
MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE OF THE OWNERS CORPORATION, STRATA PLAN 47991, 41 Rocklands Road, Wollstonecraft, held on TUESDAY, 10 December, 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 Colin Murray Ed Nichols
James Yao

APOLOGIES: Damien Jamieson Ian Muncaster

IN ATTENDANCE: Ray & Anne Joy (155) Michelle Wee (98)
Peter & Karen Dickeson (86)
David Roberts (Integrated Building Services)
Stephen McCulloch (Bright & Duggan Pty Ltd.)

CHAIRMAN: Tony Moon chaired the meeting.

MOTION 3: (Brought forward on Agenda by agreement of Meeting to be addressed as first item on the Agenda, due to David Roberts from Integrated Building Consultancy being in attendance at Meeting.) Action

Special Levy – Rectification Works to Common Property

- IBC verbally advised of tenders and will make formal report for further consideration together with copies of tenders. DR
- Strata manager to draft letter to all owners, notifying them of a Special Levy. SM

MOTION 1: *Minutes* **Resolved** that the minutes of the previous meeting held on **22 October, 2002** be adopted subject to the name of Barbara Burke being replaced by the name of Jeanne Emery under Motion 1, “Minutes,” **Unit 150, Notice to Comply.**

Matters Arising:

- **Courtyard Tiles**
Works completed. Minor alterations/completion works further required. Cleaning issue to be looked into by Ed Nicholls. EN
- **Annual Fire Safety Statement**
In progress.
- **Key and Swipe Cards**
Process not yet completed – in progress
- **Pergola Repairs**
To be included in next Agenda. SM
- **Unit 75**
Strata Manager to write to owner, notifying that there is no additional parking available. SM
- **Caretaker Services**
Bright & Duggan Pty Limited to raise the issue of the supervisor’s non-attendance. Who is the supervisor? When are inspections occurring? SM
- **Gym Equipment**
Various repairs have now been carried out to a

reasonable standard. Caretaker to be reminded of need for routine maintenance TM

➤ **Electricals**

Matter to be re-explored over works to Unit 102.

➤ **Access**

Bright & Duggan Pty Limited to write to Unit 18 owner to explore the creation of access to the roof area. SM

MOTION 2: The Financial Statements were received.

Finance

MOTION 3: Considered out of order – See above.

MOTION 4: No further action at this stage.

Electrical Works – Block 4

MOTION 5: To be further considered in light of Motion 3 above and consultation between Tony Moon and Stephen McCulloch post Audit.
Occupational Health & Safety Report

GENERAL BUSINESS:

1. **Caretaker Services** SM
 Bright & Duggan Pty Ltd to confirm arrangements with EZKO on working hours over Christmas and New Year. Hours to be confirmed with Minutes of this Meeting.

2. **Security** SM
 Bright & Duggan Pty Ltd to confirm hours of operation for security and confirmed with Minutes of this Meeting.

3. **Satellite Dish – Unit 27** SM
 Bright & Duggan Pty Ltd to write to applicant approving the installation, provided it is not a fixture, is installed on own balcony and is not visible above the balcony railing line.

4. **Pet Application Unit 108** SM
 Bright & Duggan Pty Ltd to write to occupier, requesting further information on type of pet, with matter to be resolved between S. McCulloch & J. Emery.

5. **Letter Unit 105** SM
 Bright & Duggan Pty Ltd to thank occupier for courtesy of reply.

6. **Next Meeting** SM
Resolved that the next meeting of the Executive Committee will be held on Tuesday, 21 January, 2003. The Annual General Meeting has been tentatively scheduled for Monday, 24 February, 2003.

Meeting closed at 8:10 p.m.

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 CHAIRMAN

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 DATE