

## MINUTES

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*of the Executive Committee Meeting of SP 47991, Pacific Park, 41 Rocklands Rd,  
Wollstonecraft  
held Monday, 11 May 2015*

*Present:* Ho Tuan Truong, Chris Wykes, Bob Vernon, Michael Morris, Tony Moon

*Apologies:* Trent Mackie, Jade Astbury, David Russell

*Attending:* Bart Jaworski (Bright & Duggan Pty Ltd), Kris Pruszynski & Michael Kopczynski (Kristal Property Services)

*Chairman:* Chris Wykes chaired the meeting and opened proceedings at 6:05pm.

*Motion 1  
Minutes* **Resolved** that the minutes of the previous executive committee meeting held 23 March 2015 be adopted with the following amendment:

Present: Bob Vernon, David Russell

*Motion 2  
Financial  
Position*

1. **Resolved** to receive the statement of financial position and statement of financial performance for the period ended 30 April 2015.
2. Sinking Fund Forecast - draft forecast from Leary and Partners was tabled at the meeting for discussion. The forecast is yet to be finalised by Trent Mackie, Michael Morris and David Russell.

*Motion 3  
Building  
Supervisors  
Report* The building supervisors report for the period of 23 March to 7 May was received and discussed (copy attached). The building supervisor to attend to the following:

1. To obtain a quote for additional CCTV for the carpark to be purchased from the rent money received from Bright & Duggan.
2. To provide recommendations of moving in and out bonds to protect the owners corporation's common areas.

*Motion 3  
Building  
Supervisors  
Report –  
continued*

3. Unit 142 – to instruct CORE to provide urgent recommendations to stop water ingress into Unit 142
4. Quote to install bike rack in the VCP area
5. To follow up CORE in regard to small section of dislodged render
6. To arrange for the upper carpark gate to be adjusted. It's not closing all the way

*Motion 4  
Strata  
Managers  
Report and  
Correspondence*

The strata manager's report and correspondence were received. The Executive Committee **resolved** to approve the following applications subject to the standard terms and conditions and the registered strata plan's by-laws:

1. Unit 17 – floating floor in the bedrooms; and tiling to entry, kitchen, lounge, dining and halls
2. Unit 69 – dog, Male Cavoodle
3. Unit 100 – new kitchen cupboards and appliances; no structural changes
4. Unit 139 – cat “Annie”; vinyl floor in the living room and hallway
5. Unit 43 – the strata manager to issue a breach of by-law letter to the owners of Unit 43 for continually parking their vehicle in the common property driveway obstructing the driveway and access to the other garages

Owners are reminded not to commence any works or renovations in their units without first seeking the Executive Committee's approval. All works must be tabled and discussed by the Executive Committee in order to check compliance with the registered strata plan's by-laws and changes to the common property. The same rules apply to pets. Full copy of the registered by-laws may be obtained from [www.pacificpark.org](http://www.pacificpark.org)

*Motion 5  
Common  
property*

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

1. CORE – Units repairs – report merged with the Supervisor's report in Motion 3 above.
2. Lifts – **resolved** to accept David Russell's recommendations to settle the dispute with OTIS as follows:
  - a. Otis would give SP47991 a credit of \$18,000 against the unpaid invoices (this is equivalent to about one and a half quarterly invoices):
  - b. Otis would re-rope Lift No. 5 at its own expense;
  - c. Otis would lubricate the lift ropes of Lifts 1, 3, 4 and 6 at its own expense;
  - d. SP47991 would then pay the outstanding invoices, less the credit of \$18,000
- 2.1 – The Committee will appoint new maintenance contractor on the completion of the outstanding works by Otis.
3. Other:
  - a. TPG – Geoff Berry provided information to Bob Vernon and Clive Mackay on the solution to connecting TPG via the existing fibre optics cabling. Geoff is currently finalising the

*Motion 5  
Common  
property –  
Continued*

- proposal.
4. Chris Wykes tendered his resignation from the Executive Committee. The Executive Committee extended their Vote of Thanks and gratitude to Chris Wykes for his past assistance and services to the Owners Corporation.
  5. David Russell was appointed as the Chairman until the next General Meeting.

Next Meetings      The Committee Meetings will be held on the following days:

29 June 2015, 10 August 2015, 21 September 2015, 2 November 2015

The Annual General Meeting will be held on 7 December 2015

*There being no further business the meeting closed at 7.25pm.*

Kristal Property  
Services  
BUILDING MANAGER'S  
REPORT  
Pacific Park (SP47991)  
SP (SP47991)  
07 May 2015



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## RENOVATION

20/04/2015 - Bathroom Renovation in unit 152

Status: In progress

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23/04/2015 - Renovation in unit 139

Floor renovation in unit 139.

Status: Completed

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28/04/2015 - Unit 17 - Floor Replacement

Installation of sound reduction underlay specifically designed for multi story buildings.

Status: In progress

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25/10/2013 - Aluminium framing

Aluminium framing has been severely corroded by the pool chlorine

Status: In progress

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20/11/2013 - Water Stain

water stain on ceiling (due to balcony 121 above)

Status: In progress

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01/05/2014 - Poorly Sealed Windows

Poorly sealed windows allowing air to blow through penetrations in the wall

Status: In progress

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15/05/2014 - Roof - Above Foyer 8 + 9

Complete repairs of investigation works  
(Everest to arrange access from U139 or U140)

Status: Completed

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08/08/2014 - Wind though hole in kitchen wall

Power point below kitchen sink is un-sealed and allowing air in.

Status: In progress

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## UPGRADES

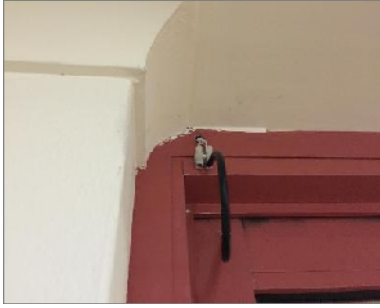
07/04/2015 - Intercom Cables Rewired and Join Installed

Hotz Electrical Services rewired intercom cables and installed joints to make the foyer door able to come out.

That was a necessary action to be able to install Foyer Entry Step Protectors

Documents: 1. [View Attachment](#)

Status: Completed



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#### 07/04/2015 - Foyers Entry Step Protectors

Foyers number 6, 7, 8, 9, and 10 had installed Entry Step Protectors to prevent from accidents and tails cracking.

Status: Completed

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#### 30/04/2015 - S7 Supa Lock Box Instalation

Supa Lock Box has been installed to the wall next to the automatic glass doors.

Status: Completed



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### INCIDENT

#### 06/02/2015 - Mrs. King Gym Incident

Mrs. King fell over and hit her head. Possibly pushed by other side of the argument. Police is involved in case.

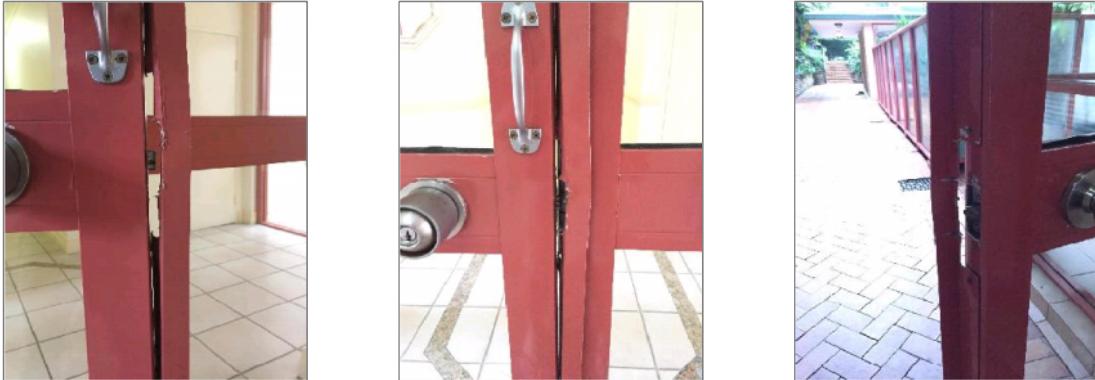
Status: In progress

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03/04/2015 - Break In Foyer # 8

The security pink metal frame door and lock of foyer number 8 cut open and damaged. No signs of damage inside the foyer.

Status: Completed



11/04/2015 - Fire Inside an Apartment 136

Over the night from the 11th to 12th of April, inside the unit 136, part of the kitchen had been set on fire. Alarm went off and neighbors called 000. Fire brigade came on site, forcing the door open. No harm to residents done. Broken entrance door and lock.

Status: In progress



## CLEANING

08/05/2015 - High Pressure Cleaning

After have rains and hard weather condition some of the common areas required High Pressure Water cleaning.

Status: In progress



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## REPAIRS AND MAINTENANCE

09/01/2015 - Grass Convert from inspection

burned grass spots

Status: New



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10/01/2015 - Tennis court net

Broken bottom string - needs to be replays. The net itself looks OK but the upper edge fabric has (been) pulled away leaving the net sagging. The courts need a high pressure clean at the edges.

Status: Completed





15/01/2015 - Drooping water in unit 127

Inside the bathroom in unit 127 water droops inside the ventilation shaft. Dumps the ceiling and makes loud noise.

Status: New

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16/01/2015 - Water Stains Unit 147

Water stains on living room ceiling in unit 147

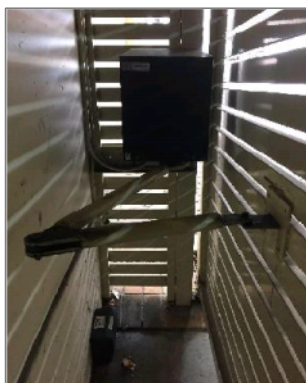
Status: In progress



28/01/2015 - Car Park Gate Noise

Car Park Gate makes noise while opening and closing. Screws needs to be tidied up on gate's arm.

Status: Completed



19/02/2015 - Water Leak To Unit 24

Visible moisture levels in the hallway common wall, adjacent to the hall way, kitchen and main bathroom area.

High level of moisture forming on the skirting and timber flooring.

Carried out a moisture level reading of the surrounding wall and floor surfaces, found the highest moisture level is as per the visual inspection and is concentrated to one area in the hallway.

Adjacent to the position of the moisture in hallway is the common vertical sewer stack in the adjacent duct position behind the common wall.

Status: In progress

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25/02/2015 - Airvents in Bathroom and Laundry

Air-vents in Bathroom and Laundry in unit 125 blowing into apartment as opposite to sucking out. One of the fans on the roof stopped working, letting the air blowing inside.

Status: Completed



16/03/2015 - Main courtyard has several cracked tiles

Quote being obtained.

Status: New



16/03/2015 - Wet Bricks F#5

Wet bricks (including first 2 bricks on walls) outside Foyer 5 are still wet. Issue required further investigation by CORE.

Status: New



16/03/2015 - Height Clearance Bars

Overhead ducting next to water heaters inside Residence Car Park has been bashed and needs repair. Repair has been ordered with Ivan Servisec

Status: Completed



19/03/2015 - Intercom Unit 160

Intercome panel in unit 160 doesn't open any doors.

Status: New

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06/03/2015 - Connection problems in unit 132

Internal problem with telephone and intercome connection lines.

Status: Completed

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20/03/2015 - Leaking Fire Hydrnat Pipe

Fire Hydrant Pipe on Lev 2, Foyer number 7 (left hand side from the lift) leaks. Civil Fire technicians booked in to attend site on Monday 30th March to repair.

Documents: 1. [View Attachment](#)

Status: Completed



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26/03/2015 - Balcony Door Repair unit 67

The balcony door for the above mentioned unit is extremely hard to open and close. Rollers door need replacement.

Documents: 1. [View Attachment](#)

Status: Completed

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26/03/2015 - Intercom Problem unit 71

Intercome problems in unit 71. Can not buzz in or out.

Status: Completed

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26/03/2015 - Broken Pergola unit 88

Pergola in unit 88 has broken and loose slats.

Status: Completed

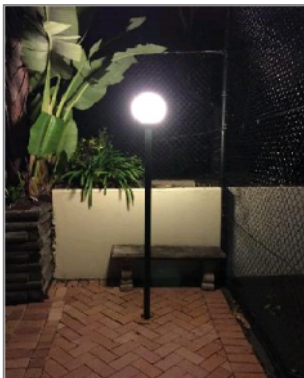


07/04/2015 - Broken Outdoor Pole Light

Broken lamp has been replaced

Documents: 1. [View Attachment](#)

Status: Completed



07/04/2015 - Cold Water Isolation Valve Leaks

Cold water isolation valve in unit 122 is leaking. Plumber has been called on site.

Status: Completed

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30/03/2015 - Water leak

Water leak in the small boiler room adjacent to the visitors car park. Plumber called on site.

Status: Completed



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08/04/2015 - Balcony door repairs unit 32

Gap in the balcony doors caused by runners which have been worn away as the doors no longer close properly

Status: Completed

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11/04/2015 - Blocked Sewer System In Unit 52

Blocked sewer stack from broken toilet & tile parts have fallen in drainage line. Looks like from 64. Not confirmed, however owner of unit 64 has been contacted regards this issue.

Status: Completed

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15/04/2015 - Sliding Veranda Door in Unit 34

The seal on big glass veranda sliding door has perished caused air coming through. Need new rollers as well as the current ones have perished and it's quite noisy to slide the door open and closed.

Status: In progress

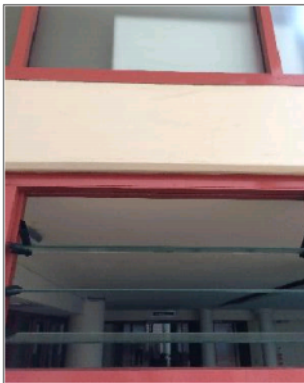
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20/04/2015 - Broken Louver Glass

Over the night from Friday to Saturday one of the Louvre Glass Window fell off and crushed in the swimming pool area. Area has been cleaned and secured. Glass fitting contractor informed. Work in progress.

Documents: 1. [View Attachment](#)

Status: Completed



23/04/2015 - Broken Intercom in units 139 & 161

Broken Intercom in units 139 & 161. The residence can not buzz in.

Status: New

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27/04/2015 - Internet Connection Problem in unit 93

Line from MDS point to unit 93 might be faulty.

Status: New

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27/04/2015 - Foyer # 8 Entrance Door Broken Knob

The entrance door from foyer number 8 couldn't be open from inside as the door knob wouldn't work.

Locksmith called on site. Fixed 1 hour latter.

Status: Completed

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27/04/2015 - Unit 142 - Flooding

Water leaks into unit 142. Water goes down the wall damaging wall unit and carpet.

Status: New

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28/04/2015 - Broken Lock

Broken lock to the gate next to the unit 98.

Status: Completed

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05/05/2015 - Main Garbage Room Lock Broken

The lock from the main garbage room gate is broken. Causing easy access from outside to the complex.

Status: New



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05/05/2015 - Broken Drain Crate



Broken Drain Crate in Garbage Room on lev.1.

Status: Completed



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## SERVICE

25/03/2015 - Car Parks Entry Gates Serviced

Car Parks Entry Gates has been serviced by the Raclo contractor.

Status: Completed

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11/03/2015 - Pest Control

Rodent Biting Service

Documents: 1. [View Attachment](#)

Status: Completed

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20/03/2015 - Pest Control

Rodent Baiting Service

Documents: 1. [View Attachment](#)

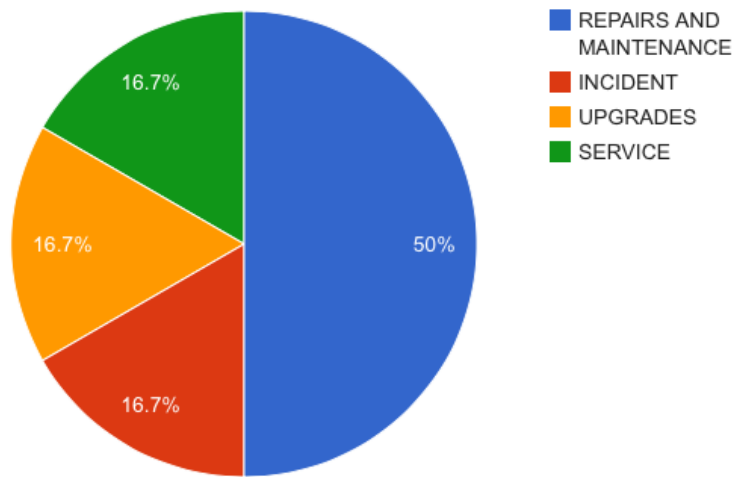
Status: Completed

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## SCHEDULED MAINTENANCE REPORT

Date	Subject	Comment	Status
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**Cases by Category**



SP47991 - 41 Rocklands Road, Wollstonecraft

Amount under Contract + Variations \$27,303

Amount pending Contract \$0

\$0

Unit #	Assoc'd Unit	Date of Request	Issue Reported	Date of Inspection	Date of Report	Issues Identified	Contract Date	Budget	Works Complete	Variation	Variation # and Reason	Everest Invoice #
Pool		n/a	n/a	25/10/13	8/11/13	Aluminium framing has been severely corroded by the pool chlorine	On Hold by EC	\$7,688	ON HOLD			
118	121	1/11/13		20/11/13	16/5/14	water stain on ceiling (due to balcony 121 above)	5/08/2014	\$26,240	ON HOLD			
Windows		1/5/14	Poorly sealed windows allowing air to blow through penetrations in the wall	1/5/14	16/5/14		On Hold by EC	\$57,992	ON HOLD			
Roof Foyer 8+9		1/5/14	Investigation of possible water leak	15/5/14	16/5/14	Complete repairs of investigation works (Everest to arrange access from U139 or U140)	5/08/2014	\$1,063	0%			
34		24/6/14	Wind though hole in kitchen wall	8/8/14	18/8/14	Power point below kitchen sink is un-sealed and allowing air in.	Pending EC					
30		28/7/14	damaged render near balcony sliding door	8/8/14	11/8/14	Damage was dry at time of inspection and believed to be old - ok to repair.	Pending EC					
91		-	Damaged render around balcony sliding door columns (noted in BM's list)	18/8/14	18/8/14	water ingress through balcony door	Pending EC					
82	86	15/10/14	Water leak and stalactite on soffit of enclosed balcony	16/10/14	10/11/14	Leak did not appear active - continue to monitor	monitor					
138	122	15/10/14	Major leak in ceiling of master bedroom. Possibly related to works by Everest in March 2013	16/10/14	10/11/14	further destructive investigation revealed failure of expansion joint on U122. To be replaced by end of March 2015	In progress					
154		16/10/14	Cracked and delaminated render in master bedroom	16/10/14	10/11/14	Recommend repair of render and cornices	Pending EC					
147	148	15/1/15	Mould on ceiling and damaged cornices	30/3/15	9/4/15	2/3/15 - Investigation by Shane from Everest 25/3 - Investigation of U148 balcony						
146	148	21/4/15	Mould along crack in ceiling near kitchen	16/4/15	pending	moisture found in 1 location only						
136	140	21/4/15	Leak down wall of bathroom	23/4/15	pending	Leak from faulty building expansion joint						
142	148	23/4/15	Floor level leak in middle of building	23/4/15	pending	Suspect leak in service shaft (exhaust shaft for bathrooms?)						