

## MINUTES

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*of the Executive Committee Meeting of SP 47991, 41 Rocklands Rd, Wollstonecraft  
held Monday, 22 July 2013*

*Present:* Emma Howard, Stephen Howes, Chris Wykes, David Russell, Heather Stevens, Sue Boyd, Michael Morris, Bob Vernon,

*Apologies:* Trent Mackie, Kris Pruszynski

*Attending:* Bart Jaworski (Bright & Duggan Pty Ltd) , Tony Moon,

*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 3 June 2013 be adopted.

Matters arising:

1. Unit 139 – Higgins installed a cover plate over the surface crack. The works have been certified by Core Consulting. The Bank Guarantee is not to be released yet until authorised by the EC.
2. Lifts – the high risk items from the Risk & Hazard Assessment of JCA Lift Report have now been implemented by OTIS.
3. TV – Fibre Optics – the managing agent sent a breach of contract notice to Open Access Networks due to lack of satisfactory response to maintenance issues. Unit 161's reception has now been repaired.
4. CCTV / Visitor Parking – resolved to accept proposal for the management of the visitors car park attached to this minutes. Resolved to approve a quote from Graffiti Strippers to install bollards in the visitors car park as tabled at the meeting.
5. Lighting upgrade – more quotes including the lights fittings are being obtained before the final upgrade quotes are approved by the Executive Committee.
6. Unit 69 - request for screening – was declined.

Motion 2  
*Financial  
Position*

The statement of financial position and performance for the period ended 22 July 2013 was received. Levy recovery against two lot owners are still proceeding.

Motion 3  
*Building  
Supervisor  
Report*

The building supervisors report was received and discussed.

1. Water ingress related works – update.
  - a. Works are progressing. Minor items were completed as per Everest report. Recent works: unit 45 and unit 71 roof.
  - b. Unit 69 deck and unit 141 deck. Revised quote from Everest was approved. Everest will start works next week. Exact date TBC.
  - c. Unit 142 water ingress into the living area. Source of the leak was found as coming from surrounding area of the ventilation duct. Area was sealed by plumber and no further leak was noted.
  - d. Plumbing contractor was arranged to check and sealed all ventilation ducts on the roof. Status – progressing.
  - e. Leak into unit 150 (kitchen area). Problem in unit above (151) was found and fixed. It was faulty washer. Result of the repair will be checked by BS in two days.
2. Swimming Pool - No issues
3. Security/visitors car park
  1. KSS agreed to manage VCP. Potential administration fee will cover call out fee of KSS patrol. Minimal extra cost for OC.
  2. Bollards option – approved in Motion 1 above. Bollards not only help to police unauthorised use of VCP but also help in managing car spaces for contractors or for long-term approved visitors.
  3. Access cards audit was completed.
  4. Water usage - common areas are being checked on weekly basis for leaks by BS and Kristal's staff. Newly installed sub-meters reading area being recorded. It needs more time to make any comments about water usage. BS will prepare a separate report for the next ECM.
  5. Intercom - currently no issues
  6. Lifts -currently no issues
  7. TV reception.- problems with service provider. Long wait for service, bad communication.
  8. Car park gates - accidental damage to VCP gate entry. Works under insurance claim. Both motors and the gate have been damaged. The motors have been sent to WA to the manufacturer for assessment. It will be few weeks before the gate is repaired.
  9. Upper car park gate. Metal plate with the part of the magnet fell off. BS organised a welder to repair. Completed
10. Gardening - second rain water storage tank will be installed in the next two weeks
11. Rear lawn behind foyer 10 and 9 has been prepared for agreed works (paved pathway, mulch and native plants). Works will commence at the beginning of August.

Motion 3  
(continued)

12. Trees on Rocklands Rd and Pacific Hwy as well as all palm trees were inspected last Friday by Dr Treeggod. Inspection report will be shared with garden committee and recommendations will be presented to the EC.
13. Top soil of garden beds and mulching is needed. Last service was done two years ago. Works are scheduled for August/September and they were budgeted for within gardening expenses.
14. Cleaning - it is suggested carry out regular montly inspections David Russell will inspect the property with Tony Moon.
15. Inspection took place on Saturday the 20<sup>th</sup> of July BS and T. Moon  
Points noted:  
car park needs cleaning (it is due and scheduled for this week)  
All glass panels and windows are due for cleaning (scheduled for next week)  
BS to make sure that lifts are vacuumed also on Sundays  
Walkways at the back of the car park and some fire escapes need more regular cleaning  
BS to instruct staff that spillages in the garbage room must be washed off immediately as people are moving dirt on their shoes
16. Kris to install the signaged purchased few months ago as soon as possible.

Motion 4  
*Strata  
Managers  
Correspondence*

- The strata managers report and correspondence was received and discussed.
1. The managing agent suggested to create distribution list (private) to all occupants to keep them updated on matters such as broken intercom system, garage etc. The information collected during the last security audit to be used for the internal communication between the strata manager and the residents.

Motion 5  
*Common  
property*

- The conditions and use of common property was discussed as follows:
1. Inspection of Units 68, 139, 72, 61, 150, 142, 98, 87, 138 Foyers 5 & 10 is currently being undertaken to identify the encenary repairs.
  2. Stephen Howes to organise a quote for sliding glass door to be insallted at the main entrance to the building to replace the current doors.

Next Meeting – Monday, 02 September 2013

*There being no further business the meeting closed at 7.10pm.*

## **Strata Plan 47991**

### **Notice Regarding Visitor Car Park (VCP)**

#### **Current Status**

We have rules (Special By-law 9) to govern the use of the visitors car park.

The rules are being broken and genuine visitors often cannot get a space. This is because

- Owners/Residents park in the visitors car park. This is not permitted.
- Visitors park in excess of the allowed time. This is not permitted.

#### **What are the Rules**

A summary of the rules is given below -

<b>Owner/Resident</b>	An owner or resident cannot use visitors car park without permission
<b>Visitor</b>	A visitor can park without permission if less than 48 hours
	A visitor needs permission from The Owners Corporation (via Bright & Duggan) if the visit will exceed 48 hours
	A visitor cannot use the visitor car park more than 4 visits in a 7 day period

#### **What is going to happen?**

We are going to contract our security firm, KSS to control the use of the VCP.

We are going to install bollard plates to every visitor car space.

If you are in breach of the rules KSS may place a bollard on the plate. This will restrict access to your vehicle.

To have the bollard removed and have unrestricted access to your vehicle you will need to –

- Contact KSS
- Pay an administration fee of \$100. This fee is to cover part of the cost of KSS's costs.

If you wish to review our Strata Plan's by-laws please contact Bright and Duggan on 9902 7100 or [general@bright-duggan.com.au](mailto:general@bright-duggan.com.au) . The rules relating to recovery of cost and parking are attached. A further notice will be issued when the bollard plates are installed and we instruct KSS to control the VCP.

## **Special By-Law 8 – Recovery of Cost**

### **A. DEFINITIONS**

In this by-law, the following terms are defined to mean:

“**Lot**” means the Owner’s lot in Strata Scheme 47991.

“**Owner**” means each of the owners for the time being of the lot.

Any term used in this by-law that appears in the ***Strata Schemes Management Act 1996*** (“Act”), has the same meaning as in the Act.

Headings are included for convenience only and do not affect the meaning of the clause.

### **B. TERMS**

In the event the Owners Corporation:

1. affects work to remedy damage to common property caused by an Owner or an Owner’s occupier, visitors to the Owner’s Lot or persons carrying out work on the Lot: or,
2. incurs service charges from the Strata Managing Agent, or any other third party service provider, arising from an Owner or an Owner’s occupier or visitors to the Owners Lot not discharging responsibilities attributable to the Owner as a result of ownership of the Lot resulting in costs being invoiced to and paid by the Owners Corporation (“invoiced costs”), the Owners Corporation may:
3. include the value of those invoiced costs in notices for that Owner’s administrative fund or sinking fund contributions; and after having given that owner such notice of the invoiced costs.

Recover the invoiced costs as a debt, due and payable to the Owners Corporation and which, if unpaid within one months of being included in notices for the Owner’s administrative or sinking fund contributions, will bear simple interest at the rate of ten percent (10%) per annum until paid.

## **Special By-Law 9 – Parking**

- i) Special By-law 4 Parking is repealed
- ii) An owner or occupier of a lot shall not park or stand a motor or other vehicle upon the Visitor Parking Areas at any time (except with the prior written consent of the Owners Corporation)

- iii) An owner or occupier of a lot shall not park or stand a motor or other vehicle upon common property at any time (except with prior written consent of the Owners Corporation)
- iv) An owner or occupier of a lot shall not permit invitees to park or stand a motor or other vehicle upon the Visitor Parking Area for a period exceeding 48 hours (except with the prior written consent of the Owners Corporation)
- v) An owner or occupier of a lot shall not permit invitees to park or stand a motor or other vehicle upon the Visitor Parking Area for more than four occasions in any seven day period (except with the prior written consent of the Owners Corporation)
- vi) An owner or occupier of a lot shall not permit an invitee to park or stand a motor or other vehicle upon common property at any time (except with prior written consent of the Owners Corporation)
- vii) The Owners Corporation shall have the power and authority to suspend and/or restrict owner and occupier rights to utilise vehicular access to the common property driveways and Visitor Parking Areas: the power and authority may be utilised as a consequence of a breach of this Special by-law 9, or for any other reason where such suspension and/or restriction would assist effective common property management.

#### **A. Definitions**

- i) In this by-law, the following terms are defined to mean:
  - “Visitor Parking Areas”** means all the common property visitor parking spaces in Strata Scheme 47991.
- ii) Where any terms in this by-law are defined in the Strata Schemes Management Act 1996 they will have the same meaning as those words are attributed under that Act.