



## MINUTES

*of the Executive Committee Meeting of SP 47991, Pacific Park  
held Monday, 2 February 2015*

- Present:* Chris Wykes, Michael Morris, Clive Mackay, Bob Vernon, David Russell, Trent Mackie, Jade Astbury
- Apologies:* Guy Williams
- Attending:* Bart Jaworski (Bright & Duggan Pty Ltd), Kris Pruszynski & Michael Kopczynski (Kristal Property Services), Colin Boswarva (JCA Lift Consultants), Tony Moon
- 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 10 November 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 October 2014. The audit has been completed.

*Motion 3  
Budget 2014 –  
2015*

1. **Resolved** that the new budget for 2014-2015 financial year be discussed and approved for inclusion on the AGM Agenda. **Resolved** to propose to the AGM to raise the bank loan to replace all lifts and to accept JCA Lift Consultants' recommendations.
2. **Resolved** that the new levies for 2014 – 2015 be approved and consider sinking fund budgets beyond 2015. The admin fund to be set at \$700,000.00 pa and the sinking fund to be set at \$583,000.00.
3. **Resolved** to engage Leary & Partners to update the Sinking Fund Forecast

*Motion 4  
Building  
Supervisor's  
Report* The building supervisor's report was received and discussed (copy attached).

*Motion 5  
Strata Manager's  
Report and* The strata manager's report and correspondence were received and **resolved** the following:

*Correspondence*

1. Unit 21 – renovations request to remove a window and to install dor / window combination. Special By-law to be presented to the AGM for the for owners’ approval.
2. Unit 64 – bathroom renovations approved subject to the standard terms and conditions. The owner to provide more details in regard to the external exhaust to the kitchen.
3. Unit 76 – dog application approved subject to the standard terms and conditions.
4. Unit 93 – kitchen and bathroom renovations and flooring approved subject to the standard terms and conditions.
5. Unit 152 – air conditioning installation, bathroom and laundry renovations approved subject to the standard terms and conditions.

*Motion 6 –  
Common  
property*

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

1. CORE – Units repairs – not report was available for this meeting.
2. Internet – TPG – agreement to proceed with the installation.
3. Lifts upgrade / replacement and special levy – tenders recommendations received. Colin Boswara attended the meeting to address his report. The Executive Committee **resolved** to put the recommendations to replace all lifts and to borrow the funds to the AGM for the owners to decide.
4. Lighting upgrade for the fire stairs at this point is estimated at \$30,000.

*AGM*

The AGM will be held on Monday, 23 February 2015 at 6pm in the Crows Nest Centre

*There being no further business the meeting closed at 7.50pm.*

**1. Unit repairs – please see attached spreadsheet.**

**2. Swimming pool.**

- New 180 deg camera was installed in the pool by Bells Access to cover the whole area incl spa. Camera is working OK.
- Replacement of three filters – completed.
- Water in the spa was replaced as per scheduled maintenance.
- Spa heater is broken. Service is ordered (contractor was away on holiday).

**3. Car Park entry gates.**

- Reported noise whilst gates are operating. Issue reported to service provider.

**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.
- Recently issues with KSS – lack of communication, incorrect blocking of cars.

**5. Energy Saving/lighting upgrade.**

- Clive to report to the EC.

**6. Gardening.**

- Some plants were sun-burnt on the rear garden area (behind foyer 9). Plants were fertilised and they are recovering.
- Weeds in general on all common areas were sprayed with poison.
- Burnt grass on main lawn. Issue was assessed and proposal submitted. Please see attached.
- Other garden works are up to date.

**7. Cleaning/ rubbish management/ general maintenance.**

- Cleaning – all up to high standard and as per schedule.
- Inspection was carried out on Saturday the 31<sup>st</sup> January (David Russell, Tony Moon, Michael Kopczynski). Matters raised from inspection (status in red colour):
- Main courtyard tiles are mouldy and need a steam clean (this includes the front area between the sliding glass doors and the footpath) – *scheduled for next week.*
- Main courtyard has several cracked tiles – *work ordered with Everest. Contractor is looking for matching tiles.*
- Drains at entries to both upper and lower car parks are blocked with leaves. *Grates have protecting mesh installed not allowing leaves to get into the drain and block it.*
- Can we shut the doors on the “junk” area in the upper carpark? – *This is access for wheelchairs, EC to discuss.*
- Pool ceiling drain drips constantly – does it need to be flushed? – *Core asked to check this.*
- Spa not working. *Cervas to attend.*
- Bricks outside fire stairs in Block 10 are mouldy and wet. *Mould will be cleaned next week altogether with other water pressure cleaning works.*
- Wet bricks (including first 2 bricks on walls) outside Foyer 5 are still wet. *To be inspected again by Core.*

- Lower pedestrian gate from Rocklands Rd – area needs cleaning. *Will be cleaned altogether with other water pressure cleaning works next week.*
- Upper car park gate rattles when opening and closing – arm needs tightening. *Service ordered.*
- 2 light fittings on Level 2 of Foyer 6 broken – replace (can't find same so get similar fittings). *BS will look for cost efficient replacement of all wall lights fittings on this level (LED).*

#### **8. Appearance of the lot. Laundry on the balconies.**

- Updated photos of balconies will be sent to in December 2014.

#### **9. Lifts.**

- Please see report from David Russell.

#### **10. Fire Services.**

- All inspections and repairs are up to date.

#### **11. Plumbing/hot water repairs.**

- Circulating pump for hot water system was replaced.
- Leaks from hot water system were fixed.

#### **12. Ventilation fans in the complex.**

- BS to create full and detailed asset list for ventilation (roof fans) – in progress.
- Unit 152, lack of ventilation problem. Flex duct was cleaned but it did not help, as approved, inline extraction fans were installed in the unit to create ventilation.
- Owner of unit 69 is obtaining quotes for replacement of rusted and noisy air conditioning unit mounted on the roof – works completed on owner's cost.

#### **13. Intercom.**

- Ongoing problems with intercom. Austrata Electronics attends to all reported issues.
- Quotes and proposals were presented to Strata Manager and Executive Committee for consideration.

#### **14. Regular services/maintenance is up to date.**

- Pest control. Rats' activity around the boundary with Mater Hospital.
- Pool service.
- Minor repairs (locks, doors, balcony door rollers etc.).
- Replacement of blown lights, batteries in smoke alarms.
- Cleaning of gutters.
- Replacement/repair of rubber seals on ground floor courtyard glass panels – completed.
- GYM – treadmill has been repaired.

#### **15. Access cards/CCTV.**

- Access cards data base is up to date.
- CCTV – problem with capacity on hard drive.

#### **16. Other matters**

- Children playing on tennis court and common area courtyard.
- Increasing number of mail theft reports.
- Dogs on common property. Damage lawns.
- Reports of dogs barking during day time.
- BS proposal to create pets register.

Kris Pruszynski

02/02/2015