

## COMMITTEE MEETING

## Minutes

Identifier	05.2025
Date	Tuesday 26 August 2025
Time	7:00 pm

Attendance	
Committee	Others
Elaine Loots [EL] (Chair)	Caretaker – <i>did not attend</i>
David Pohlmann [DMP] (Secretary)	Gordon George (50)
Joshua Chevin [JC] (Treasurer)	
Tristan Lambrecht [TL]	
Andrew Gillespie [AG]	
Ziggy Pawlikowski [ZP]	
Apologies	
Tom Sturme [TS]	

Nº	Item	
01	Welcome and apologies	
02	Quorum	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
03	Acceptance of meeting minutes for the meeting held on 8–JUN–2025 <b>Motion:</b> That the minutes of the committee meeting held on 8 June 2025 be approved as distributed as a true and accurate record of the meeting.	<input type="text" value="6"/> YES <input type="text" value="0"/> NO <input type="text" value="0"/> ABS PASSED
04	Matters arising from the previous meeting	
	i. L68: clarify details of and formalise plan with HBCM	JC – this has been actioned
	ii. L51: advise HBCM of waiver and confirm with Lot Owner when done	JC – this has been actioned

Reports		
05	Caretaking service contractor <i>[as per Caretaking Agreement §4.1(p)]</i> <b>Motion:</b> That the committee acknowledges receipt of a memo from the caretaking service contractor at 3:55pm 26–Aug–2025 and will respond in due course.	<input type="text" value="6"/> YES <input type="text" value="0"/> NO <input type="text" value="0"/> ABS PASSED
	– The committee's response to the caretaker's memo is attached.	
06	Secretary	
	a. Incoming correspondence	
	b. Outgoing correspondence <b>Motion:</b> That the committee acknowledges the Secretary's report and notes the incoming and outgoing correspondence is recorded in Google Workspace emails.	<input type="text" value="6"/> YES <input type="text" value="0"/> NO <input type="text" value="0"/> ABS PASSED
	c. Consideration of Votes Outside Committee Meeting (VOCM)	

Nº	Item									
	Votes Outside Committee Meeting – 09–Jun–2025 to 25–Aug–2025									
	Date	Number	Short description				Result			
	21/07/2025	001	Settlement offer – QCAT OCL65-22: Duo Perfect vs. Body Corporate for Northmarque CTS43944				PASSED			
	NOTE: The VOCM numbering scheme changed on 01–Aug. The VOCM above and below are 2 distinct items.									
	02/08/2025	08.001	Settlement offer – QCAT OCL65-22: Duo Perfect vs. Body Corporate for Northmarque CTS43944				PASSED			
	05/08/2025	LI–08.001	Lot improvement – Lot 44				PASSED			
	Motion: That the Votes Outside Committee Meeting noted above are ratified in one lot.			5	YES	0	NO	1	ABS	PASSED
07	Treasurer			5	YES	0	NO	1	ABS	PASSED
	Motion: That the committee receives and accepts the treasurer’s report, including the financial information for the reporting period 01–Jun–2025 to 31–Jul–2025.									
General business										
08	a. General matters									
	i. Lot 67 - unrepaired cyclone damage for assessment with other complex damage.									
	ii. Trees to be assessed by the new caretaker - trees near 65, 66, 67, 68 to be assessed									
	b. Pest control			6	YES	0	NO	0	ABS	PASSED
	Motion: That the committee accept the quotation from EPM pest control for \$3,740.00 AND that the annual service be scheduled.									
	i. TS to confirm dates for service									
	ii. Due October/November									
	iii. DMP will prepare comms as required									
09	Insurance									
	a. Renewal for 2025–2026			6	YES	0	NO	0	ABS	PASSED
	Motion: That the Body Corporate’s insurance be renewed with Longitude insurance as per the renewal notice for the period 27–Aug–2025 to 27–Aug–2026.									
	iv. Appointment of representative									
	Motion: That the committee appoints Direct Insurance Brokers via HBCM to manage the Body Corporate’s insurance program.			6	YES	0	NO	0	ABS	PASSED
	b. DMP will arrange renewal and appointment if motions passed									
10	Processes									
	a. Correspondence									
	– Discussion around the need to manage correspondence in line with committee best practice									
	– This means returning to incoming correspondence being directed to the Secretary in the first instance, rather than it being sent to the entire committee.									
	– The current practice had introduced significant reputational risk as a result of some items being responded to multiple times, correspondents receiving incorrect or outdated information or confusion about approach.									

Nº	Item	
	<ul style="list-style-type: none"> <li>– It was agreed after discussion that the Secretary would manage correspondence moving forward in line with usual committee best practice.</li> <li>– The Secretary also noted that a policy would be developed to ensure consistency.</li> </ul>	
	<b>Motion:</b> That the committee acknowledges the return to correct practice in respect of body corporate correspondence.	<b>BALLOT DISPUTED; MOTION WITHDRAWN</b>
	b. Invoices and approval delegations	
	<ul style="list-style-type: none"> <li>– Discussion around the need to manage invoicing and payment processes in line with committee best practice.</li> <li>– This was to address current challenges with multiple email threads, confusing approval workflows and unnecessary workload.</li> <li>– There was suggestion that there were no issues with the current process, despite indications from the Treasurer to the contrary as summarised in the previous point.</li> <li>– It was also pointed out by other committee members that this had 'always' been the approach and that that would be clear if all previous minutes were read.</li> <li>– After discussion, it was agreed that a draft policy would be developed to ensure consistency, confirm approval limits, delegations and processes to streamline workflow.</li> <li>– The intent is to ensure that processes and procedures are appropriately documented, efficient and clear.</li> <li>– In addition, it would be communicated to HBCM that moving forward invoices were no longer to be sent to the whole committee and that they would only go to the Treasurer who would manage the approval workflow.</li> </ul> <p><b>Motion:</b> That the committee acknowledges that as of the date of this meeting, HBCM will be instructed to only send invoices to the Treasurer AND that the Treasurer will manage the approval workflow in accordance with best practice until the policy is endorsed.</p>	<b>BALLOT DISPUTED; MOTION WITHDRAWN</b>
11	Review of agreed actions arising from general business <ul style="list-style-type: none"> <li>– Agreed actions arising from general business were reviewed</li> <li>– There was no late or urgent business</li> </ul>	
	Proposed timing for next meeting <ul style="list-style-type: none"> <li>– The next meeting will be a budget meeting prior to the AGM</li> </ul>	
12	Meeting close – 21:05	

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From 07/06/2025 – 25/08/2025

## Memo for Body Corporate

- 1 We wish to express our regret regarding the departure of Anna from the committee. During her tenure as Chairperson, Anna made valuable contributions to the community and demonstrated commendable leadership.
- 2 It has come to our attention—supported by video evidence—that the owners of Unit 34 (Mr. Kyle Mc Namee and partner) and Unit 50 (Mr. Gordon George) have repeatedly deposited unsolicited mail into our personal letterbox. We kindly remind all owners that junk mail should be disposed of in their designated waste bins, not in other residents' mailboxes.
- 3 We have also noted discrepancies and potentially misleading information in the minutes of the last meeting, and the newsletter distributed to owners. These inconsistencies warrant clarification to ensure transparency and accuracy in committee communications.
- 4 Furthermore, we have received multiple documents from the committee via our letterbox. These include printed materials—some in envelopes, others featuring colour printing and illustrations of a juvenile nature. We recommend that the Body Corporate adopt email as the primary method of communication to ensure cost-effective and consistent correspondence. To date, there has been no formal decision recorded in the minutes authorising the distribution of these documents, and we are uncertain whether all owners have received identical materials.
- 5 We confirm that the complex continues to be maintained to standard in accordance with the caretaking agreement.
- 6 - 13/06/2025 Quote from Result Home Services for termite inspection sent to the committee.
- 7 - 07/07/2025 Quote from GC Pest Control for termite inspection sent to the committee.
- 8 - 07/07/2025 Hartley informed us that there was a water leak in the front yard of U62. We reached out with the owner and as the leak was in common area, he had to call a plumber and give the bill to the BC.
- 9 - 30/07/2025 We have replied to the BC Request for Asset List to Update Body Corporate Register with accurate information.
- 10 - 26/08/2025 The water basin has been cleaned. We have informed several times the committee that there is somewhere a water leak and this hasn't been fixed, so a lot of water is still pouring out. Once again, we recommend the committee engaging a plumber to find the leak and fix.

We appreciate your attention to these matters and look forward to continued collaboration in maintaining the integrity and wellbeing of our community.

# NORTHMARQUE CARSELDINE

Community Titles Scheme 43944

Body Corporate and Community Management Act 1997

DOCUMENT REF  
MTG.COM.COR.05.2025\_CTMR

## Committee response to caretaker memo

Dates of memo	07-Jun-2025 to 25-Aug-2025
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NOTE: Paragraphs in the caretaker's memo have been numbered to assist readers.

The Committee provides the following responses in relation to the items in the caretaker's memo:

### Paragraph 2

#### Allegations regarding unsolicited mail

We note the allegations made by the caretaker against lot owners, however we note:

1. The committee has not been provided with the alleged supporting video evidence.
2. The committee needs to be given any evidence for verification and to substantiate any allegations.
3. The committee will update the community in the event this evidence is forthcoming.
4. We remind all members of the community that it is a very serious matter to make allegations without evidence to substantiate them and could result in unintended consequences.
5. We do remind the community to consider appropriate ways in which to dispose of rubbish.

### Paragraph 3

#### Discrepancies and misleading information in meeting minutes and newsletters

We are very concerned if there are indeed discrepancies or potentially misleading information in the minutes of the last meeting, and the newsletter distributed to owners. We note for the community that:

1. No representatives of the caretaker or Duo Perfect were in attendance at the last meeting.
2. The attendees of that meeting have since passed a motion (as per the minutes of the meeting held 26-Aug-2025) that the minutes are a true and accurate record.
3. The committee has not been provided with any information in relation to what information allegedly represents a discrepancy or is misleading.
4. If the caretaker would like to provide this information to the committee, it will make every effort to investigate and ascertain the veracity of any claims that the caretaker is concerned about.
5. The committee is absolutely committed to transparency and would appreciate any assistance the caretaker can genuinely offer in ensuring clarity for the community in respect of meeting minutes and the like.

### Paragraph 4

#### Documents and communication delivered to the community

1. The committee happily confirms it has communicated with members of the community recently through documents delivered to letterboxes.

**PLEASE NOTE:** The Body Corporate of Northmarque (CTS 43944) is distributing – at the express request of Michael and Helene Daniel of Duo Perfect Pty Ltd – the attached document, 'Memo for Body Corporate – 07/06/2025 to 25/08/2025'.

This memo includes a dated record of activities and communications provided by the caretaker during the stated period.

The statements and opinions contained in the memo are those of the authors and do not necessarily reflect the views of the Body Corporate. The Body Corporate does not endorse or accept responsibility for the content of the memo.

This distribution is made in good faith for the purpose of administering the community titles scheme, in accordance with Section 111A of the *Body Corporate and Community Management Act 1997* (Qld).

**email** secretary@northmarque.net

**postal address**

The Secretary, Northmarque CTS 43944  
c/- Shop 3, 15 Discovery Drive  
North Lakes Qld 4509

**Body corporate manager**

**Hartley's Body Corporate Management**

**email** info@hbcm.co

**phone** 07 3252 7689

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Northmarque (CTS 43944) only

2. The committee confirms that as some of these documents were of an official nature (e.g. entry notices), they were indeed distributed in envelopes.
3. The committee also distributed a notice to residents about the importance of parking in accordance with regulations and the community's by-laws.
4. This notice was indeed printed in colour to assist readability and also accessibility for any members of the community who may be visually impaired or have other information processing challenges.
5. The committee can only surmise this notice is also being referred to in relation to what was described as, 'illustrations of a juvenile nature'. We have passed your feedback on to the professional who developed the informational graphics at no charge to the community.
6. The committee also takes this opportunity to advise residents and owners that the distribution of the entry notices and the parking notice was at no cost to the Body Corporate.
7. We acknowledge the caretaker's concern and note the committee is well-aware of its obligations as they relate to communicating with Lot owners and residents.
8. The committee does not need to record a formal decision in minutes to enable communication with Lot owners and residents. In fact, providing information to the community is a critical function of the committee.
9. We thank the caretakers for their concern. The committee ensures any communication is only distributed to the correct Lot owners and residents. In some instances, this includes distributing community-wide notices.

#### Paragraphs 5–10

- 6 – The committee acknowledges receipt from the caretaker of a quotation from Result Home Services for termite inspection on 13–Jun–2025. *No further action is required by the current caretaker at this time.*
- 7 – The committee acknowledges receipt from the caretaker of a quotation from GC Pest Control for termite inspection on 07–Jul–2025. *No further action is required by the current caretaker at this time.*
- 8 – The caretaker is correct that the leak was on common property. As the matter was an emergency, the Lot owner elected to contact a plumber for emergency repairs. As is standard practice, the Lot owner was advised that if a valid tax invoice is supplied, the Body Corporate will reimburse the owner.
- 9 – The committee acknowledges receipt by Hartley's Body Corporate Management of an asset list from the caretakers. The committee has not yet been able to confirm if the list contains accurate information. *No further action is required by the current caretaker at this time.*
- 10 – The committee inspected the water basin on 27–Aug–2025 and confirm it does not meet the requirements set by local authorities. *No further action is required by the current caretaker at this time.*

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