

MINUTES

*of the Executive Committee Meeting of SP 47991, 41 Rocklands Rd, Wollstonecraft
held Monday, 2 September 2013*

Present: Stephen Howes, Chris Wykes, David Russell, Sue Boyd, Michael Morris,
Bob Vernon, Trent Mackie

Apologies: Emma Howard, Heather Stevens,

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

Chairman: Chris Wykes chaired the meeting and opened proceedings at 6:10pm.

*Motion 1
Minutes* **Resolved** that the minutes of the previous executive committee meeting
held 22 July 2013 be adopted.

Matters arising:

1. Unit 138 – cover plate. Chris Wykes to discuss the works with Ian
Prentice before releasing the Bank Guarantee.
2. CCTV / Visitor Parking – **resolved** to accept proposal for the
management of the visitors car park and to install bollards in the
visitors car park.
3. Lighting upgrade – more quotes including the lights fittings are
being obtained before the final upgrade quotes are approved by the
Executive Committee.

*Motion 2
Financial
Position* The statement of financial position and performance for the period ended
30 August 2013 was received.

*Motion 3
Building
Supervisor
Report* The building supervisors report was received and discussed.

1. Unit repairs and / or engineers inspections – Units 61, 68, 72, 87,
98, 139, 142 and 150.

Motion 3
(continued)

2. Swimming pool.
No major issues. Requests from residents to increase operation hours of the SPA heater were received.
3. VCP gates repair/replacement
 - As per recent information received, new motors were delivered and installation of the gate and motors is planned to be late next week.
4. VCP/security/bollards
 - Bollards will be installed on Thursday/Friday
 - KSS security proposal for monitoring of the car park use will be tabled and discussed
5. Energy Saving/lighting upgrade
 - East Electrical with cooperation with Phillips – quote will be received next week
 - Brightlights – proposal
 - BS to explain process and give full update to the EC
6. Gardening
 - Update regarding rear lawn works
 - Water tank (installation on Friday) – Update (BS)
7. Cleaning
 - Inspection with David Russell and Tony Moon (16/08 and 30/08)
 - More attention is needed to clean painted floors on entries to lifts from the car park
 - How to recycle signs will be installed this week
 - Water pressure cleaning of the courtyard is scheduled for this week
8. Use of residents contact details collected during the car audit
9. Appearance of the lot. Photos and details of the units in breach will be sent to BD. BD to sent letter to residents.
10. Others
 - Scheduled services are up to date
 - Wet floor and other signs were installed
 - Pest control
 - Emergency Procedures training for EC members

Motion 4
Strata
Managers
Correspondence

- The strata managers report and correspondence was received and discussed.
1. Letter to be sent to the residents requesting permission to use emails (obtained during the recent security audit) for updates on emergencies / repairs in the building. Legal advice was received that the email addresses collected during the security audit may not be used for any other purpose. The managing agent and the building

Motion 4
*Strata
Managers
Correspondence
(Continued)*

supervisor would like to use the email addresses with the occupants' cosents for informing the residents of any building works, emergencies (no hot water etc). The building supervisor to distribute the letter to the occupants accordingly.

2. Illegal parking – the managing agent to write to the owners who currently park their vehicles on permanent basis in the visitors car spaces to remove the vehicles immediately.

Motion 5
*Common
property*

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

1. Installation of bollards and implementation of the administration fee for unlocking illegally parked vehicles – proposal from KSS Security was tabled at the meeting. The Committee resolved to accept KSS' proposal. The offender will be charged \$100 to have their cars released by KSS.
2. Signage – the building supervisor to install the following signage in the car park (laminated for now) – 'Visitor Parking is Strictly Monitored'
3. CORE to provide reports for Units 61, 87 and Foyer 5.
4. Unit 72 was inspected for structural cracks. Owner agreed to provide access for the owners corporation to carry out the repairs of the common wall when the current tenant vacates the property.
5. Main entrance – **resolved** to replace the main entrance doors to the building on Rocklands Road with sliding glass door and to reduce the height of the air vent located to the right of the door. The new door will improve access and appearance of the main entrance. Stephen Howes to provide the Committee with final recommendations to be approved by email.

Next Meeting – Monday, 14 October 2013

There being no further business the meeting closed at 7.27pm.