MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF THE OWNERS STRATA PLAN 50785 HELD ELOURA SURF CLUB ON TUESDAY 5TH FEBRUARY 2002 AT 8.20 PM

PRESENT	*Mr Gale, Mrs Carruthers, Mr Bayliss, Mr Faulkner, Mr Solari, Mr Bulliman, Mr O'Shea & Mrs McCubbin.*
APOLOGY	*Mr Beebe*
VISITOR	*Mrs Schembri*
IN ATTENDANCE	*Miss Gordon STRATA SCHEMES MANAGEMENT CORP P/L*
CHAIRMAN	*Mr Gale*

MOTIONS

1. ***RESOLVED*** *that the minutes of the previous Executive Committee meeting be adopted.*
   Managing Agent tabled and circulated a report to the Executive Committee regarding matters raised and action in respect of the past meeting.

2. ***Caretakers report***
   - *Inside Spa Circuit board blown*
   - *Smell behind B2 and restaurants. Slight leak in split sewer pipe. Installed expansion joint.*
   - *Blockage in B2. Water leak due to storm water blockage. Rapid repaired. Caused elevator to stop OTIS to repair, still full of water. Rapid returning to repair.*
   - *Pool overflowing. Finally released valve. Pumps stopped. Walter will check again early in the morning. Rain was greater than expected.*
   - *Drain at the top of the driveway had blocked drain due to mud, was repaired by O'Shea after caused major leak into ramp near B2.* ***WZ*** *to clean out drain on a monthly basis to prevent this recurring.*
   - *All courtyard and low-rise roofs checked during rain to prevent water overflowing.*
   - *Need to puncture flower boxes to release water to drain away from building to prevent blockage of drains in basement.* ***WZ & SB***
   - *McDonald St gates and Gerrale St Gate need attention. Locks need repair as they seize. Gerrale St is already being investigated* ***WZ*** *will ask locksmith best action plan.*

- *Phone in lift near C bar was vandalised. Quotations $1800.* ***RG*** *to forward quotation to C Bar and request immediate payment.*
- *Painting middle courtyard will commence as soon as wether improved.*
- *Seimens reader not working. Cables out and is currently being repaired.*
- *John Sullivan near completion. Grates are now lower and drainage improved.* ***BG*** *to answer to next meeting.*
- *Special thanks to E/C who assisted in insurance improvements.*
- *Front door handles same as those on inside spa. Ordering of new handles not permitted.* ***WZ*** *to contact locksmith regarding simple replacement of spring.*
- *Top bolt lock on main front door to the tower has corroded and is immovable. Is currently being repaired.* ***WZ*** *to ensure lock is always locked.*
- *25th Jan '02. Glass panels outside Sandbar have been smashed. JAG have quoted on repair. Insurance claim.*
- *Excellent after hours Service displayed by* ***WZ****.*

3. ***RESOLVED*** *that the following Tenancy Report be received and actioned.*
   - *C74 & C22 moved in, C 46 moved out.*

4. ***RESOLVED*** *that the following building report be noted and actioned*

Security Audit

- ***SB*** *&* ***BG*** *will jointly attend to the Security audit and create a summary of the proposals to be heard at the next meeting.*
- *Agreed to adopt a security protocol. Currently advertised on the Web Site but will be amended and a hard copy issued.*
- *Alarm button in main foyer is approved.*
- *Purchase of 3 self- charging torches approved. To be issued to 3 residents looking around pool area.*
- *Placement of advisory signage in carpark advising of illegal parking to be towed away.*
- *Shire locksmiths currently quoting on keys and locks*
- *Burns security to repair perimeter*
- *JAG quotation to install spike fence approved.*
- *Additional CCTV to be quoted on by Burns*
- *Connecting all lights agreed.*

Exhaust Noise

- *O'Shea investigated. Noise emanating is excessive.*
- *Running 9.30a.m. – 12 midnight*
- *Has already got a silencer for noise but requires silencer to control air discharge.*
- *Executive Committee is to consult directly with Hogs Breath to arrange rectification* ***KO****. And report back to the next meeting.*

5. ***RESOLVED*** *that the following house matters be received and dealt with:*

Notice to Complies

i) ***RESOLVED*** *that the owners of Strata Plan 50785 have formed the opinion that the Occupier of Lot 95, being apartment C67, is in breach of By-Law 2 (Vehicles) and that a Notice to Comply with these By-Laws be issued.*

ii) ***RESOLVED*** *that the owners of Strata Plan 50785 have formed the opinion that the Occupier of Lot 81, being apartment C53, is in breach of By-Law 2 (Vehicles) and that a Notice to Comply with these By-Laws be issued.*

iii) ***RESOLVED*** *that the owners of Strata Plan 50785 have formed the opinion that the Occupier of Lot 6, being apartment A1 (R & N Gibson), is in breach of By-Law 2 (Vehicles) and that a Notice to Comply with these By-Laws be issued.*

iv) ***RESOLVED*** *that the owners of Strata Plan 50785 have formed the opinion that the Occupier of Lot 55, being apartment C27, is in breach of By-Law 1 (Noise) and that a Notice to Comply with these By-Laws be issued.*

Garage Ventilation

- *To be discussed at the next meeting following report from professional.*

Appearance of lots

- *A1 & A2 letter to air-conditioner must be installed at ground level if they have been given permission previously. If permission is to be requested by owner they must do so immediately or remove the unit.*
- *A4 and C36 are to remove illegal window coverings immediately.*

6. ***RESOLVED*** *that the following correspondence be received and dealt with:*

- *C5 letter. Executive Committee is to arrange for installation of extended meshing to cover the gap at the top of the garage wall of the affected garages in existing material, however will not cover costs of lighting. Must supply diagrams and specifications to Executive Committee, to match those of C4, to be submitted for approval.*
- *C69 letter to be sent by* ***SSMC*** *refusing request. Sincere apologies to be noted in letter.*
- *Ian Brindley has quoted on continuing gardening. Quotation approved*
- *Water leak in Mrs Corbell's storage space may be cause of garden beds. Rapid to supply quotations to install drain to catch dripping water.*
- *Rapid also to quote on repair bubbling water at Eastern end of B2. Contact SB*

- *Timber & Glass Joinery scope of works submitted for regular maintenance of windows and doors.*

7. ***RESOLVED*** *that the following general business be actioned:*
   - *Painting of lift soffits has begun at the cost of Lot 21. To be completed after poor weather subsides.*
   - *OTIS to be contacted re repairs requested to be attended urgently.*
   - ***DS*** *to reply to CHU's correspondence regarding E/C's request to be contacted prior to claims being settled.*
   - ***SSMC*** *to reply to subpoena wrong information as per conversation with DS. Clarification of requested material, in wrong area. SEND URGENTLY.*
   - *The only outstanding items for insurance requested repairs are Additional Slip Guard to be installed and stair treads.*
   - *BG to contact CHU upon completion for final inspection.*
   - *Circular to residents regarding Enertec servicing.* ***SSMC*** *to find out exact date and send letters urgently. In early March.*
   - ***SSMC*** *to advise all R/E agents and CHU of our web-site.*
   - *Ted Booker - Elouera Surf Club usage is a charge of $50.* ***SSMC*** *to arrange sending of cheque.*

6. ***That the Executive Committee devises a procedure outlining the process in which Executive Committee Members are to action internal disputes without conflict.***
   - *Identification as a member of the E/C*
   - *Where an E/C member has been requested to address a problem, they must use the following introduction:*
     'It has been brought to me as a member the E/C that you are....'
   - *In the event that an E/C member is personally involved, another member is to attend to the complaint.*
   - *To be finally ratified at the next meeting.*

Next meeting 5th March 2002 at 7.00 p.m.
THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 11.00 P.M.