
MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE OF THE OWNERS CORPORATION, STRATA PLAN 47991 held on Wednesday 14 November 2001 at 6.30pm in the Offices of Bright and Duggan Pty Ltd, 37-43 Alexander Street, Crows Nest

PRESENT: J Bassi J Emery C Murray P Dickeson T Moon

IN ATTENDANCE: P Court (Bright and Duggan Pty Ltd)
D Raska (caretaker)
R Haymen
M Wee

CHAIRMAN: P Court (Bright and Duggan Pty Ltd)

MOTION 1: *Resolved* that the minutes of the previous meeting be adopted.

Minutes

Matter Arising

CCTV

Dummy Cameras being shipped from Melbourne and will be installed as soon as available. Camera to lower car park will also be repositioned.

Security

Managing Agent to check whether security company is filling out log in caretakers office.

Mural

Managing Agent to check progression on works

Pergolas

Tradesman will access unit 69 next week to organise quotes.

MOTION 2: The Financial Statements were received

Finance

Matters Arising

T Moon to meet with P Duggan and A Emery (Bright and Duggan Pty Ltd) to discuss accounts.

MOTION 3: Resolved that quote from Ezko Property Services Pty Ltd for cleaning, caretaking, gardening and swimming pool maintenance totalling \$106,150.00 per annum is approved.

Proposal from Ezko

Managing Agent to clarify following items:

- Working hours
- Emergencies
- Contacting Caretaker
- Residents

MOTION 4: Resolved to defer proposal from Energy Australia

Proposal from Energy Australia

Managing Agent to clarify the following items:

- Term of Contract
- Review of Contract

MOTION 5: Resolved to defer decision on driveway quotes

Visitors' car park driveway

Managing Agent to organise further quotes to re pave driveway with heavy duty interlocking pavers. Postal vote meeting to be organised to approve quotes.

MOTION 6: Resolved that proposal from New World Pumps Pty Ltd for a fee increase for service to \$132.00 + GST is approved.

Proposal from New World Pumps

MOTION 7: Tenders from Richard Cortis for roof membrane are not complete
Roof membrane
Managing Agent to organise postal vote meeting to approve tenders.
Managing Agent to investigate whether Richard Cortis will receive any commissions from tenders.

GENERAL BUSINESS: Unit 38

Application for renovations to unit approved subject to the following conditions:

In performing the Works, the Owners must:

- a) Ensure that there is no impasse on the Owners Corporation's Insurance.
- b) Ensure that all work is done in accordance with the properly approved plan/s.
- c) Note that all work is to be done at the owner's expense.
- d) Note that any future maintenance and repairs are to be carried out at the owner's expense.
- e) Note that any damage caused to common property in the course of the renovations must be put right by the Owner doing the renovations.
- f) Ensure that all work must be carried out by fully-licensed tradesmen with the necessary insurance cover.
- g) Ensure that all works be carried out by qualified tradespersons.
- h) Transport all construction materials, equipment, debris and other material in the manner reasonably directed by the Owners Corporation;
- i) Protect all areas of the building outside their lot from damage by the Works or by the transportation of construction materials, equipment, debris and other material in the manner reasonably acceptable to the Owners Corporation;
- j) Keep all areas of the building outside their lot clean and tidy throughout the performance of the Works;
- k) Only perform the Works at the times approved by the Owners Corporation;
- l) Not create noise that causes discomfort, disturbance or interference with activities of any other occupier of the building;
- m) Remove all debris resulting from the Works immediately from the building; and
- n) Comply with the requirements of the Owners Corporation to comply with any by-laws and any relevant statutory authority concerning the performance of the works.

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CHAIRMAN

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DATE