
MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE OF THE OWNERS CORPORATION, STRATA PLAN 47991, 41 Rocklands Road, Wollstonecraft held on TUESDAY 17 JUNE, 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) R. Joy (155)
B. Burke (156) P. Dickenson (86) I. Manchester (159)
C. Murray (129) E. Nicholls (162)
D. Glanville-Williams (127)

IN ATTENDANCE: M. Wee (98) J. Emery (99)
G. Shaw (46) J. Wall (132)
Stephen McCulloch (Bright & Duggan Pty Ltd)

CHAIRMAN: T. Moon chaired the meeting and started proceedings at 6:15pm.

MOTION 1: *Minutes* **Resolved** that the minutes of the previous *Executive Committee Meeting* held *29 April, 2003* and *7 May, 2003* be adopted subject to the following amendments:

Names: Glanville and Nicholls.

Unit 128: Colin Murray.

Matters Arising:

Pets Unit 108: No response from owners.

Unit 51: No inspection.

Unit 122 Balcony Railings: Glass needs removal, pop rivets fallen out needs replacing immediately, Bright & Duggan to organise.

SM

MOTION 2: *Finance* The Financial Statement was received.

MOTION 3: *Electrical Supply Block 3* Circuit breaker installed and monitoring to continue but appears action working. Costs were less than 10% of the original estimates.

MOTION 7: *Annual Fire Certification* Annual Fire Certification in progress through PDFM, Bright & Duggan to keep following up.

SM

MOTION 6: *Common Property Car space*

- a) **Resolved** to employ the services of Gilmore Real Estate in the letting of the common property car space.
- b) **Resolved** that T. Moon talk to Gilmore's about installation of a garage door on car space as per 6a) above. T. Moon authorised to act according to cost effectiveness of installation, Gilmore's advise and authorise installation.

TM

MOTION 4: *Report*

- i) **Balcony Rail System**
Resolved to request JJ Newlin-Mazaraki to prepare a report on the structural safety of the installed railing system and its compliance with the relevant codes in force at the time of construction.
JJ Newlin-Mazaraki to engage a registered structural engineer –
Mr E G Trueman - to assist in the preparation of the report.
Further, the report will provide recommendations as to:

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- a) If current railing system is deficient, temporary work necessary to render the railing safe; and
 - b) Options for permanent upgrading of the railing system.

Estimate: \$3,000.00 + GST

ii) Decking System

Resolved to request JJ Newlin-Mazaraki to prepare a report on the design and installation of the decking system (with particular reference to the "roof decks") and the compliance of the decking system with the relevant codes/practices in force at the time of construction.

Further, the report will provide an estimate of the rates applicable to replacing failed decks on the basis of:

- a) Replacement with appropriate membrane system and ceramic tiles;
- b) Replacement of the membrane and ceramic tile system with membrane and removable pavers.

Part of JJ Newlin-Mazaraki's rate/fee structure as previously accepted.

iii) Main Pedestrian Entrance/Lobby

Prepare scope of work and obtain quotes to rectify leaks/damage to main entrance canopy, painting of entrance exterior and interior, improvements to lighting (requiring engagement of consulting electrical engineer) and the enclosure of the entrance lobby by the installation of a glass wall to the internal courtyard.

Estimate: \$2,000.00 + GST (Electrical Engineer Only)

iv) External Painting

Resolved to engage Mr Hindberger to commence to repaint external foyer entrance and wooden fire/access doors under the direction of JJ Newlin-Mazaraki at the quoted rate.

Work to commence on/or about the second week of July 2003.

Further, deteriorated signage to be replaced with new signage (engraved stainless steel and where appropriate, stainless steel kickplates to be fitted to doors).

Estimate: \$6,000.00 + GST, plus materials

v) Refurbishment/Waterproofing Plant Room (adjacent Unit 78)

Resolved to accept quote from Premier Waterproofing to waterproof this plant room and to prevent further water damage to Unit 78.

Estimate: \$5,466.00 + GST

vi) Other Maintenance Issues

The following items are outside the scope of the Major Works and therefore time expended by JJ Newlin-Mazaraki will be charged at their rates previously accepted in respect of the Major Works programme.

Unit 98

Water leak apparently connected with ventilation fan waterproofing.

Unit 78

Repair to damaged walls dues to water leak originating from the Plant Room (see v) above)

Unit 103

Sewer odour in bathrooms/bedrooms - investigate cause and rectify.

MOTION 5:
Unit 78 Rising Damp

Resolved under motion 4 above.

Ed Nicholls left the meeting.

MOTION 8:
Progress Reports

a) Occupational Health & Safety:

Main items of concern:

- Balustrades visitors' car park, Need of action, E. Nicholls to organise. EN
- Paragraphs 4.7.6.7/4.7.4.13 High step near lifts: Extra step to be installed, Maintenance Building Services to be employed via Bright & Duggan and paint white. Site contact T. Moon. MBS
- Lighting and tiling issues already dealt with.

Most other items dealt with under caretaker duties:

- Clutter around common property. Ezco
- Top dressing required on lawn, to be addressed by caretaker/gardener. Ezco

b) Parking:

Report tabled from parking committee noting problems-Vehicles XYK 105 AD SGK 369. Polite letters to be sent by Bright & Duggan advising of formal process and fines possible through Department of Fair Trading. B&D

c) Letter to Resident:

Update since Annual General Meeting tabled on major works, draft to be sent out with next levy notice. MWC

d) Chair tabled summary of legal advice relating to Department of Fair Trading and Strata Plan 47991. MWC

e) Web site: Under consideration for advising owners of Major Works progress. Harris Technology: 21 day free trial to consider viability authorised. PD

MOTION 9:
Contacts/Contractors

- a) Resolved to proceed with Allgate Automation subject to: B&D
- i) Clarification of call out rates.
 - ii) Weekend response time.
 - iii) After hours call out number.

B&D

- b) Fire control: Annual Fire Safety Statement, weekly update to committee/ T. Moon on progress via Bright & Duggan.
- c) Ezko, caretaker and Bright & Duggan 'who does what' TM information for circulation.

CORRESPONDENCE:

- a) McClellands – Unit 103:
Ray Joy to address the correspondence tabled.
- b) Other correspondence tabled included letter to lot 42
 - i) Letter lot 42 on satellite dish acceptance with response from Foxtel on same.
 - ii) Letter lot 6, dated 22 May, 2003: Electric power, Telstra and stains on walls.

Next meeting will be held in the offices of Bright & Duggan Pty Ltd at 6:15pm on Tuesday 29 July, 2003.

The chairman closed the meeting at 8.25pm

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CHAIRMAN

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DATE