

## BROOKWATER HOME OWNERS CLUB CTS 29222

MINUTES OF THE COMMITTEE MEETING FOR BROOKWATER HOME OWNERS CLUB CTS 29222 HELD AT THE SALES OFFICE, BIRCHWOOD CRESCENT, BROOKWATER QLD 4300 AT 6:30 P.M. ON MONDAY 26 MAY, 2014.

### Present

Peter Napier	Chairperson (Brookwater Classic)
Francois Wethmar	Secretary (Brookwater Grange)
Paula Kopp	Treasurer (Brookwater Augusta)
Rob McLellan	Ordinary Committee Member (Brookwater Greens)
Victoria Sheward	Ordinary Committee Member (Brookwater Augusta Point)
Andrew Bell	Ordinary Committee Member (Brookwater Vista)
Tony Russell	Ordinary Committee Member (Brookwater Ridge)

### Apologies

Nil

### In Attendance – Body Corporate Representatives

Michael Hewitt	Brookwater Fairways West
Michael Tang	Brookwater Gallery
Alan Burley	Brookwater Heights (left 8:35 p.m.)
Nick Kostellar	Springfield Land Corporation
Trevor Davidson	Brookwater Sanctuary

### Apology

Ron Hunt	Brookwater Bougainvillea Gardens
Leonie Clark	Brookwater Crest
Stuart Milford	Brookwater Panorama

### In Attendance

Matthew Joosen	Prudential Body Corporate Management Pty Ltd
Karen Dyson	Prudential Body Corporate Management Pty Ltd
Lea Patterson	Brookwater Crest

### Chair

The Chairperson declared the meeting open at 6:35 p.m. and advised a quorum was present and welcomed the attendance of the non-committee members to the meeting.

#### 1. CONFIRMATION OF MINUTES

- Unanimously resolved that the minutes of the committee meeting held on 28 April, 2014 be confirmed as a true and accurate record.  
Moved – Rob McLellan                      Seconded – Paula Kopp

#### 2. MATTERS ARISING FROM PREVIOUS BHOC COMMITTEE MINUTES

- Nil

#### 3. SAFETY AND SECURITY SUB – COMMITTEE

- Peter Napier informed the meeting he will be forwarding the proposal from Security Rangers to all BHOC Committee members and the Subsidiary Chairpersons for discussion at the next BHOC Committee meeting.

#### 4. COMMUNICATION & PUBLIC RELATIONS SUB – COMMITTEE

- Peter Napier on behalf of Stuart Milford discussed the idea of having a quarterly (or half yearly) 2-page newsletter/communication to residents. The newsletter could include updates re DAP, gardens and grounds, and perhaps a short summary from the BHOC chairman. Peter Napier stated that the BHOC Committee had previously prepared and circulated a newsletter but had found that the volume of information did not always warrant the preparation of a dedicated newsletter and, as a consequence, had added content to the newsletter that was prepared and distributed by Springfield Land Corporation.

#### 5. LANDSCAPE MAINTENANCE SUB – COMMITTEE (LMC)

- Tony Russell LMC informed the meeting that Greg Lowe was the preferred applicant for the position of Brookwater Maintenance Supervisor. It was envisaged that his commencement date would be between 1 July, 2014 and 15 July, 2014. There will be a six (6) month probation period with the first three (3) months being paid at a rate of \$35.00 per hour. Tony Russell and Nick Kostellar will arrange for the orientation of Greg Lowe and ensure he fully understands his duties and the expectations of the BHOC.

Unanimously resolved that a motion to appoint the Brookwater Maintenance Supervisor as recommended by the Landscape Maintenance Committee (LMC) be placed onto the agenda of the forthcoming Annual General Meeting.

- Andrew Bell informed the meeting of a broken switchboard hanging off at the Brookwater Greens Entrance. Andrew advised that the switchboard presented a danger and was easily accessible by the general public. Tony Russell representing the Landscape Maintenance Committee undertook to arrange for a contractor to repair the broken switchboard as soon as possible.
- Nick Kostellar LMC informed the meeting of the high priority areas specified by Form Landscape Architects in their report dated 26 May, 2014. The items are listed –
  - a. Greens Entry Statement
  - b. Roundabout - Brookwater and Silky Oak Drive
  - c. Golf Window and Classic Entry Statement
  - d. Roundabout - Grangewood Avenue
  - e. Vista Entry Statement
  - f. Roundabout - Rufous Crescent
  - g. Bougainvillea Gardens Entry Statement
  - h. Garden Opposite Panorama
  - i. Common Property Rufous Crescent and Kookaburra Place
  - j. Golf Window Panorama
  - k. Cnr Crest Ridge Parade and Forester Avenue
  - l. Cul-De-Sac Heads Seanna Place
  - m. Cul-De-Sac Heads Cassia Court
  - n. Cul-De-Sac Heads Justicia Court
  - o. Rufous Crescent

Nick Kostellar advised the area at the Sanctuary Entry and Sanctuary Pocket are relatively new and do not require any work. Trevor Davidson inquired as to the non-inclusion of the eroded area at Botanic Crescent and after discussion it was agreed the area should be included as a priority area.

The estimated cost of the landscape maintenance for the above work is \$124,000.00 (incl. GST). The cost of the irrigation for Brookwater Panorama is \$9,000.00 (incl. GST). Nick Kostellar advised the meeting of the standard practice when engaging a landscaping contractor is to ensure that in the event of plants being stolen or frost affected that the contractor is responsible for replacement at no additional cost to Brookwater Home Owner Club.

Andrew Bell informed the meeting that there were disconnected water metres that can be utilised when installing any necessary irrigation systems.

The meeting discussed the high priority area list as outlined above and agreed that the work be undertaken as soon as all appropriate approvals are in place.

Unanimously resolved that a motion be included into the agenda of the forthcoming Annual General Meeting proposing that the proposed plan from Form Landscape Architects for landscaping be accepted and that two formal quotations be obtained and submitted to the Annual General Meeting for adoption.

Further resolved that Tim Horrell; the body corporate solicitor be engaged to provide wording for any necessary motions pertaining to the landscaping arrangements and the motion be placed onto the agenda of the forthcoming Annual General Meeting. If necessary the meeting authorised the body corporate manager to issue a Flying Minute to the BHOC Committee seeking approval to place appropriate motions into the agenda of the Annual General Meeting.

Moved – Tony Russell                      Seconded – Rob McLellan

Nick Kostellar undertook to obtain the two (2) quotations for the work outlined on the Form Landscape Architects proposal be placed onto the agenda of the forthcoming Annual General Meeting.

The body corporate manager reminded the meeting that quotations and detail concerning item 5 should be received into his office in a timely manner to allow for inclusion into the 2014 Annual General Meeting.

## **6. BHOC SUB-COMMITTEE HANDBOOK**

- The Chairman advised that Tim Horrell had provided a verbal quotation for the finalisation of the Sub-committee Handbook, which will then be available for the reference of committee members of the BHOC, Sub-Committee members and Subsidiary committee members. The quote was \$350.00 (plus GST) per hour, \$3,500.00 (plus GST) for the finalisation of the Handbook and an additional

\$1500 (plus GST) for the preparation and presentation of a PowerPoint explanation and training. The Chairman advised that the Handbook will provide an easily understandable reference for a number of relevant issues including adherence to a code of conduct, confidentiality and committee functioning and provide a common governance structure for all committees.

It was unanimously resolved that the Chairman be authorised to finalise the Handbook and further that Tim Horrell to engaged to provide a PowerPoint presentation for use by the BHOC committee and sub-committee and subsidiary committee members at the cost of \$1,500.00 (plus GST).

## **7. BHOC CORRESPONDENCE**

### **Inwards**

- Acknowledge the letter from Ipswich City Council dated 14 May, 2014 in relation to the Brookwater Linear Pathway – Sanctuary Park Linkage.

### **Outwards**

- Letter sent to Sean Dickson – Senior Planner Ipswich City Council dated 06 May, 2014 in relation to the Brookwater Linear Pathway – Sanctuary Park Linkage.
- Letters sent to Mr, Mrs and Ms Meo the owners as well as the occupiers of Lot 1108 Brookwater Vista HOC CTS 31225 dated 06 May, 2014 in relation to the unsatisfactory maintenance of their Lot and verge.

## **8. MATTERS ARISING FROM THE BHOC CORRESPONDENCE**

- Nil

## **9. BHOC FINANCIAL MATTERS**

- The Financial Statements as at 23 May, 2014 distributed were unanimously adopted.  
Moved – Tony Russell                      Seconded – Rob McLellan

## **10. VACANT LOT MAINTENANCE**

- Nick Kostellar LMC sent emails and photos to Prudential Body Corporate Management Pty Ltd in relation to vacant lot maintenance on 12 May, 2014. Prudential sent letters to the relevant vacant lot owners on 13 May, 2014 giving the owners until 6 June, 2014 to undertake maintenance which would bring the lot to an acceptable standard.

## **11. DAP REPORT**

- A meeting was held on Wednesday 14 May, 2014 to introduce Andrew Bell to the DAP process and to give him an overview of the compliance and non-compliance procedures.

## **12. RATIFICATION MOTION**

- Resolved that the below flying minute dated 03 April 2014 be ratified.  
“ Approve draft notice of Annual General Meeting containing motions, proposed budgets for the period ending 31 March, 2015, Financial Statements for the period to 31 March, 2014 and the Secretary be authorised to convene the 2014 Annual General Meeting. The time, date and venue to be finalise with the Secretary or Chairman.”

## **13. DATE FOR BHOC ANNUAL GENERAL MEETING**

- The Annual General Meeting for the BHOC will be on Monday 30 June, 2014 at 5:45 p.m. venue to be at the Sales Office, Birchwood Crescent, Brookwater.

## **14. GENERAL BUSINESS**

- The leases for the two (2) additional parks have been finalised and will be sent to Ipswich City Council by the body corporate manager. It was agreed that a motion be placed into the agenda of the Annual General Meeting enabling the body corporate to enter into the leases with Council.
- The Chairman advised the meeting that legal advice received from Tim Horrell, the body corporate solicitor, indicated that the nature of the proposed amendments to the Brookwater Home Owners Club Community Management Statement proposed by Mirvac Queensland Pty Ltd. Required a Resolution with out Dissent rather than an Ordinary Resolution as suggested by the solicitors acting for Mirvac. He further advised that the inclusion of the motion onto the agenda of a General Meeting requiring an Ordinary Resolution would provide grounds for the Chairman to declare the motion as out of order.

Michael Hewitt informed the meeting that the body corporate for Fairways West had approved the amendments to its Community Management Statement as requested by Mirvac Queensland Pty Ltd as the body corporate understood that the amendments affected only Stages 4 and 5 of Fairways West and the body corporate understood that the amendments were reasonable.

It was unanimously resolved that the motions to amend the Brookwater Home Owner Club Community Management Statement as proposed by Mirvac Queensland Pty Ltd be included onto the agenda of the Annual General Meeting as Resolutions without Dissent.

Moved – Vicki Sheward

Seconded – Tony Russell

**DATE, TIME AND VENUE OF THE NEXT COMMITTEE MEETING**

Monday 30 June, 2014 at 6:30 p.m. at the Sales Office, Birchwood Crescent, Brookwater.

**NOTE:** The Annual General Meeting for BHOC will be held before the BHOC Committee at 5:45 p.m. at the Sales Office.

**Conclusion**

The meeting concluded at 8:40 p.m.