

MINUTES

*of the Executive Committee Meeting of SP 47991, 41 Rocklands Rd, Wollstonecraft
held Monday, 4 February 2013*

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

Attending: Bart Jaworski (Bright & Duggan Pty Ltd) Kris Pruszynski (Kristal Property
Services), Judy Murray

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 5
November 2012 and 10 December 2012 be adopted.

I. Matters arising – 5th November 2012

Motion 3.1

The building supervisors report was received and discussed.

1. Repairs of common areas in the building – water ingress has been inspected by CORE. The tenders are due on 6th February 2013.
2. Ventilation
 - a. Units 103 and 132 new fans will be installed in February.
 - b. Terry Thompson will be inspecting all fans, ventilation ducts in the carpark to assess level of dirt build up compromising efficiency of the fans.
3. Swimming Pool – water in the pool is maintained at the prescribed temperature of 26C. The Committee is satisfied there is no need to increase the temperature of the pool water.
4. Gardening
 - Garden maintenance works as per schedule
 - Damaged plants due to scaffolding to be replanted next week.
5. Cleaning.
6. Painting – see Motion 3 below.
7. Locks on the foyer windows – still being attended to.
8. Visitors Car Park.
9. KSS security – see Motion 5.2 below.

Motion 5.2 – Common Property Lifts – the managing agent to engage services of Jim Campbell & Associates to obtain quotations for lift upgrade items previously

- Motion 1
*Minutes
(Continued)*
- identified in their report.
- II. No matters arising - 10 December 2012
- Motion 2
*Financial
Position*
- The statement of financial position and performance was received. The managing agent drew the Committee's attention to the increase in water usage and cost. The Treasurer and the managing agent to look into this matter.
- Motion 3
*Building
Supervisor
Report*
- The building supervisors report was received and discussed.
1. Units 22, 30, 45, 68, 69, 71 and 138 have been inspected for water ingress by CORE. The tender for the repairs is due on 6th February.
 2. Painting maintenance programme.
 - a. Perimeter fence and gates – touch up.
 - b. Remaining unit doors.
 - c. External areas touch ups.
 - d. Remaining painted floors (entry from the CP into the lifts.
 - e. Wood work touch ups insider foyers.
 3. General maintenance services and repairs:
 - a. Pressure circulating pump upgrade – quote to be obtained.
 - b. Irrigation system upgrade – to be done.
 - c. Common area window locks – still being attended to.
 - d. Stormwater tanks – quote to be obtained for additional tank.
 4. Gym
 - a. Equipment – older treadmill repaired
 - b. Fan – replacement fan installed and wired to the light switch.
 5. Pool
 - a. Water – set at 26C.
 - b. Signs – installed.
 6. Ventilation – repairs and inspection booked for 8th February.
 7. Pest control – bating stations are regularly serviced and have proven successful. There hasn't been any rodents visible at the property lately.
 8. Lightiting / electrical
 - a. Circuit breaker in Foyer 1 to be replaced.
 - b. Halogen lights in the foyers to be replaced with LED lights.
 - c. Energy Saving Project – Trent Mackie to organise quotes for the upgrade.
 9. Use of Common Property – children are unattended playing in the common areas. The managing agent to send a circular to all residents outlining the strata scheme's by-laws.
- Motion 4
*Strata
Managers
Correspondence*
- The strata managers report & correspondence was received and discussed.
1. Unit 61 – request for laminte flooring approved subject to the standard terms and conditions.
 2. Judy Murray's letter dated 14th December 2012 in regards to proper repairs of balconies was tabled at the meeting.
- Motion 5
*Common
property*
- The conditions and use of common property be discussed and **resolved** the following:

*Motion 5
(continued)*

1. Sinking Fund Expenditure items – all on track in line with the Forecast prepared by Leary & Parnters.
2. KSS Security – resolved to reduce the security patrols to one visit per night. The guard will attend the site at 9.30pm every night including locking of the pool area.
3. Painting Programme –
 - a. Perimeter fence and gates – touch up.
 - b. Remaining unit doors.
 - c. External areas touch ups.
 - d. Remaining painted floors (entry from the CP into the lifts).
 - e. Wood work touch ups insider foyers.
4. Civil Fire Design – the managing agent to renegotiate better contract with Civil Fire Design.
5. Unit repairs and maintenance – review. CORE will provide tenders for the water ingress repairs in Units 22, 30, 45, 68, 69, 71 and 138 after 6th February 2013. Resolved to approve the quote by email.

Meetings

Schedule of Committee Meetings for 2013:

18th March 2013
29th April 2013
3rd June 2013
22nd July 2013
2nd September 2013
14th October 2013

There being no further business the meeting closed at 7.19pm.