

MINUTES

*of the Executive Committee Meeting of SP 47991, 41 Rocklands Road, Wollstonecraft
held Monday, 21 November 2011*

- Present:* Sue Boyd, Peter Dickeson, Bob Vernon, Chris Wykes, Trent Mackie
- Apologies:* David Walker
- Attending:* T Moon, J Murray (left at 7.10pm), S Howes, B Jaworski (Bright & Duggan Pty Ltd), K Pruszynski (Kristal Property Services)
- Chairman:* Chris Wykes chaired the meeting and opened proceedings at 6:02pm.

*Motion 1
Minutes* **Resolved** that the minutes of the previous executive committee meeting held 17 October 2011 be adopted with the following amendment:

Motion 2.2 – Ventilation fans – the Committee authorised replacement of the roof fans above Units 16, 44 and 162.

Matters arising:

1. Civil Fire Design – the managing agent to create new income and expense code for the fire protection repairs, which individual owners' are responsible for. The owners corporation are not responsible to repair and maintain all fire services equipment, in particular – replacement of non-compliant locks and reinstatement of self-closers often removed by the occupants.

*Motion 2
Building
Supervisors
Report
Continued*

The Building Supervisors report was received and discussed.

1. Kris to edit his report to move the completed repairs and leave the current items only.
2. Unit 101 – all internal repairs caused by the leak from the unit above have been completed.

3. Unit 153 – ceiling damaged from the previous water leak from Unit 155 has been repaired.
4. Rodents – the pest control is effective as there has been reduction in rodents around the property.
5. Common property windows will be cleaned before Christmas.
6. Pavers at the rear of the tennis court – **resolved** to accept the quote from Henry’s Paving to fix any loose pavers in that area. Kris was instructed to highlight any loose pavers with paint until the repairs are carried out in January 2012. Kris was instructed to place a notice on the notice board advising the residents of the proposed pavers repairs.
7. Painting – **resolved** to engage a painter to touch up the common property 4 times a year, as per the quote tabled at the meeting with the maximum expenditure (already in the budget) of \$13,500 including GST (labour) plus materials. The green metal gates and fencing, and the metal portico at Rocklands Road to be painted as priority.
8. Units 94 and 137 – did not have cabling installed during the fibre optic communication project as the occupants at the time did not provide access to their respective Units. The Executive Committee wrote separate notices to these units on a number of occasions and minuted it at later meetings. If current residents wish to have cabling installed it will be at their cost. The Owners Corporation will not pay for Universal Cabling’s return visits to undertake this work as access to these units was not provided at the time of the works.

*Motion 3
Strata Managers
Report &
Correspondence*

The Strata Managers report was received and discussed.

1. Unit 25 – internal kitchen renovations without structural changes – approved subject to standard terms and conditions.
2. Unit 122 – enquiries to enclose the balcony or to install a pergola.
3. Charges for fire equipment repairs added to the individual lots in line with the special by-law (cost).

*Motion 4
Common
property*

The condition and use of the common property was discussed and resolved the following:

1. CCTV – quote from Quatrix Communications to replace the current cameras and to add new ones was tabled at the meeting. **Resolved** that Bob Vernon will review the proposed scope of works and meet with Quatrix to finalise the quote by the end of January 2012.
2. Façade repairs – Jack Mazaraki (architect) declined to be involved with the future stages of the remaining façade repairs. The Executive Committee **resolved** to appoint Core Project Consulting (CPC) as per their fee proposal of October 2011. CPC to inspect the property (representative 20 balconies), and to prepare technical specifications for the remaining works. CPC will carry out the inspections on 5th & 6th December 2011. The timetable for this project is as follows:
 - a. Inspections 05 & 06 December.
 - b. Specifications to be finalised by 15 December.
 - c. Tenders called for by 19 December and close by 25 January 2012.
 - d. Informal meeting with the Committee and Core Project Consulting -30th January 2012.
 - e. Formal Committee Meeting 01 February 2012 to present tenders and make determinations.

Annual General Meeting – will be held later than usual in late February 2012. The Committee made a decision to postpone the meeting in order to obtain the necessary documents and quotes for the façade repairs for presentation to the AGM. It is essential that all information is available to all owners prior to the AGM (with the AGM Agenda), so that owners can make an informed decision in relation to the repairs. The quotes are essential to determine the funds required for the Sinking Fund. The Committee made a decision to appoint the Core Project Consulting to scope the remaining works (in lieu of J Mazaraki) and to test the market for comparison purposes due to the size of the repairs. The previous contractors – Premier Waterproofing- will be invited to tender as well.

*Motion 5
Financial
Position*

The financial statements were tabled and received. The managing agent to advise the Committee on the status of the outstanding levies in arrears and legal action to recover the debt.

The Annual General Meeting will be held in 3rd week of February 2012. The Agenda will be sent in due course.

Next Executive Committee Meeting will be held on Wednesday, 01 February 2012 at 6.00pm.

There being no further business the meeting closed at 7.20pm.