
MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE OF THE OWNERS CORPORATION, STRATA PLAN 47991, 41 Rocklands Road, Wollstonecraft held on *TUESDAY 18 MARCH, 2003 at 6:15 p.m. in the offices of Bright & Duggan Pty Ltd, 37-43 Alexander Street, Crows Nest.*

PRESENT: T. Moon (44) R. Flannery (59) C. Murray (128)
E. Nichols (162) R. Joy (155) B. Burke (156)
P. Dickenson (86) D. Granville-Williams (127)

IN ATTENDANCE: Stephen McCulloch (Bright & Duggan Pty Ltd)
Michelle Wee (98)
Jeanne Emery (99)
Jacqueline Du Toit (140)

CHAIRMAN: T Moon chaired the meeting.

MOTION 1: *Minutes* **Resolved** that the minutes of the previous Executive Committee meeting held 24 February, 2003 be adopted.

Matters Arising

Annual Fire Statement:

Resolved that Strata Manager to advise Accounts, Financial Planning & Contracts sub-committee of steps required to obtain Annual Fire Statement under new legislation, and for the Committee then take such actions as necessary to ensure ongoing compliance.

O H & S:

Resolved that Bright & Duggan chase up electronic copy and major maintenance works committee consider report for consideration at the next meeting.

Pets - Unit 108:

Awaiting response on a written request made through Bright & Duggan to the owner to ascertain the number of pets in this unit.

Electrical Faults Block 3:

Resolved that we proceed with Peter Duggwell Electrical Engineers to provide report for electrical repairs at a cost of \$1,200 as quotation dated 4 March, 2003 as tabled at the meeting.

Contracts on Files:

To be provided by Bright & Duggan to T. Moon.

MOTION 2: a) Financial report was accepted.
Finance b) **Resolved** aged balance report be available for next Executive Committee Meeting.
c) **Resolved** that financial reports in future be based on "Presentation Financial Statement" as copy tabled at the meeting.

MOTION 3: **Resolved** following committees be elected:

Committees a) Major Maintenance Work Committee.
Chair: R. Joy.
Members: D. Glanville-Williams, E. Nichols, R. Joy, T. Moon, I. Muncaster (if available).

- b) Accounts Financial Planning and Contracts Committee.
Chair: C. Murray.
Members: C. Murray, T. Moon, B. Burke, R. Joy.
- c) Grounds, Gardens, General Maintenance, Pool Gym and Caretaker Liaison Committee.
Chair: P. Dickenson
Members: E. Nichols, C. Murray, T. Moon, P. Dickenson.
- d) Parking Committee.
Chair: R. Flannery.
Members: B. Burke, R. Flannery.

MOTION 4 & 5:
Resolved Motions Combined for Resolutions

- a) Report on IBC & Rectification works by D. Granville-Williams tabled at the meeting.
- b) **Resolved** to delegate to Major Maintenance Works Committee to negotiate with IBC with regard to issues raised in tabled document and move to considering contracts regards works supervisor and contractor and then the matter be bought back to the next Executive Committee Meeting for determination.
- c) **Resolved** that any additional units with reported faults, in addition to those in IBC Reports, be referred to Major Maintenance Work Committee for consideration prior to reporting to consultants.

MOTION 6:
OH & S

Bright & Duggan to further request IBC to obtain electronic copy of Occupational Health and Safety Report and then distributed to Executive Committee.

CORRESPONDANCE:

Unit 104:
 Satellite dish to be allowed subject to standard conditions of approval.

Letter Unit 95:
 Dated 27 February, 2003 referred to Major Maintenance Works Committee.

GENERAL BUSINESS:

Intercom buzzer:
Resolved front door intercom buzzer area -George to be requested to paint.

Pergolas:
Resolved that Building Maintenance Works Committee to consider integration of pergola repairs with IBC works.

Tennis Court Hours:
Resolved that at change over to 'daylight saving' that tennis court usage times be changed to 7:00am – 8:00pm.

Resolved that the next Executive Committee Meeting be held in the offices of **Bright & Duggan Pty Ltd** at **6:15pm** on **29 April, 2003.**

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 CHAIRMAN

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 DATE