible and visit www.communitye.com.au/hub. The Community Hub welcome page will display and simply click on First Time Users
2. The registration form page opens. Fill in your contact and plan information details to submit
3. When filling in the owner reference field you need to input your owner reference number which can be found at the top of your levy notice
4. Select your state from the drop down list. After completing the form, click the submit button
5. On submission you will receive an acknowledgement email
6. Once the details are confirmed by the Community Hub administration team, you will receive an email with your user ID and password within two working days
7. You can then securely log onto Community Hub at any time from your home page.

1300 889 227
communityhub@picagroup.com.au
www.communitye.com.au/hub/
www.picagroup.com.au

PICA
PROPERTY & FINANCIAL SERVICES

Tripcony Quays 2017-2018

Chairperson's Report

October 12th 2018

Hi Everyone

Well another year has been and gone, seems to go faster every year!

The past 12 months here at Tripcony Quays has been fairly smooth sailing.

It has been great to see the sea wall between the coast guard and the public jetty rebuilt and strengthened earlier in the year and looks so much better and should stand the test of time much better now

The sky line changed a little with the large tower erected at the coast guard but we have gotten use to it now and have the bonus of watching the sea eagles build a nest and raise their young ones at the very top of this tower, they have certainly created interest with a lot of locals and visitors alike

Recently though we have replaced the entire storm water drain at the rear of the building as this had collapsed in places due to old broken pipes and caused issues next door with large craters appearing in the gardens at Water Mark. On investigation it was found the storm water drains running on the eastern side of Tripcony Quays were actually trans versing the boundary some 15 metres back from the seawall and this part of our storm water drain was in the neighbouring property. After replacing the pipes we now have the entire storm water all located back within our boundary which is the much better option going forward

The swimming pool gas heater also gave up during the swimming season and after a great deal of research and talking to other complexes we have decided an electric pool heat pump is the better way to go re heating our swimming pool. The ongoing cost of the gas is certainly a lot higher than the power needed to run an electric heat pump, so we hope owners vote for this new system and continue to enjoy the pleasure of a heated swimming pool once again. I know guests and residents have missed the heated pool during the last swimming season but the amount we have saved in gas during that period will pay the cost of the new heat pump.

As a committee we are committed to maintaining and sprucing up the complex in several areas with attention being concentrated currently on the stairwells with new art work depicting the environment we live in and we hope guests/residents will enjoy and appreciate this. This is almost completed with new art work on every level of each stairwell.

We are also currently sprucing up the common area in front of the jetty with removal of the old low brick walls which we regarded as trip hazards and they are tired and unsightly. The area under the balcony of unit 5 will become a wooden decked area with nice coastal gardens and seating for everyone to enjoy, a much better use of space and certainly a lot brighter and fresher.

We have repaired the fence palings on the boundary fence at the front BBQ area, oiled and stained the fence added some art work and painted the old concrete retaining wall. Garden pots have been salvaged from around the complex cleaned and painted, replanted and has certainly given a fresh touch to this area

All wooden seating out the front has been oiled and this will maintain it going forward

The rear of the building was somewhat of a wilderness and we are currently working on this area as well. Just because it is not seen does not mean it should not be attractive. To date we have cleared the entire area of rubbish and debris, rearranged storage and paved the area to the manager's sheds with pavers lying around the back area

The cost so far has been minimal as all the labour side of the work has been voluntary as we are doing this ourselves thus saving owners a considerable amount of money.

In our sights currently are the common gardens and we are looking to thin some of the palms and tidy many of the other large plantings which overtime have become tired and over grown. We are mindful of our privacy and the plant trimmings will all be treated with respect in relation to this. New mulch will be added to the common gardens to refresh and maintain moisture over the summer.

We are confident owners will enjoy seeing the committee's efforts to enhance the common areas as it progresses over the next few weeks.

The jetty is another item high on our list as maintenance is needed to the jetty and quotes are currently being sought which we will report back on in due course

I wish to thank my fellow committee members, Kris, Laurel and Philip for their support and input during the past twelve months here at Tripcony Quays. You are a great bunch to work with, very supportive and lots of fun making my part of the job a pleasure over the past twelve months. It is a great feeling having committee members who really have all the owners at heart when making decisions here at Tripcony Quays. I would also like to mention, I heard a little whisper that Kris Whiteoak has now completed 25 years consecutively on the committee here at Tripcony Quays, that's quite an achievement Kris; so congratulations from us all.

I also wish to thank Jim our onsite manager and also Kourtney and the team at NCBCM for their ongoing support and work over the past 12 months

On another note; We were all very saddened to learn of the sudden passing of Max Peters due to a boating accident earlier in the year. The Peter's family is one of our inaugural owners here at Tripcony Quays and we trust the family know they have been constantly in our thoughts during this difficult time.

Well everyone that's it for another year, please take care out there as its storm season and we trust you all stay safe.

I wish you all a happy and healthy 12 months ahead

Til next time

Kindest regards

Chairperson TQ