

Waterways Owners Corporation – Committee



Committee Minutes

Date: Tuesday 22nd February 2022

Time: 5.30 PM – 7.30pm

Place: Via Microsoft Teams

1. Procedural Meeting Commencement

1.1 Attendance

Present: Alex Martin, Janine Wade, Emilia Fabos,

In Attendance: Julie McLean representing Ace Body Corporate Consulting,

Apologies: Simon Thompson

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.

The Committee acknowledges and thanks Catherine Diakogeorgiou, Cathy Shao and Kirk Devers for their commitment to Waterways. Secretary to send a thank you letter.

Simon Thompson advised his resignation from the Deputy Chairperson position and the Committee thanked him for his contribution.

3. Confirmation of Committee Ballots

Resolved: That the committee confirms the following resolutions made by ballot as resolutions of the committee

Date	Resolution	Outcome
28/1/22	Approval of application for fence colour change and change to approved Boundary fence colours and materials.	Passed
7/2/22	Committee Minutes 22 nd November 2021 are true and correct	Passed
9/12/22	Appointment of CCTV Subcommittee to oversee the COK project	Passed
12/2/22	Committee Minutes 13 th December 2021 are true and correct	Passed
15/2/22	Committee Minutes 7 th February 2022	Passed

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

Minutes	Outstanding Action item number	Item	Who	Due	Status
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Oct 2021	9.1.1 Melbourne Water updates	Floodgate report Jared Polkinghorne Jared.Polkinghorne@melbournewater.com.au Jared has responded and confirms that he can supply the Pillars Rd flood gate report in line with the asset maintenance schedule. Annual report expected June of each year.	Ace	Next meeting	Closed
Dec 2021	12. General Business	Committee Meeting date & Time schedule – now Tuesday and dates circulated	Alex	ASAP	Closed

5. Review of Financial Statements

5.1. Solvency

Year to date spending is in check.

CCTV is not expected to be paid in full out of this financial year, this is expected to be in the last quarter of the year. Deposit is expected in this financial year. CCTV expense will be carried over into the 22/23 budget year.

Term deposits are due and are not required at that stage and recommend rollover.

Debtors are currently 16% with one lot defaulting on the VCAT order issued in 2021. The lot owner is now selling. There are 12 other lots over \$800, that should now be moved to VCAT recovery (now back in operation after Covid).

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

5.2. Investments:

Term deposits are due and are not required at that stage and recommend rollover.

Resolved: That term deposits 1, 2, 3 and 4 that mature 28 Feb 2022, be rolled over for a further 3 month term and Term deposits 5 & 13 maturing March be rolled over for a further 3 month term.

5.3. Waive Penalty interest

There are 32 owners who have no phone or email and not replied using the last known address for lot owner. These lots owe a varying amount of money that can't be collected without doing a title search to confirm the address for notices. Once this is established, those lots will be given an opportunity to rectify the debt, but otherwise move straight to VCAT or Magistrates Court for recovery.

Resolved: That Penalty Interest is waived for those lots who paid the outstanding levy amount by the due date after receiving the levy reminder letter.

Resolved: That a Title search or other search be conducted on those lots without adequate contact details or confirmed billing address details and the associated cost for the search is recovered from the lot owner.

6. Committee Vacancies

The existing committee skills include engineering, architecture, treasurer role, communications, project management and compliance. It was noted that these represent the skills needed for an effective committee.

Waterways Owners Corporation – Committee



The committee discussed what is the ideal makeup, the legal requirement, the quorum and effectiveness of more members and when the AGM will be held.

Appointing sub-committees to support the committee in the interim to help spread the work load was considered and which ones would other owners likely be interested in:

- Subcommittee CCTV – creation of confirmed by ballot
- Subcommittee - Modernise the design rules, flexibility and creative – Emilia
- Subcommittee Big ideas community amenities – outdoor exercise equipment, dog park, upgrade walks/paths around back lakes, more BBQ areas (good for meeting neighbours), drinking taps, more bins around lake area, parking. Joint venture like with CCTV -
- Communication – newsletter, sub-committees, survey, CCTV update, tree update, Melbourne water update, weed spraying concern killing insects, sunshades? Mossie spraying (frogs reduced due to the freeway, but seem to be coming back) - Janine

Resolved: Alex will draft a sub-committee charter for consideration when an appointment of sub-committee is required.

Resolved: Seek Legal advice from BDL for quorum of committee and filling committee vacancies.

7. Committee Charter and Code of Conduct

Amending the Charter and implementing a Code of Conduct with positive statements with everyone including subcommittee's to agree and sign was adopted.

Ace to draft a working document and circulate for everyone's input.

8. Committee Handover – deferred

Consider the current practice of holding committee meeting in the interim period and attendance - deferred until next meeting.

9. Reports and updates – deferred

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

9.2. **CCTV** – meeting with CoK held 11 February.

9.3. **COK** – As a result of the committee works - Trees – CoK have advised residents of tree removal for 2022 & 2023

10. BDL OC Rules & Guidelines – deferred

Set date for working group to consider the advice and its application and if further advice is needed.

11. Formal Complaints / Correspondence Received – deferred

- Formal complaints - nil
- Correspondence received: Complaint about misuse of email addresses, consider adding to code of conduct and consider developing a privacy policy

12. General Business – Open Forum - nil

13. Meeting Closed 7.00 pm

14. Next meeting 29/3/22 at 5.30 pm

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 Consider obtaining legal advice	Committee Committee	14/12/21	Open
Feb 2022	6. Committee Vacancies	Seek Legal advice from BDL – confirm quorum and obligations when filling vacancies. Draft advertisement	Ace Alex	29/3/22 29/3/22	Open 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