



HAMILTON PARK CO-OPERATIVE LTD.

(Reg.No. G2937A)

ABN 27 419 138 647

MINUTES ANNUAL GENERAL MEETING

10.00am – Saturday 14 October 2017
BOB BRACKEN MEMORIAL SHED

Present: Gillian Anderson, Keith & Yvonne Arnott, Graeme Butt, Paul Craven, Paul Derezyckyj, Nikki Feehan, Ben, Cecily & Ken Fletcher, Marcus Ludeman, Sheree McKenzie, Tina Norton, Ian O’Brien, Peter & Carole Ockenden, Anthony Place, Caroline Robinson, Trish Sait, Bob & Judy Shaw, Werner Vogels (Chair), Frank Wellman.

Apologies: Loretta & Colin Atkin; Damien Feehan; Deb Goodson; Jan and Ron Martin; Ken and Sue Platfuss; Jean and Jeff Rowlands; Ron Taylor.

Acknowledgement of Country and opening comments by the chairperson: Werner Vogels

Minutes of Annual General Meeting held on 28 October 2016

Motion: That the minutes of the Extraordinary Annual General Meeting held at the Bob Bracken shed on Saturday 28 October 2016 and tabled by the Chair be accepted as a true and correct record of that meeting.
Moved: Cecily Fletcher Seconded: Gillian Anderson

Business arising from the minutes discussed under ‘General Business’.

Reports:

Chairperson’s report: Werner Vogels

- Board succession planning has been a focus of conversation in recent months. The Board is exploring opportunities for potential grant applications e.g. tennis court; needs of younger residents.
- Thank you to Peter for all his time and effort on the water infrastructure and to Bob in achieving great attendance at working bees. Commend everyone on the Board for their efforts.
- Marketing and branding – focus on renewal of the HP website to ensure it contains current information for HP residents and for potential residents considering a move to HP. Trish Sait is very keen to undertake some work on the HP website.
- Call for volunteers to assist with the water portfolio and also for general land management.
- Ageing infrastructure in HP could be costly so we need to focus on increasing the volunteer input, to reduce the cost of external contractors.

- Last meeting for Werner – being on the Board has been an interesting experience

The HP residents thanked Werner for his work as Presiding Officer of the HP Board over the past three years.

Treasurer’s report: Sheree McKenzie

- Considerable re-investment on some of the capital items - \$20000 investment in work on the lower dam.
- Investment in the telemetry system for water pumping in 2018.
- Buffer created by term deposit; recommend that the Board set up a new term deposit of \$20000 in 2018.
- \$39500 balance in cheque account at the end of the 2016_17 financial year.
- HP community needs to be thinking more about whether we have adequate funds in reserve and how can we generate more income.
- HP maintenance fee raises about \$20000 annually plus income from water usage is approx. \$20000. Annual water expenses are about \$20000; the remaining \$20000 goes towards all other HP expenses - zero profit.
- How will we save for capital replacement? On paper loss is accounted for with \$9000 depreciation. Should be aiming to raise about \$9000-10000 year to fill the gap.
- Sheree is stepping down from the Treasurer’s role and Graeme is transitioning to this role. Sheree thanked everyone who has assisted her over the years.

The HP residents thanked Sheree for her work as Treasurer of the HP Board over the past three years.

- **Adoption of the Audited Financial Statements** – Motion: That the audited financial statements of the Hamilton Park Co-operative Limited for the year ended 30th June 2017 as tabled, be adopted by the meeting.

Moved: Nikki Feehan

Seconded: Tina Norton

- **Appointment of Auditor** – Motion: That Prime Business Group be reappointed as auditors for the 2017-18 period.

Moved: Marcus Ludeman

Seconded: Anthony Place

Secretary’s report: Caroline Robinson

- The revised format of the HP newsletter has been well received. Newsletters will be online only with no delivery of printed copies.
- Trish Sait has volunteered to upgrade the HP website and will be seeking ideas from residents about website content.

Infrastructure and maintenance report: Graeme Butt

- As Hamilton Park is a private estate, roads, road maintenance and garbage collection are not automatically the responsibility of the Rural City of Wangaratta.
- Hamilton Park Cooperative negotiated an agreement with the RCoW in 2003 to carry out these functions but there are always further negotiations required to get maintenance done by the RCoW.

- This year we managed to have Henley Road resurfaced but we still have other works that we would like to be completed. We are presently negotiating to have the edges of the turning circle at the end of Omar Close repaired.
- Also on the list are improvements to the approaches to the bus stops at Blackboy Lane and Henley Road.
- During this year the Board purchased a new Ride on Mower/Mulcher for use in the common areas. This has already had a lot of use by the mowing team and at the regular Working Bees.
- Hamilton Park will be 50 years old in 2020. The ageing pipes, pumps and other Water infrastructure are increasingly causing problems and expenses. It is for the maintenance or replacement of these items that the annual service charge is raised. These invoices are about to be sent out.

Water Manager's report: Peter Ockenden

- HP is in a good position with the supply as we approach summer. If residents use water wisely we will have sufficient to get through this period. Thank you to all the people who have volunteered their help during the year. We manage over 6.5kilometers of pipeline servicing 110 properties. There are three (3) large storage dams that can hold approximately 88Megalitres of water, plus the small Dennis Duggan dam. As well as a network of catchment drains that feed these dams and a 3.5kilometer pipeline, pump and weir system on 15MileCreek.
- 15Mile Creek
All of the drop boards in the weir were replaced after the site was vandalized. The diesel motor was serviced but repairs were not completely resolved however our volunteer pump operators managed to get the dams near to full before the end of September. A new diversion system was installed to allow water to be sent directly to the Bottom Dam from the 15Mile Creek pipeline as well as feeding the Frank Wellman Dam. The new APA Gas Main was installed under our water pipeline without any issues thanks to the Dial Before You Dig (DBYD) process.
- Water Distribution
Pipeline breaks and leaks continued throughout the year. Tree roots are still the main concern. A number of water meters were replaced and the continuing need to remove sediment from the mains. The concrete tank was cleaned out (removed 60cm+ of muck.). Repairs were made to the telemetry system servicing the link between the Dick Hamilton Dam and the water tanks-thanks to Ian O'Brien for your expert advice. However the system is proving unreliable and there have been overruns affecting the Styles property as well as losing valuable water. The Board has decided to replace the 26year old system; we are still awaiting the return of quotes. One of the toilets was vandalized at the Community Centre and was replaced. The DBYD reporting has been invaluable with numerous requests received with the majority associated with the gas pipeline installation near our 15Mile Creek pipeline. There were other DBYD requests in within HP. We encourage all residents to make a request if you plan any excavations in your property close to property boundaries.
- Dams and catchment issues
The wet winter-spring of 2016 caused a number of problems for HP, especially at the Bottom Dam. Constant runoff along the very narrow spillway section allowed the spillway to erode and impact on the main road. The Board repaired the spillway by restoring it with a 300mm pipe and rubble drain system. The trees close to the dam were removed. In addition the entire dam area had to be surveyed to determine the boundary with the adjoining property and to sort out the best solution for water crossing Warby Range Rd. There are still some minor works to be completed at the site. Also the Frank Wellman Dam spillway was lowered by 300mm to improve dam safety. At the Dennis Duggan Dam an additional overflow pipe

was installed on the southeast side to reduce the problems with the current spillway overflowing down the fire access track. A survey was completed of part of the drainage easement between Mistletoe Lane and Warby Range Road. There are still problems with managing overflow water along the numerous drainage easements. The Board is also in the process of seeking a license from Goulburn Murray Water for the small pipe diversion on Orchard Drive associated with the creek (waterfall). We are also aiming to improve the mapping system to better manage our assets.

Bushland/Parkland report: Bob Shaw

- **WORKING BEES**

We organised four working bees for the year. The main theme of these working bees was “Make our Parklands Fire Safe this summer” We were very successful with the number of volunteers who turned up on the actual day or completed their task before or after the actual date. The November working bee had 38 attendees, December had 32, March 2017 had 30 and the May working bee only 9 participants. The final working bee was poorly attended because there was no prior ring around to residents to see if they were available. So the way to the future is obvious – ring around to residents and actively seek assistance. At the working bees we did achieve a lot and the Parklands/Grasslands appeared to be quite tidy and well maintained. We ensured that what we undertook at the working bees complied with the HP Common Land Management Plan which was developed and approved three years ago. At all times the Board offered to pay for the fuel used by volunteers either at working bees or for mowing.
- **MOWING**

We presently have 18 volunteers on the mowing roster. The aim has been to make this service to the community as user-friendly as possible. Every volunteer received training on how to use the mower, a Tractor Mowing kit, an explanation of which area in HP that they had agreed to mow, when to mow, and a Tractor Checklist. The Mowing effort by all these volunteers has been first rate.
- **PRUNING PILE**

The pruning pile has been unlocked and left open every Saturday in May, June, July August and part of September. 99% of the users have used this facility in the correct manner and only deposited their own garden prunings on the site. The Board has decided upon written procedures for the use of this extra facility. Every November or thereabouts, depending upon the fire season, a permit will be obtained from the local City Council for the Glenrowan CFA to burn this pile. Over winter the roadway into the pruning pile became very wet so remedial work has been completed to improve the accessibility of this track.
- **ASSET PURCHASES**

For this portfolio we purchased a Blower Vac to ensure that mowing volunteers do not have to spend too much time cleaning the tractor and mower after they have mowed. Also five new tyres were purchased for the reinvigorated fire trailer. The pile of rubbish behind the Bob Bracken shed, which included some asbestos material that had been dumped there, was appropriately cleaned up and removed.
- **LANDMATES, BEECHWORTH CORRECTIONAL SERVICES**

We successfully used the Beechworth prison inmates’ service to help clean up the fire hazard between Omar Close and Avoca Lane and the nearby residents seemed very happy with the more open bushlands in this area.
- **WORK FOR THE DOLE SCHEME**

attempts were made to try to use this service for the improvement of some of our Parklands and Grasslands assets but this was not successful.
- **TREE FALLING PROCEDURES**

Written procedures for the disposal of fallen trees and potentially dangerous trees were approved by the Board.

- **FUTURE CONCERNS**

the Board needs to solve the problem of ensuring that there is always fuel available, as well as ease of access for volunteers to use that fuel, for either mowing or use during working bees.

Marketing and promotions report: Greg George (not in attendance)

- No report.
- Werner thanked Greg George for his work on the HP Board in 2017.
- **Reports from Board Directors** – Motion: That all the reports be accepted.

Moved: Gillian Anderson

Seconded: Carole Ockenden

Discussion items arising from the reports

- Tina asked about fallen wood and Bob confirmed that the first priority is wood for the BBQ area. Fallen tree on Orchard Drive by the dam can be claimed. Also more wood to be cleared from the Dennis Dugan dam. Frank reported that a couple of rows of gum trees were planted below the top dam originally, as a source of firewood.
- Graeme - plan to compile a list of all the work that RCoW have provided for HP. Frank noted that two large pot holes by the bus stops were left unfinished when RCoW filled the hole on Warby Range Road. Marcus suggested that we get the bus companies on board to support our requests for further work. Child safety issues. Carole noted that we need to repaint the 40 speed limit road marking on Henley Road. Peter thanked everyone who has assisted with the water portfolio this year, especially Ian O'Brien.

General Business:

- Solar power installation in HP to reduce electricity expenditure
Last year we spent about \$5000 on electricity expenses. Bob has sought quotes for solar power and will seek further quotes.
The solar installation costs would be paid off in 7-8 years if we place solar panels close to the top dam pumping station only BUT placing a solar installation on the side of the top dam is not acceptable to residents.
Ken - potential for floating solar panels. The Board will explore floating panels on the lower dam. Invite sub-group to discuss this issue – promote in the newsletter.
Residents may want to piggy back on the HP installation to save money on domestic solar installation.
- Grant application for HP infrastructure—what are the priority needs? What are the priorities? Solar because it will generate a return; tennis courts may not generate use.
Cecily suggested some family events to generate interest in development of the tennis courts. Tina suggested that the social committee could assist with arranging this. Sheree offered a basketball hoop and Ben will assist with installation.
- Succession planning and sustainability of the HP Board of Management
Welcome pack needs to be issued to new residents.
Develop a skills bank to highlight what knowledge and skills we need to sustain HP. This can be linked to the website.
Remind people that expenses will increase if we don't have volunteers.
Communicate with real estate agents - HP brochure
- HP Management Fees

HP Management fees are now \$200 and \$150 for Grant's Estate. Fees will increase more if volunteers do not participate in HP maintenance. Aim towards a level playing field for residents of HP and Grant's Estate, in relation to management fees.

Historic information - Warrawong Lane was originally a RCoW road so the residents in Grant's Estate paid a slightly lower maintenance fee (less land to maintain). Probably no reason now why the rates can't be the same - Board to discuss.

- Board to discuss the potential for development of a think tank and sub-groups, to facilitate residents to identify relevant issues for HP e.g. solar power.

Further business: None

Election of Directors:

Election of three Directors to replace retiring Directors be carried out in accordance with Rule 43:

Greg George
Sheree McKenzie
Werner Vogels

A Notice of Election of Board Members was lodged at the Registered Office of the Hamilton Park Co-operative Limited in accordance with Rule 42 (2) and the same notice was delivered by letterbox drop and completed by 16 September.

Nominations received in accordance with Rule 42 from:

Bob Shaw (standing for re-election)
Ian O'Brien (new member)

Nomination received at the AGM:

Trish Sait (new member)

Continuing positions (2nd year of office):

Peter Ockenden
Caroline Robinson

Resignation and re-appointment of a casual vacancy in the office of director:

Graeme Butt

44. Casual vacancy

If there is a casual vacancy in the office of director under section 219 of the Act, the board may appoint a person to fill that vacancy but the person appointed must retire at the next annual general meeting.

All attending supported the nomination of the two new Board members (Trish and Ian), the re-election of Bob Shaw, and the appointment of Graeme Butt for a period of one year.

AGM closed at 11.30am