



## MINUTES

*of the Strata Committee Meeting of SP 47991, Pacific Park, 41 Rocklands Rd,  
Wollstonecraft  
held Tuesday, 22 January 2020 at Bright & Duggan Offices, Crows Nest*

**Present:** TM Lot 44, SR Lot 24, AM Lot 36, DP Lot 138, AL Lot 88  
TM Lot 87, MT lot 42 and KV Lot 80  
Apology MM Lot 132

**Attending:** Jeremy Ryan (Bright & Duggan Pty Ltd)  
Kris Pruszynski (Kristal) and Anastasiya (Kristal)

**Chairman:** DP Lot 138 chaired the meeting which commenced at 6.03 pm.

***All resolutions were unanimous unless recorded otherwise***

**Motion 1** **Resolved that** the minutes of the previous Strata Committee Meeting held on 2 December 2019 be adopted as a true record of that meeting.

1.2 Business arising from the minutes, not otherwise dealt with in the agenda.

a) **Resolved that** a sub-committee be established to review the competitiveness of the strata management agreement. The sub-committee will consist of TM, SR & AL. Sub-committee was asked to provide an update by the next strata committee meeting.

b) **Resolved that** the building manager will update the emergency procedures manual and send to the committee. The building manager will also host 2 sessions with 4-5 strata committee members each session, where the committee will be taken through the building and questions answered on the operation of the building. Dates and times for these sessions will be provided by the building manager at a later date (estimated early February).

c) **Resolved that** TM & SW be nominated as back up contacts to communicate with Grainne Kearney (engineer) whilst DP is away overseas. They will discuss with Grainne the 'big ticket' changes to the builder's draft contract for the balcony waterproofing works. TM & SW will also seek details and assurances on the project history of

the successful tenderer. They will update the committee on progress by next meeting or earlier.

*Motion 2  
Financial  
Position*

1. **Resolved that** the statement of financial position and statement of financial performance for the period ended 13 January 2020 was received and discussed.

**Note:** *B&D to confirm that \$80,000 under repair and maintenance for roof is the budgeted amount for the roof access project.*

*B&D also to confirm that the \$1000.00 in the admin fund budgeted for maintenance of air conditioning is the amount budgeted in the capital works fund for this work.*

*Motion 3  
Building  
Supervisors  
Report*

- 1 **Shattered glass (external)** – Glass shattered over the Christmas break, cause unknown but contractor has advised it is an external impact of unknown cause. Glasshopper has been engaged to undertake this repair.
2. **Unit 69 balcony** – Unit 69 balcony is not levelled which leaves water puddles. Kris advised that the balcony was repaired 4-5 years ago by Everest and unlikely to remain under warranty. Photos have been provided to the engineer. Noted that the balcony is not causing any leaks to any other unit.
3. **Unit 43 balcony** – leaking around drainage points is impacting nearby units. Suspected need to replace tiles. A design will be implemented as old tiles no longer available.
4. **Items removed from upper car park** – items left in the upper car park by the Lift contractors have been removed. No further action required.
5. **Use of grass area** – residents have recently started using this area for barbeques and social gatherings. TM and AL will update the Welcome Book to include information on the reasonable use of common property areas for social get togethers as well as where to put rubbish for council clean up.

*Motion 4  
Strata Manager's  
Report &  
Correspondence*

1. **Residents hanging washing on balcony** – Bright & Duggan have received several complaints about residents at the building hanging washing on their balconies. The Building Manager will distribute a general notice to remind residents of the By-Law concerning laundry on the balcony that is clearly visible from the street. The advice will include photos of unacceptable use under the By-Law.
2. **Unit 156 Pet** – Bright & Duggan were advised that the residents of Unit 156 were keeping a pet. After consultation with the unit's real estate agent, it was determined that the pet was just a weekly visitor at the unit and thus a pet application form was not required.
3. **Light out in Foyer 3** – Bright & Duggan and the building manager have been made aware of a light not working near the exit of Lift 2 in foyer 2 by the Level 2 carpark. Building Manager to arrange ASAP for the repair of the light as the area is dark and a safety risk.
4. **Unit 130 Pet** – Bright & Duggan have received complaints about the noise caused by a pet dog barking on the balcony of this unit. The strata committee approved the issuing of a breach notice to this unit for excessive noise caused by the dog.
5. **Lot 34 Air conditioning application** – this application has been approved by the strata committee.
6. **Lot 34 Temporary Parking Permit** – more information will be required for the strata committee before a temporary parking permit will be considered. Bright & Duggan will invite U34 to provide details regarding their request to use a visitor's car space, including times of use, period and reasons.
7. **Smoking** – Bright & Duggan have received multiple complaints over the last 12 months in regard to smoking at the building. The building manager has also received complaints about cigarettes being dropped from balconies. A reminder about smoking will be added to the notice being distributed by the building manager for washing as a reminder to all units.

*Motion 5  
Common  
property & other  
matters*

8. **Unit 72 hob** – The building manager advised that the hob repairs were given a lower priority compared to other major works undertaken at the building on the advice of the new engineer.

To ensure that similar repairs are not lost or forgotten, the strata committee requested they be circulated a full list of items identified as requiring repairs by both engineers. All items must note the priority of the repair and the date it was added to the list.

1. **Lift replacement update** – 6 sets of lift curtains have been provided and 3 lift floor covers have been purchased and will be delivered within 10 days. Following their arrival, a circular will be delivered to all units advising residents to confirm large deliveries and moving dates in and out of the building in order that lift interior protection can be put in place by the cleaners on the agreed upon dates.
2. **Dumping of rubbish at Rocklands Road** – rubbish has been dumped in incorrect locations in the days prior to recent council clean-ups. The building manager will include in the laundry and smoking notice, a reminder to ensure that residents ensure that any rubbish put out for a council clean-up complies with council requirements, including that the approved items only be put out the night before (No chemicals, no electronics, etc). This information will also be included in the amendments to the welcome pack.
3. **Additional signatory of invoices** – committee approved Tony Moon as an additional signatory of invoices in the invoice hub.
4. **Strata Committee meeting dates** – confirmed for 2020 as 3<sup>rd</sup> March, 14<sup>th</sup> April, 26<sup>th</sup> May, 7<sup>th</sup> July, 18<sup>th</sup> August, 29<sup>th</sup> September and 10<sup>th</sup> November.
5. **Automated payment of utilities** – Strata committee have unanimously approved utility invoices such as electricity and water to be automatically approved by Bright & Duggan unless the bills have a variance of over 10% from last bill.
6. **Access for installation of roof anchors** – Building manager to confirm if access to roof can be gained via Unit 69. Alternatively, another date will need to be organised due to Unit 18 being overseas at the time of the proposed roof anchor installation.

7. **Disabled car parking spaces** – Strata committee requested Bright & Duggan to investigate the legislative requirements for provision of disabled car spaces.

***There being no further business the meeting closed at 7:48PM.***