

MTG.COM.NOT

Committee meeting Notice paper

[2025.06]

Date	Thu 11-Dec-2025
Time	07:00 pm
Place	Lot 25 or 

We are trialling WebEx for meetings.
Click the button to join.

IMPORTANT NOTICES

Recording of meetings

Attendees at committee meetings are advised that meetings are recorded to assist with preparing accurate minutes and maintaining Body Corporate records. The recording will be retained in accordance with our legislative record-keeping requirements. By participating in this meeting, you consent to being recorded.

Attendance by owners and their representatives

Lot owners who would like to attend a committee meeting must notify the Secretary a minimum of 24 hours prior to the meeting. When advising your attendance, please confirm if you will be attending in person or electronically.

Owners and their representatives should be aware of the following conditions on their attendance at committee meetings.

- Owners or their representatives may attend as observers only.
- Owners or their representatives may only address the meeting if they are invited to do so.
- Owners or their representatives can be directed to leave if they do not comply with these conditions.

In addition, owners or their representatives may be required to leave the meeting (or the electronic meeting will be muted and video disabled) for certain agenda items. This includes, but is not limited to, discussions or votes about:

- Breaches of the scheme's by-laws
- Starting a proceeding (if the decision to start the proceeding is not a restricted issue for the committee)
- A proceeding against the body corporate
- A dispute between the body corporate and the owner or occupier of a lot
- Matters relating to body corporate managers or service contractors
- Personal information about lot owners including matters relating to debts, arrears, or other sensitive personal circumstances.

Minutes and Confidentiality

Information relating to matters discussed during excluded portions of committee meetings may be redacted from the minutes distributed to lot owners to protect confidential, privileged, or sensitive personal information in accordance with any relevant legislation or regulations.

[§ 55 – *Body Corporate and Community Management (Accommodation Module) Regulation 2020*]

Order of business

I Open

- :01 Welcome
 - :02 Apologies
 - :03 Quorum
 - :04 Previous meeting minutes
 - :05 Matters arising from the previous meeting
-

II Reports

:01 Caretaking Service Contractor

- A Tabling of Caretaking Service Contractor reports issued since the previous meeting
- B Matters arising from reports
- C Matters arising not yet reported
- D Outstanding issues
- E Upcoming scheduled works
- F Future requirements
- G Upcoming leave or temporary arrangements

:02 Secretary

- A Secretary's remarks
- B Incoming correspondence for discussion/decision
- C Outgoing correspondence for discussion/decision
- D Confirmation of Votes Outside of Committee Meeting (VOCM)
- E Tabling of Secretary's report
- F Matters arising from the Secretary's report

:03 Treasurer

- A Treasurer's remarks
- B Summary of position
- C Significant matters
- D Tabling of Treasurer's report
- E Matters arising from the Treasurer's report

III General business

NOTE: For this meeting, community matters will be addressed prior to owners' matters.

02: Community matters

A General matters

- 02.A: 001 Green bins

B Current/ongoing matters

02.B: 001 Storm damage remediation

C New matters for consideration/decision

- - NIL - -

:01 Owners' matters

A General matters

- - NIL - -

B Current/ongoing matters

01.B: 001 Ongoing owner matter 1

01.B: 002 Ongoing owner matter 2

C New matters for consideration/decision

- - NIL - -

:03 Other business for consideration or decision

03.001 Appointment of Body Corporate manager nominee

03.002 6 weekly meetings

04: Late or urgent business

1. Urgent matters will be considered at this meeting where possible.

2. Late matters will only be considered at this meeting if time permits.

a) Matters not considered will be adjourned to the next committee meeting.

- - No matters were received after the submission deadline - -

IV Close

:01 Review of agreed actions arising this meeting

:02 Consideration of date and details of next meeting

:03 Meeting concludes

**Meeting link:**
<https://dmpohlmann-189.my.webex.com/dmpohlmann-189.my/j.php?MTID=m93675e339510cdc813229abfbff07f64>