NORTHMARQUE
CARSELDINE
Community Titles Scheme 43944

email secretary@northmarque.net
postal address Northmarque CTS43944
Attn: The Secretary
PO Box 743
Morningside Qld 4170

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

Notice of Committee meeting [2025.06]

This is a notice to Lot owners that a committee meeting of the Body Corporate for Northmarque (CTS 43944) is scheduled for:

Date	Thu 11–Dec–2025
Time	07:00 pm
Place	Lot 25 *or* Zoom

Attendance

More information about meeting attendance is available in the guidance attached to this notice.

Committee members	Members of the committee should attend in-person where possible.
Lot owners	Lot owners are not required to attend.

Requests and other matters for consideration

Information about submitting requests or other matters is available in the guidance attached to this notice.

Submission deadline	5:00pm Sat 06–Dec–2025

Standing agenda

The standing agenda sets out the usual items for each meeting. It is not intended to be comprehensive. The final agenda is usually issued 3 days prior to the meeting.

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
:02 Secretary
:03 Treasurer

III General business

For more information about each of these agenda items, including how to submit matters, refer to the guidance attached to this notice.

:01 Owners' matters
- A. General matters
- B. Current/ongoing matters
- C. New matters for consideration/decision

:02 Community matters
- A. General matters
- B. Current/ongoing matters
- C. New matters for consideration/decision

:03 Other business for consideration or decision

:04 Late or urgent business

IV Close

:01 Review of agreed actions arising this meeting

:02 Consideration of date and details of next meeting

:03 Meeting concludes

Guidance for Lot owners

Attendance at meetings

Committee members

Members of the committee are expected to attend in-person where possible. Committee members should advise the Secretary as soon as possible if not attending in-person or they are an apology. Where applicable, voting committee members may submit a proxy for the **current meeting only**. A voting committee member's proxy may only be another voting committee member.

Submitting a proxy

Click the button:

Record your proxy

Scan the QR code:

Lot owners

Lot owners who would like to attend a committee meeting must notify the Secretary a minimum of 24 hours prior to the meeting. Please let us know if attending in person or via Zoom.

Notifying the Secretary

By email	secretary@northmarque.net
By phone	0450 016 347
By post	Northmarque (CTS 43944) Attn: The Secretary c/- BC Systems PO Box 743 Morningside Qld 4170

Requests and other matters for consideration

Submit a request

Click the button:

Submit a request

Scan the QR code:

What owners need to do

Put requests in writing before the agenda closes, clearly stating what is being requested and the outcome you are looking for.

Attach any supporting information (quotes, plans, photos, reports) so the committee has what it needs to make an informed decision at the meeting.

We cannot consider requests without the correct information. Where possible, we will let you know before the meeting if we need more information and give you a chance to supply it to us.

Please note: Requests and other matters received after the submission deadline indicated in the *Notice of Committee meeting* will be treated as late or urgent business and considered at the discretion of the committee, according to the guidelines below.

How the committee handles requests

Each request will normally be considered in turn. The committee can decide to approve, refuse or request more information on any request.

You should also be aware that there are some matters that cannot be decided by the committee. These must be referred to a General Meeting. If your requests falls into this category, we will let you know and advise what the next steps will be.

Owners will be notified of the outcome as soon as possible after a decision has been made, including being given any applicable conditions. A record of the decision and any other details will also be included in the minutes of the meeting.

Items in the Order of business

Owners can use the guidance below to understand what each agenda item usually covers and how they might participate or raise issues.

Owners’ matters

General

Matters that affect individual lots, such as repairs inside a unit that may involve common property, exclusive-use areas, by-law breaches affecting a specific lot, or disputes between neighbours. Owners can ask questions, seek clarification of decisions that affect their lot, and request items to be noted or referred for future action.

Current/ongoing

Deals with owners’ issues already raised at previous meetings or in correspondence, for example unresolved maintenance to a particular lot, ongoing noise complaints, or enforcement steps under by-laws. Owners should be prepared for progress updates, expected timeframes, and any decisions required to move the matter forward.

New matters

Allows owners to raise new concerns or requests relating to their lot, such as approval for renovations, parking issues, or questions about levies and charges. Owners should submit these in writing before the meeting where possible, with clear details and any supporting documents, so the committee can decide or schedule further investigation.

Community matters

General

Covers issues relating to the scheme as a whole, including common property, shared facilities, budgets, policies, and by-laws that apply to everyone. Owners can use this section to understand how decisions will impact the community, including amenity, safety, and financial implications.

Current/ongoing

Focuses on projects and community-wide issues already in progress, such as building repairs, gardening contracts, insurance claims, or previously approved policy changes. Owners should expect status reports, cost updates, and, where needed, further decisions about scope, timing, or funding.

New matters

Introduces new community-wide proposals, for example upgrades to common facilities, new security measures, or changes to by-laws and house rules. Owners may be invited to give feedback, ask questions, and vote or indicate support so the committee can proceed in line with the scheme's decision-making rules.

Late or urgent business

Late or urgent business covers requests or issues that arise after the submission deadline but cannot reasonably wait until the next scheduled meeting (for example, a safety risk or urgent repair). Non-urgent matters received after the deadline will usually be held over and placed on the agenda for a future meeting so that all owners receive proper notice and the committee has time to review supporting information.

How late or urgent items are considered

The committee will first decide whether a late item is genuinely urgent and within its decision-making authority; if it is not, it will be scheduled for a later committee or general meeting instead. Even where a late matter is treated as urgent, the committee may limit its decision to interim or safety-related steps if full information is not yet available, with a final decision to follow once complete details are provided.

What owners can expect

If a late request is not urgent, the committee will acknowledge it, note it in correspondence, and arrange for it to be listed on the agenda for an upcoming meeting, rather than deciding it on the spot. Owners should therefore not assume that submitting something close to (or after) the deadline guarantees it will be decided at that meeting. We encourage you to lodge requests early and with all required information to avoid delay.