

 <p style="text-align: center;"><b>Advisory Committee</b></p>	<b>Meeting Agenda</b>	
	<b>Date</b>	9 <sup>th</sup> Oct 24 / 07:00PM
	<b>Location</b>	6 Shorthorn Terrace
	<b>Rev</b>	1
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<b>Attendees</b>	<b>Not in Attendance</b>
Chrissy Rooney (CR) Dasha Chan (DC) Hazel Hutton (HH) Lhyam Sumal (LS) William Chan (WC)	James McIntyre (JM) Shareen Ali (SA)

### ***Purpose of Meeting***

The purpose of the meeting is to discuss the task of running the management of the Association, and associated requirements for the Hacking&Paterson factor, and MacDonaldBros and CleanSweep contractors.

Information – [Minutes](#) – [Actions](#) – [Previous meetings notes](#)

## **1. INTRODUCTION**

### **1.1. Minutes of the Previous Meeting**

The minutes from the meeting on 25<sup>th</sup> Sep 24 were prepared by HH. LS approved the minutes, and DC seconded them.

- The minutes were confirmed as accurate and approved for publication on the website.

### **1.2. Previous Meeting Actions**

<b>Action</b>	<b>Action By</b>	<b>Open/Closed</b>
1 Receive approval from H&P on the minutes regarding the meeting on 25 <sup>th</sup> Sep 24 and circulate minutes to homeowners.  Notes: H&P approved on 10 <sup>th</sup> Oct 24. Circulated on webpage. Still need to be done through email/FB.	Association/H&P	On-going
2 Find dates for the site-walk.  Notes: Provisional on 28 <sup>th</sup> or 29 <sup>th</sup> Oct 24.	Association/H&P	Open

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3	<p>Check who will be attending on the site-walk.</p> <p>Notes: Check if MCDB and CS are included.</p>	Association/H&P	Open
4	<p>Find paralegal lawyer to understand the terms of title deeds.</p> <p>Notes: Megs Oh has volunteered.</p>	Association	On-going
5	<p>H&amp;P to check their term of reference – where they supposed to work.</p> <p>Notes: H&amp;P has provided work coded site plan; however, it was not clear. May require to be updated and reissued.</p>	H&P	Open
6	<p>Prepare draft constitutional report.</p> <p>Notes: ‘Simple’ advisory committee structure as suggested by CR. Adopting ‘Chair’, ‘Vice Chair’ and ‘Secretary’ for the current moment.</p>	Association	Open
7	<p>Find a representative for both Bellway Ph2 and Barratt.</p> <p>Notes: Taylor Wimpey will be put on hold due to developer has not completed.</p>	Association	Open
8	<p>Find venue for open invite meeting.</p> <p>Notes: Mojito bar, hungry gannet &amp; bowling club was suggested.</p>	Association	Open
10	<p>Invite Celeste McGill to next meeting.</p> <p>Notes: discuss the proposal of the community response group.</p>	Association	Open

<div style="text-align: center;">  <p><b>THE BRACKENHILL PARK</b> HAMILTON OWNERS' ASSOCIATION</p> <p><b>Advisory Committee</b></p> </div>	<b>Meeting Agenda</b>	
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## 2. AGENDA ITEMS DISCUSSED

### 2.1. Update on 25<sup>th</sup> Sep 24 meeting with H&P

**Action:** Receive approval from H&P on the minutes regarding the meeting on 25<sup>th</sup> Sep 24 and circulate minutes to homeowners. **Notes:** H&P approved on 10<sup>th</sup> Oct 24. Circulated on webpage. Still need to be done through email/FB post.

**Action:** Find paralegal lawyer to understand the terms of title deeds. **Notes:** Megs Oh has volunteered.

### 2.2. Advisory Committee Structure

**Action:** Prepare draft constitutional report. **Notes:** Agreed on 'Simple' advisory committee structure as suggested by CR. Adopting 'Chair', 'Vice Chair' and 'Secretary' for the current moment.

### 2.3. Co – opting members to the Association

**Action:** Find a representative for both Bellway Ph2 and Barratt. **Notes:** Taylor Wimpey will be put on hold due to developer has not completed.

### 2.4. Defining and allocating 'Patch Lists' for committee inspection

Will be discussed after open invite meeting with houseowner to encourage more committee members.

### 2.5. Issues and Difficulties

**Action:** H&P to check their term of reference – where they supposed to work. **Notes:** H&P has provided work coded site plan; however, it was not clear. May require to be updated and reissued.

### 2.6. A.O.B

**Action:** Invite Celeste McGill to next meeting. **Notes:** discuss the proposal of the community response group.

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**3. NEXT MEETING**

Next meeting will commence on 6<sup>th</sup> Nov 24 at CR; 12 Holstein Avenue.

Prepared	Approved #1	Approved #2
Name: William Chan       .....	Name:       .....	Name:       .....