
MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE OF THE OWNERS CORPORATION, STRATA PLAN 47991, 41 Rocklands Road, Wollstonecraft, held on TUESDAY, 29 JANUARY, 2002 at 6:15 p.m. in the OFFICES OF BRIGHT & DUGGAN PTY LTD., 37-43 ALEXANDER STREET, CROWS NEST.

PRESENT: J. Emery B. Burke R. Flannery C. Murray
I. Muncaster E. Nichols T. Moon J. Yao

APOLOGIES: D. Jamieson

IN ATTENDANCE: P. Court (Bright & Duggan Pty Ltd.)
M. Wee (Lot 98)

CHAIRMAN: P. Court chaired the meeting.

MOTION 1: The following Office Bearers were elected:

Office Bearers

Chairman: T. Moon (44)
Treasurer: C. Murray (128)
Secretary: Phillip Court

MOTION 2: *Minutes* **Resolved** that the minutes of the previous meeting held on 14 November, 2001 be adopted.

Matters arising:

- CCTV
Managing Agent to investigate situation with extra cameras and report to Committee. Yates Security to provide a strategy on the changing of tapes.
- Security
KSS Security to be advised that logs to be attached to invoices or they will not be paid.
- Mural
Follow-up works to finalise repairs to mural to proceed.
- Pergolas
I. Muncaster to contact the Building Information Centre re repairs to the pergolas and report to the Executive Committee.
- Finances
Resolved that the charge for photocopying, collating, stapling and enveloping by the Managing Agent be reduced to 33 cents per copy.

Note: All large photocopy runs to be forwarded to T. Moon.

- Cleaning/Caretaking
Weekly reports not being received from the Caretaker.
Managing Agent to request that they be started again.
Caretaker's working hours to be checked.

MOTION 3: *Finance* The Financial Statement was received.

MOTION 4:
Tenders for Works to Roof Membrane

Resolved that tender supplied by Richard Cortis Pty Ltd from Wayne Jenkins and Associates, totalling \$31,460, be approved. Richard Cortis Pty Ltd to be employed as Project Administrator at a cost of \$198 per hour.

MOTION 5:
Quotes for Works to Lower Driveway

Resolved that quotation from North Shore Paving Company Pty Ltd. to reconstruct the roadway to the garage, totalling \$21,168 be approved.

Resolved that should it be required that the base course of the lower driveway need reconstruction, the North Paving Company Pty Ltd quotation, totalling \$8,466.70, be approved.

Note: Independent consultant to be employed to verify whether the base course requires reconstruction.

MOTION 6:
Common Property

No further items of common property require action.

GENERAL BUSINESS:
Correspondence

- Circular:
Circular to be sent to all Owners to cover the following areas:
 - Animals
 - Washing

- Levy Arrears:
Levy recovery time to be as follows:
 - 60 days.....1st letter
 - 100 days.....2nd letter
 - 120 days.....Recovery action to proceed

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CHAIRMAN

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DATE