

Waterways Owners Corporation – Committee



Committee Minutes

Date: Tuesday 5th April 2022

Time: 5.30 PM – 7.30pm

Place: Via ZOOM

1. Procedural Meeting Commencement

1.1 Attendance

Expected: Alex Martin, Janine Wade, Emilia Fabos, Simon Thompson

In Attendance: Julie McLean representing Ace Body Corporate Consulting,

Apologies: Nil

Committee Vacancies: 3

1.2 Appointment of Chairperson and minute taker of the meeting.

Chairperson: Alex Martin

Minute taker: Julie McLean

1.3 Entitlement to Vote & Quorum Declaration

As there were 4 out of 7 either in person or by proxy present at the meeting a quorum was declared. All members present, were entitled to vote.

2. Acknowledgements

The Committee would respectfully acknowledge the Bunurong People of the South-Eastern Kulin Nation, who are the Traditional Owners of the land on which The Waterways is located and pay their respects to their Elders past, present and emerging.

3. Election of Deputy Chairperson

Last meeting Simon Thompson resigned from his position as Deputy Chairperson.

Resolved: That Janine Wade be elected Deputy Chairperson of the Committee and in accordance with section 98 (2) also be Chairperson of the Owners Corporation when the Chairperson is not available.

Moved: Alex Martin

Second: Emilia Fabos

Outcome: Passed

4. Confirmation of Committee Ballots - Nil

5. Confirmation of Minutes from Previous Meetings

Resolved: The minutes of the meeting held **Tuesday 22nd February 2022** are true and correct.

6. Business arising from previous minutes for Discussion, Update on Follow-up Actions:

Feb 2022	6. Committee Vacancies	Seek Legal advice from BDL – confirm quorum and obligations when filling vacancies.	Ace	29/3/22	Closed
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7. Review of Financial Statements

7.1. Solvency

Resolved: That the Committee believes that the Owners Corporation will be able to pay its debts when and as they fall due.

7.2. Investments:

The OC has sufficient and too much cash on hand \$139,892.85, suggest that \$80,000 be moved to a term deposit for 3 month roll over.

7.3. Other Matters

Debtors continue to decrease with lots. 3 lots currently on payment plans, 2 lots greater than \$1000, 1 lot over \$4,000 who will settle 25/3/22 (the OC will received the full amount owed)

Budget spending tracking as expected, monthly expenses are currently around \$4,500 per month. Two term deposits due in March to be rolled over as more cash is not needed at this stage.

8. Committee Vacancies

Advice from BDL confirmed that the committee may stay at 4 or chose to fill the vacancy. Committee will consider and discuss further at next meeting as Simon advised that he will be away for 8 -12 weeks and has passed his proxy to Janine.

9. Committee Charter and Code of Conduct – matter deferred.

10. Committee Handover – Matter deferred

11. Reports and updates

11.1. Melbourne Water Update – MW have agreed to provide the asset maintenance report

11.2. CCTV – Draft agreement received, Ace to circulate copy to committee with suggested changes. Simon suggested the BDL be asked to review the contract prior to signing.

Resolved: That Ace ask BDL cost for review and BDL to review prior to signing

11.3. COK – Simon mentioned that Fountain Court fountain was not working and had had not been for a while.

11.4. South East Water - South East Water advised proposed Dingley Recycled Water Scheme and a map showing the proposed transfer main alignment. This is to run through the SEW easement separating the Argyle estate. The proposal is subject to grant approval.

12. BDL OC Rules & Guidelines – matter deferred

13. Formal Complaints / Correspondence Received

- Formal complaints - nil
- Correspondence received: Lot 7 Waterways - landscape amendment

14. General Business – Open Forum

14.1 - Lot 7 - discussion included Council approval, design guidelines and role of owners corporation. Proposed changes approved in principle- adds value, approved subject to seeing final landscape proposal with materials and colours.

15. Meeting to Closed 7.40 pm

16. Next meeting May 24/5/22 at 5.30 pm

June	21/6/22	Formal business meeting(end of financial year) Draft Budget AGM prep
July	26/7/22	Formal Meeting confirm business for AGM, reports
Aug	23/8/22	Formal Meeting (AGM notice posts September)
Oct	18/10/22	AGM – this may change

Signed

Alex Martin
Chairperson
Date: 19/4/22



ACTION ITEMS:

Rolling Action Items:

- Minutes to be approved by Ballot, signed and uploaded to MyCommunity and Placed in the Nest Noticeboard (Permission to be obtained)
- Financial reports to be sent monthly, 7 – 10 days after the close of the month to Committee.
Alex and Simon to review

Minutes	Outstanding Action item number	Item	Who	Due	Status
June 2021	9.3 BDL OC Rules & Guidelines	Workshop to discuss the Compliance procedure and include colourbond fence. Process to include how the OC manages the outcome residents want. Defer until early 2022	Janine, & Emily and others	TBA – early 2022	Open
Oct 2021	11. General Business	Review welcome letter, highlight or include the newsletter article “making changes” to your property.	Ace	Next meeting	Open
Nov 2021	6. Financial	Review Debt Policy and content for debt report – deferred Rollover term deposits Update Monthly report to include update on payment plans & performance	Ace Ace	Next meeting Monthly Monthly	Open
Nov 2021	11. General Business	Consider Committee Training	Committee	14/12/21	Open
Feb 2022	7. Committee Charter and Code of Conduct	Ace to draft amendments to Charter and Code of conduct and circulate for input	Ace & Committee	29/3/22	Open