

**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 12th of November 2025**

Averil Cook	Chair
Peter White	Secretary
Noel Kendall	Treasurer
Warwick Henry	Ordinary Member
Kevin Huckel	Ordinary Member
Margaret Luscombe	Ordinary Member
Gerry Vanderstoep	Ordinary Member

Quorum: A quorum was constituted as all committee members were present.

Chairperson: Averil Cook chaired the meeting, declaring it open at 07:50.

Item 1 Minutes of a previous meeting:

Averil moved that the minutes of the committee meeting held on the 8th of October 2025 be accepted as the true and correct record of that meeting. The motion was carried unanimously.

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 email traffic to the committee for October 2025. Peter moved that the report be accepted. The motion was carried unanimously.

Item 5 Treasurer's report:

Noel tabled the October 2025 cash disbursements journal, totalling \$17,752.81..Noel moved that the payments be authorised, and the motion was carried unanimously. Financial dashboard: Net assets \$442,307.00 , Profit and Loss \$ 3,650.33

Item 6: Gardening report

Gerry reported that Ollie had mulched the trees and fertilised the front lawns. Gerry added that the roundabout gardens remain a work in progress.

.Item 7 Maintenance report:

Gerry reported that the streetlights outside lots 14 and 27 have been repaired, and the power board on the vehicle gate has been replaced.

Gerry moved that both reports be accepted. The motion was carried unanimously

Item 8 General business:

Body Corporate Management

Extract from the October minutes:

The motion proposed by Ken Finney will ask the body corporate to consider outsourcing the executive roles of the body corporate. The main reason for the proposed change is the advanced age of the executive members of the committee, and the risk that the incapacity of an executive member could create a management crisis.

Peter recommended that the committee form a view on the proposed motion, and if necessary, the Chair should include a note explaining the committee's view in the notice papers of the AGM.

Peter advised that he had sent the committee a quote from Hartley, body corporate managers.

The quote provides examples of the other expenses that can be incurred over the base fee. The charging system would make it extremely difficult to calculate the annual expenses incurred to manage the St James Estate.

Peter added that the committee and lot owners should be aware that, unlike other jurisdictions, Queensland has no minimum training, trust accounting or licensing requirements for body corporate managers. There appears to be no requirement to understand the Body Corporate and Community Management Act 1997 or the BCCM Standard Module Regulation 2020.

Although it should be noted that the Act and associated regulations are extremely prescriptive.

The committee believes that the need for outside managerial assistance has not yet arisen. It questions the necessity of incurring additional costs.

Pat Gilles Email

Peter advised that Pat Gilles had written to the Chair raising the possible need for an emergency plan, procedures and a map. Peter added that under the Building Fire Safety Regulation 2008, the estate did not have to provide such a plan. However, the Chair has written the St James Emergency and Fire Safety Measures, which will be circulated to residents.

Budget 25/26

The proposed budget was accepted, and a copy will be included in the AGM papers.

Item 9 Matters without notice

Ken Moore wrote to the committee:

On the right-hand side of the driveway, on the way out, just before the gate, is a long strip of pine, holding the raised lawn in place. That pine is now degraded and may become a source of splinters. My suggestion is: - that pine now be replaced with a more robust border, or- better still, that the lawn there be lifted, some soil removed, with the lawn re-fitted, so that a border is no longer required. That would tie in better with the lawns along the rest of our roadways.

The committee thanked Ken for his email and advised that the wooden border was installed to prevent damage to the lawn. It is there to protect the grass edge, on which many vehicles park and drive on when residents check their mailboxes.

AGM: 11th of December 2025 at Lot 28, 19:30

Item 10 Next meeting:

The next meeting will be at 8:00 on Wednesday, the 14th of January 2026, at Lot 19.

Close of meeting:

There being no further business, the chair declared the meeting closed at 08:45

Confirmation of minutes:

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Chair's signature

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Date

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