

**Strata Plan 47991
41 Rocklands Road
Wollstonecraft NSW 2065**

**Major Works Sub Committee
Report for the period ending 7 May 2003**

Sub Committee members met on Saturday 3 May and Monday 5 May 2003 to consider responses received to the Request for Proposals ("RFP") to undertake the assessment and management of the proposed rectification and renovation works to be undertaken at 41 Rocklands Road. Attached to this report and titled "Selection of the Contract Administrator" is the process by which the sub committee assessed the responses received.

The sub committee resolved unanimously to recommend the appointment of JJ Newlin-Mazaraki to undertake the role of Contract Administrator, subject to a further meeting to clarify certain elements of that firm's proposal and the checking of references. A copy of JJ Newlin-Mazaraki's Proposal is attached for your information.

Messrs David Glanville-Williams, Ian Muncaster and Ray Joy met with Mr Jack Mazaraki Wednesday 7 May and resolved all outstanding issues with the proposal and in addition outlined the possible need for the Contract Administrator's appointment to be ratified by Owners in an Extraordinary General Meeting ("EGM"). We advised Mr Mazaraki that the Executive Committee is awaiting legal advice as to the need for the Contract Administrator's role to be ratified by Owners at an EGM. Should an EGM be required it may be necessary to engage the Contract Administrator to undertake the initial stages of the project on a "fee for service" basis where such fees paid would be offset against the fees payable in undertaking the rectification/renovation works should his appointment be ratified by the Owners.

References for Mr Mazaraki were sought from Mr Russell Beers, Mr Tony Ponton and Mr Charles Brown. All referees were highly satisfied as to Mr Mazaraki's performance over a number of projects over a number of years, specifically the referees cited his ability to fully understand the problems and then develop solutions. His approach is thorough and painstaking, is very hard in relation to ensuring performance of tradespeople and generally puts a lot more time into a job than his fees would suggest.

It would be the sub committee's recommendation that JJ Newlin-Mazaraki be appointed as Contract Administrator to undertake the proposed rectification/renovation works consistent with JJ Newlin-Mazaraki's letter dated 22 April 2003. Further, that the sub committee is authorised to engage JJ Newlin-Mazaraki on terms consistent with that firm's proposal dated 22 April 2003. However, should an EGM be required to appoint the Contractor Administrator, then the sub committee be authorised to engage JJ Newlin-Mazaraki on a "fee for service" basis to undertake the preliminary work as set out in that firm's proposal (3.0101, 3.0102, 3.0103 and 4.01 and 4.02). Any such fees paid under this two stage process would be offset against the fees as outlined earlier in this report.

Ray Joy
Chairman, Major Works Sub Committee