

MINUTES

*of the Executive Committee Meeting of SP 47991, Pacific Park, 41 Rocklands Rd,
Wollstonecraft
held Monday, 21 September 2015*

Present: David Russell, Bob Vernon, Clive Mackay, Ian Stewart, Jade Astbury, Ho Tuan Truong, Trent Mackie (left at 7.20pm)

Apologies: Michael Morris, Tony Moon

Attending: Bart Jaworski (Bright & Duggan Pty Ltd), Kris Pruszynski (Kristal Property Services), David Cook

Chairman: David Russell chaired the meeting and opened proceedings at 6:00pm.

*Motion 1
Minutes* **Resolved** that the minutes of the previous executive committee meeting held 10 August 2015 be adopted with the following amendment:

1. Motion 5.1 NBN & TPG Connections – Bob Vernon and Clive Mackay provided verbal report at the meeting. Bob Vernon received a report from Geoff Berry shortly before the meeting. The report requires further discussion. **Resolved** that Clive and Bob will review and will report to the next meeting.

*Motion 2
Financial
Position*

1. **Resolved** to receive the statement of financial position and statement of financial performance for the period ended 31 August 2015.
2. **Resolved** to allocate the credit for the carpark rent paid by Bright & Duggan into the income code in the Administrative Fund. The rent is currently reflected in deductions from the monthly Bright & Duggan management fees.

*Motion 3
Building
Supervisors
Report*

1. The building supervisors report was received, discussed and actioned as required.
2. Kris to seek consent from the owners of the noxious tree obstructing the views of Unit 24 for its removal.
3. Consideration of quotes to repaint pergolas on balconies – the building supervisor provided an estimate of \$30,000 to repair and repaint all pergolas in the building. There are 36 units with pergolas. No quotes were presented at the meeting. Kris to provide written quotes two weeks before the next meeting. The contractors

- to itemise the warranty and labour and materials in their quotes.
4. Consideration of quotes for intercom replacement using existing copper wiring. Several quotes were received and discussed.
Resolved that Trent and Bob will prepare a comparison table of all current intercom replacement quotes for presentation to the next meeting. The Committee will aim to make the final decision at the next meeting.
 5. Report on progress on Units 121/118 balcony repairs. Works are currently in progress. The completion has been delayed to mid-October due to recent wet weather. Jade was informed about the delays at the meeting.
 6. IAG Report dated 11/08/15 on the ventilation duct inspection of Units 149 – 155 was received. The ventilation shafts are compliant and functional for their purposes. The Owners Corporation installed at their cost additional fan in the bathroom of Unit 152. The fan was connected to the internal light switch of the bathroom of Unit 152. No further action about the ventilation system in the above units is required.

*Motion 4
Strata
Managers
Report and
Correspondence*

The strata managers report and correspondence was received, discussed and actioned as required:

1. Consideration of CORE scope of works dated 27 July 2015 and quotes for water ingress repairs as per the short tender recommendations email of 10 August 2015 for:
 1. Preliminaries
 2. Access
 3. Balcony waterproof membrane (units 148,69,141)
 4. Ceiling repair (units 68, 138, 146, 147)
 5. Timber awning (unit 68)
 6. Building expansion joint (unit 140)
 7. Structural crack repair in garage (unit 98)
 8. Foyer 5 under-paver drainage
 9. Rooftop ventilation shaft investigation and waterproofing

Resolved to accept the estimate from Everest provided by Darren Hansen of Core Project Consulting in this email of 10 August 2015 for:

1. Preliminaries - \$8,500
2. .Access - \$16,900
3. Balcony waterproof membrane - \$102,200
4. Ceiling repair - \$10,000
5. Timber awning – \$2,375
6. Building expansion joint - \$12,800
7. [Deferred – see item 3 below]

8. Foyer 5 under-paver drainage - \$5,000
9. Rooftop ventilation shaft investigation and waterproofing - \$5,100

The works will commence in the new financial year. **Resolved** to instruct the managing agent to accept the tender and to engage Core to project manage the repairs.

2. Unit 119 - note the approval of the EC granted since the last ECM for the bathroom renovations subject to the standard terms and conditions including bond of \$5,000.
3. Unit 84 – request to increase the height of the balcony glass fencing was not approved. The Executive Committee does not consent to changes of the external appearance of the building. The Committee wishes to preserve the appearance of the building.
4. Unit 89 – leak in the garage was inspected by Core. **Resolved** to instruct Kris to engage a plumber to clear the drains. Tuan agreed to wait for the engineer’s recommendations to address water ingress to the garages.
5. Unit 102 – barking dogs - resolved to instruct the managing agent to serve the occupants with Notice to Comply for breaches of the terms and by-laws for keeping pets at the property.
6. Unit 111 – request for air-conditioning was approved subject to the standard terms and conditions including bond.
7. Funeral for Mrs King – the Executive Committee expressed their deep condolences to Mrs King’s family. The Committee sent flowers to the funeral on behalf of all owners.
8. Unit 77 – kitchen and both bathrooms renovations were approved subject to standard terms and conditions including \$5,000 bond.
9. Unit 120 – request to keep 8kg Shih Tzu was approved subject to the terms and conditions of the by-laws.
10. Unit 141 – bathroom renovations were not approved due to lack of supporting documents. The owners to provide detailed scope of works to the Executive Committee for consideration.

Owners are reminded not to commence any works or renovations in their units without first seeking the Executive Committee’s approval. All works must be tabled and discussed by the Executive Committee in order to check compliance with the registered strata plan’s by-laws and changes to the common property. Refundable Bond is payable for all renovations as part of the approval.

*Motion 5
Common
property*

The conditions and use of common property were discussed as follows:

1. NBN & TPG Connections – Clive and Bob provided verbal report to the meeting. TPG has done nothing further. NBN is already in the building. Next step will be testing by NBN.
2. Intercom replacement –Bob and Trent to compare the quotes in

hand for the next Committee Meeting and provide a comparison table. The EC will consider the quotes at the next meeting.

3. Sinking Fund Forecast – is still being finalised. Waiting on pergola quotes (see Motion 3.3 above) and for Kris to provide a schedule of balconies already repaired.
4. Lighting upgrade – Clive received new quote for the lights replacement in the carpark and the fire stairs (approximately 344 light fittings). The final amounts are still being calculated and will be available for the EC's decision at the next meeting.
5. Bob set up a Dropbox account to share files for all EC Members.
6. Thyssen Elevators appear to be performing well to date and in accordance with their agreement.
7. Security Audit update – the form to also include a questionnaire about the intercom functions and problems in each unit, which doors it operates and whether the occupants would be interested in audio or video intercom handsets.

Next Meeting: Monday, 2 November 2015

There being no further business the meeting closed at 7.25pm