
MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE OF THE OWNERS CORPORATION, STRATA PLAN 47991, 41 Rocklands Road, Wollstonecraft, held on TUESDAY 19 MARCH, 2002 at 6:15 p.m. in the OFFICES OF BRIGHT & DUGGAN PTY LTD., 37-43 ALEXANDER STREET, CROWS NEST.

PRESENT: E. Nichols C. Murray T. Moon J. Emery
R. Flannery I Muncaster J. Yao

APOLOGIES: D. Jamieson
Phillip Court (Bright & Duggan Pty Ltd.)

IN ATTENDANCE: P. Dickeson (86) M. Wee (98) J. Cooke
Trevor Bright & Glen Ettridge (Bright & Duggan Pty Ltd.)

CHAIRMAN: Tony Moon chaired the meeting.

MOTION 1: *Resolved* that the minutes of the previous meeting held on
Minutes 29 January, 2002 be adopted with the following amendment:

GENERAL BUSINESS:

“Levy Arrears”:

Resolved that the levy recovery times be as follows:

- 60 days - 1st letter
- 100 days - 2nd letter
- 120 days - Recovery action to proceed.”

Matters arising:

➤ **CCTV**

- *Resolved* that 32 tapes be obtained for the CCTV. Mr. Moon to arrange with George (the Caretaker) to purchase.
- *Bright & Duggan Pty Ltd.* to advise feedback from the police regarding the Break and Enter caught on tape.

➤ **Security**

Log of swipe to be provided by KSS Security to prove time of attendances on site.

➤ **Mural**

Bright & Duggan Pty Ltd. to follow up final repairs.

➤ **Pergolas**

Mr. Muncaster advised on the report into the pergolas. Treated radiata pine will ensure that the pergolas will last for up to 40 years. Job would be best done in conjunction with the painting of the complex. Bright & Duggan to check archives for a copy of the building plans to be issued to Mr. Muncaster for further pergola investigations.

➤ **Cleaning/Caretaking**

Bright & Duggan to request weekly reports from the Caretaker.

➤ **Roof Membrane**

Works have commenced this week. Mr. Nichols will oversee the project for the Owners Corporation.

➤ **Lower Driveway**

Mr. Ettridge to provide Mr. Nichols with the North Shore Paving contact. Mr. Nichols will oversee the project for the Owners Corporation.

Note: Engineer: David Stubbs (Stubbs Cruikshank)

➤ **Circular**

Circular to be re-written to cover the following:

1. Parking
2. Washing
3. Animals

Circular to be put under unit doors with advice that the Strata Rules Booklet is available from the Caretaker.

MOTION 2:
Finance

Resolved that Mr. Bright re-code the Financial Statement; a new statement to be issued by the end of the month.

Matters arising:

➤ **Outstanding Levies & Action**

Lot	Amount	Action Taken
13	\$1,568.47	2 nd letter sent
24	\$1,210.01	2 nd letter sent
31	733.21	2 nd letter sent
46	733.21	2 nd letter sent
54	810.31	2 nd letter sent
56	\$6,253.34	Legal
67	\$7,305.92	Legal
73	805.00	2 nd letter sent
74	643.20	2 nd letter sent
80	733.21	2 nd letter sent
105	684.99	2 nd letter sent
110	733.21	2 nd letter sent
118	669.83	2 nd letter sent
151	745.87	2 nd letter sent

➤ **BPay Facilities**

Mr. Bright & Mr. Ettridge advised where the company was at with BPay facilities. Mr. Bright advised that a new system should be up and running for the August levy.

MOTION 3:
Bulding Report – Integrated Building Consultancy

The working document by Integrated Building Consultancy Pty Ltd was received for discussion by the Committee at the meeting.
Resolved to defer until the next meeting once the report can be checked.

MOTION 4:
Quotation from Fire Control

Resolved that the quote by Fire Control to replace the hydrant jacking pump and install a test valve be approved. Fire Control to advise how the pump was being checked without a test valve and the frequency of testing.

MOTION 5:
Installation of Satellite Dish – Unit 27

Resolved that Unit 27’s application to install a satellite dish be approved.

MOTION 6:
Parking Issues

Resolved that the following action be undertaken:

1. Bright & Duggan Pty Ltd to write to North Sydney Council re the introduction of the SEINS System.
2. Signs are to be placed under car windows and then cars are to be towed away. Signs are to note that if they have a reason for being illegally parked, they should ring Bright & Duggan. The phone number of the towing company is to be on the notices.

Note:

Bright & Duggan advised the Owners Corporation of their legal rights and advise that the towing of cars has illegal ramifications.

MOTION 7
Common Property

The condition and use of the common property was discussed and action was **resolved** as follows:

➤ **Courtyard Tiles**

A Letter of Demand is to be sent to the contractor to come and replace/repair the cracked and lifting tiles which are separating at the expansion joints within two (2) weeks. Otherwise, legal action is to be taken without further notice.

➤ **Noticeboards**

1. Two Noticeboard copies of Minutes and Agendas to be issued to Mr. Moon for the noticeboard.
2. An updated list of resident Executive Committee members to be put up on the Noticeboard (viz. Lots 11, 44, 60, 99, 128)

Next Meeting: Tuesday, 30 April, 2002 at 6:15 p.m.

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CHAIRMAN

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DATE