NORTHMARQUE
CARSELDINE
Community Titles Scheme 43944

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Body Corporate and Community Management Act 1997 (Qld)
Body Corporate and Community Management (Accommodation Module) 2020 (Qld)

MTG.COM.GDE

Committee meeting
Minutes

FINAL

[2025.06]

Date	Place	Commenced	Concluded
Thu 11–DEC–2025	Lot 25 and online	7:00 pm	7:55 pm

In attendance

Committee		
Tom Sturme (Chair)	*TS*	
David Pohlmann (Secretary)	*DMP*	
Joshua Chevin (Treasurer)	*JC*	
Andrew Gillespie	*AG*	online
Sue Moloney	*SM*	

Non-voting members	
Oliver Bull, Aspire Facility Services (Caretaking Service Contractor)	*OB*

Owners or their representatives	Lot	
Natalee Jennings	25	in person
Tristan Lambrecht (for Yulia Lambrecht)	23	online
Tanya Mason	47	online
Ziggy Pawlikowski	27	online
Gordon George	50	online

Order of business

I Open

:01 Welcome

:02 Apologies

- The Chair welcomed and introduced the committee, including new committee member Sue Moloney, and welcomed Aspire Facility Services.
- The Chair welcomed owners and their representatives.

:03 Quorum

- The quorum requirement was satisfied. 4 voting members of the committee attended in person; 1 voting member of the committee was online.

:04 Previous meeting minutes

- The minutes of the previous committee meeting were distributed to lot owners on 05–DEC–2025 as a download link in *Northmarque News*.
- There were no amendments required.
- TS addressed a meeting that was held with Hartley's Body Corporate Management that was intended to be a budget meeting for the 2025–26 budget on 20 October 2025.
  - An error made by HBCM resulted in critical stakeholders, including the caretaking service contractor being unable to attend. As such, the meeting was of limited use.
  - There was some general discussion, but the meeting was abandoned.
  - As a result, no minutes were produced.

MOTION	THAT the minutes of the committee meeting held on 26 August 205 be confirmed as a true and accurate record. AND THAT the Body Corporate committee acknowledges that minutes of the meeting held with Hartley's Body Corporate Management on 20 October 2025 were their responsibility to produce and that no such minutes were created.
RESULT	**YES** 5 **NO** 0 **ABS** 0 **PASSED**

:05 Matters arising from the previous meeting

I:05. 001 Pest control

INFO	– Item 8b in relation to scheduling of the annual termite inspection. – Annual termite inspection is scheduled for Wednesday 17–DEC–205 to Friday 19–DEC–2025. – Owners were advised in *Northmarque news* on 05–DEC–2025 and by way of Entry notices distributed to letter boxes on Tuesday 09–DEC–2025.
ACTION	– No outstanding actions prior to the inspections. – Reports will be distributed to owners following completion of all inspections.

I:05. 002 Previous motions

INFO	– A forensic examination of all available previous minutes back to 2021 was conducted. – There are some 'resolved motions' that are unclear, contradictory or conflict with best practice, compliance and risk management or the legislation. – These need to be resolved. Some will need to be rescinded in entirety. – Some can be rescinded and replaced with clearer or more compliant resolutions.
ACTION	– Policies need to be developed for some, but other items need to be addressed as soon as possible. – Delegations and authorities also need to be considered and implemented. – Interim solutions for critical matters will need to be established.

I:05. 002	Previous motions						
MOTION	THAT the Body Corporate committee acknowledges a forensic review of past resolutions and meeting motions has identified matters requiring clarification or rectification to ensure compliance with legislation and best practice. AND THAT the Body Corporate committee resolves to systematically address these issues through appropriate governance processes, prioritising critical matters for immediate action.						
RESULT	**YES** 5		**NO** 0		**ABS** 0		**PASSED**

II Reports

II:01 Caretaking Service Contractor

- Aspire Facility Services tabled their report.
- OB provided some brief updates from the report.

II:02 Secretary

- The Secretary's report was tabled.
- DMP briefly outlined the contents of the report.

It was identified after the meeting that an additional VOC from 03–NOV–2025 was not included. This has now been included on the register. The committee acknowledges this unintended oversight.

II:03 Treasurer

- The Treasurer's report was tabled.
- JC outlined some challenges resulting from Hartley's accounting processes.
- Once BC systems has completed their transition work, JC will meet with them to establish processes which will then be documented.

III General business

III:02 Community matters

A General matters

001	Green bins
LOT №	ALL
INFO	– Some owners have requested green bins from Brisbane City Council (BCC) under the new program. – These owners were advised by BCC that approval from the Body Corporate was required before they could arrange green bins for owners.
ACTION	– Correspondence has been sent to Brisbane City Council advising them that Lot owners who request a green bin have been given approval. (REF: NMC2514488) – Should BCC provide a reference, this will be given to owners to assist in ordering. – Communication will be included in the next Northmarque News advising owners they can order a green bin, and describing the conditions if a green bin is ordered. This will include: – Residents who get a green bin through the program are reminded that they will need to store it appropriately when not out for collection. All bins should be within your lot or your exclusive use common property (e.g. in your carport).

B Current/ongoing matters

001	Storm damage remediation
INFO	– Aspire Facility Services are currently finalising the quotation for remediation of damage from the storm on Monday.

C New matters for consideration/decision

– There were no new community matters to address.

III:03 Other business for consideration or decision

001	Appointment of Body Corporate manager nominee
INFO	– §.7 of the interim and pro forma agreements with BC Systems requires appointment of a nominee to communicate on the Body Corporate's behalf. – The nominee is the principal point of the principal point of communication, coordination and liaison with the Body Corporate manager.
ACTION	– Appoint a nominee to communicate with BC Systems on the Body Corporate's behalf. – Implement policy to manage delegations and authorities when the nominee is unavailable.
MTN	THAT the Body Corporate committee appoint David Pohlmann as Nominee to communicate with BC Systems on behalf of the Body Corporate, as required under §7 of the scheme's agreements with BC Systems. AND THAT the Body Corporate committee confirm that the Nominee is a voting committee member and shall be the principal point of communication, coordination and liaison with BC Systems, and the conduit between the Body Corporate, Lot owners and the Body Corporate manager. AND THAT the Nominee's appointment is effective from 11 December 2025 until such time as the Body Corporate appoints a replacement in writing to the Body Corporate Manager. AND THAT nothing in this motion or associated policies limits Lot owners' access rights to the body corporate and its records (inspection, copies, certificates). AND THAT the Body Corporate committee will adopt: – A *Delegation of Authority Policy for Body Corporate Manager Nominee* – And a Body Corporate Manager Communication protocol for Lot owners The full details of which will be included in the minutes of this meeting. AND THAT copies of the relevant policy and protocol will be made available in a manner which permits all Lot owners to access them.
RESULT	**YES** 5 **NO** 0 **ABS** 0 **PASSED**

002	6 weekly meetings
INFO	– The forensic examination of previous minutes identified that a resolution from the 28 January 2025 committee meeting (tagged 2025-01-28-M11) in relation to meeting cadence was unclear. – It reads: *"Set up regular committee meetings every 6 weeks dates to be confirmed at each meeting as we advance."*

002	6 weekly meetings
ACTION	– This motion will be rescinded and a new motion proposed. – The new motion is clearly framed and based in the reality of a volunteer committee, family schedules and other considerations. – It also addresses the scheduling of future meetings in a clear and structured manner.
MTN	THAT the Body Corporate committee recognizes the need for a more flexible scheduling framework that accommodates various scheduling conflicts while maintaining regular meeting intervals; AND THAT motion 2025-01-28-M11 be rescinded; AND THAT the Body Corporate committee shall schedule meetings at approximately six-week intervals, with the understanding that the actual interval may vary to accommodate: – Annual General Meetings and Extraordinary General Meetings; – Holiday periods, including Christmas, New Year, and Easter; – Reasonable consideration of committee member availability; – Urgent Body Corporate business that cannot be addressed through other processes; and – Any other reasonable scheduling considerations; AND THAT at the conclusion of each meeting, the Committee shall: – Confirm the date and time of the next meeting; and – Determine the anticipated date and time for the subsequent meeting. AND THAT all scheduling will comply with applicable legislative requirements and notice provisions.
RESULT	**YES** 5 **NO** 0 **ABS** 0 **PASSED**

003	Policy for annual termite inspection
INFO	– The scheme’s annual termite inspection takes approximately 3 days. – As a result, owners would ideally like some sense of what day their lot will be inspected. In previous years, the committee has generally been able to provide this. – When this year’s inspection was scheduled, this information was not sought from the contractor, as there was no documented process or policy in the body corporate records. – As there was no policy or process, the committee made decisions based on the information that was available to it. – To mitigate this issue moving forward, policies and processes need to be documented and accessible.
ACTION	– Document the usual process followed when requesting quotes, scheduling inspections and any other part of the process that is generally consistent. – Use this year’s inspection and any learnings from it to help inform the process and associated policy. – Ensure the process and policy are captured in a relevant policy and process and these are stored in an appropriate manner.

003	Policy for annual termite inspection
MTN	THAT the Body Corporate committee formally establish and document a standard process and policy for the engagement and scheduling of annual termite inspections for the scheme. AND THAT the process and policy also include the usual methodologies for communication and engagement with lot owners and residents to assist future committees with maintaining appropriate governance around this critical task.

III:04 Late or urgent business

- There were no urgent matters for consideration.
- There were no late matters received by the committee for consideration.

IV Close

:01 Review of agreed actions arising this meeting

- The secretary reviewed the actions that were agreed during the meeting.

:02 Consideration of date and details of next meeting

- As a result of the holiday season, the next meeting will be the Annual General Meeting in mid-January.
- Scheduling needs to be in line with notice periods and the attendance of the Body Corporate Manager so the actual date will need to be confirmed at a future time.
- The first committee meeting following the AGM will likely be sometime in early March 2026.

:03 Meeting ended for non-voting members, and owners and their representatives

- The meeting ended for non-voting members, and owners and their representatives. The voting committee members remained for consideration of sensitive owner matters.

The following matters were considered by voting committee members only.

III:02 Owner matters

B General matters

001	Owner matter 1
INFO	– A sensitive owner matter was considered by the committee.

002	Owner matter 2
INFO	– A sensitive owner matter was considered by the committee.

Meeting concluded