

## MINUTES

of the Executive Committee Meeting of SP 47991, Pacific Park, 41 Rocklands Rd,  
Wollstonecraft  
held Monday, 18 August 2014

- Present: Chris Wykes, Michael Morris, Clive Mackay, Bob Vernon, David Russell, Guy Williams
- Apologies: Emma Howard, Jade Astbury
- Attending: Bart Jaworski (Bright & Duggan Pty Ltd), Colin Boswarva (JCA Lift Consultants), Kris Pruszyński & Michael Kopczynski (Kristal Property Services), Tony Moon, David Boston
- Chairman: Chris Wykes opened proceedings at 6:00pm.
- Motion 1  
Minutes Resolved that the minutes of the previous executive committee meeting held 7 July 2014 be adopted.
- Motion 2  
Financial Position Resolved to receive the statement of financial position and statement of financial performance for the period ended 31 July 2014.
1. Levies in arrears – the managing agent to proceed with all outstanding levies recovery.
  2. The managing agent to contact Finlease to provide advice on the redraw facilities with the current Macquarie Loan.
  3. The financial statements to include the annual amounts for the lifts maintenance contract with OTIS but not to be paid.
- Motion 3  
Building Supervisors Report
1. The building supervisors report was received and discussed at the meeting (copy attached).
  2. Updated works record from Core Project Consulting dated 18 August 2014 was tabled at the meeting (copy attached).
  3. Unit 70 – fans on the roof above Unit 70 have been replaced to assist with noise reduction affecting the occupants. The source of the noise has been identified to be coming from the air conditioning units servicing Unit 69 which have been installed on the common property roof directly above Unit 70. The managing agent to contact the owner of Unit 69 to remove the air-conditioning units from the common property.
  4. Laundries and storage of items on balconies – circular was issued to all residents. The building supervisor to provide photos of the offending Units to the managing agent. Notices to Comply to be issued on the relevant occupants to comply with the By-laws.
  5. Resolved to approve the quote from Bells Access Control Services to install CCTV near the spa and the pool.
  6. Kris to obtain another quote to replace one of main water supply booster pumps in plant room.
  7. Cold water controllers – deferred.

Continued

8. Intercom replacements quote – Unitcom – to be followed up to provide their price.
9. Security audit to be carried out in September. Mr Tony Moon to assist the building supervisor.
10. Kris to check all lift phone lines weekly.

Motion 4  
Strata Managers  
Report and  
Correspondence

The strata managers report and correspondence was received and discussed:

1. Unit 69 – to remove the illegally installed air-conditioning system on the common property roof above Unit 70.
2. Unit 155 – bathroom renovations and flooring installation at the owners' cost approved subject to the standard terms and conditions. Owners may also install a chute outside of the building to remove building materials during their works.
3. Unit 76 – kitchen renovations approved at the owner's cost subject to the standard terms and conditions.
4. Unit 15 – air-conditioning and flooring installation at the owner's cost approved subject to the standard terms and conditions.
5. Unit 119 - kitchen renovations approved at the owner's cost subject to the standard terms and conditions.
6. Fire Dampers – resolved to approve the quote from Passive First for the Fire Seals protecting openings in fire resisting components of the buildings including fire dampers in the common areas.
7. Audit for pets to be carried out. The managing agent to attend.

Motion 5  
Common  
property

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

1. Fibre optics – Clive Mackay and Bob Vernon to prepare a survey to seek the residents' interest to use fast speed internet.
2. Lighting upgrade – Clive Mackay is obtaining quotes for the recommended updates.
3. Lifts – David Russell's report was discussed and tabled at the meeting. David to go over the maintenance records and to call another meeting with OTIS. Chris and Tony will assist David as well. Colin Boswarva (JCA Lift Consultants) attending the meeting and presented his lift assessment report of July 2014. Resolved to commission Colin's services to prepare technical specifications to replace all lifts and to upgrade all lifts. Colin requires 3-4 weeks to prepare the scope and 4 weeks to obtain tenders. It is estimated that each lift will take approximately 12 weeks to upgrade or 18 months in total for all lifts.
4. Next meeting – 29 September.

There being no further business the meeting closed at 8.00pm.

1. Unit repairs – please see attached spreadsheet.
2. Swimming pool.
  - Residents who put soap into the spa were recognised.
  - Problem with spa pump (noisy) - resolved.
  - Bells Access to install 180 deg camera this week.
3. Car Park entry gates.
  - No problems noted.
4. VCP/security/bollards/notices.
  - All recent examples of breach of the use of the VCP were noted, offenders identified.
  - Any ongoing issues are being resolved immediately.
  - Hooks to be installed on the columns to allow blocking offenders' cars more effectively.
  - Quote from Bells Access to install additional CCTV cameras in order to fully cover VCP.
5. Energy Saving/lighting upgrade.
  - Clive to report to the EC.
6. Gardening.
  - Pot plants in the foyers (ground floor) are often being damaged by residents or their guests
  - All garden works are up to date.
7. Cleaning/ rubbish management/ general maintenance.
  - Inspection was carried out on Saturday the 16<sup>th</sup> August (present David Russell, Michael and Kris) :  
Cleaning standard is very good  
Lights in the GYM needs to be replaced (lower cost of maintenance, BS to obtain quotes)  
Water condensation in the pool area. BS to investigate the possibility and cost for improving of air circulation.  
Rubber seals on the glass panels (courtyard fences) are coming off the frame. BS to find cost effective solution for permanent repair.  
Tennis court surface become slippery. BS to find the cost effective and efficient way of light wash/cleaning or re-surfacing.
8. Appearance of the lot. Laundry on the balconies.
  - Photos of balconies sent to BD.
9. Lifts.
  - JCA lift audit report was emailed.
  - Report from David Russell was emailed.
  - Lift number 6 was reported not working or working with stops on the floors.

10. Main entry upgrade.
  - Sleeve/extra bracket still has not been installed by Dorma. BS asked JCA Metalworks and Barchu Doors to provide the cost and timeframe for installation of the sleeve/bracket.
11. Plumbing/hot water repairs.
  - General plumbing repairs are being carried out when needed.
  - Two other plumbers were asked to provide their quotes for installation of isolating valves for cold water supply in the complex. Quote from Langham Plumbing was presented at the last ECM.
  - Quote for replacement of two booster pumps was received (Langham Plumbing).
12. Ventilation fans in the complex.
  - Unit 70/71 new fans installed.
  - Unit 70/71 silencers installed on two fans.
  - Foyer 9 (top of unit 155) one broken fan was replaced.
  - Unit 126, lack of ventilation problem. Flex duct in the unit to main shaft have been cleaned but it did not improve airflow.
  - Noisy aircon unit found on the roof in proximity of unit 70.
13. Intercom.
  - Ongoing problems with intercom. Austrata Electronics responds to the reported problems ASAP.
  - BS started to investigate options for replacement of the system.
14. Regular services/maintenance is up to date.
  - Pest control. Increased rats activity around the boundary with Mater Hospital.
  - Pool service.
  - Minor repairs (locks, doors, balcony door rollers etc.).
  - New door from VCP (under tennis court) was installed.
  - Infracan undertook thermal scan of all electrical boards. Repairs of minor faults were completed by electrician.
  - In order to stop blockage, stainless steel mesh was installed on all drains on the walkways in the complex. Grills on the drain in internal courtyards were also installed.
15. New BS office hours.
  - Kristal increased number of days (hours) for office attendance to meet residents' needs. New office days/hours are implemented.
16. Outstanding items:
  - To complete restacking of bricks and tiles in the VCP. At the moment builders use that area for storage. Builders are still using the area.

Kris Pruszynski

18/08/2014