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**MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE OF THE OWNERS CORPORATION, STRATA PLAN 47991, 41 Rocklands Road, Wollstonecraft, held on TUESDAY, 30 APRIL, 2002 at 6:15 p.m. in the BOARD ROOM, BRIGHT & DUGGAN PTY LTD., 37-43 ALEXANDER STREET, CROWS NEST.**

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**PRESENT:** B V Burke J V Emery R J Flannery  
A R Moon C J Murray J Yao

**APOLOGIES:** I M Muncaster E Nichols

**IN ATTENDANCE:** M C Y Wee (Lot 98) J. Du Toit (Lot 140)  
Mr. R. Stephen McCulloch (Bright & Duggan Pty Ltd.)

**CHAIRMAN:** A R Moon chaired the meeting.

**MOTION 1:**  
*Minutes*

**Resolved** that the minutes of the previous meeting held on 19 March, 2002 be adopted subject to the following adjustments:

- a) B. Burke was present
- b) J. Du Toit was in attendance.
- c) In "Matters Arising" under CCTV at Bright & Duggan Pty Ltd, paragraph should read: "Bright & Duggan Pty Ltd. to advise feedback from the police regarding the Break and Enter caught on tape **and whether insurance claim lodged.**"
- d) Under Motion 6 – Parking Issues, whether the Note on Bright & Duggan advise the word "illegal" should be "legal".

Matters Arising:

- **CCTV**  
Bright & Duggan Pty Ltd have yet to advise on insurance claim.
- **Mural**  
Water seepage works completed and now requires sealing and painting. Bright & Duggan Pty Ltd to pursue the contractor to complete these works.
- **Security**  
KSS Security still unable to provide a log of swipes and manual log is being maintained in the Caretaker's office.
- **Pergolas**  
Bright & Duggan Pty Ltd. to check the archives for any building plans and Tony Moon to check the Caretaker's office for plans held on site.
- **Cleaning/Caretaking**  
Actioned: Regular reports received from the Caretaker
- **Circular**  
List of offending units for washing on balconies was provided, being Units 108, 102, 103, 124, 143, 28, 50, 49, 78, 81 and 77.  
By-law to be identified and reminder sent to occupiers and their agents (if appropriate).
- **Finance**  
Agreed to waive interest on outstanding levies for Lot 67 as per their letter from Musgrave Peach, Solicitors, dated 29 April, 2002

but that any legal costs for pursuit of debt to be met by Owners. Bright & Duggan Pty Ltd to write to solicitors accordingly.

Bright & Duggan Pty Ltd to provide an update on levy arrears action report as per Executive Committee Meeting dated 29 January, 2002.

➤ **Fire Control**

Bright & Duggan Pty Ltd to action Motion 4 of the Minutes of 19 March, 2002.

**MOTION 2:**  
*Integrated Building  
Consultancy Pty Ltd –  
Report*

1. **Resolved** that Integrated Building Consultancy (IBC) evaluate the details of their current report, dated 19 March, 2002 to ascertain items of responsibility to the Owners Corporation. Part of this remit is to include addressing Owners Corporation's issues in any units not already accessed.
2. **Resolved** that a final report be prepared that can be used for tender process and that IBC consider and address as a priority of works based on:
  - Priority 1: Any work relating to serious building defects water leakage and any works arising.
  - Priority 2: Repairs to cracks, minor painting, etc., excluding those which are the responsibility of individual unit owners.
3. **Resolved** that consulting work through IBC proceed on the basis of \$140/hr.
4. **To resolve** that IBC proceed to provide an Occupational Health and Safety Audit of the common property subject to:
  - a) IBC providing estimate of overall cost
  - b) IBC providing evidence that they are accredited to provide this service.

The audit report to ensure that the common property complies with the Occupational Health and Safety legislation requirements.

**MOTION 3:**  
*Parking Issues*

**Resolved** that a 3-letter system of notices as addendum to Minutes be adopted. To be implemented under parking sub-committee.

**MOTION 4:**  
*Roofing Membrane Works*

Noted roofing works are completed and that additional works noted and approved.

**MOTION 5:**  
*Driveway Repairs*

**Resolved** that Bright & Duggan Pty Ltd investigate whether final instructions have been provided to proceed with North Shore Paving Co Pty Ltd quote for \$21,168. If not instructed, Bright & Duggan Pty Ltd. to implement.

Notice to be provided to all owners of when works are to proceed.

**MOTION 6:**  
*Defective works –  
Courtyard*

**Resolved** that Bright & Duggan Pty Ltd to follow through with Motion 7 – Courtyard tiles from meeting of 19 March, 2002.

**GENERAL BUSINESS:**

➤ **Accounts**

**Resolved** Bright & Duggan Pty Ltd to follow up cheque

summary report.

- **Sub-Committees of the Executive Committee**  
**Major Maintenance Works** (to plant, buildings, other common property)

Chair: Ed Nichols  
Members: Ian Muncaster, Ed Nichols, Tony Moon

#### **Accounts & Financial Planning**

Chair: Colin Murray  
Members: Jeanne Emery, Colin Murray, Tony Moon

#### **Grounds & Gardens**

Chair: Jeanne Emery  
Members: Jeanne Emery, Michelle Wee,  
Rosemary Flannery

#### **Parking**

Chair: Rosemary Flannery  
Members: James Yao, Rosemary Flannery

#### **Pool & Gym**

Chair: James Yao  
Members: James Yao, Jacqui Du Toit

- **Accounts**  
**Resolved** to continue with current invoicing payment system with invoicing now to be processed through the strata manager.
- **Unit 140**  
**Resolved** that Bright & Duggan Pty Ltd to reapproach Sydney Remedial Builders plus another similar remedial company and reduce works to a quote on water ingress/hob rectification works. Bright & Duggan and Tony Moon to assess quotes and proceed with works as considered most cost effective.

***Next Meeting: 11<sup>th</sup> June, 2002 at 6:15 p.m. in the Offices of Bright & Duggan, 37-43 Alexander Street, Crows Nest, NSW 2065***

**Meeting closed 9:10 p.m.**

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**CHAIRMAN**

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**DATE**