

## MINUTES

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*of the Executive Committee Meeting of SP 47991, 41 Rocklands Road, Wollstonecraft  
held Monday, 15 March 2010*

- Present:* Arlaina Loibl, Colin Murray, Peter Dickeson, Robert Vernon, Sue Boyd,  
David Walker, Rosemary Flannery
- Attending:* Bart Jaworski (Bright & Duggan Pty Ltd)  
Kris Pruszynski (Kristal Property Services)
- Apologies:* Ray Joy, Chris Wykes,
- Chairman:* Arlaina Loibl opened proceedings at 6:00 pm.

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*Motion 1*                    **Resolved** that the minutes of the previous executive committee meetings  
*Minutes*                    held 15 February 2010 be adopted with the following amendments:

Present: Rosemary Flannery.

**Motion 4:**

Add items:

3 – Unit 139 – The managing agent to send the air conditioning installation approval letter (after the event).

4 – Unit 43 – The managing agent to advise the owners of Unit 43 that the installation of their suggested dish could not be on the roof.

**Motion 5:**

4 – change Downer Universal to Universal Communication Group.

Matters arising

1. Jim Campbell and Associates Lift report dated 1 October 2009. The managing agent requested JCA to raise the issues mentioned in the Risk and Hazard Assessment with Otis in regards of the maintenance items.

*Continued*

2. Unit 157 to supply a site map for the air conditioning installation – Resolved to close this matter as no further correspondence has been received from the owner.
3. Unit 138 – water ingress issue has been looked at and will have to be checked again after the next heavy rain – no further complaints have been received from the occupants since the works have been completed. We have had at least 3 heavy rain downpours since the last meeting.
4. Units 43 & 157 – Foxtel installation. Resolved to close this matter as both owners are understood to be prepared to wait for the cabling upgrade.
5. The strata manager to prepare a log of all approval letters issued to all Lots in the past – hard copies of all letters have been provided at tonight’s meeting. A. Loibl agreed to collate the hard copies by topic. Resolved that the managing agent is to continue preparation of monthly correspondence logs.
6. Unit 22 – wall cracking – Premier Waterproofing and Jack Mazuraki have inspected the property, and have confirmed wall separations. These are not considered to be of an alarming structural nature. The engineer’s report is however pending.

*Motion 2  
Operation of EC  
Sub Committees*

***Motion deferred.***

*Motion 3  
Financial  
Position*

***Resolved*** to receive the statement of financial position and statement of financial performance.

*Motion 4  
Strata Managers  
Report*

1. The managing agent advised that all preferred contractors have been emailed to accept work order from the building supervisor.
2. There has been no further enquiry about the special levies from the owners.
3. Security Update Review (verification of all issued access cards) will be carried out in May. The managing agent to send the audit papers with the next levies to all owners.
4. New item on the agenda for the building supervisor’s report to be included from the next meeting.

*Motion 5  
Committee  
Reports*

1. **Finance report** – Received. The Treasurer reported that the YTD Actual Expenditure was running to Budget for Administration and below Sinking Fund Budget due to the major cabling project yet to require progress payments. The managing agent tabled the arrears report at the meeting. A copy of the report was emailed to the Treasurer prior to the meeting.

*Continued*

2. **Operations – Received.**
  - a. Resolved to authorise the building supervisor to purchase signs “No Dogs Allowed” for up to \$400.
  - b. The building supervisor tabled his report for the month of February.
3. **Works – Received.**
  - a. Pergola repairs to be completed in Units 42, 43, 69 and 75. David Walker has the repairs underway with the exception of Unit 43, which is booked to be inspected. Resolved to allow the owner of Unit 69 to remove the pergola sheeting, this is not part of the common property.
  - b. Unit 121 – the common property fan was replaced and no further noise complaints have been received from the owner of this unit.
  - c. Unit 118 – complaint received re fan noise. David Walker to look into this matter.
  - d. Communications Infrastructure Upgrade – Ray Joy has instructed Stephen Goddard Solicitors to draft the contracts for this project, to include works, project management and the head contractor. Schedule of the works will be available to all owners once the contract is signed. The materials will be purchased from 3M and quotes for the actual installation (labour) will be sought from at least 3 firms before the contract is signed for the entire project. Pending the actual works contract finalisation by the solicitors, it is anticipated that the works should commence within the next 3 months. The sample cable installation remains available for residents to view in the front office. Project updates will be published on the web site and notice boards once contract’s is signed.
4. **Community Services / Gym – Received.** Bob Vernon to prepare recommendations to upgrade the gym equipment for the next meeting.

Motion 6: Correspondence received. The Committee noted that there were less enquiries. Possibly due to the extending of the building supervisor’s hours on site.  
*Correspondence*

Motion 7: The conditions and use of common property was discussed and resolved the following:  
*Common property*

1. Two quotes for the garden maintenance have been tabled. Resolved to obtain reference sites and confirmation of gardener qualifications prior to making a formal decision on awarding of the contract.

*There being no further business the meeting closed at 7.35pm.*