
MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE OF THE OWNERS CORPORATION, STRATA PLAN 47991, 41 Rocklands Road, Wollstonecraft, held on **TUESDAY, 22 OCTOBER, 2002** at 6:15 p.m. in the **OFFICES OF BRIGHT & DUGGAN PTY LTD., 37-43 ALEXANDER STREET, CROWS NEST.**

PRESENT: Tony Moon Barbara Burke Jeanne Emery
Rosemary Flannery Damien Jamieson Colin Murray
Ed Nichols

APOLOGIES: James Yao Ian Muncaster

IN ATTENDANCE: Jacqui Du Toit (140) Michelle Wee (98)
Mr & Mrs Anneseril (127) Mr & Mrs. Joy (155)
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 **10 September, 2002** be adopted.

Action

Matters Arising:

➤ **Parking**

Disabled parking notice approved.

➤ **Unit 140**

Works by Sydney Remedial Builders Pty Ltd. signed off and satisfactory. Pergola needs works – see below (Motion 9).

➤ **Parking Advice**

Report being accepted from Andreones, based on \$1,168.87 recently invoiced.

➤ **Courtyard Tiles**

Quote for works on repair of tiling in courtyard, dated 15 October, 2002 by Tony Kunjassi (No. 83) for a total of \$3,630 (G.S.T. incl.) accepted as tabled at meeting. Bright & Duggan to issue contract subject to requirement of Public Liability insurance and Workers' Compensation being met.

➤ **Unit 150**

Notice to Comply: No further action at this stage following issue of Notice. Further contact has been made by Barbara Burke. No further action required at this stage.

➤ **Parking Notice**

No further action required, at this stage, for Notices to quit issued to Units 3 & 138.

TM

➤ **Letter to Owners – Pets**

Tony Moon to distribute.

MOTION 2:
Finance

The Financial Statements were received subject to the following:

- Query raised on the Financial Statement over repairs and maintenance on security under the Sinking Fund

	entry. Bright & Duggan to forward copy of General Ledger by P.D.F. format file to Tony Moon to identify the coding errors.	SM
MOTION 3: <i>Repair of Murals</i>	Resolved to proceed with quote from Combined Damp Services, dated 16 October, 2002, with works to mural painting to match, works pending Combined Damp Services works.	
MOTION 4: <i>Annual Fire Safety Statement</i>	Resolved that P D F M's quote for the provision of the Annual Fire Safety Statement should proceed subject to Bright & Duggan ascertaining that : 1. That consultant is suitably qualified. 2. That consultant will carry out some form of spot check controls. Consultation to be resolved between T. Moon & S. McCulloch.	TM & SM
MOTION 5: <i>Occupational Health & Safety Report</i>	Resolved to accept the quote from Integrated Building Consultancy in the amount of \$1,155 for Occupational Health & Safety Report. Bright & Duggan to organise quote acceptance.	SM
MOTION 6: <i>Tender Specifications - Integrated Building Consultancy</i>	A new defects report, providing details of common property defects as well as specification for tender is currently awaited from Integrated Building Services (IBS). David Roberts (IBC) is currently addressing.	DR
MOTION 7: <i>Electrical Repairs to Switchboards</i>	Further quotes to be received for electrical repairs to switchboards for Block 3 from Maintenance Building Services electricians. Ed Nicholls to seek further quotes, with Bright & Duggan also pursuing quote via Maintenance Building Services.	EN & SM
MOTION 8: <i>Keys and Swipe Cards</i>	New key issue instigated promptly and efficiently. Tony Moon to discuss with George Waijda code changes in swipe card system.	TM
MOTION 9: <i>Pergola Repairs</i>	Resolved that for all remaining units which require repairs, Jason Hill B S will assess and provide a Programme of Works for the remaining works. A quote from Jason Hill was tabled at the meeting.	JH
MOTION 10: <i>Additional Costs – Parking Issues</i>	Motion superseded by events; see parking advice under “Matters Arising.”	
MOTION 11: <i>Special Permission - Parking</i>	Resolved that Unit 135's application for permission to park in Visitors' area be rejected.	SM
CORRESPONDENCE:	1. Elders Gilmor – Tenancy details for Units 20, 82 & 149 under S-118 presented at the meeting. 2. Units 95 & 97 Resolved that an inspection of these units in relation to cracking to common areas be considered by IBC.	IBC

- 3. **Letter from M. C. Anneseril**
Letter, dated 29 July, 2002, referred to IBC for consideration, with reference to 2nd paragraph, Page 2. IBC
- 4. **Unit 82 – Dog Request**
Resolved to grant approval for Unit 82 to house this dog on the grounds that it is a small dog with excellent responses. Bright & Duggan to advise. SM
- 5. **By-law 10: “Drying of Laundry Items”**
Bright & Duggan to write up a standard letter for issue at the building – based on a general reminder of the By-law. SM
- 6. **Unit 61 – Parking**
Approved parking in Visitors’ car spaces.
- 7. **Unit 75 – Parking**
Letter from Zen Stunts seeking approval to park in Visitors’ car spaces rejected. Bright & Duggan to advise. Bright & Duggan also to express concern at the running of a business from Unit 75 without permission SM
- 8. **Unit 127 - Parking**
Application by Unit 127 to use Visitors’ space rejected. Bright & Duggan to advise. SM

GENERAL BUSINESS:

- 1. **Caretaker Services**
Concern expressed within the meeting over hours of work and standards of cleaning. T. Moon & E. Nicholls to address directly. TM & EN
- 2. **Gym Equipment**
Lot 127 expressed concerns over the condition of the gym equipment. T. Moon & E. Nicholls to look into the matter and discuss with George Waijda. TM & EN
- 3. **Electricals**
Lighting over Unit 102’s door: request to organise a quote from MBS to consider an additional light or an alternative solution. SM
- 4. **Access**
Legal advice to be sought on access through Unit 69 to roof space, particularly in view of potential sale. SM

Next Meeting: Tuesday, 3 December, at 6:15 p.m. in the Offices of Bright & Duggan Pty Ltd. with Annual General Meeting aimed for early February, 2003.

Meeting closed at 8:40 p.m.

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CHAIRMAN

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DATE