bright & duggan

australia's strata leader

Minutes of

Strata Committee Meeting

To The Owners of – Plan No. 47991

41 ROCKLANDS ROAD, WOLLSTONECRAFT, NSW, 2065

Meeting Date:	7 October 2025
Time:	06:00 PM
Address:	Bright & Duggan Boardroom, Level 7, 558 Pacific Highway, St Leonards, NSW, 2065 Available on Teams
Present:	Jim C (Lot 95) Committee member present Robert V (Lot 129) Committee member present DP (Lot 138) Committee member present Kristen R (Lot 141) Committee member present
In attendance:	James Azar Bright & Duggan Kris Pruszynski Krystal Building Manager Tony M Lot 44 Giovanni L Lot 158
Chairperson:	Robert V
Apologies:	Stephen W (Lot 86) JP (Lot 82) Patrick H (Lot 139)
Quorum:	Yes, 50% or more of strata committee members in attendance

1. Minutes

RESOLVED

That the minutes of the last Strata Committee meeting held on 26th of August 2025 and the online meeting on 2nd October 2025 be adopted as a true and accurate record of the proceedings of that meeting.

Business arising from the last minutes, not otherwise dealt with in the agenda. Out of session business approved by the committee already prior to the meeting, not otherwise dealt with in the agenda.

- Unit 155 Pet Cat Approved.
- Unit 158 Flooring Renovation Approved.

2. Financials

RESOLVED

That the attached statements of financial position performance for the period ending 30 September 2025 for the administrative fund and capital works fund be adopted.

- The SM will provide the excel Budget draft to the Treasurer to incorporate in time for the AGM.

3. Building Supervisors Report

RESOLVED

That the Building's supervisors report be received, discussed, and acted upon as required.

- The Carpet Steam Cleaning of the common areas is scheduled to take place in late October 2025.

- The pressure cleaning of the tennis court is scheduled for late October or early November 2025.

- Various repairs around the common areas such as tiles and hobs budgeted around $10,000 to take place in the next few months. This includes some courtyard tiling repairs.

- Lift 5 in foyer 6 repairs has been completed by Hamilton who have sourced the parts from Schindler but there are a few minor items that require fixes and the BM is following this up. Hamilton will cover these costs.

- Invoices have been received from the plumber for work done some months ago.

- The Fan in Foyer 9 needs replacing. This will incur labour only costs as a spare fan will be used.

4. Strata Managers Report

RESOLVED

That the Strata Managers report, and correspondence be received, discussed and acted upon as required.

- The committee looked at the remaining Civil Fire and Passive Fire quotes prior to the issuance of the AFSS. It was agreed the Passive First fire damper repairs quote (176270 or Q9028) isn't approved because it is not on the AFSS schedule, but is intended to be addressed as part of the overall Fire upgrade works. The remaining Civil fire quotes involving removal of items from the common property (194625) will be taken care of by the building manager in the next few days and photos provided to Civil Fire & B&D. The inspection of the one remaining unit (U92) to be left off the AFSS because access is not provided due to both the strata manager and building manager cannot get a hold of the owner of the lot. The BM will keep trying and has written a note to put under their door.

- Civil Fire notified the committee one hour before the meeting that the fire doors for all units need to be replaced (251595) to receive unqualified AFSS certification. The current doors were to the building standard at the time of construction, but need to be upgraded to current standards. These fire doors will be replaced to implement the performance solution approved by the North Sydney Council as part of its fire safety development order. The committee considered that there was no utility in replacing the fire doors now when they would need ot be replaced again as part of Council-ordered works. The strata manager was instructed to submit an application for an exemption for this until the fire order works are complete and any penalties be waived (a'stay out of penalty infringement notice').

- Lot 150 has been making enquiries about a sunroof renovation and will send a renovations application for approval of the strata committee, and they have been advised a bylaw is required and must be approved at a general meeting of all owners.

- The building manger will follow up with lot 136 in relation to their faulty kitchen window.

- The building manager has advised the strong persistent smells of odour in Lot 53 may not be a common property issue but rather issues related to the occupants sinks and drainage and the BM is communicating with the agents.

- The committee advises the complaints made about an occupant using a swimming coach in the common area pool is not a business being conducted by the owners corporation and any liability is that occupant's responsibility and their swimming coach's because its being conducted in private solely for that unit. The Owners Corporation has public liability insurance for the pool and would urge the owner to confirm of the coach they have employed has their own indemnity insurance. If this does not interfere in other occupants using the pool, there is no issues.

- The balcony door glass repairs are being investigated by the building manager in Lot 37.

5. Fire Safety upgrade

RESOLVED

Fire Safety Development Control Order update.

- The specification for tender document is still being prepared to set the framework for prospective tenderers to provide quotations and has developed a detailed Scope of Works to ensure the fire safety strategy. Timp Peng is organising the tender for the fire designs and then quotes will organised later for the works themselves most likely that would happen until the new year. One quote has been received by Tim Peng for $110,000 to do design, audit and inspection. Tim Peng is so liaising with Civil Fire to identify interactions that the fire upgrade works has with the AFSS.

6. Other Business

RESOLVED

That the strata committee discuss any further items of business that attendees wish to raise at the meeting and resolve how those will be dealt with at a later meeting (noting that depending on the nature of the item, it may not be able to be resolved at the meeting).

• The BM and the committee met QS Solutions onsite to discuss the preparation of new Capital works which is required for the AGM. The draft CWF report should be available in the coming weeks.
• The SM has received no further feedback from Unit 119 after the last committee instructions was sent to them. The Committee had asked the project manager for Project C questions that sought greater clarity on the how the works are likely to impact U119 and the potential options which may mitigate the impacts. The SM will advise U119 of the project manager's response.
• The Unit 21 Awning approval is dependent on unit 21 accepting responsibility for maintaining the concrete/brick that the awnings are being affixed to and this will be relayed to the owner of unit 21.
• The SM is waiting on the chairperson to provide the draft Lithium Battery Bylaw for the AGM approval.
•Unit 158 Air Conditioning Approval is being investigated by the engineer and Unit 158 has provided further plans that was not previously passed onto the committee. The Committee will obtain an opinion from the engineer and revert to the owner of unit 158.

7. Next Meeting

RESOLVED

That the strata committee determined the date of the next AGM is 9 December 2025 at 6pm to be held at the Crows Nest Community Centre and this is followed up by the newly elected Committee Meeting. The SM will book the community centre.

There being no further business the meeting closed at 7:15 PM.
Bright & Duggan Pty Ltd
Managing Agents for Plan No. 47991