

MINUTES

*of the Executive Committee Meeting of SP 47991, Pacific Park, 41 Rocklands Rd,
Wollstonecraft
held Monday, 7 November 2016*

Present: David Russell, Tony Moon, Clive Mackie, Robert Vernon, Michael Morris, Ian Stewart

Attending: Bart Jaworski (Bright & Duggan Pty Ltd), Kris Pruszynski & Michael Kopczynski (Kristal Property Services Pty Ltd), Darren Hansen (Core Project Consulting Pty Ltd)

Apologies: Amy Lim, Tuan Truong and Trent Mackie

Chairman: David Russell chaired the meeting and opened proceedings at 6.00pm.

*Motion 1
Minutes* **Resolved** that the minutes of the previous executive committee meeting held 26 September 2016 be adopted with the following amendment:

Motion 4.11 to read Unit 42, not 142.

*Motion 2
Financial
Position*

1. **Resolved** to receive the statement of financial position and statement of financial performance for the period ended 31 October 2016.
2. The Executive Committee accepted the managing agent's draft budget and recommends new budget for 2016-2017 to be put forward to the AGM for the owners' approval. Levies to be set at:
 1. Administrative Fund \$650,000.00 (no change)
 2. Sinking Fund \$683,920.00 (from \$671,352.00) in line with the Sinking Fund Forecast prepared by Leary & Partners in November 2015
3. The managing agent to create separate Lifts Replacement Fund on the balance sheet. The owners corporation will collect approximately \$150,000.00 per annum for lifts replacement within the sinking fund income. The sinking fund forecast budgets for replacement of the lifts in 2025 at a cost of approximately \$1,600,000.00.
4. Motion to move \$100,000.00 from Admin Fund to the Sinking Fund (Capital Works Fund) to be put to the AGM.

Motion 3 The building supervisor's report was received and discussed:

*Building
Supervisors
Report*

1. Update on water ingress repairs Darren Hansen from Core Project Consulting was in attendance and presented his report to the Committee. Darren to provide the updated written report as soon as possible.
2. Unit 95 balcony leak into Unit 92 below– Kris to engage the plumber to camera inspect the balcony drains.
3. Unit 99 – windows to be sealed to stop air/water ingress. There are gaps around the actual frames that allow air flow.
4. Update on the window locks quotes – Bells Locksmith are preparing the quote.
5. Update on quote to replace gym lights - quote pending.
6. Update on quote for new foyer security keys – for inclusion in budget 2016-2017 – resolved to accept the quote from Bells Locksmith to replace all lock barrels and to provide 1500 keys. The barrels are original and worn out in most instances. Residents will receive replacement keys – like for like but will need to pay \$50 deposit for any additional keys.
7. Update on quote to clean fire dampers – the managing agent to follow this up.
8. Tony and Kris to review the quotes for the gym equipment replacement and recommend a new treadmill.
9. Kris to remind his staff to always have two persons to move large garbage bins up and down the ramps and along the footpath.

*Motion 4
Strata Manager's
Report &
Correspondence*

The strata managers report and correspondence was received, discussed and actioned as required:

1. Unit 17 – like for like request to renovate the kitchen – declined. The owner has not provided the application form at this point.
2. Unit 20 – request to issue notice to all residents regarding noise and correct disposal of waste (cigarette butts, bottle caps etc.). The Committee declined to issue notices to all residents for anticipated future incidents. The Committee will consider the issuing of notices for specific complaints about specific units.
3. Unit 111 – request for payment water damaged carpet repairs. The Committee declined the owner's request to pay for the carpet damage. Owners do not pay levies towards carpet or painting repairs within their respective units. The owners corporation are not liable to pay this cost. Owners should have their own insurance.
4. Unit 139 - approval for the building of the awning and Special By-law for AGM. Application form received. The Committee approved this request subject to the owners' approval at the Annual General Meeting.
5. Unit 140 - proposed Window Replacement Special By-law for AGM. Application form received. The Committee approved this request subject to the owners' approval at the Annual General Meeting. Chad Campbell to ensure his contractors make good the ceiling outside Unit 140 as it was prior to the renovations.
6. Progress of water ingress repairs with CORE and Everest. The managing agent to instruct CORE Project to attend to the following repairs:
 - a. Efficacy of repairs to roof adjacent to Units 139 & 140 – new membrane to be painted similar colour to the roof (green).
 - b. Efficacy of repairs to stop water leak into Unit 121. Darren recommends accepting the quote from Mould Cleaning

Australia. Owners to monitor previously affected areas / stains on the ceilings at 6-12 monthly intervals.

- c. Water ingress works to be completed or investigated:
- i) Works in Units 16, 146 and 147 are currently being completed.
 - ii) Unit 119 – there are patches on the ceiling from the drainage points of Unit 122’s balcony above. Core to attend.
 - iii) Units 45, 72 and 139 – balcony door hobs are very low and may allow water ingress during heavy rain.
 - iv) Units 85 and 138 variation to the current works to replace all tiles due to lack of expansion joints the tiles are lifting. Core to attend.
 - v) Unit 148 – Darren to follow up the email of 31.10.16 re drainage of water from balcony.
 - vi) Unit 139 –gap between head of sliding door and wall above it.

7. The Executive committee instructed the managing agent to include the proposed Special By-law prohibiting short term leasing (for example Airbnb and Stayz) for owners’ vote at the AGM.

Motion 5 No matters arising.
Common
property

AGM - 05 ***The Annual General Meeting will be held on Monday, 05 December***
December 2016 ***2016 at 6.00pm at Crows Nest Centre.***

There being no further business the meeting closed at 8.10pm.