# MEETING MINUTES – JULY 26th 2024

CO-OP Online Meeting with CENSW

Attendees: Rob, Dianne, Sue Hird, Xanthe, Danielle, Aeysha
Apologies: Azriel, Sue Reid,

Meeting opened at 9:30am

1. Dianne is new support worker with common equity – any issues email her (dianne@commonequity.com.au). Rob will be moving on to other commitments within common equity.

2. Sample of new residential tenancies lease & another co-op's code of conduct has been sent to all tenants. All have received & say is all ok. Danielle hasn't received, Xanthe will forward for info.

3. Residential tenancies agreements to be completed asap. Need to have common equity as agent. Rob to speak to Dianne – with sample of what new tenancy agreement would like. No Bond has been paid across any houses. Some sections about smoke detectors etc will be different for each property? Eg. Fire safety. Although as Xanthe said, we all have same fires safety protocols with regular inspections for safety. Rob/Dianne will send sample agreement to Danielle early next week. Danielle will complete for each of the properties & all tenants will then sign & return to Danielle. Upon completion, copies will be emailed to common equity & tenants.

4. Code of conduct to be sent – Ninganna was the example, replace with north coast women. At the next meeting we vote to approve.

5. Xanthe would like cyclical maintenance – gutters / pest control / etc in the agreements & Sue Hird would like to see management of land care / property – but we can't have anything in residential tenancies agreement – it will be the agreement for property maintenance / plan – separate to tenancy agreement.

6 The recent property inspections that were conducted will be reviewed – Rob to follow up with Nester – if anything in reports regarding land/gardening area. Might be able to include that in there.

7. Common Equity require a copy of the mediation agreement that was done between the 2 tenants at Myocum; Sue Hird & Sue Reid. If Sue Reid could please send copy through to both Dianne & Rob at Common Equity, as Sue Hird has misplaced her copy.

8. SPN report that we will get – might seem a bit confusing – but better than the last one – Nester will make a video explaining it all – Dianne will sit down with us all & go through property by property.

9. AGM meeting – needs to be set – Xanthe to send email to Cindy when books are ready – books to auditor – set AGM for in person & Dianne may be able to attend as well. AGM date for tentative around mid October - Xanthe to finalise date after speaking with Cindy.

10. New software – updates slowly rolling out across common equity – August will see us with new Rent statements, they will look different!! Rent reviews will be different too – next North Coast Womens review will be September / October 2024.