

Body Corporate 209549
595 Laurie Southwick Parade, Gulf Harbour
Minutes of Committee Meeting
Held on Monday, 2 March 2026 at 6.00pm At
Unit 19, Marina Views

PRESENT: K Law, S Law, T Mulholland, C McGrath, J Wooding, M Davies, M Reihana and S Wu
(Body Corporate Manager - Boutique Body Corporates Limited)

1.0 APOLOGIES
L Rafferty

2.0 CONFLICT OF INTEREST
Nil

3.0 HEALTH & SAFETY HAZARD
The committee reviewed health and safety matters:

- Existing hazards already recorded on the register remain unchanged.
- Members confirmed that no new hazards had been identified since the last meeting.

4.0 MINUTES OF PREVIOUS MEETING: 20 OCT 2025

RESOLVED:
"That the minutes of the meetings of 20 October 2025 be taken as read and adopted as a true and correct record of the meetings."
CARRIED

5.0 ANNUAL FINANCIAL REPORT 2025/2026

- Operational fund \$6,827.01, Contingency Fund \$135,779.22, Settlement fund \$31,190.19, LTMF: \$17,508.55; total net asset \$223,753.44.
- Aged arrears: unit 28 – The ordinary levy account has recently been brought up to date after a prolonged arrears period however, water account remains outstanding; Unit 25 – Despite the Body Corporate successfully obtained an enforcement order through the Tenancy Tribunal for all outstanding levies, penalty interests, debt collection charges and related costs, no payment has been received. A bankruptcy notice has been served by the Body Corporate lawyer (following the meeting, full payment of the outstanding levies, penalty interests were paid however, the legal costs remain outstanding); one owner currently on payment plan who had increased their payments however not to the level requested to ensure the outstanding levies are cleared before the financial year. It was noted that the opportunity to gradually clear the balance had already been provided. After discussion, it was agreed that the owner was given seven days to clear the outstanding levies, failure to do so will result in further debt recovery action; several units have minor balances related to disclosure statement fee, recent oncahrges.

No further queries from the committee. It was agreed to adopt the annual financial report.

DISCUSSION ITEMS**6.1 *Committee members obligation***

A reminder was provided regarding the responsibilities of committee members:

- The committee is responsible for managing Body Corporate affairs between general meetings.
- Efficient management requires members to respond to emails and participate in decision-making outside formal meetings.
- Delayed responses can slow decision making processes.

Members acknowledged the importance of maintaining active engagement.

6.2 *Maintenance Issues*

- Items approved at the October meeting were completed.
- Painting of white PVC pipes, vents, and air-conditioning ducting, including replacement of broken copper brackets on downpipes: the work requires cherry picker and is scheduled for 16 March. A notice will be circulated to all units advising of the work.
- TopMark submitted 2 quotes for the garden work:
 - Option 1 "Mixed Garden treatment" cost \$1,955.00 for the border of the gardens in grey river rocks (300mm wide) around the perimeter with Hokey pokey type pebbles for the large area in the middle, supply river rocks, pebbles, weed mat, pins, cartage and labour.
 - Option 2 "Full reiver rock coverage" cost \$2,215.00 for the total area with grey river rocks: supply river rocks, weed mat, pins, cartage and labour.

The proposal was intended to: reduce ongoing weeding, improve the appearance of the garden and minimise maintenance costs.

The Committee discussed the impact of weed matting and rock coverage on soil quality and nearby plants, including citrus trees. It was agreed to go ahead with the garden work subject to the BC chair obtaining confirmation from the gardener that there would be no impact on the citrus trees.

6.3 *Current/Ongoing*

- After a brief discussion, it was agreed to go ahead with the replacement of the gas strut on the southern pedestrian gate and removal of the latch.
- It was agreed to go ahead with the repair of the northern gate track.
- Exterior shutter replacement quote was presented in 2024. The committee agreed that any missing shutters are to be replaced with aluminium shutters.
- It was agreed that the committee would monitor the gutter and downpipe overflow issues.
- Report of pigeon activity around the property i.e. birds get into the gutter and die inside, the committee to monitor and investigate possible solution (if any).

6.4 *Discussion Points*

- The Committee agreed to install CCTV surveillance signage in the garden-waste area to deter illegal dumping.
- The Committee instructed the BC Manager to issue reminders to the

two units that continue to park vehicles in front of their units for extended periods.

- All owners and residents to please be considerate with their voice volume, keeping in mind the impact of noise on residents' quiet enjoyment.
- The Committee agreed to include in next newsletter reviewing safety concerns related to children playing or riding bikes in the parking area.
- Steve is going to get the property file to review and to explore the option of renting out the four carparks on Rue D'Amarres.

6.5 **Preparation for AGM**

- The Committee reviewed the Income and Expenditure of the last 12 months and agreed:
 - Building wash is to be carried out every 2 years until the next exterior repainting is due. The building wash budget is therefore reduced to \$5,000.00 to reflect the biennial wash schedule rather than annual cleaning.
 - Actual General Repairs and Maintenance expenditure in the past year reached \$14,492,00 due to several one-off repairs and upgrades which are not recurring. After removing exceptional one-off costs, a revised figure of \$6,000.00 for General Repairs and Maintenance budget for the coming year was agreed.
 - The Committee also reviewed the reserve funds: total funds held across reserve accounts are approx. \$190K; the previous annual contribution to the Contingency Fund was \$38K. The committee agreed to increase the Contingency Fund by \$2,000.00 to \$40K for the coming year. The committee acknowledged the importance of maintaining reserves to avoid large special levies in future.
 - Insurance renewal quote has not yet been received. The Body Corporate Manager will circulate the insurance quote once received and will advise whether further budget adjustments are required. It is expected the budget increase will be minimal, less than 1%.
- The Committee reviewed the current body corporate operational rules, had an in-depth discussion and agreed to the following additions/amendments to be included in the AGM agenda with Ordinary Resolution for owners' discussion and voting:
 - Addition be added to rule No.17: *17f) Smoking is not permitted in common areas, balconies, or porches*
 - Addition be added to rule No 27: *27d) Artificial ivy or bamboo screening panels may be installed for privacy, up to the height of the fence railing, and must be maintained or replaced as required*
- Committee size: The recommendation of the Committee is to adopt an odd number of members, i.e. 5 members were discussed. For a complex of 41-unit, the committee agreed that a three-member committee is considered too small to effectively manage responsibilities, and a seven-member committee may result in difficulties achieving the committee meeting quorum which can delay in decision-making and slow the administration of the Body Corporate. It was agreed to put forward an ordinary resolution for owners to vote at the AGM to determine the size of the committee.
- AGM date and timing are confirmed for Monday 30 March 2026 at 6pm. The committee agreed to commence formal AGM at 6pm and aim to complete the meeting around 7pm, allowing time afterwards for informal social interaction. The committee approved a capped cost of

\$1,000.00 for Pizza and drinks that will be provided following AGM. This will be funded from existing income streams such as car-park lease income and insurance commission revenue.

There being no further business, the meeting closed at 8.05 pm.

Next Meeting: Date to be confirmed.