

Waterways Owners Corporation – Committee



Committee Minutes

Date: Wednesday 31st May 2017

Time: 7.30 PM

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

1. Procedural Meeting Commencement

1.1. Attendance

Present: David Flew, Tim De La Zilwa, Craig Whatman, Mike Dewar, Rob Cocks, Clive Jelley, Tuan Do
In Attendance: Julie McLean representing Ace Body Corporate

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

Chairperson: David Flew

Minutes: Julie McLean

1.3. Entitlement to Vote & Quorum Declaration

As there were 7 out of 7 present at the commencement of the meeting a quorum was declared. All members present were entitled to vote.

2. Acknowledgements – The committee acknowledged and thanked Avanti Gosavi for her contribution for the last 12 months.

3. Standing orders (Committee) including Delegations (V5) (Appendix 1)

Resolved: That the Standing Orders (v5) is adopted by all committee members as the proceedings of the Committee. Note this includes the Delegations to Site Manager and Grievance Committee.

4. Election of Office Bearers - Chairperson, Deputy Chairperson and Secretary

All positions on the committee were declared vacant and nominations for each position were received and considered.

4.1. Chairperson

Resolved: That David Flew be elected Chairperson of the Committee and in accordance with section 98 (2) also be Chairperson of the Owners Corporation.

Moved: Rob Cocks	Second: Craig Whatman	Outcome: Passed
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4.2. Deputy Chairperson

Resolved: That Tim De La Zilwa be elected Deputy Chairperson of the Committee and in accordance with section 98 (2) also be Chairperson of the Owners Corporation in the event the elected Chairperson is not in attendance.

Moved: David Flew	Second: Mike Dewar	Outcome: Passed
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4.3 Secretary

Resolved: That Ace Body Corporate Consulting be elected Secretary of Committee and in accordance with section 99 (2) also be Secretary of the Owners Corporation

Moved: Tim De La Zilwa	Second: David Flew	Outcome: Passed
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5. Confirmation of Minutes from Previous Meetings

Resolved that the tabled and distributed minutes of the meeting held Wednesday 12th April 2017 were a true and correct record of that meeting.

Moved: Tim De La Zilwa	Second: David Flew	Outcome: Passed
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6. Business arising from previous minutes

Minutes	Action item number	Item	Who	Due	Status
Nov 7.3	Insurance	Determine if Run-off required for Directors and public liability Update – renewal states that a policy must be continuous in order to claim for issue in a previous period. This means run-off insurance will be required.	Craig	18/1/17	completed

7. Confirmation of Committee Ballots – Nil

8. Correspondence

Letter from Patrick Lum was tabled and as it was only received the day of the meeting, members did not have a chance to read the letter before the meeting and agreed to defer drafting a response until all had a chance to read the letter. The letter consisted of 4 key areas:

OC Leadership

Communication

Validity of Waterways OC

FY17 Budget

9. 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.

Moved: Mike Dewar	Second: Tim De La Zilwa	Outcome: Passed
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10. 2017 Meeting Dates

Month	Date	Focus of Meeting
January 2017	Wednesday 18th	1st Budget draft
March	Wednesday 1st	2nd draft Budget
April	Wednesday 12th	Final Budget, AGM Prep
May	Wednesday 17 th	AGM
May	Wednesday 31 st	Election Office Bearers & set focus
August	Wednesday 16th	Business meeting
September	Wednesday 27th	1st Draft Budget
November	Wednesday 15th	2nd draft Budget – financials audited
February 2018	Wednesday 7 th	Final Budget, NOM
March	Wednesday 14 th	AGM Prep
April	Wednesday 18 th	AGM

11. Insurance Renewal

The renewal offer was reviewed and it was agreed to insure as follows:

11.1 Public Liability – remain the same at \$20 Million

11.2 Directors Liability – remain the same at \$5 Million

11.3 Volunteers – remain the same at \$100,000

11.4 Asset Protection

Chairperson:

Date:

WATER ASSETS – Fountains, Jetties, Lights	Amended
Floating fountain # 1	135,000
Floating fountain # 2	135000
TOTAL Section 1	270,000
IRRIGATION SYSTEM & CONTROLLERS	
Pump House (Waterside Drive / Lake King Circle)	\$50,000
Toro Remote Control System Box (Gov Rd Entry)	\$10,000
Irrigation Control Valves & Replacements	\$265,000
TOTAL Section 2	\$325,000
Total Assets	\$595,000

Moved: Clive Jelley	Second: Tim De La Zilwa	Outcome: Passed
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12. Focus for 2017 and options

12.1. Kingston transition update

- No further update, CoK officers are still preparing report, won't be ready this financial year. **[CDW comment – as this information was provided to Tim in confidence I don't think it should be included in the minutes]**
- Preliminary discussions indicate that:
 - Lake Fountains – unlikely to be accepted as not Council land
 - Entrance water features – possible but confined space is issue
 - Other water features – possible
 - Irrigation – unlikely due to age of system **[Tim – are you comfortable with this being included?]**
- Reimbursement - No response from Daniel Freer, escalate to John Nivens, include calculation provided by Tony Collins and history of correspondence.
- **[CDW comment – see comment above. For Tim to retain his existing relationship with Council and to give us the best chance of getting a 'heads up' before the report is finalised, I think this needs to be excluded]**

12.2. Communication

In order to capture the history of the emails between CoK and Waterways a new email address is to be created and can be cc on our all emails so the information is captured. deputychair@waterways.com.au

12.3. Legal Standing

Two members have queried the legal standing of the OC following the termination of the Maintenance Agreement.

Appropriate consideration will be given to the issues raised by the 2 members and a response to their concerns will be provided in due course. In the meantime, the Committee remains of the view that the OC has power under the Act and its rules to continue carrying out its functions and to progress the matters raised in the Residents' Survey.

12.4. Irrigation system

An appraisal of the system is required. Tuan and David will discuss with original designer. A report including wiring & decoder check plus a quote for replacement of full system is required. Email Avanti for a handover & update of contacts she has made.

12.5. Issues form AGM

- Audit – Mike to speak with auditor to reinstate 2016 to allow for the prior year adjustment.
- Budget – send copy of budget from Mystrata (account categories)

12.6. Debt Recovery Process

Re-examine current process and propose new process that considers lower levy and two levies per year. Process should detail costs and timeframes.

All paid in advance lots are to be continued to be contacted to refund their levies.

13. General Business

13.1. Vic Roads freeway bypass

An invitation to the OC to attend a briefing was received. Clive & Craig nominated to be the representatives to have an initial meeting with the planning team. Once they have met they will provide a communique to be placed on MyCommunity and advise residents how they can participate. It was noted that a 173 agreement is place between Vic Roads and Waterways for the control of Bowen Parkway.

14. Meeting Closed: 10.00 pm

15. Next Meeting: 31 May 2017

Minutes	Action item number	Item	Who	Due	Status
April 2016	10.1	Develop Communication Policy to set a max number of correspondence that will be considered before not responding any further – Check CoK	ACE	Draft created	open
June 9.2	Community	Sponsorship Policy –committee members to consider later in the year	committee	20/8/16	open

Chairperson:

Date: