

## MINUTES

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*of the Executive Committee Meeting of SP 47991, 41 Rocklands Rd, Wollstonecraft  
held Monday, 11 November 2013*

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

**Apologies:** Tony Moon

**Attending:** Bart Jaworski (Bright & Duggan Pty Ltd), Kris Pruszyński (Kristal  
Property Services),

**Chairman:** Chris Wykes chaired the meeting and opened proceedings at 6:00pm.

**Motion 1  
Minutes** **Resolved** that the minutes of the previous executive committee  
meeting held 31 October 2013 be adopted.

Matters arising:

1. Main entrance – sliding glass door and the air vent works to be completed.
2. Lights upgrade – to be completed by East Electrical.
3. Pacific Park Website – Emma Howard to update the web site.

**Motion 2  
Financial  
Position**

1. The statement of financial position and performance for the period ended 31 October 2013 was received.
2. The new budget for 2013 and 2014 was discussed. Resolved that the overall budget be the same as last year. The Admin Fund to be set at \$680,000.00 and the Sinking Fund to be set at \$520,000.00. The Committee to review the budget and email Chris Wykes with any suggestions before the budget is distributed with the notices for the Annual General Meeting.
3. The managing agent and the treasurer to check if an offset account is available for the loan.

**Motion 3  
Building  
Supervisor  
Report**

The building supervisors report was received and discussed. Copy attached.

1. Unit repairs currently being attended to. Report tabled at the meeting.
  - a. Unit 48 – alleged structural cracks in the common walls – awaiting report from CORE

Motion 3  
(continued)

- b. Unit 69 – roof leak in the unit and in the garage slab - awaiting report from CORE
- c. Unit 87 – wet patch on the ceiling in the living room – awaiting report from CORE
- d. Unit 153 – water leak through the ceiling in the living room. Possible problem on the deck in Unit 155 above – awaiting report from CORE
- e. Unit 71 – alleged structural cracks in the common walls – awaiting report from CORE
- f. Corroded windows frame in the pool area – awaiting report from CORE

2. Common Property Repairs in progress or completed in the following Units:

- a. Unit 62 - structural repairs of a common wall
- b. Unit 139 leak from Unit 141
- c. 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
- d. Unit 150 – leak in the kitchen – completed
- e. Unit 98 – sub-station wall waterproofed
- f. Unit 142 – common walls repaired / painted
- g. Unit 152 – water ingress in the kitchen cupboards and the living area during rain completed

**3. Outstanding items:**

- Rear lawn/garden area.

**4. To action:**

- a. Quote to install gates in all ground floor units courtyards (with gardens) to provide safe access to the common property gardens adjacent to these lots. The personnel have to climb fences at present in order to clean this part of the common property. This service is carried out on 1<sup>st</sup> Saturday of every month.
- b. Remove the timbers from site.

Motion 4  
*Strata  
Managers  
Report*

The strata managers report and correspondence was received and discussed.

1. Cable TV – the managing agent to contact Downer Universal to attend to recent TV Reception problems. Resolved to terminate the agreement with OPEN Access and to accept the communications distribution system maintenance agreement with MDU Systems (Geoff Berry).
2. Unit 2 – the managing agent to ask the occupants of Unit 2 to move the pot plant kept outside of Lot 2 on the common property as it may fall and break the skylight of the pool.
3. By-laws for electronic service of Notices to be put forward to the AGM

Motion 5  
*Common  
property*

No matters arising.

**AGM**

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

*There being no further business the meeting closed at 7.35pm*