

# Waterways Owners Corporation – Committee



## Committee Minutes

Date: Wednesday 31<sup>st</sup> July 2019

Time: 7.30 PM

Place: Ace Body Corporate Offices, 222 Beach Rd Mordialloc 3195

### 1. Procedural Meeting Commencement

#### 1.1. Attendance

Present: Rob Cocks, David Flew, Craig Whatman, Tim De La Zilwa, Fred Alale & Marita Anderson.

Apologies: Tuan Do proxy to Tim De La Zilwa

In Attendance: Julie McLean representing Ace Body Corporate.

#### 1.2. Appointment of Chairperson and minute taker of the meeting.

Chairperson: Tim De La Zilwa

Minute taker: Julie Mclean

**1.3 Entitlement to Vote & Quorum Declaration** - As there were 6 out of 7 either in person or by proxy present, a quorum was declared. All members present were entitled to vote.

### 2. Acknowledgements – Nil

### 3. Confirmation of Minutes from Previous Meetings

Resolved- *That the tabled and distributed minutes of the meeting held Wednesday 15<sup>th</sup> May 2019 were a true and correct record of that meeting.* Passed by ballot 29/5/19

### 4. Business arising from previous minutes

Minutes	Outstanding Action item number	Item	Who	Due	Status
June 2018	7.0 Financial 7.1 Investment Strategy	David to create an investment strategy for current funds to enable the smooth rollover of term deposits and balance the funding needs as well cash flow position for 2 years in advance based on annual levy	David	Review next meeting	Closed Strategy tabled
Feb 2019	9.3 Compliance & Rules	Write to CoK about new planning scheme	David	Review next meeting	Closed CoK is now corresponding with each lot owner directly
Feb 2019	11. 4 General Business	ACE sign at BBQ needs to be removed	Ace	30 May	Closed Work completed

### 5. Confirmation of Committee Ballots (if any)

Date	Resolution	Outcome
29/5/19	That the distributed minutes of the meeting held Wednesday 15 <sup>th</sup> May 2019 are a true and correct record of that meeting.	Passed

Chairperson:

Date:

5/9/19

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## 6. Review of Financial Statements

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

6.1 Circulate debt current process adjusted for annual fees and triggers for action by manager.

6.2 Financial Management Strategy 2019

- a) Maintain working account within range of \$20,000 to \$40,000
- b) Term deposits in multiples of \$20,000
- c) Terms of 3, 6 & 12 months – stagger roll over dates
- d) Interest from TD to paid into working account
- e) No point in having “at call” accounts

6.3 The following actions were resolved:

- a) Close “at call” account immediately.
- b) Open 2 new TD’s \$20,000 each– 3 months & 6 months.
- c) On maturity existing TD6 to be renewed for 6 months.
- d) Close or adjust on maturity existing TD7 to \$20,000 for term of 3 months.
- e) On maturity split TD3 into 3 new TD’s of \$40,000 each with terms of 3, 6, 12 months.

## 7. Review of Compliance & Rules

- 7.1. Review Rule spreadsheet and provide comments – valid, out of date, beyond power
- 7.2. Compliance update – 28 Portland – Owner advised landscaping works would start around 19<sup>th</sup> August and should be completed by early September.
- 7.3. Good news report to be circulated with minutes.

## 8. Complaints

8.1. Grievance Sub-committee report

- Meeting held 17<sup>th</sup> June
- Meeting was recorded
- Agreed that committee will, as far as reasonably practicable, endeavour to be more proactive in ensuring owners have their say on matters of significant importance to the Waterways community.
- No further action proposed in relation to the complaint
- Parties advised by letter 25<sup>th</sup> June 2019.

8.2. Further Correspondence from Bardsley & Alexander received 12<sup>th</sup> July 2019

- Grievance committee reviewed and agreed that there will be no further engagement on the matter and a letter advising the parties will be sent.

8.3. Grievance Committee formed to hear this complaint has discharged its obligations and will be disbanded after the letter is sent.

## 9. Lake Fountains

9.1 A report and a quote has been received for pump refurbishment from International Fountains and it was agreed that:

- Fountains are to be repaired/replaced.
- Rob Cocks will source 2 further quotes.
- International Fountains to provide a breakdown of labour/parts.

9.2 Melbourne Water has provided indicative access approval for works to proceed which is planned to be formalised in writing following a review meeting towards the end of August 2019.

9.3 Tim to continue discussions with CoK for approval and written endorsement for the project.

## 10. Community Event – Waterways Festival

10.1 Sub-Committee Nominations received – Chris Dickinson, Avanti Gosavi, Monika, Marita Anderson (assisted by Fred Alale) and Tuan Do.

Chairperson:

Date: 5/9/19

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- 10.2 Contact Chris and invite to be chair
- 10.3 Sub - Committee to provide a proposal and budget for next meeting

### 11. Communications:

- 11.1. Advise owners of the situation/progress regarding the lake fountains.
- 11.2. Advise owners of the subcommittee progress and for final nomination call.

### 12. General Business

- 11.1 Melbourne Water – internal discussions by MW team about the management of Waterways assets have commenced. Tim will continue to liaise and report next meeting.
- 11.2 DRC & Planning Scheme – Cok have considered planning permit approvals contained within the development overlay and have put in place an administrative process, in the event the current DRC process comes to an end. The long term position is to amend the planning scheme.
- 11.3 Check with Cortese is they have any more documents to pass to OC.
- 11.4 Insurance renewed and policy is available on MyCommunity/Documents

### 13. Publishing of Minutes on MyCommunity

- 12.1 Draft minutes to be circulated to committee, Ace to collate all amendments, circulate as a ballot to approve the minutes, Tim will sign and then Ace to publish on MyCommunity.

14. Meeting Closed: 9.10 pm

15. Next Meeting: 25<sup>th</sup> September 2019

Chairperson:

Date:

5/9/19

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## 16. Action Items

Minutes	Outstanding Action item number	Item	Who	Due	Status
July 2019	7.1 Review of Rules	Circulate to committee spreadsheet, committee to review and comment on redundant/enforceable	Committee	Review next meeting	Open
July 2019	9.1 Lake Fountains	2 further quotes to be obtained.  Written endorsement from CoK	Rob  Tim	Review next meeting	Open
Feb 2019	9.1 Compliance & Rules	Review sign policy to exclude stick-on small signs	Ace	Review next meeting	Open Circulate draft for ideas
Feb 2019	9.2 Compliance & Rules	28 Portland – Breach & VCAT	Ace	Review next meeting	Open Extension was requested until early September
July 2019	6.1 Debt recovery	Circulate debt current process adjusted for annual fees and triggers for action by manager.	Ace	Review next meeting if required	Open
July 2019	10. Waterways Festival	10.1 Contact Chris and invite to be chair 10.2 Sub – Committee to provide a proposal and budget for next meeting	Ace  Chris	Review next meeting	Open
July 2019	11.. Communications	MyCommunity post – lake fountains - Waterways Festival	Ace	ASAP	Open
July 2019	11 General Business	11.1 Tim will continue to liaise with MW and report. 11.2 Check with Cortese is they have any more documents to pass to OC.	Tim  Ace	Review next meeting	Open

Chairperson:

Date:

5/9/19