**MINUTES OF THE ANNUAL GENERAL MEETING OF**

**Merryville Park Community Association – DP 270008**

held on Monday 28th November 2016 at the Murrumbateman Country Inn.

**Attendees**

David Manolas, Felicity Webb, Leith Wintour, Alan Walker, Judy Stone, David Stone, Lisa Pluis, Val Long, Peter Long, Linda Schembri, Paul Schembri, Petra Luke, Liesel Carroll, Stephen Brown, Marion Howe, Richard Howe, Marc Blackmore, Marlies Muscat, Maggie McDougall , Chris Orgill, Jennifer Holland and Ariel Moisis.

**Apologies**

Andrew Muscat, Judy and Greg Breen, David and Lesley Bray.

Meeting opened at 7:35pm by Chairperson Richard Howe.

Minutes were sent out from previous general meeting held 1st August 2016.

Previous general meeting minutes were accepted by Judy Stone and seconded by Chris Orgill.

**Proxies**

Two proxies were received (Lot 14 and Lot 34).

**Chairperson’s Report**

Welcome all to this evening’s Annual General Meeting of Merryville Park Community Association.

The year has been another busy one around our Estate, we have continued to try as a Community to come together a number of times working on our road verges and open spaces, rebuilding our Entrance way, putting in a number of gates and bollards, replacing aging and broken infrastructure and installing new plumbing and technology to better understand and maintain our water resources. Some of these activities have put a strain on our financial position which Marc will elude too later but it will mean an increase to our levies. More was to be done however the big wet over the last year has put a number of our projects behind! It will be an opportunity for all to participate further I hope. Thank you to all that participated and I hope we can do more of the same over the coming months and years.

During 2016 we continued our use of electronic media for essential communications, rate notice provisioning and banking. Most information now is provided electronically which makes it much easier for our volunteer committee members. We are looking to do 100% of our information provisioning and levy activity electronically. By the by, NBN is in full swing in the Estate, putting in new infrastructure which we should be able to start to connect too in the new year.

We continued work with the Yass Valley Council and were able to get some additional signage into the Estate (no through road signs and the replacement of the “Acacia Way” sign. Other requests are with the Council for speed zone changes, safety signs and mowing of the Equestrian way including Scrubby Lane. I will continue to discuss with them the replacement of the barriers, more road markers around the Estate and our Walking / Equestrian track around the Estate which could do with some TLC!

The proposed changes to our governing legislation under the Community Land Management Act have not yet eventuated. While the new Strata Management laws take effect imminently, the underlying rules for how we run our Community have not changed yet. The legislation is still not complete.

The coming year we are hoping to continue with our working bees, particularly around the dam areas and walking tracks, we need to do work to our water reticulation systems (including meters and covers) and our grass cutting contract matures so I already have a number of companies quoting so we can check for value for our money.

Finally a few thank you’s. Firstly to Marc and Marlies for the effort they put in on behalf of you all as our Community. Please don’t forget this is done as a volunteer role and takes peoples personal time. Thank you too all the regulars that continue to show up at our Community Working Bees. It would be great to get a few more for a few hours every so often!

Again, like last year, I thank you all for making our Community better. The last year I have seen a greater engagement by you all and significant improvements are being made to freshen up our Community and its surrounds.

That is what makes living in our Estate a pleasure.

Accepted by Val Long and seconded by David Manolas.

**Secretary’s Report**

Correspondence since last meeting

* Electricity statements.
* Bank statements.
* Estate maintenance/Safety Issues
* Section 26 certificates.

Properties sold and new people now in since last AGM

* Lot 38 - Welcome to Linda and Paul Schembri
* Lot 47 - Welcome to Nathan Cole and Danielle Jenkins-Cole

Accepted by Maggie McDougall and seconded by Leith Wintour.

**Treasurer’s Report**

1. Since last meeting in August we have had $14,485.63 of expenses, which is mainly pump repairs and mowing. We have spent $32,442.15 of the 2016 budget of $20,900.  The two main reasons for the budget over spend is for unexpected expenses on repairing the pump for dam no 2, and two pipe leak repairs making up about $10k of the repairs. The over $2k is front capital improvements including the front entry, signage and gates. It should be noted that due to the rain we are now looking at a fourth mow this year which will blow the budget out a further $2.5k.  As a result we will need to use the sinking fund to cover the short fall.
2. We have $16,423.17 in the Investment account, & $12,339.39 in the Cheque acc, $28,762.56 in total. We have 13,290.25 of recent unpaid expenses which will come out over the next week or so.
3. 3 levies are currently outstanding including, 2 multiyear debtors adding up to $3,130. Letter of demand was issued to one of the multiyear debtors which has resulted in them agreeing to pay weekly until the debt is cleared around August next year. We aim to issue the other letter of demand soon as discussed at the last meeting
4. Sinking fund value should be $22,609 for 2016. Currently we have $16,421.55 in cash and $3,130 aged debt, therefore a sinking fund levy will need to be included next year. We recommend an average sinking fund levy of $100, per year until the sinking fund reaches the required balance
5. Proposed budget for 2017 includes some additional expenses such as, a 4th mow, an allowance for annual preventative pump maintenance/inspection, and potential water reticulation repairs. Unfortunately this will result in an average increase of $100 per lot.

Accepted by David Stone and seconded by Marion Howe.

Levies/ Sinking Fund for 2017

A sinking fund levy will need to be included for 2017. It is recommend an average increase of $100 per lot, per year until the sinking fund reaches the required balance. This is to be re-evaluated each year.

Acceptance of Levies/Sinking Fund – it was a unanimous vote to accept by all present – no objections raised at AGM.

Water Report

1. Dams still extremely full which is good leading into summer
2. Following further investigation into the high usage of water through autumn and winter, it was found that both the foot valve and the duo check valve for the pump at Dam No 2 had failed. As a result water was back flowing through the pump when turned off. This resulted in the pump losing prime and badly damaging itself.  It was also discussed the protection system was faulty as well.  As a result approx. $7k was spent replacing the faulty values and rebuilding the pump. All this work was recently completed early November.
3. Issues with automating Dam 2 pump, have now been resolved and can be controlled remotely
4. Meter pit is 75% complete, need to manufacture lid and backfill, has been too wet and boggy, now has dried out, aim to sort this over the next 2 months
5. Still need to resolve issues with meters and meter pit lids, however we may need to delay this until the budget recovers next year

Accepted by Petra Luke and seconded by Lisa Pluis.

**Election of 2017 Office Bearers**

Meeting handed across to Val Long to be the "Returning Officer" where all positions were declared vacant.

**Chairperson**

Richard Howe nominated by Petra Luke and seconded by both Judy stone and Felicity Webb.

Position Accepted by Richard Howe.

**Secretary**

Linda Schembri nominated by Marlies Muscat and seconded by both Val Long and Marion Howe.

Position Accepted by Linda Schembri.

**Treasurer**

Marc Blackmore nominated by Lisa Pluis and seconded by both Petra Luke and Judy Stone

Position Accepted by Marc Blackmore.

**Election of 2017 Committee Members**

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| --- | --- | --- |
| * David Manolas
 | * Leith Wintour
 | * Peter Long
 |
| * Jennifer Holland
 | * Paul Schembri
 | * Stephen Brown
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**General Business**

Chairperson/Richard spoke to action items from last meeting including;

* Mowing contracts have been looked into to ensure we are getting value for money.
* Speed limits/Give Way signs request in the Estate has gone to Council to be tabled for their next meeting.

**Other Business**

* Spread the word about our Facebook page, link via our website so we can communicate more through it.
* Chris Orgill – raised that there is a pipe from the back of Estate with water causing issues – and requires assistance from the Estate for Council to action. Water is inundating their property – the Council has been contacted but has had no traction so far. Chris would like to repair the boundary fence but unable to until this issue is resolved.
* David Manolas – wrote to the executive committee in detail earlier this week in relation to the below safety issues in the Estate to be addressed;
	+ The Water Meter Box Pit at Dam 2 adjacent the Pump Shed and Windmill
	+ Severe Pot-holing in the Common at Dam 2
* The Estate common areas are sprayed for Pattison Curse eradication and it is up to each lot holder to provide adequate weed control on their own lots. Neighbours have raised concern around this spreading to their blocks and impacting livestock.
* Thanks to the people doing maintenance on the front entrance and across the Estate outside of a scheduled working bee.

**Working Bee**

Next Working Bee Proposed: Saturday January 14th 2017 early morning around 8am;

* Continuing with the pruning of trees / shrubs along our verges,
* General tidy up of the front entranceway,
* Pit work near the main dam pump to be done,
* Re-install old gate infrastructure that had been broken and not replaced – between Scrubby Lane and pathway through to Dam 2,
* Other activities if we have time or enough people

We will put up notices and send out email confirming the day closer to the date.

**Meeting Closed at 9:00pm.**

Next meeting is to be held on Monday 13th February 2017, at 7:30pm at Murrumbateman Country Inn.