



## MINUTES

*of the Executive Committee Meeting of SP 47991, Pacific Park, 41 Rocklands Rd,  
Wollstonecraft  
held Monday, 23 March 2015*

*Present:* Ho Tuan Truong, Chris Wykes, Bob Vern, Trent Mackie, Michael Morris,  
David Russel

*Apologies:* Tony Moon

*Attending:* Judy Murray, Bart Jaworski (Bright & Duggan Pty Ltd) Kris Pruszynski &  
Michael Kopczynski (Kristal Property Services)

*Chairman:* Chris Wykes chaired the meeting and opened proceedings at 6:05pm.

*Motion 1  
Minutes* **Resolved** that the minutes of the previous executive committee meeting held 2  
February 2015 be adopted.

*Motion 2  
Financial  
Position*

1. **Resolved** to receive the statement of financial position and statement of financial performance for the period ended 28 February 2015. The managing agent to forward the investment account statements to the Treasurer.
2. The Executive Committee confirms again that the Macquarie Bank loan was not – redrawn as per the allegations made by Paul Atkins of Unit 32 at the AGM.

*Motion 3  
Building  
Supervisors  
Report* The building supervisors report was received and discussed (copy attached). The building supervisor to attend to the following:

1. To obtain a proposal from MDU Systems Pty Ltd to install additional fibre optic to each of the perimeter doors for the purposes of the new intercom.
2. To obtain a quote for additional CCTV for the carpark to be purchased from the rent money received from Bright & Duggan
3. To merge all CORE reports into the new supervisors report.
4. To provide recommendations of moving in and out bonds to protect the owners corporation's common areas.

*Motion 4  
Strata  
Managers  
Report and  
Correspondence*

The strata manager's report and correspondence were received and **resolved** the following:

1. Unit 155 – the owners to be reminded of the conditions of the special by-law for their renovations. There is damage to the common areas walls outside of the unit.
2. Unit 64 – the external kitchen exhaust has been approved subject to the standard terms and conditions.
3. Unit 87 – the additional sheeting of the existing pergola has been approved subject to the standard terms and conditions. Trent Mackie did not vote on this motion.
4. The Executive Committee **resolved** to add new condition to the standard terms and conditions of the approvals for all works. Effective from this meeting a monetary bond must be received by the managing agent prior to any works being carried out by the owners in the units to protect the owners corporation's common areas. The approval for the works will only be valid when the signed approval letter and the monetary bond are received by the managing agent. The bonds will vary between \$2,000 to \$5,000 depending on the scope of works and subject to the Executive Committee's discretion.

*Motion 5  
Common  
property*

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

1. CORE – Units repairs – not report was available for this meeting.
2. Internet – item carried forward.
3. Lifts – Otis, Schindler, Thyssen and Liftronic have been invited to tender for a new maintenance contract. Tenders were issued on 13 March 2015. The managing agent obtained month to month proposal from Otis as the current agreement has been terminated effective from 1 April 2015. Resolved to accept Otis' month to month proposal until new maintenance contract is chosen.
4. Insurance renewal – resolved to accept the insurance renewal policy with Longitude obtained by the managing agent. The premium is lower by 23.1% compared with last year's premiums.
5. Sinking Fund Forecast – the managing agent to contact Leary & Partners to arrange for a meeting with Trent Mackie, David Russell and Chris Wykes to prepare the updated Sinking Fund Forecast.

*Next Meetings*

The Committee Meetings will be held on the following days:

11 May 2015  
29 June 2015  
10 August 2015  
21 September 2015  
2 November 2015  
And the Annual General Meeting on 7 December 2015

*There being no further business the meeting closed at 7.00pm.*

**1. Unit repairs – please see attached spreadsheet.**

**2. Swimming pool.**

- Water in the spa was replaced as per scheduled maintenance.
- Spa heater has been repaired. Replacement of the heater was not possible in cost efficient way as flu exhaust would have to be altered.

**3. Car Park entry gates.**

- Raclo terminated service with us thinking that Allgate took over control of the gates. Issue was resolved. Contract with Raclo for 4 monthly services at \$330 incl of GST was reinstated. First service will be done on Monday the 23<sup>rd</sup> March.

**4. VCP/security/bollards/notices.**

- All recent examples of breach of the use of the VCP were noted, offenders identified.
- Any ongoing issues are being resolved immediately.
- Recently reported issues with KSS were resolved and communication and efficiency of KSS work improved.

**5. Energy Saving/lighting upgrade.**

- Clive to report to the EC.

**6. Gardening.**

- Weeds in general on all common areas were sprayed with poison.
- Burnt grass on main lawn is re-growing.
- Area above swimming pool needs more frequent services for weeds.
- Other garden works are up to date.

**7. Cleaning/ rubbish management/ general maintenance.**

- Cleaning – all up to high standard and as per schedule.
- Inspection was carried out on Saturday the 14<sup>th</sup> March (David Russell, Tony Moon, Michael Kopczynski). Matters arising from inspection (status in red colour):
  - Main courtyard has several cracked tiles – *work ordered with Ivan Services.*
  - Drains at entries to both upper and lower carparks are blocked with leaves. *Cleared.*
  - Pool ceiling drain drips constantly – does it need to be flushed? – *Core asked to check this.*
  - Spa not working. *Fixed by Backyard Pool and Solar*
  - Bricks outside fire stairs in Block 10 are mouldy and wet. *Water blasting job for that area has been postponed for later this month*
  - Wet bricks (including first 2 bricks on walls) outside Foyer 5 are still wet. *To be inspected again by Core.*
  - Upper car park gate rattles when opening and closing – arm needs tightening. *Service with Raclo was reinstated*
  - 2 light fittings on Level 2 of Foyer 6 broken – replace (can't find same so get similar fittings). *Light fittings were replaced with new ones*
  - Broken height clearance bar on level 3 upper car park – *replacement ordered with Ivan Services*
  - *Tennis court surface gets mouldy in the corners and sides – we will try to clean it with low pressure in order not to damage surface*

**8. Appearance of the lot. Laundry on the balconies.**

- Being checked on regular basis and letter issued to offenders.

**9. Lifts.**

- So far Thyssen Krupp inspected premises in order to prepare service proposal.

**10. Fire Services.**

- All inspections and repairs are up to date.
- After recent intervention of Fire Brigade (due to false fire alarm) it was noted that block plans are missing in fire panels. Matter was addressed with Civil Fire.

**11. Plumbing/hot water repairs.**

- General plumbing works are up to date.
- Upgrade to plumbing in hot water system (one boiler room) was completed.
- Quote for improvement of storm water drainage in ground floor units was received from Langham Plumbing (please see attached).

**12. Ventilation fans in the complex.**

- BS to create full and detailed asset list for ventilation (roof fans) – in progress.
- One fan was found faulty. New fan will be installed on 20/03/15.

**13. Intercom.**

- Ongoing problems with intercom. Austrata Electronics attends to all reported issues.

**14. Regular services/maintenance is up to date.**

- Pest control. Rats' activity around the boundary with Mater Hospital.
- Pool service.
- Minor repairs (locks, doors, balcony door rollers etc.).
- Replacement of blown lights, batteries in smoke alarms.
- Cleaning of gutters.
- Installation of aluminium protectors on tiled edges (entry to foyers) will be installed by Ivan Services on 23/03/15.

**15. Access cards/CCTV.**

- Access cards data base is up to date.

**16. Other matters**

- Increasing number of mail theft reports.
- Dogs on common property.
- Reports of dogs barking during day time.
- ISGM inspected premises on 19/03/15 in relation to connecting building to NBN.

19/03/2015