Minutes of the Committee Meeting of the Body Corporate for St James Community Titles Scheme 19922
Meeting details: Held at Lot 19, 50 Boblynne Street, Chapel Hill, on Wednesday, 5 August 2026.
Present: Averil Cook (Chair)
Peter White (Secretary)
Kevin Huckel (Treasurer)
Warwick Henry (Ordinary Member)
Pam Killer (Ordinary Member)
Margaret Luscombe (Ordinary Member)
Gerry Vanderstoep (Ordinary Member)

Quorum: A quorum was established, with all committee members present.
Chair: Averil Cook chaired the meeting and declared it open at 8:00 am
The Chair welcomed Trevor Gill, who attended as an observer.

Item 1: Confirmation of Previous Minutes

Averil Cook moved that the minutes of the committee meeting held on 3 June 2026 be confirmed as a true and correct record. The motion was carried unanimously.

Item 2: Matters Arising from the Previous Minutes

Item 3: Confirmation of Motion Decided Outside the Committee Meeting

The resolution made on 19 June 2026 to accept the quote from Gap Busters was confirmed.

Item 4: Secretary's Report

Peter White reported that he had circulated the subject lines of committee email correspondence for the preceding two months. Peter moved that the report be accepted. The motion was carried unanimously.
Peter also reported continuing concerns regarding a barking dog at 47A Tristania Road. Residents whose properties adjoin 47A have been asked to maintain a record of incidents to support any request for assistance from the Council.

Item 5: Treasurer's Report

Kevin Huckel presented the Treasurer's report.
Kevin tabled the cash disbursements journal for the preceding two months, totalling $21,529.99, and moved that the payments be authorised. The motion was carried unanimously.
Financial dashboard: Net assets were $457,688.75, and the profit and loss is $19,032.38.

Item 6: Gardening Report

Gerry Vanderstoep reported that Ollie would repair the front irrigation system and plant additional screening plants in the hedge at the north-eastern car park. Ollie would also investigate whether tree roots beneath the footpath at Lot 29 were contributing to the trip hazard.

Item 7: Maintenance Report

Gerry reported that the driveway work at Lot 23 were expected to be completed within the next few weeks.

Gerry moved that the Gardening and Maintenance reports be accepted. The motion was carried unanimously.

Item 8: General Business

Budget — FY 2026–27

Kevin requested that any non-recurring expenditure proposed for the next financial year be tabled at the next committee meeting.

Sinking Fund

Peter advised that he had circulated a note to committee members before the meeting.
The note addressed the view held by some owners that the sinking fund was "flush with money." It explained that maintaining an adequately funded reserve is essential to the estate's long-term financial position and to owners' confidence. As the St James Estate was constructed in 1992 and is now approximately 34 years old, maintenance requirements are expected to increase as assets age. Many components are approaching or have passed the midpoint of their useful lives and may require substantial refurbishment or replacement. The current sinking fund balance is sufficient to meet forecast expenditure. The most recent external review was conducted in August 2023, and the next legislative review is due in 2028.
Peter further advised that sinking fund income for the current financial year was $15,460, of which $3,704 was derived from levies.

Tree Management

Peter proposed that the committee adopt a consistent, estate approach to the management of trees on common property. A discussion paper had been circulated before the meeting.

The committee considered the following estate position for managing trees on common property:
1. Pruning, maintenance and removal standards: All pruning, maintenance and removal of trees on common property must comply with Australian Standard AS 4373-2007.
2. Crown-reduction limits: Crown reduction must comply with AS 4373-2007. Only in exceptional circumstances—including significant structural defects, elevated risk to people or property, or urgent remedial requirements—may reduction exceed the standard limits. In such cases, the reduction is limited to a maximum of 25% of the live crown in any one year.
3. Basis for tree removal: Removal will be considered only where clearly justified by one or more of the following:
• Significant structural defects or irreversible decline in tree health;
• Elevated risk to people, private property, or common property; or
• An ongoing impact on private or common property that cannot reasonably be rectified.
4. Purpose of the policy: The policy establishes a consistent approach to tree management across the estate and is intended to avoid creating expectations or entitlements regarding discretionary tree works.
The proposal was approved, with two abstentions.

Pruning Quotations

Gerry presented two quotations for pruning and shaping the Golden Penda trees and the Harpullia tree near the mailbox.
The quotations were $7,040 from Heartwood and $17,600 from Grandview Gardens.
Gerry moved that the quotation from Heartwood be accepted. The motion was carried unanimously.

Driveway Garden

Following discussions with Ollie, Gerry recommended removing the Little Ruby (*Alternanthera dentata*), replacing it with red cedar mulch, and allowing the hedges to widen to the road edge. The proposal was approved.

Lot 32 Lawn

Gerry sent an email to the committee before the meeting. The relevant extract is reproduced below:
3. We should remove Lot 32's tree ASAP as an ongoing maintenance issue, paid for by the maintenance budget. The lawn has been replaced twice, once by the Body Corporate and once by the owner. The Golden Penda Allelopathy problem can't be fixed and is ongoing. We should stop making excuses and insinuations.

I also propose that the corresponding tree on Lot 1 should also be removed, not only to maintain Entrance symmetry, but also because I am entitled to have all branches overhanging my property removed, which will affect the tree symmetry as well. I will pay for the removal of that tree. This tree is part of the Estate Entrance, and the Committee removed the 2 Pine Trees and the tree outside Lot 15 without an AGM. I have requested Ollie to obtain quotes for this to happen. Neither owner needs the trees replaced, just as the two trees removed outside Lot 15 were not replaced.

The committee held an extensive discussion regarding Gerry's email, with particular focus on the proposed removal of two trees at the front entrance.
Gerry stated that the committee should be able to determine the matter.

Peter agreed that the committee could make the decision.
However, should the committee proceed to approve the removal of the trees at lot one and thirty-two, they do so without seeking any independent advice or considering alternatives.
There has been no explanation as to why the one tree out of thirty-five is the possible cause of the lawn damage.
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Averil moved that the two trees be removed. The motion passed with one no vote.

Peter then said that quotes will need to be re-tabled to include the repair to the lawns.

Item 9: Matters Without Notice

Kevin requested approval to change the style of the garage doors. Approval was granted.

Margaret advised that she intended to have the exterior of her property painted.

Item 10: Next Meeting

The next meeting will be held at 8:00 am on Wednesday, 9 September 2026, at Lot 19.

Close of Meeting

There being no further business, the Chair declared the meeting closed at 9:28 am.

Confirmation of Minutes

Chair's signature: ________________________________ Date: __________________

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