
MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE OF THE OWNERS CORPORATION, STRATA PLAN 47991, 41 Rocklands Road, Wollstonecraft, held on *TUESDAY, 10 SEPTEMBER, 2002* at 6:15 p.m. in the *BOARDROOM OF THE OFFICES OF BRIGHT & DUGGAN PTY LTD., 37-43 ALEXANDER STREET, CROWS NEST.*

PRESENT: Tony Moon Barbara Burke Jeanne Emery
 Rosemary Flannery Colin Murray Ed Nichols
 James Yao

APOLOGIES: Michelle Wee (98)

IN ATTENDANCE: Jacqui Du Toit (140)
 Stephen McCulloch (Bright & Duggan Pty Ltd.)

CHAIRMAN: Tony Moon chaired the meeting.

MOTION 1: *Minutes* **Resolved** that the minutes of the previous meeting held on **25 July, 2002** be adopted. Action

Matters arising:

- **Mural**
 Awaiting report via Ed Nichols. Bright & Duggan to follow up Paul Evans of Integrated Building Consultancy (IBC). EN & SM

- **Driveway Repairs**
 Sand bank fill to paving on new driveway expected. On-going situation. Ed Nichols to discuss with George Wajda (Caretaker). EN

- **Parking**
 New “Disabled Parking” notice presented to meeting and approved for printing and distribution by Tony Moon. TM

- **Unit 140 – Works**
 Works have progressed and works now expected to be completed by end of this week.

- **Parking Advice**
 Discussion. Bright & Duggan to confirm written report can be provided by Andreones provided as per invoice at a CA \$1,200. SM

MOTION 2: *Finance* The Financial Statements were received.

MOTION 3: *Tendering Process for Works* Paul Evans of Independent Building Consultancy (IBC) to draw up tender documents/scope of works in accordance with Strata Law and if IBC unable to provide a suitable document for this process, then another building consultant/structural engineer to be instructed to proceed in this process with Ed Nichols to be the contact from the Executive Committee. PE
EN

- MOTION 4:**
Courtyard Paving
- **Courtyard Tiles**
Require new repair works and specification for works to courtyard. Ed Nichols to organise structural engineer or consultant to draw up specification and scope of works for retiling and approval at future Executive Committee Meeting with tendering process to follow. EN
- MOTION 5:**
Fire Service Contracts
- Resolved** that the Fire Control contract be further explored and considered in conjunction with Sydney Fire Protection quote tabled at meeting. Tony Moon to consider and report on position for next Executive Meeting. TM
- MOTION 6:**
Notice to Comply – By-law 10 Unit 150
- (a) **Resolved** to issue a “Notice to Comply with By-law 10” (*Drying of Laundry Items*) on Unit 150 occupiers (Mr R. Nap), pursuant to Section 45 of the Strata Schemes Management Act 1996, with a view to application to the Board (Strata Schemes & Mediation Services) applying a penalty on the occupier for continual breaches by drying/hanging washing on their balcony. SM
- (b) **Resolved** that R. Stephen McCulloch of Bright & Duggan Pty Ltd will act as representative on the By-law 10 breach issue, should the application be made to the Board, as per Motion 6(a).
Resolved Unanimously
- MOTION 7:**
Notice to Comply – By-law 2 Units 3 & 158
- (a) **Resolved** to issue a “Notice to Comply with By-law 2” (*Vehicles*) on Unit 3 occupiers (Takao Asano) and Unit 158 occupiers (Peter Drinnan), pursuant to Section 45 of the Strata Schemes Management Act 1996 with a view to application to the Board (Strata Schemes & Mediation Services) applying a penalty on these occupiers for continual breaches by parking in common property visitors’ car spaces. SM
- (b) **Resolved** that R Stephen McCulloch of Bright & Duggan Pty Ltd will act as representative on this By-law 2 breach issue, should this application be made to the Board, as per Motion 7(a).
Resolved Unanimously
- (c) Report tabled at Meeting by Rosemary Flannery, dated 10/9/02.
- MOTION 8:**
Mains Upgrade – Block 3 Electrical system
- Resolved** that Tony Moon meet KBS on site and discuss matter with Ross Bell, with a further report back to the Executive Committee at a future meeting. TM
- MOTION 9:**
Keys and Swipe Cards
- Resolved** to proceed with replacement of locks as per quote by Tinche Millard, dated 22 August, 2002 but 3 keys per lot to be made with 2 to residents and 3rd to either owner/agent or owner/occupier .
- Bright & Duggan to discuss and resolve dates with caretakers and locksmith. Letters to agent/non-resident owners and all residents. SM

GENERAL BUSINESS:

- a) Balconies and Gardens: Jeanne Emery report tabled on Washing on Balconies plus Grounds and Gardens issues. Letters to be forwarded for breaches of by-law 10 to offenders with copy to caretaker on Grounds and Gardens. **JE**

- b) Swimming Pool: Complaint on swimming pool being occupied late last night (9:40 p.m. on 9/9/02). No action required.

- c) Pool and Gym: Spa and Pool now operative – reported by Jacqui du Toit (Unit 140). Bright & Duggan to check time sauna is on with Jacqui du Toit to be reporter on gym and pool area for next meeting. **JdeT
SM**

- d) Bin Cleaning: Bright & Duggan to instruct caretaker to clean the bins regularly and to check specification on cleaning role. **SM**

- e) Unit 95: Complaint – Dogs:
Resolved that a notice be sent to all occupiers advising on By-law 16 (pets) and the necessity of obtaining written permission in accordance with this By-law. **SM**

- f) Strata Schemes Management Act review. Issue of Sinking Fund analysis discussed and to be considered between Bright & Duggan and Tony Moon looking at end-of-year Financials. **SM &
TM**

- g) Pergolas: Further repainting and other works considered with indication of \$3,000-\$4,000 per pergola/unit currently being quoted. Ed Nichols to further research. **EN**

- h) Energy Australia correspondence of 27 August, 2002 tabled. Notice of adjustment.

- i) Letter of Complaint on complaint about their washing being left on balcony. Contents of letter noted but no further response required.

- j) Tank replacement: **Resolved** to go with quote supplied by Cervis subject to clarification of warranty, capacity and materials maintenance, current specification. Refer to Tony Moon if specification doesn't match accordingly. Tony Moon authorised to approve accordingly. **TM**

Next Meeting: Tuesday, 22 October, at 6:15 p.m. in the Offices of Bright & Duggan Pty Ltd.

Meeting closed at 8:50 p.m.

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CHAIRMAN

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DATE