

MINUTES OF THE COMMITTEE MEETING OF THE BODY CORPORATE FOR “GAZE-A-WAY” CTS NO. 11054 HELD AT THE COMPLEX, 5 PRINCESS LANE, CALOUNDRA ON THURSDAY 18TH JANUARY 2018 AT 3:15PM.

PRESENT:	Mr Noel Douglas Mr John Pegler	Chairperson Secretary / Treasurer Mail Address: C/- Shop 2, 66 Jessica Boulevard, Minyama Qld 4075
	Mrs Jean Choules Mrs Danielle Griffiths Mr Philip Hall	Committee Member Committee Member Committee Member
Non-voting	Mr Dan McMahan	Alpha CTS Managers (Alpha)

IN ATTENDANCE: Mrs Margaret Bourke (Unit 1), Mrs Laurel Hall (Unit 17) and Mr Peter Choules (Unit 19).

Unless otherwise recorded, all Committee Members were in favour of the decisions made.

PREVIOUS MINUTES: Resolved that the minutes of the committee meeting, previously circulated, held on the 13th December 2017 are a correct record.

MATTERS ARISING FROM THE PREVIOUS MINUTES:

Long Term Roof Project

1. The Committee noted that immediately preceding the Committee Meeting a Gaze-A-Way Body Corporate Extraordinary General Meeting (EGM) had resolved, among other things, to approve both:
 - 1.1. Motion #2 including approval of expenditure of \$217,483 including GST related to the Roof Project, and,
 - 1.2. Motion #3 including expenditure of \$22,792 including GST related to additional rendering and other works.
2. The Committee resolved:
 - 2.1. in the interests of making savings, that the Committee would self-manage the works arising from the EGM Resolutions, and,
 - 2.2. to discontinue the services of Advisory Services – Qld Pty Ltd (Ms Kate Broadbent) as Project Manager, and,
 - 2.3. in lieu of a Project Manager, to accept the offer of Mr Philip Hall (Unit 17) to oversee on a voluntary basis and on behalf of the Committee, all works arising from the EGM Resolutions in lieu of appointing a Project Manager, and,
 - 2.4. that Mr Hall would be the exclusive channel for instructions to BOSS, or for receiving claims from BOSS, on behalf of the Committee, except in emergencies or if alternative arrangements were made to cover an absence of Mr Hall, and,
 - 2.5. to approve the engagement by Gaze-A-Way Body Corporate of Mr Jason Lindsay of Maroochydore, Registered Professional Engineer Queensland (RPEQ No. 004928) to provide initial inspections and advice at project commencement and final inspections and advice on project completion, and,
 - 2.6. to favourably consider engaging such other professional assistance as Mr Hall may reasonably recommend from time to time to assist in completion of all works in the best interests of Gaze-A-Way Owners, and,

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MATTERS ARISING FROM THE PREVIOUS MINUTES: - continued	
<p>Long Term Roof Project - continued</p>	<p>2.7. to accept the BOSS Quote replacing the budget pricing forming part of the BOSS offer attached to the EGM Notice of Meeting, and noted that,</p> <ul style="list-style-type: none"> - this would absorb \$3,220 of Contingency (from a Total Contingency of \$15,000), and, - that Total Costs would remain as approved at the EGM, as set out in Attachment “A”, <p>2.8. to finalise contract terms and payment terms on Friday 19th January 2019, including</p> <ul style="list-style-type: none"> - a term to the effect that <i>“BOSS accepts that for the purposes of the Work Health and Safety Act 2011 (Qld) and the Work Health and Safety Regulation 2011 (Qld) (“WHS Act and Regulation”) BOSS is the principal contractor and the person having management and control of the workplace at which the work under this Contract is being undertaken”</i>, and, - a deposit of \$48,909.96 including GST in relation to the “Roof Contract”, payable on signing, and, - a deposit of \$14,299.56 including GST in relation to the “Rendering and Other Contract”, payable on or after 1st March 2018, provided rendering works have commenced, and, <p>2.9. that the completed contracts be signed by the Chairman, if so advised by Messrs Hall and Pegler, to confirm commencement of the Works at 6:30am on Monday 22nd January 2018,</p> <p>3. the Committee noted the role and authorities of the Contractor as the <i>“person with management and control of the workplace”</i> (under the WHS Act and Regulation), included that BOSS would have full authority to manage and control the Exclusion Zones (including access to those areas) and the restrictions and barriers as listed in the EGM Notice of Meeting sent to Owners on 18th December 2017 and in the e-mail sent to Owners on 14th January 2018 or subsequent amendments (see also Attachment “B” for the subsequent final update settled with BOSS),</p> <p>4. The Committee noted the personal consequences at law for breaches of the <i>WHS Act</i> by individuals (including Gaze-A-Way residents) and cost consequences for Gaze-A-Way Body Corporate (meaning all Owners) where breaches or failure to follow the instructions of the <i>“person in control”</i> (BOSS) cause delays,</p> <p>5. The Committee resolved that any costs arising from delays caused by an individual would be borne by the relevant Lot Owner,</p> <p>6. It was noted that, as requested by the Committee, BOSS will use KONE for re-positioning lift electrics, with lift operation maintained except for short outages for the actual electrical changeover,</p> <p>7. The Committee resolved to use Antenna & Data in a separate project overseen by Resident Noel Douglas (Lot 4) to supply and re-locate (Quote: \$1,422 including GST) TV antennae and dish to minimise loss of signals and on completion of the Roof Project, to re-install (at a cost).</p>

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MATTERS ARISING FROM THE PREVIOUS MINUTES: - continued	
Building replacement valuations	A Work Order has been raised on Leary & Partners (Quote: \$424.80 including GST) for the Building Replacement Valuation, concurrent with renewal of Sinking Fund Forecast (Quote: \$628.20 including GST), with both reports expected in February 2018.
Repairs to concrete cancer – various Lots	<p>The Chairman approached Lot 3 Owners requesting access to pull down loose overhead material above Lot 3 balcony as a safety measure pending permanent repairs. Lot 3 Owners are considering the matter but are yet to oblige. Given the risks to, and arising from the common property, the Body Corporate may need to consider requesting indemnities from Lot 3 Owners if the interim safety measures cannot be progressed.</p> <p>Permanent repairs of concrete cancer at various locations were <u>approved</u> at the previous Committee Meeting and work is to proceed as soon as practicable but without interference to the Roof Project.</p>
Water Ingress – Lot 18	It was <u>noted</u> this issue has been addressed. However, the Committee <u>resolved</u> to await the next significant rainfall and feedback from Lot 18 Owners to determine the success of remediation efforts.
Water Ingress – Lot 19	<u>Approved</u> at the previous Committee Meeting and work is to proceed as soon as practicable but without interference to the Roof Project.
Water Ingress – Lot 20	<u>Approved</u> at the previous Committee Meeting and work is to proceed as soon as practicable but without interference to the Roof Project.
Main Roof Membrane	<p>The Committee <u>noted</u> that</p> <ul style="list-style-type: none"> • the Warranty for the existing roof membrane expired on 18th September 2017, • an inspection and quote for \$25,525.50 including GST had been received from BOSS Painting and Remedial for full membrane renewal, • the roof membrane shows some deterioration on places, • the Leary & Partners Representative expressed doubts about the ongoing reliability of the existing membrane during inspections on 18th January 2018, • Owners of Lots 19 and 20 have expressed concerns about the water-tightness of the membrane, and ongoing water ingress to these Lots. <p><u>Resolved</u> to</p> <ol style="list-style-type: none"> 1. review condition of membrane and consider timing of renewal after completion of Roof Project, and, 2. require the Roof Project contractor to protect the membrane and make good any damage, and, 3. carry out other 'spot repairs' to the membrane where required, and, 4. obtain at least two quotes for membrane renewal as this expenditure will require General Meeting approval (more than \$10,000), and, 5. consider whether and when the Gaze-A-Way financial position will allow an overall project to address the main roof perimeter flashing repairs, roof membrane renewal and water ingress to Lots 19 and 20.

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MATTERS ARISING FROM THE PREVIOUS MINUTES: - continued	
Renovations – Lot 7	<p>Noted that a representative of Alpha CTS Managers and the Owners of Lot 7 and their contractor held a constructive meeting on 18th January 2018. The Lot 7 Owners agreed that prior to works commencing, they would provide the Body Corporate with the following items for consideration at a General Meeting:</p> <ol style="list-style-type: none"> 1. plans and specifications of the proposed renovations including waterproofing method and product and soundproofing method and product, and, 2. details of licences appropriate to the works held by the persons proposed to undertake the works and details of insurances held, and, 3. a certificate from an appropriately qualified Registered Professional Engineer Queensland (RPEQ) that any walls to be removed are not load bearing and that the structures, plumbing and electrical services of the common property are not adversely affected, and, <p>Subject to being satisfied on the above matters, the Committee resolved to recommend that a General Meeting consent to the renovations subject to conditions including:</p> <ol style="list-style-type: none"> A. the above requirements, and, B. an undertaking that at the at the completion of the renovations, the Lot 7 Owners will provide independent engineering certifications to the Body Corporate that all works have been completed in accordance with the approved plans and specifications approved by the General Meeting, including waterproofing works and alterations to the common property structures and plumbing and electrical services.
Renovations -- General	<p>Noted that the Secretary/Treasurer and the Body Corporate Manager will produce a Guidance Note to assist Owners contemplating renovations and explaining the different approval requirements for “improvements” (meaning changes) which are -</p> <ol style="list-style-type: none"> a. made by Owners to individual Gaze-A-Way Lots as governed by the Gaze-A-Way By-laws, b. made by Owners to the common property with improvements valued at less that \$3,000 (requires approval and conditions determined by the Committee), c. made by Owners to the common property with improvements valued at more that \$3,000 (requires Resolution including conditions passed at a General Meeting), d. made by the Gaze-A-Way Body Corporate to common property.
Window Latches	<p>Noted that the Secretary/Treasurer and the Body Corporate Manager will produce a Guidance Note for Owners setting out requirements concerning window latches, as resolved at the previous Meeting.</p>

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FINANCIAL STATEMENTS:	
Financial Position and Actions	<p>The Committee</p> <ul style="list-style-type: none"> • noted the Financial Statements previously circulated for the period ending 31st December 2017, and, • considered and accepted the Administrative Fund and Sinking Fund transactions as reported, and, • noted the updated financial position presented at this Meeting on Thursday 18th January 2018, and, • noted that a Work Order had been raised on Leary & Partners (Quote: \$628.20 including GST) for renewal of the Sinking Fund Forecast to be undertaken concurrently with renewal of Building Replacement Evaluation for insurance purposes (Quote: \$424.80 including GST), with both reports expected in February 2018, and, • noted that the Chairman and Secretary/Treasurer had a Meeting and Inspection of the Building with Mr Kevin Nguyen, Quantity Surveyor from Leary & Partners, on 18th January 2018 in preparation for renewal of the Sinking Fund Forecast and requested that Mr Nguyen provided a Draft of the forecast including all usual matters and also including timing and cost allowances for: <ul style="list-style-type: none"> - membrane replacement, main roof flashing repairs and Lot 18 window head repairs, and, - concrete cancer and lintel repairs, and, - overhaul or replacement of fire services diesel pump, and, equipment, and, - building repainting. <p>Resolved that the the Secretary/Treasurer work with the Body Corporate Manager to immediately provide a short term cash flow forecast which reviews the short term financial health of Gaze-A-Way Body Corporate and aids the Committee in its monitoring of income and expenditure,</p> <p>Resolved that when the expected all-in costs of the Long Term Roof Project (including additional weather-protective rendering) are finalised and the renewed Sinking Fund Forecast is received, the Secretary/Treasurer work with the Body Corporate Manager to</p> <ul style="list-style-type: none"> • further advise the Committee on the ongoing capability of the Sinking Fund, and, • propose timings of the repair & maintenance items discussed at this Committee meeting or arising during development of the Sinking Fund Forecast, and, • work with the Body Corporate Manager and revert to the Committee with a medium term financial forecast and an action plan at least to the end of the next Gaze-A-Way financial year (to 30th May 2019), and,

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FINANCIAL STATEMENTS: - continued	
Financial Position and Actions - continued	<ul style="list-style-type: none"> • work with the Body Corporate Manager to consider relevant items from this Resolution and recommend for consideration by the Committee (and ultimately to be submitted by the Committee as Motions for consideration by Owners the Annual General Meeting): <ul style="list-style-type: none"> - Budgets, and, - Levy Rates, <p style="margin-left: 20px;">for the Gaze-A-Way year, 1st June 2018 to 30th May 2019, for both the Administrative Fund and the Sinking Fund, and,</p> • ensure all necessary steps and considerations have been made to enable Insurance Renewal by 7th June 2018.

**INWARD
CORRESPONDENCE
NOTED:**

DATE/FROM	SUBJECT
14/12/2017	IN – O’Connor – U8 – Double of payment of levy
4/01/2018	IN - Leary & Partners - Q - SFF & Insurance. Approved
12/01/2018	IN - Kone - Safety to operate
18/01/2018	IN - Kone - Service Repair Record
18/01/2018	IN - Accomm Caloundra - Access to Units

**OUTWARD
CORRESPONDENCE
NOTED:**

DATE/TO	SUBJECT
28/12/2017	OUT – All Owners – Project timing roof works
23/12/2017	OUT - All Owners - Project timing roof works
14/01/2018	OUT - All Owners - Restricted Access to Building

GENERAL BUSINESS:	
BUDGETS & INSURANCE	Resolved to adopt the timetable for Insurance Renewal and Budget Preparation as set out in Attachment “C” .
EXPENSES – SECRETARY	Resolved to reimburse the Secretary/Treasurer for direct expenses incurred in the course of duties on presentation of an expense claim.
HONORARIUM	Confirmed the Vote Outside Committee for an Honorarium of \$500 to Noel Douglas for his voluntary contribution as a resident – Attachment “D” .
NBN – LIFT PHONE	Noted that the Chairman is investigating NBN Lift Phone requirements.
HANDRAIL -- SOUTH	Resolved to install a handrail at the steps at the South entrance – needed during the Roof Project but will remain permanently.
POOL GRAB RAIL	Noted that the damaged Pool Grab Rail has been repaired cost-effectively.

CLOSURE OF MEETING: There being no further business the meeting concluded at 4:40pm.

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ATTACHMENT “A”:

Reconciliation of BOSS Quote for “Rendering and Other” with EGM Motions

EGM Resolution #2 approves the following:

Item	Cost, \$	GST, \$	Total,\$
BOSS – Scope of works per attached Quote	148,212	14,821	163,033
BOSS – West wall west stairwell render and paint (estimate)	20,000	2,000	22,000
Engineering Assurance by RPEQ (estimate)	2,000	200	2,200
Certification to Council Requirements (estimate)	2,500	250	2,750
Project Management	10,000	1,000	11,000
Contingencies *	15,000	1,500	16,500
Total	197,712	19,771	217,483

EGM Resolution #3 approves the following:

Item	Cost, \$	GST, \$	Total,\$
BOSS – Additional rendering and other works (estimate)	20,000	2,000	22,000
Project Management	720	72	792
Total	20,720	2,072	22,792

Combined Total of EGM Resolution #2 + EGM Resolution #3, on the basis of original BOSS Quote for the works, including budget estimate for rendering and other):

Item	Cost, \$	GST, \$	Total,\$
Total, includes estimates for all rendering and other works	218,432	21,843	240,275

The impact on TOTAL COSTS of Project of the new BOSS Quote (replacing previous budget estimates) on all rendering and other works causes \$3,332 of Contingency to be absorbed, but TOTAL COST remains within EGM approval of \$240,275 for Motion #2 + Motion #3:

Item	Cost, \$	GST, \$	Total,\$
BOSS – Scope of works per attached Quote	148,212	14,821	163,033
BOSS – All rendering and other, (Quoted Jan '18)	43,332	4,333	47,665
Engineering Assurance by RPEQ (estimate)	2,000	200	2,200
Certification to Council Requirements (estimate)	2,500	250	2,750
Project Management (Motion #2 + Motion #3)	10,720	1,072	11,792
Contingencies *	11,668	1,167	12,835
Total	218,432	21,843	240,275

** A high contingency is included for causes such as weather delays leading to prolongation costs including extended hire costs of scaffolding, crane, equipment and labour, and/or additional scope discovery and additional engineering and project management if required.*

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ATTACHMENT “B”:

NOTICE OF RESTRICTIONS AT GAZE-A-WAY DURING ROOF PROJECT

All of the following restrictions apply to ALL PERSONS residing, visiting or working at Gaze-A-Way unless otherwise authorised by BOSS Building Maintenance Pty Ltd, (“BOSS”) during the period commencing

6:30am on Monday 22nd January 2018

and continuing until

2:00pm on Thursday 29th March 2018, unless otherwise advised.

- ALL PERSONS ARE PROHIBITED FROM PASSING THROUGH ANY FENCE OR BARRIER ERECTED BY BOSS WITHOUT AUTHORISATION FROM BOSS,
- loss of vehicle access and use of all Lower Garages, meaning all of the Garages associated with Lots 1, 2, 3, 4, 12, 13, 14, 15, 16, 17, 18, 19 and 20. (Cars and other vital possessions must be removed before 6:30am on Monday 22nd January 2018),
- changes to domestic Rubbish collection arrangements (details will be notified separately),
- screening or hoarding boards covering,
 - Northern patios,
 - Northern balconies where considered exposed to hazards,
 - Northern openings to walkways,
 - Northern openings to stairwells,
 - the rooftop opening above the internal cavity,
- “Exclusion Zones” will be established, into which entry is prohibited under the Qld *Work Health and Safety Act 2011* unless authorised by BOSS,
- “Exclusion Zones” will be fenced with locked gates during the construction period and will include at least the following areas:
 - the driveway ramp down to the Lower Garages,
 - the concrete apron between the Lower Garages and the North side of the Main Building,
 - the bridge from the Upper Garages to the North side of the Main Building,
 - the access way on the West side of the Building to the Swimming Pool,
 - the access way on the East side of the Building from the Esplanade to the Lower Garages,
 - exposed patios such as at Lot 1,
 - Level 8 (the Main Roof),
 - Level 9 (the old Lift Motor Room),
 - such other areas as may be identified by BOSS as ‘at risk’,
- entry and exit to the Main Building is allowable only via The Esplanade and the South facing door of the Committee Room (facing the sea), and using only the prescribed routes to and from Lots,
- any other instructions concerning restrictions of movements of persons and vehicles in and around the Gaze-A-Way common areas and around individual Lots and in and around Exclusion Zones as may be given verbally or otherwise prescribed, or about which instructions or signage may be posted, by the Representative of BOSS who is “*the Person with Management or Control of the Workplace*” under the Qld *Work Health and Safety Act 2011* and the Qld *Work Health and Safety Regulation 2011*.

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NOTICE OF RESTRICTIONS AT GAZE-A-WAY DURING ROOF PROJECT --
continued

Depending on weather conditions and progress with the works, BOSS may find it necessary to extend the period of restrictions. Conversely, if conditions and progress are favourable, BOSS may find it possible to reduce the period of restrictions or ease the nature and extent of the restrictions.

Until any such changes are notified in writing to Owners, the restrictions listed on the previous page are the minimum restrictions which will apply on and from **6:30am on Monday 22nd January 2018**.

Additional restrictions also may be applied if found necessary by BOSS to meet WHS requirements and for the well-being of persons who are residents, visitors or workers at the Gaze-A-Way property and persons who pass in and around the Gaze-A-Way property.

The BOSS Representative is authorised as “*the Person with Management or Control of the Workplace*” under the *Qld Work Health and Safety Act 2011* and the *Qld Work Health and Safety Regulation 2011* and is authorised to give all instructions necessary as part these legislative requirements.

The cooperation of all Gaze-A-Way Owners is essential to ensure compliance with these restrictions as set out on the previous page.

To fulfil their own obligations and duty under the *Work Health and Safety Act*, all Gaze-A-Way Lot Owners must put notifications in place and ensure that

- themselves and their family members, and,
- their visitors, and,
- their tenants, and,
- their agents, and,
- their cleaners, and,
- their tradespersons, and,
- any other persons with business at their Gaze-A-Way Lot,

comply fully with the restrictions on the previous page and with the instructions of the BOSS representative who is “*the Person with Management or Control of the Workplace*” and understand that the restrictions are focussed on the safety and well-being of all such persons during the Roof Project.

UPDATES ON THE PROJECT WILL BE PROVIDED TO OWNERS AS SOON AS AVAILABLE.

Issued by:
John Pegler
Secretary/Treasurer
Gaze-A-Way Body Corporate CTS 11054
Tel: 0417 949 819

Gary Johns
Project Manager
BOSS Building Maintenance Pty Ltd
Tel: 0450 450 169

Final issued on: 19th January 2018

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ATTACHMENT “C”: Key Dates leading to Gaze-A-Way 2018 Annual General Meeting

Date	Event or Action
Thursday 18th January 2018	Extraordinary General Meeting re Roof Project, Special Levy
Friday 19th January 2018	Signing of Contracts for commencement of Roof Project
Monday 22nd January 2018	Handover of Site to contractor, restrictions commence
Thursday 1st March 2018	Due Date for First Special Levy instalment by Owners
Thursday 15th March 2018	Secretary/Treasurer in Perth, accessible by e-mail & mobile
Thursday 29th March 2018	Practical completion of the Roof Project
Friday 30th March 2018	Good Friday, Queensland State School Holidays commence
Wednesday 4th April 2018	Chairman Noel and Committee Member Philip overseas
Friday 6th April 2018	Notice of Committee Meeting on 27APR18 issued by ALPHA
Sunday 8th April 2018	Secretary/Treasurer returns from Perth
Tuesday 17th April 2018	Queensland State School Holidays end and Schools return
Friday 20th April 2018	Chairman Noel and Committee Member Philip return
Wednesday 25th April 2018	ANZAC Day
Friday 27th April 2018	LONG Gaze-A-Way Committee Meeting – Agenda consists of Committee preparation for Annual General Meeting: <ul style="list-style-type: none"> • Review of Roof Project, • Review of Gaze-A-Way financial position, • Insurance Renewal, • Review of Sinking Fund Forecast looking out 10+ years, • Admin and Sinking Fund Budgets for 2018-19, • Levy Rates for Admin Fund and Sinking Fund for 2018-19 • Major expenditure resolutions (+\$10,000) to go to AGM, • New Committee Members and/or Office-holders, • Renewal or replacement of Body Corporate Manager, • Any other Motions to be put to AGM by Committee,
Friday 4th May 2018	<ul style="list-style-type: none"> • AGM Notice of Meeting, Budgets and Explanatory Notes completed by Secretary/Treasurer following Resolutions of Committee and issued to Chairman and ALPHA, • ALPHA withholds pending instructions from Chairman
Monday 14th May 2018	Secretary/Treasurer overseas, returns 19JUN18
Friday 1st June 2018	Due Date half-year Levy Payments by Owners
Thursday 7th June 2018	Due Date for Gaze-A-Way Insurance Premium Payment
Monday 11th June 2018	Chairman finalises AGM Notice of Meeting with ALPHA
Friday 15th June 2018	AGM Notice of Meeting issued to Owners by ALPHA
Tuesday 19th June 2018	Secretary/Treasurer returns from overseas
Saturday 21st July 2018	Annual General Meeting

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ATTACHMENT “D”

From: John Pegler [mailto:john_pegler@bigpond.com]
Sent: Wednesday, 13 December 2017 8:29 PM
To: 'Danielle Griffiths'; 'Danielle Griffiths'; 'Laurel and Philip Hall'; 'prjlchoules@gmail.com'; john_pegler@bigpond.com
Cc: 'Peter.Choules@aecom.com'
Subject: GAZE-A-WAY CTS 11054 | Honorarium for Gaze-A-Way Resident Noel Douglas

If you agree with the Circular Resolution below, please reply with the word “Approved”.

When replying, for full transparency within the Committee, please Reply-To-All.

As Noel Douglas is the subject of the Circular Resolution, he has not been included as an addressee.

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Gaze-A-Way CTS 11054 Body Corporate Committee :: Circular Resolution

That, permanent resident Noel Douglas be accorded an honorarium in the form of a token payment \$500.00 to him in recognition of his extraordinary voluntary contribution to the Gaze-A-Way community through his friendly assistance to community members and in providing assistance with myriad minor matters around the Gaze-A-Way property, all without obligation.

It is noted that:

- this recognition is unrelated in any way to the role of Noel Douglas as Gaze-A-Way Body Corporate Chairman which is conducted on a purely voluntary basis without remuneration as is the case with all Gaze-A-Way Committee Members, and,
- this is a non-taxable honorary reward which recognises the voluntary assistance provided without obligation and without expectation of reward or remuneration by Noel Douglas as a retiree and permanent resident of Gaze-A-Way and is made voluntarily and without obligation by Gaze-A-Way Body Corporate.