

Fairwater Community

BREAKFAST POINT

POLICY ISSUES

Meetings

- Any decision made or actions taken by the Community must fall within the Community Management Statement including the Architectural and Landscape Standards, Land Management Act and relevant Acts and Regulations.
- Only items on an agenda for an Association meeting can be adopted/rejected at a meeting (unless an emergency).
- Emergency meetings may be convened but the outcomes are to be incorporated in the following formal meeting.
- Meetings may be conducted via email but the outcomes are to be incorporated in the following formal meeting. Copies of appropriate papers to be made available to members without an email service.
- Minutes of all meetings are to be archived with Community Manager with copies on the community notice board within seven days of the meeting.
- Where papers, letters etc are to be discussed at a meeting a summary (minimum) must be in the hands of the relevant parties together with an agenda at least 48 hours prior to the meeting (AGM notification is 14 days prior)
- All notification of Meetings, including Agenda must be displayed on the Notice Board.
- Visitors are welcome at all Executive Meetings

Expenditure.

- Where proposals incur expenditure they must address quantum (initial and ongoing), budget source and/or impact on levies
- All expenditure **over \$500** must be supported by at least two quotes
- **All** expenditure must be approved by the Association prior to payment by Community Manager.
- Regular contracts may be paid in line with the official order. Any expenditure outside or above the official order must be approved prior to payment. The person authorising the additional work must advise the Association of the detail.
- Utility Cost may be paid on receipt of accounts and in line with Budget expectations. Community Manager is to report any excessive amounts to the Treasurer.
- Treasurer is to access Financial Data prior to any scheduled meeting to check on expenditures
- Quarterly updates against budget forecasts are to be provided to the Executive.

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- Monthly Cheque Reports from Community Manager detailing all financial transactions are to be forwarded to Treasurer via Secretary.

Conflict of Interest

- Any member or agent of the Association must state any interest in any issue being considered by the Association
- Any member or agent must state any commission, fee or benefit being obtained from a proposal before the Association
- Any member or agent must record any association with any body, which the Association contracts with.

Correspondence

- All correspondence must be actioned through the Secretary and finally archived with Community Manager
- The address of the association is C/o Community Manager
- Secretary is to contact Community Manager prior to any scheduled meeting to check on correspondence.
- All correspondence with and from external parties must be tabled at the relevant meeting and recorded in the minutes.

Compliance with Association Standards

- Reports are to be submitted in writing and sent to Executive members by the Secretary no less than 48 hours before a scheduled meeting
- Breaches must be dealt with and resolved at an executive meeting
- Executive Member(s) will be appointed to communicate the decision to the parties concerned with instructions to rectify the breach
- Where an executive member is personally involved in such a report they cannot vote on the matter.
- For urgent issues, ideally telephone or personal communication with as many Executive Members as possible should take place to achieve a quorum for a decision
- Where the above is not possible a decision may be taken by the maximum available Executive Members as is practicable and not unilaterally
- Decisions taken on urgent issues must be reported and ratified at the next Executive Committee meeting

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Applications for Building and Landscape Modifications

- Must be submitted by Owners as required by By Law 3
- Submissions must be considered as set out in the Community Protocol for Considering Applications for Building and Landscape Modifications (available separately)

Communication with Owners and Residents

- A Community Information booklet is to be produced periodically.
- The booklet is to be issued to all owners, residents, Community Manager and owner agents
- Regular contact is to be maintained with owners and residents by e-mail or news sheet.

Other matters added as appropriate

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