

MINUTES

*of the Executive Committee Meeting of SP 47991, 41 Rocklands Rd,
Wollstonecraft
held Monday, 14 October 2013*

- Present:** Chris Wykes, David Russell, Sue Boyd, Michael Morris, Trent Mackie, Emma Howard, Heather Stevens,
- Apologies:** Stephen Howes, Bob Vernon,
- Attending:** Bart Jaworski (Bright & Duggan Pty Ltd), Kris Pruszynski (Kristal Property Services), Tony Moon (left the meeting at 6.50pm).
- Chairman:** Chris Wykes chaired the meeting and opened proceedings at 6:05pm.

Motion 1 **Resolved** that the minutes of the previous executive committee
Minutes meeting held 2 September 2013 be adopted.

Matters arising:

1. Unit 138 – cover plate works completed. The Bank Guarantee to be released.
2. 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.

Motion 2 The statement of financial position and performance for the period
Financial ended 30 September 2013 was received. The managing agent to
Position make accrual entries of the reminding invoices for CORE and Everest.

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

1. Unit repairs currently being attended to:
 - a. Unit 48 – alleged structural cracks in the common walls to be inspected by CORE.
 - b. Units 62 – structural repairs of a common wall quote approved
 - c. Unit 69 – roof leak in the unit and in the garage slab to be inspected.
 - d. Unit 139 leak from Unit 141 being currently repaired.

Motion 3
(continued)

- e. Unit 72 – structural repairs of a common wall – on hold as per the owner’s request. Works to be carried out when the unit is vacant. Owner to advise.
- f. Unit 150 – leak in the kitchen – completed.
- g. Unit 142 – common walls to be repaired / painted.
- h. Unit 98 – sub-station wall to be waterproofed.
- i. Unit 87 – wet patch on the ceiling in the living room – CORE to inspect
- j. Unit 152 – water ingress in the kitchen cupboards and the living area during rain. To be monitored and repaired.
- k. Unit 153 – water leak through the ceiling in the living room. Possible problem on the deck in Unit 155 above.
- l. CORE to inspect Foyers 5 & 10

2. Swimming pool.

- Spa pump failed – replaced.
- Spa heater broke down – repaired.
- Pool heater was off. BS found the problem (electrical) and re-started.

3. Major break down of the air conditioning system.

- Repair will be carried out and covered by 5 year manufacturer warranty.

4. VCP gates repair/replacement.

- Gates and motors were installed. Operates OK.
- New key to motor boxes was requested from Allgate.

5. VCP/security/bollards/notices.

- Bollard plates were installed. Bollards will be delivered tomorrow. One bollard was installed as display and warning.
- Notices re Rules of VCP use were circulated under each unit door, were placed on the windscreen of the cars parked in the VCP on Friday, Saturday and Monday and displayed on the pillars in the VCP.

6. Energy Saving/lighting upgrade.

- East Electrical with cooperation with Phillips – quote received.
- BS to meet with Garth on site to discuss proposal.
- Volunteer from the EC required to meet with contractor and BS.

7. Gardening.

- Additional water tank was installed.
- Service of irrigation system and test completed on Friday 11th incl change of batteries in all control boxes.
- Spring works incl. pruning, cleaning of the whole garden, fertilising, top soil and mulching commenced on Monday the 14th and will be completed by Wednesday the 16th. Kristal appointed subcontractor Hayward Landscaping to carry out these works.
- Works on the rear lawn had been delayed, reasons: scarcity of resources, sickness and problem with irrigation system. Hayward will attend to this works on Friday the 18th and Monday the 21st.

Motion 3
(continued)

8. Cleaning.

- Inspection with David Russell and Tony Moon (09/10/13).
- Water pressure cleaning of the courtyard and paths – completed.
- Periodical window cleaning in the common areas – completed.
- Steam cleaning of the bins and garbage rooms – in progress due to rotation of the bins. Will be completed on Tuesday the 15th.
- Some areas still need more attention: vacuuming of the edges inside of the lift carriages, make sure that all dumped in the common areas or outside of the building rubbish or furniture will be removed immediately.

9. Painting maintenance.

- Touch ups completed.
- Some floors (entry to the lifts from the CP) were repaired and repainted.

10. Appearance of the lot. Laundry on the balconies.

- BD sent notice to Kristal.
- Kristal added photos taken and circulated notices to some units in breach.
- Next inspection on Saturday the 19th.

11. Lifts.

- Break down of lift number 6.
- Lift was repaired and back in service on Friday the 11th.

12. Plumbing repairs.

- Faulty floor waste pipe in unit 155 caused major problems in unit below (153) – repaired.
- Leaking pipes in the upper car park boiler room – repaired (manifold replaced).
- Leak from the hot water pump in the upper car park – awaiting repair.
- Leaks from hot water pipes in the lower car park – repaired. More extensive works are required.
- Broken/vandalised storm water down pipe in the car park was replaced.
- Several minor plumbing repairs in the units (common areas) related to floor waste drains.

13. Upgrade of the main entry door.

- Notices were circulated.

14. Regular services/maintenance are up to date.

- Pest control.
- GYM service.
- Pool service.
- Minor repairs (locks, doors, balcony door rollers etc.).

15. Outstanding items:

- New recycling bins – to be purchased immediately.
- Signs about recycling. Signs were collected and will be installed on Wednesday.

Motion 4
*Strata Managers
Correspondence*

The strata managers report and correspondence was received and discussed.

1. Parking Permits will be issued by Bright & Duggan as per the form adopted by the Executive Committee. The managing agent will seek the Committee's approval for the parking permits prior to issuing.
2. Unit 88 – air-conditioning installation approved subject to the standard terms and conditions letter.
3. OTIS – the managing agent to organise a meeting with OTIS and David Russell to discuss the latest lifts' breakdowns and the current agreement.
4. Cable TV – the managing agent to contact Downer Universal to attend to recent TV Reception problems.
5. Parking spaces – the managing agent to put forward to the AGM licensing agreement to lease 6 visitor car spaces from Monday – Friday excluding Public Holidays.
6. Swipe Cards Order from CAGE Security – the managing agent to follow up the order.
7. By-laws for electronic services of Notices; and Works By-laws & Bond to be put forward to the AGM.

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 is now in place.
2. 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 works will be completed in the later part of October early November
3. Lighting upgrade – **resolved** to accept the quote from East Electrical Pty Ltd No EEq0535 to replace the fluro battens and provide and install new LED light for Level 1 Carpark.
4. Pacific Park Website – Emma Howard will update the web site from now on.

AGM

The Annual General Meeting will be held on **Monday, 09 December 2013** at 6pm at Crows Nest Centre.

Next Committee Meeting – Monday, 11 November 2013

There being no further business the meeting closed at 7.30pm