

MINUTES OF EXECUTIVE COMMITTEE MEETING
held Monday, 16th February 2009.

MINUTES

Present: P. Dickeson, R. Flannery, R. Joy, A. Loibl, C. Murray, I. Smith,
R. Vernon, D. Walker

Apologies: B. McCosker

Attending: B. Jaworski (Bright & Duggan Pty Ltd)

Chairman: Ray Joy chaired the meeting and opened proceedings at 6.00pm.

MOTION 1: *Resolved* to adopt the minutes of the previous executive committee
Minutes meeting held on 17th November 2008 and to include Ian Smith as
Present.

MOTION 2: *Resolved* to appoint the following office bearers to the executive
Office bearers committee:

Chairperson: Ray Joy
Secretary: Arlaina Loibl
Treasurer: Colin Murray

MOTION 3: *The* structure and operation of the EC sub-committees was discussed and
Operation of EC *resolved* to establish the following sub-committees with the respective
Sub Committees representatives:

1. Finance – Ian Smith (chair) and Colin Murray
2. Operations – Rosemary Flannery (chair)
Ray Joy (**Garden**);
Peter Dickeson (**Lights**);
Arlaina Loibl (**Correspondence/By-laws**);
Rosemary Flannery, Colin Murray, T. Moon and J.
Murray (owners) –
(**Parking/Cleaning/Housekeeping**)
3. Works – David Walker (chair) and Ray Joy
4. Community Services (Communications/Gym) – Bob Vernon
(chair) and Arlaina Loibl

MOTION 4: *Financial statements* **Resolved** to receive the financial statement. Colin Murray to check the variances of the water usage and cleaning expenditure vs. the budgeted amounts. The managing agents to request work papers from the auditor to be forwarded to Ian Smith.

MOTION 5: *Strata Manager's Report* The Committee requested the managing agent to include in the Strata Manager's Report the following information:

1. Correspondence.
2. Insurance Claims report.
3. Corporate matters.
4. Changes in the Strata Law.

The Executive Committee requested Bright & Duggan to disclose any proposed internal policy changes that would directly affect the Strata Plan's affairs, such as banking.

MOTION 6: *Committee Reports* **The** following sub-committee's reports were received, discussed and actioned as required:

1. Finance - The finance committee requested to meet with Bright & Duggan's Financial Controller and the CEO to discuss more customise financial reports.
2. Operations –
 - a. Arlaina Loibl will prepare a draft letter to the residents with frost glass courtyards to advise that the EC will authorise a one-off cleaning of the external glass and frames but that residents are required in the future to maintain that part of the common property.
 - b. Collin Murray will approach North Sydney Council to improve the appearance of the Mater Park.
 - c. **Resolved** to approve removal of 3 x She-Oak Trees – the managing agent to seek Council's approval for the works.
 - d. The cleaner to be sent agendas and minutes of the EC meetings to be placed on the notice board.
 - e. Arlaina Loibl and the managing agent to review and edit Pacific Park's standard letters for works or breaches of by-laws.
 - f. Appearance of the Lots and the building is taking high priority on the Executive Committee's list. Residents breaching the strata plan's by-laws will receive a warning letter allowing time to comply with the by-laws. Residents who ~~will~~ continue to breach the by-laws will be issued with Notices to Comply. Cost incurred by the owners corporation in preparation of the Notices to Comply will be recovered from the Lot's owner in accordance with the terms of Special By-law 8 (Recovery of cost).
 - g. **Resolved** to approve Civil Fire Design's quote No 100969.

3. Works –
 - a. David Walker to speak to Premier Waterproofing to ascertain whether a sealant would be beneficial on the common property tiles
 - b. Bright & Duggan to chase Otis to provide a copy of their new terms and conditions.
 - c. As a protocol for window tinting the Committee **resolved** to adopt 3M Night Vision Nv-35 Film.
 - d. Residents of units 2, 32, 86 and 146 noticed variations in cold water pressure. Premier Waterproofing to investigate and monitor.
 - e. The pot plants outside of Unit 2 may not be placed in their usual location as further works will be carried out to the exterior of that block.
4. Community Services (Communications/Gym). **Resolved** to ask The Firm to email their monthly maintenance report.

MOTION 7:
Correspondence

Recent correspondence was tabled, discussed and actioned as appropriate.

New correspondence was discussed at the meeting:

1. Unit 16 – email to repair damaged pergola and to renovate the bathroom. Resolved that David Walker will inspect the pergola and the Committee did not have any objections to the owner's request to replace the guttering and the blind. The owner may also proceed with the bathroom renovations provided that a skip bin is used for the building materials. David Walker to speak to unit owner about the bin.
2. Complaint about notices on a vehicle parked within a visitors car spaces was tabled. The Committee reviewed the cards register and found that the writer of the said complaint was given 2 swipe cards, which were recorded against their lot. The managing agent to contact the owner in order to obtain the registration numbers of the owner and visitor cars as these were not detailed in the letter of complaint.
3. Unit 18 – request to paint the common property foyer (exclusively used by unit 18) in the same colour as the interior of the unit was discussed and resolved not to approve it at this point
[note: D. Walker left meeting and did not participate in the discussion of this item of correspondence]

MOTION 8:
Common property

No matters arising.

Next meeting will be held on Monday, 16th March 2009 at 6.00 pm.

