MINUTES OF A COMMITTEE MEETING OF THE BODY CORPORATE FOR ST JAMES COMMUNITY TITLES SCHEME 19922 HELD AT LOT 19, 50 BOBLYNNE STREET, CHAPEL HILL, ON Wednesday, 9th of September 2026

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 formed as all committee members were present.

Chairperson: Averil Cook chaired the meeting and declared it open at 08:00.
Averil welcomed Trevor Gill as an observer.

Item 1: Minutes of a previous meeting
Averil moved that the minutes of the committee meeting held on 25 August 2026 be accepted as the true and correct record. The motion was carried.

Item 2: Matters arising from the previous minutes:

Item 3: Confirmation on motion voted outside the committee meeting:

Item 4: Secretary's report: Peter reported that he had circulated the subject lines for major email traffic to the committee for the last month. Peter moved that the report be accepted. The motion was carried unanimously.

Item 5: Treasurer's report:
Kevin reported that net assets are up 4.25% over last year, and the major expenditures this month are tree trimming and the water bill.
Kevin tabled the last month's cash disbursements journal, totalling $7044.85. Kevin moved that the payments be authorised. The motion was carried unanimously.

Financial dashboard: Net assets $ 464,235.79. Profit and Loss: $ 25,579.42.

Item 6: Gardening report
Gerry reported that the front entrance work is complete and the sprinkler system has been repaired.

Item **7: Maintenance report :**
Gerry reported that work at Lot 23 is complete.
Gerry moved that both reports be accepted. The motion was carried unanimously.

Item 8: General business:
Information Booklet Revision
Peter advised that the booklet was last revised in 2020 and needed updating. Peter requested that any amendments be forwarded to him. Work in progress

Budget 2026/27
Kevin tabled the draft budget for the next financial year. The final budget will be included in the 2026 AGM papers. Based on the draft budget, there should be no need to increase the levies.

Emails Pam Killer
Pam requested that the sprinkler system in the mailbox garden be adjusted, as it appeared underwatered.
Gerry will ask Ollie to check
Pam requested the committee consider placing stepping stones where the gardeners walk through the garden to get to their lunch spot, to give the area a finished look.
Peter advised that they may not be required, as the area had been mulched. Review in October.

Tree Inspection
Gerry reported that “Slug a Bug” had inspected all the trees, and that active termite activity had been confirmed in two trees. One outside Lot 17 and the other outside Lot 18.
Gerry is waiting for a quote to treat the problem.

Landscape Capital Works
Peter had circulated the following prior to the meeting:
The estate landscape requires significant capital works to improve the appearance. For example, irrigation of common property relies on the goodwill of lot owners, the southern roundabout needs attention, and the continued retention of Golden Pendas needs to be addressed.
Before determining the scope, priorities and budget for these works, the Committee should obtain independent advice from a suitably qualified landscape consultant addressing:
• Existing landscape condition – an assessment of the current landscape and the major capital works required.
• Existing trees – the long-term maintenance, performance and risk implications of retaining the existing trees, now approximately 30 years old.
• Tree replacement strategy – suitable replacement species
• Sinking fund adequacy – a review of the sinking fund balance, forecast contributions and existing commitments to determine whether the funding plan should be adjusted.
Sinking Fund Renewal
Our next scheduled sinking fund (capital works fund) review is currently set for 2028. I propose bringing this review forward. This will allow us to include landscape renewal in our 10-year capital forecast
Gerry added ideas for tree makeover, the timing, and the costing. But these decisions have not been made yet.

Peter moved that the Committee approves bringing forward the independent Sinking Fund Forecast review to the current year, with specific instructions to incorporate long-term landscape in the 10-year capital forecast
(The reviewers will be asked to assume that the landscape capital works, currently estimated at $100,000 (excluding GST), will be spread equally over the next three calendar years. (2027-30))
Carried unanimously.
Peter tabled two quotes for the review, one from our usual quantity surveyor, Rider Levett Bucknall, for $4,400 (inc GST) and the other from GQS for $1,716.
Peter moved that we accept the GQS quote. Carried unanimously.
Correspondence Lot 20
The owners wrote to advise of plans to roof part of the rear patio.
The committee thanked the owners for the advice, and were happy for the work to progress

Item 9: Matters without notice

Gerry raised the sinking fund and the amount set aside for bridge renewal and asked if that could be used to cover some of the capital cost for landscape works. The amount set aside in 2023 was $150,000.
Peter pointed out that much of that money had been returned to owners via a reduction in the sinking fund levy (calculations after the meeting indicate that $60,000 would have been returned by the end of this year). Peter added that we need to complete the review.

Gerry proposed that Scenic Scape measure the area to be replaced, estimated at 45 m2, and accept and proceed if the quote is less than $ 3,500 + GST.
It was agreed Gerry should request Scenic Scape for a quote
Item 10: Next meeting:
The next meeting will be at 8:00 on 7 October 2026
. **Close of meeting**:
There being no further business, the chair declared the meeting closed at 09:20.

Confirmation of minutes:

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……………………. Chair’s signature Date