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**MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE OF THE OWNERS CORPORATION, STRATA PLAN 47991, 41 Rocklands Road, Wollstonecraft held on Monday 22 March, 2004 at 6:00pm in the Offices of Bright & Duggan Pty Ltd, 37-43 Alexander Street, Crows Nest.**

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**PRESENT:** A. Moon (44) R. Joy (155)  
R. Flannery (59) B. Burke (156)  
P. Dickeson (86) I. Muncaster (159)  
C. Murray (128) P. Hurdis (130)  
D. Groves (73)

**IN ATTENDANCE:** Phillip Torpy (Bright & Duggan Pty Ltd)

**CHAIRMAN:** Tony Moon chaired the meeting and commenced proceedings at 6:00pm.

**MOTION 1:** Minutes of meeting held 15 March were unavailable; to be  
*Minutes* considered and adopted at next meeting.

**MOTION 2:** The Financial Statement were received.  
*Finance*  
**Resolved** to accept accounts subject to a number of category coding adjustments being made, such as:

1. Cleaner wrong account code posted.
2. Administrative Fund has Sinking Fund item.

**MOTION 3:** Committees for current year: Major Works, Parking, Building  
*Subcommittees* Operations (general cleaning, gardening and maintenance), Financials including contracts, Communications (Information, notices to residents).

Composition of the committees was agreed as follows:

Major Works: R. Joy, I. Muncaster and A. Moon.

Parking: R. Flannery & P. Hurdis.

Operations: B. Burke, P. Dickeson, P. Hurdis and A. Moon.

Financials: C. Murray and D. Groves.

Communications: P. Dickeson, D. Groves and A. Moon.

Existing contracts are to be reviewed. Maintenance programmes are to be reviewed and updated.

**MOTION 4:** Priorities:  
*Works Schedule*

- To prepare a scope of works for roof membrane & tiling for the following units 95, 122, 138 & 148. Tenders to be called for these works.
- Painting of foyers. Wallpaper is being removed and all foyers progressively repainted.

**MOTION 5:** Motion to be deferred to the next Executive Committee Meeting.  
*Cash Flow Major Works*

**MOTION 6:**  
*Structure, Protocol and Control Subcommittees*

The Executive Committee will approve major tender parameters. Once approved the Major Works subcommittee will be delegated carriage of the activity, subject to reporting and endorsement of progress at each Executive Committee meeting.

For Operations subcommittee;

- Maintenance Items under \$1000 to use existing approved contractors.
- Items between \$1000-5000 seek two quotations if not to tender.
- Items over \$5000 three quotations or to tender, subject to reporting and endorsement of activities at each Executive Committee meeting.

**GENERAL BUSINESS:**

**Council Document:**

Noting proposed Gillies Street development ( Mater Hospital Clinic).

**Foxtel:**

Satellite dish approved subject to normal requirements.

See <http://pacificprk.htwebbuilder.com/>

**Investment of Sinking Funds:**

Business Management Account details to be recommended at next Executive Committee meeting. Treasurer to advise the amount once cash flow needs of major works are updated.

**Parking:**

Unit 161 notice to be sent not to park in visitors parking in breach of by-law 2, formal agenda item for next meeting.

Trailer parked in garage visitors space also not permitted.

**Submission:**

Claim for cost of replacement balustrades to be submitted to the developer once final accounts are received from Feenix.

**Moving:**

Residents moving should advise caretaker.

**Meeting Dates:**

**Executive Committee Meetings:**

- 3 May, 2004
- 28 June, 2004
- 23 August, 2004
- 25 October, 2004
- ~~29 November, 2004~~ changed to 6 December, 2004

**Special Dates:**

Executive Meeting (Budget) - Monday 25 October, 2004.

Accounts Audit completed – Friday, 19 November, 2004.

Annual General Meeting - Monday 6 December, 2004.

The meeting closed at 7:45pm.

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**CHAIRMAN**

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**DATE**